

## **Dover Warrant Committee Minutes of the November 28, 2012 meeting**

**Members in attendance:** Andrew Waugh, James Stuart, John Cone, Brooks Gerner, Doug Lawrence, Kathy Gill-Body

Non-members in attendance: Jim Dawley (Dover Selectmen), Greer Pugatch (Assistant Town Administrator), Barrie Clough (Town Clerk), Bill Clark (IT Support/Website Coordinator), David MacTavish (Director, Parks and Recreation), Mark Ghiloni (Assistant Director, P&R), Rich Oasis (P&R Commissioner), Nancy Simms (P&R Commissioner)

**Location:** Dover Town House

Mr. Waugh called the meeting to order at 7:02 PM.

Mr. Waugh recognized Ms. Pugatch, Mr. Clough, and Mr. Clark who discussed the new policy regarding email retention for the Town of Dover. A Town of Dover email address has been created for the Warrant Committee – [warrantcommitteechair@doverma.org](mailto:warrantcommitteechair@doverma.org). All email exchanges between members of the Warrant Committee must include this email account to insure that all communications are properly captured and permanently archived.

Mr. Waugh recognized Mr. MacTavish, Mr. Ghiloni, Mr. Oasis, and Ms. Simms who gave a detailed explanation of the Parks and Recreation revolving fund. The P&R revolving fund is used to account for and disburse funds associated with the fees paid for recreational activities programs. Revolving fund accounts are particularly useful to handle revenues and expenses for programs that span multiple fiscal years. Parks and Recreation revolving funds are specifically authorized by Massachusetts statute and the balances and disbursements are audited by the Town Accountant.

The next meeting of the Warrant Committee will be on December 5.

Being no other business, Mr. Stuart made a motion to adjourn, second by Ms. Gill-Body. Meeting adjourned at 8:29 PM.

Respectfully submitted,  
John S. Cone