

Dover Parks and Recreation Commission
Meeting Minutes of September 4, 2013

P&R Commissioners in Attendance:

Chris Boland, Peter Davies, Nancy Simms, Scott Seidman

P&R Employees in Attendance:

Dave MacTavish, Mark Ghiloni, Amy Caffrey

Others in Attendance:

James P. Dawley, Jr., John Cone, James Stewart

1. The meeting was called to order at 7:50 AM.

2. Acceptance of Meeting Minutes: 7/23/2013
Vote to approve as presented: 4-0.
Mr. Seidman will submit the minutes.

3. A family from Norfolk sent in a \$5,000.00 check for a gift to the Dowd Dugout Project. Peter Davies made a motion for Park and Rec to accept the gift. Vote to approve: 4-0.

4. New Fall Programs
Mr. Ghiloni stated that the new fall programs will include such classes as Legos, Chinese language, yoga and Pilates. These classes were created based on feedback from Dover citizens that wanted to create more programs for adults and middle school children. One program that has been eliminated was Action Packed Wednesday. This was because the half day Wednesday was changed to twice a month at the public school.

3. Dover Days
Dover Days will be held on September 21st this year and help will be needed to sell tickets between the hours of 10am to 3pm; a sign-up list will be created for volunteer ticket sellers. There will be no road race this year as the outside party that wanted to run the race did not have enough advance planning time. The group may try again next year.

4. Revolving Fund
The accounting office gave a report after all receipts were received for all programs and there was a surplus of \$41,570.77.

5. There was a discussion about the irrigation system at Caryl Park and the need to replace a well that is no longer working. There is also a need for a new water filter at the Chickering Fields irrigation

system.

6. There was discussion about various office items that are needed for the Park and Rec office: a clock, whiteboards, file cabinets, air conditioner unit, and a microwave oven.
7. There was a discussion about the costs of starting up new programs as well as bringing down the cost of future programs that were developed for COA.
8. There was a discussion about recurring “miscellaneous costs” in the Revolving Fund such as merchant services, porta potties, and printing that should be itemized by budget line items to create greater transparency of costs.
9. Selectman Dawley stated that, according to Mass General Law –Chapter 44 Section 53D, the Board of Selectmen has the obligation and ability to approve any expenditures in the surplus funds in regards to Revolving Funds.
10. Mr. MacTavish announced that Mr. Ghiloni passed his test as a State Certified Recreation Professional.
11. The next meeting will be held on September 11, 2013 at 7:45am.
12. The meeting was adjourned 9:06am.

Respectfully submitted by,

Scott Seidman
Secretary