

**Dover Parks and Recreation Commission
Meeting of March 1, 2013
Minutes**

P&R Commissioners In Attendance: Chris Boland, Peter Davies, Rich Oasis, Scott Seidman, Nancy Simms

P&R Employees In Attendance: David MacTavish, Mark Ghiloni

Others In Attendance: Jim Dawley (BOS), James Stuart (WC)

The meeting was called to order at 7:50am.

ADMINISTRATIVE

Acceptance of Minutes

There were no minutes submitted for review.

Quarterly Employee Meeting

There will be a department-wide employee meeting at noon on Thursday, March 7, 2013. Scott will attend and has asked that there be at least one other commissioner in attendance also. Nancy may be able to attend and will notify Scott.

Field Usage Fees

Mark completed his survey of the field usage fee policies in place in some of the towns surrounding Dover: Medfield, Needham, Wellesley, Newton, Wayland. He compared these fees and rental policies with Dover's. Mark calculated by club sport (baseball and softball, soccer, boys lacrosse, girls lacrosse, football and field hockey) the fees paid to P&R and the number of hours each Dover field was used.

Field usage revenue for calendar year 2012 (Spring 2012 plus Fall 2012) was \$18,600. The fields were used 1,490 hours for an implicit hourly revenue rate of \$12.50. Of the 1,490 hours, roughly 400 were baseball/softball hours, leaving 1,090 hours on the five rectangular fields (two in the fall as one is always rested, three in the spring). 1,090 hours divided across five fields is an average of 220 hours per field, higher than the industry maximum of 160 hours recommended for sustainability. Mark pointed out that these hourly usage numbers do not take into consideration that there were often multiple teams practicing on one field.

For comparison purposes, it was noted that the old grass stadium field at the high school was used approximately 35 times a year for roughly 2 hours at a time for a total of 70 hours a year. As a grass field and despite the maintenance pampering it received, it was in very poor condition for all but the early weeks in each season. It was not used at all in the summer. Converting this field to turf has all but eliminated the maintenance and overuse concerns. As a turf field, this field was used in just the fall season alone 65 times (13 weeks times 5 days a week) for roughly 3 hours at a time for a total of 195 hours in one season. This calculation does not include weekend practice hours. Doubling this number results in 390 hours a year of use now that this field is turf. Adding in any summer use and pre-season practice use and shoulder season use will put the usage hours well over 400 hours a year and probably closer to 500 hours a year. Labor and materials costs associated with field maintenance all but disappear as well.

The Warrant Committee has asked P&R to work toward covering the \$25,000 of wear and tear maintenance costs associated with athletic team usage through field usage fees. Motion was made and seconded to raise the field usage fee for Fall 2013 and Spring 2014 by \$5 to \$25 per player per sport per season and to allow Sherborn to set and collect its own fee rates. Unanimous approval 5-0.

Peter pointed out that Dover-Sherborn is charging a combined rate of \$40 per boys lacrosse player versus neighboring towns which are charging \$10 to \$15. Most of these towns have at least one turf field which accounts in part for the lower field maintenance fees assessed the players.

Capital Budget Decision regarding Large Tractor

The Capital Budget Committee has decided not to recommend P&R's FY2014 capital budget request for a new large tractor. James explained that this year the Warrant Committee has tried to establish consistency standards with regard to vehicle replacement. To that end, members of the CBC were asked by the WC to take a field trip to the highway garage to look at all the vehicles in the town fleet. They found that there were other vehicles in greater degrees of decrepitude than the P&R large tractor being proposed for replacement. The WC understands that the trade in value next year would be lower; the WC talked to an equipment dealer familiar with the town of Dover who confirmed that the trade in value would be lower next year. The WC also acknowledges that there will be maintenance costs on this vehicle which will likely cause the amount included in the maintenance line item in the FY2014 operating budget to be underestimated. James acknowledged that this was an experiment and that the facts may demonstrate that this approach will have been more costly for the town. However, the WC is keen on creating consistency across all departments and therefore is willing to give this a try. They looked into hours used, the year of acquisition, and maintenance records. James did say that the P&R maintenance records were more detailed than those of the highway department. James explained that this scrutiny is being applied across all town departments – schools, protective agencies, highway – and that P&R was not being singled out. The WC wants to look at each piece of equipment individually rather than blanket decisions across all items and all departments. P&R will have to decide at the next meeting whether to withdraw the tractor from the capital budget or to keep it despite the CBC's recommendation against its replacement this year.

The question was raised as to whether P&R should be reserving for equipment depreciation. It was decided that this was not necessary given the capital budgeting process the town currently uses.

There was also a question as whether P&R should increase the amount of the maintenance line item in the FY2014 operating budget given the possible one-year delay in replacing the large tractor. It was agreed to not amend the operating budget but to request a Reserve Fund transfer if future needs should so require.

RECREATION

D/S Youth Football

P&R spent \$11,000 on new equipment last year. Helmets cost \$125 with a five-year life. P&R also purchased shoulder pads, practice pants and jerseys. With a five-year life, the equipment is 20% appreciated. It was agreed that it was irresponsible for P&R to give away this equipment. Motion made and seconded to charge DSYF \$1,500 for each of the next four years, approved 4-1.

PARKS

CPARC - Proposed Ballot Question

P&R discussed with Jim Dawley the possibility of including a non-binding question on the May 20th ballot that would ask the Dover voters whether they were in favor of or opposed to two new turf fields at Caryl Park. Specific language was debated and discussed. Motion was made and seconded to ask the BOS to accept P&R's request to include the question on the May 20th ballot, approved 5-0. Jim stated that town counsel would have to review the precise wording and that he would have that done. Jim asked P&R to formally present its request at the March 19 Board of Selectmen's meeting. P&R agreed to do so. Jim asked P&R to consider being bound by the outcome of the vote even though the question has to be framed legally as a non-binding ballot question. Decision will be voted on at the next meeting.

CPARC - Scott Goddard

P&R reviewed Goddard's initial proposal which included four phases of work. P&R responded to Goddard requesting that he proceed one step at a time and asked that Goddard submit to P&R a revised proposal for just Phase I. This phase included performing the wetlands review, walking the property with Paul McManus or another consultant identified by ConCom, and attending up to two ConCom meetings to present and defend his findings. Separate from his work will be that of Cheney who will also walk the property and GPS locate each of the flags agreed to by Goddard and McManus. Cheney's work will be done under separate contract and will need to be completed prior to Goddard appearing before ConCom. Subsequent work and phases would be identified based on Goddard's findings and ConCom's feedback.

Goddard's current proposal for Phase I only is set at a fixed fee of \$9,500. Services to be performed are identified as flagging all wetland areas and identifying trees and vegetation in said wetlands. He will "delineate wetland areas and buffer zones." The area to be walked is approximately 40 acres from the eastern property boundary to the western property boundary and from the creek to Dedham Street. His survey will include at least a visual analysis of neighbor's lands to get to a 100-foot buffer zone on the eastern and western boundaries.

P&R will have Gale review Goddard's proposal as Gale requested.

CPARC – ConCom meeting

P&R is currently on the agenda for the March 27th Conservation Commission meeting. Depending on when the Goddard contract is signed and when Goddard is able to get into the field to place his flags and when Paul McManus is able to walk the field and confirm Goddard's flag placement and when Cheney is able to follow Goddard and McManus and make the GPS locations of the flags, P&R may need to defer this appearance until early April.

Dog Walking Messes in Caryl Park

A Dover citizen has contacted Dave regarding the plethora of dog poop in Caryl Park pathways and asking us to do something about it. The issue was discussed. It was noted that the proposed turf field project includes a parking lot further into the woods; if dog walkers were to park in this lot, they would be in the thick of the woods more quickly and would encounter less dog poop. It was noted that there are numerous large signs already posted in Caryl Park and that biodegradable plastic dog poop baggies are provided at both Caryl Park entrances for walkers to use for their pets and take home with them. It was noted that the late winter is the worst time for this as the poop is most noticeable against the white snow and is unlikely to be covered by a subsequent snow fall. It was also pointed out as being perverse that there is horse poop on the paths and that there have not been any complaints about this. It was agreed that additional signage be considered for next year. It was also agreed that a complete dog ban for Caryl Park be considered for next year although this excessive action would be difficult to justify, would be difficult to enforce, would be burdensome for dozens of current dog walkers, and is not popular amongst the current P&R commissioners.

Needham Memorial Day Soccer Tournaments

Dover P&R has once again been asked to rent its fields to the Needham Soccer Club for their Memorial Day tournament. They would like to rent Chickering Field and Caryl Field for the three-day weekend. They will set up four 8 v 8 fields at Chickering and one 8 v 8 field at Caryl. They will pay Dover P&R \$4,500 in total for the three days. Needham Soccer Club will be responsible for lining the fields, arranging for and paying police detail, arranging and paying for porta-potties, arranging and paying for trash pick-up. Chickering Field and Caryl Field parking will be limited to referees and coaches. Players scheduled on both fields will be directed to park at Chickering School. Motion made and seconded to rent Chickering Field and Caryl Fields to Needham Soccer Club for \$4,500 over Memorial Day weekend, 5-0 approved.

Rich will make sure the police and highway departments are aware of the event and will address any concerns they may have.

Scott will contact the D S Soccer Club to see if they want to run a fund-raising concession stand at the tournament.

Vanasse Traffic Study Update

Deferred until next meeting.

Upcoming Meetings

The next Planning Board meeting is TBD and depends on when the wetlands survey work is completed. The next Conservation Commission meeting is March 27th but may need to be pushed to April 10th.

NEXT P&R COMMISSION MEETING

March 15, 2013.

The meeting was adjourned at 9:12am.

Respectfully submitted,
Nancy Simms, P&R Commissioner