

**Dover Parks and Recreation Commission**  
**Meeting of September 9, 2015**  
**Minutes**

**P&R Commissioners In Attendance:** Chris Boland, Val Lin, Nancy Simms

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

The meeting was called to order at 7:35am.

**Acceptance of Minutes** – There were no minutes available for review.

**Caryl Park Well** – There has been a decline in the performance of the well at the back of Caryl Field which is the water source for irrigating Chickering Fields. It is a 1,500 gallon well. Recently it has been taking a full day to refill after draws for irrigation. This is concerning. It will cost no more than \$5,000 to explore for alternative locations. Should a good site be identified, it will cost about \$10,000 to put in a new well.

**Caryl Gym Update** – The gym floor has been refinished with two coats of polyurethane. The walls have been patched and painted. Calls have been made regarding the installation of new hoops; the funding for this improvement has been offered by a private donor.

**Revolving Fund** – Mark distributed the most current version of the Park & Recreation Revolving Fund spreadsheet; it was reconciled with the town accountant as of August 18, 2015 but is awaiting confirmation from the town treasurer.

By a vote of 3-0, it was agreed to allocate the FY2015 Revolving Fund overage of \$36,246.71 to the following Operation accountants:

Irrigation Well Maintenance:	\$15,000.00
Porta Potties:	\$ 2,500.00
Tennis Court Repair:	<u>\$18,746.71</u>
Total	<u>\$36,246.71</u>

The FY2016 starting balances for the revolving fund accounts are provided in Exhibit A attached to these minutes.

**Dover Days / Volunteers for P&R Booth** – Dover Days will be September 12. The 5k road race is back and will begin at 10:30am. There will be a fun run for the youngest runners at 10:00am. The DSHS Cross Country team is staffing both races. We have three sponsors this year, each who have donated \$200: Dover Auto, Corcoran Insurance Group (King Doherty), and Strawberry Hill Landscaping. Shirts for the runners cost \$900. A signup sheet was circulated for staffing the P&R ticket booth.

**New Business** – DSYBS Spring 2015 Funds Reconciliation – Dover P&R is still waiting for funds from Sherborn for its share of the DSYBS registration revenue. The delay is attributed to the treatment of certain costs incurred by DSYBS without authority from Sherborn Recreation. One of the DSYBS Commissioners apparently had the two girls softball fields at Laurel skinned and had three fields (J1, J2, J3) at Jamison renovated. This work was undertaken without consulting with Dover P&R nor with Sherborn Recreation. DSYBS is claiming that this expense should be Sherborn's share of the program's expense. DSYBS did not vote to have this work done; the DSYBS Commissioner acted on her own. There will need to be a meeting with Dover P&R, Sherborn Recreation, and DSYBS to come to a common understanding.

The meeting was adjourned at 8:50am.

Respectfully submitted,  
Nancy Simms, P&R Commissioner

**Exhibit A**  
**FY2016 Revolving Fund Account Starting Balances**

<b><u>Programs</u></b>	
Base / Soft & TBall – Spring	\$ 9,592.97
Basketball Intramural	\$ 0.00
Baseball Coaches Academy	\$ 0.00
Bogastow Ski Club	\$ 0.00
Dover Days Fair	\$ 2,986.00
Fencing	\$ 0.00
Field Hockey	\$ 21,925.33
Field Maintenance	\$ 43,185.66
Fishing Derby	\$ 0.00
Football	\$ 0.00
Misc. / Overhead	\$ 0.00
Other Programs	\$ 6,728.60
Pre-K Sports	\$ 15,910.54
Ski Programs	\$ 2,911.29
Summer Concerts	\$ 0.00
Summer Playground	\$ 45,414.36
Tae Kwon Do	\$ 5,322.00
Tennis	\$ 39,918.96
Thundercat Sports	<u>\$ 5,848.78</u>
<b>Subtotal Programs</b>	<b><u>\$ 199,744.49</u></b>
<b><u>Operations</u></b>	
Registration Software	\$ 5,639.96
Sheds	\$ 870.77
Merchants Fees	\$ 10,500.00
Porta Potties	\$ 9,500.00
Printing	\$ 6,000.00
Office Equipment	\$ 5,050.00
Development – New /Current Programs	\$ 12,950.00
Caryl Park Signs	\$ 2,000.00
Part Time Staff	\$ 4,475.00
Tennis Court Repair	\$ 38,454.51
Renovate Baseball Fields	\$ 10,261.16
Irrigation Wells Maintenance	\$ 23,000.00
Caryl School Repair	\$ 12,943.30
Maintenance Equipment	\$ 3,456.28
Refinish Gym Floor	\$ 5,000.00
Split Rail Fence	\$ 3,464.00
Caryl Park Benches	\$ 1,000.00
Renovate/Replace/Enhance Playing Fields	<u>\$ 243.67</u>
<b>Subtotal Operations</b>	<b><u>\$ 154,808.65</u></b>
Revolving Fund – Unreserved Funds	<u>\$ 10,000.00</u>
<b>Total Revolving Fund</b>	<b><u>\$ 364,553.14</u></b>