

Dover Park and Recreation Commission
Meeting of February 12, 2020
Minutes

P&R Commissioners in Attendance: Chris Boland, Peter Davies, Eric Loeffler and Valerie Lin

P&R Employees in Attendance: Mark Ghiloni and Nicole DiCicco

Town Employees: Chris Dwelley (Town Administrator) and Katelyn O'Brien (Assistant Town Administrator)

Meeting called to order at 6:33pm in the Caryl Community Center- Parks and Recreation Meeting Room.

Acceptance of Minutes: Peter made a motion to approve the December 11, 2019 meeting minutes. Eric seconded the motion, and the meeting minutes of December 11, 2019 were approved 4-0.

Department Staffing: Mark introduced both Chris Dwelley and Katelyn O'Brien to the Park and Recreation Commission. One of Chris' priorities over the past few months has been to look at a number of departments and see if there are ways to be more efficient in town operations.

Mark gave an outline of the plan that was developed with input from Chris Dwelley, Craig Hughes (Highway Director) and Parks and Recreation. The objective was to evaluate the feasibility of consolidating the daily maintenance tasks within the Highway, Cemetery and Parks and Recreation Departments. The intention is to modernize the departments by moving away from department-based operations, planning towards a broader functional, and organization wide approach that allows all departments to be more effective and efficient in offering services to residents.

Plan Highlights

- No proposed town bylaw changes to Park and Recreation Commission responsibilities
- Park and Recreation will continue to have jurisdiction over all park lands and public recreation programs. In addition, maintenance of athletic fields would remain with Parks and Recreation.
- The Highway Department will be responsible for the outdoor daily maintenance at the following locations...
 - Town buildings (Town House, CCC, Library and Public Agencies Building)
 - Chickering School Property
 - Channing Pond
 - Non-athletic field areas at Chickering fields, Caryl fields and Caryl Park (ex. grass around tennis courts, hills at Chickering Fields, Parking lots etc.)
- Opportunity to use town assets and resources (staff and equipment) in a more effective and efficient manner.
 - More staff available for grounds maintenance, highway projects, and road repair etc.
 - Look to consolidate equipment
 - Look to select equipment for non-replacement
 - Look at long term outlook for vehicles and true department needs

Chris D. explained this plan opens up many doors for the future including growth opportunities for departments and staff.

Chris B. opened the matter for discussion. Discussion revolved around budget impacts and town wide efficiencies.

Peter made a motion to approve the plan to consolidate town maintenance plans for Highway, Parks and Recreation and Cemetery provided it was also approved unanimously by Highway (BOS) and the Highland Cemetery Commission. approved Val seconded the motion. Plan was supported with a 4-0

Spring Field Allocation Update: Due to Sherborn cost for field usage, some groups are pushing more practices and games to Dover. Mark will continue to monitor and report back to the Park and Recreation Commission.

Spring and Summer Brochure Update: Brochure was mailed out today. Registration begins on March 4th.

Bill Authorization: Eric has approved the weekly bills electronically pursuant to MGL c.41, sec.56.

Peter made a motion to approve all bills from September 2019- January 2020. Eric seconded the motion, 4-0 vote.

Meeting with DS Soccer: DS soccer has requested a meeting with Dover Park and Recreation Commission and Sherborn Recreation Commission. Mark will set up the meeting and Chris B. will attend to represent Dover Parks and Recreation.

Previous Meeting Follow-up:

- **Open Meeting Law Training:** The town offered an open meeting law training for staff and volunteers. Nicole and Chris B. attended and we will follow all proper guidelines.
- **DMA Valentines Event:** Nicole helped facilitate craft projects at the event on February 8th and it was very successful
- **Intramural Basketball:** Program ended on February 8th and was the largest group in the last five years.
- **Hale Meeting:** Peter Davies will be attending the Hale meeting on 2/27 at 6:30pm.

Eric made a motion to adjourn, Val 2nd. Meeting adjourned at 7:42pm.

The next meeting is scheduled for April 15, 2020 at 6:30pm at the Caryl Community Center.