

TOWN OF DOVER RECREATION COMMISSION

Meeting July 12, 2010 Boyce Park

2010

Meeting Overview:

1. Meeting called to order appx 6:40 pm
2. New Business, Discussion Items, Budget, Program, Calendar, updates
3. Review Project list CAP
4. Meeting adjourned 8:26pm

Members Present: David Penney, Pam Marshall, Kevin Kitowski, Frank Herrington, Jim Muncey

Members Away: Dawn O'Neil

Guests and Speakers : Kerry Mitras, Lori Villardi, Mark Sohulterbrandt

New Business and Discussion Items:

1. Kerry Mitras made a presentation on The House of Hope, Vision for Chile where the non profit group raises money and sends volunteers to work on the project in Chile. Kerry made the request to reserve the complex for a picnic/fund raiser. RC has no objections and he will schedule thru the Recreation Department.
2. Lori Villardi requested information and expressed interest on what is required for concession/vending at the park. As part of our current discussions with the Town Board we will continue our dialog with the TB to address the issue to have active concession at the park during all activities and events.
3. Mark Sohulterbrandt made a request to find out what he would have to do to organize a basketball tournament at the park. The RC would like to see the Tournament rules and regulations prior for us to comment on. Mark also presented that he would like to actively get involved in helping run or educate people on computers and programming. As this could be a great asset to the Town, we will also contact the library and town to see how this could be implemented and his resources utilized.
4. RC is compiling the master volunteer list for emails, notices and thank you recognitions.
5. Electrical room Door. Chris gave us the go ahead to order the door and hardware.
6. Stone Church. Jim indicated that majority of the work has been completed. The tree portion will proceed during the fall planting season.
7. Horse Arena. Kevin and Pam indicated that there will be a basic horsemanship clinic held on August 7.
8. Dover schools recreation council remains advertising to the community for volunteers.
9. Joe Berger. We are working with Berger engineering reviewing and layout of the parking lot and drainage. Our target start date is in early august
10. Recreation Commission will provide a summary of capital items to the Town Board to ensure our budget is accounted correctly.
11. RC will make its recommendations to the Town Board at the next meeting.

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12. Signage at park. We will work to update any necessary language on the current signs as needed. Field closing signs for maintenance, large group events scheduling, use of facility must have authorization for the Recreation Department, age appropriate safety items.
13. Recreation Commission would like to discuss with the Town Board on how our rules can be enforced. Playground and surrounding areas. License plate registration stickers for all vehicles?
14. Recreation Commission board member Project tasks. We are asking our Board members to head up new assignments and take hold of new projects. There are numerous tasks and future projects that need to be accounted for and managed. Currently here is the breakdown:
 - a. Jim- Budget/Financials/accounting system with Rec department/park improvement projects parking and drainage, Stone Church, started Pool research.
 - b. David- Soccer, Baseball Liaison, New Pool Project, and park improvement projects parking and drainage.
 - c. Pam – Nature Trail and Equestrian Liaison
 - d. Frank- Oversee Facility operations with recreation department and Improvement projects. Provide list of needed repairs and maintenance required on buildings at Boyce Park and pool.
 - e. Kevin-Equestrian Liaison
 - f. Dawn- volunteer list
 - g. Open Member----- Dog event Liaison all groups, Future Dog park area

Meeting closed 8:45p

Recreation Commission's Recommendations to the Town Board:

1. Find an acceptable place to remove and store the existing skate park equipment for future use. Remove the equipment so we can start preparing for the tennis court capital installation.
2. Capital Improvement Project...Tennis Court. Purchase and install the court painting and lining, install net poles (cemented in the ground) and net for the 2nd tennis court.
3. Maintenance project...Tennis Court. Access and repair damage to the gates and fencing around both tennis courts for any safety concerns.
4. Capital Improvement project update...Parking Lot. Berger engineering prepared initial draft of Parking lot. We are currently reviewing. We will have our final recommendation to move forward with cost estimates for the month end town Board meeting. We are planning to start construction in August 2010. The majority of the labor will be donated. The materials will be purchased thru the Town under state bid pricing guidelines.
5. Boyce Park Concession/Vending: We would like to prepare specifications to receive bids in August for the September 1 thru August 31, 2011 for the opportunity to provide concession services to Boyce Park to cover all events throughout the year. We need to discuss insurance, board of health issue and shared services. We also seek to enter into a short term trial period with an interested party so that any issues or unforeseen details can be worked out in the interim.
6. The Recreation Commission would like to have one of our members as a liaison with the Town Board during and throughout the interview process of the appointment of the additional Recreation Commission Member.
7. Part Time Position...with regard to the part time position that was not filled at the recreation department currently. We request to have the money that was set aside for this position moved from the contingency account into our operations budget so we can utilize the funds for projects and materials at the park. We also state that this position and the budget associated with it must be in next years budget allowance as we will require the additional part time person next year.