

**DOVER RECREATION COMMISSION  
RE-ORGANIZATION MEETING  
THURSDAY – JANUARY 12, 2012 – 7PM**

**\*\* MINUTES \*\***

**CALL TO ORDER:**

**The meeting was called to order by 2011 Chairman Victor Rodriguez as follows:**

“In compliance with the Open Public Meeting Laws, I do hereby announce that adequate notice of this meeting has been provided by publication of the Annual Meeting Schedule in the local newspaper and copy sent to the Town Administrator.”

**PLEDGE OF ALLEGIANCE** was recited by all.

**OATH OF OFFICE** - Commissioner Erasmo Junior Carmona was sworn in for 5 year term.

**ROLL CALL**

**Present:**           **Commissioners:** Victor Rodriguez, Maribel Garland, Peter Gori, Don Fritch, Joan Bocchino, Mark Jaeger, Junior Carmona.

**Absent:**           Luis Acevedo, DPW Superintendent

**Also Present:** Alderwoman Carolyn Blackman, Alderwoman Chris Noriega

**ELECTION OF OFFICERS:**

Recreation Office Secretary Alice Gilbert accepted nominations as follows:

**2012 ELECTION OF OFFICERS**

In accordance with New Jersey State Statutes relating to Municipal Recreation Commissions...

At the annual meeting, the members of the Commission shall elect from its membership a **CHAIRMAN** and a **VICE CHAIRMAN**.

The **CHAIRMAN** shall preside at all meetings; sign all official papers; call special meetings; prepare an annual budget; approve all payroll and vouchers.

The **VICE CHAIRMAN** shall perform the duties of the Chairman in his or her absence.

At this time nominations are accepted from Board Members for the position of **CHAIRMAN** of the Dover Recreation Commission for the current year 2012.

**NOMINATIONS FOR CHAIRMAN:**

Victor Rodriguez \_\_\_\_\_ **MADE BY** \_\_\_\_\_ Don Fritch \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_ Junior Carmona \_\_\_\_\_

**ANY OTHER NOMINATIONS?** \_\_\_\_\_ **None** \_\_\_\_\_

**MOTION TO CLOSE NOMINATIONS:** \_\_\_\_\_ Maribel Garland \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_ Joan Bocchino \_\_\_\_\_

**NOMINATIONS ARE HEREBY CLOSED.**

**Victor Rodriguez HAS BEEN NOMINATED CHAIRMAN FOR THE YEAR 2012:**

Victor Rodriguez accepted the nomination.

**VOTES: Roll Call**

Ayes: Maribel Garland, Peter Gori, Don Fritch, Joan Bocchino, Mark Jaeger, Junior Carmona, Victor Rodriguez.

Noes: None.

**CONGRATULATIONS CHAIRMAN Victor Rodriguez**

At this time nominations are accepted from Board Members for the position of **VICE-CHAIRMAN** of the Dover Recreation Commission for the current year 2012:

**NOMINATIONS FOR VICE CHAIRMAN:**

**Maribel Garland MADE BY Victor Rodriguez SECONDED BY Pete Gori**

**ANY OTHER NOMINATIONS? None**

**MOTION TO CLOSE NOMINATIONS Don Fritch**

**SECONDED BY: Joan Bocchino**

**NOMINATIONS ARE HEREBY CLOSED.**

**Maribel Garland HAS BEEN NOMINATED FOR VICE -CHAIRMAN:**

Maribel Garland accepted the nomination.

**VOTES: Roll Call**

Ayes: Victor Rodriguez, Pete Gori, Don Fritch, Joan Bocchino, Mark Jaeger, Junior Carmona and Maribel Garland.

Noes: None

**CONGRATULATIONS VICE-CHAIRMAN Maribel Garland**

**THE FINAL ELECTION RESULTS ARE Victor Rodriguez FOR CHAIRMAN & Maribel Garland FOR VICE CHAIRMAN.**

At this time the meeting was turned over to the newly elected Chairman to follow the regular order of the meeting beginning with the Public Portion:

**PUBLIC PORTION**

**MOTION:** Chairman Rodriguez made a motion to open the meeting to the public.

**SECONDED BY:** Commissioner Carmona

**ALL IN FAVOR MOTION CARRIED**

No one from public wished to speak

**MOTION:** To close meeting to public and resume regular order of the meeting was made by Vice Chairwoman Maribel Garland.

**SECONDED BY:** Commissioner Don Fritch.  
**ALL IN FAVOR**      **MOTION CARRIED**

Chairman Rodriguez reviewed the Resolution designating 2012 Recreation Commission dates as follows:

**RESOLUTION OF THE TOWN OF DOVER**  
**BOARD OF RECREATION COMMISSION**  
**DESIGNATING MEETING DATES**  
**FOR THE YEAR 2012**

Town of Dover Board of Recreation Commissioners shall be held at 7:00pm at Dover Town Hall Court Room, 37 N. Sussex Street, Dover, on the SECOND THURSDAY of each month with the exception of December 6, 2012, meeting will be held on first Thursday as follows:

February 9<sup>th</sup>  
March 8<sup>th</sup>  
April 12<sup>th</sup>  
May 10<sup>th</sup>  
June 14<sup>th</sup>  
July 12<sup>h</sup>  
August 9<sup>th</sup>  
September 13<sup>th</sup>  
October 11<sup>th</sup>  
November 8<sup>th</sup>  
December 6<sup>th</sup> \*\*      First Thursday

**January 10, 2013 Reorganization Meeting**

ATTEST:

BOARD OF RECREATION COMMISSIONERS

\_\_\_\_\_  
Alice Gilbert, Secretary

By: \_\_\_\_\_  
Recreation Commission Chairman

DATED:

**MOTION:** To approve the Resolution Designation of Meeting Dates was made by Commissioner Fritch.

**SECONDED BY:** Commissioner Bocchino

**ROLL CALL VOTE:**

**Ayes:** V. Rodriguez, M. Garland, P. Gori, D. Fritch, J. Bocchino, M. Jaeger, J. Carmona.

**Noes:** None

**ALL IN FAVOR**      **MOTION CARRIED**

Chairman Rodriguez reviewed Special Event dates with the Commissioners as follows:

## **DESIGNATION OF DATES FOR SPECIAL EVENTS IN 2012**

**EASTER EGG HUNT AT JFK PARK** Saturday, March 31, 2012 @ 10:00am at JFK Park w Rain  
Location DHS Cafeteria

**SUMMER RECREATION PROGRAM** – BEGINS MONDAY, JUNE 25, 2012 ENDS ON FRIDAY,  
AUGUST 10, 2012 – 7 WEEKS.

**FIREWORKS/CONCERT**: Tuesday, July 3, 2012 with Rain date on Friday July 6<sup>th</sup>

**SENIOR CITIZENS DAY PICNIC**: Thursday, September 6th with rain date of Friday,  
September 7, 2012

**HALLOWEEN EVENTS:**

**FUN RUN**

**To be scheduled with Bruce Leister**

**HALLOWEEN COSTUME CONTEST**: Monday, October 29, 2012 at JFK Park at 6:30pm with Rain  
Date of Tuesday, October 30, 2012 at JFK Park – rain location DHS Cafeteria on rain date

**TREE LIGHTING CEREMONY**: First week of December – date must be coordinated with Dover  
Board of Education & Jeanine Hilfiger, Music Supervisor

**SANTA LETTER CONTEST**: November 21, 2012 thru December 5, 2012 - letters to be picked  
up at schools on Wednesday, December 5, 2012 at 1:30pm. Delivery of presents on Thursday Dec 13<sup>th</sup> with  
rain/snow date of December 14, 2012.

**MOTION:** To approve the designation of 2012 Special Event dates was made by Commissioner  
Bocchino.

**SECONDED BY:** Vice Chairman Garland

**ALL IN FAVOR** **MOTION CARRIED**

Chairman Rodriguez appointed the following Committees:

### **2012 Committee Appointments**

**PERSONNEL:** Don Fritch Joan Bocchino Maribel Garland (Alternate) Junior Carmona

**FINANCE:** Victor Rodriguez Peter Gori Maribel Garland (Alternate) Don Fritch

**LONG RANGE**

**PLANS** Junior Carmona Mark Jaeger Luis Acevedo, DPW Supt.

(Bowlby Pond, Soccer Flds., Feasibility Study WWP) Maribel Garland (Alternate)

**MAINTENANCE:** Victor Rodriguez Peter Gori Luis Acevedo, DPW Supt.

**LIAISON TO BOARD OF EDUCATION** Victor Rodriguez (alternate) Joan Bocchino

<b>LIAISON TO DOVER RENAISSANCE</b>	<b><u>Mark Jaeger</u></b>	
<b>LIASON TO PROGRAMS: SOCCER</b>	<b><u>Pete Gori</u></b>	
<b>BASKETBALL</b>	<b><u>Joan Bocchino</u></b>	
<b>BASEBALL/SOFTBALL</b>	<b><u>Maribel Garland</u></b>	
<b>FOOTBALL</b>	<b><u>Pete Gori &amp; Don Fritch</u></b>	
<b>WRESTLING</b>	<b><u>Victor Rodriguez</u></b>	
<b>BOWLING</b>	<b><u>Joan Bocchino</u></b>	
<b>SUMMER PROGRAM</b>	<b><u>Don Fritch</u></b>	<b><u>Victor Rodriguez</u> (Alternate)</b>

**SPECIAL EVENTS:**

<b>EASTER EGG HUNT</b>	<b><u>Joan Bocchino</u></b>	<b><u>Mark Jaeger</u></b>
<b>SENIOR CITIZEN PICNIC</b>	<b><u>Maribel Garland</u></b>	<b><u>Peter Gori</u></b>
<b>HALLOWEEN CONTEST</b>	<b><u>Victor Rodriguez</u></b>	<b><u>Junior Carmona</u></b>
<b>TREE LIGHTING</b>	<b><u>Don Fritch</u></b>	<b><u>Victor Rodriguez</u></b>
<b>SANTA LETTER WRITING CONTEST</b>	<b><u>Maribel Garland</u></b>	<b><u>Mark Jaeger</u></b>

**COMMITTEE REPORTS**

- a. Senior Citizen Committee - in folders. Nancy Hagerich has requested locking file cabinet. DPW Superintendent Luis Acevedo working on getting her one.
- b. Sport Committees - Commissioner Fritch discussed problems with obtaining permits from Board of Education and permit process needs to be reviewed.
- c. Monthly Maintenance Report/DPW - No report due to Luis Acevedo not present.

Chairman Rodriguez reviewed the following Resolution with the Commissioners:

**RESOLUTION  
OF THE BOARD OF RECREATION COMMISSIONERS  
OF THE TOWN OF DOVER**

WHEREAS, the Board of Recreation Commissioners of the Town of Dover are vested with the responsibility of maintaining public parks and playgrounds and governing the games and events conducted thereon; and

WHEREAS, as part of their mission, the Board of Recreation Commissioners sponsor various youth sporting groups, youth programs, contests and displays; and

WHEREAS, part of the programs, events and organizations sponsored by the Board of Recreation Commissioners are as follows:

**Events:**

- 1) Halloween Costume Contest & Halloween Fun Run
- 2) Holiday Tree Lighting & Santa Letter Writing Contest
- 3) Easter Egg Hunt
- 4) Summer Recreation Program
- 5) Fireworks July 3rd Celebration
- 6) Dover Renaissance Concert Series
- 7) Senior Picnic & Senior Recreation Program

**Sports:**

- 1) Dover Recreation Football & Cheerleading
- 2) Dover Recreation Wrestling
- 3) Dover Recreation Basketball
- 4) Dover Little League Baseball & Softball
- 5) Dover Recreation Spring Track
- 6) Dover Little League Fall Traveling Baseball
- 7) Dover Recreation Spring & Fall Soccer
- 8) Dover Traveling Spring & Fall Soccer

WHEREAS, sponsorship of the above youth sporting groups, programs and events include insurance coverage through the Board of Recreation Commissioners, with the exception of Dover Traveling Spring and Fall Soccer, who must provide their own insurance; and

WHEREAS, these sponsorships are necessary to fulfill the mission of the Board of Recreation Commissioners in providing recreation, entertainment and educational programs to the Dover Community;

NOW, THEREFORE, BE IT RESOLVED by the Board of Recreation Commissioners of the Town of Dover as follows:

1. The above listed youth sports groups, recreation groups, programs and events are hereby deemed to be under the sponsorship of the Board of Recreation Commissioners.

2. The above youth sports groups, programs and events are hereby authorized to be covered by the insurance of the Board of Recreation Commissioners of the Town of Dover as part of their programming, with the exception of Dover Traveling Spring and Fall Soccer, who must provide their own insurance.

ATTEST:

BOARD OF RECREATION COMMISSIONERS

\_\_\_\_\_  
Alice Gilbert, Secretary

by: \_\_\_\_\_  
Recreation Commission Chairman

DATED:

Commissioner Fritch began a discussion regarding whether or not numbers 6 and 8 should be included on the Resolution. He felt strongly that travel teams should pay for field use. Chairman Rodriguez said he agreed with Commissioner Fritch. Commissioner Jaeger discussed use of the fields by unauthorized adults who play when fields are not occupied. Commissioner Gori said he feels that children's needs should be a priority and if everyone can work together to use field times effectively they should be allowed to continue to do so.

**After Much Discussion a Roll Call vote was taken beginning with Items 1-7 Events  
All IN FAVOR MOTION CARRIED**

**Roll Call Vote for Items 1-8 Sport Events as follows:**

Chairman Rodriguez	Yes with exception of number 6 & 8
Vice Chairwoman Maribel Garland	Yes to all
Commissioner Peter Gori	Yes to all
Commissioner Don Fritch	Yes with exception of number 6 & 8
Commissioner Joan Bocchino	Yes to all
Commissioner Mark Jaeger	Yes to all
Commissioner Junior Carmona	Yes with exception of number 6 & 8

**Majority 4 Commissioners Yes to all**

**MOTION CARRIED RESOLUTION PASSED.**

**APPROVAL OF MINUTES - DECEMBER 2011**

**MOTION:** To accept the Minutes of December 8, 2011, as written was made by Chairman Rodriguez.

**SECONDED BY:** Commissioner Fritch

**Roll Call:** Yes - V Rodriguez, M Garland, D. Fritch, J. Bocchino, M. Jaeger

Absent from meeting - no vote - J. Carmona, P. Gori

**MOTION CARRIED**

Chairman Rodriguez reviewed the Bills/Voucher List with Commissioners.

**APPROVAL OF BILLS/ VOUCHER LIST**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>P.O. NUMBER</b>	<b>AMOUNT</b>
D.Lovenberg	Portable Toilet for Tree Lighting	11-02842	\$75.00
S&S Worldwide	Candy Canes for Tree lighting	11-02554	\$111.75
S&S Worldwide	Items for Santa Letter Contest - games, stockings	11-02570	\$385.19
Alice Gilbert	Items for Tree Lighting	11-02777	\$164.16
Gray Supply	Light Tower for Tree Ltg	11-02754	\$125.00
Luis Acevedo	Canopy Tent -for Tree Ltg	11-02735	<u>117.68</u>
		<b>Total</b>	<b>\$978.78</b>

Commissioner Bocchino questioned whether the canopy tent was purchased or leased.

Alice Gilbert said the canopy was purchased, the light tower was leased.

**MOTION:** To approve the Bills/Voucher list was made by Commissioner Jaeger.

**SECONDED BY:** Commissioner Fritch

Roll call vote was taken.

**ALL IN FAVOR MOTION CARRIED.**

**Use of Facility Applications** - Chairman Rodriguez reviewed the applications with Commissioners as follows:

**Board of Education Facilities**

- 1) Dover Recreation Commission requests use of DHS Cafeteria on Saturday, March 31, 2012 from 9:00am to noon for Easter Egg Hunt in case of rain only.
- 2) Patrick Fahy of Dover Strikers Travel Soccer/NJ Youth Soccer Association requests use of Hamilton Field Turf from April 1, 2012 to June 24, 2012 on Sundays from 9am to dark, weather permitting, for soccer games and practice.

- 3) Patrick Fahy of Dover Strikers Travel Soccer/NJ Youth Soccer Association requests use of Dover High School JV field/ small sided field for Spring and Fall Soccer from February 18, 2012 thru December 2, 2012 see attached dates and times for training and games.
- 4) Patrick Fahy of Dover Strikers Travel Soccer/NJ Youth Soccer Association requests use of Hamilton Field grass field from February 18, 2012 to June 30, 2012 (see attached dates and times) from 9am to dark, weather permitting, for soccer practice.
- 5) Mark Jaeger of Dover Strikers Recreation Soccer/ requests use of Dover High School JV field for Spring and Fall Soccer from February 18, 2012 thru December 2, 2012 see attached dates and times for practice and games.
- 4) Mark Jaeger of Dover Strikers Recreation Soccer requests use of Hamilton Field grass field from February 18, 2012 to June 30, 2012 (see attached dates and times) from 9am to dark, weather permitting, for practice.

Discussion took place regarding Board of Education requirements for scheduling of soccer and dates on applications being the same for both organizations. Chairman Rodriguez expressed concern that the applications will be sent back because of dates. He suggested changes be made to show differentiation between programs and be similar to last year's approved schedule.

**MOTION:** To approve application #1 as is, and 2-6 with modification to schedule to show breakdown of dates for each program was made by Commissioner Carmona.

**SECONDED BY:** Commissioner Fritch

Roll Call vote as follows:

Yes - V. Rodriguez, M. Garland, P. Gori, J. Bocchino, J. Carmona

Yes - Number 1 abstained from 2-6 - M. Jaeger

**MOTION CARRIED.**

### **Town Property**

- 1) Junior Carmona of Back to Basics Baseball requests use of King Field from 6/25/12 thru 6/29/12 and from 7/2/12 thru 7/6/12 from 7/9/12 thru 7/13/12 (3 weeks) Monday thru Friday from 9:00am to 2:00pm for baseball camp. Approximately 35 children attending per week. Will pay fee of \$1875.00 for use of field. Will offer 50% discount to Dover Residents. \$265.00 fee per week.
- 2) Patrick Fahy of Dover Strikers Traveling Soccer has applied for use of Water Works Park grass field area and Crescent field - small field and large turf field from January 14, 2012 through December 31, 2012 for Spring and Fall Traveling Soccer practice and games- see attached dates and times.
- 3) Mark Jaeger of Dover Strikers Recreation Soccer has applied for use of Water Works Park grass field area and Crescent field - small field and large turf field from January 14, 2012 through December 31, 2012 for Spring and Fall Traveling Soccer practice and games- see attached dates and times.
- 4) Victor Rodriguez of Dover Area Little League has applied for use of King Field Concession Meeting Room on January 23rd and January 24, 2012 from 6:00pm to 9:00pm for registration.
- 5) Victor Rodriguez of Dover Area Little League has applied for use of Crescent Field Softball Field, King I, II, III & IV and King Field Concession from March 5, 2012 to July 31, 2012 on Mondays thru Fridays from 6:00pm to 9:30pm and Saturdays 8:00am to 9:30pm and Sundays, noon to 7:00pm for baseball games/practice/concession.

Discussion took place regarding Soccer applications for the entire year and not by season. Also, use of Crescent field conflicted with Little League use of ball field. Revisions to be made to permits to apply for spring season only and use of Crescent field will be worked out so that if Little League does not use the field, soccer will be able to use it.

**MOTION:** To approve 1, 4 & 5 as is, and 2 & 3 with revisions was made by Commissioner Fritch.

**SECONDED BY:** Commissioner Gori

**Roll Call vote taken** - Yes to all: Commissioners Fritch, Gori, Bocchino, Vice Chairwoman Garland.

Commissioner Carmona abstained from #1. Chairman Rodriguez abstained from #'s 4 and 5. Commissioner Jaeger abstained from 2 & 3.

**Correspondence** - Chairman Rodriguez reviewed the following:

**Received**

- 1) Documentation from NJ State Police regarding Youth Serving Organization/Volunteer Registration number for fingerprinting.
- 2) Fireworks contract received from D&M Fireworks Company. (Copy in each Commissioner's folder).

Discussion regarding the Megan Kanka Grant for fingerprinting took place. Chairman Rodriguez explained that fingerprinting will be mandatory for all coaches and volunteers. It must be completed by the end of November 2012. He suggested identification cards be issued by the Town.

**Summer Program Fees**

Chairman Rodriguez said he will look into rain location because Water Works building will not be available for rainy days. Commissioners agreed to keep fee at \$300.00 with early bird discount \$250.00 before May 31st. After May 31st, price will be \$300.00 with \$25.00 discount for second child. Five trips will be scheduled to Lewis Morris Park, Liberty Science Center, Bronx Zoo, Mountain Creek and Dorney Park.

Discussion of revising the fee schedule took place regarding leaving fees for Water Works park the same, and changing the Resolution governing Crescent Field. The use of artificial turf playing surface shall be \$100.00 reduced from \$200, or \$800 per 8 hour day. The fees regarding use of the land to be changed for resident/in town registration fee with up to 200 in attendance will be raised to \$200.00 -and over 200 in attendance will be \$500.00. The non resident fee/out of town registration fee will be raised to \$300.00 for up to 200 in attendance and \$500.00 for over 200 participants. The fee for alcohol will be raised from \$250.00 to \$350.00. The fee for amplified sound system will be raised from \$100.00 to \$150.00 and food and non food vendor fee raised from \$25.00 to \$50.00. The inspection fee for pre event and post event inspection will be raised to \$200.00. The remainder of the Resolution shall stay the same.

**RESOLUTION  
OF THE BOARD OF RECREATION COMMISSIONERS  
OF THE TOWN OF DOVER**

WHEREAS, the Board of Recreation Commissioners of the Town of Dover are vested with the responsibility of setting fees for use of Town of Dover fields and park facilities and Recreation Programs:

WHEREAS, the Board of Recreation Commissioners has reviewed the fee schedule and established fees for 2012 as follows:

**TOWN OF DOVER RECREATION COMMISSION  
2012 FEE SCHEDULE**

**\*FOR USE OF RECREATION FACILITIES  
AND FOR RECREATION PROGRAMS  
WITHIN THE TOWN OF DOVER \***

CRESCENT FIELD – as per 2007 Resolution for use of New Turf Field at Crescent Field (see Resolution attached)

**BASEBALL FIELD USE**

Resident League (2 nights play per week per season, not to exceed 16 games) \$125.00 Per Dover Team  
Non-Resident League \$35.00 per hour Per Non-Resident Team

WATER WORKS PARK or ANY OTHER PARK FACILITY

<u>BALLFIELD USE</u>	Same as Crescent Field above
<u>PICNIC GROVE</u>	
Town Resident	<u>\$100.00</u>
Town Non-Profit Groups	<u>\$150.00</u>
Town Industrial / Offices	<u>\$200.00</u>
Out-of-Town Resident or Non-Profit Group	<u>\$225.00</u>
Out-Of-Town Industrial / Commercial, etc.	<u>\$275.00</u>

Add'l chg. for large groups /events /fund raisers / festivals to offset extra field and park maintenance, etc. (increments based on size of event) – See 2007 Resolution for Crescent Field - May be determined by Town Business Administrator

Charge for extra dumpsters & port-a-johns Applicant's expense

**KING FIELDS - BALLFIELD USE** Same as Crescent Field above

**REGISTRATION FEES**

Sporting Clinics - Indoor Gym Programs	<u>To Be Determined</u>
Specialty Programs	<u>To Be Determined</u>
Summer Playground Program (7 Weeks)	<u>\$300.00 with \$50.00 discount till May 31</u> After May 31 <sup>st</sup> \$25.00 discount second child
Rutgers Safety Course - Non-Residents (Training Clinic - Cost of Materials)	<u>\$25.50 (Subject to Change)</u>

BUS TRIPS

Cost of admission / transportation costs / etc. To Be Determined

AMUSEMENT PARK TICKETS (Discount)

Consignment tickets acquired through N.J.R.P.A. Prices set by NJRPA +  
Add'l Service Chrg. @ \$2 Per Ticket  
To Be Determined

LIGHTS King I

RESOLUTION  
OF THE BOARD OF RECREATION COMMISSIONERS  
OF THE TOWN OF DOVER REGULATING USE  
OF THE ARTIFICIAL TURF AREA AND SURROUNDING  
AREAS AT CRESCENT FIELD

WHEREAS, pursuant to N.J.S.A. 40:12-6 and the Code of Dover Section 67-6, the Board of Recreation Commissioners (hereinafter, "Board") of the Town of Dover are vested with control over all playgrounds and recreation places; and

WHEREAS, the Board deems it in the best interest of the community to establish fees for the use of the artificial playing surface and the area surrounding same for special events such as festivals, concerts and other large gatherings; and

WHEREAS, the Board deems it necessary to establish policies and procedures for the rental and use of Crescent Field for events such as concerts, festivals and other large gatherings;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board as follows:

1. Fees.

A. The use of the artificial turf playing surface at Crescent Field shall be \$100.00 per hour or \$800.00 per 8 hour day payable two weeks in advance.

B. The use of the land area surrounding the artificial turf playing surface for festivals, concerts and other large outdoor events shall require payment of the following fees two weeks in advance as applicable:

- (1) \$200.00 resident/in town registration fee up to 200 in attendance  
\$500.00 resident/in town registration fee over 200 in attendance
- (2) \$300.00 non residential/out-of-town registration fee  
\$500.00 non-residential/out of town registration fee
- (3) \$350.00 fee if alcoholic beverage is being served
- (4) \$150.00 fee for amplified sound system use
- (5) \$50.00 fee per food vendor and \$50.00 per non food vendor
- (6) \$25.00 per hour event fee for residents/in town
- (7) \$50.00 per hour event fee for non residents/out-of-town
- (8) \$200.00 inspection fee for pre event and post event

\*Exempted from the above fees are Board of Recreation sponsored events.

2. The following policy and procedure for the rental of Crescent Field is hereby established.

A. A facility application form must be submitted which shall include a hold harmless and indemnification agreement.

B. All solid waste and recyclable materials must be properly disposed of throughout the term of the event and immediately upon conclusion of the event. A minimum of one (1) eight (8) cubic yard dumpster per 500 people attending per day shall be provided for the event for solid waste. Recycling containers

of adequate size for co-mingled aluminum cans and glass, and cardboard shall be provided. In addition, each food vendor shall have at least one solid waste container of at least 12 gallon capacity at the vendors designated area. The event organizer shall be responsible for insuring that each vendors container(s) are periodically emptied into dumpsters prior to reaching the containers capacity. The disposal of liquid or solid waste into the Town of Dover's storm water system is prohibited.

C. The fees for the use of facilities is to be made payable to the Town of Dover Recreation Commissioners and shall be presented no later than two (2) weeks prior to the event.

D. A security plan must be presented to the Town of Dover Police Department at least two (2) weeks prior to the event and approved by the Chief of Police. Security may be provided by the Town of Dover Police Department or approved security firm. Should Dover Police Services be utilized, prepayment for the police officers' services must be made two (2) weeks prior to the event.

E. If food vendors are to be on site, permits must be obtained from the Town of Dover Health Department two (2) weeks prior to the event.

F. If any cooking is to be conducted on site, a permit will be required from the Town of Dover Fire Official at least two (2) weeks prior to the event.

G. A cash bond must be posted with the Treasurer's office in the amount of \$2,500.00 as a security deposit for any damage to the Crescent Field facilities.

H. A Certificate of Insurance must be presented in a form acceptable to the Town naming the Town of Dover as an additional insured for the event in an the amount not less than one million (\$1,000,000.00) for injury to person or property.

I. Portable toilets shall be provided at the rate of four (4) for the first 300 people attending, and then 1 additional toilet for each additional 200 people attending. Ten percent (10%) of all portable toilets, but not less than one (1) per event, shall be ADA accessible. Portable toilets must be cleaned and sanitized prior to the event and daily during the event.

J. If alcoholic beverages are to be served, a one-day alcoholic beverage permit must be obtained from the Mayor and Board of Aldermen of the Town of Dover.

K. Removal of dumpsters, recycling containers and portable toilets must be accomplished by 9:00 a.m. the next day following the event.

L. The entire site must be cleaned and free of all debris immediately upon the conclusion of the event.

M. A site plan of the event showing all food stands, rides, games, portable toilets, dumpsters and the like must be submitted for approval to the Town Administrator at least two (2) weeks prior to the event.

N. No food or liquids of any kind (except containerized water), tobacco products, chewing gum, or metal cleats shall be permitted to be used or brought within the confines of the synthetic turf field surface.

Be it resolved the above listed fee schedule with attached Resolution for Crescent Field Complex has been approved and adopted for the year 2012 as per the Board of Recreation Commissioners at the Town of Dover Board of Recreation Commission Meeting of January 12, 2012

Attest:

Dated: \_\_\_\_\_

\_\_\_\_\_  
*Alice Gilbert, Secretary*

\_\_\_\_\_  
*Chairman*

**PUBLIC PORTION**

**MOTION:** To reopen the public portion of the meeting was made by Chairman Rodriguez.

**SECONDED BY:** Commissioner Jaeger

**ALL IN FAVOR                      MOTION CARRIED.**

Joan Hoyt  
102 Princeton Ave.

Ms. Hoyt discussed the lack of field space and problem with adults playing without permission on the turf field. She expressed concern about the Traveling Soccer being charged in the future when the adults are not being fined. She discussed the dangerous conditions on the small field, including shattered glass and holes in the ground.

Patrick Fahy  
2 E. Chrystal Street

Mr. Fahy asked if the Resolution for Town Sponsored Events could be sent to the Board of Education as soon as it is signed, to avoid future issues. Chairman Rodriguez directed Alice Gilbert to send it over tomorrow morning. Chairman Rodriguez also stated that although the Dover Strikers Traveling Soccer Program is sponsored by Dover Recreation, they may still be charged by the Board of Education for use of the fields. Mr. Fahy said he understood.

**MOTION:** To close the Public Portion made by Chairman Rodriguez.  
**SECONDED BY:** Commissioner Jaeger.  
**ALL IN FAVOR MOTION CARRIED.**

Chairman Rodriguez announced the next meeting will be held on Thursday, February 9, 2012 at 7:00pm.

**ADJOURNMENT:**

**MOTION:** To adjourn was made by Chairman Rodriguez  
**SECONDED BY:** Commissioner Jaeger.  
**ALL IN FAVOR MOTION CARRIED**

Respectfully submitted,  
*Alice Gilbert, Secretary*  
Dover Recreation Commission