



Town of Dartmouth

400 Slocum Road

Dartmouth, MA 02747

Ph# (508) 910-1812 Fax# (508) 910-1885

www.town.dartmouth.ma.us

Department
of
Parks & Recreation

Timothy J. Lancaster, Director

2013 MAY 21 A 11: 15

DARTMOUTH TOWN CLERK

Lisa B. Tavares, Chair
James A. Vieira, Vice Chair
James C. Bosworth, Clerk

Park Board
3/26/13
Approved

Minutes

March 26, 2013
5:35 P.M. Meeting

Members Present: Lisa Tavares, James Vieira and Timothy Lancaster
Member Absent: James Bosworth

Bucket Operation

Henry Bousquet, a Culinary Arts teacher at New Bedford Vocational High School met with the board to discuss the possibility of him managing the Bucket at Apponagansett Park. Mr. Bousquet presented a preliminary schedule, estimated financial liabilities, a layout of the concession stand, menu and equipment needed (see attached). The financial estimates were calculated using a gross of \$80,000 in sales based on a ten-week season. Mr. Bousquet will be in school until June 18, but would start afterschool hours sometime in May. Mr. Bousquet thought twelve primary flavors would be ideal and rotate in three different ones from time to time, as well as offer kid popular pre-packaged novelties such as snow cones. Offering soft serve ice cream was discussed. The machine is a bit pricey and is time-consuming to clean every evening. Perhaps it would be a nice addition down the road. Mr. Bousquet stated that either himself or the Assistant Manager would be present at all times and would handle the money at closing each evening. The Manager would be scheduled 40 hours per week. Mr. Bousquet estimated he would need approximately \$10,000 to start the first quarter. He would like to advertise more and is willing to do what is necessary to generate more business.

Mr. Lancaster explained that job descriptions and rates for Manager, Assistant Manager and concession server would have to be presented to the Personnel Board for approval since they don't currently exist. A salary range for both the Manager and Assistant will be asked for.



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DARTMOUTH TOWN CLERK

James A. Vieira, Chair
Joseph Vieira, Vice-Chair
James C. Bosworth
Lisa B. Tavares
Sherri L. Tetrault

Parks & Rec Board
4/11/13
Approved

Minutes

April 11, 2013
6:32 P.M. Meeting

Members Present: James Bosworth, Lisa Tavares, Sherri Tetrault, James Vieira, Joseph Vieira and Timothy Lancaster

Organize the Board

Motion made and seconded to nominate James Vieira as Chairman. Voted 4-0-1

Motion made and seconded to nominate Joseph Vieira as Vice-Chairman. Voted 4-0-1

Payroll Designee

Motion made and seconded to appoint James Vieira as the designated signer of payroll with James Bosworth or Sherri Tetrault as alternates. Voted 5-0-0

CPC Designee

James Bosworth would like to continue as the parks & recreation representative for CPC.

Motion made and seconded to re-appoint James Bosworth as the representative for the Community Preservation Committee. Voted 4-0-1

Youth Group Designee

Motion made and seconded to nominate Lisa Tavares as the parks & recreation representative for the youth group committee. Voted 4-0-1

Director's Report

>The town cemeteries officially fell under the Parks & Recreation Department as of the April 2nd election. There was a burial within the first week and another one coming at the end of this week. Mr. Lancaster has been comparing the existing plot map of the Evergreen Cemetery with

the transferring of the stadium to park land onto the next youth athletic group meeting. Voted 5-0-0

Seasonal Hiring Process

Discussion ensued regarding the interview and hiring process of the seasonal summer staff for Parks & Recreation. Motion made and seconded for the board to review all the applications, pick several for the Director to interview and allow hire at his discretion. Voted 5-0-0

7:38 P.M. Recess to attend the Finance Committee Meeting
7:54 P.M. Reconvened

The Recreation Minutes of January 29, 2013 were approved by Joseph Vieira, the only recreation member elected to the newly combined Parks & Recreation Board.

The Park Minutes of February 26, 2013 were approved by James Vieira and James Bosworth, the two park members in attendance at that meeting now elected to the newly combined Parks & Recreation Board.

Bucket Status

The concession salary ranges will be submitted to the Personnel Board for their meeting next week. Concession Server \$8, Supervisor \$10-12 and Manager \$18-25. Mr. Bousquet submitted a budget and staff schedule. The Director revised the hours (see attached). Motion made and seconded to move forward with Henry Bousquet in trying to negotiate a lower Manager hourly rate. Voted 5-0-0

The next Parks & Recreation Board meeting will be held on April 29, 2013 at 6:30 P.M.

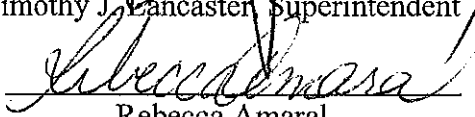
Motion made and seconded to adjourn at 8:58 P.M. Voted 5-0-0

ATTEST:



Timothy J. Lancaster, Superintendent

Transcribed by:



Rebecca Amaral