



CITY OF  
DOVER

## DOVER ARENA COMMISSION-MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Dover Arena – 110 Portland Avenue, Dover, NH 03820  
Meeting Date: **Tuesday, February 20, 2007**  
Meeting Time: **7:00pm**

Meeting called to order 7:04 PM at the Sam Allen Conference Room.

In attendance: Present: Colleen Carlisi, Ron Huml, Gary Bannon, Brian Wilson, Pat McNulty, Dave Goodwin, Jan Niedelka, Marty Sullivan. Not Present: Councilor Liaison Doug Dede, Joe Nicolella and Gary Gilmore

- I. There were no minutes available from the January 30<sup>th</sup> meeting.
- II. **Financial Statement:** The Arena is \$71,000 to the good for the month of January. The majority of operational expenses were due to a large gas bill of \$41,000. This is not a typical month, as December and January was so mild. The maintenance staff had to run the compressors more than usual. The maintenance staff should be able to cut that expense this month as the weather has been more frigid. Pat McNulty has adjusted the arena's electrical consumption for next year's budget so the 2008 figures will be more accurate. Motion to accept the financial report was made by Ron Huml, seconded by Jan Niedelka.
- III. **Recreation Director's Report:** Gary Bannon met with Mike Joyal about the budget, and Mr. Joyal was comfortable with the recommended rate changes. Bannon explained that the staff raised ice rates, skate sharpening, skate rentals and the snack bar. Additionally, Bannon informed the commission that he doesn't have a status on the RFP as Joyal is out of town this week, however, he will keep the group posted. Dave Goodwin stressed the importance of having an accurate budget. While Jan Niedelka agreed, he and the commission agreed that the budget was on track for the 2008 fiscal year. The discussion concluded with a review of the prime, user group and summer ice rates. Motion to accept the recreation director's reports was made by Ron Huml, seconded by Marty Sullivan.
- IV. **Arena Manager's Report:** Administrative Assistant Lisa Berry presently is out on maternity leave so the staff has divided up her duties. McNulty explained that the lighting proposal is in. McNulty contacted Joanne at the Department of Environmental Services and they are coming through with the additional \$2,000 needed to finish the project. PSNH has contributed \$14,200 to the project. Intel Energy has agreed to make up the \$4,000 needed to complete the project. The energy savings should be substantial and immediate. McNulty discussed the issue with Siemens and the heating problem. The maintenance staff has decided to manually set the ice temps so that the compressors are not running at all times. This should save the arena a substantial amount on its heating bill. Motion to accept the arena manager's report was made by Jan Niedelka, seconded by Ron Huml.
- V. **Program Supervisor's Report:** Brian Wilson informed the commission that the next 6 week learn to skate session has begun and is maxed out at 40 participants in the first session, and 30 in the second. Wilson is trying to adjust the classes so that advanced skaters will advance to the second hour and fill the waiting list spots in the first hour. Leagues are still underway but will wrap up mid-March. There is a slight break in programs in order to accommodate tournaments and rental groups. This year Wilson is looking to turn it over quicker so that there's no down time for the spring programs. Spring and summer programs are presently being scheduled, with prices to be set after budget approval. Spring Leagues and 3-on-3 info will be out in the next week. Motion to accept the program director's report was made by Ron Huml, seconded by Marty Sullivan.
- VI. **Marketing Status Report:** Colleen Carlisi went over the spring line up for off ice activities which includes the newly added Moscow International Circus. The marquee out front has been great for advertising birthday parties as the arena booked eight parties just his past month. Carlisi explained that for the Bay State Girls Tourney on March 3<sup>rd</sup> she is going to host an informational booth with information, directions and flyers to local merchants and sponsors. By keeping current sponsors happy, Carlisi is hoping they will see the value of being in the rink. Additionally, the hotels have agreed to



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- share with her information about bookings and additional revenues generated from tourneys. Carlisi explained that she will man a booth at the Camp Expo on March 17<sup>th</sup> in Exeter. The Camp Expo was a great way to get children enrolled in our summer camp Kool Program. It was also a great way to generate interest in field trips with the other day camps in attendance. Motion to accept the marketing status report was made by Dave Goodwin, seconded by Ron Huml.
- VII. Other Business: This season the arena will be hosting four weeks of hockey camp, as opposed to two last summer. This should generate additional revenue for the arena.
- VIII. With no further business to discuss, meeting was adjourned at 8:45 PM. Motion to adjourn was made by Marty Sullivan, seconded by Ron Huml.

Next meeting is set for March 20, 2007; 7:00 PM

Submitted by: Colleen Carlisi  
MARKETING MANAGER