



CITY OF
DOVER

DOVER ARENA COMMISSION-MINUTES

Meeting Type: Regular Meeting
Meeting Location: Dover Arena – 110 Portland Avenue, Dover, NH 03820
Meeting Date: **Tuesday, June 19, 2007**
Meeting Time: **7:00pm**

Meeting called to order 7:01 PM at the Sam Allen Conference Room.

In attendance: Present: City Manager Michael Joyal, Gary Bannon, Jan Nedelka, Dave Goodwin, Ron Huml, Marty Sullivan, Brian Wilson, Larry Raiche, Colleen Carlisi and Pat McNulty.

Not present: Councilor Liaison Doug Dede, Larry Raiche and Gary Gilmore

- I. **Approval of the minutes:** Motion to accept meeting minutes from Tuesday, May 15th, 2007 was made by Dave Goodwin, seconded by Jan Nedelka.
- II. **Financial Statements:** The May financials show that the arena performed stronger than usual with a loss of \$8,000 for the month. For the year, the arena is currently showing a profit of \$95,496, but because the interest and bond payments are at the end of the fiscal year, it will show that the arena will come up short for the bond payment at an approximate loss of \$80,000-100,000. However, the financials are showing that the facility will break even or possibly turn a small profit with its operational costs. Motion to accept the financial statements was made by Marty Sullivan, seconded by Ron Huml.
- III. **Recreation Director's Report:** Gary Bannon and Michael Joyal spoke about the RFP process and furnished copies of the RFP that will be going out next week. The purpose is to solicit proposals from experienced managers who would be willing to enter into a long term lease. The purpose is to alleviate any risk or cash flow burden on the city. The proprietor would be required to honor all current contracts as well as make yearly fixed payments to pay down the arena's debt to the city. In addition to a proposal, a site visit would be required. The goal is to have all proposals from prospective proprietors by the end of July/early August. The arena commission will review the RFP and send comments, questions and concerns to Joyal before Tuesday evening. Bannon added that he plans on asking the trustees to use \$12,000 from our trust fund in order to pay a private contractor to remove loose paint chips and repaint the beams in the Holt Rink. Motion to accept the recreation supervisor's report was made by Ron Huml, seconded by Jan Nedelka.
- IV. **Facility Manager's Report:** There was an offer from Ukco Ice Cat of \$10,000 for the electric Zamboni. McNulty was offered \$17,000 on a trade in. but we are not in the market for a new Zamboni yet so he feels the cash option would be the best choice. The inspection for the lighting by PSNH was approved last week. Maintenance issues have come up as the heat exchanger and soft start for the electric compressors do need to be repaired before the ice goes back into the Foster Rink. Motion to accept the facility operator's report was made by Marty Sullivan, seconded by Ron Huml.
- V. **Program Supervisor's Report:** Camp Kool registrations have been going very well, as the program has 262 participants enrolled over the course of the summer. As a result, the program expects to generate \$35,100 in revenue which exceeds last year's total of \$33,000. The Chix with Stix program is full with 30 women and the Girls League is fairing equally well with 24 enrollees. Popular programs like the co-ed leagues are completely full. The youth instructional programs aren't full but usually lack in students once the weather improves and outdoor sports activities begin. The Over 30 Men's league is starting with 8 teams next week and will generate \$17,000 in revenue. This is the last week for the arena 3 on 3 program and it has generated \$24,000 over the course of the season. Wilson is also looking to put in mini camps and clinics throughout the summer. Motion to accept the program supervisor's report was made by Marty Sullivan, seconded by Ron Huml.



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- VI. **Marketing Status Report:** \$80.00 dollars was spent to printing 1,500 flyers to be distributed to the children in the local elementary schools (Woodman, Garrison and Horne Street). The flyers advertised current and upcoming skating programs as well as Camp Kool. The left over flyers were distributed to the recreation center in the McConnell building and around town at various Dover locations. The Dover Arena promotional video to be aired on Channel 22 will be edited this week and ready for viewing in July. Carlisi is looking to work with Dr. Doug Blais, chair of the Sport Management program at SNHU on an Economic Impact Report for the Dover Ice Arena. Blais constructed one for the City of Manchester in 2004 regarding its Verizon Wireless Arena and Carlisi plans on doing the same for the Dover Ice Arena with his guidance. Motion to accept the marketing status report was made by Ron Huml, seconded by Jan Nedelka.

With no further business to discuss, meeting was adjourned at 8:25 PM.

Next meeting is set for July 17th, 2007 at 7 p.m.

Submitted by: Colleen Carlisi
MARKETING MANAGER