



CITY OF  
DOVER

## DOVER ARENA COMMISSION-MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Dover Arena – 110 Portland Avenue, Dover, NH 03820  
Meeting Date: **Tuesday, July 17, 2007**  
Meeting Time: **7:00pm**

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

In attendance: Present: Counselor Liaison Doug Dede, Gary Bannon, Dave Goodwin, Ron Huml, Jan Nedelka, Brian Wilson, Colleen Carlisi and Pat McNulty.

Not present: Marty Sullivan, Larry Raiche and Gary Gilmore.

- I. **Approval of the minutes:** Motion to accept meeting minutes from Tuesday, June 16<sup>th</sup> was made by Ron Huml, seconded by Jan Nedelka.
- II. **Financial Statements:** The commission had a small workshop to figure out why the arena came up short this season by \$42,000 in the preliminary report ( and more once the bond payments are made) and why there were areas with under estimated expenses in the 2006-07 budget. The major shortfall came from expenses due to temporary part time employees as well as energy costs. By scrutinizing the end of the year numbers earlier than usual, the commission is now able to get a better grasp of the arena's financial status heading into the 2008 fiscal year. The commission is also interested in meeting with the new Finance Director to address the need to move from the cash method to the accrual method of accounting. Motion to accept the financial statement was made by Ron Huml, seconded by Jan Nedelka.
- III. **Recreation Director's Report:** With the summer going by quickly, the arena is getting its programs in order for fall in order to get them submitted for the Community Notes brochure. Additionally, the bids for the paint job in Holt rink are being submitted so that project will get underway by the end of the summer. The RFP for lease of the outdoor pool and arena is still being processed as City Manager Mike Joyal needs more information about the schematics of the outdoor pool. Motion to accept the Recreation Director's report was made by Jan Nedelka, seconded by Ron Huml.
- IV. **Arena Manager's Report:** As far as maintenance issues go, things have been running smoothly this summer. Tecogen is taking care of a minor Freon leak, but the problem has been addressed and resolved. Electrician, Bill Colbath, has been working on the repair of the soft start but the project will eventually have to go out to bid. Plumber Dennis Munson will be in at the end of the week to maintain the heat exchanger, another project that will eventually go out to bid. Motion to accept the Arena Manager's report was made by Ron Huml, seconded by Jan Nedelka.
- V. **Program Supervisor's Report:** The staff has been working on putting together the fall/winter ice schedule. Summer programs have been going well, with Camp Kool posting outstanding numbers this summer. For the first time in camp history, all weeks are full with 50+ children. Motion to accept the Program Supervisor's report was made by Jan Nedelka, seconded by Ron Huml.
- VI. **Marketing Status Report:** Two rink sponsors renewed their contracts this week with Shain's of Maine renewing its snack bar awning advertisement and Muddy River Marketplace renewing its 6 foot dasher ad sponsorship. Additionally, Muddy River has expressed an interest in selling their pulled pork sandwiches in the snack bar during the busy fall and winter hockey season. Three other sponsors have been contacted for renewal, but business managers have been away on holiday, making the process a little more difficult. The fall radio campaign will begin August 27th to 31st on WERZ as an advertising package purchased in April. The arena will have 64 radio spots running from 6:30 a.m. to 11:30 p.m. advertising upcoming fall programming and public skate. Motion to accept the marketing status report was made by Ron Huml, seconded by Jan Nedelka.



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With no further business to discuss, meeting was adjourned at 7:58 PM.

Next meeting is set for August 21, 2007 at 7 p.m.

Submitted by: Colleen Carlisi  
**MARKETING MANAGER**