



**CITY OF DOVER**

## DOVER RECREATION ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820  
Room 220  
Meeting Date: Monday, December 14, 2009  
Meeting Time: **7:00pm**

**CALL TO ORDER:** Jerry Newcomb called the meeting to order at 7:18PM

### **ROLL CALL**

#### **Present**

Recreation Director: Gary Bannon  
Assistant Recreation Director: Krista Trefethen  
City Council Liaison: Bob Carrier

#### **Recreation Board Members in attendance:**

Jerry Newcomb  
Mark Hyson  
Jon Towle  
Jeff Canfield  
Kathy Morrison

#### **Recreation Board Members in absent:**

Joe Tenuta (Death in family)  
Pete McKenney (out with flu - sent email)  
Rich Johnson (coaching kid's game - notified Gary)  
Suzanne Meadows (no call or email)  
Brenda Smith

**NOTE: Perfect Attendance in 2009: Jon Towle - Mark Hyson - Jerry Newcomb**

**APPROVAL OF MINTUES:** November 9, 2009 minutes

Mark Hyson made a motion to approve the November 9, 2009 minutes.  
Jeff Canfield seconded the motion, and the motion passed unanimously.

**CITIZENS' FORUM:** None.

### **REPORTS**

#### **A. ADVISORY BOARD**

None.

#### **B. RECREATION DIRECTOR, GARY BANNON**

1. Tree Lighting on December 4th was a success. The largest crowd (over 200 people) they have ever had. The lights were donated by the Rotary. The Children's Museum was having an open house which helped increase the crowd. With the New LED lights it's now on one cord. Twice as many, lights using less power.



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2. Park Street Park Update - Gary met with Bob Pettinelli of Pettinelli and Associates which represents the Miracle Playground Company and Norm Francassa on Monday December 14th, 2009. The Meeting covered an overview of the park with what they want to do. Bob is going to come back with a 3D picture of what the park is going to look like after equipment is put in. Marion Cheney was also in attendance from the Rotary Club. There may also be some other private donors that may be coming forward. The Rotary has been active in giving to the City of Dover projects and parks like the Rotary Arts Pavilion.
3. Fourth of July - Gary is reaching out to the Chamber of Commerce. It's on a Sunday this year. Trying to start the planning and promotion of the event.
4. The Blue Crab has been installed at Henry Law Park. It was donated through the Children's Museum to the City of Dover. The arts commission was also involved.
5. Gary is working on the budget. Has to do the McConnell Budget first then work on the rest of the budget.
6. Senior Center holiday party (over 100 people) was held last week. It went very well.

### **C. ASSISTANT RECREATION DIRECTOR, KRISTA TREFETHEN**

1. Basketball is off and running - 18 and over, 35 and over, 50 and over and 5th and 6th grade programs. Prices did go up but membership seems to be up in every program except for 5th and 6th program boys which is down by about 10 players. Little Shots starts on January 9th. Krista had to find 34 different time slots in the gyms which were tight.
2. Santa Calling program is also sponsored by the Rotary. That was done last week and it went very well.
3. Fitness classes are wrapping up for the holidays but will be starting up again after the holidays.



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### OLD BUSINESS

**1. Recreation Board Member Responsibilities -** Need to review member requirements and responsibilities for the Recreation Advisory Board. **Moved to January Agenda due to missing four rec board members at December meeting.**

Attendance - What happens when people presently on the board are not showing up for meetings and/or are not meeting the minimum criteria for attendance as specified within the Dover Recreation Advisory Board By-Laws? The board is going to review and update the by-laws in January to detail how to deal with board member absenteeism and absent members who will not respond to letters or phone calls. **Moved to January Agenda to revise by-laws.**

**A second letter was sent to Brenda and Suzanne about missing 7 out of 9 meetings in 2009. Brenda did not respond. She also missed the December meeting so now it is a total of missing 8 meetings out of 10 in 2009. Brenda has not attended a meeting since April 2009. A motion was made to contact the city clerk about removing Brenda from the Recreation Board. The motion was seconded. The board was asked to vote on removing Brenda from the Board and the vote was unanimous to remove Brenda from the board. Gary to follow up with City Clerk.**

Specific Sport Liaison - Are we going to get each member assigned to a specific sport as the liaison? If so, Recreation Board members should attempt to make some of the board meetings for the sport they are the liaison to. **Moved to January Agenda due to missing four rec board members at December meeting.**

Specific Park Liaison - Are we going to get each member assigned a specific park in the city? Each member should go out and review their assigned park on a monthly basis and report back to the board. **Moved to January Agenda due to missing four rec board members at December meeting.**

It was also confirmed there are 9 Rec Board Positions and 2 Alternate positions.

**Presently the 9 members are filled by:**

Joe - Jerry - Jon - Mark - Pete - Brenda - Jeff Canfield - Rich Johnson - Kathleen Morrison

**Alternate members are filled by:**

Suzanne Meadows - Open

It was also confirmed that whether you are an alternate or regular member you are required to attend the meetings.

**2. Dog Park -** To be located in Long Hill Park. Size is projected to be 160 feet by 190 feet wide and about 210 feet deep at the side furthest away from the parking lot. There is room to add if needed. Area will be split out between the big dogs and small dogs. Funds are available from monies that went through the Planning Department for park improvements from new north end developments. There is an Eagle Scout that will clear some of the underbrush that needs to be cleaned up. A fence will also be put up by a contractor. Plans are to begin work on the dog park this fall. A suggestion was made that possibly we can sell some sponsorship to help support the



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park. Gary is speaking with neighbors to see if they have any concerns. Gary is looking at other dog parks to make sure they incorporate all of the best ideas/rules from them. Gary is setting up a neighborhood meeting for Saturday October 31st at 9am at Long hill Park. The estimate for costs is \$12,000. The main issue to still be worked out is parking. There is a possibility that Middleton Lumber may be willing to allow overflow parking in their lot, on the Long hill Road side of the parking lot. Meeting to be held on Saturday November 14th at 9am to be held with abutting neighbors as well as dog owners. A lot of the brush has been cleared out. Have it leash only outside of the fenced in area, need to make sure dog owners aren't letting the dogs run on the open field without a leash. Still working on fencing. Still working to create enough viable parking. Middleton has been very supportive about offering parking. **Some wood chips have been put down from the brush that was cut down by the boy scouts. The fence is going to cost less than they thought, about \$8,000. The abutters have been notified, only one abutter that had some concerns that are being addressed. Addressing who is going to take care of the park.**

**3. Greg Nesman Memorial Contributions** - Make checks payable to Dover Recreation - The money collected can be donated to Dover Football or for a Scholarship. Greg's brother mentioned at the wake about donating a bench in Greg's memory. The family was going to follow up with Gary about the bench. Right now, the Recreation Dept is collecting money. Where the money will be sent will be determined at a later meeting. Joe to check with Peter Wotton to see if there is a scholarship that has been set up in Greg's name. **Gary received some contributions, now waiting to hear back from Nesman family on what they would like Gary to do with money. Joe T to check with Peter Wotton on if there is a scholarship or not.**

**4. Awards Program** - The awards dinner is to be held on Thursday March 25th, 2010. There is roughly between 85-95 people that attend each year. Jon to follow up with the Moose. The Moose would supply the place and underwrite the meal. We would still have to fund the trophies and plaques. In the past, the budget has been \$3,000 (\$2,000 for the facility and food and \$1,000 for the trophies/plaques). By budget, we mean that is what it costs; we still need to raise the money privately by asking for donations like we have in the past. The leagues could cover both the cost per person (\$50 each) and the cost for the trophies and/or plaques that each person receives. (need to determine cost per trophy/plaque so that we can bill the leagues correctly). Presently, they cover \$50 per person that receives an award. **Jon talked to the Moose and they are willing to host the event and cover the cost of the food. Gary to contact the Moose to see if the details can be worked out. March 25th works for the Moose.**

**5. MOU** - Mark Hyson is still working on the MOU. The MOU (Memorandum of Understanding) is going to create an MOU between the City of Dover and the Leagues that use the fields/facilities that defines what the city's responsibility is and what the leagues responsibilities are. Also, define what the leagues are supposed to turn into to the city and when



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regarding into their application to the city to use the fields. Mark is going to try to meet with Sharon Lucey regarding the MOU. Mark sent out a first draft of an MOU. Mark is going to try to meet with Sharon the week of November 9th. Mark is looking for feedback from board members as soon as possible. Who is using the fields? How much is each group responsible for the fields they use? How much is enough to charge each kid from each league to make sure you have enough in the special revenue funds in order to keep the fields up and in good working condition. Playgrounds (who over sees it, who is doing the maintenance to make sure kids are not getting hurt with faulty equipment, etc). There is the potential for liability if a kid gets hurt due to playground equipment not being maintained properly. Can a capital reserve fund be created to make sure there is money in there to do annual maintenance on parks to keep them in good working condition?

There was discussion about the **Gravel Money fund**. The way the Gravel Money Fund was supposed to work (it's always subject to change) is 60% towards recreation projects, 30% for other capital projects, and 10% for recreational maintenance. There was almost \$700,000 in the fund for the bath house project but this year the city council took \$400,000 out of this fund to cover the budget shortfall which now does not leave enough to complete the bath house project (\$600,000). There is presently about \$250,000 in the Gravel money fund. It was mentioned that if the money was earmarked for long term park maintenance projects then we may have enough in the gravel fund to update the parks on work that needs to be done.

**Mark Hyson had a meeting on November 23rd with Gary Bannon, Sharon Lucy, Doug Steele, and Allan Krans. Reviewed MOU first draft. Mark passed out a redlined MOU with changes and corrections from the meeting to the rec board. Ronan O'Doherty had some concerns about the MOU that he sent to Mark and the Rec Board. Maybe add an addendum for each park as to what specifically gets done at each park by the city and by each league.**

**After much discussion, it was agreed that the City has to put the work out to bid and the lowest bid has to be accepted HOWEVER the leagues should provide detailed specifications of work to be done on the fields so that the leagues specifications can be listed on the bid so that whoever and wins the bid is aware of what the city and leagues expectations are of the work to be done. It will be the responsibility of the city to let the leagues know when the work was done and then the leagues can inspect and verify within a reasonable amount of time (14 days) that the work was done within the specifications requested. The city and leagues will confirm that job was done correctly and/or let the city know it was not done to specifications requested then ask the company that did the work to go back to the field to do the job correctly. A league official may also be requested to meet with the vendor that did the work on the fields to help resolve any differences. The vendor should not be paid until both the city and league has signed off on the work done. The leagues and city need to provide more detailed specs and hold the vendors accountable. Leagues and/or city can also test spray that was put down by company by bringing it over to UNH to make sure it's what you paid for.**



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### 5. MOU - Continued

MOU should also spell out what the purchase policy guidelines are:

1. Under \$1,000 is X
2. Over 1,000 is Y
3. Over \$2,500 is z

Initially, the city has to give the leagues permission to get on the fields as the start of the season.

After the start of the season the city and leagues need to communicate with each other as to whether or not fields should be used in inclement weather.

**Regarding cancellation of games due to weather conditions:**

The President of each League is ultimately responsible to cancel games since they have to make a call usually right before or within an hour or two before game time.

If a game should have been cancelled and it was not and the fields get torn up then the city may come back to the league and may hold them responsible for repair work that has to be done.

If the leagues are found to be abusing the fields and not making the correct calls about cancellation then the city reserves the right not to let the leagues use the fields in the future.

Backstops and fences or any material improvement would be considered capital improvement project. This needs to be reviewed and approved by the city (regardless of who is paying for it since these are city fields). It would start with Gary reviewing. If any new improvements might impact any other league that may use the fields or have used the fields in the past then they should be contacted for review and approval as well.

**6. Dog Signs** - Gary to follow up with Sharon Lucey to see when the signs will get posted at the parks. Gary is following up on working on getting the specific language for signage for Shaw's Lane and Woodman Park. Gary working on fine tuning the dog signs, some are not posted in the best locations. Still no signs up at Shaw's Lane where the dogs are still out and about on the fields. **Gary to continue to follow up on signs. Still working on language and location of signs with city. Leagues may need to contribute to cost of signs. Gary will contact leagues if he decides he needs leagues to contribute to help cover cost.**

**7. Park Street Park Project** - The Rotary Club is providing \$55,000 and is working to secure more grants on behalf of the park. Gary, the Park Street residents, Norm Francassa, and the Rotary are working together to try to narrow the list of things they want to see in the park when completed. It's presently (November) in Norm Francassa's hands to coordinate the ordering of equipment, working with the neighbors, etc. It was recommended to make sure someone is giving the Rotary regular monthly updates about the progress on the park and what is happening.



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**8. Chairs and padding for Butterfield Gym - Gary and Krista are looking into getting some chairs for the Butterfield Gym along with some padding for behind the baskets. Chairs are in the gym. Just working to finalize order on mats which should be in sometime in January.**

**9. Gravel Money Fund -** There was discussion about the **Gravel Money fund**. The way the Gravel Money Fund was supposed to work (it's always subject to change) is 60% towards recreation projects, 30% for other capital projects, and 10% for recreational maintenance. There was almost \$700,000 in the fund for the bath house project but this year the city council took \$400,000 out of this fund to cover the budget shortfall which now does not leave enough to complete the bath house project (\$600,000). There is presently about \$250,000 in the Gravel money fund. It was mentioned that if the money was earmarked for long term park maintenance projects then we may have enough in the gravel fund to update the parks on work that needs to be done. More clarification regarding the Gravel fund was discussed. Any person or league can submit a request for a project.

Projects are then put into the CIP (Capital Improvement Projects) for review.

Projects are then either approved or rejected.

Gary can recommend approval but does not have the final say on if it will be approved for funding.

Funding for projects can come from any of the following:

1. Operating budget
2. Bonding (example: Hancock Park)
3. Gravel money (example: Bath house)
4. Capital Reserve Fund (example: Fire Trucks)

Gary can recommend the project be funded by Gravel money but it's not his final decision.

The City Council votes on how gravel money is going to be appropriated.

Presently the gravel funds are designated for a new Bath House up at the Jenny Thompson pool in Guppy Park. Funds will continue to accumulate in the Gravel Fund until there is enough to pay for this project. Recently, the City Council had to use some of the Gravel money funds to help offset a shortfall from the state. This pushes back the timeline as to when the bath house



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will get done. Until this project is funded then there is no gravel money available unless the city council votes to use the funds for another project or use.

In the near future there may be a proposal or resolution before the council to designate some gravel money (\$7,000 - \$10,000 per year) to be allocated into a capital reserve fund to repair, fix or replace infrastructure that needs to be replaced at city parks in order to keep the parks useful and safe for residents.

**12. Code of Ethics** - Gary still following up with Allan Krans on Code of Ethics. Gary handed out final version that was approved by Allan Krans. Board members to review one more time then sign off in December. Gary plans to hand out at the Presidents meeting in January/February. **Finished and ready to send to the leagues in January 2010. Item closed.**

### **D. NEW BUSINESS**

### **F. ADJOURN**

Mark Hyson made a motion to adjourn the meeting.

Jeff Canfield seconded the motion.

The motion passed by a unanimous vote and the meeting adjourned at 8:44 pm

Respectfully submitted by,  
Jerry Newcomb