



**1 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, November 9, 2009  
Meeting Time: **7:00pm**

**CALL TO ORDER:** Joe Tenuta called the meeting to order at 7:07PM

### **ROLL CALL**

#### **Present**

Recreation Director: Gary Bannon  
Assistant Recreation Director: Krista Trefethen  
City Council Liaison: Bob Carrier  
Recreation Board Members:  
Joe Tenuta  
Jerry Newcomb  
Mark Hyson  
Jon Towle  
Suzanne Meadows  
Pete McKenney  
Rich Johnson (Candidate for Rec Board)

#### **Absent**

Brenda Smith  
Jeff Canfield (Recently appointed Rec Board Member)  
Kathleen Morrison (Recently appointed Rec Board Member)

**APPROVAL OF MINUTES:** October 12, 2009 minutes

Jerry Newcomb made a motion to approve the October 12, 2009 minutes. Jon Towle seconded the motion, and the motion passed unanimously.

**CITIZENS' FORUM:** None.

Joe Tenuta asked for a moment of silence for Greg Nesman - the board members had a moment of silence for Greg Nesman.

### **REPORTS**

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

1. Suzanne reported that Rails and Trails is waiting for Bruce Woodruff to come back to help get things moving again. From what Suzanne saw all the way to Silver Street looks good. Suzanne thinks it should be completed in 2010.
2. Joe asked that we hold off on assigning Rec Board member Assignments of Sports and Parks until we have a full contingent of board members.

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



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1. Gary requested and received updated contact information from the current board members in attendance.
2. Working on seasonal changes. Winterizing Shaw's Lane building, fall clean up of some outdoor areas over at Garrison Hill, etc.
3. CIP plan was submitted after being edited by the City Manager and the Finance Department. There is a \$75,000 in there for playground improvements throughout the city. It's not likely to be funded but it's in there for review and approval. Everything else in the CIP is for longer term projects that are 2-7 years out.
4. Skate park on River Street - need to decide whether to keep investing in it or not - it may have to be moved due to changes coming from waterfront construction and the location of the bridge. The Rotary may be willing to put in some basic maintenance money to keep it decent and useable until another location can be finalized.
5. Pedestrian Bridge - ongoing discussion about where this bridge is going to be located, it may impact the park depending on the final location.
6. Lighting of the Living Christmas Tree is Friday December 4th at 6:30pm at Henry Law Park.
7. Forum on tourism - Gary is going to be one of the speakers about how Recreation helps draw in tourists.

### C. ASSISTANT RECREATION DIRECTOR, KRISTA TREFETHEN

1. Basketball kicks off in November - 18 and over, 35 and over, 50 and over and 5th and 6th grade programs. Prices did go up but membership seems to be holding steady.
2. Fall fitness classes are going really well. Most of them are filled.
3. The indoor pool has suffered a bit due to the increase in rates for non city members. People are moving to shorter terms. Costs presently are \$15 per day or \$400 per year for non resident adults. It was challenging at the outdoor pool this past summer when a family would be charged \$40-\$50 for the day. You have to pay to enter whether you are swimming or not. This was a bit challenging for parents, etc who were just there to watch the kids and not swim.
4. Halloween - A group of UNH Students that are taking event planning courses approached the Recreation Department about putting on an event at the McConnell Center. They put on a Halloween event on Friday October 30th focused on pre-school kids. It was a big hit for everyone involved (tenants, kids, UNH, Rec Dept, etc). It was free and they had eight tenants participate by doing different things like make your own trick or treat bag, cookie decorating, face painting, leaf tracing, coloring, story time, trick or treating, etc. They got 70-80 kids. The UNH Students did a lot of work and got about 20 different volunteers to help. Jim Hilton, one of the teachers at UNH was involved as well. It was listed in Fosters and the Dover City News as well to help publicize the event. A great event that went very well.

### D. OLD BUSINESS

1. **Recreation Board Member Responsibilities** - Need to review member requirements and responsibilities for the Recreation Advisory Board.

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 consider revising the by-laws in January to detail how we deal with board member absenteeism and members who will not respond to letters or phone calls.

It was agreed to send a letter to Brenda and Suzanne about missing 6 out of 8 meetings in 2009. It was also confirmed that whether you are an alternate or regular member you are required to attend the meetings.



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Suzanne did show up for November meeting, Brenda did not attend the November meeting and did not respond to our letter. A follow up letter was sent to Brenda asking for her resignation.

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. The board is going to review assignments in December once we have a full contingent of board members.

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. The board is going to review assignments in December once we have a full contingent of board members. 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 (Candidate) - 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 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, 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.

**3. Awards Program** - will need to start being discussed soon. 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 to see if they are still interested in hosting the Awards Program Event. 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. Jon will touch base with the Elks as well. The Elks have done a lot of work and have upgraded their facility. They have a combined group called ELMO which is an acronym for Elks, Legion,



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Moose organizations. Sometimes these organizations combine forces to put on events (i.e. raising money for the children's home). ELMO may be possible solution as well. It was also brought up that the leagues should 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.

**4. 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.

**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 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.

**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.

**7. Park Street Park Project** - Based on the meetings that have been held there is a list of residents willing to help. Some work is being done by Community Services to prune and clean up the park. The Rotary Club has decided to step in and adopt the park and foot a major part of the expense to update the park. Norm Francassa has offered to volunteer his services to help design the park and work with the volunteers. Park Street Park is twice as big as Hancock Park so there is a lot of different things that can be done (new playground equipment for younger kids, possibly a half court basketball court, etc, ). The goal is to have it done by June 2010. The Rotary Club is paying for a lot of the playground equipment, etc, which is why it's moving ahead quickly. 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



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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.

**8. Chairs and padding for Butterfield Gym** - . Mark Hyson to check on the availability on using the special revenue fund for the 18 and over, 35 and over, and 50 and over special revenue funds to replace the mats behind the baskets replaced and gets some new benches for the Butterfield Gym. Possibly a floor cleaner as well. Gary and Krista are looking into getting some chairs for the Butterfield Gym along with some padding for behind the baskets. Mark to check to see how much is in the accounts to see what is available to spend for the chairs and padding.

**9. McConnell Center Appointee** - Joe Tenuta stepped up and volunteered to take Brenda's place on the committee. They meet on the 4th Monday of the month.

**10. Rec Board Attendance** - It was also agreed to send a letter to Brenda and Suzanne about missing 6 out of 8 meetings. Letters to be drafted then sent to Joe and Gary for their review then sent out to Brenda and Suzanne. Follow up letter was sent to Brenda after November meeting since she has not replied or called.

### **E. NEW BUSINESS**

**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.

### **F. ADJOURN**

Mark Hyson made a motion to adjourn the meeting.

Suzanne Meadows seconded the motion.

The motion passed by a unanimous vote and the meeting adjourned at 8:59 pm

Respectfully submitted by,  
Jerry Newcomb