



**CITY OF DOVER**

## DOVER POOL ADVISORY COMMITTEE - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Dover Indoor Pool, Meeting Room, Henry Law Ave, Dover, NH 03820  
Meeting Date: Monday, July 19, 2010  
Meeting Time: **7:00pm**

present:

committee members:

Dick Arnold, Doug Dodd, Dawn Haines, Peter Markos, Tim Paiva, Suzanne Petersen, Philip Read

alternates:

Ann Fredette, Suzanne Medbery

city employees:

Mick Arsenault, Gary Bannon, Mike Joyal, Allan Krans

city council representative:

Bill Garrison

absent:

n/a

Meeting began at 7:10 p.m.

### 1. Orientation of the committee

#### 1.1 Formation of the committee by Dover City Council

#### 1.2 Posting of public notices for meetings;

- Agendas will be mailed, occasionally available by e-mail.
- Committee chair and sub-committee heads need to give Gary 36-48 hours notice so that he can post the meeting notice in City Hall and on website.

#### 1.3 Review and adoption of proposed rules

- Chair sets agenda with input from committee
- Quorum (4 members or alternates) must be present for meeting to proceed. If quorum is not reached, there will be no meeting.
- Conference calls for meetings are possible, but not customary. Significant advance notice is required.



**CITY OF DOVER**

## DOVER POOL ADVISORY COMMITTEE - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Dover Indoor Pool, Meeting Room, Henry Law Ave, Dover, NH 03820  
Meeting Date: Monday, July 19, 2010  
Meeting Time: **7:00pm**

### 1.4 Election of officers and recording secretary

Motion: Suzanne Medbury nominated Dawn Haines as chair  
Tim Paiva seconded.

Motion: Suzanne Petersen nominated Phil Reed as chair  
Doug Dodd seconded.

By show of hands, Phil Reed got 5 votes. Dawn Haines got 2 votes.

Motion to elect Phil Reed passed.

Motion: Dick Arnold nominated Dawn Haines as vice-chair  
Tim Paiva seconded.

Motion passed unanimously.

Motion: Dawn Haines nominated Suzanne Petersen as secretary.  
Doug Dodd seconded.

Motion passed unanimously.

### 1.5 Review of scope of authority and jurisdiction

- Committee's job is to advise and recommend.
- City council rep. has no vote on committee but can add comments and acts as liaison to council. Committee needs to specify to rep. when he needs to provide specific details, otherwise he will summarize committee's activities and recommendations.

### 1.6 Review of RSA 91-A

- NH's right-to-know/ transparency in government law
- All committee and sub-committee meetings must be held in public places with advance notice served to public. Minutes must be taken and submitted to Gary Bannon who will forward them to the city. Tape recording of committee meetings is required, but is optional for sub-committee meetings.

### 1.7 Review of ethics

- Do not accept gifts or benefits to self or family with a value over \$25.00.
- Disclose all potential conflicts of interest involving money.

### 1.8 Review of e-mail procedure

- All committee members should get city e-mail account.



**CITY OF DOVER**

## DOVER POOL ADVISORY COMMITTEE - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Dover Indoor Pool, Meeting Room, Henry Law Ave, Dover, NH 03820  
Meeting Date: Monday, July 19, 2010  
Meeting Time: **7:00pm**

- All committee-related e-mail received on personal account should be forwarded to city account.
- Focus should be one-way communication (announcements, reminders, etc.) and not discussions which should occur at meetings.
- All committee-related e-mail is subject to public scrutiny.

### 1.9 Selection of meeting schedule

- Next meeting will be Monday, July 26, 7:00 p.m. at the Indoor Pool office.
- Until further notice, regular full committee meetings will occur on the first and third Monday of each month at 7:00 p.m. at the Indoor Pool office.

### 2. Updates on summer pool activities

Mick discussed pool usage. Indoor pool swim lessons are at 93% capacity. Early bird and lap swim times are busy. Outdoor pool has already had 3 big swim meets. The noon to 4:00 rec swim is busy, with 50 to 250 kids per day. Evening hours have been extended to accommodate swimmers in the extra hot weather. These hours were advertised to the community, but many people may still not know. Pool pass sales and inquires have increased since the announcement that the pools would remain open.

Gary reported that the hot weather has prompted wide coverage of the pools in Foster's. Banners are in the works to welcome visitors to both pools and make pools more visible. Tri-fold brochures are being made to leave at popular venues around town. 8.5 X 11 informational sheets will be mailed to Dover residents. Tim suggested asking schools to distribute the flyers.

Discussions are on-going over fees, schedules, and long-term outlook with major contractual users.

A long-time lap swimmer died recently and her family asked that memorial donations be made to the pool endowment fund. This has brought an additional \$1300 to the fund, which now stands at \$6300. Tim Paiva will announce at meets that the endowment fund is available and how interested parties can make a donation.

The chlorinators at Jenny Thompson pool experienced problems last weekend. One pump had to be sent out for repair, but the second pump was repaired well enough to function until the first came back. Both have now been repaired. Costs will be charged to Rec. Dept., but some insurance coverage may be forthcoming. Air quality at the indoor pool was noted to be greatly improved and the new dehumidifier is both efficient and quiet.



**CITY OF DOVER**

## DOVER POOL ADVISORY COMMITTEE - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Dover Indoor Pool, Meeting Room, Henry Law Ave, Dover,  
NH 03820  
Meeting Date: Monday, July 19, 2010  
Meeting Time: **7:00pm**

### 3. Agenda items for next meeting:

- Establish standard meeting protocol.
- Establish vision and mission statement.
- Establish sub-committees (finance, marketing, long-range plan, friends, etc.).
- Reports from sub-committees
- Tim will begin to gather info to serve as base of long-term plan
- Dawn will send list of potential friends to Suzanne P.

### 4. Adjournment

Motion: Phil made motion to adjourn.

Peter seconded.

Motion passed unanimously and meeting adjourned at 8:55 p.m.