



**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, April 4, 2011  
Meeting Time: **7:00 pm**

### DRAFT

members present: Dick Arnold, Dawn Haines, Sue Medbery, Tim Paiva, Phil Read, Bill Garrison  
city employees present: Gary Bannon,  
absent: Mick Arsenault, Peter Markos

Meeting was called to order at 7:00 p.m.

#### **Approval of agenda:**

Tim made a motion to accept the agenda. Dick seconded. Motion was approved unanimously.

#### **Approval of minutes from March 7, 2011**

Tim made a motion to accept minutes as presented. Dick seconded. Minutes were approved unanimously.

**Citizens' forum:** n/a

#### **Reports:**

##### Gary:

Spring swim lessons are full and up and running. Staff is thin, so Mick is teaching. Two part-time instructors have been hired. Their time will be paid from lesson revenue.

Recreation Dept. Heyliger Award Ceremony took place last week. Ann Fredette won the award for aquatics and also the Volunteer of the Year Award.

The Rec. Dept. budget will be finalized this week. Gary will present it to the city council on May 4. He does not foresee any problems at this time. The public hearing for the budget will take place on May 25. The city council will have its first opportunity to accept the budget on June 1 and the fall-back date will be June 8. Dawn asked if DPAC presence would be helpful at any of these meetings. Dick and Bill suggested we attend but not be aggressive. The most important date will probably be May 25 when we should remind the council and attendees what has been accomplished over the past year. Bill will keep the committee apprised of any potential complications.

##### fundraising/marketing:

Dawn reported that she has no news from Peter about the 5K road race. The committee agreed that details are needed even if Peter says he has it under control.

Dawn reported that the swim clinic planning is moving along.

Dawn met with the grant-writer for the Children's Museum. Given DPAC's current situation, she recommended that DPAC not actively pursue any grants at this time. DPAC is not a 501(c)(3), the committee does not have a person or persons who can dedicate significant time to locating and applying for grants, and the committee has no clear plan for large grants. Grants can be sought at a later time, but right now the committee should focus on sponsorships. After much discussion, the committee asked



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Gary to put together a Request for Proposals seeking bids from marketing firms to create a marketing package and seek sponsors and advertisers for a year on commission.

Suzanne noted that Mick recognized the opportunity to offer a special pool event during April vacation and would be working on that.

Suzanne noted that the April newsletter has an item about the need to fill the two empty alternate positions on the committee. Young adults are especially encouraged to apply and those under 18 are welcome to join the committee as youth liaisons.

### long-term planning:

Tim reported that a private enterprise is undertaking a feasibility study for covering the outdoor pool and related operational questions.

He is receiving continued inquiries from a private citizen about financial issues at the outdoor pool. Gary is aware and has left information for the person, but the packet has not yet been picked up.

### finance and budget

The numbers look as if they are behind on revenue year to date, but they do not reflect revenue from winter pool rentals, approximately \$30,000. The bills just went out and new figures will show that money as revenue even if it is not yet received.

The general fund expense tracking shows a 75% expended for the half year, but the pool rental revenue will correct that back to 50%.

Bill requested expected losses to the city. For FY 2011, the estimate is \$252,000. For FY 2012, it will be \$245,000.

### new business:

Gary handed out the new city bylaws/operating rules for committees. The committee reviewed the rules. Tim made a motion to approve the new rules. Dick seconded. The rules were approved unanimously.

### other business:

Tim will be away for the May meeting.

Gary announced that the Dover Swims website domain has been created with a direct link to the city's website domain.

### adjournment:

Dick made a motion to adjourn. Tim seconded. Meeting was adjourned at 8:10 p.m.