



**CITY OF DOVER**

## DOVER RECREATION ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820  
Senior Center Activity Room  
Meeting Date: Monday, March 11, 2013  
Meeting Time: **7:00pm**

**DRAFT**

**CALL TO ORDER:** Joseph Tenuta called the meeting to order at 7:04pm

### **ROLL CALL**

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

### **Recreation Board members in attendance:**

Kathy Morrison  
Jon Towle  
Joe Tenuta  
Richard Johnson  
Scott Kelley  
Jerry Newcomb  
Norm Fracassa  
Margaret Trefethen  
Stanley Kaubris  
Ronan O'Doherty (Alternate member)

### **Recreation Board members not in attendance:**

**Open Positions on Rec Board:** Two alternates  
A full board consists of nine (9) full time members and three (3) alternate members.

### **APPROVAL OF MINUTES:**

Approval of minutes for February 11, 2013  
Scott Kelley made a motion to approve the January minutes. Seconded by Richard Johnson.  
Motion passed unanimously.

### **CITIZENS' FORUM:**

None (no members of the general public in attendance)



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### REPORTS

#### **A) ADVISORY BOARD:**

No special reports.

Joe Tenuta did mention that the the McConnell Center will have four vacant rooms outfitted. The extra rooms will help with rentals. The building has a 95% occupancy rate today.

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

- 1) Gary requested Richard Johnson and Kathy Morrison deliver oath-of-office renewals back to City Clerk's office.
- 2) Regarding next fiscal budget, Gary met with the City Manger in February. Waiting on feedback. No date for follow-up meeting with City Manager, but soon. Hopefully not dramatic changes. Next budget is tight.
- 3) Gary is working on two grant applications. One is with Centrix Bank. Maybe a few thousand dollars. The second is a Community Development Block Grant (CDBG). The money would be used for automatic doors in the Senior Center. CDBG application going out on March 12, 2013.
- 4) League Presidents meeting held recently. Discussed Spring Sports signups. General consensus was to leave desk layouts and numbers of days as-is.
- 5) Joe Tenuta had questions on 2% anticipated department budget increase, which were reviewed in the February meeting that he missed due to health reasons. Answers were reviewed with Joe.

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

- 1) Spring Sports Signups were busy on Saturday. Dover Baseball has extra dates also booked.
- 2) The High School basketball league payoffs were fun for the kids, and are complete.
- 3) Basketball is almost complete (adults and Grade 5/6 All-Stars finishing up).
- 4) Junior High boys' basketball ends February 24, 2013.
- 5) Fitness classes were snowed out in February, but are now starting up.
- 6) Recent March 7, 2013 presentation regarding planned Riviera Trip was great. Coordinated through Collette Vacations. Ireland Trip was in October, 2012. Canyon Country trip will be in April, 2013. Recreation Department/Senior Center receives commission for trips sold.
- 7) All programs are packed. Gym space is at a premium. Had to reschedule what was already rescheduled, due to February snowstorms.
- 8) Dancing with the Dover Stars scheduled for May 18, 2013.



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### Old Business

#### **Henry Law Park project**

Gary Bannon advised that concept drawings are being done by architect; Three-dimensional versions and technical details to follow.

Gary met with Justine Roberts at Dover Childrens' Museum on March 11. They are working on sponsorships, and are trying to get the greatest number of people/groups involved.

The area behind the indoor swimming pool will be inaccessible after groundbreaking. There are tentative/general plans to place a small set of swings/slides/etc. as an alternative on the opposite side of the existing parking lot for the children to use, away from construction.

Ground breaking planned for Spring/Summer of 2014. The general idea is to continue marketing project in 2013 (at Cocheco Arts Festival, etc.). Gary is looking for budget windows of big givers (corporations, etc.).

The park's footprint/infrastructure would be finished by the Fall of 2014, but *will not* be 100% complete. Examples of possible items for completion/installation in 2015: Gazebo, two-story platform, etc.

Norm Fracassa mentioned a broken slide at Henry Law Park. Plywood board is there after small slide was removed. Can the slide be replaced? Gary responded that it would not. The reported year of installation was 1992. A replacement would require a custom fabrication. Best to wait it out until the park is reconstructed.

It was noted that the Maglaras Park/Applevale Park slides are the same make/model. The question was asked if one of those locations could 'donate' the slide to the more heavily-used Henry Law location. Taken as action item.

Gary volunteered that he recently met with Doug Steele and Sharon Sirois from Community Services. They discussed maintenance dollars. Doug is responsible for maintenance and should get more money to do so. Doug never has enough money for maintenance. Gary/Recreation Department only has construction (CIP) funds. John Towle brought up the prior history of capital reserve goals and prior approvals by the Dover City Council to allocate a portion of the city gravel funds to the Recreation Department capital reserve funds. The prior stated goal being that these funds would help in the ongoing, year-over-year replacements, repairs, and upkeep of the recreation locations and facilities. \$112,000 a year currently is automatically funded to the capital reserves. From the conversation, Gary basically stated that he needs the annual \$112,000 to finish any of the landmark projects such as the Henry Law Park initiative. From the conversation, there appeared to be a disconnection between the goals and actions of prior boards



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and city council votes, versus what is happening in practice. Members of the current recreation board who were originally involved articulated a recollection that the gravel funds were supposed to be a source of funding for recreation maintenance. The missing broken slide replaced by a wooden board being a point-in-case.

Gary stated he will look in to available development impact fee funds, as an alternative. Example: Garrison Hill surveying cost will be paid by impact fee balances controlled by Planning Department.

Joe Tenuta asked if the \$5 youth sports user fees could be increased, but those fees are sports fees targeted for field use and not directly related playgrounds, etc.

Further discussion on how the capital reserve/gravel funds should be used will be on April agenda.

Other Henry Law Park information: As previously reported, PSNH delivered a \$10,000 grant (via the Children's Museum), but more money is being sought from donors.

**Heyliger Awards Program:** Gary shared money raised, to-date. Invitations have all been mailed. Bob's Trophies is supplying hardware. The Loyal Order of Moose are supplying function hall and food.

Stan Kaubris asked what the total current cost of the awards program is. Gary responded with \$1,000. The excess funds raised stay in the fund, so that if the venue and costs change in the future, money will be available to conduct future ceremonies.

Stan asked what the current fund balance is. Gary responded that it is currently approximately \$3,000.

Joe Tenuta brought up the fact that a \$500 thank-you payment was made to the Loyal Order of Moose in 2012.

85 to 95 attendees each year. Krista will contact Ron Cole to request coverage by Foster's Daily Democrat.

**Garrison Hill Event Status:** A good article appeared in Foster's on March 11. The 'Tough Mudder' event.

The Garrison Hill Survey is held up. Money to be freed up from Dover Planning Department. Gary needs \$600. Then it will be completed.

The Power company is doing easement work (cutting and clearing). They are taking materials out. A neighbor in the area of the hill has volunteered to help Gary clear trails, etc.



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Gary will also be seeking Dover City Council endorsement.

### **New Business**

#### **Right-to-know:**

Joe reported that City Attorney Allan Krans wants to attend the April meeting, to discuss the Right-to-Know law. Minutes are public, recordings, etc. Attorney Krans wants to discuss how to conduct public meetings.

#### **Maintenance of Parks:**

Norm Fracassa addressed maintenance of the city parks, as an issue.

Conversation on this matter is lacking.

Norm assisted with the 2008 Master Plan, which covered 35 parks, playgrounds, and facilities.

They need maintenance (mowing, leaf removal, repairs, etc.).

Dover has a lack of budgeted funds and maintenance personnel.

Norm raised the question: How can we do more if we don't maintain what we have?

In the 2008 Master Plan survey, maintenance was seen as good. Forty percent (40%) said maintenance was important – second only to improving.

There appears to be a schism. One city department improves (Recreation Department) and one city department maintains (Community Services).

Proposal by Norm:

- Form a three to five person subcommittee.
- Define challenges faced by Gary.
- Define money spent last year and define/recommend money to spend in next year.
- Inspect locations (i.e., graffiti, etc.).
- Request all new projects be accompanied by a solid estimate of annual maintenance.

This would lead to cleaner parks with longer lives.

Park Street and Hancock Park needed major/100% overhauls. We want to avoid 100% replacements in the future.

Spend money on the parks we have before spending money on new parks. The 2008 Master Plan had the goal phase: "Maintain/Promote/Enhance".

Joe mentioned that the board had a history of assigning parks to Recreation Board members.

Visit two or three times a month, to check on status. Neighbors sometimes volunteer (raking).



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Jerry commented that this discussion is déjà-vu on money reserved for maintenance but being consumed for capital projects. City did find money when reports of problems were made.

Joe commented that Norm's comments have merit.

Jerry: Assign parks to board members at April, 2013 meeting.  
Krista will bring list.

Stan brought up the idea of Dover Pride Clean-up Day (April 20, 2013). Norm responded that the day in question is run by the Dover Main Street organization, and centric to downtown (i.e., no parks).

Norm mentioned that additional signs at the parks seeking input could result in faster/instant communications from the citizens.

Stan brought up the idea of getting Service Days to help with park clean-ups (e.g., Saint Thomas High School Service Day, etc.).

Ronan O' Doherty brought up the idea of increasing athletic user fees from \$5 to \$7.50.

Gary volunteered that what portion of the annual gravel funds is not used for capital projects is primarily used for mowing.

Norm commented that leaves are not being cleared from the parks, which results in dead grass. This makes no long-term sense, if we use the example of the Park Street hydro-seeding costs.

Joe brought up his desire to get public feedback, and used the example of Disc Golf at Bellamy Park. The idea of getting a press statement out for a Park Fall Cleanup Day was also articulated.

Bob Carrier advised that the city gravel contract will be over in approximately five years. Then the \$112,000 a year funding source will be finished.

Margaret Trefethen had a user impact fees comment. Small parks have been built in newer neighborhoods, as required. Then they became/become city property. Approximately six new parks in total, but not really used that much?

Jerry amplified that the issue of maintenance and related costs has been driven by the growth in the number of individual parks (Catch-22 situation).



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Norm discussed the conflict/pressure of what demands are faced by the Community Services Department.

### **ADJOURN**

Margaret Trefethen motioned, Norm Fracassa seconded. Motion passed Adjourned at 8:34pm.

Respectfully,  
Richard Johnson