



**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, April 8, 2013  
Meeting Time: **7:00pm**

**DRAFT**

**CALL TO ORDER:** Joseph Tenuta called the meeting to order at 7:09pm

### **ROLL CALL**

Recreation Director: Gary Bannon

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

Joe Tenuta  
Richard Johnson  
Scott Kelley  
Norm Fracassa  
Stanley Kaubris

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

Assistant Recreation Director: Krista Trefethen  
City Council Liaison: Bob Carrier  
Kathy Morrison  
Jon Towle  
Jerry Newcomb  
Margaret Trefethen  
Ronan O'Doherty (Alternate member)

### **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 March 11, 2013

Scott Kelley made a motion to approve the March minutes. Seconded by Stan Kaubris. Motion passed unanimously.

### **CITIZENS' FORUM:**

None (no members of the general public in attendance)



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### REPORTS

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

City Attorney Allan Krans was in attendance to review the general concepts of the state's Right-to-Know laws and adherence to them.

Attorney Krans held up a photo of the Philip Johnson Glass Home in New Canaan, CT.

The Right-to-know law is analogous to the glass house. We can see inside government.

“See information and how government is operated.”

The bathroom represents nonpublic sessions.

Three to four reasons for nonpublic sessions: Personnel issues, purchases/sales of real estate, legal proceedings,

Two parts to the law:

- 1) Open meetings: Posted, citizens forum, audio recording, minutes.
- 2) Documents: Open for inspection. Make available within five (5) days. Requestor can be charged fifty (50) cents per page to obtain copies. Example: Largest request to City of Dover was approximately 5,000 pages concerning the McConnell Center rehabilitation. Requestors cannot be asked why they are making a request for documents.

City of Dover wants to be Accountable, Integrity, Stewards of public funds, and Innovative.

Attorney Krans then thanked the board for its service.

Stan Kaubris had a question about e-mails.

Answer:

- 1) One way e-mails regarding ideas are allowable.
- 2) Two way e-mails with a number of recipients which reach quorum size are not permissible. “An occasional slip-up is going to happen, but do your best.”
- 3) Do not think about trying to figure out how to avoid the Right-to-Know law.

Norm Fracassa advised everyone of the upcoming Dover Pride Day on April 20, 2013 from 8am to noon. The Mill Courtyard will have breakfast and lunch available for volunteers. This program is put on by the Dover Main Street organization.

Volunteers can just show up or communicate in advance. It is a downtown-centric activity.

Stehen Stripto from the Skate Park Subcommittee was in attendance and updated the board.

- 1) Trying to raise money.
- 2) Liberty Mutual being looked at.
- 3) Construction in-kind donations being sought.



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4) Seeking skateboard industry donations.

Skate Park will also be cleaned up on April 20, in coordination with Dover Pride Day.

It was commented that the Skate Park Subcommittee and related volunteers have done a very good/impressive job with the existing skate park (i.e., clean-up, rehabilitation, improvements, painting, etc.).

Gary mentioned that McConnell Center will also be getting some cleaning/improvements on April 20.

Norm Fracassa helping the Dover Pride Coordinator, regarding planned project locations: Effort and supply estimates, drive Michelle Alexander around to look at locations, what the needs are at each location, etc.

Gary mentioned that a Dover Softball parent complained regarding the planned new skate park location, and Gary tried to allay his fears.

June 1, 2013 will be Children's Day. There will be events at six different locations. Traffic will be uninterrupted.

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

- 1) Gary stated that his budget presentation is the evening of May 1st.
- 2) Capital funds being reduced, per City Manager's instructions. Gary had requested \$30,000 for McConnell boiler replacement and \$20,000 for Dover Ice Arena Capital Reserve.
- 3) Budget workshops with City Council will follow in May, 2013.
- 4) May 17, 2013: State of the City presentation. Department heads to present. Driven by Chamber of Commerce. 7am to 9:30am breakfast forum.

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

- 1) Krista is on vacation. Gary gave updates, via email communication from Krista.
- 2) Summer sign-ups next week (4/15).
- 3) May 18 at Dover High School: Dancing with the Dover Stars. Good line-up, which includes:
  - a. Justine Roberts: Children's Museum
  - b. Pam Simpson: Harvey's Bakery



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- c. Beverly Hodgson: Dover Chamber of Commerce
  - d. Ryan Brown: St. Thomas Aquinas Athletic Director
- 4) Bob Carrier helping with sponsorships. Hopefully \$8,000 to \$10,000 will be raised, which helps the Senior Center. Senior Center runs a deficit, so the money helps.

### Old Business

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

Gary Bannon advised there will be a meeting on April 11, 2013 with the architect and museum staff. Concept drawings to be reviewed. Then to be promoted to general public. Centrix Bank grant was approved for \$3,000.

**Heyliger Awards Program:** Gary seeking feedback. Stan was impressed, as a first time attendee.

Stan had a question about the fund balance. Per Gary, this year's program raised approximately \$1,600, cost \$1,300, and had \$300 of surplus funds.

Stan: Can we make the program bigger? Get sponsors to help us get more money to help recreation activities. Make it a signature event? Go after more sponsors, with bigger donations. Possibly \$5,000 or \$6,000 per year? Stan will bring it up again in the Fall of 2013.

Norm commented that there were a lot of humble people, and it was great to be in the room. Likes newspaper coverage. Wants on agenda earlier. Look at new businesses/sponsors. Norm is interested in sponsors coming in the future, because volunteerism is by the entire family.

This was the nineteenth (19<sup>th</sup>) year of the Heyliger Awards.

**Garrison Hill Event Status:** Gary wishes he had more updates.

Scott Kelley:

Tower Anniversary Group- Barb Nicholson has an illness. Planning handed off to two other members. No one else is interested in accolades. So major recognitions not happening. There is an idea to fund raise at the planned Garrison Hill Gauntlet event, with the proceeds reserved for Garrison Hill enhancements.

Replacement finials will be delivered by the original Garrison Hill Tower organization members, which were left over from twenty years ago.



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A trust fund was set up at the time the tower was replaced. There is still approximately \$11,000 in the fund for tower and park maintenance. It is in a city-controlled trust fund account. This was recently discovered. The city attorney is researching how moneys can be requested, and by whom.

The Garrison Hill Gauntlet race is being delayed until approximately September. The organizing group needs to secure the services of a timing company.

McEneaney Surveying is ready to go. They want to survey Garrison Hill before the leaves bud. Chris Parker in the City Planning Office is going to get back to Gary on funds to help finalize payment.

Calef's Country Store: Joel Sherburne will handle a commemorative pre-stamped envelope to mark the twentieth anniversary of the new Garrison Hill Tower.

The idea of park assignments to each board member was discussed. Idea: Go and review parks. Report any issues to the City of Dover. This was done in the past.

Stan Kaubris asked about Norm Fracassa's prior recommendation of a subcommittee to look at maintenance issues with the parks. Gary responded that such a group can be internal or external. Internal city-sponsored subcommittees will need posted meetings, minutes, etc. (i.e., follow all established rules). External groups (e.g., skate park committee) is outside of city purview.

Stan discussed the park review process. What do we do? Check list?

There was also discussion of possibly placing signs in the parks, asking users to contact the City of Dover with any reported issues.

Norm Fracassa stated that forming a subcommittee regarding studying what maintenance the parks need is dependent on the whole board. He does like the idea of signs, requesting users to report problems.

Scott commented that the signs should not have a phone number but should have an e-mail address.

Stan will formalize his park-review checklist idea, and mail it out to the board.



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Joe reviewed the list of Dover city parks. Many parks were assigned to the evening's attendees. Joe and Gary kept the detailed list. Approximately ten or eleven parks remain to be assigned to the remaining board members.

### **New Business**

#### **Christmas Tree:**

The old tree is gone. Gary needs to decide on replacement tree plan. Roots and stump of old tree are a concern. Grind stump? Use stump as base of annual temporary tree? Expense of new tree each year versus flexibility of new tree. Decision TBD.

#### **Earth Day**

Norm Fracassa advised that there would be an Earth Day celebration on April 19.

#### **Garrison School Fitness Trail**

A fitness trail path eight feet wide is being installed near Garrison Elementary School. There will be eight individual exercise stations. Each apparatus will have its own sign. The trail will be installed after the end of the school year. No maintenance or moving parts.

Richard Johnson commented on how Gary was able to get the Park Street Park basketball court painted with regulation boundary markings, etc. He asked if Hancock Park's court could also be painted. Gary said he would research the cost to paint Park Street and the viability of painting Hancock Park's court.

### **ADJOURN**

Scott Kelley motioned, Norm Fracassa seconded. Motion passed Adjourned at 8:42pm.

Respectfully,  
Richard Johnson