



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, December 9, 2013
Meeting Time: **7:00pm**

DRAFT

CALL TO ORDER: The meeting was called to order by Joe Tenuta at 7:07pm.

ROLL CALL

Recreation Director: Gary Bannon

Assistant Recreation Director: Krista Trefethen

Recreation Board members in attendance:

Joe Tenuta

Norm Fracassa

Stanley Kaubris

Scott Kelley

Richard Johnson

Jerry Newcomb

City Council Liaison: Bob Carrier

Recreation Board members not in attendance:

Ronan O'Doherty (Alternate member)

Richard Thorpe (Alternate member)

Jon Towle

Kathy Morrison

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 November 11, 2013.

Scott Kelley motioned to accept. Seconded by Stan Kaubris. Motion passed unanimously.

CITIZENS' FORUM:

None.

REPORTS

A) ADVISORY BOARD:

Bob Carrier advised that a new member will be joining the board: Wayne Boucher. Retired police officer. Current defensive coordinator coach for Dover High School Football.

Bob is chairman of the Dover Appointments Committee. He wants nonattendance on all boards and committees addressed. There is an issue between existing members who consistently miss



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meetings, versus individuals seeking to volunteer on the same boards/committees. Some boards are having trouble making quorums at their scheduled meetings.

Jerry Newcomb read the rules on attendance for the Recreation Advisory Board. The basic rule is that members should not miss more than four of twelve monthly meetings in a year/twelve month period. Simple courtesy of proactively advising of nonattendance to a pending meeting was also discussed.

The City of Dover Appointments Committee is keeping names of those members who have marginal attendance performance, and the committee will be calling people.

The Recreation Board currently has one open regular position and one open alternate position.

Jerry commented on e-mail or letter communication(s) to member(s) who need to be contacted regarding attendance, ongoing interest, etc.

B) RECREATION DIRECTOR, GARY BANNON

Gary Bannon advised that the budget season is ongoing. He is meeting this week with the Ice Arena management. Revenue budget figures due before Christmas. Expense portion of the budget is due in early January. No expected numbers received from the Dover City Manager, who instead has asked for a 'defensible budget'.

Budget meetings with the city manager will then occur in February and March, 2014. Presentation to The Dover City Council will then occur in April, 2014,

Revenues sources include memberships, daily fees, etc. These figures will be budgeted conservatively.

The Recreation Department budget has gone down, year-over-year. There was a three percent reduction last year, and a five percent reduction the year before that. The budget being submitted will keep the current programs going.

Board positions open up for appointment in January, 2014 (Chair, etc.).

Great Bay Rowing Project: Organization seeking to get some movement on getting to the Cocheco River. Shells can be housed at the existing Butler Building. A dock and landing are what is immediately needed. This is under the University of New Hampshire (UNH) and Great



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Bay Rowing, who are anxious to get going. The Oyster River is silting up. Shells can navigate the river, but coaches' launches cannot draft enough water more than half of the time. The City of Dover would donate the land, while Great Bay Rowing and other partners would handle the building.

The rowers would need to row about twenty minutes to reach the good spots for racing (parallel to Dover Point Road at roughly the St. Thomas Aquinas area, up to the Hilton Park location). The upper stretches of the river are useful for training drills and warm-up and cool down.

The Dickinson Development Company thinks a new rowing house/dock is a good idea.

The existing Butler Building will be eventually demolished. Great Bay Rowing has marine engineers and other resources that can assist with the permitting process.

Slides for Henry Law Park have not been installed yet. Delay due to Christmas Tree installation and other holiday lighting projects. Weather permitting, they are scheduled to be installed in December.

The replacement slides for Long Hill Park have been delivered, and need to be installed.

There was a recent article in Foster's Daily Democrat regarding the city parks. Gary states that he was contacted by the reporter, due to the park line items in the CIP budget. Gary tried to emphasize on the needs for upkeep.

Gary is working with the Children's Museum of New Hampshire on another grant proposal. Programmatic/structural grant is being sought. Seeking +\$100,000. They need to be 'preapproved' to even formally apply. Preapproval letter going out this week.

ASSISTANT RECREATION DIRECTOR, KRISTA TREFETHEN

- 1) The staff is 100% busy on basketball.
- 2) Volume of basketball participants is up seventy to eighty players, versus last year.
- 3) Everything has started.
- 4) Senior Center Christmas party is December 11 at St. John's Methodist church. Seventy-two planned attendees. Linda Jarvis has been an enormous help in planning this!
- 5) Fitness Center data: July 1 through November 30, 2013: +\$3,400 revenue increase versus same time frame in 2012. July 1 through November 30, 2013: +\$7,000 revenue increase versus same time frame in 2011. Steady increase attributed to: a) Three month



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memberships and shorter memberships. b) Badminton on Fridays nights generates word of mouth and extra revenue.

Gary added that The City of Dover is working on credit card payment plans with our Recreation software vendor Vermont Systems.

Old Business

Garrison Hill

Strafford County Community Works Program is cutting brush, handling hay bales, etc preparing for the winter season of activities including sledding and snowboarding.

UNH & loggers are both alternatives for thinning.

St. Thomas Aquinas High School student is volunteering. Gary is getting dirt to hill for building ski/board jumps.

Norm asked if UNH could work at the other parks.

Gary: Maybe.

Norm: UNH would save city money, versus using tree service companies.

Christmas tree ceremony and Henry Law Park

Was December 6, 2013. The tree looks good. Approximately 200 people attended. It rained at ceremony.

The lower square is still not well lit, due to circuit issues.

Flag pole has been ordered.

Fix on electrical issues will be incorporated with another downtown project in the future.

From Upper Square to the bridge is fine.

NEW BUSINESS

CIP budget contains Phase II of Henry Law Park improvements. Goal: Keep ball rolling with CIP approval.

Guppy Park: Comprehensive view/plan is larger than just a softball field.

Examples: Lights, parking which ties it to the ice area/outdoor pool, make it more visible from the street.

Softball league pays for the lights/electricity in the summer. They pay the bill directly.

Gary partnering with softball league to see what they can do, versus the city.



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Dollars in Year 1 will be for design.

Dollars in Year 2 will be for actual construction.

Other items:

Norm reminded everyone that Community Services Director Doug Steele visited a few months ago. Can we get the monthly Community Services Report?

Gary/Krista answer: It is part of the on-line City Manager's Report. (Part of City Council Meeting agenda materials).

Norm will take a look.

Bob Carrier asked about 2014 version of Dancing with The Dover Stars.

Joe asked if Norm is concerned about our submissions getting done.

Norm responded that the goal is to: 1) Maintain 2) Promote 3) Enhance

He is interested in how much is getting done for the parks. Example: Leaves are everywhere in Henry Law Park.

“What are the City's goals with the parks?”

Doug Steele previously confirmed that maintenance is only a few thousand dollars per year (no more than five thousand dollars, maximum).

Norm will look at details in online report, and let us know.

As previously discussed in multiple prior meetings, most of the annual gravel money goes to mowing costs.

Norm: The City of Dover is four years in to its Recreation Master Plan.

Hancock Park example: Park is in tough shape.

Gary wants to get neighbors involved. Previous 'caretaker' neighbors have moved. They used to keep watch, etc.

Stan asked if corporate park sponsorships were an option.

Gary responded: Sponsorships are a tough sell. Better for corporations to sponsor job roles.

Gary feels that emergencies always trump park maintenance.

Scott asked about the possibility of direct mailing neighbors of specific parks?

Example: a “We can only do so much” letter.

Incentive to landlords/businesses. Try to get help.



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Gary advised on building liaison relationships with local alpha leaders.
Gary would love to get an intern to find names/addresses of abutting neighbors.

Stan asked about a disc golf proshop update.
Gary responded the disc golf company opened before Thanksgiving in the first floor of the Bellamy Park Building.

ADJOURN

Stan Kaubris motioned, Norm Fracassa seconded. Motion passed.
Adjourned at 8:09pm

Respectfully,
Richard Johnson