

 CITY OF DOVER	COMMUNITY FACILITIES & UTILITIES MASTER PLAN STEERING COMMITTEE MINUTES Meeting Type: Regular Meeting Meeting Location: Council Conference Room, City Hall, 288 Central Avenue, Dover, NH Meeting Date: August 11, 2020 Meeting Time: 5:00 pm
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Members Present: Otis Perry, Bob Berry, Jan Nedelka, Mayor Robert Carrier, Matt Sullivan

Staff Present: Steve Bird (City Planner), Elena Piekut (Assistant City Planner)

Consultants Present: Steve Whitman, Liz Kelly (via Zoom), Alyssa Murphy (via Zoom)

1. Call to Order

Bird called the meeting to order at 5:05

2. Welcome and Introduction

All those present introduced themselves.

3. Selection of Steering Committee Chair

Bird asked if there was a member that would be willing to serve as the Chair of the committee. Perry said that he would volunteer if no else wanted to.

Carrier made a motion to elect Perry as Chair, Berry seconded. Vote 5 in favor; motion passes.

4. Review of June 30, 2020 Meeting Notes

Bird explained that since the first meeting was not noticed these are not minutes, only notes.

5. Update on Tasks Completed Since Meeting #1

- A. Existing Resources Summary – Kelly reviewed the document for the committee. Committee discussed the format of the chapter, the goals of the committee, reliance of Department heads for input, and final product.

Perry and Nedelka noted specific items missing from the list of projects.

- B. Overview of Inventory Forms – Whitman provided an overview of the forms and explained how Cartabona planned to complete some of the base information and then meet with Department Head or someone from each facilities to finish. We may need more than one form for some buildings.

Perry: The forms are very detailed and ask for a lot of information. Add place for photographs.

Nedelka: Staff should verify some of the information on form. Add questions on IT infrastructure and HVAC systems.

Sullivan: Should make a note if the facility has an asset management plan. Look at operation and maintenance costs for each.

Whitman: Visits will begin next week with Cartabona, Murphy and Kelly.

Perry: If you have any comments on these forms send them to Whitman by next Monday.



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C. Update of City Buildings/Facilities – Whitman stated that this list began with a list of insured properties and staff worked to assess what type of visit was required.

Perry: Some of the buildings at Pine Hill Cemetery are not on the list. None of the cemeteries are listed.

Bird: That is because a new cemetery master plan was done last year.

Nedelka: A garage at end of Newton Street is missing. Most properties need more than an outside visit, at least a visit from staff. Fish Ladder Park is missing.

Whitman: The schools are still in questions as we are awaiting feedback from School Department.

Nedelka: There should be good updated information for most schools due to the JBC's.

6. Discussion of Potential Outreach Techniques for Outreach Plan

Whitman: What ways do you want to reach out to the public?

Nedelka: Online surveys have been done successfully.

Whitman: We can create an online survey with a dropdown menu for each facility so you can do just the facilities that you want or are familiar with. Facility managers could reach out to their users.

Other ideas include channel 22, posters at recycling center, restaurants, television outside City Clerk, copies at library and City Hall, school newsletters, Dover Download, and mailing lists for water and sewer customers.

Discussed the limitations given the COVID situation and need to keep questions narrow.

Whitman: We will draft the survey and send it out for comments before the next meeting.

7. Next Steps

- A. Refine list of City buildings and identify which will be visited
- B. Trial Run of Inventory Form and Site Visit – August, with trial run by Cartabona
- C. Distribution of Inventory Forms to Department Contacts – By Mid-August by Cartabona
- D. Site Visits – Late August to late September
- E. Begin outreach efforts - September
- F. Committee Meeting #3 – Skip September meeting and have next meeting early October

Committee discussed why these are being done in person and why they couldn't be done online.

8. Adjournment

Nedelka made a motion to adjourn the meeting, Berry seconded. Vote 5 in favor; motion passes.