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:	**April 8, 2021**
	Meeting Time:	**5:00 pm**

Members Present: Otis Perry, Mayor Robert Carrier, Bob Berry, Jan Nedelka (via Zoom)

Staff Present: Steve Bird (City Planner), Stephanie Cartabona (Facilities Project Manager)

Consultants Present: Steve Whitman

1. Call to Order

Chair Perry called the meeting to order at 5:00 pm.

Perry stated that this an emergency meeting under RSA 91-A:2, III(b) because some committee members are not attending in light of COVID precautions so Jan Nedelka will be participating remotely.

Nedelka indicated that he was located in his residence, he was alone in his office and he understood the need for the emergency meeting.

2. Approval of November 23, 2020 Minutes

Berry made a motion to approve the minutes, Carrier seconded. Roll call vote: 4 members voted yes, motion passes.

3. Update on Process and Tasks Completed Since Last Meeting

Whitman: We have completed all on-site visits and verified the completed inventory forms. We reviewed each department strategic plan and the CIP. We have worked with City staff on accessing the mapping data so we can conduct our mapping analysis. We will be adding information on vehicle replacement programs.

Cartabona: We have proprietary contracts on HVAC systems at police and north end fire station that are an issue when it comes to maintenance and software updates. .

4. Review of Draft Chapter Sections

Whitman reviewed the sections and asked for comments and questions.

Cartabona: We are still waiting for more input from the schools and will add the Bellamy Building.

Nedelka: Not enough detail in chapter, and prefers tables where possible. When a project is identified clarify if it in in the CIP, if the dollar amount is clear and approved, referenced that as well. Need a section explaining what Asset Management Plans are why they are important for all Facilities.

Perry: Do not like the PD photos on the cover or page 12. Check with Chief for new one.

Nedelka: Fire has call info in a table. Would like the same for Police (p. 12)

All agreed with the need to address the communication/control issue in a sentence or two for each department, and in the actions

Cartabona: We need to track equipment by building to keep track of issues.

Nedelka: In the schools section, clarify what the solar purchase means.

Carrier will reach out to the Schools for more detail and will review the section and provide comments.

Nedelka: For Public Facilities, create a table(s) for City Hall (maybe McConnell?) listing departments and for each – staff numbers, square footage – any other stats. Address IT space needs. Clarify if FY programmed projects are in the CIP or are suggestions. Look for repetition in the text. "Key issues" as a header and then repeated in text often. ADA issues in some buildings.

Carrier: Ice arena – be sure to mention the good project completed there.

Nedelka: For Private Utilities, create an introduction to section and add a table comparing similar facts? Utility name, customers served, services provided, etc. Would like service area maps.

Cartabona: Those maps will not be possible for security reasons. Each sections will include recommended action items. Be careful with ADA issues due to liability.

In the natural gas section explain that there are gaps in service because the gas lines are not within easy or affordable reach of every property owner.

The text describing the two largest utilities was too promotional in nature.

Perry: Clarify that Consolidated was formerly Fairpoint and distinguish between land lines and mobile phones. The number of cell towers in the City should be mentioned. There is a dam producing power in Dover, and it should be mentioned as an energy generator. Mention that residents can buy power from other energy retailers. Track down the number of solar arrays in Dover from Assessing Office. Poles and boxes get left behind/abandoned – this needs to be addressed.

Cartabona requested that any additional member edits be supplied to her and she will consolidate them and send to consultant.

Members would like access to completed building forms to see what was supplied and level of detail.

5. Update on Other Sections Being Drafted

Whitman: We will draft sections and have staff do a first review and then send them back to the departments for their review.

6. Discuss Next Steps and Timeline for Complete Chapter Draft

Whitman: The next meeting would happen later in May.

7. Adjournment

Berry made a motion to adjourn the meeting at 6:34, Carrier seconded. Roll call vote: 4 members voted yes, motion passes.