

 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: November 23, 2020 Meeting Time: 5:00 pm
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Members Present: Otis Perry, Mayor Robert Carrier, Bob Berry (via Zoom)

Staff Present: Steve Bird (City Planner), Elena Piekut (Assistant 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 is an emergency meeting under RSA 91-A:2, III(b) because two committee members are not feeling well and in light of COVID precautions it is not reasonably practical to attend so Bob Berry will be participating remotely via Zoom in order to achieve a quorum.

Berry indicated that he was located in his residence at 7 Madelyn Drive, he was alone in his office and he understood the need for the emergency meeting.

2. Approval of August 11, 2020 Minutes

Carrier made a motion to approve the minutes, Berry seconded. Roll call vote: 3 members voted yes, motion passes.

3. Update on Status of Surveys

Whitman: Two thirds of the people that logged on to look at the survey didn't complete the survey. Our theory is that people were not prepared to answer the detailed questions and left after finding that they were not yes or no questions. One finding is that the number of forms completed for the library means that we will be doing an on-site visit.

Berry: I spoke with some residents and they expressed the same issue with the format.

Cartabona: Based on the survey results we will be visiting the library and Veteran's Building.

Whitman: 90% of the responses were from residents and 10% were from City employees. The most popular facilities were the library, the McConnell Center and City Hall. Issues raised include parking, directional signage, the need for building maintenance and repair to be timely, and for recreational facilities to be open more hours.

4. Discussion on Status of Inventory Forms

Whitman: There are still more forms that need to come in.

Cartabona: The only ones we are waiting on are from Community Services utility. I did well locations using a condensed form and still need to do the pump stations. Some forms were not fully completed so we will have to gather that information during the visits. Bill Boulanger was concerned about safety and security at the well locations so the information has been modified. We are not duplicating the work being done by Wright-Pierce on the pump stations.

Carrier: This work will help reduce emergency funding requests in the future.



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Perry: The work of the newly formed Stormwater Committee will need to be incorporated.

5. Status of Site Visits

Cartabona: We have planned out site visits through December 18th. We are doing a couple days a week with about 3 sites each day. We will be reviewing the process we are following at various sites.

6. Discuss Next Steps and Next Meeting

Whitman: We will need to complete the site visits before we meet again.

[Tape recording of meeting ended at this point]

Perry: We need to look at history of Veteran's Building and Ricker Building.

Cartabona: The cemetery master plan done in 2018 covers all cemetery buildings so we will just reference that plan.

Perry: The next meeting will likely be mid-January.

Whitman: At that meeting we will provide a more detailed chapter outline and report of the site visits.

7. Adjournment

Carrier made a motion to adjourn the meeting, Berry seconded. Roll call vote: 3 members voted yes, motion passes.