

CITY OF DOVER

AD-HOC COMMITTEE TO ADDRESS COMMUNITY HOUSING NEEDS – DRAFT MINUTES

Meeting Type: Organizational Meeting
Meeting Location: City Hall, Council Conference Room
Meeting Date: Tuesday, October 31, 2023
Meeting Time: 4:00 p.m.

Regular Members: 9

Mayor Robert Carrier, City Council
George DeBoer, Planning Board
Ryan Crosby, Dover Housing Authority
Betsey Andrews Parker, CAPSC
Robert Baldwin
Mark O'Dell
Dorothy Wagner
Ernie Clark
Krysta Gingue

Alternate Members: 3

Mark Speidel, Planning Board
Pam Lessard
Leslie Michaud

1. WELCOME AND INTRODUCTIONS

Absent: George DeBoer, Leslie Michaud

Additional Attendees: Staff Liaison – Housing Navigator Ryan Pope, Deputy City Attorney Jennifer Perez

General introduction of Committee purpose and scope by Housing Navigator and Mayor.

2. ETHICS, RIGHT TO KNOW AND OTHER COMMITTEE MEMBER REQUIREMENTS

Deputy City Attorney Perez gave overview and PowerPoint presentation of Right to Know, ethics, and expectations of Dover Committee members.

3. NOMINATION/APPOINTMENT OF CHAIR, VICE CHAIR AND RECORDING SECRETARY

Navigator Pope discussed structure of Committee leadership and opened the floor to discussion regarding nomination and appointment of Officers:

Motion by Betsey Andrews Parker to appoint Mayor Carrier as Chair, seconded by Ryan Crosby. Vote 8-0, Mayor Carrier abstains, motion passed.

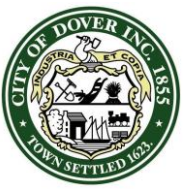
Motion by Mayor Carrier to appoint Betsey Andrews Parker as Vice Chair, seconded by Mark Speidel. Vote 8-0, Betsey Andrews Parker abstains, motion passed.

Motion by Ryan Crosby to appoint Pam Lessard as Recording Secretary, seconded by Betsey Andrews Parker pending clarification by City Attorney's Office that Alternate Members may serve in the role of Secretary. Vote 9-0, motion passed, pending legal review.

4. REVIEW AND ADOPTION OF COMMITTEE RULES

Mayor Carrier led group discussion on meeting formats and decorum. He recommended that future agendas include Public Forum and Matters of Interest, similar to those included on the City's Council and Board agendas and subject to the same rules. These procedures were further clarified in discussion among Committee Members.

Discussion led by Ryan Crosby regarding the inclusion of language under Article V. Procedures to expressly prohibit personal social media posts by Committee Members pertaining to Committee business without the consent of the Committee. Motion by Ryan Crosby to add language after Article V, F. E-Mail accounts akin to: "G. No Committee Member shall publish posts to their business, personal, or work-related social media accounts pertaining to the business of the Committee without the express recorded consent of a quorum of the Committee." Seconded by Betsey Andrews Parker, with the additional caveat that the inclusion of such language be subject to clarification and review by the City Attorney's Office to ensure such provisions do not infringe on the Committee Members' right to free speech. Vote 9-0, motion passed, pending legal review.



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Betsey Andrews Parker proposed that the group consider a means to permit virtual meeting options to ensure there are accessible participation options for Committee Members and the general public that also account for public health considerations. There was some discussion among the group and a determination was made to clarify this subject with the City Attorney's Office prior to the inclusion of enabling language in the Operating Rules.

Committee discussed the timely posting of meeting agendas, the creation and operation of subcommittees, and further clarified the appropriate use of social media in relation to Committee business.

5. HOUSING NAVIGATOR UPDATE

Navigator Pope provided the following updates:

- Housing Needs Survey: Survey ran over the summer to solicit community feedback. Received 189 responses which were to be distributed following meeting for Committee Member review prior to subsequent regular meeting.
- InvestNH Municipal Per Unit Funds: Applications for three qualifying projects have been submitted totaling \$620,000 in unrestricted funds. Proposed that Committee consider potential uses for these funds if they are awarded.
- Upcoming Events:
 - Annual Workforce Housing Coalition Housing Summit to be held in Dover the morning of November 2nd. Complimentary tickets available to Committee Members.
 - InvestNH Community Visit: InvestNH Award Communities will be invited to visit Dover to showcase various projects. Scheduled for the afternoon of November 29th with additional details to follow.
 - Workforce Housing Coalition Awards Dinner: This event is scheduled on November 30th at the Brook in Seabrook. The City of Dover will be receiving an award in recognition existing efforts to encourage inclusionary housing options. Complimentary tickets will be available for City staff, elected, and appointed officials.

Mayor Carrier informed the group that John & Maggie Randolph, the developers behind the Cottages at Back River Road, will be recognized at the upcoming City Council meeting on November 8th.

6. UPCOMING MEETING SCHEDULE

Committee discussed setting a regular recurring meeting schedule:

Future meetings will be held monthly in the Council Conference Room on the 3rd Tuesday of each month at 5:00 PM, beginning November 21, 2023

7. ADJOURN

Motion to adjourn by Ryan Crosby, seconded by Betsey Andrews Parker. Vote 9-0.