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## **WORKSHOP**

Those present: Councilor's Cheney, Ciotti, DeDe, Deputy Mayor Hindle, Councilor Keays, Mayor Myers, Councilors Scott, Trefethen, Turner. Also present City Manager Joyal and City Attorney Krans.

### **1. PLEDGE OF ALLEGIANCE**

### **2. BUDGET PRESENTATIONS:**

#### **A. Human Services**

The Mayor stated that we are going to allow the City Attorney 10 minutes to explain his legal opinion at this meeting then he thanked the City Manager, Community Services, Police and Fire for their many long hours of work through out the flood of the last few days. He thanked them for their efforts. He asked the City Manager to give a brief update.

The City Manager explained so the council is aware we are in clean up mode, several private residents have been displaced as well as some businesses that were flooded plus the roads and city infrastructure. He continued all departments have been out in full staff since the rain started. He wants to make folks aware that the government has declared a state of emergency; he met with Congressman Bradley and he was fairly confident that President Bush would be making some funds available. We are only one community affected by the flood. In the mean time we have some residents that are working on cleaning their basements; anyone with significant damage should call telephone number 516- 6140 between 9 am – 8 pm. This number is staffed by the Fire Department and we will take down people's losses for the next week or so. Another item is the trash disposal and we are trying to make arrangements to have the recycle center open longer through the week end from 8 am -4 pm Friday, Saturday and Sunday for this and next weekend. They will accept construction debris and metal items. Lastly there are low interest loans that may be available for businesses regardless of what happens to the FEMA money for low to moderate income people of the city. Lastly he thanked all the staff and in particular Chief Plummer for going door to door and working with the residents in helping to get them back into their homes. He will follow up with everyone when he has more information. The Mayor also wanted to thank folks in the City as the entire community has been working together.

The Mayor allowed the City Attorney to explain his opinion as it pertains to the city budget. Krans stated approximately 3 weeks ago Deputy Mayor Hindle asked for an opinion on the authority of the city council to amend the budget on a line for line item. In C- 6-3 of the charter amendments allows line by line review. In C -7-3 it says they shall not do that in specific areas. The question that Hindle asked is the 4110 accounts which deal with salaries and there is another line item 4115 which is hourly wages of employees. He was asked if the city council can amend those particular line items. The answer is, no they cannot do that during the budget process. But he gave an expanded answer regarding their powers of line item 4110 and if the amendments to the merit plan go through they directly affect the council's power over salaries. They will be approving all contracts plus they will be approving the merit plan. This is a very direct authority that the council has and deserves and needs. The council has always had the power to approve all bargaining contracts. They also have all sorts of authority in other ways. Deputy Mayor Hindle says you gave us 3 alternatives and the



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third one is personal services and is this department wide for agreements with department heads saying you would look at and then in C-7-3 of the charter the council should not decrease but act solely with respect to the departments. Hindle verified that this does occur during the budget process. Hindle says past councils have debated this in the budget process so we need to have a clear understanding of their roles in the budget process. Trefethen says so one of the examples is on page 201 and he does not see item 4110 or 4115 so Krans says you can adjust that line but there are two big caveats in that. Item 4115 has 30 different people under it so is he saying we cannot go in and adjust that line item. Krans says only people not covered by a bargaining unit. If Trefethen wanted to adjust that line item is that allowed. Allan says they would butt heads with the bargaining unit if they did so. The City Manager says if we need to reduce budget expenditures in a certain area, the council should give him a figure and then it is up to the City Manager and the department head to make the cuts of the particular personal.

Trefethen says once we leave 4110 and 4115 and a couple of other account numbers that are not personal effected we are back to line by line authority. Allan confirmed that. The City Manager says every expense that is in the personal line item category if the council were to say reduce retirement costs by \$50,000 in order to do that we would be cutting out full time positions. Particularly and in a round about way it would allow the council to target positions. So the council does not have the ability to target a particular individual position. Department Heads have hiring and firing authority, if they were to target anyone of these positions.

The Mayor says if we were to look at the city attorney's budget one of two things would happen because the funding would not be there to fund the position. The City Manager would like them to reduce personal services by \$20,000 and that does not target a particular position; the City Manager would make the reductions. DeDe says on page 106 is the summary of the appropriations so his interpretation is if the council were to reduce that number, it would work.

Keays says we should discuss this with the merit plan on the 24<sup>th</sup> of May as that will be a good time to talk about this.

Human Services: the City Manager says we have three presentations tonight. He asked Janet Poulin, Human Services Director to give her budget presentation.

Janet stated they are the smallest department in the city. They were served with a flood from Mother Nature and they have now moved into room number 5. Janet explained they have their welfare guidelines and their role is to give out tax payer's money. The Human Services administration is quite simple; they are governed by the state law. They have the same staff as when she came in 1991. There is capital outlay for one computer; the grants and subsidy have been reducing the number of agencies they have been funding and their only agency left is community action. She explained the reason for this as this is a direct offset to the general assistance function is not comparable to other communities even though it is very broad but is not the same in any two cities. Their budgets will not compare. The general assistance continues to rise; but they are in hopes of making this year's budget. The driving force is the cost of rent even though it is stabilizing. The minimum wage is not increasing; and over 50% of their current population they have been assisting and this is the most number of cases that the city has ever assisted. The average case is only going to get



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\$750 for the whole year. She continued to explain where her \$440,000 budget monies go which is mostly mandated. Medication is the second largest piece of their budget. She mentioned the service link that has been a godsend but the Medicare part D still needs a lot of work and is for about 30% of the people. Hindle thanked her and her department. With respect to the percentage increase from last year to this year would she agree that her increases are mandatory. She has a tough time comparing from winter to summer. She is waiting for the new state guidelines to come out in June.

The City Manager pointed out the costs we must cover by state law then on page 401 the transfer of special revenue, this is a reflection of rent that will be paid to the McConnell Center; in terms of administration if you take out the rental costs there is actually a decrease in administration. On page 401 we have removed the subsidiary for the Dover Senior Council and moved that into the recreation budget for the McConnell Center director to administer.

## **B. Library**

Cathy Beaudoin the Library Director wants to let them know her goals. First this is her 10 year anniversary. She is looking forward to working with the new agencies that will be coming to the McConnell center. She wants the council to remember "solutions" and "delight" if nothing else out of their mission statement. They have the 5 E's and they have a new logo see slides in council folder of May 17, 2006. Their major services are that they are a gathering spot, and a virtual service with their website. They have on-line databases and they are there to cultivate reading. Also there is the reference role where they will help to answer questions. Again they have a customer centered website. They also have over 900 historic photographs on their website and they have the interlibrary loan system; where they will search the area for a book if someone wants it. Also they have a great genealogy room. And they are the system administrators for the Dovernet library and school libraries. Their organizational chart has not changed since 1999 and the library staff has not really changed either. They are very proud of being innovative and progressive. They are one of the Carnegie libraries in the US. She gave additional statistics of library. They have about 100,000 items in their library. They have over 24,406 borrowers as of April 1st 2006. She gave the numbers of circulation of materials. Public internet use is a huge service of the library as well. They also have public wi-fi for people that have their own laptops. They have recently started a new library Blog with public announcements and are hoping for a good reading discussion on line. She continued to explain her slide show, see council folder of 5/17/2006. She has asked for a \$3,000 increase in her book budget. Her total library budget is up 5.5% with a majority of it in personal services. She urged them to visit their website as she is proud of what they do and they all like doing it.

Hindle thanked her and asked if she can give an update on the Sunday openings. She says they started in 1999 with an increase in circulation of about a 1000 for each year. Their overtime account is only used on Sundays. This year it will be at \$8,000 instead of \$10,000 as in prior years due to attrition and grandfathered employees.

Scott thanked her for the presentation saying she has a pleasant and helpful staff and were they aware that the target was 3% and she came in with 5%. What would she do to reach that target. Cathy says she has already prioritized what she would do if that came to pass. She read what she had eliminated to reach the requested 0%. They



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will not be taking courtesy telephone calls and will be eliminating items for the children's room and eliminating restroom renovations and carpet cleaning and a monthly newsletter.

Trefethen followed up on the Sunday hours asking is there a way and what is the impact of keeping Sunday hours but close other hours during the week and would that save money. Cathy reiterated it costs them \$8,000 but she could close during the week and overall it would be a savings. She says if you picked Thursday AM there would be an overall savings. Scott follows up that he knows people that they should be open on Sunday afternoon. For the Thursday morning person she would hate to cut any hours. Turner commended her saying the library is a cornerstone of the community. He too would like the library open all the current hours. The City Manager clarified that although where there is a core of grandfathered employees it is not as simple as closing on a weekday morning and moving them to Sunday and we must keep them whole and we would have to pay them overtime. There would be an impact that would increase the budget. The Mayor added if there is an employee that has worked 20 years for the city; their benefit shows up in the budget and the employee is eligible for the 20 year health benefit. Scott wanted to know when the 20 year health benefit was added to the contracts; it was before Mike Joyal got here. At this point there are no longer any employees available for the benefit. The City Manager says we will be quantifying the total dollar amount as some may have the benefit and pass away but some will be on it longer. He will tell them they will see the overtime benefit will taper off. Cheney says she enjoys the library but she is confused about the overtime hours as well. Cathy says they try to have a professional librarian while the library is open on Sundays. The \$8,000 covers salaries for whoever works on Sundays.

The City Manager pointed out on page 385 is the tax supported portion with an increase and also the library fines fund is increasing which is kept in a separate fund and must be used for library materials and must be turned around and used for library materials again.

### **C. Community Services**

Doug Steele explained the Community Services budget from wet roads to ball fields and snow plowing; it is a wide diverse department. He is here to explain the general fund portion of his budget; the other portion is the capital. He noted the number of employees are 60 full time employees. In the general fund there is 33 full time and 4 part time and 13 seasonal for facilities and grounds. The 2007 budget is part of 9 distinct areas and he has a \$5,085,394 budget. There is a 27% increase in their budget. This is a \$500,000 increase over last year's budget. All the budgets are set up with specific accounts. He explained his power point presentation (see 5-17-2006 council folder). They eliminated his past position, a clerk typist and a supervisor in the cemetery division but he will be working to keep this person. He explained the assorted line items. DeDe asked about the new salt brine method of treating roads before a storm that can be done during regular working hours saving overtime hours. Doug cannot say that the program has been a total success but is hoping to have a complete cost analysis for the next year. Keays explained about the way they used to salt and plow the roads. Doug says the new policy is to have the streets cleared within 24 hours of a storm. The City Manager says it is an option that the council can



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change. Lastly he gave a cost per capita for public works in other communities. Keays says Doug said he has 9 divisions and he has 9 budget sections. Keays wants to know how many men and how many supervisors in each division. The City Manager says on page 44 it will give the breakdown of full time employees. Doug explained the supervisors in each division including the enterprise sections of water and sewer. Keays asked if the pump station was put on computer. Doug says the entire system was put on SCADA on a laptop when they installed that they were supposed to do away with the help. Keays says how many people did they do away with. The City Manager says just because we have this technology; we have much greater capacities in the water and sewer systems. This does not necessarily translate into reduced manpower. Keays wants to know what we have saved by computerizing the meter reading. The City Manager says we have not approached the information that way.

Hindle asked with regards to the recent flooding on the bridges and in looking at what has been recommended have there been any significant changes. Doug says they did check all the bridges and they have not found anything that has changed. Hindle mentioned the list of Rizzo projects that was presented (see 5/17/2006 council folder)

Scott says that was a nice presentation. He believes there are 8,000 residences and can Doug tell him how many of those are on public water and sewer. Doug will get back to them with the specific information. Scott says it looks like the water and sewer are going up 9.5% on page 261 of the budget. The City Manager says at the end of the day the infrastructure is still there and must be maintained. Keays asked the City Manager should we look up in the late 80's and early 90's about a resolution that the sewer tax would be paid for when they built the new plant, he wonders when and the 20 years agreement be up.

Turner thanked Doug but wondered where the money for the Blackwater Road improvement is in the budget. And is Dover heavy or light on private roads as the chart states right in the middle. Doug does not know how Dover stacks up with other communities. Cheney thanked him asking also on page 282 about the rental of equipment what is that are there fines if we don't do it and will the storm impact it if we don't do it. Doug says we have to clean so much per year and it is a requirement by the EPA. The storm did affect it and the ones that were done will have to be rechecked. She also questioned the spraying for the West Nile virus. Doug stated that they should read where it is in the catch basins where it attracts the larvae and we will not actually be spraying. The City Manager says we did do some limited spraying in limited neighborhoods and perhaps some of the ballparks.

Hindle asked about the crack sealing on page 492; Doug says the money is to do a complete rehab of the tennis courts at WPS that is what the sealing is for. Turner asked about the hazardous waste collection; the City Manager says we do it jointly with Madbury and we do it in the fall. He has a question on the timing of the hazardous waste and why is the timing like that. The City Manager says that falls under the guidance of the SWAC.

The Mayor asked Doug on pg 284 on bridges is that a one time shot of money or is that an ongoing. Doug says any thing of significance he will put in the CIP. The City Manager says this is an example of a recurring expense that the city has got in the habit of debt financing and if we don't do it; it will be in the year to year operating budget. Keays asked on page 267, item 4912 what is the \$61,900 dollars that is the money for occupancy that will cost because the McConnell Center will not be complete



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until December or January so we need to budget for 6 months for heat and lights; the tenants will pick up the operating expenses from that time forward. Hindle asked about the Veteran's Building and how often we rented this building. The City manager noted this is a complicated situation.

The City Manager explained that they and that Doug will be challenged as there will no longer be a second in command for Doug; he is very concerned about our ability to keep up with ball field maintenance and he has not put additional monies in for the upkeep of the ball field. If there is any funds leftover he would like it put into ball field maintenance and the SRPC. Keays commented he is very concerned about the water department as they used to have only one fellow take care of the system. He can't understand why we need 4 employees there now. Doug says we have one employee that rotates with this person. The City Manager explained this person are now responsible for all the lift stations and pump stations; we have consolidated that department down to sewer. Keays stated you only need to push a button now and that is all he has to say.

Hindle wants to know about the procedure for tomorrow night. Trefethen likes the idea of going through where each of us need to adjust the budget. He thinks the public needs to know what we are thinking about the budget and what our thinking is. The Mayor asked them to come prepared with their specific thoughts. The City Manager wants any questions for details ahead of time.

Cheney thinks she will have more questions by Saturday as a new councilor.

The Mayor says the manager has shown what we have to do to get to a 3% or 0% budget. The City Manager added if Scott wants him to get to a number he needs to know the will of the council.

Scott says we will be discussing the water and sewer portion of the budget. The Mayor stated we are scheduled to do it on May 31st and it does not impact the tax rate.

Hindle moved seconded by Ciotti and Cheney to adjourn at 9:30 pm with all in favor.

**Judy Gaouette,  
City Clerk**