



CITY OF DOVER

CITY COUNCIL MINUTES

Meeting Type: **WORKSHOP**
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, August 1, 2007**
Meeting Time: **7:00 p.m.**

1. Pledge of Allegiance

Councilor Keays led the Pledge of Allegiance.

Absent: Councilor David Scott and Deputy Mayor Jason Hindle.

Mayor Myers explained that the meeting started a couple of minutes late because there is a problem with the broadcast which has been determined not to be internal, but a problem with the outside line and is being addressed by Comcast. They are currently working on it and hopefully will have it up and running shortly.

Keays moved to cancel the meeting until Channel 22 is operational and also because he didn't have a chance to read the late afternoon e-mail sent by the City manager. He stated that the people of Dover are paying the bills and have a right to see the meeting as it occurs as most don't watch the re-broadcasts, seconded by Cheney.

Mayor Myers stated the meeting is being taped and that no votes will be taken this evening.

Trefethen stated he hopes that it will be broadcast, but feels that the meeting is meant for the Council to be informed on the issues and get answers. He stated he didn't see the e-mail either, but feels that will also be addressed this evening.

Cheney agrees with Keays stating that she has asked repeatedly to have information distributed in a timely manner to give them time to review.

Discussion ensued.

Motion to cancel meeting failed on a 2-5 vote, Keays and Cheney in favor.

2. Compensated Leave Review Report

City Manager Mike Joyal gave the background of the resolution adopted by the Council calling for an audit of leave time paid out of \$40,000 or more from 2002 to the date of the study. He addressed Councilor Cheney's comments stating that he received the report Friday afternoon and called the Council to let them know it would be in their boxes after 4:00 so they could review it over the weekend if they wanted to and it was also given to the news media. He stated that he and staff reviewed it over the weekend to review the report and to respond to the recommendations and findings relating to limitations with the existing payroll system. He continued that the 2 e-mails this afternoon were to address a situation regarding a number in the Friday report that the staff followed up on and he let them know as soon it was addressed and then he followed up with a revision of the Management response which he will discuss this evening.



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He then introduced Christian Smith of McDonald Page & Co. who introduced Todd Desjardins and Liz McGlin, accountants from McDonald Page & Co. He then reviewed the "Independent Accountant's Report on Applying Agreed-Upon Procedures" (See folder and docutron) He explained that there were 2 numbers that were different than the report they submitted on Friday which relate to William Fenniman on page 1 and the same figure on page 6 which was corrected to \$324,031 and was due to a discrepancy in the coding of some of the leave. He stated that other than that, there were no substantive changes.

Keys stated that he has seen Fenniman's figures change 3 times since the first report. Smith reviewed the procedures used which were agreed to by the City of Dover solely with respect to the disbursements made from calendar year 2002 to June 30, 2007 for the twelve employees receiving compensation in excess of \$40,000 of unused sick and/or vacation time and the current City manager who received compensation of less than \$40,000.00 of unused sick and/or vacation time.

Overall findings included the program currently being used does not provide an adequate trail of the details of all transactions affecting employee leave time. As a result not all transactions can be traced to source documents or reported in detail so that transactions can be identified. The City should consider working with the current software vendor to determine if the software does in fact have the capability to produce a report with complete accounting for all leave time transactions. If it does not, the City should consider the purchase of a new payroll software system.

Mayor Myers announced that Channel 22 is now broadcasting (7:45 p.m.)

Cheney discussed using a electronic time card system to track leave time as it is widely used at other places.

Smith agreed that this is a more efficient system for companies with a lot of employees.

Trefethen asked about page 4 and Fenniman's leave time figure and does that include his 26 weeks of severance pay.

Smith stated yes.

Trefethen stated that that then lowers the figure to 4,500 hours.

Turner asked Smith in comparison to other municipalities is Dover's system typical or does it fall short with only 4 years of records to go back to, and what grade from A-F would we receive.

Smith stated that the State law for records is 4 years but the IRS is 7 years so he recommends 7 years to his clients. He stated that he would give Dover a B or C as there is no evidence of significant problems with the accounting of leave pay.

Ciotti asked if the Police Department should discontinue using the old system and only use the current system.

Smith stated they should only be using the one current system as it is a duplication of effort.

Ciotti stated there was a \$10,000 variation found as a result of this and asked if this raised any red flags.



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Smith stated no. He continued that he found the Payroll Clerk to be very cooperative and knowledgeable.

Joyal distributed the "Response to MacDonald Page & Co. LLC Independent Review on Leave Time Records and Reporting" document. (See meeting folder and docutron)

He stated that although the auditors found no indication of improper payments, he and the staff take the recommendations and findings seriously and will take immediate steps to address them.

He then reviewed his responses to the findings and the corrective actions to be taken.

Myers asked how long will it take to see the changes go into effect if a new system is implemented.

Joyal explained probably 12 months because there needs to be testing and then an overlapping of the 2 systems while it is being converted. He stated he doesn't want to do this during the budget season or at year end so there is a limited window of time which would be next fall.

(Councilor Turner left the meeting at 8:25 p.m.)

Discussion ensued regarding the current system and its limitations.

Keays asked Smith out of all of the areas he has been to in his 13 years has he ever seen such a mess.

Smith stated he would not classify Dover as a mess, there are just lapses in documentation. Keays stated when he was an accountant back a while, they used a pencil and a paper and feels they were pretty accurate.

Ciotti asked what system should Dover be using.

Smith stated he has no recommendations as there are lot of options.

Myers asked if they noticed a difference with the changes that were implemented in 2005 from 2002.

Smith stated yes, there is more availability of documents.

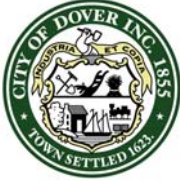
Myers asked if Smith had any comments on the Manager's response.

Smith stated it was adequate and he has nothing to add.

Myers called for a 5 minute recess at 8:55 and reconvened at 9:00 p.m.

3. Clerk/Collector City Hall Renovations

Joyal reviewed the options presented at the July 17th workshop presented by AG Architects. He stated he is looking for a consensus from the Council as to which way to



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proceed so that they can begin implementing the combining of the City Clerk and Tax Collection Office as presented and passed in the budget.
Discussion ensued.

Keays asked if the School Department is moving to the McConnell Center or not. Myers stated yes but the JBC has indicated they will not move forward with the renovations until the roof issue has been resolved.

Joyal stated that the roof has been repaired and there have been no more leaks but the School Department is concerned that there could be more damage in the future if the roof is not replaced.

Ciotti questioned the need of an engineer for a study of the roof replacement which he feels will be costly and that larger roofer companies will do the same service with their cost estimates.

Joyal stated he feels that an independent consultant that specializes in large roof projects will represent the City's interests similar to a Clerk of the Works.

DeDe agrees with Ciotti stating there have already been engineers up there and we know what is up on that roof already. He stated that if we wait any longer on this the quotes won't hold and it will end up costing even more and we need to expedite the process.

Joyal agrees it needs to be expedited but feels that this is a necessary step.

Trefethen stated that this discussion may be somewhat relevant, he would like to get back to the City Hall renovations and which option they want to go forward with, which he feels is either C or D. He continued stating that he is also concerned that these renovations may collide with the upcoming window replacement project at city hall, but he feels that they should come to a consensus.

Discussion ensued.

DeDe stated that the roof issue is connected with this because it is one of the dominoes that needs to fall to get the other things moving and if the Manager feels he needs the engineer then let's do it and get it moving.

Mayor Myers asked for a consensus of the Options.

4 Councilors choose Option D

2 Councilors undecided.

Cheney stated she feels it is too soon to decide until the McConnell roof issue is resolved.



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Myers then discussed the Butterfield Building repairs issue stating we should move forward with this to protect the investment of the recently renovated locker rooms, the mechanics of the building and the indoor pool. He stated the Children's Museum has been fund raising towards their move into this building based on the commitment from the city. He stated he will sponsor a resolution to move this renovation forward.

DeDe, Ciotti and Trefethen would also like to sponsor the resolution.

Ciotti addressed comments made by Deputy Mayor Hindle stating that the building should be torn down. Ciotti stated that this building is a part of history and people should have foresight and get these repairs in motion.

Trefethen thanked the Recreation Director for his e-mail reminding them that the Gym Building and the Pool are all interconnected and if the building was to be torn down, it would affect the pool.

Keays asked how much of the \$750,000 approved on May 2nd.

Joyal stated there is no insurance or FEMA money yet, but so far they have spent \$151,000 on storm repairs with some projects still left to do.

Keays stated there is \$600,000 left and can that take care of the Butterfield repairs.

Joyal stated that when the money was appropriated the Butterfield Building was a part of that but the exact amount was not set at that time.

Keays asked if the City will be responsible if there is another flood.

Joyal stated we would not be responsible for cleaning up but we are responsible for structural issues.

4. Adjourn

Keays moved to adjourn at 9:50 p.m, seconded by Ciotti.

Motion passed on a 6-0 vote.