



CITY OF DOVER

CITY COUNCIL MINUTES

Meeting Type: **WORKSHOP**
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, August 15, 2007**
Meeting Time: **Following Special Meeting**

1. Discussion RE: Council Expectations and Goals for City Manager

Mayor Myers opened the workshop at 8:30 p.m.

Mayor Myers explained that he had asked the Council to get their prioritized list of expectations and goals to him so that he could compile them for tonight's discussion and has received input from Councilors Trefethen, DeDe and himself. He stated Councilor Turner has submitted his list this evening and that other Councilor's still have time to submit their lists as this is only the first discussion. He stated he expects to have another workshop on this and then a resolution will be brought forth at a meeting in September.

Keays stated that he did not submit anything because we pay the City Manager good money and we shouldn't give him a list, he should give the Council one.

Myers stated that the Manager is a part of the process and this is a group effort.

He then went down the list as follows:

Highest Priority:

1. Develop and update yearly Master Plan for road (and sidewalks) paving (5 year plan). Include variables such as costs, funding, and tie-ins with additional work such as water, sewer, and drainage. (Cheney would like this information available on-line)

After discussion, the Council consensus was to keep as a highest priority at this time.

2. Provide budget Council guidance. Such guidance to be give in Jan/Feb time frame.

After discussion, the Council consensus was to keep as a highest priority at this time.

3. Start Henry Law Avenue Reconstruction. Expedite resolution to property abutters so that this can occur in the spring. Update Council as to any legal roadblocks that prevent this from occurring.

After discussion, the Council consensus was to keep as a highest priority at this time.

4. Work with DBIDA to improve the opportunities to the City for economic development and business retention, ~~with the hiring of a Business Assistance Director~~ and with the role of the DBIDA Board.

After discussion, item was amended and it will be kept on this list at this time, but not at highest priority.



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5. Establish quarterly public open forums with opportunity for public comments and questions. Continue to hold topic specific forums as needed. (Also listed as 2nd priority)

After discussion, the Council consensus was to keep as a highest priority at this time.

6. Complete/update a public/private wage and benefits analysis for Dover area labor force.

After discussion, the Council consensus was to keep as a highest priority at this time.

7. Establish formalized Department Head goals (Also listed as 2nd priority)

After discussion, the Council consensus was to keep as a highest priority at this time.

8. ~~Increase commercial tax base by 5%.~~

After discussion, the Council consensus was to remove this item as there are no tools in place to complete the task. It could be loosely incorporated with Item #4.

9. Correct City payroll tracking system.

10. Implement new financial software and recommendations of both the CAFR and the most recent payroll audit.

After discussion, the Council consensus was to consolidate #9 and #10 and keep as a highest priority at this time.

Second Highest Priority:

11. Maintain visibility and accessibility **to the public** and at public events in Dover.

After discussion and amending the statement, the Council consensus was to keep as a second highest priority at this time.

12. Present revised and abbreviated budget summary, along with budget (20-30 pages).

13. ~~Expand~~ **Identify current** outsourcing where possible **and recommend efficiencies and savings where possible**

After discussion and amending the statement, the Council consensus was to keep as a second highest priority at this time.



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14. Complete consolidations including Clerk and Tax Collector functions. Continue to work overall space needs for remainder of City Hall and Police Department (also listed as 3rd priority)

After discussion, the Council consensus was to keep as a second highest priority at this time.

15. ~~Establish a formalized Gain-Sharing Plan.~~

After discussion, the Council consensus was to remove item.

Third Highest Priority:

16. Quarterly updates on Tolend Road Landfill, Turnkey odor issues and Dover Ice Arena.

After discussion, the Council consensus was to keep as a third highest priority at this time.

17. Establish Crosswalk Plan to review appropriate numbers and locations and to prioritize maintenance/painting twice a year. (Cheney would like this information available on-line)

After discussion, the Council consensus was to keep as a third highest priority at this time.

18. Update Council on Board/Commission training on a ~~quarterly~~ **bi-annual** basis and maintain ongoing education/orientation opportunities for Council.

After discussion and amendment to statement, the Council consensus was to keep as a third highest priority at this time.

19. **Continue** to expand Channel 22 and web services **to include e-mail** (incorporating Councilor Turner's item: **Make it possible for Councilors to use Outlook**)

After discussion and amendment to statement, the Council consensus was to keep as a third highest priority at this time.

20. ~~Quarterly comparative vehicle count by department/type.~~

After discussion, the Council consensus was to remove item.

21. ~~Investigate synergy opportunities with SAU.~~

After discussion, the Council consensus was to remove item.



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22. Better communication with Council (hard to define/measure – in response to comments made during evaluation process – Trefethen)

Discussion ensued regarding rating City Manager on communication and the variations of interpersonal interactions between Councilors. This item remains on list for discussion purposes.

23. ~~Establish Ad hoc Committee to design police department building.~~

This item was removed.

24. Continue to work with the Willand Pond Ad Hoc Committee, the DES, and Somersworth to find a solution to Willand Pond's High water. Assist the DES and Strafford County Planning, and the Willand Pond Ad Hoc Committee in attaining both a short term, and a long term solution to the high water at Willand Pond.

After discussion, this item was added from Councilor Turner's list.

Turner discussed some other items on his list including parking garage information which he feels should be posted at city hall and on the web-site so that people are informed as it goes along.

Mayor Myers stated there will be a workshop on the parking garage in October.

Councilor Cheney stated she has drafted a list but has not formally submitted it and discussed some of the items including keeping important information and studies on-line for reference. She would like requests for information evaluated and streamlined so that up-to-date information that the public is looking for is available on the web. She also would like to see in the future, DVD's made available on-line via web-stream of all public meetings.

Finally, she stated that she would like to see the Manager be more objective in relation to big issues and not have mass e-mails sent only to the business community.

Joyal responded that he has no control of the e-mails sent by outside parties and the only issue he recalls being asked about was the Children's Museum and if it was on the agenda and could people speak on it which he said yes.

Cheney feels the whole public should be involved.

Mayor Myers stated that Dover download is a good resource for the public to keep up to date on upcoming events and issues of the city and can contact the City Manager's office to be added to the e-mail list.

Mayor Myers asked that the Council get any more comments to him within the next 7 days so he can compile another list for an upcoming workshop.

2. Adjourn

Keays moved to adjourn at 10:00 p.m., seconded by Cheney and passed unanimously.