



# City of Dover, New Hampshire

288 Central Avenue, Dover, NH 03820

[www.ci.dover.nh.us](http://www.ci.dover.nh.us)

You are cordially invited to attend three City Council Orientation sessions where you will be briefed on subjects pertaining to your role as a City Councilor.

## *Minutes* - City Council Orientation - Session I

December 5, 2005; 6:30 pm

City Council Chambers

Those present: Councilor Doug DeDe, Deputy Mayor Jason Hindle, Councilor Bob Keays, Councilor Trefethen, Councilor Robert Lewis, Councilor Otis Perry, Councilor Elect David Scott, Councilor Elect Harvey Turner, Councilor Elect Catherine Cheney, Councilor Elect Dennis Ciotti and Mayor Scott Myers. Also present were City Manager Mike Joyal, City Attorney Allan Krans and City Clerk Judy Gauette.

Mayor Myers opened the meeting explaining they will be looking at the binder that is before them. He then introduced himself and asked the other councilors to do the same.

Next the Mayor called on the city clerk to explain the various personal forms found in the back of the binder that will need to be completed by the new council before January 3<sup>rd</sup>. It was clarified that the organizational meeting and inauguration will be held on January 3<sup>rd</sup>. The Mayor added he would like the committee preference forms completed by next Monday night. He pointed out the handbook on Council/Manager relationships in the front pocket of the binder. Also there is a detailed booklet from the NH Government Center in the binder.

The Mayor continued under Tab 2 are the council rules that were adopted by the 2004-2005 council. He explained the procedures for voting on items. Perry noted agendas need to be ready by 3 PM on the Thursday before the council meeting the following Wednesday. Cheney stated she had some rule changes she would like to present and was concerned there would not be enough time at the organizational meeting.

Tab 3 is on Roberts Rules.

Tab 4 is a sample agenda, the Mayor reminded them to be on time for meetings as he likes to start promptly. He also likes to have the more important resolutions near the front of the agenda. He explained the procedures for speaking into the microphones. He noted there is no voting at a work shop meeting only at a special or regular council meeting.

Tab 5 is a sample ordinance.

Tab 6 is a sample committee report by Trefethen on the Planning Board.

Tab 7 is a sample consent calendar item.

Tab 8 is a sample resolution, this gives direction.

Tab 9 is a sample award of bid; Perry pointed out we do not necessarily go with the lowest bidder on an item.

Tab 10 is a sample award of purchase order.

Tab 11 is a sample wetlands application.

Tab 12 is a guide for preparing agenda items, the Mayor reminded them the manager is here to help and assist them whether he agrees with the proposal or not. Trefethen reminded them that the city does things according to policy. If we want to do it different, we would have to change the policy.

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They took a 5 minute break at 7:55 pm.

At 8:00 pm the Mayor called the meeting back to order and introduced City Attorney Allan Krans.

Allan stated he brings 27 years of experience to the job and that the role of city attorney is to represent the city as a whole. He continued next week they will go over the booklet in the binder, "Knowing the Territory". His office is open and accessible to the city council, he also has a certified legal assistant Joanna Dowaliby and he is here to help them accomplish their goals. He will help them with any communication needs they have and when he communicates with one of them he will be communicating with all of them. He explained three items: the conduct of officials, ethics and he noted in the new charter it states they will develop a new ethics ordinance. He explained what a conflict of interest might be and how confidential items must be kept confidential.

Tab 14 Krans explained the handout he distributed to each of them on ethics.

Tab 15 the Mayor stated is a list of Council and School Board telephone numbers as a result of the election.

Tab 16 lists the State Representatives for the city.

Tab 17 is a form for constituent's service requests. The City Manager stated this form is helpful to him in that it lets him direct the proper department to solve the problem or answer the request. The Mayor stated the city manager is the only employee that they have so any communications should be directed to him.

The City Manager explained customer service is the councilor's role and they will be contacted by their constituents. He advised them to be sensitive to how they represent the organization. He gave guidelines on presenting a problem or an issue. He continued we need an opportunity to respond to a complaint or a problem. Hindle added another avenue to get information is from the Dover Download from the city manager's office that is sent out each week on community events. Joyal stated be conscience of your organization and be a team player.

Tab 18 - email - there will be an account name for each of them and this is done through a web based browser. DeDe noted there is a time out feature so create a document and send it as an attachment. Trefethen added the city email account is the account the city will send things to not their personal email accounts. The city's email is backed up daily so councilors must use the city email account. The city manager asked them to contact the city clerk if they are interested in obtaining business cards with their city information on them.

Tab 19 is a legislative bulletin they will be receiving by email; Joyal stated the city council has a great impact on the legislature. David Scott urged them to go testify when needed as the state listens to them. The city manager mentioned the "Guide to Legislative Action" that is in the back of their binder. Lewis stated it is important that we make contact with our legislative committee for many of the issues that impact us.

Tab 20 The city manager urged them to attend the Local Government Center workshop for new councilors on Saturday, January 28<sup>th</sup>. He will make arrangements for them to car pool. Hindle also noted we work regionally with Somersworth and Rochester to exchange information.

Joyal asked them to read the booklet on "Knowing the Territory" for next Monday night.

Perry stated he will be able to be here next week so he wished the new council best wishes and told them to enjoy the next two years.

The Mayor reminded them they will start at 6:30 pm next Monday.

Submitted by Judy Gaouette, City Clerk

1. Rules of Procedure
2. Meeting Agenda
3. Code of Conduct
4. Constituent Services
5. State Legislative Resources

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City Council Orientation - Session II  
December 12, 2005; 6:30 pm  
McConnell Center Library

1. Local Government & NH Law
2. Finance Overview
3. Budgeting Processes

City Council Orientation - Session III  
Date and Location to be Determined

1. Municipal Services/Facilities Overview
2. Project/Program Updates
3. Goal Setting

*Scott Myers, Mayor*

*DOVER: First in New Hampshire, First with you*