

**DOVER PLANNING BOARD WORKSHOP
MINUTES OF MEETING
OCTOBER 26, 2004**

MEMBERS PRESENT: Beth Thompson, Mindy Anderson, Ron Cole, Brian Cahoon,
Tony McManus, Dean Trefethen, Donald Andolina,

MEMBERS ABSENT: John Swartzendruber, Pete Lavoie, Frank Torr, Dennis Ciotti,
Eric Tooke

STAFF PRESENT: Steve Stancel, Planning Director and Jacqueline Freeman,
Recording Secretary

Chairman Cole opened the workshop at 6:10 PM.

Mike Joyal, Assistant City Manager, gave an overview of the Capital Improvements Program (CIP). He explained how the document ties back to the City's Master Plan and serves as a vehicle for putting the master plan into action. Another important aspect of the CIP is that it helps the City maintain some financial stability. It is a planning document in terms of physical infrastructure for the City and also for maintaining the finances of the city. It is a multi-year look at the capital needs of the City over six years. He spoke about debt financing and issuing bonds. The CIP is adopted by the City Council, with the Planning Board recommendation. It allows them to communicate their long-term plans to interested parties, which could be folks that are going to be purchasing the bonds that will be issued for debt service, or in Beth Thompson's case, talking with potential businesses that are looking to move or expand to Dover. He stressed that the CIP is not a Wish List.

Mike Joyal stated that in the past the Planning Board has focused on master plan related items. There are a lot of transportation projects that have a direct connection to the Master Plan. He said that the budgeting process starts right after they adopt the budget. He explained that back in June the departments were provided with instructions to go back and look at last year's CIP and to make any updates to projects that were already previously identified. He said that they look out over a six year horizon and try to anticipate the projects as far out as possible so that they do not have projects that just suddenly pop out.

The most difficult part is trying to anticipate or build a schedule where the projects can be funded in different years but still meet the needs whether they be pressing, immediate or whether or not they can wait. This helps them level out spikes. He then spoke on the levels of funding.

Mike Joyal spoke on the different policy issues that the City looks at when addressing items in the CIP. He then went over the various parts of the document and skimmed over the contents. He spent some time explaining the Transportation Improvements Program (TIP).

Mike Joyal asked how the Board wanted to proceed with going through the projects. He said that last year it was a joint effort with the City Council, which could be done again this year. The Council will send the CIP to a public hearing on December 1, 2004. He expects that that same night, perhaps, before the public hearing, there would be a workshop with the department heads making their presentation to the Council, including the School Board. Any questions could be addressed at that time. If that was amenable, they could have that as a joint meeting with the Planning Board. He said that there were times when the CIP does not get adopted in time for them to engineer some of the projects and get them off to bid during the off-season. Ideally, what they would like to do is have the CIP approvals in place so that they can begin to put together the bidding documents and get them out to bid for March, at the latest in order to get contractors lined up for the start of the construction season towards the end of April.

Dean Trefethen asked about the Woodman Park Renovations and why it would be the only line item that has an asterisk.

Mike Joyal said that he believes that the asterisk is making note of the fact that that items qualifies for building aid. What they are reflecting is the total cost of the project but a sizable amount of that project will come back from the State in building aid. He said that he will check to confirm that but he believes that that is the reason for the asterisk. He added that the School Department will be able to address that during the joint workshop

Mike Joyal felt that bringing the department heads, the City Council and Planning Board together during one meeting worked well last year. He said that their expectation is that on December 1st they will be holding a workshop with the City Council, the department heads and the School Department to go over their individual projects.

Ron Cole said that it worked well last year, so he doesn't have a problem with that. Discussion ensued.

Steve Stancel asked if the Planning Board would like to hold a separate public hearing. He said traditionally, the Board has. If we wait until December 1 to do anything more with this, we would be sitting on the document for over a month. He asked if the Board would like to hear from some department heads in advance. He said that he and Pete Lavoie can cover a lot of the items and he doesn't think that the Police and Fire Department have a problem with sending someone for one evening.

Tony McManus asked why the Council is waiting so long.

Mike Joyal said that that they are anticipating what the Council schedule is. They meet the 1st and the 2nd Wednesday of each month.

Ron Cole said that the Board could schedule a public hearing for the second meeting in November and any folks that have any concerns could come and the Board could take

their questions or comments and address them at the workshop with the department heads.

Beth Thompson asked when Mike expected the recommendation from the Planning Board for the Council.

Discussion ensued.

Steve Stancel stated that the Board would have to hold a special meeting on the 7th of December.

Dean Trefethen stated that from his perspective, the Chief would love to have to the Northend Fire Station but doesn't want to have it built if the City won't give him the money to operate it. He asked if the Chief could come up with a budget projection for year 2009, assuming that we go with this plan. He thought that it would be useful to see what it would add to the budget on an operating standpoint.

Mike Joyal stated that Chief Plummer has done that and he will make sure that he presents those figures.

Don Andolina said that knowing what was previously spent on a project would help them to understand the new investment. He used the McConnell Center as an example. It is easier to understand what the total investment is on a project when those numbers are readily available. He said that it might be something to consider in the future.

Mike Joyal stated that they have invested some money in some maintenance needs in McConnell Center. He said that for something like that it would be easy to put a column in to show that there has been a prior investment.

Ron Cole stated that the Board will meet jointly with the City Council for a workshop on December 1, 2004, at 6:00 PM and then have a special meeting on December 7, 2004, at 7:00 PM, and from there make the recommendations to the City Council.

Steve Stancel stated that there will be a public hearing on November 23, 2004.