

**DOVER PLANNING BOARD
MINUTES OF MEETING
FEBRUARY 24, 1997**

MEMBERS PRESENT: Anthony McManus, Brian Preston, Margaret Stevenson, Jerry Reese, Mike Bobinsky, Charles Maglaras, Reuben Hull

MEMBERS ABSENT: Karin Crittenden, Ron Cole, Paul Beecher

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

Vice-Chairman Reuben Hull brought the meeting to order at 7:00 PM.

ITEM #1: Approval of minutes.

Brian Preston made the motion to approve the minutes of February 10, 1998.

Mike Bobinsky seconded.

Jerry Reese stated that the name Saliva on Page 6, should be changed to Salava.

VOTE U/A

Jerry Reese made the motion to approve the minutes of the Workshop of February 17, 1998.

Mike Bobinsky seconded.

VOTE U/A

Abstained - Brian Preston

ITEM #2: Consideration and acceptance of an application for a minor subdivision of land for the City of Dover, Assessor's Map 9, Lot 57, zoned RM-10 and O, located on Locust and St. Thomas Streets.

Reuben announced that this item was removed from the agenda. He said there will be a second notification when it comes up again.

ITEM #3: Old Business

a. Discussion and possible vote on Community Development Block Grant applications.

Reuben read the changes that Karin Crittenden recommended.

Jerry Reese stated that he received a call from someone who would like to see Head Start funded for the full amount. Jerry said he thought that the Head Start plan was well thought out.

Chuck Maglaras stated that he has some questions with Dover Police. He asked if the money was for a police officer or to build a stable, and where would the stable be located.

Dover Planning Board Minutes
February 24, 1998

Steve Stancel explained that the \$10,000 for the Dover Police was to build a stable. He explained that the funding has to be for a new program and a horse barn is considered a new program.

Discussion ensued on the Head Start program. Mike Bobinsky stated that he cannot quarrel with the need. He added that they anticipated using Davis Bacon wages and that increases the costs.

Jerry Reese stated he is against cutting Head Start. He felt it would put their project in jeopardy.

Brian Preston stated that he agrees with Karin to fully fund the American Red Cross, and bring Strafford County Family Violence back up to full funding. He said he agrees with Jerry that Head Start should be fully funded. He said he questions the need to put so much money into DELP, and would like to reduce the microenterprise loan program, also, not fund the Dover Police Dept. for \$10,000. He suggested bringing DELP down to 30,000, Microenterprise down to 20,000, and not fund the DPD. Brian said this would give 30,000 more for Head Start and leave 10,000 to bring Strafford County Family Violence to full funding, and Red Cross to \$5,000. He added that this is just a suggestion.

Steve Stancel said that as of June 30, we will have \$171,000 in the DELP fund to lend out. He said that this past year over \$200,000 was loaned out. He said we're getting to the point where we are going to be constrained in being able to lend money to potential new businesses for job creation and retention. He said the Red Cross was cut at the workshop because we were not sure that they would be able to expend \$5,000. He said there was some concern as to whether they would meet the 51% low/mod breakdown. Steve said Strafford County Family Violence was not funded because the Board felt that there may be some duplication of services.

Anthony McManus stated he feels that the American Red Cross is top heavy in administration. He said if there was an emergency, they could come to the City, or do some more fund raising. He said he couldn't see what the Housing Consortium was providing that wasn't being provided by other agencies. Tony said he was in favor of the Police Department Officer and would be willing to support one, but he can't support a stable when he sees the needs of other agencies.

Discussion ensued regarding Southeastern Services. Reuben Hull stated they request \$18,000 for 10 individuals and it was not defined if any of the 10 were Dover residents.

Steve Stancel said it is not critical if DELP gets cut from \$40,000 to 30,000, it's just that there will be 10,000 less to loan out. Regarding the microenterprise program, Steve stated that HUD is allowing money for these projects because it is seen as a general benefit because of the large percentage of job growth that comes from smaller businesses. Steve said that this program has been very successful in Portsmouth. He said a usual loan is about \$5,000.

Mike Bobinsky stated that the stable would also be a maintenance building. He said he would like to show support for that program.

Dover Planning Board Minutes
February 24, 1998

Chuck Maglaras was concerned with where the stable would be located. He said in regard to Head Start, that the kids should come first before a horse stable.

Chuck Maglaras made the motion to delete \$10,000 from the Police Department.
Anthony McManus seconded.

VOTE 5 - 1

Opposed - Mike Bobinsky

Brian Preston made the motion to reduce DELP from \$40,000 to \$30,000 thousand and Microenterprise from \$30,000 - \$20,000 thousand.

Tony seconded.

VOTE 2 - 4

Opposed - Maglaras, Bobinsky, Stevenson, Reese

Anthony McManus made the motion to not fund American Red Cross.
Charles Maglaras seconded.

VOTE 4 - 2

Opposed - Reese, Preston

Jerry Reese made the motion to add \$10,000 to Head Start.
Charles Maglaras seconded.

VOTE 5 - 1

Opposed - Stevenson

Anthony McManus made the motion not to fund the Housing Consortium.
Jerry Reese seconded.

VOTE U/A

Anthony McManus made a motion to put \$9,700. into DELP.
Mike Bobinsky seconded.

Discussion ensued on the Head Start Program.

Anthony McManus withdrew his motion.

Jerry Reese made the motion to apply \$9,700 to Head Start.
Brian Preston seconded.

Steve Stancel stated he would draft a letter expressing his concerns with getting the money spent.
Chuck Maglaras stated that a clause should be added telling them the money should be spent by October or it will be re-programmed.

VOTE 5 - 1

Opposed - Margaret Stevenson

Jerry Reese made the motion to pass the recommendation as modified to the Council.
Chuck Maglaras seconded.

VOTE U/A

Reuben Hull stated that the Planning staff will get a revised copy of the recommendations prior to the next Planning Board meeting.

b. Discussion of Capital Improvement Program.

Mike Joyal stated the CIP is for the next 6 years, from 1999 to 2004, or calendar year 1998 through 2003. Mike said that this document has also been submitted to the Council so they can simultaneously review it. He said this process relates to the City's Master Plan. It is also a way of maintaining some financial stability in the City. He said the Planning Board has the role to review it and make recommendations to the Council. Mike added that in the past, the Planning Board has focused on Master Plan items.

Mike Joyal stated that this document allows the City to budget so there is no sudden sticker shock. Mike said when the CIP is settled, the first year will be incorporated into the Budget. He said to be included within the CIP, a project needs to meet the following criteria:

1. Protects the health and safety of employees and/or the community at large.
2. Significantly improves the efficiency of the existing services
3. Preserves a previous capital investment made by the City
4. Significantly reduces future operating costs or increases future operating revenues

Mike Joyal said if a project can in some way be associated to encouraging or promoting economic development in the City, it would also be considered. He said the City Manager, himself, and Jeff Harrington get together and review the projects. He stated they start by laying out the projects to see what type of pattern develops in terms of costs, over the next six years. He said they look at purchases of equipment to make sure they're spread out and are timed so they are not buying 20 dump trucks in one year. Mike said once the CIP is finally settled, and the capital projects are known, it allows the staff to go ahead with planning its projects. Mike said the reason for this late process is because of the Middle School, which will have a significant impact on the financial calculations.

Mike Joyal stated that most projects are financed for 15 years. Debt financing is reserved for projects that are over \$100,000 and do not recur from year to year. He said money is set aside every year to allow the City to purchase projects in out-years without impacting the rate and level off the impact. He said grant financing is a project that is entirely, or partially, paid with grants from outside agencies. He added that some of our transportation projects are part of the State's Transportation Improvement Plan (TIP). He added that there is money set aside for matches for those projects. He said the capital projects have a direct impact on the rates. The operating budget is typically reserved for projects that are under \$100,000 from year to year. Mike stated the CIP is an attempt to wean the City off long-term debt. He said the City has relied significantly on using long-term debt to fund a number of projects that could be better financed through the Operating Budget or Capital Reserve Program. Mike said another policy issue that is dealt with in this proposed CIP, is establishing a capital reserve fund, and a general fund. The General Fund is the tax supported budget of the City's operations. The water fund and the sewer fund currently have capital reserves. He said there is a set amount of money each year that is set aside in reserve funds for quick replacement or maintenance needs for the water and sewer

Dover Planning Board Minutes
February 24, 1998

utilities. Mike said the last City Council adopted a series of financial policies. He said the program as you see it right now, is in accordance to those financial policies.

Jerry Reese asked if we have a long-term assessment of what our water needs are going to be and do we need to look now for additional well capacity?

Mike Bobinsky stated the answer is yes to both questions. He said the Bouchard Well and treatment plant is a key water source for the City and is undeveloped at this time. Mike said it would require some treatment to take care of some iron and some other impurities. He said if something were to happen to the Griffin Well, and we were not successful in getting it back on line, then the Bouchard Well is the project they would go to. Mike said the well has pump capacity that would be serviceable for municipal use. He stated his department has explored a test well off of County Farm Cross Road and it was not overly successful. He said the Cotton Well has a little more merit in terms of potential. He added that the City needs to make sure our own back yard is cleaned up relative to the Griffin Well. He said he has applied for a State loan that will pay us back out of water reserve funds and ultimately, we'll get reimbursed from a court settlement from Madbury Metals. Mike added that if for some reason we need to delay the Griffin Well for any significant period of time, then the City will have some concerns. Mike said they are doing everything they can to get the Griffin Well on line. Mike said he hopes the construction improvement project for the air stripper will go out for bid in early March.

Discussion ensued regarding going to the Council workshops.

Mike Joyal said that the first Council workshop is at the Arena, on the 18th of March. He said the other workshops will be held of March 25 and April 4.

Jerry Reese stated he would like the Planning Board to meet as a Planning Board first without the influence of the Council.

Mike Joyal suggested that the last workshop of the Council could be a joint meeting where the Planning Board can come forward, present its recommendations, and let the Council go from there.

Maglaras asked what the schedule would be if this were to happen.

Steve Stancel stated that to formalize your recommendations to the Council, you would want to vote before.

Jerry Reese stated that the Board is going to vote as a body and make their recommendation to the Council. He said he doesn't want this body to be influenced by the Council.

Brian Preston stated he agrees with Jerry, and said the Board's purpose is not exactly the same as the City Council. Brian said the Board's priority is to put into priority what we need as far as infrastructure. He believes the Board should have its workshops separate and then join the Council after that.

Dover Planning Board Minutes
February 24, 1998

Anthony McManus thought that by attending the Council workshops, the Board could get the information from the Department Heads and alleviate the need for them to present the same material twice.

Mike Joyal stated that on the workshop of the 18th, Mike Bobinsky will be presenting the Community Services items. It will be different departments on different nights.

Mike Bobinsky felt that the Board should have Dr. Daley or Marie Walton to represent the School's key projects.

Chuck Maglaras asked about the moving the Public Works Facility.

Mike Bobinsky stated that it shows up in three different funds. He said it shows up on page 20 & 21 under the Debt Finance portion of the document. He said in FY99, we show a design amount of \$83,500 and there is a similar amount in waterfront and in the sewer fund. He said this shows the contribution of those operations in consuming or using that facility once it is built. He said it is important to note that that number is down quite a bit because last year's number included the storage design to accommodate school busses.

Steve Stancel announced that there is a neighborhood meeting on the CWD, on Monday, March 2, 1998. He asked the Board to keep that in mind.

It was determined to have the School Department come to the Planning Board Meeting on March 10th.

Mike Bobinsky stated that the City Council Workshop on March 18, will be held at the Arena.

ITEM #4: New Business

Steve Stancel stated that the packets contain the latest version of the CWD rezoning proposal. He said the changes are based on comments made at the last neighborhood meeting, as well as, private meetings that were held with people who came in with concerns and requests. He said the meeting is on Monday, at 6:30, at the Dover Library. He said the concept is to attempt to reach some sort of consensus in the neighborhood before coming to the Planning Board for a formal public hearing process.

Steve stated there a list of proposed amendments to the Zoning ordinance, Site and Subdivision Regulations are also included. He said they are clean up items that they have been keeping a tally on for the past 2 or 3 years. He said these are problems that crop up on a regular basis. He added that they will all be brought to the Planning Board at one time because of the mailing cost. He said everyone in the City will have to be notified of these changes. Steve said there are some changes to the Flood Emergency Management regulations, that he will get to the Board in the next week or two.

Dover Planning Board Minutes
February 24, 1998

Brian Preston asked about the Black Water Road Ground Water Protection area in regard to the proposed Exit 10. He asked Mike if it would have to be designed in a way that would match our protection plan.

Mike Bobinsky stated that as this project is becoming a reality, we want to make sure that those issues have not been forgotten in light of water development and future needs.

Reuben Hull stated that the SRPC members are Ron, himself and Jerry Reese, who would be the Council member to replace Otis. He said that he and Ron will not be able to attend the meeting on Thursday night, and they will be discussing the Spaulding Turnpike Transportation Improvements plan and Exit 10. Reuben said the meeting begins at 7:00 PM at Liberty Mutual and someone should be there.

Jerry Reese stated he would attend.

ITEM #5: Adjournment

Jerry Reese made the motion to adjourn.

Brian Preston seconded.

VOTE U/A