



CITY OF DOVER

CITY COUNCIL & PLANNING BOARD - MINUTES

Meeting Type: Joint Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, November 4, 2009**
Meeting Time: **7:00 pm**

Councilors Present: Mayor Myers, Deputy Mayor Trefethen, Councilors Carrier, Cheney, DeDe, McCusker, and Weston.

Planning Board Members Present: Marcia Gasses, Linda Merullo, Jan Nedelka, Lee Skinner, John Swartzendruber, Frank Torr, Fire Chief Perry Plummer, and Community Service Director Doug Steele,

Also Present: City Manager Joyal, City Attorney Krans and City Clerk Lavertu.

Absent: Councilors Callaghan and Scott.

Councilor McCusker led the Pledge of Allegiance.

Mayor Myers said he had a few comments to make since the Council will not be meeting next week because of Veteran's Day. He announced that there will be a ceremony in the City Hall Auditorium in remembrance of Veterans Day beginning at 11:00 am. He thanked the City Clerk, her staff, and all the poll workers for all their work at the election on November 3rd. He said it was a good turnout considering it was a local election.

1. CAPITAL IMPROVEMENT PROGRAM (CIP) PRESENTATION

City Manager Joyal said he would be presenting the 2011-2016 Proposed Capital Improvement Program. He referred to the CIP document that each Councilor and Planning Board Member should have in front of them. He said the document includes major capital projects that are recommended to be undertaken over the course of the next six years. He explained the CIP process. He said the CIP is a major city-wide planning effort that takes place at the beginning of each new budget cycle, which identifies and attempts to logically schedule those larger ticket, more expensive, facility equipment and infrastructure repairs and replacement projects, which are considered essential or needed to meet the long term needs of the citizens and the economic well-being of the community. He said the CIP is often considered a wish list, but in fact represent an important and legitimate means for planning for essential equipment and infrastructure that support the diverse requirements of a community of Dover's size and character. He said the projects are usually identified by the Master Plan process, which is shepherded by the Planning Board; citizen input derived from various forums; and from the City's maintenance, public safety, professional engineering, and planning staff. He said he wanted to go over the details of the CIP document, and then go over the highlighted projects that have been listed. He said he would like to cover the non-School projects this evening, and expects the Council and Planning Board to schedule another joint workshop to go over the School projects. He said the CIP document is a policy document that reflects project priorities over the course of six years, and outlines a recommended financial plan that attempts to balance the impact by scheduling projects over those years. He said it was also a good communication tool for those interested in the financial health of the community, which includes the bond holders, future investors, the citizens, and also businesses that are looking to relocate into the City. He said the adoption of the CIP is not an authorization, but a statement of the community's best intentions. He said it is later and separate from the CIP, that the City Council will make the decision to authorize the first year capital budget. He said the authorization of the capital budget typically follows the adoption of the CIP, which begins with an adoption of a debt authorization resolution that is subject to a public hearing, which is followed by a resolution



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authorizing a transfer of revenues of existing funds for projects, and finally is followed with the inclusion of various operating fund recommended capital projects in the annual budget, which is adopted no later than June. He referred the Council and Planning Board to the CIP document and went over CIP criteria, the different financing methods, financial policies, and the list of all the projects in the CIP and their impact on the budget. He said the State sets the limit that communities are allowed to incur for debt. He said the City has a significant amount of room to grow under the State statute, which includes City, School, water, and sewer operations, but he wasn't encouraging that the City issue more debt. He said it was the City's policy to maintain 65% of what the State allows for debt. He said the Council should take a look at these policies and update them if needed.

Councilor DeDe interrupted the City Manager to say he wanted to make sure the audience understood that the percentages are based on estimated assessed evaluations.

City Manager Joyal continued with his presentation about how much debt the City is retiring in the coming year; City, \$4 million; School \$2.2 million; totaling \$6.2 million for the General Fund. He said Special Revenue Funds will be retiring \$230,000; Water Fund will be retiring \$805,000; Sewer Fund will be retiring \$1.7 million; and DBIDA will be retiring \$146,000. He said the City will be retiring a total of \$9.2 million. He referred the Council to Pages 17 and 18, which provide financial indicators that show the health of the City. He referred the Council to Page 40, which showed the City's credit rating with two companies: Moody's and Standard & Poor's. He said currently the City is rated at A1 by Moody's, and AA by Standard & Poor's, which is an upgrade over the last few years. He said this was due to the City's undesignated fund balance, and the City should be looking at ways to raise it even higher, to 10 to 15 percent. He went over Pages 19 through 29, which show the financing proposed for each of the projects, unissued authorized debt, and revenues for debt financed projects. He referred to Page 32 through 38, which was a brief summary of the projects. He referred to Page 41, at the end of which were a number of tables concerning the debt service on approved and proposed items in the CIP. He asked the Councilors and Planning Board members if they had any general questions, after which he will walk through the projects.

Deputy Mayor Trefethen referred to Page 11 of the CIP. He asked why the estimated property tax rate decreases in 2013 and 2015.

City Manager Joyal said the combined rate is actually an increase of \$0.12 in 2013, and \$0.98 in 2014. He said Deputy Mayor Trefethen was just looking at the Operating Budget, which showed the fluctuation in what the City would expect to put in Capital Outlay in the Annual Operating Budget.

Deputy Mayor Trefethen asked if they would want to even that out.

City Manager Joyal said ideally they will probably level that out in Capital Reserves.

Deputy Mayor Trefethen referred to Page 15, which showed the City was projecting to go over the Council's policy limit for debt, and asked what the procedure was, and the statutory impact of doing that.

City Manager Joyal said if these estimates hold true, the City will be exceeding a Council-imposed policy, and it would simply be the Council's decision to exceed those guidelines. He said they are guidelines and not legal limits. He suggested that the Council not do that, because he felt it sent the wrong message to the people who look at how the City is doing in terms of their financial policies. He said the first thing he would do is have the Council look at the policies, because they are 10 to 15 years old, to see if they truly are where they should be



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today. If they are and the City still needs to exceed that limit, then he felt the City needed to have a good reason or an explanation for that.

Deputy Mayor Trefethen asked, if the Council did decide to change the policy, if it changed the policy permanently or if it was just one exception.

City Manager Joyal said the policies have been adopted, published, and stand by themselves. He said if the Council has a motion to authorize debt that is going to exceed that and is a one-time thing, then he would offer an explanation on why it is being done to the folks that are looking at the financial condition of the City.

Deputy Mayor Trefethen said it has not been issue for the six years he has been on the Council, and this will be new territory for the City if these numbers do come to pass.

City Manager Joyal said the School limit was established at 15% of the State guidelines, which may have been sound at the time it was set, but felt it was something that the City should look at. He said the School rehabilitation projects were clearly big numbers and drive it way over the 15% limit. He said the water tower project is going to drive it over the limit for one year in the Water Fund.

Ms. Merullo referred to Page 11, tax rates, and asked if the rate would go down if the economy improved, and the housing increased in value and more businesses move into Dover.

City Manager Joyal said any positives in assessed values will bring the rates down.

Ms. Merullo asked if the rates were based on a worst-case scenario.

City Manager Joyal said he based them on the current assessed value with a very moderate growth of 1%. He said the City needs to look responsibly at economic growth, retaining businesses, and encouraging existing businesses to grow and stay in the City, because it will add assessed value and help the tax rate. He also added that the tax rate doesn't tell you anything, because it is really the assessed value of the property that gives you the amount it will be raised.

Mayor Myers asked if anyone else had a question.

City Manager Joyal referred the Council and the Planning Board to Page 20 of the CIP, and went through the list of projects that are proposed.

Deputy Mayor Trefethen asked if the City was assured that Ford will continue to have Crown Victorias, so the City can use the same cages and light bars from the older vehicles.

City Manager Joyal said that was correct. He continued with the CIP project list. He said Fire Chief Plummer will discuss the projects concerning the Fire Department.

Fire Chief Plummer referred to the separate handout on the Fire & Rescue Capital Improvements Program, and went over it with the Council and the Planning Board.

City Manager Joyal went over the fleet vehicle replacement program for police vehicles, fire apparatus, and ambulances. He said Community Services Director Steele will go over the projects concerning the Community Services Department.

Mr. Steele went over the Community Services CIP Projects, which included equipment, General Streets and Sidewalks Improvement, and separate Bridge and Street reconstruction projects.

Councilor DeDe asked if the railroad underpass on Broadway will be addressed.

Mr. Steele said they will be looking at it to see if it can be improved.

Fire Chief Plummer asked what happens to the debt when the City is reimbursed from the State for certain projects.

City Manager Joyal said the City only debt finances the portion that they will be required to pay.



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Mr. Torr asked if there was a location for the spoils facility.

City Manager Joyal said the Tolend Landfill.

Councilor Weston referred to the Court Street and Silver Street property, and asked how the City will fund the purchase of that property.

City Manager Joyal said he hoped the City would not have to purchase the property. He hoped the City will consider a public/private partnership where there will be a land swap or a right of way for what the City needs to square up the road. He said it was just for planning purposes.

Councilor Cheney referred to the spoils facility, and asked about testing the product first, because it should be assumed that there will be fuel and other toxic debris in it.

Mr. Steele said that the main purpose of the facility would be to test the product and determine how to dispose of it.

Councilor Cheney said she was concerned about the location of the Tolend Landfill because the City can't use that property for waste.

Mr. Steele said the Tolend Landfill doesn't have to be the site.

Councilor Cheney asked what other cities were doing with the catch basin mandate.

Mr. Steele said the City hasn't been required to do this, but if the City doesn't have a plan, then it would just go to a landfill, which would involve exorbitant costs for the City. He said this plan was trying to be proactive, to find a use for this material, if it is safe to do so.

Councilor Cheney asked for it to be moved someplace else. She asked how full the dredge cell at the landfill is and when it was going to be capped.

Mr. Steele said the next round of dredging is scheduled for a year from now.

City Manager Joyal said the City is hoping the Army Corps will resume dredging next winter, and he hopes to begin the capping process in 2012.

Councilor Cheney said she wouldn't support using the landfill for this, because she felt the residents out there wouldn't support it.

Councilor Weston said the City is paying for remediation to get the poisons out of the landfill, putting a sewer line in so it can be treated, and now the City is thinking of putting something else in there. She said Mr. Steele said the spoils have to dry out before being tested, and she asked if it could be tested before it is placed there.

Mr. Steele said the plan would be to construct a large slab that is pitched to a drain, and the building would be covered so rainwater can't get in. He said the water would go to the sewer and be treated. Then the product can dry and they can take a sample to be analyzed.

City Manager Joyal said they would be piggybacking on the infrastructure of the Tolend Landfill. He said the problem is that they don't have a place to stockpile the spoils right now. He said they are putting it in the dredge cell, but that is going to go away once it is capped. He said it can't be taken to Mast Road, because there are aquifer concerns there.

Councilor Weston said she was just concerned with the runoff, and it seemed the City was already taking that into consideration.

Mr. Steele said that was correct.

Mayor Myers said that was a cost the City was not incurring right now, because they are using excess space in the dredge cell, but we're looking ahead at options other than to automatically dump it in a landfill.

Mayor Myers invited Recreation Director Gary Bannon to speak to the Council and Planning Board.

Mr. Bannon went over the Recreation Department's CIP projects.



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Ms. Murello referred to the \$75,000 that is requested every year and is rejected, and asked if private donations, teams, or help are what has been keeping these parks going.

Mr. Bannon said that along with revenues they have generated from recreation programs, that was how most of it was done.

Ms. Murello asked if this should be privatized with the teams and private help.

Mr. Bannon said it has become a partnership.

Mayor Myers said some of the parks are just playgrounds that don't have teams.

Mr. Bannon said that was correct.

Councilor Carrier said it is definitely a partnership, and corporations that give monetary help are incredible. He said it was happening at Park Street Park, and when it is done he hoped other organizations will help with other parks in the City.

City Manager Joyal went over the Public Library and School CIP projects. He went over Special Revenue Fund CIP projects, which included the Parking facility.

Ms. Murello referred to the possibility of merging the new Parking and Police facilities, and asked if half the cost would be taxpayer funded.

City Manager Joyal said no, but they obviously had to look at the plans and how it will be designed. He said it was only a conception at this point and needed to be explored. He said they will separate the costs for each department, but expect there will be savings by combining the two departments. He said it may not happen at all. He said Water and Sewer projects were straightforward, but Mr. Steele was present to answer any questions.

Ms. Gasses said she would like a tour of the School's facilities.

Mayor Myers said they'll contact the School Department and set up times for a tour.

Councilor Weston referred to the possible implementation of self checkout stations at the Library, and said recently Walmart has removed all of their self checkout stations because of the phenomenal amount of thefts. She also referred to the Fire Department's proposal and the South End Fire Station ramp repaving in 2016, and asked Fire Chief Plummer, if there were already cracks in the pavement, if they would actually be reconstructing the ramp.

Fire Chief Plummer said the cost did cover the total reconstruction of the ramp.

Councilor Cheney asked if there were any solid figures on the pay and display implementation.

City Manager Joyal said the pay and display meters have not been implemented yet. He said they are on order and he's waiting for them to be shipped and installed. He said he will need at least six months history, then they will be able to make some projections based on actual usage.

Councilor Cheney referred to the Washington Street Bridge project, and asked about the rail.

City Manager Joyal referred to Page 30 of the CIP, which showed the different funding.

Councilor Cheney referred to the retired debt, and asked if it reflected the most recent CIP expenditures that the Council did this year, including the Arena.

City Manager Joyal said that was correct.

Mayor Myers said there will be opportunities for the public to attend and speak on the CIP during public hearings for both the Planning Board and the Council meetings on the CIP.

2. ADJOURN

Councilor Weston moved to adjourn to Special Meeting; seconded by Councilor Carrier.

Vote: 7/0.