

**MINUTES  
COUNCIL WORKSHOP  
DOVER CITY COUNCIL  
TUESDAY  
JUNE 1, 2004  
7:00 P.M.**

**1. PLEDGE OF ALLEGIANCE**

Trefethen led the Pledge of Allegiance

**2. BUDGET DISCUSSION**

DeDe mentioned that Darlene has a serious illness in her family currently and will not be attending tonight. Colwell-Ellis, and Reese are absent. Assistant City Manager Joyal is filling in for Mr. Beecher.

The Mayor called the meeting to order saying we are in a workshop session. And we will continue with more budget discussions.

The Mayor called on Pete Lavoie to finish his presentation from last week. Keays asked about the 600 catch basins and are they contracted out, why we don't have our own sewer jet. Pete says it is supposed to do both. When it was bought it was paid for completely out of the sewer fund. But he does not have enough people or time to do this. Keays had additional questions about the catch basin. Pete says last time it was done, he hired this out to clean all the catch basins in the city for \$50,000. Mayberry asked if he had any estimates on the price of paving with gas and oil going higher each day. Pete says that it will be a \$2. per ton with the increase that starts in July. Mayberry asked how many tons we use. Pete has not picked all the roads that will be done as yet so he won't know. Mayberry understands in June that we have a car auction, Pete confirmed this. Mike Joyal stated there will be four vehicles that will be auctioned. Mayberry asked about outsourcing for our mowing and cemeteries. Pete says yes several years ago that was brought up and now again we are tracking the actual hours that it takes them to mow. Pete continues, we do hire people pretty reasonably.

Trefethen asked under the 3% budget proposal to get to this, Pete is cutting the capital piece of equipment and how does this affect his budget, if we do not have the speed control equipment, Pete can't tell them how much this will be until he can put it into work for a year. He raised the snow removal budget because we are always in the hole on this item. DeDe asked how many catch basins are there in the original budget. Pete says about 2428 and they are vacuumed out and the waste is taken to the treatment plant because last year they had purchased a de-watering machine. The cost to do these 600 basins is approx \$25,000. DeDe asked how long does it take to do this, Pete says about 20 minutes for each one. They also make out a log it if there are bricks falling out as they like to note this information. The Mayor asked about the ground speed control unit, and if in a controlled environment how long are we looking at for this piece. Pete says 3 or 4 years. And the salt brine one, this piece is \$420,000 and Pete says they have applied for a grant from the State. Pete says you can put the salt brine down the day before the storm and save a lot of overtime. It would be put down in liquid form and not bounce off the road.

The Mayor asked about reducing the hours at the recycling facility, Pete says we spend a lot of time on overtime trying to cover the hours of operation. On the inmate labor on the cemetery labor, the mayor wants to know what we are getting for \$5,000. Perry clarified that the prison helpers would

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work all summer long 6 to 8 hours a day. Hindle asked about the salt brine and where is that listed in the budget. Pete says this is on page 267, line item 4741. DeDe commented about catch basins and the vacuum equipment that is frequently tied up. Is it used every day of the week. Pete says it is not used everyday because of the other highway projects and he does not have enough help in this unit. Pete continued the sewer pumping station also has to be cleaned out each year. DeDe wondered if Pete could schedule using this machine one day a week. Pete says then something else will not be done. Joyal clarified this is paid for by the water and sewer fund. This equipment is owned by the sewer fund but is manned by general fund people. Water/sewer users are subsidizing the streets. Pete says the equipment is used as much as possible. If he had two more people he could make it happen. DeDe asked what kind of people are qualified to run it. Pete says there are only 4 people that are trained to run this \$275,000 truck and it needs to be run by trained people. Mayberry asked about the cross training of employees and could we bill that out to other departments. Joyal says the truck could run 24/7 if we had the personnel to run it. If people were not needed for other activities then they could be on this truck. Mayberry asked about the number of employees in Community Services including water and sewer. Pete says there are 75 to include recreation. Keays asked didn't we bring both the water and sewer division together. Pete says yes but they are still separate entities. Keays cannot understand why Pete says we do not have enough help. Pete says there are 8 men dedicated to contract jobs on the north and the south end and that limits his personnel. Pete says the EPA now wants all the lines cleaned each year. Pete says we have 85 miles of sewer lines and 100 lines of water and this would mean the dedication of two people to do it.

Pete asked if Gary Bannon could make his presentation for the Recreation Budget. Gary stated he had received a 4% budget reduction from last year. He explained his budget reductions to achieve the 3% increase for this year. Gary would like to discuss the options and help him decide where we need to go. They increased their rates (fees) last year plus the rate for residents by 25% as well as 50% for non residents. By doing this, they lost customers so the revenue has remained about the same. There is also overhead whether they are open or not, due to the weather. He asked for questions. Trefethen asked about the items that would be curtailed as a result of the 3%. He questioned the Jenny Thompson Pool and what is the savings if we only lease it out. Pete says staff would need to maintain the chemicals heat and gas, etc. this is a liability to the City. Staffing is based on what they want for programs. For someone else to take this on and to make it work is not possible. Trefethen asked are we under any state or fed regulations to use lifeguards. Gary says there are certain standards by the Red Cross that they go by. Gary says they have to use it during the day as it is not lighted at night. Joyal interrupted that there is a certain standard of coverage. Also the volume of patrons that frequent the pool warrants lifeguard coverage. Trefethen asked about the summer camp at Bellamy. It seems to him it should be staff to camper ratio, and is this is a money maker. Gary says we provide more and more services for people; the major cost was the busing. That alone raises the day camp prices. They currently charge \$115. per child. The building costs are charged back to the camp. They try to make it more usable during the year. Trefethen asked how many are currently signed up that would not attend if there was no busing. Gary said they tried last year to have people provide their own transportation and people objected. Also there is Camp Kool at the Arena and Guppey Park. If we lose the busing Gary does not feel we would lose too many kids. Trefethen asked could we cut out the bus trips. Gary says this is one of the best day camps in the state and they are talking about the quality of the program. Trefethen assumes we already have counselors hired already. Gary says there are a number already hired and they have committed to the parents already. This would be a nightmare. Trefethen asked about the fall and winter activities that would be curtailed at the Butterfield Gym. Gary continued about how a lot of the fall programs were cut. Everything Gary does produces revenue; if we reduce the programs, we reduce staff and revenue. Dean asked Mike if they could see the result of revenues. Mike says some of these programs could become self sufficient. But this would have an impact on residents that might not be able to afford the programs. He will get them the numbers. Mayberry asked if Camp Kool is run by recreation. Mayberry says if Sun N Fun is eliminated, would it affect Camp Kool? Gary says no. Mayberry asked the age of Sun N Fun patrons and are there

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scholarships available. Gary says 6 – 12 years and there are two options. Gary says people that want guaranteed child care; then Sun N Fun is for them. The playground program is only a fair weather camp. Gary has had more scholarship requests this year than ever. Mayberry asked how many recreation employees are there. Mayberry asked several more questions about the camps. Mayberry thanked the Seacoast Swim Association for cleaning up and then asked how much we charge to rent the pool. Gary says the rate is \$70. per hour during the time when people are in the pool. Camp Kool is from the arena fund. This helps with their revenue source; we cannot rent the pool in the rain.

DeDe asked if a profit and loss sheet was done and is that available. Gary can check if the staff has kept this up to date. Gary has been told not to turn any one away by several of the councils. DeDe asked if a rate increase was initiated, when would it take effect. Gary says his revenues for this year are already in so it would be for next year. DeDe asked about the seasonality of the issue and the rainy weekends. And is a small rate increase the right thing to do. Discussion ensued on the quality of water, costs and chemicals involved in keeping the pools safe. Keays asked about the swim meet that was held a couple of weeks ago and do we make anything on these. Gary says several thousand dollars in a weekend. Keays asked how much money did we make on the ice arena, last month we are \$58,000 in the red to this date, but we are \$150,000 better than last year. Keays asked if all the rates had gone up last year and will they go up again this year. Keays hopes we do not price ourselves out of the market. Keays is amazed at Rochester and they don't even have the help that Gary has. Gary says we are trying to cover the cost of our bond. A swim meet brings in 2-3 thousand people to the area. The Mayor asked about the swim meets in Dover and he knows the pool is never going to be a break even scenario. Camp Kool is helping with the back log of people waiting for Camp Sun N Fun. He is a big proponent of camps and what recreation does offer in general for the community. The Mayor is in favor of keeping these programs in effect. Trefethen asked about money coming in now and the next fiscal year and the July 4<sup>th</sup> fireworks, this would involve the 2005 fireworks, this years funding is already committed. The Mayor says on the fireworks issue do we ever try to coordinate with other communities and do we ever do neighbor sharing with another community. He wonders about this concept for another year. Gary could explore this option but the fire works is an emotional issue. Durham runs theirs on the same night, Rochester's are on the 3<sup>rd</sup>, this year Portsmouth's are on the 2<sup>nd</sup>. We are talking about \$12,000 for just the fireworks; it ranges from \$15,000 to \$18,000 for the night for police coverage, for instance, etc. Mayberry asked Joyal if that is something we could pursue with Durham, one of Joyal's concerns would be the size of their communities and the traffic issues involved. Also you must have a sponsor and that would be an issue. DeDe says one of the things mentioned earlier is have there been sponsors that would pay for the fireworks. Gary says for the 350<sup>th</sup> there was some small sponsor that contributed. DeDe is in favor of the Garrison Hill site and Mayberry still likes the High School for the fireworks. Perry says at some point 10 nor 12 years ago we charged an admission fee, how did that work? Gary says at the high school we ask for a voluntary donation. He does not do that at Garrison Hill. This gets people upset to charge for this though. Gary says after a 20 or 25 minute show people get cranky and people get restless so they need to get it over with.

Cathy Beaudoin, Library Director came forward. She explained the reductions to reach the 3% budget increase. She suggested eliminating the increase she had put in for the book budget and one page position. The 2<sup>nd</sup> scenario was to eliminate the overtime for the Sunday hours, the suggestions were so good that all her suggestions were incorporated and they are now at a 1.5% inc. She would really like them to keep the library open on Sundays as this will be the fifth year of doing this. To eliminate the library page will not impact the patrons that much, just herself. They can achieve the 3% by not cutting public services. Hindle supports keeping Sunday hours in the budget. He also asked about a bequest that was recently received. Cathy would rather start a service or have a special collection that is dedicated to the bequeathed. Trefethen would also like the Sunday hours to continue. He would like to still attain the budget reduction and wondered if we could be closed some other time of the year. DeDe asked how many employees there are. Cathy stated there are 8 FT and 17PT and a custodian paid from her budget. DeDe asked about the breakdown of the librarians. There are 3 professional staff persons with master's degrees. She

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also has 13 RPTs, also there is an office manager that is a FT positions and she pays the bills. DeDe asked what the assistant library director works with. Cathy stated Dovernet and the new computer system. Joyal clarified this is the library server that sits at the library, this is only one piece of the Dovernet. Cathy says they have 34 pieces of hardware in the building, they also produce all the school library overdue notices, she does the book ordering system and she is multi tasked. DeDe asked how many other libraries are open on Sundays, Cathy says none, she is proud to be an innovator.

The Mayor wants to discuss miscellaneous funds. Hindle asked where we are with the grant subsidy. With regards to the council's budget, he would like to not eliminate the program but eliminate the celebrations. Trefethen asked about under miscellaneous he is looking for info on what are our obligations to COAST, Joyal says there are no contractual obligations to fund this item. Trefethen asked about the train station's obligation. Joyal says we are obligated to provide liability insurance and clean the ramp from snow and maintain the building even if there is a tenant. Trefethen asked are we aware of any grants that require us to continue to spend money after the grant is over. Joyal says some grants do have strings attached. Perry says the biggest one is the sewage treatment plant.

Mayberry says with Joyal's permission, could he ask the Police Chief questions. The Chief says the grant positions are for 3 years then we must maintain them for one year longer. Also he must maintain his current staffing level until 2006 or they may be ineligible for any further grants. Mayberry says then this may be an unfunded federal mandate. The Chief says yes. The Mayor asked if someone left a certain position would it be required that he fill the position. The Chief stated these grant positions are up on 8/31/2004 and must be continued for one year longer. Hindle asked if he knows of any retirements coming down the pike, the Chief says he is aware of one. The Chief says there will be budget savings in his management line items but he cannot talk about it tonight. Mayberry asked about the Wednesday hours, couldn't we offer flex time, and have we looked at that. Joyal says yes we did introduce flex time into the contract. And some employees are taking advantage of that but not enough for all the offices to make it work. One of the other changes was that part of that was extending our hours on Wednesday. Perry asked how successful has this been. Joyal said it is very small numbers of customers calling and coming in person. Perry feels this is a real small percentage. Trefethen feels that Jeff's numbers of 2200 per year contacts, including telephone calls and personal contact is about 40 people per night for all three departments, Finance, Planning and City Clerk. The Mayor asked for any other comments, he mentioned the Main Street Program and their funding saying they are scheduled to do a presentation tomorrow night.

**3. ADJOURN**

Hindle moved seconded by DeDe to adjourn at 8:57 PM with all in favor.

Judy Gaouette  
City Clerk