



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **McConnell Center**
Meeting Date: **Wednesday, October 5, 2011**
Meeting Time: **To follow Joint Fiscal Committee Meeting**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**

Present: Mayor Trefethen, Deputy Mayor Weston, Councilor Carrier, Councilor Cheney, Councilor Cruikshank, Councilor Garrison, Councilor Hooper, Councilor Nedelka.

Also Present: City Manager Joyal, City Clerk Lavertu.

Absent: Councilor Ciotti.

5. **GOALS FOR THE CITY MANAGER**

Mayor Trefethen said he felt there should be fewer goals than last year so there would be more focus, and the goals should be more quantifiable instead of subjective. He said they would start with last year's list and then they'll work with the list the City Manager has recommended:

Councilor Hooper said her three priorities were the budget, communication, and overlooking of City staff.

Deputy Mayor Weston referred to #1 of last year's goals and said she wanted the City Manager to monitor the budget, warn the Council of trouble, and give the Council a mid-year forecast.

Councilor Hooper recommended the following goal: Present, explain, report, and make recommendations on the City's fiscal year budget.

Deputy Mayor Weston said she wanted to be informed where money is being pulled from when another area within the budget is running short.

Councilor Cheney said she wanted to be kept informed regarding problems with the budget.

City Manager Joyal recommended that the Council get their general thoughts out and he was taking notes that he will bring back to the Council.

Mayor Trefethen moved on to #2 of last year's goals.

Councilor Cheney said she liked receiving cost saving measures from the City Manager.

Councilor Cruikshank said she liked #7 from the City Manager's list.

Mayor Trefethen said the Council did not publicly give the City Manager guidance with the budget last year.

Councilor Cheney said she wanted to see a budget that was within the spending cap or lower.

Councilor Garrison said he felt the City Manager should present a budget that would be best for the City, and then suggest cuts to meet the tax cap.

Councilor Hooper said it was educational for the public to see what a budget looks like adheres to the tax cap, and then put things back in.

- Develop and present a proposed FY2013 budget in accordance with the tax cap and additionally provide options for cost adjustments according to guidance provided by the City Council.

There was Council consensus.



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Councilor Hooper referred to #10 on the City Manager's list, and asked that it be discussed: "Complete the upgrade of broadcast capability in City Council Chambers to include enhanced video and audio along with improved presentation capabilities for board members and public audience prior to July 12, 2012"

Deputy Mayor Weston referred to #3 on last year's goals: Provide a brief summary of the proposed FY2013 budget for use by the public. She asked if he gave this out last year, and if it was needed.

City Manager Joyal said he didn't think it was required.

Mayor Trefethen said to removed #3 from last year's goals.

Mayor Trefethen continued to #4 of last year's list: "Continue to communicate with the community through hosting of periodic ward and neighborhood meetings such as quarterly Dover Discussions along with exploring new methods to increase interaction and participation by citizens in local governance and community forums." He recommended that it remain the same.

Mayor Trefethen continued to #5 of last year's goals: "Keep the City Council informed regarding community problems and actions taken." He felt the City Manager would do this without it being a goal.

Councilor Cheney asked about being responsive to a Councilor requests.

Mayor Trefethen said the City Manager works for the Council, and not one particular Councilor.

Mayor Trefethen said they were keeping this goal as written.

Mayor Trefethen continued to #6 of last year's goals: "Keep response time to citizen concerns reasonable and follow-up on what has been done by departments to meet their needs."

Councilor Nedelka said this goal tells the citizens that he's their City Manager as well, and should be responsive to them.

Mayor Trefethen said they were keeping this goal as written.

Mayor Trefethen continued to #7 of last year's goals: "Update Department Head goals and deliver to the City Council prior to delivering of the proposed FY 2013 budget."

Councilor Garrison said he didn't feel this goal was necessary.

City Manager Joyal said he would give it to the Council anyway.

Mayor Trefethen said they would remove this goal.

Mayor Trefethen continued to #8 of last year's goals: "Attend workshops and participate in other education opportunities to further continuing professional development." He suggested that it be changed to: The Council wants the City Manager to continue his education and professional development. He said the City Manager will tell the Council what that entailed.

Councilor Nedelka asked if they could add an hour amount; 40 hours.

City Manager Joyal said that was fine.



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Mayor Trefethen moved on to Item #9 from last year's goals: "Develop a closer working relationship with the School Department and all other City Departments. Further explore and pursue opportunities where City and Schools can combine and/share services for the benefit of the community and report to the City Council."

Councilor Cheney recommended that they include other government agencies to improve cost efficiencies.

Mayor Trefethen suggested the language be changed to: Develop a closer working relationship with other governmental entities to achieve cost savings and efficiencies.

Councilor Nedelka said he wanted to keep the School specifically in the goal.

Mayor Trefethen agreed and suggested having two goals:

9. Developing a closer relationship with the School Department, and report to the City Council.

9a. Explore and pursue opportunities where the City can combine and/or share services with other government entities for the benefit of the community and report to the City Council.

Mayor Trefethen continued to Item #10 from last year's goals: "Support local businesses to aid in the community's economic growth by working in conjunction with local economic development groups and business organizations."

Mayor Trefethen said this item will remain as written.

Mayor Trefethen said Item #11 from last year's goals was addressed in Item #9 and 9a.

Mayor Trefethen said Item #12 from last year's goals was completed and should be changed to: Oversee and provide quarterly reports on the energy efficiency program.

Mayor Trefethen continued to Item #13 from last year's goals: "Complete the implementation of the new financial management system and review with various boards and commissions the availability of the new financial reports and formats for their use in advising regarding various City activities."

Councilor Cheney asked for more presentations, using the example of his presentation to the LGC.

City Manager Joyal said his suggested goal #4 would better address what Councilor Cheney was looking for.

Mayor Trefethen said they will remove Item #13 of last year's goals and insert the City Manager's suggested goal #4: "Prepare annual tax cap calculation and develop a five year municipal budget forecast to present prior to January 30, 2012 reflecting continuing budget efficiencies going into the FY2013 budget season."

Councilor Nedelka asked if the original goal of software implementation has been completed.

Mayor Trefethen asked if the software implementation can be completed over the next year.

City Manager Joyal said they couldn't complete the implementation, because there are several management modules that will take another two years. He said the major modules will be completed this year.

Mayor Trefethen asked the City Manager to identify the modules that will be completed.

Mayor Trefethen continued to Item #14 from last year's goals and recommended changing it to the City Manager's recommended goal #2: Update and post online the pavement management



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plan and 3 year pavement overlay schedule reflecting adjustments required by currently available funding levels prior to November 30, 2011.

Mayor Trefethen continued to Item #15, which was already addressed and changed to the City Manager's recommended goal #10, regarding upgrading the broadcast capability.

Mayor Trefethen continued to Item #16 from last year's goals and recommended changing it to the City Manager's recommended goal #5: "Continue to pursue permitting and development of public water supply in conjunction with water control issues at Willand Pond and provide regular quarterly updates to the City Council beginning February, 2012."

There was consensus to have this as a goal.

Mayor Trefethen discussed #1 from the City Manager's recommended list: "Develop and present a proposed six-year CIP program that conforms with the adopted financial policies and seeks to maintain new debt service requirements at or below the amount being retired each year. Present prior to October 31, 2011."

There was consensus to have this as a goal.

Mayor Trefethen discussed #3 from the City Manager's recommended list: "Develop and deliver during December, 2011 an orientation program for incoming 2012-2013 City Council members. Seek to coordinate and provide joint sessions with incoming School Board members for overlapping information needs."

There was consensus to have this as a goal.

Mayor Trefethen discussed #6 from the City Manager's recommended list, and said it was covered earlier.

Mayor Trefethen discussed #8 from the City Manager's recommended list: "Investigate and pursue implementation of ATM machines in various municipal buildings and provide ability for citizens to utilize credit cards for completing various municipal transactions both on-line and in person at service locations. Implementation plan to be presented to City Council prior to May 31, 2012."

There was consensus to have this as a goal.

Mayor Trefethen discussed #9 from the City Manager's recommended list: "Develop and present prior to July 1, 2012 a comprehensive fleet replacement program including a multi-year schedule for all rolling stock utilized by municipal departments in conjunction with CIP."

Councilor Nedelka ask that this include the School.

City Manager Joyal said he will look into that.

Mayor Trefethen asked the City Manager to create a new list of his goals and send them to the Council. He said they will schedule an additional workshop to do some wordsmithing, and then it will come before the Council as a resolution.

Mayor Trefethen they will schedule the workshop for 6:00 pm on October 19, 2011.



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10. CITIZEN'S FORUM

Citizens are invited to speak on the subject matter of the Workshop. Statements shall be limited to five minutes.

Mayor Trefethen, seeing no one wishing to speak, closed the Citizen's Forum.

11. ADJOURNMENT

Deputy Mayor Weston moved to adjourn; seconded by Councilor Carrier.

Vote: 8/0.