



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, June 26, 2013**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Weeden led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Trefethen, Deputy Mayor Carrier, Councilor Cheney, Councilor Hooper, Councilor Spuler, Councilor Weeden, and Councilor Weston.

Absent: Councilor Crago and Councilor Garrison.

Also Present: City Manager Joyal and City Clerk Lavertu.

5. PROCLAMATIONS/AWARDS – None

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to remove item 13.B.4.; seconded by Councilor Weston.

Vote: 7/0.

Deputy Mayor Carrier moved to add item 13.B.8., Transfer Funds to School Curriculum Capital Reserve Fund; seconded by Councilor Spuler.

Vote: 7/0.

Deputy Mayor Carrier moved to add item 13.B.9., Transfer Funds to School Facilities Capital Reserve Fund; seconded by Councilor Spuler.

Vote: 7/0.

Deputy Mayor Carrier moved to add 13.B.10., Transfer Funds to School Technology Capital Reserve Fund; seconded by Councilor Spuler.

Vote: 7/0.

Deputy Mayor Carrier moved to add 13.B.11., Transfer Funds to School Athletics Equipment Capital Reserve Fund; seconded by Councilor Weeden.

Vote: 7/0.

Councilor Hooper moved to add four School Board Reports; seconded by Councilor Weston.

Vote: 7/0.

Deputy Mayor Carrier moved to approve the agenda as amended; seconded by Councilor Weeden.

Vote: 7/0.

7. PUBLIC HEARINGS – None



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8. CITIZEN'S FORUM

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

Wendy Alley, 28A Cataract Avenue, Dover Democratic Committee Chairperson: She spoke about the Dover Democratic Committee and their work.

Diane Stowell, 5 Old Littleworth Road: She spoke against the resolution for the Littleworth Road Rezoning rehearing request.

Richard Weik, 12 Old Littleworth Road: He spoke against the resolution for the Littleworth Road Rezoning rehearing request.

Bernard Stillwagon, 20 Old Littleworth Road: He spoke against the resolution for the Littleworth Road Rezoning rehearing request.

Robert Sherwood, 55 Knox Marsh Road: He spoke in favor of the resolution for the Littleworth Road Rezoning rehearing request.

Mary Hebbard, 97 Spruce Lane: She asked for an explanation on why Item 13.B.4. was removed from tonight's agenda. She spoke against the resolution for the Littleworth Road Rezoning rehearing request. She urged the Mayor to remove his name from the Mayors Against Illegal Guns group.

Amanda Russell, 20 Cranbrook Lane. School Board Vice-Chairperson: She urged the Council to approve the four resolutions to Transfer Funds to the School's Capital Reserve Accounts. She urged the Council not to approve the resolution to Amend City Financial Policies for Stabilization Funds – School General Fund Budget Year End Surplus,

Rocky D'Andrea, 62 Mast Road, School Board Chairperson: He echoed Ms. Russell's comments and urged the Council to approve the four resolutions to Transfer Funds to the School's Capital Reserve Accounts. He urged the Council not to approve the resolution to Amend City Financial Policies for Stabilization Funds – School General Fund Budget Year End Surplus,

John Diamond, 90 Durham Road: He spoke in favor of the resolution for the Littleworth Road Rezoning rehearing request.

Human, 55 Union Street: He spoke about being stopped on Durham Road by Dover Police.

Jessica DeGraff, 40 Grove Street: He spoke about the proposed changes to the sign ordinance.

John Grammas, owner of 11 Court Street: He spoke in favor of the Littleworth Rezoning Rehearing request.

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



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9. CITY MANAGER'S REPORT

- A. June 12, 2013**
- B. June 26, 2013**

City Manager Joyal said he has submitted both reports for the month in writing. He discussed the process for hiring a new General Legal Counselor and his belief that there will be a new Counselor by the end of the summer. He discussed his professional development activities. He said the First Street resolution was pulled because the City is still in negotiations with the developer.

Deputy Mayor Carrier moved for the approval of the City Manager's Report; seconded by Councilor Hooper.

Vote: 7/0.

10. APPROVAL OF MINUTES

- A. May 15, 2013 – Workshop Session**
- B. May 22, 2013 – Regular Meeting**
- C. May 29, 2013 – Workshop Session**
- D. June 5, 2013 – Workshop Session**
- E. June 5, 2013 – Special Meeting**

Deputy Mayor Carrier moved for the approval of the Minutes; seconded by Councilor Spuler.
Vote: 7/0.

11. MAYOR'S REPORT

Mayor Trefethen said he attended the Dover High School graduation, the Flag Day ceremony, the American Legion Baseball opening day, and the Dover Adult Learning Center graduation. He reminded the citizens of annual reading of the Declaration of Independence on July 4th at 10:00 am on the City Hall front steps.

Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Weeden.
Vote: 7/0.

12. UNFINISHED BUSINESS

- A. ORDINANCES IN THE 2nd READING – None**
- B. ORDINANCES IN THE 3rd READING – None**
- C. RESOLUTIONS – None**



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13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE – American Cancer Society – Making Strides Against Breast Cancer**
2. **RAFFLE – City of Dover Recreation Department**
3. **RAFFLE – Cocheco Quilters Guild**
4. **RAFFLE – Dover Children’s Home**
5. **RAFFLE – Dover Little Green Football Inc.**
6. **RAFFLE – My Breast Cancer Support**
7. **RAFFLE – Susan G. Komen 3-Day**
8. **TAG – Dover Little Green Football Inc.**
9. **TAG – Dover Youth Football League, Inc.**
10. **WALK – Dover Area Religious Leader’s Association**

11. **RESOLUTION: CASSILY COMMUNITY GARDEN LICENSE**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

12. **RESOLUTION: DOG WARRANT**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

13. **RESOLUTION: B11075 OCCUPATIONAL HEALTH SERVICES**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

14. **RESOLUTION: B12040 MISCELLANEOUS WORK BOOTS/FOOTWEAR**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

15. **RESOLUTION: B13017 PURCHASE DOVERNET INTEGRATED LIBRARY SYSTEM**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

16. **RESOLUTION: B13020 HVAC DESIGN BUILD CITY HALL FINANCE AREA**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

17. **RESOLUTION: B13055 CUSTODIAL SERVICES @ MCCONNELL CENTER**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

18. **RESOLUTION: B13067 BITUMINOUS CONCRETE ASPHALT PICKED UP**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

19. **RESOLUTION: B13068 VARIOUS CHEMICALS**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

20. **RESOLUTION: B13070 SPECIALIZED MUNICIPAL LEGAL SERVICES**
SPONSORED BY MAYOR TREFETHEN BY REQUEST



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- 21. RESOLUTION: B13072 TREE REMOVAL SERVICES AWARD OF BID**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 22. RESOLUTION: PURCHASE OF CAB & CHASSIS FOR PATCH TRUCK 2014 INTERNATIONAL 7400 SFA4X2**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 23. RESOLUTION: PURCHASE OF CAB & CHASSIS FOR DUMP TRUCK 2014 FREIGHTLINER 114SD TRUCK**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 24. RESOLUTION: GENERATOR MAINTENANCE SOUTHWORTH-MILTON INC.**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 25. RESOLUTION: VARIOUS SENIOR CENTER TRIPS**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 26. FY2013 TRANSFER OF APPROPRIATION – GENERAL FUND**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

COMMITTEE REPORTS

1. **School Board (4)**
2. Planning Board
3. Appointments Committee
4. Recreation Advisory Board
5. McConnell Center Advisory Committee
6. Arts Commission
7. Solid Waste Advisory Commission
8. Transportation Advisory Commission
9. Legislative Liaison
10. Pool Advisory Committee
11. Parking Commission

Deputy Mayor Carrier moved to adopt the Consent Calendar; seconded by Councilor Weeden. Mayor Trefethen asked the Council if they had items they would like pulled for further discussion. Councilor Weston pulled Item 13.A.22. Mayor Trefethen pulled Item 13.A.26. Councilor Hooper pulled the four School Board Reports. Mayor Trefethen asked for a roll call vote on the remaining items of the Consent Calendar. Roll Call Vote: 7/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.22.; seconded by Councilor Weston. Councilor Weston asked why the City didn't buy the spare wheel. City Manager Joyal said they already have a spare wheel. Roll Call Vote: 7/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.26.; seconded by Councilor Hooper. City Manager Joyal gave an overview of the resolution to the Council, which was the end of year routine to close the books. Councilor Weston asked about the unencumbered balance amount.



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City Manager Joyal said right now it looks like it will be around \$219,000.
Roll Call Vote: 7/0.

Councilor Hooper gave an overview of the four School Board Reports.
Deputy Mayor Carrier moved to accept the four School Board Reports; seconded by Councilor Spuler.
Vote: 7/0.

B. RESOLUTIONS

1. REHEARING REQUEST FOR LITTLEWORTH ROAD REZONING SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weston.
Planning Director Parker gave an overview of this resolution to the Council. He said the owner has asked for a rehearing date of September 11, 2013, which will allow the developer to hold neighborhood meetings. He said they will expand notification to the neighborhood beyond the abutter law of 100 feet.
Councilor Weston asked about the John Deere dealership and if abutters were notified when their building was built.
Director Parker said the director abutters were notified.
Roll Call Vote: 6/1; Passed. Councilor Cheney was opposed.

2. AMEND CITY FINANCIAL POLICIES FOR STABILIZATION FUNDS – SCHOOL GENERAL FUND BUDGET YEAR END SURPLUS SPONSORED BY COUNCILOR WESTON

Councilor Weston moved for its adoption; seconded by Councilor Spuler.
Councilor Weston moved to add "School Facilities Capital Reserve Fund" to the second paragraph of the first Now, Therefore; seconded by Councilor Weeden.
Vote: 7/0.
Councilor Weston moved to strike in the second paragraph of the first Now, Therefore "in equal amounts" and add "as requested by the School Department"; seconded by Councilor Weeden.
Vote: 7/0.
Councilor Weston gave an overview of this resolution to the Council.
Mayor Trefethen said this was an amendment to the City's financial policies.
Councilor Weeden asked Business Administrator Limanni to give his opinion on this resolution.
Business Administrator Limanni talked about the four resolutions that the School Board has brought forward addressing the capital reserves. He said this resolution would reduce a step for the School Department.
Councilor Hooper started a discussion about tabling this resolution for a couple months to get the year-end figures.
Deputy Mayor Carrier moved to table to a date uncertain; seconded by Councilor Hooper.
Roll Call Vote: 7/0.



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3. RESCIND SCHOOL FY2013 CIP APPROPRIATION FOR MEDIA CENTER EQUIPMENT

SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weeden.
Roll Call Vote: 7/0.

4. SALE OF FIRST STREET PARKING LOT, MAP 6 LOT 3

SPONSORED BY MAYOR TREFETHEN BY REQUEST

Council voted to remove from agenda.

5. AUTHORIZATION FOR CONVEYANCE OF CITY OWNED LAND MAP 12 LOT 29

SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weeden.
City Manager Joyal gave an overview of this resolution to the Council.
Director Parker gave an overview of the proposed development project.
Roll Call Vote: 7/0.

6. THE WALTER W. FISCHER 1993 TRUST LAND DONATIONS

SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weeden.
City Manager Joyal said this land was not buildable.
Mayor Trefethen said the City already has a drainage easement on this property.
Roll Call Vote: 7/0.

7. FISCAL YEAR 2014 BUDGET AMENDMENT #1 – APPROPRIATION DUE TO ANTICIPATED INCREASE IN STATE ADEQUACY AID (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)

(TO BE REFERRED TO A PUBLIC HEARING ON JULY 10, 2013.)

SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on July 10, 2013; seconded by Councilor Cheney.

Mayor Trefethen gave an overview of this resolution to the Council. He said the State budget has been passed and they are expecting this money to come to the City.
Mayor Trefethen said the entire Council will be put on the resolution as sponsors.
Vote: 7/0.



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8. TRANSFER FUNDS TO SCHOOL CURRICULUM CAPITAL RESERVE FUND SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weeden.

Mayor Trefethen suggested that the Council should table these four resolutions until they have the year-end figures.

City Manager Joyal spoke about the process and how the Fund Balance number will not be set until the end of August.

Finance Director Lynch said the motion to table would end these resolutions because the fiscal year ends in four days.

Mayor Trefethen said that was correct. The process would then have to be a budget amendment.

School Board Vice Chairperson Russell talked about the School Board's decision to bring these resolutions forward. She said the School Board did what the Council has asked.

Roll Call Vote: 7/0.

9. TRANSFER FUNDS TO SCHOOL FACILITIES CAPITAL RESERVE FUND SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weeden.

Roll Call Vote: 5/2; Passed. Councilors Spuler and Weston were opposed.

10. TRANSFER FUNDS TO SCHOOL TECHNOLOGY CAPITAL RESERVE FUND SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weeden.

Roll Call Vote: 7/0.

11. TRANSFER FUNDS TO SCHOOL ATHLETICS EQUIPMENT CAPITAL RESERVE FUND SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Spuler.

Roll Call Vote: 7/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 5 BOARDS, COMMISSIONS AND COMMITTEES: ARTS COMMISSION (TO BE REFERRED TO A PUBLIC HEARING ON JULY 10, 2013.) SPONSORED BY COUNCILOR SPULER

Councilor Spuler moved to refer to a public hearing on July 10, 2013; seconded by Councilor Weeden.

Vote: 7/0.



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14. COUNCIL CORRESPONDENCE

- A. Letter from Earle Goodwin dated May 12, 2013**
- B. Letter from Earle Goodwin dated May 16, 2013**
- C. Letter from John Grammas dated June 5, 2013**

Deputy Mayor Carrier moved to place correspondence on file; seconded by Councilor Spuler.
Vote: 7/0.

15. COUNCIL MATTERS OF INTEREST

Councilor Weeden thanked the Council for passing the four resolutions regarding the School's Capital Reserve accounts.

Councilor Weston said she believed in the School's Capital Reserve accounts. She feared that the City may not reach the 8.2% and will have to cut services. She spoke about the Chestnut Street RFP regarding moving the stop light or putting in a 4-way stop. She talked about School advertising and asked the City Manager if there were restrictions on advertising.

City Manager Joyal said he will look into that and get back to the Council.

Councilor Spuler asked about the process for having the Dover Mounted Patrol in the Christmas Parade. He said he attended the Horne Street Elementary School Olympics.

Mayor Trefethen reminded the Council it was time to give the City Manager's performance evaluation, and went over the timeframe for this process. He said the City Hall will be closed Thursday, July 4th and the Council needed to have agenda items in by noon on Tuesday, July 2nd. He asked the Ordinance Committee to have the Ordinances approved by the Council. He asked the City Manager about the pedestrian bridge.

City Manager Joyal said the Towns of Belmont and Colebrook have shown interest in the pedestrian bridge. He said he may have a resolution for the Town of Belmont's proposal on the agenda for the next regular Council meeting.

16. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn; seconded by Councilor Weston.
Vote: 7/0.