



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, November 13, 2013**  
Meeting Time: **7:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Spuler led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

**Present:** Deputy Mayor Carrier, Councilor Cheney, Councilor Crago, Councilor Garrison, Councilor Hooper, Councilor Spuler, and Councilor Weston. Councilor Weeden arrived at 7:10 pm.

**Also Present:** City Manager Joyal, General Legal Counselor Blenkinsop, and Deputy City Clerk Mistretta.

Councilor Cheney moved to suspend the rules to discuss Mayor selection and hold a Council vote for Mayor; seconded by Councilor Garrison.

Roll Call Vote: 7/0.

Deputy Mayor Carrier went over the background for filling the position of Mayor after Mayor Trefethen's resignation. He asked if there was a motion to select a Councilor to fill the position.

Councilor Cheney nominated Councilor Weston; seconded by Councilor Crago.

Deputy Mayor Carrier asked Councilor Weston if she accepted the nomination.

Councilor Weston responded that she would accept the nomination.

Roll Call Vote for the Election of Mayor: 7/0.

Councilor Weston was sworn in as Mayor, and she signed her Oath of Office.

Mayor Weston took her seat and proceeded with the meeting.

### 5. PROCLAMATIONS/AWARDS – None

### 6. APPROVAL OF AGENDA

Councilor Garrison moved to add two raffles permits: Dover High School Girls Basketball Boosters and Great Bay Figure Skating Club.

Mayor Weston said they will be items 13.A.5. and 13.A.6. on the Agenda.

Deputy Mayor Carrier moved to approve the Agenda as amended; seconded by Councilor Garrison.

Vote: 8/0.



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### 7. PUBLIC HEARINGS

#### A. CHAPTER 1 – GENERAL PROVISIONS (et al)

SPONSORED BY COUNCILORS CHENEY, WEEDEN, AND WESTON

Mayor Weston, seeing no one wishing to speak, closed the Public Hearing.

### 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.*

**Bart Jordan; 303 Central Towers:** He complained about the previous meetings minutes regarding his comments at the Citizen's Forum. He said he spoke from the heart and soul and it wasn't reflected in the minutes. He said he truly loves the City.

**Christopher Baker, 56 Horne Street:** He spoke in support of Item 13.A.4., regarding the Walters Disc Golf Emporium.

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

### 9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing, and discussed a few items with the Council. He said the City's tax rate has been set at \$25.97, tax bill are being processed, and the first half will be due in the middle of December. He brought up the electrical issue at the Rotary Garden, which is affecting the Christmas lighting. He said they hope to have it fixed by the holiday season. He added that this issue is not affecting the regular streets lights. He also praised the Dover Fire Department for their recent rescue of a woman trapped on the second floor of a house fire on Cushing Street. She is recovering well from her burns. He said the Fire Department was being recognized tonight for their efforts.

Councilor Garrison asked about the Arch Street closure and how long it will be closed.

City Manager Joyal said it's utility work that needed to be completed and the road has been closed during the day while construction is being completed. He said it started today and they hope to have it finished tomorrow or Friday.

Councilor Crago referred to Page 3 of the City Manager's report and the CIP resolution they will be discussing later on the agenda, and asked about the status of creating a TIF (Tax Increment Financing) district and Parking Garage.

City Manager Joyal said there is no recommendation as of yet, but they were conducting a study on the pros and cons for a TIF. He said they hope to have that completed and a proposal brought to the Council after the first of the year. His discussed some of the options being presented to the City, but added that it will be on the agenda for a more indepth discussion at next week's City Council Workshop. He said the vote on the resolution will not happen until December 11, 2013, giving the Council and citizens a chance to learn about it.



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Deputy Mayor Carrier asked about the status of the Central Avenue Bridge deck repair. City Manager Joyal said the membrane under the deck needed to be repaired. He said they just started work on it, but it should be completed in a few days.

Councilor Cheney referred to Pages 5 and 17 regarding Youth to Youth program and D.A.R.E., and congratulated both programs. She said she attended the New Hampshire Municipal Association event, which was very well presented. She said she voted on behalf of the Council for Councilor Garrison to continue on the New Hampshire Municipal Association's Board of Directors.

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

Vote: 8/0.

### 10. APPROVAL OF MINUTES

**A. October 16, 2013 – Workshop with the Planning Board**

**B. October 23, 2013 – Regular Session**

Deputy Mayor Carrier moved for the approval of the Minutes; seconded by Councilor Crago. Councilor Cheney said she didn't have any changes, but spoke to the Citizen's Forum comments and said she felt Mr. Jordan did speak from the heart.

Vote: 8/0.

### 11. MAYOR'S REPORT

Mayor Weston said she attended the Veteran's Day affair here at City Hall. She said it was a moving event and showed how important veterans are. She said as Mayor she will begin serving on the Dover Business and Industrial Development Authority (DBIDA) and the Appointments Committee. She said she will step down from serving on the Ordinance Committee and asked if a councilor wished to take her place.

Councilor Crago said he was willing to serve on the Ordinance Committee.

Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Weeden.

Vote: 8/0.

### 12. UNFINISHED BUSINESS

**A. ORDINANCES IN THE 2<sup>nd</sup> READING – None**

**B. ORDINANCES IN THE 3<sup>rd</sup> READING**

**1. CHAPTER 1 – GENERAL PROVISIONS (et al)**

**SPONSORED BY COUNCILORS CHENEY, WEEDEN, AND WESTON**

Councilor Cheney moved for its adoption; seconded by Councilor Crago.



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Councilor Cheney gave an overview of the Ordinance to the Council. She gave a presentation on her handout for a proposed revision control techniques. Councilor Weeden talked about all the work that went into this process. He thanked Councilor Cheney for all her hard work. Councilor Cheney moved to make an amendment to change "To Be Determined" and replace with "Karen Weston" as Mayor, and to take her name off as Councilor at Large and replace with "Vacant"; seconded by Councilor Weeden.  
Vote: 8/0.  
Mayor Weston asked for a roll call vote on the amended Ordinance.  
Roll Call Vote: 8/0.

City Manager Joyal said the City Clerk will be asking the Council to sign the signature page at the next City Council's meeting. He asked the Councilors to return their current green books to the City Clerk's office. General Legal Counselor said the City Clerk will be putting in a publication of the Code Book in Foster's. That will make this official.

Mayor Weston said this now triggers the Ordinance Committee to begin their work. City Manager Joyal said this sunsets the Ordinance Codification and Verification Committee. He went over the process of the new Ordinance Committee. Councilor Cheney said she has brought forward the proposed rules for the Ordinance Committee and Appointments Committee.

### **C. RESOLUTIONS – None**

## **13. NEW BUSINESS**

### **A. CONSENT CALENDAR**

- 1. TAG: St. Jude's Children's Hospital**
- 2. RESOLUTION: OFFICE SUPPLIES WB MASON**  
SPONSORED BY DEPUTY MAYOR CARRIER BY REQUEST
- 3. RESOLUTION: APPROVAL OF BeFREE COMMUNITY CHURCH LEASE, McCONNELL CENTER, ROOM 340**  
SPONSORED BY DEPUTY MAYOR CARRIER BY REQUEST
- 4. RESOLUTION: APPROVAL OF WALTERS DISC GOLF EMPORIUM, LLC LEASE, AT THE BELLAMY PARK BUILDING**  
SPONSORED BY DEPUTY MAYOR CARRIER BY REQUEST
- 5. RAFFLE - Dover High School Girls Basketball Boosters**
- 6. RAFFLE - Great Bay Figure Skating Club.**



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### COMMITTEE REPORTS

1. **School Board**
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
12. Ordinance Codification and Verification Committee

Deputy Mayor Carrier moved to approve the Consent Calendar.  
Mayor Weston asked the Council if they had items they would like pulled for further discussion.  
Councilor Hooper asked to pull the School Board Report.  
Councilor Cheney asked to pull Items 13.A.3. and 13.A.4.  
Mayor Weston asked for a roll call vote on the remaining items of the Consent Calendar.  
Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.3.; seconded by Councilor Cheney.  
Councilor Cheney asked if this was a standard lease.  
Recreation Director Bannon said it was a standard lease.  
Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.4.; seconded by Councilor Garrison.  
Several Councilors gave their support.  
Mayor Weston asked for an explanation on what is disc golf.  
Mr. Baker gave an overview to the Council about the sport. It's also known as Frisbee golf.  
City Manager Joyal said it was a nice addition to the City's recreation activities.  
Roll Call Vote: 8/0.

Councilor Hooper gave an overview of the School Board Report to the Council.  
Deputy Mayor Carrier moved for the approval of the School Board Report; seconded by Councilor Garrison.  
Vote: 8/0.

### B. RESOLUTIONS

#### 1. **ACCEPT DOWNTOWN RECREATION IMPROVEMENTS** SPONSORED BY COUNCILOR WEEDEN

Councilor Weeden moved for its adoption; seconded by Councilor Garrison.  
Councilor Weeden gave a quick overview of the resolution to the Council.  
Planning Director Parker went into greater detail on the impact fees and the project.



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### **2. HUGGINS TRUST CONSERVATION EASEMENT, DOVER – AMENDMENT** SPONSORED BY DEPUTY MAYOR CARRIER BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weeden.  
City Manager Joyal gave an overview of the resolution to the Council.  
Planning Director Parker said the Conservation Commission has approved this resolution.  
He also gave an overview of the previous subdivision and the amendment in this resolution.  
Vote: 8/0.

### **3. ENVIRONMENTAL PROJECTS CONSULTING SERVICES AGREEMENT** SPONSORED BY DEPUTY MAYOR CARRIER BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Garrison.  
City Manager Joyal gave an overview of this resolution to the Council. He said it was very advantageous to the City to continue this consulting agreement with Mr. Peschel's firm.  
Roll Call Vote: 8/0.

### **4. ECONOMIC DEVELOPMENT SERVICES AGREEMENT** SPONSORED BY DEPUTY MAYOR CARRIER BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Hooper.  
City Manager Joyal gave an overview of this resolution to the Council.  
Several Councilors spoke in favor of continuing the services with Economic Developer Director Barufaldi and DBIDA.  
Councilor Cheney asked about the differences in the contract.  
Economic Developer Director Barufaldi said the only changes were to change what they will be doing when they begin this process and change it to what they are doing now as an established committee.  
Roll Call Vote: 8/0.

### **5. MERIT PLAN AMENDMENT – PART-TIME DEFINITION** SPONSORED BY DEPUTY MAYOR CARRIER 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. He said it didn't affect any current personnel in the City.  
Vote: 8/0.



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**6. ADOPTION OF FY2015-2020 CAPITAL IMPROVEMENTS PROGRAM  
(TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 4, 2013 AND  
COUNCIL VOTE ON DECEMBER 11, 2013)  
SPONSORED BY DEPUTY MAYOR CARRIER BY REQUEST**

Deputy Mayor Carrier moved it to be referred to a Public Hearing on December 4, 2013 and a City Council vote on December 11, 2013; seconded by Councilor Hooper. Councilor Spuler referred to traffic calming measures on the CIP and asked that Chestnut Street be addressed further. He spoke of an incident where someone was almost hit crossing Chestnut Street on Election Day.

Vote: 8/0.

**7. APPROPRIATION FOR FY2015 CAPITAL IMPROVEMENTS PROGRAM –  
NON-DEBT FINANCED PROJECTS  
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)  
(TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 4, 2013 AND  
COUNCIL VOTE ON DECEMBER 11, 2013)  
SPONSORED BY DEPUTY MAYOR CARRIER BY REQUEST**

Deputy Mayor Carrier moved it to be referred to a Public Hearing on December 4, 2013 and a City Council vote on December 11, 2013; seconded by Councilor Crago.

Vote: 8/0.

**8. APPROPRIATION FOR FY2015 CAPITAL IMPROVEMENTS PROGRAM AND  
AUTHORIZATION FOR BONDING  
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)  
(TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 4, 2013 AND  
COUNCIL VOTE ON DECEMBER 11, 2013)  
SPONSORED BY DEPUTY MAYOR CARRIER BY REQUEST**

Deputy Mayor Carrier moved it to be referred to a Public Hearing on December 4, 2013 and a City Council vote on December 11, 2013; seconded by Councilor Hooper.

Vote: 8/0.

**C. ORDINANCES IN 1ST READING – None**

**14. COUNCIL CORRESPONDENCE**

- A. Letter from Planning Director Parker confirming Planning Board's approval of the CIP, dated October 23, 2013.**
- B. Letter from Xfinity dated October 31, 2013.**

Deputy Mayor Carrier moved to place correspondence on file; seconded by Councilor Garrison.  
Vote: 8/0.



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### 15. COUNCIL MATTERS OF INTEREST

Councilor discussed the draft proposals she handed out to the Council regarding the guidelines for the Ordinance Committee and Appointments Committee.

Deputy Mayor Carrier said the Appointments Committee will be meeting next week. He also spoke about the Greater Dover Chamber of Commerce event held at Jewelry Creations.

### 16. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn; seconded by Councilor Crago.  
Vote: 8/0.

Handouts have been archived with the Minutes.

Revision Controls

Guidelines for the Council Standing Ordinance Committee

Guidelines for the Council Standing Appointments Committee