

MINUTES OF THE GOVERNMENT OPERATIONS COMMITTEE  
EXECUTIVE CONFERENCE ROOM  
June 19, 2019 at 5:15 pm

Committee Members present:      Councilor Martin P. Dumont, Sr., Chairman  
   Councilor David A. Witham  
   Councilor Nancie Cameron  
   Councilor Edward Levasseur

Administration/Staff present:      City Manager, Bob Belmore  
   Finance Director, Scott Smith  
   City Clerk, Trish Harris  
   Director of Planning and ED, Shanna Saunders

Other:                                      Councilor Richard Michaud

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Chairman Dumont called the meeting to order at 5:15 pm.

MINUTES OF THE PREVIOUS MEETING

***Motion made by Councilor Cameron, seconded by Councilor Levasseur to accept the May 1, 2019 minutes as presented. Motion Passed 4-0***

COUNCIL RULES; PROPOSED AMENDMENTS – BUDGET PROCESS

City Manager Belmore explained that Mayor Hilliard requested that the Government Operations Committee review the Council Rules as they relate to the budget process & Budget Ordinance amendments that exceeded to the tax cap limit. In a previous meeting the Committee recommended that Council consider holding a special meeting during the budget process to focus only on the Budget Ordinance as was done this past Budget process.

Staff created a redline of the proposed changes to Council Rules and Regulations, Section 1.C. Councilor Witham suggested that at least one meeting should be held no later than April 30. The committee was in agreement to include this wording in the proposed changes.

***Councilor Witham, seconded by Councilor Levasseur, made a motion to sponsor a Resolution to amend Council Rules and Regulations to include Section 1.C. Special Budget Meeting/s, as amended. The motion passed, 4-0.***

City Manager Belmore presented a redline of proposed changes to Section 10, Voting, of Council Rules and Regulations. New Section 10.B. would be in regards to Amendments to the Annual Budget Ordinance, stating, any and all proposed amendments that exceed the limitation on budget increases (i.e. tax cap limit), shall require a 2/3<sup>rd</sup>s vote of the entire City Council.

Any Proposed amendments that decrease the proposed Budget Ordinance shall only require a majority vote of the City Council in attendance.

There was discussion about the current process and whether a 2/3<sup>rd</sup>s vote is necessary for every Budget Ordinance amendment that increases the budget above the tax cap and how this could potentially slow the budget review process.

The committee also discussed the fact that the Charter requires a 2/3<sup>rd</sup>s vote to adopt a budget above the tax cap limits and that is sufficient.

***Councilor Witham, seconded by Councilor Cameron, made a motion to not support an amendment to Council Rules and Regulations to require a 2/3<sup>rd</sup>s vote for amendments to the Budget Ordinance that would exceed the limitation on Budget increases. The motion passed, 4-0.***

#### ADMINISTRATIVE CODE – BOARD OF ASSESSORS

City Manager Belmore shared some history of the Board of Assessors. The Board of Assessors have had some difficulty in scheduling needed meetings. This amendment would delegate the duties of the Board of Assessors to the City Manager or his/her designee. Belmore explained that Dover does not have a board of Assessors, while many still do. He sought a legal opinion and a Board of Assessors is not required by law according to our City Attorney.

Belmore explained that any Assessing issues would go through a 3 teared review process: Assessor, Finance Director and then City Manager; and on occasion significant abatement issues might be brought to the full Council as has been done in the past.

Councilor Witham asked how many property abatement cases the board reviews on average.

Director Smith stated that the Board will review a dozen or so cases each year. They may see more than that with the current revaluation process.

After brief discussion, ***Councilor Witham, seconded by Councilor Cameron, made a motion that the committee endorse an Ordinance change to Chapter 29, Administrative Code, to amend section 29.4.3 Board of Assessors, to delegate the duties to the City Manager or his/her designee. The Motion passed, 4-0.***

Councilor Michaud left the meeting at 5:34pm.

#### CITY MANAGER UPDATES

City Manager Belmore pointed out the breakdown of employees by department that is included in the packet. The numbers have remained steadfast.

Currently, there are 2 police officer positions that are vacant.

The Custodian position will be changing from part time to full time in October.

Fire Chief Hoyle is retiring in February and they will be looking to fill the Fire Chief position.

There was discussion about open positions; some positions are hard to fill.

Summer camp employees are being trained.

The City has once again received Prime3 designation, and will continue to receive the program benefits in regards to this.

#### MISCELLANEOUS

City Manager Belmore explained that staff has found an inconsistency regarding Site Plan Regulations. There is question as to why these regulations are an Ordinance. Belmore stated that he

has sought legal opinion; these are regulations as set forth in the RSA, and the Planning Board has the authority to make changes as necessary. His recommendation is to remove Chapter 22, Subdivision Regulations and Chapter 22A Site Plan Review Regulations from the City Ordinance.

It was discussed that authority to amend the Chapter 19, Zoning Ordinance still lies with the City Council.

*Councilor Levasseur, seconded by Councilor Witham made a motion to sponsor an ordinance change to delete Chapters 22 and 22A of the City Ordinances as unnecessary. Motion passed, 4-0.*

City Manager Belmore explained that the “Special Parking Zoning Overlay District” was inadvertently missed in the process of writing and approving Ordinance 15-19.

As a housekeeping matter, *Councilor Witham, seconded by Councilor Cameron, made a motion to endorse an Ordinance for the Special Parking Overlay District. Motion passed, 4-0.*

#### ADJOURNMENT

*Motion to adjourn made by Councilor Witham seconded by Councilor Cameron. The meeting adjourned at 5:51 pm. Motion passed 4-0.*

Respectfully submitted,

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Trish Harris, City Clerk