



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, October 8, 2008**
Meeting Time: **7:00pm**

1. MOMENT OF SILENCE

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PROCLAMATIONS – AWARDS

5. APPROVAL OF AGENDA

6. 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.

7. PUBLIC HEARINGS

A. ORDINANCE: CHAPTER 166-53 SCHEDULE F VEHICLES AND TRAFFIC
SPONSORED BY COUNCILOR WESTON

B. ORDINANCE: HENRY LAW AVENUE THREE HOUR PARKING
SPONSORED BY COUNCILOR WESTON

C. ORDINANCE: CHAPTER 140, REFUSE – REPEAL
SPONSORED BY MAYOR MYERS BY REQUEST

D. ORDINANCE: CHAPTER 158, SUNDAY SPORTS – REPEAL
SPONSORED BY MAYOR MYERS BY REQUEST

E. ORDINANCE: CHAPTER 82, CURFEW – REPEAL
SPONSORED BY MAYOR MYERS BY REQUEST

F. ORDINANCE: CHAPTER 97, DUMPING, RUBBISH AND RECYCLING COLLECTION
SPONSORED BY COUNCILOR DEDE

8. CITY MANAGER'S REPORT

9. MINUTES

A. MINUTES FROM SEPTEMBER 24, 2008 REGULAR MEETING

B. MINUTES FROM SEPTEMBER 24, 2008 NON-PUBLIC MEETING

10. MAYOR'S REPORT



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11. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. **ORDINANCE: HENRY LAW AVENUE THREE HOUR PARKING**
SPONSORED BY KAREN WESTON
2. **ORDINANCE: CHAPTER 140, REFUSE – REPEAL**
SPONSORED BY MAYOR MYERS BY REQUEST
3. **ORDINANCE: CHAPTER 158, SUNDAY SPORTS – REPEAL**
SPONSORED BY MAYOR MYERS BY REQUEST
4. **ORDINANCE: CHAPTER 82, CURFEW – REPEAL**
SPONSORED BY MAYOR MYERS BY REQUEST
5. **ORDINANCE: CHAPTER 97, DUMPING, RUBBISH AND RECYCLING
COLLECTION**
SPONSORED BY COUNCILOR DEDE

B. ORDINANCES IN THE 4TH READING

1. **ORDINANCE: CHAPTER 166-53 SCHEDULE F VEHICLES AND TRAFFIC**
SPONSORED BY COUNCILOR WESTON

12. NEW BUSINESS

A. CONSENT CALENDAR

1. **PARADE – KIWANIS CLUB OF DOVER, NH**
2. **PARADE – ASSEMBLY OF SEACOAST LIBERTY**
3. **RAFFLE – FIRST PARISH CHURCH CONGREGATIONAL, U.C.C.**
4. **TAG – BOY SCOUT TROOP 173**
5. **TAG – PRIME TIME ALL-STARS BOOSTERS**
6. **TAG – SOMERSWORTH-BERWICK YOUTH HOCKEY**
7. **RESOLUTION: MERIT PLAN AMENDMENT PURSUANT TO CITY CHARTER C7-2**
SPONSORED BY MAYOR MYERS BY REQUEST

COMMITTEE REPORTS

- | | |
|--|--|
| 1. Appointments Committee – Mayor Myers | 8. Solid Waste Advisory Commission – Councilor DeDe |
| 2. Arena Commission – Deputy Mayor Trefethen | 9. Transportation Advisory Commission – Councilor Weston |
| 3. Arts Commission – Councilor McCusker | 10. Joint Building Committee – Councilor Cheney |
| 4. McConnell Center Committee – Councilor DeDe | 11. Recreation Advisory Board – Councilor Carrier |
| 5. Planning Board – Deputy Mayor Trefethen | 12. Coast Bus |
| 6. Cable Access Committee – Councilor DeDe | 13. Joint Fiscal Committee – Councilor Trefethen |
| 7. School Board Liaison – Councilor Callaghan | |



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B. RESOLUTIONS

- 1. RESOLUTION: ESTABLISHMENT OF FY 2009 EXPECTATIONS BY MAYOR AND CITY COUNCIL FOR CITY MANAGER
SPONSORED BY MAYOR MYERS**

13. COUNCIL MATTERS OF INTEREST

14. ADJOURN

City Manager's Report

October 8, 2008

*"There are only two ways of spreading light - to be the candle or the mirror that reflects it."
Edith Wharton*



Submitted by:

J. Michael Joyal, Jr.
City Manager

288 Central Avenue
Dover NH 03820
603.516.6023

STREETS, WATER, SEWER UPDATES

Utilities: The Utilities Division performed monthly meter readings for the industrial customers and completed the quarterly readings for the domestic customers. Crews have been working at the McConnell Center installing under drain and drainage. They have also been working on water tie overs for Rose, Florence and Pearl Streets (tying into the 12" main). A cross tie was cut out from 8" to the 12" sewer main near Florence Street. Employees responded to pump problems at the Dover Indoor Pool where they are currently in the process of replacing the pumps. Crews also responded to and repaired a water break near the area of 8 Winter Street. SCADA work is continuing on the automatic startup for the wells and plants. The Utilities Division is still waiting for the motor for Brickyard as well as the VFD's (Variable Frequency Drive) for the wells.

Streets: During the month of September, the Highway Division repaired the retaining wall and sidewalk at 40 ½ Broadway. A portion of the sidewalk on Mount Vernon Street was removed for the homeowner to pave and downtown areas were assessed for safety. The department oversaw the application of crack sealing throughout the City and 1,670 gallons of material was applied to help extend the life of roadways. Roadsides were videotaped and brush cutting was performed on George Street, Sonnett Street, Tolend Road and Mast Road. The Hill Street drainage job was completed with the addition of a manhole for box culvert inspection. Crews prepped areas at the indoor pool and River Bend Variety for new entrances to the Henry Law walkway. The hot top around the bridge joints were patched and the deck on the Fourth Street Bridge was repaired. Crews also began bridgework at the Chestnut Street Bridge. The catch basin in front of 27 Old Rochester Road was repaired, a sinkhole was fixed over the box main at 46 Ham Street and the lower dredge cell on River Street was filled with clean fill from various City projects along with sand/debris from street sweeping. The side of the road at 55 Old Rochester Road was graded for flow, the sand build-up along Mast Road was cleaned and concrete barriers were set on Henry Law Ave to help implement the new one-way traffic flow.

PROGRAMS AT CITY CENTERS/BUREAUS

Police Special Investigations Bureau: During the month of September, there were a total of 14 letters generated by the Dover Police Special Investigations Unit that were sent to certain licensed liquor establishments in Dover. The letters were a result of analysis of police reports involving overly intoxicated persons. When it was determined where an overly intoxicated person had been over-served, a letter is sent from the police department to the establishment. The letter, along with the police report, is also sent to the NH Liquor Commission's Bureau of Enforcement.

All members of the Dover Police Special Investigations Unit have been involved the ongoing investigation into a homicide that occurred on August 29, 2008 at 81 Old Dover Point Road.

Prosecution Bureau: Brian P. Estee attended an instructional meeting at the Strafford County Court conducted by Judge Susan W. Ashley. The meeting concerned statutory changes, currently in effect, that impact Delinquency/CHINS cases.

Brian P. Estee also attended a one-day class at N.H.P.S.T.C. entitled "Rules of Evidence for Prosecutors".

Field Operations Division: In the spring, the Police Department received grants to conduct traffic enforcement from the NH Highway Safety Agency. 66 separate patrols were conducted. The patrols were conducted between June 1 and September 15, 2008. Listed below is a breakdown of enforcement action taken.

Speed Enforcement:

Speed Warnings-138

Speed Summons-29

Other Warnings-5

Other Summons-7

Arrests-1

Red Light/Stop Sign Enforcement:

Red Light/Stop Sign Warnings-129

Red Light/Stop Sign Summons-36

Other Warnings-21

Other Summons-7

Arrests-2

Pedestrian/Crosswalk Enforcement:

Pedestrian/Crosswalk Warnings-183

Pedestrian/Crosswalk Summons-12

Other Warnings-32

Other Summons-12

Arrests-3

Total Warnings-508 Total Summons-103 Total Arrests-6

On September 23rd. Sgt. Dolleman, Officer Boc and Captain Raiche assisted the Transportation Security Administration (TSA) in the Northeast Corridor's Rail Security Day. Known as VIPR, Visible Intermodal Prevention and Response, approximately a dozen members of the TSA, AMTRAK Security, NH State Police and Dover Police Department joined forces in a collective effort to expand familiarization with the local station and rail environment, provide a highly visible security presence during the rush hour, and to be alert for and investigate suspicious behavior.

Community Service Program: The Community Service program tracked 27 active participants in the month of September. Of the 27 subjects in the program only 8 worked off hours in the month of September. A total of 26.5 hours of community service work was completed. There were two members that completed their court ordered hours either through payment or time served.

To date in 2008, 399.25 hours of community service have been completed by a total of 52 individuals. This year 20 participants have completed their court ordered obligations.

Most of the community service work was done in town picking up trash at a variety of locations.

Community Outreach Program: Over the weekend of September 26-28th 10 students and 2 staff from Arkansas traveled to Dover to receive an intensive training program from the students and

staff of Dover Youth to Youth. The Arkansas students are part of their statewide anti-tobacco group and they came to Dover to receive advanced training in media skills, tobacco presentations, theatrical skits and other activities that the Dover students have become proficient in. Dover has a national reputation for its efforts to involve youth in impacting substance abuse issues and the Arkansas program sought Dover Youth to Youth out after their staff saw the students perform at a national conference. The 10 youth will be tasked with going back to Arkansas and using what they learned to put on 4 youth training summits around their state.

Teen Center: The Teen Center calendar for September consisted of educational and social programming for our youth participants.

For the month of September, the Teen Center saw a total of 517 participants, on 21 days of programming, which yielded an average of just under 25 participants per day.

September showed that the Teen Center is still a very popular option for Dover youth. There were approximately 9 new registrations and have successfully retained last year's 8th graders, who are high school freshmen this year.

Some program highlights for the month included, but were not limited to the following:

- TC Trip – "Bow Lake Swim & Fun" (9/4)
- TC Bingo Mania (9/5)
- TC Geo-Cache Hike (9/11)
- "Girl's Group" Dialogue Session (9/18)
- TC Snack Special – "NACHO BAR" (9/24)

Our new group of Undergraduate Intern staff for fall 2008 includes:

Callie Barrett (UNH)	Lacey Montibello (UNH)	Greg Hammerschlag (UNH)
Dave Golia (UNH)	Jess Michaud (UMaine-Augusta)	Alie Wilkey (UNH)
Kayla Davis (UNH)	Rebekah Taylor (UNH)	

Liz Tobey, TC Core Staff (UNH Graduate School, 2008-09)

Recreation: The Recreation Department has resumed offering Pilates classes this month, with sessions being held on Tuesdays & Thursdays and on Saturdays. A new "Body Sculpt" class on Tuesdays and Thursdays is being offered and each session lasts 6 weeks.

Another session of Lil' Kickers is held on Saturday mornings at the McConnell Center Gym. All the fall sessions are currently full.

Registrations are currently being accepted for all basketball programs. Preparations are being made and sponsors are being lined up for these programs as well.

Pilates/Body Sculpt registrations: 36

Lil' Kickers Session I registrations: 25 (Full)

Lil' Kickers Session II registrations: 25 (Full)

Senior Center: The Dover Community Senior Center (DCSC) continues their recurring daily activities of Bingo, Beginner Bridge, Bridge, Canasta, Cribbage, Poker, Scat, Scrabble, Kitty Whist, Pay Me, and Whist and Kitty Whist.

On September 24th, Harvey Epstein from ServiceLink came to the Senior Center to assist seniors who had not filed for the Stimulus Payment. The Visiting Nurse was here on September 25th from 10-11a to do blood pressure checks. The Senior Book Club met on Tuesday, September 30th in the Living Room of the Senior Center to discuss "The Lobster Chronicles" a book written by Linda Greenlaw.

Seniors continue to use all fitness areas at Dover Recreation Monday through Friday. Senior fitness classes, including Yoga, are well attended Monday through Thursdays with most sessions full. Theresa Bean is the instructor for these popular classes.

The DCSC Mystery Luncheons are now held the 2nd Tuesday, 1st Wednesday and the 3rd Saturday of the month. A mystery luncheon is held at one of the local restaurants with members car pooling and only the captain of each group knows where the luncheon will be. Each member must pay for their luncheon. Sometimes, mystery luncheons are held at the Senior Center as a potluck. A new captain is chosen each month. This program has grown considerably with many seniors participating.

The Senior Advisory Committee continues to meet the first Friday of the month except for October's meeting which will be held on October 10th.

A committee for self-guided day trips and a committee for monthly socials have formed to empower Senior Center members to get more involved in the center and be responsible for some of the activities. On September 11th, this group went to the Seacoast Science Center in Seabrook.

The DCSC had a trip to the Scallop Festival in Bourne, Massachusetts on September 19th which was well attended. Then on September 28th a large group went to Atlantic City for 3 days.

The 'Silver Strummers' ukulele group continues to meet on Wednesdays in the center. The monthly social for September was held on the 26th featuring 'Senior Moments' and Show and Tell.

Senior Mystery Luncheons	
2nd Tuesday, 1st Wednesday, 3rd Saturday	48
Senior Day Outing	15
Monthly Social	24

Indoor Pool: The indoor pool opened back up on Labor Day after being closed for two weeks for routine maintenance. Early Bird lap swim has been busy as usual.

With September also comes the beginning of Hydrofitness. Lesson sign ups have been taking place this month plus our Friday Homeschool group resumed.

Seacoast Swim Association has resumed their season and practices at the pool on a daily basis. Great Bay Masters resumed practice at the Indoor Pool after a wonderful summer swimming at the Jenny Thompson Pool.

Early Bird Swim: 50-100 swimmers daily
Hydrofitness: 20 participants daily
Rec Swim: 5-10 swimmers daily

Ice Arena: Programs for this month consist of Coed C League on Monday nights. Introduction to Youth Hockey started up this month.

Attendance for the Arena is as follows:

Birthday Parties	1
Coed C League:	75 players (5 teams)
Introduction to Youth Hockey	16 participants
Stick Practice:	234

Library Programs: Special programs attendance: 359
Saturday Movie matinees: 14
Craft Table: 151
Friends program: 45
Story times: 149

Library circulation is up 15.4% over September '07.
Library wikis and blogs were read by 2,616 online patrons.

GRANTS

Two major grants were awarded to the Police Department. First was a \$223,500 grant to fund the position of Teen Center Director for three years through the Department of Justice. Second, was a \$95,000 grant also through the Department of Justice, for reconstruction of the evidence lab, evidence processing equipment and to pay for overtime to clear up the back log of stored items.

The Dover Police Department also received a \$16,000 grant from the New Hampshire Highway Safety Agency to run the Convincer, a crash simulator. The Convincer is used throughout the state at various community events to support seatbelt use and create awareness as it pertains to general seatbelt safety.

DEPARTMENTAL COLLABORATION & ENHANCEMENTS

- ◆ Recreation met with the School Department staff this month to review the summer activities and to plan for the upcoming season.
- ◆ The Community Services Director has gathered examples of performance evaluations and there are plans to review them with Human Resources Director in October to revise and implement new employee performance appraisal system which better communicates and motivates supervisors and employees to achieve departmental and City-wide objectives.
- ◆ The service call module of the city wide electronic work order system is being configured and the Building Blocks data is being imported.
- ◆ Regarding the consolidation of the City Clerk's Office and the Tax Office, the Clerk/Collector has begun training 2 City Clerk staff on Motor vehicle registrations. She is coordinating with technology staff in having phone lines and printer cords run.

- ◆ The Planning Department worked on creating an electronic planning board packet. Contained within the recently adopted changes to the Subdivision and Site review Regulations, are requirements for land owners to digitally submit application materials. These materials are combined with the agenda and placed electronically on the City's web site for review by abutters and Planning Board members.
- ◆ Staff began scanning in paper files located within the Planning Department and starting with correspondence, are scanning those files for inclusion in the Treeno software. This effort will free up storage space and increase accessibility for the files, as they can be searched for electronically easier than by hand. Furthermore, staff is reviewing grant opportunities for large batch scanning for document archives.
- ◆ Staff assisted the Planning Board in reviewing land use regulations, as the Board continued to work in small groups to review quality of life, environmental and dimensional regulation changes. The Board will be meeting monthly as part of its regular meeting schedule in the small groups. The focus is present regulation changes – zoning and otherwise – over the winter of 2008/2009.
- ◆ The Dover Public Wireless Internet Access project, a collaborative effort of Dover Main Street, Greater Dover Chamber of Commerce and the City of Dover was completed on August 28, 2008. This project was funded by a State of New Hampshire Department of Economic Development Telecommunications grant and a Comcast technology grant.

As a result of this project, four City of Dover downtown locations now have wireless hot spot access available. These locations are Coheco Falls Millworks (100 Main Street), Henry Law Park (6 Washington Street), Transportation Center (33 Chestnut) and McConnell Center Grounds (61 Locust Street). These four new hotspot locations complement current wireless service available at Dover Public Library and Dover Arena. This access, advertised as "DoverNet Public Wireless", is free of charge. Once connected to any of these hot spot locations, citizens and visitors will be directed to a splash screen to accept terms of service and then to the Dover Public Wireless Internet Access homepage, <http://www.doverwireless.net>.

This collaborative effort involved not only the Dover Main Street, Greater Dover Chamber of Commerce and the City of Dover organizations. But also Spires Video, Windsor Brook Property Management, Amtrak representatives and several other downtown organizations. Their contributions have helped make this project a success.

PARKING & TRANSPORTATION

Planning staff worked with the Parking Facility Ad-hoc Committee to set up and attend two public hearings on the draft report that will be delivered to the Council regarding the development of a parking management system.

The City Council approved the City Manager's ability to sign a Memorandum of Understanding with COAST for implementing the FastTrans service. COAST has begun ordering the buses for the project and staff is developing a workshop for the City Council to be held in late October.

The Transportation Advisory Commission met to discuss Henry Law Avenue and the Citywide Truck Route ordinance.

With the passing of the Henry Law resolution, traffic is being monitored. The Police Chief ordered 3 hour parking for on street parking. An ordinance change will be put before the council to make this permanent. Sergeant Speidel and the Chief have attended meetings and provided input to the Parking Garage Committee. One of the recommendations is to hire a full time Parking Manager and move parking enforcement from the Police Department to a parking division. The Police Department will assist with this transition should it occur.

MASTER PLAN

The Recreation Chapter of the Master Plan is being updated. Research is underway on the status of parks and programs for production of a draft report due soon.

CITY GROUNDS – FACILITIES & PARKS

Floors were refinished and a new door was installed in the new Finance office at City Hall. Crews re-keyed the locks, painted the office walls and changed a door in the City Attorney's office and performed several miscellaneous maintenance repairs in other areas. A number of items were moved to facilitate the rearrangement of offices at City Hall.

New street signs were installed on Henry Law Ave and several traffic lights throughout the City were repaired (rewired & lenses changed).

Employees responded to five complaints of trees that needed attention and several areas for trimming of brush for sidewalk safety. Two trees were removed and additional trees were pruned for site distances and traffic issues.

Regarding the public boating in the waterfront area, The permitting application process is underway and the parties involved are discussing short and long term options to get a dock in place.

McConnell Center common areas are mostly booked through December 2008 by groups that use the rooms all the time on a monthly basis. Random reservations continue to come in.

Requests to use the pavilions, stages, and parks continue to come in weekly. Some outside groups are still requesting to use the athletic fields. Fall field scheduling by established sports teams' under the Recreation umbrella have come in since mid-summer.

The work on the Shaws Lane Bathroom/Concession Building has been handed over to the leagues to complete. The bathrooms will be open when programs are on the fields through the fall.

The upgrades to Alden Woods Neighborhood Park are in the planning stages to do site improvements and add more equipment for hopeful construction this fall.

Staff worked with the Community Services staff, Finance and IT Departments to begin the process of moving offices around City Hall.

The Police Chief was in contact with the legal division for the National Guard. Reports were received confirming that asbestos remediation was conducted over the summer. Also received were the utilities cost figures for the past 4 years. The transfer should take place within the next couple of months. Once the transfer is ready, information will be prepared for the Council regarding the transfer and estimated yearly costs for City use.

The Police Department will be applying for the Drug Free Communities Grant once again. The grant request will be for 5 years and will allow us to hire a full time coalition director. This position was lost several years ago when the initial grant expired resulting in the layoff of one full time employee. The grant process is lengthy with the award notice not expected until October of 2009.

GENERAL UPDATES

- ◆ Staff continued to assist the Police Department in reviewing space options within the current Police Department as well as outside the department.
- ◆ Staff worked with the Building Official and the Engineering office on issues related to pre-construction meeting with developers. This work reflects conditions placed on a project by the Planning Board during the permitting process.
- ◆ Staff worked with Community Services and Finance department staff on locating and identifying monies that have been collected for off site improvements to ensure that the monies collected are tracked and utilized.
- ◆ Staff continued to work with the Community Services department on complaints regarding previously approved plans. Specifically, staff reviewed plans off Whittier Street and worked with the abutters and developer. Similarly, staff worked with Community Services and Fire (Inspections) staff to address complaints on the project located at the corner of Locust and Central Avenue. Finally, staff worked with Fire (Inspections) staff to review a site plan approval for a projects off Durham Road.
- ◆ Staff continued to work with the Fire department and Legal as part of the Housing Standards Board to review complaints on a property on Applevale Drive.
- ◆ Staff worked with volunteers and the Community Services Department to host 2 stormwater management and education meetings in September. On the 18th a meeting was held to educate public works staff on changes in stormwater management. On the 30th, staff attended a meeting for commission and board members regarding similar topics. The goal is to educate and inform members of the Dover community on the value of stormwater and the impact development has on the environment.
- ◆ Used volunteer with antiquarian book experience to price discarded volumes from Basement Collection and develop limited-time "collectibles" booksale.
- ◆ Used volunteers from the Friends of the Library to complete moving books in the non-fiction stacks.

- ◆ Advertised in-house for volunteer shelvees for Sunday and Monday afternoons, helping us put away DVDs and music CDs.
- ◆ Attended fundraising and library advocacy 3-day conference, "Turning the Page" in Portland, ME, sponsored by the Bill Gates Foundation.
- ◆ Working with Friends of the Library to develop a matching funds program for library carpeting donations from individuals and businesses.
- ◆ Work has continued to update the RFP as relates to the Financial Management Software with the criteria information that came out of the 2 stakeholder workshops, as well as some additional comments that have come forward since those 2 meetings.

In working on provisions relative to one system to be used by both City and School and utilize existing chart of account structures from both entities, payroll cycles, vendors/accounts payable – research has been conducted to assess the probable functionality of implementing one system with 2 users. Contact was made with City of Concord to get an understanding of what they utilize New World software for as compared to Munismart software and how that compared with Rochester's decision to not utilize New World software. New World and possibly some other vendors are unable to provide a system that handles multiple payroll cycles (weekly, bi-weekly 26 pays, bi-weekly 24 pays). Rochester chose not to change to New World because the vendor could not handle School payroll since per contract some people could get 26 pays or 24 pays depending on how they were to be paid over the summer.

A meeting with a representative from New World was held last week and confirmed what was learned from Concord and Rochester regarding some vendor's limitations.

Contact has been made with Unifund to see if they have similar limitations.

Once it was recognized that there may be limitations with one system for 2 users - this information will be incorporated into the RFP to provide for the option of vendors having sub-vendors to address specific applications, such as payroll and DMV registration as examples. This provides an option for the City as compared to issuing an RFP that automatically limits the field of perspective vendors to those that can provide all services under one roof. The Finance Director is not discounting one approach over the other at this time.

Objective is to have the RFP out before end of October.

- ◆ FY08 year end closing and audit preparation is ongoing.
- ◆ The Tax Collector Office is proceeding through the process for Intention of Tax Deeding and work is ongoing for a few remaining properties that have 4 years of outstanding taxes. The Tax lien process was completed.
- ◆ Official Statement of Offering for bond issue is completed and bond rating agency meetings were completed. Sale of Bonds is on hold pending resolution of the national financial situation.

- ◆ Regarding the Tax Rate Setting, forms required to be submitted to Department of Revenue Administration for the City and School District budget and revenue estimates have been submitted. Remaining reports to be submitted on or about Oct 3rd is MS1 (Assessed Values).
- ◆ Finance is working with Citizens Bank to implement cost savings service changes as part of 2 year agreement.

PLANNING/ZONING

Bruce Mayberry, the City's consultant developing our Impact fees, presented the revised School impact fee, as well the Recreation and Public Safety fees to the Planning Board on September 23, 2008. The proposal includes a range of fees. Planning staff has recommended to the Board that it hold a Public Hearing on the fees on October 14th, 2008 and adopt them after the hearing is held. With the adoption of the fees, the Board will decide which methodology will be followed. Fees will continue to be assessed by the Planning Department during the permit approval process, and will be paid prior to the issuance of a building permit.

NEIGHBORHOOD AREA SPOTLIGHTS

Staff released the RFP for the Willand Pond Outreach and Education component of the NH DES grant project. The RFP was released on September 5, 2008 and due back September 19, 2008. One response was obtained. Staff interviewed the respondent and selected them to complete the project.

The intent is for the consultant, Jeff Taylor and Associates, to begin work in October, and to attend the October Willand Pond Ad-hoc Committee meeting to begin developing the Friends of Willand Pond group with Dover and Somersworth residents.

Staff also met with Somersworth staff and NH DES staff to discuss the development of the "Commercial Drive Connector" which Somersworth has envisioned for connecting Willand Drive and "Home Depot." Somersworth has developed bid plans on the roadway and will be going out to bid on the project in October. Dover received a PDF copy of the plans, and has been posted to the Willand Pond web site.

ACKNOWLEDGEMENTS & EVENTS

The City will be holding 'Horseshoes for Heroes', the first annual Dover Mounted Police Dinner and Auction at the Cocheco Country Club. The auction will take place on October 17, 2008. Tickets are \$75 per person or \$125 per couple. Tickets are available at Central Paint & Coatings, Nicole's Hallmark and Cocheco Falls Gallery (603) 743-3411. The event is sponsored by the Friends of Dover Mounted Police.

OPERATING STATISTICS

	September 2007	August 2008	September 2008
	30 Days	31 Days	30 Days
F&R Ambulance Revenue	\$56,792	\$76,202	\$97,365
F&R Total Calls for Service	412	407	413
F&R Calls for Fires	29	17	17
F&R Simultaneous Emergency Incidents	53	53	56
F&R 3/4 Simultaneous Emergency Incidents	13	16	16
F&R Emergency Medical Calls	221	215	225
F&R Patients Transported Area Hospitals	202	205	219
F&R Hazardous Condition Calls	7	13	11
F&R Service Calls - Miscellaneous	28	33	29
F&R Public Assistance Calls	62	60	64
F&R False/Good Intent Calls	62	69	61
F&R Certificate of Occupancy Inspections	19	8	5
F&R Life Safety Inspections	2	5	2
F&R Business Inspections	15	43	116
F&R Sprinkler/Alarm Inspection	14	15	5
F&R Car Safety Seat Inspections	25	9	0
F&R Building Inspections	83	48	71
F&R Electrical Inspections	96	74	71
F&R Plumbing/Mechanical Inspections	87	65	69
F&R Health Inspections	37	44	47
F&R Housing Standards Inspections	18	20	10
F&R School/Daycare Inspections	6	1	2
F&R Oil Burner Inspections	8	1	2
F&R Woodstove/Fireplace Inspections	0	2	6
F&R Burning Permits Issued	0	6	0
F&R Building Permits Issued	47	40	37
F&R Blasting Permits Issued	0	0	0
Fire Loss Totals	\$153,150	\$54,500	\$3,500
Library-Circulation	22,208	25,649	25,594
Library-New Patrons	158	179	169
Library-Total Cardholders	25,220	26,765	27,123
Library-Public Meetings Held	45	30	27
Library-Audio Downloads	22	13	N/A
Library-Internet/PC Usage	2,169	2,601	2,700
Library-Museum Passes borrowed	29	88	40
Library-Circulation desk hold requests	1,425	1,479	1,495
Library-Remote online hold requests	980	1,012	1,116
Library-Attendance at Programs	-	712	359
Human Services-Number of Contacts	378	407	430
Human Services-Number of Cases	91	72	87
Human Services-Case Expenditures	\$35,555	\$31,777	\$32,325
F&G – Number of Burials	8	5	8

F&G – Number of Work Orders Received	112	111	219
Total Visitors to Website	61,472	44,496	44,464
Average Visitors to Website Per Day	2,049	1,435	1,482
City Clerk – Total Revenue	\$9,710	\$9,318	\$7,041
City Clerk – Death Certificates Issued	279	285	211
City Clerk – Marriage Licenses Issued	27	66	29
City Clerk – Birth Certificates Issued	203	248	216
City Clerk – Notary Public Requests	68	63	51
Vehicle Registrations	2,556	2,580	2,250
Police Dept Total Calls for Service	2,626	2,918	2,555
Police Dept Total Number of Offenses	219	233	236
Police Dept Motor Vehicle Stops	612	992	738
Police Dept Total Motor Vehicle Summonses	133	152	118
Police Dept MV Accidents Investigated	66	72	81
Police Dept Parking Tickets Issued	426	446	457
Police Dispatch Total Phone Calls	12,930	11,393	8,996
Police Dispatch – 911 Calls	387	428	375
Police Dispatch – Radio Transmissions	11,872	10,164	9,995
Police Records Bureau Revenue	\$21,364	\$12,002	\$36,727
Police Reports/Criminal Record Requests	143	82	88
Police Case Reports Processed	772	1,039	1,045
Police Prosecution – Adult Arraignments	97	103	78
Police Prosecution – Adult Trials	7	6	3
Police Prosecution – Hearings	69	20	21
Teen Center Participants-Average Per Day	21	9	25
PD Com. Service Program –Juveniles Tracked	14	25	27
PD Community Service Hours	43	29	27
Public Works – Work Orders Resolved	31	107	83
Public Works – Work Orders Pending	19	41	22
PW – Water Gallons Pumped	79,781,000	74,413,000	73,584,000
PW – Average Water Gallons per Day	-	2,400,000	2,453,000
Total Tonnage of Trash Collected	439.94	466.21	402.66
Total Tonnage of Paper Collected	91.97	107.5	102.12
Total Tonnage of Commingles Collected	87.46	108.67	98.14
Arena Public Skate Attendance	327	495	408
Arena Rock Night Attendance	116	151	141
McConnell Center –‘Open Gym’ Participants	1223	1699	1845
McConnell Center Common Area Reservations	64	85	59
Senior Center Membership Renewals	40	11	34
Senior Center New Memberships	32	14	15
Senior Center – Participants on Trips	139	67	100
Senior Center – Daily Game/Class Participants	404	733	879
Senior Center – Walk ins, no particular activity	-	492	847

HUMAN RESOURCE STATISTICS & UPDATES

Average Number of Employees Paid by Department			
Department:	September 2007	August 2008	September 2008
	4 week	5 week	4 week
Community Services	67	72	70
Executive	11	14	15
Finance	16	16	16
Fire & Rescue	53	61	62
Human Services	3	3	3
Library	24	23	23
Planning	9	6	6
Police	88	80	82
Recreation	61	87	58
Average Number of Employees Total	332	362	335

Personnel Status		
New Hires for Month	7	3 – Comm Svcs, 1 – Exec, 2 – Police, 1 – Recreation
Separations for Month	7	1 – Comm Svcs, 1 – Police, 5 – Recreation
New Hires – Fiscal Year to Date	22	6 – Comm Svcs, 1 – Exec, 1 – Finance, 2 – Fire, 4 – Police, 8 – Recreation
Separations – Fiscal Year to Date	21	5 – Comm Svcs, 4 – Police, 12 – Recreation

Gross Wages Paid		
September 2007	August 2008	September 2008
4 week	5 week	4 week
\$1,197,041	\$1,501,676	\$1,225,829

Employee Name	Position	Dept	Employee Type	Base Rate	Reason
Separations:					
Bernier, Shavar	Rec Program Associate II	Rec	SPT	\$10.14/hr	Voluntary
Borrin, Eric	Police Records Consultant	Police	Per Diem	\$29.68/hr	Voluntary
Cooper, Erika	Rec Program Specialist	Rec	SPT	\$11.37/hr	Voluntary
Griffin, Valerie	Rec Program Associate II	Rec	SPT	\$9.82/hr	Voluntary
Guptill, Lauren	Rec Program Specialist	Rec	SPT	\$14.72/hr	Voluntary
LeBarge, Nicole	Rec Program Associate II	Rec	SPT	\$10.92/hr	Voluntary
Thibault, Tyler	Seasonal Maintenance Worker	C/S	SFT	\$9.94/hr	Voluntary
New Hires:					
Burdwood, Tyler	Police Prevention Assistant	Police	RPT	\$12.09/hr	
Deck, Amy	Seasonal Maintenance Worker	Rec	SPT	\$10.31/hr	
Grass, Ryan	Seasonal Maintenance Worker	C/S	SFT	\$9.94/hr	
Landry, Laurie	Television Broadcast Operator	Exec	Temp	\$40.00/mtg	
Smalley, Jason	Seasonal Maintenance Worker	C/S	SFT	\$9.94/hr	
Thibodeau, Jason	Seasonal Maintenance Worker	C/S	SFT	\$9.94/hr	
Tobey, Elizabeth	Teen Advocate	Police	SPT	\$12.09/hr	

The Human Resources Director met with AFSCME for regular negotiation sessions and resumed negotiations with DPEA. There was a mediation session with DPA resulting in a tentative agreement.

The Human Resources Director met with the Personnel Advisory Board (PAB) to seek an endorsement for recommended classification plan changes and to update the Merit Plan wage schedules to reflect the current fiscal year. The endorsement was provided by the PAB and went before the City Council for approval.

COMMUNITY SERVICES CAPITAL IMPROVEMENT PROJECTS

STREET IMPROVEMENTS

Current: The Community Services Director is rewriting the paving bid to include escalation clauses. The bid will go out this winter and paving will begin this spring.

Previous: The Community Services Director is revising cost estimates and a work list to come in line with budget expectations.

SIDEWALK IMPROVEMENTS

Current: The Director is currently revising cost estimates and the work list to come in line with the budget for this year's projects.

BROADWAY/RR CULVERT (formerly NY St Drainage)

Current: The City Attorney, City Engineer and CS Director are meeting with an outside attorney to assist in coming to a resolution with the railroad regarding the easement issue.

Previous: The railroad is requesting a Use and Occupancy Agreement instead of providing an easement. The Legal Division continues to pursue this issue.

COCHECHO RIVER DREDGING

Current: Negotiations between the ACOE and the dredge contractors have resulted in a situation where the available funds of \$1.8 million is not sufficient to cover the costs to complete the Dredge Project. A meeting with the Congressional delegation to discuss the need for additional federal funding to complete the project was discussed. The ACOE will prepare an updated estimate of funds needed to complete the project so a request can then be submitted for the next federal budget (FY 2010). Considering the current economic conditions, the likelihood of additional funding is not high. If funding is not secured in the FY 2010 budget, the available \$1.8 million will be used to cover the ACOE's portion of closing the dredge cell.

Previous: We are anticipating a meeting with the ACOE to discuss their negotiations with the dredging contractor during the first week of September.

HENRY LAW AVE RECONSTRUCTION

Current: All the drainage has been installed. Base pavement, curbing and sidewalks have been completed. The retaining walls are currently being constructed. The driveways are being paved.

Previous: Work by Virgin Construction has resumed. All pipe work should be completed within two weeks on Henry Law. Base pavement should be installed in two weeks.

TOLEND LANDFILL REMEDIATION

Current: The EPA has approved the 100% Remedial Design for the Southern Plume. The AS/SVE system is under construction and is schedule to begin operation in October. The AS/SVE system will remove contaminants from a hotspot discovered during the pre-design investigation studies. EPA is completing its review of several other reports and it is anticipated that EPA will recommend a change in the source control remedy to a pump and treat system. The pump and treat system will be designed over the winter and constructed in 2009 if EPA approves the change. One of the advantages of the pump and treat system is it can be implemented one to two years sooner than the proposed trench system with off the shelf technology.

Previous: The 100% Remedial Design was submitted to EPA for their review and approval in August. Construction on the AS/SVE system to treat the hotspot is progressing smoothly and on schedule despite the wet weather conditions this summer.

GLENWOOD AVE RECONSTRUCTION

Current: Hydroseeding is required and is scheduled for this fall. The project will then be complete.

Previous: The contractor has minor punch list items to be completed.

ATLANTIC / GULF RD WATERMAIN REPLACEMENT

Current: The project has been Bid and awarded. Community Services staff is negotiating a start date with the contractor. Due to the time of the year, the project will likely start this spring.

Previous: Contractor has been awarded. Work to begin in mid September.

RIVER ST PUMPSTATION UPGRADE

Current: The design plans are being reviewed by staff and the CS Director. Plans are underway to meet with the design engineer the first week in October.

Previous: The Design Contract has been signed and the work has begun on the project's design plans.

WASHINGTON ST BRIDGE TO RIVER ST

Current: Bids have been received and the City is awaiting the State of New Hampshire's permission to award the bid. The bid will go before the Council in November for approval.

Previous: The City has received permission from the State to re-bid this project at the beginning of September.

OLD ROCHESTER RD/LONGHILL RD WATER

Current: The project has been substantially completed. A punchlist has been developed and the contractor is working on resolving these remaining items.

Previous: The project has resumed. Old Rochester Rd and Longhill have been paved. Minor fixes for some driveway puddles and landscaping still needs to occur.

WALLINGFORD ST SEWER REPLACEMENT

Current: Working on combining this project with the remainder of outer Henry Law for bid this winter.

Previous: RFP required for a consultant.

SEWER INFLOW / INFILTRATION MITIGATION

Current: Design work is progressing with plans and specs for bidding anticipated by early October. Test pits and borings were completed on Bellamy Road.

Previous: The design of the Bellamy Road sewer line replacement is under way. Depending on the timing of completion of plans and specifications, bidding and construction may occur this fall or next spring. Results from the I&I flow monitoring done last spring show marked improvement in areas where work has been previously completed. The testing also confirmed the need to do additional sewer line rehabilitation work in the Rutland Street and Lisa Beth area.

ROUTE 9 RR BRIDGE WATERMAIN REPLACEMENT

Current: This project has been placed back in the CIP. The NHDOT anticipates advertising for construction in November 2009.

Previous: NHDOT is again requesting the water main design for this bridge replacement. On hold – the water main design on the Washington St Bridge may possibly be used in this location also. Need to prepare RFP for the water main supports.

BRIDGE PROGRAM

Current: Estimates for the Fourth Street and Washington Street bridge decks have been received. The recommended repairs to the Whittier Street Bridge are being drafted by a consultant.

Previous: The original consultant was asked to prepare a proposal to modify the original bid specifications.

BERRY BROOK WATERSHED MANAGEMENT

Current: The final plan was delivered to the City in September. Copies are available for the public to review at the Planning Office, Community Services Facility on Mast Road and the Dover Public library. An electronic version will soon be available on the City's website for downloading. NHDES has offered to provide a \$50,000 to begin the implementation of the plan. A Scope of Work and budget will be prepared for NHDES approval which will result in a grant agreement requiring City Council approval in a month or so.

Previous: The City is still awaiting receipt of the final plan document from the consultant. Crews investigated 40 Maple St for possible illicit connections but none were found.

INDIAN BROOK DR/SIXTH ST / EXIT 9 IMPROVEMENTS

Current: The project has been completed and only a few punchlist items remain to be done.

BUTTERFIELD GYM FOUNDATION REPAIRS

Current: Repair work has been completed.

NEW ROCHESTER RD/LONGHILL RD SIDEWALK/INTERSECTION

Current: The drainage portion of the project has been substantially completed. Curbing has been installed from Newton to Willand Pond. Concrete sidewalks are being installed starting in September. Curbing and sidewalks have been installed from Weston Auto to Willand Pond. The contractor has been working on the Longhill intersection portion.

PROJECTS BEFORE DOVER PLANNING BOARD

NAME	LOCATION		Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Code	H = Homes A = Apts. C = Condos													
Multi-Family:														
Paolini	54 Dover Point Road	C	12	0	12		7/22/2008		P08-15	K	20		G	3.96
Cedar Cove	Regent Dr	A	62	54	8	5/29/2008	4/22/2008	6/19/2008	P07-64	E	66	5/29/2012	W	20.46
Summit Land	Fifth St	A	8	0	8	4/7/2008	4/22/2008	Site	P08-10	5	16	4/7/2012	H	2.64
Temple Associates	Washington St	A	15	15	0	3/4/2008	10/23/2007	5/14/2008	P06-03	2	14	3/4/2012	W	4.95
Bamford	Third St	A	20	0	20	9/12/2007	8/14/2007	Site	P06-37	6	46	9/12/2011	H	2.2
New Meadows Inc	Knox Marsh Rd	A	120	48	72	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2009	W	13.2
PRPC	Roseanne Dr	H/C	18	16	2	2/2/2006	9/13/2005	5/23/2006	P04-46	I	3	2/2/2010	G	5.94
Total: Multi-family			117	69	28									32
Subdivisions:														
Harbor Hills	Dover Point Rd	H	14	0	14	4/2/2008	10/23/2007		P07-39	L	89G		G	5.18
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	1	8	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	G	7.4
Long Meadow	Gladiola Way	H	20	7	13	1/30/2008	8/28/2007	2/6/2008	P06-40	A	28	1/30/2012	H	7.4
Picnic Rock	Back River Rd	H	21	0	21	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.77
Schooner Landing	Schooner Dr	H	10	2	8	7/19/2007	4/10/2007	7/25/2007	P06-54	M	96A	7/19/2011	G	3.7
Pacific Landing	Upper Factory Rd	H	15	4	11	2/8/2007	7/25/2006	2/8/2007	P05-72	E	49	2/18/2011	W	5.55
Goldberg/Tolend Rd Prop.	Columbus Ave/Tolend	H	72	0	72	10/5/2006	7/14/2005	11/2/2006	P03-36	G	24	10/5/2010	W	26.64
Stern Subdivision	Lika Dr	H	3	0	3	3/23/2006	2/28/2006	3/23/2006	P05-71	E	45	3/23/2010	W	1.11
Duffy Drive	Middle Rd	H	3	3	0	10/24/2005	10/11/2005	10/25/2005	P05-24	M	101	10/24/2009	G	1.11
Narrows at Tidewater Farm	Wysteria Dr	H	5	3	2	12/16/2005	8/9/2005	12/21/2005	P05-38	N	8-3	12/16/2009	G	1.85
Emerald Woods III	Emerald Ln/Viridian Ln	H	37	0	37	1/31/2006	6/14/2005	2/1/2006	P05-10	F	15	1/31/2010	W	13.69
StoneCroft	Carriage Hill Ln	H	11	8	3	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	4.07
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	13	19	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.84
Ayer	Falcon Dr	H	5	4	1	5/24/2005	2/22/2005	6/8/2005	P04-61	N	21	5/24/2009	G	1.85
Waldron Falls	Watson Rd	H	10	3	7	3/30/2005	1/11/2005	4/7/2005	P04-59	E	37	3/30/2009	W	6.29
White Tail	Picard Ln	H	17	2	15	1/10/2005	11/10/2004	1/10/2005	P04-47	A	19	1/10/2009	H	6.29
Emerald Woods I & II	Emerald Ln	H	25	16	9	12/6/2004	9/28/2004	12/10/2004	P02-01	F	27	12/6/2008	W	9.25
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.48
Lionheart	Littleworth Rd.	H	4	2	2	2/24/2004	2/24/2004	3/8/2004	P03-66	G	28-1	2/24/2008	W	1.48
Cornerstone Crossing III	Conerstone Dr	H	18	7	11	7/5/2004	7/8/2003	7/16/2004	P02-26	B	18	7/5/2008	H	6.66
Ayer	McKone Ln	H	3	1	2	6/5/2003	6/5/2003	6/5/2003	P02-67	N	18	6/5/2007	G	1.11
Three Rivers Farm	Three Rivers Farm Rd.	H	6	3	3	6/9/1999	6/9/1999	6/9/1999	P99-13	N	2,3,4B,4A	6/9/2003	G	2.22
Total: Single Family			344	82	262									134
TOTAL APPROVED UNITS			461	151	290									166
Elderly:														
The Village at Thornwood	Middle Rd	H	48	0	48	7/2/2008	3/13/2007		P06-55	M	4	7/2/2011	G	
Arbor Woods	Mast Road	H	63	4	59	2/20/2007	1/9/2007	2/20/2007	P06-24	H	4	2/20/2011	W	
Dover Retirement Cottages	Back River Rd	C	48	0	48	8/4/2006	2/28/2006	Site	P05-48	I	56	8/4/2010	Living	
Dover Retirement	Back River Rd	A	115	115	0	8/4/2006	5/9/2005	Site	P05-49	I	56	8/4/2010	Assisted	
Total: Elderly			274	119	155									
APPROVED + ELDERLY			735	270	445									166

* Built or permit issued and unit under construction

** Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS

Total Permits Issued: September 2008

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
08-29	HERON BAY PARTNERS	1	CIELO DRIVE	COMMUNITY CTR/CLUBHOUSE	C	H	4	400000	3625
08-325	MILLMAN	117	COCHECHO STREET	BATHROOM/LAUNDRY ROOM	C	N	14	3200	65
08-337	PEARSON	1	ABBAY LANE	STORAGE SHED	C	14	14	1000	35
08-354	CITY OF DOVER		ABBAY SAWYER MEMORIAL DRIVE	REPLACE EXISTING ANTENNA'S	C	28	32	10000	125
08-355	ARANCO OIL	52	CENTRAL AVENUE	DEMOLISH SERVICE BLDG	C	15	71	0	25
08-360	DUMONT PROPERTY GROUP	66	THIRD STREET	DEMO. OFFICE FOR DANCE STUDIO	C	31	7	15000	175
08-370	OCEAN BANK	537	CENTRAL AVENUE	INTERIOR RENOVATIONS OF 2ND FLR O	C	4	30	4000	65
08-76	CITY OF DOVER		HILLSIDE DRIVE	GARDEN STROAGE SHED	C	34	22	3000	0
08-348	CHURCHILL MEDICAL SYSTE	87	VENTURE DRIVE	EXPAND OFFICE AREA	I	D	14-4	70000	725
08-353	SUMMITT LAND DEVELOPME	279	LOCUST STREET	SERVICE BUILDING	I	15	68	200000	2025
08-230	POWELL	10	CLOVERDALE CIRCLE	ADDITION A FRAME ROOF	R	I	22-13	7000	88
08-265	GAGE	74	SADDLE TRAIL DRIVE	SGLE FAMILY RESIDENCE W/ATT. GARA	R	N	8-1-6	500000	4525
08-303	NICKERSON	150	LONG HILL ROAD	ADDITION/REPLACE PORCH	R	A	18-P	1000	35
08-306	DEDE	143	LOCUST STREET	REPLACE CELLAR ENTRY DOOR	R	12	37	2600	55
08-314	KILLIARY	87	WATERLOO CIRCLE	DETACHED GARAGE/SHED	R	M	76-25	14000	165
08-326	HERON COVE PARTNERS	14	CIELO DRIVE	MANUFACTURED HOME	R	H	14-O-	83000	955
08-328	HERON COVE PARTNERS	19	CIELO DRIVE	MANUFACTURED HOME	R	H	14-O-	93000	955
08-332	BROWN	34	WATERLOO CIRCLE	SHED	R	M	76-5	3500	65
08-336	MURPHY	29	STARK AVENUE	RAISE ROOF TO ADD SECOND FLOOR	R	17	51	30000	325
08-338	FUCCI	99	GLENWOOD AVENUE	BEDROOM/BATH ADDITION RENOV	R	D	18-R	30000	325
08-339	ASHEY	13	HEMLOCK CIRCLE	RELOCATE GARAGE ENTRY	R	I	80-J	7600	105
08-344	ULINSKI	17	SUNSET DRIVE	DECK & SLIDING DOOR INSTALL	R	14	5V-1	5000	75

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
08-345	SHEN	436	CENTRAL AVENUE	DWELLING ADDITION	R	6	21-1	4000	65
08-349	HERMAN	9	ANGLE STREET	SHED ROOF OVER DECK, REPLACE WIN	R	9	100	7500	105
08-351	WELLINGTON	70	RUTLAND STREET	ATTACHED 2 CAR GARAGE	R	15	63	33000	355
08-352	VOKEY	89	BOXWOOD LANE	STORAGE SHED	R	B	21-9	2500	55
08-359	MOREAU	90	PORTLAND AVENUE	ADDITION OF PANTRY & LAUNDRY RM'	R	24	72	11000	135
08-362	BURLAGE	20	CEDARBROOK DRIVE	CONSTRUCT 1 STORY REAR ADDITION	R	32	49	60000	625
08-364	HARTY	74	SIXTH STREET	REAR DECK	R	31	101-A	5000	75
08-364	STEADMAN	115	TOLEND ROAD	GARAGE FOUNDATION REPLACEMENT	R	E	57-A	18000	205
08-367	TORR	54	POLLY ANN TRAILER PAR	DEMOLISH MOBILE HOME	R	47	C0005	0	25
08-368	TORR		POLLY ANN TRAILER PAR	DEMOLISH SHED	R	47	C	0	25
08-371	WIGMORE	40A	PISCATAQUA ROAD	INGROUND POOL	R	J	13K-1	20000	225
08-375	ESTES	45	BOXWOOD LANE	CONSTRUCT SINGLE FAMILY HOME W/	R	B	21-1	385000	3875
08-377	TOWER	62	COURT STREET	REPLACE APT ROOF RAFTERS	R	20	105	9000	115
08-393	WESTGATE VILLAGE	4	WESTERN AVENUE	CONSTRUCT TEMP ACCESS RAMP-HAN	R	H	41-C	1300	35
80-242	HOPKINS, JR.	3	CLIFFORD STREET	REPAIR/RENOVATE SINGLE FAMILY DW	R	12	160	20000	205

<u>Permit #</u>	<u>Owner's Last Name</u>	<u>Street #</u>	<u>Street</u>	<u>Description</u>	<u>Type</u>	<u>Map Lot</u>	<u>Construction Value</u>	<u>Fee</u>
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Total Permits Issued: 37

Total Construction Value: \$2,059,200.00

Total Fees Collected: \$20,663.00

Type of Permits Issued		Certificate of Occupancy's	
Apartment dwlg units	0	Apartment Units	0
Commercial	1	Commercial	2
Condo Units	0	Condo Units	0
Congregate Care Facility	0	Congregate Care Facility	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Duplex Unit	0	Duplex Unit	0
Industrial	1	Industrial	0
Multi Family	0	Renovations	0
Manufactured Dwlg	2	Manufactured Dwlg	1
Single Family Dwelling	2	Single Family Dwellings	0
		Total	3

City of Dover

**Purchase Order Count
July 2008 thru June 2009**

	1,000 - 4,999.99	5,000 - 9,999.99	10,000 - 24,999.99	25,000 - Over	Totals
July	27	11	4	8	50
August	20	5	5	6	36
September	45	20	8	6	79
October					
November					
December					
January					
February					
March					
April					
May					
June					
Totals:	92	36	17	20	165

City of Dover

Purchase Order Report

For September 2008

10/1/2008

Department	PO Date Bid Number Approved By	PO No Bid Date CC Meeting	Vendor Bid Due Fund	Item No Function/Division	Description PO Notes	PO Amount
00 Other						
CS ADMIN	09/12/2008	30-253439	HEINE USA, LTD		PERFORMANCE DEPOSIT TR67590	12,600.00
	PA			Performance Deposit Fund		
CS Admin	09/22/2008	30-253586	Dover Mills LLC		Performance Deposit TR73235	5,000.00
	PA			Performance Deposit Fund		
Total for Other						17,600.00
15 Finance						
Tax Collection	09/02/2008	15-253202	Interware Development Co Inc		MV licenses and Support	8,602.95
	PA			General Fund Tax Collection		
Total for Finance						8,602.95
18 Planning						
Planning	09/04/2008	18-253209	SW Cole Engineering Inc		Engineering Services	49,100.00
	PA			EPA Fund Planning		
Planning	09/04/2008	18-253182	Strafford Cap		CDBG	25,000.00
	pa			CDBG - Entitlement Public Facilities		
Planning	09/04/2008	18-253191	My Friends Place		CDBG	6,900.00
	PA			CDBG - Entitlement Public Services		

City of Dover

Purchase Order Report

For September 2008

10/1/2008

Department	PO Date Bid Number Approved By	PO No Bid Date CC Meeting	Vendor Bid Due Item No Fund	Description PO Notes Function/Division	PO Amount
Planning	09/04/2008	18-253183	HUB Family Support Center	CDBG	14,453.00
				CDBG - Entitlement Public Facilities	
Planning	09/04/2008	18-253190	Planning	CDBG	5,000.00
			pa	CDBG - Entitlement Public Services	
Planning	09/04/2008	18-253189	Homeless Center For Strafford C	CDBG	8,500.00
			PA	CDBG - Entitlement Public Services	
Planning	09/04/2008	18-253210	Dover Housing Authority	CDBG	11,687.00
			PA	CDBG - Entitlement Public Services	
Planning	09/04/2008	18-253184	Dover Housing Authority	CDBG	6,500.00
			pa	CDBG - Entitlement Public Services	
Planning	09/04/2008	18-253187	Community Partners	CDBG	10,400.00
			PA	CDBG - Entitlement Public Services	
Planning	09/03/2008	15-253196	Goodwins Office Products	City Hall Improvements	149,343.00
			PA	CS - Fac & Gr	
Planning	09/10/2008	18-253430	Easter Seals	CDBG	180,422.00
			PA	CDBG - Entitlement Public Facilities	

City of Dover

Purchase Order Report

For September 2008

10/1/2008

Department	PO Date Bid Number Approved By	PO No Bid Date CC Meeting	Vendor Bid Due Fund	Item No	Description PO Notes Function/Division	PO Amount
Planning	09/25/2008	18-253603	FL Merrill Construction		Construction of Dover Community Trail	782,200.00
	PA				Transportation Impr Pgm	
Planning	09/25/2008	18-253601	Ian Harper		Right of Way Dover Community Trail	5,250.00
	PA				Transportation Impr Pgm	
Planning	09/25/2008	18-253602	Pamela A Green		Right of Way Dover Community Trail	5,250.00
	PA				Transportation Impr Pgm	
Planning	09/25/2008	18-253600	Timothy S. Stiffler		Right of Way Dover Community Trail	11,000.00
	PA				Transportation Impr Pgm	
Total for Planning						1,271,005.00

19 Misc General Gov't

Finance	09/04/2008	15-253204	Treasurer, State of NH		Unemployment Benefits	5,301.23
	pa				General Fund Misc Gen Gov't	
Finance	09/24/2008	15-253590	Alliance Benefit Group		Actuarial Services GASB 45 (OPEB) Other Post employment Benefits	10,000.00
	pa				General Fund Misc Gen Gov't	
Total for Misc General Gov't						15,301.23

22 Fire & Rescue

City of Dover

Purchase Order Report

For September 2008

10/1/2008

Department	PO Date Bid Number Approved By	PO No Bid Date CC Meeting	Vendor Bid Date CC Meeting	Bid Due Fund	Description PO Notes Item No Function/Division	PO Amount
F& R Admin	09/04/2008	22-253217	FIRE TECH & SAFETY		Various Kocheck Hose F&R Suppression	7,464.00
	PA					
F&R Admin	09/03/2008	22-253319	Appledore Engineering Inc		Septic design/Sewer Coord/ Slope Impact F&R Buildings	5,821.25
	PA					
F&R Admin	09/03/2008	22-253321	Rapheals Army & Navy		Rain Gear, 50 Sets Emergency Management F&R Prevention	5,405.00
	PA					
F& R Admin	09/03/2008	22-253320	Yankee Equipment Systems Inc		Washer/Extractor NEFS F&R Buildings	7,995.00
	PA					
FIRE	09/23/2008 B09027	22-253709	GOODWINS OFFICE PRODUC 09/23/2008	09/30/2008	NORTH END FIRE STATION OFFICE FURNITURE F&R Buildings	23,826.00
	PA					
F& R Admin	09/25/2008	22-253661	Dell Marketing LP		Computer equipment for NE Fire Station 22-253669 Software House Intl \$ 1620.00	7,091.70
	PA					
F& R Admin	09/26/2008	22-253663	Bonnett Page & Stone		Emergency Shelter Generator Emergency Management F&R Prevention	78,932.00
	pa					
Fire	09/29/2008	22-253666	COMPLIANCE SIGNS		300 Blanks & Numbering Kits Emergency Management F&R Prevention	6,630.00
	PA					

City of Dover

Purchase Order Report

For September 2008

10/1/2008

Department	PO Date Bid Number Approved By	PO No Bid Date CC Meeting	Vendor Bid Due Fund	Item No	Description PO Notes Function/Division	PO Amount
Fire	09/30/2008	22-253706	SIGNS WAREHOUSE		13 50 Yd rolls vinyl, various colors	9,397.20
	PA		Emergency Management		F&R Prevention	
FIRE	09/26/2008	22-253662	DM BURNS SECURITY INC		Security sys, liberty Sta	5,966.00
	PA					
Total for Fire & Rescue						158,528.15
30	Comm Serv PW					
CS Admin	09/25/2008	30-253592	Dubois & King		Evaluation of Leighton Way Pump Station	5,000.00
	B09010		07/24/2008	08/19/2008		
	PA		Sewer Fund		CS - Sewer	
CS RECYCLING	09/04/2008	30-253197	United Services		ROLL OFF CONTAINERS	12,450.00
	B09012		07/21/2008	08/14/2008		
	PA		General Fund		CS - Recycling Mgmt	
Total for Comm Serv PW						17,450.00
35	Recreation					
Recreation Admin	09/16/2008	35-253583	Fox Tours		Senior Center Trip to Taj Mahal	8,873.00
	PA		Recreation Pgms			
Total for Recreation						8,873.00

55 Other Financing Uses

City of Dover

Purchase Order Report

For September 2008

10/1/2008

Department	PO Date Bid Number Approved By	PO No Bid Date CC Meeting	Vendor Bid Date CC Meeting	Bid Due Fund	Item No	Description PO Notes Function/Division	PO Amount
Finance	09/17/2008	15-253540	Treasurer, State of NH			Pro Rata Share of Total Benefits	5,663.02
	pa					Workers Compensation Fund Internal Service	
Total for Other Financing Uses							5,663.02
Grand Total All Departments							1,503,023.35

City of Dover

Bid Solicitation Report

For September 2008

10/1/2008

Department	PO Date	PO No	Vendor	Description	PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No PO Notes	
		Approved By	Fund	Function/Division	

B09019	09/02/2008	09/19/2008		Consulting Svcs Williand Pond Outreach & Ed	
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Total for

18 Planning

CS ADMIN				CONSTRUCTIN OF WASHINGTON STREET BRIDGE	
B09020	09/04/2008	09/23/2008		B08034 Bid Out 10-18-07 Due 11-29-07 Transportation Impr Pgm	

Total for Planning

22 Fire & Rescue

F& R Admin				Physical Therapy Equipment	
B09021	09/08/2008	09/29/2008			
				F&R Buildings	

City of Dover

Bid Solicitation Report

For September 2008

10/1/2008

Department Bid Number	PO Date Bid Date	PO No Bid Due	Vendor CC Meeting	Description Item No	PO Notes Function/Division	PO Amount
		Approved By	Fund			
FIRE B09027	09/23/2008 09/23/2008	22-253709 09/30/2008	GOODWINS OFFICE PROD		NORTH END FIRE STATION OFFICE FURNITURE	23,826.00
		PA			F&R Buildings	
Total for Fire & Rescue						23,826.00
30 Comm Serv PW						
CS Admin Q09-006	09/17/2008 09/08/2008	30-253456 09/16/2008	FW Webb		Genuine Groman Pump Parts	3,521.42
		PA	Sewer Fund		CS - Sewer	
CS-Admin Q09-004	09/15/2008 09/04/2008	30-253437 09/15/2008	GC/AAA Fences Co, Inc		Fence at 36 Hanson	2,663.50
		PA	Capital Improvements FY05		CS - Streets	
Community Services B09023	09/06/2008	10/20/2008			Curbside Weed Control	
			General Fund		CS - Streets	

City of Dover

Bid Solicitation Report

For September 2008

10/1/2008

Department	PO Date	PO No	Vendor	Description	PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No	PO Notes
	Approved By	Fund		Function/Division	
CS-Snow Removal				Carbide Cutting Edges	
B09022	09/06/2008	10/06/2008			
		General Fund		CS - Snow Rmvl	
CS				Contract Snow Plowing/Removal	
B09024	09/24/2008	10/14/2008			
		General Fund		CS - Snow Rmvl	
CS Admin				Impeller Wear Ring	
Q09-007	09/23/2008	10/08/2008		52-110-253-003	
		Sewer Fund		CS - Sewer	
Total for Comm Serv PW					6,184.92

35 Recreation

RECREATION				Cooling Towers Water Treatment	
B09026	09/24/2008	10/21/2008			

City of Dover
Bid Solicitation Report
For September 2008

10/1/2008

Department	PO Date	PO No	Vendor	Description		PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No	PO Notes	
	Approved By	Fund		Function/Division		

Total for Recreation

Grand Total All Departments 30,010.92

City of Dover

Expenditures of Major Funds September 30, 2008

(General Fund Includes County, School and Debt Service)

Account	Original Budget	Adjusted Budget	Expenditures This Period	Expenditures Year to Date	Encumb	Budget Availability	Avail %
1000 General Fund							
City Council	169,096.00	195,649.00	4,672.28	52,501.67	6,152.63	136,994.70	70.02
Executive	979,026.00	981,828.00	75,286.63	210,808.47	6,905.81	764,113.72	77.83
Finance	1,167,001.00	1,174,742.28	74,256.84	271,177.20	137,417.24	766,147.84	65.22
Planning	445,954.00	476,359.00	34,679.33	124,764.59	22,729.76	328,864.65	69.04
Misc Gen Gov't	856,774.00	1,012,025.32	17,887.87	428,269.91	188,542.22	395,213.19	39.05
Police	6,422,037.00	6,464,842.06	475,188.72	1,532,571.07	20,283.24	4,911,987.75	75.98
Fire & Rescue	6,228,171.00	6,236,570.00	450,747.85	1,451,980.04	3,856.76	4,780,733.20	76.66
Comm Serv PW	5,322,246.00	5,954,374.13	269,479.10	907,724.25	493,547.48	4,553,102.40	76.47
Recreation	1,310,221.00	1,326,277.73	94,351.89	342,732.39	2,864.01	980,681.33	73.94
Public Library	1,074,129.00	1,083,739.74	71,856.95	259,120.72	3,967.90	820,651.12	75.72
Human Services	717,702.00	722,667.15	48,740.59	135,991.90	3,749.29	582,925.96	80.66
Debt Service	9,108,852.00	9,108,852.00	0.00	1,102,266.60	0.00	8,006,585.40	87.90
Other Financing Sources/Uses	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	100.00
School	39,216,997.00	39,496,516.44	2,972,978.92	5,327,090.89	5,457.44	34,163,968.11	86.50
Intergovernmental	6,837,272.00	6,772,323.00	0.00	0.00	0.00	6,772,323.00	100.00
Total for General Fund	79,955,478.00	81,106,765.85	4,590,126.97	12,146,999.70	895,473.78	68,064,292.37	83.92
3320 Residential Solid Waste							
Comm Serv PW	1,113,486.00	1,188,053.37	26,495.06	179,516.90	858,356.71	150,179.76	12.64
Total for Residential Solid Waste	1,113,486.00	1,188,053.37	26,495.06	179,516.90	858,356.71	150,179.76	12.64
3381 McConnell Center							
Comm Serv PW	0.00	0.00	(688.92)	0.00	35.00	(35.00)	0.00
Recreation	745,662.00	785,150.85	24,766.66	75,774.15	26,051.56	683,325.14	87.03
Total for McConnell Center	745,662.00	785,150.85	24,077.74	75,774.15	26,086.56	683,290.14	87.03

City of Dover

Expenditures of Major Funds September 30, 2008

(General Fund Includes County, School and Debt Service)

Account	Original Budget	Adjusted Budget	Expenditures This Period	Expenditures Year to Date	Encumb	Budget Availability	Avail %
5300 Water Fund							
Comm Serv PW	4,158,670.00	4,255,571.03	245,004.11	782,827.66	68,137.85	3,404,605.52	80.00
Total for Water Fund	4,158,670.00	4,255,571.03	245,004.11	782,827.66	68,137.85	3,404,605.52	80.00
5320 Sewer Fund							
Comm Serv PW	5,575,072.00	5,588,830.29	341,575.28	1,213,340.78	91,165.33	4,284,324.18	76.66
Total for Sewer Fund	5,575,072.00	5,588,830.29	341,575.28	1,213,340.78	91,165.33	4,284,324.18	76.66
5500 Arena Fund							
Recreation	1,619,173.00	1,619,173.00	68,937.26	275,276.15	25,075.48	1,318,821.37	81.45
Total for Arena Fund	1,619,173.00	1,619,173.00	68,937.26	275,276.15	25,075.48	1,318,821.37	81.45

City of Dover

Revenues of Major Funds

September 30, 2008

(General Fund Includes Property Taxes and Education Revenues)

Account	Original Budget	Adjusted Budget	Revenues This Period	Revenues Year To Date	Revenue Due	Uncollected %
1000 General Fund						
Taxes	57,943,419.00	57,943,419.00	90,069.45	182,674.90	57,760,742.73	99.68
Licenses & Permits	4,467,223.00	4,467,223.00	348,123.35	1,110,878.77	3,356,344.23	75.13
Intergovernmental	2,518,756.00	2,518,756.00	2,336.32	448,777.80	2,069,978.20	82.18
Charges for Services	1,385,535.00	1,385,535.00	106,875.55	332,803.12	1,052,731.88	75.98
Misc. Revenue	1,200,657.00	1,200,657.00	64,197.03	499,969.76	700,687.24	58.36
Education	12,389,888.00	12,389,888.00	427,333.14	1,545,984.07	10,843,903.93	87.52
Operating Transfers In	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00
Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00
Total for General Fund	79,955,478.00	79,955,478.00	1,038,934.84	4,121,088.42	75,834,388.21	94.85
3320 Residential Solid Waste						
Charges for Services	1,113,486.00	1,113,486.00	99,709.35	300,923.91	812,562.09	72.97
Misc. Revenue	0.00	0.00	7.30	77.82	(77.82)	0.00
Total for Residential Solid Waste	1,113,486.00	1,113,486.00	99,716.65	301,001.73	812,484.27	72.97
3381 McConnell Center						
Misc. Revenue	731,096.00	731,096.00	19,561.97	58,167.76	672,928.24	92.04
Operating Transfers In	14,566.00	14,566.00	31,013.49	93,040.47	(78,474.47)	(538.75)
Total for McConnell Center	745,662.00	745,662.00	50,575.46	151,208.23	594,453.77	79.72
5300 Water Fund						
Charges for Services	4,137,670.00	4,137,670.00	148,711.17	401,921.68	3,735,748.32	90.29
Misc. Revenue	21,000.00	21,000.00	2,440.29	8,953.15	12,046.85	57.37
Total for Water Fund	4,158,670.00	4,158,670.00	151,151.46	410,874.83	3,747,795.17	90.12
5320 Sewer Fund						
Intergovernmental	210,499.00	210,499.00	0.00	8,361.28	202,137.72	96.03
Charges for Services	4,262,654.00	4,262,654.00	159,910.91	443,310.21	3,819,343.79	89.60
Misc. Revenue	32,000.00	32,000.00	3,288.06	11,350.27	20,649.73	64.53
Other Financing Sources	1,069,919.00	1,069,919.00	0.00	0.00	1,069,919.00	100.00
Total for Sewer Fund	5,575,072.00	5,575,072.00	163,198.97	463,021.76	5,112,050.24	91.69

City of Dover

Revenues of Major Funds

September 30, 2008

(General Fund Includes Property Taxes and Education Revenues)

Account	Original Budget	Adjusted Budget	Revenues This Period	Revenues Year To Date	Revenue Due	Uncollected %
5500 Arena Fund						
Charges for Services	1,588,909.00	1,588,684.00	103,653.50	236,219.49	1,352,464.51	85.13
Misc. Revenue	30,264.00	30,264.00	4,874.43	8,748.03	21,515.97	71.09
Total for Arena Fund	1,619,173.00	1,618,948.00	108,527.93	244,967.52	1,373,980.48	84.87



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, September 24, 2008**
Meeting Time: **7:00pm**

1. MOMENT OF SILENCE

2. PLEDGE OF ALLEGIANCE

Councilor McCusker led the Pledge of Allegiance

3. ROLL CALL

Present: Mayor Myers, Deputy Mayor Trefethen, Councilors Callaghan, Carrier, Cheney, Dede, McCusker, Scott, Weston.

Also Present: Fire Chief Plummer, City Attorney Krans, and City Clerk Lavertu.

4. PROCLAMATIONS – AWARDS

5. APPROVAL OF AGENDA

Deputy Mayor Trefethen made a motion to switch the order of 12.A.5. and 12.A.6.

Vote: 9/0.

Deputy Mayor Trefethen made a motion to accept the agenda as amended; seconded by Councilor DeDe.

Vote: 9/0.

6. 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.

Marcia Colbath, 114 Garrison Road, Chairman of Open Lands Committee: She requested the Council's support for the two Resolutions regarding the Community Trail. She said she has been involved in the Community Trail for years, and this segment was a vital and visible link to the trail.

Thomas Fargo, 14 Cobble Hill Drive, Chairman of Conservation Commission: He requested the Council's support for the two Resolutions regarding the Community Trail, Resolutions 12.A.5. and 12.A.6. He said this was an opportunity to put closure on a project that has been in the works for over 10 years, and during at least six Councils. He said it was 80% funded by Federal funds and 20% by motor vehicle transportation fees. He mentioned the invitation he put on the Councilors' desks to a presentation called "Managing and Planning for Storm Water in Dover," which will be held Tuesday, September 30, 2008 at the McConnell Center.

Kenneth Costello, 4 Page Avenue: He said he supported the Community Trail and urged the Council to support it.

Patrick Hoar, 105 Locust Street: He said the City workers do not do their work. He said he is handicapped. He said his street wasn't plowed last winter, and it has been getting worse and



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, September 24, 2008**
Meeting Time: **7:00pm**

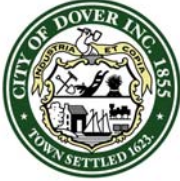
worse each year. He said when he complained to the City nothing was done about it. He also complained about City Welfare. He said he has a friend who was also handicapped and she couldn't afford her medications and rent. He said City Welfare told her they would help one time. He said he was an advocate for her and has fought for this all his life, even before the Councilors were born. He said he is trying to get people to sign up to stop this woman [social worker] for not helping other people that are handicapped. He said they are denying people here in Dover. He said the City needed more housing for the homeless people. He said they, the veterans and handicapped, are not getting support from anybody.

Edward Bleiler, 28 Isaac Lucas Circle: He said he wanted to speak to Councilor DeDe's remark that the Arena couldn't be sold. He said it was absolutely not true, because the City could sell it to a private buyer and then lease the land underneath it, therefore creating revenue and not break up the Guppy Trust. He asked why Councilor DeDe was worried about breaking this trust when so many other trusts had been broken that he was aware of, which included the Garrison Hill Trust, Pine Hill Cemetery Trust, and the Henry Law Trust. He referred to the Council's Agenda and suggested that the Council not vote on any issue without the City Manager present. He said the City should not be awarding blanket contracts to anybody. He said the Community Trail was a wish list item that should be turned down because it is not a necessity. He said the 20% of the funds to pay for the trail from the Transportation Fund should go to the maintenance of the roads. He said the issues on the Agenda should not be voted upon without the City Manager present to answer questions.

William Garrison, 4 West Concord Street, Chairman of Good for Dover: He said he and the Good for Dover folks support the Community Trail and want to see it become a reality, and urged the Council to vote yes on the Resolution.

John Scruton, 99 Sixth Street: He said he was a pedestrian, and said the traffic in Dover is such that a person cannot walk alongside a road that doesn't have a decent shoulder. He said now there are sidewalks, and they get buried underneath snow, which is not plowed. He said there is no place for the pedestrians to walk. He said the residents were asked to keep the sidewalks clear, but the plow goes by six times a day, and he asked, how is the resident going to keep the sidewalk clear? He referred the Council to RSA 231:113, which said it was unlawful to have the abutters maintain the sidewalks in the City. He said he voted for the spending cap. He said he believe the core to running the City is health, safety, transportation, and schools. He said the Community Trail was good for the health, and gave a safe place for people to walk. He asked the Council to try to do a little bit better.

Kirt Schuman, 30 Cushing Street: He said he wished to speak to three items on the Agenda. He said the first item was the change order for the form base code consulting. He said it was a visual representation of how the City would like to see segments of the community built out, and does this by providing visual representations of building forms, public spaces, and also clearly defines the review process within the code. He said it would make it easier for the public and for developers to understand the regulations and approval process. He said if the Resolution was approved it would ultimately result in higher quality development in Downtown. He said \$20,000 of the Resolution was approved in the 2008 budget, \$10,000 was approved in the 2009



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, September 24, 2008**
Meeting Time: **7:00pm**

budget, and there was \$18,000 which the Planning Department received in grant money. He said the City has been lucky with the development in the Downtown, but there was nothing preventing somebody from putting in a one-story vinyl-sided building on Central Avenue. He said this code would ensure that the Downtown continues to develop in a contextually sensitive fashion, which was a major tenant in the 2007 Master Plan. He said the second item he wished to discuss was the FastTrans project. He said this would not only provide another form of alternative transportation for Dover residents, but also makes the City accessible to the elderly and less fortunate. The third item he discussed concerned the Community Trail. He said this concept was developed through hundreds of volunteer hours that he was proud to say he was a part of. He said the approval of the two Resolutions would result in the first tangible evidence of almost a decade of planning by neighborhood residents, abutters, and City staff. He said he thought it deserved the Council's support.

Glenn Grasso, 1 Pebble Hill Drive: He spoke on the Community Trail and urged the Council to pass the Resolutions. He said a walk-able community is a good idea. He said there was no property tax money involved. He said creating this trail and renovating these areas will drive away the bad elements that are there. He said this project has taken longer than anticipated and the costs have increased, but the State has generously given the City more funds. He said the low bid contractor has generously extended their bid, despite their rising costs. He said the bid expires on September 25, 2008, and these Resolutions need to pass this evening. He said this is not a rush to judgment, but involves over a decade of community involvement.

Aviva Grasso, 1 Pebble Hill Drive: She said there were three Agenda items that were a long time coming: the two Community Trail Resolutions and the FastTrans Resolution. She said she looked at all the information in the agenda materials, and said it would be foolish for the City not to proceed with the FastTrans project. She spoke of her support for the Community Trail.

Edward Gerjuoy, 8 Woodman Park Drive: He spoke on the issue of the FastTrans, and said any money spent on keeping cars off the roads will result in less maintenance cost.

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

7. PUBLIC HEARINGS – NONE

8. CITY MANAGER'S REPORT

Deputy Mayor Trefethen moved to accept the City Manager's Report; seconded by Councilor McCusker.

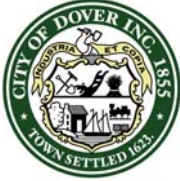
Vote: 9/0.

9. MINUTES

A. MINUTES FROM – September 10, 2008

Deputy Mayor Trefethen moved for their adoption; seconded by Councilor McCusker.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, September 24, 2008**
Meeting Time: **7:00pm**

10. MAYOR'S REPORT

Mayor Myers said he attended ribbon cuttings for the Chamber of Commerce. He said he was contacted and asked to mention a Blood Drive at the Moose Hall on September 26, 2008. He asked the Council to extend the Cable Committee's Report another 30 days, to the November 1st timetable, because they are waiting for some action from the School Board and dealing with the State aid for construction. He also mentioned there were two openings on committees: one for the Coast Advisory Committee and one for the Skyhaven Airport Operation Committee. He said if anyone was interested, to apply in the City Clerk's Office. He updated the Council on the meeting he attended at the Local Government Center regarding policy settings. He said the issue on Affordable Housing was not passed, which agreed with the Council's consensus. The second issue dealt with increasing the gas tax and dedicating the funds to pay for State highway projects. He said the group eliminated the increase in the gas tax, but kept the dedication of the funds received for the gas tax to be used for State highway projects.

Deputy Mayor Trefethen moved to accept the Mayor's Report; seconded by Councilor DeDe.
Vote: 9/0.

11. UNFINISHED BUSINESS

A. ORDINANCES IN THE 3RD READING

1. ORDINANCE: CHAPTER 166-53 SCHEDULE F VEHICLES AND TRAFFIC SPONSORED BY COUNCILOR WESTON

Councilor Weston moved for its adoption; seconded by Councilor Callaghan.
Councilor Weston asked for this Ordinance to be moved to a 4th Reading and a Public Hearing on October 8, 2008; seconded by Councilor McCusker.
Vote: 9/0.

B. RESOLUTIONS

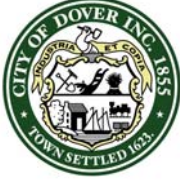
1. RESOLUTION: MUNICIPAL INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY (TO BE REMOVED FROM TABLE) SPONSORED BY MAYOR MYERS

Deputy Mayor Trefethen moved to remove from the table and moved for its adoption;
seconded by Councilor DeDe.

Vote: 8/1; Passed. Councilor Weston opposed.

Mayor Myers asked Annie Dove, Director of Information Technology, to speak to the Council about this Resolution.

Ms. Dove went over the major changes between the old policy and the new proposed policy. She said she worked with the City Attorney with this proposed policy, along with the School Department's Information Technology Administrator. She said this Resolution was just for the City, but the School Department is working on their own policy as well. She said the first change was to use the acronym of MITSS, Municipal Information Technology System and Services, to save space. She said they also changed "City of Dover Employees" to "Users,"



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and defined who "Users" are. She said the user base has changed and we needed to modify the policy to reflect that. She referred the Council to Page 4 of 5; #4 states: "Giving account information, including user name and password, to anyone other than your department head, designated Information Technology Administrator, or the City Manager. (It is advised that you change the password immediately once maintenance or other tasks are complete.)" She said the old policy requested that the supervisors have the passwords. She said the new infrastructure requires new passwords every six months, and Information Technology does not keep a record of those. She referred the Council to the last bullet: "Transporting or copying municipal data on portable media or on a device not owned by the City of Dover unless expressly and properly authorized." She said this was just to have accountability. She referred the Council to the same page, 2nd paragraph: "In the event the City receives a Right to Know request or other court discovery request, Users who forward or direct e-mail received on MITSS to non-city accounts, servers, devices or hardware..." She said that was to incorporate the earlier City Council Resolution from July called: "City Owned E-mail Server Usage Correspondence Policy Dover City Council." She said if and when e-mail is forwarded outside the e-mail system, IT will not be able to capture e-mail either sent from the external system or any replies sent back to that external system. She said this was protecting the City, and it was not a City expense to provide that information. She referred the Council to the last change, on Page 5 of 5, which was just housekeeping. She said she added a few more signature lines: "Department/Public Body/Vendor Name:" to know where the new User is coming from; "Department Head/City Clerk" to sign, so the IT staff knows this new User is authorized.

Deputy Mayor Trefethen asked Ms. Dove about the user name and password; should it be given when asked for it?

Ms. Dove said that was correct. She said the department heads used to keep all the passwords in case someone was away, but the way the network works today, that is not necessary.

Deputy Mayor Trefethen said the statement is not a blanket requirement that the password be given to the three people mentioned.

Ms. Dove said that was correct.

Mayor Myers asked Ms. Dove, if a court order came in, were they only going to request items that pertain to City business?

Ms. Dove said that was correct.

City Attorney Krans said the court order would most likely not come from the City, but a third party.

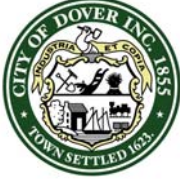
Councilor DeDe noted that if the User refused to sign this policy, then they would not have the right to use the City Server.

Ms. Dove said that was correct.

Councilor Scott said the way this Resolution was written was fine for employees, but asked why it was being applied to volunteers and the City Council.

Ms. Dove said the infrastructure has many different types of users, but she was trying to protect one thing, the City's information.

Councilor Scott asked Ms. Dove if she felt there was any conflict with Article 19 of the New Hampshire Constitution, which protects individuals and their papers from unregulated searches.



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City Attorney Krans said he would answer that legal question. He referred to the word “warrantless”, which meant there wasn’t a court order. He said this policy does not say that searches will be conducted without a warrant. He said the most important words in the whole document are in italics on Page 4 of 5: “Users should have *no expectation of privacy* in either sending or receiving communications and other information while using MITSS.” He said “no expectation of privacy” are the four most important words in the document. He said if you’re going to do municipal business on this system, don’t expect it to be private. Councilor Weston asked if this only refers to e-mails that come through the city server and get forwarded off the city server to a private e-mail.

Ms. Dove said it referred to all municipal servers of the City, of which e-mail is one server. Councilor Weston asked, if her constituents contact her on her private e-mail, did that fall under this jurisdiction?

Ms. Dove said the Resolution was only dealing with protecting the City’s network. She said a court order would be a separate issue, and asked the City Attorney to address that.

City Attorney Krans said the issue of doing government business on a private computer is settled, and he said it doesn’t necessarily protect you, and he isn’t willing to sign off on that. He said this Resolution was establishing a policy about doing government business on a government server.

Councilor Weston said there were committee members who don’t have access to the City’s server, and asked if their private computers were susceptible to a 91.A request.

City Attorney Krans said this policy had nothing to do with that situation.

Councilor Weston said the one major complaint that she has received over this Resolution was that there are hundreds of people that volunteer with the City who didn’t know anything about it. She was asked to have this Resolution tabled again until the City notified all these involved people.

Ms. Dove said a lot of those Boards and Commissions don’t use the City’s server, so they don’t have a City resource account.

Councilor Weston said she was on the State of New Hampshire Advisory Committee, and the communications that come to her from the State are from the State server to her private e-mail. She asked what happens to those people who have it sent to the private e-mails.

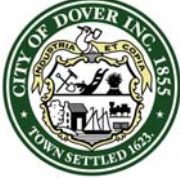
City Attorney Krans said that they didn’t sign on to use the server and didn’t have to sign the policy, therefore they wouldn’t be affected at all.

Councilor Callaghan referred to the changes in the policy. He said he understood it to mean that if he sent an e-mail to a constituent in answer to their question, that he was responsible for retrieving that information and paying for it, and putting them in jeopardy of privacy.

City Attorney Krans said this Resolution doesn’t agree to provide warrantless access. He said you aren’t a User if you’re not using the system. He said this policy doesn’t allow the City to go in a constituent’s system.

Deputy Mayor Trefethen said he had a similar policy at his place of work. He said no one should expect to have any privacy on their e-mails. He said if you looked at the fine print of your Comcast, Yahoo, or whatever e-mail you have, it would be there also.

Councilor Cheney said this Resolution started before her e-mail Resolution. She said this policy includes more than City employees. She said she had a few problems with this. She said they take an oath that they won’t do these types of things, and have an Ethics



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Committee to deal with it if they did. She said the e-mail being forwarded to her private e-mail, it is being archived in the City Server.

City Attorney Krans said if you make a connection between the City server and a private device, and then you conduct City business on your private device as a result of that, you should probably not expect privacy for those e-mails.

Mayor Myers said if you respond to an e-mail from your private device, then the City will not capture that response. He said by a court order, those e-mails can be retrieved from your private device.

Councilor Cheney said if you "reply all" then it goes through the City Server. She asked if anyone can see another person's e-mails.

Ms. Dove said that function was possible, but is not done because of the amount of time it would require.

Councilor DeDe asked to move the question; seconded by Councilor Carrier.

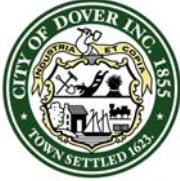
Vote: 5/4; Passed. Councilor Callaghan, Cheney, Scott and Weston were opposed.

Roll Call Vote: 5/4; Passed. Councilor Callaghan, Cheney, Scott and Weston were opposed.

12. NEW BUSINESS

A. CONSENT CALENDAR

1. **PARADE – Cocheco Valley Humane Society**
2. **RAFFLE – Cocheco Valley Humane Society**
3. **RESOLUTION: AWARD OF BLANKET PURCHASE ORDER FOR AUTOMOTIVE PARTS AND SUPPLIES**
SPONSORED BY MAYOR MYERS BY REQUEST
4. **RESOLUTION: AWARD OF BLANKET PURCHASE ORDER FOR TIRES AND MISCELLANEOUS RELATED SUPPLIES**
SPONSORED BY MAYOR MYERS BY REQUEST
5. **RESOLUTION: PURCHASE OF EASEMENTS FOR B08109 DOVER COMMUNITY TRAIL**
SPONSORED BY MAYOR MYERS BY REQUEST
6. **RESOLUTION: B08109 DOVER COMMUNITY TRAIL CONSTRUCTION**
SPONSORED BY MAYOR MYERS BY REQUEST
7. **RESOLUTION: AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH COAST TO ESTABLISH FASTTRANS SERVICE**
SPONSORED BY MAYOR MYERS BY REQUEST



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8. RESOLUTION: MERIT PLAN AMENDMENT PURSUANT TO CITY CHARTER C7-2

SPONSORED BY MAYOR MYERS BY REQUEST

9. RESOLUTION: CHANGE ORDER DOWNTOWN FORM BASE CODE ACTION PLAN

SPONSORED BY MAYOR MYERS BY REQUEST

COMMITTEE REPORTS

- | | |
|--|--|
| 1. Appointments Committee – Mayor Myers | 8. Solid Waste Advisory Commission – Councilor DeDe |
| 2. Arena Commission – Deputy Mayor Trefethen | 9. Transportation Advisory Commission – Councilor Weston |
| 3. Arts Commission – Councilor McCusker | 10. Joint Building Committee – Councilor Cheney |
| 4. McConnell Center Committee – Councilor DeDe | 11. Recreation Advisory Board – Councilor Carrier |
| 5. Planning Board – Deputy Mayor Trefethen | 12. Coast Bus |
| 6. Cable Access Committee – Councilor DeDe | 13. Joint Fiscal Committee – Councilor Trefethen |
| 7. School Board Liaison – Councilor Callaghan | |

Deputy Mayor Trefethen moved to adopt the Consent Calendar; seconded by Councilor DeDe. Mayor Myers asked the Council if there were any items they would like to pull from the Consent Calendar for further discussion.

Councilor Scott asked to pull 12.A.3. and 12.A.4.

Councilor Callaghan asked to pull 12.A.7., 12.A.8., and 12.A.9.

Mayor Myers asked for a roll call vote on the remaining items of the Consent Calendar.

Roll Call Vote: 9/0

Deputy Mayor Trefethen moved 12.A.3. for adoption; seconded by Councilor Scott.

Councilor Scott said he didn't like blanket orders for a full year. He said he knew of three auto part suppliers, and the City should be getting wholesale prices. He said the purchasing department should be going out to bid frequently, or at least on a three-month basis.

Mayor Myers said he wasn't in favor of going out to bid every time a part was needed, because that would be a very ineffective way to run the City. He said this Resolution has his support.

Councilor Scott asked who else was asked to bid on this.

Mayor Myers this particular Resolution is basically piggybacking on the State of New Hampshire, and has found Robbins to be the most advantageous.

Roll Call Vote: 8/1; Passed. Councilor Scott was opposed.

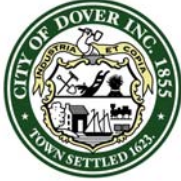
Deputy Mayor Trefethen moved 12.A.4. for adoption; seconded by Councilor Scott.

Councilor Scott said he had the same comments for this Resolution. He requested that the City go out on a three-month basis.

Mayor Myers said he was in favor of this Resolution.

Councilor Weston said she had a problem with this Resolution. She said piggybacking on the State isn't always the best bid. She said she wouldn't support this Resolution.

Councilor Callaghan said he wouldn't support this Resolution. He said he didn't like Resolutions without a dollar amount.



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Deputy Mayor Trefethen asked Sam Crowley, Fleet Services Manager, if the Council didn't approve this Resolution tonight, what he was going to do.

Mr. Crowley said he would look for tires, because they use them on a regular basis. He said they try not to keep an inventory of tires because of the expense. He said that means a truck with a flat tire won't run, because he couldn't get a new tire.

Councilor McCusker asked if there was anything different from this Resolution than from last year, or for years before this.

Mr. Crowley said there wasn't anything different. He said it was pretty standard. He said they piggyback on the State because they buy thousands and thousands of tires and the discount is much greater than the City could get. He said the various types of tires needed for the City's equipment is pretty broad.

Councilor Scott asked how many miles the bigger equipment gets for each tire.

Mr. Crowley said it depended on usage. He said plow trucks tires are changed once every two years.

Councilor Scott asked if it was 50,000 miles per car.

Mr. Crowley said they didn't get 50,000 miles.

Councilor Cheney asked if the tires were simply purchased and the City puts them on in the City's facilities.

Mr. Crowley said that was correct.

Roll Call Vote: 9/0.

Deputy Mayor Trefethen moved 12.A.7. for adoption; seconded by Councilor Callaghan.

Councilor Callaghan asked to have Mr. Chris Parker, Director of Planning and Community Development, speak to this Resolution.

Mayor Myers said this Resolution was a topic for a workshop scheduled for November 5, 2008.

Mr. Parker said this project was a federally granted fund that the City needed to have authorization for by the Council to funnel the grant through to Coast, so Coast can start ordering buses, and the City can get ready to bring the service up on-line. He said his goal was to bring it up on-line by Thanksgiving.

Councilor DeDe spoke of the problem that exists with parking in the Downtown area.

Councilor Cheney said she wasn't prepared to move on this tonight. She wanted to wait for the workshop.

Deputy Mayor Trefethen said this was voted years ago to go forward with this plan. He said it was not going to be funded by tax money, but grant funded and with 20% from Transportation Improvement. He said if the plan doesn't work it would just stop.

Mayor Myers asked, if this Resolution passes tonight is it a done deal?

Mr. Bruce Woodruff, City Planner, said this Resolution is for the grant period.

Councilor Scott said he has heard the comment that this isn't going to cost the City anything, but he referred to Page 4 of the Resolution where it said the total expense by the City is 20%.

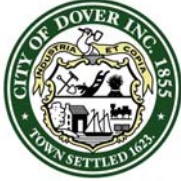
Mayor Myers said the 20% was coming out of Transportation Improvement Funds and not taxpayer dollars.

Mr. Parker said it wasn't General Fund money, but Transportation Reserve money.

Councilor Scott asked if that comes from fees paid for cars.

Mr. Parker said that was correct.

Councilor Scott said that it was from the taxpayers because they have cars.



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Mayor Myers said that money has to be used for transportation projects.

Mr. Parker said that was correct.

Councilor Scott asked if it was all the money paid for cars, or just a portion of it.

Mr. Parker said it was a \$4.00 additional fee.

Councilor Scott said there was \$4.00 from every car owner in the City of Dover that goes to this.

Mayor Myers said it goes to that pool of money, and not just to this program.

Councilor Scott said that wasn't very much money.

Mr. Parker said they have been putting money aside for a number of years to build the reserve fund.

Councilor Scott asked what was the fund balance.

Mr. Parker said at one point it generated about \$125,000 per year.

Councilor Cheney said she was going to support this program, but she wanted to have the workshop.

Councilor Weston asked if the buses were going to be handicapped assessable.

Coast Representative: He said they had to be, because we're using federal funds.

Councilor Weston said she fully supported this Resolution.

Councilor McCusker said he would support this Resolution because he felt it was a terrific opportunity.

Mayor Myers said this Resolution has his support.

Councilor Cheney asked Mr. Parker to explain the changes in the Resolution from when it was originally introduced to the Council in 2006.

Mr. Parker referred the Council to the background information for the Resolution where it mentions the expansion of the program to include Wentworth Douglass Hospital, getting the County on board to help fund the project to include expanding the County Complex out on County Farm Road, and in addition to the Exit 9 Park and Ride, the Park and Ride next to the Arena.

Councilor Carrier said he felt it was a great asset to the community.

Roll Call Vote: 9/0.

Deputy Mayor Trefethen moved 12.A.8. for adoption; seconded by Councilor Callaghan.

Councilor Callaghan said he had several issues and felt maybe a workshop was needed.

Mayor Myers wanted the Council to be aware of a few things. He said the Council only has the authority to vote up or down, and cannot amend the Resolution. He said there was a 60-day timeframe from when the City Manager presents it to the Council. If the Council doesn't take action on it, then it automatically takes effect.

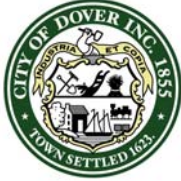
City Attorney Krans said the Council has the obligation to either approve or disapprove within 60 days. The Council has to take some action.

Councilor Callaghan said it was yes or no, and then advises the City Manager why the Council was saying no.

Mayor Myers said that was correct, but the City Manager wasn't required to come back with the changes.

Councilor Callaghan said he wasn't going to agree with the Deputy Community Services Director; the other things were mostly housekeeping items. He asked what the FY2009 increase was in the tables.

Chief Plummer said it was his understanding that there were none.



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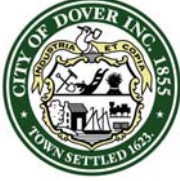
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Councilor Scott said he felt this needed to be tabled until the City Manager was present. Councilor Cheney made a motion to table this Resolution until the City Manager can be present; seconded by Councilor Weston.
Vote: 5/4; Passed. Mayor Myers, Deputy Mayor Trefethen, Councilors DeDe and McCusker were opposed.

Deputy Mayor Trefethen moved 12.A.9. for adoption; seconded by Councilor Callaghan. Councilor Callaghan asked Mr. Parker to give a briefing on this Resolution. Mr. Parker said this project has excited him the most in the 11 years he has been working for the City. He went into a full discussion on the merits of this plan and the funding needs. He said they are going to find out what the residents want in Downtown, and have an architect draw up a plan that will be flexible. They are also going to look at the Zoning Code. He said he can't wait to get started on this program. Councilor DeDe said this will show a developer what he can do. The form base code will say this is what it should look like. Councilor Cheney asked where the parameters were for the form base code. Mr. Parker said Central Avenue from Silver Street to Chestnut Street, coming down 4th Street, coming down around the mills, and up around Cocheco. Councilor Cheney asked how it would be approved. Mr. Parker said it will go through Technical Review and Planning Board process. Deputy Mayor Trefethen said this Resolution was to hire a form base consultant. Mr. Parker said the consultant was already hired. He said what they were looking to do, through the change order, was increase the public participation models. Councilor Scott asked why the City had to hire a consultant to do this instead of having the Planning Department do it. Mr. Parker said if he didn't have other things to do he would agree, but they are all working on many other projects. Councilor Scott said it should be stretched out over a year to save the consulting money. Councilor Callaghan told Councilor Scott that the Planners in the Planning Department are not architects, and this projects calls for that.
Roll Call Vote: 9/0.

Deputy Mayor Trefethen made a motion to remove from the table 12.A.8.; seconded by Councilor McCusker.
Roll Call Vote: 5/4; Passed. Councilors Callaghan, Cheney, Scott and Weston were opposed. Councilor Trefethen said he felt Councilor Callaghan had some good points about the list of jobs in the Merit Plan, but felt that those could be addressed at a later time. He felt the Council could pass this Resolution now. He said his immediate concern was the Arena Program and Marketing Supervisor. He said without that position in the Merit Plan, the Recreation Director cannot hire a person for that position. He said the Arena is minus two people, and this position will combine those positions. He said the salary is higher than each of the two positions, but less than the combined salary, thus savings the taxpayers. Councilor Cheney said she seconded the motion to table because the City Manager wasn't present. She wanted to hear the City Manager's explanations. Mayor Myers said Chief Plummer was here to answer questions.



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Councilor Callaghan asked if the two fire inspector positions were new positions. Chief Plummer said they were new positions, but the City eliminated two lieutenant positions. Councilor Callaghan asked about the Building Inspector's duties. Chief Plummer said they did subtract some duties, but added more supervisory duties where he would be in charge of the Inspection Division. Councilor Callaghan asked about the Deputy Director of Community Services. Chief Plummer said the job description is being formulated. Councilor Callaghan asked why the Arena Program and Marketing Supervisor position was a union position. Chief Plummer said the next contract would have moved it to a union position, and this just puts it there now. Councilor Callaghan said he understood Councilor Trefethen's wish to have this passed, but he had a problem with leaving the Deputy Director of Community Services position in the Merit Plan. He said he couldn't support this Resolution. Councilor DeDe said the City Manager has been frugal and has been doing an admirable job with consolidating positions over the last several years. Councilor McCusker said the Council was not here to make decisions about creating new positions. Councilor Scott said when the City adds a position, such as the City Clerk/Tax Collector, shouldn't the City Clerk and Tax Collector positions be eliminated? Chief Plummer said it just kept a pay grade for that position, and doesn't mean that the positions are filled. Councilor Weston said she would have loved a workshop on the Merit Plan. She felt the City Manager should have done this housekeeping. Mayor Myers said this has to be acted upon within 60 days. He also wanted the Council to know that even though the Council was receiving this through the City Manager, it really had the input of Sue Daudelin, Human Resources Director, and the Personnel Advisory Board. Councilor Carrier said he felt that the Merit Plan before the Council has already been fine tuned. Roll Call Vote: 5/4; Passed. Councilors Callaghan, Cheney, Scott and Weston were opposed.

B. RESOLUTIONS

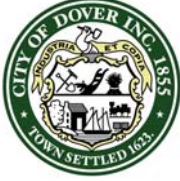
1. RESOLUTION: AMENDMENT TO COUNCIL RULES – RULE 15 PROCEDURES AND FILING WITH THE COUNCIL SPONSORED BY COUNCILOR CHENEY

Councilor Cheney made a motion to substitute as a whole; seconded by Councilor Weston.

Vote: 2/7; Failed. Councilors Cheney and Weston voted in favor.

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

Councilor Cheney said this was a rule that she has been trying to get into the Council's rules for a while, because it seemed like it would be very helpful. She said she has heard the concerns that the Council doesn't want to give direction to the City Manager in the Council's Rules. She said if it does not pass tonight with a 2/3 majority, she will just bring it back as a Resolution. This rule states that the Council is going to meet



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periodically to discuss negotiations that are going on, to ensure to the employees that they are valuable.

Councilor DeDe said once the agreement has been ratified, the City Council doesn't have to vote on it that night. He said the Council doesn't need a rule to do this.

Mayor Myers said he doesn't feel it needs to be a rule, and he would not be supporting this.

Deputy Mayor Trefethen said the consensus of the Council was that the vote shouldn't be done the same night the Council receives the contract.

Councilor Cheney said she would withdraw the Resolution.

C. ORDINANCES IN 1ST READING

**1. ORDINANCE: HENRY LAW AVENUE THREE HOUR PARKING
(TO BE REFERRED TO PUBLIC HEARING ON OCTOBER 8, 2008)
SPONSORED BY COUNCILOR WESTON**

Deputy Mayor Trefethen moved to refer to a public hearing on October 8, 2008; seconded by Councilor Weston.

Vote: 9/0.

**2. ORDINANCE: CHAPTER 140, REFUSE – REPEAL
(TO BE REFERRED TO PUBLIC HEARING ON OCTOBER 8, 2008)
SPONSORED BY MAYOR MYERS BY REQUEST**

Deputy Mayor Trefethen moved to refer to a public hearing on October 8, 2008; seconded by Councilor Weston.

Vote: 9/0.

**3. ORDINANCE: CHAPTER 158, SUNDAY SPORTS – REPEAL
(TO BE REFERRED TO PUBLIC HEARING ON OCTOBER 8, 2008)
SPONSORED BY MAYOR MYERS BY REQUEST**

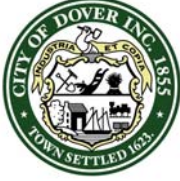
Deputy Mayor Trefethen moved to refer to a public hearing on October 8, 2008; seconded by Councilor Scott.

Vote: 9/0.

**4. ORDINANCE: CHAPTER 82, CURFEW – REPEAL
(TO BE REFERRED TO PUBLIC HEARING ON OCTOBER 8, 2008)
SPONSORED BY MAYOR MYERS BY REQUEST**

Deputy Mayor Trefethen moved to refer to a public hearing on October 8, 2008; seconded by Councilor Weston.

Vote: 9/0.



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**5. ORDINANCE: CHAPTER 97, DUMPING, RUBBISH AND RECYCLING COLLECTION
(TO BE REFERRED TO PUBLIC HEARING ON OCTOBER 8, 2008)
SPONSORED BY COUNCILOR DEDE**

Deputy Mayor Trefethen moved to refer to a public hearing on October 8, 2008; seconded by Councilor DeDe.

Vote: 9/0.

D. COUNCIL CORRESPONDENCE

1. ETHICS COMMISSION REPORT

Deputy Mayor Trefethen moved to accept the Ethics Commission Report; seconded by Councilor Cheney.

Vote: 9/0.

13. COUNCIL MATTERS OF INTEREST

Councilor DeDe said the Council should look at the Refuse Ordinance.

Councilor Callaghan said he wouldn't be signing the MITSS policy.

Mayor Myers said Councilor Scott did send it out to the Attorney General's Office, and asked him if he received a response.

Councilor Scott said he hadn't received a response yet.

Mayor Myers asked Councilor Scott to share the response when he receives it.

Councilor Scott said he would.

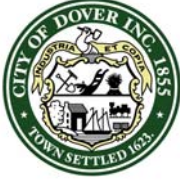
Councilor Callaghan said the Resolution needed to be pulled for reconsideration tonight.

Councilor Scott said he agreed with Councilor Callaghan. He wanted to preserve the privacy rights to the constituents.

14. ADJOURN

Deputy Mayor Trefethen moved to adjourn to non-public session per RSA 91A:3(b); seconded by Councilor DeDe.

Vote: 7/2; Passed. Councilors Callaghan and Cheney opposed.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Non-Public Meeting
Meeting Location: Office of the City Manager –
288 Central Avenue, Dover, NH
Meeting Date: Wednesday, September 24, 2008
Meeting Time: **10:30 PM**

Councilors Present: Mayor Myers, Deputy Mayor Trefethen and Councilors Carrier, DeDe, Scott, Cheney, Callaghan, McCusker and Weston

Councilors Absent: None

Others Attending: City Manager Mike Joyal

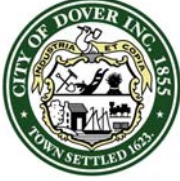
Meeting commenced at approximately 10:30pm following a Regular Meeting.

Motion to enter non-public session for purposes of discussing a personnel matter per RSA 91-A:3II(a) made by Deputy Mayor Trefethen, seconded by DeDe. Roll call vote unanimous.

City Manager Joyal informed the Council that he had requested of the Mayor that this meeting be scheduled to advise the Council and request discussion of an issue that had come to his attention regarding an apparent concern with his performance. A copy of an e-mail sent by Councilor Callaghan and replied to by the City Manager was read and provided to the Council. The City Manager advised the Council that if there is an issue or concern involving the business of the City that it be properly brought to his attention so it may be addressed in an appropriate manner. The City Manager specifically requested that the Council advise if there was similar sentiment as expressed in the e-mail shared by others on the Council as a body. Discussion ensued and the general consensus expressed by the majority of the Council was that the City Manager's performance was not an issue.

Motion to adjourn by DeDe, seconded by Carrier. Vote 5-4 with Callaghan, Cheney, Scott and Weston opposed.

Meeting adjourned at approximately 11:10 pm



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.A.1.

Ordinance Number: **O - 2008.09.24 - 12**
Ordinance Title: Henry Law Avenue Three Hour Parking
Chapter: 166-57: Schedule J

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 166 of the Revised Code of the City of Dover, 1983, entitled Vehicles and Traffic, by adding language to 166-57, Schedule J – Limited Time Parking in order to provide a time limit of three hour parking on a portion of Henry Law Avenue.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by adding language to Section 166-57, “Schedule J – Limited Time Parking”, as follows:

A NEW SUBSECTION (LETTER I) WITHIN SCHEDULE J, IS PROPOSED AS FOLLOWS:

I. IN ACCORDANCE WITH THE PROVISIONS OF 166-22, IT SHALL BE UNLAWFUL FOR THE OWNER OR OPERATOR OF ANY MOTOR VEHICLE TO PARK OR ALLOW TO BE PARKED ANY MOTOR VEHICLE FOR MORE THAN THREE (3) HOURS IN THE FOLLOWING DESCRIBED LOCATIONS:

STREET:

HENRY LAW AVENUE

DIRECTION OF TRAVEL:

BOTH SIDES, FROM THE INTERSECTION OF WASHINGTON STREET TO THE INTERSECTION OF RIVER STREET

3. TAKES EFFECT

This ordinance shall take effect upon passage and publication of notice as required by RSA 47:18.

4. RECOMMENDATION

The City Manager recommends | does not recommend that this Ordinance be adopted.

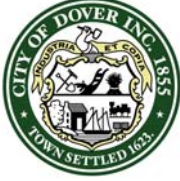
AUTHORIZATION

Approved as to Funding: Daniel Lynch
Finance Director

Sponsored by: Councilor Karen Weston

Approved as to Legal Form: Allan B. Krans, Sr.
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.A.1.

Ordinance Number: **O - 2008.09.24 - 12**
Ordinance Title: Henry Law Avenue Three Hour Parking
Chapter: 166-57: Schedule J

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers		
Councilor, Ward 1 - Vacancy		
Councilor Douglas DeDe, Ward 2		
Councilor David Scott, Ward 3		
Councilor Dean Trefethen, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Richard Callaghan, Ward 6		
Councilor Steven McCusker, At Large		
Councilor Karen Weston, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.A.1.

Ordinance Number: **O - 2008.09.24 - 12**
Ordinance Title: Henry Law Avenue Three Hour Parking
Chapter: 166-57: Schedule J

ORDINANCE BACKGROUND MATERIAL:

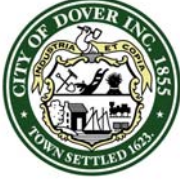
This ordinance revision has been recommended by the Transportation Advisory Commission.

City staff and the TAC hosted public information forums to explain the proposed changes and address concerns. These forums included residents of the Dover Housing Authority (Central Towers) and affected residents/businesses on a portion of Henry Law Avenue and of George, Hanson, and Sonnett Streets.

Unlike most other streets in the downtown, there is currently no time limit for on street parking on Henry Law Avenue. As a result, much of the available parking is used by downtown employees who leave their vehicles all day.

The adoption of timed parking (three hour limit) on Henry Law Avenue brings this area in line with the rest of the downtown core in order to ensure more frequent turnover of public parking. Where most of the downtown has a two hour limit, the TAC recommends a three hour limit on Henry Law to accommodate anticipated needs of Children's Museum and Central Towers users. The time limit would remain in effect even if on-street spaces are converted to paid parking through a proposed pilot program.

Like in other areas downtown, residents of this section of Henry Law Avenue will be eligible to obtain parking permits to exempt them from these time restrictions.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.A.2.

Ordinance Number:
Ordinance Title: **O – 2008.09.24 - 13**
Chapter: Chapter 140, Refuse

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to repeal Chapter 140, entitled “Refuse” of the Code of the City of Dover, 1983.

2. AMENDMENT

Chapter 140 entitled “Refuse” is hereby repealed in its entirety as the Chapter has been merged into Chapter 97 entitled “Rubbish, Trash and Recycling Collection” of the Code of the City of Dover.

NOTE: THIS ORDINANCE REQUIRES A PUBLIC HEARING

3. TAKES EFFECT

This ordinance shall take effect upon passage and publication of notice as required by RSA 47:18.

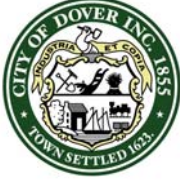
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Myers
By Request

Approved as to Legal Form: Allan B. Krans, Sr.
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.A.2.

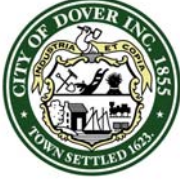
Ordinance Number:
Ordinance Title: **O – 2008.09.24 - 13**
Chapter: Chapter 140, Refuse

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers		
Deputy Mayor*	n/a	n/a
Councilor, Ward 1 - Vacancy		
Councilor Douglas DeDe, Ward 2		
Councilor David Scott, Ward 3		
Councilor Dean Trefethen, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Richard Callaghan, Ward 6		
Councilor Steven McCusker, At Large		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does does not pass.		
* Deputy Mayor not elected at time of vote.		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.A.2.

Ordinance Number:
Ordinance Title: **O – 2008.09.24 - 13**
Chapter: Chapter 140, Refuse

ORDINANCE BACKGROUND MATERIAL:

Chapter 140 is being repealed due to it being merged into another Chapter.

REFUSE

Chapter 140

- 140-1. Purpose.**
- 140-2. Covering required.**
- 140-3. Violations and penalties.**

[HISTORY: Adopted by the City Council of the City of Dover 12-14-77.* Section 140-3 amended at time of adoption of Code; see Ch. 1, General Provisions, Art. I. Other amendments noted where applicable.]

General References

**Dumping and rubbish collections - See Ch. 97.
Refuse in public places - See Ch. 116.**

140-1. Purpose.

It is the stated purpose of this chapter to eliminate papers and other loose material from blowing from vehicles in the City of Dover.

140-2. Covering required.

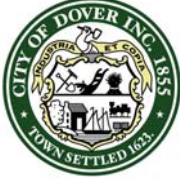
It shall be unlawful for any person, firm or corporation, its agents or servants to transport on the highways of the City of Dover in any vehicles or conveyance, owned or controlled by them, any refuse or waste material or loose articles of waste nature, unless such refuse or waste material is protected by adequate covering to prevent its being blown from the vehicle or conveyance.

***Editor's Note: Provisions of this chapter are derived from Ch. 36 of the former Code, adopted 12-14-77.**

140-3. Violations and penalties.*

Any person, firm or corporation violating the terms of this chapter shall be fined not less than twenty-five dollars (\$25.) nor more than one hundred dollars (\$100.) for each violation.

***Editor's Note: Amended at time of adoption of Code; see
Ch. 1, General Provisions, Art. I.**



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.A.3.

Ordinance Number:
Ordinance Title: **O – 2008.09.24 - 14**
Chapter: Chapter 158, Sunday Sports

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to repeal Chapter 158, entitled “Sunday Sports” of the Code of the City of Dover, 1983

2. AMENDMENT

Chapter 158 entitled “Sunday Sports” is hereby repealed in its entirety.

NOTE: THIS ORDINANCE REQUIRES A PUBLIC HEARING

3. TAKES EFFECT

This ordinance shall take effect upon passage and publication of notice as required by RSA 47:18.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Myers
By Request

Approved as to Legal Form: Allan B. Krans, Sr.
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.A.3.

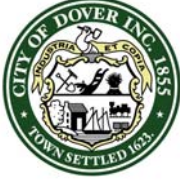
Ordinance Number:
Ordinance Title: **O – 2008.09.24 - 14**
Chapter: Chapter 158, Sunday Sports

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers		
Deputy Mayor*	n/a	n/a
Councilor, Ward 1 - Vacancy		
Councilor Douglas DeDe, Ward 2		
Councilor David Scott, Ward 3		
Councilor Dean Trefethen, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Richard Callaghan, Ward 6		
Councilor Steven McCusker, At Large		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does does not pass.		
* Deputy Mayor not elected at time of vote.		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.A.3.

Ordinance Number:
Ordinance Title: **O – 2008.09.24 - 14**
Chapter: Chapter 158, Sunday Sports

ORDINANCE BACKGROUND MATERIAL:

This ordinance is outdated.

SUNDAY SPORTS AND BUSINESSES

Chapter 158

- 158-1. Hours for sports events.
- 158-2. Hours for public dancing.
- 158-3. Hours for performances.
- 158-4. Business hours.
- 158-5. Violations and penalties.

[HISTORY: Adopted by the City Council of the City of Dover 12-14-77.* Amendments noted where applicable.]

General References

Dances and Dance Halls - See Ch. 86.

158-1. Hours for sports events. [Amended 6-10-81 by Ord. No. 12-81]

It shall be lawful to engage in play or in any sport or game involving skill on Sunday in the City of Dover, but it shall be unlawful to engage in horse racing, boxing, prizefighting, wrestling, pool or billiards, and no sport or game in connection with which an admission is charged or at which a donation is made or accepted shall be carried on before 1:00 p.m. The City Council may restrict the manner and areas upon which such play, sports or games shall be conducted.

158-2. Hours for public dancing. [Added 6-10-81 by Ord. No. 12-81]

Except as provided by RSA 332-D:6, it shall be unlawful to engage in public dancing on Sunday after 1:00 a.m.

*Editor's Note: Provisions of this chapter are derived from Ch. 51 of the former Code, adopted 12-14-77.

158-3. Hours for performances.

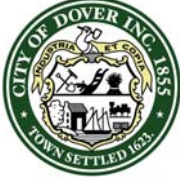
It shall be lawful for motion pictures, lectures, concerts, vaudeville and theatrical performances to be held on Sunday in the City of Dover, but not before 2:00 p.m., and such entertainments may be regulated by licensing or otherwise as the City Council may deem best.

158-4. Business hours.

It shall be lawful to conduct any retail business on Sunday, the first day of the week, commonly called the "Lord's Day," in the City of Dover during their usual business hours.

158-5. Violations and penalties. [Amended 6-10-81 by Ord. No. 12-81]

Any person violating the provisions of this chapter shall be guilty of a violation and be subject to a fine of up to one hundred dollars (\$100.).



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.A.4.

Ordinance Number:
Ordinance Title: **O – 2008.09.24 - 15**
Chapter: Chapter 82, Curfew

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to repeal Chapter 82, entitled “Curfew” of the Code of the City of Dover, 1983.

2. AMENDMENT

Chapter 82 entitled “Curfew is hereby repealed in its entirety.

NOTE: THIS ORDINANCE REQUIRES A PUBLIC HEARING

3. TAKES EFFECT

This ordinance shall take effect upon passage and publication of notice as required by RSA 47:18.

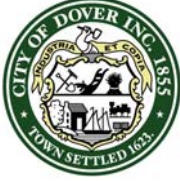
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Myers
By Request

Approved as to Legal Form: Allan B. Krans, Sr.
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.A.4.

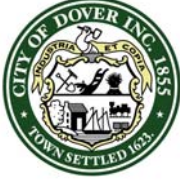
Ordinance Number:
Ordinance Title: **O – 2008.09.24 - 15**
Chapter: Chapter 82, Curfew

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers		
Deputy Mayor*	n/a	n/a
Councilor, Ward 1 - Vacancy		
Councilor Douglas DeDe, Ward 2		
Councilor David Scott, Ward 3		
Councilor Dean Trefethen, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Richard Callaghan, Ward 6		
Councilor Steven McCusker, At Large		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does does not pass.		
* Deputy Mayor not elected at time of vote.		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.A.4.

Ordinance Number:
Ordinance Title: **O – 2008.09.24 - 15**
Chapter: Chapter 82, Curfew

ORDINANCE BACKGROUND MATERIAL:

This ordinance is outdated.

82-1

82-2

CURFEW
CHAPTER 82

82-1. Adoption of state provisions.

82-2. Curfew signal.

**[HISTORY: Adopted by the City Council of the City of Dover 12-14-77*.
Amendments noted where applicable.]**

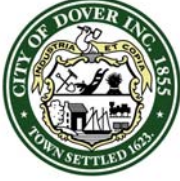
82-1. Adoption of state provisions.

The provisions of Revised Statutes Annotated of New Hampshire, 31:43 a through g, excluding b, entitled "Curfew Regulations" are hereby adopted to be in force in the City of Dover.

82-2. Curfew signal.

For the purposes of this chapter, the fire alarm signal shall be sounded at 9:00 p.m.

***Editor's Note: Provisions of this chapter are derived from Ch. 56 of the former Code, adopted 12-14-77.**



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.A.5.

Ordinance Number:
Ordinance Title: **O – 2008.09.24 - 16**
Chapter: Chapter 97, Dumping, Rubbish and Recycling Collection

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 97, entitled “Dumping, Rubbish and Recycling Collection” of the Code of the City of Dover, 1983; and

2. AMENDMENT

Chapter 97 entitled “Dumping, Rubbish and Recycling Collection” is hereby amended by inserting housekeeping changes throughout the entire Chapter 97

SEE ATTACHED ORDINANCE IN ITS ENTIRETY

3. TAKES EFFECT

This ordinance shall take effect upon passage and publication of notice as required by RSA 47:18.

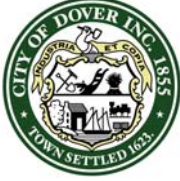
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Doug DeDe

Approved as to Legal Form: Allan B. Krans, Sr.
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.A.5.

Ordinance Number:
Ordinance Title: **O – 2008.09.24 - 16**
Chapter: Chapter 97, Dumping, Rubbish and Recycling Collection

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers		
Deputy Mayor*	n/a	n/a
Councilor, Ward 1 - Vacancy		
Councilor Douglas DeDe, Ward 2		
Councilor David Scott, Ward 3		
Councilor Dean Trefethen, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Richard Callaghan, Ward 6		
Councilor Steven McCusker, At Large		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does does not pass.		
* Deputy Mayor not elected at time of vote.		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.A.5.

Ordinance Number:

Ordinance Title: **O – 2008.09.24 - 16**

Chapter: Chapter 97, Dumping, Rubbish and Recycling Collection

ORDINANCE BACKGROUND MATERIAL:

Numerous housekeeping changes were necessary throughout the entire attached Chapter 97. Items removed have been stricken through, and items to be incorporated are in bold.

TRASH AND RECYCLING COLLECTION

CHAPTER 97

- ~~97-1. Definitions~~
- ~~97-2. Placement of rubbish for collection~~
- ~~97-2.1. Unauthorized placement of rubbish on private property~~
- ~~97-2.2. Disposal of rubbish on private property by incineration prohibited~~
- ~~97-3. Collection Schedule; restrictions~~
- ~~97-4. Commercial collections~~
- ~~97-5. Containers~~
- ~~97-6. Unapproved containers~~
- ~~97-7. Storage of containers and dumpsters~~
- ~~97-8. Removal of empty containers~~
- ~~97-8.1. Property owner responsible for removal~~
- ~~97-9. White goods and scrap metal~~
- ~~97-9.1. Construction and Demolition Debris~~
- ~~97-10. Hazardous waste~~
- ~~97-11. Responsibility of operators~~
- ~~97-12. Violations and penalties~~
- ~~97-13. Waste Disposal~~
- ~~97-14. Residential Curbside Recycling~~
- ~~97-15. Multi-Family recycling~~
- ~~97-16. Yard Waste, brush and Christmas trees~~
- ~~97-17. Community Clean-up~~
- ~~97-18. Anti-seavaging~~
- ~~97-19. Composting Operations.~~

- 97-1. Definitions**
- 97-2. Collection Schedule; restrictions; recycling list**
- 97-3. Commercial Collections**
- 97-4. Storage of containers and dumpsters**
- 97-5. Removal of empty residential containers**
- 97-6. Property owner responsible for removal**
- 97-7. Prohibited items for collection**
- 97-8. Unauthorized placement on private property**
- 97-9. Disposal by incineration prohibited**
- 97-10. Construction and demolition debris**
- 97-11. Multi-Family recycling**
- 97-12. Collection on Private Roads**
- 97-13. Anti-scavenging**
- 97-14. Covering required during transport**
- 97-15. Violations, fines and remedies**
- 97-16. Composting Operations.**
- 97-17. Severability and Savings.**

[HISTORY: Adopted by the City Council of the City of Dover 01-13-88 as Ord. No.33-87*. Amendments noted where applicable. Chapter Title amended 06-21-2006 by Ord. No. 06-2006]

General References: Building, wrecking and demolition - See Ch. 71.; Public health - See Ch. 116.

*Editor's Note: This ordinance superseded Former Ch. 97, Dumping and Rubbish Collection, adopted 12-14-77 as Ch. 44, as amended, of the 1977 Code.

97-1. DEFINITIONS.

The following definitions shall apply in the interpretation and enforcement of this chapter:

BAGS — Specially marked bags designed for refuse as approved by the Dover Environmental Projects Manager, sold by the city and through various commercial/retail outlets throughout the City. Bags will be sold at a price that reflects the per bag cost of refuse collection and disposal. ~~BAGS MAY NOT EXCEED THIRTY FIVE (35) POUNDS IN WEIGHT. [Amended 12-19-90 by Ord. No. 22-90; amended 10-07-91 by Ord. No. 22-91; amended 07-15-92 by Ord. No. 20-92]~~

BULKY WASTE — A large piece of furniture or waste material from a residential source other than construction debris or hazardous waste, with a weight or volume greater than that allowed in containers. ~~[Amended 08-24-94 by Ord. No. 12-94]~~

BUNDLE — Bulky waste materials securely tied together forming an easily handled package not exceeding three (3) feet in length or fifty (50) pounds in weight. ~~[Amended 08-24-94 by Ord. No. 12-94]~~

CITY — Refers to the applicable municipal authority empowered under state law to solicit and award contracts for the collection of residential refuse and will also refer to the appropriate employee or office of the municipality authorized to act as its agent in handling the pertinent matter of this contract.

CONSTRUCTION AND DEMOLITION DEBRIS — Waste building materials resulting from construction, remodeling, repair or demolition operations. ~~[Amended 08-24-94 by Ord. No. 12-94]~~

CONTAINERS:

A. ~~**REUSABLE CONTAINER** — A receptacle made of plastic, metal or fiberglass with a capacity not to exceed thirty (30) gallons, a loaded weight of no more than fifty (50) pounds, a tight-fitting lid and handles of adequate strength for lifting.~~

B. ~~**NONREUSABLE CONTAINERS** — See definition of "BAGS"~~

C. ~~**RESIDENTIAL RECYCLING BINS:** — Any reusable container which is labeled for recycling. [Amended 08-24-94 by Ord. No. 12-94]~~

D. ~~**MULTI-FAMILY BINS** — 95-gallon bins distributed by the City and identified as acceptable multi-family recycling bins by the Environmental Projects Manager. [Added 09-09-91 by Ord. No. 22-91]~~

CONTRACTOR — The individual, firm, partnership, joint venture, corporation or association performing refuse collection and disposal under contract with the city.

DISPOSAL SITE — A refuse depository for the processing or final disposal of refuse, including but not limited to sanitary landfills, transfer stations, incinerators and waste processing separation centers, licensed, permitted or approved by all governmental bodies and agencies having jurisdiction.

DUMPSTERS — A commercially designed large metal container for refuse that has a closable top lid(s) and/or side slide doors.

GARBAGE — Putrescible animal or vegetable wastes resulting from the handling, preparation, cooking, serving or consumption of food and including food containers.

HAZARDOUS WASTE — Wastes that hazardous by reason of their pathological, explosive, radiological or toxic characteristics, or other special wastes.

~~**REFUSE**— Discarded waste materials in a solid or semiliquid state, consisting of garbage, rubbish or a combination thereof.~~

~~**RESIDENCE**— A dwelling unit such as a home, trailer, or multifamily dwelling of four (4) or fewer units, not including hotels and motels.~~

~~**RUBBISH**— Nonputrescible solid wastes consisting of combustible and noncombustible materials. [Amended 08-24-94 by Ord. No. 12-94]~~

~~**TAGS**— Specially marked adhesive tags as approved by the Environmental Projects Manager, sold by the City and through various commercial/retail outlets throughout the City designed to be adhered to bulky waste or bundles that do not fit into the specially marked bag. Tags will be sold at a price that reflects the cost of collection and disposal of bulky waste or bundles. [Amended 08-24-94 by Ord. No. 12-94]~~

~~**YARD WASTE**— The City will operate semi-annual curbside collections of leaves, brush, grass clippings and other yard wastes. The collections schedules will be announced by the Community Services Director. Yard waste refers to any soft leaf, grass or vegetable wastes generated from residences within the City of Dover. Brush and solid woody wastes are not considered yard wastes for the purposes of this Chapter. [Added 08-24-94 by Ord. No. 12-94]~~

97-1. Definitions

The following definitions shall apply in the interpretation and enforcement of this chapter:

“BULKY WASTE” means large items, pieces of furniture or other waste material from a residential source not including construction and demolition debris, special, universal or hazardous waste and marked with a Dover Tag, but not exceeding fifty (50) pounds in weight.

“CONSTRUCTION AND DEMOLITION DEBRIS” means building materials resulting from construction, remodeling, repair or demolition operations.

“CITY CONTRACTOR” means the individual, firm, partnership, joint venture, corporation or association performing trash collection and disposal under contract with the City.

“COMMERCIAL COLLECTION AREA” means the area of the City consisting of Central Avenue from Fourth Street to Kirkland Street and Washington Street from Belknap Street to the east side of Main Street.

“CONTAINER” means Dover Bag or Residential Container.

“DOVER BAG” means a specially marked bag designed for trash as approved by the Dover Solid Waste Coordinator and sold by the City of Dover through various commercial/retail outlets.

“DOVER TAG” means a specially marked adhesive tag approved by the Solid Waste coordinator and sold by the City through various commercial/retail outlets.

“DUMPSTER” means a commercially designed large metal container for waste materials that has a closable top lid(s).

“HAZARDOUS WASTE” means waste that is hazardous by reason of their pathological, explosive, radiological or toxic characteristics.

“MULTI-FAMILY RECYCLING BIN” means a ninety five (95) gallon bin distributed by the City and identified as acceptable multi-family recycling bins by the Solid Waste Coordinator.

“RECYCLING MATERIAL” means those materials approved for recycling by the Solid Waste Coordinator and listed on the City Website.

“RECYCLING BIN” means any reusable residential container labeled for recycling.

“RESIDENCE” means a dwelling unit such as a home, trailer, or multifamily dwelling of four (4) or less, not including hotels and motels.

“RESIDENTIAL CONTAINER” means a trash can or any other receptacle made of plastic, metal or fiberglass with a capacity not to exceed fifty (50) gallons, a tight-fitting lid and handles of adequate strength for lifting.

“SPECIAL WASTE” mean medical and infectious waste which because of its infectious nature may cause or contribute to an increase in mortality, or an increase in serious irreversible or incapacitating reversible illness, or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

“TRASH” means all organic and non-organic materials acceptable for collection in Dover bags and capable of placement in Dover bags. Trash does not include universal or hazardous waste, construction and demolition debris, special wastes, oil based paint containers, yard waste, brush and solid woody waste.

“TRASH AND RECYCLING COLLECTION SERVICE” means collection services performed by the City Contractor on a weekly basis supported by the Dover Bag and Tag program.

“UNIVERSAL WASTE” means wastes meeting the definition of hazardous wastes in the New Hampshire Hazardous Waste Rules but which during accumulation and transport pose a low risk compared to other hazardous wastes; examples are: non-alkaline batteries, fluorescent bulbs, mercury devices and thermostats.

“YARD WASTE” means any soft leaf, grass or vegetable wastes generated from residences within the City of Dover. Brush and solid woody wastes are not considered yard wastes for the purposes of this Chapter.

~~**97-2. Placement of rubbish for collection.**~~ [Amended 08-24-94 by Ord. No. 12-94]

~~—No person, firm or corporation shall place any rubbish, cans, iron, special or hazardous wastes, including but not limited to flammables, toxic or rubber dust, liquid or fecal waste, sludge, demolition materials, animals and animal parts, yard waste and other waste material upon or near a city street or highway for collection by the City of Dover except in accordance with the following provisions of this chapter.~~

97-2. Collection schedule; restrictions; recycling list

(a) Trash, recycling materials, and bulky waste generated by Dover residents shall be collected by the City Contractor on a weekly basis. Collection shall occur Monday through Friday. Each residence shall only receive pick-up once per week.

(b) All trash placed for collection shall be contained in Dover bags securely tied. Dover bags placed for collection shall not exceed thirty-five (35) pounds. Dover bags may be placed in residential containers. All recycling material shall be placed for collection in a recycling bin. Bulky waste shall have a Dover tag attached.

(c) Residents shall not place materials for collection along the curb or edge of the street earlier than 4 PM on the evening before the scheduled collection day. This provision shall apply to materials placed for collection by the City contractor and private contractors.

(d) Only materials contained in a Dover bag, recycling container or bulky waste with an approved tag and placed along the curbside no later than 7 AM on the scheduled collection day will be collected by the City contractor.

(e) The City Contractor shall only collect Dover bags securely tied in such a manner as to fully and completely enclose the trash contained. Cardboard boxes are not acceptable containers for collection by the city contractor. Cardboard boxes shall be broken down to lie flat and secured as a bundle no more than 4' x 4' in size and no more than 50 lbs in weight

(f) The price of Dover bags and Dover tags shall be reviewed annually or as needed by the City Council.

(g) The Solid Waste Coordinator shall publish a list of recycling materials acceptable for the curbside recycling collection program, place the list on the City website and make the list available to the public.

(h) The Community Services Department shall announce the amended collection schedule for holiday weeks in advance.

(i) Items placed by residents along the public way marked "Free", or similar marking, shall only be placed in public view for twenty-four (24) hours.

~~97-2.1. Unauthorized placement of rubbish on private property.~~ [Amended 08-24-94 by Ord. No. 12-94]

~~—No person, firm or corporation shall place or cause to be placed garbage, refuse or rubbish, yard waste, bulky waste or construction and demolition debris in or on private property unless authorized by the owner of the property and except in accordance with any applicable State law.~~

~~97-2.2. Disposal of rubbish on private property by incineration prohibited.~~ [Added 04-03-96 by Ord. No. 04-96]

~~—Except as may be authorized pursuant to any applicable State or Federal law, no person, firm or corporation shall dispose of any garbage, refuse or rubbish on private property by any process involving burning or incineration. For the purpose of this section, the words garbage, refuse and rubbish, shall not be construed to include materials such as newspaper, scrap paper, or other solid material which are commonly used for the purpose of starting fires in fireplaces, wood stoves, or in wood or coal furnaces.~~

~~97-3. Collection schedule; restrictions.~~ [Amended 09-09-91 by Ord. No. 22-91; amended 06-21-2006 by Ord. No. 06-2006]

~~—Rubbish collection including the bag and tag program and recycling collection will be made Monday through Friday of each week except those weeks in which a holiday occurs, when a revised pickup schedule will be announced by the Community Services Director. Residents will place their rubbish and recycling to be collected along the curbside or streetside where normally the curbing would be, in specially marked bags (tags for bulky items or bundles) as defined in section 97-1 of the code, and recycling bins on the evening before, or by 7:00 a.m. on their scheduled pickup day. No rubbish will be picked up that is not contained by an approved specially marked bag (tag for bulky items and bundles), that is not along the curbside, nor more frequently than once a week. The price of bags and tags shall be established initially by Resolution of the City Council and shall be reviewed after 6 months and annually or as needed thereafter by the City Council. Residential structures not defined as residences under section 97-1 may request access to City rubbish collection and recycling routes via the use of the specially marked bags/tags. Requests must be made in writing and addressed to the Director of Community Services. Requests to participate in the "Bag & Tag" program shall be approved upon allocation if both of the following criteria are met:~~

~~A. The residence must be accessible by the City vendor's trucks.~~

~~B. The authorized representative of the Homeowners Association for residences on a private road shall execute a Release of Liability form approved by the City releasing the vendor and the City of Dover from liability for damage caused to the private road resulting from the use of the road to perform the rubbish and recycling removal services. In addition, a certified copy of the certificate of existence of the Homeowner's Association shall be on file in the Office of the Community Services Director. The Release shall be updated six (6) months prior to the expiration of the City's current waste hauling contract. Failure to renew the Release shall result in the discontinuance of the rubbish and recycling collection services upon ninety (90) days written notice of termination sent by certified mail to the owners of record of residences on the private road. Multi-family dwellings as defined in Chapter 170-6 shall not be eligible for rubbish and recycling services.~~

~~There shall be a ninety (90) day waiting period for the start of rubbish collection services after a complete application is received.~~

97-3. Commercial Collections.

(a) Businesses and residences in the Commercial Collection Area may use the trash and recycling collection service. The Commercial Collection Area consists of that portion of Central Avenue from Fourth Street to Kirkland Street, and on Washington Street from Belknap Street to the east side of Main Street.

(b) Businesses in the Commercial Collection Area who choose not to use Dover trash and recycling collection services are responsible for making their own arrangements for trash removal and disposal. The City negotiated disposal contract will allow commercial waste to be disposed of at the City's per ton rate.

(c) Businesses outside the Commercial Collection Area are responsible for making private arrangements for removal and disposal of trash and other waste materials.

~~97-4. Commercial Collections. [Amended 12-19-90 by Ord. No. 22-90; Amended 09-09-91 by Ord. No. 22-91]~~

~~—The commercial collection area consists of that portion of the city on Central Avenue from~~

~~Fourth Street on the North end, south to Kirkland Street, and on Washington Street from Belknap Street on the west side of the City, east to the further side of Main Street. Rubbish will be collected in this area of the City pursuant to section 97-3 of the code. The cost of Commercial rubbish collection and disposal is the responsibility of the generator. Those businesses not using the City approved specially marked bags are responsible for making their own arrangement for rubbish removal and disposal. The city negotiated disposal contract will allow commercial waste to be disposed of at the City's per ton rate.~~

97-4. Storage of containers and dumpsters.

Except on the day prior to collection as provided for in 97-1, no person shall place or store any trash, Dover bag or bulky waste unless said material is placed in residential containers/dumpsters and said residential containers/dumpsters are stored in a manner as to be screened from public view from any public way. Residential containers and dumpsters shall be sized to handle the needs of the residence or commercial establishment.

~~97-5. Containers.~~

~~—Containers shall be defined in 97-1, Definitions, the definitions of "bags", "bulky waste", "bundle", "city", "construction debris" and "container". Cardboard boxes are not acceptable containers and must be broken down to lie flat and secured as a bundle.~~

97-5. Removal of residential containers.

Residential containers and recycling bins shall be removed from the curbside within twenty-four (24) hours after the contractor has engaged in collection services. Any remaining debris shall be cleaned up by the owners of abutting property no later than twenty-four (24) hours after collection. Collection crews shall be responsible for any debris they drop or spill on the ground and shall clean it up before moving on to the next stop, provided there has been the proper use of bags, containers and bundles. These provisions shall apply to collection services by the City contractor and private contractors.

~~97-6. Unapproved containers.~~ ~~[Amended 12-11-91 by Ord. No. 44-91; amended 08-24-94 by Ord. No. 12-94]~~

~~—The contractor shall not be required to collect solid waste unless it is in approved containers, bags or dumpsters, as described in 97-1 of this ordinance. The contractor shall not be required to collect bags unless such bags are securely tied in such a manner as to fully and completely enclose the material contained therein.~~

97-6. Property owner responsible for removal.

(a) Trash, yard waste, bulky waste, construction or demolition debris, special, universal and hazardous waste placed in violation of this chapter shall be removed by the owner of said materials, or the owner of the property next to the area where said materials appear, no later than twenty-four (24) hours after notice is posted by City staff to avoid a continuing offense and additional administrative fines pursuant to the provisions of 97-11(d).

(b) Notice of the violation shall be posted in a conspicuous place on the property next to the area where said materials appear.

(c) The Community Services Department is authorized to contract with a private commercial removal company to remove illegally placed trash, yard waste, bulky waste, construction or demolition debris, universal and hazardous waste if said items remain twenty-four (24) hours after notice is posted. Property owners of properties next to the area where materials are removed pursuant to this paragraph are responsible for the costs of removal. Removal expenses shall be in addition to any administrative fines.

(d) Owners of residences and apartments shall supply appropriate residential containers, but not bags, for residents and tenants to use for trash and recycling purposes until collection.

~~97-7. Storage of containers and dumpsters.~~

~~—Except on the day scheduled for collection and during the time period provided in 97-4 of this chapter, no person shall place or store any refuse in any street, alley or other public place or upon any private property within the City of Dover unless such refuse is placed in proper containers/dumpsters and such containers/dumpsters are stored in such a manner as to be adequately screened from view from any public way.~~

97-7. Prohibited items for collection.

No person, firm or corporation shall place any special, universal or hazardous wastes, liquid or human fecal waste, oil sludge, construction and demolition debris, animals and animal parts, yard waste, brush and solid wood wastes upon or near a city street or highway for collection by the City of Dover or the City Contractor.

~~97-8. Removal of empty containers.~~

~~—Rubbish containers, once emptied, must be removed by the owner from the curbside within twenty four (24) hours. Any debris strewn from this rubbish by animals, wind, etc., will be cleaned up by the owners within twenty four (24) hours. Rubbish collection crews will be responsible for any debris they drop or spill on the ground and will clean it up before moving on to the next stop, provided that the owner has complied with 97-1, the definitions of "bags", "bundle" and "container:"~~

97-8. Unauthorized placement on private property.

No person, firm or corporation shall place any special, universal or hazardous wastes, liquid or human fecal waste, oil sludge, construction and demolition debris, animals and animal parts, yard waste, brush and solid wood wastes on private property unless authorized by the owner of the property and except in accordance with any applicable State law or this ordinance.

~~97-8.1. Property Owner Responsible for Removal.~~ [Added 12-18-96 by Ord.

~~—No. 17-96]~~

~~—Upon notice, illegally place refuse, garbage, rubbish, yard waste, bulky waste, construction or demolition debris shall be removed by the owner or person having control of the property next to the City street where it appears, no later than 48 hours after notice is posted. Notice shall be posted on the property owners building/residence or property in a conspicuous place requiring removal within 48 hours of posting. Failure to remove the illegal refuse will cause the City to privately contract with a removal service and charge the expense to the property owner.~~

Removal expenses shall be in addition to any fines under 97-12.

~~97-9. White Goods and Scrap metal.~~ [~~Amended 08-24-94 by Ord. No. 12-94~~]

~~—White goods and scrap metal generated by City residents shall be collected by the City on the first Wednesday of each month under the following conditions:~~

~~A. Residents must make arrangements with the Community Services Department to be placed on a collection list.~~

~~B. All white goods and scrap metal to be collected must be placed at curbside by no more than twenty four (24) hours prior to 7:00 a.m. on the collection day.~~

97-9. Disposal by incineration prohibited.

No person, firm or corporation shall dispose of any trash or prohibited items for collection by any process involving burning or incineration except as may be authorized pursuant to any applicable State or Federal law. For the purpose of this section, trash shall not be construed to include materials such as newspaper, scrap paper, or other solid material which are commonly used for the purpose of starting fires in fireplaces, wood stoves, or in wood or coal furnaces.

~~97-9.1. Construction and demolition debris.~~ [~~Amended 08-24-94 by Ord. No. 12-94~~]

~~—The City shall provide a disposal location for the disposal of small quantities of construction and demolition debris generated by City residents within the City of Dover. A fee shall be charged by the City for the disposal of such debris. Such fee shall be established by resolution of the City Council. The disposal of such debris shall be conducted in accordance with such regulations as may be established by the Community Services Department.~~

~~97-10. Hazardous waste.~~

~~—Hazardous waste, as defined in 97-1, the definition of "hazardous waste," will not be accepted for pickup by the city.~~

97-10. Construction and demolition debris.

The City may provide a disposal location for the disposal of small quantities of construction and demolition debris generated by City residents within the City of Dover for a fee set by the City Council. The disposal of such debris shall be conducted in accordance with regulations as may be established by the Community Services Department.

~~97-11. Responsibility of operators.~~

~~—Any deviation from the terms of this chapter is the responsibility of the City of Dover.~~

97-11. Multi-Family recycling.

Multi-family dwellings of five (5) units or more may be provided with ninety-five (95) gallon bins for acceptable recyclable material. Bins will be collected weekly following established collection routes. Unacceptable material placed in the multi-family recycling bins will not be collected.

97-12. Violations and penalties. ~~[Amended 07-17-91 by Ord. No. 24-91]~~

~~—Any person, firm or corporation found to be in violation of any provision of this chapter shall be guilty of a violation punishable by a fine of not less than \$200.00 and up to \$1,000.00.~~

97-12. Collection on Private Roads

(a) Residential structures on private roads may request access to City **Dover Bag and Tag program and rubbish trash and recycling collection services.** ~~and recycling routes.~~ Requests shall be made in writing and addressed to the Director of Community Services. Requests to participate in the **Dover Bag & Tag program** shall be approved upon ~~allocation~~ **application** if both of the following criteria are met:

1. The residence is accessible by the trucks of the City Contractor.
2. The authorized representative of the Homeowners Association for residences on a private road executes a Release of Liability form approved by the City releasing the City Contractor and the City of Dover from liability for damage caused to the private road resulting from the use of the road to perform the **rubbish trash and recycling removal collection services.** In addition, a certified copy of the certificate of existence of the Homeowner's Association shall be on file in the Office of the Community Services Director. The Release shall be updated six (6) months prior to the expiration of the City's current waste hauling contract. Failure to renew the Release shall result in the discontinuance of the **rubbish trash and recycling collection services** upon ninety (90) days written notice of termination sent by certified mail to the owners of record of residences on the private road. Multi-family dwellings as defined in Chapter 170-6 shall not be eligible for **rubbish trash and recycling collection services.**

(b) There shall be a ninety (90) day waiting period for the start of **rubbish trash and recycling collection services** after a complete application is received.

97-13. Waste disposal. ~~[Added 12-19-90 by Ord. No. 22-90; amended 08-24-94 by Ord. No. 12-94]~~

~~—No person, firm, business or corporation shall haul or carry solid waste in the City of Dover for the purpose of disposal of such solid waste under the Dover Solid Waste disposal contract with the City's contracted Waste Disposal Facility unless express permission has been granted in advance by the Environmental Projects Manager.~~

97-13. Anti-scavenging.

No person shall possess trash or recycling material placed at the curb for collection or delivered to the City Recycling Center unless expressly authorized by City staff. Said materials are the property of the City upon placement for collection or delivery to the Recycling Center.

97-14. Residential Curbside Recycling. ~~[Added 09-09-91 by Ord. No. 22-91]~~

~~—Recyclable material will be collected from residences (as defined by Section 97-1 of the Dover City Code) on the same day as rubbish collection. The Environmental Projects Manager will publish a list of materials accepted by the curbside collection program. Recyclable material must be placed in Residential Recycling Bins (as defined by Section 97-1 of the Dover City Code). Bins must be placed at the curb on the evening before or, by 7:00 a.m. on the scheduled pickup day. Unacceptable material found in the Residential Recycling Bins will not be collected.~~

97-14. Covering required during transport.

All persons, firms and corporations, and their agents shall protect trash, construction and demolition debris, special, universal, hazardous or yard wastes, brush and solid woody wastes or loose articles of a waste nature during transport of said materials in a vehicle on a public way with adequate covering to prevent the materials from being blown from the vehicle.

~~97-15. Multi-Family recycling.~~ [Added 09-09-91 by Ord. No. 22-91]

~~—Multi-family dwellings of 5 units or more, will be provided with 95-gallon bins for acceptable recyclable material. Bins will be collected weekly following established collection routes. Unacceptable material placed in the multi-family recycling bins will not be collected.~~

97-15. Violations, fines and remedies

- (a) Any person, firm or corporation found to be in violation of any provision of this chapter shall be assessed an administrative fine according to a schedule of administrative fines adopted and approved by the City Council.**
- (b) The staff of the Community Services Department and/or Police Department are authorized to issue citations to persons, firms or corporations violating this ordinance pursuant to a schedule of administrative fines adopted by the City Council. The schedule of administrative fines shall be approved by the City Council on an annual basis by resolution.**
- (c) Recipients of citations shall have twenty-four (24) hours to correct the violation(s) to avoid additional administrative fines (See 97-6 (a)). Payment of administrative fines shall occur within seven (7) calendar days.**
- (d) Continued violation of the chapter after the issuance of an initial citation shall constitute a continuing offense. An additional administrative fine equal to the fine in the initial citation for each succeeding day the violation continues shall be imposed without the issuance of a separate citation for each succeeding day.**
- (e) The Community Services Department may refuse to accept or collect trash, recycling, bulky waste, or solid waste of any kind that is not handled in accordance with the provisions of this chapter, any rules adopted hereunder, or when there is a failure to pay administrative fines. This authority may involve refusing an individual pick-up or discontinuing future municipal collection services.**
- (f) The Community Services Department has the right to refuse access to the**

Recycling Center to any persons who misuse the Center or are negligent and/or abusive to City employees.

- (g) The Community Services Director, or designee, may negotiate and settle civil claims and citation fees involving violations of this chapter.**
- (h) City staff upon the approval of the City Manager is authorized to file appropriate legal proceedings, including but not limited to requests for injunctive relief, necessary to prevent violation of, or enforcement of, this chapter.**
- (i) City staff may inspect materials placed at curbside for municipal pick-up for compliance with local, state and federal laws.**
- (j) Notices or citations may be served in hand by City staff, posted in a conspicuous place on the adjoining property or sent by certified mail to the owner. Notices or citations sent by certified mail shall be deemed to have been received when the City places the notice or citation in the mail.**

~~**97-16. Yard waste, brush and Christmas trees.** [Added 09-09-91 by Ord. No. 22-91; amended 08-24-94 by Ord. No. 12-94; amended 12-18-96 by Ord. No. 17-96; amended 03-19-97 by Ord. No. 07-97; amended 02-20-02 by Ord. No. 01-2002; amended 02-13-2008 Ord no 05]~~

~~—The city will conduct annual curbside collections of leaves, grass clippings and other yard and garden wastes. Said leaves, grass clippings and other yard and garden wastes shall be in an appropriate biodegradable paper bag. The City will operate a drop-off area to be designated by the Community Services Director for the purpose of the disposal of brush, yard and garden wastes. Christmas trees may be dropped off at the designated drop-off area. Only persons authorized by the owner, or person in position or control of property authorized by the City of Dover, are permitted to collect such yard waste from curbside. Unauthorized collection may be punishable by a minimum fine of \$200.00.~~

97-16. Composting Operations. [Added 11-20-02 by Ord. No. 29-2002]

(a) Definitions

“Composting” ~~shall~~ means the mixture of decomposable refuse at an outdoor, open-air facility for the purpose of producing material for fertilization and conditioning of soil.

“Compostables” ~~shall~~ means brush, unpainted or untreated wood or wood by-products; Christmas trees or wreaths; wood pallets which are ground or shredded; leaves; grass clippings; vegetative prunings; garden waste and yard waste, farming crop residuals, animal manure, approved bulking agents in accordance with NH State Administrative Environmental Rules.

“Composting Facility” ~~shall~~ mean a site where composting occurs as part of a private business. Sites of less than one (1) acre in size are not defined by this ordinance as a composting facility. Municipal sludge, solid waste and other non-farm type wastes other than leaves and grass clippings are not included. Household composting is not included.

“Composting Facility Operator” ~~shall~~ means the person responsible for the operation of a composting facility regulated by this ordinance.

(b) Scope of Applications

~~As of the effective date of this ordinance, No composting facility as defined and regulated herein shall be established in the City of Dover by any person, unless the composting facility conforms to this ordinance and other local, state and federal regulations, statutes and guidelines.~~

(c) Operation Standards and Requirements

~~Operation Standards:~~

(1) Composting operations shall adhere to the guidelines published by the National Resource Conservation Service "Composting Facilities" Code Number 317. The site shall insure a process to maintain set back requirements and to control runoff and ensure odor problems are minimized. Every operation shall be required to file an annual operation and maintenance plan with the Solid Waste Coordinator.

(d) Noise, Odor and Debris

(1) Noise and vibration emanating from a composting facility shall not be excessive. The operation of machines and equipment shall not start before 7:00 a.m. or continue after 9:00 p.m.

A. The composting facility operator shall not permit unreasonably offensive odors to escape the boundaries of the composting facility and/or interfere with the enjoyment of adjacent properties.

B. The composting facility operator shall not permit unreasonably offensive odors to escape the boundaries of the composting facility and/or interfere with the enjoyment of adjacent properties.

C. Debris and litter driven by wind or flowing water emanating from a composting facility shall be collected daily by the composting facility operator. In the event the compost operator is unable to prevent wind or water driven debris from leaving the site, the enforcement officials shall direct the compost facility operator to erect impenetrable screening to stop the scattering of debris from the site.

D. Security of the composting site shall be provided to a degree to prevent illegal dumping. Said property shall be gated or barred when not attended and have appropriate signage against trespassing.

E. A composting facility operator shall use only licensed disposal areas for the disposal of its solid waste.

(e) Enforcement

Enforcement officials shall be permitted entry to the composting facility for inspection purposes during normal operating hours to determine compliance with this ordinance and other applicable regulations. No person shall impede inspection of a composting facility by enforcement officials.

(f) Penalties

Any person, corporation, partnership or any other legal entity who fails to comply with any of the provisions of this ordinance or any of the regulations in pursuance thereof, shall be guilty of a violation, and upon conviction thereof, may be fined not more than \$1,000.00. Every act or violation and every day upon which a violation occurs shall be considered a separate offense. The City may exercise cease and desist remedies under RSA 676:17-a, for repeat offenders.

(g) Construction, Non-applicability, Appeals

This ordinance shall be liberally construed in such manner as to best effectuate its purpose. The provisions of this ordinance shall be construed, if possible, in such manner as to make such provisions compatible and consistent with the provisions of all existing and future zoning and other ordinances of the City of Dover and all amendments thereto, provided however, that where any inconsistency or conflict cannot be avoided, then the most restrictive of such inconsistent or conflicting provisions shall control and prevail. If there is believed to be a conflict between the stated intent and any specific provisions of this ordinance, the City of Dover may, in accordance with established zoning ordinance procedures, permit modification of said provisions while retaining the intent in such appealed instance.

(h) Repeals

All ordinances or parts thereof in conflict with the provisions of this ordinance, except as herein provided, are hereby repealed only to the extent necessary to give this ordinance full force and effect.

~~**97-17. Community Clean-up.** [Added 09-09-91 by Ord. No. 22-91]~~

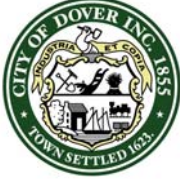
~~—The City Manager may provide community clean-up organizations with free bags and tags. Availability of free bags and tags will be determined by the City Manager on a case by case basis.~~

97-17 Severability and Savings

Should any provision or section of this ordinance be held invalid for any reason, such holdings shall not be constructed as affecting the validity of the remaining provisions or sections. The repeal provided therein shall not abrogate or affect any offense or act committed or done or any penalty or forfeiture incurred, or any pending litigation or prosecution or any right established, or occurring prior to the effective date of this ordinance.

~~**97-18. Anti-scavaging.** [Added 12-11-91 by Ord. No. 45-91]~~

~~—Any recyclable material appropriately placed at the curb for collection by the City contracted Recycling Vendor, or delivered to the City Recycling Drop-off Center, becomes the property of the City and no person not permitted by the City shall collect such material except as specifically authorized by the City.~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.B.1.

Ordinance Number:
Ordinance Title: **O – 2008.08.13 - 11**
Chapter: Chapter 166, Vehicles and Traffic

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 166 of the Revised Code of the City of Dover, 1983, entitled Vehicles and Traffic, by deleting language in its entirety in 166-53, Schedule F – Commercial Vehicle Travel Restricted and replacing with the language in the amendment below.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by replacing language in its entirety in Section 166-53, “Schedule F – Commercial Vehicle Travel Restricted”, as follows:

Section 1. General.

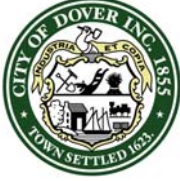
No vehicle with a gross vehicle weight rating of 26,000 pounds (26 K GVWR) or higher shall utilize any City Street (Class IV, Class V or Class VI) within the City limits for travel in or through the City, unless such roadway has been designated as a commercial vehicle route. However, said vehicles are permitted to travel on City Streets for the purpose of delivering or receiving goods and services to a specific destination. If travel along non-commercial vehicle routes is necessary for the above permissible purpose, then vehicles shall use the nearest intersection for entering and exiting restricted roadways.

Section 2. Designated commercial vehicle routes;

(a) All State numbered routes and non-numbered state-maintained roadways are designated commercial vehicle routes in the City of Dover. Vehicles with a gross vehicle weight rating of 26,000 pounds (26 K GVWR) or higher shall be permitted to utilize these designated commercial vehicle routes as a means of travel through the City of Dover.

(b) Commercial vehicle routes shall be designated by signage in accordance with the Manual on Uniform Traffic Control Devices, latest edition, applicable laws and safety policies.

(c) Revisions to the designated commercial vehicle routes shall be presented to the Transportation Advisory Commission by written petition. The Transportation Advisory Commission may require a traffic study and other supporting evidence to consider the petition. TAC shall provide a recommendation to the City Manager or his designee. The City Manager or designee shall post a list of designated commercial vehicle routes in the office of the City Clerk, the office of the Community Services Department and the Police Department.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.B.1.

Ordinance Number:
Ordinance Title: **O – 2008.08.13 - 11**
Chapter: Chapter 166, Vehicles and Traffic

Section 4. Exceptions.

This ordinance shall not apply to any police, fire, ambulance or other public safety vehicle; vehicles owned or operated by the City; or vehicles owned or operated by designated representatives or contractors of the City actively engaged in the repair, maintenance or construction of City streets, street improvements or utilities within the City's rights of way. Additionally, the ordinance shall not apply to any heating system delivery vehicle, school bus, or public transit bus.

Section 5. Enforcement.

This Ordinance shall be enforced by the Police Chief, his designees or other sworn law enforcement officer(s).

Section 6. Violations and penalties.

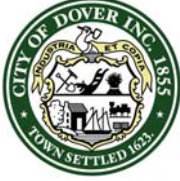
Violations of this ordinance shall be punishable by the imposition of a \$150.00 citation for the first offense. Repeat offenders may be punished by the imposition of citations up to \$250.00 for each offense.

Section 7. Repeal of Conflicting Ordinances.

All ordinances and appurtenant schedules of restricted streets and resolutions and parts thereof in conflict herewith are repealed.

3. Effective Date.

This ordinance shall take effect upon passage and publication of notice as required by NH RSA 47:18.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.B.1.

Ordinance Number:
Ordinance Title: **O – 2008.08.13 - 11**
Chapter: Chapter 166, Vehicles and Traffic

RECOMMENDATION

The Transportation Advisory Commission and City Manager recommend that this Ordinance be adopted.

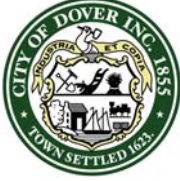
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Karen Weston

Approved as to Legal Form: Allan B. Krans, Sr.
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.B.1.

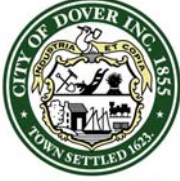
Ordinance Number:
Ordinance Title: **O – 2008.08.13 - 11**
Chapter: Chapter 166, Vehicles and Traffic

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers		
Deputy Mayor*	n/a	n/a
Councilor Ward 1 - Vacancy		
Councilor Douglas DeDe, Ward 2		
Councilor David Scott, Ward 3		
Councilor Dean Trefethen, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Richard Callaghan, Ward 6		
Councilor Steven McCusker, At Large		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does does not pass.		
* Deputy Mayor not elected at time of vote.		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.B.1.

Ordinance Number:
Ordinance Title: **O – 2008.08.13 - 11**
Chapter: Chapter 166, Vehicles and Traffic

ORDINANCE BACKGROUND MATERIAL:

This ordinance revision has been recommended by the Transportation Advisory Commission.

The City of Dover has determined that it is necessary to restrict heavy commercial vehicle traffic on certain roadways within the municipal boundaries of the City of Dover in order to protect the public safety and general well-being of its citizens and to preserve its local street and highway infrastructure. The City of Dover is constituted by a majority of residential zoning districts and streets, thereby creating roadways primarily used to connect those residential areas and for residential purposes. Additionally, those residential streets are also occupied by children at play and general pedestrian traffic. The City finds that these residential areas are not suited or safe for large and heavy commercial through-vehicular traffic. Furthermore, the City finds it an imminent danger to the children and citizens within these residential areas to have large and heavy commercial vehicles utilizing such streets as thoroughfares or cut through roadways especially when the origin and/or destination of the vehicle is not on said roadways or within the boundary of the City of Dover.

Many of the streets within the City are not constructed in width or otherwise to adequately and sufficiently withstand the weight of heavy commercial vehicles, and use by such vehicles has caused and will cause significant and premature damage to the integrity of the City's roadway system. It is thereby necessary to restrict the usage of the roadways to protect and preserve the integrity of the City's roadways.

The present roadway system within the City limits includes certain roadways, defined as Class II and III Highways, that are adequately constructed, intended and designed for large and heavy commercial vehicles and that provide for travel and connectivity in east/west and north/south directions so that such vehicles can and should utilize those roadways, pursuant to exceptions for City vehicles, school buses, public transit and fuel delivery vehicles, in lieu of the other City roadways for the protection and preservation of the public safety and general well being of our citizens.

Dover Code Chapter 166-53 provides a restriction on through commercial vehicle traffic on a number of City streets. It defines commercial vehicles as those over 26,000 pounds gross weight. City vehicles and those contracted by the City, fuel delivery vehicles and public transit vehicles, School buses and student transportation carriers are exempt. Commercial vehicles making a delivery or pickup on the street, or to a side street that cannot be accessed by any other means, are also exempt.

Many residents of the City have complained about the volume, size and speed of commercial traffic on these streets. The absence of sidewalks in some areas poses potential safety hazards where pedestrians and trucks are attempting to share the road. Some of the complaints also involve the additional structural burden placed on these local roadways by the heavy vehicles. Some complaints pertain to the need to maintain the residential nature of neighborhoods

A truck travel route through Dover, using some local roads, provides a shorter distance, fewer tolls and less chance of being subjected to weigh stations for a number of trucking companies with destinations from Maine to points west and south of the Spaulding Turnpike is currently being utilized. This ordinance change



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 11.B.1.

Ordinance Number:
Ordinance Title: **O – 2008.08.13 - 11**
Chapter: Chapter 166, Vehicles and Traffic

clarifies for trucking firms exactly which roadways are appropriate and legal for through truck trips in the City.

NH RSA 231:191 provides:

“The governing body of a municipality may establish maximum weight limits, seasonal or otherwise, which are more restrictive than the limits set forth in RSA 266:17-26, for any class IV, V, or VI highway or portion of such highway, when the highway agent determines that such highway requires postings to prevent unreasonable damage or extraordinary municipal expense. Such posting shall be in accordance with currently acceptable practices and technology.”

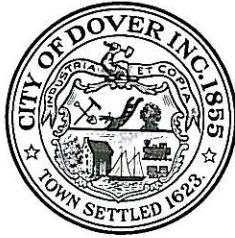
166-53. SCHEDULE F: Commercial Vehicle Travel Restricted.

[Amended 05-15-91 by Ord. No. 18-91, Amended 01-29-97 by Ord. No. 01-97; Amended 11-11-98 by Ord. No. 17-98; amended 02-19-03 by Ord. No. 03-2003]

In accordance with the provisions of **166-5C**, the following streets shall be restricted to pleasure vehicles and commercial vehicles making a delivery or pickup. Through commercial vehicle traffic shall be prohibited. "Commercial vehicles" shall be defined as those over 26,000 pounds gross weight unless otherwise noted to a particular classification on a particular street. School Buses and buses authorized to carry school students are exempt.

<u>STREET</u>	<u>LOCATION</u>
Arch Street	From the intersection with Silver Street to the intersection with Washington Street
Atkinston Street [Added 12-16-92 by Ord. No. 31-92]	From the intersection with Washington Street southerly to the intersection with Silver Street
Back River Road	From its intersection with Durham Road (Route 108) southerly to its intersection with Piscataqua Road
Belknap Street [Added 12-16-92 by Ord. No. 31-92]	From the intersection with Washington Street southerly to the intersection with Silver Street
Bellamy Road	From the intersection of the Durham Road (Route 108) to the Knox Marsh Road
Birchwood Place [Added 06/30/99 by Ord. No. 06-99]	From the intersection with Central Avenue south to the beginning of Shamrock Lane
Columbus Avenue [Added 01-29-97 by Ord. No. 01-97]	From Tolend Road to Littleworth Road (restriction limited to United States Federal Highway Administration (FHWA) Classifications 8 through 13)
Cushing Street [Added 12-16-92 by Ord. No. 31-92]	From the intersection with Washington Street southerly to the intersection with Silver Street
Fourth Street	From the intersection of Fourth Street and Washington Streets easterly to the intersection of Fourth and Grove Streets
Glen Hill Road [Added 01-29-97 by Ord. No. 01-97]	From Tolend Road to the Rochester Town Line

<u>STREET</u>	<u>LOCATION</u>
George Street [Added 10/20/93 by Ord. No. 27-93]	From the intersection with Henry Law Avenue westerly to the intersection with Central Avenue
Green Street	From the intersection of Chestnut Street to the intersection of Washington Street
Lexington Street	From the intersection of Silver Street northerly to the intersection with Washington Street
Mast Road [Added 01/17/2007 by Ord. No. 16-2006]	From the intersection of Durham Road to the Intersection of Back River Road
Old Rochester Road	From its intersection with Long Hill Road southerly to its intersection with Indian Brook Drive
Piscataqua Road	From its intersection with Back River Road southerly to its intersection with the Madbury-Dover boundary line
Renaud Avenue [Added 06/30/99 by Ord. No. 06-99]	From the intersection with Stark Avenue west to the intersection with Keating Avenue
Spring Street [Added 06/30/99 by Ord. No. 06-99]	From the intersection with Central Avenue west to the intersection with Locust Street
Summer Street	From the intersection with Central Avenue west to the intersection with Locust Street
Trakey Street [Added 06/30/99 by Ord. No. 06-99]	From the intersection with Central Avenue west to the intersection with Locust Street
Washington Street	Washington Street from the intersection of Arch and Washington Streets northerly to the intersection of Tolend Road and Washington Streets
Watson Road [Added 01-29-97 by Ord. No. 01-97]	In its entirety (restriction limited to United States Federal Highway Administration (FHWA) Classifications 8 through 13)
Whittier Street [Added 01-29-97 by Ord. No. 01-97]	From Sixth Street to the intersection of Washington Street and Tolend Road (restriction limited to United States Federal Highway Administration (FHWA) Classifications 8 through 13)
Willand Avenue [Added 11-11-98 by Ord. No. 17-98]	From the intersection with New Rochester Road to the intersection of Old Rochester Road.



RECEIVED
DOVER CITY CLERK
DOVER, NH

2008 SEP 12 A 10:39

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

RAFFLE*.....TAG*.....**PARADE****..... BLOCK PARTY**..... ROAD TOLL***.....

Fill In Completely and Return To City Clerk NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: KIWANIS Club OF DOVER, NH

Federal Tax ID number for Organization: 02-194230

Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: GROVER TASKER Day Time Telephone: 742-4961

Address: 621 CENTRAL AVE DOVER Email Address grover@taskerfh.com

Purpose of Permit: TO HAVE A WALK-A-THON

Date of Event: SAT OCT 25 2008 Specific Time: 8:00AM TO 12 Noon

Location of Event: DOWNTOWN DOVER ALONG RIVERWALK

(Raffle Permit only)

Prize (s) To Be Awarded: _____

Amount of Donation: _____ Date of Drawing: _____ Specific Time: _____

Place of Drawing: _____

*** NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS:** Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information. Please provide a way for us to contact you during the day so the request can expedited Information on these requirements may be found at http://doj.nh.gov/publications/charitable_forms.html.

**** NOTE: ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA**

*****NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT**

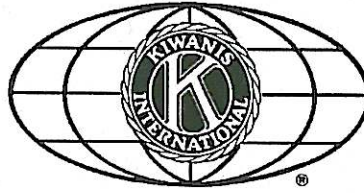
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.
I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: Grover Tasker Date: Oct 12, 2008

Licensing Board approval _____ Date: _____
Revised 03/17/08

OK
W
OK
Seidel DPD

KIWANIS CLUB
of Dover, New Hampshire



621 Central Ave., Dover, NH 03820

**Walking route for the 2006 Kiwanis Walk-A-Thon in Dover, NH
Saturday October 25, 2008**

Proposed walking route is as follows:

Starting on the sidewalk in front of the Cocheco Mills Courtyard on Central Ave.

Cross Central Ave. in crosswalk to corner of First St. and turn left on Central Ave.

Cross the bridge over the river and turn right on the walkway beside the Spinelli office
Follow the walkway down by the river walking toward Chestnut St. – walking behind the
Riverview Apartment Building

Continue on walkway under Chestnut St. and behind the Cocheco Park Apartment Building
and go out to Green St., right to Washington St. and go left to crosswalk

Cross Washington St. and keep going to the left on Washington St. past the Shaheen &
Gordon Law Office past Robbins Auto Parts store and cross Locust St. & Central Ave.

Take right down Henry Law Ave. sidewalk & go in the driveway into the Indoor Pool Parking
area

Go to the fence by the river and turn right and follow the walkway along the river and down
River St. to the Covered Foot Bridge

Go thru the Covered Bridge to Washington St. up to corner of Henry Law Ave.

Cross Washington St. toward TD BankNorth, turn right down Washington St. past bank
parking entrance and go up the driveway toward the Tower Entrance of the Cocheco Mill
Building

Cross the iron bridge and follow the walkway up beside Kelly's Row back to the starting
point.

THANK YOU FOR YOUR SUPPORT



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

RAFFLE*TAG*PARADE** ^{- assembly} BLOCK PARTY** ROAD TOLL***

Fill In Completely and Return To City Clerk NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: Seacoast Liberty
Federal Tax ID number for Organization: N/A
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: David Montenegro Day Time Telephone: (360) 488-0623

Address: PO BOX 763, Farmington NH 03835 Email Address VirginSnow@vfemail.net

Purpose of Permit: To display signs & distribute information on liberty-

related political issues of concern to Dover.**
Date of Event: October 16, 2008 Specific Time: 4:00-6:00 P.M. (Raindate(s): the following day.)

Location of Event: SideWalk near Earcraft Music.*

(Raffle Permit only)

Prize (s) To Be Awarded: _____

Amount of Donation: _____ Date of Drawing: _____ Specific Time: _____

Place of Drawing: _____

*** NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS:** Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information. Please provide a way for us to contact you during the day so the request can expedited Information on these requirements may be found at http://doj.nh.gov/publications/charitable_forms.html.

**** NOTE:** ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA

*****NOTE:** SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

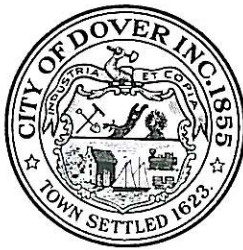
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.
I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A, RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: [Signature] Date: 9/15/08

Licensing Board approval [Signature] Date: 9/19/08
Revised 03/17/08

* The location for the information table, between a fire hydrant and a handicap parking sign, was chosen so as not to obstruct pedestrian traffic.
** No money or donations will be solicited or accepted at this event.

OK
W. [Signature]



RECEIVED
DOVER CITY CLERK
DOVER, NH

2008 SEP 24 A 11:43

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

RAFFLE*.....**TAG***.....**PARADE****..... **BLOCK PARTY****..... **ROAD TOLL*****.....

Fill In Completely and Return To City Clerk NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: First Parish Church Congregational, U.C.C.

Federal Tax ID number for Organization: _____

Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Diane J. Fiske Day Time Telephone: 603-436-2818 (w)

Address: 218 Central Ave, Dover Email Address diane.fiske@melane.com

Purpose of Permit: Quilt Raffle at Holiday Fair *

Date of Event: Nov. 22, 2008 Specific Time: 3:00

Location of Event: 218 Central Avenue, Dover

(Raffle Permit only)

Prize (s) To Be Awarded: Quilt + Goods + Services donated by local merchants

Amount of Donation: \$1.00 Date of Drawing: 11/22/08 Specific Time: 3:00

Place of Drawing: at first Parish Church, 218 Central Avenue

*** NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS:** Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information. Please provide a way for us to contact you during the day so the request can expedited Information on these requirements may be found at http://doj.nh.gov/publications/charitable_forms.html.

**** NOTE:** ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA

*****NOTE:** SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

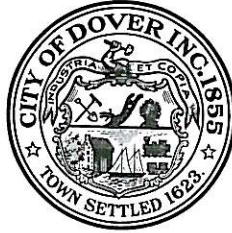
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A, RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: Diane J. Fiske Date: 9/18/08

Licensing Board approval [Signature] Date: 9/25/08
Revised 03/17/08

OK W/ [Signature]



RECEIVED
DOVER CITY CLERK
DOVER, NH

2008 SEP 19 P 2: 26

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

RAFFLE*.....TAG*.....PARADE**..... BLOCK PARTY**..... ROAD TOLL***.....

Fill In Completely and Return To City Clerk NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: Boy Scout Troop 173

Federal Tax ID number for Organization: _____

Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Kathy Wood Day Time Telephone: 603-742-6576

Address: 40 Oak St., Dover Email Address: _____

Purpose of Permit: Popcorn Sales

Date of Event: 10/11/08 Specific Time: 8:00 - 4:00

Location of Event: Shaw's

(Raffle Permit only)

Prize (s) To Be Awarded: _____

Amount of Donation: _____ Date of Drawing: _____ Specific Time: _____

Place of Drawing: _____

*** NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS:** Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information. Please provide a way for us to contact you during the day so the request can expedited. Information on these requirements may be found at http://doj.nh.gov/publications/charitable_forms.html.

**** NOTE:** ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA

*****NOTE:** SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: Kathy Wood Date: 9/19/08

Licensing Board approval (Signature) Date: 9/25/08
Revised 03/17/08

OK
W/ [Signature]



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

RAFFLE*.....TAG* X.....PARADE** BLOCK PARTY** ROAD TOLL***

Fill In Completely and Return To City Clerk NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: Prime Time All-Stars Boosters
Federal Tax ID number for Organization: EIN-11-3779471
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Debbie Garretson Day Time Telephone: 603-659-4121

Address: 81 Lady Slipper Drive Newmarket, NH 03851 Email Address: Debbie.Garretson@ezchew.com

Purpose of Permit: Tagging

Date of Event: Nov. 14, 15, 16 - 2008 Specific Time: Nov. 14th - 4-8pm - Nov 15th 8am-8pm

Location of Event: Shaws, Liquor store, store 24, ... Nov. 16 - noon-5pm
(Raffle Permit only) Simply's, Longhill Rdshell, Dustons Donuts

Prize (s) To Be Awarded:
Amount of Donation: Date of Drawing: Specific Time:

Place of Drawing:

* NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS: Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information. Please provide a way for us to contact you during the day so the request can expedited Information on these requirements may be found at http://doj.nh.gov/publications/charitable_forms.html.

** NOTE: ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA

NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A, RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: Debbie C. Garretson Date: 9/4/08

Signature: [Signature] Date: 9/19/08 Revised 03/17/08

Donations are not tax deductible otherwise



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

RAFFLE*.....TAG*.....PARADE**..... BLOCK PARTY**..... ROAD TOLL***.....

Fill In Completely and Return To City Clerk NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: Somersworth/Berwick Youth Hockey

Federal Tax ID number for Organization: 23-7346503

Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Melanie Wabsh Day Time Telephone: 603-436-0776

Address: 9 Turgan Ln, Somersworth, NH Email Address wabshic41@verizon.net

Purpose of Permit: Logging

Date of Event: 10/18 & 10/19 Specific Time: 8:20-5:20

Location of Event: Shaw's, Shop-Hannaford, Dunkin Donuts

(Raffle Permit only)

Prize (s) To Be Awarded:

Amount of Donation: Date of Drawing: Specific Time:

Place of Drawing:

* NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS: Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information. Please provide a way for us to contact you during the day so the request can expedited Information on these requirements may be found at http://doj.nh.gov/publications/charitable_forms.html.

** NOTE: ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA

***NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

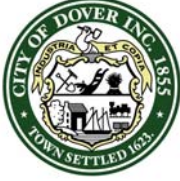
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A, RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: Date:

Licensing Board approval Date: 9/23/08 Revised 03/17/08

Handwritten signature/initials

NEED Signature



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.A.7.

Resolution Number: **R – 2008.10.08 – 156**
Resolution Re: Merit Plan Amendment Pursuant to City Charter C7-2

WHEREAS: The City Charter requires that the City Manager submit any amendments to the Merit Plan to the Council as an item on a regular Council meeting agenda; and,

WHEREAS: The Council shall within sixty days after having received the amendments take action to approve or disapprove them at a regular Council meeting; and,

WHEREAS: The Merit Plan includes, as attachments, the Classification and Pay Plans which establish the grade level and set the minimum and maximum rates of pay for each class of position in the City's Administrative Service; and

WHEREAS: The positions of City Clerk and Tax Collector have been combined as well as the Arena Marketing and Sales Manager and the Arena Program Supervisor.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The City Council accepts the attached Merit Plan amendments specific to the Classification and Pay Plans as submitted by the City Manager.

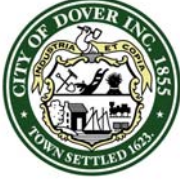
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Scott Myers
By request

Approved as to Legal Form: Allan B. Krans, Sr.
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.A.7.

Resolution Number: **R – 2008.10.08 – 156**
Resolution Re: Merit Plan Amendment Pursuant to City Charter C7-2

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers		
Deputy Mayor, Dean Trefethen, Ward 4		
Councilor Robert Carrier, Ward 1		
Councilor Douglas DeDe, Ward 2		
Councilor David Scott, Ward 3		
Councilor Catherine Cheney, Ward 5		
Councilor Richard Callaghan, Ward 6		
Councilor Steven McCusker, At Large		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.A.7.

Resolution Number: **R – 2008.10.08 – 156**

Resolution Re: Merit Plan Amendment Pursuant to City Charter C7-2

RESOLUTION BACKGROUND MATERIAL:

The Merit Plan includes, as attachments, the Classification and Pay Plans which establish grade levels and minimum and maximum rates of base pay for each class of position in the City's Administrative Service. The City Manager wants to delete three positions due to organizational changes resulting in the combining of positions.

DRAFT

FY2009 Dover Classification Plan

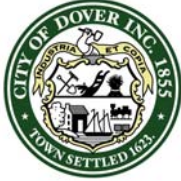
Dover Classification Plan	Pay Plan Grade	Union
ACCOUNT CLERK I	11	DMEA
ACCOUNT CLERK II	13	DMEA
ACCOUNTANT I	18	DMEA
ACCOUNTANT II	28	DMEA
ADMINISTRATIVE ASSISTANT	19	non-union
ADMINISTRATIVE CLERK/CEMETERY COORDINATOR	15	DMEA
ANIMAL CONTROL OFFICER	10	DPA
AQUATIC FACILITY MANAGER	22	DPEA
ARENA FACILITY MANAGER	23	DPEA
ARENA PROGRAM & MARKETING SUPERVISOR	21	DPEA
ARENA SALES & MARKETING MANAGER	17	non-union
ASSISTANT CITY CLERK	13	DMEA
ASSISTANT CITY ENGINEER	24	DPEA
ASSISTANT CITY MANAGER	34	non-union
ASSISTANT LIBRARY DIRECTOR	26	DMEA
ASSISTANT TAX ASSESSOR	23	DMEA
BOOKKEEPER	14	DMEA
BUILDING OFFICIAL	28	DMEA
CDBG PROGRAM COORDINATOR	27	DMEA
CITY ATTORNEY	33	non-union
CITY CLERK	26	non-union
CITY CLERK/TAX COLLECTOR	26	non-union
CITY ENGINEER	29	DPEA
CLERK TYPIST I	9	DMEA
CLERK TYPIST II	11	DMEA
CONSTRUCTION MANAGER	26	non-union
CROSSING GUARD	8	non-union
CUSTODIAN	9	DMEA
DEPUTY CITY CLERK	15	DMEA
DEPUTY COMMUNITY SERVICES DIRECTOR	30	non-union
DEPUTY TAX COLLECTOR	15	DMEA
DIRECTOR OF BUSINESS ASSISTANCE	23	non-union
DIRECTOR OF COMMUNITY SERVICES	33	non-union
DIRECTOR OF FINANCE	32	non-union
DIRECTOR OF HUMAN RESOURCES	29	non-union
DIRECTOR OF HUMAN SERVICES	26	non-union
DIRECTOR OF INFORMATION TECHNOLOGY	33	non-union
DIRECTOR OF MAIN STREET PROGRAM	23	non-union
DIRECTOR OF PLANNING & CDBG	31	non-union
DIRECTOR OF PUBLIC LIBRARY	29	non-union
DIRECTOR OF RECREATION	26	non-union
ELECTRICAL INSPECTOR	22	DMEA
ENGINEERING TECHNICIAN	20	DPEA
ENVIRONMENTAL PROJECTS MANAGER	27	DPEA
EXECUTIVE SECRETARY	18	non-union
FACILITIES, GROUNDS & CEMETERY SUPERVISOR	23	DPEA
FIRE & RESCUE CHIEF	33	non-union
FIRE ASSISTANT CHIEF	29	DPFOA
FIRE CAPTAIN	25	DPFOA
FIRE DEPUTY CHIEF	27	DPFOA
FIRE LIEUTENANT	23	DPFOA
FIRE/LIFE SAFETY INSPECTOR	22	DMEA
FIRE/HEALTH INSPECTOR	22	DMEA
FIRE MECHANIC	11	non-union
FIREFIGHTER ON CALL	17	non-union
FIREFIGHTER/EMT	17	IAFF
FIREFIGHTER/EMT-I	18	IAFF
FIREFIGHTER/PARAMEDIC	20	IAFF
FLEET SUPERVISOR	25	DPEA
GROUNDSKEEPER I	14	AFSCME
GROUNDSKEEPER II	16	AFSCME
HEAVY EQUIPMENT MECHANIC I	15	AFSCME
HEAVY EQUIPMENT MECHANIC II	16	AFSCME
HEAVY EQUIPMENT OPERATOR I	16	AFSCME
HEAVY EQUIPMENT OPERATOR II	17	AFSCME
HUMAN SERVICE TECHNICIAN I	18	DMEA
HUMAN SERVICE TECHNICIAN II	19	DMEA
HUMAN SERVICE TECHNICIAN III	20	DMEA
INFORMATION TECHNOLOGY ADMINISTRATOR	22	non-union
INVENTORY COORDINATOR	17	AFSCME
LABORER I	12	AFSCME

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FY2009 Dover Classification Plan

Dover Classification Plan	Pay Plan Grade	Union
LABORER II	13	AFSCME
LIBRARIAN ASSISTANT I	11	DMEA
LIBRARIAN ASSISTANT II	13	DMEA
LIBRARIAN I	17	DMEA
LIBRARIAN II	22	DMEA
LIBRARY PAGE	7	DMEA
MAINTENANCE MECHANIC I	14	AFSCME
MAINTENANCE MECHANIC II	15	AFSCME
MAINTENANCE MECHANIC III	22	AFSCME
MAINTENANCE SPECIALIST I	15	AFSCME
MAINTENANCE SPECIALIST II	18	AFSCME
MAINTENANCE SPECIALIST III	22	AFSCME
MANAGEMENT ANALYST	17	non-union
OFFICE MANAGER	15	DMEA
PARKING CONTROL OFFICER	10	DPA
PAYROLL & BENEFITS ADMINISTRATOR	15	DMEA
PERSONNEL ASSISTANT	15	DPAAIL
PLANNER	27	DMEA
PLANT & PUMP STATION SUPERVISOR	23	DPEA
PLUMBING/HEALTH INSPECTOR	22	DMEA
POLICE CAPTAIN	30	DPAAIL
POLICE CHIEF	33	non-union
POLICE COMMUNICATIONS SUPERVISOR	21	DPAAIL
POLICE DISPATCHER	17	DPA
POLICE LIEUTENANT	27	DPAAIL
POLICE OFFICER I	21	DPA
POLICE OFFICER II (Advanced Career Track)	22	DPA
POLICE PREVENTION COORDINATOR	22	non-union
POLICE PREVENTION PROGRAMMER	16	non-union
POLICE PROSECUTOR	27	DPAAIL
POLICE RECORDS SUPERVISOR	21	DPAAIL
POLICE SERGEANT	24	DPAAIL
POLICE VICTIM/WITNESS ADVOCATE	20	non-union
PUBLIC WORKS SUPERVISOR	23	DPEA
PUMP STATION OPERATOR I	16	AFSCME
PUMP STATION OPERATOR II	18	AFSCME
PUMP STATION OPERATOR III	22	DPEA
PURCHASING AGENT	26	DMEA
RECREATION PROGRAM ASSOCIATE I	2	non-union
RECREATION PROGRAM ASSOCIATE II	3	non-union
RECREATION PROGRAM ASSOCIATE III	4	non-union
RECREATION PROGRAM SPECIALIST I	5	non-union
RECREATION PROGRAM SPECIALIST II	7	non-union
RECREATION PROGRAM SPECIALIST III	9	non-union
RECREATION PROGRAM SPECIALIST IV	15	non-union
RECREATION PROGRAM SUPERVISOR	17	DPEA
SEASONAL MAINTENANCE WORKER I	3	non-union
SEASONAL MAINTENANCE WORKER II	5	non-union
SEASONAL MAINTENANCE WORKER III	7	non-union
SECRETARY I	13	DMEA
SECRETARY II	14	DMEA
SOLID WASTE ASSISTANT	18	AFSCME
SOLID WASTE COORDINATOR	23	DPEA
SUPERINTENDENT OF FACILITIES, GROUNDS & CEMETERY	28	DPEA
SUPERINTENDENT OF PUBLIC WORKS & UTILITIES	29	DPEA
TAX ASSESSING DATA TECHNICIAN	15	DMEA
TAX COLLECTOR	26	DMEA
TEEN CENTER COUNSELOR	22	non-union
TELEVISION BROADCAST OPERATOR	15	non-union
TRUCK DRIVER	14	AFSCME
UTILITIES SYSTEM SUPERVISOR	26	DPEA
WORKING FOREMAN	22	DPEA
WWTP CHIEF OPERATOR	23	DPEA
WWTP LAB TECHNICIAN	17	DPEA
WWTP LAB/INDUSTRIAL PRETREATMENT COORDINATOR	22	DPEA
WWTP OPERATOR I	18	AFSCME
WWTP OPERATOR II	22	AFSCME
WWTP SUPERVISOR	26	DPEA

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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.1.

Resolution Number: **R – 2008.10.08 - 157**
Resolution Re: ESTABLISHMENT OF FY 2009 EXPECTATIONS BY
MAYOR AND CITY COUNCIL FOR CITY MANAGER

WHEREAS: Well thought out and clearly defined expectations by the Mayor and City Council for the City Manager will aid in the establishment of an effective Council-Manager relationship; and

WHEREAS: An effective Council-Manager relationship will support the further prosperity and growth of the Dover community; and,

WHEREAS: The Dover City Council and City Manager are committed to efficiently and effectively meeting the increasingly complex and diverse needs of the Dover citizens; and,

WHEREAS: The Dover City Council and City Manager have proactively discussed ongoing expectations and priorities for the coming year;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Mayor and City Council establish the attached list of ongoing expectations for the City Manager during the ensuing year.

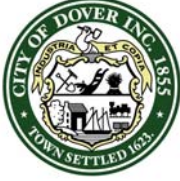
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Scott Myers

Approved as to Legal Form: Allan B. Krans, Sr.
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.1.

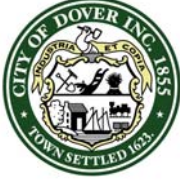
Resolution Number: **R – 2008.10.08 - 157**
Resolution Re: ESTABLISHMENT OF FY 2009 EXPECTATIONS BY
MAYOR AND CITY COUNCIL FOR CITY MANAGER

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEA	NAY
Mayor Scott Myers		
Deputy Mayor Dean Trefethen, Ward 4		
Councilor Robert Carrier, Ward 1		
Councilor Douglas DeDe, Ward 2		
Councilor David Scott, Ward 3		
Councilor Catherine Cheney, Ward 5		
Councilor Richard Callaghan, Ward 6		
Councilor Dennis Ciotti, At Large		
Councilor Karen Weston		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.1.

Resolution Number: **R – 2008.10.08 - 157**
Resolution Re: ESTABLISHMENT OF FY 2009 EXPECTATIONS BY
MAYOR AND CITY COUNCIL FOR CITY MANAGER

RESOLUTION BACKGROUND MATERIAL:

The following expectations are established for the City Manager through FY2009 to be evaluated during the City Manager's annual performance evaluation.

Compiled from 10/1 Workshop

1. Maintain effective communications, both verbal and written, with the City Council by remaining open and accessible to all members of the Council equally, responding to requests and completely, and keeping the council informed on problems and issues. The City Manager shall provide the Council with information regarding ongoing negotiations with Organized Labor.
2. The City Manager should be responsive to requests and suggestions made by the City Council and members of the public, including actions taken in the City Manager's report.
3. Update the Council on changes made within the organizational structure that increases efficiency and effectiveness, with cost savings estimates provided.
4. Handles emergencies and crises effectively
5. Along with the City Manager submitted budget, offer a summary of items/programs/services that would be available options to the City Council in either adding to or removing from the proposed budget. A dollar figure shall be included with each item in the summary. This will include a list of new expenditures, items of significant increase or decrease, and items removed from previous budget.
6. Provide a 20-30 page budget summary as a separate booklet for the FY 2010 budget. This budget summary shall be an easy-read booklet with emphasis on major funds (General fund, Enterprise funds, and McConnell Center).
7. Establish Department Head goals and deliver to the City Council, along with, or prior to delivering of the FY 2010 budget.
8. Hold a budget specific public forum allowing for public comment by May 15, 2008.
9. Host quarterly public information sessions. Topics may include roads and sidewalks, parking/traffic/crosswalks along with other pertinent topics that may arise during the course of the year.
10. Review Codes/Ordinances to assure that they are updated and enforceable and present proposed changes to the City Council as they become available through the City Council meeting agenda.
11. Rebuild/upgrade channel 22 broadcast equipment and expand offerings with available resources.
12. Complete the consolidation of Clerk/Tax Collector services and the moving of offices with the City hall within the approved budgetary limits.
13. Advise the City Council on cost savings opportunities in either outsourcing (including areas that may have been previously reviewed and deemed at the time to not be cost effective or efficient) or any regionalization of services that may be appropriate at the County and/or State level, as well as with neighboring communities.

Consensus scoring system to be used during the FY09 City Manager evaluation will be on a 1-5 scale

1. Below expectations (well below reasonable expectations)
2. Needs Improvement (performance has been marginally below expectations)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.1.

Resolution Number: **R – 2008.10.08 - 157**

Resolution Re: ESTABLISHMENT OF FY 2009 EXPECTATIONS BY
MAYOR AND CITY COUNCIL FOR CITY MANAGER

3. Meets expectations
4. Above Standard (performance has been above standard which is commendable)
5. Exceeds Expectations (performance has been above reasonable expectations)

In completing the evaluation of the City Manager, brief comments by each numeric goal are to be provided. In addition, up to 300 word written summary that focuses on City Manger's attitude, cooperation, accessibility, management style, communication, responsiveness should be provided by each Councilor..