



**CITY OF DOVER**

## **CITY COUNCIL - AGENDA**

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, June 10, 2009**  
Meeting Time: **7:00pm**

- 1. MOMENT OF SILENCE**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PROCLAMATIONS**
- 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 3, ADMINISTRATIVE RULES**  
SPONSORED BY MAYOR MYERS BY REQUEST
- B. ORDINANCE: CHAPTER 58, ALARMS AND SECURITY**  
SPONSORED BY MAYOR MYERS BY REQUEST
- C. RESOLUTION: B09069 PURCHASE OF AMBULANCE**  
SPONSORED BY MAYOR MYERS BY REQUEST
- D. RESOLUTION: SUPPLEMENTAL GENERAL FUND CIP APPROPRIATION FOR ENERGY EFFICIENCY PROJECTS AND AUTHORIZATION FOR BONDING (TO BE VOTED JUNE 24, 2009)**  
SPONSORED BY COUNCILOR WESTON

### **8. CITY MANAGER'S REPORT**

### **9. MINUTES**

- A. May 20, 2009**
- B. May 27, 2009**

### **10. MAYOR'S REPORT**



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### 11. UNFINISHED BUSINESS

#### A. ORDINANCES IN THE 2<sup>ND</sup> READING

1. **CHAPTER 3, ADMINISTRATIVE RULES**  
SPONSORED BY MAYOR MYERS BY REQUEST
2. **CHAPTER 58, ALARMS AND SECURITY**  
SPONSORED BY MAYOR MYERS BY REQUEST

#### B. RESOLUTIONS

1. **RESOLUTION: B09069 PURCHASE OF AMBULANCE**  
SPONSORED BY MAYOR MYERS BY REQUEST

### 12. NEW BUSINESS

#### A. CONSENT CALENDAR

1. **BLOCK PARTY – Dover Chamber of Commerce**
2. **RAFFLE – Dover Chamber of Commerce**
3. **TAG – Dover Little Green Cheerleading**
4. **RESOLUTION: B08093 AWARD OF SHORT PAPER FIBER**  
SPONSORED BY MAYOR MYERS BY REQUEST
5. **RESOLUTION: DOG WARRANT**  
SPONSORED BY MAYOR MYERS BY REQUEST
6. **RESOLUTION: B09020 CHANGE ORDER TO PO 30-254818 CONSTRUCTION OF NHDOT BRIDGE 136-123 WASHINGTON STREET OVER COCHECHO RIVER**  
SPONSORED BY MAYOR MYERS BY REQUEST
7. **RESOLUTION: TRANSFER OF APPROPRIATION – GENERAL FUND**  
SPONSORED BY MAYOR MYERS BY REQUEST

### COMMITTEE REPORTS

- |                                           |                                          |
|-------------------------------------------|------------------------------------------|
| 1. Appointments Committee                 | 8. City / School Joint Service Committee |
| 2. Arena Committee                        | 9. Solid Waste Advisory Committee        |
| 3. Arts Commission                        | 10. Transportation Advisory Committee    |
| 4. McConnell Center Committee             | 11. Joint Building Committee             |
| 5. <b>Planning Board</b>                  | 12. Legislative Liaison                  |
| 6. Cable Franchise Negotiations Committee | 13. Coast Bus                            |
| 7. School Board Liaison                   |                                          |



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### **B. RESOLUTIONS**

- 1. REPROGRAMMING OF UNEXPENDED BOND PROCEEDS – FISCAL YEAR 2010  
TOLEND ROAD STREET IMPROVEMENTS CIP PROJECT TO GENERAL  
STREETS IMPROVEMENTS CIP PROJECT  
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 24, 2009.)  
SPONSORED BY MAYOR MYERS**
- 2. FISCAL YEAR 2009 TRANSFER OF APPROPRIATION – GENERAL STREETS  
CAPITAL OUTLAY – GENERAL FUND OPERATING BUDGET  
(TO BE REFERRED TO JUNE 24, 2009 COUNCIL MEETING FOR VOTE)**

### **C. ORDINANCES IN 1ST READING**

### **D. COUNCIL CORRESPONDENCE**

### **13. COUNCIL MATTERS OF INTEREST**

### **14. ADJOURN**



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.D.**

### **PUBLIC HEARING ONLY**

Resolution Number: **R - 2009.05.27 - 75**  
Resolution Re: Supplemental General Fund CIP Appropriation for Energy Efficiency Projects and Authorization for Bonding

WHEREAS: On July 23, 2008 the Dover City Council authorized the City to enter into an Energy Saving Performance Contracting arrangement with Johnson Controls, Inc.; and

WHEREAS: The City Council desires to make public improvements for energy efficiency and to finance these improvements with the sale of general obligation bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:  
The following capital project is appropriated with estimated useful lives in excess of the length indicated:

| Description                | Appropriation    | Life/Years | Department         | Fund         |
|----------------------------|------------------|------------|--------------------|--------------|
| Energy Efficiency Projects | 1,836,765        | 10         | General Government | General Fund |
| <b>Total</b>               | <u>1,836,765</u> |            |                    |              |

AND, FURTHER BE IT RESOLVED;

To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the Finance Director/City Treasurer, with the Finance Director/ City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.

**NOTE: This resolution requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage with the vote deferred until at least three (3) days after the public hearing. Resolution to be referred to public hearing for June 10, 2009.**

### **AUTHORIZATION**

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Councilor Karen Weston  
At Large Councilor

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#: 7.D.**

### **PUBLIC HEARING ONLY**

Resolution Number: **R - 2009.05.27 - 75**  
Resolution Re: Supplemental General Fund CIP Appropriation for Energy Efficiency Projects and Authorization for Bonding

### **DOCUMENT HISTORY:**

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

### **DOCUMENT ACTIONS:**

| <b>VOTING RECORD</b>                 |      |     |
|--------------------------------------|------|-----|
| 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#: 7.D.

### PUBLIC HEARING ONLY

Resolution Number: **R - 2009.05.27 - 75**  
 Resolution Re: Supplemental General Fund CIP Appropriation for Energy Efficiency Projects and Authorization for Bonding

#### RESOLUTION BACKGROUND MATERIAL:

On July 23, 2008 the Dover City Council authorized the City to enter into an Energy Saving Performance Contracting arrangement with Johnson Controls, Inc. (JCI). JCI proceeded to conduct a full detailed energy audit for City facilities. On March 18, 2009 JCI presented the energy audit and its related findings to the City Council.

The City Council desires to enter into a performance contract with JCI to make public improvements for energy efficiency based on the energy audit and to finance these improvements with the sale of general obligation bonds.

#### RATE IMPACTS:

Excluding any resulting cost savings anticipated from the project, the following table summarizes the impact of this authorization on the Property Tax Rate by year for a period of 3 years, for an average single family home, based on the FY09 assessed value at \$243,446. It is anticipated that the first year impact will be for a half year of interest only.

#### Impact to Average Single Family Home

|              | Yr1  | Yr2   | Yr3   |
|--------------|------|-------|-------|
| Property Tax | 7.60 | 25.56 | 24.83 |

#### LEGAL DEBT LIMITS:

The following table summarizes the amount of debt outstanding and authorized-unissued, as of April 1, 2009 and this pending authorization, against legal debt limits.

| Description                | City       | School      | Water       | DBIDA-IP  | DBIDA-IB  | Exempt     | Total       |
|----------------------------|------------|-------------|-------------|-----------|-----------|------------|-------------|
| Debt Outstanding           | 35,612,469 | 27,408,664  | 10,763,000  | 595,000   | 1,823,436 | 23,809,786 | 100,012,355 |
| Authorized - Unissued      | 4,609,200  | 3,850,000   | 1,050,000   | 0         | 2,000,000 | 3,100,000  | 14,609,200  |
| Total Issued & Unissued    | 40,221,669 | 31,258,664  | 11,813,000  | 595,000   | 3,823,436 | 26,909,786 | 114,621,555 |
| This Authorization         | 1,921,979  | 0           | 0           | 0         | 0         | 0          | 1,921,979   |
| Grand Total                | 42,143,648 | 31,258,664  | 11,813,000  | 595,000   | 3,823,436 | 26,909,786 | 116,543,534 |
| Legal Debt Limit           | 91,218,523 | 212,843,221 | 304,061,744 | 4,000,000 | NA        | NA         |             |
| Unused Capacity            | 49,074,875 | 181,584,557 | 292,248,744 | 3,405,000 |           |            |             |
| Percent Unused             | 53.8%      | 85.3%       | 96.1%       | 85.1%     |           |            |             |
| City Council Policy Limit: |            |             |             |           |           |            |             |
| Percent of Statutory Limit | 65%        | 15%         | 5%          | NA        | NA        | NA         |             |
| Policy Debt Limit          | 59,292,040 | 31,926,483  | 15,203,087  |           |           |            |             |
| Unused Capacity            | 17,148,392 | 667,819     | 3,390,087   |           |           |            |             |
| Percent Unused             | 28.9%      | 2.1%        | 22.3%       |           |           |            |             |

# City Manager's Report

June 10, 2009

*"When one door closes another door opens; but we so often look so long and so regretfully upon the closed door, that we do not see the ones which open for us."*

Alexander Graham Bell



Submitted by:

**J. Michael Joyal, Jr.**  
**City Manager**

288 Central Avenue  
Dover NH 03820  
603.516.6023

## STREETS, WATER, SEWER UPDATES

### Utilities:

#### Water

During the month of May, crews responded to one emergency water break on Winter Street which was discovered on a Saturday morning. This was a lateral crack causing extensive damage to the roadway. Crews replaced a fire hydrant on Union Street and dug test pits on Redden Street for design of the new water and sewer utilities. The Isinglass Recharge Water Pump House is back up and running and the SCADA System should be installed by the end of June. Cardillo Construction has begun the water main project on Atlantic Avenue. This road has been taken down to one lane for the duration of the project. The new nature trail crossing Silver Street will require the contractor to support the 12" water main through project completion and the City will be inspecting the area periodically to ensure compliance.

#### Sewer

During the month of May, crews responded to one sewer backup. This backup occurred on Morningside Drive and was caused by roots in the main. Crews completed repairs on gates and curb boxes on Hampshire Circle. Mowing operations have resumed at all wells and pump stations and will continue throughout the season. Manhole covers were repaired on Oak Hill, Wedgewood and Central Ave. The sewer jet truck has been working at the Treatment Plant to clean the scum tanks. Also cleaned were the sewer lines on Third Street, Fourth Street, Fifth Street, Lincoln Street and Chestnut Street. Crews reviewed and televised lines for trouble on East Concord and Baker Street. The SCADA panel has been received for the Butterfield Gym Sewer Pump Station and is slated for installation in June. SUR Construction has started the I & I work on Bellamy Road. The City filled in a cave-in on the City's Essex Street easement. Wright Pierce is looking at the surge tanks for the River Street Pump Station; all the electrical and sensors in the vault have failed. Sewer crews worked on the Varney Brook Pump Station pumps due to cavitation on the pumps and are in the process of cleaning wet wells and performing quarterly inspections on some of the stations.

**Streets:** The Highway Division cleaned and graded the parking lot at Maglaras Park. Crews also graded McKone Lane, South Watson Lane and Iona Avenue. The resident sand and salt area was cleaned out for the summer. Over 50 catch basins were jetted throughout the City. On Whittier Street, a new drain line was installed to stop flooding in the area. The crews repaired numerous catch basin structures and drain lines throughout the City. All streets scheduled to be paved were swept and marked out and resident fliers were distributed. All streets were cleared of debris so the sweeper will be able to get to the curb without damaging the equipment. Trimming, grinding and paving has begun in areas of Sixth Street, Washington Street and Fourth Street. Eight concrete steps were repaired at the Shaw's Lane Parking Lot.

Potholes were addressed on a daily basis. Street sweeping operations continued and crews are working hard to keep ahead of the striping and paving project schedules. The cemeteries were swept in preparation for observation of Memorial Day.

## PROGRAMS AT CITY CENTERS/BUREAUS

**Police Special Investigations Bureau:** During the month of May, two letters were generated by the Special Investigations Unit and sent to on-site liquor establishments in Dover. "On-site" liquor establishments are bars or restaurants versus "off-site" which are stores that sell alcohol for consumption elsewhere. These letters were the result of the analysis of police reports involving overly intoxicated persons. When it is determined that an intoxicated person had been over-served, a letter is sent from the police department to that establishment advising them of the situation. Copies of the letters, along with the police reports, are also forwarded to the New Hampshire Liquor Commission's Bureau of Enforcement for their review.

During May, eight sex offenders were processed by the department. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration. It can also include a change of address or other information that must be updated.

On May 4th, a member of the Special Investigations Unit met with senior staff at the NH Children's Museum to discuss general safety procedures. The discussion included a general presentation on child abuse and sex offender related laws.

**Patrol Division:** May was a busy month for the Patrol Division which handled 2,014 calls for service including 68 collisions, 102 disturbance calls, 64 arrests, and issued 9 criminal summonses. 261 warnings were given to drivers, as well as 90 summonses for a variety of motor vehicle violations. Six drunk drivers were arrested.

In response to citizen's concerns, additional patrols were conducted at the Park Street Park to enforce underage drinking laws and the park's closing times.

In an effort to combat the rash of thefts from motor vehicles, officers have been placed in an undercover capacity during the midnight shift and a press release was distributed to alert the public of the problem and to seek information. The investigation has produced sufficient information to seek the arrest of three individuals known to be involved in some of the thefts.

**Community Service Program:** The Community Service program tracked 34 active participants during the month of May. Of those in the program, 16 worked hours during the month, totaling 66.5 hours of work accomplished. Six members completed their court ordered hours. So far during 2009, 212 hours of community service work has been accomplished and 13 individuals have completed their court ordered obligations.

**Diversion Program:** The Diversion Committee met on Thursday, May 21st to hear two cases. One student was released after completing his contract and the other was assigned to community service. The next meeting will be on June 18th.

**Community Outreach Program:** The D.A.R.E. graduation ceremony was held on Friday, May 15th for both Dover Middle School and St. Mary Academy. Over 300 students received a certificate in recognition of their completion of the 12 week core curriculum. Mayor Scott

Myers, Dr. John O'Connor, Chief Anthony Colarusso and other members of the City Council and School Committee recognized the student's achievement during the ceremony. The event included readings by fellow students, a presentation by Dover Youth to Youth and a key note address from Dr. Robert Harrell, a cardio-thoracic surgeon at Wentworth-Douglas Hospital.

The Seat Belt Challenge was conducted at Dover High School on May 29th. This athletic event is combined with an educational component to increase the student's awareness of the value of using a seat belt.

Officers from the Community Outreach Bureau conducted a presentation to all Dover Middle School 7th and 8th graders on the topic of "Sexting". Sexting is the sending of inappropriate photos of themselves or the taking of inappropriate photos of unsuspecting teens and sending them to others. These photos can then be forwarded to dozens of other teens or posted on social web sites such as Facebook and MySpace. In addition to the social and emotional ramifications, in some cases the photos could be construed as child pornography so it is critical for our students to understand the possible consequences of such activity.

**Teen Center:** The Dover Teen Center calendar for May consisted of continued superior educational and social programming for our youth participants. For the month, we had a total of 356 visits on 18 days of programming, which yielded an average of 20 participants per day.

Program highlights for the month included:

- TC Trivia Challenge
- Intern Appreciation Day
- TC Bingo Mania
- TC Trip – Early Release Day
- TC Snack Special
- Barrington Movie Trip – "STAR TREK"

There was one special event that occurred at that Teen Center that was not added into the average attendance above; DoverPalooza – Teen Band Nights on May 22nd had 80 attendees.

The Teen Center now heads into June with its after-school teen program calendar filled with exciting opportunities for the teen center participants. In addition to June's calendar, the summer program calendars have been finalized and registrations are now available.

Youth to Youth continued to be very active in May assisting area schools start their own programs. Dover Youth to Youth has partnered with the United Way of the Greater Seacoast and Wentworth-Douglass Hospital to provide technical assistance in several surrounding communities to start youth groups similar to Dover's. Youth to Youth students are providing assembly presentations in these schools to help them recruit interested members and then attending the new groups first few meetings to provide training. Youth to Youth groups have already started at Somersworth High School, Spaulding High School, Rochester Middle School, Coe Brown Academy and Nute High School in Milton. Additional teams are expected at Farmington High School and Portsmouth High School.

**Recreation:** The Recreation Department is now accepting registrations for all summer programs. The Playground Program for Dover residents is accepting registrations and will

run from June 29th to August 14th. Camp Sun & Fun is also taking registrations by the week, and also begins June 29th.

The On-track Program helps prepare children for the Hershey Regional and State track meets. The program itself began on May 26th, and the Regional Meet will be held June 27th. Practices are held twice a week at the Dover High School track.

The City will once again be offering tennis lessons this summer through Littlefield Tennis. Forms are available at the front desk of the McConnell Center. Registrations are also being accepted for the First Tee golf program. The SNAG program for 5-7 year olds has filled, but there are still openings for the 7-17 year olds.

Pilates and BodySculpt classes on Tuesdays/Thursdays and Saturdays have been on-going and an early morning summer class will be being offered.

Recreation has been conducting staff interviews for the summer staff and preparing inventory and supplies for the programs beginning in June.

Camp Sun 'n Fun, as well as Theatre and Music Program registrations started last month.

Sport Leagues field requests have all been done, as well as Pavilion, Stage and Park requests that have come in to date.

**Senior Center:** The Senior Center continues their recurring daily activities of Bingo, Bridge, Canasta, Cribbage, Duplicate Bridge, Poker, Scat, Scrabble, Kitty Whist, Pay Me and Whist.

The Senior Book Club met the last Tuesday of the month. The Visiting Nurse is now visiting the center twice a month for blood pressure checks.

Seniors continue to use all fitness areas at Dover Recreation Center. Senior exercise and yoga classes are held Monday through Thursday mornings with classes full.

The Mystery Luncheons are held the 1st Wednesday, 2nd Tuesday and the 3rd Saturday of every month. It has become a popular program for the seniors.

The Senior Advisory Committee continues to meet the first Friday of the month. Sub-committees have become more involved in the activities.

The Senior Center had a trip to Mohegan Sun this month.

Dance classes were held with Paul Rousseau as the instructor. The classes were well attended and members enjoyed the session. Dance classes will continue each month through October.

The in-house ukulele band, The Silver Strummers, continue to practice at the Center on Wednesday mornings. Gerry Smith had originally taught lessons at the center and had such a big group, that he stopped the lessons and created a band out of the students; they have performed at various events.

The Center's monthly social featured an antique appraiser, Dan Olmstead, and Al Lobdell presented his "Show and Tell." Dessert and coffee was served.

Senior Mystery Lunch = 52 in attendance  
Senior Monthly Social = 42 in attendance

**Indoor Pool:** The month of May brought on a Swim lesson session during the week which was filled nearly to capacity with 9 classes offered. Registration began for the first two sessions of summer swim lessons on May 30th (31 lessons) with 11 of the classes being filled to capacity by Dover residents even before the start of non resident registration. Newmarket Elementary visited with 76 kids for a field trip on May 14th for a 3rd grade outing. The Jenny Thompson Outdoor Pool opened for Seacoast practice on the 12th of May with Senior and Junior groups using it exclusively as well as the Portsmouth Swim Team taking three 2 hour blocks of time. Seacoast Swim Association also held a Clean Up Day at the outdoor pool on May 23rd and May 25th with parents and children alike taking part in raking, weeding and planting flowers. Hydrofitness continues on until June 19th but due to nicer weather, has seen a recent drop off of attendants with around 15-20 swimmers showing up each class time. Great Bay Masters has seen the usual 30 swimmers and also welcomed a new Masters Swim Coach. Scott Runyan joined us from Colorado bringing years of swimming and coaching experience.

Adult Lap Swim - 100-125 swimmers daily  
Rec Swim - 15-25 swimmers daily  
Pool Rentals- 2 pool rentals

**Ice Arena:** As we move to late spring and early summer, there have been the usual seasonal attendance changes due to the warmer weather with reduced figure skating activity and youth and adult hockey leagues ending. This has also affected Rock Night and Public Skating activity.

Stick practices, especially adult stick practices, have maintained very good attendance during this period.

|                      |     |
|----------------------|-----|
| Total Stick Practice | 409 |
| Stick practice adult | 345 |
| Stick practice youth | 58  |

**Library:** Special programs attendance at the Public Library are as follows: 594, which includes storytimes, Saturday movie matinees, reading club, Goldie visits, blues guitar concert, Evening of Poetry; legal workshop on purchasing a condo; plus 177 children made crafts at the "Make-It, Take It" Table.

## DEPARTMENTAL COLLABORATION & ENHANCEMENTS

Students from the Regional Vocational School completed work within the Planning space to create a connection hallway and to remove the former counter that was in one of the offices. This allows for greater flow between the offices and increased efficiency.

A pre-bid conference was held on May 6, 2009 for the financial software. Three vendors attended the pre-bid conference. Staff was available to address vendors' questions. On Friday May 15, 2009 there were two (2) bids received as a result of the RFP. Vendors who responded were Interware, Amherst NH and Unifund, Nashua NH. Copies of each vendor's bid response was evaluated. On May 28, 2009, the Finance Department and SAU personnel conducted a site visit to the Town of Merrimack NH to see Unifund software in use and discuss with the Merrimack Finance Department their assessment of the installation and conversion process, as well as what items they felt were pros and cons of the Unifund company and their software. A site visit to see Interware software in use is being coordinated for June. The selection committee has established June 16th as a meeting date to establish a recommendation to provide to the School Board and City Council.

## **PARKING & TRANSPORTATION**

Planning staff worked with Finance and Police Department staff to review the 4 proposals submitted by vendors in response to the pay-n-display project RFP. A recommendation has been forwarded to the City Manager for review. Staff continues to develop an outreach plan as part of the rollout of the implementation of the program.

Brox has started grinding various areas throughout the City in preparation of paving.

## **PLANNING & ZONING**

The Planning Board met twice in May. The Board approved 2 minor subdivisions of land, one major subdivision of land (creating 9 lots), three site plans of land and one conditional use permit. Additionally, the Board approved a fourth gravel pit extraction permit.

The Energy Advisory Committee held its meeting, and discussed the energy contract with Johnson Controls.

The Transportation Advisory Commission met to elect officers and discuss and parking issues on Central Avenue and Lexington Street.

The Economic Revitalization Zone applications were completed and submitted for endorsement to the DIBIDA board, Planning Board and City Council. All endorsed the program.

Staff met with members of the downtown community to participate in a strategic planning initiative to promote vitality and activity in the City.

Planning staff worked with the Director of Economic Development on the Tourism Project, the Waterfront Project, and the Economic Revitalization Zone Tax Credit Project.

## **CITY GROUNDS – FACILITIES & PARKS**

The installation of the Columbarium at the cemetery has started and should be complete in June.

Normal day-to-day maintenance continued by Facilities and Grounds crews, to include clean-up and ground maintenance of municipal buildings, mowing and trimming of parks and public areas, trash cleanup and collection and ongoing repairs to street lights, traffic signals and signs. Requests for assistance in hanging or moving various items at City Hall were handled regularly as well as moving items for various offices and departments. Crews continued to make necessary repairs to benches along Central Avenue which were damaged during the winter. Several décor lights in the downtown area were repaired and bulbs were replaced as needed. Signs were installed (or reinstalled) as requested by the Police Department or as needed due to damage from traffic. Air conditioners were installed at City Hall and the Library and repair work for the oil burners at City Hall continued. The cores in the locks at the Green Bean were replaced and crews continued installing locks at the Armory.

The Jenny Thompson Pool was opened for the season and seasonal water services were turned on. Crews prepped the ball and soccer fields for weekly use by mowing and lining the fields. Cemeteries were prepped for Memorial Day events and flowers were planted in the flag pole island and at Veteran's Circle. Flags were lowered and raised in honor of both Memorial Day and Law Enforcement Workers Memorial Day and several flags were replaced at the municipal buildings. Crews also prepped and assembled materials for the Day of Caring event, the Children's Museum Road Race and set up for the City's benefits fair at City Hall.

The UNH class completed the design and layout proposal for the waterfront boathouse and dock and has helped move the project closer to reality. The next item needed is to work on a dock construction plan.

## GENERAL UPDATES

- ◆ The summer volunteer work with the UNH students has begun in the Planning Office. One student will work on documenting the development process and will assist the Department in reviewing its procedures and compare them with other NH communities.
- ◆ The Armory transfer is complete. Locks and alarms have been installed. Various departments are moving items into the building. In order to conserve energy, thermostats were installed to allow the building to be heated to only 40 degrees in the winter. Two leaky pipes were discovered by the plumber which were also repaired.
- ◆ The Fire Department provided command and operations support to the Piscataqua River Coop during a drill on May 13th. The drill involved the release of 25,000 gallons of oil from the PSNH terminal in Portsmouth and the deployment of booms to help direct and vacuum up the oil from the Piscataqua River. The drill tested the co-op's ability to deploy containment booms along the river at strategic points based on the amount of oil, wind, current, and tide information.

The booms were placed in the Cochehco River, just north of the Piscataqua River, and also along the Piscataqua River to direct the "spilled oil" to the river bank where it would be vacuumed up by boats and land-based trucks.

The deployment of over 2,300 feet of booms was completed in about 2 ½ hours and involved about 20 different agencies including NH and Maine Department of Environmental Services and Portsmouth Naval Shipyard, along with many private companies along the river who make up the Piscataqua River Co-Op.

The Fire Department utilized the Portsmouth Fire Department's fire boat and provided safety and paramedic coverage during the event.

- ◆ The Information Technology Division continues to restore and enhance the functionality of the new website.
- ◆ One new volunteer has been recruited at the Public Library for stack-straightening duties. One other volunteer left for the summer and hopes to return in the fall.
- ◆ The Library Director volunteered as a trolley guide for both days of the Woodman Institute's Lincoln celebration on Saturday May 30th and Sunday May 31st. The Director continued participation on the "Faces of Dover" committee and joined a new Chamber of Commerce committee to train volunteers to give walking tours of Dover from the new Visitor Center.
- ◆ Recreation summer programs began registrations this month and have had many scholarship requests submitted to date. The City is going to be covering at least a portion of these requests.
- ◆ The Recreation Department has coordinated the spring and summer sports schedules and have everything prepared for the maximum use of the facilities. They have received the bus from McIntosh this month and immediately put it into service on several day trips.
- ◆ The Merit Plan was updated to include a change to the Classification Plan. The position of Assistant Recreation Director has been added to the Classification Plan. The updated Merit Plan can be found on the City's website.
- ◆ The Finance Director presented proposed changes to the ordinance to increase size of Board of Trustees from 3 to 5 members to City Council. Investment policy for City funds is being updated in concert with necessary updates to investment policy for Trust funds. The NH State Banking Department is completing an update to their rules regarding acceptable collateralization tools for NH Municipalities. Once the rules are completed and approved, these guidelines will be incorporated into the City's investment policy.

## NEIGHBORHOOD AREA SPOTLIGHTS

In regards to Willand Pond, SW Cole submitted their final draft of the Engineering Study on May 22nd. Staff reviewed the report and had some concerns regarding the proposed elevation for the remediation. The proposed elevation in the report is 191', this is higher than many citizens and committee members expected and desired. After the report was

issued, staff has worked with SW Cole to review the options for lowering the elevation below 191'.

Staff continues to work with DES to monitor progress of the grant work being completed by SW Cole. Additionally, staff worked with Bob Stakcpole, owner of the property in Somersworth to remove the beavers and their dams from his pond.

## **ACKNOWLEDGEMENTS & EVENTS**

The Library received a \$50 donation from Laureen Rogers.

The Friends of the Library donated \$50 for a children's summer reading program speaker, \$50 for booklet printing costs, \$61 for three new rotating fans, and \$950 for a new cabinet to house music CDs.

| City of Dover - Monthly Statistics               | May    | April   | May     | FY09    |
|--------------------------------------------------|--------|---------|---------|---------|
|                                                  | 2008   | 2009    | 2009    | Totals  |
|                                                  |        | 30 Days | 31 Days |         |
| Info Tech - Total Visitors to Website            | 68,366 | 40,445  | 42,582  | 445,251 |
| Info Tech - Average Visitors to Website Per Day  | 2,205  | 1,348   | 1,373   | 14,639  |
| Info Tech - Number of Support Requests Processed | -      | 176     | 121     | 539     |
| Clerk/Collector - Death Certificates Issued      | 160    | 307     | 174     | 2,488   |
| Clerk/Collector - Marriage Licenses Issued       | 28     | 18      | 28      | 267     |
| Clerk/Collector - Birth Certificates Issued      | 216    | 276     | 208     | 2,600   |
| Clerk/Collector - Notary Public Requests         | 72     | 56      | 62      | 568     |
| Clerk/Collector - Marriage Certificates Issued   | -      | 43      | 46      | 291     |
| Clerk/Collector - Justice of Peace Requests      | -      | 8       | 11      | 39      |
| Clerk/Collector - Vehicle Registrations          | 2,684  | 2,769   | 2,107   | 25,464  |
| Finance-Purchase Orders \$1,000 - \$4,999.99     | -      | 21      | 26      | 284     |
| Finance-Purchase Orders \$5,000 - \$9,999.99     | -      | 10      | 8       | 92      |
| Finance-Purchase Orders \$10,000 - \$24,999.99   | -      | 3       | 4       | 47      |
| Finance-Purchase Orders \$25,000 - Over          | -      | 4       | 8       | 54      |
| <b>Police Non Motor Vehicle Bookings - Total</b> | 117    | 92      | 86      | 282     |
| - Total Arrests                                  | 90     | 70      | 74      | 360     |
| - Total Summons                                  | 27     | 22      | 12      | 55      |
| - Adult Arrests/Summons                          | 104    | 76      | 74      | 244     |
| - Juvenile Arrests/Summons                       | 13     | 16      | 12      | 38      |
| - Male Arrests/Summons                           | 84     | 70      | 67      | 205     |
| - Female Arrests/Summons                         | 33     | 22      | 19      | 77      |
| <b>Police Motor Vehicle Stops - Total</b>        | 1,132  | 568     | 540     | 7,787   |
| - Total Summons                                  | 201    | 108     | 98      | 411     |
| - Total Warnings                                 | 931    | 460     | 441     | 2,362   |
| <b>Police Total Speed Violations</b>             | 326    | 211     | 187     | 576     |
| - Speed Summons                                  | 51     | 31      | 29      | 69      |
| - Speed Warnings                                 | 275    | 180     | 158     | 507     |
| <b>Police Total All Other Violations</b>         | 779    | 351     | 331     | 1,082   |
| - All Other Summons                              | 132    | 74      | 54      | 186     |
| - All Other Warnings                             | 647    | 277     | 277     | 896     |
| Police Parking Tickets Issued                    | 629    | 579     | 538     | 7,197   |
| - Winter Restriction Tickets                     | -      | 0       | 0       | 242     |
| - Handicapped Violation Tickets                  | 17     | 11      | 10      | 53      |
| Police Dispatch Telephone Calls - Total          | 9,881  | 9,544   | 10,382  | 108,870 |
| - 911 Calls                                      | 316    | 335     | 353     | 4,124   |
| <b>Police Calls for Service - Total</b>          | -      | 2,468   | 2,707   | 27,897  |
| - Police Only                                    | -      | 2,063   | 2,301   | 6,210   |
| - Fire Only                                      | -      | 328     | 324     | 964     |
| - Police & Fire                                  | -      | 45      | 59      | 167     |
| - Other - Unassigned                             | -      | 32      | 23      | 80      |

| City of Dover - Monthly Statistics          | May   | April   | May     | FY09    |
|---------------------------------------------|-------|---------|---------|---------|
|                                             | 2008  | 2009    | 2009    | Totals  |
|                                             |       | 30 Days | 31 Days |         |
| Dispatch Radio Transmissions - Total        | 8,509 | 8,826   | 8,880   | 104,218 |
| Adult Arraignments                          | 88    | 76      | 97      | 799     |
| Adult Trials                                | 6     | 9       | 8       | 69      |
| Hearings                                    | 33    | 10      | 12      | 177     |
| Criminal Record Requests                    | 89    | 114     | 71      | 927     |
| Police Case Reports Processed               | 749   | 999     | 442     | 8,655   |
| Teen Center Participants Average Per Day    | 15    | 23      | 20      | 247     |
| Community Service Program-Juveniles Tracked | 34    | 28      | 34      | 293     |
| Community Service Hours                     | 57    | 52      | 67      | 547     |
| <b>Police Total Crimes Handled</b>          | 189   | 201     | 188     | 581     |
| <b>- Part I Crimes - Total</b>              | 48    | 64      | 74      | 191     |
| - Murder                                    | 0     | 0       | 0       | 0       |
| - Rape                                      | 0     | 0       | 0       | 1       |
| - Robbery                                   | 0     | 0       | 0       | 1       |
| - Assault                                   | 13    | 14      | 14      | 40      |
| - Burglary                                  | 3     | 6       | 1       | 12      |
| - Residence                                 | 2     | 4       | 0       | 9       |
| - Non-Residence                             | 1     | 2       | 1       | 3       |
| - Larceny/Theft                             | 31    | 43      | 59      | 129     |
| - Auto Theft                                | 1     | 1       | 0       | 3       |
| - Arson                                     | 0     | 0       | 0       | 0       |
| <b>- Part II Crimes - Total</b>             | 141   | 137     | 114     | 395     |
| - Forgery/Counterfeiting                    | 0     | 1       | 0       | 2       |
| - Fraud                                     | 8     | 5       | 2       | 10      |
| - Embezzlement                              | 0     | 0       | 2       | 2       |
| - Stolen Property (Buy/Sell/Receive)        | 2     | 0       | 2       | 4       |
| - Criminal Mischief                         | 33    | 23      | 31      | 95      |
| - Weapons Possession                        | 0     | 0       | 0       | 0       |
| - Prostitution                              | 0     | 0       | 0       | 0       |
| - Sex Offenses                              | 2     | 3       | 1       | 7       |
| - Drug Offenses                             | 15    | 17      | 8       | 38      |
| - Gambling & Bookmaking                     | 0     | 0       | 0       | 0       |
| - Offenses Against Family                   | 1     | 0       | 0       | 1       |
| - Driving While Intoxicated                 | 8     | 10      | 6       | 28      |
| - Liquor Laws                               | 8     | 8       | 8       | 27      |
| - Disorderly Conduct                        | 7     | 2       | 7       | 12      |
| - Vagrancy (Loitering)                      | 0     | 0       | 0       | 2       |
| - All Other Offenses                        | 57    | 68      | 47      | 167     |
| - School Truancy                            | 1     | 10      | 6       | 22      |
| <b>Accidents - Total</b>                    | 65    | 55      | 69      | 200     |
| - Non Investigative                         | 30    | 32      | 38      | 117     |
| - Property Damage                           | 13    | 5       | 8       | 26      |

| City of Dover - Monthly Statistics                   | May      | April    | May      | FY09        |
|------------------------------------------------------|----------|----------|----------|-------------|
|                                                      | 2008     | 2009     | 2009     | Totals      |
|                                                      |          | 30 Days  | 31 Days  |             |
| - Injury                                             | 9        | 5        | 10       | 19          |
| - Fatal                                              | 0        | 0        | 0        | 0           |
| - Hit & Run                                          | 12       | 9        | 13       | 32          |
| - DWI Accident                                       | 1        | 4        | 0        | 6           |
| Disturbances - Investigative                         | 74       | 108      | 102      | 317         |
| Missing Persons - Investigative                      | 6        | 10       | 5        | 17          |
| Death - Untimely, Suicide & Attempts                 | 7        | 5        | 3        | 11          |
| Animal Investigations - Animal Control Officer       | 38       | 26       | 29       | 83          |
|                                                      |          |          |          |             |
| <b>Fire &amp; Rescue Total Calls for Service</b>     | 396      | 362      | 377      | 4,631       |
| - Calls for Fires                                    | 39       | 31       | 28       | 258         |
| - Emergency Medical Calls                            | 224      | 197      | 179      | 2,373       |
| - Hazardous Condition Calls                          | 3        | 4        | 8        | 224         |
| - Miscellaneous Service Calls                        | 24       | 17       | 28       | 397         |
| - Lock Out Calls                                     | 51       | 68       | 62       | 594         |
| - False/Good Intent Calls                            | 55       | 45       | 72       | 785         |
| <b>Fire Inspection Services - Total Inspections</b>  | 270      | 373      | 382      | 3,893       |
| - Certificate of Occupancy Inspections               | 8        | 11       | 19       | 168         |
| - Life Safety Inspections                            | 1        | 8        | 14       | 93          |
| - Business Inspections                               | 19       | 22       | 42       | 472         |
| - Sprinkler/Alarm Inspections                        | 4        | 32       | 82       | 197         |
| - Car Safety Seat Inspections                        | 22       | 4        | 9        | 65          |
| - Building Inspections                               | 57       | 72       | 46       | 592         |
| - Electrical Inspections                             | 69       | 112      | 73       | 940         |
| - Plumbing/Mechanical Inspections                    | 30       | 78       | 42       | 803         |
| - Health Inspections                                 | 54       | 22       | 48       | 461         |
| - School/Daycare Inspections                         | 3        | 6        | 5        | 35          |
| - Oil Burner Inspections                             | 1        | 6        | 2        | 37          |
| - Woodstove/Fireplace Inspections                    | 2        | 0        | 0        | 30          |
| <b>Fire Inspection Services - Total Permits</b>      | 47       | 262      | 198      | 868         |
| - Building Permits Issued                            | 43       | 21       | 32       | 290         |
| - Burning Permits Issued                             | 4        | 241      | 165      | 569         |
| - Blasting Permits Issued                            | 0        | 0        | 1        | 9           |
| - Certificate of Occupancy Permits Issued            | -        | ~        | ~        |             |
| Simultaneous Emergency Incidents                     | 58       | 63       | 64       | 732         |
| 3 or 4 Simultaneous Emergency Incidents              | 9        | 12       | 10       | 63          |
| Patients Transported to Area Hospitals               | 210      | 145      | 150      | 2,169       |
| Ambulance Revenue                                    | \$90,551 | \$83,378 | \$76,301 | \$878,466   |
| Fire Loss Totals                                     | \$13,700 | \$11,650 | \$17,350 | \$1,100,575 |
|                                                      |          |          |          |             |
| <b>Comm Serv - PW - Total Incoming Service Calls</b> | -        | 123      | 80       | 330         |
| - Engineering Service Calls                          | -        | 2        | 4        | 19          |
| - Highway Service Calls                              | -        | 72       | 39       | 170         |

| City of Dover - Monthly Statistics                      | May        | April      | May        | FY09        |
|---------------------------------------------------------|------------|------------|------------|-------------|
|                                                         | 2008       | 2009       | 2009       | Totals      |
|                                                         |            | 30 Days    | 31 Days    |             |
| - Solid Waste Service Calls                             | -          | 27         | 22         | 85          |
| - Water/Sewer Service Calls                             | -          | 22         | 15         | 56          |
| <b>Community Serv- PW - Total Work Orders Generated</b> | 136        | 84         | 64         | 663         |
| - Engineering Work Orders                               | 2          | 5          | 0          | 20          |
| - Highway Work Orders                                   | 48         | 51         | 53         | 325         |
| - Solid Waste Work Orders                               | 20         | 0          | 0          | 133         |
| - Water/Sewer Work Orders                               | 66         | 28         | 11         | 185         |
| Comm Serv - Total Water Gallons Pumped                  | 79,786,000 | 76,091,000 | 88,260,000 | 806,855,000 |
| Comm Serv - Average Water Gallons per Day               | 2,574,000  | 2,536,000  | 2,874,000  | 26,494,000  |
| Comm Serv - Tonnage of Trash Collected                  | 446.08     | 357.63     | 326.04     | 4,080.59    |
| Comm Serv - Tonnage of Paper Collected                  | 103.68     | 122.05     | 98.58      | 1,204.04    |
| Comm Serv - Tonnage of Commingles Collected             | 96.21      | 99.49      | 84.3       | 1,087.21    |
| Comm Serv - F&G Number of Burials - Traditional         | 11         | 4          | 7          | 44          |
| Comm Serv - F&G Number of Burials - Ash                 | -          | 3          | 5          | 21          |
| Comm Serv - F&G Monument Concrete Foundations           | -          | 0          | 27         | 43          |
| Comm Serv - F&G - Number of Work Orders                 | 131        | 149        | 193        | 1,562       |
| Rec - Arena Public Skate Attendance                     | 217        | 393        | 237        | 7,418       |
| Rec - Arena Rock Night Attendance                       | 39         | 40         | 68         | 1,330       |
| Rec - McConnell Center - 'Open Gym' Participants        | 1,817      | 2,071      | 1,846      | 22,267      |
| Rec - McConnell Center Common Area Reservations         | 85         | 120        | 78         | 841         |
| Rec - Senior Center Membership Renewals                 | 47         | 38         | 34         | 286         |
| Rec - Senior Center New Memberships                     | 22         | 5          | 15         | 140         |
| Rec - Senior Center - Participants on Trips             | 87         | 97         | 80         | 775         |
| Rec - Senior Center - Daily Game/Class Participants     | 802        | 698        | 805        | 7,559       |
| Rec - Senior Center - Walk ins, no particular activity  | 711        | 749        | 475        | 6,603       |
| Library-Circulation                                     | 23,883     | 24,170     | 23,647     | 271,733     |
| Library-New Patrons                                     | 124        | 138        | 195        | 1,719       |
| Library-Total Cardholders                               | 26,321     | 27,405     | 26,198     | 300,219     |
| Library-Public Meetings Held                            | 77         | 40         | 31         | 343         |
| Library-Audio Downloads                                 | 9          | 289        | 282        | 936         |
| Library-Internet/PC Usage                               | 2,435      | 2,748      | 2,453      | 27,714      |
| Library-Museum Passes borrowed                          | 43         | 57         | 42         | 608         |
| Library-Holds Filled                                    | 1,553      | 1,379      | 1,342      | 15,445      |
| Library-Remote online holds placed                      | 1,023      | 1,129      | 1,045      | 11,691      |
| Library-Online Catalog Remote Access Hits               | 2,328      | 2,825      | 2,715      | 4,631       |
| Library-Attendance at Programs                          | 572        | 618        | 594        | 6,472       |
| Library-Website Hits                                    | 240,342    | 164,949    | 167,245    | 332,194     |
| Library-Website Visitors                                | 42,366     | 35,109     | 36,099     | 71,208      |
| Library-Blog & Wiki Readers                             | 2,879      | 1,883      | 1,727      | 3,610       |
| Library-Total Number of Walk In Visits                  | -          | 17,207     | 16637      | 33,844      |

| City of Dover - Monthly Statistics                                                                                                        | May      | April    | May      | FY09      |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|-----------|
|                                                                                                                                           | 2008     | 2009     | 2009     | Totals    |
|                                                                                                                                           |          | 30 Days  | 31 Days  |           |
| Human Services-Number of Contacts                                                                                                         | 441      | 425      | 435      | 4,617     |
| Human Services-Number of Cases                                                                                                            | 80       | 117      | 96       | 987       |
| Human Services-Case Expenditures                                                                                                          | \$28,870 | \$39,418 | \$38,708 | \$407,250 |
| Monthly figures for full fiscal year available online. Fiscal year totals may/may not include every month, depending on when stats began. |          |          |          |           |
|                                                                                                                                           |          |          |          |           |
|                                                                                                                                           |          |          |          |           |
|                                                                                                                                           |          |          |          |           |
|                                                                                                                                           |          |          |          |           |

## HUMAN RESOURCE STATISTICS & UPDATES

### May 2009

| Average Number of Employees Paid by Department |            |            |            |
|------------------------------------------------|------------|------------|------------|
| Department:                                    | May 2008   | April 2009 | May 2009   |
|                                                | 5 week     | 4 week     | 5 week     |
| Community Services                             | 71         | 70         | 72         |
| Executive                                      | 14         | 16         | 16         |
| Finance                                        | 16         | 16         | 16         |
| Fire & Rescue                                  | 54         | 59         | 59         |
| Human Services                                 | 3          | 3          | 3          |
| Library                                        | 23         | 22         | 22         |
| Planning                                       | 12         | 6          | 6          |
| Police                                         | 87         | 83         | 82         |
| Recreation                                     | 66         | 64         | 58         |
| <b>Average Number of Employees Total</b>       | <b>346</b> | <b>339</b> | <b>334</b> |

| Personnel Status                         |    |                                                                                           |
|------------------------------------------|----|-------------------------------------------------------------------------------------------|
| <b>New Hires for Month</b>               | 4  | 1 – Police, 3 - Recreation                                                                |
| <b>Separations for Month</b>             | 10 | 1 – Police, 9 – Recreation                                                                |
| <b>New Hires – Fiscal Year to Date</b>   | 44 | 9 – Community Services, 3 – Executive, 1 – Finance, 4 – Fire, 6 – Police, 21 – Recreation |
| <b>Separations – Fiscal Year to Date</b> | 53 | 6 –Community Services, 4 – Fire, 7 – Police, 36 – Recreation                              |

| Gross Wages Paid |             |             |
|------------------|-------------|-------------|
| May 2008         | April 2009  | May 2009    |
| 5 week           | 4 week      | 5 week      |
| \$1,485,253      | \$1,189,047 | \$1,526,392 |

| Employee Name              | Position               | Dept   | Employee Type | Base Rate | Reason    |
|----------------------------|------------------------|--------|---------------|-----------|-----------|
| <b>Separations:</b>        |                        |        |               |           |           |
| Andretta, Michael          | Police Officer         | Police | RFT           | 23.48/hr  | Voluntary |
| Barretto, Christopher      | Rec Program Associate  | Rec    | SPT           | 9.91/hr   | Voluntary |
| Barrows, Danielle          | Rec Program Associate  | Rec    | SPT           | 9.35/hr   | Voluntary |
| Crisp, Amanda              | Rec Program Associate  | Rec    | SPT           | 10.92/hr  | Voluntary |
| Glynn, Peter               | Rec Program Associate  | Rec    | SPT           | 9.61/hr   | Voluntary |
| Hale, Robert               | Rec Program Associate  | Rec    | SPT           | 11.59/hr  | Voluntary |
| Moody, Alan                | Custodian              | Rec    | RFT           | 14.92/hr  | Voluntary |
| Moore-Penasskovic, Brendan | Rec Program Associate  | Rec    | SPT           | 9.15/hr   | Voluntary |
| Persia, Taryn              | Rec Program Associate  | Rec    | SPT           | 9.82/hr   | Voluntary |
| Roux, Morgan               | Rec program Associate  | Rec    | SPT           | 9.35/hr   | Voluntary |
| <b>New Hires:</b>          |                        |        |               |           |           |
| Boulanger, Sarah           | School Crossing Guard  | Police | RPT           | 10.72/hr  |           |
| Rowell, Morgan             | Rec Program Specialist | Rec    | SPT           | 12.53/hr  |           |
| Runyan, Justin             | Rec Program Associate  | Rec    | SPT           | 9.82/hr   |           |
| Wallis, Stephen            | Rec Program Associate  | Rec    | SPT           | 9.35/hr   |           |

## Dover Public Transit Report April 2009

During the month of April 2009, total public transit ridership in Dover on the COAST system dipped slightly from the same month in April 2008. This dip can be attributed to fewer riders on COAST Route 2 and the Dover Community Routes (North, West & South). COAST continues to see the impacts of the economy as more passengers are reporting having been affected by layoffs and/or cutbacks in hours at their places of employment.

Dover FastTrans services continue to grow with a steady climb in ridership on Route 33 of 10 – 20% each month. A large part of the 15% increase in Route 1/34 ridership can be attributed to changes made in conjunction with Dover FastTrans beginning March 2<sup>nd</sup>. More city residents are beginning to try the FastTrans service as the weather has improved and word of mouth has begun to spread more broadly.

| <b>Dover</b> | <b>Apr-08</b> | <b>Apr-09</b> | <b>Total<br/>Increase</b> | <b>%<br/>Increase</b> | <b>FY08<br/>YTD</b> | <b>FY09<br/>YTD</b> | <b>Total<br/>Increase</b> | <b>%<br/>Increase</b> |
|--------------|---------------|---------------|---------------------------|-----------------------|---------------------|---------------------|---------------------------|-----------------------|
| Route 1/34   | 1,564         | 1,808         | 244                       | 15.6%                 | 8,250               | 9,395               | 1,145                     | 13.9%                 |
| Route 2      | 4,999         | 4,403         | (595)                     | -11.9%                | 26,888              | 27,486              | 598                       | 2.2%                  |
| Route 33     | 0             | 736           | 736                       | n/a                   | 0                   | 2,284               | 2,284                     | n/a                   |
| Comm. Rtes.  | 4,051         | 3,427         | (624)                     | -15.4%                | 25,260              | 22,631              | (2,629)                   | -10.4%                |
| ADAs         | 56            | 132           | 75                        | 134.5%                | 605                 | 1,129               | 524                       | 86.6%                 |
| <b>Total</b> | <b>10,670</b> | <b>10,506</b> | <b>(164)</b>              | <b>-1.5%</b>          | <b>61,003</b>       | <b>62,925</b>       | <b>1,922</b>              | <b>3.2%</b>           |

\* Fiscal Year is Oct. 1 - Sept. 30

COAST and City Planning staff has presented a public transit eco-pass concept to the management firm of one of the Mills in downtown. The concept would ultimately enable all employees working in the building to be issued a Dover FastTrans Eco-Pass, promoting employee parking at underutilized peripheral city lots that are serviced by the Dover FastTrans service.

COAST staff continues to conduct planning and testing for the third and final leg of the Dover FastTrans service to be implemented later this year. Additionally, staff is working on an enhanced marketing and outreach effort within the City of Dover for this summer.

| <b>DOWNEASTER</b>               |                                  | <b>Ridership</b> |               |               | <b>Ticket Revenue</b> |                  |               |
|---------------------------------|----------------------------------|------------------|---------------|---------------|-----------------------|------------------|---------------|
| <b>April FY09 vs April FY08</b> |                                  | <b>FY09</b>      | <b>FY08</b>   | <b>% chg.</b> | <b>FY09</b>           | <b>FY08</b>      | <b>% chg.</b> |
| 1                               | Boston-North - Portland          | 12,710           | 13,343        | -4.7          | \$240,362             | \$244,909        | -1.9          |
| 2                               | Boston-North - Exeter            | 6,919            | 7,193         | -3.8          | \$61,827              | \$60,009         | +3.0          |
| 3                               | Boston-North - Durham            | 4,227            | 4,586         | -7.8          | \$59,356              | \$57,529         | +3.2          |
| 4                               | Boston-North - Saco              | 3,042            | 2,912         | +4.5          | \$51,092              | \$46,122         | +10.8         |
| <b>5</b>                        | <b>Boston-North - Dover</b>      | <b>3,758</b>     | <b>3,859</b>  | <b>-2.6</b>   | <b>\$47,820</b>       | <b>\$48,548</b>  | <b>-1.5</b>   |
| 6                               | Boston-North - Wells             | 2,940            | 2,977         | -1.2          | \$44,033              | \$43,199         | +1.9          |
| 7                               | Boston-North - Haverhill         | 2,046            | 1,971         | +3.8          | \$15,304              | \$13,915         | +10.0         |
| 8                               | Portland - Woburn                | 405              | 494           | -18.0         | \$7,936               | \$9,559          | -17.0         |
| 9                               | Durham - Portland                | 549              | 490           | +12.0         | \$6,959               | \$5,696          | +22.2         |
| 10                              | Durham - Woburn                  | 425              | 363           | +17.1         | \$5,920               | \$4,654          | +27.2         |
| 11                              | Haverhill - Portland             | 251              | 294           | -14.6         | \$4,400               | \$5,142          | -14.4         |
| 12                              | Exeter - Portland                | 269              | 248           | +8.5          | \$4,051               | \$3,760          | +7.7          |
| <b>13</b>                       | <b>Dover - Portland</b>          | <b>367</b>       | <b>363</b>    | <b>+1.1</b>   | <b>\$3,612</b>        | <b>\$3,544</b>   | <b>+1.9</b>   |
| 14                              | Durham - Haverhill               | 354              | 390           | -9.2          | \$2,848               | \$2,507          | +13.6         |
| 15                              | Boston-North - Old Orchard Beach | 104              | 145           | -28.3         | \$2,018               | \$3,009          | -32.9         |
| 16                              | Durham - Saco                    | 316              | 320           | -1.3          | \$1,678               | \$1,631          | +2.9          |
| 17                              | Saco - Woburn                    | 94               | 49            | +91.8         | \$1,565               | \$889            | +76.1         |
| 18                              | Haverhill - Wells                | 219              | 140           | +56.4         | \$1,448               | \$1,102          | +31.3         |
| 19                              | Portland - Wells                 | 154              | 95            | +62.1         | \$1,277               | \$984            | +29.8         |
| <b>20</b>                       | <b>Dover - Exeter</b>            | <b>254</b>       | <b>82</b>     | <b>+209.8</b> | <b>\$1,176</b>        | <b>\$528</b>     | <b>+122.7</b> |
| 21                              | Wells - Woburn                   | 73               | 86            | -15.1         | \$1,165               | \$1,374          | -15.2         |
| <b>22</b>                       | <b>Dover - Haverhill</b>         | <b>135</b>       | <b>41</b>     | <b>+229.3</b> | <b>\$890</b>          | <b>\$459</b>     | <b>+93.8</b>  |
| <b>23</b>                       | <b>Dover - Woburn</b>            | <b>83</b>        | <b>55</b>     | <b>+50.9</b>  | <b>\$874</b>          | <b>\$823</b>     | <b>+6.3</b>   |
| 24                              | Durham - Exeter                  | 180              | 585           | -69.2         | \$787                 | \$1,505          | -47.7         |
| <b>25</b>                       | <b>Dover - Saco</b>              | <b>164</b>       | <b>86</b>     | <b>+90.7</b>  | <b>\$753</b>          | <b>\$521</b>     | <b>+44.5</b>  |
|                                 | All other markets                | 980              | 1,643         | -40.4         | \$11,043              | \$20,167         | -45.2         |
| <b>Total</b>                    |                                  | <b>41,018</b>    | <b>42,810</b> | <b>-4.2</b>   | <b>\$580,195</b>      | <b>\$582,086</b> | <b>-0.3</b>   |

|                              |                                  | Ridership      |                |              | Ticket Revenue     |                    |              |
|------------------------------|----------------------------------|----------------|----------------|--------------|--------------------|--------------------|--------------|
| Oct-Apr FY09 vs Oct-Apr FY08 |                                  | FY09           | FY08           | % chg.       | FY09               | FY08               | % chg.       |
| 1                            | Boston-North - Portland          | 68,336         | 70,199         | -2.7         | \$1,333,780        | \$1,331,617        | +0.2         |
| 2                            | Boston-North - Exeter            | 47,279         | 46,245         | +2.2         | \$409,752          | \$372,994          | +9.9         |
| 3                            | Boston-North - Durham            | 29,858         | 29,499         | +1.2         | \$391,261          | \$361,804          | +8.1         |
| <b>4</b>                     | <b>Boston-North - Dover</b>      | <b>24,495</b>  | <b>23,652</b>  | <b>+3.6</b>  | <b>\$307,651</b>   | <b>\$288,471</b>   | <b>+6.6</b>  |
| 5                            | Boston-North - Saco              | 17,103         | 15,237         | +12.2        | \$278,626          | \$251,814          | +10.6        |
| 6                            | Boston-North - Wells             | 18,161         | 18,360         | -1.1         | \$269,813          | \$274,426          | -1.7         |
| 7                            | Boston-North - Haverhill         | 13,751         | 13,402         | +2.6         | \$102,871          | \$88,838           | +15.8        |
| 8                            | Portland - Woburn                | 2,735          | 2,778          | -1.5         | \$55,896           | \$54,625           | +2.3         |
| 9                            | Durham - Portland                | 3,646          | 3,095          | +17.8        | \$43,746           | \$37,794           | +15.7        |
| 10                           | Haverhill - Portland             | 2,014          | 2,198          | -8.4         | \$35,940           | \$37,303           | -3.7         |
| 11                           | Durham - Woburn                  | 2,523          | 2,216          | +13.9        | \$33,713           | \$26,893           | +25.4        |
| 12                           | Exeter - Portland                | 1,715          | 1,836          | -6.6         | \$27,255           | \$26,552           | +2.6         |
| <b>13</b>                    | <b>Dover - Portland</b>          | <b>2,560</b>   | <b>2,496</b>   | <b>+2.6</b>  | <b>\$25,431</b>    | <b>\$25,783</b>    | <b>-1.4</b>  |
| 14                           | Durham - Haverhill               | 2,060          | 2,008          | +2.6         | \$16,305           | \$12,850           | +26.9        |
| 15                           | Boston-North - Old Orchard Beach | 579            | 491            | +17.9        | \$10,452           | \$8,902            | +17.4        |
| 16                           | Durham - Saco                    | 1,883          | 1,521          | +23.8        | \$10,284           | \$8,261            | +24.5        |
| 17                           | Wells - Woburn                   | 705            | 613            | +15.0        | \$10,217           | \$9,182            | +11.3        |
| 18                           | Saco - Woburn                    | 640            | 415            | +54.2        | \$9,271            | \$7,401            | +25.3        |
| 19                           | Haverhill - Wells                | 1,374          | 657            | +109.1       | \$8,793            | \$5,737            | +53.3        |
| 20                           | Portland - Wells                 | 784            | 521            | +50.5        | \$7,313            | \$5,089            | +43.7        |
| <b>21</b>                    | <b>Dover - Woburn</b>            | <b>645</b>     | <b>623</b>     | <b>+3.5</b>  | <b>\$7,186</b>     | <b>\$7,608</b>     | <b>-5.5</b>  |
| 22                           | Durham - Exeter                  | 2,319          | 3,413          | -32.1        | \$7,029            | \$8,184            | -14.1        |
| 23                           | Haverhill - Saco                 | 404            | 341            | +18.5        | \$5,787            | \$4,646            | +24.6        |
| <b>24</b>                    | <b>Dover - Haverhill</b>         | <b>638</b>     | <b>406</b>     | <b>+57.1</b> | <b>\$5,277</b>     | <b>\$3,472</b>     | <b>+52.0</b> |
| <b>25</b>                    | <b>Dover - Saco</b>              | <b>1,276</b>   | <b>710</b>     | <b>+79.7</b> | <b>\$5,273</b>     | <b>\$4,169</b>     | <b>+26.5</b> |
|                              | All other markets                | 7,189          | 7,505          | -4.2         | \$74,706           | \$83,532           | -10.6        |
| <b>Total</b>                 |                                  | <b>254,672</b> | <b>250,437</b> | <b>+1.7</b>  | <b>\$3,493,627</b> | <b>\$3,347,945</b> | <b>+4.4</b>  |

# Total Permits Issued: May 2009

| Permit # | Owner's Last Name       | Street # | Street                 | Description                        | Type | Map  | Lot   | Construction Value | Fee   |
|----------|-------------------------|----------|------------------------|------------------------------------|------|------|-------|--------------------|-------|
| 09-047   | COLDWELL-ELLIS          | 10A      | FOURTH STREET          | RETAIL FOR TOY STORE               | C    | 6    | 54D   | 18000              | 205   |
| 09-065   | DOVER MILLS, LP         | 383      | CENTRAL AVENUE         | RMV & RPLC/CNST. FT WALL OF LOADI  | C    | 3    | 63    | 8000               | 105   |
| 09-081   | MEDTECH HEARING LAB     | 903      | CENTRAL AVENUE         | INT. RENO. TO EST. OPT. USE OFFICE | C    | 38   | 11    | 40000              | 425   |
| 09-097   | LONG ROAD LLC           | 780      | CENTRAL AVENUE         | DEMO. MEDICAL OFFICE BLDG          | C    | 29   | 23    |                    | 50    |
| 08-287   | CEDAR RIVER DEVELOPMENT | 111      | REGENT DRIVE           | 111-408 APARTMENT COMPLEX          | R    | E    | 66    | 1953000            | 19555 |
| 08-369   | CHENEY                  | 147      | TOLEND ROAD            | BATHROOM REMODEL                   | R    | E    | 55    |                    | 125   |
| 08-396   | WHICHER                 | 15       | PICARD LANE            | CONST. REAR DECK ADDITION          | R    | A    | 19-17 | 1300               | 45    |
| 08-472   | RITTER                  | 40       | GLADIOLA WAY           | SINGLE FAMILY W/ GARAGE UNDER      | R    | A    | 28-13 | 125000             | 1275  |
| 09-032   | PROCIELLO               | 163      | SPUR ROAD              | CONST.SINLE FMLY W/ATT. GARAGE     | R    | L    | 43    | 160000             | 1625  |
| 09-049   | NICHOLAS                | 6        | JAMES STREET           | FNSH. BSMNT FOR ADD. LIVING AREA   | R    | I    | 76-F  | 10000              | 125   |
| 09-056   | MY FRIENDS PLACE        | 21       | HOUGH STREET           | RENOV. TO REPAIR WTR DAMAGE        | R    | G    | 18    | 225                | 225   |
| 09-058   | SONOMA BUILDERS         | 15       | GLADIOLA WAY           | SINGLE FAMILY W/ ATT GARAGE        | R    | A    | 28-18 | 104000             | 1065  |
| 09-068   | DAVIS                   | 29       | POLLY ANN TRAILER PARK | CONST./INSTALL STORAGE SHED        | R    | M    | 47-C  | 1000               | 35    |
| 09-069   | CURRIE                  | 163B     | LOCUST STREET          | RENO. ATTIC INTERIOR FOR BEDRM US  | R    | 12   | 67    | 4100               | 75    |
| 09-070   | KEENAN                  | 111      | STARK AVENUE           | FIRE EGRESS FROM ATTIC             | R    | 17   | 1     | 900                | 35    |
| 09-074   | HALVORSEN               | 13       | FAIRWAY DRIVE          | CONST. ACCESS. STRUCTURE (SCREEN   | R    | N    | 14F   | 15000              | 175   |
| 09-075   | BONNEAU                 | 1        | ARCOLA AVENUE          | CONST. A DETACHED SIDE DECK        | R    | 33   | 115   | 5800               | 85    |
| 09-077   | CHENEY                  | 26       | OVERLOOK DRIVE         | INT. RMDL BSMNT LVNG SPCE          | R    | M    | 83-4  | 1200               | 45    |
| 09-078   | DUNPHY                  | 37       | LITTLEWORTH ROAD       | FOUNDATION ONLY, SINGLE FAMILY D   | R    | G    | 28-1D | 5400               | 85    |
| 09-079   | PEABODY                 | 7        | MORGAN WAY             | GARAGE                             | R    | I-30 | 31    | 13900              | 165   |
| 09-080   | JHA                     | 20       | EZRAS WAY              | FINISH BSMT FOR ADD. LIVING AREA   | R    | F    | 23A-0 | 5500               | 85    |
| 09-082   | MIKULA                  | 52       | UPPER FACTORY ROAD     | REMOV/REPLC/CONST. REAR DECK AD    | R    | E    | 52-B  | 6000               | 85    |

| Permit # | Owner's Last Name | Street # | Street            | Description                      | Type | Map | Lot  | Construction Value | Fee |
|----------|-------------------|----------|-------------------|----------------------------------|------|-----|------|--------------------|-----|
| 09-083   | DROUIN            | 7        | HICKORY LANE      | CONST. A SIDE DECK ADD. W/WKWY   | R    | I   | 22   | 1000               | 35  |
| 09-084   | LATCHAW           | 1        | CRESCENT AVENUE   | REMOV. & REPLC/CONST. FRNT ENTRY | R    | 37  | 39-H | 1100               | 35  |
| 09-086   | VOLLNOGLE         | 19       | RUTLAND STREET    | REPR/RENOV. A BTHRM              | R    | 12  | 145  | 3400               | 65  |
| 09-088   | KURTZ             | 220      | GULF ROAD         | SHED                             | R    | N   | 8A-1 | 5000               | 75  |
| 09-089   | OTASH             | 349      | WASHINGTON STREET | CHANGE OF USE, TO DAYCARE        | R    | 33  | 80   | 1600               | 45  |
| 09-091   | CORRENTI          | 10       | LISA BETH CIRCLE  | INSTALL ABOVE GROUND SWIM POOL   | R    | H   | 44Q  | 5400               | 85  |
| 09-093   | TOWNSEND          | 117      | GULF ROAD         | CONST/INSTL ACCESRY STRUC.       | R    | N   | 14A  | 3100               | 55  |
| 09-095   | CORMIER           | 29       | MORNINGSIDE DRIVE | CONST/INST ACCSSRY STRCT.        | R    | I   | 75M  | 1000               | 35  |
| 09-096   | FISKE             | 5        | CULLEN BAY ROAD   | INGROUND SWIMMING POOL           | R    | M93 | 7    | 28000              | 305 |
| 09-097   | MASTRO            | 12       | CHEROKEE STREET   | REPLACE EXISTING 3 SEASON PORCH  | R    | A   | 15M  | 21000              | 235 |

| Permit # | Owner's Last Name | Street # | Street | Description | Type | Map | Lot | Construction Value | Fee |
|----------|-------------------|----------|--------|-------------|------|-----|-----|--------------------|-----|
|----------|-------------------|----------|--------|-------------|------|-----|-----|--------------------|-----|

**Total Permits Issued:** 32

**Total Construction Value:** \$2,548,925.00

**Total Fees Collected:** \$26,665.00

|                               |    |                                   |           |
|-------------------------------|----|-----------------------------------|-----------|
| <b>Type of Permits Issued</b> |    | <b>Certificate of Occupancy's</b> |           |
| Apartment dwlg units          | 62 | Apartment Units                   | 0         |
| Commercial                    | 0  | Commercial                        | 13        |
| 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                    | 0  | Industrial                        | 0         |
| Multi Family                  | 0  | Renovations                       | 3         |
| Manufactured Dwlg             | 0  | Manufactured Dwlg                 | 0         |
| Single Family Dwelling        | 2  | Single Family Dwellings           | 3         |
|                               |    | <b>Total</b>                      | <b>19</b> |

## **COMMUNITY SERVICES CAPITAL IMPROVEMENT PROJECTS Status as of May 2009**

### **SIDEWALK IMPROVEMENTS**

Current: Is currently out to bid. Bids are due back June 12.

Previous: Revising cost estimates and work list to come inline with proposed budget for this years projects.

### **ATLANTIC / GULF RD WATERMAIN REPLACEMENT**

Current: The contractor has started installing pipe.

Previous: The project has started by installing a temporary water service.

### **WASHINGTON ST BRIDGE TO RIVER ST**

Current: The concrete for abutment A footing and stem has been poured. The wing walls for both abutments are currently being constructed. The project is on schedule.

Previous: The concrete for abutment B footing and stem has been poured. The concrete for abutment A footing will be poured within two weeks. The project is on schedule.

### **SEWER INFLOW / INFILTRATION MITIGATION**

Current: SUR has started construction of the project and the work will be completed in mid July.

Previous: SUR was awarded the construction contract to perform the sewer line replacement work on Old Bellamy Road. The project is expected to begin the week of May 11th and be completed in mid July. The I&I project was not selected by NHDES to receive stimulus funds.

### **ROUTE 9 RR BRIDGE WATERMAIN REPLACEMENT**

Current: The City is in discussions with the DOT on requirements made by the Railroad.

Previous: The City has hired Weston Sampson to design the water main replacement for the DOT project.

### **COCHECO RIVER SHORELINE STABILIZATION PROJECT**

Current: A site walk has been scheduled in mid June by NHDES Wetlands Bureau to inspect the work completed and to review the proposed second phase of work. NH Fish & Game requested the site walk.

Previous: A NHDES wetlands permit application was submitted and we are waiting for the application to be reviewed and hopefully approved. The application covers the work completed under an emergency authorization as well as the second phase of work recently authorized by the City council to complete. Once the permit is approved SUMCO stands ready to complete the second phase of work.

### **BERRY BROOK WATERSHED MANAGEMENT**

Current: Staff completed a grant application to NHDES for \$50,000 to implement the initial phase of implementation of the Watershed Management Plan. Staff also partnered with the UNH Stormwater Center on a \$1.5 million grant to NOAA for a stream restoration grant. The NOAA grant is Stimulus funding and does not require any matching funds from the City. If we are selected for funding many of the Berry Brook Watershed Management Plan recommendations will be completed by the project.

Previous: Staff is preparing a grant application to NHDES for \$50,000 to implement the initial phase of implementation of the Watershed Management Plan.

# City of Dover

## Bid Solicitation Report

### For May 2009

6/3/2009

| 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 Fleet Services  |             |            |            | Sale of City Vehicles                                 |           |
| B09067             | 05/05/2009  | 05/21/2009 |            |                                                       |           |
| B09091             | 05/15/2009  | 06/04/2009 |            | On Site Grinding of Municipal<br>Brush and Tree Waste |           |
| Community Services |             |            |            | Water/Sewer/Recreation Chemicals                      |           |
| B09078             | 05/22/2009  | 06/10/2009 |            |                                                       |           |
| Executive          |             |            |            | Municipal Specialized Legal<br>Services               |           |
| B09083             | 05/22/2009  | 06/08/2009 |            |                                                       |           |
| <b>Total for</b>   |             |            |            |                                                       |           |

# City of Dover

## Bid Solicitation Report

### For May 2009

6/3/2009

| 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                      |           |
| <hr/>                       |             |            |                        |                                        |           |
| <b>00 Other</b>             |             |            |                        |                                        |           |
| CS Admin                    |             |            |                        | Ford Replacement Parts                 |           |
| B09087                      | 05/15/2009  | 05/29/2009 |                        |                                        |           |
|                             |             |            | Fleet Maintenance Fund |                                        |           |
|                             |             |            |                        |                                        |           |
|                             |             |            |                        | <b>Total for Other</b>                 |           |
| <b>21 Police</b>            |             |            |                        |                                        |           |
| Police Admin                |             |            |                        | Police Department Clothing & Equipment |           |
| B09074                      | 05/08/2009  | 05/27/2009 |                        |                                        |           |
|                             |             |            |                        |                                        |           |
|                             |             |            |                        |                                        |           |
| Police Admin                |             |            |                        | Ammunition per Attached Specs          |           |
| B09075                      | 05/12/2009  | 06/01/2009 |                        |                                        |           |
|                             |             |            | General Fund           | Police Operations                      |           |
|                             |             |            |                        |                                        |           |
|                             |             |            |                        | <b>Total for Police</b>                |           |
| <b>22 Fire &amp; Rescue</b> |             |            |                        |                                        |           |

# City of Dover

## Bid Solicitation Report

### For May 2009

6/3/2009

| 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              |           |
| F&R Admin                          |             |            |              | Uniforms & Clothing, Fire Dept |           |
| B09093                             | 05/14/2009  | 05/15/2009 |              |                                |           |
|                                    |             |            | General Fund | F&R Suppression                |           |
| <b>Total for Fire &amp; Rescue</b> |             |            |              |                                |           |

#### 30 Comm Serv PW

|          |            |            |                           |                                      |  |
|----------|------------|------------|---------------------------|--------------------------------------|--|
| CS Admin |            |            |                           | Crack Sealing                        |  |
| B09070   | 05/06/2009 | 05/25/2009 |                           |                                      |  |
|          |            |            | Capital Improvements FY08 | CS - Streets                         |  |
| CS Admin |            |            |                           | Catch Basin Cleaning                 |  |
| B09073   | 05/04/2009 | 05/05/2009 |                           |                                      |  |
|          |            |            | General Fund              | CS - Streets                         |  |
| CS Admin |            |            | Carus Phosphates, Inc     | Chemical Aqueous Corrosion inhibitor |  |
| B09084   | 05/22/2009 | 06/10/2009 |                           |                                      |  |
|          |            |            | Water Fund                | CS - Water                           |  |

# City of Dover

## Bid Solicitation Report

### For May 2009

6/3/2009

| 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 Admin   |             |            |                       | Water And Sewer Chemicles       |           |
| B09081     | 05/22/2009  | 06/10/2009 |                       |                                 |           |
| CS Admin   |             |            |                       | Bitumious Cement (Asphalt)      |           |
| B09077     | 05/19/2009  | 06/03/2009 |                       | Picked up                       |           |
|            |             |            | General Fund          | CS - Streets                    |           |
| CS Admin   |             |            | George R. Roberts Co. | Precast Structures              |           |
| B09076     | 05/19/2009  | 06/09/2009 |                       |                                 |           |
|            |             |            | Sewer Fund            | CS - Sewer                      |           |
| CS Admin   |             |            |                       | Sidewalk Improvements           |           |
| B09095     | 05/19/2009  | 06/12/2009 |                       |                                 |           |
|            |             |            | General Fund          | CS - Streets                    |           |
| CS - F& G  |             |            |                       | Overhead Door Repairs as needed |           |
| B09088     | 05/29/2009  | 06/18/2009 |                       |                                 |           |
|            |             |            | General Fund          | CS - Fac & Gr                   |           |

# City of Dover

## Bid Solicitation Report

### For May 2009

6/3/2009

| 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 F&G                        |             |            |              | TREE REMOVAL SERVICES |           |
| B09082                        | 05/29/2009  | 06/11/2009 |              |                       |           |
|                               |             |            | General Fund | CS - Fac & Gr         |           |
| <b>Total for Comm Serv PW</b> |             |            |              |                       |           |

### 35 Recreation

|                             |            |            |              |                                            |  |
|-----------------------------|------------|------------|--------------|--------------------------------------------|--|
| RECREATION ADMIN            |            |            |              | MAINTENANCE CONTRACT<br>FOR ARENA CHILLERS |  |
| Q09-036                     | 05/20/2009 | 06/05/2009 |              |                                            |  |
|                             |            |            | General Fund | Arena                                      |  |
| <b>Total for Recreation</b> |            |            |              |                                            |  |

### 39 Public Library

|                                 |            |            |                                     |                |  |
|---------------------------------|------------|------------|-------------------------------------|----------------|--|
| Public Library                  |            |            |                                     | Repair Roof    |  |
| B09096                          | 05/27/2009 | 06/23/2009 |                                     |                |  |
|                                 |            |            | Recreation Field Construction/Other | Public Library |  |
| <b>Total for Public Library</b> |            |            |                                     |                |  |

# *City of Dover*

## Bid Solicitation Report

### For May 2009

6/3/2009

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

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**Grand Total All Departments**

# City of Dover

## Purchase Order Report

### For May 2009

6/3/2009

| Department                            | PO Date<br>Bid Number<br>Approved By | PO No<br>Bid Date<br>CC Meeting | Vendor<br>Bid Due<br>Item No<br>Fund                        | Description<br>PO Notes<br>Function/Division | PO Amount         |
|---------------------------------------|--------------------------------------|---------------------------------|-------------------------------------------------------------|----------------------------------------------|-------------------|
| Purchasing                            | 05/06/2009<br>B09063<br><br>PA       | 15-257596<br><br><br>           | 2 Way Communications Service, l<br>03/31/2009<br>04/27/2009 | Fiberglass Omni-Directional Antennas         | 26,851.00         |
| <b>Total for</b>                      |                                      |                                 |                                                             |                                              | <b>26,851.00</b>  |
| <b>18 Planning</b>                    |                                      |                                 |                                                             |                                              |                   |
| Planning                              | 05/05/2009<br><br>PA                 | 05/05/09<br><br>                | Cross Roads House, Inc                                      | CDBG                                         | 183,288.00        |
| CDBG - Entitlement Public Facilities  |                                      |                                 |                                                             |                                              |                   |
| Planning                              | 05/27/2009<br><br>PA                 | 18-257761<br><br>               | Mary Lou Skipper                                            | Housing Rehabilitation Loan                  | 40,000.00         |
| Housing Rehab Loan Fund Housing Rehab |                                      |                                 |                                                             |                                              |                   |
| <b>Total for Planning</b>             |                                      |                                 |                                                             |                                              | <b>223,288.00</b> |
| <b>19 Misc General Gov't</b>          |                                      |                                 |                                                             |                                              |                   |
| Finance                               | 05/06/2009<br><br>PA                 | 15-257447<br><br>               | Edwards Angell Palmer & Dodge                               | Bond Issue Per Approved CIP                  | 28,500.00         |
| General Fund Misc Gen Gov't           |                                      |                                 |                                                             |                                              |                   |
| Finance                               | 05/06/2009<br><br>PA                 | 15-257448<br><br>               | First Southwest Co.                                         | Bond Issue Per Approved CIP                  | 25,000.00         |
| General Fund Misc Gen Gov't           |                                      |                                 |                                                             |                                              |                   |
| <b>Total for Misc General Gov't</b>   |                                      |                                 |                                                             |                                              | <b>53,500.00</b>  |

### 30 Comm Serv PW

# City of Dover

## Purchase Order Report

### For May 2009

6/3/2009

| Department | PO Date<br>Bid Number<br>Approved By | PO No<br>Bid Date<br>CC Meeting | Vendor<br>Bid Due<br>Item No<br>Fund                               | Description<br>PO Notes<br>Function/Division                               | PO Amount    |
|------------|--------------------------------------|---------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------|--------------|
| CS-WWTP    | 05/29/2009<br>B09052<br><br>PA       | 30-257763<br><br>03/06/2009     | AECOM Tech Services, Inc<br>03/27/2009<br><br>Sewer Fund           | Sludge DeWatering<br><br><br>                                              | 45,500.00    |
| CS Admin   | 05/11/2009<br><br>PA                 | 30-252328                       | Wright Pierce<br><br>Sewer Fund                                    | Additional Boarings<br>I & I construction Oversight Services<br>CS - Sewer | 9,300.00     |
| CS Admin   | 05/05/2009<br>B09065<br><br>PA       | 30-257477<br><br>03/31/2009     | Brox Industries, Inc<br>04/14/2009<br><br>CS - Streets             | Laid in Place Hot Bituminous<br><br><br>                                   | 1,169,750.00 |
| CS Admin   | 05/05/2009<br><br>25615.00           | 30-250309                       | Barrie Milliers Well and Pump S<br><br>Water Fund                  | Repairs to Cummings Well<br>CS - Water                                     | 12,840.00    |
| CS Admin   | 05/11/2009<br>B09068<br><br>PA       | 30-257476<br><br>04/15/2009     | TriTech Engineering Corp<br>05/04/2009<br><br>Sewer Fund           | Redden street & Ash Street Sewer<br><br>CS - Sewer                         | 18,800.00    |
| CS Admin   | 05/06/2009<br>B09062<br><br>PA       | 30-257004<br><br>03/20/2009     | Burkes Tree Service<br>04/01/2009<br><br>Capital Improvements FY08 | Curbside ice storm Brush Removal<br>CS - Streets                           | 28,380.00    |
| CS Admin   | 05/18/2009<br><br>PA                 | 30-240073                       | Rain for Rent<br><br>Cocheco Dredge Cell                           | Dredge Cell Water Treatment<br>CS - Waste Mgmt                             | 19,600.01    |
| CS WWTP    | 05/04/2009<br><br>PA                 | 30-257501                       | Sanitaire Corp.<br><br>Sewer Fund                                  | Sanitaire #89 -1807S (Three Tanks)<br>CS - Sewer - WWTP                    | 5,600.00     |

# City of Dover

## Purchase Order Report

### For May 2009

6/3/2009

| Department                      | PO Date<br>Bid Number<br>Approved By | PO No<br>Bid Date<br>CC Meeting | Vendor<br>Bid Due<br>Item No<br>Fund | Description<br>PO Notes<br>Function/Division       | PO Amount           |
|---------------------------------|--------------------------------------|---------------------------------|--------------------------------------|----------------------------------------------------|---------------------|
| CS Admin                        | 05/26/2009                           | 30-257762                       | Town of Madbury, NH                  | Taxes North Bellamy Reservoir                      | 7,018.00            |
|                                 | PA                                   |                                 |                                      | Water Fund CS - Water                              |                     |
| <b>Total for Comm Serv PW</b>   |                                      |                                 |                                      |                                                    | <b>1,316,788.01</b> |
| <b>35 Recreation</b>            |                                      |                                 |                                      |                                                    |                     |
| Community Services              | 05/04/2009                           | 30-257373                       | L&H Landscape                        | Shaws Lane Mowing Maintenance                      | 7,950.00            |
|                                 | B09053                               | 03/16/2009                      | 04/15/2009                           |                                                    |                     |
|                                 | PA                                   |                                 |                                      | Recreation Field Maintenance Recreation Fields     |                     |
| Rercreation Admin               | 05/20/2009                           | 35-257740                       | Atlas Pyrotechnics                   | Fiework Display 7/4/09                             | 13,000.00           |
|                                 | PA                                   |                                 |                                      | General Fund Recr Pgm                              |                     |
| <b>Total for Recreation</b>     |                                      |                                 |                                      |                                                    | <b>20,950.00</b>    |
| <b>39 Public Library</b>        |                                      |                                 |                                      |                                                    |                     |
| Public Library                  | 05/05/2009                           | 39-257456                       | Advanced Roof Management             | Roof Consultant                                    | 6,000.00            |
|                                 | Q09-028                              | 04/08/2009                      | 04/23/2009                           |                                                    |                     |
|                                 | PA                                   |                                 |                                      | Recreation Field Construction/Other Public Library |                     |
| <b>Total for Public Library</b> |                                      |                                 |                                      |                                                    | <b>6,000.00</b>     |
| <b>55 Other Financing Uses</b>  |                                      |                                 |                                      |                                                    |                     |
| Executive                       | 05/11/2009                           | 13-257500                       | PC Mall Gov                          | Cisco Switches                                     | 6,107.33            |
|                                 | PA                                   |                                 |                                      | DoverNet Fund Internal Service                     |                     |

# City of Dover

## Purchase Order Report

### For May 2009

6/3/2009

| Department                     | PO Date<br>Bid Number<br>Approved By | PO No<br>Bid Date<br>CC Meeting | Vendor<br>Bid Due<br>CC Meeting | Item No<br>Fund | Description<br>PO Notes<br>Function/Division | PO Amount    |
|--------------------------------|--------------------------------------|---------------------------------|---------------------------------|-----------------|----------------------------------------------|--------------|
| City Managers Office           | 05/26/2009                           | 13-257735                       | Red River Computer Co, Inc      |                 | Wireless Municipal WAN Upgrade               | 9,775.00     |
|                                | PA                                   |                                 |                                 | DoverNet Fund   | Internal Service                             |              |
| City Managers Office           | 05/21/2009                           | 13-257732                       | Southern Computer Warehouse     |                 | Cisco Switches                               | 8,320.43     |
|                                | PA                                   |                                 |                                 | DoverNet Fund   | Internal Service                             |              |
| Total for Other Financing Uses |                                      |                                 |                                 |                 |                                              | 24,202.76    |
| Grand Total All Departments    |                                      |                                 |                                 |                 |                                              | 1,671,579.77 |

# City of Dover

## Revenues of Major Funds

May 31, 2009

(General Fund Includes Property Taxes and Education Revenues)

| Account                                  | Original<br>Budget   | Adjusted<br>Budget   | Revenues<br>This Period | Revenues<br>Year To Date | Revenue<br>Due      | Uncollected<br>% |
|------------------------------------------|----------------------|----------------------|-------------------------|--------------------------|---------------------|------------------|
| <b>1000 General Fund</b>                 |                      |                      |                         |                          |                     |                  |
| Taxes                                    | 57,936,002.00        | 57,936,002.00        | 12,565.85               | 58,179,676.08            | (243,675.45)        | (0.42)           |
| Licenses & Permits                       | 4,467,223.00         | 4,467,223.00         | 275,288.00              | 3,813,063.43             | 654,159.57          | 14.64            |
| Intergovernmental                        | 2,594,285.00         | 2,594,285.00         | 170.94                  | 2,503,924.16             | 90,360.84           | 3.48             |
| Charges for Services                     | 1,385,535.00         | 2,974,444.00         | 138,497.65              | 2,636,594.92             | 337,849.08          | 11.36            |
| Misc. Revenue                            | 1,125,128.00         | 1,155,392.00         | 23,058.07               | 667,220.88               | 488,171.12          | 42.25            |
| Education                                | 12,389,888.00        | 12,389,888.00        | 387,238.49              | 11,495,875.58            | 894,012.42          | 7.22             |
| 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             |
| <b>Total for General Fund</b>            | <b>79,948,061.00</b> | <b>81,567,234.00</b> | <b>836,819.00</b>       | <b>79,296,355.05</b>     | <b>2,270,877.58</b> | <b>2.78</b>      |
| <b>3320 Residential Solid Waste</b>      |                      |                      |                         |                          |                     |                  |
| Charges for Services                     | 1,113,486.00         | 1,113,486.00         | 89,027.65               | 898,184.46               | 215,301.54          | 19.34            |
| Misc. Revenue                            | 0.00                 | 0.00                 | 20.32                   | 323.85                   | (323.85)            | 0.00             |
| <b>Total for Residential Solid Waste</b> | <b>1,113,486.00</b>  | <b>1,113,486.00</b>  | <b>89,047.97</b>        | <b>898,508.31</b>        | <b>214,977.69</b>   | <b>19.31</b>     |
| <b>3381 McConnell Center</b>             |                      |                      |                         |                          |                     |                  |
| Misc. Revenue                            | 731,096.00           | 358,934.00           | 16,519.09               | 214,114.50               | 144,819.50          | 40.35            |
| Operating Transfers In                   | 14,566.00            | 386,728.00           | 31,013.49               | 353,556.79               | 33,171.21           | 8.58             |
| <b>Total for McConnell Center</b>        | <b>745,662.00</b>    | <b>745,662.00</b>    | <b>47,532.58</b>        | <b>567,671.29</b>        | <b>177,990.71</b>   | <b>23.87</b>     |
| <b>5300 Water Fund</b>                   |                      |                      |                         |                          |                     |                  |
| Charges for Services                     | 4,137,670.00         | 4,137,670.00         | 120,060.84              | 3,195,393.25             | 942,276.75          | 22.77            |
| Misc. Revenue                            | 21,000.00            | 21,000.00            | 5,139.35                | 29,871.65                | (8,871.65)          | (42.25)          |
| Operating Transfers In                   | 0.00                 | 200,000.00           | 0.00                    | 0.00                     | 200,000.00          | 100.00           |
| Other Financing Sources                  | 1,050,000.00         | 1,050,000.00         | 0.00                    | 175,000.00               | 875,000.00          | 83.33            |
| <b>Total for Water Fund</b>              | <b>5,208,670.00</b>  | <b>5,408,670.00</b>  | <b>125,200.19</b>       | <b>3,400,264.90</b>      | <b>2,008,405.10</b> | <b>37.13</b>     |

# City of Dover

## Revenues of Major Funds

May 31, 2009

(General Fund Includes Property Taxes and Education Revenues)

| Account                        | Original<br>Budget  | Adjusted<br>Budget  | Revenues<br>This Period | Revenues<br>Year To Date | Revenue<br>Due      | Uncollected<br>% |
|--------------------------------|---------------------|---------------------|-------------------------|--------------------------|---------------------|------------------|
| <b>5320 Sewer Fund</b>         |                     |                     |                         |                          |                     |                  |
| <b>Licenses &amp; Permits</b>  | 0.00                | 0.00                | 0.00                    | 0.93                     | (0.93)              | 0.00             |
| <b>Intergovernmental</b>       | 210,499.00          | 210,499.00          | (67,051.00)             | 374,064.28               | (163,565.28)        | (77.70)          |
| <b>Charges for Services</b>    | 4,262,654.00        | 4,262,654.00        | 138,039.37              | 3,226,716.44             | 1,035,937.56        | 24.30            |
| <b>Misc. Revenue</b>           | 32,000.00           | 32,000.00           | 5,330.06                | 31,816.25                | 183.75              | 0.57             |
| <b>Operating Transfers In</b>  | 0.00                | 250,000.00          | 0.00                    | 0.00                     | 250,000.00          | 100.00           |
| <b>Other Financing Sources</b> | 1,969,919.00        | 1,969,919.00        | 0.00                    | 1,250,000.00             | 719,919.00          | 36.55            |
| <b>Total for Sewer Fund</b>    | <b>6,475,072.00</b> | <b>6,725,072.00</b> | <b>76,318.43</b>        | <b>4,882,597.90</b>      | <b>1,842,474.10</b> | <b>27.40</b>     |

# City of Dover

## Expenditures of Major Funds

May 31, 2009

(General Fund Includes County, School and Debt Service)

| Account                                  | Original<br>Budget   | Adjusted<br>Budget   | Expenditures<br>This Period | Expenditures<br>Year to Date | Encumb            | Budget<br>Availability | Avail<br>%   |
|------------------------------------------|----------------------|----------------------|-----------------------------|------------------------------|-------------------|------------------------|--------------|
| <b>1000 General Fund</b>                 |                      |                      |                             |                              |                   |                        |              |
| City Council                             | 169,096.00           | 195,649.00           | 1,010.56                    | 152,533.36                   | 28,271.75         | 14,843.89              | 7.59         |
| Executive                                | 979,026.00           | 981,828.00           | 59,413.28                   | 889,680.78                   | 4,247.21          | 87,900.01              | 8.95         |
| Finance                                  | 1,167,001.00         | 1,174,742.28         | 83,414.14                   | 1,021,815.21                 | 30,847.93         | 122,079.14             | 10.39        |
| Planning                                 | 445,954.00           | 476,359.00           | 36,044.21                   | 461,034.35                   | 880.00            | 14,444.65              | 3.03         |
| Misc Gen Gov't                           | 849,357.00           | 1,004,608.32         | 21,940.71                   | 488,404.27                   | 130,750.50        | 385,453.55             | 38.37        |
| Police                                   | 6,422,037.00         | 6,464,842.06         | 404,108.59                  | 5,653,618.88                 | 26,842.66         | 784,380.52             | 12.13        |
| Fire & Rescue                            | 6,228,171.00         | 6,236,570.00         | 464,158.40                  | 5,774,290.65                 | 2,999.79          | 459,279.56             | 7.36         |
| Comm Serv PW                             | 5,387,195.00         | 5,954,374.13         | 242,482.79                  | 4,255,733.61                 | 284,251.72        | 1,414,388.80           | 23.75        |
| Recreation                               | 1,310,221.00         | 2,945,450.73         | 135,030.90                  | 4,599,690.63                 | 19,203.32         | (1,673,443.22)         | (56.81)      |
| Public Library                           | 1,074,129.00         | 1,083,739.74         | 67,810.05                   | 959,431.85                   | 1,429.78          | 122,878.11             | 11.34        |
| Human Services                           | 717,702.00           | 722,667.15           | 60,656.76                   | 620,857.64                   | 5,447.47          | 96,362.04              | 13.33        |
| Debt Service                             | 9,108,852.00         | 9,108,852.00         | 0.00                        | 3,708,216.67                 | 0.00              | 5,400,635.33           | 59.29        |
| 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        | 4,794,373.26                | 33,551,678.74                | 434.35            | 5,944,403.35           | 15.05        |
| Intergovernmental                        | 6,772,323.00         | 6,772,323.00         | 0.00                        | 6,772,323.00                 | 0.00              | 0.00                   | 0.00         |
| <b>Total for General Fund</b>            | <b>79,948,061.00</b> | <b>82,718,521.85</b> | <b>6,370,443.65</b>         | <b>68,909,309.64</b>         | <b>535,606.48</b> | <b>13,273,605.73</b>   | <b>16.05</b> |
| <b>3320 Residential Solid Waste</b>      |                      |                      |                             |                              |                   |                        |              |
| Comm Serv PW                             | 1,113,486.00         | 1,188,053.37         | 16,876.58                   | 845,868.06                   | 243,723.68        | 98,461.63              | 8.29         |
| <b>Total for Residential Solid Waste</b> | <b>1,113,486.00</b>  | <b>1,188,053.37</b>  | <b>16,876.58</b>            | <b>845,868.06</b>            | <b>243,723.68</b> | <b>98,461.63</b>       | <b>8.29</b>  |
| <b>3381 McConnell Center</b>             |                      |                      |                             |                              |                   |                        |              |
| Comm Serv PW                             | 0.00                 | 0.00                 | 0.00                        | 258.10                       | 0.00              | (258.10)               | 0.00         |
| Recreation                               | 745,662.00           | 785,150.85           | 9,646.69                    | 478,234.04                   | 13,692.50         | 293,224.31             | 37.35        |
| <b>Total for McConnell Center</b>        | <b>745,662.00</b>    | <b>785,150.85</b>    | <b>9,646.69</b>             | <b>478,492.14</b>            | <b>13,692.50</b>  | <b>292,966.21</b>      | <b>37.31</b> |

# City of Dover

## Expenditures of Major Funds

May 31, 2009

(General Fund Includes County, School and Debt Service)

| Account                     | Original<br>Budget  | Adjusted<br>Budget  | Expenditures<br>This Period | Expenditures<br>Year to Date | Encumb           | Budget<br>Availability | Avail<br>%   |
|-----------------------------|---------------------|---------------------|-----------------------------|------------------------------|------------------|------------------------|--------------|
| <b>5300 Water Fund</b>      |                     |                     |                             |                              |                  |                        |              |
| Comm Serv PW                | 4,158,670.00        | 4,255,571.03        | 214,086.16                  | 3,099,031.09                 | 57,943.16        | 1,098,596.78           | 25.82        |
| <b>Total for Water Fund</b> | <b>4,158,670.00</b> | <b>4,255,571.03</b> | <b>214,086.16</b>           | <b>3,099,031.09</b>          | <b>57,943.16</b> | <b>1,098,596.78</b>    | <b>25.82</b> |
| <b>5320 Sewer Fund</b>      |                     |                     |                             |                              |                  |                        |              |
| Comm Serv PW                | 5,575,072.00        | 5,588,830.29        | 318,696.33                  | 4,568,434.00                 | 24,110.06        | 996,286.23             | 17.83        |
| <b>Total for Sewer Fund</b> | <b>5,575,072.00</b> | <b>5,588,830.29</b> | <b>318,696.33</b>           | <b>4,568,434.00</b>          | <b>24,110.06</b> | <b>996,286.23</b>      | <b>17.83</b> |

# City of Dover

## Arena - General Fund

### Revenue & Expenditure Report

(Excludes Debt Service & Extraordinary Transfer to Enterprise)

May 31, 2009

|              | Original<br>Budget | Adjusted<br>Budget | Actuals<br>This Period | Actuals<br>Year To Date | Encumbrance       | Under(Over)<br>Budget | %<br>Remain   |
|--------------|--------------------|--------------------|------------------------|-------------------------|-------------------|-----------------------|---------------|
| Revenue      | 0.00               | 1,619,173.00       | 53,026.42              | 1,369,984.41            | 0.00              | 249,188.59            | 15.39         |
| Expenditures | 0.00               | 1,251,676.00       | 52,046.16              | 1,016,858.70            | 4,641.62          | 230,175.68            | 18.39         |
|              | <b>0.00</b>        | <b>367,497.00</b>  | <b>980.26</b>          | <b>353,125.71</b>       | <b>(4,641.62)</b> | <b>19,012.91</b>      | <b>(3.00)</b> |

## **FISCAL YEAR 2009 CITY COUNCIL EXPECTATIONS OF CITY MANAGER**

### **May**

**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.**

FY10 department budget presentations were completed. City Manager presented City Council with Citizens Budget Guide document. All budget documents and power point presentations placed on City website. Provide City Council with additional information on Arena budget and impact to FY10 budget figures. Provided City Council with additional information on State Revolving Fund loan program for Sewer projects and ARRA funding.

Various emails to update the City Council sent throughout the Month of May, which include: Budget deliberations, Gas Tax vs Toll Increase, Payroll Savings by Department Heads and City Manager, Fee Schedule, Comcast Response and Notice of Default, Budget Questions, LDA Questions/Answers, Willand Pond Meeting Schedule/Update, Dover Clean Up Day, Quarterly Financial Report, Dover Named Tree City USA, NHRS Bills, Grant for Private Development Storm Water Monitoring, Legislative Bulletins 18 through 22, along with Action Bulletins.

**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.**

Responded to many requests via email which are kept in the City Council Archive and can be accessed online.

**3. Update the Council on changes made within the organizational structure that increases efficiency and effectiveness, with cost savings estimates provided.**

We reduced the custodial position at the Mast Road Facility to a part time position. The new hire should be on board in June. The former custodian has transferred to an opening at the McConnell Center.

**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.**

On May 13, 2009 Public Hearing held on City portion of the budget. City Manager also hosted May 21<sup>st</sup> Dover Discussions session for Wards 5 and 6 at the McConnell Center. At May 6, 2009 and May 20, 2009 budget workshops, public was provided with an opportunity to address comments regarding the FY10 proposed budget.

**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. (other informational meetings are being included below)**

The Planning Department held a session on May 26<sup>th</sup>, 2009, asking for input from residents on land use regulation changes.

Staff met with members of the Downtown community to participate in a strategic planning initiative to promote vitality and activity in the City.

Dover Discussions for wards 5 & 6 was recently held.

**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.**

Presented proposed changes to ordinance to increase size of Board of Trustees from 3 to 5 members to city council. Investment policy for City funds is being updated in concert with necessary updates to investment policy for Trust funds. NH State Banking Department is completing an update to their rules regarding acceptable collateralization tools for NH Municipalities, once the rules are completed and approved, these guidelines will be incorporated into the City's investment policy.

**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.**

**14. Provide recommended policy changes to City Council to meet challenges of the new economy and banking environment. City Manager should present ideas on meeting these challenges. Establish quarterly public information forums to inform and allow for citizen Q&A regarding community issues/projects**

The Finance Director presented proposed changes to the ordinance to increase size of Board of Trustees from 3 to 5 members to City Council. Investment policy for City funds is being updated in concert with necessary updates to investment policy for Trust funds. The NH State Banking Department is completing an update to their rules regarding acceptable collateralization tools for NH Municipalities. Once the rules are completed and approved, these guidelines will be incorporated into the City's investment policy.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: Workshop  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: Wednesday, May 20, 2009  
Meeting Time: 7:00 pm

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

**Also Present:** City Manager Joyal, City Attorney Krans and City Clerk Lavertu.

Councilor DeDe led the Pledge of Allegiance.

### 1. BUDGET REVIEW

#### A. HUMAN SERVICES

City Manager Joyal said the Human Services budget is essentially flat, with a \$3800 decrease, and referred the Council to Page 401 of the Budget book. He said the major changes to the budget are salary freezes, a wage reduction by the department head, and a decrease in insurance rates. He referred to Pages 404 and 405 of the Budget book, Line Item 441, McConnell Center rental charge, which was moved out of Line Item 492, an adjustment of \$12,000. He discussed the General Assistance portion of the Human Services budget, which showed adjustments in utilities and a reduction in medicinal supplies. He said the Human Services Director Poulin and her staff have worked with local vendors on a discount program, through which the City will realize some savings. He said the department is also sharing resources with the Community Action Plan, which has offices in the McConnell Center, and that has provided savings of \$5,000 in the food assistance line item. He referred to the upward adjustment for heating oil to address the shortfalls from the State and Federal Program.

Mayor Myers asked how many requests there were for Human Services, and if they were above and beyond an average year.

City Manager Joyal said there were year-to-date and month-to-month comparisons in the City Manager's Report. He said generally speaking, the number of contacts has increased, but the amount of support and the number of people that qualify for benefits have remained relatively flat.

#### B. LIBRARY

City Manager Joyal invited Library Director Cathy Beaudoin to speak to the Council regarding the budget for the Library. He said she will not be giving a PowerPoint presentation.

Ms. Beaudoin said she was at a conference in Attitash and sat through a 1½ hour PowerPoint presentation, and she wasn't willing to do another one with the Council. She said the topic of the conference was "Become a Better Advocate for Your Library." She said the conference tried to demonstrate how to become a more effective spokesperson for the Library, how to spread the word of all the services the Library provides, and how to claim a piece of the funding pie. She said this is why she decided to present her budget in a different format this year. She wanted to take a bigger picture view about libraries and what the City's library does, because libraries all over the country are facing funding challenges, particularly this year. She said for the Dover Library this is actually the third year in a row that they have faced challenges – "challenges" being a euphemism for reductions. She said



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this is the third year in a row that the Library's budget is being reduced, even though the Library is busier than ever, providing for a larger segment than ever, and is helping people cope with the economic times more than ever. She referred to all the articles and reports stating that Libraries are getting busier than ever in these economic times, while funding is decreasing. She felt the best way to advocate for the Dover Library is to tell the Council more about their operation and how many people they serve. She said anyone who doesn't use the library doesn't understand what goes on in a modern public library. She said she rarely gets to speak to the Council, because she is not usually asking for resolutions for big ticket spending items, and she wanted to take this opportunity to bring things to the Council's attention. She was thankful that the Council didn't get any complaints about the Library services. She wanted to express how critical and essential the Library is to the quality of life for so many people in the City of Dover. She wanted the Council to know one statistic that astounded her. She said they recently installed electronic people counters on the doors. She thanked the Friends of the Library who donated \$768 to pay for that. She said since March when they were installed, the Library has had an average of 4,300 people weekly coming into the Library. She said for the month of April a total of 17,207 came to the Library, which is more than half the population of Dover. She said Libraries used to just count circulation as a measure, and it has increased 7.8% since fiscal year 2006, and anticipates topping the 300,000 mark for the first time. She said there are many other reasons people visit the Library. She said at least 1/3 of the Library's visitors are children and teens. She said 1/3 of the budget, 1/3 of the staffing, and 3/4 of the Library's programs are for the youth. She said they have six story times a week, craft sessions, movies every Saturday, two summer reading programs, entertainers, contests, and book clubs. She gave reasons why people are coming into the library besides checking out books: to use the computers, internet, Microsoft Office Suite, and to learn email. She said the library staff shows many people daily how to set up email accounts, and helps them fill out job applications. She said they use the computers to do their resumes, use eBay. She said it's not all serious stuff. They do a lot gaming and chat rooms. She said a lot of people print their boarding passes for flights. She said the Library has over 30,000 users of the internet at the Library per year. She said people come in to use the typewriters, copy machines, microfilm, and free WiFi service. She said at 8:50 am there is usually a line of people waiting, half of whom want to read the daily newspapers and latest issues of magazines. She said people come to the Library to use one of the 22 databases that can be tapped into with their library card to find information that is not freely available on the web. She said over 5,000 children came in for story time last year. She said during February through April the AARP volunteers helped 337 people file their income tax returns, which brought \$210,000 in refunds to the Dover area. She said they also have federal tax forms available from January through April, and will print forms from other states. She said they are a site for tutoring, and offer rooms to study quietly. She said they have meetings rooms, but since they started charging for their use the usage has dropped in half. She said the people come in to do historical and genealogical research, and the library's historical room is rated one of the top three in New Hampshire. She said they are a teen hangout after school, and the teen loft is busy every afternoon. She said the Library is a place for parents to send their children after school until they can pick them up, even though she finds that a less desirable feature of the Library. She said they are also a haven for the homeless, because they can't



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stay at the shelter. She said a lot of people come into the Library to use the bathroom. She said they also answer reference questions, averaging 476 questions per week, 272 per week, and over 2 million virtual visits to the library's website. She said the online services have really helped the library staff. She said people can use the databases online from their homes. She said they have a huge historical website with all kinds of data, genealogy, and history for Dover, including 900 scanned photographs. She said the photographs are averaging 55,000 uses a month, when before they were kept in a wooden case that few people looked at. She started to discuss the Library's budget and wanted to refresh the Council's memory. She said in FY08 the Library was level funded, with a 0% increase. She said due to contractual wage increases, insurance increases, utilities, and all the things the Council knows about, this resulted in the layoff of a full-time Librarian II position. She said in FY09 the Library's budget was reduced by 5.2%, \$60,000, and resulted in removing 57 part-time hours per week, and two vacant positions were left unfilled. She said they were overextended at times, but they did maintain hours, and increased the number of volunteers. She said they used to help people by showing them where the books were that they were looking for, but now with the long lines, they just point to the area where the book is in the Library. She said she hates doing that, but even she has had to do it. She said in this year's FY10 budget she requested a 3.5% increase, \$37,284, to maintain levels. She said she met with the City Manager, and he made reductions of \$51,767 to the budget, \$14,483 below FY09 levels, 1.3%. She said she has to cut 27 more part-time hours per week. She said this really impacts the Library's ability to stay open for the current schedule. She said the Library has 42 accounts, 25 of them are reduced or level funded from FY09, and the other 17 have a total increase of \$18,288. She said half of that, \$9,000, is health insurance, which she understands will be going down. A \$427 increase is for other insurances. An increase of \$1,800 is for the retirement contribution. \$673 is an increase in longevity. She said those were all fixed costs. She said approximately \$6,342 is discretionary spending. She has put in \$400 for medical services for a checkup for a new hire in 2010, because someone will be retiring at that time. She said she also has \$500 for advertising for the position, and for a few Page positions that may be moving on. She said has a \$500 increase for cleaning the new rugs that will be put in this fall. \$107 is for an increase in postage. She said there was \$447 for maintenance charges of equipment, for mandatory testing of the elevator. She said there was an increase of \$450 in all the supply accounts, \$15 in printing and binding, and \$20 in dues. She said the major increase in spending was \$3,900 to purchase three computers to replace three 8-year-old computers at the adult circulation desk, which are critical to the Library's operation. She said the total FY10 proposed appropriation is \$1,059,646, almost \$44,000 less than FY06, 4.1%. She said this resulted in fewer books and publications. She said a total of 124 hours, equal to 3 FTEs, have been cut in three years, 18% of total of staffing or 24% of front-line staff at the circulation desks. She said she will have two part-time employees that will be reduced to 5 to 6 hours per week. She said she is concerned about the low staffing levels and with safety, because they attract more than their fair share of the mentally ill and emotionally disturbed individuals. She said at times they become social workers, counselors, policemen, and mediators. She said the proposed 13.48 FTEs at the Library are the lowest for comparable libraries in the State, and Dover's circulation is higher than six of the eight comparable libraries. She said the with the proposed FY10 budget, she has had to take the



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inevitable step of reducing hours, to 11 hours and not the reported 9 hours, going from 63.5 hours per week to 52.5 hours per week. She said the hours included: three hours Wednesday evening, four hours on Sunday, and four hours on Saturday. She said Wednesday was the slowest evening of the three evenings the Library is open. She said Sunday was the most expensive day to be opened because the union contract requires overtime pay for some employees. She said it really kills her to reduce the hours. She said whenever a survey is done, the number one response is to be open more. She went over the cost savings for these closing: Wednesday evenings, \$6,387; Saturday, \$8,015; and Sunday, \$9,337; totaling \$23,739, plus the corresponding decrease in electricity and heat, totaling \$5,538. She said the total cost savings for closing the eleven hours is \$29, 277 per week. She listed the other libraries open 50-55 hours per week, and said it is not the category Dover should be in. She said her restoration priorities, if the Council considers restoring these hours, would be Saturday afternoon, Wednesday evening, and finally Sunday afternoon. She said this third year of reductions has caused a malaise with the Library's staff. She says she has a staff of overachievers, and it bothers them that they are offering less. She said they recognize the need in the community, and that the Library matters. She said the Library's budget is 1.26% of the total budget, and asked that the Council consider restoring \$30,000 in the Library's budget, which would allow current hours and programs to be maintained. She also noted that the wooden sign would have to be changed, and she didn't want to do that. In conclusion she thanked Friends of the Library for their support and their financial contributions of \$15,000 this year for speakers, entertainers, computers, prizes, printing costs, furnishings, and all of the museum passes. She also thanked her staff, who has persevered through thick and thin, and kept their frustrations private, while presenting a helpful, cheerful, and resourceful face to the Library's customers. She asked the Council if they have any questions. Councilor Weston thanked Ms. Beaudoin for her presentation. She referred to Page 399 of the Budget book; it shows publications for the entire actual year was \$1,119, and the proposed budget is \$2,000.

Ms. Beaudoin said that was correct.

Councilor Weston said the budget indicated that the City Manager proposed that the Department request \$12,000.

Ms. Beaudoin said it was the Library fines account. She said the publications budget was reduced \$87,000. In order to buy publications and serials, they have taken that money out of fines.

Councilor Weston asked why the Library couldn't borrow money from that account to pay for Saturday's hours.

Ms. Beaudoin said State law regulates the use of fine money, and it has to be for things and materials, not hours worked to pay staff.

Mayor Myers thanked Ms. Beaudoin for her presentation, and he agreed that it definitely was not the direction he wanted the Library to be going.



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### C. RECREATION

City Manager Joyal invited Recreation Director Gary Bannon to give his PowerPoint Presentation on the Recreation Department's budget.

Mr. Bannon said Ms. Beaudoin was a tough act to follow. He said his sentiments are very much the same. He said the need for services has increased. He gave his PowerPoint presentation to the Council.

Deputy Mayor Trefethen asked about the rent for the McConnell Center that the Recreation Department pays. He said there have been many complaints from the citizens that the Recreation Department has to pay rent when they didn't pay rent at the Butterfield Gym. He said that isn't a true statement. He said what is true is that the Recreation Department has a line item on Page 348 of the Budget book where it pays rent for the McConnell Center. He said when the Recreation Department was based in the old Butterfield building, there wasn't a line item that stated rent, however, the Recreation Department did pay the general expenses for the building. He said the same was true of other departments that moved to the McConnell Center, such as the School Department. He said he has urged the City Manager to put in a line item for each department for "rent", to see what each department would pay. He said to call it rent or building services, it is the same thing.

City Manager Joyal referred to Page 269, where it does account for buildings and multiple department uses. He said the City Hall cost \$265,000 in general maintenance; divide that by the square footage for each department, and that would be the amount they pay.

Deputy Mayor Trefethen asked about the scholarship program and if it is included in his budget for this summer.

Mr. Bannon said that was correct.

Deputy Mayor Trefethen said the funding for the Cochecho Arts Festival and Fireworks are not in the proposed budget.

Mr. Bannon said that was correct.

Deputy Mayor Trefethen said part of the reduction in the Recreation Department budget is that item being removed.

Mr. Bannon said that was correct, \$10,000 for the Cochecho Arts Festival and \$15,000 for Fireworks, 1/3 of the total reduction.

Deputy Mayor Trefethen asked if the Senior Center would see a reduction in hours.

Mr. Bannon said they cut an hour per day last year, but right now they are just looking at the hours. It is not reflected in the budget at this time. He said staffing for the Senior Center is increasingly coming out of the funds the Senior Center raises through membership fees and activity fees.

Deputy Mayor Trefethen referred to the gentleman who spoke during Citizen's Forum about raising the fees for non-residents an additional \$10 per year, which amounted to approximately \$2,000 per year. He asked if it would affect the operations of the Senior Center if that money was not realized.

Mr. Bannon said this is a touchy subject, because it's kind of a "Catch 22." He said there are many people who said they won't sign up, so he can't guarantee the \$2,000. He said one argument is to keep fees low, and we'll get more participants, which is his goal. He said they separated out resident and non-resident members last year, with non-residents paying



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more. He said this year they are again raising non-resident fees and leaving resident fees the same.

City Manager Joyal said there is an increased cost with more members, with support and maintenance. He said adding more members doesn't net the additional amount collected in fees. He said the philosophy behind raising non-resident fees was that residents should not be paying for non-resident services. He said if they don't collect the \$2,000 there will be an impact somewhere. He said another option is to increase costs proportionately for both resident and non-resident members.

Mayor Myers asked Mr. Bannon what the current rates were for the Senior Center.

Mr. Bannon said it was \$15 per year for residents and \$20 per year for non-residents.

Mayor Myers asked if the proposed rate for non-residents was going to go up to \$30 per year.

Mr. Bannon said that was correct.

Mayor Myers asked if that included use of the Recreation Fitness Center.

Mr. Bannon said they are allowed access 9:00 am to 12:00 noon, Monday through Friday.

Councilor DeDe said he has looked at the changes since last year and the programs are better. He supported the increase, because it was still a good deal and the Senior Center has a lot to offer.

Mayor Myers asked if there were different prices for residents and non-residents with other recreation programs.

Mr. Bannon said there are non-resident rates in every facility, and referred the Council to Pages 61 and 62. He said it is still beneficial to have non-residents participating.

Councilor Weston asked if they were going to put in ATMs as a form of revenue.

Mr. Bannon said they are looking into it. He said they are also looking into debit or credit card access to pay for activities. He said he needs permission from the City Manager and Finance Director to put the money up front to do it.

Councilor Cheney referred to the reduced hours of the indoor pool. She said they were reduced last year only during the summer when the outdoor pool was opened. She asked if those hours were restored in this proposed budget.

Mr. Bannon said no.

Councilor Cheney asked if they were further reduced.

Mr. Bannon said the hours were still being worked out. He said there were early morning hours and weekend hours that are still in the budget, but the \$10,000 reduction that the City Manager has asked for will probably come out of that area. He said he can cut some of the summer hours, but it would have to be a year-round look at the schedule to come up to the full \$10,000 reduction.

Councilor Cheney asked if the same thing was going to happen at the McConnell Center.

Mr. Bannon said that was correct. He said the McConnell Center recreation facilities are opened seven days a week year round: Monday through Thursday, 7:00 am to 10:00 pm; Friday 7:00 am to 5:00 pm; Saturday and Sunday, 8:00 am to 6:00 pm. He said they will probably reduce the weekend hours to mornings only, and open at 8:00 am during the week. Councilor Cheney spoke about the changes in the rent structure, which reduce the Recreation Department's rent by \$143,000.

Mr. Bannon said it was \$34,000.

Councilor Cheney said the rent is \$143,000.



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City Manager Joyal said it had to do with the subsidies being separated out from the City departments. He said in prior years some organizations in the McConnell Center were subsidized by the City departments in their rent accounts. This year they were separated out to make it clearer what was being subsidized. He said the subsidies were reflected in the City Council's section of the budget.

Mr. Bannon said it is dollars being moved laterally from the Recreation Department's budget to the City Council's budget.

Councilor DeDe said the McConnell Center Committee has grappled with accounting for rents. He said the objective is to have the building fully rented, and there is only 3,000 square feet available.

Councilor Carrier gave kudos to Mr. Bannon and his staff for a great Recreation Department. He said the Council has to be very careful about what is cut out of Recreation. He said people expect nice programs. He said they need lifelines to get out there, relax as a family, and go to the library and parks. He said he is concerned about some of the fees for non-residents, because he didn't feel it painted a good picture for the City of Dover. He said he felt it will impact some of the existing programs, because there aren't enough residents in some programs and the non-residents bring in enough revenue to support the program.

Councilor Cheney asked about the corporate line item.

Mr. Bannon said it was an incentive for businesses to send their employees to the Recreation facilities, and they would get a 25% discount.

Councilor Cheney asked if there was a family discount.

Mr. Bannon said they used to offer a family discount, but it just didn't sell.

Councilor Cheney said with other departments they had specifics, and she wanted specifics on reductions in the Recreation Department before the Council votes on the budget.

Mr. Bannon said there were cutbacks on hours Citywide, like the City Hall cutting back hours by closing on Fridays. He said the Recreation Department couldn't close a full day.

City Manager Joyal said he was concerned that this budget is not sustainable. He said priorities needed to be set and sacrifices made in every department. He said something had to give, and in this case it was programs and hours. He said they can't cut chlorine for the pools, can't shut off the pumps, but it has to come down to cutting people, and facilities can't be open without people working there. He said they are trying to avoid cutting popular programs.

### D. GENERAL BUDGET DISCUSSION

Mayor Myers thanked the Department Heads and the City Manager for their work in putting a budget together, especially when there are so many uncertainties. He spoke about his public forums with the radio spot on Friday, and the Coffee with the Mayor session on Saturday. He said he wanted to bring up two topics that he was asked about. First, he was asked what the City does for the elderly and disabled in terms of exemptions that are picked up by other taxpayers in the City. He doesn't recommend that the City change this service. He said the numbers are: 18 blind exemptions, just under \$2 million in assessed property; 301 elderly exemptions, \$45 million in assessed property; 3 deaf exemptions, \$321,000 in assessed property; 38 disabled, just under \$4 million in assessed property. He said the total



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assessed value was just over \$51 million, equaling \$950,000 in exemptions. He said there is also \$576,000 in veterans' credits. He said someone else asked him if the Council could give the dollar amounts and not percentages. He said people want to know where the money is being spent. He said, net of the Arena, the City has an increase of \$1.1 million, School has an increase of \$1,654,000, and the County has an increase of \$230,000. He said on the City's side of the budget it shows a reduction in salaries of \$214,000; spending an additional \$80,000 in retirement; insurance is up several hundred thousand; an increase in the amount for the Economic Development program of \$50,000; and an increase to the debt service of \$836,000. He went over the specific departments: Finance Department increased \$11,000; Planning Department decreased \$61,000; Police Department decreased \$23,000; Fire Department increased \$80,000; Community Services increased \$150,000; Recreation decreased; Human Services decreased \$4,000. He said the three things he is hearing the people talking about are: don't cut School's budget, Mounted Patrol, and Dover Main Street and Cochecho Arts Festival. He said he is not pleased with the budget right now, and the amount of money being cut out of streets, and is looking for a way to find more money for the streets. He spoke of the untouchables items that were put back into the budget last year, and that the City Manager has had to look elsewhere in the budget for places to cut. He said the Mounted Patrol is important and is funded until October, but he is not looking to put it back in the budget. He said the tax cap didn't come into play this year. The budget could have gone up 3.8%, and the Council asked for 2% because of the poor economic times. The City Manager came in at just above 2%. He said the flip side is he sees what this is going to do to the City if you cut programs. He referred to the handout of the 12 months in 2008 and the first 4 months in percentage change in 2008 in the CPI, and said the City bases its CPI number for the tax cap on these numbers from the U.S. Bureau of Labor and Statistics. He said looking at the first four months in 2009, the CPI would be a negative number. He is trying to look at the big picture and what budgets are going to look like next year. He went over the next year's budget and what to expect. He said the City employees stepped up and accepted wage freezes this year, saving the City \$214,000. He said it was unreasonable to expect wage freezes again next year. He said he weighs the employee's sacrifices with the Dover Main Street program, the Cochecho Arts Festival, and the Mounted Patrol. He said he can't justify keeping the indoor pool opened an additional six hours per week, when the outdoor pool is open in the summer. He said in tough economic times there is a greater demand for municipal services. He said the City is still growing and more services are needed, creating greater workloads that employees are doing with fewer dollars. He asked the whole Council to talk about this to let the citizens know what is on our minds.

Deputy Mayor Trefethen said when they adopt the budget in two weeks he plans to put in a motion to amend, to restore funds to Dover Main Street, Cochecho Arts Festival, and Fireworks, for a total of \$32,000. However, he will be working with the City Manager over the next few weeks to find the savings elsewhere in the budget to fund those items. He said he agreed with the Mayor that these are difficult times for many of Dover's citizens. He said he fully believes that if something is going to be increased, then something needs to be found to decrease in the budget. He said he said the same thing at the County's public hearing and it was ignored. He said the reasoning behind this is exactly as the Mayor said, the Council has to look at next year as well.



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Councilor Cheney said there are some additions and new positions in this budget. She said some things were taken out that should have been level funded. She said she looks for those things first. She said the services should be level funded where possible, and the new things in the budget should be cut first. She spoke on the discussion of using the average CPI to base the tax cap. She spoke on the scholarship program for the summer camp that is still in the budget this year, while the indoor pool hours are being cut. She said she will be looking for funds to restore the Mounted Police and Dover Main Street.

Councilor Weston said she agreed with the Deputy Mayor about Dover Main Street, Fireworks, and the Cochecho Arts Festival, but she also has the Mounted Patrol on her list. She said that those items total \$122,000. She said she also went through the budget to find out what was new. She referred to Page 476 of the Budget book, which showed a new Assistant Director position in the Recreation Department for \$87,284, and said she felt it was not appropriate at this point, and she cannot support it. She referred to the Coffee with the Mayor forum and mentioned a constituent suggesting that the City take fluoride out of the water, which would save the City \$26,000 to \$30,000. She said adding these two things together would fund the Mounted Patrol, Fireworks, Dover Main Street and the Cochecho Arts Festival.

Mayor Myers said the fluoride comes out of the Water Fund, and it would save money out of the General Fund. He asked the City Manager to explain the new Recreation Department position.

City Manager Joyal said there were no additions of people in the Budget, and the City is reducing staff by 6 full-time equivalencies. He said in the Recreation Department three hourly positions were eliminated and replaced by two salaried positions, so there will be no overtime. He said the overtime account has been reduced. He said it is the prerogative of the Council if they don't want to authorize the creation of the Assistant Director position, but he will have to put the three positions back into the budget, and the funds back into the overtime account.

Councilor Weston asked the City Manager to explain the \$81,000 increase in the Recreation Department.

City Manager Joyal referred to Page 339 of the Budget book, and the addition of the Assistant Recreation Director position, which is 90% funded by the General Fund and 10% supported through the Special Reserves Account. He said the net increase there is \$43,000. He referred the Council to Page 347, Recreation Facilities, where previously there were two Recreation Supervisor positions budgeted for \$92,000, and that has been zeroed out in the proposed budget. He said there was net of just under \$50,000 savings as a result of that position change. He also referred the Council to the overtime account which was \$4,600, and has been proposed at \$500. He referred the Council to Page 353, regarding the Indoor Pool Recreation Supervisor position, which he is eliminating, and is creating the Aquatic Facility Manager position with a net cost of \$42,000. He is reducing line item 4115 by \$49,000. He said in rough numbers there is a \$5,000 savings there. He said again that overtime was \$3,800 and is now budgeted for \$1,000. He said the changes in the Recreation Department restructuring are reflected in different cost centers, but the net effect to the Recreation Department is actually a reduction in personnel and personnel costs, otherwise he wouldn't have recommended it.



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Councilor Cheney asked the City Manager about the 25 temporary employees at the indoor pool, and the new Aquatic Director. She referred to the prior year's budget book.

City Manager Joyal said he would look that up.

Mayor Myers asked if other councilors had comments while the City Manager was looking that up.

Councilor DeDe said he was concerned about the roads and the need to put money back into the budget. He said the increase in asphalt prices and cutting the road budget is only going to put the City further behind. He said there was a price to pay for not spending money on the roads. He agrees that there is widespread support for the fireworks, Cochecho Arts Festival, and Dover Main Street. He said he was willing to wait and see if the City gets the grant for the Mounted Patrol. He is not okay about restricting roads. He said the City employees made sacrifices this year, but the Council can't expect it each year. He said the City needs to spend money on roads with more people coming into the City. Councilor Carrier said he is concerned with the roads, and the City needs to do more now, or we will be in trouble. He is in agreement about keeping Dover Main Street, fireworks, and the Cochecho Arts Festival. He was hoping the City could find the money to keep the Mounted Patrol.

City Manager Joyal said he had the answer for Councilor Cheney. He referred the Council to Page 353, the Aquatic Facility Manager salary, which was just shy of \$55,000. He said last year the budget for the Recreation Program Supervisor for the pool was \$47,000. He said if the Council was to put that back into the budget it would have to include another \$2,500 for salary and just shy of \$3,000 for overtime. In addition, savings are also accommodated by the reduction of the third Recreation Program Supervisor position. Councilor Cheney said she didn't understand the reduction in hours if they were all the same people.

City Manager Joyal said there is a \$10,000 reduction in temporary employees.

Councilor Cheney asked about the money taken out of the indoor pool fund that was moved for the summer scholarship program.

Mayor Myers said the Council gave the City Manager direction to use the money for the scholarship program. He said it wasn't just for that one budget. He asked her to go back and tell the Council the things that she doesn't want to see in the budget.

Councilor Cheney said she didn't want the Assistant Recreation Director and the Deputy Community Services Director, because she felt it was too top heavy. She said she wanted to keep the money in the pool and didn't want the scholarship fund. She wanted to know how it worked out last year. She said the City Manager decided not to put the money back into the pool, and then he further cut the pool.

Mr. Bannon said they took \$15,000 by reducing the hours of the indoor pool while the outdoor pool was open, and shifted it to the scholarship program. He said the net loss was not that many hours because people could go to the outdoor pool. He said has a thick folder of scholarships that he has not awarded yet for this summer, because he is waiting for the total amount available.

Councilor Cheney asked about the further reductions in hours to the indoor pool.

Mr. Bannon said the new reductions are directed at the year-round operation. The summer hours were cut as thin as he could.



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Councilor Cheney asked if that meant this year's summer hours would be the same as last year.

Mr. Bannon said that was correct.

Councilor Cheney said the hours are not clear.

Mr. Bannon said the hours will be shifted as needed for each program, but the bottom line will show the total hours reduced.

Mayor Myers said the Recreation Department will still be open seven days a week.

Mr. Bannon said that was correct.

Mayor Myers asked if there were any other questions. He reminded the Council that the first week in June there will be a workshop, followed by a Special Meeting to accept the budget.

City Manager Joyal said the Department Heads are here to answer questions.

Councilor Callaghan said he had a few questions regarding the percentage change and the justification for raising taxes. He said he didn't agree that 3.8% is enough. He said he would like to see a lower number. He said we learned how the Assistant Recreation Director saves the City money. He asked why that doesn't reflect in the benefits. He referred to Page 353 in the Budget book.

City Manager Joyal said Page 353 refers to the position where the individual is being promoted, and they would have the same benefits package. He said the same rationale would be true for the Deputy Community Services Director.

Mayor Myers referred to Page 347, where there is a corresponding benefits reduction of \$21,874, because the Recreation Department is taking three positions and making two out of them. He said the Council has to look at the Recreation Department as a whole.

City Manager Joyal said the City has made significant changes in the organization structure in the last four or five years, eliminating middle management positions. He said in this case it is more efficient to have a salaried employee, but it has to be a management position. He said he would not have proposed it if he didn't think it would benefit the organization and create a savings for the City.

Councilor Callaghan referred to Page 277, and asked if the City Manager could demonstrate the same rationale for the Deputy Director of Community Services.

City Manager Joyal said it was exactly the same scenario. He said in the case of Community Services, he was looking to promote an existing employee to address a need within the organization. He said he had an agreement with the existing employee to take on the responsibility with an adjustment of pay, but there was also a corresponding reduction in the City's compensated absence liability. He said that deal is no longer viable. He said he is still in the position to fill the position, because there is a need for a Deputy Director of Community Services within the organization, but he was going to have to do it within the constraints of the City's resources. He said he is still not budgeting for the Environmental Projects Manager. He said the savings of \$25,000 from the original request will have to be added back into the compensated absences liability.

Mayor Myers said that was the accrued time that the employee was willing to give up.

Councilor Callaghan asked if the Council accepted this budget as is it would technically eliminate the Environmental Projects Manager position.

City Manager Joyal said it would not eliminate any positions. He was not asking the Council to fund the Environmental Projects Manager position. He said he would try to find the funds within the budget to pay for the Deputy Director position.



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Councilor Callaghan said he would like to see the numbers laid out.

City Manager Joyal said he did that at a few different meetings for the Council. He said the Council voted down that agreement and the individual has changed his mind.

Mayor Myers said the \$25,000 has to go back on the books.

City Manager Joyal said that was correct. We have to pay him.

Councilor Callaghan said he wouldn't support the Environmental Project Manager position not being funded. He said the guy is here, doing a great job, we all agree we like him., and now we're not going to fund his position.

City Manager Joyal said he never said that. He said the decision of staffing is solely the City Manager's.

Councilor Callaghan said the Council has line item authority.

City Manager Joyal said the Council does not have line item authority over personnel.

Councilor Callaghan said not on the Merit Plan, but on the Budget.

City Manager Joyal said the Council doesn't. He said there is a specific provision in the City Charter that limits the Council's authority to total personnel services line items in each department. He said the determination of staffing levels and the number of staff is solely at the discretion of the City Manager. He said the only area where the Council has a say is in the Classification Plan. He said the Council will need to approve the creation of an Assistant Recreation Director position. He said it was a Charter violation for the Council to try to add in or subtract funding for a specific position.

Councilor Callaghan said he wanted to see the numbers in the budget. He asked about the reduction in health insurance costs.

City Manager Joyal said he wanted to bring to the attention of Councilor Callaghan, who disagreed with the Charter, Section C73 of the Charter. "In adopting the City budget, the Council shall not increase or decrease any individual salary item, or shall act solely with respect for total salaries for various departments of the City."

Councilor Callaghan said the City Manager not putting the funds in there actually is making the Council violate the Charter.

City Manager Joyal said that wasn't true.

Councilor Callaghan said he wanted to move on, and asked about the reduction in health insurance.

City Manager Joyal said the rate increase has come in at 3%, and he'll have to get the Council the exact number, but it is somewhere around \$100,000 to \$200,000.

Councilor Callaghan asked if that money was available to reallocate to other areas.

City Manager Joyal said the Council could, yes.

Councilor Callaghan said he saw the Energy Efficiency contract was in the budget.

City Manager Joyal referred to Page 471 and 472, and said it was the plan previously adopted, and does not authorize spending funds.

Mayor Myers acknowledged Finance Director Daniel Lynch.

Mr. Lynch wanted to say on the record that the General Fund savings for health insurance was \$181,000.

Councilor Callaghan listed his priorities with changes to the budget: 1. Two police officers - two fewer police officers at this time can be a problem. 2. Cochecho Arts Festival – it resounds even after the event. 3. Dover Main Street – it has a year-round payoff. 4. Fireworks – one night. It brings people to Dover. 5. Four-day work week; and he asked



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about the savings. He also was wondering about furloughs and if they would be a good idea. He recommended six days per year, taking one day every other month, that won't affect the paycheck that much. He felt it would save a fair amount of cash, enough to pay for police officers. He said healthcare savings would pay for police officers.

Councilor Carrier made a motion to suspend the rules; seconded by Councilor Weston.  
Vote: 8/1; Passed. Councilor DeDe was opposed.

City Manager Joyal said the employees were approached and asked how they can assist with the budget, and he said the City's employees have gone above and beyond with wage freezes. He felt it was a disservice to the employees to ask for furloughs. The wage freeze has a lasting impact. He said the employees might be more receptive in doing a furlough in lieu of a wage freeze, because it doesn't have a lasting impact. He said it was something that would have to be negotiated with the Unions.

Mayor Myers asked about the four-day work week.

City Manager Joyal said all of the City's union contracts have certain specification for hours. He said it would have to be voluntary. He said the budget reflects savings with utilities of \$15,000. He said he didn't believe employees will volunteer to change their work schedule. He said the employees are making very significant sacrifices on the City side of the budget.

Mayor Myers asked if the City Manager intended to keep the same schedule.

City Manager Joyal said he didn't have enough employees willing to change their schedules to be able to accommodate a four-day work week.

Councilor Callaghan said the City is hard-up for cash, and furloughs would free up a lot of cash for roads.

City Manager Joyal said it would have to be negotiated with the Unions.

Councilor Weston asked for clarification on why Dean Peschel's position as Environmental Projects Manager was not being funded for in the Budget. She said the \$25,000 is being put back.

City Manager Joyal said the \$25,000 has to be put back.

She asked about the eight "to be announced" positions, two of which where the Assistant Recreation Director and the Aquatic Manager. She said the other six tally approximately \$345,000, and asked if the City has been operating without those positions filled and if there is extra money from it. She asked if they were positions that the City could live without.

City Manager Joyal said the answer was no, and went through each of them to explain.

Councilor Cheney reiterated her concerns with cutting hours at the indoor pool, and said it just didn't make sense to her. She asked about the salaries of the City Manager and Human Resources Director, showing discounts of \$11,000, and it doesn't state who that applies to specifically. She said the hours go from 40 to 35. She was curious about the deferred compensation. She also wanted to know if these figures will be the budgeted amount for next year, or if that will be built into the base.

City Manager Joyal said he didn't have specific numbers for who is taking a reduction in salary. He talked about his specific salary. First, he has always been considered a 35-hour per week employee, which is only used to calculate vacation hours. He said Sue Daudelin, the Human Resources Director, has agreed to reduce her salary and her hours. He said it is



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unheard of for employees who have a contractual agreement to take a salary reduction, because it has a compounded affect throughout their career.

Councilor Cheney said the money from the health insurance savings should go first to the police department, then Dover Main Street, and then to the Cochecho Arts Festival. She said she felt the police department needs to at least stay at the level they are at now.

Mayor Myers said the Council could pass the budget without funding the police officers, wait to hear about the grant, and go back to it at that point.

Deputy Mayor Trefethen said he appreciated the willingness to add back in. He asked what the Council will do come June 30<sup>th</sup> when the State passes their budget. He said this proposed budget for the City still contains all of the funding we get from the State, and the Council knows we're not going to get that, because the State doesn't have the money. He said the Council might have to make more cuts in July.

Councilor Scott said there are some discrepancies with some salaries.

Mr. Lynch said in the back of the book he tried to tie in with wage freezes and reductions.

City Manager Joyal said the pages in the budget detail are the original numbers prior to the freeze and wage reductions.

### 2. CITIZEN'S FORUM

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

**Karen Vonsydow, 32A Court Street, Friends of the Library:** She hoped the Council noticed that she is not using a cane, as she did when she came to Dover as a cancer patient. She said she used the library and pool, and would like to address both matters. She lost her job because of budget. She asked the Council how many of them have used the Library in the last month, how many have computers, how many use the pool or recreation facilities. She said the Library is the epicenter of the City, and have had cutbacks already. She said people are in the Library on Saturday, particularly in the winter. She said the Library needed to be open on Saturday. She said the Council needed to weigh it against fireworks. She found it deplorable. She thanked the Council for their time.

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

### 3. ADJOURN

Deputy Mayor Trefethen made a motion to adjourn; seconded by Councilor Weston.

Vote: 9/0.



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### 1. MOMENT OF SILENCE

### 2. PLEDGE OF ALLEGIANCE

Councilor Cheney led the Pledge of Allegiance.

### 3. ROLL CALL

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

**Also Present:** City Manager Joyal, City Attorney Krans and City Clerk Lavertu.

### 4. PROCLAMATIONS – None

### 5. APPROVAL OF AGENDA

Councilor Cheney asked for Item 12.A.4. to be moved to before 11.B.1.; seconded by Councilor Scott.

Vote: 8/1; Passed. Councilor DeDe was opposed.

Councilor Weston made a motion to approve the Agenda with the one change; seconded by Councilor Callaghan.

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.*

**Eric Steltzer, Chairman of Energy Advisory Committee:** He said he wanted to talk about three different items.

- First, the Energy Efficiency Resolutions before the Council on this Agenda. He asked for the Council's support for the Consent Calendar, specifically Item #3, which is regarding the CDBG funds, which would appropriate \$85,000 for the transformers being replaced at the McConnell Center. Second, Item 11.B.1., which is accepting stimulus funds to be used for the improvements at the Wastewater Treatment Facility. He thanked Councilor Weston for bringing back the energy performance contract agreement for the Council to reconsider. He asked for the Council's support to authorize the City Manager to enter into the performance contract agreement. He reminded the Council that about 15 members of the public have come before the Council regarding the performance contract, and only 3 spoke against it.
- Second, he spoke on the actions of the Energy Advisory Committee and the direction in which they wanted to go. He said they identified four different areas that the committee will work on for this upcoming year: 1. Apple Harvest Festival, which will have a booth and will coordinate with the Chamber of Commerce to make the whole event more energy efficient. 2. Work with the Council to make sure energy, and how it is being used in the municipality, is being addressed and understood. 3. Working with the Planning Board to make the City a



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more energy efficient community. 4. Developing the City's Website to make sure the information is getting out to the public.

- Third, a State Conference regarding Local Energy Solutions on June 20<sup>th</sup>. He said it was meant for LGC members, councilors, board members, as well as City staff. He encouraged participation in this event. He said it was \$20 per person, \$35 for two people, or \$45 for three people.

**Ann Schultz, 10 Roberts Road, Library Board of Trustees Member:** She said she understood and appreciated the hard work the City has put into the budget this year. She said she agreed with Library Director Beaudoin's presentation, and it will be hurtful to cut the hours and staff at the Library. She hoped the Council could find a way to restore some of the cuts that have been made.

**Ronald Huml, 199 Mast Road:** He first wanted to talk about the energy efficiency contract. He said in going through the budget, the Council is considering the bond issue of \$2,423,485, but everybody was forgetting the interest over ten years of \$436,164. He said that makes a total commitment of \$2,859,649. He said he isn't against the energy contract, but is against the Council's method of paying for it. Secondly, he wanted to talk about the Budget. He said 95% of the Budget is based on the current year budget, and he asked if anyone has checked to see how accurate the base budget is. He went over a few examples of differences that he wanted checked, such as the reduction in health insurance, and checking automobile registration revenues this year and how they'll apply to next year.

**Edward Bleiler, 28 Isaac Lucas Circle:** He read his statement to the Council. He provided a copy to the Council.

**David Montenegro, 55 Union Street:** He said he had a minor correction in the minutes for May 13, 2009. He said the minutes said he had heard about complaints for the horses and "Binks" the goat. He said he actually said he heard complaints about the horses, and not about the goat. He complimented the City on the new website. He said the website lacks PDF formats, and he wasn't able to open the agenda materials packet. He said he was also concerned about the hours being cut at the Library.

**Arthur Corte, 81 Glen Hill Road, Library Board of Trustees Member:** He said he wanted to quote one statistic about the Library that the Council probably doesn't know about. He said the Library has 25,692 outstanding library cards, with 90% participation. He said it said a lot for the caliber of the Dover Library that it gets this much usage. He hoped the Council will consider putting the money back into the Budget.

**Harvey J. Lynch, 26B Lincoln Street:** He said some of the citizens think it would be a mistake to enter into a contract with Johnson Controls. He said the Budget is like going through an "Alice in Wonderland" budget, and asked if it could be simpler. He said a lot of the citizens can't understand it.



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**Kirt Schuman, 30 Cushing Street, Dover Chamber of Commerce Executive Director:** He said he had a few items. First, the Council will be hearing about the Economic Revitalization Zones within the City of Dover. He said the Chamber of Commerce supports that State funded program, as it will enable the retention and creation of jobs within the community, with zero impact to the local taxbase. He gave the Council an update. Restaurant Week is June 1<sup>st</sup> through the 7<sup>th</sup>, where the citizens can sample 12 of the City's restaurants at a very affordable price. He said he appreciated the efforts of the Energy Advisory Committee working with the Chamber of Commerce to make the 25<sup>th</sup> Anniversary Apple Harvest Day a more environmentally friendly event.

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

### **7. PUBLIC HEARINGS – NONE**

### **8. CITY MANAGER'S REPORT**

City Manager Joyal said if anyone, Councilors and citizens, had any questions or would like some help understanding the budget, please feel free to contact his office and he will be more than happy to schedule some time to address any questions. He wanted to note that there will be two road closures. First, Atlantic Avenue is undergoing construction for the water line replacement, and will be restricted to one lane for most of the summer. He said Silver Street is also closed, where they are working on the pedestrian tunnel that is part of the Community Trail, as well as some utility work. He said there are detours to go around the section of Silver Street that is closed, and they should last about one month. He said truck traffic will be restricted, and trucks will not be able to use Silver Street, and are asked to use other exits off the turnpike. He referred to the Resolution on the Agenda, Authorizing the City Manager to apply for the Economic Revitalization (ERZ) Application. He asked Economic Development Director Dan Barufaldi to introduce the representative from the State to explain the program to the Council and to the local businesses.

Mr. Barufaldi said the economic revitalization zoned districts that we're talking about tonight, and asking the Council to approve, is a win/win situation that requires no Dover taxpayer dollars whatsoever. He said it comes from the State general funds that the City already contributes to, and this is a way to return some of those funds to the City. He said the Dover Business and Industrial Development Authority (DBIDA) and the Planning Board have endorsed this program. He introduced Christie Hartley from the State, an expert on ERZs from the Department of Resources and Economic Development. He asked her to give her presentation on ERZs and what they can do for Dover.

City Manager Joyal said this was Item 12.B.2. on the Agenda, where there was background information and maps to refer to.

Ms. Hartley said her job was to educate municipalities and businesses on different incentives set up by the State to help them grow, expand, and maybe even relocate into New Hampshire. She said she was going to talk about the Economic Revitalization Zone program. She gave a PowerPoint presentation to the Council. She invited Planning Director Chris Parker to speak to the Council on the different zones that he has created.



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Mr. Parker continued with the PowerPoint presentation, going over the areas that they are recommending for the ERZ program.

Ms. Hartley finished the PowerPoint presentation, and asked the Council if they had any questions.

Councilor Cheney asked if the Council is voting on this tonight.

Mayor Myers said that was correct.

Councilor Cheney asked Ms. Hartley if the Economic Revitalization Zones have anything to do with the tax increment finance zone.

Ms. Hartley said no, they don't.

Councilor Cheney asked Mr. Parker about the Locust Street location being rezoned.

Mr. Parker said that was attempted, but not completed.

Councilor Cheney said the concern in her Ward is the non-pervious surfaces.

Mr. Parker said that the Planning Board will be discussing, at their next meeting, bringing back the opportunity for contract style zoning. He said they have worked on a plan and will be presenting it to the Planning Board on June 9<sup>th</sup>. He said this would be a district versus a zone, and Councilor Cheney was discussing the zoning.

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

Vote: 9/0.

### 9. MINUTES

**A. May 6, 2009**

**B. May 13, 2009**

Deputy Mayor Trefethen moved for their approval; seconded by Councilor DeDe.

Mayor Myers asked the Council if they had any additions, deletions, corrections, or other changes to the Minutes.

Councilor DeDe referred to Page 19 of 19, May 13, 2009 Minutes. He said it indicated that "Mayor Myers said the constituent asked for this be read into the record," referring to Dick Lowell's letter that he read into the record. He said he actually asked Dick Lowell if he would have any problems if his letter was read into the record, and Mr. Lowell's response was, I have no problem with that. He said Mr. Lowell did not ask him to read the letter into the record and he wanted the record clear on that.

Mayor Myers asked how Councilor DeDe wanted the wording in the minutes.

Councilor DeDe said he wanted to say that he asked Mr. Lowell if it would be okay if he read the letter into the record, and his response was: "I have no problem with that." He said that is different from Mr. Lowell asking him to read it into the record.

Mayor Myers asked for a vote on the change to Minutes.

Councilor Callaghan said it should be corrected, but he didn't think the proper way was to change the Minutes. He said the Minutes reflect what was said to the best of his recollection. He said it can be corrected as part of this meeting's minutes.

Mayor Myers said the Minutes can be reviewed to find out the exact language and the Council can choose not to accept these Minutes, or the Council could choose to accept these Minutes with the understanding that the exact verbiage at that point of the meeting will be entered into it.



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Councilor DeDe said he withdrew his request, and will make a statement at Council Matters of Interest.

Mayor Myers asked Councilor Callaghan if he wanted the exact verbiage put in at that point, or if he was okay with how it reads.

Councilor Callaghan said he was okay with how it reads.

Deputy Mayor Trefethen referred to the same page, Page 19 of 19, and his comment that "it is a Planning Board Workshop", and it should read, "it should be a Planning Board Workshop."

Councilor Callaghan said he would make the same comment. He doesn't remember exactly what was said, but he suggested that the Minutes be checked against the tape.

Mayor Myers said the Council is fine with accepting that change, along with the Clerk viewing that section of the tape for accuracy.

Councilor Callaghan said he is not trying to find fault with these Minutes. He said he found the Minutes to be very accurate, almost verbatim. He said he wanted this checked, because the accuracy is usually there.

Mayor Myers asked Councilor Callaghan if he was in agreement that the Council will approve the Minutes tonight, with the exception that the Clerk will review that exact verbiage and verify it.

Councilor Callaghan said that was correct.

Mayor Myers asked for a vote on the change to the Minutes.

Vote: 9/0.

Councilor Cheney referred to Page 4 of 19, and David Montenegro's comments during Citizen's Forum. She asked that the Council honor his request and verify the minutes as well.

Mayor Myers asked for a vote on the change to the Minutes.

Vote: 9/0.

Deputy Mayor Trefethen made a motion to approve the Minutes; seconded by Councilor McCusker.

Vote: 9/0.

### 10. MAYOR'S REPORT

Mayor Myers said he continues to do ribbon-cuttings for the Chamber of Commerce, and it was good to see businesses still opening in the City. He said he did an open-mike show on WTSN with Mike Pomp, and expressed his appreciation for being invited on the show, and for the folks who called in. He spoke about his Coffee with the Mayor session, and thanked Café on the Corner for hosting the event. He said he attended a 5<sup>th</sup> grade *DARE* graduation for the Dover Middle School and St. Mary's. He spoke about attending the Gundalow reception, while the Gundalow was in Dover last week. He echoed Kirt Schuman's comments about Dover Dines, and said it was a great opportunity to try new restaurants or go back to old favorites. He said he had attended the Memorial Day Ceremony at Pine Hill Cemetery.

Deputy Mayor Trefethen made a motion to accept the Mayor's Report; seconded by Councilor Callaghan.

Vote: 9/0.



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### 11. UNFINISHED BUSINESS

#### A. ORDINANCES IN THE 2<sup>ND</sup> READING – NONE

##### **12.A.4. RESOLUTION: B09052 WWTP SLUDGE DEWATERING UPGRADE STUDY SPONSORED BY MAYOR MYERS BY REQUEST**

Voted to move this Resolution to this location on Agenda.

Deputy Mayor Trefethen moved for its adoption; seconded by Councilor Cheney. Councilor Cheney said she has been getting feedback from constituents about sludge being moved to the Tolend Road Landfill. She also referred to Page 80 of the Johnson Controls contract, which talked about sludge management and how the City is not doing it the right way. She said the City has to be careful what changes are made to the improved buildings that are included in the energy audit. She said the Wastewater Treatment Plant is being put in the contract, but not the sludge dewatering upgrade. She asked if this study will compromise what kind of solution might come from the study, if it will affect the Johnson Controls contract, and if it will compromise the payback period.

City Manager Joyal said the City is not hauling sludge from the Wastewater Treatment Plant to the Tolend Road Landfill, but is bringing compost. He said this management process study is not related to the Johnson Controls contract, other than that Johnson Controls is aware that the City is investigating a different process that what is being used now. He asked Community Services Director Doug Steele to address this issue.

Mr. Steele said the sludge study entails bringing in three different types of equipment to dewater the City's sludge. He said they are mobile units, and the engineering firm that the City is proposing will oversee these trials, assist the City with evaluating them, and then come up with an estimated cost to put the system in place. He said it would also include an operational cost over the next 20 years. He said the current dewatering unit the City has only gets a 15% sludge cake, which makes it expensive to remove because there is still a lot of water weight to it. He said at this point in time composting is the most cost effective method for the City to dispose of or treat the sludge. He said with the new technologies the City may find it is less expensive to landfill it, and that there is even talk of a regional facility being built where the material could be pelletized and burned as a fuel source. He said this study would help the City see which direction would be the best.

Councilor Cheney asked if this study is going to give the City a cost analysis, or if he foresaw that there would already be savings.

Mr. Steele said without even doing the study they know it would be less costly over time for the City's sludge disposal costs, because we'll be getting a 30% to 40% sludge cake, as opposed to 15%. He said we know we are going to get better performance with better equipment. He said the equipment is self-cleaning and self-contained, with fewer odors in the building. He said the technology has come a long way in the past 20 years when the current system was put in place. Councilor Cheney asked if this was in the CIP, or if it was from the audit.

Mr. Steele said it was in the CIP. He said for 2010 there was \$50,000 for the study, and there was \$2 million proposed in 2012 for the equipment replacement.



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Deputy Mayor Trefethen asked about the compost that is generated. He asked if right now the City is making more than the City can use or sell.

Mr. Steele said that was correct.

Deputy Mayor Trefethen said this study looks into other uses for this cake.

Mr. Steele said there was potential for other uses.

Deputy Mayor Trefethen asked if there will still be some compost available for use by the citizens.

Mr. Steele said not necessarily. He said they might find it is more cost effective to shut the composting operation down, and do something else with the sludge. He said the study will help the City determine which is the best avenue to go.

Deputy Mayor Trefethen said he has used several utility trailers full of compost. He said he had to sign in to get it, and he is always amazed at the list of people. He said it was great stuff.

Mr. Steele said people continue to refer to it as sludge, but it is a composted bio-solid and a safe, usable product.

Mayor Myers said obviously if the City continues to landfill it, then the more water that is taken out, the more money is saved.

Mr. Steele said that was correct. He said right now the current method of composting is about 1/3 of the cost for landfilling it.

Mayor Myers asked for a Roll Call Vote on this Resolution.

Roll Call Vote: 9/0.

### B. RESOLUTIONS

**1. RESOLUTION: SUPPLEMENTAL CIP APPROPRIATIONS FOR SEWER PROJECTS AND BROADWAY DRAINAGE AND AUTHORIZATION FOR PARTICIPATION IN STATE OF NH CLEAN WATER STATE REVOLVING LOAN FUND (REQUIRES A 2/3 MAJORITY VOTE)**  
SPONSORED BY MAYOR MYERS BY REQUEST

Deputy Mayor Trefethen moved for its adoption; seconded by Councilor DeDe. City Manager Joyal said this was the means by which the State is distributing its stimulus funds, using a revolving loan fund. He said the City is looking to participate, if it should prove to be financially advantageous to the City. He said by all accounts it will. He said the program is such that the City will construct these projects, which are currently in the works, and apply for a loan from the State. As part of the loan process, the State will provide the City with the funds, and cover 50% of the principle cost over the life of the loan. Essentially the State is funding half the project.

Deputy Mayor Trefethen said the State is reimbursing the City over a number of years, and asked the City Manager if the State is putting that money aside somewhere so they can draw on it for the duration of the bond.

City Manager Joyal said he understood that the State was receiving a sum of money that they are putting into a pool, that they are loaning out a portion of that money, and as it is returned they will forgive 50% of the principle, because they will have that amount of money on hand. He said the State is essentially banking the money, securing the interest off the money, and making it available for future loans.



**CITY OF DOVER**

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Councilor Cheney said the City still has to pay interest. She says she supports the energy retrofit, but has not supported the energy contract. She asked what amount was being matched.

City Manager Joyal said all loans are 50% forgiveness of the principle.

Council Cheney said she planned and will support this Resolution.

Mayor Myers asked for a Roll Call Vote on this Resolution

Roll Call Vote: 9/0.

### **2. AMENDMENT TO COUNCIL RULES – RULE 2 – COUNCIL MEETINGS** **SPONSORED BY COUNCILOR CALLAGHAN**

Councilor Callaghan moved for its adoption; seconded by Councilor Scott.

Councilor Callaghan said this Resolution was self-explanatory in the background information. He said for some of those who are not kept in the loop, it has not been the most efficient way or effective way for Councilors to work together as a group for the best interests of their constituents. He referred to the intent of the New Hampshire Constitution, that talk about accountability and responsiveness, and that it can be challenged, whereby the Council is not communicating equally when that ability exists to do so. He said there could also be a perception that leaving out certain parts of the political body is a form of discrimination. He said this Resolution sets the standard for utilizing the electronic methods as stated in the Resolution. He referred to the Dover Discussions meeting for Wards 5 & 6, and spoke about a constituent referring to questions in an email he sent to the whole Council. He said constituents can't reach him and think they are being ignored. He said whether the Council agreed or disagreed as to the reason, the Council is in this position, and they have to bite the bullet to do business effectively.

Councilor McCusker asked the City Manager how many Council terms he has been involved with since he has been employed with the City.

City Manager Joyal said he has worked with the City since 1992, 18 years, which is equaled to 9 terms.

Councilor McCusker asked if a City email address has always been available to Councilors.

City Manager Joyal said City email has been available since the 1990's, 4 or 5 terms.

Councilor McCusker asked if any Councilors had opted not to use the City email server.

City Manager Joyal said the system has changed, so we're not comparing apples to apples. He said all Councilors, except for this term, have all had a City email address.

Councilor McCusker asked if anyone, besides this term, have opted not to use that access.

City Manager Joyal said they have had councilors who did not have computers, or the ability to access their email. They had an email address, and the City made arrangements for them to get hard copies.

Councilor McCusker said they could utilize it, but not on their own computers.

City Manager Joyal said they didn't have computers.

Councilor Cheney said the Councilor is not talking about email here, and is talking about the New Hampshire Constitution, RSA 91-a, about a constituent's rights to due process



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and access to their representative. He needs the information that is disseminated to the rest of the Council, and he has adequately provided the City with means and methods to get that information to him. She felt it was the Council's duty, out of respect for each other, to include him. She said Councilor Keays didn't have email, and they were printed out for him. She said Councilor Callaghan wants his emails delivered a certain way. She said she filled out the Councilor Biography, which asked for personal information to be put on the website, but they won't put our personal emails on the website. She said it didn't make sense, and it was politics at its worst. This said, this is an easy choice. She said Councilor Callaghan is asking for a way to communicate with the Council. She said she would support this Resolution.

Deputy Mayor Trefethen said he agreed with Councilor Cheney up until her last few comments. He said it is an easy choice, and there was no unequal bias here. He said the fact that two Councilors do not get their emails through the City server is not the Council's choice, but their choice. He said the Council did not exclude anyone, rather they excluded themselves. He said, using Councilor Callaghan's own words, bite the bullet and sign the Internet Policy Agreement. He said the words in the Resolution, "your best efforts," would be to sign the Internet Policy Agreement.

Councilor Weston said she agreed that it was the choice of those Councilors not to use the City email accounts. She said her interpretation of the Resolution was that they wanted to be in on the group emails for the Council, so they could do their job and get information. She didn't have a problem with this Resolution at all.

Councilor Callaghan referred to Councilor Keays' situation, and how he was given special consideration. He said since he made the choice not to use the City server, the City had to find a way to deal with that. He said it is merely a tug of war over egos, and who is suffering; the constituents. He said this Resolution was an opportunity to show the citizens that the Council does care. He said at no expense to anybody this problem can be fixed, and the Council can move on.

Mayor Myers said the Council has had a policy to only publish City email addresses for the last six years, so that there is a record of it, and it accessible if there is a request. He said any email that is sent to the Council through the City server is archived. He said he had two issues with the language of the Resolution: First, on the first page, under the second Now Therefore where it says: "Each Councilor shall use his or her best efforts to provide in a timely, fair, equitable, and complete manner information, research and other pertinent materials regarding the business of the Council to all appointed and elected officials..." He said one could read that to mean if he sent a one-on-one email to Councilor Scott, that he would be required to send that to every other Councilor, because he needs to provide information and materials regarding the business of the City in an equitable manner. There would be no more one-on-one, Councilor-to-Councilor information. He said if a constituent sent him an email about a concern they had, it would be incumbent on him, according to this Resolution, to share that information with the entire Council. He said there would be no more privileged information. He referred to the last page of the Resolution where it read: "Exclusion of Councilors in the sharing of information, opinions, research...does not fulfill the goal of serving the citizens of Dover." He said that again eliminates any one-on-one councilor communication, which is perfectly allowable by law. He said he would not support this



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Resolution, because the Council has a policy, but he was also not supporting it based on the language.

Councilor Cheney said she would support amending some of the language in the Resolution, so that the Mayor would consider supporting it. She said she knew the intent was if the quorum of the body be carbon-copied or addressed in an email in any form, that all councilors should receive it. She said she signed the Oath of Office when she was elected. Councilor Callaghan didn't choose to sign a policy that originally was intended for employees. She said she pointed out that the language wasn't applicable to the Councilors, and the policy was rewritten with language that some Councilors would not sign for. She said Councilor Callaghan ran for office, received the votes, and he did take the Oath of Office. She said it was Councilor Scott who had the Oath of Office rewritten a few years ago. She said everyone deserves to get the news that is disseminated to this body.

Mayor Myers said the Council rules state that it has to be submitted in writing, unless the Council votes unanimously to do something different.

Councilor Callaghan said he understood the Mayor's statements about the language of the Resolution, and that changes had to be made in writing. He mentioned the changes he would suggest.

Mayor Myers said he wanted to see it in writing, but he would still be opposed to the Resolution because the Council did set a policy to do business on the City email. He said the Councilors have the ability to access the City server, or to forward it to any other device they want to through the City server.

Councilor Callaghan asked to pull the Resolution, and he would rewrite it to bring back to the Council.

Mayor Myers said because the Resolution has been discussed, he must ask the Council if they were opposed to the Resolution being withdrawn.

Councilor DeDe said he was opposed.

Deputy Mayor Trefethen said the majority of the Council voted on a policy. He said this Resolution is an end run around the policy. He said the Councilor should bring the policy before the Council again to be voted on. He said he had no clue what was intended with this Resolution until he saw the article in the newspaper that said it was about email.

Councilor DeDe said he was opposed to the Resolution being withdrawn because the Council has wasted enough time on this issue. He made a motion to move the question; seconded by Councilor McCusker.

Mayor Myers asked for a vote on moving the question.

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

Mayor Myers asked for a Roll Call Vote on the Resolution.

Roll Call Vote: 4/5; Failed. Councilors Callaghan, Cheney, Scott and Weston voted in favor.



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### 12. NEW BUSINESS

#### A. CONSENT CALENDAR

1. **PARADE – Garrison School Boot Camp**
2. **TAG – Dover Girl Scout Troop 22491**
3. **RESOLUTION: MODIFICATION OF THE ACTION PLAN AND EXPENDITURES FOR THE FISCAL YEAR 2008 CDBG ENTITLEMENT FUNDS**  
SPONSORED BY MAYOR MYERS BY REQUEST
4. **RESOLUTION: B09052 WWTP SLUDGE DEWATERING UPGRADE STUDY**  
SPONSORED BY MAYOR MYERS BY REQUEST
- Council voted to moved up on Agenda to after 11.A.
5. **RESOLUTION: B09069 PURCHASE OF AMBULANCE**  
SPONSORED BY MAYOR MYERS BY REQUEST
6. **MERIT PLAN – CLASSIFICATION AND PAY PLAN**  
SPONSORED BY MAYOR MYERS BY REQUEST
7. **STORMWATER FEASIBILITY STUDY**  
SPONSORED BY MAYOR MYERS BY REQUEST

#### COMMITTEE REPORTS

- |                                           |                                          |
|-------------------------------------------|------------------------------------------|
| 1. Appointments Committee                 | 8. City / School Joint Service Committee |
| 2. Arena Committee                        | 9. Solid Waste Advisory Committee        |
| 3. Arts Commission                        | 10. Transportation Advisory Committee    |
| 4. McConnell Center Committee             | 11. Joint Building Committee             |
| 5. Planning Board                         | 12. Legislative Liaison                  |
| 6. Cable Franchise Negotiations Committee | 13. Coast Bus                            |
| 7. School Board Liaison                   |                                          |

Deputy Mayor Trefethen moved for the adoption of the Consent Calendar; seconded by Councilor DeDe.

Mayor Myers asked the Councilors if they had any items they would like pulled for further discussion.

Deputy Mayor Trefethen asked to pull 12.A.5., because it needs to be voted on separately to be referred to Public Hearing on June 10, 2009.

Councilor Callaghan asked to pull 12.A.6.

Mayor Myers asked for a Roll Call Vote on the remaining items of the Consent Calendar.

Roll Call Vote: 9/0.



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Deputy Mayor Trefethen moved to refer 12.A.5. to a Public Hearing on June 10, 2009; seconded by Councilor DeDe.

Vote: 9/0.

Deputy Mayor Trefethen moved for the approval of 12.A.6.; seconded by Councilor Carrier. Councilor Callaghan said he was not going to approve this Resolution, because it has a few things he doesn't agree to. He said one of them is the Deputy Community Services Director, which appears to be a new position.

Councilor Cheney said she is also worried that the City is adding a lot of new positions that she doesn't approve of.

Councilor DeDe said in reading the background material for this Resolution, it says there is one position being created: Assistant Recreation Director.

City Manager Joyal said that was correct.

Deputy Mayor Trefethen wanted to clarify that the Deputy Community Services Director position was already in the Merit Plan.

City Manager Joyal said that was correct.

Mayor Myers asked for a Roll Call Vote on the Resolution.

Roll Call Vote: 6/3; Passed. Councilors Callaghan, Cheney and Scott were opposed.

### **B. RESOLUTIONS**

#### **1. AUTHORIZATION FOR CITY MANAGER TO ENTER INTO CONTRACT WITH JOHNSON CONTROLS**

**SPONSORED BY COUNCILOR WESTON**

Councilor Weston moved for its adoption; seconded by Councilor McCusker. Councilor Weston said she has done tons of hours of research on this issue. She said she was in favor of it, but had some questions on it. She said as soon as she received answers she wanted to bring it back before the Council. She said it has to be realized that it's not dollar savings, but unit savings. She also had a major concern with the financial feasibility of Johnson Controls, which is connected with General Motors and Chrysler. She said she was happy they went over the contract, because they found one bond that was not covered. She said Johnson Controls has agreed to come forward with a surety bond or payment bond. She read an email that was forwarded to her by the City Manager. She said Johnson Controls had said they will absorb the cost of the bond. She said there is a guaranteed savings bond, a performance bond guaranteeing that work is completed, a payment bond for subcontractors, and a surety bond that will pay the difference if Johnson Controls goes bankrupt. She said she hoped to get a summary each and every year of the unit savings. She also asked for an update on the chart for the payback, and what is the initial amount that is going to be bonded. She said the original contract was for \$2.4 million, and the Resolution which will be going to Public Hearing is for \$1.92 million. She said with the money saved by 12.A.3. the new bond amount will be \$1,836,765, saving 25% of the initial contract. She said the original payback was 7.2 years, and is now 6.3 years. She said her questions were answered, and it will be saving the City money and have protection on every angle that could be



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thought of. She is concerned with more debt, but the City will have savings. She said there were mistakes with Siemens, and they did give us checks. She referred to Mr. Huml's statements about where the savings will go, because it is not revenue. She said the savings will buy down the payback, and not money that can be put into an account. She said the City is going to save money, and she fully supports this Resolution. She said the City can't afford to wait any longer on this, because she didn't want to risk losing stimulus funds.

Councilor Carrier asked the City Attorney if he has reviewed the bond security proposal. City Attorney Krans said he has seen a proposal. He said the important thing is that there will be a surety bond that will be reviewed periodically as we go through the contract.

Councilor Cheney said the City is going to have a 10-year obligation in this energy contract. She felt it could have been done separately. She said the Council didn't know what kind of mandates will come down. She said this will increase her tax bill by \$30, so the City can save some money, which she'll never see the revenue stream from. She said even though the State has a debt limit of 3% of our assessed value, the Council has a set policy of 65% of that amount. She said right now the City is at 32% unused, and with this bonding it is going to get to 26% unused. She spoke of products put off in the CIP. She said the roads are an issue of safety and infrastructure. She referred to the energy efficiency contract: Page 4, where the City has to prove any conflicts; Page 8, the energy avoidance cost being 12 months from the effective date, which is the date of signing the contract; Page 9, we cannot use their technology to figure the cost savings or shortfalls, and the City has to notify them within 90 days. She said the City is going to get reports from Johnson Controls every three months, the figures have to be verified, and we're going to have to hire someone. She said it was her opinion that any savings realized will be rolled into supporting this new branch of government, but also that there is going to be more.

Councilor Callaghan said his position has not changed.

Mayor Myers thanked Councilor Weston for looking into this and bringing it back before the Council. He said it was not an accurate statement that it will cost \$30.00 per year to do this. He said it was strictly what it would impact the tax rate just for the bonding, and doesn't realize the savings that will be generated.

Councilor Weston wanted to clarify two things. The contract is not compromised by the replacement of the furnace in the Library, because it was built into their report. She said Johnson Controls is going to measure at the meters, and if the savings are not there it is going to be them that are going to fix it.

Mayor Myers asked for a Roll Call Vote on this Resolution.

Roll Call Vote: 6/3; Passed. Councilors Callaghan, Cheney and Scott were opposed.

### **2. AUTHORIZING THE CITY MANAGER TO APPLY FOR THE ERZ APPLICATION SPONSORED BY MAYOR MYERS BY REQUEST**

Deputy Mayor Trefethen moved for its approval; seconded by Councilor DeDe.

Mayor Myers said this had nothing to do with rezoning. He said it was positive for the City.



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Deputy Mayor Trefethen said it was also presented to the Planning Board, and they recommended that the City do this.

Mayor Myers asked for a Roll Call Vote on this Resolution.

Roll Call Vote: 9/0.

**3. SUPPLEMENTAL GENERAL FUND CIP APPROPRIATION FOR ENERGY EFFICIENCY PROJECTS AND AUTHORIZATION FOR BONDING  
(TO BE REFERRED TO PUBLIC HEARING ON JUNE 10, 2009)  
SPONSORED BY COUNCILOR WESTON**

Deputy Mayor Trefethen moved to refer this Resolution to a Public Hearing on June 10, 2009; seconded by Councilor Weston.

Councilor Weston wanted to amend the number so it will be correct for the Public Hearing. She said the new number will be \$1,836,765.

Councilor DeDe seconded her amendment.

Mayor Myers asked for a vote on the amendment to the Resolution.

Vote: 9/0.

Mayor Myers asked for a vote on referring this Resolution to a Public Hearing on June 10, 2009.

Vote: 9/0.

### **C. ORDINANCES IN 1ST READING**

**1. CHAPTER 58, ALARMS AND SECURITY  
(TO BE REFERRED TO PUBLIC HEARING ON JUNE 10, 2009)  
SPONSORED BY MAYOR MYERS BY REQUEST**

Deputy Mayor Trefethen moved to refer this Ordinance to a Public Hearing on June 10, 2009; seconded by Councilor McCusker.

Vote: 9/0.

### **D. COUNCIL CORRESPONDENCE**

Councilor Cheney asked that Mr. Bleiler's written statement be put into Council Correspondence.

Mayor Myers said he read it into the record.

Councilor Cheney asked to have the newspaper articles put in Council Correspondence.

Deputy Mayor Trefethen said he didn't have an issue with putting Mr. Bleiler's written commentary into Council Correspondence, but he felt the newspaper articles were not Council Correspondence.

Councilor DeDe said he wanted it clarified that it was an opinion letter, because there were several items in the letter that were not factual.

Councilor Callaghan said he felt the newspaper article needed to be included, because it is attached to his correspondence.



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Councilor Cheney made a motion to include the entire package from Mr. Bleiler as Council Correspondence; seconded by Councilor Scott.

Vote: 8/1; Passed. Deputy Mayor Trefethen was opposed.

### 13. COUNCIL MATTERS OF INTEREST

Councilor DeDe referred to the Minutes from May 13, 2009, where it said that Mr. Lowell had asked him to read his letter into the record. He said he actually asked Mr. Lowell if he could read the letter into the record.

Councilor Callaghan asked to make a request of the City Attorney to provide a written opinion about conflicting languages within the Charter; specifically C7-3, which was written in 1990, versus an adoption made in 2005.

Mayor Myers asked for a vote on getting a written opinion from the City Attorney.

Vote: 8/1; Passed. Councilor DeDe was opposed.

Councilor Callaghan asked to make a request of the City Manager to provide a response to all of Mr. Bleiler's questions in his correspondence to the Council.

City Manager Joyal said he is putting together a table, by the end of the week, to prove that Department Head's and himself are actually taking pay cuts.

Councilor Callaghan referred to his questions about DBIDA at the last Regular Meeting, and asked to have the remaining documents provided by the City Manager.

Councilor DeDe asked what the purpose was of the original request. He felt the Councilor was on a fishing trip.

Councilor Callaghan said it began a few months ago when the Council was reviewing the property ordinance. He said he was concerned with DBIDA's autonomy in selling City property.

Mayor Myers said he was uncomfortable with giving that direction without seeing the specific questions. He encouraged the Councilor to bring it up at the next meeting in writing.

Councilor Cheney said the City Manager used to respond to one Councilor's request. Now it has to be the will of the Council. She said his vote still counts, even if he is outnumbered.

Mayor Myers said the Council always gets a flow of information from the City Manager and Department Heads. He said for one Councilor to ask for information in a specific format that cannot easily be done, it needs to be the direction of the Council as a body to request that information. He said he wanted to see what is being requested and if it can easily be done he will be the first one to support the request.

Councilor Cheney said she hasn't seen anything unreasonable.

Mayor Myers said the Council has said no to requests that were felt to be unreasonable.

Deputy Mayor Trefethen said he was concerned at what is happening to the minutes. He said the purpose of having the minutes drafted and then on the agenda to approve is to take the opportunity to amend them if something is wrong. He said if there is resistance to amending the minutes, then there is no point in going through the exercise of approving them. He used Councilor DeDe's amendment to the minutes as an example, and said they didn't change the course of events. He said the change he wanted didn't change anything. He said we don't always say exactly what we meant, and this is an opportunity to clarify that. He said there seems to be a resistance to allowing any change. He said he would understand resisting change if the Council was talking about fire trucks and the Councilor wanted it changed to police cars. He said minor changes to the record should be allowed, and unless there is a substantive change to the



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record, he wouldn't know why anyone would object to that. He felt there was something going on where something can't be changed, and he didn't feel it was right. Councilor Weston requested the City Manager to forward the new updated chart to the Council.

### **14. ADJOURN**

Councilor DeDe motioned to adjourn; seconded by Deputy Mayor Trefethen.  
Vote: 9/0.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

**Agenda Item#: 11.A.1.**

Ordinance Number:  
Ordinance Title: **O – 2009.05.13 - 9**  
Chapter: Chapter 3, Administrative Code

The City of Dover Ordains:

### 1. PURPOSE

The purpose of this ordinance is to amend Chapter 3, entitled “Administrative Code” of the Code of the City of Dover, 1983.

### 2. AMENDMENT

Chapter 3 entitled “Administrative Code” is hereby amended by revising Section 3-65, “Board of Trustees” as follows:

#### 3-65. Board of Trustees.

~~A. There is hereby created a Board of Trustees to serve for the purpose of administering all trust funds which may be taken and held by the City of Dover pursuant to RSA 31:19. The Board of Trustees shall be comprised of three (3) members, one (1) of whom shall be the City Treasurer. The other two (2) members shall be citizens of Dover who shall have some experience in the field of professional banking.~~

~~(1) The City Treasurer shall hold his position as member of the Board of Trustees for a term which is concurrent with his term of office as City Treasurer.~~

~~(2) One of the two (2) other members of the Board of Trustees shall serve for an initial term of one (1) year, with all successor appointments to serve for a term of two (2) years.~~

~~(3) The third member of the Board of Trustees shall serve for a term of two (2) years.~~

~~B. The City Treasurer shall also serve as bookkeeper of the Board of Trustees.~~

~~C. The Board of Trustees shall have all of the authority and perform all of the duties as may be provided by state law.~~

#### “3-65. Board of Trustees

A. MEMBERSHIP: The Board of Trustees shall consist of five (5) members. One member shall be the City Treasurer who shall also be the bookkeeper. All members shall have experience in the fields of banking, accounting and/or financial investments.

B TERMS OF MEMBERS: Members shall be appointed to three (3) year terms

I. The length of terms for the initial appointments shall be two members with three (3) year terms, one (1) member with two a (2) year term; and one (1) member with one (1) year term. The length of the term for the City Treasurer on the Board of Trustees shall be commensurate with his/her appointment as City Treasurer.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

**Agenda Item#: 11.A.1.**

Ordinance Number:  
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Chapter: Chapter 3, Administrative Code

C. **AUTHORITY:** The Board of Trustees shall administer all trust funds pursuant to RSA 31:19 and shall have all the authority and duties provided by state law.

### **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 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 - ORDINANCE

**Agenda Item#: 11.A.1.**

Ordinance Number:

Ordinance Title:

**O – 2009.05.13 - 9**

Chapter:

Chapter 3, Administrative Code

### 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 - ORDINANCE

**Agenda Item#: 11.A.1.**

Ordinance Number:  
Ordinance Title: **O – 2009.05.13 - 9**  
Chapter: Chapter 3, Administrative Code

### **ORDINANCE BACKGROUND MATERIAL:**

RSA 31:19, RSA 31:22, and RSA 31:31 permit the formation and operation of a Board of Trustees to manage funds given to the City of Dover, to include the School District, as the result of gifts, legacies and devices. These funds are used for public purposes. The Board of Trustees fiduciary role is to insure that trust moneys are expended for the purpose for which the trust fund has been established. The Board of Trustees duty is to uphold the Public Trust relative to all the Trust Funds administered by the Board. Trust funds include moneys for City related purposes or functions, as well as School District related purposes or functions.

NH RSA 31:22 provides for a Board of Trustees to be a minimum of 3 members or a maximum of 5 members.

The current 3 member board requires 2 members to be present to have a quorum to hold a meeting. Over the past year there has been a period of time when only 2 members were available to meet to review the performance of the trust investments.

There have been recent changes to NH Statutes relative to the applicability of the Prudent Investor Rule to Trust Funds and collateralization of Trust Funds. The current national economic conditions and the related impact on the stock and bond markets have a direct impact on Trust investments.

The Board has been required to take action to comply with the recent changes to NH Statutes and to closely monitor investments due to national economic factors.

The current Board members feel that increasing the Board from 3 to 5 members will further strengthen the Board's fiduciary role and loyalty to uphold the Public's Trust through having additional members' input and oversight. A Board consisting of 5 members will increase the necessary quorum for a meeting from 2 members to 3.

Per the direction of the City Council given to the City Manager to provide recommended policy or ordinance changes to City Council to meet challenges of the new economy and banking environment, the Board of Trustees believes expanding the Board from 3 to 5 members is a prudent and responsible action.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

**Agenda Item#: 11.A.2.**

Ordinance Number:  
Ordinance Title: **O – 2009.05.27 – 10**  
Chapter: Chapter 58, Alarms and Security

The City of Dover Ordains:

### 1. PURPOSE

The purpose of this ordinance is to amend Chapter 58, entitled “Alarms & Security” of the Code of the City of Dover, 1983

### 2. AMENDMENT

Chapter 58 entitled “Alarms & Security” is hereby amended by revising Section 58-25, “False Alarms; Civil Assessments and Revocation of Permit”

- B. Except during the first thirty-day period following the installation of an alarm system, there shall be a service charge of ~~twenty-five (\$25)~~ **seventy-five (\$75)** dollars for each false alarm received in excess of ~~five (5)~~ **three (3)** in a calendar year, which shall be paid over to the City of Dover. For purposes of this section, a “calendar year” shall be defined as the period from January 1 through December 31. In addition, false alarms may form the basis for revocation of an alarm user’s permit as provided in 58-26 of the Code. If the alarm is due to an alarm system malfunction which is in the process of being repaired or where immediate steps are taken to identify or correct the problem(s), the Chief of Police may waive the service charge. Refusal to pay the service charge within thirty (30) days may be punishable as a violation and may be cause for revocation of the alarm user’s permit.
- C. In any case when an alarm is received at police headquarters and the Police Department is unable to locate or make contact with the persons responsible for the alarm system, as designated by the alarm user on the application form, or in case the persons responsible do not expeditiously respond when notified, the City of Dover, its officers, agents, servants and employees shall be exempt from any and all liability for any claim or loss or damage, personal or property, which may result, and a service charge of ~~ten (\$10)~~ **thirty (\$30)** dollars shall be paid over to the City of Dover by the alarm user.

### 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 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 - ORDINANCE

**Agenda Item#: 11.A.2.**

Ordinance Number:  
Ordinance Title: **O – 2009.05.27 – 10**  
Chapter: Chapter 58, Alarms and Security

### 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 - ORDINANCE

**Agenda Item#: 11.A.2.**

Ordinance Number:

Ordinance Title:

**O – 2009.05.27 – 10**

Chapter:

Chapter 58, Alarms and Security

### **ORDINANCE BACKGROUND MATERIAL:**

These fees were adjusted in the FY09 Budget and this updates our ordinance to reflect the changes.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 11.B.1.**

Resolution Number: **R - 2009.05.27 – 70**  
Resolution Re: **B09069 Purchase of Ambulance**

- WHEREAS: Sealed Bid B09069 were requested and received for the purchase of a new ambulance on May 14, 2009 @ 2:00pm; and
- WHEREAS: The low bid meeting specifications was submitted by Specialty Vehicles Inc in the amount of \$138,700.00 less fleet discounts of \$5,200.00 and trade in allowance of \$3,500.00 for a net amount of \$130,000.00. The vehicle is a 2009 Ford E450 Custom Road Rescue Ultramedic Type III class emergency medical vehicle; and
- WHEREAS: There are unexpended bond proceeds in the amount of \$1,615.96 available from the North End Fire Apparatus project.

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

The City Council approves reprogramming unexpended bond proceeds of \$1,615.96 from the Fire and Rescue Apparatus project to the Fire and Rescue Ambulance as follows:

| ACCOUNT FROM:              | DESCRIPTION             | AVAILABLE BALANCE | ADJUSTMENT   | ADJUSTED BALANCE |
|----------------------------|-------------------------|-------------------|--------------|------------------|
| 4008-42220-4743-2251-08-22 | Fire & Rescue Apparatus | \$9,340.91        | (\$1,615.96) | \$7,724.95       |

| ACCOUNT TO:                | DESCRIPTION               | AVAILABLE BALANCE | ADJUSTMENT | ADJUSTED BALANCE |
|----------------------------|---------------------------|-------------------|------------|------------------|
| 4008-42220-4742-2252-08-22 | Fire and Rescue Ambulance | 0                 | \$1,615.96 | \$1,615.96       |

In accordance with NH Municipal Finance Act, RSA33 and City Charter Provisions C6-6 and C6-14 a **PUBLIC HEARING IS REQUIRED** for this resolution and must be approved by a 2/3 majority vote of the city council.

AND, FURTHER BE IT RESOLVED:

The purchasing agent is hereby authorized to issue a Purchase order in the amount of \$130,000.00 to Specialty Vehicles Inc of North Attleboro MA. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

| Account                    | Description               | Appropriation | Balance as of 5/20/09 |
|----------------------------|---------------------------|---------------|-----------------------|
| 4009-42220-4742-2252-09-22 | Fire and Rescue Ambulance | 125,000.00    | 125,000.00            |
| 4005-42220-4742-2252-05-22 | Fire and Rescue Ambulance | 120,000.00    | 3,384.04              |
| 4008-42220-4742-2252-08-22 | Fire and Rescue Ambulance | 1,615.96      | 1,615.96              |
|                            | total                     |               | 130,000.00            |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 11.B.1.**

Resolution Number: **R - 2009.05.27 – 70**  
Resolution Re: **B09069 Purchase of Ambulance**

### 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

### 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#: 11.B.1.**

Resolution Number: **R - 2009.05.27 – 70**  
Resolution Re: **B09069 Purchase of Ambulance**

### RESOLUTION BACKGROUND MATERIAL:

Sealed Bid B09069 were requested and received for the purchase of a new ambulance on May 14, 2009 @ 2:00pm. The low bid meeting specifications was submitted by Specialty Vehicles Inc in the amount of \$138,700.00 less fleet discounts of \$5,200.00 and trade in allowance of \$3,500.00 for a net amount of \$130,000.00. The vehicle is a 2009 Ford E450 Custom Road Rescue Ultramedic Type III class emergency medical vehicle.

There are unexpended bond proceeds in the amount of \$1,615.96 available from the North End Fire Apparatus project.

### Award Information:

A Purchase Order will be issued to the vendor selected to authorize expenditures.

### Purchasing Information:

|                                    |                        |                                     |                                                                                                    |
|------------------------------------|------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Type:</b>                       | Purchase order         | <b>Advertised:</b>                  | Yes                                                                                                |
| <b>Invitations Mailed:</b>         | 23                     | <b>Number of Responses:</b>         | 2 and 1 nb                                                                                         |
| <b>Warranty:</b>                   | Manufacturer           | <b>Terms:</b>                       | Net 30, FOB Dover                                                                                  |
| <b>Work Bonded:</b>                | No                     | <b>Contract:</b>                    | yes                                                                                                |
| <b>Prices will hold for:</b>       | Until Delivery         | <b>Estimated Delivery:</b>          | 180 days                                                                                           |
| <b>Recommended Award to:</b>       | Specialty Vehicles Inc | <b>Fund:</b>                        | CIP                                                                                                |
| <b>Other Approvals Required:</b>   | No                     | <b>References Checked:</b>          | Satisfactory                                                                                       |
| <b>Previously Worked for City:</b> | yes                    | <b>Reason for Council Approval:</b> | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 11.B.1.

Resolution Number: **R - 2009.05.27 – 70**  
Resolution Re: **B09069 Purchase of Ambulance**

### Vendor Solicitation List:

Art Dove  
95 Main Street  
Foxboro, MA 02035

CRS Coach Emergency Veh  
1100-T E. Electric  
P.O. Box 323  
McAllister, OK 74502

Bremen Motor Corp.  
425-T Ind. Drive  
Bremen, IN 46506

DSI  
12425 W. 92nd Street  
Lenexa, KS 66215

Calurnet Coach Co.  
2150-T E. Dolton Avenue  
Calumet City, IL 60409

First Ambulance Center  
7 Tennessee, 250 T Thompson  
P.O. Box 172  
Shelbyville, TN 37160

Coachman Industries, Inc.  
601-T E. Beardsley  
Elkhart, IN 46514

First Delta Corp.  
P.O. Box #5  
Waterville, ME 04903

Collins Ambulance Corp.  
P.O. Box 2828  
Huthchinson, KS 67504

Frontline Corporation  
8501-T 65th Street North  
Pinellas Park, FL 34665

Conway Associates, Inc.  
693 Salem Street  
Goveland, MA 01830

Frontline Emergency Vehicles,  
P.O. Box 2710C  
Ocala, FL 34478

Creston Emergency Vehicles of  
N.E.  
210 High Street / P.O. Box 724  
Ellsworth, ME 04605

Greenwood Fire Apparatus  
530 John Dietsch Blvd.  
North Attleboro, MA 02760

Life Line Emergency Vehicles  
23 Mansfield Road  
RR 2, Box 406  
Temple, NH 03084

Southern Ambulance Builders,  
P.O. Drawer 949  
La Grange, GA 30241

Medical Coaches  
144 Camp Road  
Darlington, SC 29532

Specialty Vehicle, Inc.  
241 Smith Street  
North Attleboro, MA 02760

Medical Coaches, Inc.  
Box 129-A, Hanlock Road  
Oneonta, NY 13820

Supervisor Vehicle Sales, Inc.  
P.O. Box 5081  
Cochituate, MA 01778

National Ambulance Builders,  
30 North Orman Drive  
Orlando, FL 32805

Taylor Made Ambulance  
3704 Medallion Place  
Newport, AZ 72112

Ris-O-Tech, Inc.  
10 Industrial Way  
Amesbury, MA 01913



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

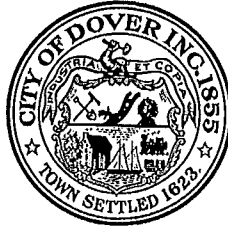
Agenda Item#: 11.B.1.

Resolution Number: **R - 2009.05.27 – 70**

Resolution Re: **B09069 Purchase of Ambulance**

### Results

| Vendor and Vehicle                                                                                                                                                                                                               | Price                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Specialty Vehicles Inc<br>2009 Ford E450 Custom Road Rescue<br>Ultramedic Type III class emergency<br>Medical Vehicle.                                                                                                           | Base \$138,700<br>Municipal Ford Fleet Discount (\$5,200)<br>Tread In (\$3,500)<br>NET= \$130,000.00                                                                              |
| Sugarloaf Ambulance & Rescue Vehicles<br>PL Custom Medallion Series Type III<br>2009 Ford E-450<br><br>Due to amount of custom features and<br>exceptions with this bid package we take<br>total exception to the specifications | Base \$158,970<br>Prepay chassis Discount (\$1,000)<br>Municipal Ford Fleet Discount (\$5,200)<br>Trade In (\$4,000)<br>Special Stimulus Discount (\$10,000)<br>NET= \$138,770.00 |
| E-One<br>PO box 2710<br>Ocala FL 34478                                                                                                                                                                                           | No Bid                                                                                                                                                                            |



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: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: \_\_\_\_\_

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

Contact Person: Kirt Schuman Day Time Telephone: 603/742-2218

Address: 550 Central Ave Email Address: Kirt@doverNH.org

Purpose of Permit: CACHEOLA Arts Festival

Date of Event: 7/3 and 8/14 Specific Time: 4:30 to 9:30

Location of Event: Henry Law Avenue

\*\*\*\*\*  
(Raffle Permit only)

Prize (s) To Be Awarded: Assorted Gift Certificates

Amount of Donation: \$101.50 Date of Drawing: Fridays 7/3 - 8/14 Specific Time: 8:00 PM

Place of Drawing: Rotary Arts Pavilion

\* 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](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: 6/1/09

Licensing Board approval [Signature] Date: 6/3/09

Revised 03/17/08

OK W/ [Signature]



## Greater Dover Chamber of Commerce & Visitor Center

June 1, 2009

Dover City Council  
288 Central Ave  
Dover, NH 03820

Dear Dover City Council:

The 2009 Cochecho Arts Festival opens on Friday, July 3<sup>rd</sup> and runs through Friday, August 14<sup>th</sup>. As in past years the Festival includes our Friday Night concerts, the Tuesday Children's Series and the Thursday, Lunch Concerts. We have expanded the festival this year to include more food vendors as well as areas for visual artists to display their work.

This year, the festival committee requests your permission to close off the street and parking spaces on Henry Law Avenue (from Washington Street to George Street) on Friday, July 3<sup>rd</sup> and Friday, August 14<sup>th</sup> for the purpose of including a larger array of Food Vendors to the Festival. The concerts take place from 7:00 to 9:00 p.m., however, we will need the spaces available at 4:30 to accommodate setup and cleanup. This closure has already been discussed and approved by the Traffic Bureau of the Dover Police Department and we do anticipate that one lane of traffic will be available, however, we'd like to reserve the right to work with the Police detail should the need arise to close the street.

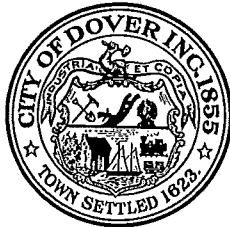
Additionally, we also request that you grant an exemption from Chapter 113-6 of the City Code by granting the 'street fair exemption' as provided in Chapter 113-7.

Please contact me with any questions at 603/742-2218. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kirt Schuman', written in a cursive style.

Kirt Schuman  
*Executive Director*



DOV  
2009 MAY 28 P 1

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: Greater Dover Chamber of Commerce  
Federal Tax ID number for Organization: 02-0127246  
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Donna Anderson Day Time Telephone: 742-5218

Address: 550 Central Ave Email Address donna@dovernh.org

Purpose of Permit: Raffle

Date of Event: July 3 - Aug 14, 2009 Specific Time: 8pm

Location of Event: Rotary Arts Pavilion - Henry Law Ave

\*\*\*\*\*

(Raffle Permit only)  
Prize (s) To Be Awarded: Various donated items from local businesses

Amount of Donation: Varies Date of Drawing: July 3, 10, 17, 24, 31 Specific Time: 8pm

Place of Drawing: Rotary Arts Pavilion Henry Law Ave

\* 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](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

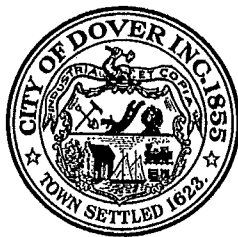
\*\*\*NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

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: Donna Anderson Date: 5-27-09

Licensing Board approval: [Signature] Date: 6/2/09  
Revised 03/17/08

OK  
W  
f



RECEIVED  
DOVER CITY CLERK  
DOVER, NH

2009 MAY 20 A 7:35

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: Dover Little Green Cheerleading

Federal Tax ID number for Organization: 26-254-3466

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

work - 740-2630

Contact Person: Bridget Smith Day Time Telephone: cell - 968-6941

Address: 10 Pondview Drive Email Address: Bridget.Smith@comcast.net

Purpose of Permit: Tagging so girls can pay for cheer camp

Date of Event: June 26th + 27th Specific Time: Friday 4-8pm Saturday 4-8pm

8:22pm  
w/ store permission

Location of Event: Various store locations including Shaws - care pharmacy, etc

\*\*\*\*\*  
(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](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: Bridget Smith Date: 5/26/09

Licensing Board approval [Signature] Date: 5/26/09

Revised 03/17/08

OK  
W  
[Signature]



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12A.4.**

Resolution Number: **R - 2009.06.10 - 76**

Resolution Re: B08093 Award of Short Paper Fiber

WHEREAS: In June 2008 the city solicited a bid B08093 for the purchase of short paper fiber to be mixed with sawdust and wood ash and used as an amendment to processed bio-solids (sludge). The city is about to enter into year two of the two year agreement with winning vendor (Resource Management Inc) @ \$5.18 per yard with the following changes, and;

WHEREAS: Currently the city uses approximately 2600 yards of short paper fiber for an amount of \$13,468.00. The city intends to eliminate sawdust and use more short paper fiber in an effort to reduce costs. Sawdust is currently estimated @ \$12.65 per yard. Resource Management Inc can offer the additional yards needed of short paper fiber but it will be shipped from NY therefore requiring an increase in the price of the short paper fiber to \$7.50 per yard. It is the city's intention to purchase 5200 yards for an estimated amount of \$39,000. Based on preliminary calculations the city should save approximately \$35,000 by not using sawdust and subsidizing with additional short paper fiber.

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

The purchasing agent is hereby authorized to issue a blanket purchase order to Resource Management, Inc of Ashland NH for short paper fiber at the rate of \$7.50 per yard. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

| Account                    | Description             | Appropriation | Balance FY10 |
|----------------------------|-------------------------|---------------|--------------|
| 5320-43256-4612-0000-00-30 | WWTP Operating Supplies | 125,000.00    | 125,000.00   |

### 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#: 12A.4.**

Resolution Number: **R - 2009.06.10 - 76**

Resolution Re: B08093 Award of Short Paper Fiber

### 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#: 12A.4.**

Resolution Number: **R - 2009.06.10 - 76**

Resolution Re: B08093 Award of Short Paper Fiber

### RESOLUTION BACKGROUND MATERIAL:

In June 2008 the city solicited a bid B08093 for the purchase of short paper fiber to be mixed with sawdust and wood ash and used as an amendment to processed bio-solids (sludge). The city is about to enter into year two of the two year agreement with winning vendor (Resource Management Inc) @ \$5.18 per yard with the following changes. It is the city's intention to double the estimated usage to 5200 CY for an estimated amount of \$39,000. Resource Management Inc can offer the additional yards needed but the short paper fiber will be shipped from NY therefore increasing the price of the short paper fiber to \$7.50 per yard. Based on preliminary calculations the city should save approximately \$35,000 by not using sawdust and subsidizing with additional short paper fiber.

### ESTIMATE:

Currently purchasing:

100 yards of Wood Ash @ \$8.00 (actual) for 26 weeks = \$20,800

100 yards of Short paper @ \$5.18 (actual) for 26 weeks = \$13,468

125 yards of sawdust @ appx. \$12.65 for 52 weeks = \$82,225 FY09 price \$11.00 per CY

total of \$116,493

change to:

100 yards of wood ash @ \$8.00 for 52 weeks = \$41,600

100 yards of short paper fiber @ \$7.50 for 52 weeks = \$39,000

total \$80,600

Estimated Savings of \$35,000

### Award Information:

A blanket purchase order will be issued to the vendor selected to authorize future expenditures.

### Purchasing Information:

|                                    |                         |                                     |                                                                                                    |
|------------------------------------|-------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Type:</b>                       | Purchase Order          | <b>Advertised:</b>                  | Yes                                                                                                |
| <b>Invitations Mailed:</b>         | 6                       | <b>Number of Responses:</b>         | 1                                                                                                  |
| <b>Warranty:</b>                   | Per manufacturer        | <b>Terms:</b>                       | Net 30, FOB Dover                                                                                  |
| <b>Work Bonded:</b>                | No                      | <b>Contract:</b>                    | na                                                                                                 |
| <b>Prices will hold for:</b>       | June 30, 2010           | <b>Estimated Delivery:</b>          | weekly                                                                                             |
| <b>Recommended Award to:</b>       | Resource Management Inc | <b>Fund:</b>                        | WWTP                                                                                               |
| <b>Other Approvals Required:</b>   | No                      | <b>References Checked:</b>          | Satisfactory                                                                                       |
| <b>Previously Worked for City:</b> | Yes                     | <b>Reason for Council Approval:</b> | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12A.4.**

Resolution Number: **R - 2009.06.10 - 76**

Resolution Re: B08093 Award of Short Paper Fiber

### Vendor Solicitation List:

Harvest Technologies Inc.  
79 East Town Farm Road  
Putney, VT 05346

Resource Management Inc.  
P. O. Box 1081  
Ashland, NH 03217

New England Organics  
135 Presumpscot Street Unit 1  
Portland ME 04103-5225

Cascades Auburn Fiber  
586 Lewiston Junction Road  
Auburn, ME 04210

NEBRA  
P. O. Box 422  
Tamworth, NH 03886-0422

International Paper Co  
Main Street  
P. O. Square  
North Stratford, NH 03590

### Results

| <i><b>Vendor</b></i>                                          | <i><b>Price</b></i> | <i><b>Year 2</b></i> |
|---------------------------------------------------------------|---------------------|----------------------|
| Resource Management, Inc.<br>PO Box 1081<br>Ashland, NH 03217 | \$5.00 per CY       | \$5.18 per CY        |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12.A.5.**

Resolution Number: **R – 2009.06.10 - 77**  
Resolution Re: Dog Warrant

WHEREAS: Dog owners are required to license their dogs by May 1<sup>st</sup> of each year; and

WHEREAS: RSA 466:14 requires town and city clerks, between June 1 and June 20, to seek authority to issue a warrant to local law enforcement;

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

The City Clerk is hereby authorized to issue the annual dog warrant for owners who have not properly licensed their dogs, and to proceed with any civil forfeiture proceedings as permitted by State law.

### 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.5.

Resolution Number: **R – 2009.06.10 - 77**

Resolution Re: Dog Warrant

### 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 Trefethen, Ward 4      | n/a  | n/a |
| 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.5.

Resolution Number: **R – 2009.06.10 - 77**

Resolution Re: Dog Warrant

### RESOLUTION BACKGROUND MATERIAL:

State law RSA 466:14 requires the City Clerk to obtain the authority to issue a warrant to the appropriate local law enforcement officer to continue the annual process of collecting fees and fines for dog registrations.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 12.A.6.

Resolution Number: **R – 2009.06.10 – 78**  
Resolution Re: **B09020 Change order to PO 30-254818**  
**Construction of NHDOT bridge 136-123 Washington**  
**Street over Cochecho River**

WHEREAS: Requests for sealed Bid B09020 were issued and received for the construction of the NHDOT Bridge 136-123 Washington St over the Cochecho River on September 23, 2008 @ 2:00PM. Per council resolution R.2008.10.08-162 11A1 award was made to T-Buck Construction in the bid amount of \$3,914,823.00 and a contingency amount of \$91,482.00, and;

WHEREAS: On April 9, 2009 Change Order #1 was issued by T-Buck Construction and approved by State NH in the amount of \$194,392.00. A contingency amount of \$91,482.00 was allowed at the time of council approval of original resolution. Change order #1 to PO 30-254818 will be in the amount of \$102,910.00 with state portion 80% city portion 20%, and;

WHEREAS: Change order #1 is due to unforeseen site conditions and details are provided in separate attachment to the resolution.

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

The Purchasing Agent is hereby authorized to issue a Change order #1 to PO 30-254818 for T Buck Construction, Inc of Auburn ME in the amount of \$194,392.00. The amount of this authorization shall be limited so as not to exceed available funding.

| Financing                  |                     |               |                 |
|----------------------------|---------------------|---------------|-----------------|
| Account                    | Description         | Appropriation | Balance 6/04/09 |
| 4008-43122-4752-3331-08-18 | TIP Cochecho Bridge | 1,255,619.00  | 341,956.43      |

### 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.6.

Resolution Number: **R – 2009.06.10 – 78**  
Resolution Re: **B09020 Change order to PO 30-254818**  
**Construction of NHDOT bridge 136-123 Washington**  
**Street over Cochecho River**

### 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.6.

Resolution Number: **R – 2009.06.10 – 78**  
Resolution Re: **B09020 Change order to PO 30-254818**  
**Construction of NHDOT bridge 136-123 Washington**  
**Street over Cochecho River**

### RESOLUTION BACKGROUND MATERIAL:

The proposed vehicular bridge at the end of Washington Street over the Cochecho River is necessary to realize the full redevelopment potential of the City's waterfront property. The Washington Street Bridge is the key component of the City's efforts to revitalize downtown Dover through the redevelopment of the former Public Works garage site.

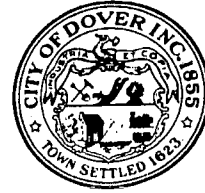
The Washington Street Bridge project has been included in three previous versions of the New Hampshire Department of Transportation's (NHDOT's) Ten Year plan. This bridge project is contained in all riverfront redevelopment master plans and the Transportation Chapter of the Dover Master Plan, and the local funding for the project is included in the Transportation Improvement Program portion of the City's Capital Improvement Program. The state's Ten Year Plan shows an engineering start in federal FY2007, with construction in FY2008-9. The City's bonded and other funds make up the required 20% match. State 80% and City 20%.

The current Purchase order PO 30-254818 allows a contingency amount of \$91,462.00 so the net effect of the change order will be in the amount of \$102,910.00. The change order of \$194,392.00 consist of \$55,000 due to changes in estimated quantities of concrete and no change in corresponding rates as previously approved by city council; \$139,392 is due to unforeseen site conditions. State 80% and City 20%

### **Change order #1 in the amount of \$194,392.00 is a separate attachment.**

#### Purchasing Information:

|                             |                     |                              |                                                                                                    |
|-----------------------------|---------------------|------------------------------|----------------------------------------------------------------------------------------------------|
| Type:                       | Change Order        | Advertised:                  | No                                                                                                 |
| Invitations Mailed:         | Na                  | Number of Responses:         | Na                                                                                                 |
| Warranty:                   | Per manufacturers   | Terms:                       | Net 30, FOB Dover                                                                                  |
| Work Bonded:                | Yes                 | Contract:                    | Yes, State NH                                                                                      |
| Prices will hold for:       | Until Completion    | Estimated Delivery:          | As needed                                                                                          |
| Recommended Award to:       | T Buck Construction | Fund:                        | TIP                                                                                                |
| Other Approvals Required:   | Yes State NH        | References Checked:          | Satisfactory                                                                                       |
| Previously Worked for City: | Currently           | Reason for Council Approval: | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation |



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## ***CITY OF DOVER INTEROFFICE MEMORANDUM***

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***TO:*** *DOUG STEELE*  
***FROM:*** *Dave White, PE- City Engineer*  
***SUBJECT:*** *Change Order 1 for TBuck*  
***DATE:*** *5/29/2009*  
***CC:***

---

Attached is the background information for the Washington St Bridge change order.

We had a meeting with the NHDOT to present the estimated costs for the change order which they subsequently approved for \$215,721.21. During further negotiations with TBuck we have agreed to a final change order for \$194,392.00

The State has committed to the cost share 20/80 percent split. The final cost to the City of Dover will be 20% of \$194,392.00=\$38,878.40

**From:** Jim Marshall (B34) [JAMarshall@dot.state.nh.us]  
**Sent:** Friday, April 10, 2009 1:58 PM  
**To:** White, Dave  
**Cc:** Chase, Edward  
**Subject:** RE: Change Order #2 approval  
Dave-

I just heard from our Director of Project Development that you are all set to proceed. The paper work was in order for Change Order #2 and it has been approved. As you stated in your letter dated April 9, 2009 the city will be responsible for 20% of the of the cost of change order #2. (\$215,721.21) The city's share shall be \$43,144.24.

You shall receive a formal letter in the mail in the next week or so.

If you have any questions please feel free to call.

Jim

James A. Marshall, PE  
Project Manager  
Bureau of Planning and Community Assistance  
NH Department of Transportation  
7 Hazen Drive, PO Box 483  
Concord NH 03302  
Phone: (603) 271-6472  
Fax: (603) 271-8093

-----Original Message-----

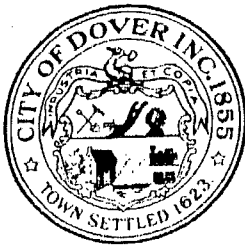
**From:** White, Dave [mailto:D.White@ci.dover.nh.us]  
**Sent:** Friday, April 10, 2009 8:49 AM  
**To:** Jim Marshall (B34)  
**Cc:** Chase, Edward; Steele, Doug; Joyal, Michael  
**Subject:**  
**Importance:** High

Jim  
Please find attached the request for a change order for the Washington st bridge project.  
Thank you

**Dave White, PE**  
**City Engineer**  
**Dover, NH**  
288 Central Avenue  
Dover, NH 03820-4169  
e: [d.white@ci.dover.nh.us](mailto:d.white@ci.dover.nh.us)  
p: 603.516.6450 f: 603.516.6463

"Scientists discover the world that exists; Engineers create the world that never was."  
- Theodore Von Karman, Aerospace Engineer

***Dover: First in New Hampshire, First with you!***  
<http://www.ci.dover.nh.us>



**CITY OF DOVER, NH**  
**COMMUNITY SERVICES DEPARTMENT**  
**ENGINEERING DIVISION**

James A. Marshall, P.E.  
Project Manager  
NHDOT  
Bureau of Planning & Community Assistance  
J.O.Morton Building-7 Hazen Drive  
P.O.Box 483  
Concord, N.H. 03302-0483

April 9, 2009

Re: NH Bridge No. 136/123  
Washington Street over Cocheco River  
NHDOT Project 13945  
Dover, NH

Dear Mr. Marshall:

I appreciate the opportunity to meet with you and Steve Liakos on Wednesday April 8, 2009, along with Ed Chase and Jason Gallant from The Louis Berger Group (LBG). Please consider this letter, along with the documents hand-delivered to you and the enclosed as documentation of the differing site conditions within the bridge footing areas and as the official request from the City of Dover for additional Federal Funding for this project.

Background:

During the month of March, 2009, as the contractor was installing steel sheeting for Abutment A on the westerly side of the bridge, it became apparent that the existing ledge elevations were variable and significantly higher in elevation than the soil boring had indicated. The subcontractor, H.B.Fleming found it impossible to drive the steel sheeting to the design elevations and obtain the "toe" that would be required for structural integrity of the cofferdam as well as dewatering purposes to excavate in the dry.

On the Easterly side, at Abutment B, TBuck (General Contractor) found the existing ledge limits to be variable as well. The existing ledge limit at centerline of construction was found to be elevation +5, with bottom of footing design elevation of -4. The ledge dropped-off, heading in a southerly direction (upstream) to an elevation of -13 +/-.

As you know, LBG initiated communication with the NHDOT, City, TBuck, H.B. Fleming and Ward Geotechnical immediately in order to evaluate the issue, create options and move the project forward. A change order for additional soil borings and geotechnical evaluation in

April 10, 2009

the amount of \$7500.00 was initiated with Ward Geotechnical, and approved by NHDOT for their 80% funding. The soil borings/ledge cores determined that the existing ledge line was very sloping and the existing design for the sub-footings at both Abutment A and B would need to be constructed in a different manner.

Working with Ward Geotechnical, LBG structural engineers, TBuck, Fleming and the City, a number of options were presented for evaluation.

At our meeting with you and Steve Liakos, my understanding is that Steve reviewed the recommendations of LBG along with the cost proposal by TBuck construction and concurred with both the costs and approach. At the meeting, following the review of the latest soil borings with all present, it was suggested that we consider raising the footing elevation in Abutment A, using the existing glacial till material as the foundation, which would minimize the excavation as well as the tremie concrete. Following the meeting @ NHDOT, LBG reviewed that option with Craig Ward, Geotechnical Engineer, and asked TBuck to submit a revised cost for Abutment A construction. (See enclosed)

Our final recommendation for changes, as reflected in the attached, are:

For Abutment A: Partial excavation in the dry, excavate soils in the "wet" to elevation -5; pour a tremie seal to elevation "0"; and construct the footing in the dry.

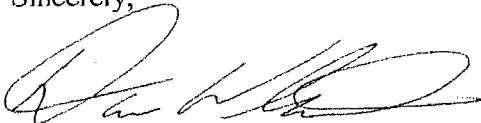
For Abutment B: Construct abutment footing on ledge, in the dry. Install sheeted cofferdam around the wingwall footing, excavate in the "wet" to ledge and pour a tremie seal to footing grade.

The proposed cost to construct both footings up to bottom of footing elevations as proposed by TBuck Construction is \$ 215,721.21

Federal Highway (80%): 172,576.97  
City of Dover (20%): 43,144.24

Please consider this letter as formal request for additional Federal Funds and assurance that the City of Dover is committed to match their share of costs for the additional construction effort. Your assistance in this matter is very much appreciated. Our collective goal is to keep the construction project moving forward and avoid additional delay claims from the contractor. Please feel free to call me if you have any questions or need additional information.

Sincerely,



Dave White, PE  
City Engineer

## CHANGE ORDER

ORDER NO.: 1

DATE: April 13, 2009

AGREEMENT DATE: 12/01/08

NAME OF PROJECT: Washington Street over Cocheco River

OWNER: City of Dover, New Hampshire

CONTRACTOR: T.Buck Construction, Inc.

The following changes are hereby made to the CONTRACT DOCUMENTS:

**Justification:**

Differing site conditions (variable ledge limits) within the footing areas of Abutment A & B required additional construction measures. (see letter from T.Buck dated April 9, 2009)

Change to Contract Price

Original Contract Price: \$ 3,914,823.00

Current Contract Price adjusted by previous CHANGE ORDER  
\$ 3,914,823.00

The Contract Price due to this CHANGE ORDER will be  
(**increased**)/(decreased) by: \$ ~~215,721.21~~ 9194,392.00 *7w ELL TB*

The new Contract Price including this CHANGE ORDER will be  
\$ ~~4,130,544.21~~ 4,109,215.00 *7w ELL TB*

Change to Contract Time

The Contract Time will be (increased)/(decreased) by 0 calendar days.

The date for completion of all work will be Sept. 17, 2010

Approvals Required:

To be effective this CHANGE ORDER must be approved by both the OWNER and the CONTRACTOR.

Requested By: \_\_\_\_\_

Recommended By: Edward A. Chase *5/14/09*

Accepted By: Yung Buck *4/29/09*

# **T. Buck Construction, Inc.**

**249 Merrow Road, Auburn, Maine 04210-8319  
(207) 783-6223 \* (FAX) 783-3970**

April 9, 2009

Ed Chase, P.E.  
Louis Berger Group

RE: Increase to contract value from unforeseen site conditions – Final price proposal

Dear Ed,

In the recent weeks, things on the Washington st. project have changed dramatically. T Buck has worked with LBG to come up with a solution that allows the project to progress. Both abutments will be changed. Abutment A will be excavated to an approximate elevation of -5.0. The seal will be placed to an elevation of 0.0 and the structure will be built on that as planned with a shortened abutment breast wall. Abutment B will remain unchanged with the exception of the upstream wing wall. It will be encapsulated by a sheet pile cofferdam, excavated and filled with concrete to ensure a consistent bearing for the wing wall. The footing will have a construction joint between the abutment and wing wall. The walls will be built as per the contract drawings. The attached breakdown will illustrate the anticipated extra cost to the contract.

The method by which the cofferdams will be excavated is by clam shell. The excavation will be dropped into a containment area to prevent the saturated material from traveling back into the river. The material will dry out and be disposed of offsite. Air lifting the soil to "clean" the ledge is not an option because of a variety of restrictions. The bottom of the excavation can be inspected by divers at a rate of 2,500.00 / day, which is not included in the attached price.

The attached price is determined by using contract unit prices where applicable and by tabulating all costs associated with the additional work. The quantities below are approximate, actual quantities of items with a contract unit price will be measured and paid for per the contract documents. The proposed costs that do not have a corresponding item number will be paid for as a lump sum at the proposed price.

Due to the time sensitive nature of these prices and the availability of HB Fleming, T Buck Construction will hold the proposed price for a maximum of 5 working days. Please contact us as soon as possible with any clarifications or concerns you may have. Should the schedule be extended in any way due to the additional work as described herein, T Buck reserves the right to charge for extended rental and or dewatering of the portadam on the abutment B side.

In summary, T Buck Construction is pleased to offer this proposal to complete the additional work as required to build the substructure based on the new information provided. If there are any questions or concerns, please feel free to contact me.

Sincerely,



Brian R. Emmons, FE  
T Buck Construction, Inc.

| Abutment A                                                                                    |                      |                     |                     |             |
|-----------------------------------------------------------------------------------------------|----------------------|---------------------|---------------------|-------------|
| Description / Item #                                                                          | Approximate Quantity | Contract Unit Price | Proposed Unit Price | Total Value |
| Additional Cofferdam Excavation. To be clammed out by HB Fleming. HB Fleming estimates 8 days | 1 LS                 |                     | 30,560.00           | \$30,560.00 |
| Removal of additional excavation                                                              | 250 cy               |                     | 14.00 / cy          | \$3,500.00  |
| Erosion Control Containment                                                                   | 1 LS                 |                     | 4,000.00            | \$4,000.00  |
| Additional Concrete                                                                           | 100 cy               | 200.00              |                     | \$20,000.00 |

| Abutment B                                                                                    |                      |                     |                     |             |
|-----------------------------------------------------------------------------------------------|----------------------|---------------------|---------------------|-------------|
| Description / Item #                                                                          | Approximate Quantity | Contract Unit Price | Proposed Unit Price | Total Value |
| Sheet pile cofferdam to be constructed and excavated within current water diversion structure | 1 LS                 |                     | 72,900.00           | \$72,900.00 |
| Removal of additional excavation                                                              | 175 cy               |                     | 14.00 / cy          | \$2,450.00  |
| Erosion Control Containment                                                                   | 1 LS                 |                     | 4,000.00            | \$4,000.00  |
| Concrete                                                                                      | 175 cy               | 200.00              |                     | \$35,000.00 |
| Additional cost in forming and placing footing.                                               | 1 LS                 |                     | 3,800.00            | \$3,800.00  |

| Summary and breakdown                           |           |        |                                |
|-------------------------------------------------|-----------|--------|--------------------------------|
| Description                                     | Cost      | Markup | Total                          |
| Abutment A additional cost by new scope of work | 38,060.00 | 15%    | \$43,769.00                    |
| Abutment A additional cost by contract items    | 20,000.00 |        | \$20,000.00                    |
| Abutment B additional cost by new scope of work | 83,150.00 | 15%    | \$95,623.00                    |
| Abutment B additional cost by contract items    | 35,000.00 |        | \$35,000.00                    |
| TOTAL                                           |           |        | \$194,392.00                   |
| Bond                                            |           |        | <del>\$4,388.00</del>          |
| Idle labor and equipment during redesign        |           |        | <del>\$16,914.21</del>         |
| <b>Total addition to contract</b>               |           |        | <del><b>\$215,721.21</b></del> |

T. Buck Construction, Inc is an Equal Opportunity Employer



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12.A.7.**

Resolution Number: **R – 2008.06.10 - 79**

Resolution Re: FY09 Transfer of Appropriation – General Fund

- WHEREAS: The City Council adopted the FY09 Budget on June 4, 2008; and
- WHEREAS: Some non-school departments have incurred expenditures not originally anticipated as part of the budget; and
- WHEREAS: Unspent appropriations exist within some accounts; and
- WHEREAS: A transfer of appropriations is necessary to cover the expenditures not originally anticipated in the department budgets.

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

Pursuant to C6-8 of the City Charter, the City Manager is authorized to transfer unspent FY09 appropriations as deemed necessary between non-school departments within the General Fund to cover these unanticipated expenditures

### 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 – 2008.06.10 - 79**

Resolution Re: FY09 Transfer of Appropriation – General Fund

### DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

### DOCUMENT ACTIONS:

| <b>VOTING RECORD</b>                        |      |     |
|---------------------------------------------|------|-----|
| Date of Vote:                               | YEAH | NAY |
| Mayor Scott Myers                           |      |     |
| Deputy Mayor*                               | n/a  | n/a |
| Councilor Robert Keays, Ward 1              |      |     |
| 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 - RESOLUTION

**Agenda Item#: 12.A.7.**

Resolution Number: **R – 2008.06.10 - 79**

Resolution Re: FY09 Transfer of Appropriation – General Fund

### **RESOLUTION BACKGROUND MATERIAL:**

There are certain departments and divisions within the General Fund that are anticipated to exceed the appropriations and others that will have remaining appropriations. As part of the annual year end closing process, this resolution allows the City Manager to move appropriations between departments in order to cover any needed unanticipated expenditures prior to fiscal year end.

Based on an analysis of current actual expenditures, as well as, estimates of expenditures for the remaining portion of the fiscal year, the following areas currently have, or are projected to have, a need for appropriations:

| <u><b>Department</b></u>                 | <u><b>Projected<br/>Shortfall</b></u> |
|------------------------------------------|---------------------------------------|
| <b>Fire Department – Suppression</b>     |                                       |
| Overtime                                 | 190,000                               |
| Retirement                               | <u>11,000</u>                         |
|                                          | <b>200,000</b>                        |
| <b>Community Services – Snow Removal</b> |                                       |
| Overtime                                 | 128,000                               |
| Retirement                               | 12,000                                |
| Operating Supplies                       | <u>209,000</u>                        |
|                                          | <b>349,000</b>                        |
|                                          | <b><u>549,000</u></b>                 |

## **PLANNING BOARD REPORT FOR June 10, 2009 COUNCIL MEETING**

Prepared by Deputy Mayor Dean Trefethen, Council representative on the Planning Board.

Despite the economic downturn, the Planning Board has been busy the past few months, both on current proposals and working on regulations for the future.

The biggest project approved this year, the Wentworth Douglas Hospital expansion, received unanimous support of the board on May 26. While the major work on this project won't start for a couple of years or more, there will be some preliminary work starting in a year or so, including the relocation of Old Rollinsford Road. Approval from the City Council will be needed to do that action, and that will be occurring over this summer. Also approved on May 26 was a major expansion of the Dermatology and Skin Health office located on Central Avenue, across from Old Rollinsford Road.

For the first time since the revision of the gravel pit ordinance several years ago, all four active gravel extraction operations had their permits renewed unconditionally, as all requirements were met at the time of application. While there are still some issues to work out between the operators on Mast Road and their residential abutters to reduce the impact of blowing sand, this is a major milestone.

Another controversial project was approved at the May 12 meeting as the board approved, at the direction of the Strafford Superior Court, the application of KPRP for 9 house lots at 165 Henry Law Avenue. Also approved in the May meetings were a few routine proposals for lot line adjustments or minor subdivisions.

Over the past winter and spring the Planning Board has rigorously been working on updates to both the Site Review Regulations and Land Subdivision Regulations, as well as forming several sub-committees to review specific areas of zoning regulations. The aim of all this activity is to slow down the development rate in the city and to make future development less dense and more appealing. It is the goal of the board to have a series of changes forwarded to the City Council this summer. The more stringent rules and regulations being proposed by the board should result in more "quality" type developments in the future instead of "quantity" types.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12.B.1.**

Resolution Number: **R – 2009.06.10 - 80**  
Resolution Re: Reprogramming of Unexpended Bond Proceeds – FY10  
Tolend Rd Street Improvements CIP Project to General  
Streets Improvements CIP Project

WHEREAS: Annually the City Council desires to make public improvements and finance these improvements with the sale of general obligation bonds and limit the issue of new CIP debt to an amount equal to, or less than, the amount being retired; and

WHEREAS: There is an identified capital improvements need for general street improvements and improvements to Tolend Road and Watson Road; and

WHEREAS: The Tolend/Watson Road Street Improvements project is a multi-year project with significant expenditures projected for years 2 and 3 of the project; and

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

The City Council approves reprogramming bond proceeds of \$400,000.00 from the Tolend/Watson Road Street Improvements project to the General Streets Improvements project as follows:

| Account                    | Description                             | Original<br>Budget | Available<br>Balance | Adjustment   | Adjusted<br>Budget |
|----------------------------|-----------------------------------------|--------------------|----------------------|--------------|--------------------|
| 4010-43121-4751-3142-10-30 | Tolend/Watson Road Street Improvements  | 400,000.00         | 400,000.00           | (400,000.00) | -                  |
| 4010-43121-4751-3121-10-30 | General Streets & Sidewalk Improvements | 1,159,000.00       | 1,159,000.00         | 400,000.00   | 1,559,000.00       |
|                            |                                         | 1,559,000.00       | 1,559,000.00         | -            | 1,559,000.00       |

**In accordance with the NH Municipal Finance Act, RSA 33 and City Charter provisions C6-6 and C6-14 a PUBLIC HEARING IS REQUIRED for this resolution and must be approved by a 2/3 majority vote of the City Council. To be referred to Public Hearing and vote on June 24, 2009.**

### 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

### DOCUMENT HISTORY:

|                                         |                                                      |
|-----------------------------------------|------------------------------------------------------|
| Document Created by: Finance Department | 2009.06.10_reprogramming_bond_proceeds_fy10_tolend_r |
| Document Posted on: June 5, 2009        | d_imprv_to_general_street_improvements               |
|                                         | Page 1 of 4                                          |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12.B.1.**

Resolution Number: **R – 2009.06.10 - 80**  
Resolution Re: Reprogramming of Unexpended Bond Proceeds – FY10  
Tolend Rd Street Improvements CIP Project to General  
Streets Improvements CIP Project

First Reading Date:  
Approved Date:

Public Hearing 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 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.B.1.**

Resolution Number: **R – 2009.06.10 - 80**  
 Resolution Re: Reprogramming of Unexpended Bond Proceeds – FY10  
 Tolend Rd Street Improvements CIP Project to General  
 Streets Improvements CIP Project

### RESOLUTION BACKGROUND MATERIAL:

Annually, in accordance with City Charter, the City Manager shall prepare and submit for approval to the City Council a six-year capital improvements program (CIP). Annually the City Council has approved the CIP and an Authorization for Bonding to finance certain projects contained within the CIP. The City Council has previously discussed keeping the authorization for bonding for new CIP debt to an amount equal to, or less than, the amount of debt being retired in the current year.

The recommendation is to take the funds allocated for Year 1 of the Tolend/Watson Road street reconstruction project (\$400,000 debt financed) and reprogram these funds to General Street Improvements. This would fully restore funding to the level requested in the City Manager's proposed FY10 CIP for General Street Improvements.

The projected costs for Year 2 and Year 3 of the Tolend/Watson Road Street reconstruction project is estimated at \$2,500,000 in Year 2 and \$2,000,000 in Year 3. Since the Tolend/Watson Road project has such large expenditures in Year 2 and Year 3, this combined with other proposed projects in the FY11 and FY12 Debt Financed portion of the CIP results in proposed projects above the amount of debt being retired by the City in each year.

### FY11 Proposed DF City Projects:

|                                 |                  |
|---------------------------------|------------------|
| General Street Improvements     | 800,000          |
| Whittier Street Bridge – 20%    | 600,000          |
| Pineview & Pearson Reconstruct  | 400,000          |
| Broadway Reconstruct –year 1    | 200,000          |
| Applevale Reconstruct – year 2  | 1,000,000        |
| Mast/Spruce Strt/Sdwalk –year 1 | 100,000          |
| Tolend/Watson Street – year 2   | <u>2,500,000</u> |
|                                 | <b>5,600,000</b> |

Approx. City Debt being retired **3,900,000**

Council consensus over budget (1,700,000)

### FY12 Proposed DF City Projects:

|                           |                  |
|---------------------------|------------------|
| General Streets           | 600,000          |
| Tolend Rd. Landfill       | 2,000,000        |
| Atlantic Recon. -year 1   | 100,000          |
| Richardson Recon. –year 1 | 75,000           |
| Oak/Ham Recon.- year 1    | 1,600,000        |
| Mast/Spruce - year 2      | 825,000          |
| Tolend/Watson – year 3    | <u>2,000,000</u> |
|                           | <b>7,200,000</b> |

Approx. City Debt Retired **4,100,000**

Council consensus over (3,100,000)

The FY11 Proposed Debt Finance CIP projects total \$5,600,000. The approximate amount of City Debt being retired is \$3,900,000. The difference of \$1.7 million would be addressed by pushing back the Tolend/Watson Road project. The FY12 Proposed Debt Finance CIP projects total \$7,200,000. The approximate amount of City Debt being retired is



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12.B.1.**

Resolution Number: **R – 2009.06.10 - 80**

Resolution Re: Reprogramming of Unexpended Bond Proceeds – FY10  
Tolend Rd Street Improvements CIP Project to General  
Streets Improvements CIP Project

\$4,100,000. The difference of \$3.1 million would be reduced by pushing back the Tolend/Watson Road project. Since the project would be moved back to at least FY13 it would make sense to not complete Year 1 at this time and reprogram these funds to general street improvements. In the event the Tolend/Watson Road project Year 2 and Year 3 costs were not pushed back, every other specific street project proposed for FY11 and FY12 would need to be removed from the CIP and even then, the amount proposed for debt financing would be over the City Council suggested limit of authorizing new debt only to the level of debt being retired by the City.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12.B.2.**

Resolution Number: **R – 2008.06.10 - 81**

Resolution Re: FY09 Transfer of Appropriation – General Streets Capital  
Outlay – General Fund Operating Budget

WHEREAS: The City Council adopted the FY09 CIP on March 12, 2008 with an amount of \$1,000,000 for General Street Improvements to be funded through the FY09 operating budget; and

WHEREAS: The City Council adopted the FY09 Budget on June 4, 2008 with an amount of \$670,000 for General Street Improvements, \$330,000 less than adopted in the FY09 CIP; and

WHEREAS: Unspent appropriations may exist within some FY09 General Fund budget accounts; and

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

Pursuant to C6-8 of the City Charter, the City Manager is authorized to transfer unspent FY09 appropriations from non-school departments within the General Fund in an amount up to \$200,000 into Community Services Streets (Function 43121) Capital Outlay – General Street Improvements.

**Resolution is to be referred to June 24, 2009 City Council meeting for vote.**

### 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.2.**

Resolution Number: **R – 2008.06.10 - 81**

Resolution Re: FY09 Transfer of Appropriation – General Streets Capital  
Outlay – General Fund Operating Budget

### 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.B.2.**

Resolution Number: **R – 2008.06.10 - 81**

Resolution Re: FY09 Transfer of Appropriation – General Streets Capital  
Outlay – General Fund Operating Budget

### **RESOLUTION BACKGROUND MATERIAL:**

The City Council adopted the FY09 CIP on March 12, 2008 with an amount of \$1,000,000 for General Street Improvements to be funded through the FY09 operating budget.

When the City Council adopted the FY09 Budget on June 4, 2008 with an amount of \$670,000 for General Street Improvements this was \$330,000 less than adopted in the FY09 CIP.

Unspent appropriations may exist within some FY09 General Fund budget accounts and the intent of this resolution is to capture any unexpended appropriations, up to an amount of \$200,000, before the funds lapse at fiscal year-end into fund balance. These funds will partially restore the \$330,000 in General Streets Improvements – Capital Outlay that were removed in the FY09 budget.

In accordance with C6-10, the General Street Improvements Capital Outlay appropriations shall continue in force until the purpose for which it was made had been accomplished or for a period of three years.

This resolution will have no impact on either the FY09 or FY10 tax levies.

This resolution is not a budget amendment per C6-6 as there is no appropriation being made that results in an increase in the FY09 adopted budget.