



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, July 22, 2009**
Meeting Time: **7:00pm**

- 1. MOMENT OF SILENCE**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PROCLAMATIONS – None**
- 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 – None**
- 8. CITY MANAGER'S REPORT**
- 9. MINUTES**

A. July 8, 2009

- 10. MAYOR'S REPORT**

- 11. UNFINISHED BUSINESS**

A. ORDINANCES IN THE 2ND READING – None

B. RESOLUTIONS - None

- 12. NEW BUSINESS**

A. CONSENT CALENDAR

- 1. PARADE – American Cancer Society**
- 2. PARADE – Cochecho Valley Humane**
- 3. RESOLUTION: B09092 NATURAL GAS**
SPONSORED BY MAYOR MYERS BY REQUEST



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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 | |

B. RESOLUTIONS

- 1. B09006 FINANCIAL MANAGEMENT SYSTEM**
SPONSORED BY MAYOR MYERS BY REQUEST
- 2. RESOLUTION: B09064 PAY AND DISPLAY PARKING METERS**
SPONSORED BY MAYOR MYERS BY REQUEST

C. ORDINANCES IN 1ST READING – None

D. COUNCIL CORRESPONDENCE

13. COUNCIL MATTERS OF INTEREST

14. ADJOURN

CITY MANAGER'S REPORT

July 22, 2009



Submitted by:

J. Michael Joyal, Jr.
City Manager

288 Central Avenue
Dover NH 03820
603.516.6023

GENERAL SUMMARY OF MATTERS OFFICE OF THE CITY ATTORNEY

The use of outside counsel to handle specialty matters continues and consists of counsel involved in environmental matters(Attorney Peltonen), labor negotiations(Attorney Broth and assistant), cable and telecommunications(Attorney Ciandella), and zoning and assessing matters(Attorney Mitchell/Attorney Whitelaw). There are a small number of other attorneys hired on a variety of smaller matters.

SELECTED MATTERS FOR THE MONTH: June 2009

- Assistance to the Community Services Department: cemetery contract, letter of credit, tree cutting, cemetery rules
- Assistance to the Planning Department: signs, hospital matter
- Assistance to the Police Department: restaurant, open air party
- Assistance to the City Council: drafting of resolutions and ordinances revisions, Robert's Rules, legal opinions, outside legal counsel RFP
- Assistance to the Finance Department: fuel RFP, review and drafting of contracts
- Assistance to the City Manager: personnel matter, lease matter
- Economic Development: review of by-laws and covenants
- Processing of 2 RSA 91-A requests
- Outside legal counsel expense for FY'09: \$98,395.03 (excluding environmental of \$17,843.02)

Dover Business & Industrial Development Authority
Daniel Barufaldi

1. Sector Review:

Retail: Discernable stabilization in sales in the last month except for some boutique retailers, possibly due to stimulus monies, stabilizing local employment and warmer weather.

Restaurants: Fast food sales are up slightly. Breakfast and lunch sales are stabilizing at slightly reduced levels. Dinner sales at higher end restaurants remain significantly down.

Hotels/Motels: Sales activity is highly location sensitive, but off markedly. Weekend sales remain scarce with some improvement anticipated as the weather improves and selected discount packages are offered. The Microtel at Weeks Crossing was in foreclosure and was auctioned off last weekend. Details on purchaser not available yet.

Services: Financial services, travel, cleaners, cleaning services sales remain off, but now stabilizing.

Construction: Some minor residential construction improvement, but very spotty. Commercial activity exists, particularly in building rehab, but continues to be down overall. Some companies are now considering building property at Enterprise Park due to reduced materials and labor costs of construction.

Manufacturing: Remains in deep decline even as inventories are depleted. Electronic assembly is experiencing an up tick with rush delivery requests common. Automotive related parts production for new cars is dead, but used car replacement parts production is increasing slightly.

Healthcare: Still in a growth mode, but uninsured unemployed patients are mitigating that growth. Medicare/ Medicaid payment uncertainty and the political/economic quandary of healthcare reform/ insurance programs will delay some expansion.

Commercial Real Estate Space: A large office space inventory continues to drive prices downward. Lower cost mill space is doing better than higher cost mill office space currently. The WDH Exit 9 Medical Practice Building is now being occupied, releasing office leased space near the WDH main campus. One of our major mill spaces is only 43% occupied and is losing two large tenants to another Dover location with door side parking.

2. Local Business Retention Contacts:

Real Estate Agents: Commercial agents contacted all have high inventories, few sales, and expect that commercial real estate is still early in its decline cycle, following residential real estate by about 18 months on average. Recent flurry of interest in our Enterprise Park parcels by four firms, three local and one regional import.

Developers/Builders: A lot of rehab of leasable office space, manufacturing, and warehouse space is underway, including the Goss Building, Moore Building, Collins & Aikman and Prime Leather. Not a lot of new office leases being sold at this time, but warehouse space is being leased at reduced prices.

Mills: Cocheco Falls Mill: AT&T call center space is still not leased to a new tenant. Loss of another significant leased office space tenant appears likely to another Dover location. Lack of

on-site parking is a continuing problem. Other mill space has some prospects as a children's restaurant on the ground floor opposite the Children's Museum.

Washington Mills: Washington Mills now has only 12,000 sq. ft. unoccupied and has prospects for a baked goods manufacturing operation and a deli/bakery restaurant coffee shop.

Downtown: Four spaces are open currently, but with several small businesses selling discretionary rather than necessary products and services at risk due to the unavailability of credit and a lack of curbside parking. DBIDA is working with SEDC and DRED to explore the possibilities to help these businesses, and is also reviewing their business models with them to uncover opportunities for increased revenues and/or reduced expenses. ARC loans launched June 15th are being publicized to all small businesses and could help to bridge this economic decline and credit crunch being experienced by several downtown small businesses. A few downtown businesses with limited business models and adaptability have now closed.

3. Unemployment:

Dover: Currently at 5.6% and projected to rise to 7.3% by the end of 2010.

Portsmouth: 5.4%

Rochester: 7.7%

Somersworth: 6.6%

New Hampshire: 6.4%

Maine: 7.9%

Massachusetts: 8.0%

Rhode Island: 12.1%

Vermont: 7.1%

New England: 8.1%

U.S.: Currently at 9.5% and projected to rise to 10.2% by the end of 2010.

4. Incentive Activity:

ERZ Districts (3) Progress: Districts proposals were endorsed by the DBIDA Board of Directors at the May 7, 2009 meeting, by the Planning Board at the May 12, 2009 meeting. Pre-apps were sent to DRED for comment and review. Proposals made at the May 27, 2009 City Council were unanimously approved and finalized applications forwarded for NH State approval June 12, 2009. ERZ Forum for businesses in the Districts held June 19th. Nine businesses located within the three Districts attended and received the applications to participate in the ERZ Program.

5. Outreach/Attraction:

Enterprise Park:

Preliminary interest in Enterprise Park land for a 30,000 sq. ft. building has been followed up by a visit to the company. A subsequent visit to the site indicates sustained interest.

Preliminary interest in Enterprise Park land for a 65,000 sq. ft. building is being followed. A tour of the property with the principals has been done.

A landscaping/ cleanup agreement has been signed with a Dover landscaper following submission of proposals from four local landscaping firms for the public areas of Enterprise Park for the season.

Following a formal RFP submission to several regional sign firms, Sundance Sign, LLC has been awarded a contract for refurbishing one entrance sign, replacing one entrance sign too far gone to refurbish, reposting both signs with 6" cedar posts, and one new Directory sign, all installed at Enterprise Park. permit for the Directory sign has been signed and work on the entrance signs is going forward.

Preliminaries are underway to form an Enterprise Park Tenants Association to handle future public area maintenance and other Park issues and governance. Legal Dept. has now completed a set of draft by-laws and association agreement to facilitate this. Review by the DBIDA Executive Committee will follow and a dialogue will ensue with the Park tenants to finalize the Association Agreement and by-laws.

6. Public Activities:

DBIDA presentation to City Council July 22, 2009.
Chamber Government Affairs Committee meetings.
Main Street Social Networking July 13th.
Monthly Networking Leads Group
Meetings with Events Calendar Coordination Committee.

7. Intern Programs:

Volunteer Tourism Project Intern: Hired, background check clearance obtained Devin Merullo, UNH Junior, Business Major, project underway, task PERT Charts being produced. Dover Restaurant/Hotel/ Museum/ Discount Coupon Book underway for design, production, ad sales, and distribution to regional welcome centers with little or no cost to DBIDA.
Volunteer Intern Candidate: Economic Development/Planning Dept. "ROADMAP" manual development, background checks underway.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, July 08, 2009**
Meeting Time: **7:00pm**

1. MOMENT OF SILENCE

2. PLEDGE OF ALLEGIANCE

Deputy Mayor Trefethen 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

Mayor Myers said he wanted to add the Appointments Committee report to the Consent Calendar. He asked for a vote on approving the Agenda as amended.

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.

Harvey J. Lynch, 26B Lincoln Street: He said he was asked by a group of people to ask the Council why the bench in front of Café on the Corner was removed. He said he knew the owner was complaining about undesirables sitting on the bench. He said Community Services Director Doug Steele said the benches were broken, but he did not see that. He said a lot of people used the benches as a resting place. He said they now have to pay Café on the Corner to sit there. He said the bench shouldn't have been removed without the public's knowledge. He asked if the EPA finally approved Dover dumping the Tolend Road waste and the sewage system, because the City has been dumping it for quite a while. He said he wanted to know where the stuff goes. He said it has to be filtered out, and asked if it went back into the containment cell. He said the process that they are using at the landfill is the same old process that they said wouldn't work, but it said in the paper that it is supposedly saving the City money. He asked for an explanation.

Dorothea Hooper, 84 Katie Lane, Member of the Dover School Board: She said she didn't know if the Council knew how tired the residents were of the whole email issue. She said the constituents were more concerned with the Council's decisions on roads, sidewalks, landfills, ponds, police and fire protection. She asked for a Councilor to become a hero and end the discussion on the use of City or personal email.

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



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7. PUBLIC HEARINGS – None

8. CITY MANAGER'S REPORT

City Manager Joyal said he had a few items to bring to the Council's attention. He said his City Manager's Report is a summary of the expectations that the Council had adopted last fall and what has been achieved or accomplished in the past year. He said he will get the Goals of the Department Heads together and sent out to the Council very soon. He referred to the email he sent to the Council regarding the State's downshifting and the impact on the City's budget, which amounts to approximately a \$68 increase to the average residential property owner in the City. He said there were three items that were identified that caused this: One, the provision in the State budget which allows the State not to reimburse the City for certain Human Services related expenses, such as Welfare and General Assistance, which is about a \$6,000 impact. Second, the elimination of the shared block grant revenue, which is about \$600,000. Third, the retirement system increase, which is \$58 for the average taxpayer. He said there are additional downshifting items for which the City hasn't quantified the amount. He said one item that is a concern is a provision in the State budget that requires or allows the Governor to make further adjustments in personnel, and therefore in services and programs. He said where the adjustments are coming from is not known, or whether it will directly cause an impact on the services provided by the City. He referred to the Rooms and Meals Tax collected by the State, and the portion that is distributed to City and Towns. He said the City will not be receiving an increase from the amount received this year. He said the State's Budget froze these amounts. He said he sent to the Council an analysis of a 10-year history of adopted budgets. He reviewed a few keys areas with the Council. He said he thought it was interesting how the budget trends have changed in the last few years. He said in the past year the operation and maintenance for the City has increased by 0.7%, capital outlay decreased by 4.2%, debt service showed a significant increase of 7.2%, making a total tax increase for the City side of the budget of 1.6%. He referred to the school's portion of the budget, and said appropriations increased 3.9%, operations 3.8%, and 4.6% for debt service. He said the county saw an increase of 3.4%. He said that resulted in an overall increase of 3% in appropriations that was reflected in the budget that was adopted by the Council, which compares with the national CPI number of 3.8%. He referred to the analysis, and said during the period of 2001 to 2005 the City's operations and maintenance increased an average of 8% per year. He said during the period of 2006 to 2010 the City's operations and maintenance has increased 2.25% per year. He said this is something that the Council should take credit for and know that they made a significant change. He referred to the capital spending in the City, and said in the prior years there was a 10.6% increase on average. He said the last five years there was actually a 49% increase on average. He said it needed to be noted that the increase was actually a positive trend, because it showed an investment in the capital and infrastructure of the City. He said the majority of the investment was in streets and roads. He said the School Department saw an increase of 8.7% in the first five years of the decade, and that has been brought down to 5.3% in the last five years. The County spending was 9.9% in the first five years, and that increased to 10.4% in the last five years. He said the overall budget, including City, School and County, in the first five years on average increased 8.1%, and the last five years it has been 5.3%. He referred to his 360°



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evaluation for his performance review. He said it doesn't relate to the evaluation that the Council will be conducting as part of his contractual requirement. He said it was for his own personal and professional development, and enabled him to solicit feedback to the Council and other people that he works with. He said it would be a great help to him if they would fill it out and get it back to him.

Councilor Weston said she spoke with a constituent about the Tolend Road reconstruction issue. She asked if it was possible to get a price to do the reconstruction from Watson Road to French Cross Road, which is the worst part.

City Manager Joyal said it was possible. He said he will be relying on the design process, which will dictate the phasing of different activities that have to be completed on Tolend Road. He said he could ask the engineers on the project to look at that section, and give the City some information on the cost differences.

Councilor Weston said she would appreciate that, because that particular section is the worst section.

Councilor Callaghan said he wanted to make a comment on the acceptance of the City Manager's Report. He said he was not agreeing or disagreeing with the performance evaluation that was provided by the City Manager, but it would be just an acknowledgment of receipt.

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

Vote: 9/0.

9. MINUTES

A. June 10, 2009

B. June 24, 2009

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

Vote: 9/0.

10. MAYOR'S REPORT

Mayor Myers said he attended the grand opening for the Greater Dover Chamber of Commerce Office and Visitor Center. He mentioned the activities he attended on the 4th of July, which included the reenactment of the signing of the Declaration of Independence. He thanked the actors who portrayed John Adams, Thomas Jefferson and Benjamin Franklin. He also thanked Recreation Director Gary Bannon and his staff for coordinating all the events for the July 4th celebration. He said there will not be a workshop session on July 15th. He mentioned that on August 5th they will be having a workshop on the City Manager's evaluation, and he wanted the Council's input by July 29th.

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

Vote: 9/0.

11. UNFINISHED BUSINESS



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A. ORDINANCES IN THE 2ND READING – None

B. RESOLUTIONS - None

12. NEW BUSINESS

A. CONSENT CALENDAR

1. PARADE – Cochecho Valley Humane Society

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 |
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| 5. Planning Board | 12. Legislative Liaison |
| 6. Cable Franchise Negotiations Committee | 13. Coast Bus |
| 7. School Board Liaison | |

Deputy Mayor Trefethen moved the approval of the Consent Calendar; seconded by Councilor McCusker.

Mayor Myers said he would like to pull the Appointments Committee Report. He asked for a vote on the remaining items of the Consent Calendar.

Vote: 9/0.

Deputy Mayor Trefethen moved to accept the Appointments Committee Report; seconded by Councilor Weston.

Mayor Myers said the Appointments Committee met earlier that evening, and they have the following recommendations for the City Council:

New positions:

- Jack Buckley Parking Commission
- **June Salanski** McConnell Center Advisory Board
- Otis Perry Parking Commission
- George Maglaras Parking Commission
- Jan Nadelka Planning Board - Alternate

Reappointments:

- Gary Greene Dover Utilities Commission
- Vicki Blanchette Ethics Commission – moving from Alternate to Regular seat
- John Scruton Transportation Advisory Commission
- Joseph Tenuta Recreation Advisory Board

City Manager Joyal asked if they discussed term lengths.



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Mayor Myers said they did not discuss term lengths, such as for the new Parking Commission, but felt it could be discussed at their first meeting.

Councilor Weston asked how many more positions were open for the Parking Commission. Mayor Myers said one position was still open if their recommendations were approved, but they did receive another application that came in too late to be interviewed this evening. He said there were a number of vacancies on different boards and commissions, and asked volunteers to apply at the City Clerk's office. He asked for a vote on the acceptance of the Appointments Committee's report and recommendations.

Vote: 9/0.

B. RESOLUTIONS

1. EMAIL BOUNCE

SPONSORED BY COUNCILOR CHENEY

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

Councilor Cheney said she wanted to make a clerical amendment to the Resolution.

The acronym should be MITSS.

City Manager Joyal said it doesn't have to be changed by an amendment since it is just a typographical error.

Councilor Cheney said this Resolution will enable the administration to have the server automatically deliver email addressed to a councilor. She said the councilor is not given direct access to the server in any way. She said she just wants to increase the level of the access for the citizens to communicate with their representatives. She said she was looking for a positive vote on this Resolution.

Councilor Callaghan said he was in favor of this Resolution. He said it enables residents to reach out in a similar way as they do to all the other councilors. He said the "All Councilors" selection will work when residents email the Council. He said if the Resolution does not get adopted without any valid or newly introduced rationale, then those who voted against it can clearly be presumed irrational and motivated by something less than their obligations in serving the public. He said the Resolution really does put this issue together on a level playing field. He said he wished this Resolution would pass to put this email issue to rest.

Councilor Scott said he supported this Resolution. He said it provides the appropriate protection, and provides the communication between the constituents and the councilors.

Councilor Cheney said she just wanted to add that she has tried to protect the constitutional rights of the citizens of Dover in being able to communicate with their elected representatives.

Roll Call Vote: 5/4. Mayor Myers, Deputy Mayor Trefethen, Councilors DeDe and McCusker were opposed.



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2. AMENDMENT TO CEMETERY RULES

SPONSORED BY MAYOR MYERS BY REQUEST

Deputy Mayor Trefethen moved for its approval; seconded by Councilor McCusker. City Manager Joyal gave some background information on this Resolution. He said the City Cemetery is installing a columbarium for the storage of cremated urns, and the Cemetery Rules needed to be changed to accommodate the change.

Roll Call Vote: 9/0.

C. ORDINANCES IN THE 1ST READING

- 1. CHAPTER 3, ARTICLE IV, 3-60 BOARDS AND COMMISSIONS,
DOVER ARENA COMMISSION
(TO BE REFERRED TO PUBLIC HEARING ON AUGUST 12, 2009)
SPONSORED BY DEPUTY MAYOR TREFETHEN**

Deputy Mayor Trefethen made a motion to move to a public hearing on August 12th; seconded by Councilor Carrier.

Vote: 9/0.

- 2. CHAPTER 3, ARTICLE IV, 3-71 BOARDS AND COMMISSIONS,
JOINT FISCAL COMMITTEE
(TO BE REFERRED TO PUBLIC HEARING ON AUGUST 12, 2009)
SPONSORED BY DEPUTY MAYOR TREFETHEN**

Deputy Mayor Trefethen made a motion to move to a public hearing on August 12th; seconded by Councilor McCusker.

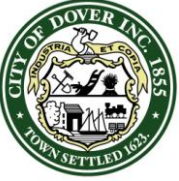
Vote: 8/1. Councilor Scott was opposed.

- 3. CHAPTER 3, ARTICLE IV, 3-70 BOARDS AND COMMISSIONS,
TRANSPORTATION ADVISORY COMMISSION
(TO BE REFERRED TO PUBLIC HEARING ON AUGUST 12, 2009)
SPONSORED BY DEPUTY MAYOR TREFETHEN**

Deputy Mayor Trefethen made a motion to move to a public hearing on August 12th; seconded by Councilor McCusker.

Vote: 7/2. Councilors Scott and Weston were opposed.

D. COUNCIL CORRESPONDENCE - None

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13. COUNCIL MATTERS OF INTEREST

Councilor Scott said he voted no on the referral to a public hearing, because he felt the issues should have a workshop for the Council to discuss them.

Councilor Weston said she was upset when she saw the Resolution to abolish the Transportation Advisory Commission. She said she has been the Council representative for this Commission. She talked about how important communication was among the Council members, and said she was never contacted about this Resolution. She said she felt this was a classic situation of do as I say, and not as I do.

Councilor Callaghan said it bothers him to eliminate any boards or commissions. He said it tells the volunteers on these commissions that we don't want to listen to them anymore. He said it looks like the Council is trying to stifle the voice of the citizens, and trying to create less power for them. He said he didn't think that was what the Council really wants to do. He said he would be adamantly opposed to it.

Councilor Carrier announced the Park Street Playground meeting on Saturday, July 11th, 9:00 am to 11:00 am.

Councilor Cheney said the boards and commissions were put in place for a reason, and citizen participation is important. She agreed that there should be a workshop. She also talked about the zoning amendments, and noted that the Zoning Board of Adjustments is having a public hearing on July 28th. She said the City's website shows the changes. She wanted to thank the Councilors who voted for her email bounce resolution.

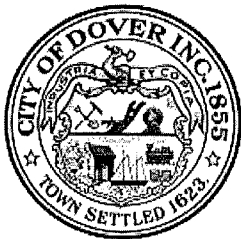
Councilor Callaghan said he was the Council representative for the Joint Fiscal Committee, and he was not aware that this Resolution was coming up. He made a motion to set up a workshop on July 29th to discuss the three ordinances; seconded by Councilor Scott.

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

14. ADJOURN

Councilor Weston made a motion to adjourn; seconded by Councilor Callaghan.

Vote: 9/0.



RECEIVED
DOVER CITY CLERK
DOVER, NH

2009 JUN 22 P 4:23

APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: American Cancer Society

Federal Tax ID number for Organization: 05-0271570

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

Contact Person: Robin Wright Day Time Telephone: 603-471-4147

Address: Two Commerce Drive, Suite 110, Bedford, NH 03110 Email Address robin.wright@cancer.org

Purpose of Permit: Making Strides Against Breast Cancer Walk

Date of Event: Sunday, October 18, 2009 Specific Time: 9:00 – 11:00 Registration / 11:00 – 1:00 Walk

Location of Event: Henry Law Park (set up will begin at approximately 7:00 am)

(Raffle Permit only)

Prize (s) To Be Awarded: _____

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

Place of Drawing: _____

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

Information on these requirements may be found at

http://doj.nh.gov/publications/charitable_forms.html.

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

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

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

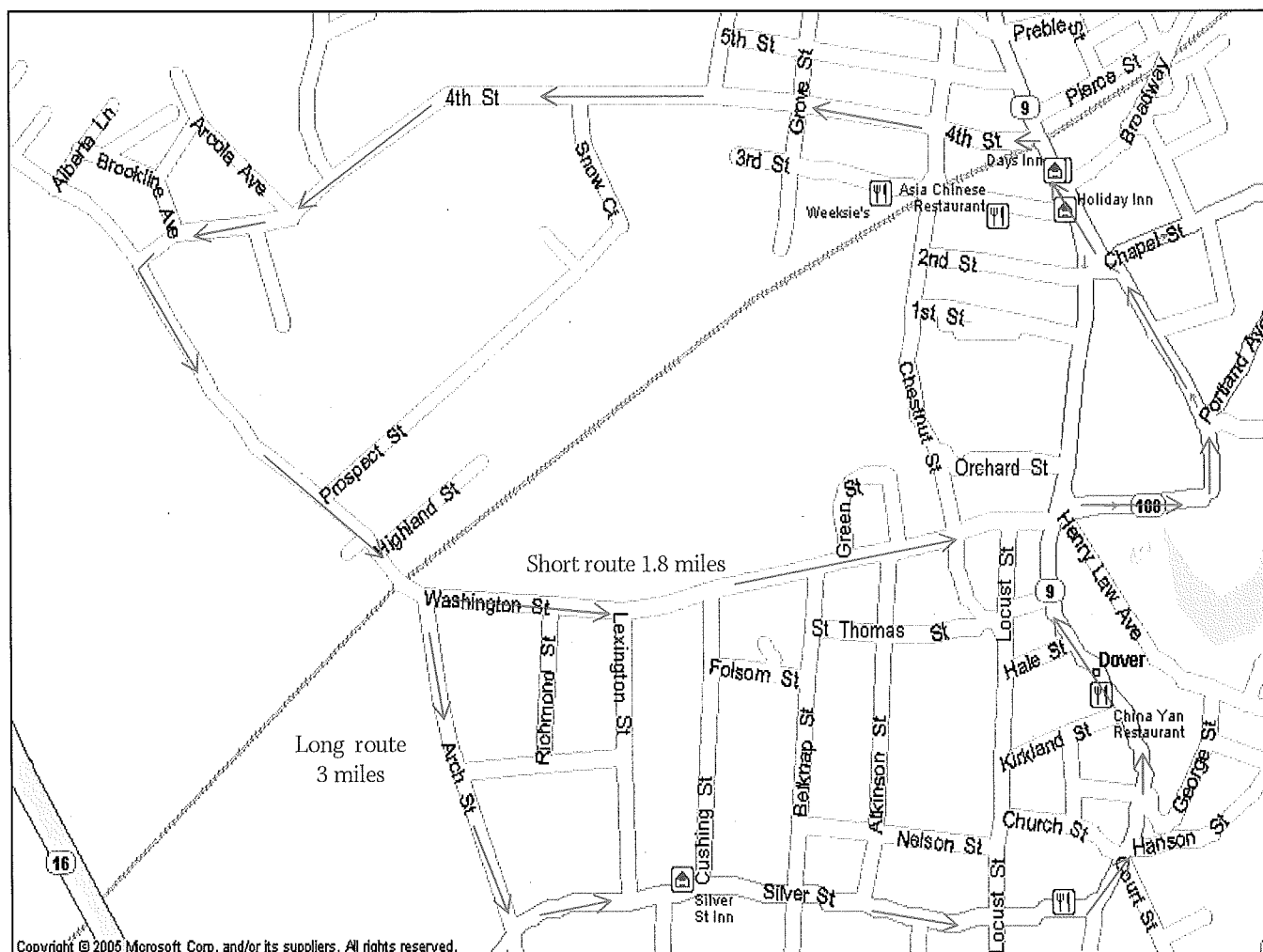
I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: Robin Wright Date: 6/18/09

Licensing Board approval AFE Date: 7/8/09

Revised 03/17/08

The American Cancer Society's Making Strides Against Breast Cancer Walk Route – Dover, NH



Both routes begin and end at Henry Law Park

Short Route – approximately 2 miles:

- Exit Henry Law Park via Washington St
- Left on to Main St
- Continue on Main St to the crosswalk at 3rd St
- Cross at 3rd St and walk to 4th St
- Turn left onto 4th St and follow to Washington St
- Turn left onto Washington St and follow back to the park

Long Route – approximately 3 miles:

- Exit Henry Law Park via Washington St
- Left on to Main St
- Continue on Main St up to the crosswalk at 3rd St
- Cross at 3rd St and walk to 4th St
- Turn left onto 4th St and follow to Washington St
- Turn left onto Washington St
- Turn right onto Arch St
- Turn left onto Silver St and follow Silver St to Central Ave
- Turn left onto Central Ave and follow to Washington St
- Turn right onto Washington St to return to the park



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: Cocheco Valley Humane

Federal Tax ID number for Organization: 22-2561784

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

Contact Person: Candi Enman Day Time Telephone: 749-5322 X 106

Address: 262 County Farm Rd Email Address: ddevelopment @ cvhs online.org

Purpose of Permit: Pet Show + Parade

Date of Event: 8/1/09 Specific Time: 4-6 pm

Location of Event: Cocheco Mills court yard to Bandshell

(Raffle Permit only)

Prize (s) To Be Awarded: _____

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

Place of Drawing: _____

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

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

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

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

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

Signature: Linda S. Hay Date: 6/19/09

Licensing Board approval _____ Date: _____

Revised 03/17/08



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.A.3.

Resolution Number: **R - 2009.07.22 – 95**
Resolution Re: Natural Gas B09092

WHEREAS: Bid B09092 was requested and received for Natural Gas on July 13, 2009 at 2:00 pm for a one year agreement ; and

WHEREAS: The city in combination with the Dover School District, Dover Housing Authority and St. Thomas Aquinas have several locations where natural gas is utilized and supplied on an “as needed” schedule. The terms of the purchase would be at a guaranteed rate from August 1, 2009 to July 31, 2010.

WHEREAS: The city grouped the four entities in an effort to get the best price and requested a group price as well as individual pricing. Two replies were received and it is in the best interest of the city and school to accepted pricing on an individual basis and therefore recommends renewing the agreement with current vendor Santa Buckley Energy at rates provided 7/13/09 at rate of \$.817 per therm.

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 Santa Buckley Energy for the city portion of natural gas at the rate of \$.817 per therm provided 7/13/09. The amount of this authorization shall be limited so as to not exceed available funding.

Financing

Account	Description	Appropriation	Balance 7/13/09
xxxx-xxxxx-4621-xxxx-xx-xx list attached in background	Natural Gas	\$430,054.00	\$430,054.00

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#: 12.A.3.

Resolution Number: **R - 2009.07.22 – 95**
Resolution Re: Natural Gas B09092

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.3.

Resolution Number: **R - 2009.07.22 – 95**
Resolution Re: Natural Gas B09092

RESOLUTION BACKGROUND MATERIAL:

The city combined with the Dover School District, Dover Housing Authority and St. Thomas Aquinas for the solicitation of natural gas to be provided for several locations as needed. Based on last years usage the bid indicates a need for:

- City of Dover of approximately 266,000 therms,
- Dover School District of approximately 374,969 therms
- Dover Housing Authority in the estimated amount of 255,707 therms
- St. Thomas Aquinas for an estimated amount of 45,990 therms.

Due to the ever changing price of fuel and in an effort to get the best price the city requested a combined price for all locations as well as pricing to be listed separately for each entity.

It is in the best interest of the City of Dover and Dover School District to award bid to current vendor Santa Buckley Energy at individual rates of \$.817 and \$.760 respectively.

FY10 Budget

account	Description	Appropriation	Balance 7/13/09
1000-41941-4621-0000-00-30	Gen Gov Buildings	2,000.00	2,000.00
1000-42150-4621-0000-00-21	Police	2,958.00	2,958.00
1000-42280-4621-0000-00-22	FIRE	35,500.00	35,500.00
1000-43180-4621-0000-00-30	CS- Facilities and Grounds	27,624.00	27,624.00
1000-44430-4621-0000-00-40	HS Gen Assistance	2,500.00	2,500.00
1000-45124-4621-0000-00-35	Indoor Pool	70,000.00	70,000.00
1000-45125-4621-0000-00-35	Thompson Pool	10,500.00	10,500.00
1000-45500-4621-0000-00-39	Library	10,972.00	10,972.00
3381-41941-4621-0000-00-35	McConnell Center	63,000.00	63,000.00
5300-43320-4621-0000-00-30	CS Water	7,000.00	7,000.00
5320-43250-4621-0000-00-30	CS Sewer	4,000.00	4,000.00
1000-45149-4621-0000-00-35	Arena	194,000.00	194,000.00
	Natural Gas Total	430,054.00	430,054.00

Award Information:

A purchase order will be issued to authorize this expenditure.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.A.3.

Resolution Number: **R - 2009.07.22 – 95**
Resolution Re: Natural Gas B09092

Purchasing Information:

Type:	Purchase order	Advertised:	Yes
Invitations Mailed:	9	Number of Responses:	2
Warranty:	Meets Specifications	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until 8/31/10	Estimated Delivery:	As needed
Recommended Award to:	Santa Buckley Energy.	Fund:	GF
Other Approvals Required:	City and School Board	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Cost estimated at \$25,000 or greater

Vendor List

Hess Corporation
Mark Gilday
14 May Ln
Pelham NH 03076
mgilday@hess.com

Coral Energy Resources
Roberta Orris
120 Quarry Dr
Milford MA 01757
Roberta.orris@shell.com

Patriot Energy Mtg
Brian White
10 Office Tower Pk
Woburn MA 01801
bwhite@patriotenergy.com

Metromedia Energy
Kirk Polend
2000 W Park Dr Ste 125
Westboro MA 01581
kpoling@msiutilities.com

Santa Buckley Energy
Tim Costello
154 Admiral St
Bridgeport CT 06601
costellot@santaenergy.com

Sprague Energy Corp
2 International Dr Ste 200
Portsmouth NH 03801-6809
mmeyers@spragueenergy.com

Competitive Energy Svs
148 Middle St Ste 506
Portland ME 04101
jsorenson@competitive-energy.com

UMG Inc
Brian
PO BOX 310
Hampton NH 03843-0310
brian@umginc.com

World Energy Solution
446 Main St 14th fl
Worcester MA 01608
info@worldenergy.com



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.A.3.

Resolution Number: **R - 2009.07.22 – 95**
Resolution Re: Natural Gas B09092

RESULTS **Bid B09092** **Natural Gas**

Vendor	Price per therm
Santa Buckley Energy 154 Admiral St Bridgewater CT 06601	City .817 School .760 Dover Housing Authority 1.014 St. Thomas Aquinas .995 All Combined \$.862
Kirk Poling MSI Utilities 6230 Busch Blvd Columbus OK 43229	City .84 School .895 Dover Housing Authority .89 St Thomas Aquinas .9152 All Combined .87



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.1.

Resolution Number: **R - 2009.07.22 – 96**
Resolution Re: B09006 Financial Management System

WHEREAS: In March 2008 the City Council approved the FY09 CIP, which contained an appropriation of \$370,000 for the procurement of a new financial management system; and

WHEREAS: Sealed Proposal # B09006 for a combined City and School District Financial Management System was issued on April 24, 2009 and responses received on May 15, 2009 @ 2:00pm. Proposals were received from two vendors and five vendors responded with “No-Bid” replies; and

WHEREAS: The proposals were evaluated and interviews were conducted with the two vendors. The evaluation committee deemed Unifund LLC most advantageous to the City and School District. As pricing structure was over the allotted budget, negotiations began and have concluded with an agreed upon total cost of \$347,706.00; and

WHEREAS: The School Board, at their July 13, 2009 meeting, unanimously voted to engage Unifund LLC for a new financial management system; and.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Unifund LLC of Nashua NH given the negotiated bid amount of \$347,706.00 and corresponding rates provided 7/3/09. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
4009-41511-4745-1201-09-15	Finance IT CIP FY2009	210,000	210,000
4009-46900-4745-1201-09-60	Education IT CIP FY2009	160,000	160,000

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.B.1.

Resolution Number: **R - 2009.07.22 – 96**

Resolution Re: B09006 Financial Management System

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.1.

Resolution Number: **R - 2009.07.22 – 96**

Resolution Re: B09006 Financial Management System

RESOLUTION BACKGROUND MATERIAL:

In March 2008 the City Council approved the FY09 CIP, which contained \$370,000 for the procurement of a new Financial Management System. The \$370,000 estimate contained in the FY09 CIP was based on quotes obtained from three vendors who provided software demonstrations to City and School District personnel. Those three vendors were Interware, Harris Computers (formerly Munismart), and Unifund.

In June and July 2008 a stakeholders group was convened to obtain input and comments on a new financial system's application criteria. The stakeholder group consisted of City Councilor Catherine Cheney, Finance Director Dan Lynch, School District Business Administrator Laurie Verville, Purchasing Agent Ann Legere, City IT Director Annie Dove, School District IT Manager Chris Roberge, Human Resources Director Sue Daudelin, City Clerk/Tax Collector Karen Lavertu and deputy city clerk and deputy tax collector, City and School District personnel who process payroll, accounts payable, and perform daily general accounting functions.

The criteria requirements were included as part of the RFP and vendors were required to respond to each criteria in their RFP response. The RFP was developed by the City and School District over the next several months. The City and School District, while developing the RFP, met with representatives from Interware, Unifund, Tyler Technologies (MUNIS), New World Systems and Harris Computers to research certain components of the RFP and the functionality of implementing one financial system with two user groups. The City and School District also contacted the City of Concord, City of Rochester, and the Town of Bedford to obtain information regarding their community's financial software system procurement, selection and implementation process.

The RFP requested qualifications, availability and pricing structures for a complete municipal financial management system. Requests for Proposals #B09006 was released on April 24, 2009. A mandatory pre-bid meeting was held on May 6, 2009 with perspective vendors. Bid responses were received on May 15, 2009. Two (2) proposals were received from two vendors and five (5) vendors provided "No-bid" responses. The proposals were received from Interware of Mont Vernon, NH and Unifund of Nashua, NH.

The two proposals were evaluated by a committee consisting of City Councilor Catherine Cheney, School District Business Administrator, Accounting Manager, IT Manager, along with City Finance Director, Senior Accountant, Purchasing Agent and IT Director. The two proposals were evaluated based on mandatory elements of the RFP including, but not limited to, Professional Experience, Technical qualifications, the Application Criteria response form, as well as costs. The evaluation committee 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 the town felt were



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.1.

Resolution Number: **R - 2009.07.22 – 96**

Resolution Re: B09006 Financial Management System

pros and cons on the Unifund company and software. The evaluation committee also conducted a site visit to the Town of Amherst, NH to see Interware software is use and discuss with Amherst personnel their assessment of the software and upgrade process.

The evaluation committee conducted an interview of Interware personnel and Unifund personnel to obtain responses to various questions that committee members had about the software product being proposed by each vendor. The evaluation committee performed reference checks on each of the vendors.

The evaluation committee's recommendation is to award the contract to Unifund LLC based upon the final configuration attachment.

The School Board, at their July 13, 2009 meeting, unanimously voted to engage Unifund LLC for a new financial software system.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	25	Number of Responses:	2 bids and 5 NB
Warranty:	Yes	Terms:	Net 30, FOB Dover
Work Bonded:	yes	Contract:	yes
Prices will hold for:	Until completion	Estimated Delivery:	July 2009
Recommended Award to:	Unifund LLC	Fund:	CIP
Other Approvals Required:	Yes, School Board	References Checked:	Satisfactory
Previously Worked for City:	Yes, School District	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.1.

Resolution Number: **R - 2009.07.22 – 96**

Resolution Re: B09006 Financial Management System

Vendor Solicitation List:

H.T.E.
One DuPonnet Centre
Suite 2000
Orlando FL 32801

New World Systems
Cary Tripp
888 Big Beaver Rd Ste 600
Troy MI 48084

KVS Information Systems, Inc.
821 Maple Road
Williamsville NY 14221

Creative Computer Solutions
5994 W. Las Positas Blvd, Ste. 123
Pleasanton CA 94588

Comptuer Center Software
370 US Route One
Falmouth ME 04105

Interware Development Company
22 Gregory Street.
Mont Vernon, NH 03057

Systems East
64 Main Street, Ste. 17
Cortland NY 13045

Business Data Solutions
PO Box 129
Deerfield NH 03037

IDC
6 West Hubbard Street, Ste. 700
Chicago IL 60610

Needham System Assoc., Ltd.
PO Box 680
Needham MA 02194

Tyler Technologies Inc/ Munis
Melinda Clark, Sales Representative
370 U.S. Route 1
Falmouth ME 04105

City-State Computer Services, Inc.
100 Fountain Street
Providence RI 02903

New World Systems
273 Forest Drive
Wethersfield, CT 06109

Pine Tree Financial Group
516 Route 12A
Surry, NH 03431

Business Management Systems
PO Box 907
Franconia NH 03580

Jay Couture
VueWorks Inc
10 Ferry St Ste 434 Box 6
Concord NH 03301

EMaint Enterprises LLC
438 N Elmwood Rd Ste 201
Marlton NJ 08053

SFW LLC
1875 Centry Park E Ste 1185
Los Angeles CA 90067

Facility Wizard Software
4147 No Ravenswood ste 400
Chicago IL 60613

Timmons Group
1001 Boulders Pkwy ste 300
Richmond VA 23225

Blue Folder Inc
5145 Centennial BLVD ste 102
Colorado Springs CO 80919



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.1.

Resolution Number: **R - 2009.07.22 – 96**

Resolution Re: B09006 Financial Management System

Unifund LLC
Nicholas Hass
Millyard Tech Park
13 Technology Way
Nashua NH 03060

Koch Financial Corporation
17550 N. Perimeter Drive
Suite 300
Scottsdale AZ 85255

Harris Computers
Alan Labrie
2 Washington St Ste 315
Dover NH 03820

Sunguard Public Sector
Jennifer Cull
890 Fortress St
Chico CA 95973



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.1.

Resolution Number: **R - 2009.07.22 – 96**

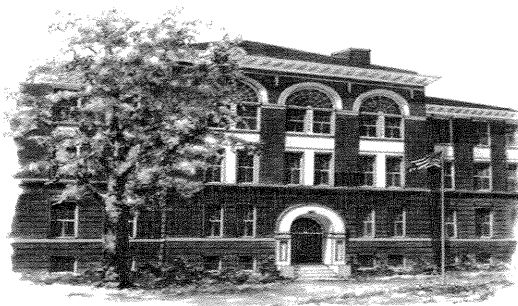
Resolution Re: B09006 Financial Management System

B09006 Results

<i>Vendor</i>	<i>Total \$</i>	<i>Annual Maintenance</i>
Interware Development 22 Gregory St Mont Vernon NH 03057	\$172,200.00	\$34,731.00
Unifund Millyard Technology Park 13 Technology Way Nashua NH 03030	\$326,746.00 \$395,232.00 Includes Employee and Citizens Web Portals	\$43,451.00 \$65,442.00
Tyler Technologies 370 US Rte One Falmouth ME 04105	No Bid	
Breen Systems PO Box 507 Williston VT 05495	No Bid	
Sungard Public Sector Inc 890 Fortress St Chico CA 95973	No Bid	
New World Systems 888 W. Big Beaver Rd Ste 600 Troy MI 48084-4749	No Bid	

JOHN O'CONNOR Ed.D.
Superintendent

LAURIE VERVILLE
Business Administrator



SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

DOVER SCHOOL DISTRICT

July 14, 2009

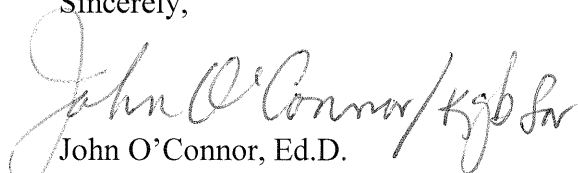
City of Dover
288 Central Avenue
Dover, NH 03820
Attn: Mike Joyal, City Manager

Dear Mike,

During the Regular School Board Meeting held on July 13, 2009, Board members unanimously approved awarding the School District's bid for Financial Management Software to UNIFUND. Board members were notified that the City Council will be voting on their portion of the Financial Management Software at their July 22, 2009 meeting. I am hopeful this information will be helpful to you in making your decision.

Attached you will find a copy of the DRAFT Minutes approving the award to UNIFUND. The approved minutes will be on the School Board's August 10th agenda for approval. Feel free to contact me or the District Business Administrator, Laurie Verville, if you have any questions.

Sincerely,


John O'Connor, Ed.D.
Superintendent

cc: Dover School Board
Dan Lynch, City Finance Director

JO/kgb



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – DRAFT MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	City Council Chambers
Meeting Date:	Monday, July 13, 2009
Meeting Time:	7:00 pm

9. AWARD CONTRACT FOR FINANCIAL MANAGEMENT SOFTWARE: Laurie Verville, Business Administrator, provided an overview of the process taken to review financial management software for the District and the City and presented information from 2 final bidders. Ms. Verville requested the Board award the contract for Financial Management Software to UNIFUND. The District's share of the bid is \$160,000 and the City's portion is \$210,000. The City Council will vote for their portion of the bid on July 22, 2009.

Audra Lurvey moved, Carolyn Mebert seconded, to award the bid for a new Financial Management Software and Maintenance Bid to UNIFUND. A roll call **VOTE PASSED 7/0.**



BudgetSense Software & Services Proposal

City of Dover: Final configuration and investment

Proposal Date:

07/03/09

BudgetSense Software License

Software Proposed

BudgetSense ® Base ERP Financials

Incl

Purchasing & Payables

Incl

Fixed Assets

Incl

Payroll

Incl

Human Resources

Incl

InfoLink

Incl

Crystal Reports - Single License

Incl

WebSense Edition® Employee Portal

Incl

BudgetSense® Bidding

Incl

Receivables and Collections

Incl

Real Estate Tax Billing

Incl

Tax Title and Lien

Incl

Special Assessment

Incl

Miscellaneous Billing

Incl

Utility Billing

Incl

Auto Debit ACH Payments

Incl

Hand Held Meter Interface

Incl

CAMA Interface

Incl

Citizen's Web Portal- eProfile and ePayments

Incl

Total Software Estimate:

\$ 219,486

Notes: One year software support license is included.

Hardware and operating system/database software are not included in this estimate.

Professional Services - Unifund Standard Implementation Plan*

Services

Technical / IT Services:

\$ 9,595

Network engineer assigned to project. Services include pre-installation consult, hardware specs review, installation of application and database software, setup of database backup plan, train client staff on basic admin functions, etc.

Project Management Services:

\$ 13,900

Includes preinstall consult, project planning, conversion analysis, and periodic executive reviews, etc.

Application Training & Setup Services:

\$ 70,525

Comprehensive application training project includes setup guidance, application training, parallel testing, and live processing support.

Continuing Services Allowance:

Hours @ \$155/hr = 24

\$ 6,200

Additional training services for follow-up projects after the initial go-live process. (I.e. contracts, report reviews, etc)

Data conversion services estimate:

\$ 20,000

Allowance for data conversion services. Actual scope of work to be documented after analysis of available source data formats

Travel Expense Allowance (estimated)

\$ 8,000

Allowance for mileage, tolls, lodging and meals (if applicable)

Total Services Estimate:

\$ 128,220

Total Solution Proposal:

\$ 347,706

Net Solution Proposal:

\$ 347,706

Multi-year Financing Options:	Factor:	Yearly Payment:
Estimated annual payment for 3 year finance lease	0.3715	\$ 129,173
Estimated annual payment for 4 year finance lease	0.2891	\$ 100,522
Estimated annual payment for 5 year finance lease	0.2315	\$ 80,494
(note: payments are estimated, actual rates may vary)		

Professional Services - Standard Implementation Plan

The professional services quoted on the previous pages provide pricing for the delivery of a standard level of training and technical services required to complete your implementation project. The time allotted to application training generally assumes that any given topic will be covered in detail in one education activity. Occasionally, the normal level of bundled services may not be sufficient to accommodate your needs due to extraordinary circumstances, and additional services fees via a change order may apply.

Examples of Extraordinary Circumstances Include:

- A significant increase in the head count of staff to be trained, above what was initially estimated
- Multiple business entity organizations that ultimately decide not to be trained or configured at the same time
- Turnover of key staff members at client site, requiring the repetition of training for replacement staff
- Additional training and or consulting due to client difficulties with comprehension or strategic management changes
- Additional consulting and or conversion engineering due to poor, incomplete, untimely record and or data integrity
- Client's untimely cancellation of consultative appointments and or client staff unavailability during project sessions
- Client's choice to re-plot implementation plan mid-stream that requires extra services not factored into project estimates
- Additional software modules being purchased above what has been proposed herein
- New third party integration requirements not initially specified
- I/T services beyond normal setup and configuration are required, ie. unboxing of new servers, setup of operating system, Citrix installation, etc.

Implementation Project Plan By Milestone Achievement

The professional services quoted herein will be structured with a project plan that defines the activities needed to be taken by both parties in order to achieve a successful system transition. Service dollar amounts will be assigned to key project milestones and once the identified training tasks for each milestone are completed, then the appropriate value will be invoiced for payment. If any above mentioned extraordinary circumstances occurs, then a change order for additional fees to be paid may apply.

Examples of milestones are: IT software installation, Project Management, Data Conversion, Security Go - Live, Purchasing Go - Live, Accounting Go - Live, Accounting Wrap Up / Fixed Assets Go - Live, Payroll / HR Maintenance, Payroll Parallel, Payroll Processing Go - Live, Post Payroll / HR, Accounts Receivable Go - Live, Warehouse Go - Live, Exports / Imports Go - Live

Ongoing Services

Annual Software Support Agreement - Year 2*

\$ 53,290

Includes full support services, eService center access, documentation, software enhancements, etc.

* What does the Annual Software Support Agreement cover?

Central Support Services:

- Telephone Assistance (Mon-Fri 8am-5pm)
- Diagnostic services to correct any errors in the software or documentation
- Documentation Upgrades as necessary
- Product Alerts & Technical Bulletins

Enhancements and Updates:

- Software changes necessitated by operating system changes initiated by vendors such as Microsoft
- New Releases of the Unifund application software
- Error Corrections
- Improvements to the software per Unifund's discretion
- Improvements required by state regulatory agencies

Unifund eService Center - Secure access:

- Client self-service access to create and track resolution of support cases
- Online meeting center to conduct web-based training or diagnostic support
- Online knowledge base allows clients to search for historical support case resolutions
- Download center for software updates
- E Newsletter
- Online chat forum

Why Should I Invest in the Optional Complete Care Services?

Unifund recommends that its clients to annually budget for additional continuing services to help them maintain their peak operational performance related to their BudgetSense® system. By creating an annual budget allotment for these services, it is easier for your organization to undertake such additional services, without having to go back to your board for additional approvals. Continuing services may include the following:

Complete Care Services - Professional Development

Frequently, clients experience turnover or other organizational changes that create the need for additional training or consulting services on a recurring basis. Staff turnover, changes in staff responsibilities, and ongoing needs to improve efficiencies all create the need for professional development services. The amount of change your organization can absorb in a given time frame, like a fiscal year, may necessitate a plan of annual training and consulting that enables your entity to continue to improve efficiencies and productivity on a continuous pursuit of your target of peak performance. Additionally, there are critical events that you execute only periodically, such as, budget development, calendar year end, or other like events that we offer to you additional consulting services.

Unifund recommends that you budget annually funds to support your professional development needs.

We suggest:

Incl

Complete Care Services - I/T Services Plan:

Unifund® offers a pre-paid I/T Services retainer contract for organizations that may wish to supplement their internal technology resources. I/T retainer contracts provide on-call, or scheduled network engineering services. Estimate includes package of pre-paid I/T services. Services may be delivered remotely, via web access or onsite. Additional travel expense would apply for onsite services.

I/T Retainer Services Might Include:

- Installation of BudgetSense® software updates
- Network operating system upgrades or service pack installs
- Desktop updates or performance checks
- New workstation/printer setup
- System back up integrity testing

Unifund recommends that you budget annually funds to support your I/T platform support needs.

We suggest:

Incl

Fiscal Year End Rollover Services:

The process to close one fiscal year and open the next can be a daunting task if not done correctly. Many accounting and systematic issues come into play that could create turmoil for you if the fiscal year rollover, with its required steps and data decisions, does not go smoothly or completely. For that reason, Unifund offers an annual consulting service to help guide you through the process to a successful and painless fiscal year transition. We provide to you one on one consulting that empowers you to create the new year database, add any new general ledger accounts needed, scrub purchase encumbrances carry forward treatments, set new payroll work calendars and salary schedules, create and manicure position control data, evaluate and test your system parameter settings, start prepping for the budget process, and lastly, validate your database maintenance scripts to assure that your new fiscal year is being backed up every day. Since you are doing all of these fiscal year end decisions and tasks only once a year, if you choose to do it alone, then you may forget or omit a key step in this important process that may cause you confusion and system troubles. For these reasons we urge you to plan and budget for our fiscal year end consulting services.

We suggest:

Incl

Unifund® Policy on Travel Expenses:

Unifund® will bill the client for reasonable travel expenses incurred during the implementation project.

Travel expenses may include :

- Mileage - at current IRS mileage rate - for round trip travel.
- Lodging & Meals - at mid-rate business class motels. Per diem limit of \$85/per person for meals.
- Airfare - if applicable, charged at actual cost
- Rental car, if applicable, charged at actual cost (in lieu of mileage expense)
- Implementation training materials, such as, binders, copier expenses, etc.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.2.

Resolution Number: **R - 2009.07.22 – 97**

Resolution Re: **B09064 Pay & Display Parking Meters**

- WHEREAS: Sealed Request for Proposal B09064 was requested and received for the purchase of Pay & Display Parking meters on April 13, 2009 @ 2:00pm; and
- WHEREAS: Five replies were received with three vendors meeting specifications, one vendor not meeting specifications and one vendor replying with “no bid”. The conforming replies were reviewed and rated by a committee and a recommendation was made to city manager to award to Parkeon.
- WHEREAS: The initial purchase consists of the purchase and installation of nine (9) pay and display parking meters with the remaining thirty two – thirty eight (32-38) over the next two years.
- WHEREAS: The 30-50% estimated additional revenue from the implementation and operation of the initial nine machines would cover the costs of an additional bond of approximately \$308K to go forward with purchasing and installing the remaining pay parking meters for the downtown core area. It appears the maximum principal plus interest payment in the amortization schedule is approximately \$57K, while net annual revenue is conservatively estimated at \$77K.

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

The purchasing agent is hereby authorized to issue a purchase order to Parkeon for the purchase of the initial nine pay and display parking meters and the 32-38 meters with in the next two years given the rates provided on April 13, 2009. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
4010-42130-4751-3125-10-21	Parking lot improvements	100,000.00	100,000.00

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#: 12.B.2.

Resolution Number: **R - 2009.07.22 – 97**

Resolution Re: **B09064 Pay & Display Parking Meters**

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 - 2009.07.22 – 97**

Resolution Re: **B09064 Pay & Display Parking Meters**

RESOLUTION BACKGROUND MATERIAL:

The multi-space meter selection committee solicited proposals through a formal RFP (#B09030) and received six responses. After a review of the specifications and the vendor responses, all responses were rejected.

A revised Sealed Request for Proposals B09064 was forwarded to all vendors again and responses were received on April 13, 2009.

Following submittal and review by the vendors submitting proposals for state of the art electronic pay parking meter implementation in the City, Parkeon is the low bid for capital outlay for each phase, but comes in the middle when a five year operational analysis is done. The order of costs for five years of capital outlay, operations and maintenance, from low to high, is McKay, Parkeon and Cale. Refer to the attached spreadsheet.

It appears from the proposals and submittals that the Parkeson and Cale McKay machines and software are superior. The older software offered by McKay may in the end cost the City more to maintain and upgrade.

The committee reviewed and recommended the vendors with a vote of 4 for Parkeon and 1 for Cale. Both of the IT representatives supported Parkeon.

Purchasing Information:

Type:	Purchase orders	Advertised:	Yes
Invitations Mailed:	9	Number of Responses:	4 and 1 no bid
Warranty:	Yes	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Two years	Estimated Delivery:	
Recommended Award to:	Parkeon	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.2.

Resolution Number: **R - 2009.07.22 – 97**

Resolution Re: **B09064 Pay & Display Parking Meters**

Vendor Solicitation List:

Pierre Veillette
MacKay Meters Inc
1342 Abercrombie Rd
PO Box 338
New Glasgow NS Canada B2H

Municipal Supply Sales Co.
1000 E. Ind Pk Dr Unit 5
Manchester, NH 03109

Parkeon
Dan Kupferman
40 Twosome Dr Unit 7
Moorestown NJ 08057

Chad P. Randall
Chief Operating Officer
IPS Group Inc
12526 High Bluff Dr. Ste 165
San Diego CA 92130

Ron Given
Duncan Solutions Inc
462 Highland Ct
Severna Park MD 21146

Digital Payment Technologies
Curtis Bateson
4105 Grandview Hwy
Burnaby, BC Canada V5C 6B4

Mark Rago
Caracal Enterprises LLC
DBA Ven Tek International
424 Payran St. Ste D
Petaluma CA 94952

Elain's Parking
2 Lawrence Street
Lawrence, MA 01840

Ryan Bonardi
Cale Parking Systems USA Inc
130 South Castle St
Baltimore MD 21231



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.2.

Resolution Number: **R - 2009.07.22 – 97**

Resolution Re: **B09064 Pay & Display Parking Meters**

Results B09064

Units	Pay and Display Parking Meters	Fees \$	PARKEON B09064
	<u>accepting coins and credit cards</u>		List applicable notes here. List items covered in the price in fees column.
9	meters	57,600.00	Rate software, Solar Powered, Coin, Credit and Debit Card Acceptance with wireless communication ready \$6400
9	shipping	2,700.00	\$300 each
9	installation	1,200.00	includes staging and assembling in local warehouse, physical installation, deployment and commissioning
9	coin vaults	-	One coin vault comes with meter addition is \$350. each
9	receipt paper	360.00	price for one roll is \$40 per roll there are 6500 standard size tickets per roll
	<u>fixed one time set up</u>		
1	training & documentation	3,000.00	This covers training for pay station and parkfolio financial & supervisory modules. See not below regarding rate and message download and training
1	configuration-project management	3,800.00	of back office software
1	credit card set up fees	1,500.00	One time fee
	toll free 24/7 Help Desk	incl	Live phone and email support from 8am to 8pm est mon-fri. Keep in mind that some vendors 24-7 help desk are actually after hrs answering services
	total cost	<u>70,160.00</u>	
9	Cost per meter-installed	7,795.56	
	<u>Other Fees</u>		
	Web Office	\$45.00/Meter/Month	This covers all wireless fees licensing fees and daily credit card revenue transfers to Dover's bank of choice. Alarm forwarding to cell phones etc.
	Ground Prep if you offer this	\$150/meter	
	purchase of additional 32-38 installed	\$7296/ meter	includes hardware, one paper roll per meter, shipping, installation, configuration-project management
	extended warranty 2nd yr	\$450/ meter	applies to hardware only, see section M for explanation of hardware warranty
	rates & message download training	\$5,600	this is a 5 day intensive program with follow up support
	hrly labor rate	\$120/hr	for pay station service calls



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.2.

Resolution Number: **R - 2009.07.22 – 97**

Resolution Re: **B09064 Pay & Display Parking Meters**

Units	Pay and Display Parking Meters	Fees \$	CALE PARKING B09064
	accepting coins and credit cards		List applicable notes here. List items covered in the price in fees column. Rate software, Solar Powered, Coin, Credit and Debit Card Acceptance with wireless communication ready
9	meters	66,150.00	\$7350 base
9	shipping	2,475.00	This is a budgetary figure
9	installation	incl	From the prepared ground service, provide the hardware/"know how"
9	coin vaults	incl	2 vaults per meter
9	receipt paper	315.00	Per Roll \$35.00 no matter of standard or custom paper. S&H not included
	<u>fixed one time set up</u>		
1	training & documentation	1,725.00	Includes up to 17 hrs which is plenty. the remaining 23 hrs mandated by city will cost \$1725.00
1	configuration-project management	incl	of back office software
1	credit card set up fees	500.00	Total one time fee only if we don't have your necessary software on file.
	toll free 24/7 Help Desk	no cost	No cost while meters are under warrantee or extended warrantee. Potential future cost may apply but non is be levied on any current customers
	total cost	<u>71,165.00</u>	
9	Cost per meter-installed	7,907.22	
	<u>Other Fees</u>		
	Web Office	\$45.00/Meter/Month	This covers all wireless fees licensing fees and daily credit card revenue transfers to Dover's bank of choice. Alarm forwarding to cell phones etc.
	extended warrantee	\$588	per meter for extended parts 13-24 months
	elocks	\$225 meter	meter
		\$150 key	key
		\$1500 total	software hardware package for elocks
		\$300 meter	custom color
		\$550 meter	auxiliary light for night use/ LCD is lit and is incl but this would light the entire interface
		\$49.00	
		meter/month	warrantee extended parts 3-5 years



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.2.

Resolution Number: **R - 2009.07.22 – 97**

Resolution Re: **B09064 Pay & Display Parking Meters**

Units	Pay and Display Parking Meters	Fees \$	MACKAY METERS B09064
	accepting coins and credit cards		List applicable notes here. List items covered in the price in fees column.
9	meters	75,555.00	Rate software, Solar Powered, Coin, Credit and Debit Card Acceptance with wireless communication ready Non Pin Debit Cards
9	shipping	incl	This is a budgetary figure, cost may be less but no more
9	installation	incl	From the prepared ground service, provide the hardware/"know how"
9	coin vaults	incl	2 vaults per unit incl. additional would cost \$340
9	receipt paper	1 roll incl	box of 5 rolls \$207.35 each roll 3000-4500 tickets depending on size of receipt
	fixed one time set up		
1	training & documentation	incl	
1	configuration-project management	incl	
1	credit card set up fees	195.00	
	toll free 24/7 Help Desk	incl	
	total cost	<u>75,750.00</u>	
9	Cost per meter-installed	8,416.67	
	Other Fees	wireless	wireless connection to gprs or cdma modems not included. They can choose own provider
	Web Office	\$35.00/Meter/Month	this covers all gateway (credit card,) hosting (multiweb) and notifications (remote alert) fees. This does not included wireless accounts which need to be set up by city separately
	Ground Prep if you offer this		

IPS Group Inc San Diego CA - offered Single Pay Station

Ven Tek International Petaluna CA - No Bid

City of Dover
Pay & Display Parking Meters Fact Sheet

	Pay & Display Meters	Traditional Meters
Phase One	9	82
Current on-street inventory	0	0
Cost per meter installed	8,000	~\$1,400
Total project cost	\$80,000	\$400,000
Expenditures to date	\$0	\$0
Estimated remaining project costs	\$320,000	\$310,800
Estimated Effect on Annual Revenue:		
annual meter revenue	n/a	\$34,067
Expected revenue increase	37%	0% = \$0
Expected annual revenue	\$90,750	n/a
Estimated credit card usage	60%	n/a
Annual credit card revenue	\$54,450	n/a
Credit card (c/c) charges	15%	n/a
Estimated annual c/c costs	\$8,168	n/a
Net meter revenue	\$82,582	\$34,067
Net meter revenue increase	\$48,515	\$0
Expenditures-maint & fees	5,520	\$
Current Annual violations revenue	\$135,109	\$135,109
Net Annual Change	\$77,062	\$0

Note: IT Department recommends making new meters wireless capable in future. This capability would significantly reduce online processing costs.

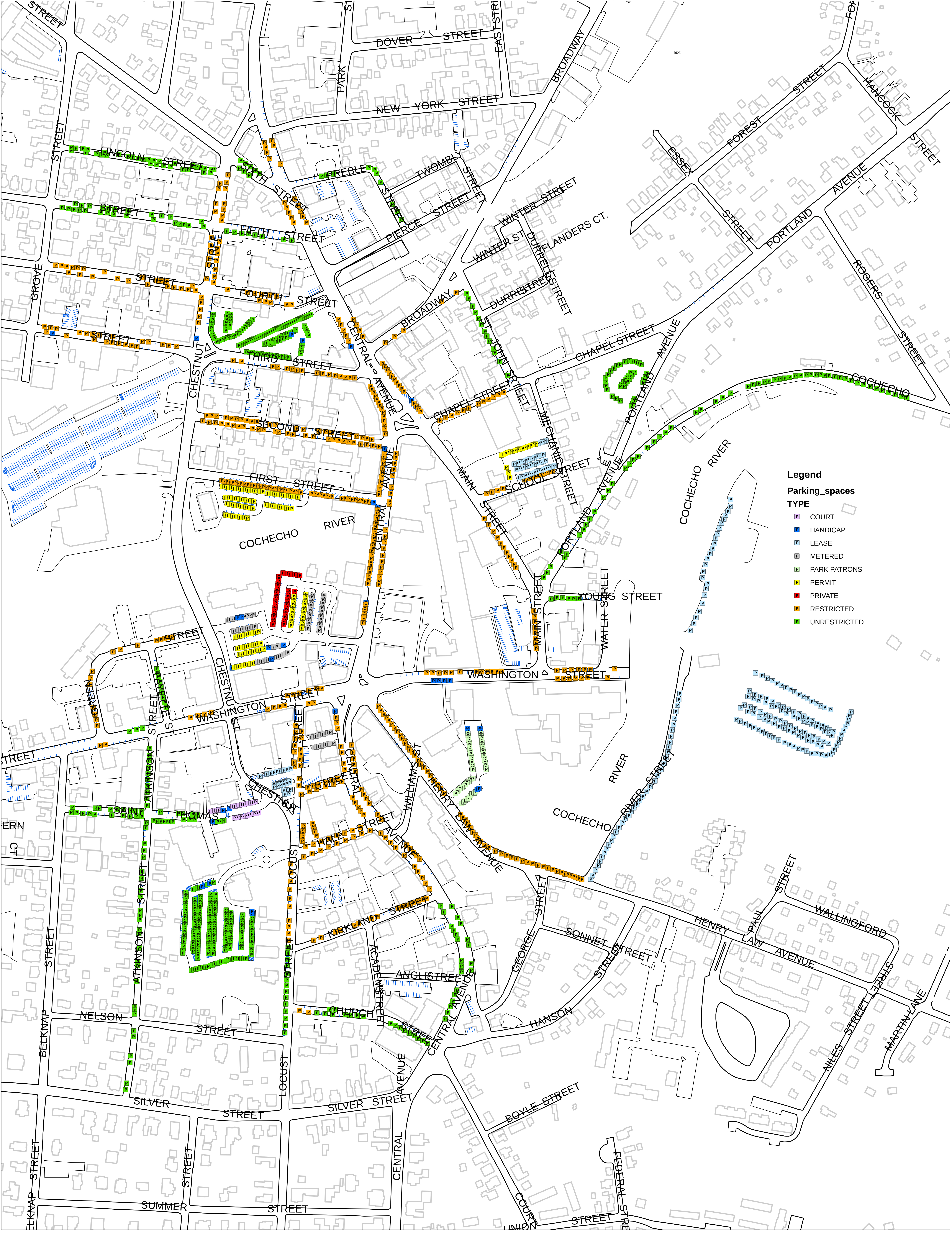
Miscellaneous Facts:		
	Pay & Display Meters	Traditional Meters
Battery replacement	No	Twice per year ~1,700 9V batteries
Back office processing	Yes	No
Accurate coin collections	Yes	No
Proof of purchase	Yes	No
Receipt material	Recycled paper	None
Trouble reporting	Text message, website	Customer or PEO phone call
Power source	Solar, rechargeable battery	9 volt battery
Maintenance time (Note 3)	2 hours per week	8 hours per week
Parking spaces per meter	20 w/max. of 22	1
Return to car after payment	Yes	No
Average credit card revenue	40% of total	
Average credit card transaction	\$1.26	
Average coin transaction	\$.80	

Note 3: These are the estimated maintenance time spent in the current Pay & Display areas for Portsmouth. Currently, 2 hours is expended per week maintaining 10 P&D machines. The same metered area utilizing 130 traditional meters required approximately 8 hours per week clearing coin jams, repairing broken meters and straightening or replacing meter poles.

City of Dover

All Vendors

Pay and Display Parking Meter Analysis			Vendor	Vendor	Vendor	Vendor
Machines accepting Coins and Credit Cards			Mackay	Cale	Parkeon	IPS
	# Meters		9	9	9	9
	# Spaces		121	121	121	121
Capital Outlay			QTY		Non Conforming	
Meters	1		8,400.00	7,350.00	6,400.00	6400
Shipping	1	inc		275.00	300.00	300 shipp
Installation	1	inc			133.34	133.34 install
2 Coin Vaults	2	inc			350.00	
First roll included	1	inc				40 paper
Receipt Paper				35.00	40.00	922 fix fees
2nd year warrentee		Inc		588.00	450.00	7795.34 1st 9
						7296
						450
						350
Total Initial Capital Outlay			\$ 8,400	\$ 8,248	\$ 7,673	\$ - 8096 bal of 38
Fixed Price Items: (One Time Setup)						
Training & Documentation	1	inc		1,725.00	3,000.00	
Configuration & Project Management	1	inc			3,800.00	
Credit Card Setup Fees	1		195.00	500.00	1,500.00	
			\$ 195	\$ 2,225	\$ 8,300	\$ -
total			\$ 8,595	\$ 10,473	\$ 15,973	\$ -
Phase 1	total	9	\$ 75,795	\$ 76,457	\$ 77,360	
Phase 2	total	38	\$ 319,200	\$ 313,424	\$ 307,648	
web office per month per meter	9		3,780.00	4,860.00	4,860.00	
web office per month per meter	38		78,960.00	101,520.00	101,520.00	
total web			82,740.00	106,380.00	106,380.00	
Extra paper rolls 3000 tickets	750		31050	26250	27690	
			508,785.00	522,511.00	519,078.06	



Legend

Parking_spaces

TYPE

- COURT
- HANDICAP
- LEASE
- METERED
- PARK PATRONS
- PERMIT
- PRIVATE
- RESTRICTED
- UNRESTRICTED