



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, March 10, 2010**
Meeting Time: **7:00pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
 - A. **ORDINANCE: CHAPTER 2, CITY COUNCIL ORIENTATION**
SPONSORED BY MAYOR MYERS BY REQUEST
 - B. **RESOLUTION: APPROPRIATION FY11 CIP – NON-DEBT FINANCED PUBLIC WORKS HEAVY EQUIPMENT**
SPONSORED BY MAYOR MYERS BY REQUEST
8. **CITIZEN'S FORUM**

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
 - A. **February 24, 2010 – Regular Session**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING**
 1. **CHAPTER 2, CITY COUNCIL ORIENTATION**
SPONSORED BY MAYOR MYERS BY REQUEST
 - B. **ORDINANCES IN THE 3rd READING – None**



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C. RESOLUTIONS

- 1. RESOLUTION: APPROPRIATION FY11 CIP – NON-DEBT FINANCED PUBLIC WORKS HEAVY EQUIPMENT**
SPONSORED BY MAYOR MYERS BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. PARADE – Rochester Runners Club**
- 2. RAFFLE – Greater Dover Chamber of Commerce**
- 3. RAFFLE – Maine Coast Runners Flyball Team/Piscataqua Obedience Club**
- 4. RAFFLE – Susan G. Komen For the Cure**

- 5. RESOLUTION: B10034 MUNICIPAL STORMWATER UTILITY FEASIBILITY STUDY**
SPONSORED BY MAYOR MYERS BY REQUEST

COMMITTEE REPORTS

- | | |
|--|---|
| 1. School Board Liaison | 7. Solid Waste Advisory Commission |
| 2. Planning Board | 8. Transportation Advisory Commission |
| 3. Appointments Committee | 9. Joint Building Committee – Horne Street |
| 4. Recreation Advisory Committee | 10. Joint Building Committee – Woodman Park |
| 5. McConnell Center Advisory Committee | 11. Legislative Liaison |
| 6. Arts Commission | |

B. RESOLUTIONS

- 1. SIGNATURES ON RESOLUTIONS AND ORDINANCES; RETENTION OF RESOLUTIONS AND ORDINANCES**
SPONSORED BY MAYOR MYERS BY REQUEST

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 166, VEHICLES AND TRAFFIC - FOURTH STREET PARKING (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 24, 2010)**
SPONSORED BY COUNCILOR WESTON

- 2. CHAPTER 166, VEHICLES AND TRAFFIC - HENRY LAW AVENUE/GEORGE STREET PARKING (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 24, 2010)**
SPONSORED BY COUNCILOR WESTON



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**3. CHAPTER 166, VEHICLES AND TRAFFIC - HOUGH STREET STOP SIGNS
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 24, 2010)
SPONSORED BY COUNCILOR WESTON**

14. COUNCIL CORRESPONDENCE – None

15. COUNCIL MATTERS OF INTEREST

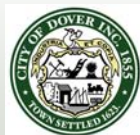
16. ADJOURNMENT

City Manager's Report

March 10, 2010

“When a team outgrows individual performance and learns team confidence, excellence becomes a reality.”

Joe Paterno



Submitted by:

J. Michael Joyal, Jr.
City Manager

288 Central Avenue
Dover NH 03820
603.516.6023

STREETS, WATER, SEWER UPDATES

Utilities: During the month of February, Utility Crews completed GPS work in the North End area. This work included the collection of utility locations in order to update the GIS files. These locations included water gates, hydrants, sewer and drain manholes as well as catch basins. GPS collection will continue onto upper Central Avenue (Miracle Mile), Glenwood Avenue and outer Sixth Street areas. Staff is pre-marking ahead of the GPS crew.

A new transducer cable was installed from the well to the treatment plant on French Cross Road to assist with level control for the well. Brush cutting was performed around Hughes Well, Campbell Well, Griffin Well and Calderwood Well. Sand was replaced in the backwash basin at the Griffin Plant; this is a regular process and is conducted every 3-5 years.

Sewer mains on Smith Well Road and Crescent Avenue were jet cleaned as a part of the regular maintenance system program. Crews also cleared various trouble spots throughout the City as needed. TV inspections were completed at Glencrest Avenue, Barry Street, Smith Well Road, Crescent Avenue, Redden Street and Oak Hill Drive. A sewer block was reported on Wedgewood Avenue; however, it was found to be on the property owner's side of the line. The resident will need to contact a rodding company to repair the blockage.

The Utility Department experienced a major storm event on February 25, 2010 which produced heavy rain and wind. There were power outages on both the water wells and sewer lift stations. Power was restored to all facilities on February 28, 2010. Due to the heavy rain, the City had bypasses occur on the River Street, Mill Street, County Farm, Cranbrook and Brickyard Pump Stations. A tree fell onto the Watson Road Lift Station and will require repairs to the roof, trim and siding.

Streets: The Highway Division continued to fill several potholes throughout the city during the month of February. Employees made a trip for hot patch at the beginning of the month and finished the month using cold patch. Local plants should be opening up soon and crews won't have to travel to Massachusetts.

Another load of salt was received and employees worked to make a sand/salt mixture and restocked the bins. Crews repaired or replaced mailboxes damaged during snow plow and removal operations. A culvert was cleaned out in front of #3 Mohawk Drive to help with drainage as a tree grew over it and blocked the end. Brush clean-up was performed on Fisher Street, High Ridge Drive, Glen Hill Road at Tolend Road and by the Chestnut Street Bridge. Curbside debris was cleared away to prevent blocking of the catch basins. Crews also worked to remove logs and brush at the Community Walking Trail project; trees were cut or cleared and the area leveled with sand.

Liquid brine was sprayed on the streets several times during the month to prep the roads for storms. Highway crews, with the assistance of other departments, responded to a good-sized snow storm in the middle of the month, which dumped approximately 10 inches of snow to the area. Crews were very busy at the end of the month dealing with a severe rain and wind storm that took down power, downed trees and resulted in several road closures.

PROGRAMS AT CITY CENTERS/BUREAUS

Police Special Investigations Bureau: During the month of February, four 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.

Also during February, 11 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 February 23rd, members of the Special Investigation Bureau investigated a robbery at the Ocean National Bank. That investigation led to the arrest of a 27 year old Dover man two days later.

Police Support Services Division: The Police Explorers Program currently has seven cadets and due to strong recruiting activities at Dover High School, is processing applications from seven additional students. This past month included training on Traffic Safety issues to include occupant protection, use of motorcycle helmets and defensive driving.

Field Operations Division: On February 10th, the Strafford County Regional Accident Reconstruction Team was called out for a single vehicle collision on Tolend Road at the Barrington Town line. Both passengers were ejected from the car and were discovered lying in the woods about 15 feet from the vehicle. At this time it still has not been determined which of the two persons in the vehicle was the driver, and the team continues its investigation into this crash.

The Patrol Division investigated two serious domestic assaults during the month of February. The first, which occurred on February 9th, involved an individual who allegedly assaulted his pregnant wife at his wife's parents' home. Warrants were drawn up for Kidnapping, Criminal Threatening, Criminal Trespass, and several counts of Assault. The suspect was apprehended on February 11th and is now awaiting trial.

On the 19th, officers took a report from a woman who reported being assaulted the previous evening by her husband, breaking the victim's finger. A warrant was issued against the suspect for 4 counts of Simple Assault, 1 count of 2nd Degree Assault, False Imprisonment and Criminal Threatening. The suspect was arrested on the 20th and is awaiting trial on the above charges.

The communication comparator was replaced in February. The comparator is the "central processor" for all voice communications on the Fire Department channel. It collects and compares incoming audio from the 3 fire receivers and selects the best audio and sends it to the dispatch console and the fire transmitter. Outbound audio is also processed through the comparator to the transmitter. The old comparator was around 20 years old and it was recommended that it be replaced.

On Thursday, the 25th, the Police Department started receiving calls related to the storm at approximately 1800 hours, and created nearly 120 Calls For Service between 1800 and 2400 hours. By midnight, an extra dispatcher was called in to help handle all the calls coming in. On Friday, the 26th, the dispatchers initiated approximately 200 Calls for Service related to the storm. Calls for Service related to this storm continued into Saturday, the 27th, with over 60 additional service calls. The telephone recorder indicated that there were in excess of 600 telephone calls on the 25th, and over 1200 calls on Friday, the 26th. By comparison, an average daily count of phone calls into the Dispatch Center is around 350.

As the number of streets and roads closures increased due to downed trees, telephone poles and power lines, additional Patrol Officers were called into work to assist. Officers were assigned to direct traffic around hazardous areas and direct traffic at numerous intersections where traffic lights were no longer functioning. An officer was assigned to Washington St at Central Avenue, two officers were deployed at Knox Marsh Road at Littleworth Road, and an officer was stationed at the intersection of Central Avenue and Back River Road. Central Avenue in front of WDH was impassable due to downed

poles and wires, and two officers were assigned to that location for more than 24 hours. Each patrol shift was increased for Friday and Saturday.

In early February, an email was received from a resident concerned about the safety of pedestrians crossing Washington Street at Central Avenue. The biggest issue raised was about vehicle traffic traveling south on Central Avenue making a left turn onto Washington Street failing to follow the "Stop On Steady Red Light" sign. The Mounted Unit was assigned to conduct a week's worth of directed patrols at that intersection. Numerous motor vehicle stops were made in the area and they also assisted pedestrians to cross the street.

Each month, the Police Department mails out random, anonymous surveys to citizens who had contact with the department. This month, five of the 25 surveys sent out were returned. In rating the Police Officers, four of the respondents rated the officer's "attitude and helpfulness" as "excellent" and one as "good". The results on the respondent's opinion of the officer's "skills and abilities" were all noted as "excellent".

In rating the Dispatchers, four respondents rated the dispatcher's "attitude and helpfulness" as "excellent" and one "good". In rating the dispatcher's "skills and abilities" all five noted "excellent".

Community Service Program: This program tracked 29 active participants during the month of February. Of those in the program, 15 worked hours during the month, totaling 54 hours of work accomplished. Three participants completed their court ordered hours. For 2010, a total of 96 hours of community service work was accomplished and four individuals completed their court ordered obligations.

Diversion Program: The Diversion Committee met on Thursday, February 18th to review one current case. There are two youth currently in the Diversion Program. The next meeting will be on March 18th.

Community Outreach Program: Dover Youth to Youth continues to provide training and technical assistance to surrounding communities who want to start a similar program. This has been made possible through grants provided by the One Voice Youth to Youth Initiative, mentioned above, and Wentworth-Douglass Hospital. Youth to Youth has assisted in the starting up of groups at Spaulding High School; Coe Brown Academy; Farmington High School, and Somersworth High School. We also anticipate additional funding to expand the program to include support for 4-6 middle schools in the region – with Farmington and Somersworth Middle Schools already committed to starting their own programs this year.

At the beginning of the month, Dover Youth to Youth was notified by the United States Department of Health and Human Services that it was selected for evaluation by the Service to Science Academy. The Service to Science Academy evaluates the efforts of innovative substance abuse programs to determine if they are replicable across the country and scientifically valid. Youth to Youth was selected on the basis of program innovation, participant and staff motivation and commitment, and overall program potential.

The Dover Police Department's Parents Program concluded in February with over 200 people attending the culmination event. This was an opportunity to recognize the parents and students for their successful completion of the course. Participating students were issued their Drug Free ID, which provides discounts to a variety of Dover businesses in support of the Police Department's overall Drug Free Dover Program.

The Parents Program increases parental knowledge of alcohol and drug abuse issues and trends during six hours of in-class training conducted by certified DARE officers spread out over three two-hour sessions. The Parent Program is funded by a \$16,500 grant from the New Hampshire Department of Health and Human Services.

Teen Center: The Teen Center calendar for February consisted of superior educational and social programming for our youth participants. For the month, the Teen Center saw a total of 483 participants, on 18 days of programming, which yielded an average of 27 participants per day.

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

TC Challenge – “8-Ball Tournament” (2/2)
TC Classic Event – “BINGO MADNESS (2/10)
TC Special Event – “Karaoke Jam Session” (2/12)
Evening Opening - “TC After Dark” (2/12)
TC Sports – “Hot-Shot Basketball” (2/17)
DoverPalooza – “Teen Band Night” (2/25)
TC February Vacation Week Programming (2/22-2/26)

“TC After-Dark”, a drug and alcohol free alternative event for area youth, held one weekend night each month, concluded its two month test run. It turned out to be very popular with an average attendance of 32 teens. TC After-Dark provides a relaxed atmosphere for youth to try out their musical talents with other teens, or just be a place to go without the pressures experienced at unsupervised gatherings. The program has been added to the regular Teen Center schedule.

Recreation: Winter programs are wrapping up this month and have experienced enrollments that are at all time highs for some programs. The Arena activities are transitioning to spring schedules in the next month. Public skating is bringing solid attendance numbers.

This month was the first round of Spring Sports Sign ups at the McConnell Center with the Recreation affiliated programs.

Lil’ Shots basketball for K - 2nd graders continued every Saturday from 8am-10am with two sessions being offered. The high school basketball teams volunteer their time to help with this program, which is held at the Woodman Park School. This program ended on 2/27/10. Midget basketball for 3rd and 4th graders continued on Saturdays at the Garrison Elementary School Gymnasium and the Woodman Park Gymnasium, also ending on 2/27/10. Fifth and Sixth graders continued their games on Saturdays at the McConnell Center, and continued practices during the week. Games ended for this league on 2/13/10. All-star teams were formed for both girls and boys. The girls and boys competed in the Rollinsford/Somersworth “Frosty” Tournament over February vacation. These teams will compete in local tournaments during March as well.

The 7th & 8th grade basketball teams finished out their seasons, playing both in-house and surrounding towns. All four high school boys teams entered the second half of their schedules, competing against teams from Eliot, North Hampton, and Hampton. The High School girls team finished their season on 2/20/10, playing against teams from Portsmouth and Hampton.

The 18+ Men’s Basketball league continued games on Sunday mornings and Thursday evenings at the McConnell Center. The 35+ League plays Monday nights at McConnell, and the 50+ league plays Wednesday nights at McConnell. All three men’s leagues will wrap up their regular seasons soon and enter the playoffs in March. The Seacoast Women’s Basketball League began playoffs on Sunday afternoons at the McConnell Center, and wrapped up their season on 2/28/10.

Pilates, Body Sculpt, Tai Chi and Yoga wrapped up Session III and registrations are currently being taken for Session IV. Yoga and Tai Chi began Session IV the week of 2/22 while Pilates & Body Sculpt will begin Session IV the week of March 8th.

Registrations are on-going for the Indoor Soccer program for 6-8 year olds which begins on March 6th. The Lil’ Kickers soccer program for 4 & 5 year olds also begins March 6th and is almost full.

Parent/Toddler Open Gym on Mondays has been popular and will continue on Mondays in March.

The process of field scheduling has begun for spring sports. Recreation had its first week of Spring Sports Sign-ups for all leagues the week of February 1st and will have the last week of Spring Sports Sign-ups the week of March 1st at the McConnell Center.

Senior Center: The Dover Community Senior Center (DCSC) continues their recurring daily activities. Art class has been meeting 3-5pm on Thursdays and will continue until March 18. This class is filled to the maximum of 14 immediately upon being posted.

In February, 12 seniors enjoyed a trip to Daytona Beach, Florida.

13 Seniors participated in the Superbowl Tailgate Party on February 5.

10 Seniors completed the free Red Cross CPR/AED course offered on February 18th and 19th.

Visiting Nurses were at the Senior Center on February 11 and 25 to perform blood pressure checks.

Sixteen seniors enjoyed a "Not-Newlywed Game" at the February 26th social. Attendance was down for this event due to the severe storm and power outage from the night before.

Senior Mystery Lunch: 54
Senior Monthly Social: 16
Superbowl Tailgate Party: 13
Senior Advisory Board Meeting: 7

Indoor Pool: High School swimming came to an end at the beginning of February and Rec Swim has returned with above average attendance, especially during vacation week. There were as many as 120 in the pool during that time.

Adult Lap Swims have also seen steady attendance with an average range of 75-125 people a day during lap swim depending on the day and the weather.

Hydrofitness continues to draw in a great crowd with as many as 10-15 patrons at each class.

Winter swim lessons ended on a great note, the entire session was well attended and ran flawlessly.

Seacoast Swimming continues to use the facility and will continue through the beginning of March.

Pool Rentals have been heavy this month with 12 Parties during the weekends.

Ice Arena: A busy February followed a busy January with several high school games, school vacation activity and all leagues and programs running at full tilt. This created a great deal of activity at the arena and also at the snack bar. There were 43 high school varsity and junior varsity hockey games at the arena in the month of February! The school vacation weeks, in the middle of the month, also brought in many skaters for recreational skating and stick practices during the week days.

All of the arena adult hockey leagues are running smoothly and are full. The women's hockey program is slowly filling and should be in good shape each week as we move forward in the second half of the season. Another popular event is the spring youth 3 on 3 program and registrations have started with great interest for that program.

Recreational public skating continues to stay strong with 1,203 skaters for the month. Most Sundays the arena is filled with families enjoying public skating with average attendance on Sundays at 139 skaters. The attendance at recreational public skating break down was about 60 % youth skaters and 40 % adult skaters.

Three Rock Nights were held in February and average attendance was 33 skaters. Total was 105 skaters over 3 Saturday nights. This event should pick up after the hockey season ends in March and skaters are more focused on fun than hockey games.

Stick Practices 347

DEPARTMENTAL COLLABORATION & ENHANCEMENTS

During the Month of February, the Assistant Chief of Operations in the Fire & Rescue Department has been re-assigned and has filled a shift Captain's position to reduce the need for overtime during that individual's mandatory military leave. The major wind storm of 2010 increased calls for service by approximately 200 incidents over the last four days of February, which also impacted overtime expenditures negatively because of the need to recall off-duty personnel to handle the increased requests for service

Planning and Community Development staff assisted Legal and Fire staff with revising the Streets and Sidewalks Ordinance, and Blasting Ordinance.

Planning and Community Development staff assisted the Community Services Department with the continuing evaluation of conducting a Storm Water Utility Feasibility Study.

PARKING & TRANSPORTATION

The Planning Department is finalizing alternatives for the Parking Commission to review in March on the future implementation of the Pay and Display System. Staff will present 5 options to the Commission to review and select from at their March 24th meeting.

PLANNING & ZONING

Planning and Community Development staff coordinated Technical Review meetings on the following plans:

- ★ Gas station at the intersection of Locust and Central Avenue
- ★ Major subdivision on Long Hill Road
- ★ Commercial retail project on Knox Marsh Road
- ★ Change of use of the First Church of Christ on Central Avenue

Planning and Community Development staff assisted the Community Services and Inspection staff with a review of outstanding issues on several projects, and took the lead on reaching out to the developers. The plans/projects are as follows:

- ★ Picard Lane
- ★ Appaloosa Drive
- ★ Naser Jewlers
- ★ Gladiola Way
- ★ Impact fee assessment for three projects
- ★ 54 Dover Point Road
- ★ Tolend Road properties
- ★ Cornerstone Commons phase III

Planning and Community Development staff coordinated a meeting with Fire, Police and Community Services staff and the NH Department of Transportation to review goals and timelines for the Newington Dover Little Bay Bridge project. This project is scheduled to begin in late 2010/ early 2011. The Planning Department is acting as the liaison with the State.

CITY GROUNDS – FACILITIES & PARKS

Roof leaks were again addressed by Facility and Grounds crews at the McConnell Center and the library. Maintenance on the walk-behind mowers was conducted and will be ongoing throughout the winter. The Finance Conference Room, the new First Floor Conference Room, the Intern's Office, the area around the new door in the Tax Collector's Office and the new hallway in Planning were primed, painted and cleaned up. The City Hall second floor server room received a new access hatch that is secured with a lock.

The light bulbs were replaced in the décor lights along the River Walk. The spare décor light head was refurbished. Sign work also continued in the posting of signs for new developments, replacement of existing signs as needed and in conjunction with the snow removal issues. Some traffic signals received new lenses and others were redirected after the wind storm.

Facilities, Grounds and Cemetery employees assisted Public Works employees in snow removal and sand/salt operations as needed. Employees continued sidewalk tractor training as requested by the Director. Tree work in the cemetery and around the City has continued to keep up with the wind storms and heavy rains experienced this month. Crews worked very long hours during the last days of the month to assist Public Works crews with snow removal and tree cutting, as well as maintaining their regular work schedule.

The carpeting project restarted at the Public Library with new tiles from manufacturer to replace defective ones. The late February storm dislodged several original pieces of flashing from library roof and snapped off one of a pair of ornamental pines flanking front steps.

GENERAL UPDATES

All City departments have sent a number of personnel to the Unifund (new finance management system) software training sessions delivered by the Information Technology Division and are working with Finance and InfoTech on program implementation.

The Public Library has 226 Facebook fans and 104 Twitter followers who help spread the word and market library programs and services.

763 people attended free library programs, movies, clubs and craft sessions during February.

The AARP Tax Help program has begun at the Public Library on Tuesdays, Thursdays and Saturdays from 9:00 am to 12:00 pm through April 15, 2010.

A training program started in February on several new types of medical equipment and medications that the State of NH now allows for and requires on ambulances. This will keep this organization at the front of emergency medical care delivery in NH.

A focus of the Department of Planning and Community Development was summarizing the 6 chapters of the City's Master Plan. This summary documents the status of the recommendations suggested in each chapter and lays out the recommendations in an easy to follow format. This

summary was handed out to Planning Board members and was presented to the City Council at a workshop.

Another focus of the Department of Planning and Community Development was the development of a template for work projects. This work plan will be utilized by staff to evaluate new projects or tasks and determine if there are sufficient resources to complete the project as outlined. The work plan template was based upon the expansion of the Pay and Display system. The work plan also includes budgeting review and timeline generation for a project to ensure that milestones are communicated to the public and City personnel.

The Fire & Rescue Command Staff participated in a State of NH provided drill that enacted Dover's response plan to significant events at the Seabrook Nuclear Plant. Dover is a host facility for a number of towns directly adjacent to that facility and if an evacuation is ever needed, some of those individuals would be directed to Dover where this agency along with State of NH Officials, would assist those evacuated in finding shelter and medical care.

The Library Director developed program with volunteers to scan and digitize Dover vital statistics (1887—1890 thus far) and index them in a searchable database: <http://www.jamiol.net/>

NEIGHBORHOOD AREA SPOTLIGHT

Additionally, staff supported the Friends of Willand Pond group and its meeting February 18th. The Friends discussed activity around Willand Pond and their hope to host a field day on May 1st to celebrate Willand Pond and recognize the environmental health of the Pond.

ENERGY EFFICIENCY

The Department of Planning and Community Development continues to coordinate between City staff and JCI on projects associated with the energy contracts. Community Development personnel is monitoring the work and overseeing the three JCI contracts. During the month of February, lights were upgraded in City hall, the Library and the Public Works facility on Mast Road. In addition to the work on lighting, JCI began laying out long term schedules for the remaining improvements. The goal is to complete the project within 365 days from the start of the project.

The installation of pool covers at the indoor pool is complete and lighting retrofits are underway throughout City buildings.

Water conservation measures were implemented at the Pine Hill Chapel, Indoor Pool and the Public Works Facility, in the way of toilet bowl replacements and shower head replacements. MPI Hansen / Fox is the contractor working for JCI on this portion of the project.

ACKNOWLEDGEMENTS & EVENTS

The Department of Planning and Community Development welcomed Dover resident Michele Alexander as a volunteer. Michele is a UNH Graduate student. She will be assisting with developing the work plan template as well as documenting the department's standard operating procedures.

COMMUNITY SERVICES CAPITAL IMPROVEMENT PROJECTS Status as of February 2010

SEWER INFLOW / INFILTRATION MITIGATION

Current: Wright Pierce Engineers has begun the design of the next phase of I&I remediation, which will include a Turnpike crossing and portions of Silver Street. The design is expected to be completed in early Spring followed by construction this summer.

Previous: Wright Pierce Engineers has submitted a proposal for the design of the next phase of I&I remediation, which will include a Turnpike crossing and portions of Silver Street. NHDES has reviewed and approved the design scope proposal for this work. A resolution will be prepared for approval of the City Council in January.

RIVER ST PUMP STATION UPGRADE

Current: The Screen Channel was cleaned and modified for the installation of the new screen, the old odor control room was demolished and the masonry work started.

Previous: T Buck Construction, the contractor for the River St. pump station upgrade, continues to make progress. The new addition should be closed in prior to winter settling in. Work is expected to continue for approximately 12 months.

BERRY BROOK WATERSHED MANAGEMENT

Current: A workscope is under development which will include upgrades to the Horne Street school drainage during the current construction project, and working with the neighborhood residents to begin implement stormwater improvements. The \$50,000 NHDES grant requires a match of \$33,400 which will be a combination of drainage work which is part of the school upgrade, in kind services of Community Services staff and drainage improvement funds.

Previous: We are meeting with the NHDES the first week of January to discuss a \$50,000 funding opportunity for improvements in the Berry Brook watershed.

STORMWATER UTILITY FEASIBILITY STUDY

Current: Interviews with four firms were conducted during the last week of February. A consultant will be selected the first week of March and a Resolution is expected to be presented to the City Council at the March 10th meeting for approval.

Previous: An RFP was issued in November for a consultant to conduct a feasibility study to assess the establishment of a Stormwater Utility in Dover. Five proposals were received on December 22nd 2009 and have been reviewed by City staff. Interviews are being setup for early February to further the selection process which is expected to be completed with a recommendation to the City Council by the end of February.

Total Permits Issued: February 2010

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
09-353	AIRGAS EAST	136	INDUSTRIAL PARK DRIVE	CONST/INSTALL CONCRETE PAD FOR B	C	G	4F	0	55
10-015	ALLIANCE ENERGY	165	PORTLAND AVENUE	RENO. INT. OF DUNKIN DONUTS AREA	C	25	43	12000	145
10-024	DOUBLE DIAMOND SOUTH HO	273	LOCUST STREET	INT. RENO. OF LOBBY & OFFICE AREA	C	15	21	50000	525
10-025	HENRY	452	CENTRAL AVENUE	INT. RENO. OF RETAIL SPACE	C	6	21-A	5000	75
10-026	HOPE COMMUNITY CHURCH	197	SIXTH STREET	ENCSE FRNT PRCH TO EXPAND FLOOR	C	E	73A	12000	175
10-21	MASK & SPIDER ENTERPRISES	559	CENTRAL AVENUE	INT. RENO. OF OFFICE AREA	C	4	74	42000	445
08-140	THORNWOOD COMMONS, LLC	4	JACQUELINE DRIVE	CONST. SNGL FMLY DWLNG W/ATT. GR	R	M	4-2	200000	2025
08-141	THORNWOOD COMMONS LLC	8	JACQUELINE DRIVE	CONST. SNGL FMLY DWLG W/ATT. GRG	R	M	4-3	160000	1625
09-324	MUNOZ	33	BASILS PLACE	STORAGE SHED	R	I-25	5	800	35
09-335	GROSSMAN	37	MILL STREET	MOVING DUPLEX TO ADJACENT LOT	R	16	32	28000	305
10-001	HERON BAY PARTNERS	6	CIELO DRIVE	CNST. SGL FMLY DWLNG W/ATT. GRG	R	H	4-6	120000	1225
10-008	CHAMBERLAIN	25	BELKNAP STREET	CNST FL-RER SHD DRMR&INT RENO 4 A	R	10	98	20000	225
10-010	GROSSMAN	38	MILL STREET	REPAIR AND RENOVATE DUPLEX	R	16	32	100000	1025
10-016	LOW	106	LONG HILL ROAD	FIN ATTC FR ADD. LVNG SPCE	R	A	53G-5	5000	75
10-017	CURRIER	4	LOWELL AVENUE	NEW CONTRACTOR INFO.	R	37	46A	0	0
10-019	ROCHESTER LET 5 LLC	102	SPRUCE LANE	SNGL FMLY DWLNG W/GRG. UNDER	R	I	83-1	121000	1235
10-020	NEDELKA	169	DOVER POINT ROAD	FIN. BASMNT FOR ADD. LVNG SPCE	R	L	14E	57000	595
10-022	LONG	37	OLD ROCHESTER ROAD	INT. RENO. FOR MASTER SUITE	R	40	39	50000	525
10-027	WENTWORTH DOUGLAS HOSP	771	CENTRAL AVENUE	DEMO. OF EXISTING STRUCTURE	R	28	6	0	50
10-028	WENTWORTH DOUGLASS HOS	773	CENTRAL AVENUE	DEMO. EXISTING STRUCTURE	R	28	5	0	50
10-032	FRACASSA	1	PENNY LANE	RENO./REMOD. 2 BATHROOMS	R	21	26-1A	8000	105

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map Lot	Construction Value	Fee
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Total Permits Issued: 21

Total Construction Value: \$990,800.00

Total Fees Collected: \$10,520.00

Type of Permits Issued		Certificate of Occupancy's	
Apartment dwlg units	0	Apartment Units	0
Commercial	0	Commercial	2
Condo Units	0	Condo Units	6
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	1
Manufactured Dwlg	0	Manufactured Dwlg	0
Single Family Dwelling	4	Single Family Dwellings	5
		Total	10

City of Dover

Purchase Order Report

For February 2010

3/2/2010

Department	PO Date Bid Number Approved By	PO No Bid Date CC Meeting	Vendor Bid Date CC Meeting	Bid Due Fund	Item No Function/Division	Description PO Notes	PO Amount
CS Admin	02/24/2010 B09100 PA	20100316	DM Burns Security 06/17/2009	07/09/2009		Video Security System	67,425.00
Planning	02/26/2010 B10039 PA	20100376	Christopher Kane 01/12/2010	01/28/2010		Consulting Services for Conservation Lands Audit & Online Inventory	8,935.00
Total for							76,360.00
00 Other							
CS Admin	02/03/2010 PA	30-262015	City of Dover General Fund			Reallocate Cost of Paving Salem 5-Alladdin Development TR080154	11,947.30
Performance Deposit Fund							
CS Admin	02/02/2010 PA	30-262021	CS Admin			Performance Deposit TR078961	5,000.00
Performance Deposit Fund							
CS Admin	02/02/2010 PA	30-262017	Changing Places LLC			Performance Deposit TR073717	17,500.00
Performance Deposit Fund							
CS Admin	02/02/2010 PA	30-262018	Horne Construction			Performance Deposit TR075412	12,900.00
Performance Deposit Fund							
CS Admin	02/03/2010 PA	30-262019	Richmond Company			Performance Deposit TR48142	10,650.00
Performance Deposit Fund							

City of Dover

Purchase Order Report

For February 2010

3/2/2010

Department	PO Date Bid Number Approved By	PO No Bid Date CC Meeting	Vendor Bid Due Item No	Description PO Notes Fund	Function/Division	PO Amount
Total for Other						57,997.30
18 Planning						
Planning	02/02/2010	18-262013	The Nature Conservancy	Purchase Olde Forest LLC Property		250,000.00
	PA			Conservation Fund	Conservation	
Total for Planning						250,000.00
19 Misc General Gov't						
Executive	02/02/2010	15-261968	Horne Construction Co.	Horne Vs Dover Settlement		125,000.00
	PA			General Fund	Misc Gen Gov't	
Total for Misc General Gov't						125,000.00
30 Comm Serv PW						
CS Admin	02/08/2010	30-262134	Brox	Winter Hot Mix Asphalt		5,034.00
	PA			General Fund	CS - Streets	
Total for Comm Serv PW						5,034.00
Grand Total All Departments						514,391.30

City of Dover

Bid Solicitation Report

For February 2010

3/2/2010

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	
Finance				Long Line Pavement Markings	
B10046	02/16/2010	03/01/2010			
B10047	02/16/2010	03/01/2010		Hand Pavement Markings	
B10056	02/22/2010	03/22/2010		Technical Engineering Services for NE Water Tank & Pressure Zone	
Q10-019	02/23/2010	03/09/2010		Compaction Testing	

City of Dover

Bid Solicitation Report

For February 2010

3/2/2010

Department Bid Number	PO Date Bid Date	PO No Bid Due	Vendor CC Meeting Approved By Fund	Description Item No PO Notes Function/Division	PO Amount
B10055	02/25/2010	03/15/2010		Misc Water Dept Supplies	
B10054	02/25/2010	03/15/2010		Misc Sewer Drain Supplies	
Q10-020	02/24/2010	03/09/2010		Surveying Services Finch Lane	
B10050	02/23/2010	03/16/2010		Construction Equipment Rental	
B10052	02/26/2010	03/15/2010		Masonry Supplies	

City of Dover

Bid Solicitation Report

For February 2010

3/2/2010

Department Bid Number	PO Date Bid Date	PO No Bid Due	Vendor CC Meeting Approved By Fund	Description Item No PO Notes Function/Division	PO Amount
B10049	02/26/2010	03/15/2010		Sand and Gravel	
Total for					
15 Finance					
Finance Q10-017	02/08/2010	No PO 02/19/2010	No Vendor General Fund	FY11 Budget Book Printing Svc Printing "in-house" Finance	0.00
Total for Finance					<u>0.00</u>
Grand Total All Departments					<u><u>0.00</u></u>

City of Dover

Expenditures of Major Funds

February 28, 2010

(General Fund Includes County, School and Debt Service)

Account	Original Budget	Adjusted Budget	Expenditures This Period	Expenditures Year to Date	Encumb	Budget Availability	Avail %
1000 General Fund							
City Council	301,884.00	330,155.75	4,227.35	136,454.16	95,398.72	98,302.87	29.77
Executive	780,347.00	782,462.00	31,502.41	523,247.45	323.67	258,890.88	33.09
Finance	1,411,996.00	1,416,654.29	81,599.73	885,206.93	79,894.19	451,553.17	31.87
Planning	381,875.00	386,755.00	24,480.37	253,352.15	3,345.00	130,057.85	33.63
Misc Gen Gov't	803,912.00	932,738.94	128,671.24	433,870.18	85,720.12	413,148.64	44.29
Police	6,341,897.00	6,374,069.64	444,243.35	3,929,874.69	26,995.00	2,417,199.95	37.92
Fire & Rescue	6,244,629.00	6,251,522.47	380,384.35	4,377,940.52	6,145.47	1,867,436.48	29.87
Comm Serv PW	5,377,105.00	6,448,643.42	294,391.42	3,450,372.68	370,254.71	2,628,016.03	40.75
Recreation	2,337,275.00	2,354,092.12	87,338.60	1,365,623.41	12,458.78	976,009.93	41.46
Public Library	1,063,736.00	1,084,612.43	56,731.55	694,493.14	3,550.06	386,569.23	35.64
Human Services	712,277.00	717,196.53	46,956.83	445,293.04	7,249.38	264,654.11	36.90
Debt Service	9,979,748.00	9,979,748.00	16,972.50	4,191,422.05	0.00	5,788,325.95	58.00
Other Financing Sources/Uses	125,000.00	125,000.00	0.00	0.00	0.00	125,000.00	100.00
School	40,699,081.00	40,699,081.00	2,718,081.01	23,487,283.55	8,602.11	17,203,195.34	42.27
Intergovernmental	7,030,640.00	7,030,640.00	0.00	7,030,640.00	0.00	0.00	0.00
Total for General Fund	83,591,402.00	84,913,371.59	4,315,580.71	51,205,073.95	699,937.21	33,008,360.43	38.87
3320 Residential Solid Waste							
Comm Serv PW	1,077,465.00	1,152,299.46	82,947.73	616,926.59	438,027.64	97,345.23	8.45
Total for Residential Solid Waste	1,077,465.00	1,152,299.46	82,947.73	616,926.59	438,027.64	97,345.23	8.45
3381 McConnell Center							
Comm Serv PW	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Recreation	774,724.00	780,026.54	26,567.74	312,553.67	7,962.13	459,510.74	58.91
Total for McConnell Center	774,724.00	780,026.54	26,567.74	312,553.67	7,962.13	459,510.74	58.91

City of Dover

Expenditures of Major Funds

February 28, 2010

(General Fund Includes County, School and Debt Service)

<u>Account</u>	<u>Original Budget</u>	<u>Adjusted Budget</u>	<u>Expenditures This Period</u>	<u>Expenditures Year to Date</u>	<u>Encumb</u>	<u>Budget Availability</u>	<u>Avail %</u>
5300 Water Fund							
Comm Serv PW	4,162,633.00	4,240,236.54	113,153.47	2,283,476.02	30,834.66	1,925,925.86	45.42
Total for Water Fund	4,162,633.00	4,240,236.54	113,153.47	2,283,476.02	30,834.66	1,925,925.86	45.42
5320 Sewer Fund							
Comm Serv PW	5,750,387.00	5,838,764.36	112,856.60	3,234,396.20	34,542.03	2,569,826.13	44.01
Total for Sewer Fund	5,750,387.00	5,838,764.36	112,856.60	3,234,396.20	34,542.03	2,569,826.13	44.01

City of Dover

Arena - General Fund
Revenue & Expenditure Report
(Including Arena Debt Service attributed to the General Fund)
February 28, 2010

	Original Budget	Adjusted Budget	Actuals This Period	Actuals Year To Date	Encumbrance	Under(Over) Budget	% Remain
Revenue	1,489,801.00	1,489,801.00	185,082.15	1,001,298.40	0.00	488,502.60	32.8
Expenditures	1,083,162.00	1,084,022.99	39,906.70	614,485.00	8,826.15	460,711.84	42.5
Debt Service							
Principal	233,490.00	233,490.00	0.00	0.00	0.00	233,490.00	100.0
Interest	118,970.62	118,970.62	0.00	49,950.00	0.00	69,020.62	58.0
	54,178.38	53,317.39	145,175.45	336,863.40	(8,826.15)	(274,719.86)	(167.73)

City of Dover

Revenues of Major Funds

February 28, 2010

(General Fund Includes Property Taxes and Education Revenues)

Account	Original Budget	Adjusted Budget	Revenues This Period	Revenues Year To Date	Revenue Due	Uncollected %
1000 General Fund						
Taxes	59,830,787.00	59,830,785.63	11,498.54	60,013,810.44	(183,024.81)	(0.31)
Licenses & Permits	4,315,000.00	4,315,000.00	261,671.50	2,558,506.65	1,756,493.35	40.71
Intergovernmental	2,010,066.00	2,015,255.00	99,054.38	1,925,036.89	90,218.11	4.48
Charges for Services	3,131,457.00	3,131,457.00	283,137.52	2,008,643.29	1,122,813.71	35.86
Misc. Revenue	575,163.00	575,163.00	28,190.02	239,559.50	335,603.50	58.35
Education	13,211,005.00	13,211,005.00	522,097.85	8,570,426.13	4,640,578.87	35.13
Operating Transfers In	517,924.00	517,924.00	0.00	0.00	517,924.00	100.00
Total for General Fund	83,591,402.00	83,596,589.63	1,205,649.81	75,315,982.90	8,280,606.73	9.91
3320 Residential Solid Waste						
Charges for Services	1,077,465.00	1,077,465.00	65,937.55	628,979.28	448,485.72	41.62
Misc. Revenue	0.00	0.00	103.39	510.57	(510.57)	0.00
Total for Residential Solid Waste	1,077,465.00	1,077,465.00	66,040.94	629,489.85	447,975.15	41.58
3381 McConnell Center						
Misc. Revenue	691,903.00	691,903.00	25,362.66	362,854.13	329,048.87	47.56
Operating Transfers In	82,821.00	82,821.00	0.00	39,815.44	43,005.56	51.93
Total for McConnell Center	774,724.00	774,724.00	25,362.66	402,669.57	372,054.43	48.02
5300 Water Fund						
Charges for Services	4,141,633.00	4,141,633.00	90,768.73	2,193,515.38	1,948,117.62	47.04
Misc. Revenue	21,000.00	21,000.00	2,545.37	23,951.18	(2,951.18)	(14.05)
Total for Water Fund	4,162,633.00	4,162,633.00	93,314.10	2,217,466.56	1,945,166.44	46.73
5320 Sewer Fund						
Intergovernmental	154,097.00	154,097.00	0.00	489,524.00	(335,427.00)	(217.67)
Charges for Services	4,579,371.00	4,579,371.00	103,464.64	2,190,610.33	2,388,760.67	52.16
Misc. Revenue	32,000.00	32,000.00	2,647.57	26,157.74	5,842.26	18.26
Other Financing Sources	984,919.00	984,919.00	0.00	0.00	984,919.00	100.00
Total for Sewer Fund	5,750,387.00	5,750,387.00	106,112.21	2,706,292.07	3,044,094.93	52.94

City of Dover - Monthly Statistics	February	FY09	February	FY10	FY10 versus FY09
	2009	YTD Totals	2010	YTD Totals	FYTD +/-
Number of Days Represented	28	184		215	
INFORMATION TECHNOLOGY					
Info Tech - Total Visitors to Website	39,858	360,220	53,994	424,218	63,998
Info Tech - Average Visitors to Website Per Day	1,423	1,482	1,928	1,748	266
Info Tech - Number of Support Requests Processed	78	78	112	862	784
Total Email Processed by Server	~	0	2,489,019	25,227,613	25,227,613
- Detected as Virus	~	0	23,305	266,240	266,240
- Detected as SPAM	~	0	2,298,719	23,266,368	23,266,368
CLERK/REGISTRY RECORDS & ASSESSING					
Clerk/Collector - Death Certificates Issued	238	1716	212	1,540	-176
Clerk/Collector - Marriage Licenses Issued	9	205	14	163	-42
Clerk/Collector - Birth Certificates Issued	253	1771	191	1,604	-167
Clerk/Collector - Notary Public Requests	27	418	41	347	-71
Clerk/Collector - Marriage Certificates/Copies Issued	28	338	21	349	11
Clerk/Collector - Justice of Peace Requests	2	37	7	45	8
Clerk/Collector - Vehicle Registrations Total	1,918	17,940	2,043	18,034	94
- EREG - Online Registrations	~	0	134	1,289	1,289
- Mailed Registrations	~	0	246	1,950	1,950
- Office Registrations	~	0	1,663	14,795	14,795
Registry - Deeds	~	0	~	448	448
Registry - Mortgages	~	0	~	693	693
Registry - Foreclosures	~	0	~	41	41
Assessing - Total Property Visits	~	0	146	478	478
- Property Inspection Visits	~	0	139	460	460
- Property Non-Inspection Visits	~	0	7	18	18
PURCHASING & PAYABLE DATA					
Finance-Purchase Orders \$1,000 - \$4,999.99	21	212	12	198	-14
Finance-Purchase Orders \$5,000 - \$9,999.99	4	67	3	44	-23
Finance-Purchase Orders \$10,000 - \$24,999.99	2	34	4	45	11
Finance-Purchase Orders \$25,000 - Over	2	37	3	43	6
Finance - Vendor Checks Produced	~	0	~	735	735
Finance - Accounts Payable Invoices Processed/Paid	~	0	~	1,204	1,204
POLICE					
Police Non Motor Vehicle Bookings - Total	85	811	58	594	-217

City of Dover - Monthly Statistics	February	FY09	February	FY10	FY10 versus FY09
	2009	YTD Totals	2010	YTD Totals	FYTD +/-
Number of Days Represented	28	184		215	
- Total Arrests	67	605	47	522	-83
- Total Summons	18	206	11	72	-134
- Adult Arrests/Summons	80	726	52	532	-194
- Juvenile Arrests/Summons	5	85	6	62	-23
- Male Arrests/Summons	58	558	41	443	-115
- Female Arrests/Summons	27	253	17	151	-102
Police Motor Vehicle Stops - Total	609	6,915	510	4,921	-1,994
- Total Summons	78	949	102	572	-377
- Total Warnings	531	5,966	408	4,349	-1,617
Police Total Speed Violations	197	2,077	165	1,892	-185
- Speed Summons	18	228	35	153	-75
- Speed Warnings	179	1,849	130	1,739	-110
Police Total All Other Violations	412	4,827	345	3,023	-1,804
- All Other Summons	60	716	67	418	-298
- All Other Warnings	352	4,111	278	2,605	-1,506
Police Parking Tickets Issued	775	5,206	639	5,658	452
- Winter Restriction Tickets	328	1,611	212	1,633	22
- Handicapped Violation Tickets	9	85	10	81	-4
Police Dispatch Telephone Calls - Total	8,436	79,539	9,620	81,354	1,815
- 911 Calls	321	3,078	444	3,605	527
Public Safety Calls for Service - Total	2,031	20,476	2,491	20,203	-273
- Police Only	1,638	3,543	1,782	16,091	12,548
- Fire Only	321	746	548	3,229	2,483
- Police & Fire	48	127	68	514	387
- Other - Unassigned	24	55	93	369	314
Police Average Response Time - Priority 1 Calls	~	0	5:38	5:38	5:38
Police Average Response Time - Priority 2 Calls	~	0	10:29	12:24	12:24
Police Average Response Time - Priority 3 Calls	~	0	17:42	17:53	17:53
Police Average Response Time - Priority 4 Calls	~	0	26:00	42:08	42:08
Dispatch Radio Transmissions - Total	7,853	78,047	9,813	74,592	-3,455
Adult Arraignments	67	551	54	495	-56
Adult Trials	7	43	1	31	-12
Hearings	15	137	7	38	-99

City of Dover - Monthly Statistics	February	FY09	February	FY10	FY10 versus FY09
	2009	YTD Totals	2010	YTD Totals	FYTD +/-
Number of Days Represented	28	184		215	
Criminal Record Requests	83	649	68	656	7
Police Case Reports Processed	752	6,435	625	6,560	125
Community Service Program-Juveniles Tracked	23	206	29	192	-14
Community Service Hours	63	363	54	300	-63
Police Total Crimes Handled	128	1,363	128	1,408	45
- Part I Crimes - Total	41	479	40	509	30
- Murder	0	2	0	0	-2
- Rape	0	0	0	7	7
- Robbery	1	5	1	9	4
- Assault	11	99	12	131	32
- Burglary	4	47	1	29	-18
- Residence	2	32	1	26	-6
- Non-Residence	2	15	0	3	-12
- Larceny/Theft	25	315	26	320	5
- Auto Theft	0	5	0	12	7
- Arson	0	2	0	1	-1
- Part II Crimes - Total	87	986	88	899	-87
- Forgery/Counterfeiting	0	12	1	9	-3
- Fraud	11	41	5	49	8
- Embezzlement	1	3	0	2	-1
- Stolen Property (Buy/Sell/Receive)	0	10	0	4	-6
- Criminal Mischief	17	209	23	254	45
- Weapons Possession	0	3	0	0	-3
- Prostitution	0	0	0	0	0
- Sex Offenses	2	17	0	13	-4
- Drug Offenses	3	69	7	73	4
- Gambling & Bookmaking	0	0	0	0	0
- Offenses Against Family	0	2	1	3	1
- Driving While Intoxicated	12	82	4	66	-16
- Liquor Laws	8	67	8	43	-24
- Disorderly Conduct	3	39	5	33	-6
- Vagrancy (Loitering)	0	0	0	0	0
- All Other Offenses	30	432	34	348	-84

City of Dover - Monthly Statistics	February	FY09	February	FY10	FY10 versus FY09
	2009	YTD Totals	2010	YTD Totals	FYTD +/-
Number of Days Represented	28	184		215	
- School Truancy	2	32	4	25	-7
Accidents - Total	91	685	48	559	-126
- Non Investigative	57	398	27	317	-81
- Property Damage	17	132	8	105	-27
- Injury	4	58	6	44	-14
- Fatal	0	0	0	1	1
- Hit & Run	13	88	7	92	4
Non-Criminal Investigative Incidents:	231	1,210	247	1,423	213
Disturbances	80	692	89	874	182
Missing Persons	3	38	7	49	11
Suspicious Activity	15	28	26	45	17
Death - Untimely, Suicide & Attempts	2	28	5	34	6
Police Information	34	63	27	61	-2
Welfare Check	12	33	16	33	0
Assist - Police Presence Needed	59	120	65	126	6
Animal Investigations - Animal Control Officer	26	208	12	201	-7
FIRE & RESCUE					
Fire & Rescue Total Calls for Service	365	3,522	612	3,693	171
- Calls for Fires	30	178	76	224	46
- Emergency Medical Calls	204	1,803	247	1,885	82
- Hazardous Condition Calls	6	209	16	71	-138
- Miscellaneous Service Calls	22	321	144	433	112
- Lock Out Calls	60	405	71	538	0
- False/Good Intent Calls	43	606	58	543	-63
Fire Dept Average Response Time - Priority 1 Calls	~	0	7:32	6:59	6:59
Fire Dept Average Response Time - Priority 2 Calls	~	0	11:51	17:16	17:16
Fire Dept Average Response Time - Priority 3 Calls	~	0	8:59	10:21	10:21
Fire Dept Average Response Time - Priority 4 Calls	~	0	11:36	12:25	12:25
Simultaneous Emergency Incidents	71	534	203	654	120
3 or 4 Simultaneous Emergency Incidents	16	217	97	214	-3
Patients Transported to Area Hospitals	193	1689	173	1,638	-51
Ambulance Revenue	\$101,428	\$672,295	\$95,277	\$648,248	-\$24,047
Fire Loss Totals	\$8,375	\$1,064,375	\$11,000	\$843,545	-\$220,830

City of Dover - Monthly Statistics	February	FY09	February	FY10	FY10 versus FY09
	2009	YTD Totals	2010	YTD Totals	FYTD +/-
Number of Days Represented	28	184		215	
INSPECTION SERVICES					
Total Inspections	411	2,721	380	3,232	511
- Life Safety Inspections	28	53	77	296	243
- Sprinkler/Alarm Inspections	22	83	22	269	186
- Car Safety Seat Inspections	6	47	0	27	-20
- Building Inspections	37	417	54	616	199
- Electrical Inspections	65	676	88	783	107
- Plumbing/Mechanical Inspections	49	644	68	589	-55
- Blasting Inspections	~	1	0	5	4
- Health Inspections	47	346	61	399	53
- School/Daycare Inspections	2	22	3	69	47
- Oil Burner Inspections	5	23	6	40	17
- Woodstove/Fireplace Inspections	2	30	1	8	-22
Fire Inspection Services - Total Permits	39	303	68	874	571
- Burning Permits Issued	23	70	37	576	506
- Blasting Permits Issued	1	8	0	4	-4
- Building Permits Issued	15	225	21	272	47
- Certificate of Occupancy Permits	4	74	10	124	50
Monthly Permit Construction Value - Total	\$10,592	\$10,200,995	\$990,800	\$22,957,015	\$12,756,020
PLANNING & ZONING					
Planning & Zoning Applications - Total	~	0	6	69	69
- Major Subdivision Applications	~	0	0	5	5
- Minor Subdivision Applications	~	0	1	10	10
- Minor Lot Line Adjustment Applications	~	0	0	3	3
- Site Plan Applications	~	0	2	6	6
- Conditional Use Permit Applications	~	0	2	12	12
- Zoning Variance Applications	~	0	0	10	10
- Zoning Special Exception Applications	~	0	0	0	0
- Zoning Appeal Applications	~	0	0	0	0
- Sign Permit Applications	~	0	1	23	23
Zoning Violations Investigated	~	0	15	123	123
COMMUNITY SERVICES					
Comm Serv - PW - Total Incoming Service Calls	156	1,225	67	695	-530

City of Dover - Monthly Statistics	February	FY09	February	FY10	FY10 versus FY09
	2009	YTD Totals	2010	YTD Totals	FYTD +/-
Number of Days Represented	28	184		215	
- Engineering Service Calls Total	-	6	0	8	2
- Engineering - Calls Resolved	~	2	0	3	1
- Engineering - Calls Unresolved	~	2	0	5	3
- Engineering - Calls Carried Over from Prev Month(s)	~	0	2	9	9
- Highway Service Calls Total	80	321	41	259	-62
- Highway - Calls Resolved	68	195	40	220	25
- Highway - Calls Unresolved	12	69	1	39	-30
- Highway - Calls Carried Over from Prev Month(s)	~	0	3	13	13
- Solid Waste Service Calls Total	31	151	11	182	31
- Solid Waste - Calls Resolved	31	127	10	158	31
- Solid Waste - Calls Unresolved	0	36	1	24	-12
- Solid Waste - Calls Carried Over from Prev Month(s)	~	0	1	6	6
- Water/Sewer Service Calls Total	45	414	11	174	-240
- Water/Sewer - Calls Resolved	39	288	11	150	-138
- Water/Sewer - Calls Unresolved	6	64	0	24	-40
- Water/Sewer - Calls Carried Over from Prev Month(s)	~	0	5	22	22
- Facilities/Grounds/Cemetery Service Calls Total	~	257	4	25	-232
- F&G - Calls Resolved	~	0	4	20	20
- F&G - Calls Unresolved	~	0	0	5	5
- F&G - Calls Carried Over from Prev Month(s)	~	0	4	22	22
Community Serv- PW - Total Work Orders Generated	258	1,493	199	2,408	915
- Engineering Work Orders Total	0	1	0	3	2
- Engineering - Work Orders Closed	-	0	0	3	3
- Engineering - Work Orders Remaining Open	~	0	0	1	1
- Engineering - W/O Carried Over from Prev Month(s)	~	0	0	2	2
- Highway Work Orders	80	178	27	817	639
- Highway - Work Orders Closed	-	0	11	427	427
- Highway - Work Orders Remaining Open	~	0	16	348	348
- Highway - W/O Carried Over from Prev Month(s)	~	0	317	1063	1063
- Solid Waste Work Orders	31	133	44	208	75
- Solid Waste - Work Orders Closed	-	0	43	200	200
- Solid Waste - Work Orders Remaining Open	~	0	1	8	8
- Solid Waste - W/O Carried Over from Prev Month(s)	~	0	1	8	8

City of Dover - Monthly Statistics	February	FY09	February	FY10	FY10 versus FY09
	2009	YTD Totals	2010	YTD Totals	FYTD +/-
Number of Days Represented	28	184		215	
- Water/Sewer Work Orders	45	114	22	272	158
- Water/Sewer Work Orders Closed	-	0	12	155	155
- Water/Sewer Work Orders Remaining Open	~	0	10	111	111
- Water/Sewer - W/O Carried Over from Prev Month(s)	~	0	53	258	258
- Facilities/Grounds/Cemetery Work Orders	102	1,067	106	1,110	43
- F&G Work Orders Closed	~	0	89	510	510
- F&G Work Orders Remaining Open	~	0	17	166	166
- F&G Work Orders Carried Over from Prev Month(s)	~	0	79	703	703
Wastewater Work Orders	-	0	196	912	912
Comm Serv - Water Gallons Pumped	61,741,000	566,382,000	60,800,000	685,700,000	119,318,000
Comm Serv - Average Water Gallons per Day	2,205,000	2,328,500	2,171,000	2,814,375	485,875
Comm Serv - Dry Tons Biosolids Processed	-	0	51.1	450.20	450.2
Comm Serv - Gallons of Septage Received	-	0	0	156,800	156,800
Comm Serv - Million Gallons Wastewater Treated/Discharged	~	0	104.2	663.62	663.62
Comm. Serv - Million Gallons of Average Daily Flow Treated	~	0	3.70	2.73	2.73
Comm Serv - Highest Daily Flow MGD	-	0	13.33	6.21	6.21
Comm Serv - Tonnage of Trash Collected	300.03	3044.01	277.79	2,590.18	-453.83
Comm Serv - Tonnage of Paper Collected	82.95	877.89	86.97	838.06	-39.83
Comm Serv - Tonnage of Commingles Collected	95.11	803.58	80.58	814.71	11.13
Comm Serv - F&G Number of Burials - Traditional	3	26	2	27	1
Comm Serv - F&G Number of Burials - Ash	2	18	0	16	-2
Comm Serv - F&G Monument Concrete Foundations	0	16	0	15	-1
COMMUNITY PROGRAMS					
Rec - Arena Public Skate Attendance	1,378	6,196	1,203	5,997	-199
Rec - Arena Rock Night Attendance	234	1129	105	826	-303
Rec - Arena - Total Number of Walk In Visits		0	27,018	113,028	113,028
Rec - McConnell Center - 'Open Gym' Participants	2,451	15,657	2,196	15,422	-235
Rec - McConnell Center Common Area Reservations	81	549	89	687	138
Rec - McConnell Center - Total Number of Walk In Visits	~	0	8,031	30,039	30,039
Rec - Senior Center Membership Renewals	23	177	11	154	-23
Rec - Senior Center New Memberships	19	97	22	133	36
Rec - Senior Center - Participants on Trips	69	500	37	503	3
Rec - Senior Center - Daily Game/Class Participants	560	5,424	737	6,363	939

City of Dover - Monthly Statistics	February	FY09	February	FY10	FY10 versus FY09
	2009	YTD Totals	2010	YTD Totals	FYTD +/-
Number of Days Represented	28	184		215	
Rec - Senior Center – Walk ins, no particular activity	555	4,808	602	5,024	216
Rec - Senior Center - Total Number of Walk In Visits	~	0	1,162	5,179	5,179
Rec - Indoor Pool - Total Number of Walk In Visits	~	0	5,958	29,977	29,977
Teen Center - Participants	517	3,387	483	3,281	-106
Teen Center - Days of Programming	18	153	18	152	-1
Library-Circulation	23,423	197,424	22,644	195,613	-1,811
Library-New Patrons	141	1,258	173	1,311	53
Library-Total Cardholders	27,906	27,322	27,008	26,295	-1,027
Library-Public Meetings Held	36	223	42	242	19
Library-Audio Downloads	19	132	291	2,468	2,336
Library-Internet/PC Users	2,243	20,003	1,458	15,781	-4,222
Library-Museum Passes borrowed	71	457	86	527	70
Library-Holds Filled	1,269	11,177	1,364	11,407	230
Library-Remote online holds placed	948	8,332	1,039	8,837	505
Library-Online Catalog Remote Access Hits	2,494	11,939	2,258	20,234	8,295
Library-Attendance at Programs	359	2,748	763	3,184	436
Library-Website Visitors	29,595	249,454	26,447	244,546	-4,908
Library-Blog & Wiki Readers	2,649	21,591	1,704	11,898	-9,693
Library-Total Number of Walk In Visits	~	0	15,490	122,885	122,885
Library - Average Visitors Per Day	~	0	673	631	631
Library - Days of Operation	27	219	23	195	-24
ECONOMIC CONDITIONS					
Dover Human Services - Number of Contacts	351	3,295	508	4,062	767
Dover Human Services - # of Cases	85	686	138	867	181
Dover Human Services - Case Expenditures	\$34,771	\$291,540	\$34,471	\$298,384	\$6,844
Dover Labor Force	17,450	17,456	~	17,362	-95
Dover Unemployment Rate	4.9		~		
Strafford County Unemployment Rate	6.1		~		
State of NH Unemployment Rate	6.3		~		
National Unemployment Rate	8.1		~		
CITY EMPLOYMENT					
Number of Weeks Represented	4	31	4	35	4
HR - Gross Wages Paid	\$1,245,171	\$11,311,818	\$1,255,789	\$11,606,224	\$294,406

City of Dover - Monthly Statistics	February	FY09	February	FY10	FY10 versus FY09
	2009	YTD Totals	2010	YTD Totals	FYTD +/-
Number of Days Represented	28	184		215	
HR - Total Average Number of Employees Paid	347	347	345	340	-8
- Community Services	68	72	71	74	2
- Executive	15	15	11	11	-4
- Finance	16	16	21	21	5
- Fire & Rescue	59	60	60	59	-1
- Human Services	3	3	2	3	0
- Library	22	22	23	23	0
- Planning	6	6	6	6	-1
- Police	85	83	80	79	-4
- Recreation	73	71	71	66	-5
HR - Total New Hires	5	37	2	35	-2
- Seasonal Part-Time	2	17	0	20	3
- Seasonal Full-Time	0	4	1	6	2
- Regular Part-Time	0	4	0	3	-1
- Regular Full-Time	2	8	1	4	-4
- Temporary	1	4	0	2	-2
HR - Total Separations	5	35	1	36	1
- Seasonal Part-Time	5	23	1	22	-1
- Seasonal Full-Time	0	3	0	8	5
- Regular Part-Time	0	1	0	0	-1
- Regular Full-Time	0	6	0	6	0
- Temporary	0	2	0	0	-2
PUBLIC TRANSIT					
Dover Downeaster Total Commuter Circulation	~	0	~	33,376	33,376
- Total Boardings	~	0	~	16,750	16,750
- Total Alightings	~	0	~	16,626	16,626
Dover COAST Routes Total Commuters	9,358	64,348	12,339	92,482	28,134
Regional Bus Routes	5,399	37,724	5,846	51,182	13,458
- Route 1 - Dover, Somersworth, Berwick	1,305	9,154	1,640	14,769	5,615
- Route 2 - Rochester, Somersworth, Dover, Newington, Portsmouth	4,094	28,570	4,206	36,413	7,843
Dover Community Routes	3,305	24,563	3,541	26,035	1,472
- Route 30 - North, DHS, Transportation Center	1,218	5,092	1,251	5,698	606
- Route 31 - West, DHS, Transportation Center	968	4,131	1,111	5,074	943

City of Dover - Monthly Statistics	February	FY09	February	FY10	FY10 versus FY09
	2009	YTD Totals	2010	YTD Totals	FYTD +/-
Number of Days Represented	28	184		215	
- Route 32 - South, DHS, Transportation Center	1,119	4,537	1,179	5,294	757
Dover FastTrans Total Commuters	558	1,548	2,801	14,411	12,863
- Route 33 - 6th, Park & Ride, Strafford County Complex	558	1,548	1,116	7,550	6,002
- Route 34 - 155, Silver, Broadway	~	0	612	2,323	2,323
- Route 35 - 108, DHS, DMS, Lib, McConnell, Central, WDH, ParkRide, Indian Bk	~	0	1,073	4,285	4,285
Demand Response Services- ADA-unable to use fixed route bus system	96	513	151	854	341
Totals may/may not include all months, depending on when stat was started.					



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, February 24, 2010**
Meeting Time: **7:00pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Garrison led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Myers, Deputy Mayor Trefethen, Councilor Carrier, Councilor Cheney, Councilor Cruikshank, Councilor Garrison, Councilor Hooper, Councilor Nedelka, Councilor Weston.

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

Absent: Councilor Cheney

5. PROCLAMATIONS/AWARDS – None

6. APPROVAL OF AGENDA

Deputy Mayor Trefethen made a motion to add the Horne Street School Joint Building Committee Report; seconded by Councilor Carrier.

Vote: 8/0.

Deputy Mayor Trefethen made a motion to add the Mayor's letter to Senator Merrill; seconded by Councilor Hooper.

Vote: 8/0.

Councilor Weston made a motion to accept the Agenda as amended; seconded by Councilor Hooper.

Vote: 8/0.

7. PUBLIC HEARINGS

A. CHAPTER 152, STREETS AND SIDEWALKS

SPONSORED BY MAYOR MYERS

Mary Hebbard, 97 Spruce Lane: She suggested the Council vote no on the Ordinance, stating it was confusing and incomplete. She discussed the rules on obstructing the sidewalks, the licensing board, who researches the licensing process, who determines the fees, and the hold harmless standards.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

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8. CITIZEN'S FORUM

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

Robert Kent, 6 Western Avenue: He discussed his concern regarding benches in the City for the handicapped. He said he would like to see them put back in the downtown area.

Michelle Holt-Shannon, 14 Florence Street, Dover Middle School PTA President: She said she is working with the other Dover School PTAs on a collective message to present to the Council regarding the budget. She said she personally was in favor of a modest tax cap override. She went over the highlights of a number of emails she has received.

Mary Hebbard, 97 Spruce Lane: She spoke about the 2010 Census, and said there is only one question that needs to be answered: - the number of people living in your home on the date specified. She referred to the Foster's Daily Democrat article regarding plowing snow over grave markers at Pine Hill Cemetery, and Councilor Carrier's actions with the situation. She said he violated Council Rules by directing a City employee and not contacting the City Manager. She discussed that the Mayor never acknowledges Jerry Lynch for speaking during Citizen's Forum, and she said the Mayor should treat Jerry Lynch with dignity and respect. She said some comments directed to the Mayor.

Donald Medbery, 3 Covered Bridge Lane: He discussed the condition of the roads. He said some comments directed to the Mayor.

Deputy Mayor Trefethen called for a point of order. He discussed the two personal attacks during the Citizen's Forum, which is against Council Rules, and asked the Council what should be done about enforcing the rules.

Mayor Myers asked for Citizen's Forum comments to remain on point.

Mr. Medbery continued his discussion on the roads. He said the City is paying for all these projects, such as the energy efficiency project, which are not needs. He discussed the economy and the need to put the money where it is really needed. He referred to the previous woman's comments about overriding the tax cap, and said it is selfish to override the tax cap, because not everyone has children.

Harvey J. Lynch, 26B Lincoln Street: He asked for an explanation on the bonding of the salary for a City of Dover employee, and the huge increase that was received with it. He asked how a City Council member could be locked out of a meeting when they were legally entitled to be there. He said a lot of the Councilors are not respectful of the Ward 5 Councilor. He also asked about the City getting permits from the EPA to dump sludge into the system.



CITY OF DOVER

CITY COUNCIL - MINUTES

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Richard Hebbard, 97 Spruce Lane: He used generally offensive language in beginning his remarks.

Mayor Myers asked Mr. Hebbard to control his language.
Mr. Hebbard repeated his statement.

Deputy Mayor Trefethen called for a point of order.
Mayor Myers called for a recess, shutting off microphones and cameras.

Mayor Myers called the meeting to order.
Mr. Hebbard continued with his use of generally offensive language.
Mayor Myers called for another recess.

Mayor Myers called the meeting to order.
Mr. Hebbard said he was going to stand at the podium until the Mayor gives Mr. Lynch the same respect that he gives everyone else.
Mayor Myers said Citizen's Forum was a time for the citizen's to speak to the Council, and not a two-way dialogue.
Mr. Hebbard reiterated his comments.

Glenn Grasso, 1 Pebble Hill Drive: He said this whole issue is the ultimate in showing a lack of respect. He first referred to Ms. Hebbard's comments regarding the Census, and the need to fill out all the questions in order to get our fair share. He said the respect problem was mostly caused by the people standing behind him. He discussed the motivation behind Mr. Lynch's comments.

Deputy Mayor Trefethen called for a point of order. He said these comments were also personal attacks, and against the Council Rules.

Mr. Grasso apologized and rephrased his comments. He said the people spoke at the last municipal election.

Aviva Grasso, 1 Pebble Hill Drive: She spoke about Good For Dover projects. She also discussed the bridge for the Waterfront, which was largely being paid for with federal funds. She spoke about the condition of the roads and deferred maintenance, which is caused by the tax cap. She said Good for Dover felt that the tax cap was not good for Dover.

Robert Kent, 6 Western Avenue: He discussed the need for a crosswalk on Route 155, allowing pedestrians to cross from New Meadows to the Irving gas station, and about dropping the speed limit from 40 to 30.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

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9. CITY MANAGER'S REPORT

City Manager Joyal said the two topics in his report concern the activities of the Economic Development Director and the City Attorney.

Mayor Myers asked about the crosswalk.

City Manager Joyal said that section of Route 155 is part of the State highway, and what is allowed or not allowed is dictated by the Department of Transportation.

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

Vote: 8/0.

10. APPROVAL OF MINUTES

A. February 3, 2010 – Workshop

B. February 10, 2010 – Regular Session

Deputy Mayor Trefethen moved for the approval of the Minutes; seconded by Councilor Weston.

Vote: 8/0.

11. MAYOR'S REPORT

Mayor Myers said the Municipal Advisory Committee met this week to look at the legislative process, looking at Bills in the pipeline to be introduced next year, and ideas coming forward. He said the Council will have a workshop on it this summer. He said he did ribbon cuttings for the Greater Dover Chamber of Commerce. He said the Chamber held a "Business After Hours" at Centrix Bank last Thursday. He said Census information will be coming in early March, and encouraged people to fill it out and return it. He said he will be making the following recommendations to the Dover Housing Authority for reappointment to the Cochecho Waterfront Development Advisory Committee: Steve Brewer, Jack Mettee, and Thom Hindle.

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

Vote: 8/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 152, STREETS AND SIDEWALKS SPONSORED BY MAYOR MYERS

Mayor Myers moved for its adoption; seconded by Councilor Nedelka.

Mayor Myers discussed the need for this Ordinance and the new language regarding sidewalk obstructions, because the City doesn't have anything that governs them. He



CITY OF DOVER

CITY COUNCIL - MINUTES

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said the fees will be set by the City Council and will take effect on July 1st. He went over the procedures for requesting a license, and the rules for the licensing board.

Councilor Garrison asked to make an amendment to remove Item 152-26g; seconded by Councilor Cruikshank.

Deputy Mayor Trefethen disagreed with the amendment, because sidewalks are public property and maintained by the City.

Mayor Myers asked for a vote on the amendment.

Vote: 2/6; Failed. Councilors Garrison and Hooper voted in favor.

Roll Call Vote: 7/1; Passed. Councilor Garrison was opposed.

B. ORDINANCES IN THE 3rd READING – None

C. RESOLUTIONS – None

13. NEW BUSINESS

A. CONSENT CALENDAR

1. RESOLUTION: RELEASE OF SEALED NON-PUBLIC MINUTES SPONSORED BY MAYOR MYERS BY REQUEST

COMMITTEE REPORTS

- | | |
|--|---|
| 1. School Board Liaison (2) | 7. Solid Waste Advisory Commission |
| 2. Planning Board | 8. Transportation Advisory Commission |
| 3. Appointments Committee | 9. Joint Building Committee – Horne Street |
| 4. Recreation Advisory Committee | 10. Joint Building Committee – Woodman Park |
| 5. McConnell Center Advisory Committee | 11. Letter to Senator Merrill |
| 6. Arts Commission | |

Deputy Mayor Trefethen moved for their approval; seconded by Councilor Carrier. Mayor Myers asked the Council if they had any items they would like removed for further discussion.

Mayor Myers asked to pull the Letter to Senator Merrill.

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

Roll Call Vote: 8/0.

Mayor Myers discussed the release of the sealed minutes for 4/18/2007, 5/9/2007, and 12/13/2009, which dealt with land purchases made by the City.

Mayor Myers spoke about his Letter to Senator Merrill regarding SB492; extending the respective repeal date for the local property tax exemption for telephone companies for the wooden poles and conduits until July 1, 2014. Councilor Hooper made a motion to accept the letter and send it to Senator Merrill; seconded by Councilor Weston.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

B. RESOLUTIONS

- 1. RESOLUTION: APPROPRIATION FY11 CIP – NON-DEBT FINANCED PUBLIC WORKS HEAVY EQUIPMENT
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 10, 2010)
SPONSORED BY MAYOR MYERS BY REQUEST**

Deputy Mayor Trefethen moved to refer to a public hearing on March 10, 2010; seconded by Councilor Garrison.
Vote: 8/0.

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 2, CITY COUNCIL ORIENTATION
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 10, 2010)
SPONSORED BY MAYOR MYERS BY REQUEST**

Deputy Mayor Trefethen moved to refer to a public hearing on March 10, 2010; seconded by Councilor Weston.
Vote: 8/0.

14. COUNCIL CORRESPONDENCE

Councilor Garrison made a motion for the Council to accept a letter from Ward 2 resident Douglas DeDe; seconded by Councilor Hooper.
Vote: 8/0.

15. COUNCIL MATTERS OF INTEREST

Councilor Weston referred to the February 3, 2010 Council meeting regarding the appointment of a Legislative Liaison to replace former Councilor DeDe. She mentioned Councilor Garrison was interested.

Councilor Garrison agreed that he was interested.

Councilor Hooper made a motion to appoint Councilor Garrison as Legislative Liaison; seconded by Councilor Weston.

Vote: 8/0.

Councilor Weston said the rain has washed out a lot of Tolend Road and the road is very dangerous.

Deputy Mayor Trefethen discussed the email about saving the Strand Theatre. He also discussed the many emails they have received about overriding the tax cap for the school budget. He said the School Board must present to the Council a budget that adheres to the tax cap ordinance, but he suggested that they also attach a list of things they would like to add, with their dollar value.



CITY OF DOVER

CITY COUNCIL - MINUTES

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Councilor Carrier said Henry Law Avenue is also in bad shape.

Councilor Cruikshank responded to Citizen's Forum comments regarding the energy efficiency project, and said it was a responsible project that will save the City money in the long term. She also said that respect was a two-way street.

16. ADJOURNMENT

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

Vote: 8/0.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number:

Ordinance Title:

Chapter:

O – 2010.02.24 – 4

Chapter 2, City Council Orientation

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend the Code of the City of Dover, 1983, by creating a new Chapter 2, to be entitled “City Council Orientation”

2. AMENDMENT

Chapter 2 entitled “City Council Orientation” is hereby created as follows:

CITY COUNCIL ORIENTATION

CHAPTER 2

2-1 Purpose

2-2 Preparation and Presentation of the Orientation Program

2-3 Content of the Orientation Program

2-4 Conduct of the Orientation Program

GENERAL REFERENCES

2-1 Purpose.

The purpose of this ordinance is to establish an orientation program for all members of the Dover City Council prior to the start of their terms of office in order to comply with the provisions of the Dover City Charter C3-2. Effective service as a city councilor demands a thorough knowledge of the processes of city government in order to permit reasonable decisions by councilors in representing the interests of the Dover residents. The orientation program shall be comprehensive and complete to assist councilors in serving the residents of Dover.

2-2 Preparation and Presentation of the Orientation Program

The City Manager, or designee(s), shall prepare and present an Orientation Program for city councilors. The program shall include, but not be limited to, written materials, as amended from time to time, available to the councilors after their election.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number:
Ordinance Title: **O – 2010.02.24 – 4**
Chapter: Chapter 2, City Council Orientation

2-3 Content of the Orientation Program

The content of the Orientation Program shall include, but not be limited to, information on the role of city councilors, general responsibilities, ethics, budget preparation and adoption procedures, the City Charter, city ordinances, and state law. The program shall include consultations with city staff and a tour of city buildings and facilities.

2-4 Conduct of the Orientation Program

The Orientation Program shall be conducted prior to the Organizational Meeting conducted pursuant to C3-2 of the Dover City Charter.”

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#: 12.A.1.

Ordinance Number:
Ordinance Title: **O – 2010.02.24 – 4**
Chapter: Chapter 2, City Council Orientation

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, At Large		
Councilor Robert Carrier, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Jan Nedelka, Ward 3		
Councilor Dorothy Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Gina Cruikshank, Ward 6		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number:
Ordinance Title: **O – 2010.02.24 – 4**
Chapter: Chapter 2, City Council Orientation

ORDINANCE BACKGROUND MATERIAL:

The Dover City Charter requires an Orientation Program for the City Council. This ordinance fulfills the Charter requirement of establishing an ordinance regarding the Orientation Program. The ordinance closely follows the present practice established since 2005.

The present City Council (2010-2011) recently completed a formal Orientation Program presented by the City Manager and staff. This program was the third time the City Manager presented an orientation program for the City Council. The latest version of the Orientation Program included a tour of city facilities as well as a 3-part series of presentations by staff in a classroom setting.

The first Orientation Program was established by the City Manager in 2005 shortly after the adoption of the revision of the Dover Charter in November 2005. A subsequent and expanded Orientation Program was prepared by the City Manager and presented to the city councilors in 2007



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2010.01.24 – 24**
Resolution Re: **Appropriation FY11 CIP – Non-Debt Financed Public Works Heavy Equipment**

WHEREAS: The City Council desires to make public improvements as listed in the Capital Improvements Program for Year 1 and to finance these improvements with transfers from Reserve Trust Funds and appropriation of existing funds.

WHEREAS: The City Council adopted the Fiscal Year 2011-2016 Capital Improvements Program on January 27, 2010; and

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

The following capital outlays are appropriated as part of the FY11 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Funds in the amounts listed.

Item	Description	Appropriation	Funding	Fund
1	Public Works Heavy Equipment	\$200,000	General Fund Capital Reserve	Trust
	Total	<u>\$200,000</u>		

AUTHORIZATION

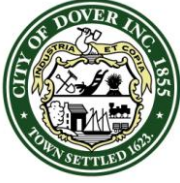
Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Scott Myers
By request

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

Recorded by: Karen Lavertu
City Clerk

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2010.01.24 – 24**
Resolution Re: **Appropriation FY11 CIP – Non-Debt Financed Public Works Heavy Equipment**

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, At Large		
Councilor Robert Carrier, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Jan Nadelka, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Gina Cruikshank, Ward 6		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2010.01.24 – 24**
Resolution Re: **Appropriation FY11 CIP – Non-Debt Financed Public Works Heavy Equipment**

RESOLUTION BACKGROUND MATERIAL:

This resolution appropriates reserve trust funds to finance a portion of the FY11 Capital Improvements Program. In addition, it authorizes the transfer of Reserve Trust Fund moneys.

The following table reflects the amount to be appropriated from the General Fund Capital Reserve fund and the projected balance as of 6/30/2010

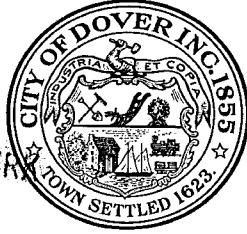
Description	Proposed Appropriation	Balance 6/30/2010
Trust Reserve Funds CIP		
General Fund Capital Reserve *	200,000	356,956
Totals	<u>\$200,000</u>	

* The General Fund Capital Reserve will have sufficient funds for the appropriation. The Council previously appropriated \$400,000 from the Reserve for Fire Apparatus Replacement at their January 27, 2010 meeting. There is a transfer from the General Fund of \$300,000 into the trust proposed for FY2011.

FY 2011

General Fund Reserve

Beginning Balance	356,956
Fund Transfer In	300,000
Investment Income (Est.)	3,570
Adopted CIP Transfer Out	(400,000)
Adjusted Balance	260,526
Proposed Appropriation	(200,000)
Ending Balance	<u>60,526</u>



RECEIVED
DOVER CITY CLERK
DOVER, NH

2010 FEB 12 P 3 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: Rochester Runners Club

Federal Tax ID number for Organization: 02-0453677

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

Contact Person: Chuck ZERBINOPOULOS Day Time Telephone: 749-9005

Address: 12 Longmeadow Rd, DOVER Email Address hmmZERB@comcast.NET

Purpose of Permit: REDS RACE former Red's Shoe Barn 5 mile Road Race

Date of Event: APRIL 25, 2010 Specific Time: 10:00 AM

Location of Event: START - CITY HALL - FINISH HENRY LAW AVE.

(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 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**

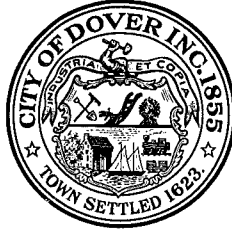
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.
I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A, RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: Charles Zerbinopoulos Date: 2-12-2010

Licensing Board approval _____ Date: _____

Revised 03/17/08

*OK
W/ans*



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: 02-012746

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@davernh.org

Purpose of Permit: Annual Sweepstakes Raffle - Sweep into Spring

Date of Event: April 9, 2010 Specific Time: 6:30 to 10:30 PM

Location of Event: Dover Elks, 292 Durham Rd.

(Raffle Permit only)

Prize (s) To Be Awarded: Cash and other Prizes

Amount of Donation: \$100 Date of Drawing: April, 9, 2010 Specific Time: 6:30 to 10:30 PM

Place of Drawing: Dover Elks,

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

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

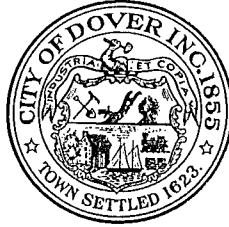
***NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

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

Signature: [Signature] Date: March Feb 19, 2010

Licensing Board approval [Signature] Date: 2/22/10

RECEIVED
DOVER CITY CLERK
DOVER, NH



2010 FEB 24 P 12: 29

APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

RAFFLE.....TAG*.....PARADE**.....ROAD TOLL***.....FIREWORKS****.....

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

Organization Name: Maine Coast Runners Flyball team / Piscataqua Obed. Club

Nature of Organization: CIRCLE ONE [Religious, Educational, Charitable, Civic, Veterans, Fraternal or Political]
*A COPY OF NON-PROFIT/CHARITABLE STATUS SHOULD BE AVAILABLE UPON REQUEST

How Long Has Organization Been in Existence: 10 years

Contact Person:  Mrs Shirley Rand Telephone: 1-207-646-3472

Address: 1424 Littlefield Rd Wells ME 04090

Purpose of Permit: Raffle to be held inside building during dog show

Date of Event: 4-10-2010 - 4-11-2010 Specific Time: 9am - 2pm

Location of Event: Dover Ice Arena

(Raffle Permit only)

Prize (s) To Be Awarded: Several dog related items

Amount of Donation: \$1.00 ea Date of Drawing: April 10 + 11 Specific Time: 2 P.M.

Place of Drawing: Dover Ice Arena Portland St. Dover, N.H.

*NOTE: THIS PERMIT DOES NOT GIVE PERMISSION TO SOLICIT AT BUSINESS ESTABLISHMENTS WITHOUT THE OWNERS/MANAGERS PERMISSION

** NOTE: ALL REQUESTS FOR PARADE PERMITS 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

****NOTE: FIREWORKS PROGRAMS AND DISPLAYS MUST BE APPROVED BY THE FIRE CHIEF AND POLICE CHIEF IN ACCORDANCE WITH THE PROVISIONS OF RSA 160-A

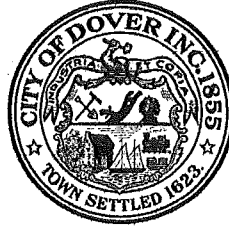
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.
I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: Shirley Rand Date: 2-24-2010

RECOMMENDATION: City Clerk recommends this item be granted. MEETING HELD:

RECEIVED
DOVER CITY CLERK
DOVER, NH

2010 FEB 22 P 1:03



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: Susan G. Komen For the Cure

Federal Tax ID number for Organization: 75-1835298

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

Contact Person: Kathleen Allen Day Time Telephone: 603-743-3238

Address: 43 Old Rochester Rd. Dover Email Address allenpk3@comcast.net

Purpose of Permit: Raffle (see below)

Date of Event: _____ Specific Time: _____

Location of Event: _____

(Raffle Permit only)
Prize (s) To Be Awarded: Variety of gift cards, gift baskets, quilts, donations from local community

Amount of Donation: \$5 ticket / 5 for \$20 Date of Drawing: May 6, 2010 Specific Time: 8PM

Place of Drawing: The loft at Strafford Farms

* 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: Kathleen Allen Date: 2/17/2010

Licensing Board approval: [Signature] Date: 2/22/10
Revised 03/17/08



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

REVISED 3/5/2010 2:20 pm

Resolution Number: **R - 2010.03.10 – 25**

Resolution Re: Municipal Stormwater Utility Feasibility Study

WHEREAS: Sealed Request for Proposal B10034 for a Municipal Storm water Utility feasibility study was requested and received on December 22, 2009 @ 2:00pm est; and

WHEREAS: Five proposals and two no bids were received and the evaluating team which consisted of city staff and a NHDES representative conducted interviews with the four lowest bidders during the last week of February. The recommendation of the evaluating team is to award to Sterns and Wheler Environmental Engineers and Scientists of Hyannis Ma in the total amount of \$49,738.00.

WHEREAS: The City of Dover Community Services Department was awarded a grant from the New Hampshire Department of Environmental Services (NHDES) to conduct a feasibility study on the potential to establish a stormwater utility in Dover

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 Sterns and Wheler Environmental Engineers and Scientist given the bid amount of \$49,738.00 and corresponding rates provided 12/22/2009. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
2400.1.300.43150.4331.03195.09	Storm Water Management Study Svs	49,738.00	49,738.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Scott Myers
By request

Approved for Legal Compliance: Allan B. Krans, Sr.
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

REVISED 3/5/2010 2:20 pm

Resolution Number: **R - 2010.03.10 – 25**

Resolution Re: Municipal Stormwater Utility Feasibility Study

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, At Large		
Councilor Robert Carrier, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Jan Nedelka, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Gina Cruikshank, Ward 6		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

REVISED 3/5/2010 2:20 pm

Resolution Number: R - 2010.03.10 – 25

Resolution Re: Municipal Stormwater Utility Feasibility Study

RESOLUTION BACKGROUND MATERIAL:

The City of Dover Community Services Department was awarded a grant from the New Hampshire Department of Environmental Services (NHDES) to conduct a feasibility study on the potential to establish a stormwater utility in Dover. A stormwater utility would implement a user fee system similar to the existing water and sewer utilities in Dover. Instead of generating funds for stormwater based on property values through the general fund, a stormwater utility charges user fees based on a property's impact to the operation of the stormwater system.

Dover's infrastructure is a combination of relatively new and very old structures. Like most other Cities across the country the level maintenance has been low primarily as a result of competing budget needs throughout the City of Dover. The US Environmental Protection Agency (EPA) established Phase II Stormwater Regulation and issued the first General Permit in 2003. The first General Permit expired in 2008 but is in force until the second General Permit is issued. The second permit has been published in the Federal Register and calls for actions by the regulated cities with significant cost implications which increase each subsequent year of the five year permit. It is clear that water quality concerns by both EPA and NHDES will force Dover and the other regulated communities to make substantial investments in our stormwater systems to reduce flooding and improve water quality in our streams, lakes and rivers.

An RFP was issued to identify a qualified consultant to assist the City of Dover in conducting a Stormwater Utility Feasibility study. Five responses were received and four firms were interviewed. After review of the proposals and performance in the interviews the City staff along with a representative from NHDES recommends the selection of Stearns and Wheler LLC an Environmental Engineering firm to conduct the study. Stearns and Wheler's approach recognizes the need to be a public process which is inclusive. A Project Advisory Committee will be established which has representation of the various stakeholders that will be affected by alternative funding strategies. A series of five facilitated meetings will guide the PAC through a process which examines alternative funding and will result in a recommendation to the City Council on whether the establishment of a stormwater utility is right for Dover.

Bid Information:

B10034 Municipal Stormwater Utility Feasibility Study

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

REVISED 3/5/2010 2:20 pm

Resolution Number: **R - 2010.03.10 – 25**

Resolution Re: Municipal Stormwater Utility Feasibility Study

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	80	Number of Responses:	7
Warranty:		Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	6 months
Recommended Award to:	Sterns and Wheler	Fund:	GF
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

Bid Results

<i>Vendor</i>	<i>\$</i>
Hazen & Sawyer 24 Federal St A5 Boston, MA 02110	\$68,546.00
Municipal & Financial Services 911-A Commerce Road Annapolis, MD 21401	\$50,963.00
AMEC Earth & Environmental 502 W. Germantown Pk Ste 850 Plymouth Meeting, PA 19462	\$49,805.70
Hoyle Tanner and Associates 150 Dow Street Manchester, NH 03101	\$48,000.00
Stearns & Wheler 1545 Lyannaough Road Hyannis, MA 02601	\$49,738.00
Quantum Construction	No bid
Underwood Engineers	No bid



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

REVISED 3/5/2010 2:20 pm

Resolution Number: R - 2010.03.10 – 25

Resolution Re: Municipal Stormwater Utility Feasibility Study

Vendor Solicitation List:

Class Code 15 Engineering services

AECOM formerly Earth Tech	Lynnfield Engineering
Allan and Major Associates	Louis Berger Group
Appledore Engineering	Maguire Group
Aries Engineering	AJ Martini
ATC Associates	Milone & MacBroom Inc
Bedford Design Services	MSC Engineers
Berry Surveying Engineering	New England Enviro
Careno Construction	Nobis Engineering
CHA Inc	Norway Plains Associates
Civil Consultants	Oak Point Associates
Civil Works	Ocean and Coastal Consultants
CLD Engineering	Provan and Lorber Associates
CAM Engineering	Quantum Construction
Comprehensive Environmental Inc	Ransom Environmental
Corporate Environmental Advisors	Resource Labs
Dubios and King Associates	Resource Systems Group
Eagle Brook Engineering	RI Analytical Group
Eastern Analytical Inc	Ricci Construction
Emery & Garrett Groundwater Inc	SEA Consultants
ESC Consultants	SW Cole
EnviroSense Inc	Sheerr McCrystal Palson
Fay Spofford & Thorndike	Siemans Technology
Geo Insight	Stantec Consultants
GM2 Associates Inc	Stephens Associates
Golder Associates	StoneHill Environmental
Greenman and Pederson Inc	Tata and Howard Inc
GZA Inc	Terracon Inc
Haley & Aldrich Inc	TF Moran Inc
Harriman Associates	HL Turner Associates
Holden Engineering	Louis Berger Group
Horsely Witten Inc	Scott Lawson Group
Howard Stein – Hudson Associates	Tidewater Environmental
Hoyle Tanner Associates	Tighe and Bond Inc
Interstate Electrical	Turgeon Construction
Jacobs Engineering	Tylin International
Jeffrey Taylor	Underwood Engineering
Johnson Controls	Vanasse Hangen Brusstin Inc
Kaestle Boos Associates	Weston and Sampson Inc
Leggett Brashears and Graham Inc	Woodard and Curran
Loureiro Engineering Associates	Wright Pierce

SCHOOL BOARD REPORT

MARCH 1, 2010

BUDGET WORKSHOP

The School Board met to continue budget discussions. Residents who spoke at citizen's forum gave strong support for the Dover music program and requested the board not cut existing programs.

Superintendent O'Connor reported that the debt service has added an additional \$140,000 to be cut so they had another half million to go.

The board questioned the technology expenses and listened to Chris Roberge, technology manager, explain the need for hardware replacement and updating. He noted what the district would lose as a result of more cuts to the department.

Another board member questioned the curriculum budget. Mrs. Jean Briggs-Badger gave a very detailed explanation as to why another cut in curriculum (already cut by 50%) would be detrimental to student performance -----"after all curriculum is our business."

One board member voiced continued objection to the constraints of the tax cap and urged citizens to organize against it.

The Superintendent gave the board a list of additional cuts that the administration felt they could live with:

1. 1 music teacher (probably elementary) ---\$65,000 saved
2. A CTC business teacher ---- \$50,000

3. 1 reading teacher at DMS (a position that would not be filled) --- \$65,000
4. 2 teachers at DHS ----\$150,000
5. 1 secretary ---\$45,000
6. \$50,000 cut to the athletic department

Still under consideration are fees for extracurricular activities and busing to the high school.

This gets the board within \$200,000 from their target in cuts.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2010.03.10 - 26**
Resolution Re: Signatures on Resolutions and Ordinances; Retention of resolutions and ordinances

WHEREAS: Modern techniques and procedures permit the City Council and city staff to engage in the presentation, review and storage of resolutions and ordinances in an efficient and cost saving manner using electronic signatures and electronic storage;

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

All signatures and seals contained in resolutions and ordinances of the Dover City Council may be executed by electronic signature and electronic placement of the seal.

Resolutions and ordinances shall be recorded in full, uniform and permanent hardcopy form available to the public. In addition, resolutions and ordinances may be available to the public in electronic form.

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#: 13.B.1.

Resolution Number: **R – 2010.03.10 - 26**
Resolution Re: Signatures on Resolutions and Ordinances; Retention of resolutions and ordinances

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		
Councilor Robert Carrier, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Jan Nedelka, Ward 3		
Councilor Dorothy Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Gina Cruikshank, Ward 6		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2010.03.10 - 26**

Resolution Re: Signatures on Resolutions and Ordinances; Retention of resolutions and ordinances

RESOLUTION BACKGROUND MATERIAL:

CURRENT LAW AND CHARTER PROVISIONS

Dover Charter C3-8 contains provisions for preparing and recording ordinances. The key provisions of the C3-8 are:

- Proposed ordinances shall be submitted in writing for Council action and public inspection
- City officials shall authenticate the ordinances by affixing signatures of the Mayor, City Clerk, and the City Attorney and the City Seal shall be affixed
- The City Clerk is responsible for systematically indexing, printing, publishing and maintaining the ordinances of the City and shall make ordinances available to the public

RSA 33-A governs the retention of municipal records. RSA 294-E permits electronic signatures.

CURRENT PRACTICES

New resolutions and ordinances are presented to the Dover City Council in written form. Councilors are typically presented with a written, hardcopy agenda with accompanying documents including proposed resolutions and ordinances approximately five (5) days prior to Regular Council meetings. In addition, all documents received by the councilors are available for inspection on the City website. Hardcopy versions are available at the City Clerk's office.

Resolutions and ordinances are reviewed and approved by the City Attorney, Finance Director and the City Manager prior to submission using an electronic review and signature process known as "Treeno". This software application allows city staff to review resolutions and ordinances electronically and to approve, amend or reject resolutions and ordinances using their computers rather than conducting reviews and signing hardcopy versions of the documents. However, the current format includes a signature line for each of the city staff.

Amendments to ordinances presented to the City Council contain changes and comments shown using Track Changes software available from Microsoft Word software. This content is similar to the use of brackets, strikeout, underscores and italics.

Upon approval of resolutions and ordinances, signature lines, but no hardcopy signatures, appear on the bottom of these documents indicating the approval of city staff. The City Clerk adds information near the bottom of each document about whether the resolutions or ordinance were approved or failed with specific information about the voting of the Council.

The City Clerk keeps resolutions in hardcopy in bound volumes. Ordinances are kept in green ordinances binders available at various locations around the City of Dover.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2010.03.10 - 26**
Resolution Re: Signatures on Resolutions and Ordinances; Retention of resolutions and ordinances

ELECTRONIC SIGNATURES

Electronic signatures are permissible as a substitute for a hardcopy signature on a document. RSA 294-E was adopted in 2001 and applies to electronic signatures in “transactions”. The definition of transaction includes “governmental affairs”. *RSA 294-E:2.*

Ordinances should include the signatures of the Mayor, City Clerk and the City Attorney, electronic or hardcopy. *Dover Charter C3-8.*

ELECTRONIC STORAGE OF RESOLUTIONS AND ORDINANCES

The storage, retention and disposition of municipal records are governed by RSA 33-A. Permanent retention of resolutions and ordinances is required by state statute. *RSA 33-A:3-a (LXXXI)(XVII).* Electronic storage is permitted if approved by the city records committee. *RSA 33-A:5-a.* However, records designated for retention for more than 10 years, including resolutions and ordinances, shall be transferred to paper, microfilm, or both. *RSA 33-A:5-a.*

The City Clerk is required to maintain a hardcopy version of all resolutions and ordinances even if an electronic version is also available.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2010.03.10 - 5**
Ordinance Title: **Fourth Street Parking**
Chapter: Chapter 166, Vehicles and Traffic

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 166, entitled “Vehicles and Traffic” by restricting parking on a segment of Fourth Street.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-56, “Schedule I: No Parking at Any Time” as follows:

a. THE FOLLOWING IS ADDED:

STREET:

FOURTH STREET

LOCATION:

SOUTHERLY SIDE, FROM THE COCHECO RIVER BRIDGE EASTERLY TO THE INTERSECTION OF FRANCES DRIVE, A DISTANCE OF 230 FEET

3. TAKES EFFECT

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

NOTE: NEEDS TO BE REFERRED TO PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Karen Weston
At Large

Approved for Legal Compliance: Allan B. Krans, Sr.
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

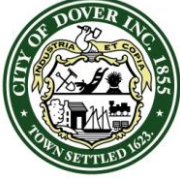
Ordinance Number: **O – 2010.03.10 - 5**
Ordinance Title: **Fourth Street Parking**
Chapter: Chapter 166, Vehicles and Traffic

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers		
Deputy Mayor, Dean Trefethen, At Large		
Councilor Robert Carrier, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Jan Nedelka, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Gina Cruikshank, Ward 6		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2010.03.10 - 5**
Ordinance Title: **Fourth Street Parking**
Chapter: Chapter 166, Vehicles and Traffic

ORDINANCE BACKGROUND MATERIAL:

This ordinance revision was recommended by the Transportation Advisory Commission after consideration of safety concerns for motorists traveling inbound on Fourth Street. Parked vehicles in this area, where historically there has been limited demand for parking, are said to be unexpected for an inbound motorist and encroaching upon the travel lane. The Parking Commission also considered, but did not endorse, this restriction.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2010.03.10 - 6**
Ordinance Title: **Henry Law Av / George St Parking**
Chapter: **Chapter 166, Vehicles and Traffic**

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 166, entitled “Vehicles and Traffic” by designating 30 minute parking spaces on Henry Law Avenue and George Street and removing the three hour time limit in the metered zone on Henry Law Avenue.

2. AMENDMENT

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

SECTION G, RELATIVE TO THIRTY MINUTE PARKING, IS AMENDED AS FOLLOWS:

a. THE FOLLOWING ARE ADDED:

STREET:

HENRY LAW AVENUE

GEORGE STREET

LOCATION:

NORTHERLY SIDE, FROM GEORGE STREET TO RIVER STREET

EASTERLY SIDE, 2 SPACES NEAREST HENRY LAW AVENUE

SECTION I, RELATIVE TO THREE HOUR PARKING, IS AMENDED AS FOLLOWS:

b. THE FOLLOWING IS REPEALED:

STREET:

HENRY LAW AVENUE

LOCATION:

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

3. TAKES EFFECT

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

NOTE: NEEDS TO BE REFERRED TO PUBLIC HEARING



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2010.03.10 - 6**
Ordinance Title: **Henry Law Av / George St Parking**
Chapter: **Chapter 166, Vehicles and Traffic**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Scott Myers
By Request

Approved for Legal Compliance: 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, At Large		
Councilor Robert Carrier, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Jan Nedelka, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Gina Cruikshank, Ward 6		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2010.03.10 - 6**
Ordinance Title: **Henry Law Av / George St Parking**
Chapter: Chapter 166, Vehicles and Traffic

ORDINANCE BACKGROUND MATERIAL:

The Parking Commission has recommended this ordinance revision. It will designate five spaces on Henry Law Avenue (across from River Bend Variety) and two spaces on George Street (adjacent to River Bend Variety) as thirty minute parking. These areas lie just outside the limit of the multi-space paid parking meter zone, and there are concerns that parking in these areas would otherwise be taken up by long term users and reduce the available parking for patrons.

With the installation of metered parking on Henry Law Avenue, the Parking Commission has recommended that the parking time limits on Henry Law Avenue be removed.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.3.

Ordinance Number: **O – 2010.03.10 – 7**
Ordinance Title: **Hough Street Stop Signs**
Chapter: **Chapter 166, Vehicles and Traffic**

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 166, entitled “Vehicles and Traffic” by changing two intersections on Hough Street from two-way to four-way stops.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-50, “Schedule C: Stop Intersections” as follows:

a. THE FOLLOWING ARE ADDED:

STOP SIGN ON:

HOUGH STREET

HOUGH STREET

AT INTERSECTION OF:

HORNE STREET

MT VERNON STREET

3. TAKES EFFECT

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

NOTE: NEEDS TO BE REFERRED TO PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Karen Weston
At Large

Approved for Legal Compliance: Allan B. Krans, Sr.
City Attorney

Recorded by: Karen Lavertu
City Clerk

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CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.3.

Ordinance Number: **O – 2010.03.10 – 7**
Ordinance Title: **Hough Street Stop Signs**
Chapter: **Chapter 166, Vehicles and Traffic**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers		
Deputy Mayor, Dean Trefethen, At Large		
Councilor Robert Carrier, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Jan Nedelka, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Gina Cruikshank, Ward 6		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.3.

Ordinance Number: **O – 2010.03.10 – 7**
Ordinance Title: **Hough Street Stop Signs**
Chapter: Chapter 166, Vehicles and Traffic

ORDINANCE BACKGROUND MATERIAL:

This ordinance revision was recommended by the Transportation Advisory Commission after consideration of safety concerns brought forward by neighborhood residents. In its present condition, each intersection applies a two-way stop condition to the higher volume street, rather than the “lesser” street, which is contrary to the recommendation of the Manual of Uniform Traffic Control Devices (MUTCD). This is potentially confusing to motorists unfamiliar with the area and can lead to a higher incidence of stop sign violations. This is a safety concern due to the proximity of the Horne Street Elementary School. Staff representatives of the Police, Planning and Engineering Departments recommend a four way stop in each location as a safer alternative than abruptly changing the two way stop to the opposite approaches.