



CITY OF DOVER

CITY COUNCIL - AGENDA

REVISED

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, July 14, 2010**
Meeting Time: **7:00pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL ATTENDANCE

5. PROCLAMATIONS/AWARDS – None

6. APPROVAL OF AGENDA

7. PUBLIC HEARINGS

A. ORDINANCE: CHAPTER 3: ADMINISTRATIVE CODE

SPONSORED BY MAYOR MYERS BY REQUEST

B. ORDINANCE: CHAPTER 5: BOARDS, COMMISSIONS, AND COMMITTEES

SPONSORED BY MAYOR MYERS BY REQUEST

C. ORDINANCE: CHAPTER 152: STREETS AND SIDEWALKS

SPONSORED BY MAYOR MYERS BY REQUEST

**D. RESOLUTION: REPROGRAMMING OF UNEXPENDED BOND PROCEEDS AND
APPROPRIATIONS FOR CERTAIN CAPITAL IMPROVEMENT PROJECTS**

SPONSORED BY COUNCILOR WESTON AND COUNCILOR GARRISON

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. June 23, 2010

11. MAYOR'S REPORT



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12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

- 1. CHAPTER 3: ADMINISTRATIVE CODE**
SPONSORED BY MAYOR MYERS BY REQUEST
- 2. CHAPTER 5: BOARDS, COMMISSIONS, AND COMMITTEES**
SPONSORED BY MAYOR MYERS BY REQUEST
- 3. CHAPTER 152: STREETS AND SIDEWALKS**
SPONSORED BY MAYOR MYERS BY REQUEST

B. ORDINANCES IN THE 3rd READING – None

C. RESOLUTIONS

- 1. REPROGRAMMING OF UNEXPENDED BOND PROCEEDS AND APPROPRIATIONS FOR CERTAIN CAPITAL IMPROVEMENT PROJECTS**
SPONSORED BY COUNCILOR WESTON AND COUNCILOR GARRISON

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – American Legion Auxiliary**
- 2. ROAD TOLL – American Legion Auxiliary**
- 3. BLOCK PARTY – Florence Street Block Party**
- 4. TAG – Dover Little Green Football, Inc.**
- 5. TAG – Seacoast Titans Football & Cheer League**
- 6. RESOLUTION: MISCELLANEOUS HARDWARE SUPPLIES**
SPONSORED BY MAYOR MYERS BY REQUEST
- 7. RESOLUTION: B09054 PURCHASE OF UNLEADED AND DIESEL FUEL**
SPONSORED BY MAYOR MYERS BY REQUEST
- 8. RESOLUTION: B09052 WASTEWATER TREATMENT PLANT SLUDGE DEWATERING UPGRADE DESIGN SERVICES**
SPONSORED BY MAYOR MYERS BY REQUEST
- 9. RESOLUTION: B10089 HOT BITUMINOUS PAVING (ASPHALT)**
SPONSORED BY MAYOR MYERS BY REQUEST



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10. RESOLUTION: B10090 SIDEWALK IMPROVEMENTS

SPONSORED BY MAYOR MYERS BY REQUEST

11. RESOLUTION: B10091 BRIDGES OVER COCHECO RIVER

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 – Media Access |
| 5. McConnell Center Advisory Committee | 11. Joint Building Committee – Woodman Park |
| 6. Arts Commission | 12. Legislative Liaison |

B. RESOLUTIONS

1. DOVER UTILITIES COMMISSION RULES AND REGULATIONS

SPONSORED BY MAYOR MYERS BY REQUEST

2. 2010 CITY MANAGER EVALUATION

SPONSORED BY MAYOR MYERS

3. 2010 CITY MANAGER CONTRACT AMENDMENT

SPONSORED BY MAYOR MYERS

4. MERIT PLAN AMENDMENT PURSUANT TO CITY CHARTER C7-2

SPONSORED BY MAYOR MYERS BY REQUEST

5. FINAL ACCEPTANCE WOODMAN PARK ELEMENTARY SCHOOL ADDITION AND RENOVATIONS

SPONSORED BY COUNCILOR CHENEY AND COUNCILOR WESTON

6. NAMING OF NEW BRIDGE SPANNING COCHECO RIVER

(TO BE REFERRED TO A PUBLIC HEARING TO BE HELD ON JULY 28, 2010)

SPONSORED BY MAYOR MYERS

C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE – None

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



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1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Cheney led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Deputy Mayor Trefethen

Also present: City Manager Joyal, Finance Director Lynch, and City Clerk Lavertu.

5. PROCLAMATIONS/AWARDS – None

6. APPROVAL OF AGENDA

Councilor Garrison moved to add his Legislative Liaison Report.

Vote: 8/0.

Councilor Cheney removed Item 13.B.2.

Vote: 8/0.

7. PUBLIC HEARINGS – None

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.

William Colbath, 129 Silver Street: He asked the Council to reconsider their vote at the last City Council meeting to remove the Zoning Board of Adjustment chairperson who asked to be reappointed.

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



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9. CITY MANAGER'S REPORT

City Manager Joyal reminded the Council that he will be hosting a Dover Discussions on July 12th, from 6:30pm to 8:30pm, in the McConnell Center Cafeteria. He said Councilors from Wards 3 and 4 will be present. He said Willand Pond has been tested by the State and the warnings have been removed. He said the pools are open and they have a new rate schedule, which is available on the website.

Councilor Carrier moved to accept the City Manager's Report; seconded by Councilor Cruikshank.

Vote: 8/0.

10. APPROVAL OF MINUTES

- A. June 2, 2010 – Workshop**
- B. June 2, 2010 – Special Meeting**
- C. June 9, 2010 – Regular Meeting**

Councilor Weston moved to accept the Minutes; seconded by Councilor Hooper.

Vote: 8/0.

11. MAYOR'S REPORT

Mayor Myers said he attended the Irish Festival, with Governor Lynch giving opening remarks. He attended the Tri-City Chamber Meeting. He had three ribbons cuttings for the Greater Dover Chamber of Commerce. He said he will be appointing Mike McCann as the Skyhaven representative.

Councilor Hooper moved to accept the Mayor's Report; seconded by Councilor Garrison.

Vote: 8/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING – None

B. ORDINANCES IN THE 3rd READING – None

1. CHAPTER 3, FORMATION OF POOL ADVISORY COMMITTEE (TO BE REMOVED FROM THE TABLE)

SPONSORED BY MAYOR MYERS BY REQUEST

Councilor Weston moved to substitute as a whole; seconded by Councilor Nedelka.

Vote: 8/0.

Councilor Weston moved for its approval; seconded by Councilor Garrison.

Councilor Weston started a discussion on membership, and whether the City Councilor has the right to vote. There was a consensus to have the Council liaison be non-voting.

Roll Call Vote: 8/0.



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C. RESOLUTIONS – None

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **FIREWORKS – City of Dover Recreation Department**
2. **RAFFLE – City of Dover Recreation Department**
3. **TAG - Dover Little Green Football**
4. **RESOLUTION: B07061 TAX ASSESSING AND DATA COLLECTION SERVICES**
SPONSORED BY MAYOR MYERS BY REQUEST
5. **RESOLUTION: B10004 CHANGE ORDER III HYDROGEOLOGICAL SERVICES**
FOR THE WILLAND POND WELL
SPONSORED BY MAYOR MYERS BY REQUEST
6. **RESOLUTION: B07052 ROOT CONTROL SERVICES**
SPONSORED BY MAYOR MYERS BY REQUEST
7. **RESOLUTION: B10034 AMENDMENT 1: MUNICIPAL STORMWATER UTILITY**
FEASIBILITY STUDY
SPONSORED BY MAYOR MYERS BY REQUEST
8. **RESOLUTION: B10079 VARIOUS CHEMICALS FOR RECREATION AND**
COMMUNITY SERVICES DEPARTMENTS
SPONSORED BY MAYOR MYERS BY REQUEST
9. **RESOLUTION: B10081 WOOD ASH FOR WWTP**
SPONSORED BY MAYOR MYERS BY REQUEST
10. **RESOLUTION: B10083 BITUMINOUS CONCRETE PICKED UP**
SPONSORED BY MAYOR MYERS BY REQUEST
11. **RESOLUTION: B10086 SPECIALIZED MUNICIPAL LEGAL SERVICES**
SPONSORED BY MAYOR MYERS BY REQUEST
12. **RESOLUTION: AWARD OF MAINTENANCE AGREEMENT TO**
SOUTHWORTH/MILTON CAT FOR GENERATOR MAINTENANCE
SPONSORED BY MAYOR MYERS BY REQUEST



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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 – Media Access |
| 5. McConnell Center Advisory Committee | 11. Joint Building Committee – Woodman Park |
| 6. Arts Commission | 12. Legislative Liaison |

Councilor Weston moved to accept the Consent Calendar; seconded by Councilor Nedelka. Mayor Myers asked the Council if they had any items they would like pulled for further discussion.

Councilor Nedelka asked to pull Item 13.A.4.

Councilor Cheney asked to pull Items 13.A.5., 13.A.7., and 13.A.11.

Councilor Hooper asked to pull the School Board Liaison Report.

Councilor Garrison asked to pull the Legislative Liaison Report.

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

Roll Call Vote: 8/0.

Councilor Weston moved to approve Item 13.A.4.; seconded by Councilor Nedelka.

Councilor Nedelka started a discussion about the bidding process.

Roll Call Vote: 8/0.

Councilor Weston moved to approve Item 13.A.5.; seconded by Councilor Garrison.

Councilor Cheney started a discussion on what prompted this change order request.

Community Services Director Steele said the extra cost was for drilling. He said they encountered boulders, which caused extra days for drilling. He said this was a separate project where they are trying to find a new water supply.

Roll Call Vote: 8/0.

Councilor Weston moved to approve Item 13.A.7.; seconded by Councilor Cruikshank.

Councilor Cheney started a discussion on what was approved with the original resolution on feasibility. She said the change order is higher than the high bid.

City Manager Joyal said the City received a grant for the study. He said it was advisable to do samplings of some surfaces around the City to help them come up with estimates.

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

Councilor Weston moved to approve Item 13.A.11.; seconded by Councilor Hooper.

Councilor Cheney started a discussion on blanket orders and how monies are spent.

Mayor Myers said the City Manager and City Attorney are efficient and will keep the Council up-to-date. He said this was implemented on an as-needed basis.

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



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Councilor Weston moved to approve the School Board Liaison Report; seconded by Councilor Garrison.

Councilor Hooper discussed the School Board's decisions on several items. She said the contract for the new Superintendent, Jean Briggs-Badger, has been approved.

Vote: 8/0.

Councilor Hooper moved to approve the Legislative Liaison Report; seconded by Councilor Weston.

Councilor Garrison said the legislature has adopted a budget balancing bill, and it has been signed by Governor Lynch. He said the good news is that there is no additional downshifting to the local level beyond catastrophic aid to school districts.

Vote: 8/0.

B. RESOLUTIONS

1. B10068 FIRE & RESCUE APPARATUS PURCHASE

SPONSORED BY MAYOR MYERS BY REQUEST

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

Roll Call Vote: 8/0.

2. FINAL ACCEPTANCE WOODMAN PARK ELEMENTARY SCHOOL ADDITION AND RENOVATIONS

SPONSORED BY COUNCILOR CHENEY AND COUNCILOR WESTON

Item was removed from the Agenda.

3. REPROGRAMMING OF UNEXPENDED BOND PROCEEDS AND APPROPRIATIONS FOR CERTAIN CIP PROJECTS

(TO BE REFERRED TO A PUBLIC HEARING ON JULY 14, 2010)

SPONSORED BY COUNCILOR WESTON AND COUNCILOR GARRISON

Councilor Weston moved to refer to a Public Hearing on July 14, 2010; seconded by Councilor Garrison.

Vote: 8/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 3: ADMINISTRATIVE CODE

(TO BE REFERRED TO A PUBLIC HEARING ON JULY 14, 2010)

SPONSORED BY MAYOR MYERS BY REQUEST

Councilor Weston moved to substitute as a whole and to refer to a Public Hearing on July 14, 2010; seconded by Councilor Cruikshank.

Vote: 8/0.



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**2. CHAPTER 5: BOARDS, COMMISSIONS, AND COMMITTEES
(TO BE REFERRED TO A PUBLIC HEARING ON JULY 14, 2010)
SPONSORED BY MAYOR MYERS BY REQUEST**

Councilor Weston moved to refer to a Public Hearing on July 14, 2010; seconded by Councilor Cruikshank.
Vote: 8/0.

**3. CHAPTER 152: STREETS AND SIDEWALKS
(TO BE REFERRED TO A PUBLIC HEARING ON JULY 14, 2010)
SPONSORED BY MAYOR MYERS BY REQUEST**

Councilor Weston moved to refer to a Public Hearing on July 14, 2010; seconded by Councilor Hooper.
Vote: 8/0.

14. COUNCIL CORRESPONDENCE

Councilor Weston read an email from Richard Callaghan into the record regarding the Zoning Board of Adjustment into the record. She requested that it be placed on file.
Councilor Cheney moved to accept correspondence; seconded by Councilor Nedelka.
Vote: 8/0.

15. COUNCIL MATTERS OF INTEREST

Councilor Cheney said she was concerned with the appointments process. She said she offered changes in the rules last December, which were rejected. She asked to rescind her vote on the Zoning Board of Adjustment appointment.

Councilor Weston said she is also concerned with the appointments process. She said she has received messages from people who have applied and haven't received any response. She said there is an opening on the Transportation Advisory Commission. She said she finds the two-sided agenda packets very difficult, and asked for a quick straw poll to have it go back to single-sided.

There was a straw poll of 4/4; no consensus at this time.

Mayor Myers explained that the Appointments Committee hasn't been able to meet because of the Budget process. He said they are having a big meeting next week because there isn't a Council meeting. He referred to the email from Mr. Callaghan. He said the person was not removed from office, but her term had expired. He said he was shocked and offended that someone would mention that she wasn't reappointed because she was a woman. He said he should have been contacted beforehand. He said he knew the former Councilor knew how to contact him, because he contacted him on another matter last week. He said he was dumbfounded and felt it insulted the voters who voted him in as Mayor four terms in a row.



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Councilor Cheney mentioned again that she wanted to recall her vote. She hasn't heard an answer as to why she wasn't reappointed.

Mayor Myers said she was interviewed during a public meeting six weeks ago, and minutes have been posted.

Councilor Cheney asked again for an account from the City Manager regarding where the \$268,000 came from to pay for some expenses. She also asked again for a report on the City Hall rentals.

Councilor Carrier said there are two vacancies on the Recreation Advisory Board. He said to the public that they are a good Council and are doing nothing behind the scenes trying to manipulate anything. He said the emails and accusations are not correct. He said he was born and brought up in this City, he was honest, and felt the City didn't need the distrust that these emails bring forward. He said the Council is trying hard, and asked the public to believe in the Council.

Councilor Nedelka said it was offensive and absurd to even suggest that an appointment was rejected based on gender.

Councilor Weston asked the people to look at the Council, which consists of four women.

Councilor Cheney said they were elected.

Councilor Weston continued to say that the women on the Council wouldn't discriminate. She added to Councilor Carrier's comment that she also was born and raised in Dover, and she would never discriminate against anyone. She said she agreed with Councilor Carrier's statement.

16. ADJOURNMENT

Councilor Cruikshank moved to adjourn; seconded by Councilor Weston.

Vote: 8/0.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2010.06.23 - 9**

Ordinance Title: **Chapter 3, Administrative Code**

The City of Dover Ordains:

1. PURPOSE

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

2. AMENDMENT

Chapter 3 entitled “Administrative Code” is hereby amended by deleting the entire Chapter and inserting a new Chapter 3, entitled “Administrative Code” as attached hereto.

3. TAKES EFFECT

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Myers By Request

Approved for Legal Compliance: 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: **O – 2010.06.23 - 9**
Ordinance Title: **Chapter 3, Administrative Code**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers		
Deputy Mayor, Dean Trefethen, 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#: 12.A.1.

Ordinance Number: **O – 2010.06.23 - 9**

Ordinance Title: **Chapter 3, Administrative Code**

ORDINANCE BACKGROUND MATERIAL:

These revisions generally amend the department structure provisions and purchasing code provisions. The provisions regarding boards, commissions and committees are deleted and moved to a new Chapter 5.

ADMINISTRATIVE CODE

Chapter 3

ARTICLE I: GENERAL PROVISIONS

- 3-1 Legislative authority**
- 3-2 Departments.**
- 3-3 Powers and duties of department heads**
- 3-4 Appointment of department heads; compensation;**
- 3-5 Authority and functions of the City Manager**

ARTICLE II: MUNICIPAL DEPARTMENTS

- 3-6 Executive**
- 3-7 Finance**
- 3-8 Fire and Rescue**
- 3-9 Public Welfare**
- 3-10 Public Library**
- 3-11 Community Services**
- 3-12 Planning and Community Development**
- 3-13 Police**
- 3-14 Recreation Programs**

ARTICLE III: PURCHASING CODE

- 3-15 Purpose**
- 3-16 Applicability of Article and compliance with Charter**
- 3-17 Definitions**
- 3-18 Appropriations for purchases; availability of funds**

- 3-19 Authority of the Purchasing Agent**
- 3-20 Use of credit cards**
- 3-21 Small purchases (less than \$1,000)**
- 3-22 Emergency purchases**
- 3-23 Quote purchases (\$1,000-\$9,999.99)**
- 3-24 Competitive bidding purchases (\$10,000 or more); waiver**
- 3-25 Competitive bidding**
- 3-26 Major construction projects; Pre-qualification of bidders**
- 3-27 Negotiations after bidding**
- 3-28 Professional services**
- 3-29 Exceptions to competitive bidding**
- 3-30 Exception reporting**
- 3-31 Other exemptions to bidding and approval requirements**
- 3-32 City Council approval (\$25,000 or more)**
- 3-33 Re-bidding**
- 3-34 Contract processing**
- 3-35 Conditions of purchase**
- 3-36 Bid protests**
- 3-37 Duties of department heads**
- 3-38 Exchange for goods and services**
- 3-39 Environmental concerns; required language**
- 3-40 Conflicts of interest**
- 3-41 Pecuniary benefit**
- 3-42 Public access to procurement information**
- 3-43 Savings provision**

[HISTORY: Adopted by the City Council of the City of Dover 12-14-77 as the Administrative Code. Departments amended 10-25-78 by Ord. #23-78; amended 9-22-82 by Ord. #17-82; amended 10-27-82 by Ord. #21-82; amended 12-13-89 by Ord. #26-89; amended 12-19-90 by Ord. #20-90; amended 2-21-90 Ord. #1-90; amended 7-17-91 by Ord. # 25-91; repeal 7-1-92 Ord. #19-92; amended 5-18-94 by Ord. #A05/94; repeal 5-18-94 by Ord. # A05-94; amended 5-18-94 by Ord # A05-94; amended 9-28-94 by Ord. #16-94; amended 9-28-94 by Ord. #16-94; amended 8-27-96 by Ord. # 13-96; amended 3-19-97 by Ord. #06-97; amended 4-8-98 by Ord. # 04-98; amended 12-21-05 by Ord. # 2-2005; Generally revised in 2010. Purchasing Code amended 2-13-80 Ord. # 2-80; amended 4-1-92 by Ord. # 08-92; amended 3-19-99 by Ord. 01-99; generally amended in 2010. Boards and commissions. Repeal 4-21-99 by Ord. #05-99; repeal 3-17-93 by Ord. 01-93; repeal 4-16-97 by Ord. 10-97. Adding boards and commissions 7-25-84 by Ord. #14-84 (Board of Trustees); 1-15-92 by Ord. #49-91 (Building Code Board of Appeals); 11-20-96 by Ord. # 18-96 (Solid Waste Advisory); 4-18-01 by Ord. #06-2001 (Arts); 5-16-01 by Ord. # 10-01 (Transportation Advisory); 2-20-02 by Ord. #02-2002 (Joint Fiscal); 6-16-04 by Ord. # 10-2004 (DBIDA); 2-22-07 by Ord. # 02-2007; Generally amended in 2010; repeal of provisions for boards, commissions and committees in the Administrative Code in 2010 with the creation of a new Chapter 5 (new) Boards, Commissions and Committees.]**

ARTICLE I GENERAL PROVISIONS

3-1. Legislative authority.

Comment [ABK1]: This section is new. It sets out the authority under the Charter and State law.

- A. This Administrative Code is established in accordance with the provisions of RSA 49-C:21. The Administrative Code may be amended from time to time pursuant to the provisions of RSA 49-C:21.
- B. Should any section or provision of the Administrative Code be declared by a court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of this Administrative Code as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.
- C. The City Manager may issue administrative regulations promulgating procedures, administrative policies and programs of the City to supplement this Administrative Code. These regulations, together with the Administrative Code and any other standard operating procedures established by subordinate departments, shall conform to the requirements of the ordinances of the City of Dover, existing collective bargaining agreements and all other applicable state and federal laws.

3-2 Departments.

Comment [ABK2]: The department structure remains the same as the provisions of former section 3-1.

The administrative service of the city shall consist of the following departments, and the department head shall be known by the titles shown:

Department	Department Head
* Executive	City Manager
* Finance	Finance Director
* Fire and Rescue	Fire Chief
* Public Welfare	Director of Public Welfare
* Public Library	Director of Public Library
* Community Services	Director of Community Services
* Planning and Community Development	Director of Planning and Community Development
* Police	Police Chief
* Recreation	Director of Recreation

Comment [ABK3]: Public Welfare was formerly called Human Services

3-3 Powers and duties of department heads.

- A. Department heads shall be responsible for the efficient and cost effective operation of their departments on a courteous, cooperative and friendly basis while interacting with citizens of Dover and all other departments. They shall perform all duties and exercise all the powers conferred upon their office by applicable laws, ordinances and resolutions.
- B. Department heads may prescribe departmental rules and regulations not inconsistent with general law, the City Charter, the Administrative Code, City ordinances, administrative regulations, and the provisions of the Merit Plan for the administration of their departments, conduct of the employees and the proper performance of department functions.
- C. Department heads may, with the approval of the City Manager, establish department divisions and subunits as may be desirable in the interest of economy and efficiency in accordance with sound administrative principles and practices.
- D. Department heads shall be responsible for satisfactory maintenance and care of all city property and buildings assigned to their department.
- E. Department heads shall be responsible for preparing and submitting routine and special reports on the operation of their departments to the City Manager or to any state or federal agencies as required.
- F. All employees shall be under the immediate supervision of their respective department heads and or designees, and all employees in the Classified Service shall be compensated on the basis of a uniform pay plan.

Comment [ABK4]: This section was formerly 3-2. All paragraphs remain the same except former Paragraphs G & H. Paragraph G required department heads to submit budget estimates to the City Manager which is addressed by the Charter. Paragraph H required department heads to follow the Purchasing code. The new Purchasing code requires department heads to comply with its provisions.

Comment [ABK5]: New provision requiring department heads to comply with administrative regulations when establishing department rules.

Comment [ABK6]: Deleted former 3-4(A) which stated: "Department heads may establish subordinate positions and make appointments and removals as may be necessary, within the limitations of the appropriations provided and subject to the provisions of the City Charter, the Merit Plan and the approval of the City Manager."

Comment [ABK7]: Formerly 3-4(B)

Comment [ABK8]: This section was formerly Section 3-3.

3-4 Appointment of department heads; compensation ;

A. All department heads shall be appointed, as provided by the City Charter, for indefinite terms, on the basis of merit and fitness to perform their duties and may be removed by the City Manager for misconduct or inefficiency as provided for in the City Charter, Merit Plan and state statute.

Comment [ABK9]: This provision adds the Charter and state statute as sources of authority.

B. The compensation of all department heads shall be fixed by the provisions of the Merit Plan.

Comment [ABK10]: This provision confirms the use of the Merit Plan as required by the Charter.

3-5 Authority and functions of the City Manager

Comment [ABK11]: This section was formerly Section 3-5 (B)

A. Pursuant to section C5-5 of the City Charter, the City Manager shall have the following authority and shall perform the following functions:

- 1) The City Manager shall be the administrative head of the city and shall perform all the duties and have all the responsibilities prescribed by the City Charter, by ordinance, resolution and state law.
- 2) The City Manager shall supervise the heads of all departments established by this Code and shall have the power to suspend and discipline, and to perform or delegate duties and responsibilities to the department heads..

Comment [ABK12]: The provisions of former 3-4.1 are **omitted** as follows:
“ A. All Administrative Offices of the City of Dover whether located in City Hall or elsewhere in the City, shall be open at least 40 hours per week at times which are convenient for the conduct of business by the citizens of Dover and others wishing to do business with the city.
B. The specific hours of operation shall be established by the City Council, with the advice of the City Manager, by resolution.”

ARTICLE II MUNICIPAL DEPARTMENTS

3-6 Executive

There shall be an Executive Department, under the direct supervision of the City Manager, who shall be responsible for human resources, legal, economic development and information systems functions and who shall administer the functions of the department with appropriate supervisory, clerical and labor staff.

Comment [ABK13]: The following descriptions of departments are generally amended to focus on “functions” rather than divisions of the individual departments. This results in **omitting** detailed descriptions of the divisions and responsibilities currently existing in Sections 3-5 through 3-24. The configuration of functions within departments will adjust to meet changing conditions by administrative directive.

3-7 Finance

There shall be a Finance Department, under the direct supervision of a Director, who shall be responsible for accounting, purchasing, tax collection, treasurer, assessment, water/sewer billing, audit, city clerk services, elections and budget functions and who shall administer the functions of the department with appropriate supervisory, clerical and labor staff.

3-8 Fire & Rescue

There shall be a Fire & Rescue Department, under the direct supervision of a Fire Chief, who shall be responsible for fire and emergency medical services, emergency management and inspection functions and who shall administer the functions of the department with appropriate supervisory, clerical and labor staff. The Fire Chief shall

have all the powers conferred upon fire wardens by law. The Fire Chief shall be the emergency management director with all duties and powers associated with the position pursuant to state law.

3-9 Public Welfare

There shall be a Public Welfare Department, under the direct supervision of a Director, who shall be responsible for providing public welfare and benefit functions and who shall administer the functions of the department with appropriate supervisory, clerical and labor staff.

3-10 Public Library

There shall be a Public Library Department, under the direct supervision of a Director, who shall be responsible for providing library service functions and who shall administer the functions of the department with appropriate supervisory, clerical and labor staff.

3-11 Community Services

There shall be a Community Services Department, under the direct supervision of a Director, who shall be responsible for providing engineering, public works, utilities, facilities and grounds, environmental, solid waste and recycling, and fleet maintenance functions, and who shall administer the functions of the department with appropriate supervisory, clerical and labor staff. The Community Services Director, or designee, shall be the tree warden and road agent pursuant to state law.

3-12 Planning and Community Development

There shall be a Planning and Community Development Department, under the direct supervision of a Director, who shall be responsible for planning and community development functions, and who shall administer the functions of the department with appropriate supervisory, clerical and labor staff.

3-13 Police

There shall be a Police Department, under the direct supervision of a Police Chief, who shall be responsible for public safety and public parking functions, and who shall administer the functions of the department with appropriate supervisory, clerical and labor staff. The Police Chief shall have all powers contained in state law.

3-14 Recreation Programs

There shall be a Recreation Department, under the direct supervision of a Director, who shall be responsible for recreational programming and who shall administer the functions of the department with appropriate supervisory, clerical and labor staff.

ARTICLE III PURCHASING CODE

Comment [ABK14]: The Purchasing Code was adopted in 1977. Spot amendments have been made sparingly over the past 30 years. Purchasing codes are authorized in state law by RSA 31:59-a.

3-15 Purpose.

Comment [ABK15]: This section duplicates the provisions of former 3-27.

The purposes of this Chapter are to standardize the purchasing procedures of the City, thereby increasing savings and protection of the taxpayers' money, to set forth the duties and responsibilities of the department heads in order to foster interdepartmental cooperation and trust with the office of the Purchasing Agent, and to assign all responsibility for purchasing to the Purchasing Agent.

3-16 Applicability of Article and compliance with Charter.

Comment [ABK16]: This section conforms to the provisions of former 3-28.

This Chapter shall apply to all purchases for all departments and agencies of the city pursuant to C6-16 of the Dover City Charter.

3-17 Definitions.

Comment [ABK17]: These definitions conform to the provisions of former 3-26 except definitions for Field Purchase Orders and Sealed Formal Bids are deleted since these definitions are unnecessary under current practices. Field Purchase Orders are no longer used. The concept of sealed bids is contained in the definition of Competitive Bidding.

For the purposes of this Chapter, the following terms, phrases, words and their derivations shall have the following meanings:

- A. **BID MOST ADVANTAGEOUS TO THE CITY** means the lowest responsible and responsive bid taking into consideration the price, the quality of the commodity or service, and the service reputation and experience of the bidder.
- B. **COMPETITIVE BIDDING** means the formal process involving sealed written bids as a means of achieving the bid most advantageous to the City for goods and services.
- C. **EMERGENCY PURCHASE** means a purchase occasioned by a potential threat to public health, safety or to property.
- D. **PURCHASE ORDER** means the document used to accomplish the purchase of goods and/or services.
- E. **GOODS AND SERVICES** means the complete array of purchases of the city, including but not limited to, supplies, commodities, equipment, construction materials and labor, consulting services, and training.
- F. **GROUP PURCHASE** means the purchase made by the Purchasing Agent by combining two (2) or more department requisitions in one (1) purchase order.
- G. **INFORMAL BID** means a quotation obtained from the vendor(s) in writing or by oral communication.

- H. **LIST OF APPROVED VENDORS** means the list of vendors who have qualified to bid on city purchases of goods and services.
- I. **PURCHASE AMOUNT** means the total cost of goods or services including all determinable associated costs, e.g. construction, engineering, delivery, setup and training. Where the purchase consists of small frequent charges, the aggregate twelve (12) month cost of goods or services shall be used to determine the amount of a purchase and the applicability of the specific sections of the Purchasing Code.
- J. **SPECIFICATIONS** means the quantity and qualitative standards set by department heads as a guide to the Purchasing Agent and as a measure of quality which successful vendors must achieve. Specifications shall not unnecessarily restrict purchases as to trade name or eliminate bids being submitted on items that have the same specifications without a specific trade name.

3-18 Appropriations for purchases; availability of funds

No purchases shall be made until the City Council has approved the necessary appropriation, or in the case of federal or state grants to the city, the grant award has been received. The Finance Director, or designee, shall certify the availability of funds for all purchases.

Comment [ABK18]: This section conforms to the provisions of former 3-31 except the responsibility of certifying the availability of funds is consolidated in the Finance Director to correct an ambiguity in the former language.

3-19 Authority of the Purchasing Agent

- A. The Purchasing Agent is authorized to purchase goods and/or services for the use of one or more departments. All requests for goods and services shall be made to the Purchasing Agent by the department heads, or their designees.
- B. The Purchasing Agent shall maintain a list of approved vendors.

Comment [ABK19]: This is a new section to comply with the provisions of Dover charter provision C6-16 requiring the assignment of all purchasing responsibilities to a Purchasing Agent.

3-20 Use of credit cards

- A. Credit cards issued by the City may be used for the purchase of goods and services pursuant to administrative regulations on the use of credit cards.

Comment [ABK20]: This section is new. It is modeled after the City of Concord Purchasing Code 31-1-3 allowing the use of credit cards based upon administrative standards delineated separately in an Administrative Rule by the City Manager.

3-21 Small purchases(less than \$1,000)

- A. Small Purchases of less than One thousand dollars (\$1,000) may be executed by informal, direct purchasing by the head of a department, or designee, on forms provided by the Purchasing Agent.
- B. A copy of the purchase order shall be turned in to the Purchasing Agent within seven (7) days of the purchase.
- C. Small Purchases shall not be used if it is known or estimated, based on historic experience, that the aggregate twelve (12) month total cost of said purchases may exceed One thousand dollars (\$1,000).

Comment [ABK21]: This section conforms with former provisions in 3-33 except the use of the term Field Purchase is discontinued and replaced with the term "Small Purchases".

- D. Department heads should take appropriate steps to attain the best pricing practical when making Small Purchases.
- E. Informal bidding may be employed by the Purchasing Agent when requested by a department head.

3-22 Emergency purchases

- A. Emergency Purchase orders may be executed for emergency purchases not exceeding Five thousand dollars (\$5,000). A copy of the Emergency Purchase Order and report shall be sent to the Purchasing Agent within seven (7) days of the Emergency Purchase. The Purchasing Agent shall report the Emergency Purchase Order to the Finance Director and the City Manager.

Comment [ABK22]: This section conforms with the provisions of former provision 3-33 regarding emergencies. Emergency Purchases are addressed in a separate section. Emergency Purchase is a defined term confined to threats of public safety or harm. The City Manager may authorize waiver of Competitive Bidding for Emergency Purchases for purchases over \$10,000.

3-23 Quote purchases (\$1,000-\$9,999.99)

- A. The Purchasing Agent shall conduct bidding for Quote Purchases of One thousand dollars (\$1,000) to Nine thousand nine hundred ninety-nine dollars and ninety-nine cents (\$9,999.99). Quote bidding shall consist of a minimum of three quotes whenever possible.
- B. Verbal or oral quotes shall be required for Quote Purchases from \$1,000 to \$4,999.99.
- C. Written quotes from vendors are required for Quote Purchases from \$5,000 to \$9,999.99.
- D. Oral, verbal and written quotes shall be solicited by telephone, direct mail, direct conversation or by electronic means.

Comment [ABK23]: This section conforms to the provisions of former provision 3-36.

Comment [ABK24]: The Purchasing Agent reports there are situations where it is impracticable to obtain 3 quotes even though 3 quotes is the preferred method.

3-24 Competitive bidding purchases (\$10,000 or more); waiver

- A. The Purchasing Agent shall advertise and conduct Competitive Bidding for purchases of goods and services of Ten thousand dollars (\$10,000) or more.
- B. Competitive Bidding may be waived by a majority vote of the City Council.

Comment [ABK25]: This provision expands the types of communication techniques available to the Purchasing Agent.

Comment [ABK26]: This section conforms with the provisions of former 3-35.

3-25 Competitive bidding

The procedure for Competitive Bidding is:

- A. Competitive Bidding shall be initiated by the Purchasing Agent with a notice of solicitations for bidding sent to vendors and/or by advertising. The notice shall contain Specifications as to quantity and quality, date and time for the closing of bids, the date and time for opening bids, and other details regarding the bidding

Comment [ABK27]: This section conforms to the provisions of former 3-40 except the Dover/State preference exception for ties is eliminated. "F. In the event of a tie for low bid by equally qualified bidders where one bid is not considered a bid most advantageous to the City, the following rules shall apply to the tied bidders:

1. Preference for award of a tie bid shall be given first to any bidder who is located within Dover. If none of the bidders are located in Dover, preference shall then be given to any bidder located within Strafford County and next, the State of New Hampshire in descending order.
2. If preference cannot be determined the purchasing agent shall, in the presence of such bidders if possible or in the presence of a witness, draw lots to determine who shall be awarded the bid."

process. All solicitations shall note that all purchases are subject to the conditions set forth in the City Purchasing Code.

- B. The Purchasing Agent shall solicit at least three (3) vendors when available on every purchase requiring Competitive Bidding unless exempted by the provisions of this ordinance. Bids shall be awarded to the vendor whose bid is the most advantageous to the City of Dover. In the event less than three (3) bids are received, the City Purchasing Agent may award the purchase on the basis of the bid most advantageous to the City of those submitted, or, may order a re-bidding.
- C. Technical specifications for bids shall state information as broadly as practicable, yet shall be specific enough to describe the requirements of the purchase. Non-technical specifications for bids shall state the quality required in general terms.
- D. Formal, sealed bids shall be submitted by qualified vendors before the bidding deadline, but may be withdrawn by any bidder before the deadline. After the bidding deadline the Purchasing Agent shall receive no further bids, and no bidder shall withdraw a bid. The City shall have custody of all bids submitted pursuant to this Purchasing Code.
- E. In accordance with RSA 447:16, the Purchasing Agent shall require security from vendors for construction projects estimated to be in excess of Twenty five thousand dollars (\$25,000). The elements of a purchase to be secured include, but are not limited to, the following:
 - 1) A Bid Bond to secure the bid price plus an additional ten percent (10%) of the bid price from the time of bid opening until signing of the contract, in case of default by the bidder.
 - 2) A Performance Bond in the amount of one hundred percent (100%) of the contract price to insure compliance with and completion of the contract.
 - 3) A Labor and Materials Bond in the amount of one hundred percent (100%) of the contract price to insure payment to suppliers and subcontractors by the contractor.
- F. The form of the security shall be prescribed by the Purchasing Agent and may consist, but is not limited to, bonds issued by surety companies licensed within the United States, certified checks and irrevocable letters of credit at banks acceptable to the City. The Purchasing Agent may waive the bond requirements on a case-by-case basis with the approval of the City Manager. The Purchasing Agent may include security requirements for projects less than Twenty-five thousand dollars (\$25,000) and in other types of purchases where doing so is advantageous to the City with the approval of the City Manager.

- G. In each and every case where bids are presented to the City Council for award, information presented to the City Council shall include solicitation information and bid amounts.
- H. The Purchasing Agent shall open bids, read them in public, inspect them and process for award. In determining the bid most advantageous to the City, the Purchasing Agent shall, whenever possible, analyze the bids so that the bids are compared on an equitable basis as determined in the sole discretion of the Purchasing Agent.

3-26 Major construction projects; prequalification of bidders

Comment [ABK28]: This section is new. It permits, but does not require, pre-qualification of bidders for major projects.

- A. In the case of contracts for the construction, reconstruction, alteration, repair, or refurbishing of real property where the estimated cost of the project is in excess of One hundred thousand dollars (\$100,000), a determination of the responsibility of interested contractors may precede the issuance of invitations to bid. Invitations to bid shall be issued only to firms who have, in the Purchasing Agent's sole determination, been pre-qualified.
- B. The pre-qualification process shall include the following:
 - 1) The ability, capacity, and skill of the bidder to perform the contract or provide the service required.
 - 2) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
 - 3) The character, integrity, reputation, judgment, experience, efficiency of the bidder.
 - 4) The quality of performance of previous contracts or services.
 - 5) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service.
 - 6) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
 - 7) The quality, availability, and adaptability of the supplies or contractual services to the particular use required.
 - 8) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
 - 9) The number and scope of conditions attached to the bid
 - 10) The amount of total direct and indirect costs which would accrue to the city on account of the bid.
 - 11) These rules and regulations may also include other special considerations not contrary to the law.

3-27 Negotiations after bidding

Comment [ABK29]: This section is new.

- A. The Purchasing Agent shall reserve the right to reject any and all bids together with the right to negotiate with the bidder submitting the bid most advantageous to the City for a lower price.

3-28 Professional services

In the purchase of accounting, architectural, auditing, engineering, legal and medical services and purchases of independent professional consultant services for personnel, data processing, insurance, actuarial, planning, management, and other comparable purchases the following procedures may be followed:

- A. An invitation shall be developed which will include a description of the scope of services and desired result and which shall request qualifications and an expression of interest.
- B. The invitation shall be given adequate public notice by posting in two public places, and by publication in a newspaper of general circulation.
- C. Depending on the scope of the project, up to six applicants shall be selected to submit formal proposals.
- D. The Purchasing Agent shall develop a request for proposals, including terms, conditions, and other requirements and identifying the purpose of the work, the result desired, the specific work components the consultant is expected to perform, and the responsibilities of the applicant and the City.
- E. Proposals shall be evaluated and selection made on the basis of demonstrated competence and qualification for the services required at a fair and reasonable price. In addition to price, and where applicable to a particular project, the following factors shall be used in awarding the contract:
 - 1) Specific experience with similar projects.
 - 2) Specific experience with earlier phases of the same project.
 - 3) Background and experience of staff members who would be assigned to the job.
 - 4) Availability.
 - 5) Locality of the firm.
 - 6) Ability to communicate ideas.
 - 7) Ability to supply all of the major disciplines necessary to perform the work.
 - 8) Qualifications of subcontractors.
 - 9) Conceptual designs.
 - 10) Accuracy of the firm in estimated time and cost requirements.
- F. Interviews may be a part of the selection process.
- G. On award, all contracts for professional services shall be formalized in a written agreement signed by the applicant and the City Manager.

Comment [ABK30]: This section is new. It permits, but does not require, pre-qualification of bidders. It is modeled after the Manchester Purchasing code.

3-29 Exceptions to competitive bidding

Comment [ABK31]: This section conforms with former provision 3-36 with new portions added. New portions involve expansion of the ability to use cooperative buying programs, sole source, clarification of the use of Change Orders, extension of contract prices for subsequent years, group purchases and litigation support.

Competitive Bidding shall not apply to the following:

- A. Emergency Purchases: The City Manager may waive the competitive bidding procedures when there exists an emergency as determined by the City Manager. All attempts shall be made to obtain the most competitive price within the time available. The City Manager shall report all such emergency purchases to the City Council at their next regular meeting.
- B. Purchases made through the State of New Hampshire, other governmental agencies, or cooperative buying groups: The Purchasing Agent may, with approval by the City Manager, waive bidding procedures when purchasing can be accomplished through the State of New Hampshire or at State bid prices, other governmental agencies or cooperative buying groups.
- C. Change orders: The Purchasing Agent is authorized to issue change purchase orders for changes in scope or quantity of an existing purchase. Changes orders for a vendor may be permitted up to the limits of the available appropriation when the services are within the original scope of services. A change order may also be issued up to a cumulative amount of Twenty-five thousand dollars (\$25,000) without further City Council approval.
- D. Requests for proposals (RFP): The Purchasing Agent may solicit competitive proposals if he/she determines that compiling detailed technical specifications is not feasible or advantageous. Solicitation and award of RFP's is subject to other provisions of the Purchasing Ordinance.
- E. Regional purchasing: The Purchasing Agent may participate in solicitations to bid conducted by the City of Dover or another city or town where the goal is to bid for goods and services for more than one city, town or other government entity subject to other provisions of the Purchasing Ordinance.
- F. Sole Source purchases where the proposed purchase is manufactured or provided by only one entity.
- G. Purchases under extensions of contracts when the same or lower price is extended for another year or part of a year.
- H. Purchases under intergovernmental agreements or contracts which require use of procurement procedures consistent with the provisions of this section
- I. Expert consulting for litigation

3-30 Reporting.

- A. The Purchasing Agent shall report exceptions to the bidding and award requirements to the City Manager.

Comment [ABK32]: This section conforms to former provisions 3-37.

B. All purchases of goods and services of Five thousand dollars (\$5,000) or more shall be reported to the City Council by the City Manager on a monthly basis following said purchases.

3-31 Other exemptions to bidding and approval requirements.

Comment [ABK33]: This section conforms to former provision 3-38.

Payments and purchases exempt from the bidding and City Council approval requirements due to their nature or other statutory provisions include:

- A. Utility consumption costs including electrical, natural gas, water and sewer.
- B. Telecommunication charges.
- C. Advertising.
- D. Postage.
- E. Federal, state and local taxes.
- F. Court judgments.
- G. Workers Compensation claims.
- H. Debt service payments.
- I. Police special investigative costs where disclosure may jeopardize an investigation.

3-32 City Council approval (\$25,000 or more)

Comment [ABK34]: This section conforms to former provision 3-39.

All purchases of goods and services of Twenty-five thousand dollars (\$25,000) or more shall be approved or rejected by majority vote of the City Council prior to the awarding of such purchases. The City Manager is authorized to sign a contract containing the terms and conditions of the bid award. The amount of the authorization shall be limited so as not to exceed available funding.

3-33 Re-bidding.

Comment [ABK35]: This section conforms to former provision 3-41.

The City Purchasing Agent is authorized to re-bid any or all items which have been noticed for bidding where less than three (3) bids have been received, or where no bid most advantageous to the City has been received.

3-34 Contract processing.

Comment [ABK36]: This section conforms to former provision 3-42 except the omission of the following language: " Execution of a contract or contract change order accompanying a purchase order or purchase change order greater than one thousand dollars (\$1,000) shall occur only after the contract has been reviewed as to form by the City Attorney and funding confirmed by the Finance Director.

The City Manager is designated as the contracting officer of the City. Purchases involving contracts are subject to all other provisions of the Purchasing Code.

3-35 Conditions of purchase.

All purchases which shall be made by the City shall be subject to the following conditions:

- A. All purchases shall be awarded on the basis of the bid most advantageous to the City;
- B. All purchases shall be subject to the reservation of the right by the City to accept or reject any or all bids.
- C. When an award of purchase shall be recommended to other than the low bidder, the Purchasing Agent shall submit such recommendation to the City Manager for approval or disapproval. Should the City Manager reject such recommendation, the award shall be made to the bid most advantageous to the City, unless all bids are rejected.

Comment [ABK37]: This section conforms for the most part with former 3-43 with some clarification about rejecting the low bidder. Clarification was also made that the standard for acceptance of a bid is the bid most advantageous to the City as a defined term.

3-36 Bid protests

- A. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
- B. If a satisfactory resolution of the protest is not achieved by submitting a complaint with the Purchasing Agent, the person submitting the protest shall submit a written appeal to the City Manager within three (3) calendar days of a decision by the Purchasing Agent.
- C. Purchasing procedures shall be stayed pending a decision of the City Manager unless the City Manager decides that the award of a contract is necessary to protect substantial interests of the City.

Comment [ABK38]: This section is new . It is based on language in the Laconia Purchasing Code Section 5-71.

3-37 Duties of department heads for Purchasing Code.

All department heads shall:

- A. Determine acceptable quality of good and services to be purchased.
- B. Cooperate with the Purchasing Agent in establishing lists of approved specifications and vendors.

Comment [ABK39]: This section conforms to former provision 3-44.

- C. Share knowledge of special factors which will implement a policy designed to enable the City to minimize cost and maximize quality.
- D. Supply the Purchasing Agent with a list of estimated annual requirements of frequently used supplies, thereby fostering group purchasing.
- E. Prepare requisitions with a view toward group purchasing and keep corresponding records to facilitate debiting on city financial records.
- F. Be empowered to reject any good or services on grounds of high cost or low quality, and provide the Purchasing Agent with a detailed written report explaining the reasons for such rejection.
- G. Report to the Purchasing Agent obsolete and excess assets, including:
 - 1) Items beyond use.
 - 2) Items being replaced or to be replaced.
 - 3) Items no longer of use to the departmental operation.
- H. Foster regular purchasing procedures to minimize direct purchases.

3-38 Exchange for goods and services.

Comment [ABK40]: This section conforms with former provision 3-45.

Any transfer of City assets, waiving or abatement of fees, or performance of City services in exchange for goods and services to be received by the city shall be deemed a purchase and shall be subject to the provisions of the Purchasing Code as determined by the fair market value of the City assets, fees, and/or services being exchanged.

3-39 Environmental concerns, required language

Comment [ABK41]: This section is new.

- A. Solicitations utilized by the City or any agency thereof for the purpose of soliciting bids, proposals, price quotations, or providing instructions to bidders shall contain the following language: "The City of Dover supports the concept of purchasing products that are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

3-40 Conflicts of interest.

Comment [ABK42]: This section conforms to former provision 3-51.

No employee, officer, agent of the City shall participate in the award or administration of a contract in which he or she, or any member of his or her immediate family has an interest. No such employee, officer, or agent shall participate in the award or administration of a contract with any person, firm,

partnership, or corporation in which he or she or any member of his or her immediate family is an officer or employee or is about to become an officer or employee.

3-41 Pecuniary benefit

Comment [ABK43]: This section is new. See Manchester Code

No employee, officer, or agent of the City who is participating or is about to participate in the award or administration of a contract shall either solicit or accept any pecuniary benefit from any firm, person, partnership, or corporation involved in such contract. For the purpose of this section, the definition of “pecuniary benefit” shall mean any advantage in the form of money, property, commercial interest, or anything else, the primary significance of which is economic gain.

3-42 Public access to procurement information

Comment [ABK44]: This section is new. It is modeled after the Laconia Purchasing Code 5-36.

Procurement information shall be a governmental record to the extent provided in New Hampshire RSA 91-A:4 and RSA 91-A:5 and shall be available to the public. Proprietary information shall be considered a governmental record.

3-43 Savings provision

Comment [ABK45]: This section is new. See Manchester Code.

Nothing in this Purchasing Code is intended to invalidate or in any way limit the term of any contract or special service agreement lawfully made prior to the effective date of this subchapter.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2010.06.23 - 10**

Ordinance Title: **Chapter 5: Boards, Commissions, and Committees**

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to adopt a new Chapter 5 of the City of Dover ordinances.

2. AMENDMENT

Chapter 3 entitled “Administrative Code” is hereby amended by deleting Article IV, entitled Board and Commissions, and adopting a new Chapter 5 to be entitled “Boards, Commissions and Committees.”

3. TAKES EFFECT

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Name
Councilor

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#: 12.A.2.

Ordinance Number: **O – 2010.06.23 - 10**

Ordinance Title: **Chapter 5: Boards, Commissions, and Committees**

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#: 12.A.2.

Ordinance Number: **O – 2010.06.23 - 10**

Ordinance Title: **Chapter 5: Boards, Commissions, and Committees**

ORDINANCE BACKGROUND MATERIAL:

Supporting documentation is attached.

BOARDS, COMMISSIONS AND COMMITTEES
Chapter 5

5-1. Establishment.

- A. There shall be the following boards, commissions and committees in the City of
Dover:

- 1) Board of Health
- 2) Cemetery Board
- 3) Library Board of Trustees
- 4) Recreation Advisory Board
- 5) Dover Arena Commission
- 6) Personnel Advisory Board
- 7) Planning Board
- 8) Dover Utilities Commission
- 9) Zoning Board of Adjustment
- 10) Board of Trustees
- 11) Building Code Board of Appeals
- 12) Solid Waste Advisory Commission
- 13) Dover Arts Commission
- 14) Transportation Advisory Commission
- 15) Joint Fiscal Committee
- 16) Dover Business and Industrial Development Authority
- 17) McConnell Center Advisory Committee
- 18) Parking Commission
- 19) Conservation Commission
- 20) Dover Pools Advisory Committee
- 21) Dover Housing Authority

Comment [ABK1]: This Section conforms to the former list of boards, commissions and committees. Laconia, Keene and Concord include the Housing Authority in a listing of city boards. The cities of Rochester and Portsmouth do not include their housing authorities in their listings.

- B. All boards and commissions shall serve in an advisory capacity only, unless otherwise empowered by state statute, City Charter or ordinance. ||
- C. All appointments to boards, commissions and committees shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any board or commission member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing authority unless otherwise provided in state statute. Conditions for removal of any board member shall be defined by statute, ordinance or the Charter.
- D. All board and commission members shall be residents of the City of Dover except for those members presently serving. All exceptions shall be approved by the City Council.

Comment [ABK2]: The provisions A,B,C and D in this Section are the same as the former Section 3-52.

- E. All boards, commissions and committees shall adopt rules subject to the approval of the City Council. Rules may contain provisions for the establishment of subcommittees consisting of members appointed by the City Council.
- F. The City Council may appoint a City Councilor as an ex-officio non-voting liaison to any board, commission or committee to report to the City Council on a periodic basis.
- G. The City Council shall appoint members to boards, commissions and committees to achieve a membership consisting of staggered terms to assure continuity in the functioning of boards, commissions and committees. Exceptions to the length of the term of appointment may be made by the City Council at the time of appointment to achieve staggered terms.
- H. Staff members may be assigned as liaisons to assist the board, commission or committee at the discretion of the City Manager.
- I. The City Council may appoint ad hoc committees for special projects for limited durations.
- J. All appointments of city councilors as regular or alternate members of a board, commission or committee shall be on an ex-officio non-voting basis, said appointment not to exceed the two-year term of office.

Comment [ABK3]: The provisions of E through J are new.

5-2. Board of Health

- A. MEMBERSHIP. The Board of Health shall consist of five (5) members including a physician and a dentist.
- B. TERMS OF MEMBERS: Members shall be appointed to terms of three (3) years.
- C. AUTHORITY AND DUTIES: The Board of Health shall perform the following functions:
 - 1. Study, consider and recommend to the City Council and the City Manager, or designee, general policies for public health in the City of Dover.

Comment [ABK4]: Generally, all appointments consist of 3 year terms with staggering of the membership of each committee to achieve consistency. The Council has the authority to adjust the term at the time of the appointment to achieve staggered terms.

5-3. Cemetery Board.

- A. MEMBERSHIP: The Cemetery Board shall consist of five (5) members and two (2) alternates.
- B. TERMS OF MEMBERS: Members shall be appointed to terms of three (3) years.

C. **AUTHORITY AND DUTIES:** The Cemetery Board shall perform the following functions:

1. Study, consider and recommend to the City Council and the City Manager, or designee, general policies for the operation of the Cemetery Division of the Community Services Department.

5-4. Library Board of Trustees.

A. **MEMBERSHIP:** The Library Board of Trustees shall consist of five (5) members.

B. **TERMS OF MEMBER:** Members shall be appointed to terms of five (5) years.

C. **AUTHORITY AND DUTIES:** The Library Board shall perform the following functions:

1. Study, consider and recommend to the City Council and the City Manager, or designee, general policies regarding the operation of the Dover Public Library;
2. Advocate, promote and perpetuate the growth, prosperity and the usefulness of the public library.

5-5. Recreation Advisory Board.

A. **MEMBERSHIP:** The Recreation Advisory Board shall consist of nine (9) members and three (3) alternates.

B. **TERMS OF MEMBERS:** Members shall be appointed to terms of three (3) years.

C. **AUTHORITY AND DUTIES:** The Recreation Advisory Board shall perform the following functions:

1. Study, consider and recommend, to the City Council and the City Manager or designee, general policies for the provision of recreation programs and facilities.

5-6. Dover Arena Commission.

A. **MEMBERSHIP:** The Dover Arena Commission shall consist of five (5) members and two (2) alternate members,

B. TERMS OF MEMBERS: Members shall be appointed to terms of three (3) years.

C. AUTHORITY AND DUTIES: The Dover Arena Commission shall perform the following functions:

1. Study, consider and recommend to the City Council and the City Manager or designee, general policies for the operation of the Dover Arena.

5-7. Personnel Advisory Board.

A. MEMBERSHIP. The Personnel Advisory Board shall consist of three (3) members according to the provisions of C7-6 of the Dover Charter. The duties shall conform to the Charter.

5-8. Planning Board.

A. MEMBERSHIP. The Dover Planning Board shall consist of nine (9) members pursuant to the provisions of RSA 673:2 (I-a) and three (3) alternates pursuant to RSA 673:6 and consistent with Dover ordinance Chapter 41. Planning Board members may only serve on other municipal boards and commissions pursuant to RSA 673:7.

B. TERMS OF MEMBERS. Members shall be appointed to terms of three (3) years consistent with the provisions of RSA 673:5 (II). The terms for member appointments shall be made to allow for subsequent appointments to occur on a staggered basis.

C. AUTHORITY AND DUTIES: The duties and authority of the Planning Board shall comply with RSA 672-677 and Chapter 41.

5-9. Dover Utilities Commission.

A. MEMBERSHIP: The Dover Utilities Commission shall consist of seven (7) members and one (1) alternate.

B. TERM OF MEMBERS: Members shall be appointed to terms of three (3) years.

C. AUTHORITY AND DUTIES: The Dover Utilities Commission shall perform the following functions:

1. Study, consider and recommend to the City Council and the City Manager, or designee, general policies for the operation of the water and sewer functions of the Community Services Department;
2. Hear and decide abatement appeal requests filed by citizens regarding administrative abatement decisions.

5-10. Zoning Board of Adjustment.

- A. MEMBERSHIP: The Zoning Board of Adjustment shall consist of five (5) members, and three (3) alternates
- B. TERMS OF MEMBERS. Members shall be appointed to terms of three (3) years.
- C. AUTHORITY AND DUTIES: The Zoning Board of Adjustment shall have duties and responsibilities pursuant to RSA 672-677.

5-11. Board of Trustees.

- A. MEMBERSHIP: The Board of Trustees shall be comprised of five (5) members, one (1) of whom shall be the City Treasurer on an ex-officio basis with voting privileges. Other members shall be citizens of Dover who shall have experience in the field of professional banking and financial matters.
- B. TERM OF MEMBERS: The City Treasurer shall hold a position as a member of the Board of Trustees for a term concurrent with the term of office as City Treasurer. Remaining members shall be appointed to terms of three (3) years.
- C. AUTHORITY AND DUTIES: The Board of Trustees shall have all of the authority and perform all of the duties as may be provided by state law relating to the administration of trust funds of the municipal corporation.

5-12. Building Code Board of Appeals.

- A. MEMBERSHIP: The Building Code Board of Appeals shall consist of five (5) members.
- B. TERMS OF MEMBERS. Members shall be appointed to terms of three (3) years.
- C. AUTHORITY AND DUTIES: The Building Code of Appeals shall have the duties and authority pursuant to RSA 674:34.

5-13. Solid Waste Advisory Commission.

- A. MEMBERSHIP: The Solid Waste Advisory Commission shall consist of seven (7) members
- B. TERMS OF MEMBERS: Members shall be appointed to terms of three (3) years.

C. **AUTHORITY AND DUTIES:** The Solid Waste Advisory Commission shall perform the following functions:

1. Study, consider and recommend to the City Council and the City Manager, or designee, general policies for provision of solid waste and recycling programs and facilities.

5-14. Dover Arts Commission.

A. **MEMBERSHIP:** The Dover Arts Commission shall consist of nine (9) members

B. **TERMS OF MEMBERS:** Members shall be appointed to terms of three (3) years.

C. **AUTHORITY AND DUTIES:** The Arts Commission shall perform the following functions:

1. Study, consider and recommend to the City Council and the City Manager or designee, general policies for the arts in the City of Dover.
2. Develop and promote programs, forums and exhibits that highlight the talent and active art related venues currently existing within the City.

5-15. Transportation Advisory Commission.

A. **MEMBERSHIP:** The Transportation Advisory Commission shall consist of nine (9) members including one (1) member of the City Council, and three (3) staff members assigned by the City Manager as ex-officio voting members.

B. **TERMS OF MEMBERS:** Members shall be appointed to terms of three (3) years.

C. **AUTHORITY AND DUTIES:** The Transportation Advisory Commission shall perform the following functions:

1. Review transportation policy and safety matters involving conventional vehicles, transit, alternative modes (i.e. pedestrian and bicycles), and commercial vehicles, and attendant amenities;
2. Serve as a sounding board for citizens' traffic, pedestrian and safety issues and making recommendations to Council or staff for appropriate action.;
3. Solicit feedback from the School Department regarding sidewalk and crosswalk safety issues on a quarterly basis;

Comment [ABK5]: These scope of activities remain the same as former 3-70. The current composition of the membership is continued.

Comment [ABK6]: The provisions of this section are consistent with the former provisions of 3-70 with new formatting. A COAST member was deleted.

4. Assist with developing the City Transportation Improvement Program (TIP) by soliciting citizen input on needed projects for submission to the Planning Board and City Council;
5. Study issues arising under the City of Dover Master Plan as they relate to transportation;
6. Make recommendations to the City Council and/or Planning Board and study and prepare reports to aid in the development, implementation and general improvement of the Master Plan relating to transportation in the City of Dover;
7. May hold public hearings for neighborhood transportation related reconstruction projects

5-16. Joint Fiscal Committee

Comment [ABK7]: These provisions remain the same.

- A. MEMBERSHIP: The Joint Fiscal Committee shall consist of all elected members of the Dover School Board and the Dover City Council.
- B. TERMS OF MEMBERS: The members shall serve for the length of their respective terms on the Dover School Board and the Dover City Council.
- C. MEETINGS AND AGENDAS: The Joint Fiscal Committee shall meet at dates and time mutually agreeable to the Chair of the School Board and the Mayor, but at least three times per year.
 1. The first regular meeting of the year shall be called to discuss the formulation of the annual budget and shall occur prior to February 1 of each year;
 2. The second regular meeting shall be called to discuss the general fund budget and shall occur prior to May 1 of each year;
 3. The third regular meeting of the year shall be called to discuss the Capital Improvements Plan (CIP) and shall occur prior to October 15 of each year.
 4. Other subjects may be discussed at any meeting pursuant to an advance agenda prepared by mutual agreement of the Chair of the School Board and the Mayor in consultation with their respective bodies.
 5. In addition, either the Chair of the School Board or the Mayor may initiate additional special meetings throughout the year by contacting his or her counterpart. An agenda for special meetings shall be prepared in advance by mutual agreement of the Chair of the School Board and the Mayor in

consultation with their respective bodies.

6. The location of meetings and seating arrangements shall be selected to promote effective communication, to enhance collegiality, and to honor the elected status of the members of each body on an equal basis.
7. The Chair of the School Board and the Mayor shall alternate presiding over the meetings on a meeting by meeting basis.

5-17. **Dover Business and Industrial Development Authority**

- A. **MEMBERSHIP.** The Dover Business and Industrial Authority shall consist of not less than nine (9) and no more than fifteen (15) members including the City Manager, Economic Development Director and Mayor as ex-officio non-voting members. The majority of board members shall reside in **Dover**.
- B. **TERMS OF MEMBERS:** Members shall be appointed to terms of three (3) years.
- C. **AUTHORITY AND DUTIES:** The duties and functions of the Dover Business and Industrial Development Authority shall be governed by RSA 162-G.

Comment [ABK8]: State law provides for a minimum of 9 and a maximum of 15 on the Authority.

5-18 **McConnell Center Advisory Committee**

- A. **MEMBERSHIP:** The McConnell Center Advisory Committee shall consist of seven (7) members and two (2) alternates including three (3) tenant representatives.
- B. **TERMS OF MEMBERS:** Members shall be appointed to terms of three (3) years.
- C. **AUTHORITY AND DUTIES.** The McConnell Center Advisory Committee shall have the following functions:
 1. Advocate for achieving the mission of the McConnell Community Center.
 2. Review the operations budget recommended to City Manager.
 3. Seek and recommend tenants to the City of Dover.
 4. Assist in the creation and dissemination of publicity related to the McConnell Community Center.
 5. Foster collaborative programming between tenants of the McConnell community center and other agencies.
 6. Study, consider and recommend policies for the operation of the McConnell **Center**.

Comment [ABK9]: The scope of activities remains the same.

Comment [ABK10]: A list of specific topics was deleted.

5-19 Parking Commission

Comment [ABK11]: The scope of activities remains the same.

- A. MEMBERSHIP: The Parking Commission shall consist of six (6) members with representation as follows:
1. Four (4) Dover residents; and
 2. Two (2) Dover commercial property or business owners.
- B. TERMS OF MEMBERS: Members shall be appointed to terms of three (3) years.
- C. AUTHORITY AND DUTIES: The Parking Commission shall perform the following functions:
1. Assist with the development, implementation and continued monitoring of a comprehensive public parking system throughout the City.
 2. Review and develop recommendations for the ongoing financing and operation of public parking services and facilities to include:
 3. Making recommendations to the City Council and City Manager for the maintenance and implementation of an overall public parking plan that defines goals, policies, regulations and their enforcement.
 4. Making recommendations to the City Council and City Manager with respect to funding for a parking activity fund.
 5. Making recommendations to the Planning Board, the City Council and City Manager with respect to capital improvement programming as it relates to public parking facilities.
 6. Making recommendations to the City Council and City Manager with respect to special parking districts, related maintenance programs and their funding and management.
 7. Promoting communication and the exchange of ideas and concerns between users of public parking, property owners, merchants, and City agencies.
 8. Acting to promote public awareness of public parking areas in the city.

5-20 Conservation Commission

- A. MEMBERSHIP: The Conservation Commission shall consist of not less than

three (3) and not more than seven (7) members. One member may be a member of the Planning Board pursuant to RSA 36-A.

- B. TERMS OF MEMBERS: Members shall be appointed to terms of three (3) years.
- C. AUTHORITY AND DUTIES. The Conservation Commission shall have the powers and duties established by state law pursuant to RSA 36-A and consistent with Dover ordinance Chapter 14.
- D. OPEN LANDS COMMITTEE. The Conservation Commission may establish an Open Lands Committee as a subcommittee within its Rules subject to the appointing authority of the City Council and subject to the approval of the rules by the City Council.

5-21 Dover Pools Advisory Committee

- A. MEMBERSHIP: The Dover Pool Advisory Committee shall consist of seven (7) members and two (2) alternate members. In addition, there shall be one city councilor appointed on an ex officio non-voting basis.
- B. TERMS OF MEMBERS: Members shall be appointed to terms of three (3) years
- C. AUTHORITY AND DUTIES: The Dover Pool Advisory Committee shall perform the following functions:
 - 1. Study, consider and recommend to the City Council and City Manager, or designee, general policies for the operation of the Dover Pools.

5-22 Dover Housing Authority.

- A. MEMBERSHIP: The Housing Authority shall consist of five (5) members appointed by the City Manager pursuant to state statute.
- B. TERMS OF MEMBERS. The Commissioners shall be appointed to five (5) year terms pursuant to state statute.
- C. AUTHORITY AND DUTIES: The functions and duties of the Housing Authority shall be as provided in Chapter 203 of the New Hampshire Revised Statutes Annotated.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Agenda Item#: 12.A.3.	
	Ordinance Number:	
	Ordinance Title: O – 2010.07.14 – 11	
Chapter:		Chapter 152, Streets and Sidewalks

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 152, entitled “Streets and Sidewalks”

2. AMENDMENT

Chapter 152 entitled “Streets and Sidewalks” is hereby amended by adding a new Article XIII to be entitled “Sidewalk Obstructions” as attached in the background of this Ordinance.

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.3.
	Ordinance Number:		
	Ordinance Title: O – 2010.07.14 – 11		
	Chapter: Chapter 152, Streets and Sidewalks		

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.3. Ordinance Number: Ordinance Title: O – 2010.07.14 – 11 Chapter: Chapter 152, Streets and Sidewalks
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ORDINANCE BACKGROUND MATERIAL:

**ARTICLE XIII
SIDEWALK OBSTRUCTIONS**

152-26 DEFINITIONS

Comment [ABK1]: Sections are re-numbered to correct a scrivener's error.

As used in this ordinance, the following terms shall have the following meanings, unless the context clearly indicates that a different meaning is intended:

- A. "City" means the City of Dover
- B. "Newspaper or news periodical" means a daily or weekly publication containing all of the following: current news, editorials, feature articles and advertising.
- C. "News rack" means any self-service or coin-operated box, container, storage unit or other dispenser installed, used, or maintained for the display and sale of newspapers or news periodicals.
- D. "Public Way Obstruction" means any object, not including sandwich board signs governed by the provisions of Chapter 170-32 which in any way obstructs the free passage of pedestrians, wheelchairs or vehicles on the streets, sidewalks, or roadways.

152-27: CERTAIN PUBLIC WAY OBSTRUCTIONS PROHIBITED

- A. No person shall install, use, attach or maintain any public way obstruction which projects onto, into, or over any part of the roadway of any public street.
- B. No person shall install, use, attach or maintain any public way obstruction which, in whole or in part, rests upon, in, or over any public sidewalk, when such installation, use or maintenance results in one or more of the following:
 - 1) endangers the safety of persons or property, or
 - 2) when such site or location is used for public utility purposes, public transportation purposes or other governmental use, or
 - 3) when such public way obstruction unreasonably interferes with, or impedes the flow of, pedestrian or vehicular traffic, including any legally parked or stopped vehicle, the ingress into or egress from any residence or place of business, or the use of poles, posts, traffic signs or signals, hydrants, mailboxes, or other objects permitted at or near said location.

152-28 LICENSING OF LOCATION - NEWSRACK LIMITED EXCEPTION

- A. No person shall install or maintain any public way obstruction which, in whole or in part, rests upon, in, or over any public sidewalk, except news racks, without first applying for and

 CITY OF DOVER	CITY OF DOVER - ORDINANCE		Agenda Item#: 12.A.3.
	Ordinance Number:		
	Ordinance Title: O – 2010.07.14 – 11		
	Chapter: Chapter 152, Streets and Sidewalks		

obtaining a license from the Dover Licensing Board. The license application shall include the following:

1. The physical dimensions of the public way obstruction;
 2. The name, address and telephone number of the person or company responsible for the obstruction;
 3. A diagram showing the location of the obstruction and the dimensions of the sidewalk upon which it is to be located.
- B. News racks shall require the submission of a license application, but the license shall be granted by the City Clerk on a ministerial basis without the requirement of Licensing Board approval. News racks must comply with the remaining provisions of this ordinance.
- C. The Licensing Board may waive licensing requirements for applicants who plan to temporarily maintain a public way obstruction for the purpose of public expression of views and/or non-commercial objects such as cigarette disposal containers or complimentary non-business related seating or similar activities.

Comment [ABK2]: New language allows for waiver of licensing for public expression and non-commercial objects.

152-29 STANDARDS FOR INSTALLATION, MAINTENANCE AND OPERATION

Any public way obstruction which, in whole or in part, rests upon, in, or over any public sidewalk or parkway shall comply with the following standards:

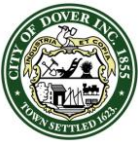
- A. No public way obstruction shall be placed, installed, used or maintained in any location whereby the clear space for the passageway of pedestrians is reduced to less than forty (40) inches; or would otherwise interfere with the free passage of a wheelchair.
- B. Every public way obstruction shall be maintained in compliance with any conditions attached to the issuance of the license.

Comment [ABK3]: Change reduces the amount of clearance from 60 inches to 40 inches.

152-30 PUBLIC WAY OBSTRUCTION IDENTIFICATION REQUIRED

Every person, or other entity, which places or maintains a public way obstruction on the streets of the City including news racks shall have his/her, or its name, address and telephone number displayed in a place where such information may be easily seen.

- A. Public way obstructions shall be licensed individually by location.
- B. The City shall issue a proof of license to be displayed to the public by the licensee in a prominent location
- C. Fees for licenses for public way obstructions shall be adopted by the City Council on an annual basis, for each table, chair, or other public way obstruction except that there shall be no fee for a News rack license.
- D. All licenses must be renewed annually prior to July 1st.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Ordinance Number: Ordinance Title: O – 2010.07.14 – 11 Chapter: Chapter 152, Streets and Sidewalks	Agenda Item#: 12.A.3.

- E. Unlicensed News racks or public way obstructions will be considered abandoned and subject to removal without notice.
- F. All licenses are non-transferable.
- G. Members of the public shall be permitted to use outdoor seating and tables installed by licensees irrespective of whether there is a purchase of products or services from the licensee.
- H. A License shall only be issued for locations in front of, or on the side of, businesses or properties owned by the licensee.

152-31 HOLD HARMLESS AND INSURANCE

Every person or other entity which places or maintains a public way obstruction on a public sidewalk, parkway, roadway or street in the City shall file a written statement with the City Clerk satisfactory to the City Attorney, whereby he/she, or it agrees to indemnify and hold harmless the City, its officers, City Council Members and employees, from any loss or liability or damage, including expenses and costs, for bodily or personal injury, and for property damage sustained by any person as a result of the installation, use, or maintenance of the public way obstruction within the City. A Certificate of Insurance in a form approved by the City Attorney indicating no less than one million dollars (\$1,000,000) in general liability insurance coverage and naming the City as an additional insured shall be maintained on file with the City Clerk by each such person or entity.

152-32 REMOVAL OF NEWSRACK OR PUBLIC WAY OBSTRUCTION

The City Manager or his/her designee shall remove any public way obstruction placed on any street, sidewalk, parkway or roadway in violation of this ordinance.

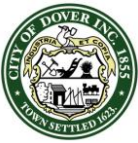
152-33 SEVERABILITY

The provisions of this ordinance are severable. If any provision of this ordinance or its application to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provisions or application.

152-34 INJUNCTION

Any violation of this ordinance is hereby declared to be a nuisance. In addition to any other relief provided by this ordinance, the City may apply to a Court of competent jurisdiction for an injunction to prohibit the continuation of any violation of this ordinance. Such application for relief may include seeking a temporary restraining order, preliminary injunction and permanent injunction.

152-35 DAMAGE TO PUBLIC WAY OBSTRUCTIONS

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.3. Ordinance Number: Ordinance Title: O – 2010.07.14 – 11 Chapter: Chapter 152, Streets and Sidewalks
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Any damage to public way obstructions, whether or not properly licensed, by any cause whatsoever, including snowplowing and removal, will be at the sole expense of the owner.

152-36 PENALTY

Any person, firm or corporation violating any provision of this ordinance shall be fined \$100.00 for each offense, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

The City Clerk shall properly alphabetize and/or re-number the ordinance as necessary in accordance with this amendment.

All ordinances or parts of ordinances inconsistent herewith are hereby deleted.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2010.06.23 – 85**

Resolution Re: Reprogramming of Unexpended Bond Proceeds and
Appropriations for Certain CIP Projects

WHEREAS: Annually the City Council desires to make public improvements and finance these improvements with the sale of general obligation bonds and/or capital reserve account funds; and

WHEREAS: The City has identified certain CIP projects that have been completed under budget and therefore there are unexpended appropriations financed with bond proceeds or capital reserve account funds to be utilized towards other CIP projects; and

WHEREAS: The City Council desires to effectively use unexpended bond proceeds and capital reserve account funds; and

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

The City Council approves reprogramming bond proceeds of \$189,970 from the following CIP projects to the identified CIP projects as follows:

Project Number	Description	Available Balance	Adjustment	Adjusted Balance
CIP08 42280-4720-2202	North End Fire Station	41,025	(12,024)	29,001
CIP08 42280-4725-2203	Central Station Repairs	-	12,024	12,024
CIP09 43112-4715-3194	Coheco River Stabilization	241,331	(150,000)	91,331
CIP09 43112-4715-3105	Henry Law Park Drainage & Retaining Wall	-	150,000	150,000
CIP02 43121-4715-3136	Oak Street Sidewalks	14,099	(14,099)	-
CIP02 43121-4751-3121	General Street Improvements	8,715	14,099	22,814
CIP04 43121-4751-3137	Bellamy Road Improvements	8,780	(8,780)	-
CIP04 43121-4751-3121	General Street Improvements	-	8,780	8,780
CIP07 43121-4751-3139	Sixth Street/Indian Brook Drive	5,067	(5,067)	-
CIP07 43121-4751-3121	General Street Improvements	127,452	5,067	132,519

AND, FURTHER BE IT RESOLVED THAT;

The following project appropriation, financed by General Fund Capital Reserve Account, is reprogrammed from the following CIP project to the identified CIP project as follows:

Project Number	Description	Available Balance	Adjustment	Adjusted Balance
CIP10 45500-4725-1205	Public Library Carpet	14,500	(14,500)	-
CIP10 45500-4725-1109	Library Roof Repairs/Improvements	-	14,500	14,500

Document Created by:

Finance Department

Document Posted on:

July 9, 2010

2010.06.23_reprogramming_bond_proceeds_and_appropriations_for_certain_cip_projects

Page 1 of 3

13.B.3.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2010.06.23 – 85**
Resolution Re: Reprogramming of Unexpended Bond Proceeds and
Appropriations for Certain CIP Projects

In accordance with the NH Municipal Finance Act, RSA 33 and City Charter provisions C6-6 and C6-14 a PUBLIC HEARING IS REQUIRED for this resolution and must be approved by a 2/3 majority vote of the City Council.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Karen Weston
At Large

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

Councilor William Garrison
Ward 2

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:	YEA	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.		

Document Created by:
Finance Department 2010.06.23_reprogramming_bond_proceeds_and_appropriations_for_certain_cip_projects
Document Posted on: July 9, 2010

Page 2 of 3
13.B.3.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2010.06.23 – 85**

Resolution Re: Reprogramming of Unexpended Bond Proceeds and
Appropriations for Certain CIP Projects

RESOLUTION BACKGROUND MATERIAL:

Annually, in accordance with City Charter, the City Manager shall prepare and submit for approval to the City Council a six-year capital improvements program (CIP). Annually the City Council has approved the CIP. In concert with approving the CIP the City Council, as appropriate, will approve a resolution for Authorization for Bonding to finance certain projects contained within the CIP, as well as approve a resolution for Non-Debt Financed (Reserve Finance) for certain CIP projects.

The City has identified certain CIP projects that have been completed under budget and therefore there are unexpended appropriations financed with bond proceeds or capital reserve account funds to be utilized towards other CIP projects

This resolution proposes to effectively use unexpended appropriations for General Street Improvements, Fire Station Repairs, Henry Law Park Drainage and Retaining Wall Improvements, and Library Roof Repairs. This resolution will transfer appropriations from other similar CIP projects to these projects.

Document Created by:

Finance Department

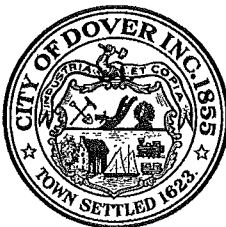
Document Posted on:

July 9, 2010

2010.06.23_reprogramming_bond_proceeds_and_appropriations_for_certain_cip_projects

Page 3 of 3

13.B.3.



RECEIVED
DOVER CITY CLERK
DOVER, NH

2010 JUN 23 A 10:59

APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: American Legion Auxiliary

Federal Tax ID number for Organization: _____

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

Contact Person: Bette Talon Day Time Telephone: 603-617-9977

Address: 640 Central Ave
Dover NH Email Address btalon2009@yahoo.com

Purpose of Permit: Yard Sale

Date of Event: Aug. 8, 2010 Specific Time: ~~8-11~~ 9-1

Location of Event: Across the Street from Am. Legion - on the lawn of

(Raffle Permit only)
Prize (s) To Be Awarded: _____ Federal Savings Bank

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

Place of Drawing: _____

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

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

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

=====

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

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

Signature: Bette A Talon Date: 6-15-10

=====

Licensing Board approval [Signature] Date: 7/6/10
Revised 03/17/08

[Signature]
-proposed date
is Aug 8



RECEIVED
DOVER CITY CLERK
DOVER, NH

2010 JUN 23 A 10:59

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: American Legion Auxiliary

Federal Tax ID number for Organization: _____

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

Contact Person: Bette Talon Day Time Telephone: 603-617-9977

Address: 640 Central Ave Dover NH Email Address btalon2009@yahoo.com

Purpose of Permit: Toll Booth

Date of Event: 9/11/10 Specific Time: 10-2

Location of Event: 640 Central Ave - Would like to request donations in the street.

(Raffle Permit only)

Prize (s) To Be Awarded: _____

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

Place of Drawing: _____

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

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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: Bette A Talon Date: 6-15-10

Licensing Board approval [Signature] Date: 7/6/10
Revised 03/17/08

*7/6/10
Needs to
go to plan
w: Toll booth
Traffic
Memo attached*

**DOVER POLICE DEPARTMENT**

Dover, New Hampshire

Memorandum

TO: Chief Anthony F. Colarusso, Jr.

FROM: Sgt. Marn Speidel

RE: AMERICAN LEGION AUXILIARY - ROAD TOLL APPLICATION

DATE: July 6, 2010

I spoke with the applicant, Bette Talon, regarding the traffic implications of this permit request. The plan can be summarized as follows:

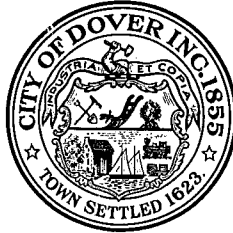
- This event will be held on Saturday, September 11, 2010 from 10AM-2PM.
- This is a voluntary road toll and will be set up directly in front of the American Legion, 640 Central Avenue.
- They intend to get traffic in both directions.
- Organizers will use traffic cones to channel traffic for those motorists who do choose to pull over. Advance warning and informational signs will be placed in both directions.
- Free flowing traffic will not be interrupted and will not be diverted.
- Those who collect money will stand at the side of the road on either side and address motorists on the curb side only. No one will stand in the roadway.

I referred Talon to the President of the Dover Professional Firefighters Association, since this organization conducts an annual "boot drive" in the same general area to benefit muscular dystrophy and may have several suggestions to help maximize safety.

I also offered Talon the loan of a quantity of our traffic cones for this event if she does not find another organization or construction company that can loan them.

I also asked Talon about the Federal Tax ID number for her organization. She said she is certain there is one and that she had mislaid the document. I told her that someone would contact her if we needed further information along these lines.

Central Avenue is a full 50' wide at this location and already has a parking restriction on the easterly side. Traffic implications for this event to be held in both directions appear to be minimal.



CITY OF DOVER
10 JUN 36 AM 10:16

APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Florence Street Block Party

Federal Tax ID number for Organization: _____

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

Contact Person: Mark Holt - Shannon Day Time Telephone: 603-743-1663

Address: 14 Florence St. Email Address: holtshannon@mac.com

Purpose of Permit: Block Party - blocking street

Date of Event: 7/24/10 Specific Time: NOON - 9 pm

Location of Event: 14 Florence St. Dover, NH

(Raffle Permit only)

Prize (s) To Be Awarded: _____

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

Place of Drawing: _____

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

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

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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: 7/6/10

Licensing Board approval [Signature] Date: 7/7/10

Revised 03/17/08

PD to provide barricades to block street.

day
DC



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

RAFFLE*.....TAG*.....^KPARADE**..... BLOCK PARTY**..... ROAD TOLL***.....

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

Organization Name: Dover Little Green Football, Inc.

Federal Tax ID number for Organization: 20-4182629

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

Contact Person: David Akridge Day Time Telephone: 603-781-4453

Address: 38 Watson Rd Email Address: DAkridgeoh@col.com
Dover, NH 03820

Purpose of Permit: Tag Permit - Fundraising

Date of Event: August 20th & 21st Specific Time: August 20th 5pm - 9pm
August 21st 8am - 2:00pm

Location of Event: Various Business in Dover with permission

(Raffle Permit only)

Prize (s) To Be Awarded: _____

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

Place of Drawing: _____

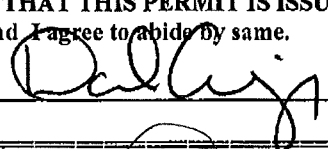
*** NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS:** Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain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

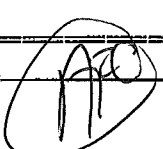
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*****NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT**

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

Signature:  Date: 6/1/10

Licensing Board approval:  Date: 6/1/10

Revised 03/17/08

OK w/fm



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248344558
Nov. 23, 2009 LTR 4168C E0
20-4182629 000000 00
00014547
BODC: TE

DOVER LITTLE GREEN FOOTBALL
% PAUL J CHALUE
38 WATSON RD
DOVER NH 03820-5801



016138

Employer Identification Number: 20-4182629
Person to Contact: Mr. Burns
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Nov. 12, 2009, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in August 2009.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.



RECEIVED
DOVER CITY CLERK
DOVER, NH

2010 JUN 30 P 12:37

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: Seacoast Titans Football + cheer league
Federal Tax ID number for Organization: _____
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Dee Wiggins Day Time Telephone: 603-755-1255

Address: 179 Drew Dr Middleton NH Email Address: jpwdsu@roadrunner.com

Purpose of Permit: Tagging dates for our league, will be one of our fundraisers.

Date of Event: Aug 27 + 28 Specific Time: 27th (5-9pm) 28th (9am-5pm)

Location of Event: businesses that allow or whichever is allowed by city + businesses

(Raffle Permit only)

Prize (s) To Be Awarded: _____

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

Place of Drawing: _____

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

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***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 246 and I agree to abide by same.

Signature: Deanna Wiggins Date: 6-25-10

Licensing Board approval: [Signature] Date: 7/6/10

Revised 03/17/08

[Signature]



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2010.07.14 - 86**
Resolution Re: Miscellaneous Hardware Supplies

- WHEREAS: The City's many different departments / divisions often times have the need to acquire various hardware items to help them in the performance of their daily duties and responsibilities; and
- WHEREAS: Due to the central, easy-to-access downtown location, along with its extensive inventory, Aubuchon Company Inc of Dover has been the normal vendor of choice for "as needed" purchases of miscellaneous hardware items; and
- WHEREAS: In addition, a 15% discount off list prices, as well as a 5% discount off the monthly statement for timely processing of same, makes it financially advantageous to continue this business relationship. This resolution seeks council approval in the absence of a formal bid solicitation.

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

Per 3-40.I. The competitive Bid Procedure may be waived by a majority Vote of the City Council.

The Purchasing Agent is hereby authorized to issue a Purchase Order to Aubuchon Company Inc of Dover, NH for miscellaneous hardware items, as needed, to be charged to various appropriate accounts. The amount of this authorization shall be limited so as not to exceed available funding

Financing			
Account	Description	Appropriation	Balance
xxxx.x.xxx.xxxxx.4612.xxxxx.xx.xx	Operating Supplies	\$510,140.00	\$510,140.00

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.6.

Resolution Number: **R - 2010.07.14 - 86**
Resolution Re: Miscellaneous Hardware Supplies

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.6.

Resolution Number: **R - 2010.07.14 - 86**
Resolution Re: Miscellaneous Hardware Supplies

RESOLUTION BACKGROUND MATERIAL:

A purchase order is being requested to authorize the continued use of Aubuchon Company Inc to provide as needed, various hardware items to city departments for use on work related activities. FY10 Expenditures equaled \$13,506.77. The estimated annual expenditure for FY11 would be the same. This resolution seeks City Council approval in the absence of a formal bid / RFP solicitation

Award Information:

A purchase order will be issued to authorize future expenditures as needed

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	June 30, 2011	Estimated Delivery:	As needed
Recommended Award to:	Aubuchon Company Inc	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waive sealed bid process - estimated annual expenditure at \$10,000 or greater



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2010.07.14 – 87**

Resolution Re: **B09054 Purchase of Unleaded and Diesel Fuel**

- WHEREAS: Sealed Bid B09054 was requested and received for the purchase of unleaded, diesel and biodiesel fuel in addition to the State of NH fueling Depot location on April 2, 2009 @ 2:00pm; and
- WHEREAS: Two replies were received with the favorable reply coming from Alliance Energy LLC which fuels Mr. Mikes Mobil on Portland Ave and D&D Mobil on 221 Central Ave. A city wide account was set up and cards issued in the same manner as the State NH Depot Program.
- WHEREAS: The city can also fuel up at the State NH Depot at a locked in rate of \$2.74 per gallon for unleaded and \$2.65 per gallon for diesel. This rate already excludes state and federal taxes that the city is exempt from. Based on current prices at the Mobil station, the city is saving approximately .38 cents per gallon for unleaded and .03 per gallon of diesel from pricing at the St NH Depot. Should the pump prices (less the state & federal tax) rises above the state rate, the city will then revert back to state depot. **As long as pump prices @ Mr. Mikes or D&D stay below \$3.10 for unleaded and \$3.07 for diesel, it is more advantageous to use them.**
- WHEREAS: Due to the fact the local stations must pay state road tax on their fuel, the city would pay the pump price and then would seek reimbursement from the state agencies for the amount of taxes charged that a municipality is exempt from.

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

The purchasing agent is hereby authorized to issue purchase orders to Alliance Energy LLC and Treasurer State of NH. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
xxxx.x.xxx.xxx.4626.xxxxx.xx	Vehicle Fuels	251,508.00	251,508.00

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

Document Created by: Purchasing
Document Posted on: July 9, 2010

Fuel
Page 1 of 6
13.A.7.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2010.07.14 – 87**

Resolution Re: **B09054 Purchase of Unleaded and Diesel Fuel**

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.7.

Resolution Number: **R - 2010.07.14 – 87**

Resolution Re: **B09054 Purchase of Unleaded and Diesel Fuel**

RESOLUTION BACKGROUND MATERIAL:

Sealed Bid B09054 was requested and received for the purchase of unleaded, diesel and biodiesel fuel at locations in addition to the State of NH fueling Depot on April 2, 2009 @ 2:00pm. Two replies were received with the most favorable from Alliance Energy LLC which fuels Mr. Mikes Mobil on Portland Ave and D&D Mobil on 221 Central Ave.

The city can also fuel up at the State NH Depot at a locked in rate of \$2.74 per gallon for unleaded and \$2.65 per gallon for diesel. This rate already excludes state and federal taxes that the city is exempt from. Based on current prices at the Mobil stations the city is saving .38 cents per gallon unleaded and .03 per gallon diesel from the state pricing at the depot. Should the pump prices (less the state & federal tax) rises above the state rate, the city will then revert back to state depot.

In January 1996, due to the decommissioning of its own in-house fuel distribution system, the City of Dover, NH Begun using the State of New Hampshire fueling depot adjacent to Exit #9 of the Spaulding Turnpike. Annual review of the pricing structure by the State of New Hampshire Bureau of Purchase and Property and the built-in controls by NHDOT, such as fuel and vehicle cards maintained by City of Dover to prevent misuse of the system, confirms that it could be the City's financial advantage and best interest to continue using the State of NH fuel distribution system. In an effort to obtain pricing protection the State of NH has locked in unleaded gasoline pricing in the amount of \$2.74 beginning June 2010. The State of NH has locked in premium diesel fuel pricing in the amount of \$2.65. Pricing reflects exemption from fuel tax surcharge. See attached letters from State NH

As long as pump prices @ Mr. Mikes or D&D stay below \$3.10 for unleaded and \$3.07 for diesel, it is more advantageous to use them.

Fuel	State Road Tax	Fed Tax	total tax
Unleaded	0.18	0.18	0.36
Diesel	0.18	0.24	0.42

Purchasing Information:

Type:	Purchase orders	Advertised:	Yes
Invitations Mailed:	17	Number of Responses:	2
Warranty:	None	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	NA	Estimated Delivery:	
Recommended Award to:	Alliance Energy LLC	Fund:	GF Fuels
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2010.07.14 – 87**

Resolution Re: **B09054 Purchase of Unleaded and Diesel Fuel**

Vendor Solicitation List:

Simply Green Bio Fuel
547 Central Ave
Dover, NH 03820

Irving Oil Corp.
Fleet Customer Care Team
190 Commerce Way
Portsmouth, NH 03801

AGR Food
45 Central Ave
Dover NH 03820

AGR Food
169 Silver St
Dover NH 03820

Bob's Gulf and Auto Center
211 Central Ave
Dover NH 03820

Citco / Cocheco Auto Repair
874 Central Ave
Dover NH 03820

Central Ave Shell
46 Central Ave
Dover NH 03820

Irving Oil
165 Knox Marsh Rd
Dover NH 03820

Longhill Rd Shell
1 Longhill Rd
Dover NH 03820

Mobil
221 Central Ave
Dover NH 03820

Mr. Mikes Mobil
165 Portland Ave
Dover NH 03820

Kay's Getty
25 Littleworth Rd
Dover NH 03820

South Side Getty
237 Central Ave
Dover NH 03820

Simply Green Bio Fuel
Shannon Hill
909 Islington St Ste 15
Portsmouth NH 03801

Shell Station
Silver St
Dover NH 03820

Citgo Fleet Program
info@citgo.com

Exxon Mobil
wcarpntr@mediaone.net

Irving Oil
Rte 155
Dover NH 03820



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2010.07.14 – 87**

Resolution Re: **B09054 Purchase of Unleaded and Diesel Fuel**

Results B09062

	Alliance Energy LLC 57 Bedford St Ste 102 Lexington MA 02420
Fueling location	D & D Mobil 221 Central Ave: Gas only Mr. Mike's Mobil 165 Portland Ave: gas and diesel
Hrs of Operation	D & D Mobil: 6am-9pm M-F / 8am-9pm Sat-Sun Mr. Mike's 24/7 fuel card can be used when closed
Means of preventing misuse	Fuel card assigned to each car and driver ID for each person authorized to fuel. For maximum flexibility, any driver ID could be used with any vehicle card. Recommended each purchase require odometer input for further control and detail
Attendant or Card Program	Both
Invoice process	Invoiced monthly with all required information. Invoice would also included price at pump less credit for Federal tax. It would list the state tax but not credit for it; city could use this to apply for refund with state NH.
Admin Fee	None for municipality
Fuel Types Available	Unleaded and Diesel NO Biodiesel.
Discounts	Mobil Discounts/rebates per gallon 0-499 gal 0 discount 500-1499 .015 discount 1500-3999 .02 discount 4000-6999 .03 discount 7000-9999 .04 discount 10,000 .05 discount * In addition to Mobil rebate, Alliance Energy would match rebate/discount earned.
Further Considerations	a) The Card option provides the most security, control, detail and flexibility. b) Aside from getting monthly reports, all reports can be downloaded from internet in excel allowing data to be sorted by departments, drivers, etc. c) Each vehicle is eligible for a speed pass with same restrictions as the card. This can be attached to the key ring so there is less chance of it being left in someone's pocket and therefore available when vehicle needs fuel.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2010.07.14 – 87**

Resolution Re: **B09054 Purchase of Unleaded and Diesel Fuel**

	Simply Green Biofuels LLC 547 Central Ave Dover NH 03820
Fueling location	547 Central Ave Dover
Hrs of Operation	7am-8pm M-Sat 8am / 8pm Sun
Means of preventing misuse	Station has list of all plates and vehicles so attendants can check with each fill. City vehicles have City of Dover Seal making them somewhat obvious
Attendant or Card Program	Attendant
Invoice process	Pay current price at pump and City of Dover to request exempt taxes for State and Federal taxes. Invoiced on excel spreadsheet that would show all required information.
Admin Fee	None
Fuel Types Available	Unleaded and Biodiesel (bio blend with premium diesel) NO premium Diesel
Discounts	None
Further Considerations	Deliveries can be made for Bio-diesel fuel to some locations within the city, therefore saving travel and waiting time.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2010.07.14 – 88**

Resolution Re: B09052 WWTP Sludge Dewatering Upgrade Design
Services

WHEREAS: Sealed Requests for Qualifications (RFQ's) were issued and received for Professional Engineering Services for the Sludge Dewatering Study on March 27, 2009 at 2:00 PM. Because of possible SRF funding available through the State of New Hampshire Department of Environmental Services (NHDES), and to be in compliance with their rules and regulations relative to bid proposal solicitations, a qualifications-based proposal was requested; and

WHEREAS: Six vendors replied and interviews were conducted on 4/13/09 with four of the responding vendors. The committee selected AECOM of Concord MA and a price was negotiated. Approval by the NHDES representative as well as City of Dover personnel was received and the award of the contract in the amount of \$45,500.00 to AECOM of Concord MA was approved by Dover City Council on 5/27/2009; and

WHEREAS: The next phase of the project is the design of the Sludge Dewatering Upgrades as outlined in the attached contract documents in the amount of \$154,750.00. These documents were forwarded to the State of NH for review and have also been approved.

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 AECOM given the bid amount of \$154,750.00 and corresponding rates provided June 2010. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
5320.1.300.53250.4741.04588.11.000	Sludge Processing design services	160,000.00	160,000.00

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.8.

Resolution Number: **R - 2010.07.14 – 88**
Resolution Re: B09052 WWTP Sludge Dewatering Upgrade Design
Services

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.8.

Resolution Number: **R - 2010.07.14 – 88**
Resolution Re: B09052 WWTP Sludge Dewatering Upgrade Design
Services

RESOLUTION BACKGROUND MATERIAL:

The scope of work for the study included:

1. Submit application for SRF funding to NHDES;
2. Review background data furnished by WWTF staff including record drawings, design criteria, sludge disposal contract, and operational data from the past three years for the Dover WWTF Sludge processing;
3. Identify and evaluate available sludge dewatering alternatives;
4. Assist the City in any and/or all proposed pilot testing;
5. Recommend a preferred alternative technology using the pilot study reports, case studies, and technical data specific to the Dover WWTF;
6. Evaluate ancillary systems such as gravity belt thickeners, sludge feed pumps, polymer supply and feed systems, conveyors, and electrical controls to support upgraded equipment;
7. Prepare process flow schematic for the existing system and layout sketches for the new selected equipment;
8. Prepare a 20 year life cycle cost estimate for the selected dewatering equipment including estimated capital costs, and estimated annual O&M costs; and
9. Prepare a report including description of existing facility; design criteria, recommendations, estimated project costs, implementation schedule and summary of conclusions.

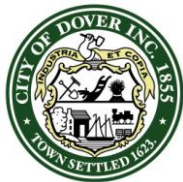
The proposed scope of work for the Design Services is listed in Exhibit A Scope of Services. They include professional engineering services in conjunction with design of the Dover NH Sludge Dewatering Upgrade Design. The project is intended to implement the design of the upgrades recommended in the Sludge Dewatering Upgrade Pilot Test Report Dated march 2010. Scope includes:

- Kick off meeting, data collections and site visit
- Preliminary design report
- Preliminary design plans and specifications (60% design document)
- Final design plans and specifications (90% design document)
- Final Designs
- Project management
- Funding assistance

Bid Information:

Sealed Requests for Qualifications (RFQ's) B09052 were issued and received for Professional Engineering services on March 27, 2009 at 2:00 PM. Six vendors replied and an evaluation committee made up of four Dover personnel evaluated and short listed these replies. Interviews were conducted on April 13, 2009 and the committee selected AECOM of Concord MA. A fee schedule was negotiated and forward to State of NHDES for review and approval. Approval by the NHDES representative as well as City of Dover personnel was received award of the contract in the amount of \$45,500.00 was to AECOM of Concord MA.

The cost for the next phase of this project is \$154,750.00 and has approval from NHDES.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2010.07.14 – 88**
Resolution Re: B09052 WWTP Sludge Dewatering Upgrade Design
Services

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	22	Number of Responses:	6
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	As needed
Recommended Award to:	AECOM	Fund:	Various
Other Approvals Required:	Yes State NH	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Vendor Solicitation List:

Earth Tech/AECOM
300 Baker Avenue, Suite 290
Concord, MA 01742-

Fay Spofford & Thorndike
LLC
5 Burlington Woods
Burlington, MA 01803-

Appledore Engineering Inc
177 Corporate Drive
Portsmouth, NH 03801-

Aries Engineering Inc
46 South Main Street
Concord, NH 03301-

Brown and Caldwell
One Corporate Drive
Andover, MA 01810-

Dubois & King Inc
28 North Main Street PO Box
339
Randolph, VT 05060-

Camp Dresser & McKee Inc
Jefferson Mill, 670 North
Commercial St Ste 201
Manchester, NH 03101-1160

Hoyle Tanner & Associates
Inc
150 Dow Street
Manchester, NH 03101-

CLD Consulting Engineers
Inc
540 Commercial Street
Manchester, NH 03101-

Clough Harbour & Assoc.
LLP
11 King Court
Keene, NH 03431-4648

CMA Engineers Inc
35 Bow Street
Portsmouth, NH 03801-3819

Comprehensive
Environmental Inc
21 Depot Street
Merrimack, NH 03054-



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2010.07.14 – 88**

Resolution Re: B09052 WWTP Sludge Dewatering Upgrade Design
Services

Stearns & Wheler LLC
1545 Iyannough Road
Hyannis, MA 02601-1840

Malcolm Pimie Inc
600 Edgewater Drive Suite
601
Wakefield, MA 01880-

The Louis Berger Group Inc
1001 Elm Street Suite 203
Manchester, NH 03101-

Provan & Lorber, Inc.
53 Maple Street, P.O. Box
389
Contoocook, NH 03229-

Rist-Frost-Shumway
Engineering P.C.
71 Water Street
Laconia, NH 03246-

SEA Consultants Inc
10 Ferry Street, Suite 137
Concord, NH 03301-

Woodard & Curran Inc
41 Hutchins Drive
Portland, ME 04102-

Underwood Engineers Inc
25 Vaughan Mall Unit 1
Portsmouth, NH 03801-4012

Weston & Sampson
Engineers Inc
100 International Drive, Suite
152
Portsmouth, NH 03801-

Wright Pierce
230 Commerce Way - St 302
Portsmouth, NH 03801-3274

Results

<i>Vendor</i>	<i>Selected for Interviews</i>
Underwood Engineering Inc 25 Vaughan Mall, Unit 1, Portsmouth NH	Yes
Stearns & Wheler 1545 Layannough Rd Hyannis MA 02601	Yes
Earth Tech – AECOM 300 Baker Ave Ste 290 Concord MA 01742	Yes
Dubois & King Inc PO Box 339 Randolph VT 05060	No
Pathways Consulting LLC 240 Mechanic St Ste 100 Lebanon NH 03766	No
Wright Pierce 230 Commerce Way Ste 302 Portsmouth NH	Yes



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

July 1, 2010

Ms. Deborah Mahoney
AECOM Technical Services, Inc.
300 Baker Street, Suite 290
Concord, Massachusetts 01742

**RE: Design Phase Engineering Contract
Sludge Dewatering Upgrade Project
Dover, NH**

Dear Ms. Mahoney:

We have reviewed a draft of the above referenced contract received via email attachment on June 30, 2010. The contract, which provides for engineering design services for sludge dewatering upgrade at the Dover Wastewater Treatment Facility and which has a value of \$154,750, can be approved.

Please submit three executed copies of the contract for our approval. We will retain the draft for our files.

Sincerely,

Paul L. Heirtzler, P.E., Esq.
Administrator
Wastewater Engineering Bureau

cc: Mr. Doug Steele, Director of Community Services - City of Dover
Ms. Beth Malcolm - WEB/WD/DES (w/copy)
Mr. Stephen Roberts, P.E. - WEB/WD/DES

DES Web site: www.des.nh.gov

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095

Telephone: (603) 271-3503 • Fax: (603) 271-2982 • TDD Access: Relay NH 1-800-735-2964

TOTAL P.02

**ENGINEERING DESIGN PHASE
CONTRACT FOR PROFESSIONAL SERVICES
FOR
TREATMENT WORKS**

CITY OF DOVER, NEW HAMPSHIRE

This AGREEMENT made and entered into at Strafford County, New Hampshire, this _____ day of _____ 2010, by and between City of Dover, New Hampshire, hereinafter called the OWNER, and AECOM Technical Services, Inc., hereinafter called the ENGINEER.

WITNESSETH:

WHEREAS, the OWNER intends to construct Treatment Works consisting of Upgrades to the Sludge Dewatering Equipment as listed in Exhibit A – Sludge Dewatering Upgrade Design.

hereinafter called the PROJECT, and

WHEREAS, professional sanitary engineering services will be required for the preparation of plans and specifications and contract documents, and

WHEREAS, such services are of a distinct professional nature and hence not subject to the bidding process,

NOW THEREFORE, in consideration of these premises and of the mutual covenants herein set forth, the OWNER hereby employs the ENGINEER to furnish the following engineering services in connection with the proposed PROJECT; and it is agreed by and between the OWNER and the ENGINEER as follows:

I. Services to be Performed by the ENGINEER

A. Upon execution of this AGREEMENT, the ENGINEER agrees to proceed with all engineering, surveying, drafting, calculations, borings, and other work as required and necessary to develop and produce final plans, specifications, and associated contract documents involved in the construction of treatment works for *the Sludge Dewatering Upgrade Design project in Accordance with the scope of work attached hereto as EXHIBIT A and the Proposed Schedule attached hereto as EXHIBIT B.*

The ENGINEER further agrees that said services shall include, but shall not necessarily be limited to:

1. Plans, Specifications, and Contract Documents

a. The preparation of detailed plans, specifications, and contract documents in accordance with the rules and regulations of the New Hampshire Department of Environmental Services, Water Division, hereinafter called the DIVISION, ready for the receipt of bids and the award of construction contracts for said construction; the work shall also include the preparation of estimates of the cost of construction based on the contract documents. Prepare applications with supporting and associated documents for ~~Federal, State and other grant or loan~~ *State Revolving Loan (SRF) and State Aid Grant (SAG) programs administered by NHDES.* Assist the OWNER in securing grants or loans ~~by State, Federal and other agency under these Programs.~~

b. The furnishing of all the necessary subsurface investigations and field surveys required for the preparation and completion of approved plans, specifications, and contract documents.

c. The furnishing of ten (10) copies of the *preliminary design report*, final plans, specifications, and contract documents to the OWNER; three (3) copies of which are to be submitted to the DIVISION. Additional copies to be available at cost to the OWNER.

~~2. Site Acquisitions~~

~~a. Assistance to the OWNER including preparation of documents for the acquisition of lands, easements, and rights of way essential to the construction of the PROJECT.~~

II. The OWNER'S Responsibilities

A. Assist the ENGINEER by placing at his disposal all available information pertinent to the PROJECT, including previous reports and other data relative to the reports.

B. Make provisions for the ENGINEER to enter upon public and private lands, municipal facilities and industrial establishments as required to perform work under this AGREEMENT.

C. The OWNER also agrees to comply with DIVISION and Federal requirements (where applicable) and further agrees to acquire with the assistance of the ENGINEER all the necessary easements, options or outright purchases of land for the locations of said treatment works as shown on the contract plans. The provisions of this section shall be satisfied prior to submission of documents referred to in III (A) below. It is also understood that no approvals of reports or plans and specifications or other associated documents will be made by the DIVISION without fulfillment of this requirement.

III. Time Of Completion

A. The ENGINEER agrees that he will submit to the DIVISION for approval after modification or revision as recommended by the DIVISION and agreed to by the ENGINEER, the completed final plans, specifications, contract, and associated documents in compliance with the current issue of the DIVISION's standards of design within 175 consecutive calendar days following the execution of this AGREEMENT, and deliver same to the OWNER within 30 calendar days following the date of final approval by the DIVISION.

B. It is agreed by the parties to this contract that failure by the ENGINEER to complete the work within the time stipulated under III, A, above may be considered sufficient basis for the debarment of the ENGINEER from the DIVISION'S Roster of Prequalified Engineers as provided for under New Hampshire Code of Administrative Rules Env-Ws 601.08, or the Assessment of liquidated damages as provided for under RSA 485-A: 4, XII.

IV. Compensation to be Paid the ENGINEER

A. Method of Payments and Amounts of Fees

1. Payment to the ENGINEER, for services rendered, shall be according to the following schedule:

Monthly billing in accordance with the payment schedule attached hereto as EXHIBIT C.

2. The OWNER agrees to pay and the ENGINEER agrees to accept for all services under this AGREEMENT, a fee not to exceed

One Hundred Fifty Four Thousand Seven Hundred Fifty Dollars
(\$154,750).

3. If separate documents are required for additional construction contracts on this PROJECT, an additional fee as approved by the DIVISION shall be paid to the ENGINEER.

4. Prior to formal approval of contract documents by the DIVISION, the ENGINEER shall make such revisions in them as recommended by the DIVISION and agreed to by the ENGINEER without additional compensation. After formal approval, if it becomes necessary to revise the contract documents for reasons beyond the control of the ENGINEER, payment for such revision or revisions shall be made to the ENGINEER subject to approval by the DIVISION.

B. Limits of All Payments

1. The ENGINEER hereby assures the OWNER and agrees that the following fee for his services (exclusive of surveys, borings, and certain special services which follow) in connection with the preparation of final plans, specifications, and contract documents and other work as generally described under I(A) is adequate to complete the assignment and shall not exceed

One Hundred Fifty Four Thousand Seven Hundred Fifty Dollars
(\$154,750).

2. It is also agreed that payment to the ENGINEER for services in relation to engineering surveys, including layout and logging of borings, probings or seismic surveys, together with plats and project related special services shall be at actual cost. Actual cost shall include compensation to the ENGINEER for his work performed on these services. The ENGINEER further agrees that the work proposed under this item is enough to satisfactorily complete the contract documents and that the moneys to be paid under this item are adequate for the work proposed and shall not exceed

3. It is again agreed that payment to the ENGINEER for services in relation to subsurface exploration, including borings, probings or seismic surveys, shall be at actual cost as defined in IV (B) 2. The ENGINEER further agrees that the work proposed under this item is enough to satisfactorily complete the contract documents and that the moneys to be paid under this item are adequate for the work proposed and shall not exceed

4. It is also agreed that payment to the ENGINEER for services in relation to cadastral surveys and other work associated with the acquisition of lands, easements, and rights of way essential to the construction of the PROJECT shall be at actual cost as defined in IV (B) 2. The ENGINEER further agrees that the work proposed under this item is enough to provide adequate sites, easements, and rights of way to permit the unencumbered construction, operation, and maintenance of the completed project without interference in any way. The ENGINEER also assures the OWNER that the moneys to be paid under this item are adequate for the work proposed and shall not exceed

Dollars
(\$_____).

V. Additional Covenants

A. The ENGINEER agrees to provide in active charge of this PROJECT for the life of the contract a Project Engineer who is a permanent employee of the ENGINEER and who is a "qualified sanitary engineer" as defined under the DIVISION'S "Rules and Regulations for the Prequalification of Consulting Engineers." The Project Engineer shall be*

Marc W. Morin, P.E.

(name and address)

276 Abby Road., Manchester, NH 03103

* *Resume clearly describing the candidate's qualifications for the assignment is appended for convenience of reference.*

Any proposed change in identity of the Project Engineer on the PROJECT shall first be approved by the DIVISION before transfer of responsibility is made. Failure of the ENGINEER to abide by the above covenant may be considered basis for debarment of the ENGINEER from the DIVISION'S Roster of Prequalified Consulting Engineers as provided for under New Hampshire Code of Administrative Rules Env-Ws 601.08.

B. The ENGINEER agrees to be solely responsible for all bills or claims for payment for services rendered by others and for all services and materials employed in his work, and to indemnify and save harmless the OWNER, and all of the OWNER'S officers, agents and employees against all suits, claims or liability of every name and nature arising out of or in consequence to the extent rising out of the negligent acts or failures to act of the ENGINEER or others employed by him in the performance of the work covered by this AGREEMENT.

C. The ENGINEER further agrees to procure and maintain at his expense such workmen's compensation insurance as is required by the statutes and public liability insurance in amounts adequate to provide reasonable protection from claims for bodily injury, death or property damage which may result from his performance and the performance of his employees under this AGREEMENT.

D. All documents, including original drawings, design calculations, work sheets, field notes, estimates, and other data shall remain the property of the OWNER, and shall be transmitted to the OWNER in clean and orderly condition on demand; however, these may be left in the possession of the ENGINEER at the OWNER'S discretion. ***Any reuse of documents by the OWNER and others for purposes other than stated in***

this contract shall be done with no liability to the ENGINEER.

E. The ENGINEER shall not sublet, assign or transfer any part of the ENGINEER'S services or obligations (except surveys and borings and other special services) under this AGREEMENT without the prior approval and written consent of the OWNER.

~~F. It is further agreed that the ENGINEER will assist the OWNER or his authorized agent in providing the DIVISION with clear documentation certifying that the necessary easements, options or outright purchases of land have been secured to provide for location of treatment works and other associated structures and equipment as shown on the contract plans or described in the specifications. Similar documentation will be submitted on approvals from the State Department of Transportation and/or other state agencies regarding location of treatment works within rights of way and other lands under their jurisdiction.~~

VI. Termination

A. The OWNER shall have the right at any time for any reason whatsoever to interrupt or terminate any part of or all of the work required of the ENGINEER under this AGREEMENT, with a seven (7) day written notice of such interruption or termination transmitted to the ENGINEER by the OWNER. In the event of termination of any part of or all of this AGREEMENT, without fault on the part of the ENGINEER, the ENGINEER shall be entitled to compensation for all work performed to the satisfaction of the DIVISION and the OWNER, and pursuant to this AGREEMENT. In order that the ENGINEER shall receive payment under termination notice of any part of the work, all plans, drawings, tracings, field notes, estimates, specifications, proposals, sketches, diagrams, and calculations, together with all other materials and data collected or prepared in connection with the PROJECT shall be transmitted to the OWNER in a form acceptable to the OWNER and DIVISION.

VII. Additional Provisions

A. Additional provisions are attached hereto as EXHIBIT D.

IN WITNESS WHEREOF, the parties hereto have affixed their hand and seals at Hillsborough County, New Hampshire, the day, month, and year first above written.

ENGINEER:

AECOM Technical Services, Inc.

By: _____

Richard A. Jubinville, PE

Vice President

Date: _____

OWNER:

CITY OF DOVER, NEW HAMPSHIRE

By: _____

Michael Joyal

City Manager

Date: _____

APPROVED:**

DEPARTMENT OF ENVIRONMENTAL SERVICES

Water Division

By: _____

(Authorized Representative)

Date: _____

* Signatures should be supported by appropriate document.

** It is agreed that as an act in furtherance of its statutory authority to approve engineering agreements for treatment works, the DIVISION's approval does not impose any contractual obligation or liability on the State of New Hampshire, the Department of Environmental Services or the Division.

EXHIBIT A

SCOPE OF SERVICES

**City of Dover, New Hampshire
Community Services Division
Wastewater Treatment Facility**

Sludge Dewatering Upgrade Design

AECOM Technical Services, Inc. will perform or obtain from others, professional engineering services in conjunction with the design of the Dover, NH Sludge Dewatering Upgrade Design. The project is intended to implement the design of the upgrades recommended in the Sludge Dewatering Upgrade Pilot Test Report dated March 2010. The proposed upgrades include the following elements:

- Replacement of two existing 2-meter belt filter presses with two Huber RoS3 Q800 inclined screw presses.
- Installation of piping, valving, and controls for a third screw press, third sludge feed pump, additional conveyor and polymer pump for future considerations. Equipment not to be specified or planned to be purchased as part of this Contract.
- Replacement of two mixers in Sludge Holding Tank No. 1 and two mixers in Sludge Holding Tank No. 2.
- Installation of two mixers in Sludge Holding Tank No. 3, where there are currently no existing mixers.
- Replacement of existing sludge belt conveyors and slide gate with shaftless screw conveyors, and multiple slide gates with ultrasonic level controls for controlling discharge of dewatered sludge cake to the sludge truck.
- Replacement of existing polymer feed system, with a new single feed unit, which feeds polymer to the existing belt filter presses.
- Modification of existing polymer feed system piping from the existing polymer feed system which feeds the gravity belt thickeners to the new screw presses for operational flexibility.
- Assessment of existing progressive cavity sludge feed pumps on whether they can be used to feed the new inclined screw presses. Sludge pumps need to be adjusted to produce variable flow rates to the new equipment. Assessment to include adjusting the variable speed drives and electrical controls to accommodate new equipment. If the assessment concludes that the existing sludge feed pumps are not able to meet operating requirements of the new equipment, scope to include replacement of the existing sludge pumps.
- Modifications to existing SCADA system, electrical components, and process piping to accommodate new sludge dewatering equipment, mixers, conveyors, polymer feed units, and pumps.
- Installation of additional piping and valves for operational flexibility for feeding the new screw presses straight waste activated sludge, primary and un-thickened waste activated sludge, or primary and thickened waste activated sludge.
- Installation of piping and valves from the new inclined screw presses to the sludge holding tanks to allow the operator to use the screw presses as sludge thickeners.
- Installation of insulated double doors at the location of the existing knock out wall to allow for screw auger removal for maintenance purposes

- Design and specification of two portable gantry units for screw auger removal

SCOPE OF WORK

Task 1 – Kick-off Meeting, Data Collection and Site Visit

- 1.1 Coordinate and attend an initial project kick-off meeting with AECOM, City staff, and NHDES. The purpose of the meeting will be to review the project scope and schedule, discuss concerns of the City officials, and to establish lines of communication and reporting. The site visit will take place at the conclusion of the kick-off meeting.
- 1.2 The kick-off meeting will include a site visit for the AECOM engineering disciplines to assess current site conditions, identify demolition requirements, evaluate the extent of the new work, and obtain field measurements and photographs.
- 1.3 AECOM will attend a site visit with City Staff to the Kennebunk Wastewater Treatment Facility in Kennebunk, Maine to review the installation and operation of the inclined screw presses and associated equipment. The site visit will take place at the conclusion of the kick-off meeting.

Task 2 – Preliminary Design Report

- 2.1 Prepare and submit letter to NH DES requesting a waiver of the ENV-Wq 700 regulations for NH, Section ENV-Wq 713.10 which requires that mechanical sludge dewatering be capable of processing the maximum weekly sludge production in 30 hours. This requirement should be waived in recognition of the improved sludge handling technologies, specifically the inclined screw press, and control systems that are now available and in successful use.
- 2.2 Prepare a preliminary design report including the following:
 - Description of existing conditions
 - Projected flows and loadings
 - Mass balance for three possible plant dewatering scenarios
 - (1) Existing permit conditions
 - (2) Potential permit requiring biological removal of nitrogen to 3 – 8 mg/L and biological removal of phosphorus to 1 – 2 mg/L
 - (3) Potential permit limits requiring biological removal of nitrogen to 3 – 8 mg/L removal of phosphorus via chemical addition to <1 mg/L.
 - Basis of Design as determined by memos submitted by the AECOM disciplines from the Kick-Off Meeting and Site Visit, mass balances, and future conditions.
 - Description of proposed sludge dewatering system including ancillary equipment
 - Preliminary Plans and Specifications Table of Contents
- 2.3 Furnish six (6) copies of the preliminary design report.
- 2.4 Meet with representatives of the City to review the preliminary design report.
- 2.5 Submit the preliminary design report to the New Hampshire Department of Environmental Services (DES) for review.

Task 3 – Preliminary Design Plans and Specifications (60% Design Documents)

- 3.1 Provide 60% design documents to include drawings and specifications for the Project. Specifications will be prepared using the standard front end documents (Bidding Requirements, Contract and General Conditions) required by the New Hampshire Department of Environmental Services for compliance with the State Revolving Loan Fund (SRF) programs.
- 3.2 Prepare an opinion of cost for construction and estimated construction schedule for the Project based on the information in the 60% design documents.

- 3.3 Furnish six (6) copies of the 60% design documents, opinion of cost, and estimated construction schedule.
- 3.4 Meet with representatives of the City to review the 60% design documents.
- 3.5 Address City comments on the 60% design documents.

Task 4 – Final Design Plans and Specifications (90% Design Documents)

- 4.1 Provide 90% design documents for the Project.
- 4.2 Prepare an updated opinion of cost for construction and an estimated construction schedule for the Project based on the information in the 90% design documents.
- 4.3 Furnish six (6) copies of the 90% design documents, opinion of cost, and estimated construction schedule.
- 4.4 Meet with representatives of the City to review the 90% design documents.
- 4.5 Address City comments on the 90% design documents.
- 4.6 Submit three (3) copies of the 90% design documents to the NH DES for review and comment.

Task 5 –Final Design Documents

- 5.1 Based on the City and DES comments provided on the 90% design documents revise the documents, address the comments, and prepare final design documents.
- 5.2 Submit the final design documents to the Department of Environmental Services for approval and authorization to advertise the project for public bidding.
- 5.3 Furnish the City with six (6) copies of the final design documents

Task 6 – Project Management

- 6.1 Perform overall project management services so the work remains focused on the project objectives.

Task 7 - Funding Assistance

- 7.1 Assist the City with the preparation of CWSRF and EPA Capitalization Grant applications.

ASSUMPTIONS

This Contract and Scope of work is based on the following assumptions:

- The project includes sole sourced equipment for sludge dewatering, the Huber ROTOMAT RoS3 Q800 Inclined Screw Press.
- The project receives a waiver from New Hampshire DES for ENV-Wq 700 regulations for NH, Section ENV-Wq 713.10 which requires that mechanical sludge dewatering be capable of processing the maximum weekly sludge production in 30 hours.

- The design is based on results of the previously performed Pilot Test of the Huber Screw Press from August 6 to August 13, 2009 held at the Dover Wastewater Treatment Facility and the subsequent pilot test report prepared and submitted by Huber Technology.
- The design is based on the proposal submitted by Huber Technology dated November 18, 2009.
- The design is based on future loadings at the Dover Wastewater Treatment Facility as indicated in the Sludge Dewatering Upgrade Pilot Test Report prepared for the City of Dover by AECOM dated March 2010.

DESIGN SCHEDULE

The City of Dover intends to advertise the project for public bidding immediately after the construction funds become available in mid-January, 2011. Therefore, the scope of services listed above must be completed by December 31, 2010. The following is the design schedule assuming authorization from the State is received in time to hold the kick-off meeting on July 19, 2010. A more detailed schedule is attached as Exhibit B.

- Kick-off Meeting at Dover WWTF – July 19, 2010
- Preliminary Design Report Submittal to City and NH DES– August 19, 2010
- 60-percent Design Submittal to City – October 14, 2010
- 90- percent Design Submittal to City and NH DES – November 25, 2010
- Final Design Submittal to City and NH DES for authorization to advertise – December 31, 2010
- Receive Authorization to Advertise from NH DES – January 21, 2011
- Advertise to Bid – February 2, 2011

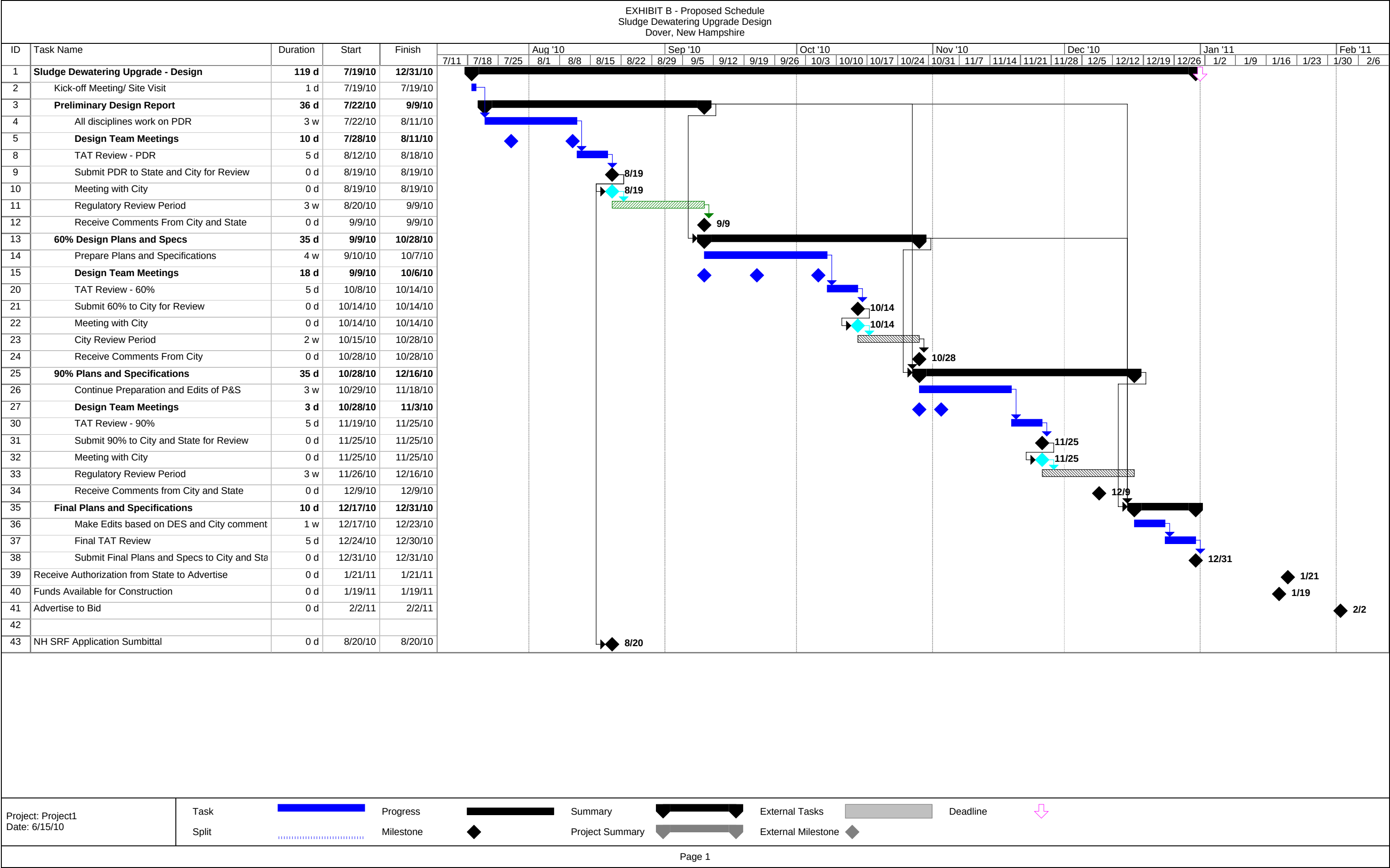


EXHIBIT C

PAYMENTS TO THE ENGINEER

Sludge Dewatering Upgrade Design Dover, New Hampshire

1. For the services performed under this Agreement, the Owner will pay the Engineer, monthly as charges accrue, on a cost plus fixed fee basis. Charges will include the costs incurred during the billing period plus a portion of the fixed fee based on the Engineer's estimate of the percentage of the work completed. The total estimated cost (which does not include the fixed fee) is \$141,478, and the fixed fee is \$13,272.
2. Cost will include direct labor, indirect costs, and other direct costs.
 - 2.1 Direct labor is salaries and wages paid to personnel for time chargeable to the Project.
 - 2.2 Indirect Costs (overhead) are allocations of period costs which are not directly chargeable to specific engagements.
 - 2.3 Other direct costs include such typical expenses as the cost of: transportation; telephone usage; printing and reproduction; equipment rental; identifiable supplies; outside consultant charges; subcontracts for services such as subsurface investigations, testing and similar out of pocket expenses.
3. The Engineer agrees to use its best professional efforts to furnish the services listed in this Agreement within the estimated costs set forth in this Agreement. However, the Engineer shall be reimbursed for all costs it incurs in furnishing those services whether the costs are more or less than the amounts listed herein, subject to the conditions set forth in the following paragraphs.

When the costs incurred total approximately 60 percent of the total estimated costs listed in this Agreement, or if, at any time, the Engineer has reason to believe that the total estimated costs will be greater or substantially less than the then estimated costs, the Engineer shall notify the Owner giving a revised estimate of the total cost for the services to be furnished. Should the revised estimated costs exceed the then total estimated costs this Agreement shall either be amended to cover the increase in revised estimated costs or the scope of services shall be reduced to keep within the total estimated cost.

The Engineer shall not be obligated to complete its services if the costs would exceed the amount set forth in this Agreement unless and until the Agreement is amended.
4. The fixed fee shall not be increased except by an Agreement amendment increasing the scope of services or extending the time for completion.

EXHIBIT D

ADDITIONAL PROVISIONS

Sludge Dewatering Upgrade Design Dover, New Hampshire

1.0 Period of Service

- 1.1 In the event that the Engineer (or any of its subcontractors) is delayed at any time in performing the tasks set forth herein by any act or neglect of the City, or any representative, contractor, employee or agent of the City, or by labor disputes, fire and other casualty, unusual delay in transportation, inclement weather, act of war or governmental preemption, or any delay in the review of specific tasks set forth herein, in approval by any government agency, federal, state, or municipal, or any causes beyond the Engineer's control, or by delay authorized by the City pending resolution of a dispute, or any significant modification or changes in the extent of the work to be performed by the Engineer, then the time for completion of the Project shall be extended by the same number of days as such occurrence delays such completion. The Engineer shall not be responsible for, and the City shall hold the Engineer harmless from any expenses or other consequences resulting from any such occurrences or delays.
- 1.2 If the City or others require significant modifications or changes to the scope of the Project or Engineer's services or if the City or others substantially delay Engineer's performance, the time of performance of Engineer's service and its compensation shall be adjusted appropriately.

2.0 Standard of Care

- 2.1 The standard of care applicable to the Engineer's services will be the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar services. The Engineer will reperform any services not meeting this standard without additional compensation.

3.0 Consequential Damages

- 3.1 In no event shall the Engineer, its officers, agents, employees or subcontractors be liable for special, indirect, or consequential damages.

4.0 Limitation of Liability

- 4.1 To the fullest extent permitted by law, Engineer's liability to City for damages shall not exceed the compensation received by Engineer under this Agreement.

COST OR PRICE SUMMARY FORMAT FOR SUBAGREEMENTS UNDER NH SAG & SRF

 Form Approved
DES 11/00

PART I - GENERAL

1. GRANTEE / LOANEE	City of Dover, New Hampshire	2. GRANT/LOAN NO.
3. NAME OF CONTRACTOR OR SUBCONTRACTOR	AECOM Technical Services, Inc.	4. DATE OF PROPOSAL 6/15/2010
5. ADDRESS OF CONTRACTOR OR SUBCONTRACTOR (Include ZIP) 300 Baker Ave, Suite 290, Concord, MA 01742	6. TYPE OF SERVICE TO BE FURNISHED Engineering Design Phase Services	

PART II - COST SUMMARY

7. DIRECT LABOR (Specify labor categories)	HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
Principal	4	\$ 88.00	\$ 352	
Design Manager	120	\$ 55.00	\$ 6,600	
Project Manager	78	\$ 36.00	\$ 2,808	
Project Engineer	110	\$ 36.00	\$ 3,960	
QA/QC Manager	48	\$ 70.00	\$ 3,360	
A/E Engineer	455	\$ 48.78	\$ 22,195	
Administration	60	\$ 28.86	\$ 1,732	
DIRECT LABOR TOTAL:				\$ 41,007
8. INDIRECT COSTS (Specify indirect cost pools)	RATE	X BASE =	ESTIMATED COST	
Engineering Design Phase Services	1.609	\$ 41,007	\$ 65,971	
			\$ -	
INDIRECT COSTS TOTAL:				\$ 65,971
9. OTHER DIRECT COSTS				
a. TRAVEL			ESTIMATED COST	
(1) TRANSPORTATION			\$ 2,000	
(2) PER DIEM			\$ 400	
TRAVEL COSTS TOTAL:			\$ 2,400.00	
b. EQUIPMENT, MATERIALS, SUPPLIES (Specify categories)	QTY	COST	ESTIMATED COST	
Printing	1	\$ 5,000.00	\$ 5,000	
Other Direct Expenses	1	\$ 600.00	\$ 600	
EQUIPMENT SUBTOTAL:			\$ 5,600	
c. SUBCONTRACTS			ESTIMATED COST	
SAR Inc.			\$ 25,000	
Bob McGuinness Enterprises			\$ 1,500	
SUBCONTRACTS SUBTOTAL:			\$ 26,500	
d. OTHER (Specify categories)			ESTIMATED COST	
OTHER SUBTOTAL:			\$ -	
e. OTHER DIRECT COSTS TOTAL:				\$ 34,500
10. TOTAL ESTIMATED COST				\$ 141,478
11. PROFIT				\$ 13,272
12. TOTAL PRICE				\$ 154,750

PART III - PRICE SUMMARY								
13	COMPETITOR'S CATALOG LISTINGS, IN-HOUSE ESTIMATES, PRIOR QUOTES (Indicate basis for price comparison)						MARKET PRICE (\$)	PROPOSED PRICE
PART IV - DIRECT LABOR BY CATEGORY								
14. INSERT THE APPROPRIATE WORK CATEGORY IN THE TABLE BELOW. WORK CATEGORIES WOULD INCLUDE BUT NOT BE LIMITED TO THOSE CATEGORIES SHOWN IN THE CONTRACT DOCUMENTS SUCH AS DESIGN, SURVEY, SUBSURFACE, CADASTRAL, O&M MANUAL, ADMINISTRATION, INSPECTION, RECORD DWGS, START-UP, SPECIAL SERVICES, ETC.								
Work category →	Kick Off/ Data Collection	Prelim. Design Report	60% Design	90% Desgin	Final Design	Total Hours	Rate (\$/hr)	Cost (\$)
Principal	0	1	1	1	1	4	\$ 88.00	\$ 352
Design Manager	15	44	28	25	8	120	\$ 55.00	\$ 6,600
Project Manager	16	13	18	16	15	78	\$ 36.00	\$ 2,808
Project Engineer	2	56	28	16	8	110	\$ 36.00	\$ 3,960
QA/QC Manager	8	6	10	20	4	48	\$ 70.00	\$ 3,360
A/E Engineer	40	65	150	140	60	455	\$ 48.78	\$ 22,195
Administration		4	16	24	16	60	\$ 28.86	\$ 1,732
								\$ -
Total hours:	81	189	251			875		\$ -
Total - Direct Labor Cost								\$ 41,007



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2010.07.14 – 89**

Resolution Re: B10089 Hot Bituminous Paving (Asphalt)

WHEREAS: Sealed bid B10089 was requested and received for Hot Bituminous Paving (Asphalt) on June 24, 2010 at 2:00 pm and two replies were received; and

WHEREAS: The low bid was submitted by Brox Industries Inc in the amount of \$1,037,355.00. The city would like to take advantage of the unit pricing offered and availability of funds and increase the scope of services by adding an additional \$500,000.00 to this project.

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 Brox Industries Inc given the bid amount of \$1,037,355.00 and corresponding rates provided on June 24, 2010. This authorization shall be limited so as not to exceed available finding. The City Manager is authorized to sign a contract containing the terms and conditions of the bid award

Financing

Account	Description	Appropriation	Balance
4006.1.300.43121.4751.03121.06.00	Street Improvments	1,247,813.00	202,111.00
4008.1.300.43121.4751.03121.08.00	Street Improvments	2,380,000.00	372,193.00
4009.1.300.43121.4751.03121.09.00	Street Improvments	1,500,000.00	586,699.00
4010.1.300.43121.4751.03121.10.00	Street Improvments	291,058.00	291,058.00
1000.1.300.43121.4751.00000.00.00	Street Improvments	670,000.00	670,000.00

AND FURTHER BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a Change Order to Brox Industries Inc given the bid unit pricing provided 6/24/2010 for an additional \$500,000. Authorization shall be limited so as not to exceed available finding.

AUTHORIZATION

Approved as to Funding: Daniel R Lynch
Finance Director

Sponsored by: Mayor Scott Myers
By request

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

Recorded by: Karen Lavertu
City Clerk

Document Created by: Purchasing
Document Posted on: July 9, 2010

Hot Bituminous Paving (Asphalt)
Page 1 of 5
13.A.9.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2010.07.14 – 89**

Resolution Re: B10089 Hot Bituminous Paving (Asphalt)

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 - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2010.07.14 – 89**

Resolution Re: B10089 Hot Bituminous Paving (Asphalt)

RESOLUTION BACKGROUND MATERIAL:

Sealed bids B10089 were requested and received for Bituminous Concrete Paving on June 24, 2010 at 2:00 pm. The low bid was submitted by Brox Industries of Dracut MA in the amount of \$1,037,355.00. This is the vendor awarded the project last year and well and has an excellent work history with the city. The Request for Bid Attachment C Street List is attached. The city would like to take advantage of the unit pricing offered and availability of funds to increase the scope of services in an additional amount of \$500,000.00.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	33	Number of Responses:	2
Warranty:	Meets Specifications	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	No
Prices will hold for:	June 30, 2011	Estimated Delivery:	As needed
Recommended Award to:	Brox Industries	Fund:	CIP Streets
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Cost estimated at \$25,000 or greater



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2010.07.14 – 89**

Resolution Re: B10089 Hot Bituminous Paving (Asphalt)

B10089 results

ITEM #	ITEM	QTY	UNIT	Brox Industries Dracut MA		Pike Industrices Belmont NH	
				\$/UNIT	\$	\$/UNIT	\$
1a	base	1900	ton	67.80	128,820.00	77.00	146,300.00
1b	wear	7000	ton	67.80	474,600.00	79.00	553,000.00
1c	wear night	3400	ton	69.00	234,600.00	79.00	268,600.00
2a	hand work	100	ton	110.00	11,000.00	150.00	15,000.00
3a	frames grates covers	270	ea	200.00	54,000.00	400.00	108,000.00
3b	gate boxes	95	ea	105.00	9,975.00	175.00	16,625.00
4	crushed gravel - Shoulder Leveling	250	cy	35.00	8,750.00	55.00	13,750.00
5	reclaimed base	11300	sy	2.20	24,860.00	3.50	39,550.00
6	Cold Planing	25400	sy	2.25	57,150.00	3.25	82,550.00
7	cut in joints for driveways	1200	lf	3.00	3,600.00	8.50	10,200.00
8	asphalt adjustment allowance	1	ea	30,000.00	30,000.00	30,000.00	30,000.00
	total				\$ 1,037,355.00		\$ 1,283,575.00

Vendor List

American Flagging Industrial Way Salem , NH 03079	Jamco Excavators, LLC 84 Exeter Road South Hampton, NH 03827	NH Blacktop Sealers, Inc. 58 Priscilla Lane Auburn, NH 03032
Bell & Flynn, Inc. 69 Bunker Hill Ave Stratham, NH 03885	Jamco Excavators, LLC 84 Exeter Road South Hampton, NH 03827	NICOM Coatings Corp 140 Industrial Lane Barre, Vermont 05641
Brox Industries, Inc. 1471 Methuen St. Dracut, MA 01826	JGE Enterprises, Inc. 4 Eastman Avenue, Ste c Bedford, NH 03110-6703	Pike Industries, Inc. 650 Peverly Hill Road Portsmouth, NH 03801



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2010.07.14 – 89**

Resolution Re: B10089 Hot Bituminous Paving (Asphalt)

Busby Construction 9 Pond Lane Atkinson, NH 03811	K.C. Paving llc 85 Knox Marsh rd Dover, NH 03820	Precision Paving LLC Leeanna Drive Barrington, NH 03825
Continental Paving, Inc. 1 Continental Drive Londonderry, NH 03053	L&D Safety Marking Corp. 115 Industrial Lane - Berlin Barre, Vermont 05641	ProLine Pavement 53 Fieldstone Dr. Dover, NH 03820
DS SABINE LLC 249 Nimble Hill RD Newington, NH 03801	Lilac City Sealcoating 5 Woodlawn Road Rochester, NH 03867	Safety Marking, Inc. 460 Bostwick Avenue Bridgeport, CT 06605
Durell enterprises 211 north Haverhill Road kensington, nh 03833	Mark Carrier Construction, 175 Lincoln Street Mannchester, NH 03103	Sealex P.O. Box 238 Scarborough, Maine 04070
Durell Paving, Inc. 508 Sixth St. Dover, N.H. 03820	Mark-A-Lot, Inc 299 Centre Street Holbrook, MA 02343	Trimmers Landscaping PO Box 1068 Windham , NH 03087
Four Corners 33 High Street Gilmanton, NH 03237	Martini Northern 299 Hanover Street Portsmouth, NH 03801	Tri-State Sealcoating P.O. Box 162 Dover, NH 03820
Frank Whitcomb P. O. BOX 1000 Walpole, NH 03608	Martini Northern 299 Hanover Street Portsmouth, NH 03801	U.S. Pavement Services 39 Industrial Parkway Woburn, MA 01801
FRANZOSO Land Stone 6 Reubens Driftway Hampton, NH 03842	Hi-Way Safety Systems, 9 Rockview Way Rockland, MA 02370	New England Sealcoating 120 Industrial Park Road Hingham, Ma 02043

Notes	2010			Average (ft)		Thickness
	Street	From	To	Width	Length	Inches
	ASH ST	GROVE	CENTRAL AVE	24	660	2
	shim or 2" overlay					
	AUTUMN ST	SIXTH ST	END	30	300	1.5
	BELLAMY RD	KNOX MARSH RD	26 BELLAMY RD	28	1400	1.5
	skip bridge, cut/patch, U/D, curb reveal					
1	CHANDLER	KNOX MARSH RD	LITTLEWORTH	24	1000	1
1,2,3	CENTRAL AVE	WASHINGTON ST	SILVER ST	60	1800	1.5
	nght wrk, coldpln along curb					
1,2,3	CENTRAL AVE	ABBOT	750 CENTRAL AVE	40	1210	1.5
	nght wrk, coldpln along curb					
1,2,3	CENTRAL AVE	750	JUST PAST OAK	50	850	1.5
	nght wrk, coldpln along curb					
1,2,3	CENTRAL AVE	JUST PAST OAK	HOUGH	50	1200	1.5
	nght wrk, coldpln along curb					
	CHURCH ST	CENTRAL AVE	LOCUST ST	32	575	1.5
	dig and patch section by st marys					
	CRESTVIEW CT	END	CRESTVIEW DR	32	400	1.5
	shim culdesac, install drainage					
	CRESTVIEW DR	END	GLENWOOD AVE	32	880	1.5
	shim culdesac, install drainage					
	EVANS DR	DOVER POINT RD	CUL DE SAC	31	631	1.5
	FOLSOM P LOT	GOLDSTEIN PARKING LOT				1
1,2,3	FIRST ST	CENTRAL AVE	CHESTNUT ST	36	760	1.5
	nght wrk, coldpln along curb					
	GERRISH RD	CUL DE SAC	OLD DOVER POINT RD	24	2,500	2.5
	1/5= 2", 4/5= 2.5"	gravel shoulder				
	GOLDPOST RD	DREW RD	CUL DE SAC	32	915	1.5
	GROVE ST	SIXTH ST	END 3rd	34	1100	1.5
	curb and sidewalk work					
4	SPUR RD	SPUR RD	CEMETERY	22	540	3.5
	watermain replcment					
1,2,3	MAIN ST	BROADWAY	WASHINGTON ST	44	1430	1.5
	nght wrk, coldpln along curb					
	NEW ROCHESTER RD	LONG HILL RD	AUBURN ST	32	2260	1.5
	gravel shoulder					
1	NORTHWAY CIR	END	PLAZA DR	33	830	1
	asph curb, fix depression by culdes					
	OAK HILL DR	REDDEN ST EXT.	REDDEN ST	32	800	1.5
	PARKER ST	RUTLAND ST	WOODMAN PARK DR	24	340	2
	curb and sidewalk work					
	PINECREST DR	TOWN LINE	WEEKS LN	32	310	1.5
	REDDEN ST	REDDEN ST EXT.	OAK HILL DR	32	600	1.5
4	REDDEN ST EXT	GLENWOOD AVE	OAK HILL DR	24	625	4
	build drainage area					
	ST THOMAS ST	ATKINSON	BELKNAP ST	32	320	1.5
	ST THOMAS ST	CENTRAL AVE	LOCUST ST	32	185	1.5
3	THIRD ST	CHESTNUT ST	END	34	900	2
	curb and sidewalk work					
4	UNION ST	CUL DE SAC	COURT ST	32	1,570	4
	curb and sidewalk work	12%recon,64%reclaim,24%1.5" overlay				
4	W CONCORD ST	LEXINGTON ST	ARCH ST	32	775	4
	reclm half of street					
	WILBROD AVE	END	GLENWOOD AVE	34	550	1.5
	WILLARD RD	NEW ROCHESTER RD	3 WILLARD RD	36	500	2
4	WOODMAN PK DR	CLIFFORD ST	PARKER ST	28	525	4

Notes

1 The road shall be tack coated with Emulsified asphalt proper to paving per section 401.3.5.5

2 **Bold-night paving**

3 Cold Plane edges

4 Reclaim part or all of this street

Note: This list is subject to change with additions/subtractions and adjustments.

Total thickness includes shim and overlay.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2010.07.14 – 90**
Resolution Re: B10090 Sidewalk Improvements

WHEREAS: Sealed Bid B10090 was solicited and received for sidewalk improvements on July 6, 2010 @ 2:00pm; and

WHEREAS: Two qualified vendors responded with per unit price quotes for the project in its entirety; and the low bid meeting specifications was submitted by Santorelli Construction Inc of Wakefield, NH in the total amount of \$264,540.00

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 Santorelli Construction Inc given the bid amount of \$264,540.00 and corresponding rates provided 7/6/2010. The amount of this authorization shall be limited so as not to exceed available funding. The City Manager is authorized to sign a contract containing the terms and conditions of the bid award

Financing

Account	Description	Appropriation	Balance
1000.1.300.43121.4715.00000.98.00	Streets- land improvements	238,299.00	140,633.00
4003.1.300.43121.4751.03121.03.00	Streets Improvments	849,887.00	81,886.00
4006.1.300.43121.4751.03121.06.00	Streets Improvments	1,247,813.00	244,152.00

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.10.

Resolution Number: **R - 2010.07.14 – 90**
Resolution Re: B10090 Sidewalk Improvements

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.10.

Resolution Number: **R - 2010.07.14 – 90**
Resolution Re: B10090 Sidewalk Improvements

RESOLUTION BACKGROUND MATERIAL:

This work shall include the furnishing of all labor, skill, supervision, tools, equipment and materials for the construction and repair of bituminous concrete sidewalks at various locations throughout the city and as specified in B10090 and Streets Division of the Community Services Department.

Bid Information: Sealed B10090 solicited and received 7/6/2010 @ 2:00pm.

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	126	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	June 30, 2011	Estimated Delivery:	As needed
Recommended Award to:	Santorelli Construction	Fund:	Streets
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2010.07.14 – 90**

Resolution Re: B10090 Sidewalk Improvements

Results

Item #	Qty	Units	Santorelli Const		John Lyman & Sons	
Construct or reconstruct asphalt sidewalks and driveways (Includes 2.5' Asphalt and 9" Crushed Gravel)	300	SY	40.00	12,000	45.00	13,500
Construct and reconstruct 4" concrete sidewalk includes 9" Cr. Gravel Base	1810	SY	54.00	97,740	56.00	101,360
* Reset Brick Sidewalk	50	SY	100.00	5,000	70.00	3,500
Patch face of curb and misc. paving	200	TON	130.00	26,000	145.00	29,000
*Asphalt overlay	25	TON	130.00	3,250	145.00	3,625
New vertical granite curb	1900	LF	20.00	38,000	20.00	38,000
4 foot radius vertical granite curb	25	LF	30.00	750	30.00	750
New sloped granite curb	280	LF	16.00	4,480	15.00	4,200
Reset granite curb	1360	LF	12.00	16,320	12.00	16,320
Detectable warning Panels	40	SF	30.00	1,200	40.00	1,600
Loam and Hydrosed	245	CY	40.00	9,800	30.00	7,350
Project Contingency, allowance	50000	EA	1.00	50,000	1.00	50,000
total				264,540		269,205

Vendor List

Careno Construction Co. 270 West Rd Portsmouth, NH 03801	CLD Consulting Engineers, 540 Commercial St. Manchester, NH 03101	McGowan Landscape, LLC 106 Smoke Street Nottingham, NH 03290
Durell Enterprises 211 North Haverhill Road Kensington, NH 03833	Conneston Construction, Inc. P.O. Box 7546 Gilford, NH 03247	Mick Construction Corp. P.O. Box 160 Rollinsford, NH 03869
E Guimond Construction 103 Knox Road Bow, Nh 03110	CSSI 513 Donald Street Bedford, NH 03110	Millennium Granite 50 Quarry Rd Wells, Maine 04090



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2010.07.14 – 90**

Resolution Re: B10090 Sidewalk Improvements

Four Corners 33 High Street Gilmanton, NH 03237	Dale R. Sprague. 35 Page St Somersworth, NH 03878	NH Blacktop Sealers, Inc. 58 Priscilla Lane Auburn, NH 03032
FRANZOSO Land Stone 6 Reubens Driftway Hampton, NH 03842	DeStefano & Associates, 2456 Lafayette Road Portsmouth, NH 03801	NICOM Coatings 140 Industrial Lane Barre, Vermont 05641
Gilbert Hardscape 40 Houde Rd Eloit, ME 03903	Doucet Survey, Inc. 102 Kent Place Newmarket, NH 03857	Nobis Engineering, Inc. 18 Chenell Drive Concord, NH 03301
Harold Clark Masonry 131 Back River Rd Dover, N.H. 03820	DS SABINE LLC 249 Nimble Hill RD Newington, NH 03801	Norman R Gagnon 126 Goodwin Road Rollinsford, NH 03869
Hayden Hillsgrove Stone. PO Box 777 Moultonboro, NH 03254	E Guimond Construction 103 Knox Road Bow, NH 03110	North Branch Construction, 76 Old Turnpike Road Concord, NH 03301
Hissong Development 9 Log Cabin Road Kennebunkport, ME 04046	E.J. Prescott, Inc. 210 Sheep Davis Road Concord, NH 03301	Northeast Earth Mechanics,. 159 Barnstead Road Pittsfield, NH 03263
Horne Construction 88 Airport Drive Rochester, NH 03867	EI Technologies, LLC 19750 E. Parker SQ Dr. Parker, CO 80134	Northeast Masonry 623 Route 3A Bow, NH 03304
John Turner Consulting 19 Dover Street Dover, NH 03820	Engelwood Construction PO Box 4793 Manchester, NH 03108	Northeast Restoration 173 North Road Brentwood, NH 03833
Joseph Conroy Mason 158 Northwood Road Strafford, NH 03884	EnviroVantage 629 Calef Highway Epping, NH 03042	Northway Builders, Inc. 130 Ledge Road, Suite 2 Seabrook, NH 03874
Keymont Construction, Inc. P.O. Box 819 Laconia, NH 03247	F. L. Merrill Construction 619 Sand Road Pembroke, NH 03275	Phipps Landscape 589 Silver St Rollinsford, N H 03869



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2010.07.14 – 90**

Resolution Re: B10090 Sidewalk Improvements

Landcare Associates Inc. 282 Knox Marsh Rd Madbury, NH 03823	Federal Construction Corp. 50 Salem Street Lynnfield, MA 01940	Pike 650 Peverly Hill Road Portsmouth, NH 03801
MacKinnon and Sons P O Box 640 Somersworth , NH 03878	Four Corners 33 High Street Gilmanton, NH 03237	Project Resource Group PO Box 43 Francestown, NH 03043
Mark Carrier Construction 175 Lincoln Street, U 101 Manchester, NH 03103	FRANZOSO Land Stone 6 Reubens Driftway Hampton, NH 03842	R. D. Edmunds & Sons 221 Franklin Street Franklin, NH 03235
Martini Northern 299 Hanover Street, Portsmouth, NH 03801	Fulcrum Associates, Inc. 5 Tech Circle Amherst, NH 03031	R.H. White Construction 6 Wright Ave Merrimack, NH 03054
McGowan Landscape, LLC 106 Smoke Street Nottingham, NH 03290	Gove Construction Services PO Box 6606 Portsmouth, NH 03802	R.M. Piper, Inc. P.O. Box 490 Plymouth, NH 03264
Millennium Granite 50 quarry rd Wells, Me 04090	GZA GeoEnvironmental, 380 Harvey Road Manchester, N H 03103	Rescon Construction 3 Commercial Lane Unit C Londonderry, NH 03053
Phipps Landscape 589 Silver St Rollinsford, N H 03869	Hannamith Contracting 51 Harvey RD Unit J Londonderry, NH 03053	Ricci Construction, Inc. 225 Banfield Rd. Portsmouth, NH 03801
Pro-point Restoration LLC 14 Hill Top Dr Pittsfield, NH 03263	Harvey Construction 10 Harvey Road Bedford, NH 03110	Rodney Brown, 395 Hubbard Rd & Berwick, ME 03901
R.W. Gillespie 200 International Dr Portsmouth, NH 03801	Hissong Development 9 Log Cabin Road Kennebunkport, ME 04046	Rule Boston Camera 1284 Soldiers Field Road Boston, MA 02135
Randall Construction 572 Wakefield Rd Union, NH 03887	Hi-Way Safety Systems, 9 Rockview Way Rockland, MA 02370	Salmon Falls Woodworks 38 A Littleworth Rd Dover , NH 03820



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2010.07.14 – 90**

Resolution Re: B10090 Sidewalk Improvements

Rescon Construction 3 Commercial Lane Unit C Londonderry, NH 03053	Horne Construction 88 Airport Drive Rochester, NH 03867	Scherbon Consolidated Inc. 40 Haverhill Road Amesbury, Ma. 01913
Rodney Brown, Sr., 395 Hubbard Rd & Berwick, ME 03901	Hutter Construction P.O. Box 257 New Ipswich, NH 03071	Sealcoating, Inc. 120 Industrial Park Road Hingham, MA 02043
S. W. Cole Engineering Inc. 10 Centre Road Somersworth, NH 03878	Infinite Imaging 903 Central Avenue, Suite 4 Dover, NH 03820	Sealex P.O. Box 238 Scarborough, Maine 04070
Stone Waleryszak, LLC 119 Front St. Exeter, NH 03833	J P Towle Construction POBox 1708 Dover, NH 03821	Sebastian Septic Service P.O.Box 349 Milton, NH 03851
The Dirt Doctors 709 Keith Avenue Pembroke, NH 03275	J&B Granite Stoneworks 212a Pembroke Road Concord, NH 03301	Spencer Trucking 279 Green Street Somersworth , N.H. 03878
Trimmers Landscaping PO Box 1068 Londonderry, NH 03053	Jamco Excavators, LLC 84 Exeter Road South Hampton, NH 03827	Steve Sarette & Son 282 Goffstown Back Road Goffstown, NH 03045
U.S. Pavement Services 39 Industrial Parkway Woburn, MA 01801	James J. Welch & Co., Inc. 27 Congress St. Suite 513 Salem, MA 01970	Stone Waleryszak, LLC 119 Front St. Exeter, NH 03833
Verde Environmental 104 Oakhill road Barrington, NH 03825	JGE Enterprises, Inc. 24 Eastman Ave, Suite C4 Bedford, NH 03110-6703	Sundance Sign Co. 89 Oak St Dover, NH 03820
Verde NA, LLC P.O. Box 246 Raynam, MA 02767	JH Spain Commercial 210 North State St. Concord, NH 03301	Super Floorz 19 Lafayette Rd Hampton, NH 03842
Aberthaw Construction 672 Suffolk St, Suite 200 Lowell, MA 01854	John H. Lyman & Sons 310 Hoyt Road Gilford, NH 03249	SUR Construction, Inc. PO Box 720 Rochester, NH 03866



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2010.07.14 – 90**

Resolution Re: B10090 Sidewalk Improvements

Arthur Hartford 103 Hayes Road Madbury, NH 03823	Keymont Construction, Inc. P.O. Box 819 Laconia, NH 03247	T. Buck Construction, Inc. 249 Merrow Road Auburn, ME 04210
Bell & Flynn, Inc. 69 Bunker Hill Ave Stratham, NH 03885	Kingdom Contract Flooring 9 Blossom Road Plaistow, NH 03865	The Dirt Doctors 709 Keith Avenue Pembroke, NH 03275
Brown Industrial Group, Inc PO Box 638 Berwick, Me 03901	Lewis Water Services 44 Stark Lane Litchfield, NH 03052-2456	Trimmers Landscaping PO Box 1068 Londonderry, NH 03053
Brown Industrial Group, PO Box 638 Berwick, Maine 03901	Lyndes Carpet PO Box 441, Dover NH 03821	Turgeon Construction, Inc 39 Indigo Hill Rd Somersworth, NH 03878
Busby Construction Co. 9 Pond Lane Atkinson, NH 03811	MacKinnon and Sons P O Box 640 Somersworth, NH 03878	Verde NA, LLC PO. Box 246 Raynam, MA 02767
Careno Construction PO Box 120 Portsmouth , NH 03820	MacKinnon and Sons P O Box 640 Somersworth , NH 03878	Verde Environmental 104 Oakhill Road Barrington, NH 03825
Chris-Scott Construction 142 Central Ave. Dover, NH 03820	MacKinnon and Sons P O Box 640 Somersworth, NH 03878	Waynes Landscaping 159 Yorkwoods RD SO. Berwick, ME 03908
YourSpace Home Imp 90 Washington st. suite 209 Dover, NH 03820	Mark Carrier Construction,) 175 Lincoln Street, Manchester, NH 03103	Weston & Sampson 100 International Drive, Portsmouth, NH 03801
CDM 670 North Commercial Manchester, NH 03101	Martini Northern Street 299 Hanover Street, Portmsouth, NH 03801	Wooden Window Repair P.O.Box 262 Alton, NH 03809



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R - 2010.07.14 – 91**

Resolution Re: B10091 Bridges Over Cocheco River

WHEREAS: Sealed bid B10091 was requested and received for Preservation Work for city bridges: Upper Washington St. over Cocheco River and Fourth St over the Cocheco River on July 6, 2010 @ 3:00pm; and

WHEREAS: Three bids were received and the low bid meeting specifications was submitted by E.D.Swett Inc of Concord NH in the amount of \$186,395.00. It is the recommendation to award to E.D.Swett Inc.

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 E..D.Swett Inc in the amount of \$186,395.00 and corresponding rated provided 7/6/2010. The amount of this authorization shall be limited so as not to exceed available funding. The City Manager is authorized to sign a contract containing the terms and conditions of the bid award.

Financing

Account	Description	Appropriation	Balance
1000.1.300.43121.4752.00000.98.00	Streets-Bridges	50,000.00	50,000.00
1000.1.300.43121.4752.00000.00.00	Streets-Bridges	130,000.00	129,924.00
1000.1.300.43121.4752.00000.00.00	Streets-Bridges	100,000.00	100,000.00

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.11.

Resolution Number: **R - 2010.07.14 – 91**

Resolution Re: B10091 Bridges Over Cocheco River

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers		
Deputy Mayor, Dean Trefethen, 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.11.

Resolution Number: **R - 2010.07.14 – 91**

Resolution Re: B10091 Bridges Over Cocheco River

RESOLUTION BACKGROUND MATERIAL:

The City of Dover is accepting bids for the preservation work at Bridge #134/122 Upper Washington over the Cocheco River and Bridge #123/126 Fourth Street over the Cocheco River in Dover NH. The work on both bridges includes replacement of existing bituminous pavement and membrane, with deck patching repairs as necessary, bridge joint rehabilitation, minor road repair and striping.

Bid Information:

Sealed Bid B10091 received 7/6/2010.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations sent:	113	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Completed	Estimated Delivery:	Summer 2010
Recommended Award to:	E.D.Swett Inc	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R - 2010.07.14 – 91**

Resolution Re: **B10091 Bridges Over Cocheco River**

Results

ITEM	QTY	UNIT	E.D.Swett Inc		Beck & Belluccit Inc		CPM Construction	
			\$/UNIT	\$	\$/UNIT	\$	\$/UNIT	\$
Hot Bituminous Pavement - Machine	66	TON	110.00	7,260.00	210.00	13,860.00	275.00	18,150.00
Hot Bituminous Pavement - Hand	6	TON	150.00	900.00	210.00	1,260.00	220.00	1,320.00
Hot Bituminous Bridge pavement 1" base course	57	tons	150.00	8,550.00	210.00	11,970.00	250.00	14,250.00
Concrete Bridge Deck pavement Removal (F)	510	SY	25.00	12,750.00	15.00	7,650.00	35.00	17,850.00
Concrete Bridge Deck pavement Removal (F)	540	SY	25.00	13,500.00	15.00	8,100.00	35.00	18,900.00
Preparation for partial depth concrete bridge deck repairs	60	sy	200.00	12,000.00	750.00	45,000.00	250.00	15,000.00
water repellent (silane-Siloxane)	47	gal	50.00	2,350.00	75.00	3,525.00	150.00	7,050.00
bitumen epoxy waterproofing	11	sy	200.00	2,200.00	100.00	1,100.00	100.00	1,100.00
barrier membrane, welded by torch machine method	1,015	sy	25.00	25,375.00	23.00	23,345.00	25.00	25,375.00
elastomeric Plug type expansion joint (F)	45	lf	100.00	4,500.00	118.00	5,310.00	125.00	5,625.00
silicone joint sealant (F)	131	lf	20.00	2,620.00	25.00	3,275.00	3.00	393.00
portable concrete barrier for traffic control	300	lf	10.00	3,000.00	30.00	9,000.00	30.00	9,000.00
Uniformed Officers with Vehicle	1	\$	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Flaggers	200	HR	20.00	4,000.00	22.00	4,400.00	16.00	3,200.00
Maintenance of Traffic	1	U	15,000.00	15,000.00	20,000.00	20,000.00	50,000.00	50,000.00
Sawed Bituminous Pavement Bridges	155	LF	5.00	775.00	20.00	3,100.00	4.00	620.00
Retroreflective Paint Pavement marking 4" single line	1,230	LF	0.50	615.00	2.00	2,460.00	1.00	1,230.00
Mobilization	1	U	46,000.00	46,000.00	20,000.00	20,000.00	50,000.00	50,000.00
Repairs-replacements Contingency Allowance	1	\$	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
				186,395.00		208,355.00		264,063.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R - 2010.07.14 – 91**

Resolution Re: B10091 Bridges Over Cocheco River

Vendor List

American Flagging Traffic 11 industrial way Salem , NH 03079	ProLine Pavement 53 Fieldstone Dr. Dover, NH 03820	Four Corners 33 High Street Gilmanton, NH 03237
Bell & Flynn, Inc. 69 Bunker Hill Ave Stratham, NH 03885	Safety Marking, Inc. 460 Bostwick Avenue Bridgeport, CT 06605	Green Environmental Inc. 1 New Hampshire Avenue, Portsmouth, NH 03801
Brox Industries, Inc. 1471 Methuen St. Dracut, MA 01826	Sealex P.O. Box 238 Scarborough, Maine 04070	H.P. Fairfield, LLC 94 Sheep Davis Road Pembroke, NH 03275
Busby Construction Co 9 Pond Lane Atkinson, NH 03811	Trimmers Landscaping PO Box 1068 Londonderry, NH 03053	Hissong Development Corp 9 Log Cabin Road Kennebunkport, Maine
Continental Paving, Inc. 1 Continental Drive Londonderry, NH 03053	Tri-State Sealcoating P.O. Box 162 Dover, NH 03820	J P Towle Construction P O Box 1708 Dover, NH 03821
DS SABINE LLC 249 Nimble Hill RD Newington, NH 03801	U.S. Pavement Services 39 Industrial Parkway Woburn, MA 01801	JGE Enterprises, Inc. 231A N. Amherst Road Bedford, NH 03110-4908
Durell enterprises 211 North Haverhill Rd Kensington, NH 03833	Aggregate Recycling P.O. Box 363 Eliot, ME 03903	Joel Clough & Son E 36 Lovering Rd. North Hampton, NH 03862
Durell Paving, Inc. 508 Sixth St. Dover, N.H. 03820	American Flaggin 11 industrial way Salem NH 03079	Jungle Jim's Landscape 2100 Dover Rd Epsom , NH 03234
Four Corners 33 High Street Gilmanton, NH 03237	Andrews Construction Co. 8 Deer Ridge Lane Kittery, Me. 03904	MacKinnon and Sons P O Box 640 Somersworth, NH 03878
Frank Whitcomb P. O. BOX 1000 Walpole, NH 03608	Andrews Construction. 8 Deer Ridge Lane Kittery, ME 03904	Martini Northern 299 Hanover Street Portsmouth, NH 03801



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R - 2010.07.14 – 91**

Resolution Re: B10091 Bridges Over Cocheco River

FRANZOSO Land Stone 6 Reubens Driftway Hampton, NH 03842	Arthur Hartford 103 Hayes Road Madbury, nh 03823	Mick Construction P.O. Box 160 Rollinsford, NH 03869
Hi-Way Safety Systems, 9 Rockview Way Rockland, MA 02370	Arthur Hartford 103 Hayes road Madbury, NH 03823	Millennium Granite 50 quarry rd Wells, Maine 04090
Jamco Excavators, LLC 84 Exeter Road South Hampton, NH 03827	Atlantic Excavating, LLC 4 Center Drive Dover, NH 03820	N. Pandelena Construction 6 Starwood Drive Hampstead, NH 03841
JGE Enterprises, Inc. 24 Eastman Avenue, Ste C4 Bedford, NH 03110-6703	Atlantic Excavating, LLC 4 Center Drive Dover, NH 03820	NorthEast Earth Mechanics 159 Barnstead Road Pittsfield, NH 03263
K.C. Paving llc 85 Knox Marsh rd Dover, NH 03820	Barron Brothers Devl 372 NH Route 11 Farmington, NH 03835	Piscataqua Landscaping 26 Maclellan Lane Eliot, Maine 03903
L&D Safety Marking Corp. 115 Industrial Lane - Berlin Barre, Vermont 05641	Bell & Flynn, Inc. 69 Bunker Hill Ave Stratham, NH 03885	Randall Construction 572 Wakefield Rd Union, NH 03887
Lilac City Sealcoating and 5 Woodlawn Road Rochester, NH 03867	Bob Sherwood Landscape 55 Knox Marsh Road Dover, NH 03820	River Valley Dev. Corp. 42 Mallard Lane Dover, NH 03820
Mark Carrier Construction, Inc (MCCI) 175 Lincoln St, Unit 101 Manchester, NH 03103	Brian Turgeon Excavating LLC 237 Green Street Somersworth, N.H. 03878	Spencer Trucking & Excavation 279 Green Street Somersworth , N.H. 03878
Mark-A-Lot, Inc 299 Centre Street Holbrook, MA 02343	Brown Industrial Group, Inc PO Box 638 Berwick, Me 03901	SUR Construction, Inc. PO Box 720 Rochester, NH 03866
Martini Northern 299 Hanover Street	Careno Construction Co. 270 West Rd	Trimmers Landscaping PO Box 1068 Londonderry,



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R - 2010.07.14 – 91**

Resolution Re: B10091 Bridges Over Cocheco River

Portsmouth, NH 03801	Portsmouth, NH 03801	Windham , NH 03087
New England Sealcoating Co., Inc. 120 Industrial Park Road Hingham, Ma 02043	Careno Construction Company PO Box 120 Portsmouth, NH 03820	Verde Environmental Contracting services 104 Oakhill road Barrington, NH 03825
NH Blacktop Sealers, Inc. 58 Priscilla Lane Auburn, NH 03032	Dale R. Sprague Construction 35 Page St Somersworth, NH 03878	Verde NA, LLC P.o. Box 246 Raynam, Mass
NICOM Coatings 140 Industrial Lane Barre, Vermont 05641	DS SABINE LLC 249 Nimble Hill RD Newington, NH 03801	Waynes Landscaping 159 Yorkwoods RD SO. Berwick, ME 03908
Pike Industries, Inc. 650 Peverly Hill Road Portsmouth, NH 03801	E Guimond Construction, 103 Knox Road Bow, Nh 03110	Precision Paving LLC 31 Leeanna Drive Barrington, NH 03825

Hutter Construction Corporation
810 Turnpike Road
P. O. Box 257
New Ipswich, NH 03071

North Branch Builders
76 Old Turnpike Road
Concord, NH 03301-5242

Busby Construction
9 Pond Lane
Atkinson, NH 03811

Perm-A-Drive Paving
P. O. Box 680
Albany, NH 03818

Pandelena Construction
6 Starwood Drive
Hampstead, NH 03841

Severino Trucking Co.
P.O. Box 202
Candia, NH 03034

S.U.R. Construction
233 Chestnut Hill Road
P. O. Box 720
Rochester, NH 03867

Bell & Flynn
Bunker Hill Avenue
Stratham, NH 03885

Norman Gagnon Construction,
LLC
126 Goodwin Road
Rollinsford, NH 03869

John H. Lyman & Sons
310 Hoyt Road
Gilford NH 03246-6925

Jamco, LLC
84 Exeter Road
S. Hampton, NH 03827

Santorelli Construction
3 Greenwood Lane
Wakefield MA 01880



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R - 2010.07.14 – 91**

Resolution Re: B10091 Bridges Over Cocheco River

Merrill Construction
619 Sand Road
Pembroke, NH 03275

RH White Construction
6 Wright Avenue
Merrimack, NH 03054

Keymont Construction
308 Messer Street
PO Box 819
Laconia, NH 03247

North East Roads, Inc
343 South Street
Fitchburg, MA 01420

Gove Construction
PO Box 6606
Portsmouth, NH 03802

Lemay Excavating
212 River Road
Weare NH 03281

Kendron Corp.
95 Old Centre Road
Deerfield NH 03037

Penta Corp.
1253 Whittier Highway
PO Box 390
Moultonboro, NH 03254

Turgeon's Construction
39 Indigo Hill Road
Somersworth NH 03878

DBU Construction
P. O. Box 984
Epsom, NH 03234

John D. Hartnett & Son, Inc.
8 Graf Road
Newburyport, MA 01950

T Buck Construction Inc.
249 Merrow Road
Auburn, ME 04210

Kinsmen Corporation
P. O. Box 16117
Hooksett, NH 03106-6117

AMSCO, Inc.
12 Delta Drive
Londonderry, NH 03053

Rob Prunier
Harvey Construction Corp
10 Harvey Rd
Bedford NH 03110

Piper RM Inc
141 Smith Bridge road
PO Box 490
Plymouth, NH 03264-0490

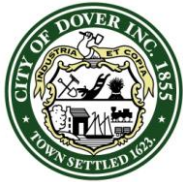
Joseph P Cardillo & Son LLC
1 Melvin St
Wakefield MA 01880

EW Swett Company
8 Industrial Park Dr
Concord NH 03301

Kentco Development NH LLC
2460 West Side Rd
No Conway NH 03860

RD Edmunds & Son
221 Franklin St
Franklin NH 03235

Wyman & Simpson
910 Main St
Richmond ME 04357



CITY OF DOVER

McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820
Room 220
Meeting Date: Monday, May 24, 2010
Meeting Time: **7:00pm**

CALL TO ORDER: Otis Perry called the meeting to order at 7:00 pm

ROLL CALL:

Members Present: Otis Perry-Chairman; Marvin Brown; Jan Nedelka; Patti Rawding-Anderson; Nick Skaltsis; Judy Zalansky; Gary Bannon, Administrator; Joe Tenuta, Rec Advisory Board

APPROVAL OF MINUTES:

Marvin Brown made motion to accept the February 22, 2010 minutes as submitted. Seconded by Jan Nedelka. Acceptance - unanimous

CITIZENS FORUM:

There were no citizens present for Citizens Forum.

COMMITTEE REPORTS:

Budget/Lease Committee Report: Gary Bannon

Lease:

Children Center lease revision process has been completed. Everyone has copies of lease.

Becket Family Services: Nothing has changed. Becket status is on hold for 6-9 months which started a month ago. They are waiting to see how business develops here.

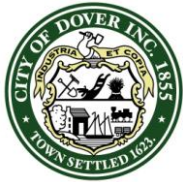
Zebra Crossing is scouting out options. Gary explained what Zebra Crossing was to the committee.

Media Center pre-bid meeting is Wednesday morning for spec build out. Gary assumes bid will be back in by end of June. All bids go to the Joint Building Committee and not the City Council because monies have already been approved by the City Council.

CASA fit out is under way. Walls are being put up with drop ceiling and sprinkler in this week. Hope to be completed in two weeks.

Budget:

McConnell budget stands as submitted with subsidies calculated based on the original agreements. The DCC subsidy adjustment will need to be added by the City Council before final adoption.



CITY OF DOVER

McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820
Room 220
Meeting Date: Monday, May 24, 2010
Meeting Time: **7:00pm**

STAFF REPORT:

Administrator Report: Gary Bannon

Gary heard from Cocheco Arts Technology about the Butterfly Mural on panels in the hallway by Pete's Place in the vacant space. They wanted to know when the next McConnell meeting was so they could have a final draft presented. Draft was not completed in time for the meeting but Gary will let know when copy is available and receives completed details.

Building is generally busy with programs, seminars, etc.

Many groups have been meeting in the community rooms with over 50 different organizations in the past month. This also includes using portions of the cafeteria during the day.

TENANT COLLABORATIVE REPORT: Patti Rawding-Anderson

We had a successful blood drive held in the gym on May 22nd.

Gretchen from the Social Outreach Program has been talking with UNH Horticulture Professor Hart who is working with design classes and is willing to assist in the development of a Landscaping plan for the building. The class is willing to come and take on the project for the McConnell Center in the Fall providing us with ideas and drawings, etc. We have had conversations with United Way and hosting a Day of Caring Project to provide volunteers to act on that plan. The schedule would be coordinated to be implemented in the Fall of 2011 as the class that did the designs would come and facilitate that plan with the various resources available.

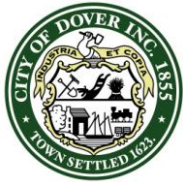
Professor Hart will be attending a tenants meeting and thought it would be nice to have a representative from the McConnell Board at that meeting. Meetings are held the first Wednesday of the month in the morning. No notices are sent out. Tenants in the building know when they are held. June will be the last meeting until the Fall. At the fall meeting they will discuss goals and objectives. Collaboration between tenants has been great for networking but we are looking to have a long range plan for activities.

Directors and officers liability insurance has been renewed. We are still a 501C3 and the paperwork has been filed.

FACILITY PROJECTS: Gary Bannon

Energy Management:

Project is moving along in other facilities but still on hold at the McConnell Center due to State Federal paperwork requesting more detailed information such as square footage breakdown, how many computers, etc. Johnson Control has done everything they can to this point to move the projects ahead.



CITY OF DOVER

McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820
Room 220
Meeting Date: Monday, May 24, 2010
Meeting Time: **7:00pm**

Security System:

Security is 90% complete with two more cameras and two pan & zoom functions added. All is working well and pictures are clear which helps with identification.

OLD BUSINESS:

Rental Agreement Review – Gary Bannon

Gary handed out revised copies of the room rental agreement. All reviewed to see if any changes are needed. General discussion was held on a variety of changes that Gary noted and will revised as recommended and forward to the City Attorney for final review.

Nick moved to forward to the City Attorney with amendments made this evening. Motion seconded by Judy Zalansky and Joe Tenuta.

NEW BUSINESS:

Tree Donation: Gary Bannon

We have received our 3rd tree donation in memory of a gentleman in his mid 40's who died of heart disease. There will be a plaque near the tree. Gary has been using the original landscape plan developed by Fredrick Law Olmsted's company in 1905 that shows perimeter tree planting with varied species. Otis thinks we should look at species that can handle carbon dioxide etc. as this plan was done many years ago. Joe Tenuta asked didn't we have a sub-committee formed for landscape back in February. Judy Zalansky volunteered to be involved.

Marketing Plan: Nick Skaltsis

Need to have a marketing plan for the remaining space. There is over 3,000 square feet of vacant space not finished. Why has it taken 3 years beyond the economy? Of the \$68,000 not labeled by contract \$42,000 tax payers are paying for bond and utilities for vacant space. Nick suggested finishing these spaces with collaboration. Nick also believes rents are much higher than commercial rents for this economy. He recommended granting free rent for first year while fitting out and then to start paying rent in the 2nd year. Patti was opposed to giving free rent unless tenant pays back because as a tenant she had to pay rent while fitting out. It is great if city fits out and tenant pays back. Please consider what you are giving free. Jan Nedelka viewed it from a City Counselors position saying that tenants need to feel that they are all getting the same fair share. Otis stated need to do something to rent this space. Nick has ideas on ways to accomplish this. Otis asked to have written down and presented. One of Nick's ideas was to rent this meeting room space but fit out another adequate meeting space which Judy Zalansky agreed. Patti stated need to develop mutual marketing plan. Judy asked about the requirement that we have to rent to non profit agencies. Tax exempt monies were used to fit out space originally which established this requirement. Nick's ideas will span a five year window to implement. Judy asked for a 10 minute walk thru of the talked about space at the next meeting. Nick asked if the meeting room occupied was relocated to a different part of the building what



CITY OF DOVER

McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820
Room 220
Meeting Date: Monday, May 24, 2010
Meeting Time: **7:00pm**

the impact would be. This room could generate \$9,000 to \$10,000 per year. Size is an issue. Patti stated also have access to Teen Center media room from time to time for special meetings related to their mission. The two new media rooms will be available after Labor Day with Mondays reserved for the School Department. Gary could talk to potential tenants to see if they are interested in this space.

Gary Bannon asked about summer schedule of meetings. Otis Perry will be gone last the week of July. He would like to at least meet in June and then take it from there.

Marvin Brown made motion to adjourn and was seconded by Joe Tenuta. All in favor was unanimous. **Meeting Adjourned 8:14pm**

2010-Jun-28

McConnell Center Advisory Board report

Meeting subjects were brief; majority of discussion took place in non-public session.

-Tenants collaborative reported they strongly opposed the leasing of current meeting room space if comparable meeting room space was not made available in its place.

-Energy improvements to building continue; electrical transformers have been replaced, improvement in reduced heat generation has been very noticeable (and welcome in the summer months)

-Existing and proposed rules of procedure were presented for review by committee members and discussion at a future meeting

-HUB Family Services agreed to modify proposed sublet agreement with Zebra Crossings to address potential legal concerns (details of discussion non-public)

-Met with Community Partners and HUB to discuss potential impact of merger on McConnell Center - no impact expected or planned at this time (details of discussion non-public).

Respectfully Submitted,

Councilor Jan Nedelka

Woodman Park School Joint Building Committee

FINAL REPORT RELATING TO SCHOOLHOUSE CONSTRUCTION AND RELATED FINANCIAL MATTERS

Pursuant to RSA 199:4-a the Joint Building Committee is in existence until this report is submitted and upon the return of unexpended funds. The Committee recognizes this final report related to the schoolhouse construction and related financial matters pursuant to RSA 199:4-a of the Woodman Park Joint Building Committee and the remaining fund balance in the School Facilities Capital Reserve Fund (#8935) and agrees that these two functions are the sole purpose for remaining in existence and upon passage of this resolution with the corresponding actions will formally dissolve the Woodman Park Joint Building Committee.

This final report relating to schoolhouse construction and related financial matters finalizes all construction and activities of the Committee on behalf of the direction of the City of Dover and the Dover School Board. Wherein on December 14, 2005 the City Council appointed it apportionment of City Representation to the Woodman Park Joint Building Committee according to RSA 199:3. The WPSJBC consisted of Councilor Deputy Mayor Jason Hindle and Councilor Elect Catherine Cheney for the City and School Board Members Doris Grady and Carolyn Mebert. On May 24, 2006 the City appointed another representative Raymond Bardwell and the School matched that by appointing Mark Gunther. On September 13, 2006 the City and School made Mr. Bardwell and Mr. Gunther full voting members of the WPSJBC.

In the Spring of 2005, a Design team was formed for the purpose of renovating the 50+ year old Woodman Park Elementary School. Over 82,000 square feet were completely renovated and a 3-story, 32,215 sq. foot classroom and media center were added. Major renovations to the existing structure included conversion of a single fuel oil boiler plant to two natural gas boilers; full fire suppression systems, enlarged ADA compliant bathrooms, complete insulated roofing system, full hazardous abatement, a back-up generator, enlarged classrooms, and an upgrade to the entire electrical and lighting systems. During the entire construction process, students remained on the Woodman Park School Campus.

Funding for the project was provided with the following sources:

Remaining Balance of 2006 Appropriation	\$ 79,482.31
Capital Appropriation in 2007	\$9,000,000.00
Capital Appropriation in 2008	\$3,100,000.00
Use of School Facilities Capital Reserve (Impact Fees)	<u>\$ 382,000.00</u>
	\$12,561,492.31

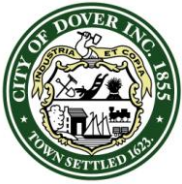
This is the first school project overseen by a Joint Building Committee using the Construction Management form of delivery. Bonnette, Page & Stone performed the work

satisfactorily and returned approximately \$56,000.00 in savings back to the budget. The Joint Building Committee also generated savings through rebate programs offered through Northern Utilities and Public Service. In addition, the Committee applied and received grant funding from the NH Department of Education to construct a Reading Recovery Center, and received partial funding from FEMA to install a back-up generator.

Final closeout meetings for the Woodman Park School project were held on June 3 and 24 of 2010. The project came in \$56,455.62 under budget; the final cost was \$12,505,036.69. Funds appropriated from the School Facilities Capital Reserve were not fully expended and therefore, any savings from this project shall remain in the fund.

On June 14th the Dover School Board received the final report related to the schoolhouse construction and related financial matters at their meeting. They recognized the transfer of the building care and control from the Woodman Park School Joint Building Committee back to their care and control.

The School Board, the JBC, and School Department stand ready only on the passing of the resolution by the Dover City Council to receive the final report related to the schoolhouse construction and related financial matters and retain the balance remaining in the School Facilities Capital Reserve Fund (#8935). At which point the Woodman Park Joint Building Committee will be dissolved.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2010.07.14 – 92**

Resolution Re: Rates for DUC Water Sewer Equipment and Services

- WHEREAS: The Dover Utilities Commission and the Community Services Department over the past year have reviewed and revised the Rules and Regulations;
- WHEREAS: The Rules and Regulations were adopted in 2008 and have not been updated since that time;
- WHEREAS: The new Rules and Regulations reflect organization and public understanding of the responsibilities of the water and sewer utilities system;
- WHEREAS: The Dover Utilities Commission unanimously approved the Rules and Regulations at its meeting of May 17, 2010.

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

The City Council of the City of Dover authorizes changes to the Dover Utilities Commission Rules and Regulations as proposed in the attachment.

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.B.1.

Resolution Number: **R – 2010.07.14 – 92**

Resolution Re: Rates for DUC Water Sewer Equipment and Services

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 - RESOLUTION

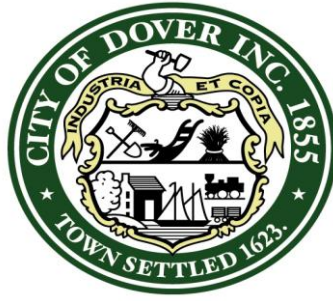
Agenda Item#: 13.B.1.

Resolution Number: **R – 2010.07.14 – 92**

Resolution Re: Rates for DUC Water Sewer Equipment and Services

RESOLUTION BACKGROUND MATERIAL:

See Attached



DOVER UTILITIES COMMISSION

RULES & REGULATIONS

JUNE 2010

Pursuant to Section 3-63 of the Administrative Code for the City of Dover, New Hampshire, the Dover Utilities Commission herein establishes the following Rules and Regulations for the operation of the Dover Water and Sewer Departments.

SERVICE AREA

These Rules & Regulations apply to the following geographical area:

1. City limits of the City of Dover, New Hampshire
2. Franchise Areas outside the City Limits of Dover as may be established with the Public Utilities Commission for the State of New Hampshire. (The Utilities Division currently has limited franchise areas in Madbury, Somersworth and Rollinsford, New Hampshire.)

CONTENTS

Section 1 - ADMINISTRATIVE

Utility Commission Officers & Duties	1-1
Election of Officers	1-2
Meetings and Conduct of Business	1-3

Section 2 - GENERAL RULES

Agreement	2-1
Definitions	2-2
Amendments to the Rules and Regulations	2-3
Mandatory Use of the Municipal Sewer System	2-4

Application for Service/Investment Fees/Additional Charges	2-5
Size of Service	2-6
Installation	2-7
General Provisions/Additional Charges	2-8
Measurement of Use	2-9
"Memo" Meters	2-10

Section 3 - CHARGES & BILLINGS

Billing & Payment	3-1
Agreements/Payment Extensions	3-2
Claims for Damages or Abatements	3-3
Connecting & Disconnecting	3-4
Transfer of Ownership	3-5
Miscellaneous Bills (Failure to pay bills for water and sewer labor and materials)	3-6
Interruption of Service	3-7
Violations	3-8
Inspections	3-9
Rates	3-10
New Mains and Assessments	3-11
Waivers	3-12
Appendix A - Fee Schedule	
Appendix B - Explanation of Water and Sewer Investment Fees	
Appendix C - New Hampshire Water Usage Standards	
Appendix D – Calculation of Investment Fees	

SECTION 1 - ADMINISTRATIVE

1-1. Dover Utilities Commission

1-1.1 Officers & Duties

1-1.1.1 The Dover Utilities Commission shall consist of seven (7) members and one (1) alternate.

1-1.1.2 The Community Services Director or his designee shall act as the technical advisor to the Dover Utilities Commission and shall attend all meetings of the Commission.

1-1.1.3 Officers of the Board shall consist of a Chair and Vice-Chair, who shall be elected by the members of the Dover Utilities Commission.

1-1.1.4 The Chairman shall preside over all meetings, having such powers and duties normally conferred by Robert's Rules of Order, 10th edition.

1-1.1.5 The Vice-Chairman shall perform all the duties of the Chairman in his/her absence or disability.

1-1.1.6 In the absence of the Chairman and Vice-Chairman, the members present, by majority vote, may select a temporary chairman who will perform all the duties of the Chairman until such time as the Chairman or Vice-Chairman is again present.

1-1.1.7 The Director of the Community Services Department shall appoint a Clerk for the Dover Utilities Commission. The Clerk shall keep minutes and records of the Dover Utilities Commission, provide notice of meetings, and prepare and distribute the agenda of regular and special meetings.

1-2. Election of Officers

1-2.1 An annual election of officers shall be held on the first meeting of July of each year. A Chair and Vice Chair shall be elected by a majority of the members present and shall take office immediately. Vacancies shall be filled at the next regular meeting by nomination and voting.

1-3. Meetings and Conduct of Business

1-3.1 The Dover Utilities Commission shall meet on the third Monday in each month at a time and place designated by the Chair. The Chair shall provide not less than 24-hour advance notice of a special meeting or workshop session.

1-3.2 The conduct of business will be in accordance with Robert's Rules of Order, 10th edition.

1-3.3 A majority of the regular membership of the Commission shall constitute a quorum.

1-3.4 It shall be the responsibility of the Chairman of the Utilities Commission to report to the City Council of any member's unexcused absence of four or more consecutive meetings.

SECTION 2 - GENERAL RULES

2-1. Agreement

2-1.1 Acceptance by Customer The following rules and regulations, and such regulations as may be hereafter adopted by the Dover Utilities Commission and approved by the Dover City Council, shall be a part of the contract with every Customer. Acceptance by the Customer of municipal water and/or sewer services shall constitute incorporation of these rules and regulations into the agreement between the City of Dover and the Customer.

2-1.2 Ownership The City of Dover owns and maintains the Municipal Water System and the Municipal Sewer System including the manholes and appurtenances. The Customer owns and maintains the Customer's Water Service and the Customer's Sewer Service.

2-1.1.2 Private Property: In a private subdivision, the responsible party shall maintain the water and sewer main in a private street or line. Maintenance of Sewer Mains shall not be provided by the City of Dover until the street is accepted by the Dover City Council as a city street. Acceptance as a city street by the Dover City Council requires

construction of the street in accordance with city and state standards. The responsible party shall maintain the water and sewer mains in a private street.

2-2. Definitions

2-2.1 “Backflow preventer” means a device or system designed to prevent backflow or back-siphonage.

2-2.2 “Curb stop” means a valve and valve box installed at or near the property line. This valve shall be the property of the City of Dover Water Department and shall be used only by its designated agent to turn water on/off for the property.

2-2.3 “Customer” means any person, firm, corporation, governmental unit or subdivision supplied with water and/or sewer service by the City of Dover.

2-2.4 “Customer’s Water Service” means all plumbing, fittings, appurtenances, pipes, and valves, between the curb stop and/or gate in the public right of way used to convey water from the water main to the property and the appliances on the property.

2-2.5 “Customer’s Sewer Service” means all plumbing, fittings, and couplers between the tap at the city main and the customer's source of sewage.

2-2.6 “Investment Fees” include the Water Investment Fee and the Sewer Investment Fee and are charges assessed to customers requesting a connection to the Municipal Water and Sewer Systems or an expanded or changed use. The fees represent the equity value to the Customer resulting from the connection to the Municipal Water and Sewer Systems. Investment Fees are developed based upon New Hampshire Water Usage Standards that are reviewed and adjusted annually.

2-2.7 “Manufactured Homes” is defined in the Dover Zoning Ordinance.

2-2.8 “Manufactured Home Park” is defined in the Dover Zoning Ordinance.

2-2.9 “Memo meter” means a measuring device, purchased and installed by the customer, and inspected and approved by the Plumbing Inspector for the purpose of metering water used in such a manner that it does not enter the sewer collection system thereby meriting credit on sewer usage.

2-2.10 “Meter” means a measuring device installed for the purpose of monitoring water usage as a basis for determining charges for water and/or sewer collection service(s).

2-2.11 “Meter rent” means the quarterly charge to customers to defer the cost of the meter. See the City of Dover Fee Schedule.

2-2.12 “Mobile Home” is defined in the Dover Zoning Ordinance.

2-2.13 “Mobile Home Park” is intended to refer to both existing and future mobile home parks and/or manufactured home communities as defined in the Dover Zoning Ordinance.

2-2.14 “Municipal Sewer System” means all sewer mains within the limits of the public right of way, or easements, including manholes and appurtenances.

2-2.15 “Municipal Water System” means the water meter associated with the Customer’s property and service pipes, both domestic and fire, within the limits of the public right of way, or easements, up to and including the curb stop and/or gate.

2-2.16 “Seasonal Customer” means any Customer using the Municipal Water System and/or Municipal Sewer System on a seasonal basis (i.e. residence used only in the summer).

2-2.17 “Service Connection” means the point of connection via tapping saddle or corporation of the customer's piping with the city main.

2-2.18 “Service pipe” means the piping needed to convey sewage between the place of origin and the city main, or between the curb stop and the water meter, inclusive of all the pipes, fittings and valves necessary to provide water or sewer service.

2-2.19 “Sewer Main(s)” means the pipe or pipes contained in the Municipal Sewer System which connect to the service pipe conveying the Customer’s wastewater away from the Customer’s Sewer Service. A sewer main is generally dedicated for sanitary purposes, however, a combined storm drain/sewer line may also serve as a sewer main in the absence of a dedicated line if the combined line was in use for this purpose before 1975.

2-2.20 “Tap” means the physical connection to the Municipal Water System and or Municipal Sewer System.

2-2.21 “Waiver” is a written exception to the strict application of these rules and regulations by the Dover Utilities Commission, where special circumstances exist, the application of the rules would cause extraordinary and unnecessary hardship, and a waiver would not violate the spirit and intent of the rules and regulations.

2-2.22 “Water main” means the pipe or pipes contained in the Municipal Water System, which connects to the service pipe, which is used to convey water to the “Customer”.

2-2.23 “Water Meter” means a device used to measure water.

2-3. Amendments to the Rules and Regulations

2-3.1 These rules may be amended at any regular or special meeting by a 2/3rds majority vote of the regular membership of the Dover Utilities Commission.

2-3.2 The City Council shall approve all rules changes and no amendment shall be effective until City Council approval is obtained.

2-4. Mandatory Use of the Municipal Sewer System

2-4.1 Mandatory Connection. All property owners with a building within one hundred (100’) feet of the Municipal Sewer System shall connect to the Municipal Sewer System. (RSA 147:8)

2-4.1.1 Waivers. Property owners may apply for a waiver of the mandatory connection if the applicant has a functioning septic system. Waivers shall only be granted for a period up to five (5) years and only to the existing Customer. Waivers shall expire upon the sale or transfer of the property by the current Customer. Waivers shall also expire upon the failure of the current septic system.

2-4.1.2 Customers shall be notified by letter requiring connection to the Municipal Sewer System. Customers are encouraged to make connections as soon as possible and should not wait for official notification. (See Section 2-11 for waiver procedures)

2-5. Application for Service/Investment Fees/Additional Charges

2-5.1 Applications All applications for water and/or sewer service or changes shall be made at the Water/Sewer Billing Office on approved forms. The applications shall be signed by the Customer, or his duly authorized agent.

2-5.2 Water Investment Fee. A Water Investment Fee shall be charged for all applicants entering into and utilizing the Municipal Water System either directly or indirectly or applicants who are expanding or changing the use. The Water Investment Fee shall be reviewed and revised annually. Changes shall be effective upon the approval of the Dover City Council. The investment fee shall be calculated using Appendices B & D and the Water Usage Standards in the New Hampshire Code of Administrative Rules (Table 1008-1 in Chapter Env-Wq 1000) in Appendix C.

2-5.2.1 Determination of the Water Investment Rate. The applicable rate for the Water Investment Fee shall be set on the date the applicant applies for entry into or a changed/expanded use of the Municipal Water System on approved forms and pays the investment fee. Both conditions must be satisfied to lock in the investment fee rate.

2-5.3 Additional Installation charges. There shall be an additional charge to tap the water main and to install a curb stop to the edge of the traveled public way. The applicant shall pay a deposit for these services in the amount of the tapping fee as contained in Appendix A. Upon completion, the applicant shall pay the remaining amount due or receive a refund depending upon the actual costs.

2-5.4 Sewer Investment Fee. A Sewer Investment Fee shall be charged for all applicants entering into and utilizing the Municipal Sewer System, either directly or indirectly or applicants who are expanding or changing the use. The Sewer Investment Fee shall be reviewed and revised annually. Changes shall be effective upon the approval of the Dover City Council.

2-5.2.1 Determination of the Sewer Investment Rate. The applicable rate for the Sewer Investment Fee shall be set on the date the applicant applies for entry or a changed/expanded use of the Municipal Sewer System on approved forms and pays the investment fee. The investment fee shall be calculated using Appendices B & D and the Water Usage Standards in the New Hampshire Code of Administrative Rules. (Table 1008-1 in Chapter Env-Wq 1000) in Appendix C. Both conditions must be satisfied to lock in the investment fee rate.

2-5.5 Payment Before Connection. All water and sewer fees and/or installation charges on all new water and sewer services shall be paid before service is turned on or the installation is complete.

2-5.6 Boring and tapping additional charge. There shall be an additional fee as contained in Appendix A for contracting for a boring and tapping.

2-5.7 Sewage Haulers. All sewage haulers that discharge sewage at the City of Dover Huckleberry Hill Wastewater Treatment Facility shall be licensed by the Sewer Department. A license fee as contained in Appendix A for a two-year period shall be paid on or before the 31st day of January of each odd numbered year. Failure to obtain a license or revocation of the license will prohibit the sewage hauler from discharging any sewage at the City of Dover Wastewater Treatment Facility.

2-6. Size of Service

2-6.1 Water. The minimum size of service connections and water meter installation permitted shall conform with the New Hampshire Public Utilities Commission requirements.

2-6.2 Sewer. The minimum size of a sewer service connection shall be four inches (4"). Actual sewer service may be four (4") or six (6") inches. Any sewer serving a single building containing three (3) or more units shall be a minimum of six (6") inches.

2-7. Installation

2-7.1 Installation requirements. Service pipes and fixtures shall conform to the approved specifications and requirements of the Utilities Division.

2-7.2 Installations during winter conditions. No new services or extensions of mains (water or sewer) shall be installed from November 15 to April 15. Customers may seek a waiver of this prohibition from the Director of Community Services provided the Customer is willing to pay for the extra expenses involved in such work. A waiver may be granted if the work is practical taking into consideration the weather conditions and other appropriate considerations.

2-7.3 Water service installation; Customer responsibilities

2-7.3.1 The Customer shall pay for the associated costs of the installation and repair of the Customer's Water Service.

2-7.3.2 The Customer's Water Service shall only consist of materials approved by the Utilities Division and installed with (5) feet of minimum cover. A minimum of twelve (12) inches of pipe shall be left inside the foundation or other wall for the water meter connection. Once the water meter is installed, the City will assume ownership of the service from the curb stop to the main.

2-7.4 Sewer Service Installation; Customer responsibilities

2-7.4.1 The Customer shall pay for the associated costs of the installation and repair of the Customer's Sewer Service.

2-7.4.2 A minimum slope of one-quarter inch (1/4") per foot and a minimum of four (4) feet of cover is recommended for sewer services. One way valves are recommended for all lines and are required when sewer services are installed at a minimum slope.

2-7.4.3 A separate and independent building sewer shall be provided for every building, unless a waiver is granted by the Dover Utilities Commission. Waivers may be granted where one building stands at the rear of another on an interior lot and no private sewer is available through an adjoining alley, court, yard, driveway or otherwise. The City shall not assume any obligation or responsibility for damage caused by or resulting from any such single connection. (RSA 147:4E)

2-7.4.4 Service connections shall not be made in manholes unless the depth of the sewer main is in excess of fifteen feet (15') in which case an inside drop may be used if approved by the Community Services Director or designee. All services entering a manhole will be bored and booted.

2-8. General Provisions/Standards/Penalties

2-8.1 Taps and connections. Only personnel authorized by the Utilities Division shall tap any water or sewer main or connect any service thereto.

2-8.2 Multiple services. Customers who desire more than one water or sewer service on the same premises shall pay all costs associated with the expanded services.

2-8.3 Installation standards. Service Pipes shall be installed in accordance with the Water - Public Utilities Commission, Section 606.04, Parts D & E. <http://www.puc.state.nh.us/> Sewer – NH Department of Environmental Services, Code of Administrative Rules, Env-Ws 1000.00. <http://www.des.state.nh.us/>

2-8.4 Water shut-off by authorized personnel. Only personnel authorized by the Utilities Division shall shut off or turn on the water from any main or hydrant within the City of Dover or within the Franchise limits outside the City of Dover. Only personnel authorized by the Utilities Division or Dover Fire Department personnel shall open any hydrants.

2-8.5 Misappropriations and Improper Use of Water. No water shall be taken out of, or used from, the Municipal Water System by persons or legal entities who are not Customers. Violators shall pay for water usage, the costs of investigating misappropriations of water, and any corrective actions to prevent further improper use of City water. **Violators who tamper with the Municipal Water System in violation of the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 or other similar state and federal laws shall be prosecuted to the fullest extent of the law.**

2-8.6 Notice of Repairs. Reasonable notice of shut off for repairs to Water/Sewer Mains or Service Pipes shall be provided to Customers.

2-8.7 Costs of Repairs. Customers shall pay for repairs and/or modifications to Customer's Water and Sewer Service as a result of freezing or other causes. All repair work shall be done under authorization and/or supervision of the Utilities Division.

2-8.8 Cross connections – Water. No cross connection between the Municipal Water System and any non-potable supply shall be allowed unless proper protections are installed. Proper protection shall be determined in the sole discretion of the Community Services Director or his designee. No connection capable of causing back flow between the Municipal Water System and any waste outlet shall be permitted. (Dover City Code 135-22, Protection of Water Supply System and the New Hampshire Department of Environmental Services, NH Code of Administrative Rules, Env-Ws 364.)

2-9. Measurement of Use

2-9.1 Measurement of Consumption: Water Meters shall be installed to measure the consumption of all water supplied to the Customer. Customers shall provide a clean, dry, warm and accessible place for the installation of the water meter.

2-9.1.1 All water meters shall be obtained from, installed and maintained by the Utilities Division. No person, except the duly authorized agent of the Utilities Division shall be allowed to set, take off, or repair a water meter. Customers

shall be charged for any damage to water meters caused by abnormal conditions, including but not limited to freezing and tampering. **Violators who tamper with the Municipal Water System in violation of the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 or other similar state and federal laws shall be prosecuted to the fullest extent of the law.**

2-9.1.2 The Utilities Division shall set one water meter for each service. If the Customer is a lessee, the property owner and the Customer shall be jointly and severally liable for the charges for the water used on the premises irrespective of lease provisions. The City of Dover is not bound by private agreements between a property owner and a lessee. Any leak occurring from the curb stop to the dwelling unit shall be the responsibility of the Customer. Upon notification, the Customer shall repair the leak within 14-days. If the leak is not repaired within thirty (30) days from the original date of notification, the Utilities Division is authorized to shut the water off.

2-9.1.3 All Customers shall avoid unnecessary waste of water.

2-9.1.4 All Customers shall maintain their fixtures and service pipes in good repair and in compliance with the Dover Plumbing Code to prevent breaks and freezing. (See Dover Plumbing Code 135-22)

2-9.1.5 If the water meter is inoperative or fails to register, the Customer will be charged at the daily average consumption as shown by the water meter when in order. The Utilities Division shall notify the customer/owner within sixty (60) days of discovery.

2-9.2 Meter Testing: The Utilities Division shall replace or remove and test all meters on a ten (10) year cycle. The larger size water meters may be tested in place after installation. No water meter shall be placed in service or permitted to remain in service if the error of registration exceeds three (3) percent. The Utilities Division shall test a water meter for accuracy in registration upon complaint of the Customer. The Customer, designee or agent, shall be present during the test unless the Customer declines in writing. A testing fee shall be charged to the Customer if the results of the testing indicate the water meter is registering between 97-103% of accuracy. (See Appendix A) The Utilities Division may test the water meter for accuracy in registration upon complaint of the Customer or at the City's sole discretion when there appears to be a discrepancy with a reading. (See Section 2-9 Inspections) The percent error of registration shall be taken as the average of the error at the intermediate and maximum rates of test flow. Any adjustment of charges shall be based on this average error.

(Note: *If the water meter registers within the established limits, the same water meter shall be reinstalled in the residence. If a Customer requests another water meter, the Customer shall pay the additional cost for the new meter installation.

2-9.3 Sealing of Meter: Upon completion of repair and test of any water meter under the provisions of these rules, the Utilities Division shall affix thereto a suitable seal in such a manner that the adjustment of registration of the meter cannot be tampered with without breaking the seal. Disruption of seal will be cause for discontinuance of service and associated violation fee as listed in Appendix A.

Note: Backflow preventors are required on all new services per New Hampshire Code of Administrative Rules Env-Ws #364.

2-9.4 State Usage Figures: Sewer Charges for Customers with Private Water Sources shall be billed using state usage figures contained in Appendix C. Alternatively, Customers may install a filter and water meter on the private water source at the Customer's expense to allow a calculation of sewer usage.

2-10. "Memo" Meters

2-10.1 Applications: All applications for the use of a Memo Meter shall be made at the Water/Sewer Billing Office on approved forms. All Customers may apply to use a Memo Meter to deduct outside water usage pertaining to water not entering the sewer.

2-10.2 Permitted Use: "Memo" meters are only authorized for use in monitoring outside water usage for purposes of establishing credits on sewer bills.

2-10.3 Type: "Memo meters" shall be of a standard type as specified by the Utilities Division.

2-10.4 Installation: Memo meters are to be installed with a double check atmospheric backflow preventer and isolation valves. The customer shall be responsible for the purchase, maintenance and installation by a licensed plumber. City staff shall inspect and seal the meter. Disruption of the seal will be cause for volume determination as contained in Section 2-9.

2-10.5 Reading: As a courtesy to the customers, the memo meters will be read at the same time as the domestic water meter and relay the information to the billing office. Representatives of the Community Services Division shall be admitted to any premises serviced by a "memo" meter during normal working hours to insure that the installation has not been altered and to verify readings on the meter.

2-10.6 Testing: If the Community Services Division or the customer feels the "Memo" meter is in error, the meter shall be tested by the Community Services Division in the presence of the owner. The cost of all the tests will be borne by the originator of the test request.

2-10.7 Stopped meters: In case of a stopped meter, the volume for billing purposes shall be determined as in Section 2-9.1.5 above, Dover Utilities Commission Rules and Regulations.

2-10.8 Old meters: All "Memo" meters in use prior to 12/08/93 may remain until they require replacement or the property changes hands. In the case of these older meters without remote readers, the customer is responsible for transmitting readings to the Billing Office.

2-10.9 Swimming pools: Residential customers without "Memo meter" installations may apply at the Water/Sewer Department billing office to receive a credit to be applied to their sewer bill only for the filling of a swimming pool. Sewer customers applying for this pool filling credit will be required to provide the dimensions of the pool and the depth of the water in the pool.

SECTION 3 – CHARGES & BILLING

3-1. Billing and Payment

3-1.1 General Customers shall be charged water and sewer user charges based upon water usage and sewage discharge. Rates shall be set by the Dover City Council on an annual basis. A listing of current rates shall be available in the City of Dover Billing Office located in City Hall at 288 Central Avenue, Dover, NH. Water and/or Sewer bills shall be rendered quarterly for residential customers and monthly for industrial and/or commercial customers. Bills are due and payable upon presentation. Bills not paid within thirty (30) days of presentation shall be delinquent. Rates for labor, special equipment, general routine services, and overtime are contained in Appendix A.

3-1.2 Delayed Billing. Bills for services provided more than six months prior to the date of the bill shall be paid by the Customer provided the bills are issued within one hundred eighty (180) days of the date the City discovered the discrepancy.

3-1.3 Seasonal customers. Seasonal customers shall only be eligible for service if all previous bills for previous seasons have been paid in full.

3-1.4 Estimated Bills. Bills based on estimated consumption shall have the same force and effect as bills based on actual readings. Termination of service shall only occur after an actual reading.

3-1.5 Payment. Checks should be made payable to the "City of Dover". Payment may be made in person or mailed to the Tax Collectors office in City Hall, 288 Central Avenue, Dover, New Hampshire 03820. Customers may obtain a receipt for payment by mail by enclosing a self addressed envelope with a payment made by mail. Credit for payment shall be made upon receipt of the payment by the City of Dover. Failure to pay shall result in a lien upon the property pursuant to State law. (See RSA 38:22.)

3-1.6 Notice and Communication. All communications from the Water and Sewer Departments shall be mailed to the current Customer's address as listed in City records. Failure of the Customer to notify the Water and Sewer Billing Office of mailing address changes shall not be considered as an affirmative argument for the Customer to claim abatements. Customers are responsible for the payment of charges incurred during ownership even if the property is transferred to a subsequent owner.

3-1.7 Manufactured Housing

3-1.7.1 Consistent with the requirements of RSA 38:22, II (d), the City shall bill the home owners of manufactured houses for municipal water and sewer charges.

3-1.7.2 Should a manufactured home owner fail to pay some or all of the charges due, the City shall send notices to the manufactured housing home owners regarding the delinquency and the possible future shut-off of services. Duplicate notices will be sent to the manufactured housing park owner at the same time, if applicable.

3-1.7.3 Should the manufactured housing home owner fail to pay the arrearage due by the time indicated in the shut-off notice; the City will take steps necessary for shutting off services. A copy of all notices will be sent to the manufactured home park owner, if applicable.

3-1.7.4 Should the manufactured home owner continue to fail to pay the arrearage due, pursuant to RSA 477:44, the City shall follow the procedures as defined in Appendix F to place a lien for any unpaid water and sewer charges upon the manufactured home if such manufactured home value will support the lien. A copy of all notices shall be sent to the manufactured home park owner.

3-1.7.5 Should the charges continue to remain unpaid, the City shall follow the procedures as defined in Appendix F for execution of the lien placed on the manufactured home. A copy of all notices shall be sent to the manufactured home owner, if applicable.

3-1.7.6 If an additional balance is due after execution of the lien on the manufactured home, the City shall send a notice of the amount due to the manufactured home owner, if applicable.

3-1.7.7 In mobile home parks without individual water meters, the City will continue its practice of billing the owner of the park and seeking payment from that person only.

3-2. Payment Extensions for Past Due Amounts.

3-2.1 Automatic extensions. Customers may request in writing for an automatic extension for payment of past due amounts on forms available in the Water & Sewer Billing Office at 288 Central Avenue, Dover. An automatic payment extension shall be granted if the written request is received in the Water/Sewer Department billing office no later than ninety (90) days from the date shown on the last Water/Sewer bill and if accompanied by a payment of at least 20% of the total amount outstanding.

The automatic extension will require that the balance outstanding be paid in equal monthly installments over a maximum of twelve (12) months from the date shown on the last Water/Sewer bill. Interest on any past due amount shall continue to accrue during any extension period. Failure to meet the payment requirements during any extension period based upon an automatic extension shall result in the termination of service without further notification. Each Customer will be eligible for a single automatic payment extension within any three (3) year period.

Failure of the Customer to stay current on any billings for consumption (actual or estimated) during an extension period shall result in termination of service.

3-2.2 Discretionary extensions. Payment extensions may be granted to Customers who apply for a discretionary extension for good cause shown.

3-3. Claims for Damages, Abatements & Liability

3-3.1 Disruption of Service. The Utilities Division is not responsible for any damage caused by shutoffs in the mains or service pipes, because of shortage of supply, setting, or removing water meters, repairs, construction or for other reasons beyond the control of the department. No refunds to Customers for interruptions in service will be made unless the interruption is in effect for a continuous period in excess of 48 hours.

3-3.2 Leaks. The Utilities Division is not responsible for any damages resulting from leakage or water escaping from any part of the Customer's Water or Sewer Service. All Customers with direct pressure hot water tanks or appliances are responsible for installing proper automatic vacuum and relief valves in the pipe system to prevent damage to such tanks or appliances in the event of a shut off of water on the street mains or service pipe.

3-3.3 Abatement Requests:

3-3.3.1 Abatement requests shall be made to the Abatement Review Team within one hundred eighty (180) days of the date of the billing. All claims for relief beyond one hundred eighty days are waived.

3-3.4 Review of bills; abatements; appeal

3-3.4.1 Any customer dissatisfied with the billing of his/her account, may seek a review of the bill through the Abatement Review Team. The Abatement Review Team shall consist of staff members of the Community Services Department appointed by the department director. After review by the Abatement Review Team, any customer may seek an abatement of the bill and appeal his/her bill to the Dover Utilities Commission within thirty (30) days of a written decision by the Abatement Review Team. The Dover Utilities Commission may grant extensions of the appeal period for good cause shown. After a decision has been reached by the Dover Utilities Commission, an aggrieved customer may ask the City Council to review the proceedings for errors of law within thirty (30) days of the decision of the Dover Utilities Commission, prior to exercising the right to appeal to a Superior Court, pursuant to RSA 149-I:15. The abatement process shall not include claims by Customers for property or economic damage as the result of breaks or malfunctions of the Municipal Water and Sewer Systems.

Factors to be considered by the Abatement Review Team and the Dover Utilities Commission include the functioning of the components of the Municipal Water and Sewer Systems including the meters and the existence of water running through the water meter and other equitable factors.

3-3.4.2 If the water consumption is adjusted and the water bill is abated, then the sewer bill will be adjusted and abated accordingly.

3-3.4.3 If a memo meter or similar system is installed the new system may be prorated to the last billing date. Abatements will not be granted on bills issued prior to the installation of a "memo meter" or other system.

3-3.4.4 If water used did not enter sewer lines an abatement may be considered.

3-3.5 Customer Responsibility. The Customer shall maintain the Customer's Water and Sewer Service in proper order. In the case of new main installations, the City is responsible for hooking up "current" customers due to a change in grade, relocation of mains or other conditions, but not property owners with septic systems that are required to tie in.

3-3.5.1 Private pump stations shall be required to submit an annual report to the Community Services Department in January of each year including the emergency contacts and phone numbers, as well as the maintenance personnel/contractor for that station.

3-4 Connecting and Disconnecting

3-4.1 Notice. Twenty-four (24) hours advance notice is required for connecting and disconnecting water and/or sewer connections. The requested service will be provided as soon as possible thereafter.

3-4.1.1 If a Customer requests a connection or disconnection, all expenses involved will be the responsibility of the customer. Overtime charges at the rate of time and one half plus 20% will be charged before or after duty hours, with minimum four (4) hour charge.

3-4.2 Improper Connections. No person shall make unauthorized connections (floor drain, down spouts, sump pumps or similar discharges) to the Municipal Sewer System and/or the Customer's Sewer Service. Violators will be subject to a fine on a per day basis. (See Appendix A). Sump pumps connected to the Municipal Sewer System and/or Customer's Sewer Service shall be removed within thirty (30) days of the discovery of the improper connection.

3-5. Transfers of Ownership of Property

3-5.1 Notice. On sale or transfer of property, notification of such sale or transfer shall be given to the Water & Sewer Billing Office by the Customer in order that a final water meter reading may be taken and proper charges assessed and billed. A minimum twenty-four (24) hour notice is required.

3-6. Failure to pay bills for water and sewer labor and materials

3-6.1 Charges for labor and material shall be billed upon completion of any work requested by the Customer. If such bills are not paid within thirty (30) days, the water service may be terminated and a lien may be placed on the property or both. Collection procedures will be taken and all associated costs may be charged to the Customer.

3-7. Interruption of Service

3-7.1 The Utilities Division reserves the right to shut off water service temporarily whenever it becomes necessary to make extensions, alterations or repairs to water or sewer (or to curtail the use of water whenever conditions so require).

3-8. Violations/Enforcement

3-8.1 Water/Sewer: The Customer's water service shall be terminated and shut-off if the Customer violates any regulations of the Dover Utilities Commission or fails to pay in a timely manner any bills for water and/or sewer service, repairs, labor or materials.

3.8.1.1 Shut-off Policy: Payments are due within thirty (30) days of the mailing of the bill. Bills are delinquent after thirty (30) days. Customers shall have a fourteen (14) grace period for the payment of delinquent bills.

Termination notices shall be sent after the end of the grace period. Customers, property owners and lessees shall be notified with ten (10) days notice of the intended shut-off and termination of service.

Shut-off and termination of service may be restored by payment of the bill before 3 PM on the day of the noticed shut-off. Service may be restored after 3 PM on the day of the shut-off with a payment of the bill plus four (4) hours of overtime pay for the staff time needed to accomplish the restoration after normal working hours.

Shut-offs between November 15 and March 15 of each year may not occur due to weather considerations involving freezing and human safety concerns.

3-8.2 Sewer attachments: Failure to pay all charges when due or violations of any regulations established by the Dover Utilities Commission whether by a current or past owner shall result in the filing of an attachment against the property in the Registry of Deeds as provided by New Hampshire statutes (RSA 149-I: 11; RSA 38:22 and RSA 38:31). The Customer shall be responsible for all costs associated with the filing.

3-8.2.1 Violations for sewage haulers resulting in revocation of license may include, but are not limited to:

- 1) Failure to pay monthly bills in a timely manner.
- 2) Failure to pre-treat sewage hauled as requested by the Supt. and/or Plant Operator of the WWTP.
- 3) Failure to notify the Supt. and/or Plant Operator of the WWTP of a strong or abnormal waste prior to discharge.
- 4) Failure to leave dump slips.

3-8.2.2 Upon notification of the revocation of the license the hauler will be notified of the date of the hearing and may be present to defend the charges. Revocation shall not be longer than six months from the date of action by the Dover Utilities Commission provided reasons for the revocation have been corrected.

3-8.4 Multiple Customers. If two or more Customers receive water and/or sewer service utilizing common lines, any violation of the rules and regulations by one Customer shall be deemed a violation by all Customers of the common line.

3-9. Inspections

3-9.1 General. Acceptance of services by Customers is deemed as consent by the Customer for Water and/or Community Services Department employees to access the Customer's service property between the hours of 8 a.m. and 6 p.m. for examination of pipes, fixtures, connection, and the manner of use upon reasonable written notice. In case of emergency, no prior notice is required. In the event the Customer refuses entry after reasonable notice, the City shall petition a court of competent jurisdiction for a court order seeking entry. If a court of competent jurisdiction determines the refusal was unreasonably withheld, the City shall seek a further court order for reasonable attorney's fees.

3-10. Rates

Actual rates for both water and sewer are as established by the City Council and are reviewed annually by the Dover Utilities Commission. The billing office has a listing of the current rates. All users pay the same fee per unit of consumption and/or discharge (with surcharges on sewer rates based on loading as may be applicable). Bills are submitted at least quarterly terms Net 30 days. All property owners are liable for the entire cost of repairs from their house for their service pipe. Labor rates are available at the billing office. Minimum labor charge of 2 hours. Overtime charges at the rate of time and one half plus 20% will be charged before or after duty hours, with minimum four (4) hour charge. Any call for a sewer blockage at the same address that exceeds two calls in a twelve-month period will be subject to the charges stated above.

Rates for special equipment and routine services (turn on, shut off, final reading, backflow preventer tests) shall be as shown in Appendix A. NOTE: If another community needs emergency help, the labor and equipment charges will not apply.

3-11. New Mains and Assessments/Cost of extension of lines

3-11.1 Should the City of Dover install a main line (water or sewer) or extend a main (water or sewer), by petition of the abutters, the total cost shall be determined and the proportionate cost for each abutter shall be assessed at the time of connection. If the sewer line is within one-hundred feet of the dwelling unit, a lien may be placed on the property if the tie in is not completed within ninety days of notification. The DUC may grant an extension of the time requirement on a case by case basis.

3-11.2 Payment must be made prior to any connection to the city line and may be arranged through the Finance Director.

3-11.3 Any individual dissatisfied with the determination of his proportionate share of costs may appeal as provided for in Section 3-3.4.

3-11.4 If a potential Customer beyond the terminus of an existing water or sewer main desires to connect to the line, the potential Customer shall extend the main along the entire lot frontage owned by the potential Customer (or to the limits of gravity flow with the proper cover in the case of sewer). All costs for this extension shall be borne by the potential Customer unless the extension is installed via petition in which case Section 3-11.1 dealing with extensions overrides this paragraph.

3-11.5 In lieu of the previous provisions of this section, the Dover Utilities Commission may negotiate with a petitioner(s) to supply materials without charge provided the following conditions exist:

- a) The petitioner(s) propose to fund all equipment, installation charges and remaining materials costs for the complete extension of the line.
- b) The city engineer has reviewed and accepted the plans for the proposed extension.
- c) The potential for a health and/or safety concern can be demonstrated where other corrective alternatives are not reasonable or will be recurring.
- d) The proposed line is part of a logical extension of the system (i.e. part of capital improvement program, town design pending funding, etc.).

3-12. Waivers

3-12.1 All requests for waivers to these regulations are to be directed to and filed with the Dover Utilities Commission on approved forms.

3-12.2 All requests for variances or appeals must be made by the customer. The customer or an authorized representative shall appear before the commission to request the variance or appeal. Written authorization for alternative representation before the commission is required if the Customer cannot appear before the commission.

3-12.3 The Customer shall have the burden of establishing the reason for the granting of a waiver. Conditional waivers may be granted. If applicable, such as a mandatory sewer connection, a specified time frame will be established.

3-12.4 The Dover Utilities Commission may receive a motion for reconsideration in order to correct errors in decisions or to receive new information which was not available at a previous hearing. The failure of an applicant to allege either (1) new information or (2) a factual or procedural mistake by the Dover Utilities Commission in rendering its decision should result in a denial of the Motion to Reconsider.

The following charges will be levied for the services and/or equipment noted.

APPENDIX A

Rates for Water & Sewer department equipment and services

The following charges will be levied for the services and/or equipment noted.

General Services:

1. **Labor rate** - \$30.00. A minimum labor charge of two (2) hours will be charged. Overtime will be charged at a rate of time and one half for work performed before or after normal duty hours (min of two (2) hour charge). Supervisor rate - \$45.00, Foreman rate \$35.00. Out of town rate: \$200.00 plus mileage & labor.
2. **Small Trench box:** \$75.00/day
3. **Large Trench box:** \$100.00/day
4. **Three inch pump:** \$50.00/day
 - a. suction hose (20 feet) \$22.00/day
 - b. discharge hose (50 feet) \$22.00/day
5. **Four inch pump:** \$85.00/day
 - a. suction hose (20 feet) \$22.00/day
 - b. discharge hose (50 feet) \$22.00/day
6. **Hydraulic shoring (without plywood):** \$50.00/day
7. **Inventory materials - Sewer inventory materials** (if available) will be charged the actual purchase price plus 50%. Water inventory materials (if available) will be charged the actual purchase price plus 50%.
8. **Loader, JD 544 (w/operator):** \$80.00/hour
9. **Case 590SL:** \$70.00/hour
10. **Dump truck (w/operator):** 60.00/hour
11. **John Deere 410G:** \$60.00/hour
12. **Case 580SL:** \$60.00/hour
13. **Wheel Cutter:** \$7.50/hour
14. **Compressor:** \$25.00/hour
15. **Backhoe 410G:** \$60.00/hour
16. **Rubber Tire Excavator 495D:** \$70.00/hour
17. **Mustang 2070:** \$30.00/hour
18. **Road Hog:** \$200.00/hour
19. **10 Wheel Dump Truck:** \$60.00
20. **Mini Excavator:** \$45.00/hour
21. **Granular Materials:**
Sand: \$4.50/yd, Gravel: \$4/50/yd, Crushed gravel: Per Vendor Cost
22. **¾ Stone** Per Vendor Cost
23. **Hot top** Per Vendor Cost
24. **Street signs** \$150.00/day
25. **Utility truck** \$35.00/hour
26. **Loam** Per Vendor Cost

Water Related Services:

1. **Meter test:** \$50.00
2. **Water turn on or off:** \$25.00
3. **Final Meter Reading:** \$30.00
4. **Backflow Preventer Test:** \$30.00
5. **Initial Backflow Installation Permit:** \$10.00
 - 5a. 5 Year Permit Renewal: \$25.00
6. **Thawing, Steaming:** \$50.00/hour
7. **Winterizing Hydrant** (private): \$40.00/hydrant
8. **Service Taping Fees:**
¾" \$100.00, 1" \$100.00
1 ½" \$150.00, 2" \$150.00

9. Main Tapping Fees (In Town/Out of Town):

- 6" \$300.00/\$350.00
- 8" \$350.00/\$400.00
- 12" \$450.00/\$500.00

10. Hydrant painting \$25.00/hydrant

11. Trench plate \$100.00/plate - 10x10 & \$50.00/plate 4x6

12. Fusion machine \$50.00/day

13. Pump house \$30.00/day

14. Illegal Water Violation: \$500.00

- a. Meter Tampering \$500.00
- b. Hydrant Tampering \$1,000.00
- c. Open & closing of water valves \$1,000.00

15. Water Rate: \$3.12/HCF

16. Meter Rentals: (per month)

- 5/8" Meter \$15.00/yr, ¾" Meter \$16.20/yr
- 1" Meter \$19.20/yr, 1 ½" Meter \$35.40/yr
- 2" Meter \$47.40/yr, 3" Compound Meter \$174.60/yr
- 4" Compound Meter \$378.00,
- 6" Compound Meter \$410.40

17. Fire Protection Charges : (per quarter)

- 2 " Line \$8.00, 4" Line \$16.00
- 6" Line \$35.00, 8" Line \$60.00, 10" Line \$85.00

Water related parts are plus 50%.

Sewer Related Services:

1. Sewer Jet: \$150.00/hour (2hr min)

2. TV inspection: \$100.00/hour (2hr min)

3. Dye testing: \$50.00/hour (1hr min). This Charge is based on two employees. Additional Employees (if needed) will be charged at the labor Rate previously stated.

4. Line location: \$50.00/hour (1 hr min). This charge is based on two employees. Additional employees (if needed) will be charged at the labor rate previously stated.

5. Smoke testing: \$70.00/hour (1hr min). This charge is based on two employees. Additional employees (if needed) will be charged at the labor rate previously stated.

6. Coring manholes: \$300.00/hole

7. Sewer tapping \$100.00

8. Septic Hauler License: \$25.00/year

9. Illegal Connection Violations (sump pumps, roof leaders, floor drains): \$500.00 each.

10 Septic Tank Discharge: Dover resident \$50.00/1000 gal Non-resident \$120.00/1000 gal, Non-resident campers \$10.00/load

11. Sewer Rate: \$4.34/HCF

12. Pipe Plug: \$20.00/day

13. Pre-treatment: Significant Industrial Users - \$1,500.00/year Minor Industrial Users - \$100.00/year, Restaurants \$50.00/year

Sewer related parts are plus 50%.

14. Violations: Opening Manholes \$500.00

Soil Testing* (through Northeast Testing):

1. Sieve Analysis: \$50.00 each

2. Procture: \$100.00 each

3. Compaction Tests: \$100.00 (per hole)

- ½ day - \$125.00, Full Day \$200.00

Sewer related job costs are plus 20%

***NEED ONE DAYS NOTICE**

APPENDIX A
Rates for Water & Sewer department equipment and services
DOVER WASTEWATER LAB

Price List - 2006

TEST	METHOD	
PRICE		
AMMONIA	# EPA – 350.3	\$15.00
BOD	# SM – 5210B1	\$20.00
COD	HACH 8000	\$25.00
COLIFORM T. (MPN)	SM - 9221B	
Presumptive	#	\$20.00
Confirmed	#	\$30.00
Fecal	#SM – 9221E	\$30.00
METALS (each)	* EPA/SM- application	\$12.00
metals sample preparation	* “	\$12.00
NITRATE	# HACH (cadmium reduction)	
\$15.00		
BACTERIA	(P-A) Colilert	\$20.00
PH	EPA - 150.1	\$10.00
TSS	# SM – 2540D	\$10.00
Composite Samples	-----	\$30.00
Grab Samples	-----	\$10.00
VOCs	* EPA – 624	\$150.00
ABNs	* EPA – 625	\$250.00
OIL & GREASE	* EPA - 413.1	\$40.00
CYANIDE	* 4500-CN-E	\$40.00
PCB's (in water)	* 608/8080/8082	\$100.00
PCB's & Pesticides	“	
\$130.00		

Notes: Metals: 12SCAN (Cd, Cr, Cu, Ni, Pb, Zn, Be, V, Se, As, Co, Al)
Drinking Water Primary (As, Ba, Cd, Cr, Pb, Se, Ag)
Drinking Water Secondary (Cu, Fe, Mn, Zn)
- indicates a nonNELAC number
• - indicates subcontracted test

Verification for bacterial samples is subject to a \$10.00 charge. QU QC data to be run with samples upon request treat as an individual sample at sample charges. Volume discounts available.

Appendix B

Water & Sewer Investment Fees

The City of Dover assesses a Water Investment Fee and a Sewer Investment Fee to customers requesting a new connection to the Municipal Water and Sewer Systems or expansion of an existing connection. The purpose of the fees is to generate capital funds to maintain, improve, and expand the water and sewer systems to minimize the effect on existing customers in a fair and equitable manner.

The amount and applicable Water Investment Fee and the Sewer Investment Fee are determined at the time the applicant submits an application for connection and pays the applicable fee(s). Application for connection may only be made on approved forms available at the Water & Sewer Billing Office in City Hall, 288 Central Avenue, Dover New Hampshire. The investment fees are updated annually.

The investment fees are based on a capacity buy-in approach where new users are required to invest in the equity of the municipal water and sewer systems at a rate that reflects the prior investment of existing users per unit of total capacity. The portion of the water or sewer system capacity assigned to any new user (minimum 450 gallons per day based on a three (3) bedroom private dwelling) is determined based on New Hampshire Water Usage Standards as contained in Table 1008-1 in Chapter Env-Wq 1000 of the New Hampshire Code of Administrative Rules. This chapter of the Code of Administrative Rules can be found at <http://des.nh.gov/organization/commissioner/legal/rules/documents/env-wq1000.pdf>.

The investment fees are calculated as a per gallon per day charge by dividing the net equity in user paid capital assets by the capacity of the respective water or sewer system in gallons per day. The calculation of the current water and sewer investment fees is shown in Appendix D to the Dover Utilities Commission Rules and Regulations. The investment fees are reviewed and revised annually based on current values for the net equity in user paid capital assets and system capacity.

EXAMPLES of Water and Sewer Investment Fees for New Construction

#1 Private Dwelling (3 bedrooms)

The owner of a private dwelling who applies for new water and sewer services will pay a Water Investment Fee of \$1,200 and a Sewer Investment Fee of \$3,250 for a total of \$4,450. These fees are calculated as follows:

- a) Water Investment Fee: $450 \text{ gpd} \times \$2.67/\text{gal} = \$1,200$
- b) Sewer Investment Fee: $450 \text{ gpd} \times \$7.22/\text{gal} = \$3,250$

#2 Motel (with 30 rooms containing 2 double beds each and 5 employees)

The owner of a motel who applies for new water and sewer services will pay a Water Investment Fee ($30 \text{ rooms} \times 200 \text{ gpd} + 5 \text{ employees} \times 10 \text{ gpd}$) of \$16,153.50 and a Sewer Investment Fee of \$43,681 for a total of \$59,834.50. These fees are calculated as follows:

Appendix B

Water & Sewer Investment Fees

- a) Water Investment Fee: $6050 \text{ gpd} \times \$2.67/\text{gal} = \$16,153.50$
- b) Sewer Investment Fee: $6050 \text{ gpd} \times \$7.22/\text{gal} = \$43,681.00$

#3 Office Building (with 50 employees and cafeteria)

The owner of an office building who applies for new water and sewer services will pay a Water Investment Fee of \$2,670 (50 employees x 20 gpd) and a Sewer Investment Fee of \$7,220 for a total of \$9,890. These fees are calculated as follows:

- a) Water Investment Fee: $1,000 \text{ gpd} \times \$2.67/\text{gal} = \$2,670.00$
- b) Sewer Investment Fee: $1,000 \text{ gpd} \times \$7.22/\text{gal} = \$7,220$

APPENDIX C: NEW HAMPSHIRE WATER USAGE STANDARDS			
COMMERCIAL	DESIGN FLOW	NOTES	
AIRPORTS	5GPD/Transient plus 10 GPD/Employee		
APARTMENTS:			
1 Bedroom or studio	225GPD		
2 or more bedrooms per apartment	150GPD/Bedroom		
BARS & LOUNGES	20GPD/Seat		
BED & BREAKFASTS	60GPD/Guest based on the greater of 2 guests/room or the actual # of guests the room is designed to accommodate, plus 10GPD/Employee		
CAMPS:			
Campground with central comfort station	45GPD/Site, plus 20GPD/site for the dump station		
Recreational campgrounds with 3-way hookups	60GPD/Site		
Construction camps	50GPD/Person		
Day camps (not including meals)	15GPD/Person		
Dining Facility	3GPD/Person/Meal		
Residential youth recreation camps	25GPD/Person plus 3GPD/Person/Meal		
CATERERS - Function rooms	12GPD/Patron		
CHURCHES:			
Sanctuary seating	3GPD/Seat		
Church suppers	12GPD/Seat		
COUNTRY CLUBS - Private			
Dining room	10GPD/Seat		
Snack bar	10GPD/Seat		
Locker & showers	20GPD/Locker		
DAY CARE CENTERS	10GPD/Person		
DENTISTS	10GPD/Chair plus 35GPD/Staff Member		
DOCTOR'S OFFICES	250GPD/Doctor		
DOG KENNELS	50GPD/Kennel		
DWELLINGS:			
Private residences	300GPD plus 150GPD for each bedroom over 2		
Rooming houses - with meals	60GPD/Person		
Rooming houses - without meals	40GPD/Person		
Senior housing (55 or older)	125GPD/2 Bedroom Unit		
FACTORIES (exclusive of industrial waste):			
Without cafeteria or showers	20GPD/Person		
With cafeteria, no showers	25GPD/Person		
With cafeteria and showers	35GPD/Person		
Warehouses	20GPD/Person		
FIRE STATIONS - without fulltime employees; without floor drains or food preparation	5GPD/Person		
FOOD SERVICE:			
Cafeteria or eat in, plus toilet and kitchen waste	40GPD/Seat		
Cafeteria or eat in, paper service, plus toilet and kitchen waste	20GPD/Seat		
Ice cream dipper	100GPD/dipper		
Kitchen waste only	3GPD/Meal served		
Bars and lounges	20GPD/Seat plus 35GPD/Employee		
Function rooms	12GPD/Seat		
GYMS	10GPD/Participant plus 3GPD/Spectator seat		
HAIRDRESSERS	150GPD/Chair plus 35GPD/Operator		
HOSPITALS	200GPD/Bed plus 35GPD/Employee		
HOTELS AND MOTELS:			
If plan shows that only one double bed can be accommodated	100GPD/Room plus 10GPD/Employee		
All other	200GPD/Room plus 10GPD/Employee		
INSTITUTIONS OTHER THAN HOSPITALS	See Residential Institutions		

LAUNDROMATS, coin operated	500GPD/Machine		
MANUFACTURED HOUSING PARKS	150GPD/Bedroom/Site with 300GPD/Site minimum		
MOTELS, see HOTELS			
NAIL SALONS	5GPD/Customer plus 35GPD/Employee		
NURSING HOMES	125GPD/Bed plus 35GPD/Employee		
OFFICE BUILDINGS:	12		
Without cafeteria	15GPD/Employee		
With cafeteria	20GPD/Employee		
Unspecified office space	15GPD/100 Square Feet		
PICNIC PARKS	See Recreational Facilities		
RECREATIONAL FACILITIES			
Toilet waste only	5GPD/Person		
With showers and toilets	10GPD/Person		
RESIDENTIAL INSTITUTIONS OTHER THAN HOSPITALS	135GPD/Bed plus 35GPD/Employee		
RESTAURANTS	See Food Service		
SCHOOLS:			
Boarding	100		
Day, without gym, cafeteria or showers	10		
Day, without gym or showers, with cafeteria	15		
Day, with gyms, showers and cafeteria	25		
SENIOR HOUSING (55 or older)	125GPD/2 Bedroom Unit		
SERVICE STATIONS	75GPD/Island plus 35GPD/Employee		
SKATING RINKS	See Gyms		
SKI AREAS	See Recreational Facilities		
STORES:			
Dry goods, stand-alone	5GPD/100 Square Feet		
Dry goods stores in shopping centers	100GPD/Store		
Supermarkets with meat dept without garbage grinder	7.5GPD/100 Square Feet		
Supermarkets with meat dept with garbage grinder	11GPD/100 Square Feet		
SWIMMING POOL, Public	See Recreational Facilities		
TENNIS COURTS	See Recreational Facilities		
THEATERS	3GPD/Auditorium Seat		
TOWN HALLS	5GPD/Seat for total seating capacity		
TOWN OFFICES	15GPD/Office employee plus 5GPD/Transient		
TRAVEL TRAILER PARKS, see CAMPS			
WAREHOUSES	See Factories		
<u>RESIDENTIAL</u>	<u>DESIGN FLOW</u>	<u>NOTES</u>	
APARTMENTS	225 gallons per day per bedroom		
2 OR MORE	150 gallons per day per bedroom		
DWELLINGS PER BEDROOM	150 gallons per day per bedroom	2 bedroom minimum/manufactured housing included	
ROOMING HOUSE W/MEALS	60 gallons per day per person		
ROOMING HOUSE W/OUT MEALS	40 gallons per day per person		
<u>INDUSTRIAL</u>	<u>DESIGN FLOW</u>	<u>NOTES</u>	
FACTORY/INDUSTRY W/OUT CAFETERIA OR SHOWERS	20 gallons per day per person		
FACTORY/INDUSTRY W/CAFETERIA W/OUT SHOWER	25 gallons per day per person		
FACTORY/INDUSTRY W/CAFETERIA & SHOWERS	35 gallons per day per person		
WAREHOUSES	35 gallons per day per person		

Appendix D
Calculation of Investment Fees

	<u>Water 2009</u>	<u>Sewer 2009</u>
Capital Assets		
Land	688,531	1,096,306
Buildings	6,935,316	27,762,141
Impr OT Buildings	21,529,350	39,511,474
Machinery & Equipment	3,482,994	6,537,296
CWIP - <i>Construction Work in progress</i>	2,000,544	253,960
Total Capital Assets	34,636,736	75,161,177
Accumulated Depreciation		
Buildings	(787,737)	(13,237,997)
Impr OT Buildings	(6,732,052)	(17,833,182)
Mach & Equip	(2,404,996)	(3,415,276)
Total Accumulated Depreciation	(9,924,785)	(34,486,454)
Net Capital Assets	24,711,951	40,674,723
Less Contributed Capital	1,409,613	1,641,318
Net User Paid Capital Assets	23,302,338	39,033,405
Less Related Liabilities & Contributions		
Long Term Debt	10,763,000	11,128,000
Less State Reimb. - Debt.	-	(2,699,405)
Unexpended Bond Funds	(1,174,507)	(1,890,021)
Net Related Long Term Debt	9,588,493	6,538,574
Net Equity in User Paid Capital Assets	13,713,845	32,494,831
System Capacity - Gallons Per Day (GPD)	5,200,000	4,700,000
Calculated Investment Fee per GPD	2.64	6.91
Calculated Minimum Investment Fee (450 GPD)	1,187	3,111
Minimum Investment Fee (450 GPD)	1,200	3,100



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2010.07.14 – 93**
Resolution Re: 2010 City Manager Evaluation

- WHEREAS: The City Manager is the City of Dover's Chief Executive Officer, and the sole employee of the Dover City Council; and
- WHEREAS: An annual examination of the City Manager's performance by the City Council was conducted; and
- WHEREAS: A scoring system and comment analysis was completed by the Dover City Council for the City Manager's Performance Evaluation

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

The attached scoring sheet and comments be adopted by the Council for the FY 2010 evaluation of Dover City Manager J. Michael Joyal, Jr..

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Scott Myers

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2010.07.14 – 93**
Resolution Re: 2010 City Manager Evaluation

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.2.

Resolution Number: **R – 2010.07.14 – 93**

Resolution Re: 2010 City Manager Evaluation

RESOLUTION BACKGROUND MATERIAL:

See Attached Documents

Evaluation Scoring and Councilor Comments

**CITY MANAGER EVALUATION
FOR
J. MICHAEL JOYAL, JR.
ON
JULY 7, 2010**

**BY:
SCOTT MYERS
DEAN TREFETHEN
ROBERT CARRIER
WILLIAM GARRISON
JAN NEDELKA
DOROTHEA HOOPER
CATHERINE CHENEY
GINA CRUIKSHANK
KAREN WESTON**

City Manager Evaluation July 2010
J. Michael Joyal, Jr.

Staff Effectiveness	Importance	Quality	Accountability	Comments
Scott Myers	High	4	3	CM has developed a talented, dedicated team of Department Heads and Division Managers. Information and reports are thorough and well presented. With regard to non-performers, most of that is handled internally by CM and typically does not flow to the Council level. Ultimately, the CM takes responsibility for the actions of the organization, as a whole.
Dorothea Hooper	High	4	N/R	I have found the staff to be efficient and helpful. Everyone acts in a professional manner. I am not sure every service is done in a timely manner which may be impacted by funding or priorities. I have no idea how departments deal with internal matters.
Dean Trefethen	High	4	3	
Karen Weston	Medium	4	3	
Jan Nedelka	High	3	N/R	Addressing the issue of non-performers presents a challenge to an evaluating councilor. Given that councilors may not directly intervene in personnel management, there is a reliance of the council as a body to hear personnel concerns (and resolutions) directly from the manager. Since at least one current councilor has demonstrated an inability to maintain confidentiality, this hampers the manager's capacity to be candid with the council as a whole, weakening how openly the manager may communicate with the council.
Bill Garrison	High	3	3	
Gina Cruikshank	High	4	3	I frequently received feedback about the quality, professionalism and positive attitude of our city employees.
Catherine Cheney	High	4	3	Dover's Staff does exceptional work in a professional manner. The individual departments and the individual employees combined deliver this.
Bob Carrier	High	3	3	The staff has always been very proactive and always tries to come up with more effective ways. The City Manager does demand high expectations and accountability for his staff.
Average by Category		3.67	3.00	
Average - Total Staff Effectiveness:		3.33		

Rating:

4 = Exceeds Expectations 3 = Meets Expectations 2 = Almost Always Meets Expectations 1 = Does Not Meet Expectations N/R = Not Rated

Policy Facilitation	Importance	Information	Role	Implementation	Comments
Scott Myers	High	3	3	3	CM understands the Council's role in policy making and implements those decisions. He is an advocate for his recommendations and ensures that all potential outcomes are explored.
Dorothea Hooper	High	4	4	3	The City Manager has done an excellent job training new councilors. I have always been treated respectfully in my role. I believe the Manager carries out policy decisions but am not always sure we get feedback.
Dean Trefethen	Medium	3	4	2	It sometimes takes longer than expected to implement policy decisions, for example the Class VI road decisions and getting the Council Chambers channel 22 equipment updated.
Karen Weston	High	3	3	3	
Jan Nedelka	High	3	2	N/R	There were inconsistencies in the request for council budget guidance and corresponding staffing decisions. When the council was presented with FY10 budget shortfalls, the manager clearly and effectively communicated the staffing impacts of guidance the council provided; the staffing impacts in areas such as community services were as expected. On the day the council was presented with the FY11 budget, the manager elected to terminate some employees whose positions were slated for elimination in the budget, while retaining others. This was done without advising the council of these decisions or their rationale until after the fact - the opposite of the behavior demonstrated with the FY10 budget shortfall. To implement staffing decisions directly tied to a proposed budget without council guidance is presumptive, even if done with the best financial intentions. In the future, either a public or non-public council session to discuss such matters may strike a reasonable balance between the manager's need to act early in the financial interests of the city and the council's need to be informed of personnel choices which directly impact availability of public services.
Bill Garrison	High	3	4	3	
Gina Cruikshank	High	4	4	3	
Catherine Cheney	High	1	1	2	The City Manager needs to make sure that resolutions on his behalf presented to the Council have supporting account numbers and amounts. The Council and public need this information. Without this, overall initiatives are scattered obfuscating the underlying set direction. There are times when the information presented is complete and accurate. There are times when the role of the elected official is respected in policy making decisions. For those two areas I would like to optionally have selected "Sometimes Meets Expectations" versus the choices presented of "Does Not Meet Expectations" or "Almost Always Meets Expectations". .
Bob Carrier	High	3	3	2	The City Manager has always explained policy info to the Council etc very well and if he is unsure he does find out in a timely manor. Respects our input. Does carry out implementation but sometimes it takes a bit too long.
Average by Category		3.00	3.11	2.63	
Average - Total Policy Facilitation:		2.91			

Service Delivery	Importance	Quality	Comments
Scott Myers	High	4	I have seen many examples of the CM responding to citizens through e-mails, phone calls, meetings and visits to various on-site locations. He is constantly seeking citizen input and one if these approaches is through the Speak Out sessions.
Dorothea Hooper	High	3	I have seen many examples of prompt, courteous service to citizens. The Manager promptly delegates specific problems to his staff. I do now always know the end result which I would find helpful.
Dean Trefethen	High	3	Sometimes becomes slightly "flip" in responses to issues that have been discussed many times or have been settled. Sometimes forgets that, Councilors in particular, have other things going on in their lives and can forget some of the finer details of an issue.
Karen Weston	Medium	3	
Jan Nedelka	Medium	3	
Bill Garrison	High	4	Generally, CM responds quickly and thoroughly, often well outside of normal working hours. He is very courteous in his response.
Gina Cruikshank	High	4	
Catherine Cheney	High	4	The City Manager is available and very responsive, prompt and courteous to the public.
Bob Carrier	High	3	As far as I know, he always responds in a timely manner.
Average by Category		3.44	
Average - Total Service Delivery:		3.44	

Strategic Leadership	Importance	Planning	Responsibility	Comments
Scott Myers	High	4	3	CM is constantly monitoring Legislative actions and their impact at the local level. In the area of emergency responses, such as natural disasters, CM and staff have shown exemplary planning preparedness and implementation.
Dorothea Hooper	High	3	3	The Manager does a pretty good job of giving us a "heads up" on local happenings. I appreciate that. I am not sure one can always anticipate events in Dover. The Manager seems to know that the "buck stops here."
Dean Trefethen	Medium	2	4	Doesn't always appreciate or anticipate the political fallout of the minority view, but is getting better at this aspect.
Karen Weston	High	2	3	
Jan Nedelka	High	3	N/R	
Bill Garrison	High	3	3	
Gina Cruikshank	High	4	3	
Catherine Cheney	High	1	2	The McConnell Center shortfalls have supplanted the pool budget. The City Manager needs to work with the Council to rectify this. Then to identify and address any outside interests which have and are becoming built into our budget and organization. Also a priority how to address the Other Post Employment Benefit liability.
Bob Carrier	Medium	3	2	The City Manager works closely with his department heads to keep the City moving forward. Most of the time, a blame can be pinpointed but a shuffle of blame seems to sometime occur.
Average by Category		2.78	2.88	
Average - Total Strategic Leadership:		2.83		

Responsiveness	Importance	Community Culture	Citizen Participation	Comments
Scott Myers	Medium	3	3	CM has an understanding of the history and cultural background of Dover. He seeks to incorporate this wherever possible. He continues to seek additional opportunities for public involvement including Citizen Surveys and the Budget Bucks.
Dorothea Hooper	High	2	4	The Manager does an excellent job of educating the community on city business and finances. He does this via Ch. 22 power point presentations to the Council. He also does periodic community meetings with councilors on topics of community interest.
Dean Trefethen	Medium	3	3	
Karen Weston	Medium	3	3	
Jan Nedelka	Medium	4	4	It is expected that the city manager should encourage citizen participation by ensuring that staff promptly process applications for volunteer positions, and direct staff to be reasonably responsive and supportive of the appropriate committees. The city manager's investment of time (and investment of staff time as well) in the nascent pool advisory committee more than merely supported a community and budgetary concern. The city manager modeled the effort needed and inspired an inexperienced volunteer group to make a substantive difference, not just in the FY11 budget, but in the recreation community as a whole, with positive long-term implications.
Bill Garrison	High	3	3	
Gina Cruikshank	Medium	3	3	
Catherine Cheney	High	1	2	Dover is great and often it seems the focus has become on building a different community. A goal would be to have a workshop to discuss the volunteer process followed by policies.
Bob Carrier	High	3	4	He cares about this community and it shows with his involvement in the volunteering he does. Dover Discussions is a good example of this.
Average by Category		2.78	3.22	
Average - Total Democratic Responsiveness:		3.00		

Organizational Planning	Importance	Budget	Financial Resources	Fiscal Condition	Comments
Scott Myers	High	4	3	3	CM prepares three types of budget documents - A summary, a department/function overview, and a detailed line-by-line version. He takes Council direction in implementing resources in a conservative manner. Monthly financial reports to the Council and available to the public go above and beyond the norm. In addition, he holds an annual State of the City address.
Dorothea Hooper	High	4	4	3	The Manager provided the Council with a very detailed budget and a "cheat sheet" to help us though the maze of data. Very helpful. There is a continuing attempt to find ways to reduce city costs.
Dean Trefethen	High	4	4	4	Consults regularly with all Councilors and shares his thoughts. Also listens to feedback and appropriately considers what he hears.
Karen Weston	High	3	3	4	
Jan Nedelka	High	4	3	3	The quality of the proposed municipal budget document is extremely high and very accessible to anyone investing the time to review it. In the processes of reviewing other New Hampshire communities' budgets, Dover's proposed budget document stood out for the level of detailed information available and its ready accessibility. The quality of the new council orientation session was outstanding; while the charter may require such a session, it does not speak to a requirement of quality. The reference material, training, and planning that took place during the orientation significantly sped the transition to a new council and allowed for greater responsiveness and productivity of the city as a whole due to a far better prepared council then may have otherwise been seated.
Bill Garrison	High	3	4	4	CM appears to work well with dept heads to have a clear, consistent and current understanding of the financial aspects of the city as a whole.
Gina Cruikshank	High	4	4	3	
Catherine Cheney	High	3	2	2	The City Manager needs to be more sensitive to the direction given to him by this and prior City Councils. There has always been support for certain budget items. If the budget presented to the Council supported these priorities it would save money and time and this score would be perfect. Resources cannot be consistently managed when the direction is not consistent and compliant with what the Council has historically expressed.
Bob Carrier	High	4	3	3	Budget is very well displayed. The Manager, along with the Finance Director, have a handle on budget resources, especially in these economic times. Again, along with his staff, he is able to get a feel for our community economic status.
Average by Category		3.67	3.33	3.22	
Average - Organizational Planning/Management:			3.41		

Communication	Importance	Effectiveness	Presentation Style	Comments	
Scott Myers	High	4	3	CM presents detailed updates and reports and seems to have the appropriate background and historical perspective available, including past City/City Council actions.	
Dorothea Hooper	High	3	3	As a Councilor, I feel I get adequate information to cast votes on governing issues. I imagine a lot goes on behind the scenes, dealing with day to day business, that we do not know or need to know.	
Dean Trefethen	High	3	3	Sometimes assumes the reader/listener knows more than they do, but it is a fine line to walk.	
Karen Weston	High	3	3	Answers to some questions are not as explicit as they should be.	
Jan Nedelka	High	3	3		
Bill Garrison	High	4	4	CM communicates well and clearly. He is well spoken and written and can put things in layman's terms when needed. He is courteous and provides detailed information as needed.	
Gina Cruikshank	High	3	4		
Catherine Cheney	High	4	2	The City Manager is a good communicator with the information he chooses to convey.	
Bob Carrier	Medium	3	3	Adequate effectiveness and presentation style.	
Average by Category		3.33	3.11		
Average - Communication:	3.22				

Integrity	Importance	Ethics	Professional Relations	Personal Actions	Comments
Scott Myers	High	3	3	3	I have always known the CM to be of high integrity and ethical standards and I believe he requires that of Staff as well.
Dorothea Hooper	High	N/R	3	3	I think the Manager sets an example of professionalism. I have no idea how he deals with his staff if they fail to meet that standard. I feel the individual directors and chiefs would be closer to that issue and would deal with their people. I have no reason to question anyone's integrity.
Dean Trefethen	High	4	4	4	
Karen Weston	High	3	3	4	
Jan Nedelka	High	3	3	N/R	
Bill Garrison	High	3	3	3	
Gina Cruikshank	High	3	3	3	
Catherine Cheney	High	1	2	2	There have been instances where the City Manager had opportunities to foster ethical behaviors and he has not. But he does sometime and it is wonderfully noticeable when that happens. I hope there is progress in this area. He would benefit from objective deliberation as to consequences for others and the City before making these decisions in some cases. I would say "Sometimes Meets Expectations" if that were a choice on this form.
Bob Carrier	High	3	3	3	The City Manager carries no personal agendas (open government). Carries himself well and personal actions never seem to be a problem.
Average by Category		2.88	3.00	3.13	
Average - Integrity:	3.00				

Interpersonal Characteristics & Skills	Importance	Skills	Comments
Scott Myers	High	4	CM continues to attend meetings and build relationships with the likes of Dover Chamber (Gov't Affairs in particular), local businesses and non-profits, our locally elected State and County officials and other Managers from throughout the State.
Dorothea Hooper	High	3	I feel I have a very good working relationship with the Manager. He is responsive to my questions and helpful when I deal with constituents. Think he works well with the Council as a group.
Dean Trefethen	Medium	3	
Karen Weston	High	2	
Jan Nedelka	High	2	
Bill Garrison	High	3	
Gina Cruikshank	High	3	
Catherine Cheney	High	1	The City Manager needs to foster harmony of the internal organization. He is capable of fulfilling his external obligations and working with external groups, the public and interest groups.
Bob Carrier	Medium	3	No problem.
Average by Category		2.67	
Average - Interpersonal:	2.67		

Organizational Values	Importance	Goals	Lead by Example	Comments
Scott Myers	Medium	3	3	CM sets Goals/Expectations for Department Heads and their departments. Part of this is based on Council Goals and part based on his expectations for the operation of providing City services.
Dorothea Hooper	High	3	3	The Manager seems to understand Council goals and makes it his task to address them in a continuous way.
Dean Trefethen	Medium	3	4	
Karen Weston	Medium	3	3	
Jan Nedelka	High	3	3	
Bill Garrison	High	3	3	
Gina Cruikshank	High	3	3	
Catherine Cheney	Medium	2	2	His demeanor appears to be of the organization, for the organization.
Bob Carrier	Medium	3	3	Follows our goals and objectives and the laws of the land. City Charter, RSAs. Not afraid of confrontation.
Average by Category		2.89	3.00	
Average - Organizational Values:		2.94		

Personal Development	Importance	Continuing Education	Comments
Scott Myers	Medium	3	CM attends various conferences and training sessions that fit into his job profile and offer opportunities for increased knowledge and new skill sets.
Dorothea Hooper	Medium	N/R	I would have no information on this.
Dean Trefethen	Low	2	Is starting to do this, needs to do more on a consistent basis.
Karen Weston	Medium	3	
Jan Nedelka	High	N/R	
Bill Garrison	High	N/R	
Gina Cruikshank	Medium	3	
Catherine Cheney	High	3	
Bob Carrier	Medium	3	Attends many informational conferences and course study.
Average by Category		2.83	
Average - Personal Development:		2.83	

Self Mastery	Importance	Adaptability	Accepts Feedback	Manage Conflict	Comments
Scott Myers	Medium	3	3	3	CM handles himself in a professional manner.
Dorothea Hooper	Medium	3	3	4	I am assuming that the Manager has some way of handling stress noting his experience with the last Council. I find him willing to listen and discuss. I am amazed at how well he controls himself during Council meetings and dealings with the public. He remains stoical.
Dean Trefethen	Medium	2	3	3	
Karen Weston	High	3	3	2	
Jan Nedelka	High	3	3	3	
Bill Garrison	High	3	3	3	
Gina Cruikshank	Medium	4	4	4	
Catherine Cheney	High	2	1	2	The City Manager respects the views of some. Again somewhere between the definitive “Does Not Meet Expectations” and “Almost Always Meets Expectations”... “Sometimes Meets Expectations”. This view does not subtract from the earlier rating of his courteousness to others where I feel he excels. He is capable of managing his stress, fulfilling his role and seems calm in interactions for the most part “Almost Always Meets Expectations” in those areas.
Bob Carrier	Medium	3	2	2	Adaptability never seems to be a problem. Always gives feedback but sometimes a bit sarcastic. Sometimes it is clear that someone has just pushed his buttons too far.
Average by Category		2.89	2.78	2.89	
Average - Self Mastery:	2.85				

Leadership	Importance	Responsibility	Results	Risk Taking	Comments
Scott Myers	Medium	3	3	3	Have known the CM to accept responsibility for actions of the organization that he heads. Not sure that the willingness to take risks applies in municipal government but CM is open to exploring new approaches and ideas.
Dorothea Hooper	High	3	3	3	The Manager seems to be able to find alternate ways to deal with problems.
Dean Trefethen	Medium	4	3	3	
Karen Weston	High	3	4	4	
					The city manager should become more comfortable with delegation of personnel and related issues to department heads; this would be complementary to both his personal style and workload. The best example may be the termination of employees - whether it be either for performance or budgetary reasons. The manager does no favors to the department heads by handling these issues himself; while his title may be 'City Manager', the expectation of 'leadership' is higher than that of the department heads. It appears that the city manager does work with the department heads to determine what the correct course of action is - which is laudable, and demonstrative of good leadership skills. Once determining the course of action, the manager should then delegate the 'doing' to the department head as well, and give them latitude in specifics of implementation. There is risk associated with this - risk that the department head may cause conflict, may make decisions with impact on their department budgets, or may handle the layoff in a way the manager would not. This risk is essential, however, to train and prepare department heads to perform with confidence and wisdom best derived from experience. Dover's department heads are capable, well educated and trained in their respective fields, and well compensated. It is reasonable for the manager to expect them to be capable of handling such issues. Furthermore, by allowing his department heads to both 'choose' and 'do', the manger will become better versed in their individual working styles and approaches. This knowledge of their working styles and capacities will enable the manger to make changes to city operations or make more balanced hiring decisions in the future with minimal impact of operations or morale.
Jan Nedelka	High	N/R	3	2	
Bill Garrison	High	3	3	N/R	
Gina Cruikshank	High	3	4	3	
					The City manager does need to take more of the responsibility for what happens. I think he "Sometime Meets Expectations". This can be a solid "2" "Almost Always Meets Expectations" because of his ability to lead and of his capability to accept responsibility. I will look for this trait to be strengthened. The City Manager is good at risk taking and he can overcome obstacles that get in the way of his objectives.
Catherine Cheney	High	2	4	4	
Bob Carrier	N/R	N/R	N/R	N/R	
Average by Category		2.75	3.44	3.25	
Average - Leadership:	3.15				

Job Dimension	Overall Average Rating
Staff Effectiveness	3.33
Policy Facilitation	2.91
Service Delivery	3.44
Strategic Leadership	2.83
Responsiveness	3.00
Organizational Planning	3.41
Communication	3.22
Integrity	3.00
Interpersonal Characteristics & Skills	2.67
Organizational Values	2.94
Personal Development	2.83
Self Mastery	2.85
Leadership	3.15
Total Evaluation Score:	3.05

Scott Myers	I have worked closely with Michael Joyal in his capacity as City Manager and mine as Mayor for 5 years now. I have witnessed Mike's maturity in the position and credit him for creating a top notch team of professionals, committed to serving our City. Mike is responsive to requests and goals of the City Council. He is an active participant in many additional committees, some of the Council and some throughout the City (Fiscal Policy, DBIDA, Chamber Government Affairs, Speak Out Sessions). Requests for information/background are provided in detail. His understanding of City operations and his knowledge of the financials in particular is exemplary. Mike continues to explore opportunities to provide for a more efficient local government while being mindful of the services and quality of life that residents expect. I have had the opportunity to interact with many appointed Managers and Administrators throughout the State over the past three years and feel that we are extremely fortunate to have Michael Joyal as Dover's City Manager. He has set the tone of expectations for his organization and leads by example. I have a very positive overall evaluation of Michael Joyal and look forward to continuing to work closely with him through the remainder of my term.
Dorothea Hooper	I feel that 6 months on the Council does not make me an expert on how the Manager does his job. My feeling is that he does a good job with often impossible situations. I appreciate that he is respectful, helpful, and hardworking. The fact that his chiefs and directors are equally responsible and helpful speaks well of his leadership. I would probably have been more comfortable with addressing pre-established goals but, with more experience on my part, perhaps this format would have been fine.
Dean Trefethen	
Karen Weston	
Jan Nedelka	
Bill Garrison	I have had consistent and pleasurable experiences with the City Manager (CM) as a Councilor and a citizen. He spends ample time with me on the phone or face-to-face to answer questions or help address issues until I am satisfied with the information I request. Being a new City Councilor and not having experience in city government, the CM has gone out of his way to explain things to me and help me through the process of understanding the intricacies of city government. He has put me in touch with his department heads on specific questions and issues and is very resourceful. He and all of his department heads have been very open and forthright with the operations of the city and of their respective departments. He listens to my ideas and helps me with any background information needed to present to the council or a constituent. He is courteous and responsive to me and my constituents when I pass on questions or comments from a constituent. I know he works hard and spends well over 40 hours per week to fulfill his duties and I feel he has the best interests of the community at heart.
Gina Cruikshank	Overall I think City Manager Joyal does an excellent job. He is always well prepared for meetings, shows a knowledgeable and detailed understanding of the facts, and answers questions in a clear and concise manner. He responds immediately to council and citizen requests, and is willing to help with any issue at any time. He is well respected by staff and department heads, as well as the vast majority of Dover citizens.
Catherine Cheney	I have worked with the City Manager 5 years now and have had the opportunity to give him high marks for many of his attributes and point out where I felt he could further develop. The City Manager knows the city operations and can run it effectively. As far as I know, he has always responded promptly to Citizens. The City Manager and I had a disagreement and a failure to meet eye to eye. What transpired is a matter of record and I still believe he acted inappropriately on behalf of the City. But I recognize that this view is not shared by others.
Bob Carrier	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2010.07.14 – 94**

Resolution Re: 2010 City Manager Contract Amendment

WHEREAS: The City Council recently completed an evaluation of the City Manager's performance for Fiscal Year 2010 finding that overall he exceeds Council expectations; and,

WHEREAS: Following the City Manager's prior year voluntary pay reduction and given his continued willingness to forego pay increases during this period of economic strain, the City Council has agreed in future years, beginning July of 2011, to afford a 1% increase in his minimum annual pay adjustment until his pay level reaches the median amount calculated each year for chief municipal administrators in comparable NH communities and also beginning July of 2011, that payment of deferred compensation will be increased by 1% of base pay each year until reaching a maximum of 10% of base pay; and,

WHEREAS: The City Council has agreed to extend the City Manager's existing eligibility for retiree health insurance in conjunction any severance he is entitled to while ensuring an exclusion if termination results from a conviction of a felony, gross misconduct or voluntary resignation;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The Mayor shall be authorized to sign and execute on behalf of the City of Dover, a municipal corporation within the County of Strafford and the State of New Hampshire, an amended Employment Agreement reflecting the changes identified above.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Scott Myers

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2010.07.14 – 94**

Resolution Re: 2010 City Manager Contract Amendment

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.3.

Resolution Number: **R – 2010.07.14 – 94**

Resolution Re: 2010 City Manager Contract Amendment

RESOLUTION BACKGROUND MATERIAL:

The City Council recently completed the City Manager's annual performance evaluation. The overall evaluation results indicated the City Manager's performance was above expectations. Following the City Manager's prior year voluntary pay reduction, which remains in effect, he has again offered to forgo any wage increase this coming year to aid in addressing continuing local fiscal constraints.

Given the City Manager's performance and continued willingness to forego pay increases during this period of economic strain, the City Council has agreed to adjustments in the City Manager's employment agreement that will allow in future years, beginning July of 2011, for payment of deferred compensation to be adjusted upwards by 1% of base pay each year until reaching a maximum of 10% of base pay and to afford a 1% increase in the minimum annual pay adjustment until such time as his pay level reaches the median amount calculated each year for the comparable NH communities specified in the attached survey. The City Council has also agreed to extending the existing eligibility for retiree health insurance in conjunction with the contractual severance provisions contained in his employment agreement while ensuring an exclusion if termination results from a conviction of a felony, gross misconduct or voluntary resignation.

This resolution authorizes an amendment to the City Manager's contract reflecting the above.

CITY / TOWN MANAGER SALARY & BENEFITS SURVEY

As of July 1, 2009

City / Town	Number of Years Employed in Current City/Town	Current Salary (annual \$)	Car Allowance (annual \$)	Salary & Car Allowance Total (annual \$)	457/401 (percent of salary)	457 / 401 Benefit (annual \$)	Sick and/or Personal Days (annual)	Earned Time/ Vacation Days (annual)	EmployEE's Contrib to Health Ins. (percent)	STD/LTD	Additional Benefits / Notes	Total Wage (annual \$)	Wage Rank
Bedford	3.0	\$124,738	\$3,000	\$127,738	Fixed	\$3,000	12	20	10.0%	Yes/Yes		\$130,738	6
Concord	3.0	\$126,875	\$4,800	\$131,675	Fixed	\$3,500	8	25	22.0%	No/No	Computer allowance \$50/mo.; personal cell phone allowance \$80/mo.; gen'l bus. Expense allowance \$250/mo.	\$135,175	4
Derry	2.0	\$117,645	\$3,600	\$121,245	11.0%	\$12,941	N/A	25	14.0%	Yes/Yes		\$134,186	5
Dover	16.0	\$111,802	\$5,100	\$116,902	6.0%	\$6,708	As Needed	20	20.0%	No/Yes	Computer lease/purchase plan	\$123,610	9
Keene	14.0	\$121,342	\$4,200	\$125,542	Fixed	\$16,500	12	15	0.0%	No/Yes		\$142,042	1
Londonderry	8.0	\$119,458	\$6,900	\$126,358	Fixed	\$12,155	12	20	15.0%	No/No		\$138,513	2
Merrimack	2.5	\$119,485	\$4,200	\$123,685	No	\$0	14	15	10.0%	No/No		\$123,685	8
Portsmouth	12.0	\$123,663	\$5,100	\$128,763	Fixed	\$8,500	0	30	19.0%	No/Yes		\$137,263	3
Rochester	3.5	\$119,940	\$5,200	\$125,140	No	\$0	20	12	20.0%	Yes/Yes		\$125,140	7
Median (w/o Dover)	3.3	\$120,641	\$4,500	\$125,950		\$6,000	12	20	14.5%			\$134,680	
Average (w/o Dover)	6.0	\$121,643	\$4,625	\$126,268		\$7,074	11	20	13.8%			\$133,343	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R - 2010.07.14 – 95**

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The City Council accepts the attached Merit Plan amendments specific to the Class and Pay Plans as submitted by the City Manager.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Scott Myers
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R - 2010.07.14 – 95**

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

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers		
Deputy Mayor, Dean Trefethen, 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 - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R - 2010.07.14 – 95**

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

RESOLUTION BACKGROUND MATERIAL:

The Merit Plan includes as attachments the Class and Pay plans which establish grade levels and minimum and maximum rates of base pay for each class of position in the City's Administrative Service.

The City Manager wishes to make the following changes to the Classification Plan:

1. Change the Classification Title of "City Attorney" to "General Legal Counsel."

The common understanding of the title "City Attorney" is the attorney who prosecutes criminal cases. The position of General Legal Counsel is a position commonly found in medium sized and major corporations. It is commonly understood to apply to the attorney who has overall responsibility for the legal affairs of the corporation. It carries a responsibility and service to a wide range of constituencies including staff, the governing body and the various committees of the corporation.

The functions of the Legal Division are diverse. The responsibilities are far ranging including contracting, litigation, land use, school, Right to Know, and responding to the questions of 300 staff and 200 volunteers. The functions include the civil side of the law, as opposed to the criminal side of the law.

2. Add the position of "City Treasurer."

This change is recommended by the City Manager based on a legal opinion provided by Attorney Krans to comply with state statutes. Specific state statutes prohibit combining the positions of Finance Director and Treasurer. RSA 669:7; RSA 49-C:23 (IX).

3. Change the four (4) "Human Services" titles to "Public Welfare".

These changes are more for clarification. Public Welfare is a more commonly understood term for the services being provided.

4. Add the position of "Parking Manager" which will be a civilian position with the Police Department.

Position description is attached.

5. Change the titles of the "Librarian Assistant I & II", respectively, to "Library Assistant I & II".

The above positions are identified in the DMEA Collective Bargaining Agreement as "Library Assistants". These positions assist Library patrons, not the Librarians.

6. Change the title of "Plumbing / Health Inspector" to "Plumbing Inspector."

The position of Health Inspector is included in the title of "Fire/Health Inspector." This change will eliminate the duplication.

The only change to the attached wage schedules (Tables A & B) would be to reflect the that these are the rates that will be in effect for FY2011. There are no rate increases proposed in this resolution.

TABLE A - Pay Plan as of 07/01/2010

(Employees Hired On or Before 12/31/05)

Grade/Step	Hourly Step Rates											
	1	2	3	4	5	6	7	8	9	10	11	12
1	7.42	7.76	8.10	8.47	8.85	9.25	9.67	10.10	10.20	10.30	10.40	10.51
2	7.79	8.14	8.51	8.89	9.30	9.70	10.15	10.61	10.71	10.82	10.93	11.04
3	8.18	8.55	8.93	9.34	9.75	10.20	10.66	11.14	11.25	11.36	11.48	11.59
4	8.59	8.98	9.39	9.81	10.25	10.71	11.19	11.68	11.80	11.92	12.04	12.16
5	9.02	9.42	9.86	10.29	10.76	11.24	11.75	12.27	12.39	12.52	12.64	12.77
6	9.48	9.89	10.34	10.81	11.29	11.80	12.33	12.89	13.02	13.15	13.28	13.42
7	9.94	10.39	10.86	11.34	11.86	12.40	12.96	13.53	13.66	13.80	13.94	14.08
8	10.44	10.91	11.41	11.91	12.45	13.01	13.60	14.21	14.35	14.50	14.64	14.79
9	10.96	11.46	11.98	12.51	13.07	13.67	14.28	14.92	15.07	15.22	15.38	15.53
10	11.51	12.03	12.57	13.13	13.73	14.34	14.99	15.66	15.82	15.98	16.13	16.30
11	12.09	12.64	13.20	13.79	14.42	15.06	15.74	16.45	16.61	16.78	16.95	17.12
12	12.69	13.26	13.86	14.48	15.14	15.81	16.52	17.27	17.45	17.62	17.80	17.97
13	13.32	13.92	14.56	15.20	15.89	16.61	17.35	18.14	18.32	18.50	18.69	18.87
14	14.00	14.62	15.28	15.97	16.69	17.44	18.23	19.04	19.23	19.42	19.62	19.81
15	14.70	15.36	16.04	16.77	17.51	18.31	19.13	19.99	20.19	20.39	20.60	20.80
16	15.43	16.12	16.84	17.60	18.39	19.23	20.09	20.99	21.20	21.42	21.63	21.85
17	16.19	16.93	17.69	18.48	19.32	20.18	21.10	22.05	22.27	22.49	22.72	22.94
18	17.01	17.77	18.57	19.41	20.28	21.20	22.15	23.14	23.37	23.61	23.84	24.08
19	17.86	18.66	19.50	20.39	21.30	22.25	23.26	24.30	24.54	24.79	25.03	25.28
20	18.75	19.60	20.47	21.40	22.37	23.37	24.42	25.52	25.77	26.03	26.29	26.55
21	19.69	20.58	21.50	22.47	23.48	24.54	25.64	26.80	27.07	27.34	27.61	27.89
22	20.68	21.60	22.57	23.59	24.65	25.76	26.93	28.13	28.41	28.70	28.99	29.28
23	21.71	22.68	23.70	24.77	25.88	27.05	28.27	29.54	29.84	30.14	30.44	30.74
24	22.80	23.81	24.89	26.01	27.18	28.40	29.68	31.02	31.33	31.64	31.96	32.28
25	23.93	25.01	26.14	27.31	28.54	29.82	31.17	32.57	32.89	33.22	33.55	33.89
26	25.12	26.27	27.45	28.68	29.96	31.32	32.72	34.19	34.53	34.88	35.23	35.58
27	26.38	27.57	28.82	30.11	31.46	32.88	34.36	35.91	36.26	36.63	36.99	37.36
28	27.70	28.95	30.25	31.61	33.04	34.52	36.08	37.70	38.07	38.45	38.84	39.23
29	29.09	30.39	31.77	33.20	34.69	36.25	37.89	39.59	39.98	40.38	40.79	41.20
30	30.55	31.92	33.35	34.85	36.43	38.07	39.78	41.57	41.99	42.41	42.83	43.26
31	32.07	33.52	35.02	36.60	38.25	39.97	41.77	43.65	44.08	44.52	44.97	45.42
32	33.68	35.19	36.78	38.43	40.16	41.97	43.86	45.83	46.29	46.75	47.22	47.69
33	35.36	36.95	38.62	40.35	42.17	44.07	46.05	48.12	48.60	49.09	49.58	50.08
34	37.13	38.80	40.55	42.37	44.28	46.27	48.35	50.53	51.03	51.54	52.06	52.58
35	38.99	40.74	42.57	44.49	46.49	48.58	50.77	53.05	53.58	54.12	54.66	55.21
36	40.93	42.78	44.70	46.71	48.82	51.01	53.31	55.71	56.26	56.83	57.39	57.97
37	42.98	44.92	46.94	49.05	51.26	53.56	55.97	58.49	59.08	59.67	60.26	60.87
38	45.13	47.16	49.28	51.50	53.82	56.24	58.77	61.42	62.03	62.65	63.28	63.91
39	47.39	49.52	51.75	54.08	56.51	59.05	61.71	64.49	65.13	65.78	66.44	67.11
40	49.76	52.00	54.34	56.78	59.34	62.01	64.80	67.71	68.39	69.07	69.76	70.46

TABLE B - Pay Plan as of 07/01/2010

(Employees Hired After 12/31/05)

Grade/Step	Hourly Step Rates											
	1	2	3	4	5	6	7	8	9	10	11	12
1	7.42	7.62	7.83	8.04	8.48	8.71	8.95	9.19	9.44	9.96	10.23	10.51
2	7.79	8.00	8.22	8.44	8.90	9.15	9.40	9.65	9.91	10.46	10.74	11.04
3	8.18	8.40	8.63	8.86	9.35	9.61	9.87	10.14	10.41	10.99	11.28	11.59
4	8.59	8.82	9.06	9.30	9.82	10.08	10.36	10.64	10.92	11.53	11.84	12.16
5	9.02	9.26	9.51	9.77	10.31	10.59	10.87	11.17	11.47	12.10	12.43	12.77
6	9.48	9.73	10.00	10.27	10.83	11.12	11.43	11.73	12.05	12.72	13.06	13.42
7	9.94	10.21	10.49	10.77	11.37	11.67	11.99	12.31	12.65	13.34	13.70	14.08
8	10.44	10.72	11.01	11.31	11.94	12.26	12.59	12.94	13.29	14.02	14.40	14.79
9	10.96	11.26	11.56	11.88	12.53	12.87	13.22	13.58	13.95	14.72	15.12	15.53
10	11.51	11.82	12.14	12.47	13.15	13.51	13.88	14.25	14.64	15.45	15.86	16.30
11	12.09	12.42	12.76	13.10	13.82	14.19	14.58	14.97	15.38	16.22	16.66	17.12
12	12.69	13.03	13.39	13.75	14.51	14.90	15.31	15.72	16.15	17.04	17.50	17.97
13	13.32	13.69	14.06	14.44	15.23	15.65	16.07	16.51	16.96	17.89	18.37	18.87
14	14.00	14.38	14.76	15.16	16.00	16.43	16.88	17.33	17.80	18.78	19.29	19.81
15	14.70	15.09	15.50	15.92	16.80	17.25	17.72	18.20	18.69	19.72	20.25	20.80
16	15.43	15.85	16.28	16.72	17.64	18.12	18.61	19.11	19.63	20.71	21.27	21.85
17	16.19	16.63	17.09	17.55	18.52	19.02	19.54	20.07	20.61	21.75	22.34	22.94
18	17.01	17.47	17.94	18.43	19.44	19.97	20.51	21.06	21.64	22.82	23.44	24.08
19	17.86	18.34	18.84	19.35	20.41	20.97	21.53	22.12	22.72	23.96	24.61	25.28
20	18.75	19.26	19.78	20.31	21.43	22.01	22.61	23.22	23.86	25.17	25.85	26.55
21	19.69	20.22	20.77	21.33	22.51	23.12	23.75	24.39	25.05	26.43	27.15	27.89
22	20.68	21.24	21.81	22.40	23.63	24.28	24.93	25.61	26.30	27.75	28.50	29.28
23	21.71	22.30	22.90	23.52	24.81	25.49	26.18	26.89	27.62	29.14	29.93	30.74
24	22.80	23.42	24.05	24.70	26.06	26.76	27.49	28.23	29.00	30.59	31.42	32.28
25	23.93	24.58	25.24	25.93	27.35	28.10	28.86	29.64	30.45	32.12	32.99	33.89
26	25.12	25.80	26.50	27.22	28.72	29.50	30.30	31.12	31.97	33.72	34.64	35.58
27	26.38	27.10	27.83	28.59	30.16	30.98	31.82	32.68	33.57	35.41	36.38	37.36
28	27.70	28.45	29.22	30.02	31.67	32.52	33.41	34.31	35.24	37.18	38.19	39.23
29	29.09	29.87	30.69	31.52	33.25	34.15	35.08	36.03	37.01	39.05	40.11	41.20
30	30.55	31.37	32.23	33.10	34.92	35.87	36.84	37.84	38.86	41.00	42.11	43.26
31	32.07	32.94	33.84	34.75	36.66	37.66	38.68	39.73	40.81	43.05	44.22	45.42
32	33.68	34.59	35.53	36.49	38.50	39.54	40.61	41.72	42.85	45.20	46.43	47.69
33	35.36	36.32	37.30	38.32	40.42	41.52	42.65	43.80	44.99	47.46	48.75	50.08
34	37.13	38.14	39.17	40.23	42.44	43.60	44.78	45.99	47.24	49.84	51.19	52.58
35	38.99	40.04	41.13	42.24	44.57	45.77	47.02	48.29	49.60	52.33	53.75	55.21
36	40.93	42.04	43.18	44.36	46.79	48.06	49.37	50.71	52.08	54.94	56.43	57.97
37	42.98	44.15	45.34	46.57	49.13	50.47	51.84	53.24	54.69	57.69	59.26	60.87
38	45.13	46.35	47.61	48.90	51.59	52.99	54.43	55.90	57.42	60.58	62.22	63.91
39	47.39	48.67	49.99	51.35	54.17	55.64	57.15	58.70	60.29	63.60	65.33	67.11
40	49.76	51.11	52.49	53.92	56.88	58.42	60.01	61.63	63.30	66.78	68.60	70.46

FY2011 Dover Classification Plan

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

FY2011 Dover Classification Plan

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2010.07.14 – 96**

Resolution Re: Woodman Park Elementary School Joint Building
Committee

- WHEREAS: The project began in April 2006 and building construction was successfully completed in September 2009; and
- WHEREAS: The existing 82,000 sq ft school building was completely renovated with new electrical, mechanical, plumbing, windows, boiler systems; and
- WHEREAS: A 3-story, 32,215 square foot addition consisting of classroom space and a media center was also constructed; and
- WHEREAS: On June 3 and June 24, the Woodman Park School Joint Building Committee met to discuss and act on processes for dissolution of the Committee; and
- WHEREAS: The Committee declared and determined the final completion of the schoolhouse and voted to accept the building and transfer it to the care and control of the school board (RSA 199:4, 199:4-a); and
- WHEREAS: The Committee is in existence to date for the sole purpose of preparing and submitting the final report related to the schoolhouse construction and related financial matters to the City Council and School Board (RSA 199:4); and
- WHEREAS: The School Board has accepted the building and the final report related to the schoolhouse construction and related financial matters was submitted to the School Board on June 14; and
- WHEREAS: The final report related to the schoolhouse construction and related financial matters is part of this resolution contained in the background material; and
- WHEREAS: The total project came in under budget and the final project cost was \$12,505,036.69; and
- WHEREAS: School Facilities Capital Reserve Funds (account #8935) in the amount of \$382,000.00 were appropriated for this project; and
- WHEREAS: There are unspent funds from the addition and renovation project in the amount of \$56,455.62; and

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

1. The Final Report of the Woodman Park Joint Building Committee is received and acknowledged;
2. The unexpended funds in the amount of \$56,455.62 are acknowledged and remain in the School Facilities Capital Fund #8935;
3. The dissolution of the Woodman Park Joint Building Committee pursuant to state statute (RSA 199:4-a) is acknowledged.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2010.07.14 – 96**

Resolution Re: Woodman Park Elementary School Joint Building
Committee

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Name
Councilor

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.B.5.

Resolution Number: **R – 2010.07.14 – 96**
Resolution Re: Woodman Park Elementary School Joint Building
Committee

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 - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2010.07.14 – 96**
Resolution Re: Woodman Park Elementary School Joint Building
Committee

RESOLUTION BACKGROUND MATERIAL:

FINAL REPORT RELATING TO SCHOOLHOUSE CONSTRUCTION AND RELATED FINANCIAL MATTERS

Pursuant to RSA 199:4-a the Joint Building Committee is in existence until this report is submitted and upon the return of unexpended funds. The Committee recognizes this final report related to the schoolhouse construction and related financial matters pursuant to RSA 199:4-a of the Woodman Park Joint Building Committee and the remaining fund balance in the School Facilities Capital Reserve Fund (#8935) and agrees that these two functions are the sole purpose for remaining in existence and upon passage of this resolution with the corresponding actions will formally dissolve the Woodman Park Joint Building Committee.

This final report relating to schoolhouse construction and related financial matters finalizes all construction and activities of the Committee on behalf of the direction of the City of Dover and the Dover School Board. Wherein on December 14, 2005 the City Council appointed it apportionment of City Representation to the Woodman Park Joint Building Committee according to RSA 199:3. The WPSJBC consisted of Councilor Deputy Mayor Jason Hindle and Councilor Elect Catherine Cheney for the City and School Board Members Doris Grady and Carolyn Mebert. On May 24, 2006 the City appointed another representative Raymond Bardwell and the School matched that by appointing Mark Gunther. On September 13, 2006 the City and School made Mr. Bardwell and Mr. Gunther full voting members of the WPSJBC.

In the Spring of 2005, a Design team was formed for the purpose of renovating the 50+ year old Woodman Park Elementary School. Over 82,000 square feet were completely renovated and a 3-story, 32,215 sq. foot classroom and media center were added. Major renovations to the existing structure included conversion of a single fuel oil boiler plant to two natural gas boilers; full fire suppression systems, enlarged ADA compliant bathrooms, complete insulated roofing system, full hazardous abatement, a back-up generator, enlarged classrooms, and an upgrade to the entire electrical and lighting systems. During the entire construction process, students remained on the Woodman Park School Campus.

Funding for the project was provided with the following sources:

Remaining Balance of 2006 Appropriation	\$ 79,482.31
Capital Appropriation in 2007	\$9,000,000.00
Capital Appropriation in 2008	\$3,100,000.00
Use of School Facilities Capital Reserve (Impact Fees)	<u>\$ 382,000.00</u>
	\$12,561,492.31

This is the first school project overseen by a Joint Building Committee using the Construction Management form of delivery. Bonnette, Page & Stone performed the work satisfactorily and returned approximately \$56,000.00 in savings back to the budget. The Joint Building Committee also generated savings through rebate programs offered through Northern Utilities and Public Service. In addition, the Committee



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2010.07.14 – 96**

Resolution Re: Woodman Park Elementary School Joint Building
Committee

applied and received grant funding from the NH Department of Education to construct a Reading Recovery Center, and received partial funding from FEMA to install a back-up generator.

Final closeout meetings for the Woodman Park School project were held on June 3 and 24 of 2010. The project came in \$56,455.62 under budget; the final cost was \$12,505,036.69. Funds appropriated from the School Facilities Capital Reserve were not fully expended and therefore, any savings from this project shall remain in the fund.

On June 14th the Dover School Board received the final report related to the schoolhouse construction and related financial matters at their meeting. They recognized the transfer of the building care and control from the Woodman Park School Joint Building Committee back to their care and control.

The School Board, the JBC, and School Department stand ready only on the passing of the resolution by the Dover City Council to receive the final report related to the schoolhouse construction and related financial matters and retain the balance remaining in the School Facilities Capital Reserve Fund (#8935). At which point the Woodman Park Joint Building Committee will be dissolved.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2010.07.14 – 96**
Resolution Re: Woodman Park Elementary School Joint Building
Committee

MEETING # 83

- A. CALL TO ORDER:** A meeting of the Woodman Park Elementary School Addition & Renovations Joint Building Committee was called to order on Thursday, June 24, 2010 at 5:10 p.m. at the office of the Superintendent's conference room.
- B. ROLL CALL:** Present were JBC Members Catherine Cheney, Chair; Karen Weston, Doris Grady, Mark Geuther, and Ray Bardwell. Also present were Laurie Verville, Business Administrator; and Patrick Boodey, Principal-WPS. Carolyn Mebert arrived at 5:13 p.m.

Woodman Park Elementary School

- C. Resolution to Close Project:** Ms. Cheney stated she would like to make sure they have covered all the basis in their last motion and would like to have a motion to record and finalize for the record actions taken at prior meetings and accept the Woodman Park School building and place the unexpended funds in the amount of \$56,455.62 to be placed into the School Facilities Capital Reserve Fund and accept and submit the final report to the Dover City Council and Dover School Board and transfer the building to the Dover School Board. Ray Bardwell motioned, Karen Weston seconded to accept the motion as read. A roll call **VOTE PASSED: 5/0**

Ms. Weston asked if the money was ever taken out of that account; Ms. Verville said it was put into the School Facilities Capital Reserve Fund and yes it was removed by way of a fund transfer. Ms. Weston asked where it went to; Ms. Verville said on the ledgers she believes the offset was to a budget adjustment under Woodman Park School projects and probably can find it under the old books. Ms. Weston said she inquired about it last night and a question was raised if it ever left the account, which she stated she believed it did and so she would request the account number to be put on the resolution so they know exactly where it's going. Ms. Verville said in order to get the financial reports to reconcile; the \$382,000.00 had to have shown as a budget transfer. Ms. Weston said it had to go to something and go back and it's not identified on the resolution. Ms. Verville said on their resolution but not on the City Council resolution. The School Facilities Capital Reserve Fund is fund #8935. Ms. Cheney said the motion to adjourn should include the Woodman Park School JBC committee is disbanding.

- D. Adjournment:** Ray Bardwell motioned adjourn and dissolve the Woodman Park Joint Building Committee, Carolyn Mebert seconded. An oral **VOTE PASSED: 6/0**

Respectfully submitted,

Catherine Cheney/pb

Catherine Cheney, Joint Building Committee Chair
Joint Building Committee
CC/pb



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2010.07.14 – 97**

Resolution Re: Naming of New Bridge Spanning Cochecho River

WHEREAS: Tommy and Mary Makem, long-time residents of Dover, settled in Dover after emigrating from Northern Ireland to live and raise a family in America; and

WHEREAS: Tommy and Mary Makem contributed to the rich cultural diversity and history of Dover with Mary's contributions as a volunteer at St. Mary's school and church and Tommy's songs of family, perseverance, strength and hope for the future; and

WHEREAS: It is fitting to name the new bridge spanning the Cochecho River representing hope for Dover's future after citizens who loved Dover;

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

The Dover City Council hereby dedicates the new bridge spanning the Cochecho River from Washington Street to River Street to the lives of Tommy and Mary Makem and declares that from this day forward, the name of the bridge shall be, "The Tommy and Mary Makem Memorial Bridge".

NOTE: Public Hearing is required.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Scott Myers

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2010.07.14 – 97**

Resolution Re: Naming of New Bridge Spanning Cochecho River

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers		
Deputy Mayor, Dean Trefethen		
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.6.

Resolution Number: **R – 2010.07.14 – 97**

Resolution Re: Naming of New Bridge Spanning Cochecho River

RESOLUTION BACKGROUND MATERIAL:

The Makem Memorial Bridge will connect lower Washington Street with River Street spanning the Cochecho River. The bridge provides an alternative route for traveling from the central core of the city to the south side of Dover and beyond.

(The following was written by Conor Makem about his parents)

Tommy and Mary Makem moved to Dover in 1972 from Ireland. They each brought with them a commitment to community and family that was evident to anyone who met them. As a prosperous mill town, Dover had attracted many of Tommy's family members in the earlier part of the 1900s, many of whom had worked in the mills back in Ireland. With scores of relatives, the Garrison City was an obvious choice when Tommy and Mary were deciding where to settle. They also knew that life would be easier for their children, Katie, Shane, Conor and Rory in America.

By the time their children began school at St. Mary Academy, Mary began to volunteer as a chaperone, PTA and even as athletic director one year. She took the director post because no one else had offered and without a director, there would have been no sports teams at the school at all.

The late 1970s saw the beginning of the George Grenier Memorial Concert, held at the Dover High School auditorium in honor of a Dover firefighter who had lost his life while on duty. Organized by Mary and Tommy, the annual concerts starred Tommy, who was an Irish folksinger, and his musical partner, Liam Clancy, along with other musical greats the Shaw Brothers, Schooner Fare and Eugene Byrne and company. The concerts helped begin a longtime commitment to the firefighters by the Tommy and Mary.

Mary also was one of the driving forces in the fight to keep Dover's emergency services from becoming privatized; ensuring local men and women would run rescue operations. Tommy continued volunteering locally on New Hampshire Public Television.

When Tommy's Uncle Barney suffered a stroke, Mary took it upon herself to take care of him. She took a CNA course so she could better care for him. During the course, she discovered that one of the girls in the class had to walk several miles to and from, so she appointed herself the ride for the young woman. It was what she considered the right thing to do.

When the kids entered St. Thomas Aquinas High School, Mary offered her time and energy there as well. She became a staple at bingo nights, splitting her time with St. Mary Academy until the boys had graduated eighth grade. She then continued volunteering at bingo for years after they had all graduated high school.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2010.07.14 – 97**

Resolution Re: Naming of New Bridge Spanning Cochecho River

Eventually Mary helped to establish the Blanch Hardman Memorial Scholarship at St. Mary Academy and both Tommy and Mary became advocates for Dover's mounted patrol. They saw the officers and their horses as a direct link between the police force and the children of the area.

Son Conor recalled talking to former police Chief William Fenniman about his parents. According to Conor, Fenniman said that due to budgetary cuts one year, the mounted patrol was in danger of being cut, but Mary entered his office, dropped down a check and said, "those horses are staying." The horses were spared for the year and were able to continue their service after that.

One year, Scottish folksinger Francis McPeake described his first interaction with Tommy. He was a child and had attended a Clancy Brothers and Tommy Makem concert. Upon meeting Tommy afterward, the young boy told Tommy that he loved the Aran sweater he was wearing.

"Tommy," McPeake recalled, "took his sweater off and gave it to me, and at that point I knew I was going to be a folk singer." McPeake still has the sweater. Two Christmas stories particularly exemplify Mary:

The first involved a family of Laotians who had moved to Dover in the 1980s and were experiencing their first Christmas in America. Mary spent days shopping, and then on Christmas Eve, had the presents placed under their Christmas tree, supplying Christmas dinner as well.

The second tale occurred in the 1990s when Katie's daughter, Molly, was at St. Mary Academy. Sr. Monica, the principal, told Mary of one of the school's students, whose family from Rochester was going through a rough patch. The father had left and the mother was having a hard time making ends meet with three daughters. Sr. Monica feared that they wouldn't be able to enjoy their Christmas. So once again, Mary supplied the Christmas. Cousin Tommy Hardiman dressed up as Santa and a vanload of toys, games and a bicycle were carried down to the family's basement apartment. Mary bought presents for the mother as well, but stayed outside as everything was being delivered. Family friend Kevin O'Shea, who helped with the delivery, recalled bringing bag after bag of gifts into the apartment as the mother cried and the daughters stood in amazement. O'Shea said that Mary's anonymous gift had taught him about the "nature and quality of a gift given freely." In 2005, Tommy felt that a unique recognition was due St. Mary Church during their 175th anniversary, especially as it was built in great part by the Irish who had emigrated to Dover in the early 1800s. So, he wrote "A Mass for the Emigrants", as music for the celebration. The St. Thomas Choir performed the music and Tommy invited Archbishop of Armagh, Primate of all Ireland Sean Brady over for the Eucharistic Celebration. The Archbishop accepted and, now a Cardinal, has been a friend of St. Mary Church ever since.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

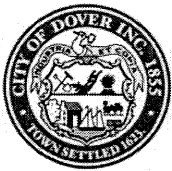
Resolution Number: **R – 2010.07.14 – 97**

Resolution Re: Naming of New Bridge Spanning Cochecho River

Throughout his career as an internationally known folk singer, Tommy always answered requests from fans asking for photos and autographs, often from people whose relatives were sick - and a photo was just the thing for cheering them up.

The Makem family recalled that over the three days of the waking of their father, what stuck in their minds the most was that there were few discussions about Tommy's music. The hundreds of people who attended talked about what a kind and generous man he was, or how he had touched someone's life.

Mary passed away in 2001, having succumbed to lung cancer, and Tommy six years later, also of lung cancer.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#12B-1:

Resolution Number: **R – 2007.09.12-131**
Resolution Re: **SCHOOL IMPACT FEE TRANSFER**

- WHEREAS: In September 2005, the Dover School Board, during a Capital Improvement Plan presentation, informed the Dover City Council that the use of impact fees would be needed to fund the construction project at Woodman Park Elementary School; and
- WHEREAS: School Impact Fees collected by the Dover Planning Department are specifically earmarked for expansion of school building infrastructure; and
- WHEREAS: In April 2006, a Joint Building Committee was formed to oversee the construction project at Woodman Park Elementary School; and
- WHEREAS: During his project report by the School Superintendent to the City Council in March 2007, it was noted that the Joint Building Committee would be coming forward later in 2007 to formally request the use of impact fees; and
- WHEREAS: The project is on schedule for completion during late summer of 2008; and
- WHEREAS: Section C6-6 of the City Charter requires supplemental appropriations not included in the annual budget as adopted to be noticed by a public hearing and approved by a 2/3 majority of the Council, and;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The sum of \$382,000 collected for school impact fees by the Dover Planning Department currently held in custody by the City of Dover Board of Trustees of Trust Funds is hereby appropriated for use by the Joint Building Committee for the construction of the Woodman Park Elementary School as follows:

(NOTE: A PUBLIC HEARING AND 2/3 MAJORITY IS REQUIRED FOR ADOPTION)

Budget Adjustment

Account	Description	Budget	Amendment	Revised
Estimated Revenue:				
8935-46900-4831-0000-00-60	School Facilities Capital Reserve Fund	--	\$382,000.00	\$382,000.00
Appropriations:				
1000-46900-4725-7105-00-60	Woodman Park School Bldg. Improvements	--	\$382,000.00	\$382,000.00

AUTHORIZATION

Approved as to Funding: Daniel Lynch
Finance Director

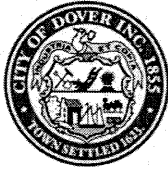
Sponsored by: Deputy Mayor Jason Hindle
Councilor Catherine Cheney

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

Recorded by: Valerie French
Interim City Clerk

DOCUMENT HISTORY:

Document Created by: Department	2007.09.12_woodman_park_school_impact_fees_transfe_r	R-
Document Posted on: September 13, 2007	8[1].20.07	
	Page 1 of 2	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#12B-1:

Resolution Number: **R – 2007.09.12-131**
Resolution Re: **SCHOOL IMPACT FEE TRANSFER**

First Reading Date: 09/12/2007	Public Hearing Date: 09/12/2007
Approved Date: 09/12/2007	Effective Date: 09/12/2007

DOCUMENT ACTIONS:

Regular Council Meeting held September 12, 2007.

Public hearing held 09/12/2007.

Hindle moved to adopt, seconded by Cheney.

VOTING RECORD		
Date of Vote: 09/12/2007	YEA	NAY
Mayor Scott Myers	X	
Deputy Mayor Jason Thomas Hindle, At Large	X	
Councilor Robert Keays, Ward 1		X
Councilor Douglas DeDe, Ward 2	X	
Councilor David Scott, Ward 3	X	
Councilor Dean Trefethen, Ward 4	X	
Councilor Catherine Cheney, Ward 5	X	
Councilor Harvey Turner, Ward 6	X	
Councilor Dennis Ciotti, At Large	X	
Total Votes:	8	1
RESOLUTION PASSES		

RESOLUTION BACKGROUND MATERIAL:

At the March 12, 2003 City Council meeting, a Resolution was adopted to establish a School Facilities Capital Reserve Fund in accordance with NH RSA 34. Said funds would be derived from impact fees collected by the Planning Office, and are held in custody by the Board of Trustees of the Trust Funds. The funds are to be used for the purpose of expansion of infrastructure and/or equipment of the Dover School District for projects that have been identified within the City's Capital Improvement Program.

The Joint Building Committee is overseeing the construction project at the Woodman Park Elementary School. Bonnette, Page and Stone was selected as the construction manager with the lowest bid to construct a 3–story, 17 room addition consisting of 32,215 sf and renovations to the existing 73,495 sf. The construction period of August 2006 through August 2008 is attainable, and is on schedule.

Prior to construction commencement, the Committee spent eight months reviewing and analyzing specific costs and cut \$780,000 from the original scope of the project. The total construction budget is \$12,579,000. This amount includes a credit of \$400,000.00 from impact fees that are collected by the City for the purpose of future expansion to school buildings. (The Committee's intent to come forward with this request was also referenced in a previous Resolution #R-2007.02.28).

Throughout the entire planning process, the Joint Building Committee and Dover School Board have made it public that they would request funds specifically collected for impact fees. The balance in the impact fee fund as of August 31, 2007 is \$383,859.36. The Joint Building Committee is hereby requesting the amount of \$382,000.00 for the purpose of the Woodman Park School Construction project.

City of Dover

Capital Improvement Projects

Expenditures by Function

January 31, 2008

Account	Original Budget	Adjusted Budget	Expenditures Year To Date	Expenditures Life To Date	Encumbrance	Budget Availability	Avail %
7102 School - Old Middle Sch Fac Impr Fiscal Year 03	100,000.00	83,477.00	0.00	83,477.00	0.00	0.00	0.0
Total 7102 School - Old Middle Sch Fac Impr	100,000.00	83,477.00	0.00	83,477.00	0.00	0.00	0.0
7103 School - Garrison Sch Fac Impr Fiscal Year 05	1,475,000.00	1,475,000.00	0.00	1,474,815.20	0.00	184.80	0.0
Fiscal Year 06	2,150,000.00	2,150,000.00	0.00	2,127,228.82	0.00	22,771.18	1.1
Total 7103 School - Garrison Sch Fac Impr	3,625,000.00	3,625,000.00	0.00	3,602,044.02	0.00	22,955.98	0.6
7104 School - Horne St Sch Fac Impr Fiscal Year 01	0.00	60,000.00	0.00	60,000.00	0.00	0.00	0.0
Fiscal Year 02	0.00	550,000.00	0.00	550,000.00	0.00	0.00	0.0
Fiscal Year 03	365,000.00	365,000.00	0.00	365,000.00	0.00	0.00	0.0
Fiscal Year 05	225,000.00	225,000.00	0.00	219,696.04	0.00	5,303.96	2.4
Fiscal Year 06	0.00	69,000.00	0.00	69,000.00	0.00	0.00	0.0
Fiscal Year 07	250,000.00	250,000.00	105,707.05	209,015.83	8,493.00	32,491.17	13.0
Fiscal Year 08	300,000.00	300,000.00	158,298.33	171,508.03	16,754.00	111,737.97	37.2
Total 7104 School - Horne St Sch Fac Impr	1,140,000.00	1,819,000.00	264,005.38	1,644,219.90	25,247.00	149,533.10	8.2
7105 School - Woodman Pk Sch Fac Impr Fiscal Year 06	75,000.00	150,000.00	0.00	70,507.69	0.00	79,492.31	53.0
Fiscal Year 07	9,000,000.00	12,100,000.00	4,536,077.03	10,519,815.15	2,551,123.17	(970,938.32)	(8.0)
Fiscal Year 08	0.00	382,000.00	0.00	0.00	0.00	382,000.00	100.0
Total 7105 School - Woodman Pk Sch Fac Impr	9,075,000.00	12,632,000.00	4,536,077.03	10,590,322.84	2,551,123.17	(509,446.01)	(4.0)
7111 School - Facility Improvements Fiscal Year 00	400,000.00	398,000.00	0.00	398,000.00	0.00	0.00	0.0
Fiscal Year 03	1,783,000.00	1,739,175.00	0.00	1,739,175.00	0.00	0.00	0.0
Total 7111 School - Facility Improvements	2,183,000.00	2,137,175.00	0.00	2,137,175.00	0.00	0.00	0.0
7114 School - Alternative Facility Fiscal Year 00	50,000.00	157,174.85	0.00	157,174.85	0.00	0.00	0.0
Fiscal Year 02	250,000.00	850,000.00	0.00	850,000.00	0.00	0.00	0.0
Total 7114 School - Alternative Facility	300,000.00	1,007,174.85	0.00	1,007,174.85	0.00	0.00	0.0
7115 School - Dover High Track Fiscal Year 00	120,000.00	110,184.00	0.00	110,184.00	0.00	0.00	0.0
Total 7115 School - Dover High Track	120,000.00	110,184.00	0.00	110,184.00	0.00	0.00	0.0

City of Dover

Trust Funds

Expenditure Report January 31, 2008

Account	Original Budget	Adjusted Budget	Expenditures This Period	Expenditures Year To Date	Encumbrance	Budget Availability	Avail %
Police							
8219 Trust - Police	0.00	0.00	0.00	9,390.00	0.00	(9,390.00)	0.0
Total Police	0.00	0.00	0.00	9,390.00	0.00	(9,390.00)	0.0
Fire & Rescue							
8259 Trust - Fire & Rescue	0.00	0.00	0.00	7,000.00	0.00	(7,000.00)	0.0
Total Fire & Rescue	0.00	0.00	0.00	7,000.00	0.00	(7,000.00)	0.0
Comm Serv PW							
8400 Trust - Cemetery Maint	0.00	0.00	0.00	1,136.89	179.02	(1,315.91)	0.0
8401 Trust - Perpetual Care	0.00	0.00	0.00	0.00	12,877.29	(12,877.29)	0.0
8416 Trust - Harry Gage	0.00	0.00	0.00	310.83	334.74	(645.57)	0.0
8933 Vehicle Reclamation Trust	0.00	0.00	4,187.48	68,885.48	0.00	(68,885.48)	0.0
Total Comm Serv PW	0.00	0.00	4,187.48	70,333.20	13,391.05	(83,724.25)	0.0
Recreation							
8503 Trust - Henry Law	0.00	0.00	0.00	90.00	0.00	(90.00)	0.0
8940 Arena Improvements	0.00	0.00	0.00	18,500.00	0.00	(18,500.00)	0.0
Total Recreation	0.00	0.00	0.00	18,590.00	0.00	(18,590.00)	0.0
Public Library							
8605 Trust - Parker Memorial	0.00	0.00	0.00	317.96	0.00	(317.96)	0.0
8614 Trust - Barbara T Grimes Poetry	0.00	0.00	62.19	62.19	0.00	(62.19)	0.0
8699 Trust - Public Library	0.00	0.00	0.00	206.61	0.00	(206.61)	0.0
Total Public Library	0.00	0.00	62.19	586.76	0.00	(586.76)	0.0
Human Services							
8701 Trust - Cunningham Eye&Thrt	0.00	0.00	0.00	6.10	0.00	(6.10)	0.0
8703 Trust - J B Guppy-Poor	0.00	0.00	0.00	1,282.90	0.00	(1,282.90)	0.0
Total Human Services	0.00	0.00	0.00	1,289.00	0.00	(1,289.00)	0.0
School							
8806 Trust - Elementary Nurses	0.00	0.00	0.00	3,420.00	0.00	(3,420.00)	0.0
8820 Trust - Bernard Ryder	0.00	0.00	0.00	0.00	0.00	0.00	0.0
8935 School Facilities Capital Reserve	0.00	382,000.00	0.00	0.00	0.00	382,000.00	100.0