



CITY OF DOVER

## CITY COUNCIL - AGENDA

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, August 11, 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. AUTHORIZATION FOR PARTICIPATION IN STATE OF NH DRINKING WATER  
STATE REVOLVING LOAN FUND FOR NORTH END WATER PRESSURE FY2011  
CIP PROJECT  
SPONSORED BY MAYOR MYERS BY REQUEST**

**8. CITIZEN'S FORUM**

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

**9. CITY MANAGER'S REPORT**

**10. APPROVAL OF MINUTES**

- A. July 28, 2010 – Workshop Session**  
**B. July 28, 2010 – Regular Session**

**11. MAYOR'S REPORT**

**12. UNFINISHED BUSINESS**

**A. ORDINANCES IN THE 2<sup>nd</sup> READING - None**

**B. ORDINANCES IN THE 3<sup>rd</sup> READING – None**

**C. RESOLUTIONS**

- 1. AUTHORIZATION FOR PARTICIPATION IN STATE OF NH DRINKING WATER  
STATE REVOLVING LOAN FUND FOR NORTH END WATER PRESSURE  
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### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

1. **BLOCK PARTY – Dover High School Homecoming Committee**
2. **RESOLUTION: B10066 WATER SYSTEM FACILITIES MASTER PLAN**  
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. Legislative Liaison                     |
| 6. Arts Commission                     | 12. <b>Pool Advisory Committee</b>          |

#### B. RESOLUTIONS

1. **ESTABLISHMENT OF FISCAL YEAR 2011 EXPECTATIONS BY MAYOR AND CITY COUNCIL FOR THE CITY MANAGER**  
SPONSORED BY MAYOR MYERS
2. **2011-2012 NEW HAMPSHIRE MUNICIPAL ASSOCIATION LEGISLATIVE POLICY ADOPTION**  
SPONSORED BY MAYOR MYERS

#### C. ORDINANCES IN 1ST READING – None

14. **COUNCIL CORRESPONDENCE – None**
15. **COUNCIL MATTERS OF INTEREST**
16. **ADJOURNMENT**



# CITY MANAGER'S REPORT



**AUGUST 11, 2010**

*"The most basic of all human needs is the need to understand and be understood. The best way to understand people is to listen to them."*

Ralph Nichols

SUBMITTED BY:

**J. MICHAEL JOYAL, JR.  
CITY MANAGER**

**CITY OF  
DOVER, NH**

AVAILABLE ONLINE:

**WWW.DOVER.NH.GOV**

## **STREETS, WATER, SEWER UPDATES**

**Utilities:** The Utilities Division assisted in getting the water pumping at the Willand Pond well site for a 90-day pump test to see if the well at Willand Pond can be used as a future water supply. Crews installed electrical conduit and a transformer pedestal and tied the temporary discharge for the test into the drain system on Old Rochester Road and Maplewood Avenue.

The Water Well Master Plan was reviewed and recommendations were made to rehab the wells and filtration plants. An engineer will be hired to review the plans.

Leaks were reported and repaired at Highland Avenue, Littleworth Road and Bellamy Road. Another leak at Hamilton Avenue was repaired privately. A gate leak was discovered at Glenwood and Wilbrod Avenues; repairs were made but additional work will be required as there is still a slow leak.

The jet truck was used to clean the sewers on Central Avenue from Glenwood Avenue to Pierce Street and is still working on various locations. Utilities crews assisted the Highway Division with catch basin cleaning throughout the City. A sewer backup on Hampshire Circle was discovered and repaired.

The Utilities Division is still dealing with plugged pumps at the Cocheco and County Farm Pump Stations. The staff at the county is addressing the issue with their pump and the problem should be corrected in a few weeks. The City may have to install a grinder to resolve the problem at the Cocheco Pump Station.

All inside plumbing changes have been completed on the Dover Point Sewer Service Relocation Project. Only one more exterior sewer service is needed before paving and landscaping can begin.

Crews have been busy on the 2010 paving and sidewalk projects. New hydrants were installed on Crestview Court, Northway Circle, Third Street and Grove Street as well as new curb boxes on Ash, Grove and Third Streets. A new sewer manhole was installed on Oak Hill Drive and crews continue making minor repairs to the sewer service.

**Streets:** During the month of July, the Highway Division performed ongoing patchwork for potholes through the City as well as paving various work areas after completion. Crews repaired areas on Bartlett Street, Long Hill Road and Washington Street that had washed out after heavy rains. In addition to ongoing City-wide brush cutting, cleanup of brush and debris was required after a storm downed several trees. A driveway and a portion of sidewalk on Fisher Street required repairs after roots tore up the pavement during the removal of a fallen tree.

Several catch basins were repaired and new basins were installed on Arch Street and Ash Street at Central Avenue to improve with drainage. A drain line was installed in the Chestnut Street parking lot and the crews will be returning to hot top the area once things have settled. A washed out swale on Cocheco Street was also repaired and filled with gravel.

Road work on Blackwater Road was completed and lawns were loamed and seeded. The sidewalk in front of 140 Washington Street was repaired as the ripped up/loose cement posed

a hazard. Crews conducted street sweeping in the downtown as well as other problem areas twice during the month of July, mainly due to the heavy rains. The dirt road on Whittier Falls Way was graded for the last time and turned back over to the developers. River Street was cleaned up and the area prepped for the bridge dedication ceremony.

## **PROGRAMS AT CITY CENTERS/BUREAUS**

**Investigations/Legal Bureau:** The following are some significant incidents/events that members of the Dover Police Special Investigations Unit were involved in:

A total of 4 registered sex offenders were processed during the month. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration. It can also include a change of address or other information that must be updated.

During the month of July, detectives responded to three separate Robbery investigations within a three day period. Two of the robberies occurred within a few hours of each other. One of the robberies has been solved and two suspects have been arrested.

During the month of July, detectives also participated in Dover Night Out. Specifically the crime scene services vehicle was displayed and a member of the Crime Scene Unit was on hand to display the truck to the public.

**Parking & Traffic Bureau:** City parking activities became a dedicated function with the hiring of a Parking Manager on July 1<sup>st</sup>. All enforcement, signage and other parking related functions will be supervised by the Parking Manager.

Clearer instructions were added to the current Pay and Display meters to make them more user friendly. Further enhancements are under consideration.

Preparing for additional Pay and Display meters throughout the downtown is in progress.

The current parking sign system is under review with the goal of balancing the need to alert drivers to available parking and parking controls against the problem of "sign pollution" in the downtown area.

**Downtown Liaison Unit:** During the month of July, the Downtown Liaison Unit participated in numerous events. The largest event was the dedication of the Tommy and Mary Makem Bridge on Washington Street. The dedication ceremony took place on July 30<sup>th</sup>, and there were numerous dignitaries including US Senator Jeanne Shaheen. The Downtown Liaison Unit was one of the first to officially cross the bridge in honor of the Makem's longstanding support of the horses and officers in the unit.

Also, the Downtown Liaison Unit participated in the following:

- Dover Night Out – July 22
- Coheco Arts Festival each Friday night at the Henry Law Park Pavilion
- July 4<sup>th</sup> festivities at Henry Law Park
- Tour of the horse stables to 40 children from Happy Helpers

- Continued collaboration with UNH for Project 54. The Downtown Liaison Unit will be field testing a prototype handheld device for entering motor vehicle driver and registration information onto DPD reports
- Increased presence on foot in plain clothes, resulting in several summonses for Disorderly Conduct, and 2 arrests for Possession of Drugs
- Became the department's liaison with the Community Trail Committee, replacing Officer Leno, who retired in June

**Community Service Program:** The Community Service program tracked 14 active participants in the month of July. Of the 14 juveniles in the program, 6 participated during the month of July. A total of 25.5 hours of community service work was completed and no members of the CS program completed their obligation during the month of July. So far in 2010, 283 hours of community service has been completed and 15 members have finished their court ordered hours.

Most of the community service work was in the form of litter clean up completed in town and around the McConnell Center.

**Diversion Program:** The Diversion Committee met on Tuesday, July 29, 2010. The Committee reviewed three current cases for updates. As of this report, three active members remain in the Dover Diversion program. The next meeting is scheduled for Tuesday, August 31, 2010. At the time of this report, there are no new cases awaiting the August 31, 2010 meeting. Any new cases will be next reviewed at that meeting date.

**Dover Housing Authority:** On July 17, 2010, Officer Joslin, the Dover Housing Authority Liaison Officer along with recently retired former officer Mark Leno, and several residents spent the day cleaning up thick brush around the DHA baseball field in an effort to make the area more usable. The area had been the focus of complaints because the brush had become unkempt.

Additionally, plans are progressing for this year's 20<sup>th</sup> annual Dover Housing Authority Bike Parade and Field Day. This will take place on August 19, 2010 from 5:00 pm to 9:00 pm. This fun filled annual event will feature members of the Dover Police Department to help judge the bike decorating contest. The Dover Police Department's Downtown Liaison Unit will be there as well.

During the month of July, the SOCC began the summer programming. The students were very excited to start the summer program this season. The SOCC programming in July included a trip to White Lake, York Beach, A Portland Sea Dogs game and several in town events.

The program has seen an average participation of seven, with a high of nine and a low of five. Many of the trips have been done in conjunction with Dover Teen Center and their staff.

**Police Explorer Program:** In the month of July the Explorer Post had two meetings. The first meeting on Wednesday July 7<sup>th</sup>, was led by Detective Scott Pettingill and focused on his prior work as a member of the NH Attorney Generals Drug Task Force. Detective Pettingill gave a brief overview on how undercover police officers operate, the challenges they face, and how they develop confidential informants.

The second meeting, on Wednesday July 21<sup>st</sup>, was used to prepare for Dover Night Out, which took place the following evening. The explorers practiced rolling fingerprints and organized the materials needed for their display.

Dover Night Out was the only event in July, and was held on Thursday the 22<sup>nd</sup>. The explorers worked in two six hour shifts, starting at 10:00 am assisting with the setup of the park displays, and concluding at 10:00 pm, after cleaning up the tents and tables. During the event, the explorers provided a free fingerprinting session for children, and handed out recruitment information so that parents could have a record of their fingerprints at home.

The explorer post currently has 11 explorers and there is one background check in progress.

**Dover Youth to Youth:** The Dover Youth to Youth had a very successful Summer Program featuring 4 days of educational programming and activism capped by a trip to Canobie Lake Park. During the week of July 12<sup>th</sup>, Youth to Youth students from Dover and several other cities and towns around the state all came together to engage in prevention activities, record public service announcements and participate in activism events.

One of the events included a demonstration in downtown Dover to raise awareness about youth access to prescription drugs and the abuse of prescription drugs. They also went to Hilltop Fun Center and approached management about one of the Go Karts that was labeled with Budweiser decals. Lastly, they went to Spencer Gifts in the Newington Mall to see what, if any, drug labeled items and clothing they could purchase.

In all, the Youth to Youth participants had a great week and learned a lot about raising public awareness to issues of underage drinking and drug abuse.

#### **Dover Coalition for Youth**

The Dover Coalition for Youth hosted its signature annual event, Dover Night Out, on July 22<sup>nd</sup>. The Coalition does this to bring the community together; to heighten crime & drug prevention awareness; to generate local support for local prevention efforts; and to strengthen neighborhood spirit and community partnerships. The event attracted thousands of people and was a huge success.

Coalition staff and executive board members attended a variety of trainings looking towards becoming certified prevention specialists in NH. Trainings included:

- NH Center for Excellence Learning Collaborative
- Community Anti Drug Coalitions of America 4 day Mid-Year Training in Phoenix AZ

**Teen Center:** For the month of July 2010, the Teen Center saw a total of 251 participants, on 16 days of programming, which yielded an average of just under 16 participants per day. Some program highlights for the month of July 2010 included, but were not limited to the following:

- TC Trip – “White Lake State Park” (7/7)
- TC Music Event – DoverPalooza - “Fourth of July Show” (7/8)
- TC Trip – “Portland Sea Dogs Baseball Game (7/12)
- TC Special Event – “Pizza & Movie” (7/15)
- TC Trip - “FUNSPOT ARCADE” (7/19)
- TC Trip – “York Beach” (7/20)
- TC Special Event – “Dover Night Out 2010” (7/22)
- TC Trip – “Fisher Cats Baseball Game” (7/28)
- TC Trip – “Mousam Lake” (7/30)

The Center is at the half-way point in the "TC SUMMER ZONE" summer program, which has been very successful so far.

**Traffic Bureau:** The Police Department's Traffic Bureau resources were used to assist the Greater Dover Chamber of Commerce and the Dover Recreation Department with the opening of the Coheco Arts Festival concert series on Sunday, July 4. The Traffic Bureau coordinated the assignment of police personnel to cover security and traffic control, and the deployment of barricades, temporary parking restrictions, and detour signs to facilitate the closure of the Henry Law Park area. Crowd estimates for the park and the downtown area were in the 10,000 range. Following the fireworks demonstration, the Police Department helped coordinate a safe and orderly exit.

Traffic Bureau resources were used to help coordinate the Dover Night Out event on July 22 at Henry Law Park. This included advance posting of various parking restrictions to accommodate vendor set-up, and the creation of a security perimeter in the River Street area to protect the fireworks launch site.

Traffic Bureau staff continue with the transition of day-to-day parking management operations to the new Parking Manager, William Simons. This includes file sharing, training and orientation on various parking software systems used by the Police Department.

The Traffic Bureau continues to coordinate an array of federally funded traffic enforcement grants. The Police Department receives federal funding through the NH Highway Safety Agency to enhance its patrol efforts in certain areas. In the month of July, Dover Police performed these targeted patrols:

- a. DWI patrols (36 hours)
  1. Netted 3 DWI arrests during grant patrols, 18 total for the month
- b. Speed enforcement patrols (18 hours)
  1. Emphasis on Sixth, Cushing, Piscataqua, Middle and County Farm Roads
- c. Traffic control device enforcement patrols (24 hours)
  1. Emphasis on Silver/Arch, Durham/Mast, and Central/Washington intersections
- d. Pedestrian safety patrols (15 hours)
  1. Emphasis on downtown crosswalks, especially during Coheco Arts festival events

**Animal Control:** During the month of July, the Animal Control Officer handled 25 calls for service dealing with a variety of animal issues. The ACO also fielded approximately 75 telephone calls directly, most of which were persons seeking advice on various problems such as dogs running at large, barking dogs, and dogs being left in vehicles on hot days. The ACO is still fielding questions about fox sightings. It is expected that fox sightings will continue through September as kits (babies) have been dispersing from their parents early.

The ACO received a call from a resident that they had seen a coyote on Mast Road and another call of a sighting of a Fisher on Varney Road.

**Strafford County Regional Accident Reconstruction Team:** The SCRAR Team was activated on July 27<sup>th</sup> for a two vehicle crash just off the Spaulding Turnpike at Exit 16 in Rochester. A

truck failed to stop at a stop sign at Chestnut Hill Road and struck another vehicle broadside on into the driver's door. A woman in the vehicle was seriously injured and was transported to Mass General Hospital. Two officers from the Dover Police Department responded to the callout.

**K9:** Officer Tim Keefe continued the on-going training and certification process for Grinko, the new K9. Grinko, as well as Norman, go to training every week with the Working Dog Foundation. It is anticipated that Grinko will become certified in September for Drug work and tracking, making him Dover PD's first dual purpose K9. Officer Keefe also put on a demonstration with both dogs for the crowd at Dover Night Out.

**Recreation Programs:** The playgrounds program was ongoing in July with daily trips to the Jenny Thompson Pool and weekly field trips to state parks. Tennis camps and programs continue as well. Work was done on publicity for recreation facilities and programs. Hershey Track regional and state meets went well with 24 athletes at the regional meet and 11 at the state meet.

Fall field scheduling is on-going and work has begun on the Fall/Winter/Spring brochure.

**Senior Center Programs:** The Dover Community Senior Center (DCSC) continues their recurring daily activities of Bingo, Bridge, Cribbage, Duplicate Bridge, Crafts, Scrabble, Kitty Whist, Pay Me, and Whist. The Senior Book club meets as well as the Craft Group. Spanish Class is on hiatus for the summer and will resume August 20.

In July, a full bus of seniors went to Mohegan Sun. The Self-Guided Day Trip Group took 7 seniors through historic York homes.

Three Mystery Luncheons are held each month and remains a popular program.

The Annual Senior Picnic was held on July 7 in the Green Bean at the McConnell Center. 45 people attended and it was enjoyed by all.

Senior Mystery Lunch: 22  
Senior Monthly Social: 45 (picnic)  
Senior Advisory Board Meeting: 8

**Indoor / Outdoor Pool:** Seacoast Swimming, Exeter Swim team and the Oyster River Otters continued their long course season at the Jenny Thompson Outdoor Pool. Seacoast Swim Association also hosted the Jenny Thompson Invitational Swim meet which was very well attended hosting teams from all over New England and Canada.

There is an average of 300 swimmers per day at the Jenny Thompson Pool between all of the Dover City groups (Playgrounds and Camp Kool) Somersworth Recreation, York Recreation, Farmington Recreation, Tri-Star, St. Mary's, John Powers School and Clubhouse kids from S. Berwick summer camp.

The Great Bay Masters team continues to practice at the Jenny Thompson Outdoor Pool seeing as many as 35 swimmers per practice.

The City's swim Lessons at the Indoor Pool have been very successful. The City offered 45 classes and most spots filled well in advance.

Besides swim lessons, the Indoor Pool has seen its usual number of Adult Lap swimmers and therapy swimmers on a daily basis, averaging nearly 90 people every day.

Attendance for the pool is as follows:  
Adult Lap Swim-ID Pool: 90 swimmers daily  
Rec Swim-JT Pool: 300 swimmers daily  
Lap Swim-JT Pool: 35 swimmers daily

**Ice Arena:** Leach Brothers Hockey Camps are in full swing and utilizing most of the daytime ice and hockey leagues and instructional leagues are filling the evening ice time hours. The adult leagues are in full swing and are running well.

Camp Kool has been running and is full most weeks with 50 campers. The weather has been accommodating for the campers who travel to various parks and beaches throughout the summer and utilize the Jenny Thompson Pool. It has been a great summer for swimming activities.

Attendance at recreational skating programs and Rock Night is picking up as more people realize that we are ready to go with our summer season. Outside camps such as Camp Birch Mont, Camp Birch Hill, Phillips Exeter Camp and Rochester recreation have helped boost our attendance numbers.

Adult and Youth Stick Practices: 334

**Public Library:** Library programs have been busy with 586 children and teens registered for summer reading programs. 754 individual crafts were made by kids in the Children's Room this month.

## **DEPARTMENTAL COLLABORATION & ENHANCEMENTS**

An area that training and operational changes have been occurring is the issue of turnout times from the fire station during responses. This is an ongoing project in collaboration with the combined police/fire Communications Center. Some areas were identified to shorten both the dispatch side and the turnout side of the emergency process. These operational changes were developed by looking deeply at the process with all personnel in both areas, identifying areas for improvement, and then training on and implementing those changes. This is ongoing and a work in progress as our organization focuses on the primary delivery goal – getting help to the person who needs it faster.

The Fire Chief joined the Mayor and the City Manger at the County Complex to discuss various shared services.

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

- Market Square
- Picknic Rock
- Cornerstone Commons phase III
- 54 Dover Point Road
- Illegal dumping of waste

- Forest St
- Newington Dover bridge
- Beacon Circle
- Indian Brook/Weeks Crossing traffic lights
- 340-348 Washington Street

Planning and Community Development staff assisted the School Department with reviewing information needed for the SAU to redistrict elementary students. During the month of August, Planning staff will be gathering demographics and student location data to assist the SAU as it looks at options for where to educate students.

Planning and Community Development staff reviewed the requirements for community boundary line documentation. Planning staff will be working with surrounding communities to document the existing town/city boundary markers and working with the Community Services Department to documents those markers with the City's GPS system.

## **PLANNING & ZONING**

Planning staff has been working on applications for two grants through the Federal Government. The first is the Transportation Investment Generating Economic Recovery (TIGER II) grant, which allows communities to apply to use funds for the planning of projects which will enhance economic and affordable housing aspects of their community by linking the projects to multi-modal transportation initiatives. Dover hopes to use the monies to work on completion of improvements to the area around the Transportation Center. Unlike AARA grants, TIGER II is not constrained by a focus on "shovel ready" projects and immediate job creation. Instead, TIGER II seeks long-term outcomes in the general areas of safety, economic competitiveness, livability, sustainability, and state of good repair.

The second grant the department is working on is the Community Challenge Grant. This grant is geared towards projects that reduce barriers to achieving affordable, economically vital, and sustainable communities. Dover plans to apply for the grant in an effort to review the zoning codes and building codes looking for ways to promote mixed-use development, affordable housing, the reuse of older buildings and structures for new purposes. If received, the Community Challenge Planning Grant would be used to retain a consultant to review density and the relationship between affordable, sustainable housing and transportation networks in Dover.

The second focus for the Month of July for planning staff was the review and updating of all staff memorandums. This review was geared toward looking at streamlining and clarifying positions and assisting the land use boards in understanding and acting on Planning staff recommendations.

The third Planning Department focus for July was the revision and updating of the City of Dover's Analysis of Impediments for affordable housing. This analysis is required by the Department of Housing and Urban Development as for all CDBG Entitlement Communities. The analysis looks at Dover's fair housing efforts and the adversity that minorities face in obtaining affordable housing.

Finally, Planning and Community Development staff is overseeing the development of the FY12 - 17 Capital Improvements Program. Work completed in July included educating departments on their role in the CIP process, outlining previous projects and meeting with

departments to discuss the process. Furthermore, Planning staff spent time revising the forms used to collect CIP requests and presentation data.

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

- Site Plan for Dover Point Road (TBD Gas Station, convenience store)
- Site Plan for an office project on Central Avenue (professional/legal)
- Site plan for Sixth Street (K-9 Kaos)

Planning staff worked with land owners of property at the following locations on development or redevelopment opportunities:

- Central Avenue and Ham Street
- Off Central Avenue along the Rollinsford Townline
- Thornwood Lane/Middle Road
- Freshet Road
- Bayview Road
- Gulf Road
- Saddle Trail Drive
- Wisteria Drive
- Tolend Road/Upper Factory Road

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

Henry Law Park received considerable attention for both the July 4<sup>th</sup> celebration and Dover Family Night Out. The planted areas were cleaned out, a new weed barrier was laid and new mulch spread. River Street was brush cut, mowed, raked and trimmed from Henry Law Ave to the Washington St Bridge in preparation for the dedication ceremony. The Skate Board Park was cleaned up, sign work completed and debris was removed in an effort to neaten the area.

During the first part of the month, tree work and clean up from wind storms and severe thunder storms continued throughout the City by the Facilities and Grounds Division. There was considerable damage to trees, particularly in the Fisher, Belknap and Silver St areas.

Sign work also continued in the posting of signs for new developments and the replacement of existing signs as needed. A revised sign was ordered for the Woodman Institute and replaced the sign on the upright at Silver Street and Central Ave.

Traffic signals were repaired at Sixth Street and Indian Brook Drive. This set of lights needed extensive repair due to a contractor cutting through the conduit when the irrigation system was installed years ago. No complaints were made until recently and the problem was discovered. Repairs were made by Electric Light.

Downtown décor streetlight bulbs were changed as needed. Crews met with a rep to see about obtaining two more replacement heads for these lights to continue refurbishing others needing attention. The Facilities and Grounds Division is still looking at alternatives to the incandescent bulbs currently in use.

The outside mowing schedule is in place daily for the outside mowing of public turf areas, parks and cemeteries, including Pine Hill Cemetery. The athletic fields are being mowed,

groomed and lined on a regular basis throughout the season. The Jenny Thompson Pool is having issues with the chlorinator and Facilities employees have been assisting in the work being conducted there. Vandalism and graffiti continue to be an issue around the City park areas.

The construction of a Dog Park at Longhill Park is moving along with site work being done by the Community Services Department. The bids for the fencing were received and a Purchase Order issued. The work necessary to install the water service and other amenities was completed and signs are complete and are ready for installation. Park completion is expected by mid August.

The Park Street Park renovation project is being supported by the Dover Rotary Club and area businesses. Demolition the old playground structure has been completed so that the new recreation features can be built. The plan is to have this park renovation completed by the end of the summer.

The Dover Ice Arena opened July 6<sup>th</sup> after approximately 5 weeks of being closed for annual maintenance and energy management improvements. New compressors have been installed along with new lighting, weather stripping and related heating and cooling improvements. The arena has already seen tremendous improvements in maintaining temperatures while reducing energy.

## **GENERAL UPDATES**

The Public Library personnel is working with one high school summer volunteer and interviewed a candidate for the SCSEP program (20 hours/week paid by the program). He will begin work in August.

The Library Director is currently working on a draft Powerpoint presentation explaining library services for a Channel 22 broadcast.

Training continues to be the life blood of the Fire Department. A number of training areas were focused on during the Month of July. Being a warm summer, the area of Forestry and Brush Fires was reviewed. Crews participated in several training scenarios using the Forest and Brush Fire Vehicle including review of the floating pump which moves water from a pond to a vehicle, and of the Forestry unit pump itself...both core skills are key to resolving incidents of this type. City owned property at Beckwith Field along the Cocheco River was the area used for this training.

The summer months increase the potential for boating and water rescue issues and again, the City property at Beckwith Field along the river was used for boat training as well. The boat that is shared with the Police Department was also launched by the shifts and operations with that boat were practiced within the waters between Whittier Street and the downtown area. Both of these types of emergencies are low frequency in occurrence, increasing the importance of practice and proficiency in these areas.

The Director of Planning and Community Development continues to serve as a member of the Board of Directors for the Gundalow Company. The Gundalow was located in Dover at the

beginning of July and the Director assisted the Company with activities related to the Fourth of July holiday celebration.

Dover Fire's honor guard, which was comprised of off-duty firefighters, participated in the bridge dedication honoring Tommy and Mary Makem. Many Dover Firefighters attended and a fire engine joined the Police Mounted Patrol to be the first officials crossing the newly dedicated bridge.

The City Clerk Tax Collector is in the process of preparing for the September 14<sup>th</sup> Primary Election by notifying the polling locations, contacting the election staff regarding state training dates and ordering supplies.

## **CITY OUTREACH**

The Public Library has reached 334 Facebook fans and 191 Twitter followers. These venues have been utilized in advertising for recent position vacancies in lieu of advertising in local papers. This is a great cost savings to the department.

The Public Library has partnered with Easter Seals, The Family Place at the McConnell Center, to plant a kids' garden at the front of the library. Easter Seals staff and kids have planted a lush and beautiful "The Growing Place" garden of annuals and perennials adjacent to library's front steps. It will be the kids' project to maintain and weed.

The Fire Department received a grant from the National Safe Home Foundation to assist with their free smoke detector give away. The department routinely installs smoke detectors for residents who are in need.

The Planning Department blog was updated weekly in July. Planning is another department taking advantage of Facebook and Twitter pages, which they have updated daily.

## **ENERGY EFFICIENCY**

Recreation continues working with the Johnson Controls staff to plan on the implementation of the energy improvement programs. The savings on the Arena ice making process was very noticeable. Only 2 compressors were used and staff was able to have the floor ready in almost half the time.

During July, Johnson Controls completed most of the transformer replacements at Mast Road, McConnell Center, Wastewater Treatment Facility and the Ice Arena.

The Office of Energy and Planning along with the Technical Review Committee finally approved the EECBG funding for the McConnell Center lighting.

Staff from Planning and Facilities met with John Rizzo and Joe Palumbo from ADI to discuss the options available to the City for repairing or replacing the system upstairs in the Finance suite.

Ewing Electric also started the installation of the new 200 amp panel to operate the server room power and the AC unit for that area.

Johnson Controls is doing calculations on how the new air conditioners should be set up as strictly ac units or to utilize the heat pump feature of the units and how this would effect the performance contract since they would be drawing more electricity during the winter months.

The motor size at the Wastewater Treatment Facility continues being discussed and designed.

## **ACKNOWLEDGEMENTS & EVENTS**

Friends of the Library donated \$1600 for purchase of a computer stand and a new laser printer for the public print station.

The Library received \$350 in memorial donations following the death of long-time patrons and former volunteer Ellen Morley of Dover.

The City of Dover Fire & Rescue has implemented a new program. Fire & Rescue employees will be participating in "Red Shirt Fridays" to support our troops serving in the military. Each Friday, Dover Fire & Rescue personnel will be wearing red T-shirts that read "Support Our Troops" across the back. The goal of this program is to show support for our service men and women and their families and let them know we appreciate the sacrifice they make each and everyday.

# Total Permits Issued: July 2010

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
10-030	WASHINGTON STREET MILLS,	1	WASHINGTON STREET	INTERIOR RENOVATIONS, SUITE 106	C	23	14	12000	145
10-176	DOVER MILLS, LLC	53	WASHINGTON STREET	INT. RENO. FOR A RETAIL SPACE	C	3	63	25000	275
10-180	CITY OF DOVER	25	ALUMNI DRIVE	RENO. INTERIOR FOR A CLASSRM	C	H	12	4000	0
10-197	CITADEL BROADCASTING CO.	290	MIDDLE ROAD	CO-LOCATION OF CELLAR ANTENNAS	C	M	91A	46000	485
10-206	DOVER HOUSING AUTHORITY	26-28	CHAPEL STREET	DEMO. A COMM./RESID. BUILDING	C/R	24	59	0	0
10-185	JEWETT	32	CROSBY ROAD	RENOVATE KITCHEN	I	G	31-3	3000	45
10-106	GINA WAY DEVELOPMENT	210	COUNTY FARM ROAD	CNST. A SNGL FMLY DWLNG W/GRG UN	R	C	3D-1	150000	1525
10-139	GRAYSTONE BUILDERS, INC.	1	BEACON CIRCLE	CONST. SNGL FMLY DWLLNG W/GRGE	R	21	5-1	146000	1485
10-151	HUTCHISON	164	WATSON ROAD	CNST. A 1 STRY SIDE ADDITION	R	E	32D	65000	675
10-162	EMERY	16-18	GROVE STREET	REAR STAIRWAY FOR EGRESS	R	31	17	1000	35
10-166	DUISBERG	169	MOUNT VERNON STREET	RENOVATIONS	R	29	31	15000	175
10-168	BARRETT	13	LANDING WAY	EXPANSION ONTO AN ATT. SHED	R	L	95-1M	2700	55
10-170	GRAYSTONE BUILDERS, INC.	11	BEACON CIRCLE	CNST. A SNGL FMLY DWLNG W/ATT. GR	R	21	5-4	146000	1485
10-173	MOSLEY	84	LITTLEWORTH ROAD	SHED AND STORAGE DECK FOR POOL	R	F	34G	10000	125
10-174	TOLEND ROAD PROPERTIES, L	8	STOCKLAN CIRCLE	SINGLE FAMILY W/ ATT GARAGE	R	G	24J-72	128000	1305
10-175	TOLEND ROAD PROPERTIES L	6	MELODY TERRACE	CONST. SGL FMLY DWLNG W/ATT. GRG	R	G	24J/16	128000	1315
10-177	DODIER	147	COTTONWOOD DRIVE	INGROUND POOL	R	B	4-52	35600	305
10-178	ESPOSITO	22	WATERLOO CIRCLE	FINISHED BASEMENT FOR ADD. LIVING	R	M	76-3	31000	620
10-181	JOYCE	41	GLEN HILL ROAD	DETACHED GARAGE	R	C	21F	30000	325
10-182	SHUNK	32	OLD ROCHESTER ROAD	CNST. A SIDE/REAR DECK ADDITION	R	D	6	9000	115
10-183	26 DOVER POINT RD, LLC (CHI	21	FALCON DRIVE	SINGLE FAMILY W/ GARAGE UNDER	R	N	19-4	142000	1445
10-187	TOWNSEND	122	SIXTH STREET	REPLACE DECK	R	34	15	5000	75

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
10-189	COUTURE	19	WHITTIER STREET	STORAGE SHED28 X 28	R	E	72-C	20000	225
10-190	POPOVIC	15	SHADY LANE	REPLACE FRONT PORCH	R	I	77X	4000	65
10-194	SCHERF	45	SAMUEL HANSON AVENUE	RENO./REMOD. A BATHROOM	R	21	26-14	20000	225
10-195	ANDRECYK	49	WALLACE DRIVE	FNSH BSMNT FOR ADD.' LVNG SPCE	R	G	29-7	17000	195
10-196	CHENEY	31	OLD ROCHESTER ROAD	FNSH SCTION OF BSMNT FOR ADD. LVN	R	40	33	8500	115
10-199	FULLER	62	HORNE STREET	CONST. A READ DECK ADDITION/EXPA	R	26	29E	2000	45
10-200	FINLEY	22	ROOSEVELT AVENUE	RMV. & RPLC/CONST. A FIREPLACE & C	R	29	47	20000	225
10-204	BENNETT	42	CORDEIRO DRIVE	CONST. A DETACHED STORAGE SHED	R	A	3601H	8000	105

<b>Permit #</b>	<b>Owner's Last Name</b>	<b>Street #</b>	<b>Street</b>	<b>Description</b>	<b>Type</b>	<b>Map Lot</b>	<b>Construction Value</b>	<b>Fee</b>
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**Total Permits Issued:** 30

**Total Construction Value:** \$1,233,800.00

**Total Fees Collected:** \$13,215.00

<b>Type of Permits Issued</b>		<b>Certificate of Occupancy's</b>	
<b>Apartment dwlg units</b>	0	<b>Apartment Units</b>	0
<b>Commercial</b>	0	<b>Commercial</b>	2
<b>Condo Units</b>	0	<b>Condo Units</b>	0
<b>Congregate Care Facility</b>	0	<b>Congregate Care Facility</b>	0
<b>Convert 1 to 2 Fmly Dwlg</b>	0	<b>Convert 1 to 2 Fmly Dwlg</b>	1
<b>Duplex Unit</b>	0	<b>Duplex Unit</b>	0
<b>Industrial</b>	0	<b>Industrial</b>	0
<b>Multi Family</b>	0	<b>Renovations</b>	5
<b>Manufactured Dwlg</b>	0	<b>Manufactured Dwlg</b>	0
<b>Single Family Dwelling</b>	6	<b>Single Family Dwellings</b>	0
		<b>Total</b>	8

PROJECTS BEFORE DOVER PLANNING BOARD

ID	NAME	LOCATION	Total Units	Units Built*	Units left	SCRD DATE	DATE OF PB APPROVAL **	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	ESTIMATED E STUDENTS	BENCHMARK	
	<b>Code</b>	<b>H = Homes    A = Apts.    C = Condos</b>												
	<b>Apartments:</b>													
A	Tamarack at Dover	Old Rochester Rd	C	11	11	0	2/22/2005	P04-62	A		2/22/2009	0	Magnolia Dr	
	New Meadows Inc	Knox Marsh Rd	A	120	0	120		P04-04	H	35C				
	PRPC	Mast Road Extenstion	H/C	18	0	18		P04-46	I	3				
	Captial Dr	Washington St	H/C	7	7	0		P04-31	10	41				
	Harvest Dr	Dover Point Rd	H/C	7	7	0		P05-??	K	22				
	<b>Total: Multi-family</b>			<b>163</b>	<b>25</b>	<b>138</b>								
	<b>Subdivisions:</b>													
	Ayer	McKone Ln	H	3	0	3	6/5/2003	P02-67	N	18	6/5/2007			
	Ayer	Falcon Dr	H	5	2	3	2/22/2005	P04-61	N	21	2/22/2009			
	Business Partners Inc	Seaborn Dr.	H	8	8	0	4/11/2003	P02-66	J	2	4/11/2007			
	Captains Landing	Dover Neck Rd.	H	25	24	1	4/21/1999	9/8/1998	P98-37	M	76	4/21/2003		
	Changing Plances	Columbus Ave.	H	20	0	20	8/24/2004	P03-68	G	25/26	8/24/2008			
B	Cornerstone Crossing III	Conerstone Dr	H	18	0	18	7/8/2003	P02-26	B	18	7/8/2007	7.6	Cornerstone	
	Emerald Woods	Emerald Ln	H	25	6	19	9/28/2004	P02-01	F	27	9/28/2008			
	Emerald Woods II	Emerald Ln/Viridian Ln	H	37	0	37		P05-10	F	15	0/00/2009			
	Ezra Green's Farm	Littleworth Rd.	H	46	46	0	8/23/2000	6/13/2000	P99-54	F	23A	6/13/2004		
	Goldberg/Tolend Rd Prop.	Columbus Ave/Tolend	H	72	0	72	7/24/2005	P04-36	G	24	7/24/2009			
C	Havenwood Farm at Alden	Boxwood/Wildewood	H	32	0	32	11/23/2004	P04-42	B	21	11/23/2008	16.22	Alden Woods	
	Henny	Piscataqua Rd	H	4	4	0	5/7/2003	P03-11	I	128	5/7/2007			
	Krupp	Henry Law Ave.	H	8	8	0	5/25/2004	P04-07	22	41	5/25/2008			
	Lionheart	Littleworth Rd.	H	4	1	3	2/24/2004	P04	G	28-1	2/24/2008			
D	Mccallion	Old Rochester Rd	H	7	0	7	11/??/2005	P05-??	A	32	11/??/2009	1.16	Adler Ln	
	Mathes Hill III	Danielle/Spruce Lanes	H	21	20	1	11/5/1999	8/10/1999	P99-31	I	49	11/5/2003		
	Meadow Wood at Dover	Middle Road	H	49	49	0	3/31/2000	11/23/1999	P99-15	K	18	3/31/2004		
	High Point Village	Dover Point Rd	H	13	1	12			P04-60	K	34			
E	Parson's Lane	off Varney	H	7	6	1	8/8/1996	5/9/1995	P95-14	A	36	0.16	Parsons	
	River Cove	Back Road	H	6	4	2	8/9/2002	8/8/2002	P02-09	N	20	8/8/2006		
	The Woodlands	Woodland Rd	H	12	12	0	10/7/2003	P03-20	17	95F	10/7/2007			
F	Three Rivers Farm	Three Rivers Farm Rd.	H	6	3	3	4/13/1999	6/9/1999	P99-13	N	2,3,4B,4A	6/9/2003	0.11	Three Rivers
	Waldron Falls	Watson Rd	H	10	0	10	1/11/2005	P04-59	E	37	1/11/2009			
	Weeden	Garrison Rd	H	4	2	2	6/22/2004	P04-25	I	1P	6/22/2008			
G	StoneCroft	Carriage Hill Ln	H	11	0	11			A	16		0.34	Country Estates	
H	Westcot/Saunders	Picard Ln	H	17	0	17	11/9/2004	P04-37	A	19	11/9/2008	0.53	Country Estates	
	Whittier Hills	Whittier St/Cassily Dr	H	14	6	8	1/30/2004	P03-48	E	69	1/30/2008			
I	Woods	Wysteria Dr	H	5	0	5			N	8-3		0.15	Country Estates	
	<b>Total: Single Family</b>			<b>489</b>	<b>202</b>	<b>287</b>								
	<b>TOTAL APPROVED UNITS</b>			<b>652</b>	<b>227</b>	<b>425</b>						<b>26.27</b>		

## PROJECTS BEFORE DOVER PLANNING BOARD

NAME	LOCATION	Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**	
Code	H = Homes A = Apts. C = Condos													
<b>Multi-Family:</b>														
Market Square Condominiums	46 Dover Point Road	C	6	6	0	5/29/2009	5/12/2009		P09-08	K	23	5/29/2013	G	1.98
Paolini	54 Dover Point Road	C	12	5	7		7/22/2008		P08-15	K	20		G	3.96
Cedar Cove	Regent Dr	A	62	62	0	5/29/2008	4/22/2008	6/19/2008	P07-64	E	66	5/29/2012	W	20.46
Summit Land	Fifth St	A	8	8	0	4/7/2008	4/22/2008	Site	P08-10	5	16	4/7/2012	H	2.64
Temple Associates	Washington St	A	15	15	0	3/4/2008	10/23/2007	5/14/2008	P06-03	2	14	3/4/2012	W	4.95
Bamford	Third St	A	20	0	20	9/12/2007	8/14/2007	Site	P06-37	6	46	9/12/2011	H	2.2
New Meadows Inc	Knox Marsh Rd	A	120	48	72	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2009	W	13.2
PRPC	Roseanne Dr	H/C	18	18	0	2/2/2006	9/13/2005	5/23/2006	P04-46	I	3	2/2/2010	G	5.94
<b>Total: Multi-family</b>			<b>123</b>	<b>96</b>	<b>7</b>									<b>34</b>
<b>Subdivisions:</b>														
<b>Labrador Woods</b>	<b>Long Hill Rd</b>	<b>H</b>	<b>9</b>	<b>0</b>	<b>9</b>		<b>5/25/2010</b>		<b>P10-19</b>	<b>A</b>	<b>51-9</b>		<b>H</b>	<b>3.33</b>
Beacon Circle	Henry Law Ave	H	9	3	6	10/13/2010	5/12/2009	11/13/2009	P08-25	21	5	10/13/2013	G	3.33
Hidden Valley Drive	Hidden Valley Dr	H	10	0	10	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.7
Harbor Hills	Shore Rd	H	14	0	14	4/2/2008	10/23/2007		P07-39	L	89G	4/21/2012	G	5.18
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	1	8	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	G	7.4
Long Meadow	Gladiola Way	H	20	19	1	1/30/2008	8/28/2007	2/6/2008	P06-40	A	28	1/30/2012	H	7.4
Picnic Rock	Back River Rd	H	21	4	17	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.77
Schooner Landing	Schooner Dr	H	10	2	8	7/19/2007	4/10/2007	7/25/2007	P06-54	M	96A	7/19/2011	G	3.7
Pacific Landing	Upper Factory Rd	H	15	7	8	2/8/2007	7/25/2006	2/8/2007	P05-72	E	49	2/18/2011	W	5.55
Goldberg/Tolend Rd Prop.	Stocklan Dr, etc	H	72	5	67	10/5/2006	7/14/2005	11/2/2006	P03-36	G	24	10/5/2010	W	26.64
Stern Subdivision	Lika Dr	H	3	0	3	3/23/2006	2/28/2006	3/23/2006	P05-71	E	45	3/23/2010	W	1.11
Emerald Woods III	Emerald Ln/Viridian Ln	H	37	0	37	1/31/2006	6/14/2005	2/1/2006	P05-10	F	15	1/31/2010	W	13.69
Narrows at Tidewater Farm	Wysteria Dr	H	5	3	2	12/16/2005	8/9/2005	12/21/2005	P05-38	N	8-3	12/16/2009	G	1.85
Duffy Drive	Middle Rd	H	3	3	0	10/24/2005	10/11/2005	10/25/2005	P05-24	M	101	10/24/2009	G	1.11
StoneCroft	Carriage Hill Ln	H	11	8	3	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	4.07
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	23	9	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.84
Ayer	Falcon Dr	H	5	5	0	5/24/2005	2/22/2005	6/8/2005	P04-61	N	21	5/24/2009	G	1.85
Waldron Falls	Watson Rd	H	10	3	7	3/30/2005	1/11/2005	4/7/2005	P04-59	E	37	3/30/2009	W	6.29
White Tail	Picard Ln	H	17	8	9	1/10/2005	11/10/2004	1/10/2005	P04-47	A	19	1/10/2010	H	6.29
Emerald Woods I & II	Emerald Ln	H	25	19	6	12/6/2004	9/28/2004	12/10/2004	P02-01	F	27	12/6/2008	W	9.25
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.48
Cornerstone Crossing III	Conerstone Dr	H	18	12	6	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18	7/28/2009	H	6.66
Lionheart	Littleworth Rd.	H	4	2	2	2/24/2004	2/24/2004	3/8/2004	P03-66	G	28-1	2/24/2008	W	1.48
Ayer	McKone Ln	H	2	1	1	6/5/2003	6/5/2003	6/5/2003	P02-67	N	18	6/5/2007	G	0.74
<b>Total: Single Family</b>			<b>347</b>	<b>128</b>	<b>219</b>									<b>135</b>
<b>TOTAL APPROVED UNITS</b>			<b>470</b>	<b>224</b>	<b>226</b>									<b>169</b>
<b>Elderly:</b>														
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	48	20	28	7/2/2008	3/13/2007		P06-55	M	4	7/2/2011	G	
Arbor Woods	Cielo Dr	H	63	20	43	2/20/2007	1/9/2007	2/20/2007	P06-24	H	4	2/20/2011	W	
Dover Retirement Cottages	Back River Rd	C	48	0	48	8/4/2006	2/28/2006	Site	P05-48	I	56	8/4/2010	Living	
<b>Total: Elderly</b>			<b>159</b>	<b>40</b>	<b>119</b>									
<b>APPROVED + ELDERLY</b>			<b>629</b>	<b>264</b>	<b>345</b>									<b>169</b>

\* Built or permit issued and unit under construction

\*\* Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS  
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PROJECTS CURRENTLY IN THE PIPELINE

NAME	LOCATION		Total Units	Units Built	Units left	SCRD DATE	DATE OF PB APPROVAL	PLANNING FILE #	MAP	L0T	EXPIRATION DATE	SCHOOL
<b>Code</b>	<b>H = Homes</b>	<b>A = Apts.</b>	<b>C = Condos</b>									
Barry Williams	Middle Road	H	13	0	13							
Beacon Circle	Henry Law Ave	H	9	0	9							
<i>Total: Pipeline</i>			<i>22</i>	<i>0</i>	<i>22</i>							
<b>TOTAL UNITS</b>			<b>651</b>	<b>264</b>	<b>367</b>							

\* Built or permit issued and unit under construction

\*\* Approved by Planning Board, might not be signed yet.

# Capital Improvement Projects Update

## Community Services Department

### July, 2010

#### **STREET IMPROVEMENTS**

Current: The paving bid has been awarded to Brox and paving will start within the month.

Previous: Paving list is being compiled and will be put out to bid in June.

#### **SIDEWALK IMPROVEMENTS**

Current: The sidewalk bid has been awarded to Santorelli Construction and work will begin within the month.

Previous: The contractor will be installing the speed table in June. A new Bid for services will go out in June.

#### **BRIDGE PROGRAM**

Current: The bid has been awarded for the repair and re-decking of the Washington and Fourth St bridges to ED Swett and construction will begin within the month.

Previous: The specifications for the repair and re-decking of the Washington and Fourth St bridges are being reviewed.

#### **STORMWATER UTILITY FEASIBILITY STUDY**

Current: The City Council appointed AD HOC Stormwater Utility Committee in July. The first of five facilitated Committee meetings is scheduled for August 9th. The Committee will meet regularly over the next 6 months in the process of completing the feasibility study which will look at alternative funding options for the stormwater program including the establishment of a Stormwater Utility.

Previous: The feasibility study officially kicked off with a meeting with GHD and City staff. The City will provide additional information to GHD as they prepare to begin the series of meetings with the AD HOC Stormwater Utility Committee later in June once the City Council appoints members to the Committee.

#### **TOLEND LANDFILL REMEDIATION**

Current: The 75 % Design Report for the Source Control remedy was submitted on July 15th to EPA and NHDES. The report has been approved by EPA. The 100 % Design Report will be submitted to EPA in mid-September. Once EPA approves the 100% Design the remedy will be bid for construction.

Previous: The AS/SVE system and the Southern Plume pump and treat system which were shut down for the winter in December were turned back on in April. Both will operate this year which the final source control remedy is being designed. The system AS/SVE system removed a significant amount of VOC contaminants last year and is expected to remove more this year. A Public Meeting was held at the Community Services facility on April 26th to update the public on accomplishments at the landfill during 2009 and inform them on what will be happening in 2010.

#### **HENRY LAW AVE RECONSTRUCTION**

Current: The contractor has started work on punch list items.

Previous: Currently in litigation by the contractor.

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

Current: The bridge is substantially complete and open and the contractor is working on punch list items.

Previous: The contractor continues to work on the bridge approaches.

### **WALLINGFORD ST, PAUL ST, HENRY LAW AVE RECONSTRUCTION**

Current: The bid has been awarded to SUR construction and will start within the month.

Previous: The bid will go out in June.

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

Current: Wright Pierce Engineers has completed the design of the next phase of I&I remediation, which will include a Turnpike crossing and portions of Silver Street. The project is currently out for bid with construction this fall.

Previous: Wright Pierce Engineers, who are performing Inflow and Infiltration work on the sewer system, will be asked to perform an inspection of the 21 inch and 30 inch sewer lines in Henry Law Ave. that extend from Washington Street to the River Street pump station. It is important to complete this work prior to the design of the Henry Law street improvements should any upgrades be needed on these sewer lines.

### **REDDEN/ASH STREET SEWER REPLACEMENT**

Current: The project has been completed.

Previous: The final top coat of pavement will be done in June.

### **RE-ESTABLISHMENT OF WILLAND POND WELL**

Current: The Long Term pump test began on July 22nd. The test is scheduled to run for 90 days. During that period water levels will be monitored around the aquifer to gather data which will clarify the expected yield of the aquifer as a water supply. Water quality testing will be conducted through out the test to determine water quality issues that may need to be addressed.

Previous: The Long Term pump test which is the next major task required to assess the potential to re-establish a drinking water well at Willand Pond is in preparation to begin in June. Monitoring wells are being installed, electricity is being extended to the well from Route 108, and a discharge line will be constructed to transport the water out of the aquifer area.

PO Date	PO No.	Vendor Name	Amount	DAC
7/20/2010	201100404	INTEGRATED OFFICE SOLUTIONS	\$1,020.00	Human Services
7/15/2010	201100314	JW MARRIOTT DESERT RIDGE RESORT & SPA	\$1,032.88	Police
7/20/2010	201100405	THE COACH COMPANY	\$1,040.00	Recreation
7/19/2010	201100364	AH HARRIS & SONS, INC.	\$1,051.85	Community Services Department
7/27/2010	201100674	CENTRAL PAPER PRODUCTS, CO.	\$1,084.20	Community Services Department
7/28/2010	201100711	PERFORMANCE FOOD GROUP (PFG)	\$1,162.58	Recreation
7/27/2010	201100666	NEW MEADOWS, INC. THE	\$1,182.50	Human Services
7/27/2010	201100672	MOUNT CHASE REALTY TRUST	\$1,185.00	Human Services
7/27/2010	201100673	MOUNT CHASE REALTY TRUST	\$1,185.00	Human Services
7/28/2010	201100710	L WYNN SOUND, LLC	\$1,200.00	Police
7/19/2010	201100387	ROCHESTER RADIATOR	\$1,215.00	Community Services Department
7/22/2010	201100533	GODWIN PUMPS OF AMERICA, INC.	\$1,267.00	Community Services Department
7/28/2010	201100741	OLDE MADBURY LANE APTS., INC.	\$1,290.00	Human Services
7/20/2010	201100401	NEW MEADOWS, INC. THE	\$1,297.50	Human Services
7/22/2010	201100536	COMMISSION ON FIRE PREVENTION & CONTROL	\$1,400.00	Fire and Rescue
7/15/2010	201100313	GENERAL ELECTRIC CAPITAL CORP	\$1,433.40	Public Library
7/27/2010	201100662	BORDEN REMINGTON	\$1,469.60	Community Services Department
7/27/2010	201100675	CENTRAL PAPER PRODUCTS, CO.	\$1,473.60	Community Services Department
7/8/2010	201100138	INTERWARE DEVELOPMENT CO INC	\$1,500.00	City Clerk Tax Collection
7/27/2010	201100668	RESOURCE MANAGEMENT INC	\$1,600.00	Community Services Department
7/19/2010	201100369	VELLANO BROS., INC.	\$1,636.00	Community Services Department
7/28/2010	201100742	MOUNT CHASE REALTY TRUST	\$1,712.50	Human Services
7/9/2010	201100158	HEBERT, VICKI	\$1,779.20	Police
7/8/2010	201100139	SEACOAST REDICARE	\$1,801.55	Executive
7/28/2010	201100719	WERZ	\$1,845.00	Police
7/27/2010	201100665	HANSCOMS TRUCK STOP, INC.	\$1,846.48	Community Services Department
7/27/2010	201100667	NHMMA	\$2,025.00	Executive
7/28/2010	201100722	SPRINT COMMUNICATIONS	\$2,029.04	City Finance Office
7/6/2010	201100096	BORDEN REMINGTON	\$2,046.80	Community Services Department
7/12/2010	201100178	STANLEY ELEVATOR COMPANY INC	\$2,130.00	Community Services Department
7/22/2010	201100534	HARCROS CHEMICALS, INC	\$2,394.40	Community Services Department
7/19/2010	201100363	HARCROS CHEMICALS, INC	\$2,415.60	Community Services Department
7/13/2010	201100198	VERMONT SYSTEMS, INC	\$2,455.00	Recreation

7/9/2010	201100149 MAHER CORPORATION	\$2,490.19	Community Services Department
7/9/2010	201100159 TACTICAL TECHNOLOGIES, INC.	\$2,500.00	Police
7/27/2010	201100664 FILLION ASSOCIATES	\$2,520.00	Recreation
7/28/2010	201100739 FILLION ASSOCIATES	\$2,520.00	Recreation
7/19/2010	201100365 EJ PRESCOTT, INC	\$2,655.58	Community Services Department
7/8/2010	201100137 BABEL, PATRICK	\$2,700.00	City Finance Office
7/22/2010	201100535 INSTITUTE OF FIRE SCIENCE	\$2,800.00	Fire and Rescue
7/15/2010	201100317 LEXISNEXIS	\$2,868.00	Executive
7/12/2010	201100176 KANSAS STATE BANK OF MANHATTAN	\$2,895.60	Recreation
7/6/2010	201100099 JOHN HOADLEY AND SONS, INC.	\$3,044.04	Community Services Department
7/28/2010	201100720 YOUTH TO YOUTH INTERNATIONAL	\$3,095.00	Police
7/28/2010	201100721 NORTHEAST PRINTING SERVICES	\$3,227.63	City Finance Office
7/28/2010	201100740 NATIONAL EMPLOYMENT SERVICE CORP	\$3,276.00	Human Services
7/6/2010	201100100 STILES COMPANY INC.	\$3,307.90	Community Services Department
7/21/2010	201100413 WATSON OFFICE SERVICES	\$3,500.00	City Finance Office
7/14/2010	201100279 GEORGE R. ROBERTS COMPANY	\$3,504.00	Community Services Department
7/19/2010	201100366 EJ PRESCOTT, INC	\$4,080.00	Community Services Department
7/15/2010	201100310 NEW HAMPSHIRE MAILING SERVICES, INC.	\$4,155.00	City Finance Office
7/8/2010	201100140 WENTWORTH DOUGLASS HOSPITAL-WORKERS COMP	\$4,300.65	Executive
7/27/2010	201100671 SPRINT COMMUNICATIONS	\$4,560.00	Police
7/21/2010	201100411 PITNEY BOWES, INC.	\$4,800.00	City Clerk Tax Collection
7/27/2010	201100669 SHANNON CHEMICAL CORPORATION	\$4,939.80	Community Services Department
7/19/2010	201100368 TI-SALES, INC.	\$5,442.32	Community Services Department
7/21/2010	201100410 INTERWARE DEVELOPMENT CO INC	\$5,453.00	City Finance Office
7/9/2010	201100165 TYLER TECHNOLOGIES, INC.	\$5,800.00	Tax Assessment
7/27/2010	201100663 COCHECO VALLEY HUMANE SOCIETY	\$5,900.00	Police
7/6/2010	201100101 TI-SALES, INC.	\$6,212.36	Community Services Department
7/6/2010	201100093 IKON FINANCIAL SERVICES	\$6,255.92	City Finance Office
7/28/2010	201100712 PUBLIC SERVICE CO OF NH-CITY	\$6,435.49	City Finance Office
7/6/2010	201100097 EJ PRESCOTT, INC	\$6,830.44	Community Services Department
7/8/2010	201100136 ATLANTIC ANESTHESIA, PA	\$6,998.78	Executive
7/6/2010	201100085 MUNICIPAL PEST MANAGEMENT SERVICES, INC.	\$7,128.00	Community Services Department
7/27/2010	201100670 SPRINT COMMUNICATIONS	\$8,280.00	Police

7/12/2010	201100177 SOUTHWORTH-MILTON INC	\$9,660.00	Community Services Department
7/19/2010	201100367 FERGUSON WATERWORKS	\$10,070.34	Community Services Department
7/21/2010	201100412 PUBLIC SERVICE CO OF NH-CITY	\$10,737.00	City Finance Office
7/6/2010	201100094 NYHART CO.,INC.	\$10,850.00	City Finance Office
7/6/2010	201100098 FERGUSON WATERWORKS	\$11,125.50	Community Services Department
7/22/2010	201100532 BAYRING COMMUNICATIONS	\$11,999.99	City Finance Office
7/6/2010	201100084 DUKES ROOT CONTROL, INC.	\$15,000.00	Community Services Department
7/6/2010	201100095 RESERVE ACCOUNT	\$20,000.00	City Clerk Tax Collection
7/12/2010	201100179 URBAN TREE SERVICE	\$22,000.00	Community Services Department
7/9/2010	201100163 COMCAST	\$23,577.72	Executive
7/6/2010	201100086 US PAVEMENT SERVICE, INC.	\$30,004.00	Community Services Department
7/6/2010	201100087 MARLIN ENVIORNMENTAL, INC.	\$40,023.50	Community Services Department
7/28/2010	201100713 PUBLIC SERVICE CO OF NH-CITY	\$47,316.88	City Finance Office
7/8/2010	201100141 BADGER METER INC	\$50,000.00	Community Services Department
7/28/2010	201100715 FAST DOG REALTY, LLC	\$71,250.00	Planning
7/13/2010	201100194 WASTEZERO, INC.	\$100,020.00	Community Services Department
7/9/2010	201100164 CORCORAN CONSULTING ASSOCIATES, INC	\$133,800.00	Tax Assessment
7/13/2010	201100197 PINARD WASTE SYSTEMS, INC.	\$307,500.00	Community Services Department
7/13/2010	201100195 PINARD WASTE SYSTEMS, INC.	\$350,500.08	Community Services Department
7/13/2010	201100211 LGC PROPERTY-LIABILITY TRUST, LLC.	\$351,902.68	City Finance Office
7/7/2010	201100126 NE FIRE EQUIPMENT & APPARATUS CORP.	\$379,495.00	Fire and Rescue
7/13/2010	201100196 PINARD WASTE SYSTEMS, INC.	\$407,000.04	Community Services Department

# City of Dover

## Bid Solicitation Report

### For July 2010

8/4/2010

Department	PO Date	PO No	Vendor	Description	PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No	PO Notes
	Approved By	Fund		Function/Division	
Community Services				Sale of 3 Surplus Cars	
B11003	07/08/2010	07/26/2010			
Community Services				Household Hazardous Waste	
B11002	07/09/2010	07/27/2010			
Finance				Natural Gas Supplier	
B10095	07/09/2010	07/21/2010			
CS- WWTF				Wastewater Facilities Planning	
B11001	07/09/2010	08/23/2010			

# City of Dover

## Bid Solicitation Report

### For July 2010

8/4/2010

Department	PO Date	PO No	Vendor	Description	PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No	PO Notes
	Approved By	Fund		Function/Division	
Community Services				On Site Grinding of Municipal Brush and Tree Waste	
B10084	07/09/2010	07/28/2010			
Community Services				2010 Infiltration & Inflow Reduction	
B11004	07/27/2010	08/19/2010			

**Total for**

**Grand Total All Departments**

# City of Dover

## Expenditures of Major Funds July 31, 2010

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	<u>Avail %</u>
<b>EXPENDITURES</b>							
1000 General Fund							
City Council	\$ 345,454.00	\$ 30,692.74	\$ 30,692.74	\$ 314,761.26	\$ 8,617.66	\$ 306,143.60	88.6%
Executive	804,568.00	52,894.44	52,894.44	751,673.56	340,289.50	411,384.06	51.1%
Finance	1,453,607.50	131,311.29	131,311.29	1,322,296.21	902,376.64	419,919.57	28.9%
Planning	435,244.00	39,371.20	39,371.20	395,872.80	261,976.10	133,896.70	30.8%
Misc General Government	1,592,167.94	108,092.34	108,092.34	1,484,075.60	132,904.09	1,351,171.51	84.9%
Police	6,379,419.54	622,843.81	622,843.81	5,756,575.73	3,167,849.98	2,588,725.75	40.6%
Fire & Rescue	6,361,648.67	645,156.50	645,156.50	5,716,492.17	3,250,095.31	2,466,396.86	38.8%
Community Service Public Works	5,459,510.76	256,051.62	256,051.62	5,203,459.14	1,878,469.76	3,324,989.38	60.9%
Recreation	2,323,919.21	171,679.32	171,679.32	2,152,239.89	438,426.41	1,713,813.48	73.7%
Public Library	1,058,409.63	89,141.03	89,141.03	969,268.60	603,019.57	366,249.03	34.6%
Human Services	707,224.57	36,154.08	36,154.08	671,070.49	121,445.70	549,624.79	77.7%
Debt Service	10,218,408.00	316,098.95	316,098.95	9,902,309.05	-	9,902,309.05	96.9%
Other Financing Sources/Uses	245,213.00	-	-	245,213.00	-	245,213.00	100.0%
School	44,859,166.88	380,954.86	380,954.86	44,478,212.02	26,366,567.05	18,111,644.97	40.4%
Intergovernmental	7,161,525.00	-	-	7,161,525.00	-	7,161,525.00	100.0%
Sub-total : 1000 General Fund	\$ 89,405,486.70	\$ 2,880,442.18	\$ 2,880,442.18	\$ 86,525,044.52	\$ 37,472,037.77	\$ 49,053,006.75	54.9%
3320 Residential Solid Waste							
Charges for Services							
Community Service Public Works	\$ 1,106,321.00	\$ 34,843.25	\$ 34,843.25	\$ 1,071,477.75	\$ 825,861.27	\$ 245,616.48	22.2%
Sub-total : 3320 Residential Solid Waste	\$ 1,106,321.00	\$ 34,843.25	\$ 34,843.25	\$ 1,071,477.75	\$ 825,861.27	\$ 245,616.48	22.2%
3381 McConnell Center							
Community Service Public Works	\$ -	\$ 755.39	\$ 755.39	\$ (755.39)	\$ -	\$ (755.39)	0.0%
Recreation	818,525.00	20,566.01	20,566.01	797,958.99	43,974.16	753,984.83	92.1%
Sub-total : 3381 McConnell Center	\$ 818,525.00	\$ 21,321.40	\$ 21,321.40	\$ 797,203.60	\$ 43,974.16	\$ 753,229.44	92.0%
5300 Water Fund							
Community Service Public Works	\$ 4,252,398.82	\$ 158,672.81	\$ 158,672.81	\$ 4,093,726.01	\$ 736,685.11	\$ 3,357,040.90	78.9%
Sub-total : 5300 Water Fund	\$ 4,252,398.82	\$ 158,672.81	\$ 158,672.81	\$ 4,093,726.01	\$ 736,685.11	\$ 3,357,040.90	78.9%
5320 Sewer Fund							
Community Service Public Works	\$ 5,972,864.11	\$ 287,414.06	\$ 287,414.06	\$ 5,685,450.05	\$ 927,719.44	\$ 4,757,730.61	79.7%
Sub-total : 5320 Sewer Fund	\$ 5,972,864.11	\$ 287,414.06	\$ 287,414.06	\$ 5,685,450.05	\$ 927,719.44	\$ 4,757,730.61	79.7%
<b>Total : EXPENDITURES</b>	<b>\$ 101,555,595.63</b>	<b>\$ 3,382,693.70</b>	<b>\$ 3,382,693.70</b>	<b>\$ 98,172,901.93</b>	<b>\$ 40,006,277.75</b>	<b>\$ 58,166,624.18</b>	<b>57.3%</b>

# City of Dover

## Revenues of Major Funds July 31, 2010

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	<u>Uncollected %</u>
<b>REVENUES</b>							
1000 General Fund							
Taxes	\$ 61,224,138.00	\$ 12,083.65	\$ 12,083.65	\$ 61,212,054.35	\$ -	\$ 61,212,054.35	100.0%
Licenses & Permits	4,144,410.00	133,115.27	133,115.27	4,011,294.73	-	4,011,294.73	96.8%
Intergovernmental	2,014,794.00	3,059.68	3,059.68	2,011,734.32	-	2,011,734.32	99.8%
Charges for Services	3,179,278.00	69,440.14	69,440.14	3,109,837.86	-	3,109,837.86	97.8%
Miscellaneous Revenue	639,133.00	35,892.36	35,892.36	603,240.64	-	603,240.64	94.4%
Education	13,211,005.00	(429.95)	(429.95)	13,211,434.95	-	13,211,434.95	100.0%
Operating Transfers In	297,781.00	50,000.00	50,000.00	247,781.00	-	247,781.00	83.2%
Sub-total : 1000 General Fund	\$ 84,710,539.00	\$ 303,161.15	\$ 303,161.15	\$ 84,407,377.85	\$ -	\$ 84,407,377.85	99.6%
3320 Residential Solid Waste							
Charges for Services	\$ 978,526.00	\$ 52,285.25	\$ 52,285.25	926,240.75	\$ -	\$ 926,240.75	94.7%
Miscellaneous Revenue	-	-	-	-	-	-	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 978,526.00	\$ 52,285.25	\$ 52,285.25	\$ 926,240.75	\$ -	\$ 926,240.75	94.7%
3381 McConnell Center							
Miscellaneous Revenue	\$ 732,602.00	\$ 27,161.58	\$ 27,161.58	\$ 705,440.42	\$ -	\$ 705,440.42	96.3%
Operating Transfers In	84,238.00	-	-	84,238.00	-	84,238.00	100.0%
Sub-total : 3381 McConnell Center	\$ 816,840.00	\$ 27,161.58	\$ 27,161.58	\$ 789,678.42	\$ -	\$ 789,678.42	96.7%
5300 Water Fund							
Charges for Services	\$ 4,220,115.00	\$ 131,970.56	\$ 131,970.56	\$ 4,088,144.44	\$ -	\$ 4,088,144.44	96.9%
Miscellaneous Revenue	21,000.00	1,585.96	1,585.96	19,414.04	-	19,414.04	92.4%
Sub-total : 5300 Water Fund	\$ 4,241,115.00	\$ 133,556.52	\$ 133,556.52	\$ 4,107,558.48	\$ -	\$ 4,107,558.48	96.9%
5320 Sewer Fund							
Intergovernmental	\$ 160,285.00	\$ 56,007.00	\$ 56,007.00	\$ 104,278.00	\$ -	\$ 104,278.00	65.1%
Charges for Services	4,782,325.00	132,044.92	132,044.92	4,650,280.08	-	4,650,280.08	97.2%
Miscellaneous Revenue	32,000.00	1,721.86	1,721.86	30,278.14	-	30,278.14	94.6%
Other Financing Sources	984,919.00	-	-	984,919.00	-	984,919.00	100.0%
Sub-total : 5320 Sewer Fund	\$ 5,959,529.00	\$ 189,773.78	\$ 189,773.78	\$ 5,769,755.22	\$ -	\$ 5,769,755.22	96.8%
<b>Total : REVENUES</b>	<b>\$ 96,706,549.00</b>	<b>\$ 705,938.28</b>	<b>\$ 705,938.28</b>	<b>\$ 96,000,610.72</b>	<b>\$ -</b>	<b>\$ 96,000,610.72</b>	<b>99.3%</b>

# City of Dover

## Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) July 31, 2010

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	<u>Avail %</u>
Revenue	1,446,367.00	25,715.93	25,715.93	1,420,651.07	0.00	1,420,651.07	98.2
Expenditures	1,103,907.25	70,412.68	70,412.68	1,033,494.57	171,170.72	862,323.85	78.1
Debt Service							
Principal	228,490.00	0.00	0.00	228,490.00	0.00	228,490.00	100.0
Interest	109,065.42	0.00	0.00	109,065.42	0.00	109,065.42	100.0
	<b>4,904.33</b>	<b>(44,696.75)</b>	<b>(44,696.75)</b>	<b>49,601.08</b>	<b>(171,170.72)</b>	<b>220,771.80</b>	<b>4501.6%</b>



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Workshop Session  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, July 28, 2010**  
Meeting Time: **6:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Nedelka led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

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

**Absent:** Councilor Garrison.

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

### 5. CITY MANAGER GOAL SETTING

Mayor Myers referred to the handout of City Manager goals that he compiled from the entire Council's input, and asked that it be used as a starting point for discussion.

1. Budget - Carefully monitor the fiscal year 2010-2011 budget. Continue to suggest ways to tighten spending. Provide budget to the Council for the next fiscal year for Council guidance.  
There was consensus.
2. Communicate with the Community through Ward and neighborhood meetings. Continue quarterly public discussion forums. Explore and attempt new ways to connect with the community and provide for Q & A interaction.  
There was consensus.
3. Keep Council aware of City problems and actions taken.  
There was consensus.
4. Attend workshops and continuing education courses to better his leadership skills.  
There was consensus.
5. Keep response time to citizen's concerns reasonable and follow up on what has been done by departments to meet their needs.  
There was consensus.
6. Monitor department efficiency and set high goals for City workers, followed by frequent evaluations. Update to Council the department head goals prior to budget presentations. Provide Council with current department head goals and any updates to those goals throughout the year.  
There was consensus to blend these into one goal.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Workshop Session  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, July 28, 2010**  
Meeting Time: **6:00 pm**

7. Fundraising.  
There was no consensus. Item removed.
8. Develop a relationship with the School Department. Look for opportunities to combine City and School services and operations. City Manager would provide a brief report on results.  
There was consensus.
9. Support local businesses as part of the City's economic growth. Work closely with the local organizations. Continue to make Economic Development a priority.  
There was consensus to blend together.
10. Investigate possible regional cooperation to provide services as long as it benefits the City. Continue to seek alternative methods to reduce costs. Report in writing to the Council the results.  
There was consensus to combine.
11. Complete implementation of the energy savings contract.  
There was consensus.
12. Complete implementation of new accounting software. Report status monthly in writing to the Council.
13. Arrange Finance Director presentation to provide what information is available to boards and commissions to help them make more informed decisions.  
There was consensus to combine #12 and #13.
14. Develop and updated the Master Plan for sidewalk and streets.  
There was consensus.
15. Update and rebuild Channel 22, Council Chambers, with modern sound and video facility.  
There was consensus.
16. Continue to work towards a Willand Pond solution, and provide regular updates.  
There was consensus.

The Council discussed additional goals.

Councilor Weston asked for the City Manager to schedule an open topic workshop during the budget season after department head presentations.

Councilor Cheney asked for a mid-year budget forecast.

Mayor Myers said those items could be added to Item #1.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Workshop Session  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, July 28, 2010**  
Meeting Time: **6:00 pm**

### 6. CITIZEN'S FORUM

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

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

### 7. ADJOURNMENT

Deputy Mayor Trefethen moved to adjourn to the Regular Session; seconded by Councilor Weston.

Vote: 8/0.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, July 28, 2010**  
Meeting Time: **7:00pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

Moment of Silence was held during the Workshop Session.

### 3. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was held during the Workshop Session.

### 4. ROLL CALL ATTENDANCE

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

**Absent:** Councilor Garrison.

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

### 5. PROCLAMATIONS/AWARDS – None

### 6. APPROVAL OF AGENDA

Councilor Weston moved to accept the Agenda as presented; seconded by Councilor Hooper.  
Vote: 8/0.

### 7. PUBLIC HEARINGS

#### A. RESOLUTION: NAMING OF NEW BRIDGE SPANNING COCHECHO RIVER SPONSORED BY MAYOR MYERS

**Harvey J. Lynch, 26B Lincoln Street:** He suggested it be named after Norman Champagne.

**David Lindh, Jr., 267 Long Hill Road:** He supported naming the bridge after Tommy and Mary Makem, and felt it should be supported unanimously by the Council.

**Nancy Boyle, 4 Chandler Way:** She spoke in favor of naming the bridge for Tommy and Mary Makem.

**Thomas Hardiman, 5 Locke Street:** He spoke in support for naming the new bridge for Tommy and Mary Makem.

**Katie Makem Bouche, 288 Dover Point Road:** She said as a representative of the Makem family she obviously supported this Resolution. She thanked the Council for even considering naming the bridge after her parents, and felt it was an incredible honor.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, July 28, 2010**  
Meeting Time: **7:00pm**

**Eugene Burn:** He spoke in support of naming the bridge after Tommy and Mary Makem.

**Donald Briand, 331 Washington Street:** He spoke in support of naming the new bridge after Tommy and Mary Makem.

**Edward Bleiler, 28 Isaac Lucas Circle:** He had no objection to naming this bridge after Tommy and Mary Makem. He asked who decided on this name. He asked if there was any public opinion or discussion. He supported the name and said he felt the Makem name would have been chosen.

Mayor Myers, seeing no one else wishing to speak, closed the Public Hearing.

### **B. RESOLUTION: AUTHORIZING NEW SIDEWALK CONSTRUCTION** SPONSORED BY MAYOR MYERS BY REQUEST

**John Scruton, 99 Sixth Street:** He said he hoped there will be some thought put into the sidewalk decision. He said sometime it's better to leave the shoulder, because of better drainage.

**Nathaniel Leech, Property Manager for 10 Grove Street:** He discussed the plans for the new sidewalks, and asked that they be put in at road level to allow access to the loading dock.

Mayor Myers, seeing no one else wishing to speak, closed the Public Hearing.

## **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.*

**Harvey Turner, 4 Auburn Street:** He referred to an article in the newspaper regarding Willand Pond. He discussed and presented his research about the lack of permits. He said he is looking forward to the pond being at the correct height, using the park, and not having to pay for solutions as a Dover taxpayer.

**Anthony McManus, 39 Glen Hill Road, Parking Commission Vice Chairperson:** He referred to the Resolution for the purchase of 41 additional parking meters, and said he was present to answer any questions. He supported naming the bridge after Tommy and Mary Makem.

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

Councilor Cheney asked to suspend the rules to move Item 12.C.1. up on the Agenda to this point; seconded by Councilor Hooper.

Roll Call Vote: 8/0.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, July 28, 2010**  
Meeting Time: **7:00pm**

Mayor Myers moved to adopt Item 12.C.1.; seconded by Councilor Cheney.

Roll Call Vote: 8/0.

Mayor Myers said there will be a dedication for the bridge on Friday, July 30<sup>th</sup> at 5:00 pm.

### 9. CITY MANAGER'S REPORT

City Manager Joyal said his written report includes activities from the Legal Department and the Economic Development Director. He had four items he wanted to bring to the Council's and citizens' attention: 1. The Dog Park at Long Hill is nearing completion. He said the fencing should be completed in a few weeks, and the Council will be invited to the formal opening. 2. He said the City has started a pump test in the Willand Pond area. 3. He said the City has received a savings analysis on the energy performance contract, which he will send out tomorrow. He said there were 15 facilities energy efficiency measures completed by the end of May, showing savings of \$21,000 in just two months. He said they have also avoided emitting 57.1 tons of CO<sub>2</sub>. 4. He said he will be replacing Fire Chief Perry Plummer on the Planning Board with Building Inspector Thomas Clark. He said that per RSA 673, he could appoint a designee, with the legislative body's approval. He said he will also be coming before the Council with another request, in accordance with City Ordinance 41-3, regarding another City Manager Appointment. He said it is currently filled by Community Services Director Doug Steele, and he will be replacing him with another Community Services staff member.

Councilor Weston started a discussion about the development activities on the waterfront now that the bridge has been completed.

Deputy Mayor Trefethen moved to accept the City Manager's Report and his appointment to the Planning Board; seconded by Councilor Hooper.

Vote: 8/0.

### 10. APPROVAL OF MINUTES

#### A. July 7, 2010 – Non-Public Session

#### B. July 14, 2010 – Regular Session

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

Deputy Mayor moved that the Council incorporate the change requested by the City Clerk on the July 14, 2010 minutes, Page 2, Mr. Mahoney's Citizen's Forum comments; seconded by Councilor Cruikshank.

Vote: 8/0.

Councilor Cheney said there was a Scribner's error on Page 10, it is Chad Kageliery, not Chet.

Councilor Hooper moved to approve the Minutes as amended; seconded by Councilor Weston.

Vote: 8/0.

### 11. MAYOR'S REPORT

Mayor Myers said he attended the Tri-City Chamber Open House held at Waste Management. He attended the Open House for AccuTech Marine Propeller, Inc. He said he attended a meeting



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, July 28, 2010**  
Meeting Time: **7:00pm**

with County Officials regarding regionalization efforts. He said he attended several ribbon cuttings for new businesses in Dover. He attended the Dover's Night Out. Deputy Mayor Trefethen moved to accept the Mayor's Report; seconded by Councilor Cruikshank.  
Vote: 8/0.

### 12. UNFINISHED BUSINESS

#### A. ORDINANCES IN THE 2<sup>nd</sup> READING - None

#### B. ORDINANCES IN THE 3<sup>rd</sup> READING – None

#### C. RESOLUTIONS

##### 1. NAMING OF NEW BRIDGE SPANNING COCHECHO RIVER SPONSORED BY MAYOR MYERS

Motion to suspend the rules was passed to move up on Agenda to after Citizen's Forum.

##### 2. AUTHORIZING NEW SIDEWALK CONSTRUCTION SPONSORED BY MAYOR MYERS BY REQUEST

Deputy Mayor Trefethen moved for its approval; seconded by Councilor Nedelka. Deputy Mayor Trefethen referred to Citizen's Forum comments and started a discussion regarding the design of the sidewalk and accommodating existing driveways and property owners. He said Mr. Scruton's comments were correct, but he said they had to consider the public's conception of safety.  
Roll Call Vote: 8/0.

### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

1. BLOCK PARTY – Greater Dover Chamber of Commerce
2. RAFFLE – Greater Dover Chamber of Commerce
3. BLOCK PARTY – Neighborhood including Fisher, Elm, and Hamilton Streets
4. RAFFLE – Temple Israel Of Dover

##### 5. RESOLUTION: B09064 PAY & DISPLAY PARKING METERS SPONSORED BY MAYOR MYERS BY REQUEST

##### 6. RESOLUTION: HIGHWAY ROAD SALT SPONSORED BY MAYOR MYERS BY REQUEST

##### 7. RESOLUTION: BOOK AND MEDIA PURCHASES



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, July 28, 2010**  
Meeting Time: **7:00pm**

SPONSORED BY MAYOR MYERS BY REQUEST

**8. RESOLUTION: MOTOROLA RADIO OFF STATE NH CONTRACT 8000153**  
SPONSORED BY MAYOR MYERS BY REQUEST

### COMMITTEE REPORTS

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

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

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

Councilor Weston asked to pull Items 13.A.5. and 13.A.8.

Mayor Myers asked for a Roll Call Vote on the remaining items of the Consent Calendar.  
Roll Call Vote: 8/0.

Deputy Mayor Trefethen moved to approve Item 13.A.5.; seconded by Councilor Weston.  
Councilor Weston asked about the problem with identifying the Pay & Display Meters. She asked if these new meters had improved signage.  
Councilor Cheney said she wouldn't support this Resolution at this time. She referred to Page 3/7 and discussed the wording of the Resolution.  
Roll Call Vote: 7/1; Passed. Councilor Cheney was opposed.

Deputy Mayor Trefethen moved to approve Item 13.A.8.; seconded by Councilor Weston.  
Councilor Weston asked the City Manager who received the radios.  
City Manager Joyal said they are additional radios, as part of grant funding that the City will be receiving.  
Roll Call Vote: 8/0.

### B. RESOLUTIONS

**1. B03003 HENRY LAW AVENUE PHASE CONSTRUCTION OVERSIGHT SERVICES**  
SPONSORED BY MAYOR MYERS BY REQUEST

Deputy Mayor Trefethen moved for its approval; seconded by Councilor Nedelka.  
City Manager Joyal went over the background of this Resolution.  
Roll Call Vote: 8/0.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, July 28, 2010**  
Meeting Time: **7:00pm**

**2. B10096 HENRY LAW, PAUL STREET & WALLINGFORD CONSTRUCTION  
SPONSORED BY MAYOR MYERS BY REQUEST**

Deputy Mayor Trefethen moved for its approval; seconded by Councilor Nedelka.  
Roll Call Vote: 8/0.

**3. AUTHORIZATION FOR PARTICIPATION IN STATE OF NH DRINKING WATER  
STATE REVOLVING LOAN FUND FOR NORTH END WATER PRESSURE  
FY2011 CIP PROJECT  
(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 11, 2010)  
SPONSORED BY MAYOR MYERS BY REQUEST**

Deputy Mayor Trefethen moved to refer to a public hearing on August 11, 2010;  
seconded by Councilor Cruikshank.

**C. ORDINANCES IN 1ST READING – None**

**14. COUNCIL CORRESPONDENCE – None**

**15. COUNCIL MATTERS OF INTEREST**

Councilor Cheney referred to Mr. Turner's comments regarding Willand Pond, and asked if there have been discussions with the responsible parties.

City Manager Joyal said they have had discussions. He said Dover chose to do studies to understand the situation. He said there is a possibility of using water. He said there has been no commitment of funds from Somersworth, but they are working with the City's staff. He said the City's position is to solve this problem and not place blame. He said the State is on board in helping with this problem.

Councilor Weston asked if the road is dry because of the pumping.

City Manager Joyal said he can't answer that because it has been dry, but they won't know until the study has been completed.

Councilor Cheney moved to accept Mr. Turner's handout; seconded by Councilor Weston.  
Vote: 8/0.

Councilor Carrier said on Monday the Recreation Department Director and Recreation Advisory Board had a nice memorial dedication ceremony in front of the McConnell Center for Greg Nesbeth. He said there is a nice tree and granite marker.

Councilor Cruikshank said the Big Brothers and Big Sisters are having their first annual stiletto race on Friday, August 20<sup>th</sup>. She said she would cover the registration fees for any Councilor or Department Head who wish to participate, but they were on their own for the shoes.

Councilor Weston discussed using the \$93,000 in the CIP for park improvements at Guppy Park.

**16. ADJOURNMENT**

Deputy Mayor Trefethen moved to adjourn; seconded by Councilor Cruikshank.

Vote: 8/0.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2010.07.28 – 105**

Resolution Re: Authorization for Participation in State of NH Drinking Water State Revolving Loan Fund for North End Water Pressure FY11CIP Project

**WHEREAS:** Annually the City Council desires to make public improvements and finance these improvements through sources deemed most advantageous to the City; and

**WHEREAS:** On January 27, 2010 the Dover City Council approved the FY11-FY16 six-year Capital Improvements Program (CIP), which included an appropriation in FY11 for North End Water Pressure Improvements and authorized issuing \$2,000,000 in bonds to finance the project; and

**WHEREAS:** The City has been notified by the State of NH Department of Environmental Services (NH DES) that funding may be available through the Drinking Water State Revolving Fund in conjunction with Federal Stimulus funding; and

**WHEREAS:** The City has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-C 510, which relate to loans from the Drinking Water State Revolving Fund and deems it to be in the public interest to file a loan application in lieu of issuing general obligation bonds to finance the FY11 CIP appropriation for the North End Water Pressure Improvements project; and

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

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover's participation in the NH Drinking Water State Revolving Fund (DWSRF) Program is hereby authorized for financing the North End Water Pressure Improvements project. The City Manager and Finance Director/Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH DWSRF Program and obtain loans through the program for the North End Water Pressure Improvements project.

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

Document Created by:

Finance Department

Document Posted on:

August 6, 2010

2010.07.28\_srfauthorization\_north\_end\_water\_pressure\_improvements\_fy11\_cip\_project

Page 1 of 3



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2010.07.28 – 105**  
Resolution Re: Authorization for Participation in State of NH Drinking Water State Revolving Loan Fund for North End Water Pressure FY11CIP Project

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By Request

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

Recorded by: Karen Lavertu  
City Clerk

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers		
Deputy Mayor, Dean Trefethen, 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:	2010.07.28_srfauthorization_north_end_water_pressure_improvements_fy11_cip_project
Finance Department	
Document Posted on:	August 6, 2010
	Page 2 of 3



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2010.07.28 – 105**  
Resolution Re: Authorization for Participation in State of NH Drinking Water State Revolving Loan Fund for North End Water Pressure FY11CIP Project

### RESOLUTION BACKGROUND MATERIAL:

Annually the Dover City Council approves a six-year Capital Improvements Program (CIP). Annually the City Council desires to make public improvements and finance these improvements through sources deemed most advantageous to the City.

On January 27, 2010 the Dover City Council approved the FY11-FY16 six-year Capital Improvements Program (CIP), which included an appropriation in FY11 for North End Water Pressure Improvements and authorized issuing \$2,000,000 in bonds to finance the project.

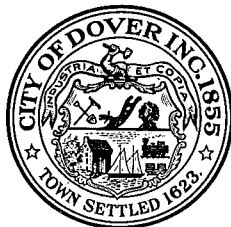
The City of Dover was previously informed that the North End Water Pressure Improvements project is an eligible project for loan funding through the NH Drinking Water State Revolving Fund (DWSRF) Program (RSA 486:14). However, available loan funds through the DWSRF Program were committed to other projects throughout the State. Recently, the DWSRF Program has notified the City that funding may be available through the DWSRF Program, to include the potential of a portion of the funding coming from ARRA (Federal Stimulus Program). In the event utilization of the DWSRF is most advantageous to the City of Dover, the City Manager and Finance Director/Treasurer will, on behalf of the City, file and participate in the DWSRF in lieu of issuance and sale of general obligation bonds.

Through the American Recovery and Reinvestment Act of 2009 (ARRA), the NH Drinking Water State Revolving Fund program is the recipient of ARRA Capitalization Grant. Under the provision of the ARRA program and the DWSRF program, municipalities are eligible to obtain loans to fund drinking water projects.

An SRF loan (binding commitment) will be required for the total eligible cost of the project. Loan funds will be disbursed throughout the duration of the project by means of disbursement requests submitted to the DWSRF Program by the City. Upon completion of the project, a Supplemental Loan Agreement (SLA) will establish the final terms of the loan and include an amortization schedule for loan repayment. The amortization schedule will also establish the amount of forgiveness based on ARRA funding committed to the project up to a maximum of 50% of each principal repayment. The DWSRF Program has currently estimated 15% level of principal forgiveness is available for the project.

This resolution does not authorize an appropriation. The City Council previously authorized the appropriation of \$2,000,000 for this project in the FY11 CIP on January 27, 2010. This resolution does not authorize an increase in the indebtedness of the City's Water Fund. The City Council previously authorized debt financing the \$2,000,000 on January 27, 2010. This resolution authorizes the City to utilize a different form of debt financing for the project.

Document Created by:	2010.07.28_srfauthorization_north_end_water_pressure_improvements_fy11_cip_project
Finance Department	
Document Posted on:	Page 3 of 3
August 6, 2010	



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Dover High School Homecoming Committee

Federal Tax ID number for Organization:

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

Contact Person: Ernest Clark Day Time Telephone: 603-659-5444

Address: 32 GLENWOOD AVE, DOVER Email Address: DHS.Homecoming@GMAIL.COM

Purpose of Permit: BLOCK PARTY - Closure of segment of Alumni Dr

Date of Event: SAT 10/02/10 Specific Time: 7AM to 3PM

Location of Event: DOVER HIGH (ALUMNI DR from BELLAMY RD TO DHS FLAGPOLE)

(Raffle Permit only)

Prize (s) To Be Awarded:

Amount of Donation: Date of Drawing: Specific Time:

Place of Drawing:

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

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

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

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

Signature: Ernest A. Clark, II Date: 07/28/10

Licensing Board approval [Signature] Date: 7/29/10 Revised 03/17/08

Reviewed By Traffic - OK - [Signature]



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R - 2010.08-11 – 106**

Resolution Re: B10066 Water System Facilities Master Plan

WHEREAS: Sealed Requests for Proposals (RFP) were issued and received for Professional Engineering Services for the Water System Facilities Master Plan on April 26, 2010 at 2:00 PM; and

WHEREAS: A Non-mandatory pre-bid meeting was conducted on 4/21/2010 with nine vendors attending. Six vendors replied to the RFP solicitation with varying rates and scopes of service. The evaluating committee recommends award to Wright Pierce of Portsmouth NH at a rate of \$39,000.00.

WHEREAS: The project includes the development of a database of the major components located at the water facilities and further determine the condition and remaining useful life of major components. The purpose of the plan is to conduct a conditional assessment of the water system facilities and to develop a capital improvement plan which incorporates recommendation generated during the course of the assessment.

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 Wright Pierce of Portsmouth NH given the bid amount of \$39,000 and corresponding rates provided April 26, 2010. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4725.03575.06.000	Water- Building Improvements	40,000.00	40,000.00

### 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.2.

Resolution Number: **R - 2010.08-11 – 106**  
Resolution Re: B10066 Water System Facilities Master Plan

### 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.2.

Resolution Number: **R - 2010.08-11 – 106**

Resolution Re: B10066 Water System Facilities Master Plan

### RESOLUTION BACKGROUND MATERIAL:

The City of Dover Community Services Department wishes to engage an engineering consultant to prepare a water system facilities master plan. The master plan will provide a road map on which to implement improvements to wells, water treatment facilities and recharge facilities.

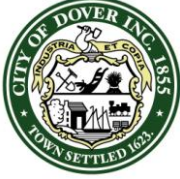
Dover derives its entire drinking water supply from groundwater wells located in sand and gravel deposits. Eight wells are currently in use. There are three iron and manganese filtration plants, two of which have air strippers for the removal of VOC contaminants. The City also has two recharge systems where surface water is withdrawn and pumped into recharge basins to enhance water production of wells.

One four million gallon concrete water storage tank controls pressure and provides water storage for emergencies. A second water storage tank is to be constructed to create a second pressure zone utilizing booster pumps and pressure reducing valves. The new storage tank will provide additional water storage reserves in case of emergencies.

In addition to providing an existing condition analysis of Dover’s water facilities, recommendations for needed improvements at each facility, and a prioritized implementation strategy for incorporation into the City of Dover’s Capital Improvement Plan. The water system staff wish to make sure building upgrades, security, chemical storage, space needs, worker safety, energy efficiency, back-up power generation, backwash water recycling at the Lowell Ave and Griffin water treatment plants, and electrical system upgrades are addressed as part of the study.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	80	<b>Number of Responses:</b>	6 & 1 no Bid
<b>Warranty:</b>	NA	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	Until completion	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	Wright Pierce	<b>Fund:</b>	
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R - 2010.08-11 – 106**

Resolution Re: B10066 Water System Facilities Master Plan

### Results

<i>Vendor</i>	<i>Offer</i>
Wright Pierce 230 Commerce Way Portsmouth NH 03801	\$39,000
GHD 35 NE Business Center Ste 230 Andover MA 01810	\$59,788
Weston & Sampson 100 International Dr Ste 152 Portsmouth NH 03801	\$21,100
Maguire Group 110 Corporate Dr Ste 6 Portsmouth NH 03801	\$103,390
Underwood Engineers 25 Vaughan Mall Unit 1 Portsmouth NH 03801	\$39,800
Tata and Howard Inc 67 Forest St Marlborough MA 01752	\$35,000
Woodard and Curran 35 NE Business Ctr ste 180 Andover MA 01810	\$54,700
Hoyle Tanner and Associates 150 Dow St Manchester NH	NO Bid



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R - 2010.08-11 – 106**

Resolution Re: B10066 Water System Facilities Master Plan

### Vendor Solicitation List:

Class Code 15 Engineering services

AECOM formerly Earth Tech  
Allan and Major Associates  
Appledore Engineering  
Aries Engineering  
ATC Associates  
Bedford Design Services  
Berry Surveying Engineering  
Carenno Construction  
CHA Inc  
Civil Consultants  
Civil Works  
CLD Engineering  
CAM Engineering  
Comprehensive Environmental Inc  
Corporate Environmental Advisors  
Dubios and King Associates  
Eagle Brook Engineering  
Eastern Analytical Inc  
Emery & Garrett Groundwater Inc  
ESC Consultants  
EnviroSense Inc  
Fay Spofford & Thorndike  
Geo Insight  
GM2 Associates Inc  
Golder Associates  
Greenman and Pederson Inc  
GZA Inc  
Haley & Aldrich Inc  
Harriman Associates  
Holden Engineering  
Horsely Witten Inc  
Howard Stein – Hudson Associates  
Hoyle Tanner Associates  
Interstate Electrical  
Jacobs Engineering  
Jeffrey Taylor  
Johnson Controls  
Kaestle Boos Associates  
Leggett Brashears and Graham Inc  
Loureiro Engineering Associates

Lynnfield Engineering  
Louis Berger Group  
Maguire Group  
AJ Martini  
Milone & MacBroom Inc  
MSC Engineers  
New England Enviro  
Nobis Engineering  
Norway Plains Associates  
Oak Point Associates  
Ocean and Coastal Consultants  
Provan and Lorber Associates  
Quantum Construction  
Ransom Environmental  
Resource Labs  
Resource Systems Group  
RI Analytical Group  
Ricci Construction  
SEA Consultants  
SW Cole  
Sheerr McCrystal Palson  
Siemans Technology  
Stantec Consultants  
Stephens Associates  
StoneHill Environmental  
Tata and Howard Inc  
Terracon Inc  
TF Moran Inc  
HL Turner Associates  
Louis Berger Group  
Scott Lawson Group  
Tidewater Environmental  
Tighe and Bond Inc  
Turgeon Construction  
Tylin International  
Underwood Engineering  
Vanasse Hangen Brusstin Inc  
Weston and Sampson Inc  
Woodard and Curran  
Wright Pierce

## **Dover Pool Advisory Committee updates**

August 11, 2010

### **Kick-off meeting was held on July 19, 2010 in the Indoor Pool Meeting Room**

All members, substitutes, Director Bannon, Mick Arsenault and I were present as well as City Attny Krans and City Manager Joyal.

Orientation for the committee members was presented and discussed.

Operating Rules were presented, discussed and adopted.

Attny Krans reviewed scope of authority/jurisdiction, ethics, RSA 91A and email procedures.

Questions and answers followed.

Officers and Secretary were elected as follows:

Chairman: Phil Reed

Vice-Chair: Dawn Haines

Secretary: Suzanne Peterson

Meeting schedule adopted: 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month- Indoor Pool Meeting Room at 7 pm.

### **Subsequent meetings held on Monday July 26<sup>th</sup> and Monday August 2<sup>nd</sup>.**

The committee established sub-committees to work on specific items. Officers were elected:

Fundraising: Chaired by Dawn Haines

Marketing: Chaired by Suzanne Peterson

Finance and Budget: Co-chaired by Dick Arnold and Phil Reed

Long-Range Planning: Chaired by Tim Paiva

The committee is in process of developing a mission statement.

Recreation Director Gary Bannon has indicated that tri-fold brochures are being made to leave in popular venues around town. Banners are in the works to be displayed around town and encourage use of the pools. Mailing of the informational sheets to residents will resume again.

Mitch Arsenault has been giving updates on the pool activities over the summer and things look favorable. Hot weather has promoted increased pool use. Swim lessons are near max capacity and recreational swim times are very busy. Pool pass sales have increased. Evening hours have been extended.

Another donor has contributed \$1,300.00 to the Pool Endowment Fund collected as a memorial to a long-time lap swimmer who has recently died. The Endowment Fund now sits at \$6,300.00.

Discussions on fees, schedules, fundraising/donations and long term outlook are on-going.

General discussions very enthusiastic with a lot of brainstorming.

Respectfully submitted,

Councilor Bill Garrison



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.1.**

Resolution Number: **R – 2010.08.11 – 107**  
Resolution Re: Establishment of FY 2011 Expectations by Mayor and City Council for the City Manager

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

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

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

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

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

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

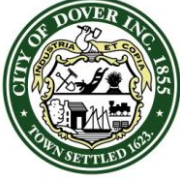
### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers

Approved as to Legal Form: Allan B. Krans, Sr.  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.1.**

Resolution Number: **R – 2010.08.11 – 107**  
Resolution Re: Establishment of FY 2011 Expectations by Mayor and City Council for the City Manager

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEA	NAY
Mayor Scott Myers		
Deputy Mayor, Dean Trefethen, 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.B.1.**

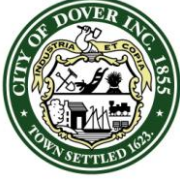
Resolution Number: **R – 2010.08.11 – 107**  
Resolution Re: Establishment of FY 2011 Expectations by Mayor and City Council for the City Manager

### **RESOLUTION BACKGROUND MATERIAL:**

The following expectations are established for the City Manager through FY2011 to be evaluated during the City Manager's annual performance evaluation.

Compiled from 7/28/2010 Workshop

1. Continue to carefully monitor the FY2011 budget and develop a mid year forecast reflecting continuing budget efficiencies going into the FY2012 budget season.
2. Develop and present a proposed FY2012 budget providing options for cost adjustments to achieve cost levels in accordance with guidance to be provided by the City Council.
3. Provide a brief summary of the proposed FY2012 budget for use by the public.
4. Continue to communicate with the community through hosting of periodic ward and neighborhood meetings such as quarterly Dover Discussions along with exploring new methods to increase interaction and participation by citizens in local governance and community forums.
5. Keep the City Council informed regarding community problems and actions taken.
6. Keep response time to citizen concerns reasonable and follow-up on what has been done by departments to meet their needs.
7. Update Department Head goals and deliver to the City Council prior to delivering of the proposed FY 2012 budget.
8. Attend workshops and participate in other education opportunities to further continuing professional development.
9. Develop a closer working relationship with the School Department and all other City Departments. Further explore and pursue opportunities where City and Schools can combine and/share services for the benefit of the community and report to the City Council.
10. Support local businesses to aid in the community's economic growth by working in conjunction with local economic development groups and business organizations.
11. Continue to investigate potential cost savings opportunities utilizing alternative means of service delivery including regionalization of services that may be appropriate at the County and/or State level, as well as with neighboring communities. Provide ongoing reports to the City Council.
12. Complete the implementation of the ongoing energy efficiency improvements and provide periodic reports of energy savings.
13. Complete the implementation of the new financial management system and review with various boards and commissions the availability of the new financial reports and formats for their use in advising regarding various City activities.
14. Develop and post the pavement management plan reflecting adjustments required by currently available funding levels.
15. Rebuild/upgrade channel 22 broadcast equipment in City Council Chambers to include enhanced video and sound capabilities along with improved web site offerings to allow video on demand of City meetings.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.1.**

Resolution Number: **R – 2010.08.11 – 107**

Resolution Re: Establishment of FY 2011 Expectations by Mayor and City Council for the City Manager

16. Continue to work toward improving water quality issues involving Willand Pond and provide regular updates to the City Council.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.2.**

Resolution Number: **R – 2010.08.11 – 108**  
Resolution Re: 2011-2012 NH MUNICIPAL ASSOCIATION  
LEGISLATIVE POLICY ADOPTION

WHEREAS: Representatives of the New Hampshire Municipal Association have developed recommendations to set priorities for legislative advocacy in the coming year relating to municipal interests that may arise before the NH legislature and State agencies; and

WHEREAS: The City of Dover is a member of the NH Municipal Association and the Dover City Council may therefore designate a delegate to the NH Municipal Association Legislative Policy Conference where legislative policies will be adopted; and

WHEREAS: The NH Municipal Association monitors legislative bills of interest and provides legislative advocacy representing the collective interests of the 234 municipal communities and their residents.

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

The Dover City Council wishes to endorse the NH Municipal Association's recommended legislative policies with the exception of number 2 (Eliminate Minimum Mill Rate for Motor Vehicle Permit Fee) and authorizes the Mayor and/or City Manager to vote accordingly during the NHMA Legislative Policy Conference and, when deemed necessary, provide testimony to State of NH officials on behalf of the City of Dover consistent with the endorsed legislative policies.

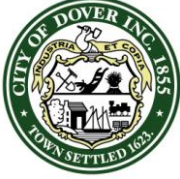
### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers

Approved as to Legal Form: Allan B. Krans, Sr.  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

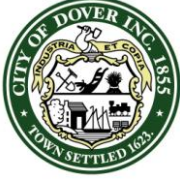
Resolution Number: **R – 2010.08.11 – 108**  
Resolution Re: 2011-2012 NH MUNICIPAL ASSOCIATION  
LEGISLATIVE POLICY ADOPTION

### 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.B.2.

Resolution Number: **R – 2010.08.11 – 108**  
Resolution Re: 2011-2012 NH MUNICIPAL ASSOCIATION  
LEGISLATIVE POLICY ADOPTION

### RESOLUTION BACKGROUND MATERIAL:

See attached NHMA Legislative Policy Proposals

# General Government, Revenue, and Intergovernmental Relations (GGRIR)

## ***RECOMMENDED ACTION POLICIES***

### **1. New Hampshire Retirement System**

To see if NHMA will:

- a) **SUPPORT** legislation that will strengthen the health and solvency of the New Hampshire Retirement System (NHRS);
- b) **SUPPORT** legislation to ensure the long term financial sustainability of the retirement system for public employers;
- c) **OPPOSE** any legislation which expands benefits that would result in increases to municipal employer costs;
- d) **OPPOSE** any increase in the municipal 65 percent share of employer costs for police, teachers, and firefighters;
- e) **SUPPORT** legislation requiring that all NHRS rate increases are to be shared equally between employees and employers; and
- f) **SUPPORT** legislation creating alternative retirement plan design options.

To see if NHMA will **SUPPORT** continuing to work with legislators and the NHRS Board members about pending retirement fund deficiencies and offer ways to assure the long-term health and solvency of the New Hampshire Retirement System, including changes to the benefit structure and the governance structure of the system. **(Contains new and existing policy.)**

### **2. Eliminate Minimum Mill Rate for Motor Vehicle Permit Fee**

~~To see if NHMA will **SUPPORT** eliminating the 3 mill rate from the minimum motor vehicle permit fee under RSA 261:153 for vehicles older than five years, so the minimum fee would be 6 mills on each dollar. **(Existing policy.)**~~

### **3. Evergreen Clause**

To see if NHMA will **SUPPORT** the elimination of the recently added so-called "evergreen clause" (RSA 273-A:12, VII.) from RSA 273-A.

**Municipal interest to be accomplished by proposal:** The ability to control non-negotiated municipal costs.

**Explanation:** Every year citizens in municipalities in New Hampshire hear the argument that most of the costs in the municipal budgets are fixed and that there is very little discretion available to contain costs. Collective bargaining agreements (CBA) are the biggest part of this because they contain the elements and costs for the largest part of government – the employees who work for government. It is one thing to negotiate contracts which fix costs and cost increases until a contract expires. This is the result of collective bargaining and municipalities ought to be responsible enough to negotiate contracts that they can afford. However, the so-called "evergreen" clause is not

negotiated. Instead, it was a legislative mandate which says that where there is a step pay plan in a CBA, the municipality must continue to pay employees more money for advancing through the pay plan even though the contract may have expired. Not only is this an additional cost mandate from the State to local government in violation of Part 1 Article 28-a of the NH Constitution, but instead of the “leveling the playing field,” it arbitrarily mandates additional costs which have not been negotiated on municipalities even after a collective bargaining agreement has expired. Instead of “leveling” the playing field, it tilts the field more in favor of employee bargaining units and against taxpayers. **(Submitted by: Berlin Mayor and Council.)**

#### **4. Pollution Control Exemption**

**To see if NHMA will SUPPORT** repeal of the so-called "pollution control exemption" (RSA 72:12-a), or in the alternative, to amend the statute a) to exclude any devices that are required by law, b) to require that the primary purpose of the device is to control pollution, and c) to impose a term limitation on any exemption granted.

**Municipal interest to be accomplished by proposal:** Fairness to the municipal taxpayer.

**Explanation:** Currently, state law, through the so-called "pollution exemption" (RSA 72:12-a) allows very large and small industries to receive what can be very large property tax exemptions for equipment which is determined by the NHDES to be equipment necessary for pollution control. Presumably, the original reason to do this was to provide an incentive to industry to install pollution equipment and thereby reduce pollution. If this ever made any sense, it certainly does not today. First, industry is required by the Federal government to install all the pollution equipment and therefore there is no need for any incentive to do so. Second, if the State still perceives the need to provide such a financial incentive for whatever reason, then the State should provide the financial incentive itself instead of taking it out of the coffers of the municipality which happens to host the industrial facility. Under the law currently, if you have two municipalities which are identical in every respect except one has an industry with this pollution exemption and the other does not, the residents in the municipality which has an industry with this pollution exemption will be forced to pay more in their property taxes than the those residents in the municipality next door even though the total assessed value in the two towns (but for the pollution exemption) is the same simply because the State imposed this exemption on them. **(Submitted by: Berlin Mayor and Council.)**

### ***RECOMMENDED PRIORITY POLICIES***

#### **5. Increase in Road Toll (Gas Tax)**

**To see if NHMA will SUPPORT** an increase in the road toll (gas tax) under RSA 260:32, so long as all additional revenues are used for highway purposes and at least 12 percent of such additional revenues are distributed to cities and towns. **(Existing policy.)**

#### **6. Right to Know Costs and Specificity Required**

**To see if NHMA will SUPPORT** amendments to RSA 91-A allowing municipalities to recover the actual costs of retrieving, reviewing and reproducing documents and clarifying the level of specificity required when requesting public records. **(Existing policy.)**

## 7. Land Use Compliance by Government Entities

To see if NHMA will **SUPPORT** legislation to strengthen RSA 674:54 to permit municipalities to require that development of property for governmental uses, excluding transportation and telecommunications facilities, be subject to local land use regulations. **(Existing policy.)**

## ***RECOMMENDED STANDING POLICIES***

### 8. Public Notice Requirements

To see if NHMA will **SUPPORT** legislation to amend all public notice requirements to allow the choice of electronic notification and/or newspaper print, as well as posting in public places, for official public legal notification. **(Existing policy.)**

### 9. Highway Fund

To see if NHMA will **SUPPORT** legislative and administrative proposals to limit or eliminate the diversion of highway funds for non-highway purposes, and further, to see if NHMA will continue to **SUPPORT** working with the legislature and the Department of Transportation on alternative funding sources that will assure the maintenance of existing state and local transportation infrastructure and greater focus and financial support for public transportation, including rail and bus services. **(Existing policy.)**

### 10. Charitable Definition and Mandated Property Tax Exemptions

To see if NHMA will **SUPPORT** legislation redefining the term “charitable” in RSA 72:23-l, adopting a stricter review of property owned by religious, charitable and educational entities for compliance with the statutes, and creating a method of reimbursement to municipalities for state-owned property and **OPPOSE** legislation which requires the granting of additional local property tax exemptions, unless the state reimburses municipalities for the loss of revenue. **(Existing policy.)**

### 11. Municipal Use of Structures in the Right-of-Way

To see if NHMA will **SUPPORT** legislation to authorize municipalities to utilize, for any municipal purpose, the space designated for municipal good upon all poles, conduit and other structures within their rights-of-way without paying unreasonable make-ready costs. This includes the right to use that space for data and voice transmission to, from, and by the municipal government, schools, library, and other governmental institutions. It also includes a requirement that the owners of utility poles and conduit do the necessary work for that space to be available. **(Existing policy.)**

### 12. Downshifting of State Costs

To see if NHMA will **OPPOSE** legislation which will downshift state costs or state program responsibilities, either directly or indirectly, to municipalities and/or counties, resulting in increased municipal and/or county expenditures, whether in violation of Article 28-a or not, and **SUPPORT** adequate state funding of Medicaid costs. **(Existing policy.)**

### 13. Binding Arbitration

To see if NHMA will **OPPOSE** mandatory binding arbitration as a mechanism to resolve impasses in municipal employee collective bargaining. **(Existing policy.)**

### 14. Telecom Company Property Tax Exemption

To see if NHMA will **OPPOSE** any exemption from the property tax for poles, wires, and conduits owned by telecom companies. **(Modified existing policy.)**

### 15. State Revenue Structure and State Education Funding

To see if NHMA will **SUPPORT** asking the state to use the following principles when addressing the State's revenue structure in response to its responsibility to fund an adequate education:

- a) That revenues are sufficient to meet the state's responsibilities as defined by constitution, statute, and common law;
- b) That revenue sources are predictable, stable and sustainable and will grow with the long term needs and financial realities of the state;
- c) That changes to the revenue structure are least disruptive to the long-term economic health of the state;
- d) That the revenue structure is efficient in its administration;
- e) That changes in the revenue structure are fair to people with lower to moderate incomes.

To see if NHMA will **SUPPORT** legislation prohibiting retroactive changes to the distribution formula for adequate education grants after the notice of grant amounts has been given.

To see if NHMA will **OPPOSE** reductions in state revenue to political subdivisions, such as revenue sharing, meals and rooms tax distribution, highway block grants, water pollution moneys, adequate education grants, or catastrophic aid. **(Modified existing policy.)**

### 16. Utility Appraisal Method

To see if NHMA will **OPPOSE** mandating the exclusive use of the unit method of valuation in the appraisal of utility property, by either administrative or legislative action, and **SUPPORT** the right of municipalities to use any method of appraisal upheld by the courts. **(Modified existing policy.)**

### 17. Minimum Vote Required for Bond Issues

To see if NHMA will **OPPOSE** legislation to increase the 60% bond vote requirement for official ballot communities. **(Existing policy.)**

### 18. Mandated Employee Benefits

To see if NHMA will **OPPOSE** any proposals to mandate employee benefits, including any proposal to enhance retirement system benefits which may increase employer costs in future years for current or future employees. **(Existing policy.)**

## 19. Underground Utilities

To see if NHMA will **SUPPORT** legislation to continue to allow municipalities to incur debt for the purpose of removing overhead utilities, and replacing them with underground utilities. (Modified existing policy.)

# Municipal Administration and Finance (MAF)

## ***RECOMMENDED ACTION POLICIES***

### 1. Assessing Practice - Income and Expense Statements on Appeal

To see if NHMA will **SUPPORT** legislation that prohibits the use of income and expense information by a taxpayer in any appeal of value if the taxpayer, after request by the municipality, has not submitted the requested information. (Existing policy.)

### 2. Fine for Failure to Submit Current Use Information

To see if NHMA will **SUPPORT** legislation imposing a fine for failure to submit current use information as needed to update municipal records—*i.e.*, Marlow matrix,

**Municipal interest to be accomplished by the proposal:** Promote accurate recordkeeping.

**Explanation:** Municipalities are required to gather this information, but have no way of forcing landowners to submit it. Municipalities are written up for incomplete current use records during certification. ( Submitted by Christie Phelps, Town Administrator, Alexandria.)

### 3. Welfare Lien Priority

To see if NHMA will **SUPPORT** legislation giving welfare liens arising under RSA 165:28 priority over other liens, other than property tax liens. (Existing policy.)

### 4. Supervisor of Checklist Sessions

To see if NHMA will **SUPPORT** legislation to reduce to one the number of required sessions that the supervisors of the checklist must meet prior to town elections. (Existing policy.)

### 5. Counting Absentee Ballots

To see if NHMA will **SUPPORT** legislation to eliminate the requirement that absentee ballots cannot be counted prior to 1:00 P.M., but allow them to be counted through out the time when polls are open.

**Municipal interest to be accomplished by the proposal:** To accommodate the number of ballots that need to be processed prior to the closing of the polls. (Submitted by Jill Hadaway, Town Clerk/Tax Collector and Peter Imse, Moderator, Bow.)

## ***RECOMMENDED PRIORITY POLICIES***

### **6. Tax Liening Mandatory**

To see if NHMA will **SUPPORT** legislation to change RSA 80:59 to read: “The real estate of every person or corporation shall be subject to the tax lien procedure by the collector, in case all taxes against the owner shall not be paid in full on or before December 1 next after its assessment, provided that the municipality has adopted the provisions of RSA 80:58-86 in accordance with RSA 80:87. A real estate tax lien imposed in accordance with the provisions of RSA 80:58-86 shall have priority over all other liens.” **(Existing policy.)**

### **7. Municipal Recreation Programs**

To see if NHMA will **SUPPORT** the exemption from state child care licensing for municipal recreation department programs and also **SUPPORT** the exemption from state camp licensing for municipal recreation department summer programs. **(Existing policy.)**

### **8. Requirement to Hold Elected Office**

To see if NHMA will **SUPPORT** legislation clarifying that to run for and hold a local elected office, one must be a registered voter.

**Municipal interest to be accomplished by proposal:** Eliminate confusion about who is qualified to hold office.

**Explanation:** The only statutes that appear to require an elected official to be a registered voter are RSA 671:18 for school board and RSA 669:19, which deals with the nonpartisan declaration of candidacy for towns. Nothing in the other town election statutes, or in any of the sections of RSA 669 dealing with replacing an official following a vacancy, requires a domiciled resident over 18 to be a registered voter. Nothing in the Secretary of State’s election manual clears this up. **(Submitted by Beth LaFreniere, Deputy Town Clerk, Marlow.)**

### **9. Bonds on Official Ballot in Non-SB 2 Towns**

To see if NHMA will **SUPPORT** amending RSA 33:8 and/or RSA 33:8-a to permit warrant articles requesting authorization of bonds or notes in excess of \$100,000 to appear on the “Official Ballot” for any annual or special town meeting at the discretion of the governing body.

**Municipal interest to be accomplished by proposal:** Providing the opportunity for wider participation in a referendum by use of the “Official Ballot” on larger bond issues without the necessity of adopting RSA 40:13 (SB 2). By allowing the election of the required ballot vote to appear on the “Official Ballot,” more people will have the opportunity to vote on the question on election day or by absentee ballot.

**Explanation:** Currently there is no option for a municipality to place a bond issue question in the “Official Ballot” without having to adopt RSA 40:13 (SB 2) in its entirety. Municipalities should not be forced into adopting SB 2 to allow greater access to the ballot vote on bond issues. **(Submitted by Paul Deschaine, Town Administrator, Stratham.)**

#### **10. Solid Waste Revolving Fund.**

To see if NHMA will **SUPPORT** legislation to allow municipalities to establish, by vote of the legislative body, revolving funds for their solid waste programs, including solid waste collection, disposal, and the operation of any municipally operated transfer station, in addition to recycling. (Existing policy.)

#### **11. Governing Body Recommendation for All Warrant Articles.**

To see if NHMA will **SUPPORT** legislation to permit governing bodies to state their position on any warrant article where they are not currently required to state a position. (Existing policy.)

### ***RECOMMENDED STANDING POLICIES***

#### **12. Pro-Ration of the Disabled Exemption**

To see if NHMA will **SUPPORT** legislation prorating the disabled exemption under RSA 72:37-b when a person entitled to the exemption owns a fractional interest in the residence, in the same manner as is allowed for the elderly exemption under RSA 72:41.

**Municipal interest to be accomplished by proposal:** Limit amount of exemption proportionally and avoid the possibility of “stacking” exemptions with the potential effect of eliminating all tax liability.

**Explanation:** RSA 72:41 provides that when a person owns a fractional interest in residential property, he may receive an elderly exemption in proportion to his fractional interest. The BTLA has ruled that this proration provision does not apply to the disabled exemption under RSA 72:37-b, so there is no prorating of that exemption. (Submitted by Catherine Grant, Administrative Assistant, Kingston.)

#### **13. Irrevocable Trusts for Other Post-Employment Benefits (OPEB)**

To see if NHMA will **SUPPORT** legislation authorizing cities, towns, school districts, and counties to create irrevocable trusts to prefund OPEB liabilities.

**Municipal interest to be accomplished by proposal:** Provide a tool to pre-fund the unfunded actuarial accrued liability as identified pursuant to GASB Statement 45 in a manner that permits the most advantageous financing mechanism to reduce the liability.

**Explanation:** Several municipalities have actuarially determined OPEB liabilities to pay for post-employment medical insurance benefits to employees after their termination of service. Municipalities are using a pay-as-you-go approach to funding the OPEB liability. Such legislation will allow municipalities to establish an OPEB trust as a means to fund the actuarial determined liabilities. (Submitted by James Howard, Finance Director, Concord and Dan Lynch, Finance Director, Dover.)

#### 14. Tax Bill Information.

To see if NHMA will **SUPPORT** legislation to amend RSA 76:11-a to allow those municipalities which have adopted the deaf exemption to include the word “deaf” following the word “blind” in the information contained on tax bills. **(Existing policy.)**

#### 15. Appointment of Town Clerks and Town Clerks/Tax Collectors.

To see if NHMA will **SUPPORT** an amendment to RSA Chapter 41 to give towns the option to authorize the governing body to appoint or elect town clerks and town clerk/tax collectors. **(Existing policy).**

#### 16. Recording Fees for Elderly Deferrals

To see if NHMA will **SUPPORT** legislation to waive municipal recording fees for the establishment and release of elderly deferrals at the county Registry of Deeds. **(Existing policy.)**

## Planning and Environmental Quality (PEQ)

### ***RECOMMENDED ACTION POLICIES***

#### 1. Notice to Upstream Dam Owners

To see if NHMA will **SUPPORT** the repeal of 2009 N.H. Laws 31:2 and 31:3, which amended RSA 676:4, I(b) and (d), regarding identification and notification to owners of upstream dams on applications and plans submitted to municipal planning boards.

**Municipal interest to be accomplished by proposal:** Remove the requirement for notice for which there is no ability to comply. The inability to comply results in a potential for statutory violation by both municipalities and applicants and gridlock for review of any application or plat that affects any level of stream or river.

The statement in revised law applying the notice requirement to proposals “near streams or rivers” lacks specificity necessary to identification of proposals that are to be included.

**Explanation:** Although perhaps well intended, it is not possible to comply with this new requirement, since DES will not release a list of public and private dams based on national security interests under federal Homeland Security laws and regulations. DES has stated that it will research each application upon submission by the municipality and return relevant information. However, DES will not commit to a time frame for response, which is a problem given reductions in state resources. In a “catch 22” situation, without a listing in the case of private dams, municipalities and applicants may not know of the existence of a private dam such that notice would be required. Additionally, it is the applicant’s responsibility to provide information for notice and DES’s proposed procedure places additional administrative burden and legal liability on the municipality. The results are either non-compliance by municipalities and applicants or complete halt to review of applications and plats that may involve the existence of upstream dams.

The word “near” needs to be defined if the notice requirement is to be retained. Even the Shoreland Protection Act include specific distances to streams and rivers for purposes of determining jurisdiction. “Near” to some is “far” to others. (Submitted by Jane Taylor, City Attorney, Claremont.)

## 2. Planning Board Appeals

To see if NHMA will **SUPPORT** legislation that avoids the need for dual appeals of planning board decisions to the superior court under RSA 677:15 and to the ZBA under RSA 676:5, III. (Modified existing policy.)

## ***RECOMMENDED PRIORITY POLICIES***

### 3. Environmental Regulation and Preemption

To see if NHMA will **SUPPORT** legislation that a) recognizes municipal authority over land use and environmental matters, b) limits state preemption of local environmental regulation to those matters on which there is a compelling public need for uniform state regulation or which municipalities do not have the expertise or resources to regulate, and c) recognizes that even when local environmental regulation is preempted, compliance with other local laws, such as zoning and public health ordinances and regulations, is still required. (Existing policy.)

### 4. Exemption from Land Use Change Tax

To see if NHMA will **SUPPORT** amending RSA 79-A, Current Use Taxation, to clarify that no person or entity is exempt from the land use change tax. (Tentative: can be deleted if HB 1609 becomes law. Existing policy.)

### 5. Impact Fees for State Highways

To see if NHMA will **SUPPORT** legislation supporting municipalities’ ability to collect impact fees or exactions for improvements to state highways. (Modified existing policy.)

### 6. Conservation Investment

To see if NHMA will **SUPPORT** permanent funding for the Land and Community Heritage Investment Program and will **OPPOSE** any subsequent diversion of such funds to other uses. (Existing policy.)

## ***RECOMMENDED STANDING POLICIES***

### 7. Energy, Renewable Energy and Energy Conservation

To see if NHMA will **SUPPORT** legislation encouraging state and federal programs that provide incentives and assistance to municipalities to adopt energy use and conservation techniques that will manage energy costs and environmental impacts, promote the reasonable use of renewable energy sources, and promote energy conservation, so long as such legislation does not override local regulation. (Modified existing policy.)

## 8. Open Space Retention/Sprawl Prevention/Housing and Conservation Planning

To see if NHMA will **SUPPORT** legislation encouraging statewide programs that provide incentives and assistance to municipalities to adopt land use planning and regulatory techniques that will better prevent sprawl, retain existing tracts of open space, and preserve community character. This policy includes **SUPPORT** for continued funding for the Housing and Conservation Planning Program. **(Existing policy.)**

## 9. Sludge/Biosolids

To see if NHMA will **SUPPORT** reliable enforcement of scientifically based health and environmental standards for the management of sludge, septage, and biosolids; **will SUPPORT** the funding of the New Hampshire Department of Environmental Services and the New Hampshire Department of Agriculture, Markets and Food at a level allowing full and adequate development and enforcement of such scientifically based health and environmental standards; **will SUPPORT** an increase in the amount of state aid grants or other financial assistance for wastewater treatment plant upgrades to improve the quality of biosolids produced from Class B to Class A biosolids; **will OPPOSE** any state legislation that would curtail the ability of municipalities to dispose of municipally-generated biosolids through land spreading, when done in accord with such scientifically based health and environmental standards; and **will OPPOSE** any preemption of local authority to regulate in this field. **(Modified existing policy.)**

## 10. Current Use

To see if NHMA will **OPPOSE** any legislative attempt to undermine the basic goals of the current use program and **will OPPOSE** any reduction in the 10-acre minimum size requirement for qualification for current use, beyond those exceptions now allowed by the rules of the Current Use Board. **(Existing policy.)**

## Legislative Principles

In addition to the established Legislative Policy positions adopted by the New Hampshire Municipal Association membership, the following principles should guide staff in setting priorities during any legislative biennium:

1. Consider unfunded mandate issues that violate Part 1, Article 28-a of the New Hampshire Constitution to be paramount. Identify them and oppose them.
2. Work to maintain existing revenue streams to municipalities, (i.e. revenue sharing, meals and rooms, highway, and other state aid). Be especially watchful of proposals to reduce local aid in order to meet other funding commitments.
3. Advocate to maintain existing local authority.
4. Support issues which provide greater authority to more effectively, efficiently and flexibly govern at the local level, including local option legislation. If the legislature is considering adopting a program that is particularly controversial at the local level, support a requirement that a local legislative body vote is necessary before full implementation of the measure.
5. Support bills proposed by individual municipal members, except when they conflict with these principles or other NHMA policies. Staff should prioritize time and resources when there are competing demands in order to focus on NHMA's broad agenda first.
6. Encourage exemptions from state taxes rather than local property taxes when legislative intent is to preserve statewide resources.
7. Advocate for municipal representation on all state boards, commissions, and study committees which affect municipal government and have non-legislative members.
8. Work cooperatively with other groups and associations to support efforts to improve the delivery of services at the local level.
9. Support municipal efforts toward effective regional cooperation and delivery of municipal services.
10. Support efforts to develop a statewide technology network that fosters increased communication and greater compatibility among levels of government and within and between agencies in all levels of government.