



**CITY OF DOVER**

## CITY COUNCIL - AGENDA

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, September 8, 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. **REPROGRAMMING OF UNEXPENDED BOND PROCEEDS FROM BELLAMY PARK IMPROVEMENTS PROJECT TO MULTI-USE COMMUNITY TRAIL – NEWINGTON BRANCH PROJECT (REQUIRES A 2/3 MAJORITY VOTE)**  
SPONSORED BY COUNCILOR WESTON
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. **August 25, 2010**
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. **REPROGRAMMING OF UNEXPENDED BOND PROCEEDS FROM BELLAMY PARK IMPROVEMENTS PROJECT TO MULTI-USE COMMUNITY TRAIL – NEWINGTON BRANCH PROJECT (REQUIRES A 2/3 MAJORITY VOTE)**  
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### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

1. **RAFFLE – Benevolent Protective Order of Elks, Dover Lodge #184**
2. **RAFFLE – Dover Share Fund**
3. **RAFFLE – Parish of the Assumption – Parish Raffle**
4. **RAFFLE – Parish of the Assumption – Apple Day Harvest Raffle**
5. **RAFFLE – Susan G. Komen for The Cure**
6. **TAG – Dover Little Green Cheer**
  
7. **RESOLUTION: WARD 6 SUPERVISOR OF THE CHECKLIST**  
SPONSORED BY MAYOR MYERS BY REQUEST
  
8. **RESOLUTION: AUTHORIZATION TO ACCEPT BERRY BROOK WATERSHED  
MANAGEMENT PLAN GRANT**  
SPONSORED BY MAYOR MYERS BY REQUEST

#### COMMITTEE REPORTS

- |  |   |
|--|---|
| 1. School Board                        | 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. **POLICY OF LOCAL PURCHASING**  
SPONSORED BY MAYOR MYERS
  
2. **AMENDMENT OF FY2010 FEE SCHEDULE FOR RESIDENTIAL C&D DISPOSAL  
RATES (REQUIRES A 2/3 MAJORITY VOTE)**  
**(TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 22, 2010)**  
SPONSORED BY COUNCILOR GARRISON AND COUNCILOR HOOPER
  
3. **ESTABLISHING A CAPITAL RESERVE TRUST FUND FOR PARKING SYSTEM'S  
SURPLUS INCOME**  
**(TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 22, 2010)**  
SPONSORED BY MAYOR MYERS BY REQUEST
  
4. **ADOPTION OF TAX INCREMENT FINANCING PROVISIONS**  
**(TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 22, 2010)**  
SPONSORED BY MAYOR MYERS AND DEPUTY MAYOR TREFETHEN



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

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



# CITY MANAGER'S REPORT



**SEPTEMBER 8, 2010**

***"Enthusiasm is the mother of effort, and without it nothing great was ever achieved."***

Ralph Waldo Emerson

SUBMITTED BY:

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

**CITY OF  
DOVER, NH**

AVAILABLE ONLINE:

**[WWW.DOVER.NH.GOV](http://WWW.DOVER.NH.GOV)**

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

**Utilities:** During the month of August, the Utilities crews were busy making necessary water and sewer repairs prior to the start of the 2010 paving schedule. As part of this preparation, the sewer main and several sewer services were repaired on Oak Hill Drive. The protruding services into the main were made flush so the cameras would be able to get through. All cracks found on the main were repaired. Crews completed the replacement of the water curb boxes on Ash Street for the new sidewalk installation. New gate valves were installed at the intersection of West Concord and Lexington and West Concord and Arch Streets. A new hydrant and two new services were installed on Evans Drive. Crews are currently working on Third Street to remove old water tees and gate valves. New gate valves will be installed on Third at Grove Street. A hydrant on Woodman Park Drive was relocated in order to make the area legal for additional parking.

A bypass was reported at the County Farm Pump Station caused by a blockage at the County Farm Complex. The pressure behind the backup was so intense that the wet well was unable to handle the surge and approximately 50 gallons was released. Utilities crews assisted the County Farm Complex with the installation of a new grinder at their facility to prevent future clogging. Plugged pumps at the Cocheco Street Pump Station continue to be a problem; however, a meeting with a vendor is scheduled for early next month to address the issue. Upgrades to the roof and repairs to the inside framing were put out to bid for the Brickyard Station.

The new parts were finally received and repairs made to the slow leak at Glenwood and Wilbrod Avenue. The area has been patched and should no longer be a problem. The curb box in front of the Strand Theatre on Third Street required repairs after the Highway Division fixed a collapsed drain. Crews responded to and repaired a service leak on Broadway by Pierce Street.

The Utility Supervisor worked with the City's GIS Technician to update the street listing into the GIS and VUEWorks Programs. All streets were double checked for accuracy and updated as necessary.

**Streets:** During the month of August, the Highway Division continued to fill numerous potholes as needed. Crews also continued street sweeping operations in the downtown as well as various other problem areas throughout the City. Brush cutting was performed on Spur Road, Isaac Lucas Circle, Dover Neck Road and Tolend Road.

Several streets were prepped for upcoming paving. New catch basins and manholes were installed and tree trimming was performed as part of the preparation. Catch basins on Pondview Drive and St. Thomas Street were replaced after they had collapsed and were sinking in. Crews are currently working with Turgeon's to repair the drain on Third Street before paving begins. A drain headwall was repaired on Ash Street; the curbing was reset and rip rap installed to prevent washout. MacKinnon & Sons upgraded the drain on Church Street, repairing the catch basin and manhole and installing a larger line to ease congestion. Crews jet cleaned several catch basins and manholes throughout the City as needed.

Employees assisted in the cleanup of the Walking Path from Folsom Street to Fisher Street. This included the clearing of trees and brush and removal of railroad ties and other debris.

City-wide crack sealing began on the 19th, starting with Crosby Road, Westwood Circle, Concord Way, Blackwater Road and the Industrial areas.

Crews worked in the pit behind the Public Works Facility mixing and screening bank run gravel for various projects. Mick Construction also provided assistance in screening loam. Gravel bins in the yard were restocked and the residential sand/salt area on Shaw's Lane was cleaned out in preparation for winter use.

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

**Investigations/Legal Bureau:** During the month of August, there were 6 letters generated by the Dover Police Special Investigations Unit that were sent to certain licensed liquor establishments in Dover. The letters were a result of analysis of police reports involving overly intoxicated persons. When it is determined where an overly intoxicated person had been over-served, a letter is sent from the police department to the establishment. The letter, along with the police report, is also sent to the NH Liquor Commission's Bureau of Enforcement.

A total of 8 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.

Detectives responded to a Robbery at a local pharmacy. This is the second pharmacy robbery within the last two months, the first occurring on July 28th. Both Robberies remain under investigation.

**Parking & Traffic Bureau:** The Parking Bureau is finalizing plans for the installation of the Phase II Pay and Display meters.

The Parking Bureau has made improvements to the Pay and Display meter instructions to make them more user friendly. The bureau has also been working with the Public Works Department to review the paving schedule for downtown streets to see if there are any opportunities to increase available parking.

The Police Department's Traffic Bureau resources were used to assist the Greater Dover Chamber of Commerce with its Cocheco Arts Festival concert series through the first half of August, culminating in the closing on August 13. This involved advance posting of parking spaces along Henry Law Avenue to accommodate organizers and performers at the Tuesday children's series, the Thursday "Shark in the Park" series, and the Friday night concert series. The Traffic Bureau coordinated the assignment of police personnel to cover security and traffic control for the Friday night concerts.

The Traffic Bureau coordinated a staff crosswalk safety review in accordance with the City's Crosswalk Policy and Standards, based upon a request from Maple Suites management for a crosswalk requested at the intersection of Back River Road and Holiday Drive. The staff review involved the Police Department's Traffic Bureau administrator, and members of the Engineering and Planning Departments. The staff recommendation will be forwarded to the Transportation Advisory Commission for further consideration.

The Traffic Bureau Commander continues to work with the Chamber of Commerce Apple Harvest Day 5K Race committee in selecting a new route for the 2010 race. This included

attendance at a committee meeting during the month and ongoing logistical analysis of proposed routes from a traffic safety and management perspective.

The Traffic Bureau loaned a quantity of Event Parking and other temporary parking management signs to the Town of Newington for the Portsmouth/Boston Air Show on August 28-29 at Pease International Tradeport.

The Traffic Bureau continues to coordinate federally funded traffic enforcement grants. The Police Department receives funding through the NH Highway Safety Agency to reimburse overtime expenses for officers deployed in addition to patrol efforts. In the month of August, Dover Police performed these targeted patrols:

- a. DWI Patrols (18 hours)
  1. Netted 2 DWI arrests during grant patrols, 9 total for the month
- b. Speed Enforcement Patrols (6 hours)
  1. Emphasis on Sixth, Indian Brook, Cushing, and Middle Roads
- c. Traffic Control Device Enforcement Patrols (3 hours)
  1. Emphasis on Durham/Mast, and Central/Washington intersections
- d. Pedestrian Safety Patrols (6 hours)
  1. Emphasis on downtown crosswalks

As coordinated by the Traffic Bureau, a joint effort between Dover and New Hampshire State Police resulted in a speed enforcement detail on August 27th. Police motorcycles were used for this 6 hour detail and a total of 35 stops were conducted.

The Traffic Bureau conducted numerous traffic enforcement patrols at each of the City's public and private schools at the start of the school year on August 30th. These patrols will continue periodically throughout the school year.

**Downtown Liaison Unit:** On August 19, Officers Caproni and Lilyestrom participated in the Annual Dover Housing Authority Bicycle Parade.

A new Downtown Liaison Unit t-shirt was designed and ordered in anticipation of the 3rd annual Open House, to be held on Sunday, September 12. The Open House will be held from 10:00 to 2:00 and will feature a bake sale, a Rainbow Chicken Egg Hunt, photos with Monty, TJ and Blackjack and a dunk tank. This event has always been well attended and has generated needed funds for the Downtown Liaison Unit.

As of August 26th, the Downtown Liaison Unit took the following enforcement action;

- 31 Motor vehicle stops with warnings
- 5 Warnings for trespassing
- 7 Warnings for bicycle violations
- 2 Parking tickets
- 3 Warnings Skate park after hours
- 3 Checkups
- 1 Welfare check
- 1 Littering warning
- 1 Medical aid
- 1 Summons for City Ordinance 94-3 Drug Paraphernalia

**Community Service Program:** The Community Service program tracked 13 active participants in the month of August. Of the 13 juveniles in the program, 5 participated during the month of August. A total of 23.5 hours of community service work was completed. No members of the CS program completed their obligation during the month of August. So far in 2010, 306.5 hours of community service have been completed and 15 members 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 did NOT meet in August 2010 due to scheduling conflicts. As of this report, two meetings were scheduled for September 2010 (9/8 and 9/30). As of this report, there are three active members in the Dover Diversion program. At the time of this report, there were NO NEW CASES awaiting the September 8, 2010 meeting. Any new cases will be next reviewed at that meeting date.

**Dover Housing Authority:** For the month of August, the DHA held the annual Bike Parade on Thursday, August 19 with about 150 people in attendance. The parade was a huge success based on the feedback the residents and DHA staff.

Additionally, Mark Leno has completed and submitted a federal grant in an attempt to update the lighting and installation of security cameras throughout the Whittier Park and Hampshire Park neighborhood.

In the near future, Officer Joslin plans to establish the neighborhood watch program and community meetings with the residents of the DHA in order to address any safety or quality of life concerns they might have.

During the month of August the 2010, the SOCC Summer Program concluded with a trip to Durham Paintball. The participants spent the morning competing at the fields in Durham before heading to Weeksies Pizza for a final lunch. Many of the kids participating in the summer program attended a Rotary "back to school" fundraiser in August where each received a \$200.00 Wal-Mart gift card to be used to offset costs associated with school supplies. The SOCC afterschool program will resume in September.

**Police Explorer Program:** In the month of August, the explorer post had two meetings. The first meeting on Wednesday August 14th, was led by Officer Lilyestrom and was designed to show the explorers how they need to always be observant of their surroundings, and test their ability to pay attention to details. Items were placed around a room which the explorers would pass through without knowing what to look for. They were then asked to recall what they had seen to test what they had remembered.

The second meeting, on Wednesday August 18th, focused on motor vehicle stops and was also led by Officer Lilyestrom. The explorers took turns being both the officer and driver in the scenarios. The explorers utilized skills they had learned in previous motor vehicle stop activities to become more comfortable with the unknown risk associated with car stops. The explorers would use the Dover Police Department's ten codes and phonetic alphabet to call in the stops, as well as run the appropriate checks on the driver. The explorer post helped with the Dover Housing Authority's annual Bike Parade and Field Day on August 19th. The explorers fingerprinted children and assisted with the field games for the neighborhood kids.

On Saturday August 28th the explorers traveled to the Pease International Tradeport to help with traffic direction and control during the 2010 Boston-Portsmouth Air Show.

The explorer post currently has 9 explorers and there are two background checks in progress.

**Dover Youth to Youth:** A team of Dover Youth to Youth student members recently presented at the 12th National Leadership Conference on Underage Drinking in Anaheim, California August 18 – 20. The conference is put on by the US Office of Juvenile Justice and Delinquency Prevention (OJJDP) and the Underage Drinking Enforcement Training Center.

The 7 Dover High School students presented two workshops to almost 300 adults attending the conference and gave a third presentation to over 250 students attending the opening of the Youth Track portion of the conference.

In addition, Y2Y member Abby Martinen was asked to speak, and answer questions from the media, at a press conference being held on the third day of the conference by the Deputy Director of the OJJDP and the Director of Alcohol Enforcement for the State of California. Ms. Martinen provided a youth viewpoint on the prevalence and persistence of the underage drinking problem.

The students, and 2 staff members accompanying them, were also able to attend other training and presentations on current issues in preventing underage drinking while there. The expenses for the trip, not covered by the conference organizers, were met by a combination of contributions by the attending students' families and a grant from the NH Attorney General's Office.

**Dover Coalition for Youth:** On August 10th the Coalition brought the Executive Director of Maine's Environmental Substance Abuse Prevention Center to Dover to meet with the Executive Board. The 3 hour training meeting resulted in the Coalition creating a strategic plan to address youth retail access of alcohol.

The Coalition is currently conducting a survey of parents and other adults in the community. The survey is designed to measure adult perceptions on drug use and influences on teens. This information will be compared to data collected with the school student behavior surveys and help determine new coalition initiatives.

**Teen Center:** The Dover Teen Center calendar for August 2010 consisted of superior educational and social programming for our youth participants. See below for this month's highlights.

For the month of August 2010 the Teen Center saw a total of 341 participants on 22 days of programming. This yielded an average of just under 16 participants per day (the actual average was 15.5).

Some program highlights for the month of August 2010 included, but were not limited to the following:

- TC Special Event – "Pizza & Movie" (8/4)
- TC Trip – "Wallis Sands Beach" (8/6)
- TC Trip - "FUNSPOT ARCADE" (8/12)
- TC Music Event – DoverPalooza - "Summer Fun Show 1" (8/12)
- TC Trip – "Pawtuckaway State Park" (8/19)
- TC Special Event – Model Rocket Launch Day (8/20)

- TC Music Event – DoverPalooza – “Summer Fun Show 2” (8/26)
  - TC Special Trip – Summer Program Finale – “York Beach & Fun-O-Rama” (8/27)
- With the TC Summer Zone now over, the school year comes to us with fresh programs awaiting participants.

**Traffic Bureau:** On August 16, Patrol took a report of two outboard motors stolen from George’s Marina. Craigslist was checked and it was discovered that both of the motors were listed for sale. With the information obtained during this investigation, the Special Investigations Unit was able to locate the person who stole the motors, and an arrest was made. The stolen items were recovered.

**Animal Control:** In August, the Animal Control Officer handled 105 calls for service. The majority of calls were a mixture of nuisance calls (barking dog, dog at large), welfare checks (dog in car in the heat, dog/cat left unattended), found dog/cat, and 1 dog bite call.

Additionally, there were several wildlife calls in the month of August.

**Stafford County Regional Accident Reconstruction Team:** The Stafford County Regional Accident Reconstruction Team was not activated in August.

**K9:** Officer Tim Keefe and his K-9s Grinko and Norman hosted a training session for 18 members of the Working Dog Foundation in Dover on August 23rd. The K-9 teams did building searches at the Armory and the Downtown Liaison Unit Stables, and did tracking exercises at the Industrial Park. K-9 Grinko is on track to becoming Dover PDs first dual purpose dog in September or October. Dual purpose means that Grinko will be a tracking dog that will be able to find illegal drugs also.

**Communications:** Twenty-six portable radios were purchased with money received in the Congressionally Selected Grant. These portable radios will replace half the total number of portables used in the Police Department, replacing radios that were purchased in 2002. The other half of the radios were purchased in 2007, and are expected to remain in service for another 5 years.

On August 6th the City lost phone service in the City Hall including dispatch. The lines were down for approx 15-20 minutes. Bayring has been contacted in an effort to come up with a redundancy solution so this doesn’t occur again. 911 calls were automatically routed to Stafford County Dispatch as they are the back-up answering point.

In August, the Communications Center answered nearly 11,000 phone calls, and 435 911 calls. During the month, there were over 9,600 radio transmissions.

**Recreation Programs:** The playgrounds program wrapped up with the last day on August 13th. The end of the year field trip was to Water Country on August 11th . Tennis lessons were offered throughout the summer by Littlefield Tennis. Registrations opened for Lil’ Kickers, an indoor soccer program for 4 & 5 year olds. Registrations began for the new fall session of Pilates classes and Body Sculpt classes which will begin September 13th. New Tai Chi and Yoga sessions will be coming up in September. All classes are held in the McConnell Center Dance Studio.

The gym was cleaned and the floor refinished to get ready for the upcoming season.

**Senior Center Programs:** McConnell Center common areas continue to be a popular venue for organizations, meetings, workshops, classes, and special events

The Dover Community Senior Center (DCSC) continues its recurring daily activities of Bingo, Bridge, Cribbage, Duplicate Bridge, Crafts, Scrabble, Kitty Whist, Pay Me, and Whist. The Senior Book club meets on the last Tuesday of the month. The craft group meets in the activity room of the center every Monday and Spanish Class has resumed on Friday mornings.

In August, a full bus of seniors went to Foxwoods. The Self-Guided Day Trip Group took 15 seniors to see Hello Dolly at Hackmatack Playhouse.

The Senior Advisory Committee meets the second Friday of each month. 10 seniors attended the August 13th meeting.

Visiting Nurse was at the Senior Center once in August to perform blood pressure checks. Monthly Socials will resume in September.

Mystery Lunches: 44 attended  
Senior Advisory Board Meeting: 10 attended

**Indoor / Outdoor Pool:** The Jenny Thompson Outdoor Pool started the month of August with the Granite State Swimming Association Championship meet on the 2nd and 3rd. It was well attended and ran very smoothly. Various groups continued to use the pools for swim practice such as Seacoast Swimming, Oyster River Otters and Great Bay Masters. Various camp programs use the outdoor pool such as the City of Dover summer camps, Rollinsford Rec, Somersworth Rec, Kittery Rec, York Rec, Barrington Rec, St. Mary's Academy and Tri-Star Gymnastics camp just to name a few. The summer staff is now mostly departing for school though some will be staying on for the school year. The Jenny Thompson Pool will close for the season on Labor Day when the Dover Indoor Pool re-opens.

The indoor pool finished their swim lessons at the beginning of the month and finished the last session of summer swim lessons by holding the last session at the outdoor pool. The indoor pool closed on August 21st to undergo annual maintenance and will reopen on Tuesday September 7th.

Rec Swim-JT Pool: 300 patrons daily  
Lap Swim-JT Pool: 25 swimmers daily  
Lap Swim-ID Pool: 75 swimmers daily  
Masters-JT Pool: 30 swim team participants daily

**Ice Arena:** The Arena was quite busy in August with hockey camps, summer hockey and skating programs and Camp Kool. Leach Brothers Hockey Camps ended mid August and the arena summer leagues and programs had their last skates the week of August 23rd. Fall and winter programs have started registrations and Dover Youth Hockey started their practices Saturday, August 28th.

Camp Kool ended August 20th and had most weeks full with 50 campers. Camp ran very well this year and certainly the weather was in their favor.

Attendance at recreational skating, adult stick practice and Rock Night was steady all summer and was very much in line with last year's attendance figures. Youth and adult stick practices

were much stronger in August than in July and that should improve as we approach the fall and winter months.

Adult and Youth Stick Practices: 534

**Public Library:** Total of 590 children and teens registered for Summer Reading Programs. 143 children attended Summer Reading Finale Party on the library lawn and 181 people attended 5 Monday matinee movie showings.

**Seacoast Firefighter Academy:** The first day of the school for 18 students of the new Dover High School Career Technical Center's Seacoast Firefighter Academy occurred in August at the North End Fire Station. This partnership between the Dover High School, NH Department of Education, NH Fire Academy, and Dover Fire & Rescue provides the State of NH Firefighter 1 program in the High School setting. This program is the same program adults have to take before being allowed to operate in fire environments. These High School students will leave High School after testing for and obtaining their Firefighter 1 certification, which immediately transfers into a number of college's Fire Science degree programs, eliminating one course from that course of study. It also introduces the career to the students in an environment that is not as costly as college, making this program a win-win as many students enter college and then change their degree path which extends the time and cost of college, while utilizing resources better directed to other students. Students are bused to and from High School and the North End Fire Station daily and this looks to be a great collaborative between all parties involved!

## DEPARTMENTAL COLLABORATION & ENHANCEMENTS

- Chief Colarusso met with newly appointed Superintendent Jean Briggs-Badger. A wide variety of topics were discussed such as the continuance of the DARE program, the Dover High School Resource Officer and Dover Youth to Youth. Any police services that could enhance the safety and educational experience of students were offered.
- The Information Technology Division supported the School Department with preparations for 2010 – 2011 school year:
  1. DNS & translation work for: [courses.dover.k12.nh.us](http://courses.dover.k12.nh.us)
  2. Update all schools with second VLAN to support public wireless network
  3. Complete domain preparation for School Exchange 2010 Server installation.
  4. Advise and implement IP network space management for DHS/DMS networks.
- McConnell Studio work will be incorporating an Internet-accessible video access of recorded meetings.
- August 20, 2010 begins the new weekly Dover Download show on Channel 22 which will air each Friday.
- Finance Department and School Business Office have worked together with NH Retirement System to submit one monthly report for the City as a whole for employee wages, contributions and payroll deductions for NHRS. This is the result of combining the City and School into one financial system.

- The Recreation Department is always interacting with the School Department staff to coordinate use of school and city facilities and fields. Quarterly meetings are held to formalize the review of the Rec Department/school relationship with each other and how it is working.
- The Recreation Department just completed a busy summer of programs and facility use as detailed in this report. The major focus of this summer has been the marketing and expansion of use of both the Indoor Pool and Jenny Thompson Pool. Staff is working very closely with a newly formed Pool Advisory Committee and the many user groups to develop short and long range plans to solidify the pools place in the City of Dover's future.
- Inspection Services took a hard look at cutting costs and made some changes to the electrical, plumbing and mechanical permitting process. These changes reduced the need for ordering multipart forms, reduced mailing costs, slightly reduced one secretary's overloaded duties and actually improved customer service in the process.
- The Solid Waste Advisory Committee was updated at their August meeting on contractual obligations of Pinard Waste in their new Solid Waste and Recycling contract. Pinard has taken over the pick-up of trash in the downtown and parks. They are currently working on selecting new decorative cans for trash and recycling for the downtown as well as relocating the current cans to the parks. Pinard will also be taking over mass mailings to residents which will include the curbside leaf pick up and other trash and recycling items. Pinard will also be setting up a booth at Apple Harvest Day, doing monthly radio announcement promoting recycling, as well as conducting four school presentations annually.
- The paving list for the 2010 and 2011 construction seasons have been posted on the web.
- The Department of Planning and Community Development has instituted a 24 hour response policy. If a resident contacts the department, regardless of the method used, staff shall respond to acknowledge that a question has been received. If an answer will take more time to generate that is communicated back, and a follow up is documented as a task in the City's Outlook email/calendar system to ensure follow up is completed.
- The Department of Planning and Community Development continues to assist the School Department in determining whether a student should ride a bus or walk to school. Additionally, the Planning Director is working with the new Superintendent to review existing land uses surrounding the various schools.
- Planning and Community Development continue to assist the School Department with reviewing student addresses and how areas of the City might be redistricted for elementary schools. Staff gathered demographics and student location data as well as generated maps showing the location of probable development based upon the 2007 build out analysis.
- Also, the Planning Department assisted the School Department in processing a sign request for Woodman Park School.
- 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:  
Picknic Rock  
Cornerstone Commons phase III

Newington Dover bridge  
Beacon Circle  
Indian Brook/Weeks Crossing traffic lights  
344-350 Washington Street

- Planning staff worked with Community Services and Recreation staff on the Rotary Club of Dover's redevelopment of the Park Street Park, and the development of the Dog Park located at Long Hill Memorial Park.
- The Planning Director met with the Economic Development Director, and interested citizens working with the Chamber of Commerce to further Dover's development as a family friendly community which values education and attractions for the whole family. This meeting was part of an ongoing dialog between the Chambers Education Committee and the City.

## **PLANNING & ZONING**

Planning staff submitted 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, though these outcomes fall in these general areas: safety, economic competitiveness, livability, sustainability, and state of good repair.

The second grant the department has applied for 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 our zoning code, 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.

During the month of August, the Planning Department developed and began processing the annual contracts for the Community Development Block Grants. These contracts bind the agencies and organizations that ask the City for grant funds each year as part of the City's annual CDBG entitlement. Staff develops and reviews the grants with the Legal Office and Finance Department.

A fourth focus for the month was the Community Trail. The Planning Department, largely through the efforts of intern Michele Alexander, worked to coordinate a cleanup day for the trail. This project involved over 200 students from UNH Pre-Orientation Volunteer Experience in Service (PrOVES) and UNH CONNECT programs making improvements to the Dover Community Trail on Friday, Aug. 27. The work included removing railroad ties, clearing vegetation and brush (including trees that had fallen down), weeding, trash pickup and installing over 6 yards of crushed gravel along the trail bed. This work allows the public to more easily use the trail between Fisher Street and the Dover Transportation Center.

The second part of the focus on the trail is the work being coordinated with the Rotary Club of Dover. This work includes the development of a trail head, which will include a kiosk to

provide users with information about the trail system. This kiosk will be located at the west end of the Dover Transportation Center parking lot on Chestnut Street.

Finally, Planning and Community Development continued to oversee the development of the FY12 - 17 Capital Improvements Program. Preliminary project requests were submitted by various departments and reviewed by the Planning Director.

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

- Off Central Avenue along the Rollinsford Town line
- Central Avenue between Lowell Avenue and Merry Street
- Corner of Merry Street and Central Avenue
- Corner of Oak Street and Central Avenue
- School Street and Mechanic Street
- Thornwood Lane/Middle Road
- 25 Piscataqua Road
- Saddle Trail Drive
- Wisteria Drive
- Tolend Road/Upper Factory Road
- Sixth Street, between Indian Brook Drive and Venture Drive
- Resident on Mast Road
- Property on 155
- Resident on Prospect Street
- 93 Broadway
- Former Strand Theater

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

- ❖ Facilities and Grounds employees conducted normal day-to-day maintenance, such as clean-up and ground maintenance of municipal buildings. Trash pick-up continues twice a week on the summer schedule. Crews continued to handle daily requests for service at the City Hall and Police Department offices. Custodial duties were performed at the PW Facility, Train Station, City Hall, and filling in at the Library as needed. The gym floor, Senior Center and meeting room floors at the McConnell Center were sanded and refinished. Crews continued to try to rectify the area leaking into the Library. A recommendation was made to seal along the flashing with material, however, this did not solve the problem. The area of concern was more closely identified as channels along the skylight.
- ❖ Sign work also continued with the posting of signs for new developments or the replacement of existing signs as needed. F&G employees are working with the Traffic Bureau to update parking signs in City lots.
- ❖ Traffic signals were replaced at Old Rollinsford Road and Central Avenue as part of the renovation of that intersection. Downtown décor streetlight bulbs were changed as needed. Employees met with a representative and installed two LED units on the River Walk and are waiting for feedback. Alternatives are being sought to replace the incandescent bulbs currently in use.

- ❖ The daily schedule is in place for the outside mowing of public turf areas, parks and cemeteries. The athletic fields are also being mowed, groomed and lined on a regular basis throughout the season. Tree work and cleanup continued throughout the City, either due to storms or in preparation for road work.
- ❖ Issues with the chlorinator at the Jenny Thompson Pool seem to have been satisfactorily resolved for the time being. Vandalism and graffiti continue to be an issue around the City park areas.
- ❖ The Longhill Park Dog Park was completed and opened in August. It is a 23,000 square foot fenced in area separated into sections for large dogs and smaller dogs. There is fresh water available and shade in most of the park.
- ❖ Park Street Park renovation is underway and the goal to complete the park, that is being funded by the Dover Rotary Club, is later this fall.

## **GENERAL UPDATES**

- ★ Library staff partnered with the Easter Seals Agency in the McConnell Center to develop "The Growing Place" flower garden in front of the library, designed and planted by their young clients and maintained by Dover Public Library staff.
- ★ Regarding Interlibrary Loans, the Dover Public Library sent 173 books to other libraries and other libraries loaned Dover Public Library 133 books from their collections, thereby foregoing extra purchase costs for Dover for these borrowed items.
- ★ Library personnel developed a PowerPoint slide presentation on library collections and services for showing on channel 22.
- ★ Library staff is currently revising the "Library Emergency/Disaster Preparedness Manual". The draft is currently complete.
- ★ The various City departments are able to monitor the FY11 budget on a daily basis by having access to real-time data through Budget Sense.
- ★ The newly formed Pool Advisory Committee as well as the pool support group have allowed for more volunteer opportunities that have been taken advantage of by dozens of residents over the last several months.
- ★ As contained in the Fire Department budget to curb overtime costs, a firefighter paramedic has recently been hired to fill a vacancy that is created by one of the department members being deployed to Afghanistan. The department used a very progressive process to ensure the proper person was hired. After passing a written exam and physical obstacle course, the potential candidates sat through an oral board, with the top seven candidates moving on to a first ever assessment day. This day long skills evaluation session was added to the hiring process to help our organization identify the best potential new employees. The assessment helped immensely with identifying the strengths of each candidate and how they would fit if hired at Dover Fire & Rescue. Nine off-duty personnel donated a full day of their time to hold this assessment day which ran from 8 a.m. through approximately 6 p.m. and which covered 11 core skill areas including report writing, emergency medical patient care skills, public speaking and interaction,

ambulance operation, as well as core firefighting skills like search and hose deployment. The new North End Fire Station's training areas were instrumental in providing a controlled and logistically easy setting for this assessment day. All in all, the day did easily identify who is best for Dover Fire & Rescue to hire with the best candidate's standing out to all employees who ran the event. A big thank you to those off-duty people is needed, for without their help the assessment day could not have been held.

- ★ Mutual Aid between area fire departments have been a long standing practice and extremely successful. In August, the department took this success and brought it to the next level by implementing an "automatic aid" system. There is a difference between Mutual Aid and Automatic Aid. Mutual Aid occurs when an agency responds outside its jurisdiction, after the local agency already has arrived on scene and determines that additional resources are needed. The department currently has Mutual Aid agreements with all the neighboring communities. Automatic Aid occurs when an agency responds to an incident outside its jurisdiction on the initial dispatch. For Automatic Aid, the response area is pre-determined using the closest available resource method. The department has just implemented automatic aid with the neighboring communities. This will allow the department to get additional manpower to the fires quicker; therefore, saving life and property while also keeping firefighters safer. In an effort to ensure no one community's assistance is abused, this will only be used when there is a confirmed structure fire, based on caller information or multiple 911 calls.
- ★ The Planning Director submitted a proposal to the Northern New England Chapter of the American Planning Association to present a topic on developing the Form Based Code and Increasing Participatory Planning Opportunities at the fall conference. This topic was selected and the Director will be presenting as part of a panel in October.
- ★ The Planning Director worked with a team to develop a web-based curriculum for citizen planners throughout the State of NH. Dover was selected as a model for the Conservation Subdivision module. This statewide effort includes many of the agencies and organizations that provide training to Planning Boards and Zoning Boards, including Office of Energy and Planning, UNH, the Regional Planning Commissions, NH Department of Environmental Services, and representatives from NH communities.
- ★ The Planning Director has been working with NH Department of Transportation to review the signage installed at Exit 8E of the Spaulding Turnpike regarding the Woodman Institute Museum and Children's Museum of NH.
- ★ The Public Library has added two new volunteers to their team.

## **CITY OUTREACH**

A resident recently wrote to Chief Colarusso regarding his concern for speeding vehicles on Back River Road, especially in light of school opening. The resident raised several concerns with regards to the safety of children walking to school. Already in place was a comprehensive plan to increase police presence at all schools during the morning and afternoon hours when students are walking. The plan includes the use of speed read out trailers, speed and pedestrian enforcement, and high visibility of patrol vehicles using the morning overlap of shift officers. In this way, overtime will not be incurred. The Traffic Bureau Commander coordinates these patrols and will be in uniform and a marked cruiser to conduct enforcement personally. This plan will stay in effect for the first few weeks of school and will periodically be implemented during the length of the school year.

The Fire Department personnel volunteered their time to conduct a voluntary boot drive for Muscular Dystrophy Association (MDA). All funds raised from this boot drive stays in NH to help those NH families suffering from Muscular Dystrophy, ALS, etc. The Fire Department is happy to report that \$6700 was raised. This definitely exceeded expectations and the projection for this year, especially with the economy. A special thanks to all the Dover firefighters who donated their time on a gorgeous Saturday to help others.

The Fire Department joined forces with Kelly's Row restaurant to host a fund raiser for a Portsmouth Firefighter that has cancer. Portsmouth Firefighter Sarah Fox was diagnosed with breast cancer on October 9, 2007. At the time she was also 36 ½ weeks pregnant with twins. Twelve hours after her diagnosis, the twins were born making a family of seven. While it wasn't easy, Sarah fought through the many challenges and treatments that cancer brings and beat the odds, returning to work in January 2009. Just over a year later, Sarah developed a pain in her hip which was discovered to be cancer. Sarah, her husband Matt, their 5 children and extended family are faced with the fight against cancer once again. This night proved to be very successful raising over \$6,000.

The Community Services Director attended a Park Street Park neighborhood meeting on Saturday the 25<sup>th</sup>. The meeting was to update interested parties on the schedule for the park's completion which should be done this fall.

The Department of Planning and Community Development continued to update its blog, Face Book page and Twitter feed to communicate with the public. These tools are used to disseminate information and not as a dialogue tool, in general. More and more, the Planning Director has found that it is valuable to answer questions submitted by twitter as if they were email questions. This added communication tool has been very positive.

The Dover Public Library now has 203 Twitter followers and 354 Facebook fans.

The Dover Download has been used by various departments for public notices. Not only are these notices emailed to subscribers, but are posted on the City's website.

## **NEIGHBORHOOD AREAS**

The consultant, Jeffrey Taylor and Associates, retained by the City continues to work with residents to develop the Friends of Willand Pond. This non-government group meets once a month to review opportunities to promote usage of the pond and stewardship of the pond. The group held a meeting on August 19, 2010. This meeting was used to review the successes of the group's first celebration of the pond on August 14th.

At the August 14th celebration, a kayak demonstration and other recreational and environmental groups were available to the public to discuss the value of the pond and the many ways it is used by the citizens of Dover.

## **ENERGY EFFICIENCY**

The State of NH Energy Efficiency and Conservation Block Grant (EECBG) funding was approved by TRC, the company retained by the State to administer the funds, and the contract for the funding has been signed. Before the project could start, TRC wanted to send a

representative to inspect the work to be performed at the McConnell Center. That meeting was held along with representatives of PSNH. A change order with Johnson Controls was signed for both the additional transformer and lighting at the McConnell. All of the change orders for the McConnell were funded with federal grants.

Johnson Controls and their engineers are still finalizing the blowers at the Wastewater Treatment Facility. They need to be certain the motors specified will produce enough air flow to meet the future demands of the facility. Most of the work took place, Installation of the variable frequency drive was completed, the two de-humidification units were completed and the auxiliary third pump was installed. The chiller is up and running.

Air Conditioning work has started at City hall and should be completed by mid September. Johnson Controls was asked to supply the City with an additional cost to install AC in the rooms not included in their scope of work.

## **ACKNOWLEDGEMENTS & EVENTS**

Friends of the Library donated \$5,708 for library equipment/services:

- \$3,878 for Print Management System (software & coin-op station) for public Internet printing
- \$800 for laser printer and stand
- \$500 for summer reading program entertainer's fee @ Finale Party
- \$215 for digital camera & 4GB SD card
- \$250 for Strawberry Banke Museum pass renewal
- \$ 65 for Seacoast Science Center pass renewal

## Total Permits Issued: August 2010

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
10-198	BLACK DOG CARWASH CENT	887	CENTRAL AVENUE	4 BAY AUTOMATIC CAR WASH	C	38	9A	325000	3275
10-202	NP DOVER, LLC	853	CENTRAL AVENUE	INTERIOR RENOVATION FOR TANNING	C	38	6A	123000	1255
10-205	DIOCESE OF MANCHESTER	197	DOVER POINT ROAD	ADDITION TO GARAGE - STORAGE	C	L	15	25000	275
10-220	LOYAL ORDER OF MOOSE	45	CHESTNUT STREET	RENOVATE KITCHEN PANEL	C	31	6	11000	135
10-226	BANDOUVERES	77	MAIN STREET	REPAIR STORE FRONT AFTER ACCIDEN	C	3	31	10000	125
10-242	CITY OF DOVER	30	SAINT THOMAS STREET	RENO. INT. SPACES FOR A COMMUNITY	C	9	57	150000	0
10-211	CHURCHILL MEDICAL	87	VENTURE DRIVE	STORAGE	I	D	14-4	15000	175
10-129	KLFLIP, LLC	16	SAINT JOHN STREET	RENOVATE 3 UNIT	R	3	52	45000	475
10-148	GALARNEAU	19	KARENS WAY	DECK	R	A36	1P	8000	105
10-160	ZAMPIERI	36	GERRISH ROAD	FRONT PORCH W/ RAMP ADDITION	R	M	39	3000	55
10-179	GRAYSTONE BUILDERS	15	BEACON CIRCLE	SNGE FMLY DWLG W/ATT GARG.	R	21	5-5	146000	1485
10-186	CHILD	9-11	HAMILTON STREET	CONST./INSTALL FOOTNG/FRSTWLL UN	R	12	092	20000	225
10-188	COTE	39	LONG HILL ROAD	REBUILD PORCH, STAIRS ADD DORMER	R	A	12	49000	515
10-192	FONTAINE	544	TOLEND ROAD	SINGLE FAMILY W/ ATT GARAGE	R	C	28	149000	1515
10-193	KEEGAN	22.5	BAKER ST	ONE STORY ADDITION	R	27	95	12000	145
10-201	TOWLE	379	TOLEND ROAD	3 SEASON PORCH ADDITION	R	C	47	11000	135
10-207	MAHONEY	5	PROSPECT COURT	ABOVE GROUND POOL	R	32	71	5000	75
10-208	WALTER	79	BELLAMY ROAD	REPLACEMENT WINDOWS	R	H	4D	5000	75
10-210	LONG	30	BELKNAP STREET	REHAB DECK	R	9	25	2000	45
10-213	ROBINS	3	MAPLEWOOD AVENUE	BATHROOM REMODEL	R	D	59	3800	65
10-214	DAVID	12	MORRISON LANE	CONST. A REAR 3 SEASON ROOM ADDIT	R	G	7-1-2	20000	225
10-215	RICHARDS	26	FOURTH STREET	GARAGE, DEMO OLD DETACHED, ADD	R	31	29	17000	195

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
10-216	LOCKERT	306C	DOVER POINT ROAD	RELOCATE TO NEW FOUNDATINO	R	L	111B	45000	475
10-218	TOLEND ROAD PROPERTIES, L	10	MELODY TERRACE	SINGLE FAMILY DWELLING W/ ATT GAR	R	G	24J/18	128000	1305
10-219	EMERALD WOODS DEV CO.	80	EMERALD LANE	SINGLE FAMILY DWELLING W GARAGE	R	F	22A-8	243000	2455
10-221	READ	7	BROWNING DRIVE	CONST. A 1-STORY READ ADDITION	R	21	99	65000	675
10-223	RAGING SEA DEVELOPMENT,	34	BELKNAP STREET	EGRESS PLATFORM WITH RAILINGS	R	9	26	300	35
10-224	FSG3 PROPERY GROUP LLC	17-19	BROADWAY	EGRESS PLATFORM WITH RAILINGS	R	3	53	300	35
10-225	NOSSIFF	23	COTE DRIVE	REPAIR SUNROOM DAMAGE FROM FEB	R	L	58P	28000	305
10-227	SMITH	38	BELLAMY ROAD	CONST. A READ DECK W/ACCESS RAMP	R	H	4T	9500	125
10-228	MCCOOLE	7	OLD LITTLEWORTH ROAD	CONST. A REAR ONE-STRY ADD.	R	H	27	20000	225
10-229	CYNTHIA IMBRO	191	LONG HILL ROAD	CONST./INSTALL INGRND POOL & SWIM	R	A	18M3	46000	485
10-230	VOLLNOGLE	10	JAMES STREET	CONST/INSTALL A STORAGE SHED	R	I	76J	2000	45
10-231	DUFFY	4	HOMESTEAD LANE	CONST. A FULL REAR-DORMER ADD.	R	L	49F	22500	255
10-232	EISFELLER	168	DURHAM ROAD	INSTALL ABOVE GROUND POOL	R	I	20D	6000	85
10-235	SIMON	98	SIXTH STREET	CONST. A READ DECK ADDITION	R	34	8	3300	65
10-237	STEPHENS	33	SPRUCE LANE	CONST./INSTALL A SLAB FOR A PROPOS	R	I	27A	1000	35
10-238	MEARS	98	HENRY LAW AVENUE	REPLACE DECK	R	22	9	4000	65
10-239	FLOROS	188-190	WASHINGTON STREET	REMO./REPLC/CONST. SIDE STAIRWY &	R	10	51	3000	35
10-241	ROBBINS	22	HILLCREST DRIVE	RENOVATE/REMODEL 2 BTHRMS	R	35	564	24000	265

<u>Permit #</u>	<u>Owner's Last Name</u>	<u>Street #</u>	<u>Street</u>	<u>Description</u>	<u>Type</u>	<u>Map Lot</u>	<u>Construction Value</u>	<u>Fee</u>
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**Total Permits Issued:** 40

**Total Construction Value:** \$1,805,700.00

**Total Fees Collected:** \$17,545.00

Type of Permits Issued		Certificate of Occupancy's	
Apartment dwlg units	0	Apartment Units	0
Commercial	1	Commercial	1
Condo Units	0	Condo Units	0
Congregate Care Facility	0	Congregate Care Facility	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Duplex Unit	0	Duplex Unit	0
Industrial	0	Industrial	0
Multi Family	0	Renovations	4
Manufactured Dwlg	0	Manufactured Dwlg	0
Single Family Dwelling	4	Single Family Dwellings	9
		<b>Total</b>	<b>14</b>

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</b>	<b>A = Apts.</b>	<b>C = Condos</b>										
	<b>Apartments:</b>													
<b>A</b>	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>B</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		
<b>C</b>	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		
<b>D</b>	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			
<b>E</b>	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		
<b>F</b>	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		
<b>G</b>	StoneCroft	Carriage Hill Ln	H	11	0	11				A	16		0.34	Country Estates
<b>H</b>	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		
<b>I</b>	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	5	4	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	4/2/2012	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	7	65	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>130</b>	<b>217</b>									<b>135</b>
<b>TOTAL APPROVED UNITS</b>			<b>470</b>	<b>226</b>	<b>224</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>266</b>	<b>343</b>									<b>169</b>

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>266</b>	<b>365</b>							

\* Built or permit issued and unit under construction

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

## **COMMUNITY SERVICES CAPITAL IMPROVEMENTS PROJECTS**

### **STREET IMPROVEMENTS**

Current: Work has been ongoing throughout the city in preparation for paving. Projects such as drainage and water repairs have been completed for paving that will begin after Labor Day.

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

### **SIDEWALK IMPROVEMENTS**

Current: Work has started on Ash St.

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

### **BROADWAY/RR CULVERT (formerly NY St Drainage)**

Current: The project was submitted to NHDES for stimulus funding, which, if awarded, funding is expected to begin construction during 2010. The City Attorney has come to a resolution with the railroad.

Previous: Meeting with outside attorney to assist in coming to a resolution with the railroad regarding easement issue.

### **COCHECHO RIVER DREDGING**

Current: The US Army Corps of Engineers notified city staff that contract negotiations with dredge contractors have not gone well and that costs to complete dredging are higher. Consequently there are not enough funds available to complete dredging and pay for disposal fees to the City of Dover. The City has notified the ACOE that it does not approve contracting the project with insufficient funding. The ACOE has asked the City if it would approve a contract that would call for dredging the remainder of the river to 5.5 feet at low water rather than 6 feet. The ACOE believes that there are sufficient funds to dredge the river and pay for disposal costs under that scenario. The City is considering that option at this time.

Previous: The US Army Corps of Engineers is updating the specifications in preparation to begin contract negotiations with dredge contractors. The third and final year of dredging will begin in November 2010 and conclude in March of 2011. The dredge cell will be ready for capping and closure in the fall of 2011.

### **HENRY LAW AVE RECONSTRUCTION**

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

Previous: Currently in litigation by the contractor.

### **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.

### **RIVER ST PUMP STATION UPGRADE**

Current: Project is temporarily on hold while waiting for equipment deliveries.

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

### **DOWNTOWN TRAFFIC IMPROVEMENTS**

Current: The City is currently reviewing the project priorities and needs.

Previous: Need to prepare an RFP for a consultant to design the signal improvements for Third/Central/Broadway and Chestnut/Central intersections.

### **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: Work will start after the holiday weekend.

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

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

Current: The I&I project received only one bid response to do the work. City staff and Wright Pierce are reviewing the bid to determine whether to accept the bid or to reject the bid and put the project out for bid over the winter for spring construction.

Previous: 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.

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

Current: Construction is underway.

Previous: There was a DOT pre-construction meeting on December 9th.

### **BRIDGE PROGRAM**

Current: The asphalt has been removed from the Fourth St deck and half the asphalt from the Washington St deck has been removed. The concrete on half the Washington St Bridge has been patched.

Previous: 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.

### **BERRY BROOK WATERSHED MANAGEMENT**

Current: NHDES has approved a grant for improvements in the Berry Brook watershed that will improve stormwater quality and encourage infiltration. A tree filter will be installed at the Horne Street school parking lot and a rain garden will be installed at the school accepting roof runoff. The school portion of the project will serve as a demonstration project for the public to view the alternative Best Management practices and encourage watershed residents to adopt similar practices. The grant will also establish a grant program for watershed residents to purchase rain barrels and install rain gardens on their property to reduce stormwater impacts to Berry Brook. The grant will be brought before the City Council for acceptance in September.

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

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

Current: : NHDES has requested another site visit with staff from Concord to assist in resolving objections lodged by NH Fish and Game with respect to the width of the structure that has been constructed. We expect the meeting will take place in May 2010.

Previous: A site walk was conducted in mid June at which NHDES Wetlands Bureau, NH Fish and Game, NH Heritage Inventory, and US Marine Fisheries attended in addition to the city staff, city engineering consultants and construction contractor. At the meeting NH Fish and Game representatives objected to the magnitude of the impact to the shoreline and requested modifications to the work despite the City having received an emergency permit from NHDES to construct the work based on an approved planned. We are awaiting a letter from the NHDES Wetlands Bureau summarizing the findings of the meeting.

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

Current: The Long Term pump test which began on July 22nd has operated continuously for more than a month. The water level at Willand Pond has continued to go down at a steady rate over the summer and appears to have accelerated when the pump test began. Data will be collected through out the 90 day test that will give the City the information needed to determine the suitability of the well for use as a water supply once again.

Previous: 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.

### **STORMWATER UTILITY FEASIBILITY STUDY**

Current: The AD HOC Stormwater Utility Committee met on August 9th to hold its first of five meetings. The Committee will meet four more times 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. The next meeting is scheduled for September 13th.

Previous: 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.

# City of Dover

## Expenditures of Major Funds August 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	\$ 977.07	\$ 42,531.48	\$ 302,922.52	\$ 22,249.10	\$ 280,673.42	81.2%
Executive	781,336.00	43,118.35	96,145.21	685,190.79	313,483.64	371,707.15	47.6%
Finance	1,476,839.50	124,964.14	256,724.60	1,220,114.90	821,609.42	398,505.48	27.0%
Planning	435,244.00	31,818.61	71,315.48	363,928.52	240,314.54	123,613.98	28.4%
Misc General Government	1,592,167.94	52,101.70	163,529.12	1,428,638.82	94,218.34	1,334,420.48	83.8%
Police	6,379,419.54	413,396.26	1,049,349.20	5,330,070.34	3,049,723.52	2,280,346.82	35.7%
Fire & Rescue	6,361,648.67	465,813.91	1,111,786.08	5,249,862.59	2,963,699.50	2,286,163.09	35.9%
Community Service Public Works	5,459,510.76	275,904.98	544,003.98	4,915,506.78	2,383,181.16	2,532,325.62	46.4%
Recreation	2,323,919.21	135,667.95	326,699.03	1,997,220.18	404,282.96	1,592,937.22	68.5%
Public Library	1,058,409.63	77,187.06	166,579.42	891,830.21	626,756.59	265,073.62	25.0%
Human Services	707,224.57	61,027.65	98,409.32	608,815.25	155,945.78	452,869.47	64.0%
Debt Service	10,218,408.00	-	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	44,859,523.14	1,771,736.52	2,151,465.98	42,708,057.16	30,987,149.58	11,720,907.58	26.1%
Intergovernmental	7,161,525.00	-	-	7,161,525.00	-	7,161,525.00	100.0%
Sub-total : 1000 General Fund	\$ 89,405,842.96	\$ 3,453,714.20	\$ 6,394,637.85	\$ 83,011,205.11	\$ 42,062,614.13	\$ 40,948,590.98	45.8%
3320 Residential Solid Waste							
Charges for Services							
Community Service Public Works	\$ 1,106,321.00	\$ 60,416.10	\$ 95,250.59	\$ 1,011,070.41	\$ 769,486.32	\$ 241,584.09	21.8%
Sub-total : 3320 Residential Solid Waste	\$ 1,106,321.00	\$ 60,416.10	\$ 95,250.59	\$ 1,011,070.41	\$ 769,486.32	\$ 241,584.09	21.8%
3381 McConnell Center							
Community Service Public Works	\$ -	\$ -	\$ 755.39	\$ (755.39)	\$ -	\$ (755.39)	0.0%
Recreation	818,525.00	19,471.63	40,037.64	778,487.36	78,693.26	699,794.10	85.5%
Sub-total : 3381 McConnell Center	\$ 818,525.00	\$ 19,471.63	\$ 40,793.03	\$ 777,731.97	\$ 78,693.26	\$ 699,038.71	85.4%
5300 Water Fund							
Community Service Public Works	\$ 4,252,398.82	\$ 146,113.53	\$ 406,631.42	\$ 3,845,767.40	\$ 667,425.88	\$ 3,178,341.52	74.7%
Sub-total : 5300 Water Fund	\$ 4,252,398.82	\$ 146,113.53	\$ 406,631.42	\$ 3,845,767.40	\$ 667,425.88	\$ 3,178,341.52	74.7%
5320 Sewer Fund							
Community Service Public Works	\$ 5,972,864.11	\$ 173,816.86	\$ 656,938.23	\$ 5,315,925.88	\$ 935,018.15	\$ 4,380,907.73	73.3%
Sub-total : 5320 Sewer Fund	\$ 5,972,864.11	\$ 173,816.86	\$ 656,938.23	\$ 5,315,925.88	\$ 935,018.15	\$ 4,380,907.73	73.3%
<b>Total : EXPENDITURES</b>	<b>\$ 101,555,951.89</b>	<b>\$ 3,853,532.32</b>	<b>\$ 7,594,251.12</b>	<b>\$ 93,961,700.77</b>	<b>\$ 44,513,237.74</b>	<b>\$ 49,448,463.03</b>	<b>48.7%</b>

# City of Dover

## Revenues of Major Funds August 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	\$ 58,180.81	\$ 97,625.70	\$ 61,126,512.30	\$ -	\$ 61,126,512.30	99.8%
Licenses & Permits	4,144,410.00	252,326.00	548,808.97	3,595,601.03	-	3,595,601.03	86.8%
Intergovernmental	2,014,794.00	183,243.25	186,388.38	1,828,405.62	-	1,828,405.62	90.7%
Charges for Services	3,179,278.00	106,537.30	288,478.15	2,890,799.85	-	2,890,799.85	90.9%
Miscellaneous Revenue	639,133.00	10,479.56	54,673.53	584,459.47	-	584,459.47	91.4%
Education	13,211,005.00	25,118.60	104,465.80	13,106,539.20	-	13,106,539.20	99.2%
Operating Transfers In	297,781.00	22,658.00	72,658.00	225,123.00	-	225,123.00	75.6%
Sub-total : 1000 General Fund	\$ 84,710,539.00	\$ 658,543.52	\$ 1,353,098.53	\$ 83,357,440.47	\$ -	\$ 83,357,440.47	98.4%
3320 Residential Solid Waste							
Charges for Services	\$ 978,526.00	\$ 3,198.80	\$ 55,703.57	922,822.43	\$ -	\$ 922,822.43	94.3%
Miscellaneous Revenue	-	-	-	-	-	-	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 978,526.00	\$ 3,198.80	\$ 55,703.57	\$ 922,822.43	\$ -	\$ 922,822.43	94.3%
3381 McConnell Center							
Miscellaneous Revenue	\$ 732,602.00	\$ 1,750.00	\$ 57,581.72	\$ 675,020.28	\$ -	\$ 675,020.28	92.1%
Operating Transfers In	84,238.00	-	10,861.67	73,376.33	-	73,376.33	87.1%
Sub-total : 3381 McConnell Center	\$ 816,840.00	\$ 1,750.00	\$ 68,443.39	\$ 748,396.61	\$ -	\$ 748,396.61	91.6%
5300 Water Fund							
Charges for Services	\$ 4,220,115.00	\$ -	\$ 126,782.53	\$ 4,093,332.47	\$ -	\$ 4,093,332.47	97.0%
Miscellaneous Revenue	21,000.00	2,215.85	4,743.37	16,256.63	-	16,256.63	77.4%
Sub-total : 5300 Water Fund	\$ 4,241,115.00	\$ 2,215.85	\$ 131,525.90	\$ 4,109,589.10	\$ -	\$ 4,109,589.10	96.9%
5320 Sewer Fund							
Intergovernmental	\$ 160,285.00	\$ 7,321.00	\$ 63,328.00	\$ 96,957.00	\$ -	\$ 96,957.00	60.5%
Charges for Services	4,782,325.00	370.00	125,594.96	4,656,730.04	-	4,656,730.04	97.4%
Miscellaneous Revenue	32,000.00	1,945.16	4,564.80	27,435.20	-	27,435.20	85.7%
Other Financing Sources	984,919.00	-	-	984,919.00	-	984,919.00	100.0%
Sub-total : 5320 Sewer Fund	\$ 5,959,529.00	\$ 9,636.16	\$ 193,487.76	\$ 5,766,041.24	\$ -	\$ 5,766,041.24	96.8%
<b>Total : REVENUES</b>	<b>\$ 96,706,549.00</b>	<b>\$ 675,344.33</b>	<b>\$ 1,802,259.15</b>	<b>\$ 94,904,289.85</b>	<b>\$ -</b>	<b>\$ 94,904,289.85</b>	<b>98.1%</b>

# City of Dover

**Arena - General Fund  
Revenue & Expenditure Report**  
(Including Arena Debt Service attributed to the General Fund)  
**August 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>
<b>Revenue</b>	1,446,367.00	36,272.44	89,801.71	1,356,565.29	0.00	1,356,565.29	93.8
<b>Expenditures</b>	1,103,907.25	60,410.09	131,624.94	972,282.31	160,213.29	812,069.02	73.6
<b>Debt Service</b>							
<b>Principal</b>	228,490.00	0.00	0.00	228,490.00	0.00	228,490.00	100.0
<b>Interest</b>	109,065.42	0.00	0.00	109,065.42	0.00	109,065.42	100.0
	<b>4,904.33</b>	<b>(24,137.65)</b>	<b>(41,823.23)</b>	<b>46,727.56</b>	<b>(160,213.29)</b>	<b>206,940.85</b>	<b>4219.6%</b>



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, August 25, 2010**  
Meeting Time: **7:00pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Deputy Mayor Trefethen led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

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

**Also present:** City Manager Joyal, General Legal Counselor Krans, and City Clerk Lavertu

### 5. PROCLAMATIONS/AWARDS

Mayor Myers presented a proclamation to Leslie Modica, City Hall reporter for Foster's Daily Democrat.

### 6. APPROVAL OF AGENDA

Councilor Hooper moved to add a School Board Report; seconded by Councilor Cruikshank.  
Vote: 9/0.

Councilor Nedelka moved to add the McConnell Center Advisory Committee Report; seconded by Councilor Hooper.

Vote: 9/0.

Councilor Cruikshank moved to approve the amended Agenda; seconded by Councilor Nedelka.  
Vote: 9/0.

### 7. PUBLIC HEARINGS – None

### 8. CITIZEN'S FORUM

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

**Jerry Lynch, 26B Lincoln Street:** He spoke about how upset people were about the gas station being put in at Dover Point. He said they didn't get a fair hearing and they don't believe it's good for Dover. He said a lot of citizens have lost faith in the Council, because they can predict how the Council is going to vote on things. He said they are waiting for the next election.

**Aviva Grasso, 1 Pebblewood Drive:** She referred to Item 13.B.2., reprogramming funds to the Community Trail. She said this was a wonderful opportunity, and asked the Council to support it.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, August 25, 2010**  
Meeting Time: **7:00pm**

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

### 9. CITY MANAGER'S REPORT

City Manager Joyal said the City Clerk is reaching out to anyone in Ward 6 to fill the role of Supervisor of the Checklist. He said if anyone was interested to contact City Clerk Lavertu. He asked Economic Development Director Barufaldi to give an overview on what has been transpiring in Dover, and what he has been involved in to help stimulate economic growth. Mr. Barufaldi spoke to the Council regarding Dover's economic development over the past 18 months. He said he will be speaking to the Council on September 1, 2010 at the Council Workshop, and asked the Council to think about ideas for additional economic development tools. Councilor Garrison asked if companies were mentioning any weaknesses in Dover. Mr. Barufaldi said most of the people he has spoken with think Dover is a good place to live and bring up their children, a good place for healthcare, and a good quality of life. He said it can always be improved. City Manager Joyal said the September 1, 2010 workshop will deal with Zoning Amendments and Economic Development issues. Councilor Hooper moved to accept the City Manager's Report; seconded by Councilor Weston. Vote: 9/0.

### 10. APPROVAL OF MINUTES

- A. August 4, 2010 – Workshop Session
- B. August 11, 2010 – Regular Session

Deputy Mayor Trefethen moved to approve the Minutes; seconded by Councilor Nedelka. Vote: 9/0.

### 11. MAYOR'S REPORT

Mayor Myers said he attended the Greater Dover Chamber of Commerce Business After Hours last week. He said Tuesday night there was a gathering in front of City Hall celebrating Morgan Champagne's national championship in the Soap Box Derby. He said this Saturday there will be a leash-cutting ceremony to open Dover's new dog park. He wished Councilor Cruikshank a happy birthday. Deputy Mayor Trefethen moved to accept the Mayor's Report; seconded by Councilor Weston. Vote: 9/0.

### 12. UNFINISHED BUSINESS

- A. ORDINANCES IN THE 2<sup>nd</sup> READING - None
- B. ORDINANCES IN THE 3<sup>rd</sup> READING – None



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, August 25, 2010**  
Meeting Time: **7:00pm**

### C. RESOLUTIONS

- 1. AUTHORIZATION FOR PARTICIPATION IN STATE OF NH DRINKING WATER STATE REVOLVING LOAN FUND FOR NORTH END WATER PRESSURE FY2011 CIP PROJECT (REQUIRES 2/3 MAJORITY VOTE)  
SPONSORED BY MAYOR MYERS BY REQUEST**

Deputy Mayor Trefethen moved for its approval; seconded by Councilor Garrison.  
Roll Call Vote: 9/0.

### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

- 1. BLOCK PARTY – Dover High School Homecoming Committee**
- 2. ROAD TOLL – Dover Professional Fire Officers Association (MDA)**
- 3. RAFFLE – Loyal Order of the Moose**
- 4. TAG – Seacoast Titans Football and Cheer League**
- 5. RESOLUTION: B10088 TRUCK CAB CHASSIS FOR RIVER ST. PUMP ARRA  
SPONSORED BY MAYOR MYERS BY REQUEST**
- 6. RESOLUTION: B10092 DUMP BODIES & HOOK LIFT, RIVER ST. PUMP ARRA  
SPONSORED BY MAYOR MYERS BY REQUEST**
- 7. RESOLUTION: B11002 HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICE  
SPONSORED BY MAYOR MYERS BY REQUEST**
- 8. RESOLUTION: B11007 #2 HEATING FUEL  
SPONSORED BY MAYOR MYERS BY REQUEST**
- 9. RESOLUTION: B11009 LIQUID PROPANE  
SPONSORED BY MAYOR MYERS BY REQUEST**
- 10. RESOLUTION: B08043 CENTRAL AVE AND WENTWORTH-DOUGLASS HOSPITAL ACCESS MANAGEMENT PLAN  
SPONSORED BY MAYOR MYERS BY REQUEST**
- 11. RESOLUTION: B11008 OFF ROAD DIESEL FUEL  
SPONSORED BY MAYOR MYERS BY REQUEST**



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, August 25, 2010**  
Meeting Time: **7:00pm**

### COMMITTEE REPORTS

1. **School Board**
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
12. Pool Advisory Committee

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

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

Councilor Weston asked to pull Items 13.A.8. and 13.A.9.

Councilor Hooper asked to pull the School Board Report.

Councilor Cheney asked to pull Item 13.A.10.

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

Roll Call Vote: 9/0.

Deputy Mayor Trefethen moved for the approval of 13.A.8.; seconded by Councilor Weston.

Councilor Weston started a discussion on what the City paid last year.

Roll Call Vote: 9/0.

Deputy Mayor Trefethen moved for the approval of 13.A.9.; seconded by Councilor Weston.

Councilor Weston started another discussion on what the City paid last year.

Roll Call Vote: 9/0.

Deputy Mayor Trefethen moved for the approval of 13.A.10.; seconded by Councilor Weston.

Councilor Cheney started a discussion on the new traffic lights.

City Manager Joyal said this Resolution extends the study to include all traffic lights that are serviced by the City.

Roll Call Vote: 9/0.

Councilor Hooper discussed her report on the School Board meeting.

Vote: 9/0.

### B. RESOLUTIONS

#### 1. **AUTHORIZATION FOR CONVEYANCE OF PORTION OF CITY OWNED RIGHT OF WAY ALONG SPUR ROAD** SPONSORED BY MAYOR MYERS BY REQUEST

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

City Manager Joyal gave an overview to the Council.

Roll Call Vote: 9/0.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, August 25, 2010**  
Meeting Time: **7:00pm**

**2. REPROGRAMMING OF UNEXPENDED BOND PROCEEDS FROM  
BELLAMY PARK IMPROVEMENTS PROJECT TO MULTI-USE  
COMMUNITY TRAIL – NEWINGTON BRANCH PROJECT  
(REQUIRES 2/3 MAJORITY VOTE)  
(TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 8, 2010)  
SPONSORED BY COUNCILOR WESTON**

Deputy Mayor Trefethen moved to refer to a public hearing on September 8, 2010;  
seconded by Councilor Weston.

Vote: 9/0.

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

**14. COUNCIL CORRESPONDENCE – None**

**15. COUNCIL MATTERS OF INTEREST**

Councilor Nedelka said he wanted to try to go paperless for a few months and not receive a hardcopy of the Agenda packet for Council meetings.

**16. ADJOURNMENT**

Deputy Mayor Trefethen moved to adjourn; seconded by Councilor Weston.  
Vote: 9/0.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2010.08.25 - 117**  
Resolution Re: Reprogramming of Unexpended Bond Proceeds from Bellamy Park Improvements Project to Multi-Use Community Trail – Newington Branch Project

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

WHEREAS: The City has identified certain CIP projects that have been completed under budget and therefore there are unexpended bond proceeds to be utilized towards other CIP projects, and there are certain CIP projects that can be deferred to future years and funding is not anticipated to be needed at this time; and

WHEREAS: The City Council desires to effectively use unexpended bond proceeds; and

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

The City Council approves reprogramming bond proceeds of \$93,289.79 from the Bellamy Park Improvements project to Multi-Use Community Trail – Newington Branch as follows:

		Adopted	Available	Amount
Project Number	Project Descriptions	Budget	Bond Proceeds	Reprogrammed
4008-45220-5228-08	Bellamy Park Improvements	100,000.00	93,289.79	(93,289.79)
4008-43122-3370-08	Multi-Use Trail - Newington Branch	-	-	93,289.79

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





**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2010.08.25 - 117**  
Resolution Re: Reprogramming of Unexpended Bond Proceeds from  
Bellamy Park Improvements Project to Multi-Use  
Community Trail – Newington Branch Project

### RESOLUTION BACKGROUND MATERIAL:

Annually, in accordance with City Charter, the City Manager shall prepare and submit for approval to the City Council a six-year capital improvements program (CIP). Annually the City Council has approved the CIP and an Authorization for Bonding to finance certain projects contained within the CIP.

The City has reviewed CIP project authorizations and has identified certain CIP projects that have unexpended bond proceeds that will not be utilized and can be use towards other CIP projects. Presently there is \$93,289.79 of unexpended bond proceeds for Bellamy Park Improvements that will be reprogrammed to Multi-Use Community Trail – Newington Branch.

This resolution proposes to effectively use unexpended bond proceeds for Multi-Use Community Trail project. This resolution will not increase appropriations or the amount of existing debt obligations of the City.



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AUG 23 2010

CITY MANAGER'S OFFICE  
DOVER, NH

### APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Benevolent Protective Order of E.K.s, Dover Lodge #184  
Federal Tax ID number for Organization: 02-0127315  
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Maureen Loughman Day Time Telephone: 868-8178

Address: 37 Woodman Rd, Durham Email Address mfloughma@comcast.net

Purpose of Permit: to sell calendars w/cash drawings in November

Date of Event: November Specific Time: none

Location of Event: NIA

\*\*\*\*\*

(Raffle Permit only)  
Prize (s) To Be Awarded: Various \$ prizes as shown.

Amount of Donation: \$10.00 Date of Drawing: Varied Specific Time: No

Place of Drawing: Dover E.K.s Lodge #184

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

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

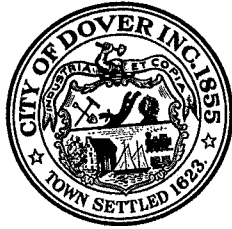
\*\*\*NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

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

Signature: Maureen Loughman Date: 8-21-10

Licensing Board approval [Signature] Date: 8/30/10  
Revised 03/17/08

okay to issue - [Signature]



# 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 Shave Fund  
Federal Tax ID number for Organization: 02-0398957  
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political  
Contact Person: Judith Custer Day Time Telephone: \_\_\_\_\_  
Address: 4 Long Meadow Rd Dover Email Address: custerpie@yahoo.com  
Purpose of Permit: raffle sales for at Apple Harvest Day  
Date of Event: Oct. 2, 2010 Specific Time: 9-4:00  
Location of Event: Downtown Dover  
\*\*\*\*\*  
(Raffle Permit only)  
Prize (s) To Be Awarded: gazaboo, gift certificates for jewelry creation  
Amount of Donation: \$ 1.00 Date of Drawing: Oct 2, 2010 Specific Time: 3:30 P.M.  
Place of Drawing: Apple Harvest Booth

**\* NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS:** Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information. Please provide a way for us to contact you during the day so the request can expedited Information on these requirements may be found at [http://doj.nh.gov/publications/charitable\\_forms.html](http://doj.nh.gov/publications/charitable_forms.html).  
**\*\* NOTE: ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA**

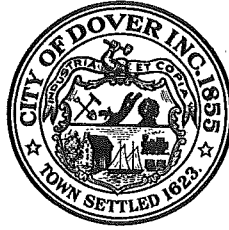
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I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.  
I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A, RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: Judith Custer Date: 8/27/2010

Licensing Board approval: [Signature] Date: 8/27/10  
Revised 03/17/08

*Okay to approve - this group falls under Dover Cooperative Ministries and that group is registered w/ Charitable Trusts - DC*



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DOVER CITY CLERK  
DOVER, NH

2010 AUG 26 A 11:49

APPLICATION  
CITY OF DOVER, NEW HAMPSHIRE

RAFFLE\*<sup>X</sup>.....TAG\*.....PARADE\*\*..... BLOCK PARTY\*\*..... ROAD TOLL\*\*\*.....

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

Organization Name: PARISH OF THE ASSUMPTION

Federal Tax ID number for Organization: 32-0286039

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

Contact Person: F. MARC GAINE Day Time Telephone: 603-742-4837

Address: 150 CENTRAL AVE Email Address office@ASSUMPTIONDOVERNH.org

Purpose of Permit: PARISH RAFFLE

Date of Event: DRAWING 10/2/10 Specific Time: 4pm / close of Harvest Day

Location of Event: In parish mo. of Sept. at HARVEST DAY 10/2/10 mly

(Raffle Permit only)

Prize (s) To Be Awarded: CASH PRIZE / GIFT CARDS

Amount of Donation: \$3 for 1 / \$4 for 10 Date of Drawing: 10/2/10 Specific Time: close of day / 4pm.

Place of Drawing: Parish Harvest Festival

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

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

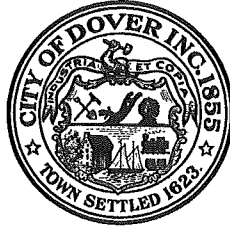
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I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: [Signature] Date: 8/26/10

Licensing Board approval: [Signature] 8/30/10

No objection [Signature]

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DOVER CITY CLERK  
DOVER, NH



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DOVER CITY CLERK  
DOVER, NH

2010 AUG 26 A 11:49

APPLICATION  
CITY OF DOVER, NEW HAMPSHIRE

RAFFLE\*<sup>X</sup>.....TAG\*.....PARADE\*\*..... BLOCK PARTY\*\*..... ROAD TOLL\*\*\*.....

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

Organization Name: PARISH OF THE ASSUMPTION

Federal Tax ID number for Organization: 32-0286039

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

Contact Person: FRANCOIS GAGNE Day Time Telephone: 603-742-4837

Address: 150 CENTRAL AVE Email Address office@ASSUMPTIONDOVENH.ORG

Purpose of Permit: Apple Harvest Day RAFFLE

Date of Event: 10/2/10 Specific Time: 8am-4pm

Location of Event: Dover Apple Harvest Day

\*\*\*\*\*

(Raffle Permit only)  
Prize (s) To Be Awarded: Coffee Marker

Amount of Donation: \$1 Date of Drawing: OCT 2 '10 Specific Time: 4pm

Place of Drawing: Booth at Apple Harvest Day

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

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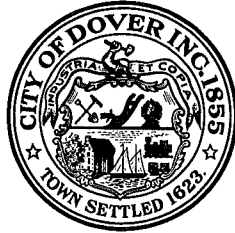
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Signature: [Signature] Date: 8/26/10

Licensing Board approval: [Signature] Date: 8/30/10  
Revised 03/17/08

No objection - DC



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DOVER CITY CLERK  
DOVER, NH

2010 AUG 27 P 1:29

**APPLICATION  
CITY OF DOVER, NEW HAMPSHIRE**

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

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

Organization Name: Susan G. Komen for The Cure

Federal Tax ID number for Organization: 75-1835298

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

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

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

Purpose of Permit: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Specific Time: \_\_\_\_\_

Location of Event: \_\_\_\_\_

\*\*\*\*\*

(Raffle Permit only)

Prize (s) To Be Awarded: Quilt, gift Baskets, gift cards

Amount of Donation: \$1/ticket Date of Drawing: Oct. 2, 2010 Specific Time: 3:30 PM

Place of Drawing: Apple Harvest Day

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

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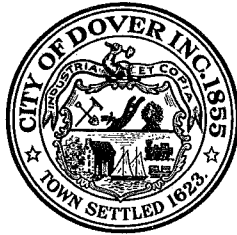
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I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

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

Signature: Kathleen Allen Date: 8/19/2010

Licensing Board approval (Signature) Date: 9/1/10  
Revised 03/17/08



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DOVER CITY CLERK  
DOVER, NH  
2010 AUG 19 P 2:48

APPLICATION  
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Dover Little Green Cheer

Federal Tax ID number for Organization: 26-254 3466

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

Contact Person: Bridget Smith Day Time Telephone: 969-6941

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

Purpose of Permit: Fundraising! Very costly to pay for uniforms, coaches training etc

Date of Event: Sept. 23, 24, 25 Specific Time: Th 4-8 Fri 4-8 Sat 8-8 not all hours on sat may be needed.

Location of Event: Various locations (stores restaurants, etc)

\*\*\*\*\*

(Raffle Permit only)

Prize (s) To Be Awarded: \_\_\_\_\_

Amount of Donation: \_\_\_\_\_ Date of Drawing: \_\_\_\_\_ Specific Time: \_\_\_\_\_

Place of Drawing: \_\_\_\_\_

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

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I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

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

Signature: Bridget Smith Date: 8/17/10

Licensing Board approval [Signature] Date: 8/24/10  
Revised 03/17/08

Registered with DOS charitable trusts unit as of 8/23/10 DC



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2010.09.08 – 118**  
Resolution Re: Ward 6 Supervisor of the Checklist

WHEREAS: The current Ward 6 Supervisor of the Checklist, Linda Stafford, has moved out of the area

WHEREAS: Dennis Ciotti, a registered Ward 6 voter, has volunteered to be the appointed replacement

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

That Dennis Ciotti be appointed as the Ward 6 Supervisor of the Checklist

### 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.  
General Council

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

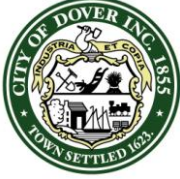
Resolution Number: **R – 2010.09.08 – 118**  
Resolution Re: Ward 6 Supervisor of the Checklist

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2010.09.08 – 118**  
Resolution Re: Ward 6 Supervisor of the Checklist

### RESOLUTION BACKGROUND MATERIAL:

Appointment of Supervisor of the checklist to fill vacancy per RSA 652:12,III



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.8.**

Resolution Number: **R – 2010.09.08 - 119**  
Resolution Re: Authorization to accept Berry Brook Watershed Management Plan Grant

WHEREAS: The Berry Brook Watershed Plan 2008 identified numerous Best Management Practices that should be implemented to improve the water quality in Berry Brook and to control runoff events that result in flooding, and;

WHEREAS: The State of New Hampshire Department of Environmental Services has notified the City of Dover of the offer for a Berry Brook Grant to do storm water upgrades at Horne St. School and the Berry Brook neighborhood and;

WHEREAS: The City of Dover and the State of New Hampshire have agreed to enter in to the attached grant Agreement for Phase 1 implementation of the project in the amount of \$55,000.00. The proposed match is CIP Drainage funds listed below..

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

The City Manager is authorized to execute the attached Agreement for \$55,000.00 for the Berry Brook Watershed Management Plan Phase 1 Implementation with the State of New Hampshire, consistent with the Agreement contained in the attachments of this resolution

### Financing

Account	Description	Appropriation	Balance
4005.1.300.43150.4757.03180.05.	PW Drainage	150,000.00	97,124.57

### 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.  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2010.09.08 - 119**  
Resolution Re: Authorization to accept Berry Brook Watershed Management Plan Grant

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2010.09.08 - 119**  
Resolution Re: Authorization to accept Berry Brook Watershed  
Management Plan Grant

### RESOLUTION BACKGROUND MATERIAL:

Berry Brook a stream that originates at Hannafords on Central Avenue and flows to the Cocheco River and runs parallel to Horne Street was identified by NH Department of Environmental Services as having poor water quality. The City and its consultant completed a Watershed Management Plan in 2008 which identified a number of improvements that could be implemented to improve the water quality of Berry Brook.

The City has received from NHDES the offer for a grant to implement stormwater upgrades at Horne St School, and to develop a program with the watershed residents to educate and cost share to install rain barrels and rain gardens on their properties. The proposed match is Drainage CIP funding.

Certificate of Authority and Grant Agreement are attached under separate cover.

## GRANT AGREEMENT

Subject: Berry Brook Watershed Management Plan – Phase 1 Implementation

The State of New Hampshire and the Contractor hereby mutually agree as follows:

### GENERAL PROVISIONS

#### 1. IDENTIFICATIONS AND DEFINITIONS

<b>1.1 State Agency Name</b> Department of Environmental Services		<b>1.2 State Agency Address</b> 29 Hazen Drive Concord, NH 03301	
<b>1.3 Grantee Name</b> City of Dover		<b>1.4 Grantee Address</b> 288 Central Avenue Dover, NH 03802	
<b>1.5 Effective Date</b> Upon G&C approval	<b>1.6 Completion Date</b> September 31, 2011	<b>1.7 Audit Date</b> N/A	<b>1.8 Grant Limitation</b> \$55,000
<b>1.9 Grant Officer for State Agency</b> Eric Williams, Watershed Assistance Section Supervisor		<b>1.10 State Agency Telephone Number</b> 603-271-3503	
<b>1.11 Grantee Signature</b>		<b>1.12 Name &amp; Title of Grantee Signor</b>	
<b>1.13 Acknowledgment: State of New Hampshire, County of _____</b> On ____/____/_____, before the undersigned officer, personally appeared the person identified in block 1.12., or satisfactorily proven to be the person whose name is signed in block 1.11., and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
<b>1.13.1 Signature of Notary Public or Justice of the Peace</b>  (Seal)			
<b>1.13.2 Name &amp; Title of Notary Public or Justice of the Peace</b>			
<b>1.14 State Agency Signature(s)</b>		<b>1.15 Name/Title of State Agency Signor(s)</b>  Thomas S. Burack, Commissioner	
<b>1.16 Approval by Attorney General's Office (Form, Substance and Execution)</b>			
<b>By:</b>		<b>Attorney, On:</b> / /	
<b>1.17 Approval by the Governor and Council</b>			
<b>By:</b>		<b>On:</b> / /	

**2. SCOPE OF WORK.** In exchange for grant funds provided by the state of New Hampshire, acting through the agency identified in block 1.1 (hereinafter referred to as “the State”), pursuant to RSA 21-O, the Grantee identified in block 1.3 (hereinafter referred to as “the Grantee”), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being referred to as “the Project”).

**3. AREA COVERED.** Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the state of New Hampshire.

**4. EFFECTIVE DATE; COMPLETION OF PROJECT.**

4.1 This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as “the Effective Date”).

4.2 Except as otherwise specifically provided for herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as “the Completion Date”).

**5. GRANT AMOUNT; LIMITATION ON AMOUNT; VOUCHERS; PAYMENT.**

5.1 The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.

5.2 The manner of, and schedule of payment shall be as set forth in EXHIBIT B.

5.3 In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4 The payment by the State of the Grant amount shall be the only, and the complete, compensation to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.

5.5 Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

**6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.**

In connection with the performance of the Project, the Grantee shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.

**7. RECORDS AND ACCOUNTS.**

7.1 Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2 Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee’s normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records or personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, “Grantee” includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.

**8. PERSONNEL.**

8.1 The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2 The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform such Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3 The Grant officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

**9. DATA: RETENTION OF DATA; ACCESS.**

9.1 As used in this Agreement, the word “data” shall mean all information and things developed or obtained during the performance of, or acquired or developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3 No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4 On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5 The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

**10. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

**11. EVENT OF DEFAULT; REMEDIES.**

11.1 Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as “Events of Default”):

11.1.1 failure to perform the Project satisfactorily or on schedule; or

11.1.2 failure to submit any report required hereunder; or

11.1.3 failure to maintain, or permit access to, the records required hereunder; or

11.1.4 failure to perform any of the other covenants and conditions of this Agreement.

11.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

11.2.1 give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and

11.2.2 give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement

and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and 11.2.3 set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and

11.2.4 treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

**12. TERMINATION.**

12.1 In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.

12.3 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.

12.4 Notwithstanding anything in this Agreement to the contrary, either the State and no representative, officer of employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interests or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

**13. CONFLICT OF INTEREST.** No officer, member or employee of the Grantee and no representative, officer of employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interests or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

**14. GRANTEE'S RELATION TO THE STATE.** In the performance of this Agreement, the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, worker's compensation or emoluments provided by the State to its employees.

**15. ASSIGNMENT AND SUBCONTRACTS.** The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.

**16. INDEMNIFICATION.** The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee of Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

**17. INSURANCE AND BOND.**

17.1 The Grantee shall, at its sole expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the

benefit of the State, the following insurance:

17.1.1 statutory worker's compensation and employees liability insurance for all employees engaged in the performance of the Project, and

17.1.2 comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$2,000,000 for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and

17.2 The policies described in subparagraph 18.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice has been received by the State.

**18. WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.

**19. NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.

**20. AMENDMENT.** This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.

**21. CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.

**22. THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

**23. ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

## Exhibit A Scope of Services

The City of Dover, NH shall complete the tasks described in the following Scope of Services:

**Objective 1:** Install stormwater treatment practices at the Horne Street School & verify pollutant load reductions for the installations.

How will success be measured?: Two tree box filters and bioretention unit are installed at the Horne Street School., pollutant load reductions are verified.

**Deliverable 1A:** Install two tree box filters at the Horne Street School

Task 1: Determine appropriate sizing for tree box filters

Method: Evaluate drainage area and impervious area to be treated

Task 2: Design and engineer tree box filters for location

Method: Develop engineering specifications for tree box filter

Task 3: Install tree box filters

Method: Acquire materials, excavate site, and install treatment practices: plumb tree box filters, mix soil, install plantings, and do touchups as needed

**Deliverable 1B:** Design and install bioretention unit.

Task 4: Determine appropriate sizing for bioretention unit based on drainage area and impervious surface to be treated

Method: Evaluate drainage area and impervious area to be treated

Task 5: Design appropriately size bioretention unit

Method: Develop engineering specifications for bioretention unit

Task 6: Install bioretention unit at the Horne Street School

Method: Acquire materials, excavate site, and install the unit: plumb bioretention unit, mix soil, install plantings, and do touchups as needed

**Deliverable 1C:** Pollutant load reductions and % impervious cover reductions for stormwater treatment practices.

Task 7: Calculate pollutant load reductions for the Horne Street School stormwater treatment practices

Method: The Simple Method will be used to calculate pollutant load reductions; a Site Specific Project Plan will be developed.

Task 8: Calculate % impervious cover reductions for Horne Street School stormwater treatment practices

Method: Center for Watershed Protection guidance will be followed

Task 9: Develop spreadsheet for tracking reductions

Method: Excel or GIS based database will be utilized to store data

**Objective 2:** Implement outreach and education activities for the for the Berry Brook implementation project.

How will Success be measured? Rain barrel / rain garden demonstration events are held; rain barrels installed, signs describing installations have been placed; press releases have been published; a minimum of 2 project presentations have been held, a teaching curriculum has been developed for use in the Horne Street School.

**Deliverable 2A:** Neighborhood Implementation & Outreach: 5 individual stormwater audits and a report, 2 stormwater workshops, 1 neighborhood meeting, 50 rain barrels installed, 4 small-scale residential raingardens installed, 1 sign erected and a report of operation and maintenance survey results.

Task 10: Purchase 50 rain barrels (each rain barrel holds 55 gallons)

- Method: Identify supplier, arrange purchase and storage (procurement will be compliant with State and Federal procedures)
- Task 11: Host Two public rain barrel/ rain garden demonstration events  
Method: Public workshops
- Task 12: Install 50 rain barrels & ensure that rain barrels are installed and functioning properly  
Method: Engage and assist homeowners in signing operation & maintenance agreements, installing barrels and conduct a follow up survey of rain barrel owners
- Task 13: Install 4 rain gardens on residential properties in the watershed  
Method: Select homeowners & raingarden locations, design raingardens, install raingardens (excavate & plant), and provide operation and maintenance procedures to homeowners.
- Task 14: Install 1 sign explaining implementation projects  
Method: Determine location, design content and layout, purchase and erect sign
- Task 15: Develop stormwater teaching curriculum for Horne Street School  
Method: Work with teachers to create curriculum, provide teacher training and technical assistance for curriculum

**Objective 3:** Administrative duties are performed to carry out the requirements of the project

How will you measure success?: UNH—City of Dover partnership agreement is developed; reports are submitted; and costs & match are documented.

**Deliverable 3A:** Partnership agreement for with the UNH Stormwater Center for stormwater management projects is finalized.

Task 16: Develop partnership agreement with UNH Stormwater Center

Method: Meet with Stormwater Center staff, create & sign partnership document

**Deliverable 3B:** Conduct grant and project administration

Task 17: Document all project costs and match

Method: Track costs using city spreadsheets

Task 18: Submit electronic semiannual reports

Method: Submit reports documenting all work performed on the project at the end of each June and December of the project period and submit Pollutants Controlled Report for any BMPs installed during the reporting period

Task 19: Submit electronic final report

Method: Comply with NHDES and EPA requirements

### Quality Assurance

All project activities which are to be guided by a Quality Assurance document such as a Quality Assurance Project Plan (QAPP) or Site Specific Project Plan (SSPP) must **not** begin prior to DES/EPA approval of that QA document. In the event that sampling, modeling, or other such activities precede QA document approval, the data will not be considered valid, and the grantee will forfeit the ability to receive payment for those activities.

### Outreach materials Provision

All materials produced for public distribution shall be reviewed and approved by DES prior to distribution and shall include the DES logo, and the following citation: “Funding for this project was provided in part by a Watershed Assistance Grant from the NH Department of Environmental Services with Clean Water Act Section 319 funds from the U.S. Environmental Protection Agency”.

### Operations and Maintenance Provision

Management practices implemented as agreed upon in the scope of services of this grant agreement and with

funds awarded under the NH 319 Watershed Assistance Grants Program, shall be properly operated and maintained for the intended purposes during the life span of the project. The life span of a project shall be determined by the Grantee, tailored to the types of practices expected to be funded in this project, and agreed upon by DES. The Grantee shall provide DES with an engineering estimate of the design life of the best management practice(s) (BMPs).

Operation includes the administration, management, and performance of non-maintenance actions needed to keep the completed practice safe and functioning as intended. Maintenance includes work to prevent deterioration of the practice, repairing damage, or replacement of the practice to its original condition if one or more components fail. The Grantee shall assure that any sub-award of Section 319 funds similarly include the same condition in the sub-award. Additionally, both EPA and DES reserve the right to periodically inspect a practice during the life span of the project to ensure that operation and maintenance are occurring. If it is determined that the participants are not operating and maintaining these practices in an appropriate manner, EPA or DES may request a refund for that practice supported by the grant.

**Exhibit B**  
**Contract Price and Method of Payment**

All services shall be performed to the satisfaction of DES before payment is made. All payments shall be made upon receipt and approval of stated outputs and upon receipt of an associated invoice. Documentation of match costs (including the value of volunteer labor) shall be provided with each payment request. The final invoice shall include total match cost documentation of \$37,500. Payment shall be made in accordance with the following schedule based upon completion of specific outputs described in Exhibit A:

Upon completion and DES approval of Deliverable 1A	\$20,000
Upon completion and DES approval of Deliverable 1B & 1C	\$25,000
Upon completion and DES approval of Deliverable 2A	\$ 1,000
Upon completion and DES approval of Deliverable 3A	\$ 5,000
Upon completion and DES approval of Deliverable 3B	<u>\$ 4,000</u>
Total	\$55,000

Funding is provided through a Watershed Assistance Grant from the NH Department of Environmental Services with Clean Water Act Section 319 funds from the U.S. Environmental Protection Agency.

**Exhibit C**  
**Special Provisions**

If the date for commencement of Exhibit A precedes the Effective Date all services performed by Contractor between the commencement date and the Effective Date shall be performed at the sole risk of the contractor and in the event that this Agreement does not become effective, the State shall be under no obligation to pay the contractor for any costs incurred or services performed.

Subparagraph 1.7 of the General Provisions shall not apply to this Agreement.

**CERTIFICATE OF AUTHORITY**

I, enter name of city clerk, City Clerk for the City of enter city, New Hampshire do hereby certify that:

- (1) The City Council voted to accept funds and enter into a contract with the New Hampshire Department of Environmental Services;
- (2) The City Council further authorized the office of person authorized to sign to execute any documents which may be necessary for this contract;
- (3) This authorization has not been revoked, annulled, or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and
- (4) the following now occupies the office indicated above:

name of person authorized to sign (whose title appears in 2 above)

IN WITNESS WHEREOF, I have hereunto set my hand as the City Clerk of enter city, New Hampshire this date day of month, year.

\_\_\_\_\_  
enter name of city clerk, City Clerk

STATE OF NEW HAMPSHIRE  
COUNTY OF ENTER COUNTY

On this the date day of month, year, before me name of notary public/JOP, the undersigned officer, personally appeared enter name of city clerk, City Clerk, who acknowledged herself/himself to be the City Clerk for the City of enter city, being authorized to do so, executed the foregoing instrument for the purpose therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

(Seal)

\_\_\_\_\_  
Justice of the Peace/Notary Public  
Commission Expiration Date:date

## **Dover Pool Advisory Committee updates**

September 8, 2010

**Three meetings were held in August, 2010.**

### **Updates from the established Advisory Boards:**

- 1. Fundraising-** New ideas are coming up at every meeting and being discussed for implementation. Working on monthly events to raise money. Some ideas include; Pool-a-thon, Benefit concert, Sr. Olympics, two day swim clinic with Jenny Thompson, 5k road race and world-renowned underwater photographer slide show. Also, they are working on setting up an annual capital campaign for soliciting donors.
  
- 2. Marketing** – Tri-fold brochures have been printed and have been placed throughout the city in various establishments for people to take. Banners have been produced and are displayed. They are developing plans to solicit local business owners to raise awareness of the pools' needs and fundraising activities and hope to hang posters in their shops for the public to see. The Recreation Department will have a separate booth for the pools at Apple Harvest Day to market their programs and answer questions. Apple Harvest Day is scheduled for Saturday October 2<sup>nd</sup>, 2010.
  
- 3. Long Range Planning-** None to report at this time. Focusing more on the short range goals.
  
- 4. Finance and Budget-** Working on various metrics to identify peak hours so that the programs and marketing to those periods can be managed to capitalize on the profitability. Fee structures are constantly being monitored with comparison to other regional options and there will likely be changes coming to the council at some point in near future. There will be some opportunity to increase certain fees.
  
- 5. General-** The mission statement is being fine tuned and expected to be voted on during next meeting. Reminder to the public; regular meetings are scheduled for the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 7:00 pm in the 2<sup>nd</sup> floor meeting room at the indoor pool; public is welcome and encouraged to attend.

I want to stress that this committee is very committed to making the pools a success for the swimmers, swimming groups and the residents of Dover. They are quite aware of the challenges with the additional \$50,000 they need to cover in the pool budget that the Council has placed on them. There have been and will be countless hours devoted to creating the ideas, developing the plans and taking action. They intend on achieving this goal and I applaud their efforts.

Respectfully submitted,

Councilor Bill Garrison



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2010.09.08 – 120**  
Resolution Re: **Policy of Local Purchasing**

WHEREAS: The purchasing practices of the City of Dover provide opportunities for local businesses to increase the volume of their businesses within the context of informal and competitive bidding procedures;

WHEREAS: Increasing the participation of local businesses in the purchasing activities of the City of Dover is mutually beneficial to local businesses and City government;

WHEREAS: Collaboration between the City of Dover, the Greater Dover Chamber of Commerce and local businesses is a positive step forward in strengthening the local economy, supporting local businesses and benefiting taxpayers when done within the context of a standard competitive purchasing processes.

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

The policy of the City of Dover is to seek out and encourage local purchasing opportunities in accordance with the existing requirements of the City Purchasing Code in order to benefit the taxpayers of the City of Dover and positively impact the local economy while at the same time preserving the fairness and competitiveness of the purchasing processes for all potential vendors.

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers

Approved for Legal Compliance: 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 – 2010.09.08 – 120**  
Resolution Re: **Policy of Local Purchasing**

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2010.09.08 – 120**  
Resolution Re: **Policy of Local Purchasing**

### **RESOLUTION BACKGROUND MATERIAL:**

The City of Dover engages in a wide variety of purchasing of products and services. Fair and competitive purchasing practices are formalized in the Purchasing Code. Competitive bidding procedures are used for purchases over \$10,000. Less formal purchasing practices are used for purchases of less than \$10,000. All purchasing practices are designed to treat all vendors fairly irrespective of the location of the business.

Local businesses have the opportunity to participate in the purchasing processes of the City of Dover and will do so if made aware. This resolution will open up the lines of communication with local businesses and, with the collaboration of the Greater Dover Chamber of Commerce, will encourage increased participation of local businesses in the purchasing processes undertaken by the City. Increased participation of local businesses in the purchasing processes will benefit both local businesses and local government, while at the same time benefiting taxpayers due to an increase in the number of vendors interested in doing business with the City of Dover.

This resolution establishes a policy of ongoing communication and collaboration between City government and the Greater Dover Chamber of Commerce to encourage local business participation in City of Dover purchasing processes. The collaboration will include increased tracking of statistics by city staff and increased educational opportunities for local businesses to learn about the purchasing practices of the City of Dover.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2010.09.08 – 121**  
Resolution Re: Amendment of FY2010 Fee Schedule for Residential C&D Disposal Rates

WHEREAS: The Solid Waste Advisory Committee has discussed the impact of the recent disposal rate increase for residential construction debris disposal from a \$5.00 minimum charge to a \$25.00 minimum charge, and;

WHEREAS: The objective of the Solid Waste Advisory Committee is to promote recycling and the use of the Recycling Center, the \$25.00 residential fee is too high and a disincentive for residents to use the Recycling Center, and;

WHEREAS: The Solid Waste Advisory Committee has recommended that the residential construction debris disposal rate be reduced from a \$25.00 minimum charge to a \$15.00 minimum charge.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The City Council of the City of Dover authorizes changes to the Community Services section, p. 21 of the approved FY 2011 Fee Schedule as follows:

Construction & Debris Bin \$.11/pound-Non Residential/Commercial, \$.08/pound-residential, \$25.00 Minimum Fee Commercial, \$15.00 Minimum Fee Residential.

### AUTHORIZATION

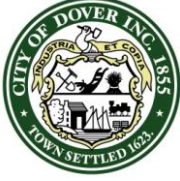
Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Councilor William Garrison  
Councilor Dorothea Hooper

Approved for Legal Compliance: Allan B. Krans, Sr.  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk

**NOTE: This resolution requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage. Resolution to be referred to public hearing.**



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2010.09.08 – 121**  
Resolution Re: Amendment of FY2010 Fee Schedule for Residential C&D Disposal Rates

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2010.09.08 – 121**  
Resolution Re: Amendment of FY2010 Fee Schedule for Residential C&D Disposal Rates

### RESOLUTION BACKGROUND MATERIAL:

During the FY11 budget process the city council voted to raise the minimum charge at the Recycling Center for construction debris disposal from a \$5.00 minimum to a \$25.00 minimum for both residents and contractors. Since the rate has been increased city staff has received numerous complaints from residents stating the fee is too high and a detriment for proper disposal of items at the Recycling Center. The higher fee also promotes illegal dumping of materials throughout the city.

The Solid Waste Advisory Committee recommended at their August meeting that the city council reduce the minimum fee for residents from \$25.00 to \$15.00 and the minimum fee for contractors remain at \$25.00.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.3.**

Resolution Number: **R – 2010.09.08 – 122**  
Resolution Re: Establishing a Capital Reserve Trust Fund for Parking System's Surplus Income

- WHEREAS: The City of Dover operates a parking activity fund with the purpose of collecting parking fees and fines and paying operating expenses for those activities, and;
- WHEREAS: The City has established a Parking Commission to advise the council on parking issues including the management of the fund, and;
- WHEREAS: The Parking Activity Fund periodically experiences surplus income and with the installation of the new parking meter system that surplus should grow, and;
- WHEREAS: Part of the Parking Commission's responsibilities is planning for future parking needs, and;
- WHEREAS: Future parking needs will require capital investment by the City, and;
- WHEREAS: In order to preserve funds for future capital investment for parking needs, a separate reserve fund is required.

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

In accordance with RSA 34:1 effective October 1, 2010, a trust fund is established entitled "Parking Capital Reserve Fund". The fund shall receive, on a quarterly basis, ninety percent (90%) of all surplus income over expenditures derived from revenues from parking fees, parking fines and parking meters. The principal and interest of the fund shall be expended only for the purpose of capital improvements to the city parking system identified as a project(s) within the City's Capital Improvement Program adopted by the Planning Board and City Council. The City Manager is designated as the agent authorized to expend trust fund principal and interest, only after approval of the City Council by majority vote. The trust fund shall be held by the Board of Trustees of the Trust Funds, separate from City funds.

### 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.  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2010.09.08 – 122**  
Resolution Re: Establishing a Capital Reserve Trust Fund for Parking System's Surplus Income

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.3.**

Resolution Number: **R – 2010.09.08 – 122**  
Resolution Re: Establishing a Capital Reserve Trust Fund for Parking System's Surplus Income

### **RESOLUTION BACKGROUND MATERIAL:**

This resolution will establish a Capital Reserve Fund from excess revenues each quarter from parking activities. Income is received from meter income, fines and the issuing of parking permits.

This fund will allow for planned capital improvements to reinvest in the parking system to include but are not limited to additional meters and/or a parking facility. Several studies commissioned by the City of Dover over the years including: The Rizzo Study from 2005; the Lansing Melbourne Downtown Parking Facility and Management Study from 2008; and the Downtown Parking Facility & System Report created by the Dover Parking Facility Ad Hoc Steering Committee all recommend the segregation of parking revenue and a long term plan to fund a parking facility. In addition, the 2007 Dover Master Plan Survey conducted by UNH reported strong public support for the building of a parking facility.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2010.09.08 – 123**  
Resolution Re: Adoption of Tax Increment Financing Provisions

WHEREAS: RSA 162-K enables municipalities to adopt its provisions to authorize the establishment of Tax Increment Financing (TIF) development districts; and

WHEREAS: TIF districts provide an opportunity for economic development; and

WHEREAS: The addition of TIF districts pursuant to the statute will enhance the attractiveness of the City of Dover for economic development creating a stronger tax base for the citizens of Dover

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

The provisions of RSA 162-K permitting the establishment of TIF districts in the City of Dover are adopted by the Dover City Council to promote economic development.

**A PUBLIC HEARING IS REQUIRED WITH POSTING FOR SEVEN (7) DAYS IN A NEWSPAPER. NO ACTION MAY BE TAKEN BY THE CITY COUNCIL UNTIL FIFTEEN (15) DAYS AFTER THE PUBLIC HEARING IS CONDUCTED.**

I

### AUTHORIZATION

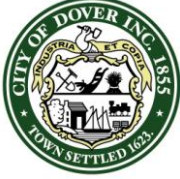
Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers

Deputy Mayor Dean Trefethen

Approved for Legal Compliance: Allan B. Krans, Sr.  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2010.09.08 – 123**  
Resolution Re: Adoption of Tax Increment Financing Provisions

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.4.**

Resolution Number: **R – 2010.09.08 – 123**

Resolution Re: Adoption of Tax Increment Financing Provisions

### **RESOLUTION BACKGROUND MATERIAL:**

This resolution is enabling legislation. No specific TIF district is established by this resolution.

Further statutory requirements for establishing specific districts include the adoption of a development plan, creation of a geographic boundary and a tax increment financing plan(s).

The limitations on the establishment of TIF districts are contained in RSA 162-K:5.