



**CITY OF DOVER**

## CITY COUNCIL - AGENDA

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, January 12, 2011**  
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. RESOLUTION: AMENDMENT OF FY2011 FEE SCHEDULE TO ESTABLISH PARKING METER TOKEN RATES (REQUIRES A 2/3 MAJORITY VOTE)**  
SPONSORED BY MAYOR MYERS BY REQUEST

**8. CITIZEN'S FORUM**

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

**9. CITY MANAGER'S REPORT**

**10. APPROVAL OF MINUTES**

- A. December 1, 2010 – Special Meeting
- B. December 1, 2010 – Workshop
- C. December 8, 2010 – Regular Session

**11. MAYOR'S REPORT**

**12. UNFINISHED BUSINESS**

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

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

**C. RESOLUTIONS**

- 1. RESOLUTION: AMENDMENT OF FY2011 FEE SCHEDULE TO ESTABLISH PARKING METER TOKEN RATES (REQUIRES A 2/3 MAJORITY VOTE)**  
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### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

1. **RAFFLE – Dover High School Basketball Boosters – 12/12/10-12/30/10**
2. **RAFFLE – Dover High School Basketball Boosters – 1/15/11-1/30/11**
3. **RAFFLE – Dover High School Basketball Boosters – Home Games**
4. **RAFFLE – Saint Mary Academy**
  
5. **RESOLUTION: RECYCLING CENTER AGREEMENT WITH THE TOWN OF MADBURY**  
SPONSORED BY MAYOR MYERS BY REQUEST
  
6. **RESOLUTION: B11027 PERIMETER SURVEYS, TEST BORINGS, ENVIRONMENTAL AND GEOTECHNICAL ANALYSIS FOR FOUR CITY OWNED PARKING LOTS**  
SPONSORED BY MAYOR MYERS BY REQUEST
  
7. **RESOLUTION: B11028 ELECTRICAL SERVICES CONTRACTOR**  
SPONSORED BY MAYOR MYERS BY REQUEST
  
8. **RESOLUTION: B11029 INTERSECTION SIGNAL REPAIRS & MAINTENANCE**  
SPONSORED BY MAYOR MYERS BY REQUEST
  
9. **RESOLUTION: B11034 PURCHASE OF SIX (6) FORD VEHICLES**  
SPONSORED BY MAYOR MYERS BY REQUEST
  
10. **RESOLUTION: B11035 PURCHASE OF FOUR 2011 FORD POLICE CROWN VICTORIA'S**  
SPONSORED BY MAYOR MYERS BY REQUEST
  
11. **RESOLUTION: MISCELLANEOUS OFFICE SUPPLIES**  
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>          |



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### **B. RESOLUTIONS**

- 1. CREATION OF CHARTER COMMISSION**  
SPONSORED BY MAYOR MYERS
- 2. B10033 AWARD OF EXPANDED SCOPE OF WORK TOLEND ROAD AND WATSON ROAD ENGINEERING SERVICES**  
SPONSORED BY MAYOR MYERS BY REQUEST
- 3. AMENDMENT OF FY2011 FEE SCHEDULE TO ESTABLISH ON-STREET PARKING PERMIT RATES**  
**(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 26, 2011)**  
SPONSORED BY MAYOR MYERS BY REQUEST

### **C. ORDINANCES IN 1ST READING**

- 1. CHAPTER 5, BOARDS, COMMISSIONS AND COMMITTEES - TRANSPORTATION ADVISORY COMMISSION MEMBERSHIP**  
**(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 26, 2011)**  
SPONSORED BY COUNCILOR WESTON
  - 2. CHAPTER 166-30 - VEHICLES AND TRAFFIC – FIRST NOTICE OF VIOLATIONS**  
**(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 26, 2011)**  
SPONSORED BY MAYOR MYERS BY REQUEST
  - 3. CHAPTER 170 – ARCH STREET REZONING**  
**(REQUIRES A 2/3 VOTE OF THE CITY COUNCIL MEMBERS PRESENT AND VOTING TO APPROVE THE PLANNING BOARD’S RECOMMENDATION FOR THE ARCH STREET REZONING.)**  
**(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 26, 2011)**  
SPONSORED BY DEPUTY MAYOR TREFETHEN
- 14. COUNCIL CORRESPONDENCE – None**
  - 15. COUNCIL MATTERS OF INTEREST**
  - 16. ADJOURNMENT**



# CITY MANAGER'S REPORT



**JANUARY 12, 2011**

***"No one can whistle a symphony. It takes an orchestra to play it."***

- H.E. Luccock

SUBMITTED BY:

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

**CITY OF  
DOVER, NH**

AVAILABLE ONLINE:

**WWW.DOVER.NH.GOV**

## STREETS, WATER, SEWER UPDATES

**Utilities:** The Water Division completed the winterization of all the hydrants. Crews completed repairs on the hydrants that were still leaking by the main valve and could not pump out. The Division is currently working on Winston Avenue installing a new 6" main from Applevale Drive to Middlebrook Avenue. The homes on this street are being supplied by a 1" copper line and a 6" asbestos cement line; looping this will improve water quality and fire protection for the street. A ledge in the area prevented this work from being done when the street was originally constructed.

Smith Well is currently undergoing a cleaning. The TV inspection showed the need for a new well screen to be installed and the contractor located pump parts that will need to be replaced. If all goes according to plan, the well should be back in operation before the end of January.

Water crews performed temporary repairs to the 1" line on Salem Avenue after a leak was discovered. The line currently services two homes and will eventually be upgraded to a 6" main.

The Sewer Division cleaned the primary sedimentation tank at the Wastewater Treatment Facility to remove grit that had been in the tank.

SUR Construction replaced a collapsed 8" main on Ham Street, which had caused wastewater to back up into a home. The River Street Pump Station upgrade is nearly completed, with the majority of the equipment up and running. The contractor is currently working on a punch list of items.

The fall preventative maintenance has been completed on all generators for the pump stations and wells. Annual preventative maintenance for the standby power units is required to keep them in working order. The new furnace at the Varney Brook Pump Station was replaced and is currently up and running, replacing the 20+ year old unit.

City staff replaced a compressor motor for the Leighton Way Pump Station. This station uses air to move wastewater from the station to a higher elevation. The roof and siding were replaced at the Mt Pleasant, Crosby, and Mast Road Pump Stations. The other four stations will be completed in the spring.

Utility and Engineering Staff reviewed plans for the Inflow & Infiltration work on Silver Street, which is currently out to bid for the work to start in spring 2011. Staff also reviewed the Tolend Road Landfill force main and pump station plans. The new force main will run along Glen Hill Road, Covered Bridge Lane and County Farm Cross Road into the gravity main on Cornerstone Crossing. The review is 90% complete and will be ready for construction in the spring.

Currently, there is a bid out for the cleaning of the gravity mains on Henry Law Avenue from Washington Street to the River Street Pump Station. There are two mains running parallel. The main flow had to be bypassed in order to inspect both lines.

**Streets:** During the month of December, the Highway Division continued to fill various potholes throughout the City as needed. The patch truck used hot top to fill the holes and trenches until the plants closed around the middle of the month, then switched to cold patch. Curbside leaf pickup was performed in the downtown as well as in trouble spots, such as Country Club Estates and Lexington Street, where leaves had plugged up the catch basins. Brush cutting was performed on Middle Road, Back Road, Industrial Park Drive, Glen Hill Road, Three Rivers Farm, Whittier Street, Columbus Avenue, Bayview Road and at the Calderwood Well. Brush was also cleared on Isaac Lucas Circle in preparation for drainage repairs to the river. Crews trimmed along the sidewalks in the downtown, north and south side plow routes.

The Highway Division responded to six snow events during the month of December (snow report attached). The roads and sidewalks were salted in preparation for storms and crews continued to clear the roads of snow drifts, which resulted from heavy winds. Five loads of brine (approximately 5,000 gallons) were spread to help treat the roads before the storm. Snow was also removed from the downtown in order to make room for parking and sidewalks were cleared in the downtown area and along the school routes. Crews were called in on December 12th to remove a tree which was blocking the roadway. The tree was moved aside and cleaned up the next day. Necessary repairs or replacements were made to mailboxes damaged during the storms. All vehicles were washed and cleaned out after the storms.

Two manholes were repaired on Chestnut Street as well as a catch basin on Spruce Lane after they were no longer catching the water. Crews cleaned up the remaining debris on River Street leftover from the Washington Street bridge project. Employees have also been busy working in the pit, mixing enough gravel for the winter.

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

**Investigations/Legal Bureau:** During the month of December, there were 3 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.

**Parking Bureau:** The Parking Bureau continues to collect unpaid parking tickets by working closely with the City Clerk/Tax Collection Office. All residents that owe fines are prohibited from registering their vehicle in the City Clerk's office. That program has brought in \$5,380 since its July 1 inception. Letters have also been mailed notifying residents of the program and that they should take care of any fines before trying to register a vehicle. These letters have generated \$4,625 in income on their own.

The Parking Commission has also recommended that the City enter into an agreement with a collections agency to try to retain unpaid parking fines from violators who live outside the city.

An amendment to Chapter 166 will be required to accommodate the recommendation and will be presented to the City Council at a future meeting.

At the end of the December the City enacted its first Downtown Emergency Parking Ban to allow Community Services crews better access to clear snow. Including both the night of the actual storm and the Downtown Emergency Parking Ban declared two nights later, only nine vehicles found interfering with snow removal needed to be towed throughout the entire city. This compares to 62 in Portsmouth and 277 in Manchester.

**Traffic Bureau:** Sergeant Speidel, the Traffic Bureau Administrator, performed five (5) child passenger seat inspections during the month of December. All checks were by appointment or walk-ins to the department. Each safety check involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Each safety check takes approximately one hour. Sergeant Speidel is a nationally certified Child Passenger Safety Technician, and the Police Department provides this service free of charge.

On December 18, the Sergeant Speidel and family members assisted other department members and their families in the distribution of food baskets to needy families throughout the City.

On December 21, Sergeant Speidel assisted with the Dover Fire Department's Toys for Tots distribution event at the St. Mary's Parish Hall on Chestnut Street. The event occurred after dark and included such challenges as limited site parking and a high volume of pedestrians crossing the heavily traveled Chestnut Street. The Police Department helped manage the safe and orderly flow of traffic.

**Patrol:** On December 1, 2010, Captain Raiche attended a one day seminar on Managing the Multi-Generational Workforce, which was held at the Local Government Center in Concord. The interactive seminar is designed to allow participants to develop insights and practical solutions for bridging and overcoming generational differences. Discussions addressed predominant traits, work values and key messages to keep in mind when recruiting, motivating, communicating with, retaining and effectively managing today's multi-generational workforce.

On December 8, Captain Raiche and Sergeant Speidel, the Traffic Bureau Administrator, attended a seminar on the topic of emergency management procedures in the event of a natural gas emergency. Attendees received updates in various areas such as interagency communication, natural gas systems, and infrastructure. Other City of Dover emergency management officials were also represented, including the Fire and Community Services Departments. The seminar was facilitated by Unitil / Northern Utilities, the region's natural gas provider.

**Diversions Program:** The Diversions Committee met on Thursday, December 16, 2010 to review two current cases and one new case. The Diversions Committee released two members, who successfully completed their Diversion contract.

As of this report, there remain three active members in the Dover Diversion program. The next meeting is scheduled for Thursday, January 20, 2011.

At the time of this report, there were no new cases awaiting the January 20, 2011 meeting. Any new cases will be reviewed at that meeting date, or a date determined by the committee.

**Dover Housing Authority:** During the month of December, Officer Joslin continued teaching DARE to about thirty 5th grade students.

On December 14, Officer Joslin conducted a neighborhood watch meeting with the residents of Jensen's Trailer Park with about twenty residents being present.

On December 17th and 18th he assisted in getting the annual Christmas Basket together and distributed throughout Dover Housing and the City.

During the month of December the Seymour Osman Community Center continued its second eight week session of after school programming. The basketball program continues to meet on Tuesdays for practice, developing the skills of the students and increasing their knowledge of the game. The SOCC recently played its second basketball game against the Rochester Youth Safe Haven.

On the 2nd, the SOCC Team Building group traveled to the UNH Browne Center to allow the kids to experience team building activities in a different atmosphere. On the 15th the staff met in Rochester to choose toys for the students from the Toys for Tots toy drive, which were handed out on the 23rd. The community breakfast and the Dover Police Departments Holiday Basket delivery were held on the 18th. Both were well attended by members of the community.

During the week of the 27th – 30th the SOCC was open for vacation programming to its students that signed up in advance.

The SOCC attendance has been averaging 20 students per day.

**Community Service Program:** The Community Service program tracked 17 active participants in the month of December. Of the 17 subjects in the program, 7 participated during the month of December. A total of 26 hours of community service work was completed with two members of the CS program completing their obligation during the month of December. In 2010, 404 hours of community service was completed and 19 members finished their court ordered hours.

There was no community service offered during the week of December 27th- December 31st due to the holiday break.

Most of the community service was completed inside the McConnell Center offices in the form of administrative work including assisting with the DARE program by helping to grade tests and quizzes and organizing the workbooks.

**Police Explorer Program:** In the month of December the Explorer Post had two meetings. The first meeting on Wednesday December 1st was led by Officer Chris Meyer. The meeting focused on the role of a crisis negotiator in high risk situations. Officer Meyer, as a crisis negotiator, provided his extensive insight into the process and challenges of this important position. Officer Meyer gave a short presentation followed by an interactive scenario. The

explorers were separated into three person groups. The groups negotiated a mock scenario with Officer Meyer playing the role of the troubled individual.

The second meeting, on Wednesday December 15th, was led by Officer Lilyestrom. This meeting was held at the UNH indoor track so that the explorers could experience the PT test that is given to applicants to New Hampshire police departments. The different areas covered were the 1.5 mile run, push-ups and sit-ups.

The Explorer Post assisted with the Annual Dover Police Charities Christmas Basket Delivery on Saturday December 18th where they assisted by delivering food baskets to the needy.

The Explorer Post currently has nine explorers.

**Dover Coalition for Youth:** The Coalition continues to participate in the Student Behavior Survey Committee. The Coalition presented, on behalf of the committee, at the School Board meeting on December 13th. The committee recommended that grades 7-12 participate in the Federal Youth Risk Behavior Survey. The school board voted 6-0 in favor of implementing the survey. Vicki Hebert attended a state training on implementing the survey and the committee is preparing for conducting it on March 9th.

Planning for Dover Night Out 2011 has started. The date has been set for Thursday July 21st with the rain date of August 4th. The park has been reserved and other details are coming together.

The Coalition has started participating in the Dover Chamber of Commerce's Education Committee. The committee is working on ways to connect businesses with schools to promote partnerships.

Coalition members and staff participated in several trainings and are working towards prevention certification. Certification activities include:

- 2 Executive Board Members taking the state certification test
- 1 executive board member participating in the New Futures Community Leadership Institute
- Staff participating in a DFC evaluation webinar

Preparation for the 21st Annual Community Anti-Drug Coalitions of America Leadership Forum has begun. Two staff and 6 students will be attending the conference in Washington DC in early February. The Coalition and Dover Youth to Youth have been selected to present 2 workshops at the conference.

**Youth to Youth:** Dover Youth to Youth conducted its 4th Annual Santa's Castle on December 8th; 11th; 12th; & 18th. Students dressed as elves led tours of Santa's Castle for young kids and their families. The participants were able to conduct activities in all 4 rooms along the way. Families could make reindeer food in the "stable", ornaments in Santa's toy shop, or decorate a cookie in Mrs. Claus' kitchen.

Youth to Youth students, dressed as elves, helped children compose a letter to Santa and kids were able to meet various costume characters. Eventually, the children were able to get their picture taken with Santa.

**Teen Center:** During the month of December, the Teen Center saw a total of 611 participants, on 20 days of programming, which yielded an average of just under 31 participants per day (the actual average was 30.55).

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

TC Sports Event – “Street Hockey” (12/2)  
TC Music Event – DoverPalooza – “Winter Holiday Show” (12/3)  
TC Special Event – “Community Buck\$ Raffle Day” (12/9)  
TC Special Event – “Intern Appreciation Day” (12/13)  
TC Holiday Event – “5th Annual Winter Holiday Party” (12/22)  
TC Special Hours – “Extended Holiday Hours Night” (12/23)  
TC Winter Vacation Week Events – “Trips & Drop-In Hour Events” (12/27-12/30)

**Downtown Liaison Unit:** The Downtown Liaison Unit handled a variety of calls for service in the downtown area and the Community Trail. They took enforcement action on numerous traffic and city ordinance violations. A breakdown of the enforcement activity is below:

4 Motor Vehicle warnings for traffic control device  
1 Motor Vehicle warnings for inspection  
2 Motor Vehicle assistances  
1 Motor Vehicle warning for failure to yield  
1 Motor Vehicle warning for speed  
2 Motor Vehicle warnings for one way, direction of travel  
1 Motor Vehicle accident  
2 Bicycle violation warnings  
15 Crosswalk violation warnings  
2 Trespass warnings  
1 Parking Complaint warning

In addition to the above enforcement action which took place over the various patrol shifts during the month, the Downtown Liaison Unit was involved in the following events and appearances:

- ★ All three members of the Downtown Liaison Unit attended in-service training for Defensive Tactics.
- ★ Members of the Downtown Liaison Unit provided a tour of the stables and interview with prospective new volunteer.
- ★ Lynn Corrigan and Hodari Keels of Partnership Horse Training continued to donate training sessions. They provided training on correcting nuisance behaviors that horses may exhibit. Lynn is the Training Consultant to the Worcester, MA County Sheriff's Dept. Mounted Unit and works with many Mounted Police Units throughout New England. She has been a guest speaker and demonstrator at Rochester Equine Clinic and a presenter at Equine Affaire in Springfield, MA. Hodari is a Centered Riding Instructor and Mounted Unit Sgt. for the Boston Park Rangers, where he is a horse trainer and riding instructor preparing both Ranger and mount for patrol in Boston.
- ★ On December 18th, The Downtown Liaison Unit and some of its volunteers joined other members of the Police Department to deliver Holiday Baskets. This annual volunteer effort provided hundreds of needy families with laundry

baskets filled with bread, frozen turkey, canned goods, grocery gift cards and other household staples.

**Animal Control:** In December there were a total of 48 animal calls for service. Some of the actions taken by the Animal Control Officer in December include handling 6 loose dog calls, 2 dog fights, transporting 3 found animals to CVHS, handling 1 hit dog call, 1 barking dog complaint and 4 welfare checks on animals.

The Animal Control Officer is responsible for enforcing dog registrations in the city, which are due by December 31. All but 53 residents had registered their dogs, and the ACO will serve a summons to those persons who failed to register their dogs by the end of the year.

**Strafford County Regional Accident Reconstruction Team:** The Strafford County Regional Accident Reconstruction Team was not activated during the month of December 2010.

**K9:** Officer Keefe and his two K-9s, Norman and Grinko, participated in the weekly training session with the Working Dog Foundation, held at the Pease International Tradeport.

On December 3, Officer Keefe and K-9 Norman conducted a search at the Spaulding High School in Rochester. This was a scheduled search requested by the Spaulding High School officials.

On December 13, Officer Keefe was a judge in a certification program for other narcotic K-9 Teams. During this same certification program, K-9 Norman also received his recertification in narcotic detection.

On December 20, K-9 Grinko received PD1 Tracking certification, which is a higher level of tracking than he previously had. PD1 Tracking certification requires 'cross tracking', and having to locate 3 out of 4 articles placed along the track.

Officer Keefe and K-9 Grinko are continuing training with obedience and tracking, laying a strong foundation for when Grinko moves into more advanced apprehension work.

**Communications:** On December 12, 2010, the Communications Bureau handled more than normal telephone calls due to a sudden icing situation. This included contacting the proper authorities to get the Spaulding Turnpike closed to all traffic.

On December 26th, extra coverage was scheduled on the overnight shift in anticipation of a predicted blizzard.

On December 29th, dispatchers called out wreckers for the first Emergency Snow Ban that was called for the early morning.

**Recreation Programs:** Midget basketball for 3rd and 4th graders began on Saturday, December 4th. Both the 7th & 8th grade leagues as well as the High School basketball leagues had their workouts and teams formed. There are four 7th & 8th grade boys' teams. There are five high school boys' teams. Signups for Lil' Shots (K-2nd grade basketball) are ongoing;

this program begins January 8, 2011. The 18+ Men's Basketball league continued games on Sunday mornings and Thursday evenings at the McConnell Center. The 35+ League plays Monday nights at McConnell, and the 50+ league plays Wednesday nights at McConnell. The Seacoast Women's Basketball League continued play on Sunday afternoons at McConnell.

All of the adult fitness classes wrapped up Session II and began sign-ups for Session III. Pilates, BodySculpt, Tai Chi, Zumba, Dance and Yoga are offered throughout the week.

Additional Youth Open gym times were scheduled for vacation week at the McConnell Center basketball court. In addition, there were rentals for indoor soccer on Friday nights.

**Senior Center Programs:** The Dover Community Senior Center (DCSC) continues their recurring daily activities. The Senior Book club meets on the last Tuesday of the month and the craft group meets every Monday morning.

The in-house ukulele band was booked for many holiday performances.

Also on The Self-Guided Day Trip members went to the Rochester Opera House to see "A Christmas Carol." 16 seniors attended.

On December 9<sup>th</sup>, 67 Seniors attended the annual Christmas party at St. John's Methodist Church.

The DCSC was closed for the week of Dec 27. – 31. No travel was scheduled for this month.

**Indoor / Outdoor Pool:** Early Bird Swim is the largest attended swim at the Dover Indoor Pool, seeing as many as 45 swimmers every morning. Hydrofitness usually has 10-15 attendees and the Great Bay Masters program usually has 25-30 swimmers.

High School swimming is in full swing with Dover High, St. Thomas, Spaulding and Berwick Academy using the pool on a daily basis as well as Oyster River during vacation and early release days. Dover High School hosted a dual swim meet on December 18th that was very well attended.

Seacoast Swimming Association also has had a full swim schedule over the past month.

Overall, there is an average of 75-90 lap/rec swimmers per day with as many as 250-300 swim team members each day during the week.

December also saw an end to the weekly Tuesday/Thursday swim lessons session as well as our Friday afternoon Homeschool swim lessons. Both will begin again after the New Year.

**Ice Arena:** December has been very busy at the Arena with all of the high school hockey teams in action. It also is the month for holiday events such as, Santa Skate and the Great Bay Figure Skating show – both had a great turnout. The holiday break has brought out many skaters to the recreational public skates: interesting that the total attendance for recreational skates (1,038) is split even between adults and youth skaters. This level of activity is expected throughout the next few months. Only one Rock Night was held this month.

Adult and Youth Stick Practices: 419

**Public Library:** 108 children attended storytimes; 63 people attended Saturday movie matinees, 2 attended “Paws for Reading”, 8 at “Money Matters”, and 134 children made a craft at the “Make-It, Take-it Table” = 315 attendance at special programs.

## DEPARTMENTAL COLLABORATION & ENHANCEMENTS

- ◆ The Community Services Director and the Environmental Projects Manager met with representatives from Schnitzer Steel in Madbury to review proposed plans for an upgrade to their facility.
- ◆ 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:
  - Cornerstone Commons phase III
  - Newington Dover bridge
  - Indian Brook/Weeks Crossing traffic lights
  - Crosswalk assessments
  - Picard Lane
  - The Village at Thornwood Commons
  - Property on Tolend Road, off Pacific Drive
- ◆ Planning staff continued to work with the Fire and Rescue Department on the updated Hazardous Mitigation Plan.
- ◆ Planning employees worked with the Economic Development Director to put together and review an RFP for surveying and geotechnical reviews for four City owned parking lots.
- ◆ Dover Public Library staff aided the school libraries on 4 occasions with Dovernet automation system tasks.
- ◆ DPL loaned 59 materials to Dover public schools and borrowed 79 volumes from the schools through Dovernet Intraloan System.

## PLANNING & ZONING

The Planning Director attended the New Hampshire Planners Association meeting in Concord. The group discussed proposed bills before the State Legislature in 2011, and recent trends in Planning law and case law.

In December, the Planning Department viewed a web cast on Bridging the Gap between Community Based Organizations and Planning. This webinar was useful as staff readies to produce the FY12 Community Development Block Grant budget and recommendations for the Dover’s block grant allocation from the Department of Housing and Urban Development. The webinar focused on how community based organizations and planning organizations

interact and relate to each other. One important outcome was on decoding jargon and other communication strategies.

The Planning staff completed the requirements to begin using the Energy Technical Assistance and Planning for New Hampshire Communities program, ETAP, administered by the Office of Energy and Planning. This program allows Dover to rely on outside experts to assist in a review of regulations to determine if Dover's code encourages, discourages or does not affect energy efficiency opportunities by homeowners.

Additionally, under the ETAP program, a site visit to the armory, off Oak Street, is scheduled for the first week of January with the Strafford Regional Planning Commission, SRPC, which is the local manager of the ETAP program for the Office of Energy & Planning. SRPC will perform an energy audit on the building to determine future energy improvements that might be made.

The Planning and Community Development Department continued to oversee the development of the FY12 - 17 Capital Improvements Program. Planning staff worked with various departments to update and revise the CIP document as changes were made thorough the month based upon public and Board feedback. On December 1 the City Council held a workshop. The Planning Board held a public hearing on December 7, receiving no feedback. On December 21st the Planning Board endorsed the CIP as presented for adoption.

The Planning and Community Development Department worked with residents, pro and con to understand the proposed Arch Street rezoning petition that was submitted in September. Staff reviewed conformities in use and dimensions that were proposed by the amendment. Additionally, staff worked with residents to understand the legality of the amendment.

The Planning and Community Development department worked on an application to the Federal Department of Transportation to obtain a designation for Dover as a walkable community. This application will be reviewed and Dover should be notified within the winter months. If awarded the designation, it will be helpful in applying for grants to improve pedestrian friendly amenities.

The Planning Department is in the process of completing a project to develop a functional inventory of the numerous conservation lands located throughout the City of Dover. Late in 2009, the City was awarded a grant from the Piscataqua Region Estuaries Partnership to assist in hiring a consultant to conduct the research required to complete a City wide computerized, on line "functional inventory" and associated map of all protected lands in Dover. This up to date and easily accessible Inventory will be readily accessible to municipal volunteers and the public through the City website.

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

Leaf pick up is ongoing in Pine Hill Cemetery. Crews were able to gather the majority of the leaves in the cemetery due to the extended nice weather. Tree work also continued as needed. The mild weather was been beneficial but scheduled tree work continues in moderate volume.

Employees continued to work with the Police Department's Traffic Bureau to install the bases for the updated parking signs on City streets and in the parking lots. Approximately 60 sign bases have been installed for this project so far. Sign work also continued in the posting of signs for new developments and the replacement of existing signs as needed. Downtown décor streetlight bulbs were changed as needed and Christmas decorations at City Hall were removed after Christmas.

Crews assisted with plowing and sand/salt operations as well as snow removal when needed. Graffiti was still showing up all over the City on signal boxes, mailboxes and buildings. The graffiti on Garrison Tower is very bad and arrangements to repaint the tower are being made.

The Park St. Park project and the Dog Park at Longhill Park have both been heavily used over the last month weather permitting. All construction has ended for the winter at Park St. The dog Park is complete at this point and we will be preparing it for the spring in the coming months.

## GENERAL UPDATES

Long-term off-duty injuries and illnesses continue to challenge both the Police and Fire Department. The Fire Department Chief Officers continue to cover as many vacant shifts as possible and Police schedules have been adjusted to cover as many of the affected shifts as possible. Any and all resources will continue to be shifted to help minimize the affect of these injuries and reduce the need for overtime coverage.

In an effort to ensure the City has flawless communications during any and all emergencies, the "Seacoast Amateur/HAM Radio" operators conducted a training exercise from the City's Emergency Operations Center (EOC). This type of preparation ensures emergency management personnel are prepared during a disaster that may hit our great city.

Members of the Fire Department attended the Regional Emergency Planning meeting to discuss public health emergencies that may arise within the city.

## CITY OUTREACH

1. Police Department Citizen Attitude and Opinions Survey: Twenty citizen surveys were mailed out in November, 2010. Three surveys were returned. The respondents were asked to rate the officers and dispatchers in terms of attitude, helpfulness, skills and abilities. Specifically, ratings were as follows:

**Dispatcher rating:**

Attitude and Helpfulness = 3 Excellent  
Skills and Abilities = 2 Excellent, 1 No Response

**Officer ratings:**

Attitude and Helpfulness = 3 Excellent  
Skills and Abilities = 3 Excellent

The respondents were asked to rate the overall performance of the Police Department. All respondents rated the overall performance as excellent.

The survey asked for suggestions as to how the officer could have improved our service with the case. One respondent wrote that the time the officer arrived after the initial call into dispatch was too long while another respondent wrote the response time was very good.

The survey asked for additional comments or suggestions for improvements. One respondent suggested that the dispatchers call back with an "ETA" with the officer's response time.

The survey asked to describe any concerns or suggestions. One respondent had concerns about the traffic at Garrison Elementary School when school is released at the end of the day.

2. Chief Colarusso called for a meeting with the owners of RJ's Bar. This was in response to an increased level of fights and intoxicated patrons. Several steps were agreed upon in order to restore the problems to acceptable levels. These included adding more female staff to patrol the bathrooms, ending the service of liquor "shots", and closely monitoring patrons on the sidewalk. The situation will be monitored and formal action will be taken if the situation does not improve.
3. In response to citizen concerns, patrol directives were initiated on Webb Place to enforce stop sign violations, on Tolend Rd. for speeding violations and on Durham and Mast Rd. for red light violators.
4. The Department of Planning and Community Development continued to update its blog, face book page and twitter feed to communicate with the public. Planning staff has also participated in the Video Dover Downloads providing information to the public. This month's video Dover Download focused on sign regulations.
5. During the month of December, four (4) blog posts were made by the Planning and Community Development Department, including two on the sign regulation and enforcement, one on perambulation, and one on November's staff report.
6. The Department of Planning and Community Development sent out 63 letters to new homeowners congratulating them on their purchase, as well as informing them of the current zoning for their property and alerting them to the various methods the department uses to inform and update the public.
7. Planning staff worked with land owners of property at the following locations on development or redevelopment opportunities:
  - Thornwood Lane/Middle Road
  - Sixth Street, between Indian Brook Drive and Venture Drive
  - Arch Street residents to discuss rezoning.
  - Durham Road between Grapevine Drive and the City line.
  - Pacific Drive
  - McDonald's rehabilitation
  - Property in the area of Tuttle Square
  - Technical Review for 84 Central Avenue
  - Technical Review for Temple Israel off Sixth Street
  - 287 Gulf Road
  - Pacific Mills
  - 6 Brick Road
8. Dover Public Library has 259 Twitter followers @DPLNH and 427 Facebook fans at facebook.com/DoverPLNH. These venues were frequently used to keep the public updated on what was going on at the library.

## **NEIGHBORHOODS / GROUP UPDATES**

The Director of Planning and Community Development met with Jeff Taylor and Associates to review and proof the final piece of the Willand Pond outreach and education project. This product is a trifold brochure and separate one page handouts on various storm water management techniques. The cost of developing these handouts has been covered by the State of New Hampshire, through a grant.

The last Willand Pond water elevation sample of the season was collected in early December, before Willand Pond froze over. The final reading on December 3, 2010 was 189.28 feet above sea level. The elevation in April 2010 was 194.28 feet.

## **ENERGY EFFICIENCY**

Johnson Controls, JCI, the vendor making the energy infrastructure improvements, has completed the lighting retrofit at the McConnell Center. They are now working to finalize the BAS improvements and ice arena improvements. The remaining work at the arena will be completed when the new water tower is installed.

The last remaining item of their contract is the installation of the new blowers at the Waste Water Treatment Plant. Recently a solution for the sizing issue for the blowers has been resolved and JCI has given the submittals for the blowers to AECOM, the design engineer to review.

The plant supervisor, Ray Vermette, thinks the submittals will be ready the first week in January. Once the City approves the submittals, they will be sent to the New Hampshire Department of Environmental Services, NHDES, for final approval.

## **ACKNOWLEDGEMENTS & EVENTS**

As 2010 comes to an end, the Fire Department was recently notified that the department will be receiving the Dover Chamber of Commerce Volunteer of the Year award. This is great to hear as the members of Dover Fire & Rescue have a proud history of volunteerism in giving back to the community. The following represents just some of the department's volunteer efforts for 2010:

- The Lt. Christopher DeWolf Memorial Scholarship Fund: This is a fund that has been set up in memory of Lt. Christopher DeWolf who tragically died in the Line of Duty on January 6, 2005. All the proceeds from this fund provide scholarships to high school seniors wishing to pursue a career in the fire service or emergency medical services. Chris was a 17 year veteran of the City of Dover Fire & Rescue working as a Firefighter / Paramedic. Six months prior to his death, Chris had transferred as a Lieutenant for the Town of Newington Fire Department. Chris was responding back to the fire station for an emergency call during extreme weather conditions, his vehicle crashed and he was killed. Last year the fund provided three scholarships for local students totaling \$2,500. Dover Fire personnel donated approximately 35 man hours to this program.
- Annual Soup Cook-Off: Our members volunteer to run this great annual event showcasing the talents of local chefs. All the proceeds of this event are donated to the

Lt. Christopher DeWolf Memorial Scholarship Fund. Dover Fire personnel donated approximately 65 man hours to this event.

- The George Grenier Memorial Fund - This is a fund that has been set up in memory of Captain George Grenier, who died in the Line of Duty while serving the Dover community in 1973. Through this fund, assistance in the form of scholarships is provided for Dover high schools. This program is also utilized to provide emergency funds for citizens of Dover who have been devastated by floods or have been burned out of their homes. Members visit nursing homes and sponsor a holiday party for the Special Education students at Garrison school. One of the largest efforts of this program is the George Grenier Smoke Detector Give-away Program. This program ensures a free smoke detector in homes for anyone who needs one. Fire personnel even install them in the proper place and provide batteries as required. Approximately \$2,000 is used each year. Dover Fire personnel donated approximately 25 man hours to this event last year.
- The Dover Fire Toy Bank: This program began in the mid 1970's with the delivery of presents to twelve Dover families. This past year, toys were provided to over 800 children. In conjunction with the Dover effort, fire personnel are involved with the Seacoast Firefighter's Toy Bank and provide a similar effort throughout the greater Seacoast area. Countless dollars been raised in toys and cash. Dover Fire personnel donated approximately 300 man hours to this event.
- Dover Main Street Program: Dover Clean Up Day: Since its inception, the Dover Firefighters have helped coordinate and provided hundreds of man-hours that have resulted in the completion of several projects that have beautified the City of Dover. Dover Fire personnel donated approximately 50 man hours to this event last year.
- Dover Adopt-A-Spot: Our fire personnel are dedicated to maintaining a positive image for the City of Dover. One of the unique ways they have helped in this regard is through the City of Dover's Adopt-A-Spot Program. Firefighters have adopted the intersection of Central Avenue & Broadway to maintain and beautify. Fire Officers also maintain the Adopt-A-Spot by Central Station at Broadway and St. John's Street. Dover Fire personnel donated approximately 30 man hours to this event.
- Dover Little League Baseball: Fire personnel feel that it is important that children learn teamwork though organized sports. They have sponsored a Little League team for over 15 years.
- WTSN / The Bay - Caring & Sharing 2010: In conjunction with Hannaford's Supermarket, fire staff provided a free lunch for anyone who donated food for the event. Dover Fire personnel donated approximately 15 man hours to this event.
- Muscular Dystrophy Association (MDA): For over 50 years the International Association of Fire Fighters (IAFF) has been committed to raising millions of dollars to find a cure for Muscular Dystrophy. Our firefighters have raised tens of thousands of dollars at multiple Boot Drives held on the corner of Central Avenue and Oak Street. Each year these funds go directly to helping Jerry's Kids. Dover Fire personnel donated approximately 100 man hours to this event. Dover Fire raised \$6,700 this past year.
- Dover Holiday Parade: Fire personnel have had multiple rolls in the Dover Holiday Parade for more than twenty years! The Fire Department has participated in the Dover Fire & Rescue Honor Guard, The Marching US Flag, hanging the US Flag from 2 ladder

trucks at the corner of Washington Street and Central Avenue as well as sponsoring and constructing Santa's Float. Dover Fire personnel donated approximately 55 man hours to this event.

- Dover Fire Department Honor Guard: In parades, civic ceremonies or in the event that a fellow fire fighter loses his or her life, the procession is led by Federal, State and IAFF flags. These flags are carried and presented by several of our dedicated firefighters that spend hundreds of hours practicing for these events.
- The Children's Fire Safety Festival: This program was developed 17 years ago by hiring firefighters from Colorado Springs to present a fire prevention program to Dover's elementary school students. This program has evolved to be an award-winning fire prevention program created and performed by our very own Dover Fire & Rescue members. The fire staff deliver fire safety messages through songs and a show that is written, sung and starred in by the members of Dover Fire Department. Many hours are devoted to set design and construction. These efforts raise approximately \$15,000 each year. It takes the volunteer commitment of the entire department to deliver this award winning show. Dover Fire personnel donated approximately 1100 man hours to this event.
- Saint Thomas Aquinas High School – Winter Term: Several members of Dover Fire Department donate a week of their time each year to educate the students of STA on what is required to be a Firefighter / EMT for the City of Dover Fire & Rescue. Dover Fire personnel donated approximately 45 man hours to this event.
- Dover's Night Out – Fire personnel assist Dover Police with staging apparatus and displays, cooking food and providing lighting after the event to ensure a safe pick-up from the event.
- Citizen's Academy: This past year, the City sponsored a citizen's academy to educate citizens in the overall operations of the City. Dover Fire members volunteered to set up static displays during the evening that the citizens learned about the Fire Department's operations.
- Boards and Commissions: Dover Fire members volunteer to sit on many boards and commissions locally (Dover Children's Home) as well as at the State level (New Hampshire Fire Standards and Training Commission).
- St. Baldrick's Foundation - The St. Baldrick's Foundation is a volunteer-driven charity committed to funding the most promising research to find cures for childhood cancers and give survivors long and healthy lives. Each year, members of Dover Fire work hard to raise money and commit to shave their heads for the foundation.
- American Lung Association Firefighter's Stair Climb: Each year Dover Fire & Rescue members put a team together to compete and fundraise in the American Lung Association Firefighter's Stair Climb. They race up 41 floors/ 82 flights /789 stairs in full firefighting gear including an air pack. They spend hundreds of hours in physical training, fundraising and competing in this great event. This past year they raised approximately \$1,000 for the ALA.
- Sarah's Night: A Portsmouth Firefighter, who is a young mother of five, was diagnosed with terminal cancer. Dover fire members conducted a fundraiser called Sarah's Night to

raise money for the family. These efforts raised just under \$5,000 for this worthwhile cause.

- NH Children's Museum: Since it's move to Dover, Dover Fire members have been very active in volunteering to help the Children's museum setup displays and assist with events.
- 9/11 Remembrance Ceremony: The department members volunteer to setup and work at a 9/11 remembrance ceremony conducted for the public.
- Irish Festival Setup: The members assisted with set up of tents the day before the event. The day of the event, off-duty members assisted in preparing an emergency plan to move people to a separate location in case of severe weather and also volunteered at the event as needed during the day and with clean up the next day.
- Downtown Summer Concert Series: Our members volunteered to sell popcorn every Friday night during the summer. The proceeds are used for education and scholarship programs.
- CHaD Hockey- A handful of talented hockey players from Dover Fire, including the Fire Chief (now on his double runner ice skates and wearing extra padding), donate their time and talents to fundraise and play in a very competitive hockey game at the Verizon Wireless Center that benefits the Children's Hospital at Dartmouth. This year these efforts raised over \$230,000, for a three year total in excess of \$460,000.
- CHaD Softball – Is a new and exciting fundraising effort for the Children's Hospital at Dartmouth. Fire members also participated in this event this past fall.

Friends of the Library renewed annual museum passes for the McAuliffe-Shepard Discovery Center in Concord (\$250), the Portland Museum of Art (\$250), the Peabody Essex Museum in Salem, MA (\$225) and the Currier Museum in Manchester (\$65).

The Friends of the Library also provided "Holiday Cheer" (cookies and punch) to library customers at the adult circulation desk on December 6 & 7.

Dover resident Mildred Parks donated \$300 for library magazine subscriptions.

Also received by the library was an \$80 donation from a local bookclub. Each of its 8 members donated \$10.

Thanks also to Tony McManus who came in on several occasions during the month and played Christmas carols for the public on the library's piano.

Library staff participated in the Dover Holiday Lights program which allowed the downtown to be decorated in celebration of the holiday season. The Library staff entered their "Hogwarts Holidays" Christmas tree in Dover's first Festival of Trees. The library's Harry Potter-themed tree won 2nd prize and later sold at silent auction for \$110.

On December 16, 2010, the Dover Police Department's crime scene lab received accreditation from the American Society of Crime Laboratory Directors – Laboratory Accreditation Board (ASCLD-LAB) in the disciplines of Crime Scene and Latent Print Processing. The accreditation

was granted after a thorough evaluation of the Crime Scene Unit's management practices, personnel qualifications, technical procedures, quality assurance program and facility. The Dover Police Department is one of approximately 12 agencies in the nation to receive accreditation in the area of Crime Scene and Latent Processing. Receiving ASCLD-LAB accreditation means that the Dover Police Department meets or exceeds national standards in the area of crime scene processing and latent print processing.

Burke's Tree Service delivered and donated pine shavings to the Downtown Liaison Unit in support of the mounted patrol. These shavings are used for bedding during the winter months. This donation has an estimated annual value of \$1500 and is an example of the many donations that allow the mounted patrol to be used by the Downtown Liaison Unit.

# Capital Improvement Projects Update Community Services Department December, 2010

## **TOLEND RECONSTRUCTION**

Currently in design process.

## **APPLEVALE RECONSTRUCTION**

Currently in design process.

## **NORTH END PRESSURE**

Currently in design process.

## **COCHECHO RIVER DREDGING**

Current: The dredge contractors completed river dredging on December 12<sup>th</sup>. The dredge cell has considerable capacity left over as a result of the dredge project scope reduction. The original project called for dredging the navigation channel to provide 7 feet of water at low tide. As a result of funding limitations the depth of water at low tide is 5.5 feet at completion.

NHDES has given preliminary approval of the concept to close the cell with the current volume of spoils and allowing the unused area for the City's snow dump during the winter and as a facility to de-water catch basin spoils in the spring summer and fall in preparation for reuse or disposal depending on the quality of the material.

Previous: Dredging has been proceeding well and is on schedule to be completed by the end of December.

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

Current: Shut down for the winter.

Previous: The base pavement and curbing has been installed and the sidewalks are being installed. They will shut down for the winter after the sidewalks are done.

## **SEWER INFLOW / INFILTRATION MITIGATION**

Current: The I&I project is being advertised for bidding again with construction slated for early Spring, It is expected that a larger response from contractors this time,

Previous: The lone bid for the I&I construction was rejected. The City will rebid the project this winter in hopes of receiving more responses.

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

Current: Shut down for the winter.

Previous: Construction is underway.

## **BRIDGE PROGRAM**

Current: The City is currently reviewing a proposal for the design of the Whittier St Bridge.

Previous: The Washington St and Fourth St Bridge decks have been completed and are open.

## **BERRY BROOK WATERSHED MANAGEMENT**

Current: The City has been selected for a grant from NHDES to complete work in the Berry Brook watershed. An additional grant for Berry Brook has been selected for funding where the UNH Stormwater Center and the City of Dover partnered and received \$400,000 for wetland and stream restoration work along Berry Brook. This brings us to a total of 3 grants for nearly \$700,000 in funding for the implementation of the Berry Brook Watershed Management Plan during 2010. The bulk of the work will occur in 2011.

Previous: We were selected for funding based on the interview conducted on October 22<sup>nd</sup>. A contract is being drafted for NHDES and City Council review.

### **STORMWATER UTILITY FEASIBILITY STUDY**

Current: The Stormwater Ad Hoc Committee completed its work at the meeting on December 13<sup>th</sup> making final edits to the Committees Final Report. The Final report and recommendations will be presented at a City Council workshop scheduled for January 5<sup>th</sup>.

Previous: The Stormwater Ad Hoc Committee met in October and November to consider alternative funding options for the Dover stormwater programs which are currently funded out of the General fund and alternative methods to assess fees for a potential stormwater utility. A draft final report is currently under review by the Ad Hoc Committee and will be discussed at the next meeting scheduled for December 13<sup>th</sup>.

### **WILLAND POND**

Current: The long term pump test ended successfully on October 21. The City Council approved the next phase of the project which includes analysis of all the collected data from the pump test and preparation of a report and the drilling and testing of a second potential well location to provide additional water supply.

### **WASTEWATER TREATMENT PLANT FACILITIES PLAN**

Current: Eight proposals were received by the Purchasing Agent in response to an RFQ for engineering services to perform a Facilities Plan at the Wastewater Treatment Plant (WWTP).

Upon review of the proposals and interviews with all eight of the firms that submitted proposals, Wright Pierce Engineers was selected to perform the Facilities Plan at the WWTP.

The WWTP has been in operation nearly 20 years and will be receiving a new NPDES permit in 2011. The new permit is expected to include new water quality effluent limits that will be more stringent and likely to include nitrogen. The current plant does not treat for nitrogen and will require significant upgrades to the plant to add a process to accomplish nitrogen removal. The cost to implement nitrogen removal at the City's WWTP will depend on how low the limit is set in the NPDES permit. The cost could vary from a few million to as much as 25 million in capital costs with an additional 1 to 2 million in new operational costs. There is a debate currently ongoing as to how significant an impact on the Great Bay estuary does nitrogen pose currently, which ultimately drives how low the WWTP limits need to be. Recent work shows that suspended sediment may be a greater factor impacting the Great Bay estuary resources. The WWTP communities in the estuary have formed a coalition to examine this issue in an effort to be sure that financial resources that will need to be expended to protect the Great Bay estuary, a treasured natural resource in Seacoast NH, are being expended wisely.

A City Council workshop is scheduled for February 2, 2011. A detailed presentation on the subject will be made discussing the issue.

# Total Permits Issued: December 2010

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
10-222	ST. MARY ACADEMY	222	CENTRAL AVENUE	CNST. PARTITION/CREATE NEW OFFICE	C	9	98	7000	95
10-253	CHINBURG	2	WASHINGTON STREET	STE 101, FUNCTION HALL	C	23	14	110000	1125
10-257	LITTLE CAESARS PIZZA	859	CENTRAL AVENUE	TENANT IMPRVMT FOR TAKE OUT RE	C	38	6A4	136000	1385
10-347	LIBERTY MUTUAL INS.	150	LIBERTY WAY	INT. RENO. OF TELEPRESENCE ROOM/O	C	E	24	35000	375
10-350	DUSTON	153	PORTLAND AVENUE	CNST. STRWY/CVRNG/ROOF, INST. DOO	C	25	43-F	4500	70
10-364	PARKSTON E. PROPERTIES, NE	828	CENTRAL AVENUE	RMV. & RPLC./CONST. AN ACCESS RAM	C	37	37	4500	75
10-354	WELCH FLUOROCARBON	113	CROSBY ROAD	Units 12 & 13, INSTL INT. DOOR UNITS	I	G	1N	10000	125
08/163	THORNWOOD OVERLAY COM	4	SONIA DRIVE	CONST. SNGL FMLY DWLNG W/ATT. GR	R	M	4-14	200000	2025
08-162	THORNWOOD OVERLAY COM	6	SONIA DRIVE	CONST. SNGL FMLY DWLNG W/ATT. GR	R	M	4-15	200000	2025
10-120	JOHNSON	59	WILLOW STREET	CONST. SCRND PRCH ADD. ON EXSTNG	r	E	42-8	7500	105
10-233	YOUNG	12	DIGBY LANE	INST. ABOVE GRND SWMING POOL & D	R	I	48B-2	6300	95
10-294	STF DEVELOPMENT	5	GRANITE STREET	1 OF 3 UNIT TOWNHOUSE	R	25	51A	115000	1158
10-294	STF DEVELOPMENT	9	GRANITE STREET	3 OF 3 UNIT TOWNHOUSE	R	25	51A	115000	1159
10-294	STF DEVELOPMENT	7	GRANITE STREET	2 OF 3 UNIT TOWNHOUSE	R	25	51A	115000	1158
10-300	JANDREAU	27	GLADIOLA WAY	CNST. A REAR DECK ADDITION	R	A	28-17	2500	55
10-317	LOCKER, FRANK	306C	DOVER POINT ROAD	RENOV. OF SFD, 2 CONVT. 2 FMLY DWL	R	L	111B	273000	2755
10-325	SAYLOR	19	SUSANNAHS CROSSING	FNSH BSMNT SPCE FOR ADD. LIVING A	R	F	23A 3	9000	115
10-328	MALONE	321	DOVER POINT ROAD	DEMO. A SNGL-FMLY DWLLNG DESTRO	R	L	58B	0	50
10-332	PICNIC ROCK PARTNERS OF D	4	WALT COLBY DRIVE	CNST. SNGL FMLY DWLNG W/ATT. GRG	R	16	20-2	144000	1405
10-336	MESERVE	16	GLENWOOD AVENUE	RENOV/REMODEL 1ST FLR. BATHROO	R	36	32	6000	85
10-337	THOMPSON	142	VARNEY ROAD	NEW LIVING ROOM WINDOW	R	A	36-3	1000	35
10-338	GESEK, JOHN	127	SPUR ROAD	RMV. & RPLC/CNST. REAR/SIDE DECK A	R	L	30	32500	355

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
10-342	WILKINS	2	BROWNING DRIVE	CONST. A 2-STORY SIDE ADD.	R	21	79	67000	695
10-349	MAHONY	3	REVOLUTION DRIVE	CONST. A SIDE CARPORT ADD.	R	K	21	2200	55
10-351	GRAYSTONE BUILDERS	6	BEACON CIRCLE	CNST. SNGL FMLY W/GRGE UNDR	R	21	5-9	146000	1485
10-353	THE NATURE CONSERVANCY	20	KINGS HIGHWAY	CNST. A RECREATIONAL DOCK, PIER, R	R	N	8A	10000	125
10-355	TOLEND ROAD PROPERTIES L	3	MELODY TERRACE	CONST. SNGL FMLY DWLNG W/ATT. GR	R	G	24J/19	129000	1315
10-357	MCGURTY	17	ATINA WAY	INT. RENO. TO CNVRT TO ADD. LVNG SPR	R	G	24-Q	16000	185
10-358	ANDERSON	83	SPRUCE LANE	CNST. 1-STRY SDE ADD. 4 ADD. LIVIN A	R	I	81-R	30000	325
10-359	MACGREGOR	73	HENRY LAW AVENUE	REPLACE DECKING & A DECK STAIRWA	R	20	24	1000	35
10-360	SPANG	6	DANBURY LANE	CONST. TWO FRONT GABLE DORMER A	R	25	77	10300	135
10-363	PURCELL	9	LEXINGTON STREET	CONST./INSTALL A BAY WINDOW AREA	R	10	139	8500	115
10-365	JESSICK	214	LONG HILL ROAD	CONST. FULL DORMER, BREEZEWAY &	R	A	52-K	60000	625
10-366	PFEIFFER	72	BELKNAP STREET	CNST. A DTCHD GRGE DSTRYD BY TRE	R	12	83	9800	125
10-369	HOWARD	18	ELMWOOD AVENUE	CONST. A REAR 1 STORY ADD.	R	25	40-A	18000	205
10-370	WILSON	35	SANDPIPER DRIVE	THIRD FL. RENO. FOR ADD. LIVING ARE	R	C	2B-11	9000	115
10-376	KIRTLAND	28	POLLY ANN TRAILER PARK	DEMOLITION	R	M47	C28	0	25
10-377	FRENCH	59	COURT STREET	DEMO SIDE PORCH	R	19	20	0	50

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map Lot	Construction Value	Fee
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**Total Permits Issued:** 38

**Total Construction Value:** \$2,050,600.00

**Total Fees Collected:** \$21,445.00

Type of Permits Issued		Certificate of Occupancy's	
Apartment dwlg units	0	Apartment Units	0
Commercial	0	Commercial	0
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	0
Manufactured Dwlg	0	Manufactured Dwlg	0
Single Family Dwelling	0	Single Family Dwellings	0
		Total	0

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

## PLANNING BOARD APPROVED PROJECTS

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>														
Sherman School	School Street	C	48	0	48		10/26/2010	Site	P10-39	3	10		G	7.68
Paolini	54 Dover Point Road	C	12	5	7	10/6/2009	7/22/2008	Site	P08-15	K	20	10/6/2013	G	1.92
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
<b>Total: Multi-family</b>			<b>132</b>	<b>53</b>	<b>79</b>									<b>15</b>
<b>Subdivisions:</b>														
Labrador Woods	Long Hill Rd	H	9	0	9	7/19/2010	5/25/2010	7/19/2010	P10-19	A	51-9	7/19/2014	H	3.33
Beacon Circle	Henry Law Ave	H	9	9	0	10/13/2009	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	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.18
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	2	7	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	20	0	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	6	15	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	10	62	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
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	24	8	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.84
Waldron Falls	Watson Rd	H	10	3	7	5/10/2005	1/11/2005	5/17/2005	P04-54	E	35	5/10/2009	W	6.29
White Tail	Picard Ln	H	17	9	8	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	18	7	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	7/28/2011	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>357</b>	<b>139</b>	<b>218</b>									<b>139</b>
<b>TOTAL APPROVED UNITS</b>			<b>489</b>	<b>192</b>	<b>297</b>									<b>154</b>
<b>Elderly:</b>														
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	48	18	30	7/2/2008	3/13/2007		P06-55	M	4	7/2/2011	G	
Arbor Woods	Cielo Dr	H	63	24	39	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
<b>Total: Elderly</b>			<b>111</b>	<b>42</b>	<b>69</b>									
<b>APPROVED + ELDERLY</b>			<b>600</b>	<b>234</b>	<b>366</b>									<b>154</b>

\* Built or permit issued and unit under construction

\*\* Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS  
C:\Documents and Settings\bessettec\Local Settings\Temporary Internet Files\OLK46\Subdivisions.xls

PROJECTS THAT QUALIFY FOR SIX YEAR EXEMPTION PER RSA 674:39 FOR IMPACT FEES

NAME	LOCATION	Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	PAY OLD SCHOOL IMPACT FEE UNTIL	36 Months to start?	6 Years to complete?	IMPACT FEE DUE AT BP OR CO	
Code	H = Homes	A = Apts.	C = Condos												
<b>Multi-Family:</b>															
New Meadows Inc	Knox Marsh Rd	A	120	48	72	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2011	No	Yes	CO
<b>Subdivisions:</b>															
Beacon Circle	Henry Law Ave	H	9	3	6	10/13/2009	5/12/2009	11/13/2009	P08-25	21	5	10/13/2013	No	No	BP
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	1	8	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2014	Yes	Yes	BP
Long Meadow	Gladiola Way	H	20	19	1	1/30/2008	8/28/2007	2/6/2008	P06-40	A	28	1/30/2014	Yes	Yes	BP
Picnic Rock	Back River Rd	H	21	4	17	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2013	Yes	Yes	BP
Schooner Landing	Schooner Dr	H	10	2	8	7/19/2007	4/10/2007	7/25/2007	P06-54	M	96A	7/19/2013	Yes	Yes	CO
Pacific Landing	Upper Factory Rd	H	15	7	8	2/8/2007	7/25/2006	2/8/2007	P05-72	E	49	2/18/2013	Yes	Yes	CO
Goldberg/Tolend Rd Prop.*	Stocklan Dr, etc	H	72	5	67	10/5/2006	7/14/2005	11/2/2006	P03-36	G	24	10/5/2012	No	Yes	BP
Stern Subdivision	Lika Dr	H	3	0	3	3/23/2006	2/28/2006	3/23/2006	P05-71	E	45	3/23/2012	No	Yes	CO
Narrows at Tidewater Farm	Wysteria Dr	H	5	3	2	12/16/2005	8/9/2005	12/21/2005	P05-38	N	8-3	12/16/2011	No	Yes	CO
StoneCroft	Carriage Hill Ln	H	11	8	3	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2011	No	Yes	CO
Cornerstone Crossing III	Conerstone Dr	H	18	12	6	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18	7/28/2011	No	Yes	CO
<b>Elderly:</b>															
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	48	18	30	7/2/2008	3/13/2007		P06-55	M	4	7/2/2014	Yes	Yes	BP
Arbor Woods	Cielo Dr	H	63	20	43	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2013	Yes	Yes	BP

\* This project pays the current school impact fee only. After 10/5/12 all impact fees are due.

**For projects not on this list, all impact fees shall be collected prior to the issuance of a certificate of occupancy, unless specified at building permit by the Planning Board.**

**Any project approved after October, 2008 shall be assessed all impact fees in place at the time of building permit application. Fee shall be collected prior to the issuance of a CO, unless specified at building permit by the Planning Board.**

**Any project not on this list that was approved prior to October, 2008 does not have to pay the updated impact fees until four years after the date of Planning Board signature.**



# City of Dover

## Bid Solicitation Report

### For December 2010

1/3/2011

Department	PO Date	PO No	Vendor	Description	PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No	PO Notes
	Approved By	Fund		Function/Division	
Community Services				Appraisal Services- Two Properties in Dover	
Q11-017	12/06/2010	12/28/2010			
Community Services-Fleet				Purchase 6 Ford Vehicles	
B11034	12/08/2010	12/30/2010			
Police				Purchase of 4 Ford Crown Victoria's	
B11035	12/09/2010	12/30/2010			
Community Services				Sale of (2) Surplus Cars	
B11037	12/16/2010	01/05/2011			

# City of Dover

## Bid Solicitation Report

### For December 2010

1/3/2011

Department	PO Date	PO No	Vendor	Description	PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No	PO Notes
	Approved By	Fund		Function/Division	
Recreation				Lease Purchase of Exercise and Fitness Equipment	
B11036	12/16/2010	01/13/2011			

**Total for**

**Grand Total All Departments**

PO Date	PO No.	Vendor Name	Amount	DAC
12/7/2010	201105771	SHANNON CHEMICAL CORPORATION	\$5,004.00	Community Services Department
12/16/2010	201106155	DENNIS MUNSON PLUMBING HEATING	\$5,200.00	Community Services Department
12/15/2010	201106118	PUBLIC SERVICE CO OF NH-CITY	\$5,530.51	City Finance Office
12/6/2010	201105727	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,913.99	Community Services Department
12/28/2010	201106464	WETECH	\$5,980.00	Recreation
12/29/2010	201106513	BROX INDUSTRIES, INC.	\$6,560.80	Community Services Department
12/6/2010	201105677	PUBLIC SERVICE CO OF NH-CITY	\$6,919.00	City Finance Office
12/15/2010	201106115	EXXON MOBIL FLEET SERVICES	\$7,256.39	Police
12/21/2010	201106272	PEOPLES UNITED BANK-BOND PAYMENTS	\$7,656.25	City Finance Office
12/20/2010	201106246	KEYSTONE PRECISION INSTRUMENTS	\$8,068.00	Fire and Rescue
12/29/2010	201106526	PUBLIC SERVICE CO OF NH-CITY	\$8,588.76	City Finance Office
12/6/2010	201105678	PUBLIC SERVICE CO OF NH-CITY	\$8,644.67	City Finance Office
12/22/2010	201106375	INCEPTION TECHNOLOGIES, INC.	\$8,790.00	Fire and Rescue
12/28/2010	201106463	STATE OF NH-DEPT OF LABOR	\$8,792.28	City Finance Office
12/10/2010	201105950	TRITECH ENGINEERING CORP	\$9,700.00	Community Services Department
12/21/2010	201106280	EJ PRESCOTT, INC	\$10,710.96	Community Services Department
12/14/2010	201106022	BAYRING COMMUNICATIONS	\$11,827.03	City Finance Office
12/29/2010	201106517	BROX INDUSTRIES, INC.	\$12,893.86	Community Services Department
12/6/2010	201105680	PUBLIC SERVICE CO OF NH-CITY	\$13,233.41	City Finance Office
12/14/2010	201106024	UNITED STATES TREASURY	\$13,781.58	City Finance Office
12/7/2010	201105757	BROX INDUSTRIES, INC.	\$15,900.50	Community Services Department
12/6/2010	201105729	JP TOWLE CONSTRUCTION CORP	\$16,310.00	Community Services Department
12/16/2010	201106156	SMITH & FELIX PIPELINE SERVICES, LLC	\$17,887.50	Community Services Department
12/7/2010	201105758	JEANINNE A. GAGNON	\$20,000.00	Planning
12/29/2010	201106543	NEW HAMPSHIRE MUNICIPAL ASSOCIATION, LLC	\$20,025.22	Executive
12/30/2010	201106546	W.B. MASON CO., INC	\$22,427.00	Executive
12/6/2010	201105679	PUBLIC SERVICE CO OF NH-CITY	\$28,249.09	City Finance Office
12/21/2010	201106287	PUBLIC SERVICE CO OF NH-CITY	\$43,466.20	City Finance Office
12/29/2010	201106545	FOY INSURANCE GROUP, INC.	\$46,042.00	Executive
12/21/2010	201106273	PEOPLES UNITED BANK-BOND PAYMENTS	\$163,980.00	City Finance Office
12/21/2010	201106269	US BANK NATIONAL ASSOCIATION	\$998,485.05	City Finance Office
12/21/2010	201106268	CITIZENS BANK-BOND PAYMENTS	\$1,408,980.00	City Finance Office
12/21/2010	201106271	PEOPLES UNITED BANK-BOND PAYMENTS	\$1,901,988.35	City Finance Office
12/21/2010	201106270	US BANK NATIONAL ASSOCIATION	\$5,981,380.68	City Finance Office

# City of Dover

## Revenues of Major Funds December 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	\$ 61,445,202	\$ 20,863	\$ 32,546,915	\$ 28,898,287	\$ -	\$ 28,898,287	47.0%
Licenses & Permits	\$ 4,094,410	\$ 311,457	\$ 1,938,491	\$ 2,155,919	\$ -	\$ 2,155,919	52.7%
Intergovernmental	\$ 2,013,349	\$ 1,283,387	\$ 1,709,027	\$ 304,322	\$ -	\$ 304,322	15.1%
Charges for Services	\$ 3,179,278	\$ 141,829	\$ 1,317,269	\$ 1,862,009	\$ -	\$ 1,862,009	58.6%
Miscellaneous Revenue	\$ 389,133	\$ 13,297	\$ 141,114	\$ 248,019	\$ -	\$ 248,019	63.7%
Education	\$ 13,211,005	\$ 792,217	\$ 4,955,835	\$ 8,255,170	\$ (759)	\$ 8,255,929	62.5%
Operating Transfers In	\$ 297,781	\$ -	\$ 22,658	\$ 275,123	\$ -	\$ 275,123	92.4%
Sub-total : 1000 General Fund	\$ 84,630,158	\$ 2,563,051	\$ 42,631,309	\$ 41,998,849	\$ (759)	\$ 41,999,608	49.6%
3320 Residential Solid Waste							
Charges for Services	\$ 978,526	\$ -	\$ 363,778	\$ 614,748	\$ -	\$ 614,748	62.8%
Miscellaneous Revenue	\$ -	\$ -	\$ 56	\$ (56)	\$ -	\$ (56)	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 978,526	\$ -	\$ 363,834	\$ 614,692	\$ -	\$ 614,692	62.8%
3381 McConnell Center							
Miscellaneous Revenue	\$ 732,602	\$ 31,446	\$ 318,493	\$ 414,109	\$ -	\$ 414,109	56.5%
Operating Transfers In	\$ 84,238	\$ 10,862	\$ 79,736	\$ 4,502	\$ -	\$ 4,502	5.3%
Sub-total : 3381 McConnell Center	\$ 816,840	\$ 42,308	\$ 398,229	\$ 418,611	\$ -	\$ 418,611	51.2%
5300 Water Fund							
Charges for Services	\$ 4,220,115	\$ -	\$ 1,571,215	\$ 2,648,900	\$ -	\$ 2,648,900	62.8%
Miscellaneous Revenue	\$ 21,000	\$ 2,327	\$ 14,755	\$ 6,245	\$ -	\$ 6,245	29.7%
Sub-total : 5300 Water Fund	\$ 4,241,115	\$ 2,327	\$ 1,585,970	\$ 2,655,145	\$ -	\$ 2,655,145	62.6%
5320 Sewer Fund							
Intergovernmental	\$ 160,285	\$ -	\$ 63,328	\$ 96,957	\$ -	\$ 96,957	60.5%
Charges for Services	\$ 4,782,325	\$ -	\$ 1,519,594	\$ 3,262,731	\$ -	\$ 3,262,731	68.2%
Miscellaneous Revenue	\$ 32,000	\$ 2,831	\$ 15,497	\$ 16,503	\$ -	\$ 16,503	51.6%
Other Financing Sources	\$ 984,919	\$ 1,019,374	\$ 1,019,374	\$ (34,455)	\$ -	\$ (34,455)	-3.5%
Sub-total : 5320 Sewer Fund	\$ 5,959,529	\$ 1,022,205	\$ 2,617,794	\$ 3,341,735	\$ -	\$ 3,341,735	56.1%
<b>Total : REVENUES</b>	\$ 96,626,168	\$ 3,629,891	\$ 47,597,136	\$ 49,029,032	\$ (759)	\$ 49,029,791	50.7%

# City of Dover

## Expenditures of Major Funds December 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	\$ 13,589	\$ 155,711	\$ 189,743	\$ 108,345	\$ 81,398	23.6%
Executive	\$ 792,952	\$ 52,034	\$ 301,445	\$ 491,507	\$ 188,454	\$ 303,052	38.2%
Finance	\$ 1,465,224	\$ 133,127	\$ 754,793	\$ 710,430	\$ 500,082	\$ 210,348	14.4%
Planning	\$ 435,244	\$ 46,375	\$ 224,440	\$ 210,804	\$ 153,933	\$ 56,871	13.1%
Misc General Government	\$ 1,640,041	\$ 61,116	\$ 338,181	\$ 1,301,860	\$ 58,226	\$ 1,243,634	75.8%
Police	\$ 6,389,698	\$ 598,106	\$ 3,123,152	\$ 3,266,547	\$ 1,826,618	\$ 1,439,928	22.5%
Fire & Rescue	\$ 6,370,282	\$ 795,219	\$ 3,566,493	\$ 2,803,789	\$ 1,644,491	\$ 1,159,297	18.2%
Community Service Public Works	\$ 6,548,882	\$ 426,004	\$ 2,439,012	\$ 4,109,871	\$ 1,495,479	\$ 2,614,392	39.9%
Recreation	\$ 2,327,253	\$ 228,216	\$ 1,020,820	\$ 1,306,433	\$ 281,970	\$ 1,024,463	44.0%
Public Library	\$ 1,070,571	\$ 111,326	\$ 541,913	\$ 528,658	\$ 341,821	\$ 186,837	17.5%
Human Services	\$ 707,225	\$ 76,711	\$ 377,859	\$ 329,366	\$ 90,331	\$ 239,034	33.8%
Debt Service	\$ 10,218,408	\$ 1,648,753	\$ 2,581,923	\$ 7,636,485	\$ 7,471,830	\$ 164,655	1.6%
Other Financing Sources/Uses	\$ 245,213	\$ -	\$ -	\$ 245,213	\$ -	\$ 245,213	100.0%
School	\$ 40,796,682	\$ 2,918,004	\$ 16,681,944	\$ 24,114,738	\$ 18,267,836	\$ 5,846,902	14.3%
Intergovernmental	\$ 7,033,271	\$ 7,033,271	\$ 7,033,271	\$ -	\$ -	\$ -	0.0%
Sub-total : 1000 General Fund	\$ 86,386,399	\$ 14,141,852	\$ 39,140,957	\$ 47,245,441	\$ 32,429,417	\$ 14,816,025	17.2%
3320 Residential Solid Waste							
Charges for Services							
Community Service Public Works	\$ 1,106,321	\$ 64,771	\$ 357,051	\$ 749,270	\$ 520,874	\$ 228,396	20.6%
Sub-total : 3320 Residential Solid Waste	\$ 1,106,321	\$ 64,771	\$ 357,051	\$ 749,270	\$ 520,874	\$ 228,396	20.6%
3381 McConnell Center							
Community Service Public Works	\$ -	\$ -	\$ 755	\$ (755)	\$ -	\$ (755)	0.0%
Recreation	\$ 818,525	\$ 114,871	\$ 218,315	\$ 600,210	\$ 369,336	\$ 230,874	28.2%
Sub-total : 3381 McConnell Center	\$ 818,525	\$ 114,871	\$ 219,071	\$ 599,454	\$ 369,336	\$ 230,119	28.1%
5300 Water Fund							
Community Service Public Works	\$ 4,297,381	\$ 441,387	\$ 1,761,803	\$ 2,535,578	\$ 615,848	\$ 1,919,730	44.7%
Sub-total : 5300 Water Fund	\$ 4,297,381	\$ 441,387	\$ 1,761,803	\$ 2,535,578	\$ 615,848	\$ 1,919,730	44.7%
5320 Sewer Fund							
Community Service Public Works	\$ 5,999,235	\$ 576,475	\$ 2,589,789	\$ 3,409,446	\$ 808,814	\$ 2,600,632	43.3%
Sub-total : 5320 Sewer Fund	\$ 5,999,235	\$ 576,475	\$ 2,589,789	\$ 3,409,446	\$ 808,814	\$ 2,600,632	43.3%
<b>Total : EXPENDITURES</b>	<b>\$ 98,607,861</b>	<b>\$ 15,339,356</b>	<b>\$ 44,068,671</b>	<b>\$ 54,539,190</b>	<b>\$ 34,744,287</b>	<b>\$ 19,794,902</b>	<b>20.1%</b>

# City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	<u>Avail %</u>
Revenue	1,446,367	55,948	495,340	951,027	0	951,027	65.8
Expenditures	1,103,907	129,779	455,539	648,368	133,477	514,892	46.6
Debt Service							
Principal	228,490	0	0	228,490	0	228,490	100.0
Interest	109,065	43,892	43,892	65,174	0	65,174	59.8
	<b>4,904</b>	<b>(117,723)</b>	<b>(4,091)</b>	<b>8,995</b>	<b>(133,477)</b>	<b>142,471</b>	<b>2905.0%</b>



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Special Meeting  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, December 1, , 2010**  
Meeting Time: **7:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Hooper 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.

Deputy Mayor Trefethen moved to add Approval of the Agenda as the next agenda item; seconded by Councilor Weston.

Vote: 9/0.

### APPROVAL OF THE AGENDA

Deputy Mayor Trefethen moved to change the date on Item 5.B., to be voted on January 12, 2011; seconded by Councilor Weston.

Vote: 9/0.

Deputy Mayor Trefethen moved to substitute in whole Item 7.B.; seconded by Councilor Hooper.  
Vote: 9/0.

City Manager Joyal informed the Council that 7.B. will need to be re-advertised and required a public hearing on January 5, 2011.

Deputy Mayor Trefethen moved to approve the Agenda as amended; seconded by Councilor Cruikshank.

Vote: 9/0.

### 5. PUBLIC HEARINGS

#### **A. RESOLUTION: ADOPTION OF FY2012-2017 CAPITAL IMPROVEMENTS PROGRAM SPONSORED BY MAYOR MYERS BY REQUEST**

**Brian Stern, 201 Tolend Road:** He said he was outraged by his tax bill and the amount he has to pay. He said he has never complained about taxes before, didn't support the tax cap, but he did feel they were too high at this point. He discussed projects in the CIP, and said none of it has to be done.

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



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Special Meeting  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, December 1, , 2010**  
Meeting Time: **7:00 pm**

**B. RESOLUTION: APPROPRIATION FOR FY2012 CAPITAL IMPROVEMENTS PROGRAM AND AUTHORIZATION FOR BONDING (TO BE VOTED ON JANUARY 12, 2011) SPONSORED BY MAYOR MYERS BY REQUEST**

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

**C. RESOLUTION: APPROPRIATION FOR FY2012 CAPITAL IMPROVEMENTS PROGRAM – NON-DEBT FINANCED PROJECTS SPONSORED BY MAYOR MYERS BY REQUEST**

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

### 6. CITIZEN'S FORUM

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

**Edward J. Bleiler, 28 Isaac Lucas Circle:** He referred to the two newspaper articles he left on the Councilors desk, and said they should be a wakeup call for Dover to stop excessive spending. He read a letter that was printed in Fosters Daily Democrat. He asked the Council to stop the spending and avoid emanate tragedy.

**Harvey J. Lynch, 26B Lincoln Street:** He objected to the lasted spending in the CIP. The taxes are killing people in Dover, and asked the Council to think about what they are doing.

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

### 7. UNFINISHED BUSINESS

**A. RESOLUTION: ADOPTION OF FY2012-2017 CAPITAL IMPROVEMENTS PROGRAM (TO BE REFERRED FOR FURTHER DELIBERATIONS) SPONSORED BY MAYOR MYERS BY REQUEST**

Deputy Mayor Trefethen moved that this be referred for further deliberations; seconded by Councilor Hooper.

Vote: 9/0.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Special Meeting  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, December 1, , 2010**  
Meeting Time: **7:00 pm**

**B. RESOLUTION: APPROPRIATION FOR FY2012 CAPITAL IMPROVEMENTS PROGRAM – NON-DEBT FINANCED PROJECTS (REQUIRES A 2/3 MAJORITY VOTE) (TO BE REFERRED FOR FURTHER DELIBERATIONS) SPONSORED BY MAYOR MYERS BY REQUEST**

Deputy Mayor Trefethen moved that this be referred for further deliberations; seconded by Councilor Weston.  
Vote: 9/0.

**8. NEW BUSINESS – None**

**9. ADJOURNMENT**

Deputy Mayor Trefethen moved to adjourn to a Workshop Session; seconded by Councilor Cruikshank.  
Vote: 9/0.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Workshop  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, December 1, 2010**  
Meeting Time: **To follow Special Meeting**

### 1. CALL TO ORDER

### 2. 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.

### 3. CAPITAL IMPROVEMENT PROGRAM (CIP) DISCUSSION

Councilor Garrison started a discussion on the renovations to the Garrison Elementary School and the moratorium on State building aid.

Mayor Myers said the Garrison Elementary School renovation was put into the pipeline before the moratorium went into effect and is still eligible for State building aid.

Councilor Garrison asked about the City Hall atrium, if there was any money available to correct the leaking.

City Manager Joyal said they are trying to address the leaks with basic caulking. He spoke about the glass itself where the seals have failed and water is collecting between the panes of glass.

Councilor Garrison asked about moving it up on the timetable.

City Manager Joyal said it's attached to the outside of the building and he didn't feel that it was critical to the overall structure of the building.

Councilor Garrison started a discussion on traffic calming devices. He asked to add another \$25,000 and include Arch Street in the project.

Councilor Garrison referred to road construction on Union Street in year 2016, and asked if it included the area between Central Avenue and Court Street.

Community Services Director Steele said that it does include that area.

Councilor Nedelka referred to the City Hall's clock tower and asked the City Manager if that was a greater structural issue.

City Manager Joyal said that was correct.

Councilor Weston said she would not support adding Arch Street for traffic calming. Her reasoning is that Arch Street is a through street, and not a cut-through street.

Planning Director Parker said the \$50,000 for speed calming is supposed to cover the area between Atkinson and Arch Street. He said there are alternative methods to slow down traffic. They are waiting for the results from the Lexington Street trial before they proceed.

Deputy Mayor Trefethen referred back to the Garrison School project, and asked if the City could risk losing funding if they delayed the project a year.

City Manager Joyal said he would research that and get back to the Council.

Councilor Hooper asked about Downtown Infrastructure Improvements.

Director Parker said this was design work for the Downtown area, and looking into two-way traffic.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Workshop  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, December 1, 2010**  
Meeting Time: **To follow Special Meeting**

Councilor Hooper asked about the Park Improvements and if they could be done by residents as some recent renovations have been done.

City Manager Joyal said the Park Improvements were for major renovations.

Councilor Cruikshank started a discussion regarding the renovations for the pools, \$188,000 for lighting and a solarium, and \$800,000 for a new bathhouse.

Recreation Director Bannon spoke about the need to meet code requirements with lighting for the indoor pool. He also spoke about the bathhouse, and said the amount is for a complete replacement.

Mayor Myers discussed funding for the bathhouse; the use of gravel funds and debt financing.

Councilor Garrison discussed if a new bathhouse would increase revenue/use of the pools.

Deputy Mayor Trefethen asked about the Pool Advisory Committee getting outside funding. He said people need to support the pools, be involved, and help meet goals. He said the pools were not a necessity and he felt they were going to have the same discussions as last budget time.

Mayor Myers said the Pool Advisory Committee is scheduled to appear during a Council workshop to discuss their progress.

Councilor Cheney discussed all the Park improvements, and started a discussion on a boat launch.

Director Bannon said the boathouse was part of a partnership with UNH.

Councilor Cheney asked about unissued debt, \$6 million is still outstanding, and asked how it will affect the City's rating.

City Manager Joyal said they are holding off on issuing bonds until the City needs the cash. He said it shouldn't affect the City's rating.

Councilor Nedelka discussed the gravel funds and pool budget, and said the gravel funds should be put into the capital reserve funds for parks. He said the City can wait for a few years to make sure pools are viable to build the bathhouse with those funds.

Councilor Hooper discussed the \$5,000 for the pedestrian bridge in 2013, and asked about the \$195,000 in 2014.

City Manager Joyal said it is being considered to place the pedestrian bridge over the Cochecho Basin.

Councilor Garrison referred to the Deputy Mayor's comments regarding the pools. He is the Council liaison to the Pool Advisory Committee, and he felt they were working very hard at accomplishing their goals.

Councilor Garrison started a discussion regarding the boathouse and dredging.

Councilor Weston asked if the agreement with UNH was a done deal.

Director Bannon said UNH is supportive of the project and want to be here, but both sides need to get the financing.

City Manager Joyal said they were approached by UNH, and the City has encouraged them to go forward and raise the funds.

Councilor Weston asked if it could be a public boat launch, instead of just a dock.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Workshop  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, December 1, 2010**  
Meeting Time: **To follow Special Meeting**

Director Bannon said if the money were there they would do it.  
City Manager Joyal said that area was not appropriate for a public boat launch.  
Councilor Weston said she disagreed, because it's the last viable area in the City for a public boat launch.

Deputy Mayor Trefethen said he didn't mean to disparage the Pool Advisory Committee's efforts. He discussed the vision of the Park system; starting with Henry Law Park and connecting it to the Waterfront, then to Maglaras, and then to Fish and Game land. He said it was a wonderful plan, and they just needed the money for it. He felt they had to work on taking care of existing parks.

Mayor Myers said he felt they needed to take care of the Parks that already exist. He said Henry Law Park's playground equipment is heavily used and needs updating. He can't envision putting in new parks right now. They just weren't a priority.

Councilor Cheney said she was on the sub-committee and she knows they want a public boat launch. She did agree that some of the recreation issues can go out of the CIP.

Councilor Weston started a discussion on the several CIP road construction projects.

Deputy Mayor Trefethen started a discussion on the Police and Fire Departments. He commended both departments on reducing debt financing. He asked about the City's ability to afford \$13 million for a new police facility. He's willing to leave it in 2014 for planning purposes.

Mayor Myers started a discussion on Sidewalk and Street improvements. He said he will be supporting \$1.8 million being put into the operating budget to pay for street maintenance.

Councilor Nedelka spoke in support of moving the project for drainage on Old Colony Road up to 2013.

Director Steele said it just involved adding a drain line the entire length of the street, and then repave the whole road. He didn't feel it was big project.

Deputy Mayor Trefethen said the City was retiring a little over \$4 million in debt. He said the CIP has \$4.9 million just under Community Services, with a total of \$5 million under the General Fund. He said this is the area where the City can offset or delay again. He said the Whittier Bridge project can't be delayed. Applevale Road has to be done unless they delay water/sewer. Tolend Road is in bad shape.

Councilor Weston asked if the shimming done on Tolend Road would improve frost heaves. She asked if by pushing it out one year the road will be as bad as last winter.

Director Steele said it will have frost heaves and they will continue to patch it. He didn't think it would be as bad as last year, because there won't be as many potholes. He did feel that since the City has done a lot of patchwork on Tolend that he could recommend pushing it out another year.

Mayor Myers said he was inclined to move out Tolend Road another year, move out the Police Station to 2015. He said he wanted to look into public/private partnerships and the police station may have an opportunity to be built with the parking garage. He received general consensus to move Tolend Road out another year, to have the City Manager and Recreation



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Workshop  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, December 1, 2010**  
Meeting Time: **To follow Special Meeting**

Director re-work the numbers for Recreation in the CIP, and to move the Old Colony Road project to 2013.

Deputy Mayor Trefethen asked if they had another Workshop scheduled for CIP discussions. City Manager said to schedule the Workshop on January 5<sup>th</sup> to start at 6:00 pm; they will be able to discuss the Storm Water update and the CIP.

#### **4. CITIZEN'S FORUM**

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

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

#### **5. ADJOURNMENT**

Deputy Mayor Trefethen moved to adjourn; seconded by Councilor Weston.  
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, December 08, 2010**  
Meeting Time: **7:00pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Cheney led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

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

**Absent:** Councilor Hooper

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

### 5. PROCLAMATIONS/AWARDS – None

### 6. APPROVAL OF AGENDA

Deputy Mayor Trefethen moved to remove Item 13.A.8. from the Agenda; seconded by Councilor Cruikshank.

Vote: 8/0.

Deputy Mayor Trefethen moved to add the Appointments Committee Report to the Consent Calendar; seconded by Councilor Weston.

Vote: 8/0.

Deputy Mayor Trefethen asked to add the amended Resolution: Appropriation for FY2012 Capital Improvements Program and Authorization for Bonding as Item 13.B.3.; seconded by Councilor Nedelka.

Vote: 8/0

Deputy Mayor Trefethen asked to add the amended Resolution: Appropriation for FY2012 Capital Improvements Program – Non-Debt Financed Projects as Item 13.B.4.; seconded by Councilor Garrison.

Vote: 8/0.

Deputy Mayor Trefethen moved to accept the Agenda as amended; seconded by Councilor Nedelka.

Vote: 8/0.



CITY OF DOVER

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, December 08, 2010**  
Meeting Time: **7:00pm**

### 7. PUBLIC HEARINGS

#### A. CHAPTER 170 – UPDATING THE DOVER ZONING ORDINANCE SPONSORED BY DEPUTY MAYOR TREFETHEN

**Donald Medbery, 3 Covered Bridge Lane:** He said he had a minor problem with the changes to the Zoning Ordinance. He referred the Council to Page 1/13, Civic Building, and the omission of Religion between Culture and Education. He explained why he felt the Council should take into consideration to put Religion back into the Zoning Ordinance.

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

### 8. CITIZEN'S FORUM

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

**Edward J. Bleiler, 28 Isaac Lucas Circle:** He read his handout to the Council.

**David Scott, 220 Back Road:** He went over the three reasons why he was recommending that the Council vote no on the CIP package. He asked the Council to keep the CIP to the amount of debt being retired.

**John Scruton, 99 Sixth Street:** He referred to the 1990's when the City went to twice-a-year billing for property taxes, and the creation of Enterprise funds that were supposed to pay for everything. He said since that time taxes have only gone up. He said the City should be spending more time putting land into current use. He spoke about programs in the City and said he sees a lot of corporate welfare; \$3 million to widen Indian Brook and using parking meter funds to build a parking garage. He said he felt the City should just run the core of the City and stop the bonding.

**Ronald Huml, 199 Mast Road:** He referred to his Social Security not getting a cost of living increase this year, and asked the Council to keep the City's budget the same for 2011-2012. He spoke about the economic conditions and delinquent mortgages around the country. He understands that the Arena broke even, which is the second year in a row. He said the Arena should pay for their 34% share of the energy efficiency bonding, and lessen the tax burden on the people. He also said water/sewer should be excluded, and the funds taken out of the enterprise funds.

**Donald Medbery, 3 Covered Bridge Lane:** He said he supported shimming Tolend Road/Watson Road, and agrees that the reconstruction can wait. He addressed the Tolend Landfill project and bid for the CMA engineers that have increased, and asked why this wasn't researched and discovered before the bidding process. He asked why Mr. Peschel's contract wasn't put out to bid. He referred to Severino's violations that are being ignored. He asked the Council to look at the history of the CIP and the things that have been added into the contracts.



CITY OF DOVER

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, December 08, 2010**  
Meeting Time: **7:00pm**

**Michelle B. Holt-Shannon, 13 Florence Street and John Leggett, 3 Penny Lane:** They spoke about Dover Listens, the new group they are forming. Its sole purpose is to provide a safe forum to get involved and discuss community issues. They are hosting a facilitator program in January and a community dialogue in February. They were asking for support from the Council. The email address is [dover.listens@gmail.org](mailto:dover.listens@gmail.org).

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

### 9. CITY MANAGER'S REPORT

City Manager Joyal submitted his written report to the Council. He referred to additional items placed on the Councilors' desks: Revised tables for the CIP based on discussions from the December 1<sup>st</sup> Council Workshop. He spoke about the new intercity bus service being provided by Falcon Bus Lines.

Councilor Nedelka referred to the item in the City Manager's Report regarding a damaged fire hydrant being replaced, and asked if the City was going to be reimbursed.

City Manager Joyal said they were planning on billing the party involved.

Councilor Cheney asked about the schedule on the CIP vote and if they were going to have any more workshops.

Mayor Myers said they will be having a Public Hearing on January 5<sup>th</sup>, followed by a Workshop. He said the vote on the CIP will occur on January 12<sup>th</sup>.

Mayor Myers referred to the Citizen's Forum comment regarding the Change Order, the Resolution that was pulled from the Agenda. He asked if it could be called something else because this is additional scope of work that will be piggybacking on the original bid.

City Manager Joyal said he will discuss it with the Purchasing Agent.

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

Vote: 8/0.

### 10. APPROVAL OF MINUTES

- A. November 10, 2010 – Workshop Session – Joint Meeting with Planning Board**
- B. November 10, 2010 – Regular Session**
- C. November 17, 2010 – Public Meeting held in City Manager's Office.**
- D. November 17, 2010 – Special Meeting**

Deputy Mayor Trefethen moved for the approval of the Minutes; seconded by Councilor Garrison.  
Vote: 8/0.



CITY OF DOVER

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, December 08, 2010**  
Meeting Time: **7:00pm**

### 11. MAYOR'S REPORT

Mayor Myers thanked the Dover Veterans Council and Veterans who attended the Veterans Day ceremony. He attended the official opening of the Community Trail. He attended the 3<sup>rd</sup> Grade gathering to discuss the history of government in Dover. He attended the Local Government Center 3-day conference. He attended the celebration for R.F. Hunter's 65<sup>th</sup> year in business. He attended Blue Latitudes the day before Thanksgiving, where they provided meals to people less fortunate. He thanked the people at St. Mary's for organizing the Dover Christmas parade. He attended the Dover Business and Industrial Development Authority meeting. He attended the Christmas tree lighting at Henry Law Park last Friday, which was followed by the Festival of Trees in the City Hall Auditorium. He said he also did a few ribbon cuttings for the Greater Dover Chamber of Commerce.

Deputy Mayor Trefethen moved to accept the Mayor's Report; seconded by Councilor Carrier.  
Vote: 8/0.

### 12. UNFINISHED BUSINESS

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

#### B. ORDINANCES IN THE 3<sup>rd</sup> READING

##### 1. CHAPTER 170 – UPDATING THE DOVER ZONING ORDINANCE SPONSORED BY DEPUTY MAYOR TREFETHEN

Deputy Mayor gave a brief background on the changes to the Ordinance. He felt it was a benefit to the community. He asked the Council not to delay this for one word, but realize that it can always be updated again at a later time.

Councilor Garrison spoke about his concern with farm animals. He said he has done some research on this, and his only concern is that he would like a minimum height for a fence be added.

Councilor Cheney said she didn't feel they should remove the word religion. She referred to Richmond, NH losing a \$1.5 million case for violating church rights. She spoke of her research with attorneys. She said she would not support this Ordinance.

Mayor Myers asked General Legal Counsel Krans to speak on this issue.

Counselor Krans said he researched the Richmond, NH case, and said it was totally different. He was comfortable that this wording would not put the City in jeopardy. He said there are many zones where churches are allowed.

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

#### C. RESOLUTIONS – None



CITY OF DOVER

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
 Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
 Meeting Date: **Wednesday, December 08, 2010**  
 Meeting Time: **7:00pm**

### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

1. **PARADE – Moms on the Run – Mother’s Day 5K Run/Walk**
2. **RAFFLE – Community Services Employees**
3. **RAFFLE – Dover Children’s Home**
4. **TAG – Dover High School Girls Basketball Booster Club**
5. **TAG – Primetime All Star Boosters – December**
6. **TAG – Primetime All Star Boosters – January**
7. **RESOLUTION: ACCEPTANCE OF DONATION – OUTDOOR BENCH**  
SPONSORED BY MAYOR MYERS
8. **RESOLUTION: B10033 CHANGE ORDER 1 - TOLEND ROAD AND WATSON ROAD ENGINEERING SERVICES**  
SPONSORED BY MAYOR MYERS BY REQUEST

Item was pulled from the Agenda.

#### COMMITTEE REPORTS

- |  |  |
|--|--|
| 1. School Board                        | <b>7. Solid Waste Advisory Commission</b>          |
| 2. Planning Board                      | 8. Transportation Advisory Commission              |
| <b>3. Appointments Committee</b>       | 9. Joint Building Committee – Horne Street         |
| 4. Recreation Advisory Committee       | <b>10. Joint Building Committee – Media Access</b> |
| 5. McConnell Center Advisory Committee | 11. Legislative Liaison                            |
| 6. Arts Commission                     | 12. Pool Advisory Committee                        |

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

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

Councilor Garrison asked to pull the Solid Waste Advisory Commission Report.

Deputy Mayor Trefethen asked to pull the Appointments Committee Report.

Mayor Myers asked to pull Item 13.A.7.

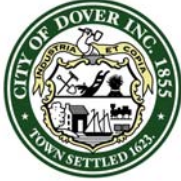
Mayor Myers asked for a vote on the remaining items on the Consent Calendar.

Vote: 8/0.

Mayor Myers moved for the approval of Item 13.A.7.; seconded by Councilor Garrison.

Mayor Myers said he just wanted to give recognition to people involved in this donation.

Vote: 8/0.



CITY OF DOVER

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
 Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
 Meeting Date: **Wednesday, December 08, 2010**  
 Meeting Time: **7:00pm**

Deputy Mayor Trefethen addressed the Appointments Committee Report. He gave their recommendations for the Council's approval:

### New appointments:

- Ad-Hoc Willand Pond Committee – Suzanne Ellis, Alternate  
Martha Wilson, Alternate
- Transportation Advisory Commission – Maurice Olivier
- Recreation Advisory Board – Scott Kelley  
Jake Bishop
- Open Lands Committee – Anne Kotlus
- Arts Commission – Anthony McManus
- Dover Utilities Commission – Dana Leggett
- Trustees of the Trust Fund – David Dupont
- Conservation Commission – Cora Quisumbing- King
- Ethics Committee – Brendan Licata  
Karen Gray  
Rose Forcillo
- Zoning Board of Adjustment – Joshua Cote, Alternate  
Jennifer Stone, Alternate

### Reappointments:

- Library Board of Trustees – Carol Boc

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

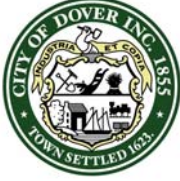
Vote: 8/0.

Deputy Mayor Trefethen said there were still a number of vacancies:

- Arts Commission – 4 openings
- Conservation Commission – 5 regular, 1 alternate
- Solid Waste Advisory Commission – 2 openings
- Recreation Advisory Board – 1 opening
- Pool Advisory Committee – 1 opening
- Open Lands Committee – 4 openings
- Energy Advisory Committee – 2 openings
- Ad-Hoc Willand Pond Committee – 2 alternate openings

Councilor Garrison moved to accept the Appointments Committee Report; seconded by Councilor Cheney.

Vote: 8/0.



CITY OF DOVER

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, December 08, 2010**  
Meeting Time: **7:00pm**

Councilor Garrison gave an overview on his Solid Waste Advisory Commission Report. Councilor Nedelka moved to accept the Solid Waste Advisory Commission Report; seconded by Councilor Carrier.  
Vote: 8/0.

### B. RESOLUTIONS

- 1. AUTHORIZING THE CITY MANAGER TO APPLY FOR THE ECONOMIC REVITALIZATION ZONE (ERZ) APPLICATION FOR THE SIXTH STREET SITE AND MAST ROAD SITE**  
SPONSORED BY MAYOR MYERS BY REQUEST

Deputy Mayor Trefethen moved for its approval; seconded by Councilor Cheney. Mayor Myers gave an overview on this Resolution.  
Vote: 7/1; Passed. Councilor Nedelka was opposed.

- 2. RESOLUTION: AMENDMENT OF FY2011 FEE SCHEDULE TO ESTABLISH PARKING METER TOKEN RATES (REQUIRES A 2/3 MAJORITY VOTE) (TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 12, 2011)**  
SPONSORED BY MAYOR MYERS BY REQUEST

Deputy Mayor Trefethen moved to refer to a public hearing on January 12, 2011; seconded by Councilor Weston.  
Vote: 8/0

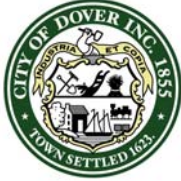
- 3. RESOLUTION: APPROPRIATION FOR FY2012 CAPITAL IMPROVEMENTS PROGRAM AND AUTHORIZATION FOR BONDING (TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 5, 2011)**  
SPONSORED BY MAYOR MYERS BY REQUEST

Deputy Mayor Trefethen moved to refer to a public hearing on January 5, 2011; seconded by Councilor Weston.  
Vote: 8/0.

- 4. RESOLUTION: APPROPRIATION FOR FY2012 CAPITAL IMPROVEMENTS PROGRAM – NON-DEBT FINANCED PROJECTS (TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 5, 2011)**  
SPONSORED BY MAYOR MYERS BY REQUEST

Deputy Mayor Trefethen moved to refer to a public hearing on January 5, 2011; seconded by Councilor Cheney.  
Vote: 8/0.

### C. ORDINANCES IN 1ST 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, December 08, 2010**  
Meeting Time: **7:00pm**

### 14. COUNCIL CORRESPONDENCE – None

### 15. COUNCIL MATTERS OF INTEREST

Deputy Mayor Trefethen recommended that the Council have the Public Hearings on January 5<sup>th</sup> at 7:00 pm, followed by a Workshop on the CIP and other items.

Mayor Myers said they still may start earlier, but stop at 7:00 pm for the Public Hearings.

Deputy Mayor Trefethen congratulated Michelle Holt-Shannon and John Leggett for starting up Dover Listens.

Councilor Cheney referred to Earle Goodwin's letter and made a motion that it be submitted into the record as Council Correspondence; seconded by Councilor Weston.

Vote: 8/0.

Councilor Nedelka referred to the last meeting of the Ad-Hoc Stormwater Feasibility Committee to be held on December 13<sup>th</sup>. He said they will be bringing their recommendations to the Council on January 5<sup>th</sup>. He said it might be a good topic to discuss from 6:00 to 7:00 pm.

General Legal Counsel explained the Supreme Court ruling on the tax cap language. The language was ruled as illegal, not permitted in Manchester, and by extrapolation is not permitted in Dover. He said there is no longer a tax cap in Dover. He said it wasn't necessary to remove the language from the Charter, but it will have a footnote that cites the case.

City Manager Joyal said the City is cognizant of financial conditions, the requests and desires of the citizens and the presented budgets will continue to be frugal.

### 16. ADJOURNMENT

Councilor Nedelka moved to adjourn; seconded by Councilor Cruikshank.

Vote: 8/0.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2010.12.08 - 149**  
Resolution Re: Amendment of FY2011 Fee Schedule to Establish Parking  
Meter Token Rates

WHEREAS: The Dover City Council has authorized the purchase and installation of 50 master parking meters in the downtown, and;

WHEREAS: The Parking Commission held public meetings to discuss a parking meter token program and noted strong support to make tokens available to businesses and the public at a discounted rate, and;

WHEREAS: The Dover Parking Commission has recommended that tokens be authorized for use in City parking meters at a 20% discount.

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 Police section, p. 10 of the approved FY 2011 Fee Schedule as follows:

**Parking Meter Token rate: 20 minutes \$0.20**

The City Manager recommends that this resolution be adopted.

### 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 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#: 12.C.1.

Resolution Number: **R - 2010.12.08 - 149**  
Resolution Re: Amendment of FY2011 Fee Schedule to Establish Parking Meter Token Rates

### DOCUMENT HISTORY:

First Reading Date: 2010.12.08	Public Hearing Date: 2010.01.11
Approved Date:	Effective Date:

**DOCUMENT ACTIONS: Motion to move to public hearing by Deputy Mayor Trefethen; seconded by Councilor Weston**

**Vote: 8/0**

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

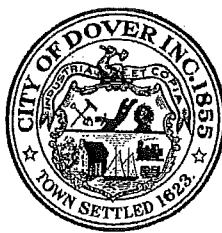
Agenda Item#: 12.C.1.

Resolution Number: **R - 2010.12.08 - 149**

Resolution Re: Amendment of FY2011 Fee Schedule to Establish Parking  
Meter Token Rates

### RESOLUTION BACKGROUND MATERIAL:

Phase II Pay and Display parking meters are scheduled to be activated in early January 2011. As part of the outreach program for this transition, the Parking Commission held public meetings to review the possibility of having the meters accept tokens that could be sold to businesses and the general public. The support for a token program was overwhelming and the Parking Commission voted on November 22, 2010 to include tokens as a method of payment at a 20% discount.



RECEIVED  
DOVER CITY CLERK  
DOVER, NH

APPLICATION  
CITY OF DOVER, NEW HAMPSHIRE

2010 DEC -3 P 4: 39

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: DHS Boys Basketball Boosters  
Federal Tax ID number for Organization: 01-0593775  
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Kim Faustino Day Time Telephone: 603-781-7525

Address: 27 Susannah's Crossing Dover Email Address: Kim22@comcast.net

Purpose of Permit: February Prize Calendars - scholarships, banquets, training, uniforms,

Date of Event: 12/12/10 - 12/30/10 Specific Time: \_\_\_\_\_

Location of Event: Players will sell to family and friends - also concession stand home games

(Raffle Permit only)  
Prize (s) To Be Awarded: gift cards - small cash prizes (20\$, 10\$)

Amount of Donation: 5\$ Date of Drawing: once a week home games Specific Time: 7:30

Place of Drawing: DHS basketball game

**\* 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).

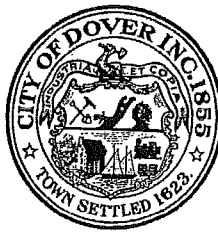
**\*\* NOTE: ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA**

**\*\*\*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: Kim Faustino Date: 12/2/10

Licensing Board approval (Signature) Date: 12/7/10  
Revised 03/17/08



RECEIVED  
DOVER CITY CLERK  
DOVER, NH

APPLICATION  
CITY OF DOVER, NEW HAMPSHIRE

2010 DEC -3 P 4: 39

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: DHS Boys Basketball Busseters  
Federal Tax ID number for Organization: 01-0593775  
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Kim Faushmo Day Time Telephone: 603-781-7525

Address: 27 Susannah's Crossing Dover Email Address: kim22@comcast.net

Purpose of Permit: Celtics Raffle Tickets - scholarships, banquets, training  
Un. (bom)

Date of Event: 1/5-1/30 Specific Time: 7:30

Location of Event: DHS Basketball game - players sell to family + friends

(Raffle Permit only)  
Prize (s) To Be Awarded: celtics tickets

Amount of Donation: \_\_\_\_\_ Date of Drawing: last home game Specific Time: 7:30

Place of Drawing: DHS boys Basketball game

**\* 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).

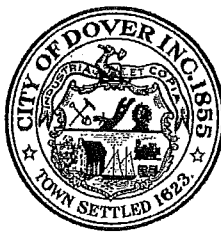
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Signature: [Signature] Date: 12/2/10

Licensing Board approval [Signature] Date: 12/7/10  
Revised 03/17/08



RECEIVED  
DOVER CITY CLERK  
DOVER, NH

APPLICATION  
CITY OF DOVER, NEW HAMPSHIRE 3 P 4: 39

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: DHS Boys Basketball Boosters  
Federal Tax ID number for Organization: 01-0593775  
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Kim Faustino Day Time Telephone: 603-781-7525

Address: 27 Susannah's Crossing Dover Email Address: kim22@comcast.net

Purpose of Permit: 50/50 raffles during home games - uniforms, scholarships, banquets, trainin

Date of Event: home games Specific Time: 6:30 - 7:30

Location of Event: DHS basketball game

\*\*\*\*\*

(Raffle Permit only)  
Prize (s) To Be Awarded: 1/2 of 50/50 money raised

Amount of Donation: \_\_\_\_\_ Date of Drawing: @ home game Specific Time: \_\_\_\_\_

Place of Drawing: DHS basketball game

\* 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

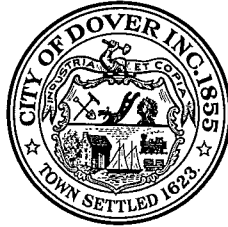
\*\*\*NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

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: [Signature] Date: 12/2/10

Licensing Board approval [Signature] Date: 12/7/10

Revised 03/17/08



RECEIVED  
DOVER CITY CLERK  
DOVER, NH

2010 DEC -8 P 12:49

### 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: Saint Mary Academy

Federal Tax ID number for Organization: 02-0342967

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

Contact Person: Bobi White Day Time Telephone: 603-742-3299

Address: 222 Central Ave Email Address: bwhite@stmaryacademy.org  
Dover, NH 03820

Purpose of Permit: Fundraising Calendar Sales - Sold in Jan  
winners drawn in Feb

Date of Event: 2/1/10 - 2/28/10 Specific Time: \_\_\_\_\_

Location of Event: SMA

\*\*\*\*\*

(Raffle Permit only)  
Prize (s) To Be Awarded: Cash

Amount of Donation: 5.00 Date of Drawing: Daily during Specific Time: 8:30am  
both of Feb

Place of Drawing: St Mary Academy

\* 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

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

Signature: [Signature] Date: 12/1/2010

Licensing Board approval [Signature] Date: 12/14/10  
Revised 03/17/08



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2011.01.12 - 1**

Resolution Re: Recycling Center Agreement with the Town of Madbury

WHEREAS: The citizens solid Waste advisory commission recognized that the Goodwin Recycling Center has the ability to service more than City residents, and that any fees assessed to other municipalities would provide the city with additional revenue; and

WHEREAS: The Town of Madbury has a very limited recycling center; and

WHEREAS: The City has a large recycling facility offering full services which can easily absorb the Town of Madbury's use; and

WHEREAS: The Town of Madbury has agreed to continue their agreement with the City of Dover for its citizens to use the recycling center at a rate of \$7.46 per person, per year, based on the latest population count of 1765 for a total of \$13,166.90 per year. This is a two year agreement, beginning January 1, 2010 through December 31, 2011.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:  
The City of Dover is authorized to enter in a contract with the Town of Madbury to Permit Madbury resident to utilize the Goodwin Recycling Center during this two year Period, January 1, 2010 – December 31, 2011.

### 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.5.

Resolution Number: **R - 2011.01.12 - 1**

Resolution Re: Recycling Center Agreement with the Town of Madbury

### 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.A.5.

Resolution Number: **R - 2011.01.12 - 1**

Resolution Re: Recycling Center Agreement with the Town of Madbury

### RESOLUTION BACKGROUND MATERIAL:

In an effort to increase revenue through the sale of recycling services, the city of Dover has recognized it's ability to service more than City residents at the Goodwin Recycling Center. Because the Town of Madbury has a very limited recycling center and the City of Dover has a large recycling facility offering full services which can easily absorb the Town of Madbury's use, the Town of Madbury has agreed to continue their agreement with the City of Dover for its citizens to use the recycling center at a rate of \$7.46 per person, per year, based on the latest population count of 1765 for a total of \$13,166.90. This is a one year agreement, beginning January 1, 2010 through December 31, 2010.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.6.**

Resolution Number: **R - 2011.01.12 - 2**  
Resolution Re: B11027 Perimeter Surveys, Test Borings, Environmental and Geotechnical Analysis for Four City Owned Parking Lots

WHEREAS: Sealed Request for Qualifications Based Bid B11027 was issued and received on December 15, 2010 @ 2:00pm for perimeter surveys, test borings, environmental and geotechnical analysis of First St, Third St, Orchard St and School St.; and

WHEREAS: A mandatory prebid meeting was held on 11/30/2010 at 10:00am. Fifteen proposals were received and evaluated by city personnel and a short list was developed. Cost proposals were opened on vendors making the short list; and

WHEREAS: The low bid was submitted by McEneaney Survey Associates Inc at the rate of \$35,000.00 and the recommendation is to award to this vendor.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to McEneaney Survey Associates Inc given the bid amount of \$35,000.00 and corresponding rates provide 12/15/2010. The amount of this authorization shall be limited so as not to exceed available finding.

### Financing

Account	Description	Appropriation	Balance
5650.1.450.46520.4342.00000	DBIDA Surveys and Borings	27,000.00	27,000.00
3213.1.210.42130.4339.00000	Parking Consulting Services	17,500.00	17,500.00

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2011.01.12 - 2**

Resolution Re: B11027 Perimeter Surveys, Test Borings, Environmental and Geotechnical Analysis for Four City Owned Parking Lots

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.6.**

Resolution Number: **R - 2011.01.12 - 2**

Resolution Re: B11027 Perimeter Surveys, Test Borings, Environmental and Geotechnical Analysis for Four City Owned Parking Lots

### RESOLUTION BACKGROUND MATERIAL:

Perimeter Surveys, Test Borings, Environmental Phase I Testing and Soil Geo-technical Analysis on four city owned parking lots: First Street lot, 3<sup>rd</sup> Street Lot, Orchard Street Lot and School Street Lot.

The purpose of this work is to provide the data needed to have these lots considered by developers for potential City infill projects including public/ private partnerships to construct commercial space/ residential space/public parking venues close to the downtown core, converting these parcels to tax ratables with enhanced value while filling in underutilized spaces in the downtown area.

This work will provide the knowledge necessary to know the viability and cost of development of each parcel as well as what can be built on the land and what, if any, obstacles exist underground that might limit or curtail planned development. It will also allow a potential developer to put forth a much more attractive proposal to the City when they are secure about what will be encountered in the development of the parcel.

### Bid Information:

Bid B11027 was issued and received on December 15, 2010 @ 2:00pm for perimeter surveys, test borings, environmental and geotechnical analysis of First St, Third St, Orchard St and School St.

### Award Information:

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

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	143	<b>Number of Responses:</b>	15
<b>Warranty:</b>		<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	Not with the City but with the State of NH
<b>Prices will hold for:</b>	Until Complete	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	McEaney Survey Associates INC	<b>Fund:</b>	Various
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2011.01.12 - 2**

Resolution Re: B11027 Perimeter Surveys, Test Borings, Environmental and Geotechnical Analysis for Four City Owned Parking Lots

### RESULTS

<i>Vendor</i>	
McEaney Survey Associates Inc and John Turner Consulting 24 Chestnut St Dover NH	\$35,000
Miller Engineering & Testing 100 Sheffield Rd PO Box 4776 Manchester NH 03108	
Ransom Environmental Consultants Pease International Tradeport 112 Corporate Dr Portsmouth NH 03801	
Holden Engineering & Surveying 9 Constitution Dr Bedford NH 03110	
Loureiro Engineering Associates inc 10 Twin Bridge Rd Unite 1A Merrimack NH 03054	
Dubois & King 28 No Main St PO Box 339 Randolph VT 05060	
Fieldstone Land Consultants PLLC 778 Elm St Ste C Milford NH 03055	
Bradburne, Briller & Johnson LLC 5 Market Sq. Ste 103 Amesbury MA 01913	
Hydroterra Environmental 272 ½ Dover Pt Rd Dover NH 03820	
GZA Geoenvironmental Inc 202 Kent Place Newmarket NH 03857	\$68,146
Stantec 5 Dartmouth Dr Ste 101 Auburn NH 03032	



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2011.01.12 - 2**  
Resolution Re: B11027 Perimeter Surveys, Test Borings, Environmental and Geotechnical Analysis for Four City Owned Parking Lots

TFM 48 Constitution Dr Bedford NH 03110	
SW Cole 10 Centre Rd Somersworth NH 03878	
TR Selling Engineering PC 35 Academy St Laconia NH 03246	
Geo Insight 186 Granite St 3 <sup>rd</sup> Fl Ste a Manchester NH 03101	\$35,900

### Vendor List

AECOM	Pennoni Associates Inc.	Johnson Controls, Inc.
Aries Engineering, Inc.	R.W. Gillespie & Associates, Inc.	Jones & Beach Engineers
ATC Associates Inc.		Kaestle Boos Associates
Boart Longyear Company	Ransom Environmental Consultants, Inc.	Ken Costello Design, LLC
Bradburne, Briller & Johnson, LLC	Resource Laboratories LLC	Kleinfelder / S E A Consultants
Capital Well Company, Inc.	RI Analytical Laboratories	Lewis Engineering
CHA, Inc.	S. W. Cole Engineering	Lewis Water Services
CMA Engineers, Inc.	Stantec Consulting Services	Little Bay Broadcast Services, Inc
Construction Summary Of NH	Stephens Associates Consulting Engineers, LLC	Loureiro Engineering Associates, Inc.
Corporate Environmental Advisors, Inc.	T.R. Selling Engineering	Lynnfield Engineering, Inc.
E.J. Prescott, Inc.	Tata & Howard, Inc.	Martini Northern
	Terracon Consultants, Inc.	



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2011.01.12 - 2**

Resolution Re: B11027 Perimeter Surveys, Test Borings, Environmental and Geotechnical Analysis for Four City Owned Parking Lots

Eaglebrook Engineering & Survey LLC	The Louis Berger Group	McHenry Architecture
Eastern Analytical, Inc.	Tighe & Bond	MHF Design Consultants
Emery & Garrett Groundwater, Inc.	Vanasse Hangen Brustlin	Millennium Engineering
Environmental Compliance Service, Inc. (ECS)	Verde Environmental Contracting services	Milone & MacBroom, Inc.
EnviroSense, Inc.	Weston & Sampson Engineers, Inc.	MJS Engineering, PC
GeoInsight, Inc.	Wilcox & Barton, Inc.	MSC Civil Engineers & Land Surveyors, Inc
Geotechnical Services, Inc	Woodard & Curran	New England Environmental, Inc.
Golder Associates Inc.	Wright-Pierce	Northeast Civil Solutions, Inc.
Greater Dover Chamber of Commerce	Allen & Major Associates	Norway Plains Associates
Green Environmental Inc.	Ambit Engineering	Oak Point Associates
GS Environmental & Groundwater Assoc.	Appledore Engineering	Ocean and Coastal Consultants
GZA GeoEnvironmental, Inc.	Axis Business Solutions	Pathways Consulting, LLC
Haley & Aldrich, Inc.	Beals Associates PLLC	Pennoni Associates Inc.
Horizons Engineering, Inc.	Bedford Design Consultants, Inc.	Provan & Lorber, Inc.
Howard/Stein-Hudson Associates, Inc.	Berry Surveying & Engineering	Quantum Construction Consultants, LLC
HydroSource Associates	Brown and Caldwell	Resource Systems Group
	Careno Construction Company	RI Analytical Laboratories,



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2011.01.12 - 2**

Resolution Re: B11027 Perimeter Surveys, Test Borings, Environmental and Geotechnical Analysis for Four City Owned Parking Lots

John Turner Consulting Inc.	Inc.	
	CDM	
Leggette, Brashears & Graham, Inc	Christiansen & Sergi Inc.	Ricci Construction, Inc.
Maguire Group, Inc.	CIVIL CONSULTANTS	S E A Consultants Sheerr McCrystal Palson Architecture, Inc.
Maher Services, Inc.	Civilworks, Inc.	
Martini Northern	CLD Consulting Engineer	Siemens Building Technologies
Neatline Associates LLC	Comprehensive Environmental Inc	StoneHill Environmental, Inc.
Nobis Engineering, Inc.	CSI Engineering, LLC	TFMoran Inc.
Normandeau Associates, Inc.	D.B. Truslow Associates	The HL Turner Group Inc
Pathways Consulting, LLC	Dodge Report	The Scott Lawson Group
Surveying, Inc.	Doucet Survey, Inc.	Thomas Engineering Associates
Horsley Witten Group, Inc.	DuBois & King, Inc.	Tidewater Environmental Planning, LLC
Howard/Stein-Hudson Associates, Inc.	Dufresne Group	Titcomb Associates
Hoyle, Tanner & Associates, Inc.	Engineering Ventures, PC	Turgeon's Construction Inc.
Interstate Electrical Services Corporation	Fay, Spofford & Thorndike	TYLin International
Jacobs Engineering Group, Inc.	Geospatial Pipeline Services, LLC	Underwood Engineers, Inc.
Jeffrey H. Taylor & Associates	Geosyntec Consultants, Inc	Vanasse Hangen Brustlin, Inc. (VHB)
	GM2 Associates, Inc.	Verde Environmental Contracting services



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2011.01.12 - 2**

Resolution Re: B11027 Perimeter Surveys, Test Borings, Environmental and Geotechnical Analysis for Four City Owned Parking Lots

JMMO Company, LLC

Greenman-Pedersen, Inc.

VHB/Vanasse Hangen

Woodard & Curran

Haight Engineering, PLLC

Brustlin, Inc.

Wright-Pierce

Harriman

Weston & Sampson

WV Engineering Assoc

Holden Engineering

Wilcox & Barton, Inc



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2011.01.12 - 3**  
Resolution Re: B11028 Electrical Services Contractor

WHEREAS: Requests for sealed Bid # B11028 was issued and received for an as needed Electrical Services contractor on December 1, 2010 with rates to hold for (1) one year and with option to renew (2) two additional years subject to annual review, funding availability and vendor satisfaction; and

WHEREAS: Five bid replies were received and interviews were conduct starting with the lowest bidder and then the next low bidder on 12/13/2010. The interviewing committee was made up of three city personnel. The bid response deemed most advantageous to the City was submitted by Martineau Electrical Inc of Dover NH with rates for services rendered as stated in the results section of this resolution.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Martineau Electric Inc, as needed, given rates provided December 1, 2010. The amount of this authorization shall be limited so as not to exceed available funding.

<b>Financing</b>			
<b>Account</b>	<b>Description</b>	<b>Appropriation</b>	<b>Balance 12.20.2010</b>
xxxx.x.xxx.xxxxx.4433.xxxxx.xx	Maint of Equipment	\$205,272.00	\$139,596.00
xxxx.x.xxx.xxxxx.4431.xxxxx.xx	Maint of Buildings	\$290,962.00	\$166,832.00

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

Contingent upon mutually agreed upon rates, future funding and satisfactory vendor performance, the Purchasing Agent is hereby authorized to issue a Purchase Order to Martineau Electric Inc for two additional one year terms. The amount of this authorization shall be limited so as not to exceed available funding.

### 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.7.

Resolution Number: **R - 2011.01.12 - 3**

Resolution Re: B11028 Electrical Services Contractor

### 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 - 2011.01.12 - 3**  
Resolution Re: B11028 Electrical Services Contractor

### RESOLUTION BACKGROUND MATERIAL:

The electrical contractor must be licensed in the state of New Hampshire, and have general knowledge of residential and commercial electrical system, which would include pumps, motors, transfer switches, Variable Frequency Drives (VFD's), and instrumentation equipment such as Supervisory Control & Data Acquisition (SCADA) systems. The contractor must have their own vehicle, tools & meters. The contractor must be able to respond to emergencies within a 2-hour time frame. The successful bidder must have at least five (5) years experience in the field.

Rates are to be for a one (1) year period of time (1/1/2011-12/31/2011), to be renewed for each of two (2) additional years, subject to funding availability, annual pricing review and negotiations at the end of each annual period.

Interviews were conducted starting with low bidder and then next low bidder. Due to the lack of experience and knowledge in VFD's and SCADA Equipment by the low bidder East Coast Technical Electric, the evaluating team is recommending award to next bidder Martineau Electrical Inc at the rates provided.

Expenditures: FY11 \$19,055 to date/ FY10 \$27,872/ FY09 \$63,882(large insurance claim year)

### Purchasing Information:

<b>Type:</b>	Purchase order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	33	<b>Number of Responses:</b>	5
<b>Warranty:</b>	Meets professional standards	<b>Terms:</b>	Net 30, FOB
<b>Work Bonded:</b>	Cert of Insurance	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	One year	<b>Estimated Delivery:</b>	Immediately
<b>Recommended Award to:</b>	Martineau Electric	<b>Fund:</b>	Various
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2011.01.12 - 3**

Resolution Re: B11028 Electrical Services Contractor

### Vendor list

AT Electric Inc. 197 bow bog rd. Bow, NH 03304	Electric Light c.o. One Morgan Way Cape Neddick, ME 03862	Premier Electrical Group One Canal street suite 303 Lawrence, MA 01880
Absolute Power Electrical PO box 654 Berwick, ME 03901	Ewing Electrical Company P.O. Box 370 Deerfield, NH 03037	Seapoint Electrical Services 43 Spur Road Dover, NH 03820
Artisan Electrical Contrac P.O. Box 603 Dover, NH 03821	FM Generator, Inc. 178 New Bridge Street West Springfield, MA 01089	TNT Electrical Contractor 371 White Oaks Rd Weirs Beach, NH 03246
Ayer Electric LLC PO Box 1363 Dover, NH 03821	Fusion ConneX 20 N. Wentworth Ave Londonderry, NH 03053	Verde Environmental 104 Oakhill road Barrington, NH 03825
Border Electrical PO Box 1864 Merrimack NH 03054	Gemini Electric, Inc. 8 Priscilla Lane Auburn, NH 03032	Yates Electric Service, Inc. 88A Dover Road Durham, NH 03824
Careno Construction Co. 270 West Rd Portsmouth, NH 03801	Greater Dover Chamber 550 Central Ave Dover, NH 03820	J & M Electric LLC 39 Littleworth Rd Dover NH 03820
Construction Summary 734 Chestnut Street Manchester, NH 03104	Interstate Electrical Svcs 15 Cote Lane Bedford, NH 03110	Giguere Electric P. O. Box 1688 Laconia, NH 03247
Dowling Corporation 112 Heritage ave Portsmouth , NH 03801	Mark Carrier Construction, 175 Lincoln Street, Unit 101 Manchester, NH 03103	RMS Electric 7 Stephen James Road Barrington NH 03825
E. Guimond Construction 103 Knox Rd Bow, NH 03304	Martineau Electric, Inc 165 Industrial Park Drive Dover, NH 03820	W. C. Colbath Electrical 211 Crosby Road Dover NH 03820
East Coast Tech Electric, 66 Winkley Farm Lane Rochester, NH 03867	Martini Northern 299 Hanover St. Portsmouth, NH 03885	Kohlhase Electric 121 Lafayette Road N. Hampton NH 03862



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2011.01.12 - 3**

Resolution Re: B11028 Electrical Services Contractor

Scarponi Electric, LLC 45 Allen Street, Unit 5 Rochester, NH 03867	Rick Rines Electric Main Street New Durham, NH 03855	Skip Powell 30 Lincoln Street Dover NH 03820
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### BID Results

#### Electrical Services

<i>Vendor</i>	<i>Rates 7am-3pm</i>	<i>After 3pm/weekends /holidays</i>	<i>Mark up On parts or supplies</i>	<i>Bucket Truck</i>
East Coast Tech Electric 66 Winkley Farm Ln Rochester NH	Electrician \$40.00 Apprentice \$30.00 Min call out 1 hr	\$55.00 \$40.00 Min call out 2 hrs	9%	No
Martineau Electrical Inc 165 Industrial Park Dr Dover NH	Electrician \$42.50 Apprentice \$35.00 Min call out 1 hr	\$60.00 \$45.00 Min call out 2 hrs	10%	Yes, 40 ft @ \$35 per hr.
WC Colbath Electric 211 Crosby Rd Dover NH 03820	Electrician \$50.00 Apprentice \$40.00 Min Call out 1.5 hr	\$70.00 \$56.00 Min call out 3 hr Per state law	10% over trade service column 3 price	Yes, 47 ft. @ \$30.00 per hr And Mileage of \$.65 per mile
Interstate Electrical Service 15 Cote Ln Bedford NH	Electrician \$55.00 Apprentice \$45.00 Min call out 2 hrs	\$95.00 \$85.00 Min call out 4 hrs	15%	No
Atrisan Electrical Contractors 155 Drew Rd Madbury NH 03821	Electrician \$65.00 Apprentice \$48.00 Min call out 1 hr	\$130.00 \$96.00 Min call out 2 hrs	56%	Yes 45 ft @ \$100 per hr which include manhours.



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2011.01.12 - 4**  
Resolution Re: B11029 Intersection Signal Repairs & Maintenance

WHEREAS: A sealed bid was issued and received for Intersection Traffic Signal Repairs on December 2, 2010 at 2:00 PM for a one year agreement with option to renew an additional three subsequent years; and

WHEREAS: Three responses were received and reviewed for necessary experience, skills, project understanding, approach and ability to comply with proposed scope of services; and

WHEREAS: Due to the nature and function of the Traffic Signals, The City of Dover is requiring a vendor that is reliable and has a prompt response time to insure safe vehicular and/or pedestrian flow. After evaluations of the replies it is the recommendation to remain with existing vendor Electric Light Company Inc at the rates provided in the results section of this resolution

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to Electric Light Company Inc for Intersection Traffic Signal Repairs as needed given the rates provided 12/2/2010. This Authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance 12.6.2010
xxxx.x.xxx.xxxxx.4432.xxxxx.xx	Maint. Charges Improv. O/T Bldgs	333,247.00	158,762.00

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

Contingent upon mutually agreed upon rates, future funding and satisfactory vendor performance, the Purchasing Agent is hereby authorized to issue a Purchase Order to Electric Light Company for three additional one year terms. The amount of this authorization shall be limited so as not to exceed available funding.

### 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 - 2011.01.12 - 4**

Resolution Re: B11029 Intersection Signal Repairs & Maintenance

### 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 - 2011.01.12 - 4**

Resolution Re: B11029 Intersection Signal Repairs & Maintenance

### RESOLUTION BACKGROUND MATERIAL:

Sealed bid # B11029 was issued and received for Intersection Traffic Signal Repairs on December 2, 2010 at 2:00 PM. Three responses were received and reviewed for necessary experience, skills, project understanding, approach and ability to comply with proposed scope of services. Due to the nature and function of the Traffic Signals, The City of Dover is requiring a vendor that is reliable and has a prompt response time to insure safe vehicular and/or pedestrian flow. The City of Dover is seeking a multi-year agreement contingent upon funding availability and vendor performance. A purchase order will be issued for first year at rates specified. The agreement will be revisited annually for each of three (3) subsequent years and renewal will be based upon negotiated rates, funding availability and vendor performance.

After discussions with Sharon Lucey, Superintendent of Facilities and Grounds and Cemeteries, it is the recommendation that the bid be awarded to Electric Light Company Inc. The City of Dover has a long time working relationship with this vendor and they have a proven track record of reliability and knowledge. Most of the time, a bucket truck is required and other bid responses charge for this service, where Electric Light Co. Inc does not. Electric Light also list only 1 hr minimum call out. Electric Light Co. Inc is so familiar with our traffic light system that they will often, in the middle of the night and at no charge, give city staffs advise on a repair over the phone without charging the City of Dover. When Electric Light Co. Inc is called to the scene they often train the city staff on how to resolve the problem themselves. Electric Light Co. Inc provides many valuable services and knowledge to the City of Dover at no charge. The city often incurs losses that are filed as insurance claims and this vendor waits for payment until the claim is resolved.

Expenditures: FY11 \$30,657 to date/ FY10 \$62,066 / FY09 \$24,514

Included in the expense count are some large insurance claims in FY11 (\$11,825) and FY10 (\$19,238)

### Award Information:

Purchase orders will be issued to Electric Light Company Inc to authorize future expenditures.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	22	<b>Number of Responses:</b>	3
<b>Warranty:</b>	Per manufacturer	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	12/31/2011 then negotiated	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	Electric Light Company Inc	<b>Fund:</b>	Various
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2011.01.12 - 4**

Resolution Re: B11029 Intersection Signal Repairs & Maintenance

### Vendor Solicitation List:

TFMoran Inc. 48 Constitution Drive Bedford, NH 03110	Greenman-Pedersen, Inc. 61 Spit Brook Rd, Ste 110 Nashua, NH 03060	American Flagging & Traffic Control 11 Industrial Way Salem, NH 03079
The Louis Berger Group, Inc. 1001 Elm Street, Suite 203 Manchester, NH 03101	Hi-Way Safety Systems 9 Rockview Way Rockland, MA 02370	CLD Consulting Engineers, 540 Commercial St. Manchester, NH 03101
TYLin International 20 Foundry St Suite 2 Concord, NH 03301	Holden Engineering PO Box 480 Concord, NH 03302	Dyar Sales and Machinery 75 Concord St. North Reading, Ma 01864
Vanasse Hangen Brustlin, Inc. (VHB) 6 Bedford Farms Drive, Suite 607 Bedford, NH 03110	Howard/Stein-Hudson 38 Chauncy St, 9th floor Boston, MA 02111	Electric Light c.o. One Morgan Way Cape Neddick, ME 03862
A.D. Electric, Inc. 8 Gardiner Road, Box 1209 Sabattus ME 04280	LIDDELL BROTHERS 600 INDUSTRIAL DRIVE HALIFAX, MA 02338	Fay, Spofford & Thorndike, 288 So. River Road, Bldg. Bedford, NH 03110
East Coast Signals, Inc. 69 North Road Deerfield NH 03037	Maguire Group, Inc. 110 Corporate Drive, Ste 6 Portsmouth, NH 03801	Greater Dover Chamber 550 Central Ave Dover, NH 03820
NE Signal Systems 616 NH Tpk PO Box 326 Northwood NH 03261	Resource Systems Group 55 Railroad Row White River Junction, VT 05001	Sign Me Up 5 East point Dr unit 13 rear Hooksett, NH. 03106
Highway Tech Signal Equipment Sales Inc PO Box 1209 Sabattus, ME 04280		



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2011.01.12 - 4**

Resolution Re: B11029 Intersection Signal Repairs & Maintenance

### Bid Results

Company	Normal Response time to a call for service	Mark up on materials used	Technician Rate	Min # call hours	Misc Labor	Bucket Truck	Misc Equipment	Do you have NH certified flaggers in your employment
East Coast Signals, Inc 69 North Road Deerfield, NH 03037	1 hour	10%	\$80.00 per hour	2	\$50.00 per hour	\$0 per hour/day Doesn't list a truck ?	\$0 per hour/day	YES \$20.00 Per hour
Electric Light Co One Morgan Way Cape Neddick, ME 03902	1 hour	15%	\$80.00 per hour	1	\$80 per hour Master electrician	40 Ft bucket included in hrly	\$0 Included	NO
Moulison North Corp 10 Iron Trail Road Biddeford, ME 04005	2 hours	15%	\$75.00 per hour	4	\$75.00 per hour	40 ft \$65.00 per hour/day	Auger truck \$65.00 per hour/day	NO \$24.00



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.9**

Resolution Number: **R - 2011.01.12 - 5**  
Resolution Re: B11034 Purchase of Six (6) Ford Vehicles

WHEREAS: Sealed request for bid B11034 was issued and received on December 30, 2010 @ 2:00pm for the purchase of six ford vehicles of various models, and

WHEREAS: The State of New Hampshire also solicited request for bids for these vehicles and received bids at or below those received by the city. It is the recommendation to split the awards between city bids and State NH contracts with awards to:

Bill Dube Inc  
#1 & #2 2011 Ford Fusions @ \$14,528 ea x 2=\$29,056

Hillsboro Ford for vehicles  
#3 2011 Ford Ranger 4WD Extended cab @ \$16,186  
#6 2011 Ford F350 @ \$17,625

Colonial Ford for vehicle  
#4 2011 Ford Ranger 2WD regular cab @ \$10,939.00

Grapponi Auto for vehicle  
#5 2011 Ford Focus @ \$13,380.00 and,

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

The Purchasing Agent is hereby authorized to issue purchase orders as noted above and per bid amount and pricing from state NH 2011 vehicle bid. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance
1000.1.190.41991.4529.00000.00	Insurance Deductible	10,000.00	9,800.00
5300.1.300.43320.4742.00000.00	Sewer Light Veh	30,000.00	30,000.00
6310.1.550.49200.4742.00000.00	Internal Svs Light Veh	32,351.00	32,351.00
2010.1.210.42150.4742.02351.10	Police Light Veh	17,823.00	17,823.00

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.9**

Resolution Number: **R - 2011.01.12 - 5**

Resolution Re: B11034 Purchase of Six (6) Ford Vehicles

### 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.9**

Resolution Number: **R - 2011.01.12 - 5**  
Resolution Re: B11034 Purchase of Six (6) Ford Vehicles

### RESOLUTION BACKGROUND MATERIAL:

Sealed request for bid B11034 was issued and received pm December 30, 2010 @ 2:00pm for the purchase of six ford vehicles of various models. The State of New Hampshire also solicited request for bids for these vehicles and received bids lower than those received by the city. It is the recommendation to split the award between city bids and State NH contracts with awards to:

Bill Dube Ford for vehicles  
1 & 2 2011 Ford Fusions @ \$14,528 ea x 2=\$29,056

Hillsboro Ford  
3 2011 Ford Ranger 4WD Extended cab @ \$16,186 Police funds  
6 2011 Ford F350 @ \$17,625 (**replacement of vehicle damaged in accident**) Insurance funds

Colonial Ford for vehicle 4 a 2011 Ford Ranger 2WD regular cab @ \$10,939.00 Water funds

Grapponi Auto for vehicle 5 a 2011 Ford Focus @ \$13,380.00

Note: For the 2 ford fusions, vendors offered pricing on the SE version and we want the S version. Negotiation with low bidder Dube Ford began and an agreement was reached that they would offer the S model at the State Price so the recommendation is to award the fusions to them @ \$14,528.00.

### Award Information:

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

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	87	<b>Number of Responses:</b>	5
<b>Warranty:</b>	Per manufacturer	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	Yes - State of NH
<b>Prices will hold for:</b>	Until delivered	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	Various State NH Vendors	<b>Fund:</b>	Various
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9

Resolution Number: **R - 2011.01.12 - 5**

Resolution Re: B11034 Purchase of Six (6) Ford Vehicles

### Vendor List mailed

Claremont Ford Lincoln  
RR 1 Box 209  
Washington Street  
Claremont NH 03743

Bill Dube Ford  
Attn: Debbie Reed  
40 Dover Point Road  
Dover, NH 03820

Irwin Motors  
Bisson Avenue  
P. O. Box 1309  
Laconia, NH 03247-1309

Arundel Ford  
1561 Portland Road  
Arundel, ME 04046-8116

Mr. Chris Pappas  
Grappone Auto Junction  
P. O. Box 1200  
Concord, NH 03302

Hampton Ford  
178 Lafayette Road  
N. Hampton, NH 03862

Granite Ford  
Kevin Donovan  
P. O. Box 1998  
Rochester, NH 03866-1998

Tilton Ford  
P. O. Box 1360  
Tilton, NH 03276

Hillsboro Ford  
16 Antrim Road  
P. O. Box 2160  
Hillsboro, NH 03244

Portsmouth Ford  
400 Spaulding Turnpike  
Portsmouth, NH 03801

M & M Ford  
PO Box 490  
Epson, NH 03581

AutoFair Ford  
1475 S. Willow Street  
Manchester, NH 03103

Meredith Motor Co, Inc.  
Meredith Ford  
339 DW Hi-way  
Meredith, NH 03253

McFarland Ford Sales, Inc  
151 Portsmouth Ave  
Exeter, NH 03833

Newman Ford Hyundai LLC  
470 S. Broadway  
Salem, NH 03079

Colonial Ford  
147 Samoset St  
Plymouth MA 02360

Dave Starkey  
Starkey Ford  
PO Box 37  
York ME 03909-0037

Salem Ford  
470 So. Broadway St  
Salem NH 03079

MHQ  
401 Elm St  
Marlborough MA 01752



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9

Resolution Number: **R - 2011.01.12 - 5**

Resolution Re: B11034 Purchase of Six (6) Ford Vehicles

### Vendor list Online

Portsmouth Ford 400 Spaulding Turnpike Portsmouth, NH 03801	MESSER TRUCK 170 WARREN AVE WESTBROOK, ME. 04092	CUES, INC. 14 CALDWELL DR. AMHERST, NH 03031
Meredith Ford 339 DW Hi-way Meredith, NH 03253	MESSER TRUCK 170 WARREN AVE WESTBROOK, ME 04092	DIPRIZIO GMC TRUCKS PO BOX 309 MIDDLETON, NH 03887
Colonial Ford 147 Samoset St Plymouth MA 02360	MHQ Municipal Vehicles 401 Elm St. Marlborough, MA 01752	Donovan Equipment 6 Enterprise Drive Londonderry, NH 03053
Bill Dube Ford 40 Dover Point Road Dover, NH 03820	Mulkin Automotive 4441 US Route 5 Newport, Vermont 05855	Dyar Sales and Machinery 75 Concord St. North Reading, Ma 01864
Grappone Auto Junction P. O. Box 1200 Concord, NH 03302	New England Barricade Co. P.O. Box 372 Newmarket, NH 03857	E.W. SLEEPER P.O. BOX 2468 CONCORD , NH 03302
Tilton Ford P. O. Box 1360 Tilton, NH 03276	NH PETERBILT 734 RT 3A BOW, NH 03304	Epsom Tool Rental LLC PO Box 37 Epsom, NH 03234
M & M Ford PO Box 490 Epsom, NH 03581	Northland Holder Inc. 284 Ricker Hill Road Turner, Maine 04282	EUROPEAN IMPORTS 59 NEWTON JCT RD KINGSTON , NH 03848
McFarland Ford Sales, Inc 151 Portsmouth Ave Exeter, NH 03833	Parts Associates, Inc. 12 Moore Road Gilmanton Iron Works, NH	Fastenal 165 Industrial Park Drive Dover, NH 03820
Starkey Ford PO Box 37 York ME 03909-0037	R H Irwin Motors PO Box 1309 Laconia, NH 03246	Fire Master Fire Equipment 2049 E Division Springfield, MO 65803
Hampton Ford 178 Lafayette Road N. Hampton, NH 03862	R H Irwin Motors 59 Bisson Ave Laconia, NH 03246	Freightliner Of NH PO Box 1440 Londonderry, NH 03053



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9

Resolution Number: **R - 2011.01.12 - 5**

Resolution Re: B11034 Purchase of Six (6) Ford Vehicles

Hillsboro Ford 16 Antrim Road Hillsboro, NH 03244	Ralph L Osgood Inc. 144 Grissom Lane Claremont , NH 03743	GPS ZONE P.O. 609 ARDMORE, OK 73401
AutoFair Ford 1475 S. Willow Street Manchester, NH 03103	rochester truck inc. 8 flag rd rochester, nh 03867	Greater Dover Chamber 550 Central Ave Dover, NH 03820
Newman Ford Hyundai 470 S. Broadway Salem, NH 03079	Seabrook Truck Center inc PO Box 2750 Seabrook, NH 03874	H.P. Fairfield, LLC 94 Sheep Davis Road Pembroke, NH 03275
Salem Ford 470 So. Broadway St Salem NH 03079	TBEI 52182 Ember Rd Lake Crystal, MN 56055	Hews Co. LLC 2 Ryan Rd Bow, NH 03304
Adamson Industries Corp 45 Research Dr Haverhill, MA 01832	Tenco New England Inc. 91 Knox Lane Berwick, ME 03901	Hillsboro Ford Inc. 16 Antrim Road Hillsborough, NH 03244
Almetek Industries 2 Joy Drive Hackettstown, NJ 07840	Valk Manufacturing Co PO Box 428 New Kingstown, PA 17072	john grappone ford PO Box 1200 Concord, NH 03302-1200
AutoServ Dealerships PO Box 1360 Tilton, NH 03276	Watertown Ford Inc 625 Pleasant st Watertown, Ma 02472	Jordan Equipment Co 744 Clough Mill Road Pembroke, NH 03275
Axis Business Solutions 53 B Green Street Portsmouth, NH 03801	Winter Equipment Co 1900 Joseph Lloyd Parkway Willoughby, Ohio 44094	Kennametal Inc. P.O. Box 231 Latrobe, PA 15650
Beauregard Equipment Inc. 231 Sheep Davis Road Concord, NH 03301	Wood's Crw Corp of NH 1401 Hooksett Road Hooksett, NH 03106	LACAL EQUIPMENT, PO BOX 757 JACKSON CENTER, OHIO
Bill Dube Ford Toyota 40 Dover Point Road Dover, nh 03820	Claremont Ford Lincoln RR 1 Box 209 Claremont NH 03743	Liberty International Trucks 1400 South Willow Street Manchester, NH 03103
Bulldog Fire Apparatus Inc.	Arundel Ford	Mackinnon and Sons



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9

Resolution Number: **R - 2011.01.12 - 5**  
 Resolution Re: B11034 Purchase of Six (6) Ford Vehicles

P.O. Box 58 Woodville, Ma 01784  Camerota Truck Parts PO Box 1134 Enfield, CT 06083  Centilla Corporation 37 Industrial Drive Exeter, NH 03833	1561 Portland Road Arundel, ME 04046-8116  Granite Ford P. O. Box 1998 Rochester, NH 03866-1998	P O Box 640 Somersworth, NH 03878  McDevitt Trucks, Inc. PO Box 4640 Manchester, NH 03108  McFarland Ford 151 Portsmouth Ave Exeter, NH 03833
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### B11034 Results

B11034 Ford Vehicles	Veh 1 Fusion	Veh 2 Fusion	veh 3 Ranger 4WD Extended cab	Veh 4 Ranger 2WD	Veh 5 Focus	veh 6 F350	Exceptions
Bill Dube Inc	16,645	16,645	16,922	12,279	14,768	18,399	Yes
Carbone Ford	16,837	16,837	17,033	16,236	15,397	18,849	none
Hampton Ford	20,120	20,120	22,630	16,357	15,565	27,026	None
Stoneham Ford	16,910	16,910	17,215	12,577	15,790	18,920	yes
Alternate offer	15,408	15,408					
<b>Colonial Ford</b>	16,749	16,749	16,684	<b>10,939</b>	14,489	18,595	none
<b>State NH pricing</b>	<b>14,528</b>	<b>14,528</b>	<b>16,186</b>	<b>10,939</b>	<b>13,380</b>	<b>17,625</b>	
<b>Negotiated with Dube Ford</b>	<b>@ State price</b>	<b>@ State Price</b>	<b>Hillsboro</b>	<b>Colonial</b>	<b>Grapponi</b>	<b>Hillsboro</b>	
Savings State Bid over low bidder	0	0	498	-	1,109	774	2,381



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.10**

Resolution Number: **R - 2011.01.12 - 6**

Resolution Re: B11035 Purchase of Four 2011 Ford Police Crown Victoria's

WHEREAS: Sealed request for bid B11035 was issued and received on December 30, 2010 @ 2:00pm for the purchase of (4) Four 2011 Ford Police Interceptors; and

WHEREAS: Low bid meeting specifications was submitted by Hillsboro Ford Inc in the amount of \$20,108.00 each for a total of **\$80,432.00** It is the recommendation to award to low bid Hillsboro Ford Inc.

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

The purchasing agent is hereby authorized to issue a purchase order to Hillsboro Ford Inc in the bid amount of \$80,432 and corresponding rates provided on 12/30/2010. The amount of this authorization shall be limited so as not to exceed available funding.

Account	Description	Appropriation	Balance
1000.1.210.42120.4742.00000.00-	Police ops light vehicle	112,500.00	112,500.00

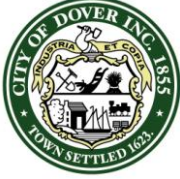
### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10

Resolution Number: **R - 2011.01.12 - 6**

Resolution Re: B11035 Purchase of Four 2011 Ford Police Crown Victoria's

### 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.10

Resolution Number: **R - 2011.01.12 - 6**

Resolution Re: B11035 Purchase of Four 2011 Ford Police Crown Victoria's

### RESOLUTION BACKGROUND MATERIAL:

Sealed request for bid B11035 was issued and received on December 30, 2010 @ 2:00 pm for the purchase of (4) Four 2011 Ford Police Interceptors. Low bid meeting specifications was submitted by Hillsboro Ford Inc in the amount of \$20,108.00 each for a total of **\$80,432.00** It is the recommendation to award to low bid Hillsboro Ford Inc.

### Bid Information:

Sealed bid B11035 received December 30, 2010 @ 2:00pm.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	65+	<b>Number of Responses:</b>	4
<b>Warranty:</b>	Per manufacturer	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	Until received	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	Hillsboro Ford	<b>Fund:</b>	GF
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10

Resolution Number: **R - 2011.01.12 - 6**

Resolution Re: B11035 Purchase of Four 2011 Ford Police Crown Victoria's

### Vendor Mail Solicitation List:

Mr. Tom Trites  
Miller Auto World  
P. O. Box 730  
Wolfeboro, NH 03894

Bill Dube Ford  
Attn: Debbie Reed  
40 Dover Point Road  
Dover, NH 03820

Irwin Motors  
Bisson Avenue  
P. O. Box 1309  
Laconia, NH 03247-1309

Arundel Ford  
1561 Portland Road  
Arundel, ME 04046-8116

Mr. Chris Pappas  
Grappone Auto Junction  
P. O. Box 1200  
Concord, NH 03302

Hampton Ford  
178 Lafayette Road  
N. Hampton, NH 03862

Granite Ford  
Kevin Donovan  
P. O. Box 1998  
Rochester, NH 03866-1998

Tilton Ford  
P. O. Box 1360  
Tilton, NH 03276

Hillsboro Ford  
16 Antrim Road  
P. O. Box 2160  
Hillsboro, NH 03244

Portsmouth Ford  
400 Spaulding Turnpike  
Portsmouth, NH 03801

M & M Ford  
PO Box 490  
Epson, NH 03581

AutoFair Ford  
1475 S. Willow Street  
Manchester, NH 03103

Meredith Motor Co, Inc.  
Meredith Ford  
339 DW Hi-way  
Meredith, NH 03253

McFarland Ford Sales, Inc  
151 Portsmouth Ave  
Exeter, NH 03833

Newman Ford Hydunai LLC  
470 S. Broadway  
Salem, NH 03079

Claremont Ford Lincoln  
RR 1 Box 209  
Washington Street  
Claremont NH 03743

Dave Starkey  
Starkey Ford  
PO Box 37  
York ME 03909-0037

On line vendors

MESSER TRUCK 170 WARREN AVE WESTBROOK, ME. 04092	CHIEF SUPPLY PO BOX 481912 CHARLOTTE, NC 28269	Adamson Industries Corp 45 Research Dr Haverhill, MA 01832
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**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10

Resolution Number: **R - 2011.01.12 - 6**

Resolution Re: B11035 Purchase of Four 2011 Ford Police Crown Victoria's

MHQ Municipal Vehicles 401 Elm St. Marlborough, MA 01752	CHIEF SUPPLY 8604 CLIFF CAMERON CHARLOTTE, NC 28269	Almetek Industries 2 Joy Drive Hackettstown, NJ 07840
Mulkin Automotive 4441 US Route 5 Newport, Vermont 05855	CUES, INC. 14 CALDWELL DR. AMHERST, NH 03031	ATTLANTIC BROOM 345 JOHN QUINCY TAUNTON, MA 02780
New England Barricade Co. P.O. Box 372 Newmarket, NH 03857	DIPRIZIO GMC TRUCKS PO BOX 309 MIDDLETON, NH 03887	AutoServ Dealerships PO Box 1360 Tilton, NH 03276
NEW HAMPSHIRE 734 RT 3A BOW, NH 03304	Donovan Equipment Co., I 6 Enterprise drive Londonderry, NH 03053	Axis Business Solutions 53 B Green Street Portsmouth, NH 03801
Northland Holder Inc. 284 Ricker Hill Road Turner, Maine 04282	Dyar Sales and Machinery 75 Concord St. North Reading, Ma 01864	Beauregard Equipment Inc. 231 Sheep Davis Road Concord, NH 03301
Parts Associates, Inc. 12 Moore Road Gilmanton Iron Works, NH 03837-4509	E.W. SLEEPER COMPANY INC. P.O. BOX 2468 CONCORD , NH 03302	Bill Dube Ford Toyota Scion 40 Dover Point RD. Dover, NH. 03820
R H Irwin Motors PO Box 1309 Laconia, NH 03246	Epsom Tool Rental LLC PO Box 37 Epsom, NH 03234	Bulldog Fire Apparatus Inc. P.O. Box 58 Woodville, Ma 01784
Ralph L Osgood Inc. 144 Grissom Lane Claremont , NH 03743	EUROPEAN IMPORTS 59 NEWTON JCT RD KINGSTON , NH 03848	Camerota Truck Parts PO Box 1134 Enfield, CT 06083
rochester truck inc. 8 flagg rd rochester, nh 03867	Fastenal 165 Industrial Park Drive Dover, NH 03820	Carbone Ford Mercury 79 State Rd. North Adams, MA 01247
Seabrook Truck Center inc PO Box 2750 Seabrook, NH 03874	Fire Master Fire Equipment 2049 E Division Springfield, MO 65803	Centilla Corporation 37 Industrial Drive Exeter, NH 03833



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10

Resolution Number: **R - 2011.01.12 - 6**

Resolution Re: B11035 Purchase of Four 2011 Ford Police Crown Victoria's

Tenco New England Inc. 91 Knox Lane Berwick, ME 03901	GPS ZONE P.O. 609 ARDMORE, OK 73401	Tilton Ford P. O. Box 1360 Tilton, NH 03276
Valk Manufacturing PO Box 428 New Kingstown, PA 17072	Greater Dover Chamber of 550 Central Ave Dover, NH 03820	M & M Ford PO Box 490 Epson, NH 03581
Watertown Ford Inc 625 Pleasant st Watertown, Ma 02472	H.P. Fairfield, LLC 94 Sheep Davis Road Pembroke, NH 03275	McFarland Ford Sales, Inc 151 Portsmouth Ave Exeter, NH 03833
Claremont Ford Lincoln RR 1 Box 209 Claremont NH 03743	Hillsboro Ford Inc. 16 Antrim Road Hillsborough, NH 03244	Starkey Ford PO Box 37 York ME 03909-0037
Arundel Ford 1561 Portland Road Arundel, ME 04046-8116	john grappone ford PO Box 1200 Concord, NH 03302-1200	Irwin Motors P. O. Box 1309 Laconia, NH 03247-1309
Granite Ford P. O. Box 1998 Rochester, NH 03866-1998	Jordan Equipment Co 744 Clough Mill Road Pembroke, NH 03275	Hampton Ford 178 Lafayette Road N. Hampton, NH 03862
Portsmouth Ford 400 Spaulding Turnpike Portsmouth, NH 03801	Kennametal Inc. P.O. Box 231 Latrobe, PA 15650	AutoFair Ford 1475 S. Willow Street Manchester, NH 03103
Meredith Ford 339 DW Hi-way Meredith, NH 03253	LACAL EQUIPMENT, PO BOX 757 JACKSON CENTER, OH	Newman Ford Hydunai 470 S. Broadway Salem, NH 03079
Colonial Ford 147 Samoset St Plymouth MA 02360	Grappone Auto Junction P. O. Box 1200 Concord, NH 03302	Salem Ford 470 So. Broadway St Salem NH 03079
MHQ 401 Elm St Marlborough MA 01752	McFarland Ford 151 Portsmouth Ave Exeter, NH 03833	Liberty International Trucks 1400 South Willow Street Manchester, NH 03103



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10

Resolution Number: **R - 2011.01.12 - 6**

Resolution Re: B11035 Purchase of Four 2011 Ford Police Crown Victoria's

Bill Dube Ford 40 Dover Point Road Dover, NH 03820		McDevitt Trucks, Inc. PO Box 4640 Manchester, NH 03108
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### Results

B11035 Ford Interceptors	Grappone	Carbone Ford	<b>Hillsboro Ford</b>	Stoneham Ford
	Rte 3A	179 State Rd	<b>16 Antrim Rd</b>	185 Main St
	Concord NH	No Adams Ma	<b>Hillsboro NH</b>	Stoneham MA
2011 Crown Vic	20,414.00	20,953.00	<b>20,108.00</b>	21,066.00
730A Axle ratio 3.55	143.00	-	<b>inc</b>	143.00
478 courtesy lamp Disabled	18.00	17.00	<b>inc</b>	17.00
51a Driver Side spot light	166.00	160.00	<b>inc</b>	160.00
153 Front plate bracket	-	-	<b>inc</b>	-
96b front moldings in trunk	26.00	25.00	<b>inc</b>	26.00
21a power driver w/lumbar	330.00	319.00	<b>inc</b>	320.00
64n full wheel covers	39.00	38.00	<b>inc</b>	38.00
67r rear door handles inoperable	22.00	21.00	<b>inc</b>	22.00
<b>total</b>	<b>21,158.00</b>	<b>21,533.00</b>	<b>20,108.00</b>	<b>21,792.00</b>



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2011.01.12 - 11**  
Resolution Re: Miscellaneous Office Supplies

WHEREAS: A sealed bid was solicited by the State of New Hampshire to identify a qualified vendor to provide office supplies as needed and requested by different state agencies and / or local municipalities. The contract #8000870 was awarded to WB Mason for the period from January 1, 2011 through October 31, 2013. The City wishes to “piggyback” on this contract for the full contracted period of time, contingent upon vendor satisfaction and funding availability; and

WHEREAS: The contract lists locked in pricing for commonly used items and a discount of 83.3% off other product lines along with no restocking fees and next day delivery on in stock items; and

WHEREAS: Dover Purchasing Code 3-29B allows exception to the bidding process when purchasing through the State of NH or other governmental agencies or Cooperative purchasing groups The city has used WB Mason for several years with great success.

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

The purchasing agent is hereby authorized to issue purchase orders to WB Mason for miscellaneous office supplies given the rates provided through the state of NH contract. The amount of this authorization shall be limited so as not to exceed available finding.

### Financing

Account	Description	Appropriation	Balance 12.21.2010
xxxx.1.xxx.xxxxx.4611.xxxxx.xx	Office Supplies	666,186.00	191,627.00
xxxx.1.xxx.xxxxx.4612.xxxxx.xx	Operating Supplies	887,553.00	337,392.00

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2011.01.12 - 11**  
Resolution Re: Miscellaneous Office Supplies

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2011.01.12 - 11**  
Resolution Re: Miscellaneous Office Supplies

### RESOLUTION BACKGROUND MATERIAL:

A sealed bid was solicited by the State of New Hampshire to identify a qualified vendor to provide office supplies as needed and requested by different state agencies and / or local municipalities. The contract #8000870 was awarded to WB Mason for the period from January 1, 2011 through October 31, 2013. The City wishes to “piggyback” on this contract for the full contracted period of time, contingent upon vendor satisfaction and funding availability.

The contract lists locked in pricing for commonly used items and a discount of 83.3% off other product lines along with no restocking fees and next day delivery on in stock items.

Dover Purchasing Code 3-29B allows exception to the bidding process when purchasing through the State of NH or other governmental agencies or Cooperative purchasing groups. The city has used WB Mason for several years with great success. FY11 Expenses to date \$29,473  
FY10 expenses \$32,616.00

### Bid Information:

The State of New Hampshire solicits bids from qualified vendors for miscellaneous office supplies to be acquired on an “as needed” basis and any municipality can “piggy back” on those same contracts with special contract pricing once a vendor or vendors is identified.

### Award Information:

Purchase orders will be issued to the vendor selected to authorize future expenditures through October 31, 2013.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	No
<b>Invitations Mailed:</b>	NA	<b>Number of Responses:</b>	NA
<b>Warranty:</b>	Per manufacturer	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	Yes with the State of NH
<b>Prices will hold for:</b>	Oct 31, 2013	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	WB Mason	<b>Fund:</b>	Various
<b>Other Approvals Required:</b>	Yes State NH	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

## Dover Pool Advisory Committee updates

January 12, 2011

### Updates from the established Advisory Boards:

#### **Fundraising/Marketing-**

- The Children's Home is to hold a bake sale at the High School swim meet on January 22<sup>nd</sup> with proceeds going into the Dover Pool Fund.
- DPAC t-shirts are in the process of being ordered and will be distributed for sale.
- Work continues on writing grants to secure donations from some of the larger local businesses.
- Fosters Daily Democrat has assigned a reporter to cover Dover Recreation topics on a regular basis and two articles have appeared in recent weeks. DPAC is working on securing a monthly column specific to the Pools.
- A monthly newsletter on the pools is being created and will be distributed to all of the recreational facilities.
- A video through channel 22 featuring swimming history in Dover has been proposed and will be pursued.
- A recent fundraiser sponsored by Uno's was a big success, bringing in \$1,400.00 to the pool fund. DPAC has been talking to other local chain style restaurants to hosting similar events.
- As a reminder:  
**Pool-a-thon and "Dover Swims" week of January 24<sup>th</sup>** – Already underway and going well.  
**Swim Clinic with Jenny Thompson, Saturday June 25<sup>th</sup>**- She has followed up on her commitment to support fundraising efforts for the pools. This is a one day clinic and is expected to be a huge success.  
**"Dover Runs for Dover Swims" 5k road/Community Trail Race, Sunday June 26<sup>th</sup>**. This is a great opportunity to promote community awareness of the Trail as well as the pools and is expected to be an annual event.  
**Summer kick-off of the J.T. Outdoor Pool, July 2<sup>nd</sup>**- great opportunity to build awareness and goodwill of the pools.

**General-** DPAC will be presenting to the City Council on February 16<sup>th</sup> during a scheduled workshop. I encourage the councilors to ask questions and engage in conversation on the work being done by DPAC. Also, I encourage citizens to come down to the meeting to comment at the "citizen's forum" that will immediately follow the presentation and Q&A.

Next regular meeting scheduled Monday February 17<sup>th</sup>, 2011 and to be held in the 2<sup>nd</sup> floor meeting room at the indoor pool at 7pm; public is welcome and encouraged to attend.

Respectfully submitted,

Councilor Bill Garrison



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2011.01.12 - 8**  
Resolution Re: Creation of Charter Commission

WHEREAS: The Dover City Charter provides for a review of a question regarding whether or not a Charter Commission shall be created to make recommendations concerning the provisions of the charter of the City of Dover.

WHEREAS: The Dover City Charter requires the City Council to vote once every ten (10) years on the following question: “Shall a Charter Commission be created to review and make recommendations concerning the provisions of the charter of the City of Dover?” The Charter further provides the first vote shall occur at the first meeting of the City Council in the year 2011.

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

A Charter Commission shall be created to review and make recommendations concerning the provisions of the charter of the City of Dover

### 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 – 2011.01.12 - 8**  
Resolution Re: Creation of Charter Commission

### 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 – 2011.01.12 - 8**  
Resolution Re: Creation of Charter Commission

### RESOLUTION BACKGROUND MATERIAL:

The Dover City Charter provides in C11-11 for the periodic review of the advisability of a Charter Commission as follows:

**“A. Periodic Review. Not less than once every ten (10) years, commencing in the year 2011, the City Council shall vote at its first regular meeting of the year on the following question “Shall a Charter Commission be created to review and make recommendations concerning the provisions of the charter of the City of Dover?” If a majority of the Council shall vote in the affirmative, then the Council shall take whatever action is required under state law to bring about the formation of a Charter Commission prior to the next municipal election.”**

The process of establishing a Charter Commission involves the election of nine (9) commission members in a city-wide election. The estimated cost for a city-wide election is \$18,700. The proceedings of a Charter Commission have additional costs associated with the process.

There are two statutory ways to amend a city charter. The first is the formation of a Charter Commission. A Charter Commission has the authority to recommend any change(s) to a City Charter including a change in the form of local government. In New Hampshire, the citizens of a municipality may choose a form of town government or a form of city government. All recommendations of a Charter Commission are placed before the voters in a municipal election. The process of forming and conducting a Charter Commission involves 6-18 months.

The alternative to the formation of a Charter Commission are individual amendments approved and recommended by the City Council including, but not limited to, petitions generated by citizens according to the requirements of state statute. The City Council has the power to place individual amendments on a single subject to the City Charter before the voters without the formation of a Charter Commission. However, an amendment seeking a change of the form of government (ie. town or city) is not permitted to go before the voters without the formation of, and recommendation by, a Charter Commission.

All proposed amendments to a municipal charter must be approved by state officials pursuant to state law.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2011.01.12 - 9**  
Resolution Re: B10033 Award of Expanded Scope of Work  
Tolend Rd and Watson Rd Engineering Services

WHEREAS: Sealed bid B10033 was requested and received for engineering and design services for the re-construction of Tolend and Watson Roads on December 7, 2009 at 2:00pm; and

WHEREAS: The city received proposals from eighteen (18) vendors. An interview with the low bidder, CMA Engineers Inc of Portsmouth NH was conducted on December 28, 2009 @ 10:00am with the evaluating committee @ Mast Rd in Dover. Award the project, to CMA Engineers Inc of Portsmouth in the amount of \$189,207.00 was approved by council on 01.13.2010, and

WHEREAS: A scope of work for additional services was defined at a design-review meeting held in Oct 2010 with CMA Engineers and city officials. Through this meeting and prior coordination with NHDES it was determined that a wetland mitigation package would be needed to satisfy wetland permitting requirements. After negotiations between the city and CMA it is the recommendation to issue a purchase order adding to the original agreement in the amount of \$56,208.00 for a total contract amount of \$245,415.00.

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

The purchasing agent is hereby authorized to award an additional \$56,208.00 to PO20100169 for CMA Engineers Inc of Portsmouth NH given the agreement amount of \$56,208.00 and corresponding rates provided 11/19/2010. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance 12.1.10
4010.1.300.43121.4751.03142.10.0000	Tolend & Watson Roadway	400,000.00	310,768.85

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2011.01.12 - 9**  
Resolution Re: B10033 Award of Expanded Scope of Work  
Tolend Rd and Watson Rd Engineering Services

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2011.01.12 - 9**  
Resolution Re: B10033 Award of Expanded Scope of Work  
Tolend Rd and Watson Rd Engineering Services

### RESOLUTION BACKGROUND MATERIAL:

Sealed bid B10033 was requested and received for engineering and design services for the re-construction of Tolend and Watson Roads on December 7, 2009 at 2:00pm. The city received proposals from eighteen (18) vendors with cost proposals being submitted in a separate sealed envelope. The evaluation committee made up of the City of Dover Engineering Department members and the Dover Purchasing Agent, reviewed all 18 and came up with a short list of the top seven (7) vendors based on the proposal criteria and those seven (7) cost proposals were opened on 12/15/09.

An interview with the low bidder, CMA Engineers Inc of Portsmouth NH was conducted on December 28, 2009 @ 10:00am with the evaluating committee @ Mast Rd in Dover. Award of the project went to CMA Engineers Inc of Portsmouth in the amount of \$189,207.00.

Upon completion of the field work to collect existing conditions data and the preparation of preliminary design plans the consultant met with NHDES Wetlands staff to discuss wetland permitting requirements. The proposed improvements to the road alignment and drainage along Tolend and Watson Roads will disturb a significant amount of wetland. It was determined by NHDES that in order to permit the project, mitigation of wetland loss will be required. Mitigation can be accomplished in several ways; a cash payment, recreation and/or restoration of wetland, or the permanent protection of existing wetlands through a conservation easement. For this project, the estimate for a cash payment was on the order of \$200,000 plus. Restoration and wetland creation are fraught with uncertainty and success can be difficult to achieve. The City currently owns significant property with valuable wetland resources available for protection. It is sensible for the City to pursue the protection of currently owned wetlands in lieu of other mitigation options. In order to utilize the protection by easement option it is necessary to show NHDES that the wetlands proposed for mitigation have a similar function and value to those being lost. The services of a professional wetlands expert is required to field delineate and evaluate the wetlands proposed for protection, and prepare a wetland function and value analysis report justifying the use of the proposed wetland as mitigation for the lost wetland.

City staff and CMA Engineers met in October to discuss the wetland permitting and chart a course to resolve the mitigation issue. A scope of work for additional services was defined at the meeting and after negotiations between the city and CMA it is the recommendation to award and addition amount to the original agreement in the amount of \$56,208.00 for a total contract amount of \$245,415.00.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	80	<b>Number of Responses:</b>	18
<b>Warranty:</b>	Per manufacturer	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	Until Completion	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	CMA Engineers Inc	<b>Fund:</b>	CIP Tolend and Watson Rds
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Purchase to exceed the \$25,000 amount



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2011.01.12 - 9**

Resolution Re: B10033 Award of Expanded Scope of Work  
Tolend Rd and Watson Rd Engineering Services

### Vendor Solicitation List:

Class Code 15 Engineering services

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2011.01.12 - 9**

Resolution Re: B10033 Award of Expanded Scope of Work  
Tolend Rd and Watson Rd Engineering Services

### Bid Results

<i>Vendors submitting RFP's</i>	<i>Short Listed With Fees</i>
CLD Engineers Park Place Corp Center 316 US Rt 1 ste D York ME 03909	\$265,500.00
Greenman_Pederson Inc 61 Spit Brook Rd Ste 110, Nashua NH 03060	
CMA Engineers Inc 35 Bow St, Portsmouth NH 03801	\$189,207.00
Tighe & Bond 53 Southhampton Rd Westfield MA 01085	
Underwood Engineers Inc 25 Vaughan Mall Ut 1 Portsmouth NH 03801	
Sebago Technics PO Box 1339 Westbrook ME 04098	\$259,036.00
Tri Tech Engineering 755 Central Ave Dover NH 03820	
Dubois & King Inc 28 No Main St Randolph VT 05060	\$424,900.00
The Louis Berger Group 1001 Elm St Ste 203 Manchester NH 03101	\$298,730.00
McFarland Johnson 53 Regional Dr Concord NH 03301	\$417,861.63
Wright Pierce Engineering 230 Commerce Way Portsmouth NH 030801	
GM2 Associates Inc 197 Loudon Rd Concord NH 03301	
TY Lin International 20 Foundry St Ste 2 Concord NH 03301	
Holden Engineering PO Box 480 Concord NH 03302	
Hoyle Tanner Associates Inc 150 Dow St Manchester NH 03101	\$261,069.00
McGuire Group Inc 110 Corporate Dr Ste 6 Portsmouth NH 03801	
TF Moran Inc 48 Constitution Dr Bedford NH 03110	
Jones & Beach Engineers Inc PO Box 219 Statham NH 03885	



CMA ENGINEERS, INC.  
CIVIL/ENVIRONMENTAL ENGINEERS

Langer Place  
55 South Commercial Street  
Manchester, New Hampshire  
03101

Phone: 603/627-0708

Fax: 603/627-0746

E-mail: [info@cmaengineers.com](mailto:info@cmaengineers.com)

Web Site: [www.cmaengineers.com](http://www.cmaengineers.com)

November 19, 2010  
(Revised 12/31/2010)

Ms. David White, P.E., City Engineer  
City of Dover  
288 Central Avenue, 2<sup>nd</sup> Floor  
Dover, NH 03820

**Re: Agreement for Professional Engineering Services  
Tolend Road & Watson Road Improvements Design (B10033)  
CMA #745 (P-2139)**

**Subject: Contract Amendment No. 1 (Wetland Mitigation Services)**

Dear Mr. White:

As a result of recent project discussions with City Staff and at the request of Mr. David White, P.E., City Engineer, we have prepared this amendment to our original contract for engineering services in association with the Tolend and Watson Road Improvements Project. Work under this contract amendment will include efforts to prepare a mitigation package to satisfy permitting requirements resulting from wetlands impacts that have been estimated for the roadway improvement project. Enclosed is our proposed agreement for the additional engineering services including our scope of services and fee estimate for the necessary work.

### **1. Overview of Additional Services**

The scope of work for additional services in this contract amendment was defined at a recent design-review meeting that was held on October 26, 2010 between members of the CMA Engineers design-team and City Officials including Doug Steele, Public Works Director, Dean Peschel, Environmental Coordinator, and David White, P.E., City Engineer. At that meeting and through prior coordination with NHDES, it was determined that a wetland mitigation package would be needed to satisfy wetland permitting requirements based on the level of wetland impacts (greater than 10,000 square feet) resulting from the planned roadway improvements for Tolend and Watson Roads.

For purposes of this proposal and based on discussions with Mr. Peschel and Mr. White, it is assumed that work under this contract amendment will include the assessment of one or more

(but not exceeding three) undetermined parcels. This effort will include an initial desktop screening (review of available site mapping and resources) of up to three (3) parcels, field work including wetlands flagging and a Functions & Values Assessment on a single-selected site, and preparation of a baseline documentation report in order to satisfy permitting requirements as defined in governing legislation for wetlands permitting: *Env-Wt-800-Compensatory Mitigation*.

Additionally, a complete boundary survey (including monumentation) and the development of a "Plan of Land" for the selected site will be completed for ultimate recording at the registry by the City of Dover. For purposes of this proposal, it is assumed that the selected site to be surveyed will not exceed 50 total acres or a maximum perimeter length of 6,000 linear feet, whichever is less, and that the total number of wetlands flags will not exceed 200.

The efforts defined herein require the services of an Environmental Specialist and Licensed Land Surveyor to fulfill these requirements and for this purpose we have included Normandeau Associates and Doucet Survey, Inc. as part of our team in the proposed contract amendment.

It is assumed that all legal components associated with this effort such as the development of the conservation easement instrument, any necessary appraisals and/or deeds will be provided others or by City Staff.

## **2. Engineering Fees**

CMA Engineers proposes to assess fees as detailed in the attached Project Hours and Cost Summary, on the basis of actual time spent by assigned personnel at our standard hourly rates plus reimbursable expenses. As outlined in that attachment, total fees under this amendment are estimated to be \$56,208 (revised total budget increased to \$245,415). We do note that some of the costs detailed in this contract amendment have already been incurred by CMA Engineers in anticipation of this wetlands mitigation resolution. Those costs have been assigned as the first four tasks shown on the summary of hours and are marked with an asterisk "\*".

Hourly rates for CMA Engineers staff and other fees will be determined in accordance with the rate structure included in our original agreement dated February 3, 2010.

If Scope changes occur that result in total fees exceeding the fee limit for the current scope specified above, we will advise the City as to the circumstances requiring such increases, and not exceed the budget without additional authorization. Invoices are submitted monthly with payment of invoices due net thirty (30) days of invoice date.

## **3. Agreement**

The terms and conditions of our original agreement, signed and dated February 3, 2010, shall apply except where specifically modified herein. This agreement, including Amendment No. 1-

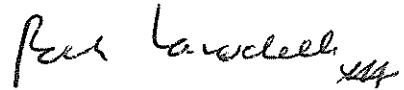
Fee Estimate and Scope of Services and all associated attachments, may only be modified in writing, signed by all parties.

We appreciate this opportunity to continue to serve the City of Dover on this project, and to continue our working relationship with the City. If you have any questions or need additional information, please feel free to contact us.

Very truly yours,  
CMA ENGINEERS, INC.



William A. Straub, P.E., P.G.  
Vice President



Roch D. Larochelle, P.E.  
Project Manager

**Accepted and Authorized to Proceed:**

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City of Dover

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Date

WAS/RDL/amh

cc: Anne Legere, Dover Purchasing Director

Enclosures:

Amendment No 1-Fee Estimate and Scope of Services



CITY OF DOVER, NEW HAMPSHIRE  
TOLEND ROAD & WATSON ROAD RECONSTRUCTION

CMA Engineers, Inc.

**Contract Amendment No. 1 (rev. 12/31/10)  
Project Hours and Cost Summary**

PROJECT TASKS	LABOR HOURS (BY TASK)	AMENDMENT No. 1 LABOR COSTS (\$)	ORIGINAL CONTRACT LABOR COSTS (\$)	UPDATED CONTRACT (\$)
<b>1. PRELIMINARY DESIGN (PART A)</b>	746	\$ -	\$ 62,699	\$ 62,699
<b>2. FINAL DESIGN (PART B)</b>	566	\$ -	\$ 45,338	\$ 45,338
<b>3. PERMITTING COORDINATION</b>	164	\$ -	\$ 12,870	\$ 12,870
<b>4. WETLAND MITIGATION PERMITTING AND COORDINATION</b>	165	\$ 17,598	\$ -	\$ 17,598
<b>TASK SUBTOTALS:</b>	<b>1,641</b>	<b>17,598</b>	<b>120,907</b>	<b>\$ 138,505</b>
<b>DIRECT EXPENSES</b>				
Travel and printing:		\$ 2,500	\$ 4,000	\$ 6,500
<b>CMA ENGINEERS TOTAL:</b>		<b>\$ 20,098</b>	<b>\$ 124,907</b>	<b>\$ 145,005</b>
<b>4. SUBCONSULTANTS</b>				
DOUCET SURVEY, INC.		\$ 14,950	\$ 52,500	\$ 67,450
GREATWORKS DRILLING		\$ -	\$ 5,000	\$ 5,000
GZA GEOENVIRONMENTAL, INC.		\$ -	\$ 6,800	\$ 6,800
NORMANDEAU ASSOCIATES, INC.		\$ 21,160	\$ -	\$ 21,160
<b>SUBCONSULTANT TOTAL:</b>		<b>\$ 36,110</b>	<b>\$ 64,300</b>	<b>\$ 100,410</b>
<b>PROJECT TOTALS:</b>		<b>56,208</b>	<b>189,207</b>	<b>245,415</b>



CITY OF DOVER, NEW HAMPSHIRE

TOLEND ROAD & WATSON ROAD RECONSTRUCTION

(CONTRACT AMENDMENT NO. 1)

CMA Engineers, Inc.

4. WETLAND MITIGATION PERMITTING AND COORDINATION							
TASK DESCRIPTION	MAN-HOURS					TOTAL HOURS	LABOR COST
	PIC	PM	PE	E	AA		
* Prepare for/attend initial Mitigation Coordination Meeting (NHDES) (1)	1	4	2		1	8	861
* Prepare and summarize Mitigation Alternatives & Cost Analysis	2	20	8	2	1	33	3,644
* Initial Meeting with City officials/Mitigation Requirements (1)	2	4	2		1	9	991
* Initial Resource Agency Coordination/Preparation (NHDHR/NHDOT)	1	4			1	6	694
* Initial site selection coordination (team/city)	1	8	4		1	14	1,532
Site Walk with City and Agency Officials (1)		6	6			12	1,258
Resource Agency Coordination (4)	2	8	4		2	16	1,722
Preparation and/or review of Mitigation Site mapping (process survey)		2	8	2		12	1,054
Coordination and Meetings with Mitigation Specialist	1	8	4		1	14	1,532
Review Baseline Report	2	6				8	1,017
Integration of Mitigation Plan/Documents into Wetland Permit Application	1	4	8	4	1	18	1,630
Administration and Coordination (Mitigation)	2	8	4		1	15	1,662
<b>TOTALS:</b>	15	82	50	8	10	165	\$17,598

\* Work completed previously pending this contract amendment



**CITY OF DOVER, NEW HAMPSHIRE**

**TOLEND ROAD & WATSON ROAD RECONSTRUCTION**

**CMA Engineers, Inc.**

**LABOR RATES**

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<b>LABOR RATES</b>	<b>Project Ave. Rate</b>
<b>CLASSIFICATION</b>	
Principal-in-Charge (PIC) (Team Leader/Speaker)	\$130.00
Project Manager/Senior Engineer (PM)	\$126.12
Project Engineer (PE)	\$83.47
Staff Engineer (E)	\$67.00
Administrative Assistant	\$59.64

December 31, 2010

Roch D. Larochelle, PE  
CMA Engineers, Inc.  
55 South Commercial Street  
Langer Place, 4th Floor  
Manchester, NH 03101

**RE: Tolend Road Wetland Mitigation Services, Dover, NH**

Dear Mr. Larochelle:

Normandeau Associates, Inc. (Normandeau) is pleased to present CMA Engineers, Inc. with this scope of work and cost estimate for wetland mitigation services for the Tolend Road Project in Dover, NH. As we understand the project, the City of Dover is considering several parcels of land that may be suitable for preservation to mitigate wetland impacts associated with the Tolend Road project in Dover. Normandeau will assist CMA Engineers by providing the necessary mitigation documentation for inclusion in the wetland permit application. The wetland permit application will be prepared by CMA Engineers. Our proposal includes 4 tasks, and a field delineation task that may or may not be necessary, which is included at this time as an optional task.

**SCOPE OF WORK**

**Task 1.0 Desktop Screening of Mitigation Parcels**

Normandeau will perform an initial desk-top level screening of up to three potential mitigation parcels using available GIS data and other sources of information to determine if a site appears to meet the necessary criteria for use as mitigation under the NH Department of Environmental Services regulations. NWI maps, soil maps, tax maps, Fish and Game habitat maps, Natural Heritage data (non-identifying guest queries), Conservation land maps etc. will be consulted and results and recommendations will be informally presented to CMA for discussion.

**Task 2.0 Field Work**

Task 2a: Normandeau will perform wetland functions and values assessment on the wetlands to be impacted and on one selected mitigation parcel, and present our findings in a report

suitable for use as an attachment to the wetlands permit application, as required. We assume that the selected parcel will be greater than 20 acres in size, and therefore the determination of upland and wetland area as required by Env-Wt 804.04 (d)(1)b may rely on aerial photo interpretation, the use of published soil surveys and national wetland inventory maps, and ground truthing, and a complete field delineation is not typically required. The selected mitigation parcel will be assessed by walking transects across the property. During the assessment, the location of approximate wetland boundaries, photo stations and vernal pools (or potential vernal pools, depending on the season) will also be recorded by Global Positioning System (GPS) survey equipment that provides sub-meter accuracy under ideal conditions. The resulting wetland sketch map will be used to assess the proposed mitigation area to determine if it meets the criteria for land area as outlined in the ratios provided in Env-Wt 805.05. Our cost estimate assumes that this task can be completed in 2 days by two wetland scientists, and also assumes that the surveyors will be able to provide boundary information sufficient to upload into GPS units to guide our scientists to the parcel.

Task 2b (optional): If the wetland location reconnaissance for the selected mitigation parcel in Task 2a indicates the required land area needs to be further assessed (eg. land areas are close to meeting the needed ratio of upland to wetland), Normandeau will perform a field wetland delineation of a site or a portion of a site up to 20 acres in size, with wetland flags to be surveyed by others. For Task 2 the following field methodologies will be used:

- U.S. Army Corps of Engineers. 2009. *Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region*, ed. J. S. Wakeley, R. W. Lichvar, and C. V. Noble. ERDC/EL TR-09-19. Vicksburg, MS: U.S. Army Engineer Research and Development Center.
- U.S. Army Corps of Engineers New England District Highway Methodology Workbook (October 1993, NEDEP-360-1-301) and Supplement (September 1999, NAEEP-360-1-30a).

### **Task 3.0 Project Coordination**

As required by DES for mitigation projects, Normandeau will request a New Hampshire Natural Heritage Bureau Data Base search for the mitigation parcel. We will also review regional land use and conservation goals provided in existing location and regional land use documents to support the conservation value of the mitigation parcel. This task also includes the required coordination with the Dover Planning Department, Dover Conservation Commission, Cocheco River Local River Advisory Committee, and the New Hampshire Wetland Bureau staff for which we have budgeted one meeting each. Normandeau will also attend one meeting with the Engineers and a potential easement holder, expected to be the Strafford Rivers Conservancy. Some additional office time is included in the cost estimate for phone discussions and meeting

arrangements. In particular, the value of the mitigation parcel as a potential mitigation bank will be discussed with DES. All survey and legal tasks, including property boundaries, appraisals, deed review, conservation instruments, etc. will be provided by others.

### **Task 4.0 Baseline Report and Mapping**

Normandeau will prepare two GIS maps with assistance from the Surveyors and Engineers. One will provide the regional context of the mitigation parcel, and will include the location of the impact and mitigation areas, with regional/local features obtained from GIS data and other sources. The second will be a plan of the mitigation parcel, based on the surveyors drawing, that will include wetland and upland information relevant to the mitigation requirements. Normandeau will prepare the Baseline Documentation Report for the mitigation parcel, which will be included in the wetlands permit application. The report will include the required information including upland and wetland cover type descriptions, other observed/mapped features (man-made and natural), functions and values of the impacted and mitigation wetlands, parcel compliance with mitigation requirements, photographs, USGS map, identification of easements holders, etc. We have also included the small cost to prepare the Mitigation Agreement form in the event that the mitigation package is not complete when the permit application is first submitted to DES.

### ***COST ESTIMATE***

The estimated cost for the project is as follows:

<b>Task</b>	<b>Cost</b>
Task 1 – Desktop screening	\$ 900
Task 2a - Field Assessment	\$ 6,350
Task 2b (optional)- Delineation	\$ 3,900
Task 3 – Project Coordination	\$ 4,500
Task 4 – Baseline Report/Mapping	\$ 2,750
Total – (Without / With Option 2b)	\$ 14,500 / \$ 18,400

### ***SCHEDULE***

We are prepared to begin field work on this project within one week of a signed agreement and parcel boundary information, as we understand the urgency of this work to the project schedule. We expect to have sufficient information to meet with agency personnel in December to discuss the project, and complete the report in early January. Thank you for contacting Normandeau about this project. Normandeau’s Standard Terms and Conditions are attached to this proposal. Please review this proposal and if acceptable, provide sign and date one copy and

return it to us. Do not hesitate to contact me if you have any questions. We look forward to working with you!

For CMA Engineers:

Sincerely,  
NORMANDEAU ASSOCIATES INC.



\_\_\_\_\_  
Name

Lee Carbonneau  
Principal Scientist

\_\_\_\_\_  
Date



Serving your Professional Land Surveying & Mapping Needs ®

William J. Doucet, PLS, President\*  
Steven V. Michaud, LLS, V.P. \*\*  
John F. Kaiser, LLS  
Jeffrey A. Goldknopf, PLS \*\*\*  
\*Also Licensed in MA & ME  
\*\*Also Licensed in VT & RI  
\*\*\*Also Licensed in ME

December 30, 2010

Roch Larochelle  
CMA Engineers  
Langer Place  
55 S. Commercial Street-4th Floor  
Manchester, NH 03101

Reference: Land Surveying Services  
Undefined Property-Dover, NH  
D.S.I. Project No. 3183

Dear Roch:

Thank you for requesting a proposal from our firm. Based on our preliminary research, Doucet Survey, Inc. is pleased to submit the following proposal for professional land surveying services. The following proposed boundary survey meets or exceeds the current state land survey standards.

SCOPE OF SERVICES:

**TASK I:** Research of adequate thoroughness to support the determination of the deeded boundaries of the parcel.

**TASK II:** Field survey to locate evidence of the deeded boundaries and observable evidence of easements of record. This agreement/letter is based on the assumption that the record monuments are observable and undisturbed.

**TASK III:** Location of wetland flagging (to be delineated by others).

**TASK IV:** Computations & drafting of the "Plan of Land". One copy of the plan would be delivered in digital format to the client. Four paper copies and a Mylar of the plan would be delivered to the client.

**TASK V:** Monumentation of property lines with #5 Re-bar with a surveyors identification cap or drill holes in rock. Per New Hampshire Code of Administrative Rules Board of Licensure for Land Surveyors, Lan 503.08(a): *Monuments shall be set so that upon completion of the boundary survey, each corner of the property will be physically monumented.* It is unknown at this time what the number of required monuments will be, this estimate is based on the assumption that 5 monuments will be required.

This agreement/letter is based on the following assumptions:

1. A parcel of land not exceeding 50 acres in size with a perimeter length not exceeding 6000'.
2. Total number of wetland flags to be located not exceeding 200. Except where adjacent to the perimeter of the property, wetland flags shall be located using sub-meter GPS equipment. Under optimal conditions this equipment is capable of an accuracy +/-3', which can be degraded due to factors such as vegetation, obstructions, snow cover, etc.



12/30/10



Serving your Professional Land Surveying & Mapping Needs ®

**2010 FEE SCHEDULE**

<b><u>CATEGORY</u></b>	<b><u>HOURLY RATE</u></b>
SENIOR SURVEYOR	\$93.00
PROFESSIONAL LAND SURVEYOR	\$82.00
SENIOR PROJECT MANAGER	\$76.00
PROJECT MANAGER	\$68.00
SURVEY TECHNICIAN	\$58.00
SENIOR CREW CHIEF	\$70.00
CREW CHIEF	\$63.00
INSTRUMENT OPERATOR	\$52.00
TECHNICAL/DRAFTING	\$63.00
TECHNICAL/ADMINISTRATIVE	\$45.00
<b><u>SPECIAL EQUIPMENT FEES:</u></b>	
TOTAL STATION (In Robotic Mode)	\$17.00
GPS (Submeter Mapping Grade)	\$15.00
GPS (Geodetic – Survey Grade)	\$94.00

Fees for pretrial conferences and expert testimony will be billed at one and one-half (1.5) times the rates detailed in the proposal.

**REIMBURSABLE EXPENSES:** As set forth more fully in Paragraph 1.2 of the General Provisions, direct non-salary expenses would be billed at cost, plus fifteen percent.

*Fees shown are effective from 1/1/10 – 12/31/10*

12/30/10

## GENERAL PROVISIONS

### FEES FOR SERVICES

#### 1.1 Fees for Surveying Services

Fees for surveying services are based on the rate table detailed in the proposal.

Fees for pretrial conferences and expert testimony will be billed at one and one-half (1.5) times the rates detailed in the proposal.

#### 1.2 Reimbursable Expenses

Direct, non-salary expenses will be billed at our cost plus fifteen (15%) percent for overhead. Reimbursable expenses include:

- A. Transportation and living expenses incurred for assignments outside the Newmarket, New Hampshire area.
- B. Automobile expenses for personal or company vehicles at the current IRS approved rate per mile plus toll charges for travel from our Newmarket office to the project and return and for travel at the job in conduct of work. Rental cars or trucks.
- C. Long distance telephone calls, telegrams and cables.
- D. Shipping charges for plans, equipment, etc.
- E. Purchase of specialized equipment and rental of equipment from outside vendors.
- F. Photographs and video supplies for project records and reproduction of drawings and reports.
- G. Computer services provided by outside vendors.
- H. Drafting and typing services and other labor provided by outside contract personnel.

#### 1.3 Services of Others

On occasion, we engage the specialized services of individual consultants or other companies to participate in a project. When considered necessary, these firms or other consultants will be used with our approval. The actual cost plus a 15% service charge must be paid prior to release of the consultant's work.

#### 1.4 Permit Fees

Permit application fees shall be paid directly by the applicant. We will forward all applications to you for signature and issuance of a check or checks for the application fee.

### PAYMENT TERMS

#### 2.1 Invoices

Invoices for professional surveying services and expenses will be submitted bi-weekly and invoices for Services of Others will be submitted upon our receipt of Others invoice for services. Payment will be due within fifteen (15) days of invoice date. If CLIENT objects to all or any portion of an invoice, CLIENT shall notify Doucet Survey, Inc. within fifteen (15) calendar days of the invoice date, identify the cause of disagreement and pay when due that portion of the invoice not in dispute.

Interest will be added to accounts in arrears at the rate of one and one-half (1.5%) percent per month (18% per annum) or the maximum rate allowed by law, whichever is less, of the outstanding balance. Interest on late payments will be prorated over any part of the month. In the event we engage counsel to enforce overdue payments, you will reimburse us for all reasonable attorney's fees and court costs.

#### 2.2 Payment

If payment is not made within fifteen (15) days from invoice date, we may, after giving seven (7) days written notice, suspend services under this Agreement until we have been paid in full for services and expense charges. Doucet Survey, Inc. shall be entitled to apply any retainer funds against outstanding invoices. If the project is suspended for more than thirty (30) consecutive days Doucet Survey shall be compensated for expenses incurred in the interruption and resumption of its services. Suspension fees shall be in addition to compensation for surveying services under this agreement and include expenses directly attributable to the suspension for which we are not otherwise compensated. Doucet Survey's fees for the remaining services and the estimated time for performance, shall be equitably adjusted.

### ON-SITE CONSTRUCTION SERVICES

#### 3.1 On-Site Services During Project Construction

Should our services be provided on the job site during project construction, it is understood that, in accordance with generally accepted construction practices, the Contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work and compliance with OSHA regulations and that these requirements will apply continuously and not be limited to normal working hours. Any monitoring of the Contractor's performance conducted by our personnel is not intended to include review of the adequacy of the Contractor's safety measures in, on, or near the construction site. It is further understood that field services provided by our personnel will not relieve the Contractor of his responsibilities of performing the work in accordance with applicable laws and regulations and with the plans and specifications.

12/30/10

## **RIGHT OF ENTRY**

### 4.1 Rights of Entry

Unless otherwise agreed, you will furnish written right of entry on the land from the record owner for us to make the planned investigations. We will take reasonable precautions to minimize damage to the land from our operations, but have not included in our fee the cost of restoration of damage that may result from our operations. Any expense associated with damage restoration will be borne by you.

## **MISCELLANEOUS**

### 5.1 Reuse of Documents

All documents, including Drawings and Specifications prepared or furnished by Doucet Survey, Inc. (and Doucet Survey's independent professional associates and consultants) pursuant to this Agreement, are instruments of service in respect to the Project and Doucet Survey shall retain any ownership and property interest therein whether or not the Project is completed. You may make and retain copies for information and reference in connection with the use and occupancy of the Project by You and others; however, such documents are not intended or represented to be suitable for reuse by you or others on extensions of the Project or any other project. Any reuse without written verification or adaptation by Doucet Survey for the specific purpose intended will be at YOUR sole risk and without liability or legal exposure to Doucet Survey, Inc. or to Doucet Survey's independent professional associates and consultants and you shall indemnify and hold harmless Doucet Survey, its independent professional associates, consultants, agents and employees from all claims, damages, losses and expenses including attorney's fees arising out of or resulting there from. Any such verification or adaptation will entitle Doucet Survey to further compensation at rates to be agreed upon by you and Doucet Survey, Inc.

#### 5.1.1 Electronic Information

- A. The information contained in the signed and sealed documents should be deemed to be correct and superior to electronic information.
- B. Electronic information is a component of the instruments of service and is only for the client's benefit on the specific project and for a specific use.
- C. There is no representation of the suitability of the electronic information for other purposes, of the durability of the information, or the medium through which the information is furnished.
- D. Any use for a purpose other than that for which the information is intended shall be at the receiver's risk, and the receiver shall protect and indemnify the sender from any claims, costs, losses or damages.
- E. Transfer of the information does not transfer any license to use the underlying software nor does it extinguish the rights of the sender to reuse the information in the course of a professional practice.

### 5.2 Opinions of Cost

Since Doucet Survey has no control over the cost of labor, materials, equipment or services furnished by others or over the Contractor(s) methods of determining prices or over competitive bidding or market conditions, Doucet Survey's opinions of probable Total Project Costs and Construction Costs provided for herein are made on the basis of Doucet Survey's best judgment as an experienced and qualified professional land surveyor, familiar with the construction industry; but Doucet Survey cannot and does not guarantee that proposals, bids or actual Total Project or Construction Costs will not vary from opinions of probable cost prepared by Doucet Survey. If prior to the Bidding or Negotiating Phase, you wish greater assurance as to Total Project or Construction Cost, you shall employ an independent cost estimator.

### 5.3 Termination

The obligation to provide further service under this Agreement may be terminated by either party upon seven (7) days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Doucet Survey will be paid for all services rendered to the date of termination, all reimbursable expenses and terminations expenses.

### 5.4 Controlling Law

This Agreement is governed by the law of the State of New Hampshire.

### 5.5 Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns.

5.5.1 Neither You nor Doucet Survey shall assign, sublet or transfer any rights under or interest in (including, but without limitations, moneys that may become due or moneys that are due) this Agreement without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Doucet Survey from employing such independent professional associates and consultants, as Doucet Survey may deem appropriate to assist in the performance of services hereunder.

5.5.2 Nothing contained in this Agreement shall create a contractual relationship with or cause of action in favor of a third party against either the Owner or Doucet Survey.

## **ARBITRATION**

12/30/10

- 5.6.1 All claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Agreement or the breach thereof will be decided by arbitration in accordance with the Fast Track Procedures of the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining subject to the limitations and restrictions stated in paragraphs 5.6.3 and 5.6.4 below. This Agreement to arbitrate shall be specifically enforceable under the prevailing law of any court having jurisdiction.
- 5.6.2 Notice of demand for arbitration must be filed in writing with the other parties to this Agreement and with the American Arbitration Association. Any such demand must be made within 90 days after Doucet Survey completes its work on the project. Failure to file a demand for arbitration within that time period shall constitute a waiver of all claims.
- 5.6.3 All demands for arbitration and all answering statements thereto which include any monetary claim must contain a statement that the total sum or value in controversy as alleged by the party making such demand or answering statement is not more than \$200,000.00. The arbitrators will not have jurisdiction, power or authority to consider or make findings (except in denial of their own jurisdiction) concerning any claim, counterclaim, dispute or other matter in question where the amount of controversy of any such claim, counter claim, dispute or matter is more than \$200,000.00.
- 5.6.4 No arbitration arising out of or relating to this Agreement may include, by consolidation, joinder or in any other manner, any person or entity who is not a party to this Agreement.
- 5.6.5 By written consent signed by all parties to this Agreement and containing a specific reference hereto, the limitations and restrictions contained in paragraphs 5.6.3 and 5.6.4 may be waived in whole or in part as to any claim, counterclaim, dispute or other matter specifically described in such consent.
- 5.6.6 All arbitration hearings under this agreement shall take place in Newmarket, New Hampshire or such other place as may be mutually agreed to by the parties.
- 5.7 Limitation of Doucet Survey's Liability

Owner hereby agrees that to the fullest extent permitted by law, Doucet Survey's total liability to owner for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the project or this Agreement from any cause or causes including but not limited to Doucet Survey's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed the total amount of \$50,000.00 or the total fee for the services rendered on the Project, whichever is greater.

5.8 Indemnification

To the fullest extent permitted by law, the Owner shall require the Contractor to indemnify and hold harmless Doucet Survey, its consultants, agents, and employees from and against any claims, damages, losses and expenses, including but not limited to attorneys' fees arising out of or related to performance of construction activities, provided that such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expenses is caused in part by a party indemnified hereunder. You shall require that Doucet Survey be named as an additional insured on the Contractor's liability insurance with such coverage being primary and non-contributory. Owner shall further require Contractor to waive all rights of subrogation against Doucet Survey.

5.9 Severability and Reformation

Any provision or part thereof of this Agreement held to be void or unenforceable under any law shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the parties. The parties agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

**MISCELLANEOUS PROVISIONS**

6.1 Financial Assurances

On projects where the proposed cost exceeds \$50,000, Doucet Survey reserves the right to require credit references, bank references, a retainer, or such other information as Doucet Survey may request.

6.2 Hazardous Materials

Doucet Survey and any independent professional associates or consultant(s) it might retain, shall have no responsibility for the discovery, identification, presence, handling, removal, or disposal of or exposure of persons to hazardous materials or toxic substances in any form at the project site.

6.3 Definitions

The terms "you", "owner", and "client" are used interchangeably. The terms "us", "we" and "Doucet Survey" are used interchangeably and refer to Doucet Survey, Inc.

6.4 Contract Documents

The proposal, fee agreement, and General Provisions together comprise the entire agreement between you and Doucet Survey relating to the specified project. No other documents will be considered part of the agreement unless agreed in writing by the parties.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2011.01.12 - 10**  
Resolution Re: Amendment of FY2011 Fee Schedule to Establish On-Street Parking Permit Rates

WHEREAS: The Dover Parking Commission has reviewed the current parking inventory and needs of employees of downtown area businesses for long term parking, and;

WHEREAS: The Dover Parking Commission has recommended that monthly permits for on-street locations be added to the FY11 fee schedule as follows: Zone A locations \$45/month and Zone B locations \$20/month. Locations of the zones will be authorized by the Parking Commission.

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 Police Department section, p. 10, Parking Permit Monthly Fees, of the approved FY 2011 Fee Schedule as follows:

**On-Street Parking Permits: Zone A: \$45**

**On-Street Parking Permits: Zone B: \$20**

The City Manager recommends that this resolution be adopted.

### 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 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.3.**

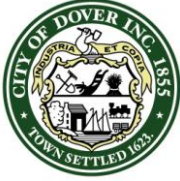
Resolution Number: **R - 2011.01.12 - 10**  
Resolution Re: Amendment of FY2011 Fee Schedule to Establish On-Street Parking Permit Rates

### 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.3.

Resolution Number: **R - 2011.01.12 - 10**

Resolution Re: Amendment of FY2011 Fee Schedule to Establish On-Street Parking Permit Rates

### RESOLUTION BACKGROUND MATERIAL:

There are multiple locations in the downtown where two-hour, time limited on-street parking spaces are located, but remain largely unutilized. These spaces tend to not be in locations that are proximal to destinations requiring short-term parking. Rather than maintaining the status quo, these spaces should be made available for use by employees of downtown area businesses through the sale of special on-street monthly parking permits.

This proposal was also a recommendation in the Lansing Melbourne Group Downtown Parking Facility and Management Study.

The authorized number of permits per location would be a function of the Parking Manager based on non-permit usage rates. Locations would be authorized by the Parking Commission.

This recommendation was unanimously supported by the Parking Commission at their December 14, 2010 meeting.

### Current recommendation by the Parking Commission

#### ZONE 1 (\$45/Month)

<u>Location</u>	<u>Available spaces</u>	<u># permits</u>
Second Street	57	20
Chapel Street	12	4

#### ZONE 2 (\$20/Month)

<u>Location</u>	<u>Available spaces</u>	<u># permits</u>
3 <sup>rd</sup> Street (Chestnut to Grove)	26	10
4 <sup>th</sup> Street (Chestnut to Grove)	23	10
Henry Law Ave (south of pool)	29	15
Kirkland Street	16	5
Green Street	12	4



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number: **O – 2011.01.12 - 1**  
Ordinance Title: Transportation Advisory Commission Membership  
Chapter: Chapter 5, Boards, Commissions and Committees

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to amend Chapter 5, entitled “Boards, Commissions and Committees” by designating a COAST Public Transit representative to membership on the Transportation Advisory Commission and creating two alternate positions.

**2. AMENDMENT**

Chapter 5 entitled “Boards, Commissions and Committees” is hereby amended by revising Section 5-14, “Transportation Advisory Commission” as follows:

**THE FOLLOWING IS AMENDED (INSERTED NEW/REPHRASED LANGUAGE SHOWN IN BOLD):**

**A. MEMBERSHIP: THE TRANSPORTATION ADVISORY COMMISSION SHALL CONSIST OF NINE (9) MEMBERS AND TWO (2) ALTERNATES. THE MEMBERSHIP SHALL INCLUDE ONE (1) MEMBER OF THE CITY COUNCIL, ONE (1) REPRESENTATIVE OF THE COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION (COAST) PUBLIC TRANSIT SYSTEM, AND THREE (3) STAFF MEMBERS ASSIGNED BY THE CITY MANAGER . ALL EX-OFFICIO MEMBERS SHALL HAVE VOTING PRIVILEGES.**

**3. TAKES EFFECT**

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

**NOTE: NEEDS TO BE REFERRED TO PUBLIC HEARING**

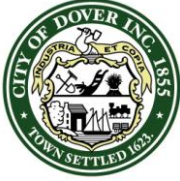
### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Councilor Karen Weston  
At Large

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

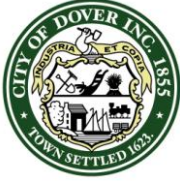
Ordinance Number: **O – 2011.01.12 - 1**  
Ordinance Title: Transportation Advisory Commission Membership  
Chapter: Chapter 5, Boards, Commissions and Committees

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number: **O – 2011.01.12 - 1**  
Ordinance Title: Transportation Advisory Commission Membership  
Chapter: Chapter 5, Boards, Commissions and Committees

### **ORDINANCE BACKGROUND MATERIAL:**

A recent revision to the Administrative Code changed the makeup of the Transportation Advisory Commission by eliminating the COAST representative from committee membership. By unanimous vote, the TAC recommends that this position be restored.

The Cooperative Alliance for Seacoast Transportation (COAST) was established under NH RSA 239 as a regional mass transportation system operating as a public body. The City of Dover is the main hub of COAST. Routes 1 and 2 operate on hourly schedules with several stops throughout the city. COAST operates the Dover Community Routes (Routes 30, 31 and 32) providing limited service between the outer neighborhoods of Dover, Dover High School, and the Dover Transportation Center. COAST operates the Dover FastTrans project (Routes 33, 34, and 35), providing regular, hourly bus service from downtown to homes, businesses, and remote parking in the city. The FastTrans project was begun at the direction of the City of Dover to provide fast and affordable transportation throughout the downtown area, with a goal to connect dense residential areas, remote parking lots, and transportation centers with the core downtown area. FastTrans is funded with a combination of "CMAQ" (a grant for projects that will improve air quality and reduce traffic congestion) awards, City Transportation Reserve, and Federal Transit Administration funds.

Promoting affordable, interconnected and convenient mass transportation systems inside the City is a key policy declaration in the City of Dover's Transportation Master Plan. COAST is the City's mandated transit operator, making them a major stakeholder in the ongoing review of transportation policy and safety matters. COAST represents both an array of professional transit drivers who navigate the City's roadways several times daily, as well as those citizens who helped set a new record for public ridership in FY2010. The designation of a COAST representative with full membership status in the Transportation Advisory Commission ensures that both local and regional transit concerns will always be considered. With the addition of a COAST representative to the only transit and traffic issue sounding board Dover's citizen's have, Dover's transit users are ensured that the City's transit operator will listen and respond to any service or safety concern they may bring to the TAC.

The TAC serves as a sounding board for citizen traffic, pedestrian and safety issues. The TAC recognizes that citizen representation on the committee is essential to promote fair and balanced consideration of issues that come before it. Accordingly, the TAC has recommended the addition of two (2) alternate positions on the committee, to be appointed by the City Council in accordance with its rules. These positions would be filled by resident citizens. The COAST representative will be appointed by the Dover City Council.



**CITY OF DOVER**

# CITY OF DOVER - ORDINANCE

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

Ordinance Number:  
 Ordinance Title: **O – 2011.01.12 - 2**  
 Chapter: Chapter 166-30 - Vehicles and Traffic – First Notice of Violations

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to:

- a. Amend the payment tables in 166-30 to update and consolidate sections B and C.
- b. Amend 166-31 to update references to the tables in 166-30.

**2. AMENDMENT A:**

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-30, “First Notice of Violations; payment tables”

**a. THE FOLLOWING ARE REPEALED:**

**B. PARKING VIOLATIONS SCHEDULES SHALL BE AS FOLLOWS:**

TABLE A

(A) FIRST NOTICE:	FIFTEEN DOLLARS	\$15.00
(B) FINAL NOTICE:	THIRTY DOLLARS	\$30.00
(C) MINIMUM COURT FINE:	FIFTY DOLLARS	\$50.00

TABLE B

(A) FIRST NOTICE:	FIFTY DOLLARS	\$50.00
(B) FINAL NOTICE:	EIGHTY DOLLARS	\$80.00
(C) MINIMUM COURT FINE:	ONE HUNDRED DOLLARS	\$100.00

TABLE C

(A) FIRST NOTICE:	TWO HUNDRED FIFTY DOLLARS	\$250.00
(B) FINAL NOTICE:	TWO HUNDRED FIFTY DOLLARS	\$250.00
(C) MINIMUM COURT FINE:	TWO HUNDRED FIFTY DOLLARS	\$250.00

**C. UNPAID FINE COLLECTIONS**

ANY FINE THAT IS UNPAID IN ACCORDANCE WITH CHAPTER 166-30:B THAT IS TURNED OVER TO A COLLECTION SERVICE FOR ACTION SHALL BE AS FOLLOWS:

SCHEDULE A:	FIFTY DOLLARS	\$50.00
SCHEDULE B:	ONE HUNDRED DOLLARS	\$100.00



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number:  
 Ordinance Title: **O – 2011.01.12 - 2**  
 Chapter: Chapter 166-30 - Vehicles and Traffic – First Notice of Violations

**B. THE FOLLOWING ARE ADDED:**

TABLE A

(A) INITIAL VIOLATION:	\$15.00
(B) LATE NOTICE (10 DAYS AFTER VIOLATION):	\$30.00
(C) 14 DAYS AFTER LATE NOTICE:	\$50.00
(D) AFTER NOTIFICATION TO COLLECTIONS AGENCY:	\$60.00
(E) MINIMUM COURT FINE:	\$100.00

TABLE B

(A) INITIAL VIOLATION:	\$50.00
(B) LATE NOTICE (10 DAYS AFTER VIOLATION):	\$70.00
(C) 14 DAYS AFTER LATE NOTICE:	\$100.00
(D) AFTER NOTIFICATION TO COLLECTIONS AGENCY:	\$120.00
(E) MINIMUM COURT FINE:	\$150.00

TABLE C

(A) INITIAL VIOLATION:	\$250.00
(B) LATE NOTICE (10 DAYS AFTER VIOLATION):	\$250.00
(C) 14 DAYS AFTER LATE NOTICE:	\$250.00
(D) AFTER NOTIFICATION TO COLLECTIONS AGENCY:	\$300.00
(E) MINIMUM COURT FINE:	\$300.00

**AMENDMENT B:**

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-31, “Final notice of violation”

**a. THE FOLLOWING ARE REPEALED:**

- A. FINAL NOTICE. IF THE FINE INDICATED FOR THE FIRST NOTICE IS NOT PAID WITHIN FIVE (5) DAYS, THE CHIEF OF POLICE SHALL SEND A FINAL NOTICE VIOLATION TO THE OWNER OF THE VEHICLE. SUCH NOTICE SHALL BE SENT TO THE ADDRESS LISTED WITH THE STATE MOTOR VEHICLE DEPARTMENT OF THE STATE IN WHICH THE VEHICLE IS REGISTERED, SHALL BE SENT BY FIRST CLASS MAIL AND SHALL INSTRUCT HIM/HER THAT HE/SHE MAY AVOID FURTHER PROSECUTION AND FINE BY PAYING THE CITY OF



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number:  
 Ordinance Title: **O – 2011.01.12 - 2**  
 Chapter: Chapter 166-30 - Vehicles and Traffic – First Notice of Violations

DOVER POLICE DEPARTMENT THE FINAL NOTICE PAYMENT IN THE APPLICABLE PAYMENT SCHEDULE FOR THAT VIOLATION.

**THE FOLLOWING ARE ADDED:**

- A. LATE NOTICE IF THE FINE INDICATED FOR THE INITIAL VIOLATION IS NOT PAID WITHIN TEN (10) DAYS, THE CHIEF OF POLICE SHALL SEND A LATE NOTICE TO THE OWNER OF THE VEHICLE. SUCH NOTICE SHALL BE SENT TO THE PRIMARY OWNER AS LISTED WITH THE MOTOR VEHICLE DEPARTMENT OF THE STATE IN WHICH THE VEHICLE IS REGISTERED. THE LATE NOTICE SHALL BE SENT BY FIRST CLASS MAIL AND SHALL INSTRUCT THE VEHICLE OWNER THAT THEY MAY AVOID FURTHER PROSECUTION AND FINE BY PAYING THE CITY OF DOVER THE AMOUNT IN THE APPLICABLE PAYMENT SCHEDULE FOR THAT VIOLATION.

**3. TAKES EFFECT**

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

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By Request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

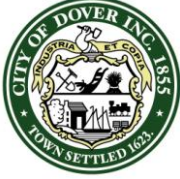
Ordinance Number:  
 Ordinance Title: **O – 2011.01.12 - 2**  
 Chapter: Chapter 166-30 - Vehicles and Traffic – First Notice of Violations

### 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 - ORDINANCE

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

Ordinance Number:  
Ordinance Title: **O – 2011.01.12 - 2**  
Chapter: Chapter 166-30 - Vehicles and Traffic – First Notice of Violations

### **ORDINANCE BACKGROUND MATERIAL:**

This ordinance

- 1) Consolidates two sections of Chapter 166-30 by bringing references to unpaid fines sent to a collections agency in section C into the fine tables of section B.
- 2) Extends the time frame to pay the initial fine from five days to ten.
- 3) Establishes a time frame for additional fees when fines go unpaid.
- 4) Allows for increased fees to cover the cost of collections agency fees.
- 5) Increases the fees for court based actions.
- 6) Chapter 166-31 is also updated to match wording related to the changes in 166-30.

The Parking Commission at their December 14, 2010 meeting voted to recommend that the city enter into a contract with a collections agency to assist in collecting over \$285,000 in unpaid parking fines due the city from non Dover residents. These fines go back as far as 2001. By assessing an additional fee to cover the charges of a collections agency, the city would retain the full amount due.

The ordinance would also streamline the payment due dates and fine schedules.



**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

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

Ordinance Number: **O – 2011.01.12 - 3**  
Ordinance Title: Rezoning Arch Street  
Chapter: 170

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to amend Chapter 170 of the Code of the City of Dover, entitled Zoning, adjusting the existing boundary between the R-12 and RM-U districts to promote the existing character and ensure that existing dimensional characteristics of lots on Arch Street are preserved.

**2. AMENDMENT**

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Urban Density Multi-residential (RM-U) to Medium Density Residential (R-12) an area of approximately 30 acres along Arch Street consisting of the following parcels or portions of parcels: 10-152, 10-153, 10-154, 10-155, 10-156, 10-157, 10-161-1, 10-162, 10-163, 10-164, 11-9, 11-10, 11-11, 11-11-1, 11-13, 11-14, 11-14-B, 11-14-B-1, 11-15, 11-16, 11-17\*.

\*= The rezoning only affects the portion of the lot currently zoned RM-U. The remaining portion is R-12.

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Urban Density Multi-residential (RM-U) to Thoroughfare Business (B-3) an area of approximately 3 acres along the Spaulding Turn pike consisting of a portion of parcel: 11-2. Said portion is west of lots 11-11-1 and 11-14

**3. TAKES EFFECT**

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

**Requires a 2/3 vote of the City Council members present and voting to approve the Planning Board’s recommendation for the Arch Street rezoning.**

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Dean Trefethen, Deputy Mayor  
Planning Board Representative

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

Agenda Item#: 13.C.3.

Ordinance Number: **O – 2011.01.12 - 3**  
Ordinance Title: Rezoning Arch Street  
Chapter: 170

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEA	NAY
Mayor Scott Myers		
Deputy Mayor Dean Trefethen		
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.		

### ORDINANCE BACKGROUND MATERIAL:

On September 27, 2010 residents living on Arch Street submitted a petition is requesting that the City rezone the area around Arch Street from RM-U (Residential Multi-family Urban) to R-12 (Medium Density Residential). In addition there is a portion of one lot that is currently zoned RM-U that would be zoned B-3 (Thoroughfare Business). The largest component of the proposed zoning is reducing the maximum allowed units from four (4) - with ZBA Special Exception approval - to one (1) unit, unless the dwelling is older than 1964, where a 2 unit would be allowed.

The item first appeared on the Planning Board’s agenda in October 12, 2010 at a workshop. The Board discussed the petition and decided to post the amendment and proceed with a public hearing on October 26, 2010. The Planning Board held a public hearing on December 7, 2010 and unanimously voted to approve the proposal on December 21, 2010.

Attached is a copy of the notice of decision documenting the Planning Board’s finding and approval.

**To: Dover City Council**  
**From: Christopher Parker, AICP**  
**CC: J. Michael Joyal, City Manager**  
**Dover Planning Board**  
**Date: January 6, 2011**  
**Re: Arch Street Rezoning**

**ISSUE:**

On December 21, 2010, the City of Dover Planning Board unanimously approved a citizen request to rezone Arch Street from Multi-family residential to Single Family.

**INTENT:**

This memo will briefly describe the findings of the Planning Board and ensure compliance with Chapter 170 section 53, subsection F of the City of Dover Code.

**GOALS:**

The proposed areas of rezoning must meet certain criteria for the Planning Board to support its adoption. This memo will review the report criteria laid out in Chapter 170 to explain to the City Council the findings of the Planning Board.

**PROCESS:**

In late September of 2010, staff received a petition from Arch Street residents looking to rezone their street from multi to single family. The Planning Board posted the amendment, after consideration on October 26, 2010, and held a public hearing on December 7. On December 21, the Board approved the amendment and forwarded it to the City Council for ratification.

**ATTACHMENTS:**

- Comparison Tables
- Map
- Findings of Fact

As per section 170-53 F), the Planning Board shall provide to the City Council a report on each proposed amendment that has been proposed and endorsed by it. This report shall include the Board's findings and recommendations on the following:

*The consistency of the proposed amendment with the Master Plan;*

The 2007 update to the City's Land Use Chapter of its Master Plan is entitled "It's All About Context." This chapter emphasizes the need for new development to be in keeping with the existing conditions in a neighborhood. Several recommendations from the chapter suggested that transition property be reviewed for altering from one district to another. The Arch Street area, while not formally recommended is in a similar situation where the zoning states one thing, but the built character demonstrates another. The Chapter speaks to encouraging neighborhood involvement in developing land use regulations, and this petition reflects that goal.

*The consistency of the proposed amendment with other plans, studies, or technical reports prepared by or for the Board and the City;*

This proposed amendment does not conflict with any other plans, studies or technical reports.

*The effect of the proposed amendment on the City's municipal services and capital facilities as described in the Capital Improvements Program;*

The Capital Improvements Program had included a proposed project to connect Silver Street to Washington Street through a bypass roadway, which would have been built along property to be rezoned. This project was removed from the CIP for many reasons.

Arch Street is a collector roadway, under the City's classification system. This means that it handles a large volume of vehicles. Most of this traffic is cut through in nature and does not start or stop on Arch Street. If the current density remains, the traffic created by the amount of units allowed would have a serious impact on the road and its capacity. The area is approximately thirty (30) acres and of that forty percent (40%) is undeveloped and could add a sizeable addition to the neighborhood.

*The effect of the proposed amendment on the natural, environment, and historical resources of the City;*

This proposed amendment reduces the density, which should reduce the intensity of development. This in turn will allow for preservation of more of the natural environment. Additionally, the proposed R-12 district would require an open space subdivision be created if five acres or more of contiguous land was proposed for a major subdivision.

*The effect of the proposed amendment on neighborhood including the extent to which nonconformities will be created or eliminated;*

This proposal was requested by the neighborhood, and is in keeping with the character that a major of the residents feel is on the street. Currently, almost every lot has non-conforming side setbacks. There is one legally nonconforming use (a multi-family building - five (5) units), which would remain. There are three (3) three (3) – four (4) family dwellings that would be made legally nonconforming. The remaining units would be legal. Regarding frontage, nine (9) out of twenty one (21) are nonconforming today, eleven (11) would be under the proposal. Regarding lot size, all but one (1) lot currently is conforming, after the amendment; six (6) lots would be made non-conforming.

*The effect of the proposed amendment on the City's economy and fiscal resources; and*

There does not appear to be a negative effect on the City's economy or fiscal resources based upon this proposal, as it does not look to alter the zoning from non-residential to residential.

*The recommendation of the Planning Board relative to whether the proposed amendment should be adopted or rejected, and any recommendations for modifications to the proposed amendment.*

The Planning Board unanimously approved the petitioners request to rezone Arch Street and requests that the City Council ratify the amendment.

<b>RM-U Permitted Uses</b>
CONSERVATION LOT
1 Family Dwelling
2 Family Dwelling
Conversion of Existing Dwelling to Accommodate not more than 2 units
ROOMING HOUSE
Funeral Parlor
Office
SERVICE CLUB
ADULT DAY CARE
CHILD CARE FACILITY
Church
EDUCATIONAL INSTITUTION, K-12
PUBLIC RECREATION
Public Utility

<b>R-12 Permitted Uses</b>
CONSERVATION LOT
1 Family Dwelling
2 Family Dwelling
Conversion of Existing Dwelling to Accommodate not more than 2 units
BED AND BREAKFAST
Office
CHILD CARE FACILITY
Church
EDUCATIONAL INSTITUTION, POST SECONDARY
EDUCATIONAL INSTITUTION, K-12
Public Recreation
Public Utility

<b>Uses Via Special Exception (see 170-52)</b>
Elderly Assisted Care

<b>Uses Via Special Exception ( see 170-52)</b>
3-4 Family Dwelling
Conversion of Existing Dwelling to Accommodate not more than 4 units
Beauty and barbershop
CONGREGATE CARE FACILITY
ELDERLY ASSISTED CARE HOME
NURSING HOME
GROUP HOME FOR MINORS

<b>Dimensions</b>	RM-U	R-12
<b>LOT OCCUPATION</b>		
Min. Lot Size (3) (4)	10,000 sf	12,000 sf
Frontage (feet)	80 ft	100 ft
Lot Coverage	40%	30%
<b>SETBACKS - PRINCIPAL BUILDING (FEET)</b>		
Front/ Abut a Street	Neigh. Avg	Neigh. Avg
Side	15	15
Rear	15	30
<b>OUTBUILDING/ACCESSORY USE SETBACKS (FEET)</b>		
Front/ Abut a Street	Neigh. Avg	Neigh. Avg
Side Setback	10	10
Rear Setback	10	10
<b>BUILDING HEIGHT (FEET)</b>		
Principal Building	40	35
Outbuilding	40	35

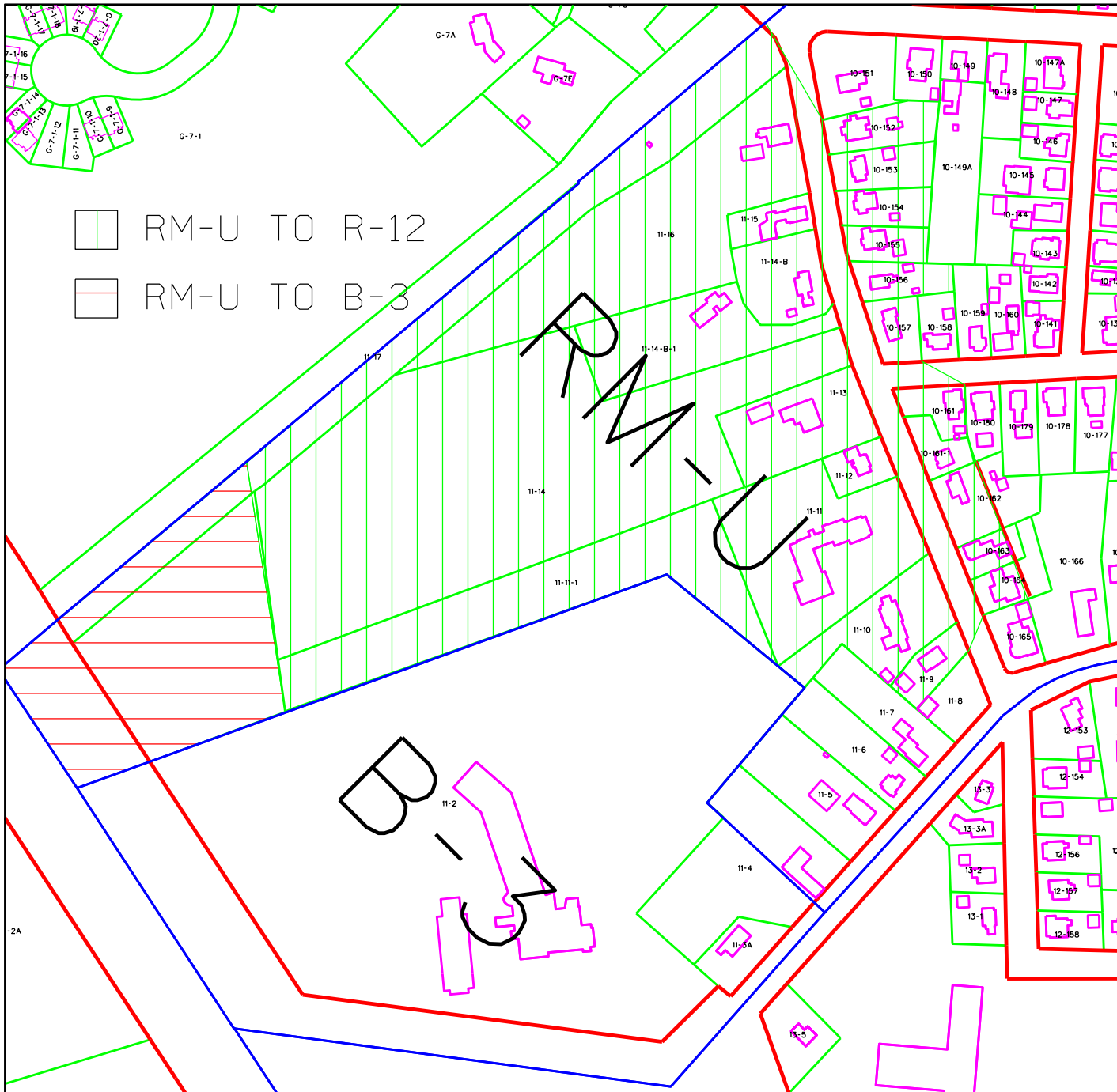
<b>RM-U Permitted Uses</b>
Conservation Lot
1 Family Dwelling
2 Family Dwelling
Conversion Of Existing Dwelling To Accommodate Not More Than 2 Units
Rooming House
Funeral Parlor
Office
Service Club
Adult Day Care
Child Care Facility
Church
Educational Institution, K-12
Public Recreation
Public Utility

<b>RM-U Uses Via Special Exception ( see 170-52)</b>
3-4 Family Dwelling
Conversion Of Existing Dwelling To Accommodate Not More Than 4 Units
Beauty And Barbershop
Congregate Care Facility
Elderly Assisted Care Home
Nursing Home
Group Home For Minors

<b>B-3 Permitted Uses</b>
Barber And Beauty Shop
Bank
Bed And Breakfast
Commercial Parking Facility
Commercial Recreation Facility
Eating And Drinking Establishment
Hotel/Motel
New Car Sales
Office
Personal Service Establishment
Retail Store
Service Club
Theater
Used Car Sales
Child Care Facility
Church
Educational Institution Post Secondary
Public Utility
Publishing Facility

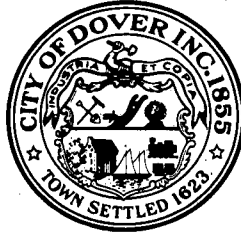
<b>B-3 Uses Via Special Exception ( see 170-52)</b>
Multi Family Dwelling
Conversion Of Existing Dwelling To Accommodate Not More Than 2 Units
Adult Bookstore and/or Video Store
Adult Cabaret
Gas Service Station
Helicopter Take Offs & Landings

<b>Dimensional Requirements</b>	<b>RM-U</b>	<b>B-3</b>
<b>LOT OCCUPATION</b>		
Min. Lot Size (3) (4)	10,000 sf	20,000 sf
Frontage (feet)	80 ft	125 ft
Lot Coverage	40%	50%
<b>SETBACKS - PRINCIPAL BUILDING (FEET)</b>		
Front/ Abut a Street	Neigh. Avg	50
Side	15	12
Rear	15	15
<b>OUTBUILDING/ACCESSORY USE SETBACKS (FEET)</b>		
Front/ Abut a Street	Neigh. Avg	50
Side Setback	10	10
Rear Setback	10	10
<b>BUILDING HEIGHT (FEET)</b>		
Principal Building	40	50
Outbuilding	40	40



SCALE: 1" = 300'

CHRISTOPHER G. PARKER, AICP  
Director  
c.parker@dover.nh.gov



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Dover, New Hampshire 03820-4169  
(603) 516-6008  
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www.dover.nh.gov

# City of Dover, New Hampshire

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

## NOTICE OF DECISION

**AFTER A PUBLIC SESSION ON DECEMBER 7, 2010, THE DOVER PLANNING BOARD ISSUES THE FOLLOWING DECISION BASED UPON THE RECOMMENDATION OF THE DOVER PLANNING DEPARTMENT, CONSIDERATION OF PRESENTATIONS BY THE PETITIONERS ATTORNEYS AND WITNESSES, AND THE RECORD AS A WHOLE:**

### ***1. GENERAL INFORMATION***

<b>Petitioner:</b>	Catherine Vanderweil et al
<b>Property Address:</b>	Arch Street and surrounding area
<b>Site Size:</b>	Approximately 30 Acres
<b>Current Zoning:</b>	RM-U
<b>Proposed Zoning:</b>	R-12 and B-3

### ***2. PETITION DESCRIPTION***

The petitioner is requesting that the City rezone the area around Arch Street from RM-U (Residential Multi-family Urban) to R-12 (Medium Density Residential). In addition there is a portion of one lot that is currently zoned RM-U that would be zoned B-3 (Thoroughfare Business). The largest component of the proposed zoning is reducing the maximum allowed units from four (4) - with ZBA Special Exception approval - to one (1) unit, unless the dwelling is older than 1964, where a 2 unit would be allowed.

### ***3. BACKGROUND***

Petitioners came forward to staff in September to request information on rezoning their parcels from multi-family to single family. Staff explained the citizen petition process and assisted the neighborhood with developing maps and other information. The petitioners submitted a petition with the request in late September. The item first appeared on the Planning Board's agenda in October 12<sup>th</sup> at a workshop. The Board discussed the petition and decided to post the amendment and proceed with a public hearing on October 26<sup>th</sup>. The public hearing was held on December 7<sup>th</sup>.

#### **4. ANALYSIS**

Proponents of this request point to the neighborhood they feel they have, and the desire to limit the residential growth on their street to a similar context. The proposal is to limit density to a similar single family density that exists today. Staff prepared a matrix comparing the conformity of the lots based upon property area, use and frontage.

The petitioners also point to concerns about traffic speed on the street, and its capacity. The petitioners have recognized that while the roadway is used by many travelers, the congestion and backups have increased over the past 10 years. This increase has led petitioners to be wary of density and the increased vehicle trips that would be a result. By reducing the density on the street, the petitioners are hoping that it will also assist in holding the vehicle traffic on the roadway to a manageable level.

Character is an important element to the petitioners, who argue that their neighborhood has more in common with surrounding R-12 zoned land to the west along Washington, Highland and Prospect Street than it does with the multifamily dwellings on West Concord, Richmond and parts of Silver Street.

This proposal reflects the desire of the majority of the property owners along Arch Street to encourage context sensitive development. They wish to have any new development along their street reflect the uses of the lots that exist today on Arch Street. This reasoning is similar to the thought process involved with developing the Central Business District zoning the Board and City Council approved in 2009.

Opponents to the rezoning believe that they are losing density and are concerned about having property that will not produce as many new lots, based upon the changes in dimensions. Opponents have spoken to the fact that they believe the zone change creates many non-conformities, and is not consistent with plans or studies that have been produced by or for the City. Finally, opponents argue that the proposed zoning is a taking of land.

#### **5. FINDINGS**

Among other elements, the New Hampshire Revised Statute Annotated 674:17 states that zoning ordinances shall be designed to:

- To lessen congestion in the streets;
- To promote health and the general welfare;
- To prevent the overcrowding of land;
- To avoid undue concentration of population;

Also, 674:17 II. requires zoning ordinance amendments be made with reasonable consideration to the character of the area involved

This petition meets these elements in the following fashion:

*To lessen congestion in the streets;*

Arch Street is a collector roadway, under the City's classification system. This means that it handles a large volume of vehicles. Most of this traffic is cut through in nature and does not start or stop on Arch Street. If the current density remains, the traffic created by the amount of units allowed would have a serious impact on the road and its capacity. The area is approximately 30 acres and of that 40% is undeveloped and could add a sizeable addition to the neighborhood.

*To promote health and the general welfare;*

This proposal supports the health and general welfare of Arch Street by encouraging the maintenance of the street's aesthetic quality of life. Further, by mimicking the housing types in place on the street, it encourages the most appropriate use of land in the neighborhood.

*To prevent the overcrowding of land;*

While the different zones do have differing dimensional requirements, density is the biggest difference between the two districts. The RM-U district allows up to three and four family dwelling units on a parcel, with a special exception granted by the Zoning Board. The R-12 district allows one unit by right, and allows 2 units if the structure meets certain criteria. As with the desire to discourage congestion on the street, this change would prevent the potential of overcrowding based upon the allowed density and the known available land.

*To avoid undue concentration of population;*

Currently, there are approximately, thirty (30) units contained within the thirty (30) lots within the area proposed for rezoning. In reviewing the density allowed, the undeveloped and underdeveloped sixteen (16) acres of land could generate double that amount of units, taking into account the wetlands and other environmental limitations of the property. Were this to occur there would be a large increase in population in this area which would result in taxation on the infrastructure and quality of life in the neighborhood.

Regarding section II of 674:17, the 2007 update to the City's Land Use Chapter of its Master Plan is entitled "It's All About Context." This chapter emphasizes the need for new development to be in keeping with the existing conditions in a neighborhood. Several recommendations from the chapter suggested that transition property be reviewed for altering from one district to another. The Arch Street area, while not formally recommended is in a similar situation where the zoning states one thing, but the built character demonstrates another. The Chapter speaks to encouraging neighborhood involvement in developing land use regulations, and this petition reflects that goal.

## **6. STAFF RECOMMENDATION**

Staff recommends approval of the petitioner's request.

## **7. DECISION**

**THE DOVER PLANNING BOARD MAKES THE FINDINGS CONTAINED IN THIS DECISION AND APPROVES THE PETITIONERS REQUEST TO ZONE THE AREA AS DESCRIBED FROM URBAN DENSITY MULTI-RESIDENTIAL (RM-U) TO MEDIUM DENSITY RESIDENTIAL (R-12).**

**FURTHERMORE, THE DOVER PLANNING BOARD APPROVED THE PETITIONERS REQUEST TO ZONE THE AREA AS DESCRIBED FROM URBAN DENSITY MULTI-RESIDENTIAL (RM-U) TO THOROUGHFARE BUSINESS (B-3), AND FORWARDS BOTH TO THE CITY COUNCIL FOR RATIFICATION CONSISTENT WITH THE AMENDMENT PROCEDURE OUTLINED IN CHAPTER 170 SECTION 53 OF THE DOVER CITY CODE.**

**8. VOTE: AFFIRMATIVE**   ✓  9   **NEGATIVE**   0

City Council  
City of Dover, New Hampshire

CITY OF DOVER  
10 DEC 30 AM 11:10

Dec 19, 2010

Dear City Councilors:

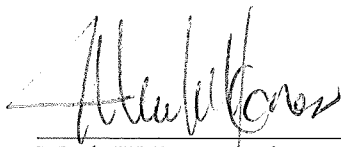
RE: Protest Petition to Rezoning of Arch Street, Dover, NH

Mark W. Jones and Suzanne M. Jones, as owners of parcel 11-14 (portions or entirety of tax map #11 parcels 11-11, 11-11-1, 11-14 and 11-14-B1) as identified in Dover Planning approved Plan 97-64 recorded in the Strafford County Registry of Deeds, so request that you honor this Protest Petition per RSA 675:5 to the proposed Zoning Amendment changing the currently designated RM-U (RM-10) zoning of our land to R-12 zoning designation on the basis that we own approx. 40% (12.07 acres) of the Zoning Amendment claims of the "approx. 30 acres along Arch Street" targeted of said amendment as per the statutorily required "owners of 20% of the area of the lots included in such proposed change". The statutory effects of this Protest Petition call at a minimum for a 2/3 majority of the City Council to pass said Zoning Amendment or to post such Protest Petition at the voter polling places.

Our Protest Petition is based on the context and effects of initiating said Zoning Amendment, and the actions of Petitioners to file this illegal "Spot" Re-zoning Amendment which call on the City to assume liability for the violation our 5<sup>th</sup> Amendment rights of the U.S. Constitution, N.H. Constitution and Supreme Court decisions by denying our rights to "due process" and without "just compensation" in the taking of our reasonable use and enjoyment of our land via this regulatory inverse condemnation.

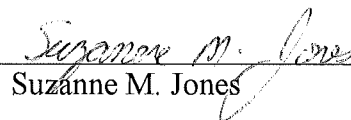
We consider this illegal spot rezoning "taking" of our civil rights to have accrued in time to have begun on the date of "Adoption" of this proposed amendment by the Planning Board on Oct. 26, 2010.

Respectfully submitted, and thank you,



Mark W Jones and  
PO Box 1480 Rockport, Tx 78381

and



Suzanne M. Jones

December 20, 2010

Dover Planning Board Members  
Dover City Council Members

RE: Rezoning of Arch St.

My name is Suzanne Jones. My husband Mark and I are owners of the 12 acre property on the west side of Arch St. I would like to state for the record, that I oppose the zoning change from RMU to R12 that some of the residents of Arch St. are proposing.

I can understand why some of the people of Arch St. are proposing this amendment but I don't agree with what they are doing. There is a right way and a wrong way of doing things and taking away someone else's rights to achieve a goal is never the right way. This country's principles are based on protecting each person's individual rights and this country has fought wars to protect those rights.

When Mark and I first bought our property on Arch St. in 1992, we had the same concerns that the residents of Arch St. have. We knew, just as our neighbors did, that because we didn't own the land behind our properties, something could be built there at any time; yet, we all chose to live there. The difference between us and the other owners is that when we first moved to Arch St. we made a conscious decision to try and buy the land behind our property so that we could control when and what could be built there. And, that is exactly what we did. It took us almost 10 years but we were finally able to purchase all of the land directly behind us. Every one of the people who currently live on the West side of Arch St., who are trying to take away our rights by asking for this zoning change, have had the same opportunities we've had.

In 2005, our neighbors the Catalfos, who, at that time, were the largest land owners on Arch Street, put their property up for sale. Fred Catalfo had owned most of that property for over 40 years, yet, when some of the residents of Arch St. found out they were selling it, they reacted as if it was their land and the Catalfos were trying to take it away from them. Some of the Arch St. residents tried to use similar tactics on them that they are currently using on us. Then, as now, Mark and I could not condone their actions. Mark and I did the only thing we felt was the right thing to do and that was to work with the Catalfos to try to buy their land. At the time, we had hoped some of our neighbors, especially those whose properties abutted the Catalfo property, might offer to go in with us, unfortunately, no one did. Even after we bought the land, we spoke to several of our neighbors asking if any of them wanted to purchase some of the land behind their properties to protect themselves. Every one of them declined.

Mark and I have owned property on Arch St. for over 18 years. We have lived there longer than every one of the current abutters now living there with the exception of the Buckleys. The entire time we have owned the property it has been zoned the equivalent of RMU. Now, when we can no longer be the "caretakers" of the land and no one else on Arch St. wants to become the new "caretaker" rather than spend their money to purchase our land, they are asking the city of Dover to "take our land from us" because that is exactly what this zoning change will do.

If you recommend this zoning change, what kind of message will it send to all of the property owners of Dover? If rights can be taken away so easily from such long term owners, whose property is safe? I ask you to please vote no on recommending this amendment.

Sincerely,

  
Suzanne Jones

# WADLEIGH, STARR & PETERS, P.L.L.C.

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EUGENE M. VAN LOAN III  
JOHN E. FRIBERG, Sr.  
JAMES C. WHEAT  
JOHN A. LASSEY  
RONALD J. LAJOIE  
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PIERRE A. CHABOT  
JOSEPH G. MATTSON

December 23, 2010

Dover City Council  
288 Central Avenue  
Dover, NH 03820

Re: Protest Petition of Arch Street Rezoning

Dear Dover City Council:

Enclosed please find a protest petition being filed pursuant RSA 675:5 and Section 170-53(g)(4) of the Dover City Code with regard to the proposed Arch Street rezoning. As you can see, the owners of over half of the impacted acreage object to this proposed rezoning. If adopted by the Dover City Council, the proposed rezoning will result in 80% of the impacted lots being non-conforming.

Due to the filing of this Protest Petition, a two-thirds vote of the City Council will be necessary to adopt the proposed rezoning.

Please do not hesitate to contact me with any questions or concerns

Very truly yours,



Michael J. Tierney


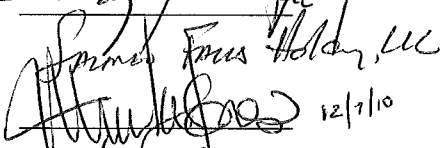
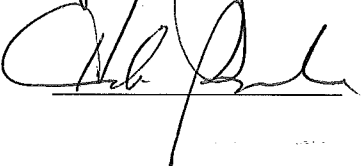
**Zoning Protest Petition of Arch Street Rezoning Pursuant to RSA 675:5  
and Section 170-53(G)(4) of the Dover City Code**

We, the undersigned landowners in the City of Dover, in order to promote stability and continuity of zoning legislation, do hereby object to the zoning amendment described below and respectfully petition that a two-thirds vote of the legislative body be required to enact the proposed amendment. The proposed amendment to the zoning ordinance which is the subject of this petition was advertised in the Fosters Daily Democrat on November 24, 2010 and is a proposal:

“Changing from Urban Density Multi-Residential (RM-U) to Medium Density Residential (R-12) an area of approximately 30 acres along Arch Street consisting of the following parcels or portions of parcels: 10-152, 10-153, 10-154, 10-155, 10-156, 10-157, 10-161-1, 10-162, 10-163, 10-164, 11-9, 11-10, 11-11, 11-11-1, 11-13, 11-14, 11-14-B, 11-14-B-1, 11-15, 11-16, 11-17”

The proposed amendment to the zoning ordinance was considered by the Dover Planning Board on December 7, 2010.

Legal Description of Property  
Affected by Zoning Amendment

<u>Name</u>	<u>Address</u>	<u>Map/Lot#</u>	<u>Acres</u>	<u>Signature</u>
Salmon Falls	46/48 Arch Street	11-16	4	
Mark Jones	Arch Street	11-14	12	 12/7/10
Hank Brandt	40 Arch Street	11-15	0.246	

Total Acreage in Protest Petition: 16.246

Total Acreage in Zoning Amendment: 31.045

**Percentage<sup>1</sup> of total acreage in Protest Petition: 52.3%**

---

<sup>1</sup> This includes the Boston and Main Railroad property which is a non-residential use. If the railroad property was not included, the protest petition would represent **74% of the total acreage.**