



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, February 9, 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 TO ESTABLISH A STORM WATER UTILITY
SPONSORED BY COUNCILOR NEDELKA

B. CHAPTER 5-9, BOARDS COMMISSIONS AND COMMITTEES - DOVER UTILITY COMMISSION – STORM WATER FUNCTIONS
SPONSORED BY COUNCILOR NEDELKA

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. January 19, 2011 – Workshop Session**
- B. January 26, 2011 – Regular Meeting**

11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

- 1. CHAPTER 5-9, BOARDS COMMISSIONS AND COMMITTEES - DOVER UTILITY COMMISSION – STORM WATER FUNCTIONS**
SPONSORED BY COUNCILOR NEDELKA AND COUNCILOR HOOPER

B. ORDINANCES IN THE 3rd READING – None



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C. RESOLUTIONS

- 1. RESOLUTION TO ESTABLISH A STORM WATER UTILITY**
SPONSORED BY COUNCILOR NEDELKA AND COUNCILOR HOOPER

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – Dover Main Street**
- 2. PARADE – Helping Children Hear in New Hampshire 5K Road Race**
- 3. RESOLUTION: B11001 WASTE WATER TREATMENT FACILITIES PLAN**
SPONSORED BY MAYOR MYERS BY REQUEST
- 4. RESOLUTION: B11040 COMPOST RECYCLING – TRANSPORTATION & MARKETING**
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. Pool Advisory Committee |

B. RESOLUTIONS

- 1. COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DOVER SCHOOL DISTRICT AND THE DOVER PARAEDUCATORS' ASSOCIATION**
SPONSORED BY MAYOR MYERS BY REQUEST
- 2. APPROVAL OF DOVER ADULT LEARNING CENTER LEASE, ROOM 220**
SPONSORED BY MAYOR MYERS BY REQUEST
- 3. AUTHORIZATION FOR CONVEYANCE OF PORTION OF CITY OWNED RIGHT OF WAY**
SPONSORED BY MAYOR MYERS BY REQUEST

C. ORDINANCES IN 1ST READING – None



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



CITY MANAGER'S REPORT



FEBRUARY 9, 2011

"Snowflakes are one of nature's most fragile things, but just look what they do when they stick together"

- Verna M. Kelly

SUBMITTED BY:

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

**CITY OF
DOVER, NH**

AVAILABLE ONLINE:

WWW.DOVER.NH.GOV

STREETS, WATER, SEWER UPDATES

Utilities: During the month of January, the Utilities crews were very busy assisting the Streets Division with snow removal due to the heavy amount of snowfall. On days the crews were not plowing, they assisted the Fire Department to clear hydrants in case of emergencies. Staff also collected the steamer heights and ages of the hydrants throughout the City and will later be entered into a database. The Utilities Division is trying to get the steamer heights to meet the AWWA standard of 18" from the steamer to the ground.

Crews repaired a water break by the football field at the Dover High School which was caused by a ring crack on the 4" cast iron line. The division continued to work on Winston Avenue installing a new water main but the project has temporarily been shut down due to snow.

Crews spent approximately a week cleaning the wet wells at the River Street Pump Station. A contractor has cleaned the sewer lines on Henry Law Avenue and River Street and once this is completed, the wet wells will need to be done as well.

Plans were reviewed for the North End pressure water main by the Public Works Superintendent and the City Engineer. Letters were sent out to residents on Long Hill Road and Sixth Street asking if they wanted to tie into the water main for this project. The plans for the Tolend Road Landfill Pump Station and Force Main were also reviewed. The I&I (Inflow and Infiltration) work for Silver Street and Knox Marsh Road went out to bid. Specifications were written and submitted for bid for the Cocheco Street Pump Station due to the continual clogging of the pumps.

Streets: The Highway Division continued to fill various potholes throughout the City as needed. Crews were very busy responding to seven different snow events throughout the month. In addition to plowing, roads were prepped to include brine treatment and sand/salt was applied as needed. Due to the large amount of snow fall, full snow removal operations were performed in the downtown on two different occasions. Sidewalks in the downtown and along school routes were also plowed and sanded after the storms. Crews were also busy replenishing the salt stock pile and moved the incoming salt as the loads came in. A salt and sand combination was mixed for road treatments and the residential sand/salt pile on Shaws Lane, as well as various barrels in the downtown area were filled as needed.

Brush along the sidewalk plow routes was cleared to remove obstructions and prevent damage to the new sidewalk tractors. Brush was also removed on Bellamy Road after a windstorm resulted in several downed limbs/trees.

Major repairs were made to a culvert on Isaac Lucas Circle after years of erosion had washed it away. With the assistance of Turgeon Construction, crews reestablished the banks and swales along the culvert to slow the water down and filter out materials before exiting into the river. A new drain pipe and catch basin were also installed to assist with drainage.

PROGRAMS AT CITY CENTERS/BUREAUS

Investigations/Legal Bureau: During the month of January, 2011, there were 5 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 9 registered sex offenders were processed during the month. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration. It can also include a change of address or other information that must be updated.

During the Month of January, members of the Special Investigations Bureau conducted four separate robbery investigations. Two of the robberies occurred at Care Pharmacy, one occurred at Smiley's Discount Beverages and the fourth occurred at the Silver Street Shell. Arrests have been made in two of the robberies and detectives continue to follow-up on numerous leads on the others. The Special Investigations Bureau investigated a total of fifteen robberies during the 2010 calendar year. The four robberies occurring in one month, specifically within a one week period is unusually high.

Parking Bureau: The Parking Bureau continues to collect unpaid parking tickets. One program prohibits residents that owe fines from registering their vehicle in the City Clerk's office. Letters have been sent notifying residents of the program and that they should take care of any fines before trying to register a vehicle. These new programs have generated \$12,005 in income since their inception.

Phase II parking meters were activated on January 18th. During the first nine business days, there were 6,800 transactions; each transaction averaging 1 hour and 20 minutes of purchased time. In addition, over 9,000 parking tokens were sold since they were authorized for sale by City Council on January 12th.

Off street parking permits for the Orchard Street Lot, Chestnut Street Lot and School Street Lot have sold out.

Traffic Bureau: Traffic Bureau Administrator, Sergeant Speidel, performed seven (7) child passenger seat inspections during the month of January. 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 January 20, Sergeant Speidel attended a course entitled "Safe and Effective Use of Law Enforcement Personnel in Temporary Traffic Control Zones" at the Portsmouth Police Department. The course was administered by the Local Government Center and covered applicable topics from the Departments of Labor and Transportation governing work zone and temporary traffic control situations. Course materials will be used to review and update the Dover Police Department Control Policy and procedures.

Sergeant Speidel participated, in cooperation with several other members of the agency, in a winter term project for two students from St. Thomas Aquinas High School. Over the course of three full days from January 18-20, the students gained exposure to all facets of the Dover Police Department with an intensive schedule of activities and staff interviews.

Patrol: On the night of January 23rd, Lt. Martinelli came across a motorist on Gulf Road that had gone off the road and became stuck in a snow bank. Lt. Martinelli learned that Portsmouth Police had a warrant for the motorist's arrest for Sale of a Controlled Drug. Upon further investigation, the motorist was found to be in possession of a loaded handgun and a switch blade knife, and also possessed illegal prescription drugs. The subject was arrested on numerous felony level charges.

Due to recent robberies in the city, patrol officers have significantly increased their presence at those locations with a high potential for becoming victimized. Businesses such as pharmacies, all night gas stations and convenience stores are prime targets for individuals looking for cash or drugs. Patrol Officers in marked cruisers have been checking these types of businesses more frequently on each shift, and have been parking in the vicinity when not on a call.

With the numerous snow storms that have hit the region recently, Patrol Officers have been assisting residents and motorists who are affected by the snow. Patrol Officers have shoveled out motorists who got stuck in the snow, and have given a ride to persons who have difficulty walking in the snowy conditions.

Patrol Officers conducted directed patrols at the intersection of Rogers Street and Cocheco Street as a result of a resident's complaint that motorists were not stopping at the stop sign. Although several vehicles were contacted for failing to stop at the stop sign, most vehicles were found to be obeying the stop sign.

Patrol Officers conducted directed patrols on Sixth Street for speeding motorists. These speed directed patrols are conducted in various areas of the City throughout the year, in an on-going effort to reduce collisions with high visibility in marked cruisers.

Diversion Program: The Diversion Committee met on Thursday, January 20, 2011 to review (2) current cases. As of this report, there remain three active members in the Dover Diversion program.

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

During the month of January the Seymour Osman Community Center concluded its second eight week session of after school programming. The basketball program has continued to meet on Tuesdays for practice, developing the skills of the students and increasing their knowledge of the game. The SOCC played its third basketball game against the Rochester Youth Safe Haven on Monday, January 24th, at The Works in Somersworth.

Due to the inclement weather the SOCC was closed on numerous days including the days which were scheduled to provide the community dinner and breakfast.

The SOCC attendance has been averaging 18 students per day.

Community Service Program: The Community Service program tracked 20 active participants in the month of January. Of the 20 juveniles in the program, 9 participated during the month of January. A total of 25 hours of community service work was completed with two members of the CS program completing their obligation during the month of January.

In 2011, 25 hours of community service has been completed and 2 members finished their court ordered hours.

Most of the community service was completed in the form of snow removal/ shoveling in the area of the McConnell Center.

Police Explorer Program: In the month of January, the Explorer Post had one meeting. The meeting was on Wednesday January 5th and was led by Officer Lilyestrom. The meeting covered slow building search techniques that are utilized by Patrol Officers. The explorers searched the area of the Dover Teen Center for hidden suspects, roles that were played by other explorers.

The second meeting on Wednesday January 19th was cancelled due to inclement weather.

The Explorer Post currently has nine explorers and there are no background checks in progress.

Dover Coalition for Youth: On December 30th an article appeared on the front page of Foster's regarding a bill that would reduce alcohol advertising in our community. The Coalition drafted a response articulating concerns about the advertising and especially the term "Happy Hour" being used. The response was published on January 13th as a community commentary.

The Coalition sent a letter to the NH House Health, Human Services and Elderly Affairs committee about a bill that would authorize the establishment of pharmaceutical drug take-back programs. The Coalition shared its experiences and challenges when trying to host a take back program in Dover. The committee voted 17-0 "Ought to Pass" in late January and it is scheduled to go for a full floor vote in early February. The Coalition is optimistic that the bill will pass and will make it easier for communities to hold medication take back events in the future.

Youth to Youth: Dover Youth to Youth participated in three 2-hour sessions of the Department's PACT (Police and Community Together) Programs on January 11th, 20th, & 26th. This unique training provided the opportunity for parents to practice various techniques for discussing drug issues with their kids by having small groups of adults rotate through 4 scenarios. Each situation presented a different type of conversation and the parents were given ideas on how to respond. The Youth to Youth students played roles that allowed the parents to try some of the suggestions in a simulation. The 4 situations were:

- A child asks: "did you ever use marijuana or get drunk as a kid?"
- A parent has found rolling papers in their child's pants pocket when doing the laundry.
- A child challenges the parent "How come you and mom can drink and I can't – what's the difference?"

- An actual TV beer ad is played and the parent is challenged to start a conversation about the way drinking was portrayed in the ad.

Also in January, Dover Y2Y conducted its annual MLK Day media development program on the 17th. Over 50 youth from Dover, Somersworth, Rochester, and Strafford met at the McConnell Center and spent the day creating video and radio public service announcements. Five radio PSAs were completed and recorded at WOKQ and several video projects are in various stages of development. Students will continue to work on these media projects over the next few weeks.

Teen Center: For the month of January 2011 the Teen Center saw a total of 631 participants, on 18 days of programming, which yielded an average of just over 35 participants per day.

Some program highlights for the month of January 2011 included, but were not limited to the following:

- TC Tournament – “Wii Bowling” (1/5)
- TC Snack Special – “Pancakes” (1/11)
- TC Music Event – DoverPalooza – “New Year Show” (1/14)
- TC Tournament – “Air Hockey” (1/19)
- TC Classic Event – “TC Mega Bingo” (1/27)
- TC Music Event – “Karaoke Jam w/Pizza” (1/28)
- TC Snack Special – “PASTA-FEST...Spaghetti & Meatballs” (1/31)

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

2 Motor Vehicle warnings for traffic control device
 7 Motor Vehicle warnings for inspection
 1 Motor Vehicle Assistance calls
 2 Motor Vehicle warning for failure to yield
 1 Motor Vehicle warning for speed
 2 Bicycle violation warnings
 11 Crosswalk violation warnings
 1 Parking Complaint warning
 1 Parking Ticket
 2 Welfare Checks
 4 Assistance calls

In addition to the above enforcement action which took place over the various patrol shifts during the month, the Downtown Liaison Unit participated in the following:

On January 26, The Downtown Liaison Unit and some volunteers trained and exercised the horses at Linden Woods Farm in Durham, NH. The owner, Karen Bishop, continued to donate the indoor arena time which has proven to be extremely beneficial for the horses during the winter months.

On January 31, personnel from UNH's Project 54 visited the stables to retrofit the handheld computers that are being donated to the Mounted Unit. The collaboration with Project 54 should allow the officers to maintain rein control and make the transfer of contact information safer and more efficient.

Animal Control: In January there were a total of 51 animal calls for service. Some of the actions taken by the Animal Control Officer in January included handling 5 loose dog calls and 5 welfare checks on animals.

Animal Control Officer, Kathy Ladisheff handled a rather unusual animal call during the month. She responded to a call at the Wentworth-Douglass Hospital for a muskrat in the area. The animal ran into the hospital when it triggered an automatic door opener. The ACO netted the muskrat and released it in the marsh behind the hospital.

The Animal Control Officer is responsible for enforcing dog registrations in the city, which are due by December 31. 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 held the January meeting/training at the County Building in Dover.

On January 25th, Lieutenant Martinelli who is part of this team was called out for a collision on Route 11 in Farmington between a COAST bus and a fuel oil truck.

K9: January was a very busy month for Officer Keefe and K9 Grinko. They were called out a total of eight times. These callouts included requests for assistance for hit and run accidents, robberies (a total of four including one in Rochester), a narcotics search and to assist with the apprehension of a robbery suspect.

During these callouts, the dog tracked the suspects for some distance until it was determined that the suspect had driven away in a car, or, as one case, until the suspect was apprehended.

Officer Keefe, K9 Norman and K9 Grinko continue to train every Monday and Grinko is working towards his apprehension & building search certification in the spring.

Communications: The dispatch center handled two structure fires on the same day. On January 26, at 1:30 AM, a structure fire was called in at 11 Sunset Drive, where an attached garage burned. The situation required the callback of an additional dispatcher to help handle the radio traffic pertaining to the fire.

Then at 2:30 PM, a structure fire occurred at Cocheco Park, where approximately 80 elderly persons had to be evacuated. This fire and evacuation required the assistance of numerous fire and rescue personnel from surrounding towns.

Recreation Programs: All basketball programs are still in progress. New fitness sessions began in January and will continue for a total of six weeks. Spring Sports Sign-up flyers were made and distributed to the schools, and the League Presidents Meeting was held on February 3rd in preparation for the upcoming season.

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. The craft group meets in the activity room of the center every Monday and Spanish is held Friday mornings.

Winter weather has caused many snow days / late openings this season.

Members of the DCSC have been hosting a concession stand at the 5th – 6th grade boys' basketball games on Saturdays this season. They have raised approximately \$250.

The in-house ukulele band, The Silver Strummers, continue to practice at the center on Wednesday mornings.

The Senior Advisory Committee meets the first Friday of each month. 9 seniors attended the January meeting.

The Self-Guided Day Trip Committee went to a UNH Hockey Game. 5 seniors attended. 36 seniors went to Foxwoods on a DCSC trip on January 13.

DCSC Mystery Luncheons continue to be held.

Due to unpredictable weather, no Social was scheduled for January.

Mystery Lunches: 37 attended
Senior Advisory Board Meeting: 9

Indoor / Outdoor Pool: Through the month of January, the Indoor Pool had as many as 200 extra swimmers every day between Dover High, Oyster River, Berwick Academy, St. Thomas and Spaulding High School swim teams. Winter swim lessons continue with 95% of classes being filled to capacity.

Seacoast Swimming continues its normal training schedule using about 20 hours of pool time every week. Hydrofitness continues and Rec Swim will return in Mid-February after the State High School Swim Meet.

Adult Lap swimming remains the most popular with around 75-100 members visiting every day. The Dover Indoor Pool has also hosted three high school swim meets during the month of January, each being a great success for the teams involved.

Great Bay Masters continues to use our facility bringing in about 100 swimmers per week. To fight the winter weather, a kayaking club and triathlon club has been using the pool on Sunday nights preparing for the warm weather that lies ahead.

The pool provided the public with a "Dover Swims" week which saw reduced rates, free rec swims, kayaking classes, stroke technique work for members and free hydrofitness. The Dover Pool Advisory Committee coordinated a fundraising event called a Pool a Thon. A collection of donations was done during this time and with a few swim packets still coming in; the Pool a Thon has collected roughly \$11,500 so far. The City would like to thank Ann Fredette for all of her hard work pulling off this event; it would not have been possible without her dedication.

Ice Arena: January continued to be a very busy month with many high school games, Recreational Public Skating and other skating events.

January 22 was an ice skating show, Passion on Ice, the second annual event. It was an excellent showcase for regional, top level figure skaters and attracted about 600 spectators. Recreational public skating continues and attendance is split about even between adults and youth skaters. Most Sundays there are over 130 skaters. The arena has added several more recreational skates throughout the week. This level of activity should continue through the winter months.

Adult and Youth Stick Practices: 340

Public Library: 116 children attended storytimes; 63 attended Saturday movie matinees, 2 attended "Paws for Reading", and 39 attended author talks. 137 children made a craft at the "Make-It, Take-It" table in the Children's Room = 387 attendance at special programs.

DEPARTMENTAL COLLABORATION & ENHANCEMENTS

The Public Library's new print management system for public printing from the Internet computers (funded through grant and Friends of the library) resulted in \$68 estimated savings in January 2011 for paper and ink and toner not used.

The Department of Planning and Community Development continued to work with School Department staff on the development of future Safe Routes to School grant applications. This program would enhance crosswalks, sidewalks and signage as well as educate students and parents on the value of walking to school.

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

- Newington Dover bridge
- Indian Brook/Weeks Crossing traffic lights
- Picard Lane
- The Village at Thornwood Commons
- Property on Tolend Road, off Pacific Drive
- Gladiola Way

Planning continued to work with the Community Services and Police Departments on an updated Crosswalk Inventory and Assessment.

The Planning Department worked with the Economic Development Director to put together and review an addendum for the 2007 Land Use chapter of the Master Plan focusing on Economic Development. This addendum includes goals and recommendations for continued economic vitality in Dover over the next 20 or so years.

Planning staff continues to work with Economic Development and Community Services staff to assist the vendor selected to perform the survey and geotechnical/environmental work on four parking lots (Orchard, First, Third and School Street).

Planning continues to work with Economic Development, Parking and Community Services to review options for expanding the FastTrans service to include a short run shuttle between the Transportation Center and core businesses and properties downtown.

PLANNING & ZONING

In January, the Planning Department viewed a four web casts. The first was on how improving transportation networks can improve health and challenge the obesity epidemic the country faces. The second was on improving efficiency through lessening the use of paper in plan review and creating a paperless office. The third was on retrofitting existing commercial corridors into mixed use and sustainable street fronts. The final webinar focused on the revival of streetcars and other multimodal transportation initiatives that are being tried in urban cores.

The Planning and Community Development Department worked with the Information Technology Division to begin a transition from an outmoded Access database used to track plan review and permits to the consolidated VueWorks platform that Community Services is using for work order tracking.

The Planning and Community Development Department worked to consolidate and report to the Planning Board, on suggestions that were submitted in December on areas to review in the land use code. This is an annual process, whereby the department asks boards and commissions to comment on the land use code. These areas are then reviewed by the Planning Board in January and prioritized for review and drafting of amendments during the year ahead. This year fourteen (14) areas were suggested by boards and commissions for review.

The Director of Planning and Community Development met with department staff to discuss work plans and projects to undertake in 2011. These reviews assist in developing goals and objectives that are in line with the City Manager's expectations from staff.

After receiving a functional inventory of open space and conservation properties, the Department of Planning and Community Development has begun the early stages of the Open Space and Conservation master plan chapter. This will replace the 2000 chapter, and bridge the gap between the goals and recommendations contained within it, and the current and future land use chapter we have. Additionally, the chapter will include a recommended land management plan for City owned properties.

A final focus of the Planning and Community Development Department for January was the establishment of goals and objectives for a sustainability plan. This plan, which the department is drafting, will examine ways that the City and community can be more sustainable. The first step in this plan is the creation of a survey for employees to take and offer feedback about processes and methods used by the departments and staff to be sustainable.

CITY GROUNDS – FACILITIES & PARKS

Facilities & Grounds employees assisted with plowing and sand salt operations as well as snow removal when needed, which was frequent this month. All facilities were shoveled out during each storm, multiple times if necessary. Traffic boxes were also shoveled after each storm to allow access in case of an emergency.

Winter related issues were addressed, such as frozen pipes at the Library and no heat at other facilities. A Bottomless Water Cooler was installed and hooked into the water pipe at City Hall. Employees helped prep for and clean up after several events held at the City Hall auditorium. Crews also painted in the auditorium and Legal offices in order to spruce them up. Employees were busy keeping the air intake for the Indoor Pool's new dehumidifier free of snow and ice. Issues with a certain type of light at the McConnell Center were addressed where excessive heat was causing the reflective backing inside the light to curl and rest against the light bulbs creating a potential fire hazard. Power was disconnected to the 17 units to alleviate the fire hazard until the situation is remedied.

Employees continued to work with the Police Department's Traffic Bureau to install the signs for the Parking Meter Program on City streets and in the parking lots. Approximately 60 signs have been installed so far for this project. 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 crews started to remove Christmas decorations downtown. Emergency tree work was also conducted as needed.

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 will be prepped for the spring in the coming months.

The preparations for the renovations of the Bathhouse at the Jenny Thompson Pool will begin with bid preparations in the next month.

GENERAL UPDATES

The Fire Department spent many hours shoveling hydrants after the many storms that have impacted Dover. This has slowed training and other projects, causing rescheduling of the advanced vent-enter-search class several times. The instructor came once and left after the shift was out on calls for service for most of the day. It is hoped this important training can be achieved in the next few weeks. This highlights the difficulty some days in achieving training to stay fresh and effective at peak performance.

All of our trainings from the past years influenced our response to the 4th floor apartment fire at Cocheco Park where numerous rescues were made – all with positive outcomes and without injury to any staff members.

The City of Dover Fire & Rescue earned the Dover Volunteers of the Year Award for 2011 as given by the Dover Chamber of Commerce due to the consistent volunteer participation in community events by Fire & Rescue personnel. The award was received on 1/24/2011 at the Chamber of Commerce Awards Dinner held at the Hellenic Center.

The Dover Public Library loaned 100 materials to Dover public schools and borrowed 109 volumes from the schools through Dovertnet Intraloon System.

CITY OUTREACH

The Police Department responded to citizens concerns regarding the new parking meters. They made frequent trips to the downtown to talk to people and assist them with using the meters. This included participation from the Parking Manager, Parking Officers, Mounted Officers, and the Chief. Actions included providing tokens to officers to give to citizens.

The Library Director gave a talk on the history of Dover to the residents of Maple Suites.

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 CIP review, regulation changes and Energy work.

The Department of Planning and Community Development has 94 Facebook (City of Dover NH Planning) friends and 162 followers on Twitter (@DoverNHPlanning).

During the month of January, four (5) blog posts were drafted, including one on the upcoming green movie series the Energy Advisory Commission is presenting, one on Master Plan work, one on Paid Parking, one on Energy Improvements, and one on December's staff report.

Finally, this month the Department of Planning and Community Development sent out 33 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.

The Planning Department 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.
- Appaloosa Drive
- Property in the area of Tuttle Square
- Technical Review for 912 Central Avenue
- 287 Gulf Road
- Pacific Mills
- 344-350 Washington Street
- Chapel Street property

NEIGHBORHOODS / GROUP UPDATES

The Director of Planning and Community Development closed out the original Watershed Assistance Grant the City received from the State of New Hampshire. This grant paid for the outreach and education work that staff has completed with Jeff Taylor. The grant also paid for an engineering study completed by SW Cole. The total value of the grant was over \$64,000.

ENERGY EFFICIENCY

The Department of Planning and Community Development has overseen the energy efficiency improvements and has worked continuously with Johnson Controls, the vendor to install, test and ultimately commission the infrastructure.

The improvements have included retrofitting lighting; toilet retrofits weatherization and installing air conditioning units in City Hall. Lighting in the Mast Road Public Works Facility, McConnell Center and various recreation facilities has also been installed. Included in the recreation facilities have been improvements to the pools, and vending machines. Finally, improvements will be made to the Waste Water Treatment Facility's aeration blower and upgrades to transformers in various buildings.

JCI has reported the following lowering of consumption and of emissions of green house gases. These emissions amount to:

Electricity:
reduced GHGs 81.8 tons CO₂

Natural Gas:
reduced GHGs 339.8 tons CO₂

Fuel Oil:
reduced GHGs 117.8 tons CO₂

A good comparison is that the City has lowered the CO₂ equivalent to planting 13,830 tree seedlings, if they grew for 10 years, or 123 acres of pine or fir trees. This also equals the emissions of 99 cars (reduced that amount), or saved 1,254 barrels of oil from being consumed.

In regards to consumption savings, overall we have seen:

Electricity:
reduced 24kW
Cut 215,485 kWh
Saved over \$23,000

Natural Gas:
reduced 7,997 Therms
Saved over \$102,000

Water:
reduced 1,012 gallon
Saved over \$11,000

In total there has been over \$137,500 saved because of the improvements.

ACKNOWLEDGEMENTS & EVENTS

Friends of the Library renewed annual museum passes for the Museum of Fine Arts (\$475) and the Museum of Science (\$600).

Friends of the Library's Tuition Reimbursement Program granted \$674 to a library staff member who had successfully completed a work-related course at UMaine—Augusta.

Friends of the Library donated a Nook eReader (\$149) for a library raffle prize.

Friends agreed to act as fiscal agent for DEAC's Green Movies series.

\$100 for Civil War books was donated by June Brogan.

\$1403 was donated for Library Materials by Dover taxpayers through the green donation envelopes which accompanied property tax bills.

Capital Improvement Projects Update

Community Services Department

January 2011

SIDEWALK IMPROVEMENTS

Current: Santorelli has shut down for the winter.

Previous: Santorelli has shut down for the winter. Curbing is planned to be installed on Union St and Woodman before snow.

COCHECHO RIVER DREDGING

Current: In order to close the dredge cell and retain a place to dewater catch basin spoils and dump snow from the downtown; the dredge cell closure plan will need to be modified and submitted to NHDES for review and approval. Geolnsight, the engineering firm that designed the dredge cell, has been asked to prepare a scope of work to accomplish this design modification task. A change order to Geolnsight's current agreement will be submitted to the City Council approval once it has been negotiated.

Previous: The dredge contractors completed river dredging on December 12th. 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.

TOLEND LANDFILL REMEDIATION

Current: Construction on Phase I of the approved remedy is nearly complete. The construction of the extraction system (Phase II) will commence this spring. Bids for Phase II are being reviewed for selection of a contractor. The final plans and specifications of the sewer force main which will carry the extracted water to the existing City sewer line are completed. Construction of the sewer line will begin this spring.

Previous: Construction has begun on Phase I of the approved remedy. The perimeter ditch is being excavated where necessary and backfilled. The backfilled ditch will provide the necessary access to install and maintain the proposed extraction wells and onsite conveyance system. The construction of the extraction system (Phase II) will commence early in 2011. The preliminary plans of the sewer force main which will carry the extracted water to the existing City sewer line are under review. The sewer line will be constructed next spring.

SEWER INFLOW / INFILTRATION MITIGATION

Current: The I&I project proposals are due February 1st. The bids will be reviewed and a contractor will be selected. We expect the contract will be ready for City Council review and approval in late February or early March. The work is scheduled to take place in April during the school vacation so as not to conflict with school activities at Woodman Park School.

Previous: 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.

BERRY BROOK WATERSHED MANAGEMENT

Current: Planning has begun on the work associated with the successful Berry Brook grant projects while the formal grant approvals work s its way through the approval process at the State. We anticipate the design and permitting to be accomplished through the spring and summer with construction beginning in the fall of 2011.

Previous: 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.

Total Permits Issued: January 2011

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
10-340	WENTWORTH DOUGLASS HOS	789	CENTRAL AVENUE	CONST. AN INPATIENT BED REPLACEM	C	37	1	28600000	286025
10-352	RESTORATION CHURCH	20	THIRD STREET	CONST. PLATFORM AREA FOR CHURCH	C	6	37	2000	45
10-368	WINDSOR BROOK MANAGEM	453	CENTRAL AVENUE	SUITE 110, HAIR SALON	C	3	64	3000	55
10-371	LIBERTY MUTUAL INSURANC	150	LIBERTY WAY	INT. RENO. OF OFFICE AREA	C	E	24	390000	3925
11-002	DOVER HOUSING AUTHORITY	4	TOLEND ROAD	FOR A ROOF RPLCMNT	C	G	19-C	35000	0
10-334	GROSSMAN	38	MILL STREET	CONST. A REAR EXTERIOR STAIR W/LA	R	16	32	1600	45
10-367	ABL WHITETAIL LLC	27	VARNEY ROAD	CONST./INSTL A MODULAR SFD W/ATT.	R	A	19-4	117300	1205
10-374	SHEVENELL	465	MIDDLE ROAD	RENO/REMDL TWO BTHRMS	R	M	54-C	8300	115
11-001	WILSON	435	OLD GARRISON ROAD	INT. RENO. (RMV BEARING PARTITION, R	R	J	19E-2	3000	55
11-005	WILLIAMS	37	MALLARD LANE	FNSH PORTION OF BASDMNT FOR ADD.	R	N	20-5	4000	65

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 10

Total Construction Value: \$29,164,200.00

Total Fees Collected: \$291,535.00

Type of Permits Issued		Certificate of Occupancy's	
Apartment dwlg units	0	Apartment Units	0
Commercial	1	Commercial	1
Condo Units	0	Condo Units	8
Congregate Care Facility	0	Congregate Care Facility	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Duplex Unit	0	Duplex Unit	0
Industrial	0	Industrial	0
Multi Family	0	Renovations	1
Manufactured Dwlg	0	Manufactured Dwlg	0
Single Family Dwelling	2	Single Family Dwellings	2
		Total	10

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	L0T	EXPIRATION DATE	SCHOOL	Students**
Code	H = Homes	A = Apts.	C = Condos											
Multi-Family:														
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
Total: Multi-family			132	53	79									15
Subdivisions:														
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	3	6	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	23	9	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	4	6	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	10	7	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
Comerstone 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
Total: Single Family			357	141	216									139
TOTAL APPROVED UNITS			489	194	295									154
Elderly:														
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	20	43	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			111	38	73									
APPROVED + ELDERLY			600	232	368									154

** Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS

* Built or permit issued and unit under construction

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FY11 Storm Management Summary Report

Accumulation in												Total
Date	Condition	"s	Total O/T hrs	Total O/T Cost	Contractor Cost	Salt Ton	Salt Cost	Sand Yard	Sand Cost	Salt Brine	Brine Cost	Storm Cost
11/27/2010	Icy Roads	0	20.75	\$ 644.02	\$ -	7.2	\$ 402.62	19.75	\$ 408.83		\$ -	\$ 1,455.47
12/12/2010	Icy Roads; rain	0	37	\$ 1,150.24	\$ 330.00	11	\$ 615.12	56.5	\$ 1,169.55		\$ -	\$ 3,264.91
12/20/2010	Dry snow	0.5	38.6	\$ 1,219.22	\$ 330.00	143.5	\$ 8,024.52	3	\$ 62.10	5000	\$ 365.00	\$ 10,000.84
12/23/2010	Wet snow	0.8	48.6	\$ 1,421.44	\$ 360.00	120	\$ 6,710.40	9	\$ 186.30		\$ -	\$ 8,678.14
12/26/2010	Dry snow	8	423.2	\$ 13,217.55	\$ 685.00	130.5	\$ 7,297.56	176.5	\$ 3,653.55		\$ -	\$ 24,853.66
12/28/2010	Downtown Cleanup	0	78.1	\$ 2,365.27	\$ 3,382.00	4	\$ 223.68		\$ -		\$ -	\$ 5,970.95
1/9/2011	Dry snow	0.5	48.3	\$ 1,441.63	\$ 165.00	134.5	\$ 7,521.24	31	\$ 641.70	3000	\$ 219.00	\$ 9,988.57
1/12/2011	Wet snow	17	391.85	\$ 11,839.50	\$ 5,356.50	260.5	\$ 14,567.16	144.5	\$ 2,991.15		\$ -	\$ 34,754.31
1/13/2011	Downtown Cleanup	0	138.1	\$ 4,172.96	\$ 2,871.50		\$ -		\$ -		\$ -	\$ 7,044.46
1/18/2011	Wet snow	7	347.65	\$ 10,582.72	\$ 3,339.00	232.5	\$ 13,001.40	348	\$ 7,203.60		\$ -	\$ 34,126.72
1/19/2011	Wet snow/Icey Rds	1	116.9	\$ 3,620.17	\$ 615.00	205.5	\$ 11,491.56	36	\$ 745.20		\$ -	\$ 16,471.93
1/21/2011	Dry snow	10	300.1	\$ 8,723.85	\$ 2,776.00	251	\$ 14,035.92	190	\$ 3,933.00		\$ -	\$ 29,468.77
1/23/2011	Snow Removal	0	106.7	\$ 3,390.61	\$ 1,409.00	0	\$ -	21	\$ 434.70		\$ -	\$ 5,234.31
1/16/2011	Wet snow	5	241.6	\$ 7,748.93	\$ 2,046.00	216	\$ 12,078.72	95	\$ 1,966.50		\$ -	\$ 23,840.15
1/25/2011	Dry snow	2	60.2	\$ 1,874.28	\$ -	106	\$ 5,927.52	115.5	\$ 2,390.85		\$ -	\$ 10,192.65
1/31/2011	Snow Removal	0	0	\$ -	\$ 1,520.00	0	\$ -	0	\$ -		\$ -	\$ 1,520.00
		51	2397.65	\$ 73,412.39	\$ 25,185.00	1822.2	\$ 101,897.42	1169.5	\$ 25,787.03	8000	\$ 584.00	\$ 226,865.84
Total FY11											\$	226,865.84

City of Dover

Bid Solicitation Report

For January 2011

2/3/2011

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				Plumbing and Heating Services	
B11041	01/13/2011	02/02/2011			
Finance/Purchasing				Water-Sewer-Tax Envelopes	
Q11-021	01/13/2011	01/31/2011			
Community Services F&G				Elevator Inspections and Maintenance	
Q11-020	01/14/2011	02/08/2011			
Community Services				Fire Protection Inspection Services	
B11039	01/20/2011	02/17/2011			

City of Dover

Bid Solicitation Report

For January 2011

2/3/2011

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	
Purchasing				Surveying Services 146 Central Ave	
Q11-019	01/04/2011	01/11/2011			
Community Services				Muffin Monster for Cocheco Pump Station	
B11042	01/21/2011	02/14/2011			

Total for

Grand Total All Departments

PO Date	PO No.	Vendor Name	Amount	DAC
1/26/2011	201107559	INTERWARE DEVELOPMENT CO INC	\$5,115.00	Executive
1/5/2011	201106778	BROX INDUSTRIES, INC.	\$5,563.11	Community Services Department
1/28/2011	201107601	DELL MARKETING L.P.	\$5,583.96	Executive
1/26/2011	201107567	UNITIL NH	\$5,790.78	City Finance Office
1/19/2011	201107237	EXXON MOBIL FLEET SERVICES	\$5,820.16	Community Services Department
1/28/2011	201107631	BRIAN TURGEON EXCAVATI NG	\$5,980.00	Community Services Department
1/28/2011	201107600	DELL MARKETING L.P.	\$6,238.20	Executive
1/26/2011	201107566	SANTA BUCKLEY ENERGY-CITY	\$6,514.05	City Finance Office
1/26/2011	201107565	PUBLIC SERVICE CO OF NH-CITY	\$6,815.60	City Finance Office
1/11/2011	201107008	STATE OF NH-DOT	\$6,880.17	Community Services Department
1/21/2011	201107342	WENTWORTH DOUGLASS HOSPITAL-WORKERS	\$7,029.08	Executive
1/14/2011	201107151	EXXON MOBIL FLEET SERVICES	\$7,317.00	Police
1/4/2011	201106655	PUBLIC SERVICE CO OF NH-CITY	\$7,649.66	City Finance Office
1/5/2011	201106781	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$8,039.49	Community Services Department
1/4/2011	201106656	PUBLIC SERVICE CO OF NH-CITY	\$8,275.58	City Finance Office
1/28/2011	201107598	DELL MARKETING L.P.	\$8,376.80	Executive
1/5/2011	201106789	MARY A. HEBBARD	\$10,000.00	Community Services Department
1/21/2011	201107350	COLONIAL FORD AUTOMOTIVE	\$10,939.00	Community Services Department
1/26/2011	201107563	BAYRING COMMUNICATIONS	\$11,877.74	City Finance Office
1/26/2011	201107557	BILL DUBE, INC.	\$13,380.00	Community Services Department
1/4/2011	201106657	PUBLIC SERVICE CO OF NH-CITY	\$13,911.16	City Finance Office
1/4/2011	201106658	SANTA BUCKLEY ENERGY-CITY	\$15,008.52	City Finance Office
1/21/2011	201107345	NNEPRA	\$15,059.00	Community Services Department
1/7/2011	201106879	BROX INDUSTRIES, INC.	\$15,350.00	Community Services Department
1/21/2011	201107347	BILL DUBE, INC.	\$16,186.00	Community Services Department
1/21/2011	201107348	BILL DUBE, INC.	\$17,625.00	Community Services Department
1/21/2011	201107339	CCMSI	\$20,000.00	Executive
1/7/2011	201106886	QUEUES ENFORTH DEVELOPMENT, INC.	\$20,193.00	Police
1/28/2011	201107647	CCMSI	\$23,380.00	Executive
1/24/2011	201107407	BILL DUBE, INC.	\$29,056.00	Community Services Department
1/10/2011	201106928	PUBLIC SERVICE CO OF NH-CITY	\$29,912.58	City Finance Office
1/18/2011	201107188	MCENEANEY SURVEY ASSOC., INC.	\$35,000.00	Executive

PO Date	PO No.	Vendor Name	Amount	DAC
1/25/2011	201107427	SUR CONSTRUCTION, INC.	\$36,609.00	Community Services Department
1/31/2011	201107666	PUBLIC SERVICE CO OF NH-CITY	\$44,480.43	City Finance Office
1/3/2011	201106594	SUR CONSTRUCTION, INC.	\$52,243.00	Community Services Department
1/5/2011	201106808	TRI-STATE SEALCOATING & PAVING, INC.	\$56,093.25	Community Services Department
1/19/2011	201107250	HILLSBORO FORD, INC	\$80,432.00	Community Services Department

City of Dover

Expenditures of Major Funds January 31, 2011 (General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Expended Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 345,454	\$ 39,104	\$ 194,815	56.0%	\$ 150,639	\$ 69,383	\$ 81,256	23.5%
Executive	\$ 792,952	\$ 64,545	\$ 365,990	46.0%	\$ 426,962	\$ 154,788	\$ 272,174	34.3%
Finance	\$ 1,465,224	\$ 104,131	\$ 858,925	59.0%	\$ 606,299	\$ 362,473	\$ 243,826	16.6%
Planning	\$ 435,244	\$ 32,281	\$ 256,721	59.0%	\$ 178,523	\$ 130,889	\$ 47,634	10.9%
Misc General Government	\$ 1,640,041	\$ 39,149	\$ 377,331	23.0%	\$ 1,262,710	\$ 53,099	\$ 1,209,611	73.8%
Police	\$ 6,389,698	\$ 465,855	\$ 3,592,124	56.0%	\$ 2,797,574	\$ 1,618,904	\$ 1,178,671	18.4%
Fire & Rescue	\$ 6,370,282	\$ 503,014	\$ 4,069,641	64.0%	\$ 2,300,641	\$ 1,375,273	\$ 925,368	14.5%
Community Service Public Works	\$ 6,548,882	\$ 516,280	\$ 2,963,325	45.0%	\$ 3,585,557	\$ 1,272,540	\$ 2,313,018	35.3%
Recreation	\$ 2,327,253	\$ 112,464	\$ 1,133,305	49.0%	\$ 1,193,948	\$ 268,531	\$ 925,417	39.8%
Public Library	\$ 1,070,571	\$ 74,202	\$ 616,116	58.0%	\$ 454,455	\$ 285,631	\$ 168,824	15.8%
Human Services	\$ 707,225	\$ 59,534	\$ 437,393	62.0%	\$ 269,832	\$ 84,747	\$ 185,085	26.2%
Debt Service	\$ 10,218,408	\$ 1,429,589	\$ 4,011,512	39.0%	\$ 6,206,896	\$ 6,042,241	\$ 164,655	1.6%
Other Financing Sources/Uses	\$ 245,213	\$ -	\$ 245,213	100.0%	\$ -	\$ -	\$ -	0.0%
School	\$ 40,796,682	\$ 2,973,166	\$ 19,655,110	48.0%	\$ 21,141,572	\$ 16,316,735	\$ 4,824,837	11.8%
Intergovernmental	\$ 7,033,271	\$ -	\$ 7,033,271	100.0%	\$ -	\$ -	\$ -	0.0%
Sub-total : 1000 General Fund	\$ 86,386,399	\$ 6,413,316	\$ 45,810,791	53.0%	\$ 40,575,608	\$ 28,035,232	\$ 12,540,376	14.5%
3320 Residential Solid Waste								
Charges for Services								
Community Service Public Works	\$ 1,106,321	\$ 70,747	\$ 427,798	39.0%	\$ 678,523	\$ 452,157	\$ 226,366	20.5%
Sub-total : 3320 Residential Solid Waste	\$ 1,106,321	\$ 70,747	\$ 427,798	38.7%	\$ 678,523	\$ 452,157	\$ 226,366	20.5%
3381 McConnell Center								
Community Service Public Works	\$ -	\$ -	\$ 755	0.0%	\$ (755)	\$ -	\$ (755)	0.0%
Recreation	\$ 818,525	\$ 22,399	\$ 240,715	29.0%	\$ 577,810	\$ 367,167	\$ 210,644	25.7%
Sub-total : 3381 McConnell Center	\$ 818,525	\$ 22,399	\$ 241,470	29.5%	\$ 577,055	\$ 367,167	\$ 209,888	25.6%
5300 Water Fund								
Community Service Public Works	\$ 4,297,381	\$ 115,843	\$ 2,351,297	55.0%	\$ 1,946,084	\$ 579,216	\$ 1,366,868	31.8%
Sub-total : 5300 Water Fund	\$ 4,297,381	\$ 115,843	\$ 2,351,297	54.7%	\$ 1,946,084	\$ 579,216	\$ 1,366,868	31.8%
5320 Sewer Fund								
Community Service Public Works	\$ 5,999,235	\$ 225,498	\$ 3,241,461	54.0%	\$ 2,757,774	\$ 683,472	\$ 2,074,301	34.6%
Sub-total : 5320 Sewer Fund	\$ 5,999,235	\$ 225,498	\$ 3,241,461	54.0%	\$ 2,757,774	\$ 683,472	\$ 2,074,301	34.6%
Total : EXPENDITURES	\$ 98,607,861	\$ 6,847,803	\$ 52,072,817	52.8%	\$ 46,535,044	\$ 30,117,245	\$ 16,417,799	16.6%

City of Dover

Revenues of Major Funds

January 31, 2011

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 61,445,202	\$ 14,314	\$ 32,568,301	53.0%	\$ 28,876,901	\$ -	\$ 28,876,901	47.0%
Licenses & Permits	\$ 4,094,410	\$ 134,241	\$ 2,069,598	51.0%	\$ 2,024,813	\$ -	\$ 2,024,813	49.5%
Intergovernmental	\$ 2,013,349	\$ 112,833	\$ 1,821,960	90.0%	\$ 191,389	\$ -	\$ 191,389	9.5%
Charges for Services	\$ 3,179,278	\$ 85,421	\$ 1,578,924	50.0%	\$ 1,600,354	\$ -	\$ 1,600,354	50.3%
Miscellaneous Revenue	\$ 389,133	\$ 12,731	\$ 169,802	44.0%	\$ 219,331	\$ -	\$ 219,331	56.4%
Education	\$ 13,211,005	\$ 322,244	\$ 7,093,542	54.0%	\$ 6,117,463	\$ (165)	\$ 6,117,629	46.3%
Operating Transfers In	\$ 297,781	\$ -	\$ 72,658	24.0%	\$ 225,123	\$ -	\$ 225,123	75.6%
Sub-total : 1000 General Fund	\$ 84,630,158	\$ 681,785	\$ 45,374,784		\$ 39,255,374	\$ (165)	\$ 39,255,539	46.4%
3320 Residential Solid Waste								
Charges for Services	\$ 978,526	\$ 72,764	\$ 526,880	54.0%	\$ 451,646	\$ -	\$ 451,646	46.2%
Miscellaneous Revenue	\$ -	\$ -	\$ 56	0.0%	\$ (56)	\$ -	\$ (56)	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 978,526	\$ 72,764	\$ 526,936		\$ 451,590	\$ -	\$ 451,590	46.2%
3381 McConnell Center								
Miscellaneous Revenue	\$ 732,602	\$ 27,030	\$ 371,352	51.0%	\$ 361,250	\$ -	\$ 361,250	49.3%
Operating Transfers In	\$ 84,238	\$ -	\$ 79,736	95.0%	\$ 4,502	\$ -	\$ 4,502	5.3%
Sub-total : 3381 McConnell Center	\$ 816,840	\$ 27,030	\$ 451,088		\$ 365,752	\$ -	\$ 365,752	44.8%
5300 Water Fund								
Charges for Services	\$ 4,220,115	\$ 563,181	\$ 2,246,906	53.0%	\$ 1,973,209	\$ -	\$ 1,973,209	46.8%
Miscellaneous Revenue	\$ 21,000	\$ 1,279	\$ 16,043	76.0%	\$ 4,957	\$ -	\$ 4,957	23.6%
Sub-total : 5300 Water Fund	\$ 4,241,115	\$ 564,460	\$ 2,262,949		\$ 1,978,166	\$ -	\$ 1,978,166	46.6%
5320 Sewer Fund								
Intergovernmental	\$ 160,285	\$ 39,364	\$ 102,692	64.0%	\$ 57,593	\$ -	\$ 57,593	35.9%
Charges for Services	\$ 4,782,325	\$ 565,541	\$ 2,215,259	46.0%	\$ 2,567,066	\$ -	\$ 2,567,066	53.7%
Miscellaneous Revenue	\$ 32,000	\$ 1,423	\$ 16,920	53.0%	\$ 15,080	\$ -	\$ 15,080	47.1%
Other Financing Sources	\$ 984,919	\$ -	\$ 1,019,374	103.0%	\$ (34,455)	\$ -	\$ (34,455)	-3.5%
Sub-total : 5320 Sewer Fund	\$ 5,959,529	\$ 606,328	\$ 3,354,246		\$ 2,605,283	\$ -	\$ 2,605,283	43.7%
Total : REVENUES	\$ 96,626,168	\$ 1,952,366	\$ 51,970,003	54.0%	\$ 44,656,165	\$ (165)	\$ 44,656,331	46.2%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) January 31, 2011

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,446,367	28,695	650,400	45.0	795,967	0	795,967	55.0
Expenditures	1,103,907	50,412	505,951	45.8	597,956	141,718	456,238	41.3
Debt Service								
Principal	228,490	0	0	-	228,490	0	228,490	100.0
Interest	109,065	43,892	43,892	40.2	65,174	0	65,174	59.8
	4,904	(65,609)	100,557	2,050.4	(95,652)	(141,718)	46,065	939.3%



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, January 19, 2011**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Cruikshank 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 Counsel and City Clerk Lavertu.

5. FINANCIAL POLICY RECOMMENDATIONS/BUDGET PROJECTIONS

City Manager Joyal gave a presentation to the Council on the recommendations from the Ad-Hoc Financial Policy Review Committee. He said financial policies are guidelines for operational and strategic decision-making, acceptable and unacceptable courses of actions, parameters in which the government can operate, and provide a standard on which the government's performance can be judged. He listed a few characteristics that define good financial policies: incorporate a long-term perspective, establish a link to organizational goals, focus budget decisions on their particular needs, involve and promote communication with the City's stakeholders, and provide guidance and focus on the day-to-day management of the City's operations. He said in 1996 the City Council established a Financial Policy Committee which developed financial policies that are still in effect today. He said the benefits of the policies is to better address budget emergencies, promote better long-term planning, provide a proper guide and ensure proper financing of capital acquisitions, smooth tax and utility rates changes each year while still allowing the community to take on large purchases, controlling debt and elimination of short-term borrowing, making sure there is sufficient cash available to sustain the operations of the City, allows self-sufficiency of those operations that are intended to be self-supporting, help improve the budget process with guidance, and most importantly they have long-term cost implications because they are tied directly to the City's credit rating. He said the Committee went through the existing financial policies and discussed the framework for abbreviating the policies with the national, state and local budgeting guidelines. He listed the major categories that the Committee reviewed: establishment of stabilization funds, fees and charges, debt issuance and management, debt level and capacity, use of one-time revenues and unexpected revenues, balancing the operating budget, revenue diversification, and contingency planning. He explained the focus of government accounting compared to private sector accounting. He discussed the importance of maintaining the City's bond rating in showing the City's health. The City's current rating is AA with both Moody's and Standard & Poor's.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop
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He discussed the financial policies the Committee has discussed. He said there has been no final vote at this time.

- Maintain adequate fund reserves to protect the community against emergencies and economic downturns. Provides a financial cushion as a savings vehicle.
General Fund: Current policy is 6%. Recommendation to increase to 8% over time so that there would be sufficient reserves on hand.
Water/Sewer Fund: Current policy is 40% of net assets: Recommendation is to leave as is.
- Establish capital reserve funds with regular contributions. Recommendation is to set aside an additional \$500,000 for reserve funds within the General Fund each year.
- Addressing other post employment benefit (OPEB) costs, primarily health insurance.
- Establishing a stabilization fund to cover changes in employee health insurance each year.
- Fees & charges. Recommendation is that they continue to be evaluated each year to be competitive and appropriate.
- Debt issuance and management. Discussion was primarily around the use of debt and that it is used in an appropriate fashion. Recommendation: Be used only for projects that are not recurring, have a useful life of greater than three years, and has a cost in excess of \$250,000.
- Debt level and capacity. Debt levels allowed by State law, and the Council's policy of a more conservative limit. Recommendation: To leave limits remain unchanged with the exception of the School's limit. The current percentage for the school is 7%, and it is recommended to be increased to 28%.
- Continue aggressive pay down on debt. In 1996 the policy was to reduce debt by 75% over 10 years, which the City has done. Recommendation: To continue the policy.
- Use of one-time revenues. Specifically restricted for the purpose that they were intended and not used for recurring expenses.
- Unpredictable revenues:
 1. Time of tax collections. Current: collect 6 months in arrears, which affect cash on hand. Recommendation: consider moving tax collection dates so we're collecting 6 months in advance.
 2. Financing from State and Federal governments.
 3. Conservative and reasonable budget estimates.
- Balancing Operating Budgets. Have a preliminary budget meeting and look at the forecast for future years.
- Revenue Diversification. Economic Development and Impact fees.
- Contingency Planning. Items can be addressed without a budget crisis.

He said the purpose for this was to give an overview to the Council and understood that it was a major policy issue for the Council to consider. He said the Committee is very hopeful that the Council will look favorably on the recommendations and adopt them.

Mr. John Leggett, Member of the Ad-Hoc Financial Policy Review Committee, spoke about the impact and what it really means. He said the increase to 8% for the reserve fund balance is really a tax. He said every expense means something. He said his biggest concern is debt service, because the City is reaching the ceiling of what the credit agencies look at. He said it was something that needed to be dealt with today.



CITY OF DOVER

CITY COUNCIL - MINUTES

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Mayor Myers said one of the recommendations will be that these policies be look at a minimum of every five years. He said several policies also impact the schools. He mentioned three: 1. Increase fund balance proportionately. 2. Capital reserve in various accounts. 3. One-time revenues. He said they will be scheduling a Joint Fiscal Committee meeting soon, and will be able to discuss these issues with the School Board.

City Manager Joyal explained the OPEB costs and the recommendation to increase the reserve fund 5% until liability is reduced.

Deputy Mayor Trefethen started a discussion regarding paying down debt.
City Manager Joyal said the City is paying off debt quicker.

Deputy Mayor Trefethen started a discussion on property taxes currently paid 6 months in arrears and the proposal to get it to a more current schedule. He asked how the City can get to that point.

City Manager Joyal spoke about specific legislation that allows the City to do this. He said one way is to borrow the money to cover six months and then the next property tax bill will be for current expenses. He said another method was to advance the property tax due date by a month or weeks. He used the example of the current December bill being due in November next year, and the following year it would be due in October; taking six years to get back to December, or more if the Council changes it by weeks instead of a full month.

City Manager Joyal discussed his second handout, Analysis of Tax Cap – FY 2012 Budget, with the Council. He said even with the Tax Cap being in conflict with State Law they have still calculated the numbers. The CPI year-end average was 1.6%. The City saw some growth in net new construction, \$12 million. He said this allows an increase in the levy by \$1.2 million, or a 1.5% increase. He said more than half of the increase in the tax levy for the current fiscal year was due to the loss in revenues from the State: rooms and meals tax, shared revenue, and gaps in the state budget because of the use of stimulus money, adequacy aid for schools, building aid for schools, and cities/towns must now provide Health and Human Services. He said they are not expecting much growth next year in the City. He discussed additional expense costs: personnel costs, overtime costs, health insurance, retirement costs, supplies, and implementing the Financial Policy Review Committee recommendations.

City Manager Joyal discussed and gave an overview of his third handout, Forecast Assumptions – All Funds, with the Council. He stressed that the figures were based on assumptions and tried to make a reasonable forecast of the budget over the next few years.

Deputy Mayor Trefethen said the recommendations will have a short-term impact, but are good long-term. The conservative Councilors will look bad because they will be increasing taxes this year.

Mr. Leggett said the job of the Financial Policy Review Committee was to give policy and not make choices for the Council. He said he felt the flat line budget increase was high. He felt they should put a \$1.00 surcharge on property taxes to cover the increase, but as a trade off



CITY OF DOVER

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other things needed to be cut. He said programs needed to be cut because the City can't afford them. He said the City can't afford a new high school or a new police station. Mayor Myers said the Committee will be finalizing the recommendations by mid-February and will be bringing it to the Council to implement.

6. CAPITAL IMPROVEMENT PROGRAM (CIP) DISCUSSION

Mayor Myers reminded everyone that they are working off of the revised December 8, 2010 table. He said one key to policy was to fund capital reserves.

Councilor Cheney started a discussion about what the Council can do in the next few years so the Council won't go over its debt limit in 2015.

Mayor Myers said it wasn't just moving a million dollars, because the million consists of principle and interest payments on an approximately \$10 million bond.

Councilor Cheney asked where the drastic cuts were going to come from.

Deputy Mayor Trefethen said part of the answer is adjusting the CIP projects in the out-years, as they have always done. He understood, and asked if he was correct, that the handout showed the actual dollar amounts that had to be paid that year. He said it wasn't happening right now. He said he didn't think the Council had to do anything about the out-years when they vote on the CIP, but they should start discussing it within six to nine months.

Mayor Myers said the problem with the out-years has to do with the school project. He said they needed to hear from the schools, and they needed to engage the public on what they want.

Councilor Nedelka said they should let the future Council do their job.

Mayor Myers said the CIP vote will be on the January 26, 2011 Agenda.

7. CITIZEN'S FORUM

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

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

8. ADJOURNMENT

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

Vote: 9/0.

All handouts have been archived with the Minutes.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, January 26, 2011**
Meeting Time: **7:00pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Carrier 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 Counsel and Deputy City Clerk Mistretta.

5. PROCLAMATIONS/AWARDS

Mayor Myers presented a proclamation to Dave and Sue McLean.

6. APPROVAL OF AGENDA

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

Deputy Mayor Trefethen moved to change the location of Item 12.A.3. to immediately follow the Citizen's Forum; seconded by Councilor Weston.

Vote: 9/0.

Councilor Nedelka asked to add Councilor Hooper as a sponsor to Items 13.B.4. and 13.C.1.

Councilor Cheney moved to approve the Agenda as amended; seconded by Councilor Garrison.
Vote: 9/0.

7. PUBLIC HEARINGS

A. AMENDMENT OF FY2011 FEE SCHEDULE TO ESTABLISH ON-STREET PARKING PERMIT RATES

SPONSORED BY MAYOR MYERS BY REQUEST

Mary Hebbard, 97 Spruce Lane: She discussed why she was opposed to the Resolution. She felt the spaces should be available to the public. She felt that the City didn't have a parking problem in Dover, but a management problem. She asked the Council not to do this at this time.



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Anthony McManus, Vice-Chairperson for the Parking Commission: He said this Resolution was at the recommendation of the Parking Commission. He said they were working on a system for the whole Downtown area to make parking accessible to more people during a time of day when parking is an issue, and to provide some kind of parking facility, a parking garage or additional parking lots, that was not paid for by tax money. He also spoke about the contract with a credit collection agency to collect outstanding parking tickets. He said the agency's fee is added to the parking fine, so the City doesn't lose any revenue.

Richard Hebbard, 97 Spruce Lane: He reminded the Councilor that if they approve this that the property owner abutting the street owns to the center of the road, and has rights to park on the road that cannot be abridged by the City. He said the property owner will beat the City in court.

Edward Bleiler, 28 Isaac Lucas Circle: He said he has conducted a five month parking study in the City of Dover, and there hasn't been one day in five months where there haven't been less than 140 spaces within a block of the square, and 12 spaces right in the square. He said there isn't a parking problem. He said the Council is bound and determined to build a parking garage. He added that the Council will be removing the parking meters in the City, because he felt people would go park in a mall parking lot for free instead of paying \$1.00/hour to park in Dover.

Donald Medbery, 3 Covered Bridge Lane: He supported the other speakers who were against this Resolution. He felt the City shouldn't have to provide employees with parking Downtown.

Mayor Myers clarified that there was a fee to obtain a parking permit.

David Martin, 10 Linda Avenue: He agreed that there wasn't a parking problem in Dover. He felt the City was complicating this issue.

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

B. CHAPTER 5, BOARDS, COMMISSIONS AND COMMITTEES - TRANSPORTATION ADVISORY COMMISSION (TAC) MEMBERSHIP SPONSORED BY COUNCILOR WESTON

Jeremiah Larose, 41 Baker Street, Manager of Operations for COAST: He supported this Ordinance, and asked the Council to support it.

Maurice Olivier, 67A Glenwood Avenue, Member of the Transportation Advisory Commission: He said having a COAST representative would really help the Commission.



CITY OF DOVER

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State Representative Peter Schmidt, 53A Fourth Street: He said he has served on TAC, and has also been the COAST Representative. He gave strong support for this Ordinance, and asked for the Council's approval.

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

C. CHAPTER 166-30 - VEHICLES AND TRAFFIC – FIRST NOTICE OF VIOLATIONS SPONSORED BY MAYOR MYERS BY REQUEST

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

D. CHAPTER 170 – ARCH STREET REZONING SPONSORED BY DEPUTY MAYOR TREFETHEN

Deputy Mayor Trefethen moved to suspend the rules to allow representatives for each petition 10 minutes to speak; seconded by Councilor Weston.

Councilor Cheney said she was against this because it overwrites the Council's rules to limit public input.

Mayor Myers said this suspension of the rules did not preclude anyone else from speaking. Everyone else can still speak for the normal allotment of five minutes.

Roll Call Vote: 6/3; Passed. Councilor Cheney, Councilor Hooper, and Councilor Weston were opposed.

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

Mark Jones, 10 Arch Street: He gave the history on the 12 acres of land that he represents. He was opposed to the rezoning of this land. He said it was a bad idea for the City. He referred to the January 25th Planning Board meeting and discussed their decision on another rezoning ruling to refer it to the Economic Development Director. He said he didn't get that ruling with his situation, and discussed the disparity in the Planning Board process. He referred to the Master Plan, which calls upon the Planning Board and City Council to research opportunities for development of his land to preserve transportation corridors. He asked the Council to watch out for the citizens and not restrict the development and use of this land.

Dean Eggert, Attorney from Wadleigh, Starr & Peters, P.L.L.C., representing Salmon Falls Holding LLC: He said Salmon Falls Holdings LLC owns 46-48 Arch Street. He spoke in opposition of the petition. He referred the recommendations from the Planning Board, and discussed their decision and the Arch Street neighborhood. He said if the Council did not deny the petition he recommended an amendment to the petition that would withdraw his client's property, which would avoid the nonconformity and maintain a consistent goal of land use planning. He said this should probably be sent back to the Planning Board for a better solution.

Catherine Vanderweil, 20 Arch Street: She supported the rezoning for Arch Street and asked for the Council's support to preserve the character of the neighborhood.



CITY OF DOVER

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Margaret Jalbert, 10 Arch Street: She wasn't asking the Council to do anything particular to her, but asked the Council to make a good choice.

David Ferguson, 16 Arch Street: He supported the residents' petition for this change in zoning. He read a document he downloaded from archacres.com.

Carol Boc, 8 Arch Street: She spoke in support of the petition.

Peter Driscoll, 41 Arch Street: He supported the rezoning.

George Sherwood, 43 Arch Street: He supported the zoning change. He spoke about the history on the street. He quoted a poem by Oliver Goldsmith. He said disturbing a residential area is giving up the history of Dover.

Nancy Bryant, spoke on behalf of her mother who was present and owns 7 Arch Street: She explained why the Council should vote to adopt this rezoning change, which favors Dover. She asked for the Council's support.

Robert Carroll, 17 Arch Street: He asked the Council to support the vote of the Planning Board.

Nancy Coady-Carroll, 17 Arch Street: She asked for the Council's support.

Jane Sherwood, 43 Arch Street: She was in favor of the rezoning ordinance.

Hank Brandt, Member of Salmon Falls Holding LLC: He spoke about the proposed rezoning on Arch Street, and the impact to Salmon Falls Holdings LLC, traffic, water/sewer, and schools.

Richard Hebbard, 97 Spruce Lane: He spoke about non-conforming lots and asked the Council to amend the Ordinance to leave the existing properties.

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.

Mark Jones, 10 Arch Street: He referred to his handout to the Council. He spoke about the Master Plan, wetlands impact, traffic study on Arch Street, and comments from the Public Hearing.

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



CITY OF DOVER

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Thomas Lamy, 9 Deepwood Drive: He agreed with Mr. Bleiler's comments. He said he also stood in opposition of the Stormwater Utility, because it's not needed and it's just another tax. He said they are taxed enough, and he felt the City's representative should be protecting them from the State and Federal governments encroachments of unfunded mandates.

Donald Medbery, 3 Covered Bridge Lane: He spoke about the Stormwater Utility, and the authority being created. He recommended that Mast Road be considered for the Stormwater waste instead of Tolend Landfill. He said the Council is still spending a lot of money when other communities are cutting back.

David Montenegro, 55 Union Street: He spoke about taking a scientific approach to their decisions, and referred to the financial model that he didn't think it would work. He said it was really a marketing tool. He spoke about the water quality in Dover and his handout.

Richard Hebbard, 97 Spruce Lane: He spoke about the Stormwater Utility, which he felt was a scam and unconstitutional.

David Martin, 10 Linda Avenue: He referred to the 160-page Stormwater Report, and said it added high administrative costs. He felt it was a double taxation, because they already pay a water/sewer tax. He spoke about unneeded items in the CIP.

John Scruton, 99 Sixth Street: He spoke against the creation of the Stormwater Utility. He spoke about getting rid of sidewalks.

Charles Reed, 262 Gulf Road, Dover business owner: He spoke about his research on the Stormwater Feasibility study. He said they have done a great job, but he didn't agree with the subject matter. He said he businesses have a lot of impervious service, which are not part of the stormwater system.

Mark Morrow, co-owner of property on Crosby Road: He was concerned about the Stormwater Utility. He said it was a regional problem and needed to be treated that way. He said Dover didn't need to be first on this issue.

Renaud Pelletier, 45 Rutland Street, owns property on Crosby Road: He spoke about the charges for the Stormwater Utility. He said the average property owner is going to pay \$94.00 a year, with 9,473 properties, equaling \$821,000 per year. He asked if it was a one-time fee, and asked how many miles of pipe needed to be put in. He asked the Council to put a stop to this now.

Mary Hebbard, 97 Spruce Lane: She felt the City didn't have to create the Stormwater Utility, and discussed that the City knew about this since 2008. She said there was no city outreach, and it's part of the mandate. She said Foster's had incorrect information about this program. She spoke about her husband fixing the bench that had been damaged, and Foster's misrepresentation. She asked the Council to vote no on these two issues.



CITY OF DOVER

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Warren Lupien, 1 Berkshire Lane: He asked the Council to give the citizens a break. He said the women on the Council were fighting for Dover, and some of the others have been on the Council too long. He asked the Council to do something.

Jay Wulfson, 5 Rainbow Drive: He said the Council didn't respect the process. He said everyone tonight was speaking against the Stormwater Utility. He asked the Council to listen to the citizens.

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

Deputy Mayor Trefethen moved for the adoption of 12.A.3; seconded by Councilor Weston. Deputy Mayor Trefethen asked Planning Director Chris Parker speak to the Council on this issue. Mr. Parker gave an overview to the Council regarding the Arch Street Rezoning Resolution. Deputy Mayor Trefethen gave his reasons for supporting this rezoning proposal. He said the Council needs to do the right thing. The Council had a discussion on their support for this Ordinance. Roll Call Vote: 9/0.

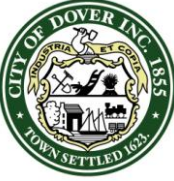
9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his written report to the Council. Councilor Weston asked about the new law regarding landlord's agent required registration. Deputy City Clerk Mistretta explain the new law and the requirements for landlords to register with the City Clerk's office. City Manager Joyal stressed that the owner is responsible for filing with the City Clerk's office. He said he will be coming before the Council to propose a fee to help offset the added burden that is being pushed on the City from the State. Councilor Garrison asked if it would be public record. City Manager Joyal said it would be open to the public. Deputy Mayor Trefethen moved to accept the City Manager's Report; seconded by Councilor Carrier. Vote: 9/0.

10. APPROVAL OF MINUTES

- A. January 5, 2011 – Special Meeting**
- B. January 5, 2011 – Workshop Session**
- C. January 12, 2011 – Workshop Session**
- D. January 12, 2011 – Regular Meeting**

Deputy Mayor Trefethen moved for their adoption; seconded by Councilor Hooper. Councilor Garrison referred to January 5, 2011 Workshop Minutes, Page 2, third line from the bottom, change "Police Chief Trefethen" to "Police Chief Colarusso."

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820 Meeting Date: Wednesday, January 26, 2011 Meeting Time: 7:00pm
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Councilor Garrison referred to January 12, 2011 Regular Session Minutes, Page 8, last paragraph, date correction that the Pool Advisory Committee presentation to the Council will be on February 16th, and not February 10th.

Councilor Garrison moved to amend the two changes to the Minutes; seconded by Councilor Hooper.

Vote: 9/0.

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

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Myers said he was getting into the swing of things with the New Year. He and the City Manager met with a representative from Senator Guinta's office to discuss important issues concerning the City. He attended the assembly at the Garrison Elementary School and spoke about citizenship and respect. He attended the Economic Update Breakfast and the Business After Hours events hosted by the Greater Dover Chamber of Commerce. He attended the Municipal Advisory Committee meetings learning about new legislation. He attended the Tolend Landfill update meeting. He announced the Dover Reads Kickoff on Friday, February 4th. The book is "One Thousand Tracings, Healing the Wounds of World War II."

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

Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 5, BOARDS, COMMISSIONS AND COMMITTEES - TRANSPORTATION ADVISORY COMMISSION MEMBERSHIP SPONSORED BY COUNCILOR WESTON

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

Councilor Weston referred the background on this Ordinance, and started a discussion on the need for a COAST representative on the Transportation Advisory Commission.

Councilor Carrier moved to suspend the rules to continue past 10:30pm to complete the Agenda; seconded by Councilor Cheney.

Roll Call Vote: 9/0.

Councilor Weston moved to revise the membership to include four citizen members; seconded by Councilor Nedelka.

Vote: 9/0.

Mayor Myers asked for a roll call vote on the amended Ordinance.

Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, January 26, 2011**
Meeting Time: **7:00pm**

2. CHAPTER 166-30 - VEHICLES AND TRAFFIC – FIRST NOTICE OF VIOLATIONS SPONSORED BY MAYOR MYERS BY REQUEST

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

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.) SPONSORED BY DEPUTY MAYOR TREFETHEN

Council voted to move up on the Agenda to after Item 8.

B. ORDINANCES IN THE 3rd READING – None

C. RESOLUTIONS

1. ADOPTION OF FY2012-2017 CAPITAL IMPROVEMENTS PROGRAM SPONSORED BY MAYOR MYERS BY REQUEST

Deputy Mayor Trefethen moved for its approval; seconded by Councilor Garrison.
The Council discussed if they should table this Resolution, vote to approve just the first year, or keep the original Resolution, knowing they will be revising the out-years in the next few months.

Mayor Myers asked for a Roll Call Vote on the original Resolution.
Roll Call Vote: 9/0.

2. APPROPRIATION FOR FY2012 CAPITAL IMPROVEMENTS PROGRAM AND AUTHORIZATION FOR BONDING SPONSORED BY MAYOR MYERS BY REQUEST

Deputy Mayor Trefethen moved for its approval; seconded by Councilor Weston.
Councilor Cheney said she wouldn't support this Resolution, because she felt the water projects has not gotten the full attention that it deserves, and the rates have gone up too fast.

Roll Call Vote: 8/1; Passed. Councilor Cheney was opposed.

3. APPROPRIATION FOR FY2012 CAPITAL IMPROVEMENTS PROGRAM – NON-DEBT FINANCED PROJECTS (REQUIRES A 2/3 MAJORITY VOTE) SPONSORED BY MAYOR MYERS BY REQUEST

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, January 26, 2011**
Meeting Time: **7:00pm**

4. AMENDMENT OF FY2011 FEE SCHEDULE TO ESTABLISH ON-STREET PARKING PERMIT RATES (REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR MYERS BY REQUEST

Deputy Mayor Trefethen moved for its approval; seconded by Councilor Weston.
Councilor Cheney voiced her concerns about not seeing the plan from the Parking Commission.
Councilor Weston had some concerns with some of the parking spots that will be available on Chapel Street.
Parking Manager William Simons explained the permitting process to the Council.
Roll Call Vote: 8/1. Councilor Cheney was opposed.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE – Greater Dover Chamber of Commerce**
2. **TAG – Girls Scouts of the Green & White Mountains, Troop 2012**

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. 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 would like to pull for further discussion.

Councilor Hooper asked to pull the School Board Report.

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

Vote: 9/0.

Councilor Hooper spoke to the Council regarding her School Board Report.

Councilor Garrison moved to accept the School Board Report; seconded by Councilor Cheney.

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, January 26, 2011**
Meeting Time: **7:00pm**

B. RESOLUTIONS

1. ACCEPTANCE OF MALLARD LANE

SPONSORED BY MAYOR MYERS BY REQUEST

Deputy Mayor Trefethen moved for its approval; seconded by Councilor Cheney.
Mr. Parker explained the process of accepting streets that are several years old and fulfill City street standards.

Vote: 9/0.

2. ACCEPTANCE OF PICARD LANE

SPONSORED BY MAYOR MYERS BY REQUEST

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

Vote: 9/0.

3. ACCEPTANCE OF CARRIAGE HILL LANE

SPONSORED BY MAYOR MYERS BY REQUEST

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

Vote: 9/0.

4. RESOLUTION TO ESTABLISH A STORM WATER UTILITY

(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 9, 2011)

SPONSORED BY COUNCILOR NEDELKA AND COUNCILOR HOOPER

Deputy Mayor Trefethen moved to refer to a public hearing on February 9, 2011;
seconded by Councilor Garrison.

Vote: 9/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 5-9, BOARDS COMMISSIONS AND COMMITTEES - DOVER UTILITY COMMISSION – STORM WATER FUNCTIONS

(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 9, 2011)

SPONSORED BY COUNCILOR NEDELKA AND COUNCILOR HOOPER

Deputy Mayor Trefethen moved to refer to a public hearing on February 9, 2011;
seconded by Councilor Weston.

Vote: 9/0.

14. COUNCIL CORRESPONDENCE – None



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, January 26, 2011**
Meeting Time: **7:00pm**

15. COUNCIL MATTERS OF INTEREST

Councilor Weston spoke about the \$800,000 bathhouse that was mentioned at the podium. She clarified that the correct number is \$185,000, and is funded by the Sand and Gravel Fund.

Councilor Nedelka spoke about the Stormwater Utility Sessions. He said it doesn't have to happen, but the City is being charged another \$300,000 by the EPA, and it has to be paid by the utility or property taxes. He asked the citizens to speak to their Federal representatives to ask them to fund these mandates, or alter the mandates. He said there is no mandate to treat the storm water at this time, or plans to build a new treatment plant.

Mayor Myers said there will be a Joint Fiscal Committee meeting at 6:00pm on February 2, 2011.

16. ADJOURNMENT

Deputy Mayor moved to adjourn; seconded by the rest of the Council.
Vote: 9/0.

Planning Director Chris Parker's comments will be archived with the Minutes.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2011.01.26 - 4**
Ordinance Title: Boards Commissions and Committees - Dover Utility
Commission – Storm Water Functions
Chapter: 5-9

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to add Storm Water Utility functions to the jurisdiction of the Dover Utilities Commission.

2. AMENDMENT

Chapter 5 entitled “Boards Commissions and Committees” is hereby amended by revising Section 5-9, “Dover Utilities Commission”

- A. MEMBERSHIP: The Dover Utilities Commission shall consist of seven (7) members and one (1) alternate.
- B. TERM OF MEMBERS: Members shall be appointed to terms of three (3) years.
- C. AUTHORITY AND DUTIES: The Dover Utilities Commission shall perform the following functions:
 - 1. Study, consider and recommend to the City Council and the City Manager, or designee, general policies for the operation of the water, ~~and sewer~~ **and storm water** functions of the Community Services Department;
 - 2. Hear and decide abatement appeal requests filed by citizens regarding administrative abatement decisions.

REQUIRES A PUBLIC HEARING

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: Jan Nedelka
Councilor, Ward 3

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#: 12.A.1.

Ordinance Number: **O – 2011.01.26 - 4**
Ordinance Title: Boards Commissions and Committees - Dover Utility
Commission – Storm Water Functions
Chapter: 5-9

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2011.01.26 - 4**
Ordinance Title: Boards Commissions and Committees - Dover Utility
Commission – Storm Water Functions
Chapter: 5-9

ORDINANCE BACKGROUND MATERIAL:

This ordinance compliments the adoption of a resolution creating Storm water utility. The scope of advisory authority of the Dover Utilities Commission is expanded to include not only water, sewer, but also storm water matters.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2011.01.26 – 14**

Resolution Re: Resolution to Establish a Storm Water Utility

WHEREAS: A study committee of citizen stakeholders and interested citizens was formed to study the feasibility and advisability of establishing a storm water utility for the City of Dover; and

WHEREAS: The committee researched the issues surrounding the establishment of a storm water utility while utilizing an outside consultant to assist in the review of issues; and

WHEREAS: Ad-Hoc Storm water Advisory Committee has issued a report with a recommendation that a new storm water utility be established;

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

- (1) A Storm Water Utility shall be formed for the City of Dover; and
- (2) An Ad-Hoc Stormwater Utility Implementation Committee is hereby established to devise the specific rules and procedures for the creation and operation of a Storm Water Utility under the jurisdiction of the Dover Utilities Commission. Said committee shall consist of seven (7) members; membership to be comprised as follows: Three (3) members of the Dover utilities commission, one (1) city staff member as designated by the city manager, and three (3) citizen volunteers from the community, all to be nominated by the Mayor or any City Councilor and appointed by vote of the City Council. A member of the utility commission shall be the chair as designated by the city council.

The purpose shall be to assist the Dover Utilities Commission in establishing rates and rules for the stormwater utility, with an emphasis on identification and documentation of specific, measurable credits available to on-residential properties. Enumerated metrics shall be identified for residential property credits as well. The council recommends, per the Ad-Hoc Stormwater Utility Feasibility Study Committee, an outside consultant be retained for review of relevant issues; and

- (3) The rules and regulations for the new Storm Water Utility shall come before the City Council for review and approval.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Jan Nedelka
Councilor, Ward 3

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

Sponsored by: Dorothea Hooper
Councilor, Ward 4

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2011.01.26 – 14**

Resolution Re: Resolution to Establish a Storm Water Utility

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing 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

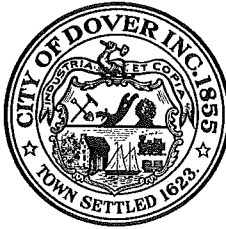
Agenda Item#: 12.C.1.

Resolution Number: **R – 2011.01.26 – 14**

Resolution Re: Resolution to Establish a Storm Water Utility

RESOLUTION BACKGROUND MATERIAL:

This resolution forms the next step in the establishment of a Storm Water Utility based upon the recommendation of the Ad-Hoc Storm Water Advisory Committee. The specific charge to the new committee is to devise rules and procedures for the creation and operation of the Storm Water Utility. The rules and procedures will be subject to review and adoption by the Dover City Council at a later date.



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

RECEIVED
DOVER CITY CLERK
DOVER, NH
2011 JAN 13 P 2:28

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: Helping Children Hear in N.H. 5K Road Race

Federal Tax ID number for Organization: 27-1183328

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

Contact Person: Christine Thorne Day Time Telephone: 603-740-9318

Address: 82 Broadway, Dover NH Email Address cjthorne1@yahoo.com

Purpose of Permit: 5K ROAD RACE

Date of Event: April 02, 2011 Specific Time: 9 AM START

Location of Event: Portsmouth Christian Academy

(Raffle Permit only)

Prize (s) To Be Awarded: _____

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

Place of Drawing: _____

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

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

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

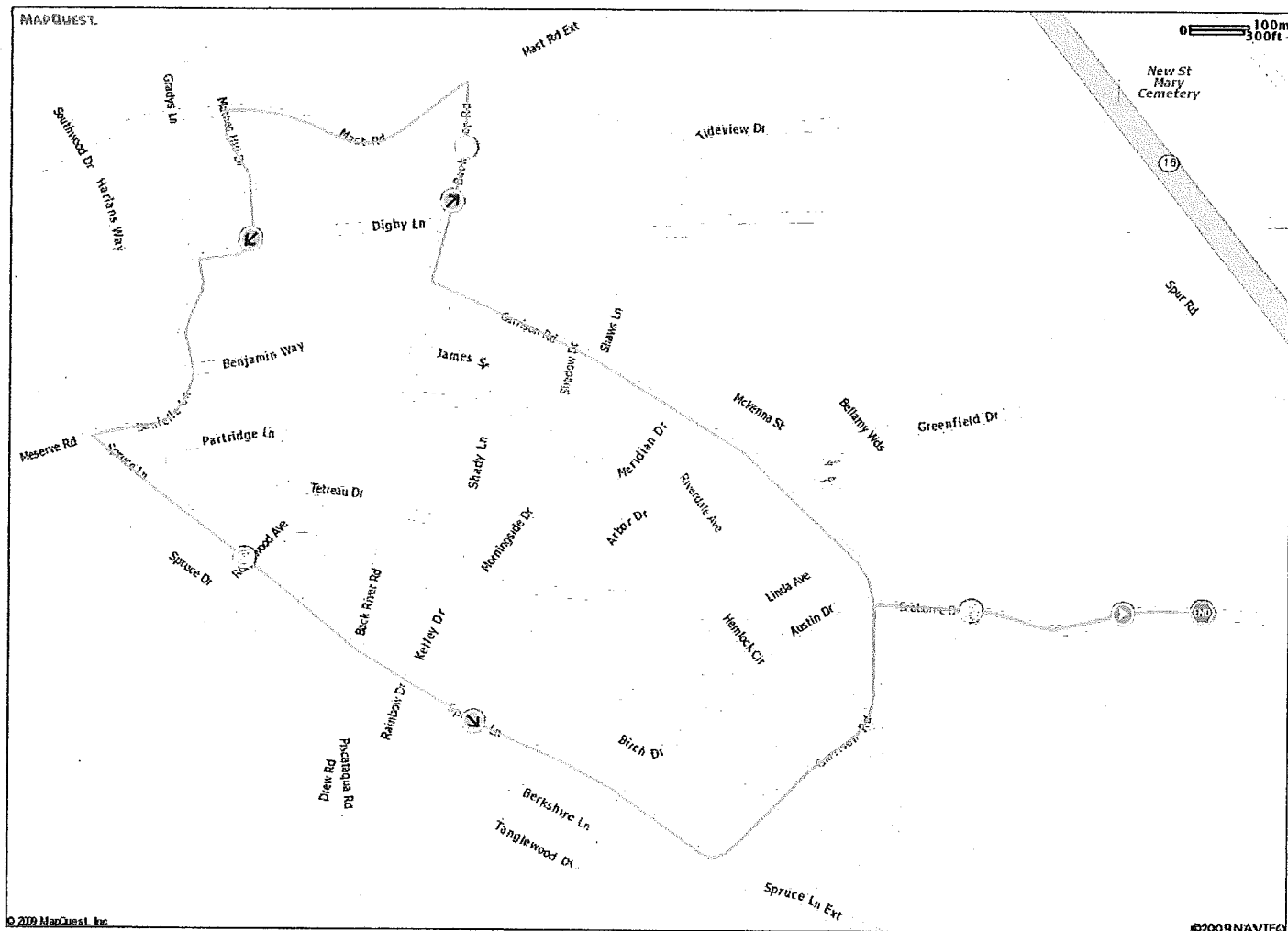
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

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

Signature: Christine Thorne Date: Jan 12, 2011

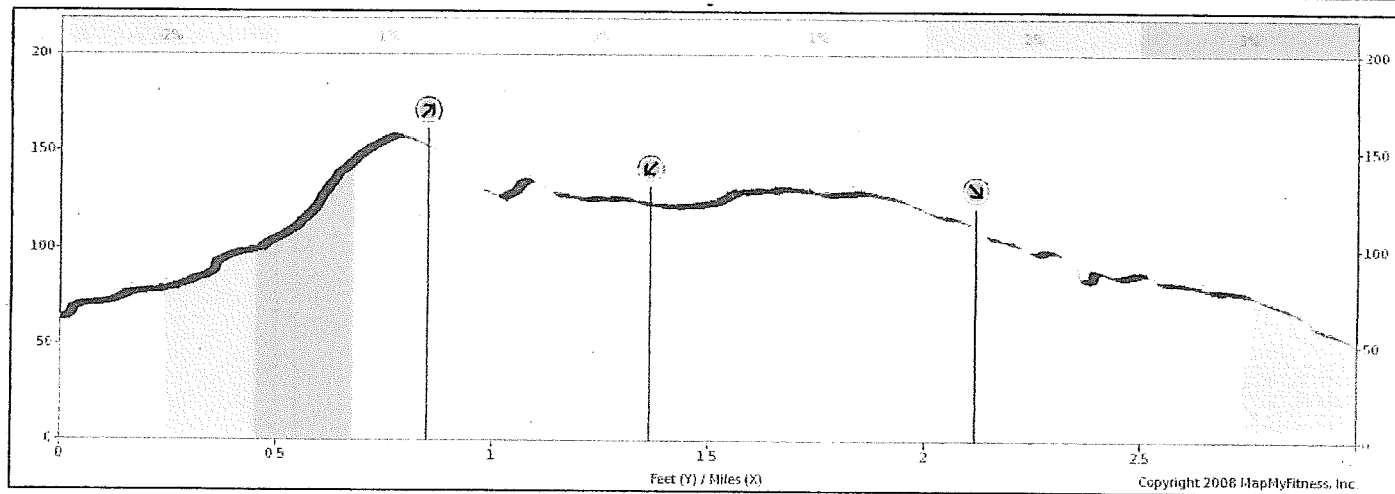
Licensing Board approval [Signature] Date: 1/29/11
Revised 03/17/08

ROUTE DESCRIPTION:
No Description Provided



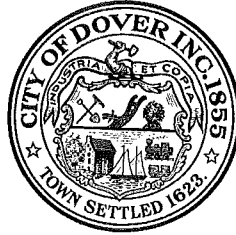
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Find this route online at <http://www.mapmyrun.com/run/united-states/nh/dover/418125634121989161>
Distance values on this map may differ slightly from values reported on the route engine.

CITY OF DOVER
11 JAN 25 PM 1:02



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

RAFFLE*^A.....TAG*.....PARADE**..... BLOCK PARTY**..... ROAD TOLL***.....

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

Organization Name: Dover Main Street

Federal Tax ID number for Organization: 02-0509406

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

Contact Person: CARRIE EISNER Day Time Telephone: 603-740-6435

Address: 288 Central Ave Dover NH Email Address: director@dovermainstreet.org

Purpose of Permit: Raffle Drawing & annual event

Date of Event: Feb. 3 2011 Specific Time: 15:30 - 9:00

Location of Event: Cafe & Cocheco Mills

(Raffle Permit only)

Prize (s) To Be Awarded: \$ 2000 in gift certificates

Amount of Donation: 12,000 Date of Drawing: 2-3-11 Specific Time: 10-9 a various times

Place of Drawing: in the Millworks Cafe, Cocheco Mill

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

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

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

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

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

Signature: [Signature] Date: 1-25-11

Licensing Board approval [Signature] Date: 1/31/11
Revised 03/17/08



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2011.02.09 – 15**

Resolution Re: B11001 Waste Water Treatment Facilities Plan &
Supplemental Sampling Program

- WHEREAS: Sealed Requests for Qualifications (RFQ) were issued and received for Professional Engineering Services for the Waste Water Treatment Facilities Plan on August 23, 2010 at 2:00 PM; and
- WHEREAS: A mandatory pre-bid meeting was conducted on August 10, 2010 with fourteen vendors attending. Eight vendors replied to the RFQ solicitation and were evaluated by four city personnel for qualifications. Interviews were conducted with all eight vendors on November 1 & 2, 2010. The evaluating committee recommends award to Wright Pierce of Portsmouth NH. The Scope of service was drawn up at a value of \$198,600.00 and submitted to State of NH DES for approval. Approval to proceed was received on December 30, 2010. In addition Wright Pierce has submitted a proposal to manage a detailed supplemental sampling program in the amount of \$35,000 which is attached; and
- WHEREAS: The project includes the development of a database of the major components located at the facilities and further determine the condition and remaining useful life of major components. The purpose of the plan is to conduct a comprehensive assessment of the facilities and to develop a capital improvement plan which incorporates recommendation generated during the course of the assessment; and
- WHEREAS: The city will be receiving a draft National Pollution Discharge Permit from EPA this year that will include nutrient removal. Wright Pierce will be assisting the city with evaluating the draft permit and make recommendations of additional treatment that will be required to meet the new permit
- NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The purchasing agent is hereby authorized to issue a purchase order to Wright Pierce of Portsmouth NH given the amount of \$198,600 and corresponding rates provided December 9, 2010 and \$35,000 for the Supplemental Sampling Program. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
5320.1.300.43256.4331.04596.11	WWTP Evaluation NPDES Permit	200,000.00	200,000.00
5320.1.300.43250.4332.04572.06	Sewer Pump Station Upgrades	635,632.00	615,733.00

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.3.

Resolution Number: **R - 2011.02.09 – 15**

Resolution Re: B11001 Waste Water Treatment Facilities Plan &
Supplemental Sampling Program

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.3.

Resolution Number: **R - 2011.02.09 – 15**

Resolution Re: B11001 Waste Water Treatment Facilities Plan &
Supplemental Sampling Program

RESOLUTION BACKGROUND MATERIAL:

The City of Dover Community Services Department wishes to engage an engineering consultant to prepare a Waste Water Treatment Facilities plan in support of assisting the City to evaluate its wastewater treatment facility and plan for another 20+ years of successful operations while meeting its anticipated requirements from its next discharge permit from the U.S. Environmental Protection Agency (USEPA) under the National Pollutant Discharge Elimination System (NPDES). The current permit is scheduled to expire on 10/2/11.

The facility was constructed in 1991 and is a plug flow style activated sludge plant designed to achieve typical secondary treatment standards and designed for an average flow of 4.7 MGD. Current flows average 2.7 MGD. The facility also has primary sedimentation and UV disinfection. Solids handling facilities consist of primary and secondary sludge storage, gravity belt thickening and belt filter press dewatering, and on-site aerated static pile composting. Within the last 8 years, the aeration blowers, UV system and outfall diffuser have been upgraded. In addition, the City intends to replace its belt filter presses with screw presses and replace its aeration blowers with new turbo style blowers in the near future. Due to age, the City desires to have a comprehensive plant evaluation completed. The evaluation shall include unit processes; all associated pumping and related ancillary equipment, as well as, plant buildings and building systems. Due to regulatory concerns over Great Bay, the City also anticipates receiving stringent new standards for nutrients in its next permit and anticipates the need to upgrade the current facilities.

It is anticipated that the selected firm will enter into a long-term relationship with the City to assist in upgrading necessary components of facilities and achieving compliance with future requirements. The proposal of scope of service and fees is attached to this resolution for both the Facilities Plan and the Sampling Program.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	117	Number of Responses:	8
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	As needed
Recommended Award to:	Wright Pierce	Fund:	
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2011.02.09 – 15**

Resolution Re: B11001 Waste Water Treatment Facilities Plan &
Supplemental Sampling Program

Results

Vendor

Hazen and Sawyer 24 Federal Street, 5 th Floor Boston, MA 02110
Hoyle, Tanner and Assoc Inc 150 Dow Street Manchester, NH 03101
AECOM 276 Abby Road Manchester, NH 03103
CDM 670 North Commercial Street, Suite 201 Manchester, NH 03101
O'Brien & Gere 55 South Commercial Street Langer Place 4 th Floor Manchester, NH 03101
GHD 1545 Iyannough Road Hyannis, MA 02601
Wright-Pierce 230 Commerce Way Suite 302 Portsmouth, NH 03801
Brown and Caldwell 1 Tech Drive, Suite 310 Andover, MA 01810

Vendors

AECOM 171 Daniel Webster Hwy11 Belmont, NH 03220	Haley & Aldrich, Inc. 340 Granite Street, 3rd F Manchester, NH 03102	StoneHill Environmental, 600 State Street, Suite 2 Portsmouth, NH 03801
Allen & Major Associates 250 Commercial Street Manchester, NH 03101	Harriman One Perimeter Road Manchester, NH 03103	T.R. Selling Engineering,. 35 ACADEMY STREET LACONIA, NH 03246



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2011.02.09 – 15**

Resolution Re: B11001 Waste Water Treatment Facilities Plan &
Supplemental Sampling Program

Ambit Engineering 200 Griffin Road Unit 3 Portsmouth, NH 03801	Holden Engineering PO Box 480 Concord, NH 03302	Tata & Howard, Inc P.O. Box 3819 Portland, ME 04104
Appledore Engineering 177 Corporate Drive Portsmouth, NH 03801	Horizons Engineering, Inc. 34 School Street Littleton, NH 03561	Terracon Consultants, Inc. 77 Sundial Ave., Ste 401W Merrimack, NH 03103
Aries Engineering, Inc. 46 South Main Street Concord, NH 03301	Horsley Witten Group, Inc. 90 Route 6A Sandwich, MA 02563	TFMoran Inc. 48 Constitution Drive Bedford, NH 03110
ATC Associates Inc. 150 Zachary Road Manchester, NH 03109	Howard/Stein-Hudson 38 Chauncy St, 9th floor Boston, MA 02111	The H.L. Turner Group Inc. 27 Locke Road Concord, NH 03301
Axis Business Solutions 53 B Green Street Portsmouth, NH 03801	Hoyle, Tanner 150 Dow Street Manchester, NH 03101	The Louis Berger Group, 1001 Elm Street, Suite 203 Manchester, NH 03101
Beals Associates PLLC 70 Portsmouth Avenue Stratham , NH 03885	Interstate Electrical 15 Cote Lane Bedford, NH 03110	The Scott Lawson Group,. PO Box 3304 Concord, NH 03301
Bedford Design 177 East Industrial Park Dr Manchester, NH 03109	Jacobs Engineering Group, 1 Sundial Avenue, Ste 410 Manchester, NH 03103	Tidewater Environmental 7 Dumbarton Oaks Stratham, NH 03885
Berry Surveying 148 Second Crown Point R Barrington, NH 03825	Jeffrey H. Taylor 136 North Main St, Suite 4 Concord, NH 03301	Tighe & Bond 446 Main Street 13th Floor Worcester, MA 01608
Brown and Caldwell One Tech Drive Suite 310 Andover, Ma 01810	JMMO Company,LLC PO Box 4206 Manchester, NH 03108	Titcomb Associates 133 Gray Road Falmouth, Me 04105
Careno Construction PO Box 120 Portsmouth , NH 03820	John Turner Consulting Inc. 19 Dover Street Dover, NH 03820	Turgeon's Construction Inc. 39 Indigo Hill Rd. Somersworth, NH 03878
CDM	Johnson Controls, Inc.	TYLin International



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2011.02.09 – 15**

Resolution Re: B11001 Waste Water Treatment Facilities Plan &
Supplemental Sampling Program

670 North Commercial Manchester, NH 03101	920 Candia Road Manchester, NH 03109	20 Foundry St Suite 2 Concord, NH 03301
CHA, Inc. 11 King Court Keene, NH 03431	Jones & Beach Engineers PO Box 219 Stratham, NH 03885	Underwood Engineering, 25 Vaughan Mall Portsmouth, NH 03801
Christiansen & Sergi Inc. 160 Summer Street Newburyport, Ma 01830	Kaestle Boos Associates 1 New Hampshire Ave Portsmouth, NH 03801	Vanasse Hangen Brustlin, Six Bedford Farms Road, Bedford, NH 03110 \
Civil Consultants PO Box 100 South Berwick, ME	Kleinfelder / S E A 2 Wall Street, Suite 450 Manchester, NH 03101	Verde Environmental 104 oakhill road barrington, NH 03825
Civilworks, Inc. P.O. Box 1166 Dover, NH 03821	Leggette, Brashears 76 Pearl Street Suite 203 Essex Jct, Vt 05452	Weston & Sampson 100 International Drive Portsmouth, NH 03801
CLD Consulting Engineers, 540 Commercial St. Manchester, NH 03101	Lewis Engineering 44 Stark Lane Litchfield, NH 03052-2456	Wilcox & Barton, Inc. 57 Hoit Road Concord, NH 033016
CMA Engineers, Inc. 55 South Commercial Street Manchester, NH 03101	Little Bay Broadcast 9 Brittany Lane Barrington, NH 03825	Woodard & Curran 41 Hutchins Drive Portland, Maine 04102
Comprehensive Enviro 21 Depot Street Merrimack, NH 03054	Louis Berger Group, Inc. 1001 Elm Street, Suite 203 Manchester, NH 03101	Wright-Pierce 230 Commerce Way Portsmouth, NH 03801
Construction Summary Of 734 Chestnut Street Manchester, NH 03104	Loureiro Engineering Assoc 10 Twin Bridge Road Unit Merrimack, NH 03054	WV Engineering 11 King court Keene, NH 03431
Corporate Environmenta 127 Hartwell Street, Suite 2 West Boylston, MA 01583	Lynnfield Engineering, Inc. 199 Newbury Street 115 Danvers, MA 01923	S E A Consultants Inc. 10 Ferry St, Ste 137 Concord, NH 03301-5019
CSI Engineering, LLC 999 Broadway, Suite 206	Maguire Group, Inc. 110 Corporate Drive, Ste 6	S. W. Cole Engineering 10 Centre Road



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2011.02.09 – 15**

Resolution Re: B11001 Waste Water Treatment Facilities Plan &
Supplemental Sampling Program

Strafford, NH 03884 D.B. Truslow Associates 1065 Washington Road Rye, NH 03870 Dodge Report 500 Dalton Drive, Unit F Colchester, VT 05446-3104 Doucet Survey, Inc. 102 Kent Place Newmarket, NH 03857 DuBois & King, Inc. 28 North Main Street Randolph, Vermont 05060 Dufresne Group P.O. Box B Windsor, Vermont 05089 Eaglebrook Engineering 199 Newbury Street 115 Danvers, MA 01923 Eastern Analytical, Inc. 25 Chenell Dr Concord, NH 03301 Eckman Engineering, LLC PO Box 3035 Portsmouth, NH 03802 Emery & Garrett. 24 Common Street Waterville, ME 04901 Engineering Ventures, PC 208 Flynn Ave., Suite 2A Burlington, Vermont 05401	Portsmouth, NH 03801 Martini Northern 299 Hanover Street Portsmouth, NH 03801 McHenry Architecture 4 Market Street Portsmouth, NH 03801 MHF Design Consultants 44 Stiles Road Suite One Salem, NH 03079 Millennium Engineering, P.O. Box 745 Exeter, NH 03833 Milone & MacBroom, Inc. 99 Realty Drive Cheshire, CT 06410 MJS Engineering, PC 5 Railroad Street Newmarket, NH 03857 MSC Civil Engineers PO Box 427 Portsmouth, NH 03801 NE Environmental, Inc. 10 Ferry Street, Suite 310 Concord, NH 03301 Nobis Engineering, Inc. 18 Chenell Drive Concord, NH 03301 Normandeau Associates, I 25 Nashua Road Bedford, NH 03110	Somersworth, NH 03878 Sheerr McCrystal Palson PO Box 1500 New London, NH 03257 Siemens Building 131 Portsmouth Avenue Exeter, NH 03833 Stantec Consulting Services 5 Dartmouth Drive Auburn, NH 03032 Stephens Associates 60 Northrup Drive Brentwood, NH 03833 Resource Laboratories LLC 124 Heritage Avenue Portsmouth , NH 03801 Resource Systems Group 55 Railroad Row White River Junction, VT RI Analytical Laboratories 131 Coolidge St., Suite 105 Hudson, MA 01749-1331 Ricci Construction Co., Inc. 225 Banfield Road Portsmouth, NH 03801 GZA GeoEnvironmental 202 Kent Place Newmarket, NH 03857 Haight Engineering, PLLC PO Box 1166 Dover, NH 03820
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2011.02.09 – 15**

Resolution Re: B11001 Waste Water Treatment Facilities Plan &
Supplemental Sampling Program

(ECS) 722 Route 3A, Suite 3 Bow, NH 03304	Northeast Civil Solutions 153 Route 1 Scarborough, Me 04074	Quantum Construction 27 Locke Road Concord, NH 03301
EnviroSense, Inc. 1F Commons Drive, S 34 Londonderry, NH 03053	Norway Plains Associates. P.O. Box 249 Rochester, NH 03866-0249	Greenman-Pedersen, Inc. 61 Spit Brook Road, Nashua, NH 03060
Fay, Spofford & Thorndike 288 So. River Road, Bldg Bedford, NH 03110	Oak Point Associates 231 Main Street Biddeford, ME 04005	Golder Associates Inc. 670 N. Commercial Street Manchester, NH 03101
GeoInsight, Inc. 25 Sundial Ave Suite 515W Manchester, NH 03103	Ocean and Coastal 50 Resnik Road Plymouth, MA 02360	Ransom Environmental Pease International Portsmouth, NH 03801
Geospatial Pipeline 5411 Berwyn Road, College Park, MD 20740	Pathways Consulting, LLC 240 Mechanic Street Lebanon, NH 03766	GM2 Associates, Inc. 197 Loudon Road, Se 310 Concord, NH 03278
Geosyntec Consultants, Inc 289 Great Road Acton, MA 01720	Pennoni Associates Inc. 100 Burtt Road, Suite 120 Andover, MA 01818	Provan & Lorber, Inc. PO Box 389 Contoocook, NH 03229

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

CITY OF DOVER, NEW HAMPSHIRE

This AGREEMENT made and entered into at Strafford, County, New Hampshire, this _____ day
of _____ 20____, by and between City of Dover, New Hampshire hereinafter called the OWNER,
and Wright-Pierce hereinafter called the ENGINEER.

WITNESSETH:

WHEREAS, the OWNER intends to *conduct a comprehensive wastewater facilities planning study as per
attached plan of study.* ~~examine the need, alternatives and cost of constructing Treatment Works including~~ __

hereinafter called the PROJECT, and

WHEREAS, professional sanitary engineering services are required to prepare an engineering report, and

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

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

I. Services to be performed by the ENGINEER

A. The ENGINEER agrees to produce a complete and definitive Engineering Report to meet current division requirements and to perform any and all engineering incidental thereto. The detailed scope of the work is as outlined in the attached Plan of Study.

~~B. Furnish to the OWNER two (2) copies of information needed for the acquisition of easements, site options for treatment plant and pump stations and route options for interceptor sewers within _____ calendar days after the Engineering Report has been approved by the New Hampshire Department of Environmental Services, Water Division, hereinafter called the DIVISION.~~

C. Furnish five (5) copies of the Engineering Report to the OWNER and two (2) copies to the DIVISION. Additional copies to be available at cost.

D. Prepare applications with supporting and associated documents for Federal, State and other aid or loan programs.

1. Assists the OWNER in securing grants-in aid or loans by State, Federal and other grant or loan agencies.

E. Provide the DIVISION with one copy of design calculations, work sheets, field notes, estimates and other data generated in preparing the Engineering Report in a form satisfactory to the DIVISION, *if requested.*

II. The OWNER'S Responsibilities

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

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

III. Time Of Completion

A. The ENGINEER agrees that he will submit to the DIVISION and the OWNER for approval after modification or revision as recommended by the DIVISION and agreed to by the ENGINEER the completed report within 365 consecutive calendar days following the acceptance of the contract by the

OWNER, and deliver same to the OWNER within 30 calendar days following the date of final approval by the DIVISION *pending review times required by OWNER and DIVISION.*

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

IV. Compensation to be Paid the ENGINEER

A. Method of Payment - Amount of Fee

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

Monthly billing based on ENGINEER'S actual labor cost, times a factor of 2.68 plus reimbursable expenses, plus a fixed fee of \$25,486.00 hours and rates by labor category with mark-up and incidental expenses in accordance with the attached fee schedule.

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

One hundred and ninety eight thousand six hundred dollars (\$198,600.00).

and the ENGINEER agrees that the work proposed is sufficient to satisfactorily complete the study and that the monies to be paid are adequate. The attached fee schedule with labor category, hours, hourly rate, markup, incidental expenses, and fees for special services, shall be the basis for billing for engineering services.

- a. The ENGINEER agrees that prior to submitting the report to the DIVISION for formal approval he shall make revisions in the report as recommended by the DIVISION and agreed to by the ENGINEER without additional compensation. After formal approval if it becomes necessary to update the report for

reasons beyond the control of the ENGINEER, payment for such revision or revisions shall be made to the ENGINEER on a basis to be negotiated with the DIVISION.

V. Additional Covenants

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

Christopher A. Dwinal, P.E.

Wright-Pierce, 99 Main Street, Topsham, ME 04086

* See appended resume describing the candidate's qualifications for the assignment.

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

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

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

D. All documents, including original drawings, design calculations, work sheets, field notes, estimates, and other data shall remain the property of the OWNER,

and shall be transmitted to the OWNER in clean and orderly condition on demand; however, these may be left in the possession of the ENGINEER at the OWNER'S discretion.

E. The ENGINEER shall not sublet, assign or transfer any part of the ENGINEER'S services or obligations under this AGREEMENT without the prior approval and written consent of the OWNER and the DIVISION, and the contract shall be binding upon and inure to the benefit of the parties, their successors and assigns.

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

ENGINEER:

WRIGHT-PIERCE

By:

(Authorized Representative*)

Date: _____

OWNER:

CITY OF DOVER

By:

(Authorized Representative*)

Date: _____

APPROVED: **

DEPARTMENT OF ENVIRONMENTAL SERVICES

Water Division

By:

(Authorized Representative)

Date: _____

* Signatures should be supported by appropriate document.

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

Approval as to form:

Town Counsel

At a meeting of the Directors of Wright-Pierce, held on April 7, 2010, at which a quorum of Partners/Directors were present, it was

VOTED:

That any one or all of the following officers of Wright-Pierce, on behalf of the Corporation, are authorized to execute all Wright-Pierce contracts, both service agreements and general contractual obligations:

William E. Brown, President
Peter C. Atherton, Vice President
Paul F. Birkel Vice President
John W. Braccio, Vice President
Richard N. Davee, Vice President
Jonathan C. Edgerton, Vice President
Walter J. Flanagan III, Vice President
Michael D. Giggey, Vice President
Jeffrey P. Musich, Vice President
John R. Nelson, Vice President

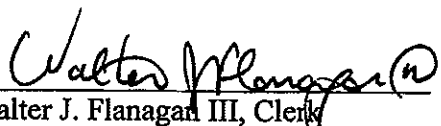
A true copy.

Attest:	_____	WRIGHT-PIERCE
Place of Business:	_____	99 Main Street
	_____	Topsham, ME 04086
Date of this Contract:	_____	

I hereby certify that I am the Clerk of Wright-Pierce, that William E. Brown is the duly elected President, and that the above vote has not been amended or rescinded and remains in full force and effect as of this date.

WRIGHT-PIERCE

seal


Walter J. Flanagan III, Clerk

Date: 5.10.2010

**PLAN OF STUDY
CITY OF DOVER, NEW HAMPSHIRE
COMPREHENSIVE WASTEWATER FACILITIES PLANNING STUDY**

I. Scope of Work

A. Preliminary Planning.

1. Meet with CLIENT to review and confirm overall scope and approach of project.
2. Review all available data needed for the project including, but not limited to, WWTF Monthly Operating Reports, quarterly toxicity reports, other operational data, and collection system mapping.
3. Review past studies and reports including pump station and I/I-related efforts, past and ongoing upgrade design reports/plans, latest City master planning documents, and CLIENT's recent WWTF energy audit. CLIENT to provide copies of past reports and plans for ENGINEER to copy and return.

B. Define Current and Projected Future Influent Wastewater Flows and Loads

1. Develop a comprehensive wastewater characterization sampling and analysis plan required for Biowin modeling. Prepare laboratory proposal documents, review laboratory bids, and make recommendations to CLIENT on laboratory of choice. Also develop supplemental influent Baseline Testing program.
2. Analyze influent wastewater flows and loads for a three (3) year period (2008-2010).
 - i. Trend average, minimum and peak flow and loading data
 - ii. Estimate infiltration/inflow
 - iii. Document septage flows and loadings and other commercial flows
 - iv. Estimate recycle flows and loads based on sampling and analysis plan and future changes in unit processes.
3. With CLIENT assistance, and based on information provided, estimate future population growth projections within areas currently sewered and identify future areas of development. CLIENT assistance intended to include review of City Planning Department's detailed growth projections and subsequent meeting with City Planning and project staff. The discussions to also identify areas that may be considered for sewerage in the future to reduce overall nitrogen loadings to Great Bay.
4. With CLIENT assistance and based on results of Scope Item B.3 above, estimate future sewered commercial, industrial and institutional growth.
5. Based on non-sewered population projections, estimate current and future septage generation. Consider impacts of pending nitrogen regulations when assessing septage volumes and sewer extensions into areas currently served by septic systems.
6. Based on review of present flows (estimated above), previous I/I studies and related capital improvements completed to date, as well as planned future I/I reduction related projects, estimate future infiltration/inflow. As part of subtask, meet with the City to develop the list of planned projects that have elements associated with I/I reduction (including the Applevale area project), prioritize projects, and make recommendations for any future I/I related investments.
7. Project future wastewater flows and loads for a 20-year planning period.

8. Prepare summary technical memorandum, meet with CLIENT to review and finalize.

C. Comprehensive Plant Evaluation

1. Plant Hydraulics. Develop hydraulic model of treatment facility to identify bottlenecks and assess peak hydraulic capacities. Effort will build upon the WWTF hydraulic analysis previously conducted by Wright-Pierce.
 - a) Identify and evaluate high-flow management alternatives to maximizing clarifier capacity, creating a contact-stabilization zone within Aeration Tanks, and/or partially by-pass re-blend a portion of peak flows.
2. Treatment Plant Unit Process Analysis including documentation of existing conditions, present needs, and anticipated future needs based on appropriate design standards and anticipated future requirements.
 - a) River Street Pump Station Screenings and Grit Removal (already completed by Wright-Pierce); as well as the influent force main. An assessment of needs of the Varney Brook Pump Station as it relates to Screening, Grit, and its influent force main will also be completed.
 - b) Primary Clarification System (including scum removal)
 - c) Activated Sludge System (including ceramic diffusers, D.O. Controls, and coordination with planned turbo blower and related controls upgrade).
 - d) Secondary Clarification System (including improvements to flow splitting structure)
 - e) UV Disinfection System
 - f) Return and Waste Sludge Pumping and Storage Systems
 - g) Yard Pumping Station (see Task C.6.f for on-site stormwater management)
 - h) Plant Water System
 - i) Hypochlorite Storage and Feed Systems
 - j) Septage Storage and Handling
 - k) Instrumentation and Control and SCADA system
 - l) An evaluation of the dewatering, thickening, polymer feed systems, and associated odor control systems has not been included as these systems are currently in design under a separate contract.
3. Laboratory Facilities Evaluation - Evaluate existing lab facilities for efficient space utilization and identify improvements to facilitate existing and future lab work requirements.
4. Sludge Handling and Reuse:
 - a) Evaluate existing composting operation and assess impacts of upcoming dewatering upgrade and future flows and loads and unit process changes on the operation.
 - b) Assist the CLIENT in developing short-term reuse plan and request for proposal (RFP) for reuse of compost presently stored on-site.
 - c) Identify and evaluate long-term reuse methods and associated costs for continued on-site composting, as well as alternative on-site technologies (such as digestion) and off-site reuse options for both liquid and sludge cake. Assess the impact on recycle flows for all reuse options evaluated.

- d) Prepare summary technical memorandum, meet with CLIENT to review and finalize.
- e) Work with the City to identify and conceptually develop reuse alternatives for existing sludge handling facilities if current operations are recommended to be modified, including the possible reuse of Amendment Storage Building to a Catch Basin Debris and Storage Building).

5. Odor Control Evaluation:

- a) Review the existing River Street and Varney Brook pump station force main odor control strategies and impact on odor generation and wastewater conditioning at the WWTF. Evaluation advantages, disadvantages, and cost-effectiveness of alternative influent force main odor control alternatives, including alternative chemical and/or use of specialty bacteria.
- b) Assess adequacy, condition, and cost-effectiveness of existing biofilter for existing and possible alternative influent force main strategies.
- c) Identify optimization opportunities for existing biofilter.
- d) Review available technologies for replacing the existing odor control facilities, including use of custom biofilters (possibly in area of former compost biofilters), staged scrubber and activated carbon for identified current and projected odor control needs.
- e) Estimate the costs of any recommended improvements
- f) Prepare summary technical memorandum, meet with CLIENT to review and finalize.

6. Building Systems and Site Evaluation

- a) Evaluate all buildings and structures for current condition, compliance with applicable codes and necessary improvements, including structural integrity, heating and ventilation systems, roofing systems, architectural items (windows, doors, etc).
- b) Evaluation space requirements for staff and laboratory needs, and other necessary functions and recommend improvements to address.
- c) Evaluate all existing power distribution and electrical systems, including transformer, MCC's and standby power generation for current condition, compliance with applicable codes and identify necessary improvements for present and future load needs. Incorporate the results of any City infra-red and/or other testing as part of the evaluation. It is noted that the existing Polymer Room may be available for future Electrical Room expansion.
- d) Based in part on results of CLIENT's recent energy audit report, identify opportunities for improved energy and resource efficiencies in terms of operational modifications and capital improvements. Subtask will also identify opportunities for use of alternative energy sources including effluent heat and low-head turbines.
- e) Based on results of evaluation of on-site sludge digestion alternative, complete a conceptual evaluation of the advantages, disadvantages, and cost-effectiveness of developing combined heat and power facilities (CHP) on-site.

- f) Review site needs in terms of on-site stormwater management. Assess and evaluate improvements to reduce the volume of stormwater and/or incorporation of other management techniques for present and recommended future scenarios.

D. Evaluation of Nutrient Removal Alternatives

1. Develop strategies and upgrade requirements to comply with possible future total nitrogen limits of 3, 5, and 8 mg/L.
2. Perform Initial Evaluation and Screening of Potential Nitrogen Removal Alternatives to comply with possible future discharge limits of 3, 5, and 8 mg/L.
 - a) Perform initial Biowin modeling and solicit detailed vendor/manufacturer proposals as appropriate to determine which nitrogen removal technologies would be appropriate for the existing facility configuration (including influent wastewater conditioning and high-flow management needs). Initial technologies that would be evaluated would include MLE, four-stage Bardenpho process, step feed process/contact stabilization, cyclic process, and innovative process such as Biomag, IFAS/MBBR's, and Biologically Active Filters (BAF). Other technologies will be considered as/if appropriate.
 - b) Screen alternatives on the basis of ability to meet future discharge requirements; cost (capital, and operations and maintenance); reliability; safety; ability to handle wet weather flows; operational impacts; site impacts, and phasing considerations.
3. Identify, Screen and perform initial evaluation of strategies and technologies to comply with possible future phosphorus limits of 1 mg/l, 0.5 mg/l and present technology limits.
4. Prepare summary technical memorandum, meet with CLIENT to review and finalize.

E. Workshops, Site Visits and Pilot/Demonstration Testing

1. Coordinate, attend and summarize two full-day Workshop Meetings with CLIENT and representatives of selected technologies identified in Task D.
2. Coordinate, attend and summarize up to three full-day site visits with CLIENT to facilities utilizing potential technologies identified in Task D.
3. Make recommendations for pilot and/or demonstration testing.
4. Assist CLIENT in planning of recommended pilot and/or demonstration testing. An Allowance of 40 hours has been provided for this subtask. Additional effort to be completed as an additional service once further defined.

F. Develop Recommended Plans

1. Based on results of Tasks C, D and E, develop plans for recommendations including preliminary layouts of proposed improvements, capital, operation and maintenance, and life-cycle costs, and basic design data.
2. Document all recommended improvements from Task C (comprehensive plant evaluation). Plans will identify all recommended improvements to existing unit processes and equipment/building systems and include cost estimates and other appropriate data.

G. Financial Capability Analysis

1. Review current wastewater budget and annual debt service.

2. Estimate impact of recommended future needs on O&M budget, debt service and rates.
3. Identify potential funding vehicles (adjustments to present user charge systems, state and federal grants/loans, watershed based funding sources, etc.)
4. Identify strategies to improve affordability including seeking regulatory relief on the implementation schedule requirements (to be coordinated with Item H.4 below).
5. Prepare summary technical memorandum, meet with CLIENT to review and finalize.

H. Regulatory Coordination

1. Initiate discussions with NHDES and EPA regarding potential future permit requirements and the timing of such.
2. Prepare for, attend and summarize up to two meetings at either NHDES or EPA offices.
3. Prepare for, attend and summarize up to eight meetings with the Great Bay POTW coalition, SWA or other related groups.
4. Review Preliminary Draft NPDES permit and provide written comments. This Task may include developing an approach and outline for possible Administrative Order (AO) to phase the implementation of any necessary improvements. An Allowance of 32 hours has been provided for this subtask.
5. Review Draft NPDES permit and provide written comments. An Allowance of 24 hours has been provided for this subtask. Review of Final permit and negotiations associated possible AO to be completed as an additional service once further defined.

I. Wastewater Facilities Plan

1. Prepare Draft Report summarizing the above tasks, findings, and recommendations.
2. Meet with CLIENT to review.
3. Revise and submit Draft Report to NHDES for review and approval.
4. Meet with NHDES and CLIENT to review comments and finalize report.

J. Public / Stakeholder Meetings

1. Prepare a presentation and present findings of Wastewater Facilities Plan to City's Utilities Commission
2. Present findings of Wastewater Facilities Plan to City Council

ENGINEER assumes that key CLIENT staff (i.e. WWTF Superintendent; WWTF operational staff, Environmental Projects Coordinator, Finance Director, and Community Services Director as needed) will be available for the meetings/workshops identified above, and will provide ENGINEER with necessary information including any available flow studies, reports, plans, mapping, data, master plans, GIS files, and feedback/decisions, etc.

II. Additional Services

There are potential additional services that are not included in the project scope, but which could be performed as part of or following the project. Some examples include:

- Oversight of supplemental laboratory sampling and analysis program (as follow-on to Task B.1).

- Formal review and/or Value Engineering of on-going Aeration and Sludge Dewatering upgrade projects.
- Advanced assistance with Pilot/Demonstration Testing of Selected Technology(s) (follow-on to Task E).
- Grant Application Assistance and/or evaluation of alternative sewer user charge systems (follow-on to Task G).
- Advanced Permit Negotiations with NHDES / EPA (follow-on to Task H).
- Computerized odor modeling.
- Advanced alternative energy/power source evaluations.
- Development of specific Asset Management systems.
- Additional I/I studies or design of recommended I/I reduction projects.
- Design of Recommended Improvements

Additional services will not be performed without prior authorization by the CLIENT.

III. Schedule

ENGINEER shall complete the above tasks within 365 days of the CLIENT's written Authorization to Proceed. The Tasks will generally be completed as follows:

Task A: January 2011
 Task B: February - March 2011
 Task C: February - April 2011.
 Task D: April - June 2011
 Task E: July 2011
 Task F: August 2011
 Task G: September 2011
 Task H: Ongoing Throughout
 Task I: October - December 2011
 Task J: December 2011

IV. Compensation

ENGINEER's fee for the services outlined herein is presented in attached 5700 form.

COST OR PRICE SUMMARY FORMAT FOR SUBAGREEMENTS UNDER NH SAG & SRF				Form Approved DES 3/96	
PART I - GENERAL					
1. GRANTEE / LOANEE - CITY OF DOVER, NEW HAMPSHIRE				2. GRANT/LOAN NO.	
3. NAME OF CONTRACTOR OR SUBCONTRACTOR - WRIGHT-PIERCE				4. DATE OF PROPOSAL December 9, 2010	
5. ADDRESS OF CONTRACTOR OR SUBCONTRACTOR (Include ZIP) 230 COMMERCE WAY, SUITE 230, PORTSMOUTH, NH 03801				6. TYPE OF SERVICE TO BE FURNISHED REPORT PHASE ENGINEERING	
PART II - COST SUMMARY					
7. DIRECT LABOR (Specify labor categories)	HOURS	HOURLY RATE	ESTIMATED COST	TOTAL	
Principal-in-Charge	149	\$ 62.00	\$9,238.00		
Project Manager	257	\$ 42.02	\$10,799.14		
Lead Project Engineer	388	\$ 40.00	\$15,520.00		
Project Engineer	440	\$ 25.00	\$11,000.00		
Senior Project Engineer	143	\$ 42.00	\$6,006.00		
Funding Specialist	40	\$ 45.00	\$1,800.00		
Mechanical Engineer	34	\$ 32.00	\$1,088.00		
Architectural Engineer	42	\$ 39.44	\$1,656.48		
Structural Engineer	26	\$ 37.20	\$967.20		
Instrumentation Engineer	28	\$ 38.10	\$1,066.80		
Electrical Engineer	50	\$ 45.00	\$2,250.00		
Civil Engineer	10	\$ 45.00	\$450.00		
QA/QC Engineer	24	\$ 45.00	\$1,080.00		
Office Assistant	28	\$ 17.00	\$476.00		
DIRECT LABOR TOTAL:				\$63,397.62	
8. INDIRECT COSTS (Specify indirect cost pools)	RATE	x BASE =	ESTIMATED COST		
	1.68	63,397.62	\$106,508.00		
INDIRECT COSTS TOTAL:				\$106,508.00	
9. OTHER DIRECT COSTS					
a. TRAVEL			ESTIMATED COST		
(1) TRANSPORTATION			\$1,740.00		
(2) PER DIEM					
TRAVEL COSTS TOTAL:			\$1,740.00		
b. EQUIPMENT, MATERIALS, SUPPLIES (Specify categories)			ESTIMATED COST		
CADD, copies, postage, printing, meals			\$ 1,468.38		
EQUIPMENT SUBTOTAL :			\$1,468.38		
c. SUBCONTRACTS			ESTIMATED COST		
SUBCONTRACTS SUBTOTAL :			\$0.00		
d. OTHER (Specify categories)			ESTIMATED COST		
OTHER SUBTOTAL :			\$0.00		
e. OTHER DIRECT COSTS TOTAL :				\$3,208.38	
10. TOTAL ESTIMATED COST				\$173,114.00	
11. PROFIT				\$25,486.00	
12. TOTAL PRICE				\$198,600.00	

PART III - PRICE SUMMARY

[illegible]

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14. INSERT THE APPROPRIATE WORK CATEGORY IN THE TABLE BELOW. WORK CATEGORIES WOULD INCLUDE BUT NOT BE LIMITED TO THOSE CATEGORIES SHOWN IN THE CONTRACT DOCUMENTS SUCH AS DESIGN, SURVEY, SUBSURFACE, CADASTRAL, O&M MANUAL, ADMINISTRATION, INSPECTION, RECORD DWGS., START-UP, SPECIAL SERVICES, ETC.

[illegible]

comments:

**PLAN OF STUDY
CITY OF DOVER, NEW HAMPSHIRE
SUPPLEMENTAL SAMPLING PROGRAM**

I. Scope of Work

The City of Dover is developing a Comprehensive Wastewater Facilities Plan, a component of which is a detailed supplemental sampling program to allow the characterization of influent flows and loadings and facility biological performance. The supplemental sampling program will have the following three phases.

A. Intensive Two-Week Phase. The initial phase is an intensive monitoring program requiring sampling and analysis at eight locations three times a week for a two week period. This data will be used to establish and calibrate a model for the biological treatment system. The following locations will be monitored. Please refer to the attached tables for a detailed tabulation of what will be required for analysis at each of these locations:

- River Street Pump Station Wetwell (rental portable composite sampler required)
- Primary Clarifier Influent (rental portable composite sampler required)
- Primary Clarifier Effluent (rental portable composite sampler required)
- Aeration Tank Mixed Liquor (daily grab sample)
- Final Effluent (rental portable composite sampler required)
- Yard Waste Station (rental portable composite sampler required)
- Primary Sludge (daily grab sample)
- Return Activated Sludge / Waste Sludge (daily grab sample)

Below please find a tabulation of the costs for the Intensive Two-Week phase. This phase will also require oversight and assistance from Wright-Pierce personnel. This effort has been included below as both an hour estimate and labor cost.

Table 1 - Intensive Two-Week Phase Costs

Sampling Fieldwork (REG)	\$3,880
Analytical Chemistry (ESI)	\$9,280
Technical Assistance and Oversight (W-P, 20 hrs)	\$1,800
Total	\$14,960

B. Long-Term Monitoring Phase. The second phase will consist of sampling and analysis for a reduced number of constituents on only the primary clarifier influent - once a week for 35 weeks. This data will be used to help establish an influent nutrient 'baseline'. Please refer to the attached table for a detailed tabulation of what will be required for sampling and analysis for this phase of the program.

Below please find a tabulation of the costs for the Long-Term Monitoring phase. This phase will also require oversight and assistance from Wright-Pierce personnel. This effort has been included below as both an hour estimate and labor cost.

Table 2 - Long-Term Monitoring Phase Costs

Sampling Fieldwork (REG)	\$7,000
Analytical Chemistry (ESI)	\$8,943
Technical Assistance and Oversight (W-P, 16 hrs)	\$1,440
Total	\$17,383

- C. Summer Season (warm weather) Phase.** The third phase will consist of sampling and analysis for a number of constituents on the primary clarifier effluent, three times a week for a one week period to augment data used for modeling purposes. Please refer to the attached table for a detailed tabulation of what will be required for sampling and analysis for this phase of the program.

Below please find a tabulation of the costs for the Summer Season (warm weather) phase. This phase will also require oversight and assistance from Wright-Pierce personnel. This effort has been included below as both an hour estimate and labor cost.

Table 3 - Summer Season (warm weather) Phase Costs

Sampling Fieldwork (REG)	\$900
Analytical Chemistry (ESI)	\$1,043
Technical Assistance and Oversight (W-P, 8 hrs)	\$720
Total	\$2,663

Below please find a Cost Summary for all three phases of the supplemental sampling program, including all sampling fieldwork, analytical chemistry, and oversight/assistance by Wright-Pierce.

Table 4 - Cost Summary

Intensive Two-Week Phase Total	\$14,960
Long-Term Monitoring Phase Total	\$17,383
Summer Season (Warm Weather) Phase Total	\$2,693
Total	\$35,006
	Say:
	\$35,000



QUOTATION

EnviroSystems, Inc.
One Lafayette Road
P.O. Box 778
Hampton, NH 03843-0778
603-926-3345

Quote Date: January 5, 2011
Prepared By: Petra Karbe
Company: Wright-Pierce
Address: 230 Commerce Way
Portsmouth, NH 03801
Contact: Tim Vadney, P.E.

No.: 43424- Rev 1

Phone: 603.570.7104 **Fax:** 603.430.4083
E-Mail: trv@wright-pierce.com

TASK DESCRIPTION	NUMBER SAMPLES	UNIT COST	TOTAL COST
City of Dover, WWF Supplemental Sampling & Analysis Initial-Intense Program As Follows:			
pH, EPA 150.1	12	\$5	\$60
Temperature, °c	6	N/C	N/C
DO, EPA 160.1	30	\$5	\$150
Total Alkalinity, EPA 310.1, Det. Limit: 1.0 mg/L	25	\$15	\$375
BOD, EPA 405.1, Det. Limit: 2.0 mg/L	18	\$45	\$810
SBOD, EPA 405.1, Det. Limit: 2.0 mg/L	24	\$50	\$1,200
TSS, EPA 160.2, Det. Limit: 2.0 mg/L	30	\$10	\$300
VSS, SM2540 G, Det. Limit: 2.0 mg/L	44	\$43	\$1,892
COD, EPA 410.4, Det. Limit: 10 mg/L	22	\$30	\$660
SCOD, EPA 410.4, Det. Limit: 10 mg/L	30	\$35	\$1,050
ff COD, EPA 410.4, Det. Limit: 10 mg/L	6	\$50	\$300
Volatile Fatty Acids	18	\$117	\$2,106
TKN, EPA 351.3, Det. Limit: 0.50 mg/L	30	\$40	\$1,200
Ammonia, Reporting Limit: .10 mg/L	30	\$25	\$750
Nitrate, EPA 300.0, Det. Limit: 0.01 mg/L	18	\$20	\$360
Nitrite, EPA 300.0, Det. Limit: 0.01 mg/L	18	\$20	\$360
Total Phosphorus, EPA 365.2, Det. Limit: 0.05 mg/L	30	\$25	\$750
Orthophosphate, SM 4500-PB, Det. Limit: 0.05 mg/L	30	\$30	\$900
Sub Total			\$13,223
(Less 30% Discount) TOTAL			\$9,256

Unless otherwise indicated in the quotation all analyses described above will be conducted by ESI. In the event that it becomes necessary to subcontract any element of this quotation ESI will notify the appropriate party of the need at the earliest possible time and provide details of the planned subcontracted service(s) for approval. No services will be subcontracted without prior obtained client approval.

Sampling/Delivery to Laboratory

\$3,880

Authorized Signature: Petra Karbe Date: January 6, 2011

Accepted by: _____ Date: _____



QUOTATION

EnviroSystems, Inc.
One Lafayette Road
P.O. Box 778
Hampton, NH 03843-0778
603-926-3345

No.: 43424A-Rev 1

Quote Date: January 5, 2011
Prepared By: Petra Karbe
Company: Wright-Pierce
Address: 230 Commerce Way
Portsmouth, NH 03801
Contact: Tim Vadney, P.E.

Phone: 603.570.7104 **Fax:** 603.430.4083

E-Mail: trv@wright-pierce.com

TASK DESCRIPTION	NUMBER SAMPLES	UNIT COST	TOTAL COST
City of Dover, WWF Supplemental Sampling & Analysis Program 8 Month Program As Follows:			
SBOD, EPA 405.1, Det. Limit: 2.0 mg/L	35	\$50	\$1,750
VSS, SM2540 G, Det. Limit: 2.0 mg/L	35	\$43	\$1,505
SCOD, EPA 410.4, Det. Limit: 10 mg/L	35	\$35	\$1,225
Volatile Fatty Acids	35	\$117	\$4,095
TKN, EPA 351.3, Det. Limit: 0.50 mg/L	35	\$40	\$1,400
Ammonia, Reporting Limit: .10 mg/L	35	\$25	\$875
Total Phosphorus, EPA 365.2, Det. Limit: 0.05 mg/L	35	\$25	\$875
Orthophosphate, SM 4500-PB, Det. Limit: 0.05 mg/L	35	\$30	\$1,050
	Sub Total		\$12,775
	Less 30%	TOTAL	\$8,943
Sampling/Delivery to Laboratory			\$7,000

Authorized Signature: Petra Karbe Date: January 6, 2011

Accepted by: _____ Date: _____

Unless otherwise indicated in the quotation all analyses described above will be conducted by ESI. In the event that it becomes necessary to subcontract any element of this quotation ESI will notify the appropriate party of the need at the earliest possible time and provide details of the planned subcontracted service(s) for approval. No services will be subcontracted without prior obtained client approval.



QUOTATION

EnviroSystems, Inc.
One Lafayette Road
P.O. Box 778
Hampton, NH 03843-0778
603-926-3345

No.: 43424B-REV 1

Quote Date: January 5, 2011
Prepared By: Petra Karbe
Company: Wright-Pierce
Address: 230 Commerce Way
Portsmouth, NH 03801
Contact: Tim Vadney, P.E.

Phone: 603.570.7104 **Fax:** 603.430.4083
E-Mail: trv@wright-pierce.com

TASK DESCRIPTION	NUMBER SAMPLES	UNIT COST	TOTAL COST
City of Dover, WWF Supplemental Sampling & Analysis Summer 1-Week Program As Follows:			
DO, EPA 160.1	3	\$5	\$15
Total Alkalinity, EPA 310.1, Det. Limit: 1.0 mg/L	3	\$15	\$45
BOD, EPA 405.1, Det. Limit: 2.0 mg/L	1	\$45	\$45
SBOD, EPA 405.1, Det. Limit: 2.0 mg/L	3	\$50	\$150
TSS, EPA 160.2, Det. Limit: 2.0 mg/L	1	\$10	\$10
VSS, SM2540 G, Det. Limit: 2.0 mg/L	3	\$43	\$129
COD, EPA 410.4, Det. Limit: 10 mg/L	3	\$30	\$90
SCOD, EPA 410.4, Det. Limit: 10 mg/L	3	\$35	\$105
ff COD, EPA 410.4, Det. Limit: 10 mg/L	3	\$50	\$150
Volatile Fatty Acids	3	\$117	\$351
TKN, EPA 351.3, Det. Limit: 0.50 mg/L	3	\$40	\$120
Ammonia, Reporting Limit: .10 mg/L	3	\$25	\$75
Nitrate, EPA 300.0, Det. Limit: 0.01 mg/L	1	\$20	\$20
Nitrite, EPA 300.0, Det. Limit: 0.01 mg/L	1	\$20	\$20
Total Phosphorus, EPA 365.2, Det. Limit: 0.05 mg/L	3	\$25	\$75
Orthophosphate, SM 4500-PB, Det. Limit: 0.05 mg/L	3	\$30	\$90
Sub Total			\$1,490
(Less 30%TOTAL			\$1,043
Sampling/Delivery to Laboratory			\$900

Authorized Signature: Petra Karbe Date: January 6, 2011

Accepted by: _____ Date: _____

Unless otherwise indicated in the quotation all analyses described above will be conducted by ESI. In the event that it becomes necessary to subcontract any element of this quotation ESI will notify the appropriate party of the need at the earliest possible time and provide details of the planned subcontracted service(s) for approval. No services will be subcontracted without prior obtained client approval.

**Two Week Intensive Program
River Street Pump Station Wetwell (Composite)**

Analysis	MON	TUE	FRI
Flows and Loads:			
pH	X	X	X
Temperature, °C	X	X	X
DO (mg/L)	X	X	X
Total Alkalinity (mg/L)	X	X	X
BOD (mg/L)	X	X	X
SBOD (mg/L)	X	X	X
TSS (mg/L)	X	X	X
VSS (mg/L)	X	X	X
COD (mg/L)	X	X	X
SCOD (mg/L)	X	X	X
ffCOD(mg/L) ^b			
Volatile Fatty Acids (mg/L) ^c	X	X	X
TKN (mg/L)	X	X	X
Ammonia (mg/L)	X	X	X
Nitrate (mg/L)	X		
Nitrite (mg/L)	X		
Total Phosphorus (mg/L)	X	X	X
Orthophosphate (mg/L)	X	X	X

Sampling Location Costs Per Week		
Total No. of Analyses Per Week ^a	Cost per Analysis	Total Costs
3	3.50	11
3	0.00	0
3	3.50	11
3	10.50	32
3	31.50	95
3	35.00	105
3	7.00	21
3	30.10	90
3	21.00	63
3	24.50	74
0	35.00	0
3	81.90	246
3	28.00	84
3	17.50	53
1	14.00	14
1	14.00	14
3	17.50	53
3	21.00	63

Total Cost per Week: \$ 1,026
Total Cost for Two Weeks: \$ 2,051

**Two Week Intensive Program
Primary Influent (Composite)**

Analysis	MON	TUE	FRI
Flows and Loads:			
pH			
Temperature, °C			
DO (mg/L)	X	X	X
Total Alkalinity (mg/L)	X	X	X
BOD (mg/L)			X
SBOD (mg/L)	X	X	X
TSS (mg/L)			X
VSS (mg/L)	X	X	X
COD (mg/L)			X
SCOD (mg/L)	X	X	X
ffCOD(mg/L) ^b			
Volatile Fatty Acids (mg/L) ^c	X	X	X
TKN (mg/L)	X	X	X
Ammonia (mg/L)	X	X	X
Nitrate (mg/L)	X		
Nitrite (mg/L)	X		
Total Phosphorus (mg/L)	X	X	X
Orthophosphate (mg/L)	X	X	X

 = Sample and Analysis done by City
 = Test not required

Sampling Location Costs Per Week		
Total No. of Analyses Per Week ^a	Cost per Analysis	Total Costs
0	3.50	0
0	0.00	0
3	3.50	11
3	10.50	32
1	31.50	32
3	35.00	105
1	7.00	7
3	30.10	90
1	21.00	21
3	24.50	74
0	35.00	0
3	81.90	246
3	28.00	84
3	17.50	53
1	14.00	14
1	14.00	14
3	17.50	53
3	21.00	63

Total Cost per Week: \$ 896
Total Cost for Two Weeks: \$ 1,792

**Two Week Intensive Program
Primary Effluent (Composite)**

Analysis	MON	TUE	FRI
Flows and Loads:			
pH			
Temperature, °C			
DO (mg/L)	X	X	X
Total Alkalinity (mg/L)	X	X	X
BOD (mg/L)			X
SBOD (mg/L)	X	X	X
TSS (mg/L)			X
VSS (mg/L)	X	X	X
COD (mg/L)	X	X	X
SCOD (mg/L)	X	X	X
ffCOD(mg/L) ^b	X	X	X
Volatile Fatty Acids (mg/L) ^c	X	X	X
TKN (mg/L)	X	X	X
Ammonia (mg/L)	X	X	X
Nitrate (mg/L)	X		
Nitrite (mg/L)	X		
Total Phosphorus (mg/L)	X	X	X
Orthophosphate (mg/L)	X	X	X

Sampling Location Costs Per Week		
Total No. of Analyses Per Week ^a	Cost per Analysis	Total Costs
0	3.50	0
0	0.00	0
3	3.50	11
3	10.50	32
1	31.50	32
3	35.00	105
1	7.00	7
3	30.10	90
3	21.00	63
3	24.50	74
3	35.00	105
3	81.90	246
3	28.00	84
3	17.50	53
1	14.00	14
1	14.00	14
3	17.50	53
3	21.00	63

Total Cost per Week: \$ 1,043
Total Cost for Two Weeks: \$ 2,086

**Two Week Intensive Program
Mixed Liquor (Grab)**

Analysis	MON	TUE	FRI
Flows and Loads:			
pH			
Temperature, °C			
DO (mg/L)			
Total Alkalinity (mg/L)			
BOD (mg/L)			
SBOD (mg/L)			
TSS (mg/L)	X	X	X
VSS (mg/L)	X	X	X
COD (mg/L)			
SCOD (mg/L)			
ffCOD(mg/L) ^b			
Volatile Fatty Acids (mg/L) ^c			
TKN (mg/L)			
Ammonia (mg/L)			
Nitrate (mg/L)			
Nitrite (mg/L)			
Total Phosphorus (mg/L)			
Orthophosphate (mg/L)			

= Sampling and Analysis done by City
 = Test not required

Sampling Location Costs Per Week		
Total No. of Analyses Per Week ^a	Cost per Analysis	Total Costs
0	3.50	0
0	0.00	0
0	3.50	0
0	10.50	0
0	31.50	0
0	35.00	0
3	7.00	21
3	30.10	90
0	21.00	0
0	24.50	0
0	35.00	0
0	81.90	0
0	28.00	0
0	17.50	0
0	14.00	0
0	14.00	0
0	17.50	0
0	21	0

Total Cost per Week: \$ 111
Total Cost for Two Weeks: \$ 223

**Two Week Intensive Program
Final Effluent (Composite)**

Analysis	MON	TUE	FRI
Flows and Loads:			
pH			
Temperature, °C			
DO (mg/L)	X	X	X
Total Alkalinity (mg/L)		X	X
BOD (mg/L)			X
SBOD (mg/L)			
TSS (mg/L)			X
VSS (mg/L)	X	X	X
COD (mg/L)			X
SCOD (mg/L)	X	X	X
ffCOD(mg/L) ^b			
Volatile Fatty Acids (mg/L) ^c			
TKN (mg/L)	X	X	X
Ammonia (mg/L)	X	X	X
Nitrate (mg/L)	X	X	X
Nitrite (mg/L)	X	X	X
Total Phosphorus (mg/L)	X	X	X
Orthophosphate (mg/L)	X	X	X

Sampling Location Costs Per Week		
Total No. of Analyses Per Week ^a	Cost per Analysis	Total Costs
0	3.50	0
0	0.00	0
3	3.50	11
2	10.50	21
1	31.50	32
0	35.00	0
1	7.00	7
3	30.10	90
1	21.00	21
3	24.50	74
0	35.00	0
0	81.90	0
3	28.00	84
3	17.50	53
3	14.00	42
3	14.00	42
3	17.50	53
3	21.00	63

Total Cost per Week: \$ 591
Total Cost for Two Weeks: \$ 1,182

**Two Week Intensive Program
Yard Waste Pump Station (Composite)**

Analysis	MON	TUE	FRI
Flows and Loads:			
pH	X	X	X
Temperature, °C.			
DO (mg/L)	X	X	X
Total Alkalinity (mg/L)	X	X	X
BOD (mg/L)	X	X	X
SBOD (mg/L)	X	X	X
TSS (mg/L)	X	X	X
VSS (mg/L)	X	X	X
COD (mg/L)	X	X	X
SCOD (mg/L)	X	X	X
ffCOD(mg/L) ^b			
Volatile Fatty Acids (mg/L) ^c			
TKN (mg/L)	X	X	X
Ammonia (mg/L)	X	X	X
Nitrate (mg/L)	X	X	X
Nitrite (mg/L)	X	X	X
Total Phosphorus (mg/L)	X	X	X
Orthophosphate (mg/L)	X	X	X

Sampling Location Costs Per Week		
Total No. of Analyses Per Week ^a	Cost per Analysis	Total Costs
3	3.50	11
0	0.00	0
3	3.50	11
3	10.50	32
3	31.50	95
3	35.00	105
3	7.00	21
3	30.10	90
3	21.00	63
3	24.50	74
0	35.00	0
0	81.90	0
3	28.00	84
3	17.50	53
3	14.00	42
3	14.00	42
3	17.50	53
3	21.00	63

Total Cost per Week: \$ 836
Total Cost for Two Weeks: \$ 1,672

 = Sampling and Analysis done by City
 = Test not required

**Two Week Intensive Program
Primary Sludge (Grab)**

Analysis	MON	TUE	FRI
Flows and Loads:			
pH			
Temperature, °C			
DO (mg/L)			
Total Alkalinity (mg/L)			
BOD (mg/L)			
SBOD (mg/L)			
TSS (mg/L)	X	X	X
VSS (mg/L)	X	X	X
COD (mg/L)			
SCOD (mg/L)			
ffCOD(mg/L) ^b			
Volatile Fatty Acids (mg/L) ^c			
TKN (mg/L)			
Ammonia (mg/L)			
Nitrate (mg/L)			
Nitrite (mg/L)			
Total Phosphorus (mg/L)			
Orthophosphate (mg/L)			

Sampling Location Costs Per Week		
Total No. of Analyses Per Week ^a	Cost per Analysis	Total Costs
0	3.50	0
0	0.00	0
0	3.50	0
0	10.50	0
0	31.50	0
0	35.00	0
3	7.00	21
3	30.10	90
0	21.00	0
0	24.50	0
0	35.00	0
0	81.90	0
0	28.00	0
0	17.50	0
0	14.00	0
0	14.00	0
0	17.50	0
0	21.00	0

Total Cost per Week: \$ 111
Total Cost for Two Weeks: \$ 223

**Two Week Intensive Program
Return Activated Sludge (Grab)**

Analysis	MON	TUE	FRI
Flows and Loads:			
pH			
Temperature, °C			
DO (mg/L)			
Total Alkalinity (mg/L)			
BOD (mg/L)			
SBOD (mg/L)			
TSS (mg/L)			
VSS (mg/L)			X
COD (mg/L)			
SCOD (mg/L)			
ffCOD(mg/L) ^b			
Volatile Fatty Acids (mg/L) ^c			
TKN (mg/L)			
Ammonia (mg/L)			
Nitrate (mg/L)			
Nitrite (mg/L)			
Total Phosphorus (mg/L)			
Orthophosphate (mg/L)			

Sampling Location Costs Per Week		
Total No. of Analyses Per Week ^a	Cost per Analysis	Total Costs
0	3.50	0
0	0.00	0
0	3.50	0
0	10.50	0
0	31.50	0
0	35.00	0
0	7.00	0
1	30.10	30
0	21.00	0
0	24.50	0
0	35.00	0
0	81.90	0
0	28.00	0
0	17.50	0
0	14.00	0
0	14.00	0
0	17.50	0
0	21.00	0

Total Cost per Week: \$ 30
Total Cost for Two Weeks: \$ 60

 = Sampling and Analysis done by City
 = Test not required



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2011.02-09 – 16**

Resolution Re: B11040 Compost Recycling-Transportation & Marketing

WHEREAS: Sealed Requests for Bid B11040 were issued and received for Compost Recycling Transportation and Marketing services for the Waste Water Treatment Facility on January 18, 2011 at 2:00 PM. The agreement is a one year with the option to extend two successive one year periods contingent upon vendor satisfaction and funding availability; and

WHEREAS: Three bid replies with offers to remove at a cost to the city, with no revenue sharing, and two no bid replies were received and evaluated. The bid reply deemed most advantageous to the city was received from New England Organics of Portland ME at the rate of \$6.00 per cy for Phase I (the first 90 days or estimated 5000 cy) and \$5.00 per cy for Phase II (the remaining contract); and

WHEREAS: The Purchasing office has issued a purchase order in the amount of \$24,000 authorizing immediate disposal of 4000cy but the estimated annual 10,000-12,000 cy will require council approval as estimated will exceed \$25,000 threshold.

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 New England Organics of Portland ME given the rates provided 1/18/2011. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
5320.1.300.43256.4341.00000.00	WWTP Technical Services	53,000.00	40,332.00

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.4.

Resolution Number: **R - 2011.02-09 – 16**

Resolution Re: B11040 Compost Recycling-Transportation & Marketing

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.4.

Resolution Number: **R - 2011.02-09 – 16**

Resolution Re: B11040 Compost Recycling-Transportation & Marketing

RESOLUTION BACKGROUND MATERIAL:

The City requested proposals from vendors willing to transport and market composted material from the City of Dover Wastewater Treatment Facility. The vendor will remove and recycle the composted material (known as biosolids) in accordance with the beneficial use guidelines and regulations of the State of New Hampshire and the US EPA and any other State in which this composted biosolids material is utilized.

The Cities desire was to secure a contract to manage the removal, recycling and selling of the composted material manufactured at the Dover WWTF. The City further desired to obtain revenue from the sale of the composted material, and would have selected the vendor who offers the most attractive proposal which addresses all aspects of biosolids management including meeting all applicable State and Federal regulations governing biosolids, transportation, utilization. Due to the economy, the City received no offers of any revenue sharing and only offers with costs.

In an effort to dispose of existing significant stockpile a purchase order for \$24,000 has been released at this time.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	99	Number of Responses:	3 bids and 2 NB
Warranty:	100%	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	For contract terms	Estimated Delivery:	As needed
Recommended Award to:	New England Organics	Fund:	WWTP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2011.02-09 – 16**

Resolution Re: B11040 Compost Recycling-Transportation & Marketing

Results

Vendor Name	Fee charged to City	Notes:
Tom Waters, Iron Man LLC 52 Iron Wheel Danville NH 03819	\$175.00 per load Load =25 yd dry Load = 22 yd wet	Long history of picking up and paying us. Due to economy must now charge fee.
New England Organics John Kelly 135 Presumpcot St Portland ME 04103	Phase I First 90 days \$6.00 per cy. Phase II After 90 days \$5.00 per cy	Alternate \$69.63 per wet ton of sludge removed
RMI 1171 NH Rte 175 Holderness NH 03245	Year I @ \$14.00 per cy Year II @ \$9.00 per cy Year III @ \$7.00 per cy	
We Care Organics 9293 Bonta Bridge Rd Jordan NY 13166	NB	
Waste Management PO box 7065 Rochester NH 03839	NB	

Vendors Mailed

LaPlante,Val
Amherst Earth
15 Old Nashua Road
Amherst, NH 03031

Siciliano,Thomas
Siciliano Landscape
36 Route 101 A
Amherst, NH 03031

Ferrari,Leo
Dusty's Landscape Products
PO Box 20
Auburn, NH 03032

Lenzi,Steve
P & S Sand & Gravel
Young Road
Barrington, NH 03825

Olson,Daniel
PJP Inc.
599 Route 126
Barrington, NH 03220

Mitchell,Al
A. E. Mitchell Company
PO Box 720
Belmont, NH 03220

Nutter,William K.
JMN Enterprises, Inc.
21A Stone Road
Belmont, NH 03220

Hammond,Fred
PO Box 17
Canaan, NH 03741

Leighton,Steve
Leighton Logging
P.O. Box 75, 801 Province Road
Center Strafford, NH 03815



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2011.02-09 – 16**

Resolution Re: B11040 Compost Recycling-Transportation & Marketing

Martel,Paul
Mast Road S & G
7 Drew Road
Dover, NH 03820-5214

Barron III,Elmer "Butch"
Barron Brothers Development
372 NH Rte. 11
Farmington, NH 03835

Herrick,Dave
Warner Aggregates
54 Main St., Box 2089
Henniker, NH 03242

Orde,Doug
Hollis Construction
P O Box 43,
Hollis, NH 03049

Gilbert,Tim
Outdoor World of NE
1367 Hooksett Road
Hooksett, NH 03106

Regis,Michael C.
Regis Earth Products
187 Webster Street
Hudson, NH 03051

All Grow
4 Liberty Lane West
Hampton NH 03842

Magnusson,Conrad
261 Route 125
Kingston, NH 03848

Longa,Jack
Longa, James & Son
Twin Bridge Rd
Merrimack, NH 03054

Trombly,Steve
Steve Trombly Excavating
5A Jennison Road
Milford, NH 03055

Miller,Chad
Great Bay Contracting
709 Keith Ave
Pembroke, NH 03275

Amey,Roy
Tabor Rd.
Pittsburg, NH 03592

Bolton,Chris
Mt. William Sand & Gravel
John Stark Highway
Weare, NH 03281

Tom Waters
52 Iron Wheel
Danville NH 03819

Truk-Away
423 Brookline St
Boston MA 02215

Salmon Falls Nursery Inc
300 Rte 236
Berwick Me 03901

K.G. Blood & Sons AKA Greg's
Septic
248 Portsmouth Ave
Stratham, NH 03885

Greenside Up
PO box 447
Greenland NH 03840

Northern NE Field Services,
Dennis Thompson
711 Piper Hill Rd
Stewartstown, NH 03576

Agresource, Inc
Tim Gould
100 Main St
Amesbury, MA 01913-2822

RMI
1171 NH Rte 175
Holderness, NH 03245



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2011.02-09 – 16**

Resolution Re: B11040 Compost Recycling-Transportation & Marketing

Vendors on Web List

A.R.P.S. Adam Reeves Property Services	ANA Proscapes Inc Street Address:
ArborPro Plant Care Experts Street	Atlantic Excavating, LLC Street Address:
BC'S GENERAL CONSTRUCTION AND MAINTENANCE	
Beals Associates PLLC	BOB MESERVE MAINTENANCE
Bob Sherwood Landscape Company	Boston Co. Athletic Fields
Burkes Tree Service Street Address:	Busby Construction Co.,Inc.
Careno Construction Co.	CMA Engineers, Inc
CMI Property Solutions, LLC	Construction Summary Of NH
D.Brunson Construction	Desmond Landscape Contractors
DS SABINE LLC	durell enterprises
Durell Paving,Inc.	E Guimond Construction, LLC
Elf's Landscaping, Inc	Four Corners
FRANZOSO Land Stone Snow & Ice	Gilbert Hardscape & Property Maintenance
Gordon's Light	Greater Dover Chamber of Commerce
Green Grass Lawn	Hissong Development Corporation
Horsley Witten Group, Inc.	Invasive Weed & Plant Control, LLC
Jungle Jim's Landscape & Garden Center	Landcare Associates Inc.
Lawn Dawg Street	Lilac City Lawncare
L-n-H Landscape & Property maintenance	MacKinnon and Sons Excavating LLC
Maher Irrigation & Landscaping	Maine Pest & Turf Corporation
Mark Carrier Construction, Inc (MCCI)	Martini Northern
Matrix, Concrete, Inc.	McGowan Landscape, LLC
McGuire LLC	McNulty Landscaping
Millennium Granite	Municipal Pest Management Services
New England Environmental, Inc.	New View Landscaping
Nobis Engineering, Inc	Northeast Earth Mechanics, Inc.
Oakwoods Lumber, Inc.	Pepler's Lawncare & Landscape LLC
Phipps Landscape	Piscataqua Landscaping Company
Salmon Falls Nursery, Inc.	Sandy Hill Property Services LLC
Seacoast Mowing and General Maintenance	Select Excavation & Landscaping LLC
Sevigny Landcare	Spencer Trucking & Excavation
TFMoran Inc.	The Dirt Doctors
The Louis Berger Group, Inc.	Trimmers Landscaping
Turgeon's Construction Inc.	Verde Environmental Contracting
Waynes Landscaping	Welch Auto Group Inc



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2011.01.26 – 17**

Resolution Re: Collective Bargaining Agreement between the Dover School District and the Dover Paraeducators' Association

WHEREAS: This Dover School Board and representatives of the Dover Paraeducators' Association have been involved in negotiations for a collective bargaining agreement to supersede the Agreement which expired August 31, 2010; and

WHEREAS: That the Dover School Board and the Dover Paraeducators' Association reached a tentative agreement as to the terms and conditions of a revised bargaining agreement; and

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

The Dover School Board is hereby authorized to execute a three (3) year Collective Bargaining Agreement commencing September 1, 2010 through August 31, 2013 with the Dover Paraeducators' Association

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Scott Meyers
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2011.01.26 – 17**

Resolution Re: Collective Bargaining Agreement between the Dover School District and the Dover Paraeducators' Association

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2011.01.26 – 17**

Resolution Re: Collective Bargaining Agreement between the Dover School District and the Dover Paraeducators' Association

RESOLUTION BACKGROUND MATERIAL:

The School District participated in negotiations with DPA. Discussions started on December 17, 2009 bringing the contract to this point.

The summary of costs is as follows:

Dover School District—DPA (Dover Paraeducators' Association) Tentative Agreement Cost Summary

FY11 \$0

FY12 \$67,075

This figure represents:

- \$33,798 for the total cost of an addition of a step 7(2%)
- \$21,994 for 1.5 additional holidays
- \$5,900 maximum cost for adding sick leave benefit to part time employees
- \$5,383 cost estimate for stipend for certified Class 2 paraeducators (\$500 each)

FY13 To Be Determined-Negotiating team will meet again in Fall 2011 to determined wage increase only, if any for FY13



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2011.02.09 – 18**

Resolution Re: Approval of Dover Adult Learning Center Lease, Room 220

WHEREAS: The Dover Adult Learning Center is an existing tenant at the McConnell Center;

WHEREAS: The Dover Adult Learning Center seeks to enter into a separate lease agreement for one additional room.

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

The City Manager is authorized to sign a lease with the Dover Adult Learning Center for a term of five (5) years with provisions as stated in the lease attached to the Background..

AUTHORIZATION

Approved as to Funding: Daniel 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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2011.02.09 – 18**

Resolution Re: Approval of Dover Adult Learning Center Lease, Room 220

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2011.02.09 – 18**

Resolution Re: Approval of Dover Adult Learning Center Lease, Room 220

RESOLUTION BACKGROUND MATERIAL:

The Dover Adult Learning Center has an existing long term standard lease in the McConnell Center. This resolution provides for a 5 year lease for an additional room (Room 220) upon terms and conditions consistent with other tenants in the building.

LEASE AGREEMENT

THIS LEASE made this _____ day of _____, 2011, by and between **DOVER ADULT LEARNING CENTER OF STRAFFORD COUNTY, INC. of 30 St. Thomas Street Dover, New Hampshire 03820** (hereinafter referred to as "TENANT"), and The City of Dover, New Hampshire, of 288 Central Ave., Dover, County of Strafford and State of New Hampshire (hereinafter referred to as "LANDLORD").

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the sufficiency of which is hereby acknowledged the parties agree as follows:

1. Description and Term.

That the LANDLORD does hereby demise and lease to the TENANT the space within the City's McConnell Center located at 30 St. Thomas Street, Dover, NH, which space is intended to contain **696 square feet** and more particularly identified on the McConnell Center Plans dated February 6th, 2006 as **Room 220**. The lease of these premises shall be in addition to the premises leased by the same Tenant pursuant to a Lease Agreement dated June 13, 2006.

In conjunction with the use of the Premises, TENANT shall have the right to use **two (2) parking spaces** for its employees in the adjacent City Parking lot to the rear of the Public Library during Tenant's normal operations between the hours of 8 am and 4 pm Monday through Friday. Additionally, visitor spaces are available in the parking lot created adjacent to the building on St. Thomas Street. It is agreed the spaces will not be reserved and only used on a first come first served basis with no signage designating spaces to the TENANT. The parking spaces may be subject to relocation within the entire parking lot at the sole discretion of the City of Dover.

The term of the Lease shall be for **Five (5) years and Five (5) months** beginning on February 1, 2011 through June 30, 2016. The parties agree to negotiate in good faith for an additional term.

Either party may terminate this Lease Agreement upon providing a written notice with one (1) year advance notice of the termination.

The rent provisions of this Lease shall consist of two separate rent structures, the first rent structure consisting of the first seventeen (17) months from February 1, 2011 through June 30, 2012 and the second rent structure consisting of the remainder of the term of this Lease from July 1, 2012 through June 30, 2016.

First Rent Structure(February 1, 2011-June 30, 2012): The City agrees to waive the payment of rent from February 1, 2011 through June 30, 2011 to accommodate the existing commitments of the City to provide Room 220 for public meetings, other tenants and third parties. The parties agree the City shall continue to use Room 220 until June 30, 2011 to meet its existing commitments. Starting on July 1, 2011, monthly rent, capital reserve, utilities and other charges for FY '12 according to the chart below shall be paid by the Tenant on the first day of each month to the City of Dover, c/o Finance Director, 288 Central Avenue, Dover NH 03820. The total rent charges are based upon space consisting of **696** square feet and calculated using the following

LEASE AGREEMENT

components:

Component	Rate	Assessment	
		Annual	Monthly
Fixed Base Rent	\$6.50	\$4,524	\$377
Capital Reserve	\$0.40	\$278	\$23.20
Utilities (*)	\$1.72	\$1,198	\$99.83
Other as agreed	0	0	0
Total Rent Assessment	\$8.62	\$6,000	\$500

(*) Utility costs are variable based upon actual costs as outlined in section 2.

Second Rent Structure (July 1, 2012-June 30, 2016): The rent for the time period of July 1, 2012 through June 30, 2016 shall be adjusted consistent with the standard rent assessment, utilities and maintenance charges consistent with the other tenants in the McConnell Center as provided in Paragraph 2.

2. Utilities and Maintenance.

The TENANT shall be responsible for payment of all operations and maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this lease is established at current rates. Thereafter these costs shall be revised annually and prorated per square foot based upon the previous years actual cost of operating and maintaining the building. The total square footage of leased space is 54,081 square feet. The annual revision of operation and maintenance costs shall occur and tenants will be notified in February of the current budget year in time to prepare for the July 1 budget.

3. Condition of Premises.

The LANDLORD leases the Space "as is". TENANT shall be solely responsible for all associated costs for desired original and future build out of the Space; and plans for such build out must be reviewed for potential approval by LANDLORD. TENANT shall be solely responsible for insuring all improvements and contents of the Space, and shall name LANDLORD as an additional insured. TENANT shall utilize the services of Lassel Architects of Berwick, Maine for design review of original build out improvements.

LANDLORD shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LANDLORD shall, at its own expense, make normal repairs and maintain performance of the leased Premises, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LANDLORD shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they are at the date of the commencement of the term of this lease, reasonable wear and damage by accident, fire or other insured against casualty excepted. TENANT and LANDLORD will perform a walk through to evaluate condition of the Premises prior to occupancy.

LEASE AGREEMENT

LANDLORD agrees to maintain the Premises in condition fit for their intended use and to make all necessary repairs of which LANDLORD is aware, including adequate heat and water, and a sound physical structure. Furthermore, LANDLORD will maintain the grounds and remove the rubbish, and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LANDLORD shall also have the right to enter upon the premises at all reasonable times to inspect same and to expel the TENANT if the TENANT shall fail to comply with or breach in any way this Lease. The LANDLORD shall provide the TENANT with reasonable notice of any inspections of or visits to the premises.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty including fire not arising as a result of the negligence or intentional conduct of the TENANT whereby the premises or any portion of them are destroyed or damaged so as to be unfit for use or occupancy, the LANDLORD specifically reserves the option of terminating this Lease. However, that in the event of total destruction or damage which is equivalent of total destruction, this Lease shall automatically terminate.

In the event these premises shall be taken either under threat of eminent domain or by eminent domain proceedings in whole then this Lease shall be terminated and the rent shall be pro-rated and returned to the TENANT as of the date of such taking. A condemnation award shall belong exclusively to the LANDLORD.

6. Use.

The TENANT shall only use the Space in compliance with the City's McConnell Center Reuse Steering Committee Report dated December 2004, and all applicable amendments thereto, all applicable City ordinances, rules and regulations. Additionally, the Space shall be used for non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease. The parties shall negotiate in good faith for an additional term.

.

8. Subletting and Assignment.

TENANT shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LANDLORD.

9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease, including, but not limited to, termination for failure of the TENANT to perform as required hereunder, there remains personal property of the TENANT in the Space, the LANDLORD is authorized to

LEASE AGREEMENT

dispose of said property after giving written notice of its intent to do so to the TENANT at the last known address of the TENANT.

10. Default/Early Termination.

In the event the TENANT fails to perform its obligations under this Lease, this Lease is defaulted and the LANDLORD is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the TENANT shall default in the observance or performance of any conditions or covenants on TENANT's part to be observed or performed, under or by virtue of any provisions of this lease, the LANDLORD, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expenses of the TENANT. If the LANDLORD makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LANDLORD as additional rent. In the event that there is damage to the Space due to the TENANT's actions or inactions, or the TENANT fails to make any utility payments when due, the Lease may be immediately terminated at the option of the Landlord.

Both the TENANT and the LANDLORD shall be bound to give a 2 year vacancy notice if the terms of the Lease are to be broken by either party.

11. Indemnification.

TENANT agrees to pay, and to protect, defend, indemnify and save harmless LANDLORD from and against any and all liabilities, losses, damages, costs, expenses, including all reasonable attorney's fees and expenses, causes of action, suits, claims, demands or judgments of any nature whatsoever arising from:

- (i) any injury to, or the death of, any person or any damage to property or to the Space;
- (ii) any act or omission of TENANT or its agents, officers or employees;
- (iii) violation by TENANT of any agreement or condition of this Lease; or
- (iv) violation by TENANT of any law, ordinance or regulation affecting the Space or any part thereof or the ownership, occupancy or thereof.

12. Insurance.

Casualty and property insurance shall continue to be maintained on the subject property by the LANDLORD. TENANT shall procure and maintain in force, at its expense, during the term of this lease agreement, and any extensions of such term, liability and property damage insurance for the Tenant's leased space to be considered primary coverage. LANDLORD has no obligation for any loss to personal property. Proof of insurance shall be supplied to the LANDLORD at the time of occupancy. The City of Dover shall be listed as 'Additional Insured' on the policy and proof of insurance certificate.

13. Liens and Encumbrances.

LEASE AGREEMENT

TENANT will not create or allow any lien, encumbrance or charge on the TENANT Space or on the McConnell Center or on the rents or income there from which may be superior to the LANDLORD's rights hereunder.

14. Parties Bound.

This Lease and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease.

This Lease contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not effect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Agreement.

19. Laws Governing.

The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease and determine all rights hereunder.

20. Security Deposit.

Upon execution of this Lease, TENANT deposits with LANDLORD _____, as security for the performance by TENANT of the terms of this Lease to be returned to TENANT, with interest, following the full and faithful performance by TENANT of this Lease. In the event of damage to the House caused by TENANT or TENANT's agents or visitors, LANDLORD may use funds from the deposit to repair, but is not limited to this fund and TENANT remains liable.

21. Merger.

This Lease contains all terms and conditions agreed upon by the parties hereto and not other agreements or representations, oral or otherwise, regarding the subject matter of this Lease shall

LEASE AGREEMENT

be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease shall be in writing and signed by the parties hereto.

22. Amendment.

IN WITNESS WHEREOF, the parties have hereunto executed this Lease agreement this _____ day of _____, 2011

TENANT [print name and name of signator]
Duly Authorized

Witness

Date

The City of Dover,
By J. Michael Joyal,
Duly Authorized

Witness

Date



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2011.02.09 – 19**

Resolution Re: Authorization for Conveyance of Portion of City Owned
Right of Way

- WHEREAS: The Margaret McDaniel 2010 Revocable Trust is the property owner of property located on Spur Road in Dover, being Lot 37, of Assessor's Map L; and
- WHEREAS: Spur Road right of way is almost entirely part of the old railroad system and it encroached on the Boukus property lines; and
- WHEREAS: The Spur Road right of way is over 100 feet wide allowing the City flexibility to convey the required right of way.
- WHEREAS: On January 25, 2011 the Dover Planning Board approved a lot line adjustment plat for the McDaniel property, with the condition that approval be obtained by the City Council.

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

The City Manager is hereby authorized to convey by Quitclaim Deed to The Margaret McDaniel 2010 Revocable Trust, as owner of part of the Spur Road right of way, 1,780 square feet as shown on the plan approved by the Dover Planning Board.

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2011.02.09 – 19**

Resolution Re: Authorization for Conveyance of Portion of City Owned
Right of Way

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2011.02.09 – 19**

Resolution Re: Authorization for Conveyance of Portion of City Owned
Right of Way

RESOLUTION BACKGROUND MATERIAL:

In 2003, the City conveyed portions of the Spur Road right of way to abutters. The McDaniel property was omitted from the conveyances at that time. In October of 2010, the Council approved a similar resolution for the abutting Boukus property.