



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, March 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 – None**
8. **CITIZEN’S FORUM**

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

9. **CITY MANAGER’S REPORT**
10. **APPROVAL OF MINUTES**

- A. February 16, 2011
- B. February 23, 2011

11. **MAYOR’S REPORT**

12. **UNFINISHED BUSINESS**

- A. **ORDINANCES IN THE 2nd READING – None**
- B. **ORDINANCES IN THE 3rd READING – None**
- C. **RESOLUTIONS – None**

13. **NEW BUSINESS**

- A. **CONSENT CALENDAR**

1. **PARADE – Fundraiser to Raise Money for S. Kozlowski/K. Hughes to walk the 3-day Boston Breast Cancer Walk**
2. **PARADE – Rochester Runners Club**
3. **RAFFLE – Maine Coast Runners Flyball Team**
4. **TAG – Dover Baseball Inc.**



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COMMITTEE REPORTS

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

B. RESOLUTIONS

1. **SUPPORT FOR REGIONALIZATION EFFORTS LED BY STRAFFORD COUNTY**
SPONSORED BY MAYOR MYERS
2. **ADDITIONAL MCCONNELL CENTER LEASE WITH DOVER ADULT LEARNING CENTER**
SPONSORED BY MAYOR MYERS BY REQUEST

C. ORDINANCES IN 1ST READING – None

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



CITY MANAGER'S REPORT



MARCH 9, 2011

"To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others."

~ Anthony Robbins

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 February, the Utilities crews were very busy assisting the Highway 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.

Crews responded to a water break on Nelson Street where they located and repaired a ring crack on the 6" cast iron main. Staff also worked on Winston Avenue installing a water main. There are approximately two more lengths to complete the loop and the main can then be tested for pressure and bacteria.

Staff conducted a test pit on the 12" asbestos cement line on County Farm Road to confirm its location for the North End Pressure Design work.

The Cummings Well is back on-line after its recent cleaning. The Bouchard Well is next on the schedule for cleaning and should be completed during the month of March. The 75-hp motor at the Ireland Well had to be replaced due to an oil leak in the motor.

Spot cleaning was performed in trouble spots on the sewer system around the City. Staff has also been conducting GPS work on all of the utilities in the Mount Vernon Street area as weather permits.

Streets: The Highway Division continued to remove snow from trouble spots as a result of the heavy snowfall experienced last month. Crews also responded to new storm events during the month by plowing, clearing and removing snow as well as spot sanding areas as needed. Sidewalks were also plowed and sanded and training was conducted on the new sidewalk tractors. Potholes continued to be filled with cold patch throughout the City as needed.

The salt and sand piles were restocked at the Public Works Facility. Crews spent time combining the sand/salt mixture to use for treatment of the roads and filled the residential pile, located at the Shaw's Lane ball fields when needed.

When not responding to storm-related events, crews were busy washing and cleaning out the vehicles. Equipment was also removed from the storage bay so the building could be thoroughly cleaned.

PROGRAMS AT CITY CENTERS/BUREAUS

Investigations/Legal Bureau: During the month of February, 2011, there were 4 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 7 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 February, members of the Special Investigations Bureau responded to two separate robberies. One of the robberies occurred at a Belknap Street residence and involved the use of a firearm. The other robbery occurred at the TD Bank branch located on Weeks Lane. Both robberies were solved within days. The two robberies mark the fifth and sixth within the city since January 10, 2011. Arrests have been made in five of the robberies.

The trial of State v. Dianna Saunders began on February 7th. Saunders is being tried for the crimes of Conspiracy to Commit First Degree Murder and Theft related to the 2008 killing of Dover resident David King, which occurred at an Old Dover Point Road residence. Throughout the month, several investigators assigned to the Special Investigations Bureau testified and assisted with the prosecution. The trial is expected to conclude the first week of March.

Parking Bureau: A focus of the bureau is an ongoing program to collect unpaid parking tickets. This program prohibits residents that owe fines from registering their vehicle in the City Clerk's office. Letters have been mailed out 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 \$13,120 in income since their inception.

The Parking Bureau along with the Dover Chamber of Commerce and Dover Main Street hosted a forum on February 22nd for downtown merchants to discuss the recent addition of parking meters as well to discuss some options to facilitate the transition. Several of the suggestions from this meeting and other communications from the merchants will be presented to the Parking Commission on March 14th. A second forum is scheduled to be held the week of March 7th.

The parking meter system has had over 1,000 users per operating day during the month of February. Contracts have been signed to send all out-of-state unpaid parking fines to a collections agency to determine how effective the program can be. If the out-of-state collection process proves valuable, in-state non-Dover unpaid fines will be included as well.

The Parking Bureau continues to research mobile parking meters, which allows a driver to pay for parking with a device similar to the EZ Pass system.

Traffic Bureau: The Traffic Bureau Administrator, Sergeant Speidel, accompanied other members of the City's Signal Management Work Group in attending software training on the MarcNX Traffic Signal Management Program facilitated by Ocean State Signal Company. The City, assisted by its consultant Sebago Technics, Inc., is proceeding with an initiative to update and synchronize all of its traffic signal controllers in order to maximize traffic flow and efficiency.

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

Sergeant Speidel continues to perform targeted enforcement patrols during school hours in the Rutland Street area, in conjunction with other ongoing activities associated with the Safe Routes to School grant awarded to the Woodman Park Elementary School neighborhood.

Patrol: Several officers from the Patrol Division were recognized at the Annual Dover Police Awards Banquet held on Friday, February 18th at the McConnell Center.

Shooting Competitions:

Ridings Trophy Competition – A trophy is awarded to the top three scores in this competition. The winners were Officer Matthew Boc, 1st place, Officer Benjamin Lilyestrom, 2nd place, and Officer Joseph Caproni, 3rd place.

Chief's Trophy Competition – A trophy is awarded to the top score in this competition. The top score was achieved by Officer Matthew Boc.

Traffic Awards:

Traffic Enforcement Officer of the Year – Officer Mark Nadeau.

Looking Beyond the Traffic Stop – Officer Dev Atma Khalsa

On February 22, Captain Raiche participated in an Alternate Care Site training exercise. Members of the Strafford County Public Health Network set up a mock in-patient emergency health clinic at the Woodman Park School. An Alternate Care Site would be used to provide medical care during an emergency when area hospitals are over capacity and additional beds are needed. The Alternate Care Site plan has been developed over the past two years, and the training exercise was the first time the plan was put into action. Participants from Wentworth Douglass Hospital, Frisbie Memorial Hospital, Dover, Rochester, Durham and Somersworth Fire Departments, Red Cross and other organizations set up patient beds, IV poles, reviewed medical charts and assessed resources needed to improve the plan.

In February, targeted enforcement patrols, also called Directed Patrols, were instituted at the intersection of Route 108 (Durham Road) and Mast Roads as a result of citizens' complaints that vehicles are not stopping for the red light. The Traffic Bureau Commander is working with a representative of Facilities and Grounds to determine if the duration of the yellow light might be a contributing factor in the reported violations.

Diversion Program: The Diversion Committee met on Thursday, February 17, 2011 to review one current case and one new case. The Diversion Committee had two new releases.

As of this report, there remain three active members in the Dover Diversion program.

At the time of this report, there were no new cases awaiting the March 24, 2011 meeting. Any additional new cases will be next reviewed at that meeting date, or a date determined by the committee.

Dover Housing Authority: On February 16th, Officer Joslin conducted a neighborhood watch/community meeting at the Seymour Osman Community Center. Four residents attended the meeting and discussed their concerns within the neighborhood.

On February 18th, Officer Joslin completed the St. Mary Academy DARE classes and held a graduation ceremony for 29 students.

During the month of February the SOCC continued its third, eight week session of after school programming. The basketball program continues to meet on Tuesdays for practice, developing the skills of the students and increasing their knowledge of the game.

On Friday, February 18th and 25th, the SOCC held its annual overnight lock-ins at The Works Family Fitness Center. Both the elementary and middle school programs had a full night of games and activities to keep them busy all evening and into the early morning hours.

During February vacation the SOCC was open for programming from 8:00 am to 4:00 pm and offered various activities for families that had pre-registered their children for the week.

There was a community breakfast and dinner held on the 19th and 23rd respectively.

Due to the inclement weather the SOCC was closed on numerous days, yet the attendance has been averaging 18 students per day.

Community Service Program: The Community Service program tracked 19 active participants in the month of February. Of the 19 juveniles in the program 5 participated during the month of February. A total of 19 hours of community service work was completed with no members of the CS program completing their obligation during the month of February. In 2011, 44 hours of community service have 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 February the explorer post had one meeting. The meeting was on Wednesday February 16th and was led by Officer Lilyestrom. The meeting covered legal issues surrounding search and seizure. The explorers were led on discussions about the laws surrounding lawful searches, search warrants, and warrantless searches.

The meeting on Wednesday, February 2nd 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 February 7-10th, 2 staff and 6 students traveled to Washington DC to attend the Community Anti Drug Coalitions of America National Leadership Forum. While at the conference, the group they presented 2 workshops in the youth track, attended trainings and met with our federal delegation. The first presentation illustrated how Dover Youth to Youth has been able to be involved in the community and highlighted the kinds of activities they have been able to do. The second workshop was for those who wanted to learn how to create their own media messages. This conference is one of the largest drug prevention conferences in the US each year. This is the 2nd year in a row that representatives of Dover Y2Y were asked to teach there.

The Coalition also submitted an application to continue funding for fiscal year 2012 under the Drug Free Communities grant. The non-competitive application will provide the Coalition with \$125,000 to address youth substance abuse issues in Dover.

The Coalition is working on contracting with the NH Liquor Commission to coordinate alcohol compliance checks and partnerships with local bar owners in an effort to address underage drinking issues.

Lastly, Vicki Hebert, the Coalition Coordinator was honored by the Police Department as the 2010 Employee of the Year at the department's annual awards ceremony.

Youth to Youth: In February, Dover Youth to Youth students were particularly active in making or preparing to make presentations to other Dover students on a variety of drug related topics. For example, teams of Y2Y students presented in 10 fourth grade classrooms at the Garrison and Woodman Park Schools on tobacco and analyzing messages in tobacco advertising.

Another team of Youth to Youth students presented at the Saint Mary Academy DARE graduation, and a separate team prepared and gave an assembly to 120 second graders at Garrison School on medicine safety. This latter presentation was conducted using puppets and costume characters to teach the 2nd graders core messages like: don't give yourself medicine, what to do if you find medicine around the house, and learning that someone else's medicine might be bad for you – even if it is good for the other person.

Teen Center: For the month of February 2011 the Teen Center saw a total of 627 participants, on 19 days of programming, which yielded an average of exactly 33 participants per day.

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

TC Tournament – “X-Box Challenge” (2/3)
TC Snack Special – “Pancakes” (2/9)
TC Music Event – DoverPalooza – “Valentine’s Show” (2/11)
TC Tournament – “8-Ball” (2/15)
TC Special Event – “Midnight Madness w/Y2Y” (2/18-2/19)
TC Special Event – “February School Vacation Program Week” (2/22-2/24)
TC Music Event – “TC After Dark – Acoustic Jam” (2/24)
TC Snack Special – “Tacos” (2/28)

In addition to the specific events above, the “TC PRIDE” Basketball Team has been practicing and will be playing some exhibition games against SOCC soon. Currently there are 12 participants that have been consistently involved.

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:

- 1 Motor Vehicle warning for traffic control device
- 1 Motor Vehicle Assistance calls
- 1 Motor Vehicle warning for failure to yield
- 3 Motor Vehicle accidents
- 1 Suspicious Activity call for service
- 3 Alarm calls for service
- 1 Police Information reports
- 1 Illegal Dumping warning
- 10 Neighborhood Survey
- 1 Criminal Mischief warrant
- 1 Bicycle violation warnings
- 11 Crosswalk violation warnings
- 1 Welfare Check
- 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 February 15th, Officer Caproni attended the Dover Community Trail meeting as the Police Liaison.
- On February 17th, the Downtown Liaison Unit held the annual volunteer appreciation gathering in Lee, NH. The volunteers are critical to the care of the horses and the continuation of the Mounted Unit.
- On February 22nd, Peppermint Ponies 4-H club toured the stables and met the horses and the officers. They returned on February 28th with other members of the club and made a donation of \$110 to the Mounted Unit.
- When the schedule permits, the Mounted Unit and some volunteers continue to train and exercise the horses at Linden Woods Farm in Durham, NH. The owner, Karen Bishop, donates indoor arena time which has proven to be extremely beneficial for the horses during the winter months.
- Project 54 will be returning in March with the retrofitted handheld computers. The computers are being donated in collaboration with Project 54. These devices should allow the officer to maintain rein control and make the transfer of contact information safer and more efficient.

Animal Control: In February there were a total of 82 animal calls for service. Some of the actions taken by the Animal Control Officer in February included handling 20 unlicensed dog cases, 5 animal welfare checks, 10 nuisance dog calls (loose dogs, barking dogs, and people not picking up after their dogs) a sick raccoon, a sick opossum.

The Animal Control Officer assisted with the animals in the Hancock Street fire by taking 4 dogs to CVHS until the owner could pick them up. ACO Ladisheff was able to get donated dog food and had a groomer give the cat a bath as she was covered in soot at no charge. The cat was found later the night of the fire under a bed.

ACO Ladisheff received a call from a woman who stated she had seen some wolves on her property. These were most likely coyotes, as there are no known wolves in NH.

ACO Ladisheff responded to a call about a deceased hawk. Because they are federally protected, it was taken to Central Park Vet for disposal.

Strafford County Regional Accident Reconstruction Team: The Strafford County Regional Accident Reconstruction Team held their monthly meeting on February 16, at the Farmington Fire Department. In attendance were three members of the Rochester Police Department, one member each from Somersworth, Milton and Farmington Police Departments, and three members of the Dover Police Department.

Lt. Martinelli facilitated a training session on the topic of pedestrian involved collision investigation. Training included a power point presentation, reviewing a scale diagram, and handouts.

There were no callouts for the team during the month of February 2011.

K9: On February 22nd, Officer Keefe and K9 Grinko were called out to do a track in Somersworth. A burglary had taken place at the Black Dog Car Wash on Route 108, and Grinko tracked a scent to an area where the suspect had left in a motor vehicle.

On February 15th, Officer Keefe gave a K9 Demonstration to the 1st graders at the Woodman Park School. Officer Keefe brought both of his K9s, Norman and Grinko, and the demonstration was covered by Foster's Daily Democrat. Officer Keefe handed out coloring books to all the students, and the students donated treats, toys and gift cards to Petco for Norman and Grinko.

Training for both dogs continues, and Grinko has been progressing very satisfactorily. Officer Keefe has been training with Grinko on building searches, often incorporating other officers in the training. When time permits, Officer Keefe will have another officer hide in a building and have Grinko search the building for anyone inside. This not only provides good training for the K9, but also allows the officers to understand how the dog works.

Communications: Dispatcher John Nelson was honored during the annual awards ceremony with the Creative Innovation Award for "stepping outside the box" for doing many things that are not required or part of the job.

The Communications Center is looking into a new dispatch phone system. The current system needs a software upgrade. We are requesting estimates for a newer system that may allow for quick expansion during emergencies and offers such features as stored caller ID which we do not have with the current phones.

A police radio receiver that we no longer needed was removed by 2 Way Communications. This site was no longer needed due to the increased range/power of the radio site on Mast Road and will eliminate a monthly phone line bill.

The Communications Center dispatched 3 structure fires. Each was fully involved with fire when Dover Fire Department arrived on scene. A couple of these came in while there was just 1 dispatcher on duty. In each case, a second dispatcher arrived shortly after the report of the fire to assist in handling the multiple duties.

Recreation Programs: Lil' Shots basketball for K - 2nd graders continued with two sessions being offered. The high school basketball teams volunteer their time to help with this program, which is held at the Woodman Park School. This program and Midget basketball for 3rd and 4th graders ended on 2/26/11.

Fifth and Sixth graders continued their games on Saturdays at the McConnell Center, and continued practices during the week. Games ended for this league on 2/19/11.

All-star teams were formed for both girls and boys. The girls and boys competed in the Rollinsford/Somersworth "Frosty" Tournament over February vacation. These teams will compete in local tournaments during March as well.

The 7th & 8th grade basketball teams finished out their seasons; playing both in-house and surrounding towns. Our HS boys' teams entered the second half of their schedules, and began playoffs at the end of February.

The 18+ Men's Basketball league continued games on Sunday mornings and Thursday evenings at the McConnell Center. The 35+ League plays Monday nights at McConnell, and the 50+ league plays Wednesday nights at McConnell. All three men's leagues will wrap up their regular seasons soon and enter the playoffs in March. The Seacoast Women's Basketball League began playoffs on Sunday afternoons at the McConnell Center.

Registrations are currently being taken for session IV for Pilates, Body Sculpt, Tai Chi, Zumba® and Yoga. Zumba® was so popular that a third class was added for Saturdays. Once

basketball season is over, classes will be moved up to the gym to accommodate more participants.

Field scheduling for spring sports has started.

Senior Center Programs: Winter weather has caused many snow days / late openings this season. The Dover Community Senior Center (DCSC) continues their recurring daily activities.

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

Self-Guided Day Trip and the Monthly Social were not held due to poor weather. 15 seniors went to Florida on a DCSC trip in February and will return March 6.

DCSC Mystery Luncheons are held the 1st Wednesday, 2nd Tuesday, and 3rd Saturday of every month, with three groups attending on Saturdays. It has become a popular program.

Mystery Lunches: 29 attended
Senior Advisory Board Meeting: 9

Indoor / Outdoor Pool: High School swimming came to an end at the beginning of February and Rec Swim has returned with above average attendance, especially during vacation week.

Adult Lap Swims have also seen steady attendance seeing a range of 75-100 people a day during lap swim. Hydrofitness continues to draw in a great crowd with as many as 10-15 patrons at each class.

Seacoast Swimming continues to use the Indoor Pool and will continue through mid- March.

Pool Rentals have been heavy this month with 9 parties using the facility during the weekends.

Ice Arena: February has continued to stay very busy at the Dover Arena. High school hockey games have continued and due to snow cancellations, several added high school games filled the month.

Recreational public skating continues to be busy, especially on Sunday afternoons. The arena has made attempts to add more recreational public skates wherever possible. High school playoffs and hockey tournaments will fill the schedule as March begins.

Adult and Youth Stick Practices: 448

Public Library: 88 children attended storytimes; 72 attended "Indoor Tidepooling" program; 44 attended "Overboard" program with Michael Tougias; 79 attended Saturday movie matinees; 5 attended "Paws for Reading"; 10 attended author talk by Dover resident Stephanie Harzewski; 393 made a craft at Craft Table. Total attendance at library special programs: 691

DEPARTMENTAL COLLABORATION & ENHANCEMENTS

- ★ 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
 - Wentworth Douglas Hospital expansion
 - Gladiola Way
- ★ Planning staff continued to work with the Community Services and Police Departments on an updated Crosswalk Inventory and Assessment.
- ★ The Planning Department and Community Services Department continued to work on bridge and transportation projects planned for the end of this fiscal year and one that begins July 1, 2011. Meetings were held with the NH Department of Transportation to coordinate additional support with the State as well.
- ★ Planning, Economic Development and Community Services staff continue to assist the vendor selected to perform the survey and geotechnical/environmental work on four parking lots (Orchard, First, Third and School Streets).
- ★ The Planning Office continues to work with the Community Services Department to organize activities involving Willand Pond. Staff assisted NH Department of Environmental Services with locating abutter information and in reviewing plans with residents.
- ★ The HR Director met with School Administrators to review interviewing and reference checks; both receiving and providing.
- ★ A Traffic Light Repair Project which crosses a number of departments and entities started in February. At the end of January, a Fire & Rescue crew was detailed to check the traffic light pre-emption systems to see if they were working. Pre-emption is where emergency vehicles like Police or Fire capture control of the traffic light as the emergency vehicle approaches the intersection. The light in the direction the vehicle is travelling turns green which then thins out any stacked vehicles as well as giving the right of way to the emergency vehicle, reducing response time delays caused by red lights and thick traffic. It also reduces exposure to accidents at intersections as the flow of traffic is locked in the direction of travel the emergency vehicle is traveling. Fire currently uses this system, Police are installing the equipment to use these systems, and Community Services are considering it for plowing. The system has the ability to have priority levels and some communities set mass transit and snow plowing at a level below emergency vehicles so efficiencies in those areas can benefit from pre-emption but not interfere with emergency response. Nine intersections were found to have various pre-emption

problems that needed addressing. Some have been fixed by various members in Community Service, some have been referred to the NHDOT, as certain lights are their priority, and a couple have been referred to Somersworth as two of the lights are maintained by Somersworth but tied into the corridor from High Street to Indian Brook. Updates on this will continue until all 9 issues have been resolved.

- ★ Library Director met twice with City Parking Manager and others from Parking Commission,) to discuss solutions for better managing parking in the Library/McConnell lot.

PLANNING & ZONING

In February, the Planning Department viewed a four (4) web casts. The first was a continuation of a series on how improving transportation networks can improve health and challenge the obesity epidemic the country faces. The second was on transit oriented development. The third and fourth focused on planning for aging populations.

The Director of Planning and Community Development attended The NH Planners Association and the NH Municipal Lawyers Association seminar on the "Religious Land Use and Institutionalized Persons Act" or RLUIPA. This 2000 Federal law has recently been in the news here, as some local land use board decisions have been challenged under its provisions. Last year, the Town of Richmond NH settled an RLUIPA lawsuit for \$1.5 million. There are important implications for all local land use boards in NH.

The Planning Office met with Arrowstreet, an Urban Planning and Architectural Design Firm located in Somerville, MA to continue discussions with the firm from fall 2010 in planning a Spring education and round-table discussion forum regarding transit-oriented development with key stakeholders and the public to be invited. The event will support smart growth and in-fill development in the downtown core.

The Planning Office is working with The New Hampshire Institute of Agriculture and Forestry (NHIAF) and Tuttle Farm to promote Tuttlefest, a winter farming festival scheduled for March 19th, 2011. The organizers of the event are offering a table at the event to promote our Sustainability Planning Initiatives.

The Planning and Community Development Department worked with the Workforce Housing Coalition, Dover Main Street and the Dover Chamber of Commerce to set up the showing of a film on infill development with a discussion to follow at the Dover Brickhouse for March 1.

The Planning Board held a public hearing on and adopted an addendum to the 2007 Land Use Chapter of the Master Plan on Economic Development. Additionally, the Planning Director reviewed activities over the past year to update the Master Plan recommendations list to track progress of implementation of the Master Plan. Staff worked with the consultant working on the Recreation Master Plan update to finalize the outreach portion of the document developed to increase publicity of the parks and recreation facilities in the City.

The Department continues to oversee the Traffic Signal Coordination Project. This project, which began in August of 2010, retained a consultant to review and coordinate all 33 of the traffic signals in the City. The consultant has completed the inventory and is working to train Community Services staff to use software which monitors flow and timing of lights along the

system. The project will connect the lights located between Hannaford and Hotel Drive along Central Avenue to improve the flow of that segment. Project Goals:

1. Average vehicle delay experienced passing through Weeks Crossing during the PM peak hour will be reduced by 71%
2. The number of stops each vehicle will experience during the PM peak hour is expected to be reduced by 31%
3. The total fuel savings by all users of this area on a typical weekday during the peak hour will be reduced by 23%, which equates to a total of 60 gallons every weekday or more than 15,000 gallons per year. At \$3 per gallon, this equates to a community-wide savings of \$45,000 annually.
4. CO2 emissions will also be reduced by 23% during this one hour period for a total of annual reduction of 132 metric tons.
5. Travel time heading northbound on Central Avenue between Hannafords and Hotel Drive will be reduced by 16% from an average of 222 seconds to 187 seconds.
6. Travel time heading eastbound on Indian Brook Drive from the Spaulding to Somersworth will be reduced by 81% from an average of nearly 500 seconds to 93 seconds.

CITY GROUNDS – FACILITIES & PARKS

All construction has ended for the winter at Park Street. The dog Park is complete at this point and will be preparing it 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.

Fire extinguishers in all municipal buildings were located, identified and the serial numbers were entered into a spreadsheet. Data on fire alarm and protection systems, smoke detectors and heat detectors were also collected and recorded by the Facilities and Grounds Division.

The Facilities & Grounds employees assisted the Highway Division several times during the month with plowing and sand salt operations as well as snow removal when needed. All facilities were shoveled out during each storm, sometimes multiple times. Traffic boxes were also shoveled after each storm to allow access in case of emergency. Employees came in on a Sunday to assist with snow removal from the roof over the Public Works offices as it had begun to buckle. An engineer was called in and determined that no lasting damage had occurred and it was safe to be occupied. As of yet, there have not been any reports of leaks resulting from this. Roofs at the Library and City Hall were also shoveled and others were checked to be sure there was no danger of collapse. The Library skylights were damaged by falling ice and were covered with plywood to prevent further damage. Emergency tree work was also conducted around the City as needed.

Issues continued with keeping the air intake for the Indoor Pool's new dehumidifier free of snow and ice. It is strong enough that it sucks the snow in from the air and ground and then freezes. The air temperature on the pool deck is lower than it used to be on cold days and crews cannot seem to adjust things to keep it warmer in there. JCI has been notified several times and are supposed to be working on resolving the issues.

Problems 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. Three of these units had been shut off at the breaker and

temporary lighting was installed at the reception desk in the SAU. Crews disconnected the power to alleviate the fire hazard until the situation was remedied and the breaker was turned back on.

Facilities and Grounds crews have been working with ADI to create the inventory of maintenance items to be covered under a service contract that will be developed and put out to bid.

The Christmas lights were turned off downtown after Valentine's Day (this is the first year they have been on in February). Dover Main Street and the Chamber of Commerce have asked to have them on around the weeks before Valentine's Day to promote shopping locally. Downtown décor streetlight bulbs were also changed as needed.

The Facilities and Grounds Division is still working with the Police Department's Traffic Bureau on the signs for the parking meter program on City streets and in the parking lots.

GENERAL UPDATES

1. The Community Services Department has been keeping informed on issues with the fluoridation of water in municipalities throughout the country. Dover and has lowered the minimal concentration of fluoride to 0.7 mg/l which was recommended by the EPA and the Department of Health and Human Services.
2. Although the Fire Department responded to numerous other smaller fires, the following represents the larger fires that were mitigated.

On the cold (-4 degrees) early morning of January 26th, the department responded to 11 Sunset Drive for a structure fire. The first piece of apparatus arrived from the South End Fire Station to find heavy fire in the garage and extending into the house. Due to quick response time and efficient actions by the crews they promptly held the fire from further entering the residence. Once the fire entered the residence it would have traveled throughout the structure causing a large loss and threatening irreplaceable items. Animals were successfully rescued during the suppression activities. There were no injuries during the successful mitigation of this incident.

Approximately 6 hours later, the Fire Department responded to 40 Chestnut Street for a High Rise Fire. The first piece of apparatus arrived from the Central Fire Station to find heavy smoke coming from the 4th floor, a report of people trapped and elderly victims hanging out windows. Many rescues were made during this fire. Although this was an extremely challenging fire it was successfully mitigated without any injuries to the residents, the public or firefighting forces. The department's aggressive training program and a short travel distance was key to mitigation of this fire.

On February 1st, the department responded to 24 Conifer Commons for a house fire. The first piece of apparatus arrived from the North End Fire Station to find heavy fire on two floors. There was a report of a young girl still in the building. Despite heavy fire conditions a search was completed, although the report turned out to be false the bed rooms were searched before crew were forced

back by heavy fire. These searches had to be done by the North End crews as fire had consumed the area before the next crew arrived. No injuries in the suppression of this fire.

On February 8th, the department responded to 4 Hancock Street for a fire in a duplex. . The first piece of apparatus arrived from the Central Fire Station to find heavy fire on two floors. A search was complied, the fire was contained to the area of origin and there were no injuries in the suppression of this fire.

On February 13th, the department responded to George Street for fire in a multi-unit building. The first piece of apparatus arrived from the Central Fire Station to find heavy fire on two floors, residents trapped, one resident hurt and fire extending quickly. Two rescues were made over ladders from the second floor. This was an extremely difficult fire to fight as it extended to the third floor. Despite these difficulties the department was able to successfully rescue and treat all the victims save the fire building and protect the building next door.

To successfully mitigate each and every one of these fires the way the department did, while making numerous rescues and not sustaining one injury is nothing short of remarkable. Keep in mind fire more than doubles in size every minute. Response times made a significant difference in the success of each of these fires.

3. In other news, all employees due for medical recertification this year, which is approximately half of the department, have all been re-certified by the National Registry of EMTs as required under State of NH Law. This is a time consuming process which governs continuing education training over the two year period that certifications are in effect for. The certifications have been moved on for licensure to the State of NH Bureau of EMS for renewal and we expect those to be processed without issue over the next few weeks before the expiration deadline of 3/31/2011.
4. Work continues in the North End Fire Station EOC/Training Room as an additional SMART Board has been added to facilitate operations during EOC activations. This required a complete redesign of the wiring and network connections of the SMART Boards and projectors with an additional projector added. This work has been done by various members of the staff and suppression shifts around other duties, saving the City substantial dollars in outside labor costs.

CITY OUTREACH

- Fifteen citizen surveys were mailed out in February by the Police Department and two completed surveys were returned. The respondents were asked to rate the officers and dispatchers in terms of attitude, helpfulness, skills and abilities. Specifically, ratings were as follows:

Dispatcher rating:

Attitude and Helpfulness - 2 Excellent

Skills and Abilities - 2 Excellent

Officer ratings:

Attitude and Helpfulness - 2 Excellent

Skills and Abilities - 2 Excellent

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

- 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 Community Trail Activities, regulation changes and the energy/sustainability film series work.
- The Department of Planning and Community Development has 101 Facebook (City of Dover NH Planning) friends and 179 followers on Twitter (@DoverNHPlanning).
- During the month of February, four (4) Planning blog posts were drafted, including one detailing short updates on various projects, one on the Conservation Land Inventory completed in January, one on the upcoming Green Film Series, and one on January's staff report. In addition to the blog post, the Planning Department reviewed and updated its web page (www.dover.nh.gov/planhome.htm).
- The Director of Planning and Community Development presented projects and activities that are occurring in Dover to the Strafford County Board of Realtors, on February 17th. The Director also attended the Chamber of Commerce's legislative reception on February 10th to talk with members of the chamber about activities and regulations in Dover.
- The Department of Planning and Community Development assisted to promote the Dover Energy Action Committee film series "Green Moves" at the Dover Library through flyers posted, blog posting, facebook posts, promotion on Dover Download, press release distributed and posting the flyer of information on Channel 22.
- The Department of Planning promoted the Dover Community Trail through the facebook fan page for the trail (with 205 fans), and through a press release for tree identification walks on the trail arranged through a collaboration with a UNH forestry graduate student.
- The Director of Planning and Community Development attended the Dover Listens meeting on February 15th to be part of the process in developing a more open and free discussion about issues and topics affecting the Dover community. While not a member of the Board, the Director does serve as an advisor for the group and hopes to attend their meetings to be a resource.
- The Department of Planning and Community Development sent out 23 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.
- Planning staff worked with land owners of property at the following locations on development or redevelopment opportunities:

Sixth Street, between Indian Brook Drive and Venture Drive
 Arch Street residents to discuss rezoning.
 Appaloosa Drive
 515 Sixth Street
 Technical Review for 912 Central Avenue

287 Gulf Road
Chapel Street property
Littleworth Road property interested in a farm stand

- The library has 282 Twitter followers @DPLNH and 458 Facebook fans at facebook.com/DoverPLNH which are used to keep the public updated on a regular basis.

ENERGY EFFICIENCY / SUSTAINABILITY

The City was being monitored for ARRA (American Recovery and Reinvestment Act of 2009) and State compliance for the Wastewater Treatment Facility Blower Project in early February. Two people from NH Department of Environmental Services came out to the treatment facility to check the logs, records and payrolls submitted so far on the WWTF upgrades done by Johnson Controls Inc (JCI). The entire project is subject to Federal and State regulations due to it being one combined contract with several funding sources including state and other federal stimulus funding. The work done to date does not include their portion of funding but it was included in the monitoring since it is part of the overall Contract. The State will be returning in April/May when the blowers are being installed at the plant. The blowers were ordered this week. We are awaiting confirmation of a manufacture date from JCI on the blowers.

JCI is working with the Building Inspection office to get confirmation of work done correctly on their facility improvements (FIM's) so the Substantial Completion forms can be signed off.

The Planning Office continues to work with Strafford Regional Planning to implement the ETAP (Energy Technical Assistance & Planning) program through the State Office of Energy and Planning. The contractors started energy usage monitoring and calculations that will coincide with JCI's Energy Services Contract and assist the City to audit energy savings reported by JCI. The Department of Planning issued a press release to inform the public of the year to date dollar and resource savings reported by JCI. In addition, the Planning Office met with Strafford Regional Planning to outline the scope of work for a regulatory review which will analyze City codes in terms of regulations related to energy. Recommendations are expected to be provided.

The Planning Office is coordinating the development of a City Sustainability Plan with the Dover Energy Advisory Committee serving as the public advisory group in the plan's development. City employees have been surveyed for feedback on current practices and were asked for suggestions for future implementation. The Plan will address municipal operations, with a city-wide sustainability policy and procedures recommended for approval to create a cohesive standard for employees to conserve energy and other City resources under a "Lean & Green" tagline. Implementation of the plan will take a "Lead by Example" approach with a very visible effort to inform and educate the public on our City sustainability efforts to create a positive public image of our sustainability-related activities and to promote similar voluntary efforts in the community. Collaborations and partnerships will be sought within the community to further the promotion of the City's efforts.

A final focus of the Planning and Community Development Department for February was to continue working on 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.

ACKNOWLEDGEMENTS & EVENTS

The Fire Department in Dover provides a wide variety of services each and every day. The department is one of the busiest department's in the state when it comes to overall activity. The members continue to win awards based on volunteerism and customer service. Over the past two months the department won two prestigious awards. The Chamber's Volunteer (s) of the Year which truly depicts the attitude and commitment of the entire department and its personnel. The Police "Partner of the Year" award was recently awarded to Dover Fire are a perfect example of the cooperation that exists between departments in the City of Dover. This type of cooperation from two of the best departments in the State increases the city's level of service and cost effectiveness. Winning awards is nothing new to the members at Dover Fire & Rescue. Over the past 8 years they have won the following awards:

- 2010 Dover Police Partner of the Year Award
- 2010 Chamber Volunteer of the Year
- 2009 Dover Main St Golden Pitchfork Award
- 2008 NH Department of Education (EDDY Award)
- 2007 International Public Education Award
- 2006 EMS Unit of the Year (State of NH)
- 2005 Fire Prevention Award
- 2003 Dover Department of the Year
- 2003 ASPCA National Award
- 2002 Life Safety Achievement Award
- 2003 Life Safety Achievement Award
- 2004 Life Safety Achievement Award
- 2005 Life Safety Achievement Award
- 2006 Life Safety Achievement Award
- 2007 Life Safety Achievement Award
- 2008 Life Safety Achievement Award
- 2009 Life Safety Achievement Award

The following individuals joined cast of "Dancing with the Dover Stars" to raise money for Dover Senior Center. The Recreation Department has been very busy preparing for the first annual Dancing with the Dover Stars, which will be held on March 12, 2011 at 6pm at the Dover High School Auditorium.

- ★ Mayor Scott Myers
- ★ Councilor Bob Carrier
- ★ Fire Chief Perry Plummer
- ★ Community Services Director Doug Steele
- ★ Recreation Director Gary Bannon
- ★ Library Director Cathy Beaudoin
- ★ Police Officer Jason Feliciano
- ★ Dover High School Dean Kim Stephens
- ★ Woodman Park School Teacher Jill Sears
- ★ Dover Middle School Staff/RAB Chair Joe Tenuta
- ★ Businessman Kirt Schuman
- ★ Dover Senior Center Member Alice Clark

Tickets for Dancing with the Dover Stars can be purchased through the Dover Senior Center.

Friends of the Library contributed \$475 for purchase of two museum passes: a 2nd pass to the Children's Museum of NH (Dover---due to demand) and the Isabella Stewart Gardner Museum (Boston).

Friends of the Library contributed \$4,158 for the purchase of four new computers for public use.

Friends of the Library paid the \$50 fee for Seacoast Science Center's "Indoor Tidepooling" presentation for children at the library on February 22. (72 attended)

\$500 was donated to the Friends of the Library by Anne Kotlus in memory of her mother.

Capital Improvement Projects Update

Community Services Department

February 2011

SEWER INFLOW / INFILTRATION MITIGATION

Current: The I&I project proposals were received on February 1st. A contractor will be recommended for selection at the March 9th Council meeting. 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 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.

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 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. A resolution to accept the grant from NHDES will be on the Agenda for City Council approval in March.

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.

STORMWATER UTILITY FEASIBILITY STUDY

Current: The City Council voted to not establish a Stormwater Utility contrary to the Ad Hoc Committee's recommendation. The Council after receiving public testimony concluded that establishing a Stormwater Utility at this juncture was premature.

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

WASTEWATER TREATMENT PLANT FACILITIES PLAN

Current: A presentation was made on February 2nd at City Council workshop which explained the dynamics at play in the NPDES wastewater permit process particularly relative to nutrients in Great Bay. The presentation included a description of the issues at hand, the WWTP facility planning process; the potential costs to meet nutrient limits, and question that remain unanswered relative to the nutrient criteria established by NHDES.

Previous: Eight proposals were received by the Purchasing Agent in response to an RFQ for engineering services to perform a Facilities Plan at the Wastewater Treatment Plant (WWTP). Upon review of the proposals and interviews with all eight of the firms that submitted proposals, Wright Pierce Engineers was selected to perform the Facilities Plan at the WWTP.

Total Permits Issued: February 2011

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
11-004	NORTHEAST ELECTRIC	36	LITTLEWORTH ROAD	CONST./INSTL OFFICES ON MEZZANINE	C	G	4G-2	16000	185
11-007	DENNIS GUERRETTE	853	CENTRAL AVENUE	INTERIOR RENO. FOR SUN TAN CITY	C	38	6-A	50000	525
11-009	MCQUADE REALTY INC.	7	FLORAL AVENUE	RMV & RPLC 14 BLDG ENTRANCE CANO	C	28	25	63000	655
11-010	NP DOVER LLC	851	CENTRAL AVENUE	CREATE NEW STORE FRONTS OPENING	C	38	6-A	85000	875
11-013	CHURCHILL MEDICAL SYSTE	87	VENTURE DRIVE	CONST./INSTL AN OFFICE/LACTATION R	I	D	14-4	24000	265
11-006	GRAYSTONE BUILDERS INC.	10	BEACON CIRCLE	NEW SNGL FMLY W/ ATT GRGE	R	21	5-8	146000	1485
11-008	MCLAUGHLIN	275	DOVER POINT ROAD	RMDL KITCHEN/3 SEASON CONVERT. T	R	L	46-I	48000	505
11-011	JESSICK	214	LONG HILL ROAD	FINISH BASEMENT	R	A	52K	83000	855
11-015	HADLEY	32	DURHAM ROAD	RPLC EXSTN BARN ROOF W/METAL RO	R	I	9	5400	85
11-016	O'CONNOR	153	DREW ROAD	EST. A DOG GROOMING W/IN GARAGE	R	I	25-C-	18500	215
11-017	YOUNG	23	OAK HILL DRIVE	CONST. A MUDRM & SIDE DECK ADDITI	R	36	25K	6000	85
11-018	HAUS	28	DOVER NECK ROAD	CONST/INSTLL A SHED	R	M	90D-8	7500	105
11-019	GRAMMENOS	162	LITTLEWORTH ROAD	IN HOME SALON	R	F	43-21	1000	30
11-025	LINDSAY	4	BAY VIEW ROAD	CONST. REAR ADD. & RENO.	R	J	17	68000	905

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map Lot	Construction Value	Fee
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Total Permits Issued: 14

Total Construction Value: \$621,400.00

Total Fees Collected: \$6,775.00

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

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	8	7	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
Cornerstone Crossing III	Conerstone Dr	H	18	12	6	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18	7/28/2011	H	6.66
Lionheart	Littleworth Rd.	H	4	2	2	2/24/2004	2/24/2004	3/8/2004	P03-66	G	28-1	2/24/2008	W	1.48
Ayer	McKone Ln	H	2	1	1	6/5/2003	6/5/2003	6/5/2003	P02-67	N	18	6/5/2007	G	0.74
Total: Single Family			357	142	215									139
TOTAL APPROVED UNITS			489	195	294									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	21	42	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			111	39	72									
APPROVED + ELDERLY			600	234	366									154

* Built or permit issued and unit under construction

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

City of Dover

Bid Solicitation Report

For February 2011

3/1/2011

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	
Executive				Purchase & Installation of Equipment for School District Media Access Center	
B11043	02/03/2011	02/11/2011			
Community Services				Sand and Gravel	
B11045	02/17/2011	03/14/2011			
Community Services				Masonry Supplies	
B11046	02/17/2011	03/09/2011			
Community Services				Long Line Pavement Markings	
B11049	02/17/2011	03/08/2011			

City of Dover

Bid Solicitation Report

For February 2011

3/1/2011

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				Hand Pavement Markings	
B11048	02/17/2011	03/08/2011			
Community Services				Mast Road and Spruce Lane Engineering Services For Sidewalk and Drainage	
B11054	02/18/2011	03/11/2011			

Total for

Grand Total All Departments

PO Date	PO No.	Vendor Name	Amount	DAC
2/3/2011	201107786	HIGHWAY TECH SIGNAL	\$5,049.00	Police
2/25/2011	201108494	KANSAS STATE BANK OF MANHATTAN	\$5,295.00	Recreation
2/9/2011	201108003	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,321.01	Community Services Department
2/18/2011	201108360	WITMER PUBLIC SAFETY GROUP, INC.	\$5,542.65	Police
2/18/2011	201108348	AAA PUMP SERVICE, INC.	\$5,881.00	Community Services Department
2/3/2011	201107806	PUBLIC SERVICE CO OF NH-CITY	\$5,889.33	City Finance Office
2/8/2011	201107894	DELL MARKETING L.P.	\$6,178.32	Executive
2/17/2011	201108300	EXXON MOBIL FLEET SERVICES	\$6,482.53	Community Services Department
2/16/2011	201108290	PESCHEL CONSULTING, LLC	\$7,115.64	Community Services Department
2/14/2011	201108141	COLOSSUS, INC.	\$7,324.24	Police
2/14/2011	201108104	EXXON MOBIL FLEET SERVICES	\$7,496.24	Police
2/23/2011	201108443	PUBLIC SERVICE CO OF NH-CITY	\$7,678.37	City Finance Office
2/1/2011	201107736	PUBLIC SERVICE CO OF NH-CITY	\$7,931.06	City Finance Office
2/1/2011	201107737	PUBLIC SERVICE CO OF NH-CITY	\$8,965.28	City Finance Office
2/22/2011	201108379	FOX TOURS	\$9,098.15	Recreation
2/1/2011	201107707	JOHN HOADLEY AND SONS, INC.	\$10,376.20	Community Services Department
2/3/2011	201107788	PUBLIC SERVICE CO OF NH-CITY	\$11,188.75	City Finance Office
2/14/2011	201108136	BAYRING COMMUNICATIONS	\$12,003.11	City Finance Office
2/10/2011	201108028	STATE OF NH-DOT	\$14,791.97	Community Services Department
2/24/2011	201108454	ACCESS AV	\$15,199.00	Executive
2/9/2011	201108006	SUR CONSTRUCTION, INC.	\$15,572.18	Community Services Department
2/8/2011	201107893	CCMSI	\$20,429.84	Executive
2/14/2011	201108138	SANTA BUCKLEY ENERGY-CITY	\$20,866.54	City Finance Office
2/1/2011	201107708	NEW ENGLAND ORGANICS	\$24,000.00	Community Services Department
2/24/2011	201108456	A YANKEE LINE, INC.	\$26,958.00	Recreation
2/9/2011	201108025	PUBLIC SERVICE CO OF NH-CITY	\$30,301.95	City Finance Office
2/23/2011	201108444	PUBLIC SERVICE CO OF NH-CITY	\$44,855.87	City Finance Office
2/16/2011	201108289	DOVER LANDFILL BELLAMY TRUST	\$139,600.00	Community Services Department
2/24/2011	201108457	PARKEON	\$145,920.00	Police
2/16/2011	201108272	WRIGHT-PIERCE	\$233,600.00	Community Services Department
2/16/2011	201108288	DOVER LANDFILL REMEDIAL ACTION TRUST	\$627,396.00	Community Services Department

City of Dover

Expenditures of Major Funds

February 28, 2011

(General Fund Includes County, School and Debt Service)

EXPENDITURES	Budget	Range To Date	Year To Date	% Expended Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
1000 General Fund								
City Council	\$ 345,454	\$ 913	\$ 208,265	60.0%	\$ 137,189	\$ 68,765	\$ 68,424	19.8%
Executive	\$ 792,952	\$ 41,326	\$ 537,605	68.0%	\$ 255,347	\$ 126,538	\$ 128,809	16.2%
Finance	\$ 1,465,224	\$ 105,249	\$ 965,772	66.0%	\$ 499,452	\$ 354,206	\$ 145,246	9.9%
Planning	\$ 435,244	\$ 33,385	\$ 291,328	67.0%	\$ 143,916	\$ 102,003	\$ 41,913	9.6%
Misc General Government	\$ 1,640,041	\$ 2,227	\$ 390,798	24.0%	\$ 1,249,243	\$ 45,689	\$ 1,203,554	73.4%
Police	\$ 6,389,698	\$ 515,348	\$ 4,125,589	65.0%	\$ 2,264,109	\$ 1,336,081	\$ 928,028	14.5%
Fire & Rescue	\$ 6,370,282	\$ 460,198	\$ 4,543,077	71.0%	\$ 1,827,204	\$ 1,152,023	\$ 675,182	10.6%
Community Service Public Works	\$ 6,548,882	\$ 448,261	\$ 3,450,547	53.0%	\$ 3,098,335	\$ 1,024,804	\$ 2,073,531	31.7%
Recreation	\$ 2,327,253	\$ 161,630	\$ 1,341,600	58.0%	\$ 985,653	\$ 221,575	\$ 764,078	32.8%
Public Library	\$ 1,070,571	\$ 78,644	\$ 696,327	65.0%	\$ 374,244	\$ 230,407	\$ 143,837	13.4%
Human Services	\$ 707,225	\$ 68,963	\$ 507,664	72.0%	\$ 199,561	\$ 66,937	\$ 132,624	18.8%
Debt Service	\$ 10,218,408	\$ 7,081	\$ 4,018,594	39.0%	\$ 6,199,814	\$ 6,035,160	\$ 164,655	1.6%
Other Financing Sources/Uses	\$ 245,213	\$ -	\$ 245,213	100.0%	\$ -	\$ -	\$ -	0.0%
School	\$ 40,796,682	\$ 2,603,115	\$ 22,262,224	55.0%	\$ 18,534,459	\$ 14,590,522	\$ 3,943,937	9.7%
Intergovernmental	\$ 7,033,271	\$ -	\$ 7,033,271	100.0%	\$ -	\$ -	\$ -	0.0%
Sub-total : 1000 General Fund	\$ 86,386,399	\$ 4,526,341	\$ 50,617,871	58.6%	\$ 35,768,528	\$ 25,354,709	\$ 10,413,819	12.1%
3320 Residential Solid Waste								
Charges for Services								
Community Service Public Works	\$ 1,106,321	\$ 74,259	\$ 502,048	45.0%	\$ 604,273	\$ 379,764	\$ 224,509	20.3%
Sub-total : 3320 Residential Solid Waste	\$ 1,106,321	\$ 74,259	\$ 502,048	45.4%	\$ 604,273	\$ 379,764	\$ 224,509	20.3%
3381 McConnell Center								
Community Service Public Works	\$ -	\$ -	\$ 755	0.0%	\$ (755)	\$ -	\$ (755)	0.0%
Recreation	\$ 818,525	\$ 30,236	\$ 276,703	34.0%	\$ 541,822	\$ 359,089	\$ 182,733	22.3%
Sub-total : 3381 McConnell Center	\$ 818,525	\$ 30,236	\$ 277,459	33.9%	\$ 541,066	\$ 359,089	\$ 181,977	22.2%
5300 Water Fund								
Community Service Public Works	\$ 4,297,381	\$ 167,099	\$ 2,657,516	62.0%	\$ 1,639,865	\$ 528,925	\$ 1,110,940	25.9%
Sub-total : 5300 Water Fund	\$ 4,297,381	\$ 167,099	\$ 2,657,516	61.8%	\$ 1,639,865	\$ 528,925	\$ 1,110,940	25.9%
5320 Sewer Fund								
Community Service Public Works	\$ 5,999,235	\$ 213,537	\$ 3,668,569	61.0%	\$ 2,330,667	\$ 579,757	\$ 1,750,909	29.2%
Sub-total : 5320 Sewer Fund	\$ 5,999,235	\$ 213,537	\$ 3,668,569	61.2%	\$ 2,330,667	\$ 579,757	\$ 1,750,909	29.2%
Total : EXPENDITURES	\$ 98,607,861	\$ 5,011,471	\$ 57,723,463	58.5%	\$ 40,884,398	\$ 27,202,244	\$ 13,682,154	13.9%

City of Dover

**Arena - General Fund
Revenue & Expenditure Report**
(Including Arena Debt Service attributed to the General Fund)
February 28, 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	193,637	863,015	59.7	583,352	0	583,352	40.3
Expenditures	1,103,907	97,009	611,703	55.4	492,204	111,139	381,065	34.5
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	52,736	207,421	4,229.3	(202,516)	(111,139)	(91,377)	-1863.2%

City of Dover

Revenues of Major Funds February 28, 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	\$ 12,063	\$ 63,247,648	103.0%	\$ (1,802,446)	\$ -	\$ (1,802,446)	-2.9%
Licenses & Permits	\$ 4,094,410	\$ 359,573	\$ 2,885,724	70.0%	\$ 1,208,686	\$ -	\$ 1,208,686	29.5%
Intergovernmental	\$ 2,013,349	\$ 8,524	\$ 1,846,003	92.0%	\$ 167,346	\$ -	\$ 167,346	8.3%
Charges for Services	\$ 3,179,278	\$ 280,194	\$ 2,085,571	66.0%	\$ 1,093,707	\$ -	\$ 1,093,707	34.4%
Miscellaneous Revenue	\$ 389,133	\$ 21,104	\$ 217,186	56.0%	\$ 171,947	\$ -	\$ 171,947	44.2%
Education	\$ 13,211,005	\$ 319,275	\$ 7,575,466	57.0%	\$ 5,635,539	\$ -	\$ 5,635,539	42.7%
Operating Transfers In	\$ 297,781	\$ -	\$ 72,658	24.0%	\$ 225,123	\$ -	\$ 225,123	75.6%
Sub-total : 1000 General Fund	\$ 84,630,158	\$ 1,000,733	\$ 77,930,256		\$ 6,699,902	\$ -	\$ 6,699,902	7.9%
3320 Residential Solid Waste								
Charges for Services	\$ 978,526	\$ 65,933	\$ 595,985	61.0%	\$ 382,541	\$ -	\$ 382,541	39.1%
Miscellaneous Revenue	\$ -	\$ -	\$ 56	0.0%	\$ (56)	\$ -	\$ (56)	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 978,526	\$ 65,933	\$ 596,041		\$ 382,485	\$ -	\$ 382,485	39.1%
3381 McConnell Center								
Miscellaneous Revenue	\$ 732,602	\$ 25,098	\$ 426,816	58.0%	\$ 305,786	\$ -	\$ 305,786	41.7%
Operating Transfers In	\$ 84,238	\$ -	\$ 90,598	108.0%	\$ (6,360)	\$ -	\$ (6,360)	- 7.5%
Sub-total : 3381 McConnell Center	\$ 816,840	\$ 25,098	\$ 517,414		\$ 299,426	\$ -	\$ 299,426	36.7%
5300 Water Fund								
Charges for Services	\$ 4,220,115	\$ 90,769	\$ 2,337,675	55.0%	\$ 1,882,440	\$ -	\$ 1,882,440	44.6%
Miscellaneous Revenue	\$ 21,000	\$ 2,629	\$ 19,227	92.0%	\$ 1,773	\$ -	\$ 1,773	8.4%
Sub-total : 5300 Water Fund	\$ 4,241,115	\$ 93,397	\$ 2,356,901		\$ 1,884,214	\$ -	\$ 1,884,214	44.4%
5320 Sewer Fund								
Intergovernmental	\$ 160,285	\$ -	\$ 109,631	68.0%	\$ 50,654	\$ -	\$ 50,654	31.6%
Charges for Services	\$ 4,782,325	\$ 101,990	\$ 2,317,439	48.0%	\$ 2,464,886	\$ -	\$ 2,464,886	51.5%
Miscellaneous Revenue	\$ 32,000	\$ 2,073	\$ 19,611	61.0%	\$ 12,389	\$ -	\$ 12,389	38.7%
Other Financing Sources	\$ 984,919	\$ -	\$ 1,019,374	103.0%	\$ (34,455)	\$ -	\$ (34,455)	-3.5%
Sub-total : 5320 Sewer Fund	\$ 5,959,529	\$ 104,062	\$ 3,466,055		\$ 2,493,474	\$ -	\$ 2,493,474	41.8%
Total : REVENUES	\$ 96,626,168	\$ 1,289,223	\$ 84,866,666	88.0%	\$ 11,759,502	\$ -	\$ 11,759,502	12.2%



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, February 16, 2011**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Weston led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Also present: City Manager Joyal and City Clerk Lavertu.

Absent: Councilor Carrier.

Councilor Weston moved to flip the order of the items on the agenda; seconded by Councilor Hooper.

Councilor Garrison made a friendly amendment to the motion to have a Citizen's Forum after each item.

Roll Call Vote: 8/0.

Councilor Cheney referred to requests she has received from constituents, and asked to have the Parking Commission presentation during a workshop session, and not back-to-back with a regular meeting.

5. DOVER POOL ADVISORY COMMITTEE UPDATE

Mayor Myers invited Philip Reed, Vice-Chairperson for the Dover Pool Advisory Committee (DPAC) to speak to the Council.

Mr. Reed gave a PowerPoint presentation to the Council on DPAC's work over the past seven months.

Ms. Suzanne Peterson continued the presentation discussing DPAC's fundraising and marketing efforts.

Mr. Tim Pavia continued the presentation discussing DPAC's long range plans.

Mr. Dick Arnold continued the presentation discussing DPAC's finances.

Recreation Director Bannon wrapped up the presentation discussing the hard work of the Committee.

All the Councilors thanked DPAC members for their commitment.

Councilor Weston asked if the revenue figures included the money received from the donation envelopes.

Mr. Bannon said they did not. He said they have received over \$1,000.

Councilor Weston referred to the marketing for the T-shirts, and asked if they were selling them.

Mr. Bannon showed a sample and told the Council to get in line to pick one up. They are available in white or gray for \$12.00. They sell them at the pool and other events.

Deputy Mayor Trefethen asked about the long range plans for the endowment fund.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, February 16, 2011**
Meeting Time: **7:00 pm**

Mr. Bannon said the funds will be invested.

Councilor Cheney asked if there will be changing the rates.

Mr. Bannon said they are doing research and they are increasing some of the rates.

Mayor Myers asked if \$35,000 to \$50,000 was sustainable in future years.

Mr. Bannon said \$35,000 is a realistic target, and felt new events would need to be created to attain \$50,000.

Mayor Myers referred to the Governor's proposed budget, and said there were a lot of challenges. He said every operation within the City needs to be scrutinized and priorities set.

City Manager Joyal said this group came forward to help solve a problem.

CITIZEN'S FORUM

Citizens are invited to speak on Item 5. of the Workshop. Statements shall be limited to five minutes.

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

6. WASTEWATER TREATMENT PLANT (WWTP) PERMIT NUTRIENT LIMITS/GREAT BAY WATER QUALITY CONCERNS

City Manager Joyal invited the City's Environmental Consultant Dean Peschel to speak to the Council.

Mr. Peschel introduced the three additional speakers that would address the Council: Peter Atherton, Wright Pierce Engineers; Russell Thibeault, an economist with Applied Economic Research; and John Hall of Hall Associates from Washington DC. He started a PowerPoint presentation to the Council regarding the background of the Wastewater Treatment Plant permit nutrient limits and Great Bay water quality concerns.

Mr. Atherton discussed the Wastewater Treatment Plant.

Mr. Thibeault discussed the fiscal impacts.

Mr. Hall ended the presentation discussing the science, research, and options for the Great Bay Estuary.

The Councilors and speakers discussed the completed research, research that still needs to be done, possible solutions, and the costs for those solutions.

Mr. Peschel spoke about WWTP permitting process in New Hampshire being done directly with the EPA.

Deputy Mayor Trefethen mentioned that the City's permit is expiring in October, and asked if there was a possibility of an extension.

City Manager said they are hopeful that all parties can come to the table to work through getting the questions answered before something gets imposed.

Deputy Mayor Trefethen asked about the financial aspect of this with Mr. Thibeault.

Mayor Myers started a discussion about the focus on nitrogen and phosphorus levels.

Mr. Peschel said phosphorus was more of a fresh water issue, and he didn't see Dover having a problem with that.

Mayor Myers started a discussion about the State of Maine's position.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, February 16, 2011**
Meeting Time: **7:00 pm**

Councilor Cheney talked about the City replanting eelgrass now. She felt the City should push back on the State mandates.

7. CITIZEN'S FORUM

Citizens are invited to speak on Item 6. of the Workshop. Statements shall be limited to five minutes.

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

8. ADJOURNMENT

Deputy Mayor Trefethen moved to adjourn; seconded by Councilor Cruikshank.
Vote: 8/0.

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, February 23, 2011**
Meeting Time: **7:00pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Hooper led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Also present: City Manager Joyal, General Legal Counsel, and City Clerk Lavertu.

Absent: Councilor Cheney and Councilor Garrison.

5. PROCLAMATIONS/AWARDS – None

6. APPROVAL OF AGENDA

Councilor Hooper moved to add the School Board Report; seconded by Councilor Cruikshank.
Vote: 7/0.

Deputy Mayor Trefethen moved to add as Item 13.B.5., resolution regarding New Hampshire Retirement Reform; seconded by Councilors Hooper and Weston.

Vote: 7/0.

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

Vote: 7/0.

7. PUBLIC HEARINGS – None

8. CITIZEN'S FORUM

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

David Montenegro, 55 Union Street: He spoke about fluoridation of the City's water and the scientific evidence of its negative effects. He asked the Council to reduce the level of fluoride in the City's water to zero parts per million.

David Staples, DDS, 2 Ruthies Run: He discussed fluoridation in the water. He said it has been proven that it does work, is supported by HHS, EPA, CDC, and ADA, and National Academy of Sciences. He said the agencies have asked that the levels be lowered to .7 milligrams per liter.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, February 23, 2011**
Meeting Time: **7:00pm**

Patricia Wulfson, 5 Rainbow Drive: She spoke about it not being safe to have fluoride in the City's water. She spoke about the New Hampshire Congressional Hearing regarding HB-608, and Dr. Roger Masters' studies on fluoridation in the water. She requested the Council to direct the Public Works Department to discontinue adding this waste product to the City's water as soon as possible.

David Bamford, 296 Gulf Road: He spoke about his concerns regarding the parking meter system. He mentioned that transponders could help, and asked the Council to lower the initial price of the transponder to encourage its use. He said the minimum time required purchase should be \$0.25.

Thomas Lamy, 9 Deepwood Drive: He spoke about fluoride being bad to ingest and safe levels in the water supply. He spoke about more meters being put in, and felt it created an unfriendly environment. He felt the City should remove the parking meters already in use.

Ralph Tripodi, owner of Café on the Corner: He spoke about the tough economic times where every purchase must be considered. He said parking meters were making it costlier and less convenient. He spoke about the people being the real power of the City, and not the elected officials. He spoke about the petition to remove the meters. He asked the Council to listen to the people and at least table the resolution to purchase more meters.

Edward Bleiler, 28 Isaac Lucas Circle: He said the Council was creating a ghost town by putting the meters in. He spoke about the unneeded spending on the Council's Agenda tonight. He read his statement to the Council.

John Scruton, 99 Sixth Street: He spoke against the parking meters, and said the City is going in the wrong direction.

Alfred Catalfo, Esq, 466 Central Avenue: He spoke about the volatile environment in the City and how people were upset about the parking meters. He said parking meters have been put in twice before, and they were taken out both times because Dover became a ghost town. He said people won't buy the transponder. He asked the Council to table spending more money on the meters, and to seriously consider taking the present meters out. He spoke about the people's belief that the Council will do the right thing.

Domenick Cama, 119 Cottonwood Drive, Member of the Dover Middle School PTA: He spoke in support of the School's budget, and the need to keep it a priority.

Donald Medbery, 3 Covered Bridge Lane: He disagreed with the previous speaker and said the School Budget should be held at a zero increase. He spoke about the parking meters turning Dover into a ghost town. He discussed the lack of communication between the City Council and the citizens of Dover.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, February 23, 2011**
Meeting Time: **7:00pm**

Christopher Buck, 28 Lincoln Street: He spoke against the parking meters. He said businesses are suffering.

Otis Perry, 91 Court Street, Member of the Parking Commission: He said the Resolution is addressing the third phase of the metering system. He said the vacant spaces that people are seeing now are caused by employees moving to cheaper parking.

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

9. CITY MANAGER'S REPORT

City Manager Joyal said his written report is an update from the Economic Development Director. He spoke about the petition for a rehearing on the Arch Street rezoning issue. He said they will probably have a resolution at the next regular meeting regarding whether or not to grant that hearing. He spoke about fluoridation in the City's water. He said the City is adjusting the level from .8 to .7 milligrams per liter as recommended by the EPA. He said to remove the fluoride completely would require a referendum and voted on by the citizens.

Councilor Hooper started a discussion regarding the parking garage, and the need to build one to help the Mill.

City Manager Joyal said the City would not build a parking garage to help the Mill, but they would consider partnering with them. He said parking is an issue in the City, but it has been expressed that property taxes not be used to pay for a garage.

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

Vote: 7/0.

10. APPROVAL OF MINUTES

A. February 9, 2011

Deputy Mayor Trefethen moved for the approval of the Minutes; seconded by Councilor Weston.
Vote: 7/0.

11. MAYOR'S REPORT

Mayor Myers thanked the Greater Dover Chamber of Commerce for hosting the Legislative Reception. He attended the Local Government Center board meeting on long range strategic planning. He attended the New Hampshire Municipal Association meeting and was elect Vice-Chairperson. He said it was a very active time in the legislature. He attended the Rotary luncheon. He said the next Coffee with the Mayor will be held at Café on the Corner on March 5, 2011, at 9:00 am.

12. UNFINISHED BUSINESS – None



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
 Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
 Meeting Date: **Wednesday, February 23, 2011**
 Meeting Time: **7:00pm**

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **TAG – Dover Youth Football League, Inc.**
2. **AWARD OF ADDITIONAL SCOPE OF EVALUATION SERVICE FOR ONE VOICE YOUTH TO YOUTH GRANT**
SPONSORED BY MAYOR MYERS BY REQUEST
3. **SENIOR CENTER TRIP TO DAYTONA BEACH, FLORIDA**
SPONSORED BY MAYOR MYERS BY REQUEST

COMMITTEE REPORTS

- | | |
|----------------------------------------|-----------------------------------------------------|
| 1. School Board | 8. Transportation Advisory Commission |
| 2. Planning Board | 9. Joint Building Committee – Horne Street |
| 3. Appointments Committee | 10. Joint Building Committee – Media Access |
| 4. Recreation Advisory Board | 11. Legislative Liaison |
| 5. McConnell Center Advisory Committee | 12. Pool Advisory Committee |
| 6. Arts Commission | 13. Parking Commission – Update Presentation |
| 7. Solid Waste Advisory Commission | |

Deputy Mayor Trefethen moved to approve the Consent Calendar; seconded by Councilor Nedelka.

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

Councilor Hooper asked the pull the School Board Report.

Mayor Myers said he was going to pull the Parking Commission Report.

Deputy Mayor Trefethen moved to pull the Joint Building Committee – Media Access Report.

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

Roll Call Vote: 7/0.

Councilor Hooper discussed the School Board Report with the Council.

Councilor Weston moved to accept the School Board Report; seconded by Deputy Mayor Trefethen.

Vote: 7/0.

Deputy Mayor Trefethen discussed the Joint Building Committee – Media Access Report with the Council. He mentioned Channel 95 will be implemented and available from Comcast in the basic package.

Councilor Weston asked about programming on Channel 22 versus Channel 95.

Deputy Mayor Trefethen said the intention of Channel 95 would be to show School items, but they haven't completely figured out the scheduling.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, February 23, 2011**
Meeting Time: **7:00pm**

Councilor Weston moved to accept the Joint Building Committee – Media Access Report; seconded by Councilor Hooper.

Vote: 7/0.

City Manager Joyal said Parking Commission Member Otis Perry and Parking Manager William Simons have come to speak to the Council regarding the Parking Commission Report.

Mr. Simons gave a brief review to the Council about the history and objectives of the Parking Commission.

Councilor Hooper started a discussion about people not liking change. She said she like Attorney Bamford suggestions; especially his idea for a transponder and being offer at a lower introductory price. She said the City has spent a lot on the meters, and asked if this was the last stage.

Mr. Simons said this was the final stage.

Councilor Hooper started a discussion about the life of the meters.

City Manager Joyal said all the recommendations will be communicated to the Parking Commission.

Councilor Weston discussed the Parking Commission recommendations to extend the hours to 7:00 am to 8:00 pm. She discussed the complaints regarding the McConnell Center parking.

Mr. Simons said the Parking Commission recommendation for times is 8:00 am to 6:00 pm, Monday through Friday, except holidays. He said they have heard about McConnell Center parking problems and will come up with a solution. He said the Parking Commission will be meeting on March 14, 2011 at 8:30 am, in the 2nd Floor Conference Room, City Hall.

Deputy Mayor Trefethen said he appreciated the concerns of the business community. He said 6,000 people use the meters during the week, and permits have gone up from 162 to 291. He said he was willing to try a few limited time free parking.

Mr. Simons said the Parking Commission is considering a few 15-30 minute free parking spots.

Councilor Nedelka thought transponders would be terrific, and concurs with introducing them at a lower cost or for free.

Councilor Cruikshank also was on board with transponders. She asked about the machines taking nickels and dimes, and the minimum time.

Mr. Simons said it does take nickels and dimes, and the minimum time was 20 minutes.

Mayor Myers asked about the need to better communicate with the citizens. He spoke about the parking meter system. He agreed with transponders, a few 15 minutes free spots, and to lower the minimum amount. He believe the free spots that are being seen today are people that have purchased permits.

Councilor Nedelka started a discussion about the decision to stop the meters for bad storms.

Mr. Simons said they put bags over the meters that people can see. He said they also used them on the really cold days.

Councilor Carrier said he has heard the dissatisfaction, but that the Parking Commission is still working on it. He asked the City Manager about the revenue stream from the parking meters.

City Manager Joyal said the parking system has always been a standalone fund, paying for the staff, lights, and plowing and snow removal. He said the additional income is put into a fund for future facility needs.

Deputy Mayor Trefethen moved to accept the Parking Commission Report; seconded by Councilor Weston.

Vote: 7/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, February 23, 2011**
Meeting Time: **7:00pm**

B. RESOLUTIONS

**1. B09064 PAY & DISPLAY PARKING METERS TWENTY ADDITIONAL UNITS
SPONSORED BY MAYOR MYERS BY REQUEST**

Deputy Mayor Trefethen moved for its approval; seconded by Councilor Cruikshank. Mayor Myers said this was the third phase of the parking meter system. Councilor Nedelka said he would support this Resolution. Councilor Hooper said she would support this Resolution. Deputy Mayor Trefethen said he would support this Resolution. He felt it was the right decision. Councilor Weston said she would not support this Resolution, because she couldn't support spending \$145,000 in a bad economy. She would support tabling the Resolution. She talked about the Downtown Dover Board of Trade being revived. Councilor Carrier asked if this Resolution was time sensitive. City Manager Joyal said there was a four month lead time where the City has to make a commitment to purchase the meters, and four months of construction and delivery process. He said the lock-in pricing for the meters will expire at the end of February. Roll Call Vote: 6/1; Passed. Councilor Weston was opposed.

**2. B11004B - 2010 INFILTRATION AND INFLOW REDUCTION AWARD OF BID
SPONSORED BY MAYOR MYERS BY REQUEST**

Deputy Mayor Trefethen moved for its approval; seconded by Councilor Weston. Councilor Weston asked if the City was still receiving grant funding for this project. City Manager Joyal said they hoped to, but he couldn't guarantee it. Roll Call Vote: 7/0.

**3. AWARD OF ADDITIONAL SCOPE OF ENGINEERING SERVICES
2010 INFILTRATION AND INFLOW REDUCTION
SPONSORED BY MAYOR MYERS BY REQUEST**

Deputy Mayor Trefethen moved for its approval; seconded by Councilor Cruikshank. Roll Call Vote: 7/0.

**4. AWARD OF ADDITIONAL SCOPE OF ENGINEERING SERVICES FOR WHITTIER
STREET BRIDGE OVER THE COCHECO NHDOT#111/132
SPONSORED BY MAYOR MYERS BY REQUEST**

Deputy Mayor Trefethen moved for its approval; seconded by Councilor Cruikshank. Roll Call Vote: 7/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, February 23, 2011**
Meeting Time: **7:00pm**

5. SUPPORT FOR NH RETIREMENT REFORM LEGISLATION SPONSORED BY MAYOR MYERS AND DEPUTY MAYOR TREFETHEN

Deputy Mayor Trefethen moved for its approval; seconded by Councilor Nedelka.
Mayor Myers discussed this Resolution with the Council.
Councilor Hooper recused herself from the vote on this Resolution.
Roll Call Vote: 6/0.

C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE – None

15. COUNCIL MATTERS OF INTEREST

Deputy Mayor Trefethen said he would be happy to sponsor a resolution regarding a referendum on fluoride in the water supply.

Mayor Myers talked about the Governor's budget presentation. He gave a snapshot on the effect it will have on the City's budget, saying it will be \$2.5 million less from the State on just a few items. Councilor Weston started a discussion on the State building aid and asked if the State can breach the contract, or if it was a contract.

City Manager Joyal said it is up to the legislature during the budget process.

16. ADJOURNMENT

Councilor Weston moved to adjourn; seconded by Councilor Hooper.
Vote: 7/0.



CITY OF DOVER
11 FEB -7 PM 3:21

APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: _____

Federal Tax ID number for Organization: _____

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

Contact Person: Diane Chessman Day Time Telephone: 603-767-5138 cell
603-516-4175 wk

Address: 1 Olde English Village #205 Email Address dchessman@comcast.net

Purpose of Permit: Fundraiser to raise \$ for S. Kodowski/K. Hughes - Boston Breast Cancer walk
(Susan G. Komen)

Date of Event: April 10, 2011 Specific Time: 2-5 pm

Location of Event: Kraue Restaurant 431 Central Ave

(Raffle Permit only)
Prize (s) To Be Awarded: Various donated items - will be on site day of event

Amount of Donation: _____ Date of Drawing: April 10 Specific Time: - 4:30 pm to 5 pm

Place of Drawing: Kraue Restaurant 431 Central Ave


* 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.

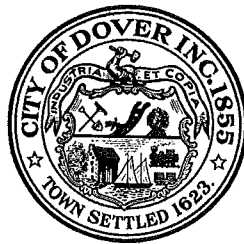
Signature: Diane Chessman Date: 2/7/11

Licensing Board approval  Date: 2/2/11
Revised 03/17/08

11 MAR -2 PM 2:48

CITY OF DOVER

RECEIVED
DOVER CITY CLERK
DOVER, NH



RECEIVED
DOVER CITY CLERK
DOVER, NH
2011 FEB 22 P 2:44

2011 FEB 15 P 3:45

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Rochester Runners Club
Federal Tax ID number for Organization: 02-0453677
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Chuck ZERBINopoulos Day Time Telephone: 603 749.9005

Address: 12 Longmeadow Rd, Dover NH Email Address: hmmzerb@comcast.net

Purpose of Permit: REDS RACE for a better community - 5 mile Road Race

Date of Event: 4-10-2011 Specific Time: 10:00 AM

Location of Event: START-DOVER CITY HALL FINISH-DOVER INDOOR POOL (HENRY LAW)

(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: Chuck Zerbinopoulos Date: 2-15-2011

Licensing Board approval [Signature] - Acting Date: 2/19/11

Revised 03/17/08



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

RAFFLE.....TAG*.....PARADE**.....ROAD TOLL***.....FIREWORKS****.....

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

Organization Name: Maine Coast Business Softball Team

Nature of Organization: CIRCLE ONE [Religious, Educational, Charitable, Civic, Veterans, Fraternal or Political]
*A COPY OF NON-PROFIT/CHARITABLE STATUS SHOULD BE AVAILABLE UPON REQUEST 501(C)3 non profit

How Long Has Organization Been in Existence: 10 years

Contact Person: Shirley Rand Telephone: 1-207-646-3472

Address: 1424 Littlefield Rd Wells, Me 04090

Purpose of Permit: Raffle

Date of Event: April 9+10 Specific Time: 9-3

Location of Event: Dover Rec. and ice arena

(Raffle Permit only)

Prize (s) To Be Awarded: Variety

Amount of Donation: \$1 per ticket Date of Drawing: April 9+10 Specific Time: 3 AM

Place of Drawing: Dover Ice Arena

*NOTE: THIS PERMIT DOES NOT GIVE PERMISSION TO SOLICIT AT BUSINESS ESTABLISHMENTS WITHOUT THE OWNERS/MANAGERS PERMISSION

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

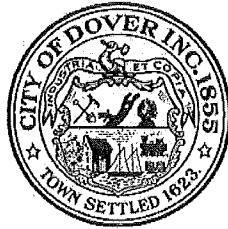
***NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

****NOTE: FIREWORKS PROGRAMS AND DISPLAYS MUST BE APPROVED BY THE FIRE CHIEF AND POLICE CHIEF IN ACCORDANCE WITH THE PROVISIONS OF RSA 160-A

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: Shirley M. Rand Date: 3-1-2011

RECOMMENDATION: City Clerk recommends this item be granted. MEETING HELD: [Signature] 2/2/11 Revised 08/01/01



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Dover Baseball Inc (Fed Tax ID # 02 0514051)

How Long Has Organization Been in Existence: 1955

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

Contact Person: Jake Bishop or Jerry Newcomb Telephone: 603-231-0070 (jake) 603-969-7513 (Jerry)

Address: 32 Grandview drive, Dover (Jake) 87 Cottonwood Drive, Dover (Jerry) PO BOX 443, Dover (League)

Purpose of Permit: Annual tagging for fundraising

Date of Event: May 5th, 6th, 7th, 2011 Specific Time: weekdays 4pm-8pm Saturday 8am-4pm

Location of Event: Various businesses throughout the city with their permission

(Raffle Permit only)

Prize (s) To Be Awarded:

Amount of Donation: Date of Drawing: Specific Time:

Place of Drawing:

* NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS: Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information.

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: [Handwritten Signature] Date: 2-8-11

Police Department approval [Handwritten Signature] Date: 3/2/11

COUNCIL MEETING DATE:

To: Dover City Council

From: Dorothea Hooper

Re: School Board Report

Date: March 1, 2011

The Dover School Board met in Budget Workshop Session on Feb. 28th.

Board members were working with a sheet of 10 priorities of the administration. Six of those priorities were former cuts to the budget that they would like to have restored. Top of the list was the funding of a new math program, additional computers to get the district up to date, and a half time art teacher. Funding these priorities would mean a 3.26 increase in their budget.

Working with sheets outlining different percents (ranging from 2.6 to 4.9, board members began to discuss their view of the priorities as well as raise a variety of questions:

1. What percent does the City Council intend to come in at (example --we don't want to come in at a 2.6 and have the city come in at a higher percent)?
2. What affect will the Governor's budget have on our ability to fund programs?
3. How much can the community bear in order to fund the schools?
4. What would class size be if 1 teacher in science and math were cut at the high school and one in 7th and 8th grade at the middle school?
5. Since Everyday Math, while roundly disliked by many, has not been a disaster to test scores, is this the time to institute a new program?
6. Why are we paying rent to the city for space at the McConnell Center?

Some board members raised questions about athletic transportation fees and funding a 2nd year of Firefighting Training at the CTC center

Questions arose concerning incoming revenues. The district's revenues are projected to go down by \$400,000. The board is counting on about 12.8 million. In addition, the school portion of retirement payments may go up again.

It was suggested that a special meeting be called on March 7th to do further work on the budget.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2011.03.09 – 27**
Resolution Re: Resolution to Encourage/Participate in Regionalization Efforts

WHEREAS: Dover, Strafford County, the State of New Hampshire, and the nation are confronted with major economic challenges; and

WHEREAS: The solution to these economic challenges is in strengthening our local and regional economies; and

WHEREAS: There are common interests and services shared by all communities and being delivered within Strafford County; and

WHEREAS: Studies have shown that sharing resources and services with neighboring communities can provide substantial savings to individual communities; and

WHEREAS: Dover could realize substantial savings and reduce its budget thereby lessening the burden on local taxpayers through regionalization of services and procurement without diminishing the quality: and

WHEREAS: The County of Strafford, through its Board of Commissioners is willing to host meetings to provide leadership, organization, funding resources, and facilitation of this effort:

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

The City Manager is requested to explore and participate in regionalization efforts with communities throughout Strafford County in an effort to realize cost saving opportunities for the City of Dover.

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.1.

Resolution Number: **R – 2011.03.09 – 27**

Resolution Re: Resolution to Encourage/Participate in Regionalization Efforts

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 – 2011.03.09 – 27**

Resolution Re: Resolution to Encourage/Participate in Regionalization Efforts

RESOLUTION BACKGROUND MATERIAL:

July 2010 The Strafford County Commissioners hosted a public meeting at the Strafford County William A. Grimes Justice and Administration Building to discuss the issue of Regionalization. Please reference minutes from this meeting (attached).

With representatives from cities and towns in Strafford County present, the general consensus was that Strafford County should maintain a leadership role in coordinating Regionalization efforts. Strafford County has agreed to take on this leadership role and has also agreed to oversee the following functions: Facilitation, administration, organization, funding, resources, responsibility and planning and managing these efforts. Strafford County Commissioners have temporarily reassigned Carrie Lover (an existing Strafford County employee) to work alongside the County Commissioners and County Administration to coordinate these planning efforts with local officials.

From this meeting, a list of six priority items was developed for implementation: Health and Human Services and Social Services, Welfare Programs/Direct Assistance, Prosecution Services, Dispatch Services, Assessing, and Special Education.

The Strafford County Commissioners would like to recognize and thank all those officials who participated in our meeting in July. We also wish to thank Mayor Lincoln Soldati Esq. and Dover City Manager Michael Joyal for drafting the enclosed-proposed universal resolution document for all cities and towns in Strafford County to adopt in order for Regionalization efforts to be effective.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2011.03.09 – 27**

Resolution Re: Resolution to Encourage/Participate in Regionalization Efforts

STRAFFORD COUNTY COMMISSIONERS REGIONALIZATION MEETING MINUTES THURSDAY, JULY 22, 2010, 12:00 NOON

A public meeting of the Strafford County Commissioners was held Thursday, July 22, 2010 at 12:00 noon in the Cafeteria Conference Room, Lower Level of the Strafford County William A. Grimes Justice and Administration Building, 259 County Farm Road, Dover, New Hampshire 03820. Present from the County were Commissioners Maglaras, Dumont, and Watson, County Administrator Bower, Tom Velardi, County Attorney, Sheriff Wayne Estes, Register of Deeds Leo Lessard, and Jean Miccolo, Administrative Assistant. Nick Manolis of Primex was present as the Facilitator for the meeting.

Representatives from the cities and towns included the following: Carol Reilly, Barrington Town Administrator, Mayor Scott Myers, Dover, Mike Joyal, Dover City Manager, Catherine Cheney, Dover City Council, Perry Plummer, Dover Fire Chief, Christina Ladam, Dover Intern, Gail Jablonski, Durham Business Manager, Robert Srnc, Chairman, Milton Selectmen, Joe Ryan, Milton Town Administrator, Alison Rendinaro, New Durham Administrative Consultant, Doris Gates, Rochester Taxpayer, Mayor T.J. Jean, Rochester, Chuck Grassie, Rochester City Council, David Walker, Rochester City Council, David Dubois, Rochester Police Chief, Edmund Jansen, Chairman, Rollinsford Selectmen, Al Dionne, Rollinsford Selectman, Patrick Carroll, Rollinsford Selectman, Mayor Lincoln Soldati, Somersworth, Dale Sprague, Somersworth City Council, David Witham, Somersworth City Council, Bob Belmore, Somersworth City Manager, and Scott Smith, Somersworth Finance Director,.

Chairman Maglaras welcomed everyone to the meeting and thanked them for coming to discuss regionalization within the County. He noted that the Commissioners would like to explore the possibilities of providing services to County residents in a different manner that would reduce costs, but maintain excellence. The current economic situation has created a forum to start addressing ways in which municipalities can save money. With the normal way of doing business being shifting costs from State, down to County, down to the cities and towns, the Commissioners feel it is a good time to change the way we are doing business. We need to look at the challenges involved and develop a positive way to move forward into the future. Chairman Maglaras introduced Nick Manolis, of Primex, who will be acting as the facilitator for the meeting.

Commissioner Dumont stressed that we must give up our parochial attitudes about "turf." In order for regionalization to work we must be able to give up some control and be willing to do things in new ways.

Mr. Manolis welcomed everyone. He noted that the focus of today's meeting is to throw out ideas for regionalization; we are only restricted by our imaginations and our fears. Mr. Manolis also asked that everyone leave their "turf" at home for today and look beyond the borders of each of our cities and towns and discuss the ideas brought up today and possibility in the future in a positive way. Basically, regionalization would mean a sharing of services and resources within the County.

He asked what regionalization meant to those present. Some thoughts from the participants included: cooperative efforts, more effective economics, economies of scale, giving up something in order to gain something better, re-defining responsibilities, synergy, getting more for less, a better return on an investment, consolidation of resources. It must be efficient, effective, and cost-saving by sharing the cost of service and resources, better purchasing power, must save money for the taxpayer and must have a return on any investment involved. There was a statement that it will not work if costs go down and services go down as well. We must maintain the level of service or improve it. Rochester Police Chief Dubois advised that he believes that some form of regionalized services for the area is inevitable. The economy of scale is going to force this to occur.

Dover Fire Chief Plummer commented that he is concerned that if we try and tackle challenging issues at first the regionalization effort will get bogged down and people will lose interest. At first, we should identify some non-controversial issues that could be easily managed and would have a greater likelihood of quick success. We could then build on these successes to tackle more difficult issues.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2011.03.09 – 27**

Resolution Re: Resolution to Encourage/Participate in Regionalization Efforts

Mr. Manolis asked what role the County should play in regionalization. Several suggestions were given, including the following: Leadership, facilitators, administration, organization, funding, resources, coordination, responsibility and planning, managing economics. The general consensus was that the County should maintain a leadership role; regionalization has worked well in many other areas of the country on a County-wide basis.

There was some discussion regarding sharing services and costs, especially with the smaller towns that do not have certain services available at all, or they are limited or only on a volunteer basis. Without mutual aid, the system would not work for these small towns, or sometimes the cities, when the need is there. There was some discussion on what happens if the bigger towns and cities are supplementing or subsidizing services for smaller towns that do not provide a service. Dover Fire Chief Plummer reports that he and other Chiefs who are in a mutual aid pact for fire services sit down periodically and examine mutual aid call statuses. This helps all ensure that one entity is not supplementing the short staffing of another entity through mutual aid. He suggested a similar process be established to review the value of regionalized services. This is where providing services on a County-wide basis would be beneficial.

Rollinsford Selectman Ed Jansen began the discussion by expressing concerns about the costs and lack of control over special education services demanded by the State of New Hampshire and the Federal government, yet primarily funded on the local level. This would be an ideal item to regionalize. Somersworth Mayor Lincoln Soldati agreed. This is a very difficult budget item to manage and could be looked at. Upon further discussion, the group decided to put a hold on this issue and pursue others listed. The Commissioners agreed to check with the National Association of Counties (NACo) to see how these services are provided in other parts of the country.

Some ideas for regionalized services included:

- *Property assessments
- *Court prosecution
- *Waste water treatment — wells, water, septic, hazardous waste disposal; recycling
- *Dispatch services
- *Special education services
- * Public education: Specific programs, such as the DARE program, fire safety, etc.
- *Asset management: Human and facility
- *Health inspections
- *Combining/consolidation of social service programs so there is not so much duplication of service to reduce costs
- * Centralized location for people who need specific services to come to and be able to find help in one place, like a "gatekeeper" or single entry system to streamline services
- * Redefine some areas so that they are consumer-driven and not agency driven
- * Welfare programs
- *A clearinghouse for public assistance
- *Waste and septic disposal
- *Public health services
- *Surplus goods; central purchasing; bulk postage purchases; cell phone purchase; equipment purchases; printing
- * Investigation services
- *Emergency Medical Services (EMS)/Ambulance
- *Training
- *Police and fire services
- *Inspection services
- *Technical support
- *Personnel/human resource coordination: Hiring, applications
- *Transportation: public transit, bussing, school busses, etc.

Somersworth City Councilor Dale Sprague (also Chairman of the Stafford County Legislative Delegation and State Representative), inquired of Commissioner George Maglaras about how the counties plan to deal with the human service agencies throughout the County. Commissioner Maglaras advised that he is working with State Health and Human Service Director Nick Toumpas to create some large "super services" agencies that will cut the number of



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2011.03.09 – 27**

Resolution Re: Resolution to Encourage/Participate in Regionalization Efforts

State contracts from 4,000+ to a lesser, more manageable number: This will save in administrative costs and streamline the contracting process.

Regional dispatch was discussed more specifically with Rochester City Councilor Chuck Grassie and Rochester Mayor Jean, speaking in favor of pursuing this issue. Dover Mayor Myers reports that there are many issues that would need to be pursued before this would be viable.

Mr. Manolis thanked everyone for providing such a wide variety of wonderful ideas. He asked which ideas would work well now to begin the process, such as ones that are already in place in some form or that would be easy to implement. Some suggestions included dispatch services, for which services are already provided to all the towns; welfare, which was run by the County over twenty years ago, until the State changed the laws and welfare services were picked up by the cities and towns individually.

From the list of ideas provided above, the group developed the following items that would be top priority and easiest to implement:

1. Health and human services, and social services
2. Welfare programs/direct assistance
3. Prosecution Services
4. Dispatch services
5. Assessing
6. Special education
7. Central Purchasing

Commissioner Paul Dumont reported that prosecution services seemed like a logical thing for the group to pursue. This could be done very economically by the County Attorney's office and would enable more police officers to be on the road.

Mr. Manolis asked what the group felt the next steps in the process would be. The response was to identify the stakeholders for each particular idea and get those people together to discuss the possibilities. The next steps would be to take action, have group meetings, get some form of commitment from the County, cities and towns, and have a set of policies and procedures for implementation of the specific goal that each city, town and the County can adopt.

Dover City Manager Mike Joyal asked if any of the towns or other cities were working from any kind of official mandate to explore possible efficiencies from regionalization. He advised that his City Council had done this. After some discussion, it was determined that it would be helpful to the process to ensure that Strafford County cities and towns are supportive of the concept. Somersworth Mayor Lincoln Soldati was volunteered and, subsequently agreed, to author a universal document for possible adoption by the cities and towns.

The next step would be for the officials present today to meet with their respective associates in their city/town to discuss the pros and cons of the seven (7) items listed above and develop a plan of action, as well as what this group would be charged with developing. Then these sub-groups from each city/town would come together to meet to discuss their ideas in a larger group (one for each of the Big Seven Ideas noted above), or each group would report to a representative from today's meeting and this meeting would re-convene to discuss the results. One concern mentioned was that when these smaller groups meet, it will probably be with the realization that should a centralized agency become an actuality, personnel will be cut back, so there may be some personal issues going on during these meetings. It was decided that once each city and town has discussed these matters with their respective officials, another meeting will be scheduled to discuss the results and move forward from there.

The Commissioners, County Administrator Bower, and Mr. Manolis thanked everyone for attending today's meeting and noted that this is the start of a new way of doing business that will be in the best interests of everyone concerned, but most especially, the taxpayer.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2011.03.09 – 28**

Resolution Re: Resolution to Approve Dover Adult Learning Center Lease
for the McConnell Center, Room 220

WHEREAS: The Dover Adult Learning Center of Strafford County is an existing tenant at the McConnell Center which provides educational services for Dover citizens; and

WHEREAS: The Dover Adult Learning Center is adding a room to their lease of the premises; and

WHEREAS: The McConnell Center Advisory Committee recommends a lease agreement for the rental of Room 220 of the McConnell Center.

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

The Dover City Manager is authorized to enter into a lease agreement with the Dover Adult Learning Center with terms and conditions consistent with the lease contained in the Background of this Resolution.

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 – 2011.03.09 – 28**

Resolution Re: Resolution to Approve Dover Adult Learning Center Lease for the McConnell Center, 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 – 2011.03.09 – 28**

Resolution Re: Resolution to Approve Dover Adult Learning Center Lease for the McConnell Center, Room 220

RESOLUTION BACKGROUND MATERIAL:

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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2011.03.09 – 28**

Resolution Re: Resolution to Approve Dover Adult Learning Center Lease for the McConnell Center, Room 220

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 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.



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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.

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



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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 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



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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.



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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.



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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 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.