



**CITY OF DOVER**

## CITY COUNCIL - AGENDA

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, June 22, 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**
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. **June 1, 2011 – Workshop session**
  - B. **June 1, 2011 – Special Meeting**
  - C. **June 8, 2011 – Regular Session**

11. **MAYOR’S REPORT**

12. **UNFINISHED BUSINESS**
  - A. **ORDINANCES IN THE 2<sup>nd</sup> READING – None**
  - B. **ORDINANCES IN THE 3<sup>rd</sup> READING – None**
  - C. **RESOLUTIONS – None**

13. **NEW BUSINESS**

- A. **CONSENT CALENDAR**
  1. **TAG – Prime Time AllStar Boosters**
  2. **FIREWORKS – Greater Dover Chamber of Commerce**
  3. **BLOCK PARTY – Greater Dover Chamber of Commerce**
  4. **RAFFLE – Greater Dover Chamber of Commerce**



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5. **RESOLUTION: B11078 BITUMINOUS CONCRETE / ASPHALT TO BE PICKED UP**  
SPONSORED BY MAYOR MYERS BY REQUEST
6. **RESOLUTION : B10089 HOT BITUMINOUS PAVING (ASPHALT) ADDITIONAL SCOPE OF SERVICES**  
SPONSORED BY MAYOR MYERS BY REQUEST
7. **RESOLUTION: B11047 TELECOMMUNICATIONS SERVICES AWARD OF BID**  
SPONSORED BY MAYOR MYERS BY REQUEST
8. **RESOLUTION: B11073 DOVER DRAW STRING TRASH BAGS AWARD OF BID**  
SPONSORED BY MAYOR MYERS BY REQUEST
9. **RESOLUTION: B11081 VARIOUS CHEMICALS FOR REC AND CS DEPARTMENTS AWARD OF BID**  
SPONSORED BY MAYOR MYERS BY REQUEST
10. **RESOLUTION: B11083 TREE REMOVAL SERVICES AWARD OF BID**  
SPONSORED BY MAYOR MYERS BY REQUEST
11. **RESOLUTION: B11084 SPECIALIZED MUNICIPAL LEGAL SERVICES AWARD OF BID**  
SPONSORED BY MAYOR MYERS BY REQUEST
12. **RESOLUTION: B11089 SIDEWALK TIPDOWNS 2011 AWARD OF BID**  
SPONSORED BY MAYOR MYERS BY REQUEST
13. **RESOLUTION: HIGHWAY ROAD SALT STATE NH CONTRACT**  
SPONSORED BY MAYOR MYERS BY REQUEST
14. **RESOLUTION: SEGTEL AGREEMENT FOR CORE INTERNET UPLINK, IP & DNS MANAGEMENT SERVICES**  
SPONSORED BY MAYOR MYERS BY REQUEST
15. **RESOLUTION: DEPARTMENT OF HEALTH AND HUMAN SERVICES MCCONNELL CENTER LEASE AMENDMENT**  
SPONSORED BY MAYOR MYERS BY REQUEST
16. **RESOLUTION: OPERATING RULES FOR LIBRARY, ARENA, POOL, MCCONNELL CENTER, RECREATION AND TRANSPORTATION ADVISORY BOARDS**  
SPONSORED BY MAYOR MYERS BY REQUEST



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### COMMITTEE REPORTS

1. School Board
2. Planning Board
3. Appointments Committee
4. 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. **TAX CAP CHARTER AMENDMENT**  
SPONSORED BY COUNCILORS CARRIER AND CRUIKSHANK
2. **REDISTRICTING CHARTER AMENDMENT**  
SPONSORED BY MAYOR MYERS BY REQUEST
3. **AUTHORIZATION TO COMMIT FUNDS TO THE NUTRIENT CRITERIA, GREAT BAY ESTUARY COALITION**  
SPONSORED BY MAYOR MYERS BY REQUEST
4. **COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND DMEA**  
SPONSORED BY MAYOR MYERS BY REQUEST
5. **COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND DPA**  
SPONSORED BY MAYOR MYERS BY REQUEST
6. **COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND DPAAII**  
SPONSORED BY MAYOR MYERS BY REQUEST
7. **COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND AFSCME**  
SPONSORED BY MAYOR MYERS BY REQUEST
8. **COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND DPEA**  
SPONSORED BY MAYOR MYERS BY REQUEST

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



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



# CITY MANAGER'S REPORT



**JUNE 22, 2011**

SUBMITTED BY:

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

**CITY OF  
DOVER, NH**

AVAILABLE ONLINE:

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

# Dover Business & Industrial Development Authority

## Economic Development Overview

Dan Barufaldi

### Sector Review:

**Retail:** Retail sales began to improve at the beginning of the month, but gasoline prices have both curtailed shopping trips and removed shopping dollars from pocket books. Gasoline sales are off, but gasoline sales dollars have exploded. Gasoline prices have receded of peak, but are still impinging on retail sales. Unemployment and fear of unemployment remain as spending deterrents. Unemployment rates hovered minimally above and below projected levels although overall employment increased slightly. Dover unemployment decreased slightly from 4.6% to 4.5% as national unemployment increased to 9.0% from 8.8% the previous month. .

The Restore (salvaged building materials non-profit) is moving from Dover to an arena building in Newington in October as enough high ceilinged space at sufficiently low cost per sq. ft. could not be found in Dover.

**Restaurants:** Fast food sales are up moderately. Other breakfast and lunch sales plateaued. Dinner sales at higher end restaurants started to improve, but have since flattened as gasoline prices rose markedly. Some hours of restaurant opening have been cut.

**Hotels/Motels:** Sales activity is highly location sensitive but continues to be off significantly overall. Weekend sales remain scarce as fuel costs deter travel. Our downtown hotel continues to record high occupancy levels, but at slim margins. Virtual meetings at Dover corporate locations are reducing hotel stays as travel costs rise and physical presence is not always required to hold a meeting.

**Services:** Financial services continue to improve. Services connected to project work are off markedly. Foreign travel has been hit by the rising fuel costs raising air fares and cruise prices. European travel has improved slightly as the dollar strengthened against the Euro while softening versus the Yen. Cleaners and cleaning services sales remain soft, but are now stabilizing. Software sales are rising steeply. Educational and healthcare services continue to grow.

**Construction:** Some residential construction improvement is evident. Commercial activity exists, particularly in building rehab, but continues to be focused on bargain hunting. Lower rehab costs for existing commercial/ industrial buildings and lack of new-build financing availability continues to make new construction scarce. Construction

financing is beginning to loosen up, but with higher down payment and balance sheet requirements and slightly higher interest rates offered.

**Manufacturing:** Remains in decline nationally, even as inventories are depleted, but New Hampshire manufacturing is experiencing a slight strengthening in DOD and high tech sectors. Electronic assembly and plastics production are experiencing an uptick with rush delivery requests common. Food manufacturing and electronic recycling are showing moderate growth signs locally. New car sales have improved slightly, except for Toyota (earthquake/tsunami related parts shortages) Low cost lease rates offered are beginning to move accumulated inventories. Some moderate bright spots exist at specific brand outlets like Hyundai, and VW.

**Healthcare:** Still in a growth mode, but uninsured unemployed patients are slowing that growth. Medicare/ Medicaid rate and coverage uncertainty and the political/economic quandary of healthcare reform/ insurance programs and resistance to rising medical care costs will delay some expansion. Doctor and hospital visits are off and emergency room activity is exploding as health insurance is often lost due to unemployment. Dentists are experiencing a marked slowdown in elective procedures as costs skyrocket.

**Commercial Real Estate Space:** A large unused office space inventory continues to drive prices downward. Lower cost mill space is doing better than higher cost mill office space currently. The WDH Exit 9 Medical Practice Building is now fully occupied, releasing office leased space near the WDH main campus that has not been filled. One of our major mill spaces is only 49% occupied and has lost two large tenants to another Dover location with door side parking. Lack of proximate parking remains a serious deterrent. We are working with the Cocheco Falls Mill to use COAST busses to reduce their parking lot shuttle costs as well as more permanent parking solutions.

#### Local Business Retention Contacts:

**Real Estate Agents:** Commercial agents contacted all have high inventories, but improving sales, and expect that commercial real estate, long in decline, is showing some signs of improvement, following residential real estate by about 18 months on average. Recent flurry of interest in our Enterprise Park parcels by three firms has cooled. Other prospects have either postponed any move to conserve cash in a slow and uncertain economy or are looking for less expensive approaches through rehabbing existing older buildings or buying a foreclosed property. Two Crosby Rd properties are now for sale.

**Developers/Builders:** A lot of rehab of leasable office space, manufacturing, and warehouse space is underway, including the Goss Building, Moore Building, Collins & Aikman and Prime Leather. More new office/warehouse leases are being sold at this time, but space is being leased at reduced prices to gain long term commitments. A new 100,000 sq. ft. distribution center building on Rt. 155 is being contemplated by a current resident Dover company.

The Governor has announced interest in a Southern NH location by a Fortune 100 company. Working with the Department of Resources and Economic Development, Dover has submitted two potential property locations for this project. The company indicates it will employ 1,500 in manufacturing and warehouse positions. The identity of the company and other sites being considered is not known at this time.

**Mills:** AT&T call center space is still not leased to a new tenant. Loss of two significant leased office space tenants to another Dover location has occurred. Lack of on-site parking is a continuing problem. Other mill space has been taken as a children's toy store on the ground floor opposite the Children's Museum. A new 30,000 sq. ft. tenant looks promising in a mill.

Another Mill now has less than 12,000 sq. ft open. This space will now be used as an event hall with a commercial kitchen to be installed.

**Downtown:** A bar owner with two locations in Massachusetts has been delayed in moving into the Barn Tavern in Dover for a third location. A farm/nursery store is looking at a move to leased space in Dover after a sale of currently owned property. Two downtown lease spaces are open currently, another is now newly occupied by an architectural/ design firm. The new downtown metered parking deployment is expected to free up curbside spots for business customers. Credit card companies and banks have cut or eliminated the credit lines traditionally used by small business people to bridge seasonal and/or receivable/payable time lags. Other SBA loan programs are being accessed, as these are now more available through local/ regional banks and are more likely to be able to respond in time. A new Fed stimulus program aimed at providing credit to small businesses through the SBA has been announced, and local banks finally have enough details on the program to start lending at this time. Dialogue with the Dover Economic Loan Program Administrator has been ongoing. A few downtown businesses with limited resources, heavy debt loads, old business models and low adaptability have now closed. Small retail businesses that have been hanging on waiting for the economy to improve are in danger of running out of cash and credit reserves despite the slight lift in economic activity.

A partnership including The Dover Business and Industrial Development Authority, the Dover Parking Commission, Dover Main Street, and the Greater Dover Chamber of Commerce have combined resources and talents to implement a Downtown Dover Merchants Promotion Program that will kick off in June and include radio spots, a mailing insert to 43,000 regional households, a street banner, flags, and several individual merchant discounts and coupons, raffles, etc. over a 4-6 week period.

### Unemployment:

**Dover:** Currently at 4.5%, Portsmouth: 4.1%, Rochester: 5.2%, Somersworth: 5.4%, Manchester: 5.7%, Concord: 4.8%, New Hampshire: 5.2%, Maine: 8.5%, Massachusetts: 8.2%, Rhode Island: 11.5%, Vermont: 6.0%, New England: 8.4%, U.S.: Currently at 9.0%.

### Incentive Activity:

ERZ Districts (5) Progress: Four new businesses so far have moved into ERZ locations in Dover. ERZ District availability has positively influenced four move-in companies to date representing just under 200 jobs. Two new ERZ Districts on Sixth Street (including Enterprise Park) and Mast Road have passed all application requirements from the State and have been approved.

### Outreach/Attraction:

Enterprise Park: Two companies are currently putting their paperwork together and exploring building designs and costs for 25,000 and 40,000 sq. ft. buildings, respectively in the Park. Dover ERZ benefits are being considered.

121 Broadway: A new wind turbine assembly company (Goss) is scheduled to move into the Goss Building shortly. Employment numbers are not yet set, but 20-25 employees is the most recent estimate.

Industrial Park Drive: Leased space at 117 Industrial Park Dr. is being considered by a Massachusetts firm in the alternative energy field. 48,000 sq. ft., 25 employees.

Crosby Road Industrial Park: Three commercial condos (10-14 Crosby Rd.) are being considered by two small businesses. A paving company is looking to lease or sell their Crosby Rd. location building and property.

### Public Activities:

Regional Business outreach Mtg. DRED \* Business meeting/ Enterprise Park \* Hazardous Mitigation Planning Mtgs. (3) \* Skyhaven Marketing Committee Mtg. \* Skyhaven Advisory Board \* Parking Commission Meetings (2). \* Government Affairs Committee Meeting-Chamber \* Quarterly newspaper meetings (3) \* Tourism Stakeholders meeting (2) \* DBIDA Board meeting \* NHCIBOR Quarterly meeting, Bedford, NH \* Hospitality Industry/Tourism Meeting \* Monthly Networking Leads Group 2<sup>nd</sup> Tuesdays \* City Council meetings \* Office Interiors contact \* Development Issues Meetings/Planning \* TRC Meetings (2) \* CIBOR Seacoast Marketing Meeting: Pease \* Parking Lot Bid Meetings (3) \* DBID Presentation/ City Council \* Land, Sea, Space Center Meeting \* Strafford Regional Planning Meetings \* NH Economic Trends Seminar \* Mill parking/Coast Bus line Meeting \* Citizen/Business of the Year awards Banquet \* Master Plan Economic Development Meeting/ Fosters \* Taste of Dover \* Legislative Reception \* DBIDA Chair Meeting \* Chamber Parking Meeting \* Merchants Parking Issues Meeting \* Waterfront Development/CWADC meeting \* Merchants Promotional Program meetings (3) \* Meetings with Realtors/ Developers (6) \* DBIDA Budget meetings \* Economic Action of Dover production meetings (3) \* DBIDA City Council Workshop Meeting

## Office of General Legal Counsel Summary of Matters Allan Krans

The Office of General Legal Counsel provides legal support to city staff and volunteers on the boards, commissions and committees of the City of Dover to assist efforts to provide services to constituents/customers. Key services include legal advice regarding Matters (legal questions and issues raised by staff), review of legal documents (contracts, deeds etc.), preparation of resolutions, and responses to Right to Know requests.

Tracking the timeliness of legal services has been initiated to achieve objective Key Intended Outcomes (KIO).

### **SELECTED MATTERS FOR THE MONTH: May, 2011**

- Assistance to the City Council: drafting/review of resolutions and ordinance revisions; attendance at meetings; Robert's Rules;
- Assistance to the Community Services Department: letter of credit, title search, sewer easement, sewer pipes;
- Assistance to the Planning Department: zoning violation, citizen complaint, bankruptcies;
- Assistance to the Schools: motion to reconsider re: Robert's Rules, warranty work, citizen concern;
- Assistance to the Finance Department: contract reviews and preparations; collections
- Assistance to the Recreation Department: contract drafting; resolution;
- Assistance to the Police: review of litigation matters in NH Supreme Court; parking matters;
- Assistance to Fire and Rescue: citizen complaints
- Assistance to the City Manager: review of documents for signature; review of New Hampshire Supreme Court cases; review of litigation; redistricting;
- 160 Matters opened year to date
- 75 Documents reviewed year to date  
Key Intended Outcome (KIO) is review of documents within three (3) days;
- 16 requests pursuant to RSA 91-A year to date  
Key Intended Outcome (KIO) is response to a request for information within five (5) days;

The role of the Office of General Legal Counsel is to represent the corporation as a whole including the City Council, the City Manager and the Departments. The focus of the Office of General Legal Counsel is to avoid legal problems for the City by advising staff members, reviewing legal documents, addressing citizen concerns proactively, providing guidance to the boards, commissions and committees of the City and assisting City Councilors in the performance of their duties. The goal is to save money for the taxpayers and the City of Dover. A further role of General Legal Counsel is to respond to matters involving litigation. This role involves contacts with opposing legal counsel on a regular basis, the attendance at hearings and the trial of matters before the Courts.

The use of outside counsel to handle specialty matters continues and consists of counsel involved in environmental matters(Attorney Peltonen) and labor negotiations(Attorney Broth).There are a small number of other attorneys hired on a variety of smaller matters.



CITY OF DOVER

## CITY COUNCIL - MINUTES

Meeting Type: Workshop Session  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, June 1, 2011**  
Meeting Time: **7:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Carrier led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

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

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

### 5. BUDGET FOLLOW-UP DISCUSSION/QUESTIONS

Mayor Myers gave an overview of the Budget Adoption Worksheet and the new substituted Resolution for the Fiscal Year 2012 Budget. He spoke about State downshifting and said he asked the City Manager to change both the City and School budgets to reflect the 75% contribution from the City and School for the New Hampshire Retirement System (NHRS), instead of the 65% in the proposed budget. He said the substituted Resolution showed adding in \$172,929 for the City side of the Budget, and \$254,455 for the School side of the Budget. City Manager Joyal asked Community Services Director Doug Steele to speak to the Council regarding reducing the snowplowing overtime budget.

Director Steele discussed his concerns with lowering the snowplowing budget. He said he would consider not using wingmen, which could save \$10,000 to \$15,000.

Deputy Mayor Trefethen asked where snow banks were removed, and the costs involved.

Director Steele said the Downtown core and parking lots, which costs about \$5,000 to \$6,000 each time.

Director Steele spoke about the negative impact of reducing the hours at the Recycling Center.

Mayor Myers asked about the stormwater funding, and the status of the EPA requirements.

Director Steele spoke about the \$130,000 in the budget for stormwater.

Deputy Mayor Trefethen asked if the EPA will be expecting the City to immediately implement a procedure once the permit is received in September.

Director Steele said he expected a grace period, but felt it was unwise to eliminate all the funding. He felt the EPA would expect them to start the process.

Mayor Myers asked the Council if there was a consensus to reduce the stormwater budget by \$61,000, leaving \$69,000 in the budget.

There was consensus.

City Manager Joyal spoke about the Arena budget, #28.a., and correcting the Arena Personnel budget by \$2,270.

Mayor Myers asked the Council if there was a consensus to reduce the Arena Personnel services line item \$2,270, which was caused by a clerical error.

There was consensus.



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Councilor Nedelka started a discussion about the Youth to Youth Program. Police Chief Colarusso described the program to the Council. Mayor Myers said they will still have the program, but it will be scaled down. Police Chief Colarusso spoke about two grants that may become available, which would lower the amount from \$54,000 to \$34,000. Councilor Nedelka spoke about the importance of keeping the Youth to Youth program. Deputy Mayor Trefethen said the Council hasn't reduced much from the budget and have added a lot. He said a partial Youth to Youth program is better than none. Police Chief Colarusso described the Dover Teen Center to the Council. Mayor Myers asked if there was consensus to keep the Youth to Youth program by adding \$34,000 into the budget, with the hopes of obtaining two \$10,000 grants. Four councilors supported it. Councilor Cheney referred to the \$20,000 in grants, and asked if that could be used for a part-time position. Police Chief Colarusso said they would bring in consultants to do some projects. Mayor Myers asked again if there was consensus to keep the Youth to Youth program by adding \$34,000 into the budget, with the hopes of obtaining two \$10,000 grants. There was consensus. Mayor Myers discussed the \$31,000 savings in overtime by using the mounted patrol when someone is absent, and asked if there was consensus to raise the amount to \$50,000. There was no consensus. Mayor Myers said the tally at this point was a 4.8% tax rate increase, which was a total impact to the average house of \$256. Mayor Myers asked about the fire department. He said the consensus at this point was to reduce the Fire Department's overtime expense by allowing on-duty shift to fall from 12 to 11 responding. Mayor Myers asked if there was consensus in reducing the snowplowing budget by \$15,000, which involved reducing the wingman. There was consensus. Councilor Cheney started a discussion about filling the Library Assistant II position. Councilor Cruikshank asked about cutting back on new book purchases. Library Director Beaudoin said the Library has been level funded for seven years, and book prices have gone up. There was no consensus to cut the Library book purchase budget. Mayor Myers asked about Recreation, Planning, Finance, and Human Services. Deputy Mayor Trefethen started a discussion on Human Services and how it was tracking. City Manager Joyal discussed the requirement by law to help people in need, but he felt confident with his proposed budget.

## 6. ADJOURNMENT

Deputy Mayor Trefethen moved to adjourn to a Special Meeting; seconded by Councilor Cheney.  
Vote: 9/0.



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### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

The Moment of Silence was observed during the Workshop Session.

### 3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was held during the Workshop Session.

### 4. ROLL CALL ATTENDANCE

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

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

### 5. PUBLIC HEARINGS – None

### 6. CITIZEN'S FORUM

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

**Nancy Moore, 2 Cherokee Street:** She spoke in support of the School Department's budget.

**Amanda Russell, 20 Cranbrook Lane:** She spoke in support of the School Department's budget.

**Martin Coyle, 22 Grove Street:** He spoke in support of the School Department's budget.

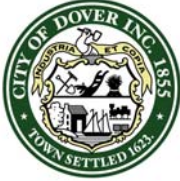
**Larissa Ragazzo, 16 Hill Street:** She spoke in support of the School Department's budget.

**Lori Benincasa, 3 Jackson Brook Terrace:** She spoke in support of the School Department's budget.

**Susan Piper, 27 Highland Terrace:** She spoke in support of the School Department's budget.

**Carolyn Mebert, 254 Dover Point Road, School Board Chairperson:** She spoke in support of the School Department's budget.

**Superintendent Jean Briggs-Badger:** She spoke in support of the School Department's budget.



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**Kenneth Appel, 16 Isaac Lucas Circle, School Board Member:** He spoke in support of the School Department's budget.

**Kristen Murphy, 17 Rutland Street:** She said the Council is having trouble with these cuts because they are working with bare bones budgets and there is nowhere to cut. She said she was willing to pay more taxes for these services.

**Brian Saylor, 19 Susannah's Crossing:** He spoke in support of the School Department's budget.

**Lisa Spurling, 10 Isaac Lucas Circle:** She spoke in support of the School Department's budget.

**Bonnie McGovern, 65 Grandview Drive:** She spoke in support of the School Department's budget.

**Gregory Brown, 6 Arbor Drive:** He spoke in support of the Recycle Center and School Department.

**Brian Spargo, 7 Westwood Circle:** He spoke in support of the School Department's budget.

**Steve Giguere, 26 Danielle Lane:** He spoke in support of the School Department's budget.

**Kathleen Beede, 35 Atlantic Avenue; Stacie Chu, 5 Deer Creek Run; and Sandra Hodge, 1 Deer Creek Run:** They spoke in support of the School Department's budget.

**Jill Brooks, 60 Cushing Street:** She spoke in support of the School Department's budget.

**Anne Michiels, 68 Bellamy Road:** She spoke in support of the School Department's budget.

**Lisa Dean, 22 Overlook Drive:** She spoke in support of the School Department's budget.

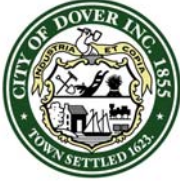
**Deborah Hackett, President of the Dover's Teachers' Union:** She spoke in support of the School Department's budget.

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

### 7. UNFINISHED BUSINESS

#### A. RESOLUTION: FISCAL YEAR 2012 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM SPONSORED BY MAYOR MYERS BY REQUEST

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



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Deputy Mayor Trefethen moved to suspend the rules to allow Councilors speak three times; seconded by Councilor Weston.

Roll Call Vote: 6/3; Passed. Mayor Myers, Councilors Hooper and Nedelka were opposed.

Deputy Mayor Trefethen moved to substitute the Resolution as a whole; seconded by Councilor Weston.

Vote: 9/0.

Councilor Cruikshank moved to amend the Resolution to show a \$61,000 reduction in stormwater, a \$2,270 reduction in Arena personnel, and a reduction of \$15,000 in the snowplowing budget; seconded by Councilor Nedelka.

Vote: 9/0.

Councilor Weston started a discussion on the Youth to Youth Program.

Councilor Nedelka moved to add \$34,000 into the budget for the Youth to Youth Program; seconded by Councilor Cruikshank.

Vote: 3/6; Failed. Councilors Carrier, Cruikshank and Nedelka voted in favor.

City Manager Joyal said the net adjustment on the total budget is an increase of \$475,626, or a 4.7% increase in the tax rate. He said the net increase to the average homeowner is \$252.30, which \$52.43 is related to downshifting issues.

Mayor Myers started the discussion on the School Department's budget.

Deputy Mayor Trefethen started a discussion on the turnout at the Citizen's Forum supporting the School Department's budget and the emails he received not to raise property taxes. He felt that the Council wouldn't adopt the budget as proposed, but after the show of support he felt the amount to cut has changed.

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

Roll Call Vote: 9/0.

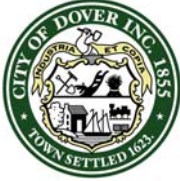
Councilor Garrison made a motion to reduce the School Department's budget \$449,433 to net \$1.2 million. There was no second.

The Council continued to discuss the School Department's budget and the amount to reduce.

Councilor Cheney made a motion to reduce the current Resolution for the School Department's budget by \$903,945, changing the School Department's budget increase to \$745,488; seconded by Councilor Garrison.

Vote: 3/6; Failed. Deputy Mayor Trefethen, Councilors Cheney and Garrison voted in favor.

Councilor Nedelka made a motion to reduce the current Resolution for the School Department's by \$795,000, changing the School Department's budget increase to \$854,433; seconded by Councilor Garrison.



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Vote: 4/5; Failed. Deputy Mayor Trefethen, Councilors Cheney, Garrison and Nedelka voted in favor.

Councilor Weston made a motion to reduce the current Resolution for the School Department's by \$649,433, changing the School Department's budget increase to \$1 million; seconded by Councilor Cruikshank.

City Manager Joyal explained that this scenario would have a 2.2% net increase in spending, with a tax impact of \$196.22, or a 3.7% increase. He said \$52.00 was caused by downshifting from the State, \$75.00 for the City side of the budget, \$124.00 for the School side of the budget, and a \$2.00 decrease from the County.

Vote: 8/1; Passed. Councilor Carrier was opposed.

Deputy Mayor Trefethen started a discussion regarding the Police Department's budget and the adjustments that have been made.

Mayor Myers said they added \$48,700 for the Dover Teen Center, and reduced \$31,680 related to overtime expense and \$6,700 for a crossing guard, with a net increase \$10,320. He added in the \$40,000 for Domestic Violence funding, totaling approximately \$50,000.

Deputy Mayor Trefethen made a motion to remove \$48,700 for funding the Dover Teen Center; seconded by Councilor Garrison.

Councilor Cheney started a discussion on keeping the funding for the Dover Teen Center. Councilor Garrison reminded the Council that Lonza Corporation is considering a donation to renovate the Teen Center facilities.

Vote: 3/6; Failed. Mayor Myers, Deputy Mayor Trefethen, and Councilor Hooper voted in favor.

Councilor Weston asked about the furlough days.

City Manager Joyal said the furlough days were not accepted by the collective bargaining agreements with the unions. He said it was not an option.

Councilor Weston asked how much more the City would need to cut from the budget to compare with the School's percentage.

City Manager Joyal said the City would have to cut \$547,735.

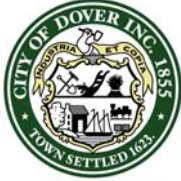
Deputy Mayor Trefethen moved that the snow removal budget be reduced by an additional \$20,000 and transfer the expense to the parking fund; seconded by Councilor Weston.

Deputy Mayor Trefethen said the revenues from the parking fund come from the downtown core, and he felt the parking fund should pay for the snow removal.

City Manager Joyal referred to Page 377 of the Budget book, and said the parking fund already pays \$28,000 for snow removal.

Deputy Mayor Trefethen removed his motion.

Councilor Weston removed her second.



CITY OF DOVER

## CITY COUNCIL - MINUTES

Meeting Type: Special Meeting  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, June 1, 2011**  
Meeting Time: **7:00 pm**

Deputy Mayor Trefethen moved to reduce \$270,000 from Street Maintenance; seconded by Councilor Weston.

3/6; Failed. Deputy Mayor Trefethen, Councilors Cheney and Weston voted in favor.

Councilor Hooper asked about the rainy day fund, and asked about the balance City Manager Joyal said there is approximately \$6 million. He didn't recommend taking money out of it. He explained the money budgeted to meet the adopted financial policies. Mayor Myers said there is no money in the budget that is going directly to fund balance. City Manager Joyal gave a breakdown for the increase in the budget for the School Department. He said it was a 2.2% increase over the prior years.

Deputy Mayor Trefethen moved the question; seconded by Councilor Nedelka.

Vote: 9/0.

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

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

### 8. NEW BUSINESS

#### **A. RESOLUTION: FISCAL YEAR 2011 BUDGET AMENDMENT #1 (TO BE REFERRED TO A PUBLIC HEARING ON JUNE 8, 2011) SPONSORED BY MAYOR MYERS BY REQUEST**

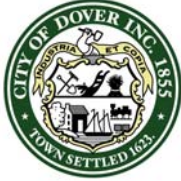
Deputy Mayor Trefethen moved to refer to a public hearing on June 8, 2011; seconded by Councilor Weston.

Vote: 9/0.

### 9. ADJOURNMENT

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

Vote: 9/0.



CITY OF DOVER

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, June 8, 2011**  
Meeting Time: **7:00pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Deputy Mayor Trefethen led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

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

**Also present:** City Manager Joyal and City Clerk Lavertu.

### 5. PROCLAMATIONS/AWARDS – None

### 6. APPROVAL OF AGENDA

Councilor Cheney moved to add two letters under Council Correspondence, one from Ray Bardwell and one from Edward Bleiler regarding the pedestrian bridge; seconded by Councilor Weston.

Vote: 9/0.

Councilor Weston moved to add a Joint Building Committee – Horne Street Report; seconded by Councilor Carrier.

Vote: 9/0.

Councilor Hooper moved to accept the Agenda as amended; seconded by Councilor Weston.

Vote: 9/0.

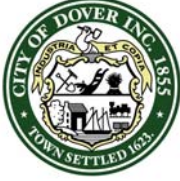
### 7. PUBLIC HEARINGS

#### 1. ORDINANCE: 166-18 VEHICLES AND TRAFFIC, PARKING LOTS SPONSORED BY MAYOR MYERS BY REQUEST

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

#### 2. ORDINANCE: 166-38 VEHICLES AND TRAFFIC, UNLAWFUL ACTS; SEPARATE VIOLATIONS, SUBSECTION C SPONSORED BY MAYOR MYERS BY REQUEST

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



CITY OF DOVER

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, June 8, 2011**  
Meeting Time: **7:00pm**

### 3. FISCAL YEAR 2011 – BUDGET AMENDMENT #1 SPONSORED BY MAYOR MYERS BY REQUEST

**Edward J. Bleiler, 28 Isaac Lucas Circle:** He spoke about funding the retirement system.

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

### 8. CITIZEN'S FORUM

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

**Edward J. Bleiler, 28 Isaac Lucas Circle:** He referred to his letter to the Council, and said he was willing to answer any questions from the Council.

**Raymond Bardwell, 199 Spur Road:** He referred to his letter to the Council, and spoke about the pedestrian bridge.

**Randall Peller, 113 Tolend Road:** He spoke about the Greater Dover Chamber of Commerce's walking tour, and said the pedestrian bridge should be incorporated into the tour.

**Raymond Guillemette, 7 Hayes Lane:** He commended Officer Bill Simons on a job well done. He said he was still on the fence regarding the parking meters, and spoke about the program with the Council.

**Donald Medbery, 3 Covered Bridge Lane:** He spoke to the Council regarding the economy and the need to get a handle on spending money in the City. He spoke about the sewer pipe going through his area of the City and that no one asked if the residents could hook up into it.

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

### 9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He said there were two items he wished to bring to the Council's attention. First, the County has decided to fund the Domestic Violence Prosecution Unit for the remainder of this year. He referred to the \$40,000 in the City's budget for this expense and recommended that the funds be reallocated to fund the Youth to Youth Counseling position. He said as part of accepting the City Manager's Report they will be accepting his recommendation.

The Council discussed their support for this recommendation. Mayor Myers spoke against this recommendation. There was consensus.

Councilor Weston referred to Mr. Medbery's comments asked the City Manager to explain the sewer hookup on Covered Bridge Lane.



CITY OF DOVER

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, June 8, 2011**  
Meeting Time: **7:00pm**

City Manager Joyal explained that as part of the Tolend Road Remediation Project they need a sewer pipeline to connect the Tolend Road Landfill to the Wastewater Treatment Plant. He said the engineers recommended that they not have resident tie-ins because the system would be under pressure and didn't want to take on the potential liability. He said they have revisited the issue and he doesn't know the status at this point.

Councilor Hooper referred to comments made about the pedestrian bridge asked about the possibility to pay back funds if it is not relocated over water.

City Manager Joyal said the statements are not true. He said they have a letter from the granting agency that stated that the City could do as they please with the pedestrian bridge.

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

Vote: 9/0.

### 10. APPROVAL OF MINUTES

- A. **May 18, 2011 – Workshop**
- B. **May 25, 2011 – Regular Session**
- C. **May 25, 2011 – Workshop**

Deputy Mayor Trefethen moved for the approval of the Minutes; seconded by Councilor Hooper.  
Vote: 9/0.

### 11. MAYOR'S REPORT

Mayor Myers attended several retirement parties for the Fire Department. He attended the Memorial Day ceremony. He attended the Local Government Center Board Meeting. He attended the Dover Business and Industrial Development Authority meeting. He participated in a basketball game against the Harlem Wizards. He attended the retirement party for Fire Chief Perry Plummer. He spoke about the City receiving a grant to work with the EPA on sustainability and using it for zoning and codes. He said he will be attending Exeter's Council meeting to offer testimony regarding the Memorandum of Agreement with the EPA. He said the Dover Elks is holding a Flag Day ceremony next Tuesday in Henry Law Park at 5:30 pm. He congratulated Dover Boys Lacrosse for winning the State II Division.

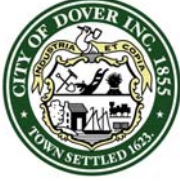
Deputy Mayor Trefethen moved to accept the Mayor's Report; seconded by Councilor Hooper.  
Vote: 9/0.

### 12. UNFINISHED BUSINESS

#### A. ORDINANCES IN THE 2<sup>nd</sup> READING

##### 1. **166-18 VEHICLES AND TRAFFIC, PARKING LOTS** SPONSORED BY MAYOR MYERS BY REQUEST

Deputy Mayor Trefethen moved for its approval; seconded by Councilor Garrison.  
Mayor Myers gave an overview of the background regarding this Ordinance.



CITY OF DOVER

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, June 8, 2011**  
Meeting Time: **7:00pm**

Councilor Nedelka commended Officer Simons for his excellent work.  
Deputy Mayor Trefethen asked the Resolution reflect that there was a public hearing held.  
Officer Simons explained the resident permitting process during the winter months.  
Roll Call Vote: 9/0.

**2. 166-38 VEHICLES AND TRAFFIC, UNLAWFUL ACTS; SEPARATE VIOLATIONS, SUBSECTION C**  
SPONSORED BY MAYOR MYERS BY REQUEST

Councilor Weston moved for its adoption; seconded by Councilor Garrison.  
Councilor Weston gave an overview of this Ordinance to the Council.  
Deputy Mayor Trefethen asked the Resolution reflect that there was a public hearing held.  
Roll Call Vote: 9/0

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

**C. RESOLUTIONS**

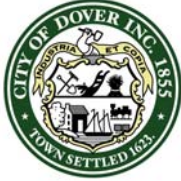
**1. FISCAL YEAR 2011 BUDGET AMENDMENT #1**  
SPONSORED BY MAYOR MYERS BY REQUEST

Deputy Mayor Trefethen moved for its adoption; seconded by Councilor Garrison.  
Mayor Myers gave an overview of this Resolution to the Council. Mayor Myers said it requires a 2/3 majority vote of the Council.  
Roll Call Vote: 9/0.

**13. NEW BUSINESS**

**A. CONSENT CALENDAR**

- 1. PARADE – Greater Dover Chamber of Commerce**
- 2. RESOLUTION: DOG WARRANT**  
SPONSORED BY MAYOR MYERS BY REQUEST
- 3. RESOLUTION: B10056 NORTH END WATER TANK AND PRESSURE ZONE**  
SPONSORED BY MAYOR MYERS BY REQUEST
- 4. RESOLUTION: B10081 WOOD ASH FOR WWTP EXTENSION OF EXISTING CONTRACT**  
SPONSORED BY MAYOR MYERS BY REQUEST



CITY OF DOVER

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
 Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
 Meeting Date: **Wednesday, June 8, 2011**  
 Meeting Time: **7:00pm**

**5. RESOLUTION: B11067B RECREATION BUS TRANSPORTATION SERVICES  
 SPONSORED BY MAYOR MYERS BY REQUEST**

**6. RESOLUTION: B11075 OCCUPATIONAL HEALTH SERVICES  
 SPONSORED BY MAYOR MYERS BY REQUEST**

### COMMITTEE REPORTS

- |  |   |
|--|---|
| 1. School Board                        | 8. Transportation Advisory Commission             |
| <b>2. Planning Board</b>               | <b>9. Joint Building Committee – Horne Street</b> |
| 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                            |
| 7. Solid Waste Advisory Commission     |   |

Deputy Mayor Trefethen moved to adopt the Consent Calendar; seconded by Councilor Garrison.  
 Vote: 9/0.

Mayor Myers asked the Council if they had items they would like pulled for further discussion.  
 Deputy Mayor Trefethen asked to pull the Planning Board Report.

Councilor Weston asked to pull item 13.A.6. and the Joint Building Committee – Horne Street Report.

Councilor Cheney asked to pull item 13.A.3.

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

Roll Call Vote: 9/0.

Deputy Mayor Trefethen moved for the approval of Item 13.A.3.; seconded by Councilor Cheney.  
 Councilor Cheney said she pulled this Resolution so she could vote against it.

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

Deputy Mayor Trefethen moved for the approval of Item 13.A.6.; seconded by Councilor Weston.  
 Councilor Weston asked the City Manager Joyal what was spent last year on Occupational Health Services versus what was budgeted for this year.

City Manager Joyal said last year the City spent \$20,575.42 last year for workers' compensation, pre-employment exams, medical testing, and employee injuries. He said he was secure with the amount being budgeted for in this resolution.

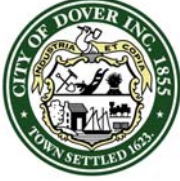
Roll Call Vote: 9/0.

Deputy Mayor Trefethen discussed the Planning Board Report.

Vote: 9/0.

Councilor Weston discussed the Joint Building Committee – Horne Street Report.

Vote: 9/0.



CITY OF DOVER

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, June 8, 2011**  
Meeting Time: **7:00pm**

### B. RESOLUTIONS

#### 1. DOVER EDUCATIONAL OFFICE PERSONNEL (DEOP) SPONSORED BY COUNCILOR NEDELKA

Councilor Nedelka moved for its adoption; seconded by Councilor Carrier.  
Councilor Nedelka discussed the Resolution to the Council.  
Councilor Weston said she would not be supporting this resolution, as she did not support the teachers' contract and paraprofessionals' contract.  
Councilor Cruikshank said she would be voting no on this resolution. She said she would not be supporting any type of raise.  
Mayor Myers said he would not be supporting this resolution.  
Roll Call Vote: 5/4; Passed. Mayor Myers, Councilors Cheney, Cruikshank and Weston were opposed.

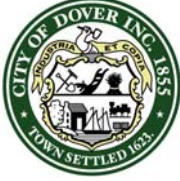
#### 2. COVERED BRIDGE RESCISSION SPONSORED BY COUNCILOR NEDELKA

Councilor Nedelka moved to table the resolution until June 22, 2011 based on the correspondence the Council has received; seconded by Councilor Cheney.  
Vote: 2/7; Failed. Councilors Cheney and Nedelka voted in favor.  
Councilor Nedelka discussed the resolution with the Council.  
Councilor Cheney said the Council told the citizens they have until September and they should honor that.  
Councilor Hooper spoke about the fact that the bridge is not a historical landmark.  
Councilor Cruikshank started a discussion about the risk in this volunteer effort to the City if something gets damaged.  
Mayor Myers said the only reason he is considering this is because of Mr. Bardwell and his time and commitment to the community. He felt tabling for two weeks was too short a time period, and felt July 13<sup>th</sup> was a better time to show substantial progress.  
Councilor Nedelka moved to table the resolution until July 13, 2011; seconded by Councilor Cruikshank.  
Vote: 7/2; Passed. Councilors Garrison and Hooper were opposed.

#### 3. FISCAL YEAR TRANSFER OF APPROPRIATION – GENERAL FUND SPONSORED BY MAYOR MYERS BY REQUEST

Deputy Mayor Trefethen moved for its approval; seconded by Councilor Weston.  
Mayor Myers gave an overview to the Council.  
Councilor Cheney asked for the account numbers that the money was coming from.  
Roll Call Vote: 9/0.

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



CITY OF DOVER

## CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, June 8, 2011**  
Meeting Time: **7:00pm**

### 14. COUNCIL CORRESPONDENCE

- A. Letter from Raymond Bardwell
- B. Letter from Edward J. Bleiler

Deputy Mayor moved to accept the Council Correspondence and place on file; seconded by Councilor Cheney.

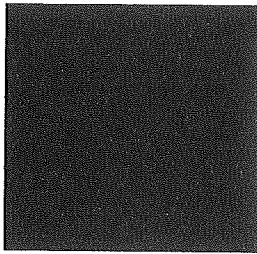
Vote: 9/0.

### 15. COUNCIL MATTERS OF INTEREST – None

### 16. ADJOURNMENT

Councilor Cruikshank moved to adjourn; seconded by Councilor Carrier.

Vote: 9/0



APPLICATION  
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Prime Time AllStar Boosters

Federal Tax ID number for Organization: \_\_\_\_\_

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

Contact Person: Colleen Perry Day Time Telephone: 842 4432

Address: 11 Danielle Ln. Dover NH Email Address best\_friends@comcast.net

Purpose of Permit: Tagging

Date of Event: July 1 - July 3 Specific Time: All Day

Location of Event: Various locations smileys Dunkin Donuts, Shaw's liquor store, Janetes Tedeschi

\*\*\*\*\*  
(Raffle Permit only)  
Prize (s) To Be Awarded: \_\_\_\_\_

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

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

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

\*\* 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

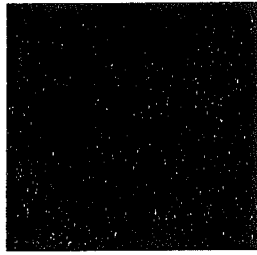
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.  
I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: Colleen Perry Date: 5/17/11

Licensing Board approval [Signature] Date: 5/25/11  
Revised 03/17/08

11 MAY 25 PM 1:43  
CITY OF DOVER

CITY OF DOVER  
11 JUN -6 PM 2:03



\* Duplicate Submission

APPLICATION  
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: The Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

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

Contact Person: Molly Hodgson Smith Day Time Telephone: 603.742.2218

Address: 550 Central Ave, Dover NH Email Address molly@davernh.org

Purpose of Permit: 4th of July Fireworks Display

Date of Event: Monday July 4, 2011 Specific Time: 9:15 pm

Location of Event: Henry Law Park

\*\*\*\*\*  
(Raffle Permit only)  
Prize (s) To Be Awarded: \_\_\_\_\_

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

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

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

\*\* 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: Molly Hodgson Smith Date: 6/1/11

Licensing Board approval [Signature] Date: 6/8/11  
Revised 03/17/08

STATE OF NEW HAMPSHIRE  
APPLICATION FOR PERMIT TO DISPLAY  
NON-PERMISSIBLE FIREWORKS

TYPE OR PRINT ALL INFORMATION

SUBMIT IN DUPLICATE

5/31/2011

**Date of Application**

One copy of approved application  
must be returned to State Police  
License Unit, prior to display date.

(All applications must be submitted,  
in duplicate, at least 15 days PRIOR  
to the intended date of display.)

1. Greater Dover Chamber of Commerce N/A  
**NAME OF SPONSORING ORGANIZATION OR INDIVIDUAL** **DATE OF BIRTH**

2. 550 Central Avenue, Dover, NH 03820  
**COMPLETE ADDRESS OF SPONSOR**

3. Doug Glennon 550 Central Avenue, Dover, NH 03820  
**NAME AND ADDRESS OF SPONSOR OWNER OR PERSON IN CHARGE. (IF OTHER THAN INDIVIDUAL)**

4. 7/4/2011 9:15 PM 7/5/2011  
**INTENDED DATE AND TIME OF DISPLAY**

5. ATLAS PYROVISION PRODUCTIONS, INC. PO BOX 498, JAFFREY, NH 03452  
**NAME AND ADDRESS OF PERSON OR COMPANY FURNISHING THE DISPLAY MATERIAL**

6. N/A  
**NAME OF COMPANY ISSUING SURETY BOND AND AMOUNT OF COVERAGE (IF REQUIRED)**

7. Chris Hanson Manchester, NH  
**NAME AND ADDRESS OF OPERATOR(S) WHO WILL FIRE OFF THE DISPLAY**

8. Certificate # 347 Expires: 6/21/2013  
**THE OPERATOR(S) CERTIFICATE OF COMPETENCY NUMBER(S) AND DATE OF EXPIRATION**

9. **LOCATION WHERE THE DISPLAY IS TO BE HELD (Give location at which fireworks are to be discharged, location of all area buildings, highways and the lines behind which the audience will be retained and location of all nearby trees, telephone, telegraph or electrical power lines or other overhead obstructions.) ATTACH DIAGRAM IF REQUIRED BY ISSUING AUTHORITIES**

Maglaras Park, Dover, NH  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State of New Hampshire  
Department of Safety  
Certificate of Competency  
For Display Fireworks

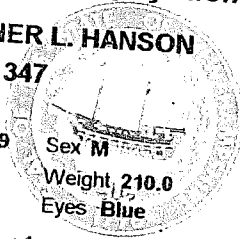
**CHRISTOPHER L. HANSON**

Certificate # 347

DOB 02-20-1979

Height 5'09"

Hair Blonde



Sex M

Weight 210.0

Eyes Blue



Director of State Police *Richard A. Smith*

Expires 06-21-2013



# CERTIFICATE OF LIABILITY INSURANCE

OP ID RL

DATE (MM/DD/YYYY)

5/31/2011

<b>PRODUCER</b> Eastern States Insurance Agency, Inc. 50 Prospect Street Waltham, MA 02453 Phone: 781-642-9000 Fax: 781-647-3670		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
<b>INSURED</b> Atlas Advanced Pyrotechnics, Inc. Atlas PyroVision Productions, Inc. P.O. Box 498 Jaffrey NH 03452		<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
		INSURER A: <b>Lexington Insurance Company</b>	19437
		INSURER B: <b>National Indemnity Company</b>	10243
		INSURER C: <b>Riverport Insurance Co.</b>	36684
		INSURER D:	
		INSURER E:	NH-Std

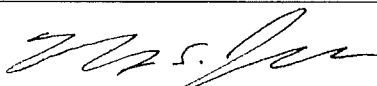
### COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	013136062	03/15/11	03/15/12	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$ 1,000,000 \$ 50,000 \$ \$ 1,000,000 \$ 2,000,000 \$ 2,000,000
B		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	70APS029427	03/15/11	03/15/12	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$ 1,000,000 \$ \$ \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG \$	\$ \$
A		<b>EXCESS / UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	013136663	03/15/11	03/15/12	EACH OCCURRENCE AGGREGATE	\$ 5,000,000 \$ 5,000,000 \$ \$
C		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below Y/N <input checked="" type="checkbox"/> N	WC-28-83-003487-00	06/13/10	06/13/11	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ 500,000 \$ 500,000 \$ 500,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS							
Fireworks Display on 7/4/11, Rain Date on 7/5/11 from Maglaras Park, Dover, NH. ADDITIONAL INSURED: Greater Dover Chamber of Commerce and the City of Dover, NH.							

### CERTIFICATE HOLDER

### CANCELLATION

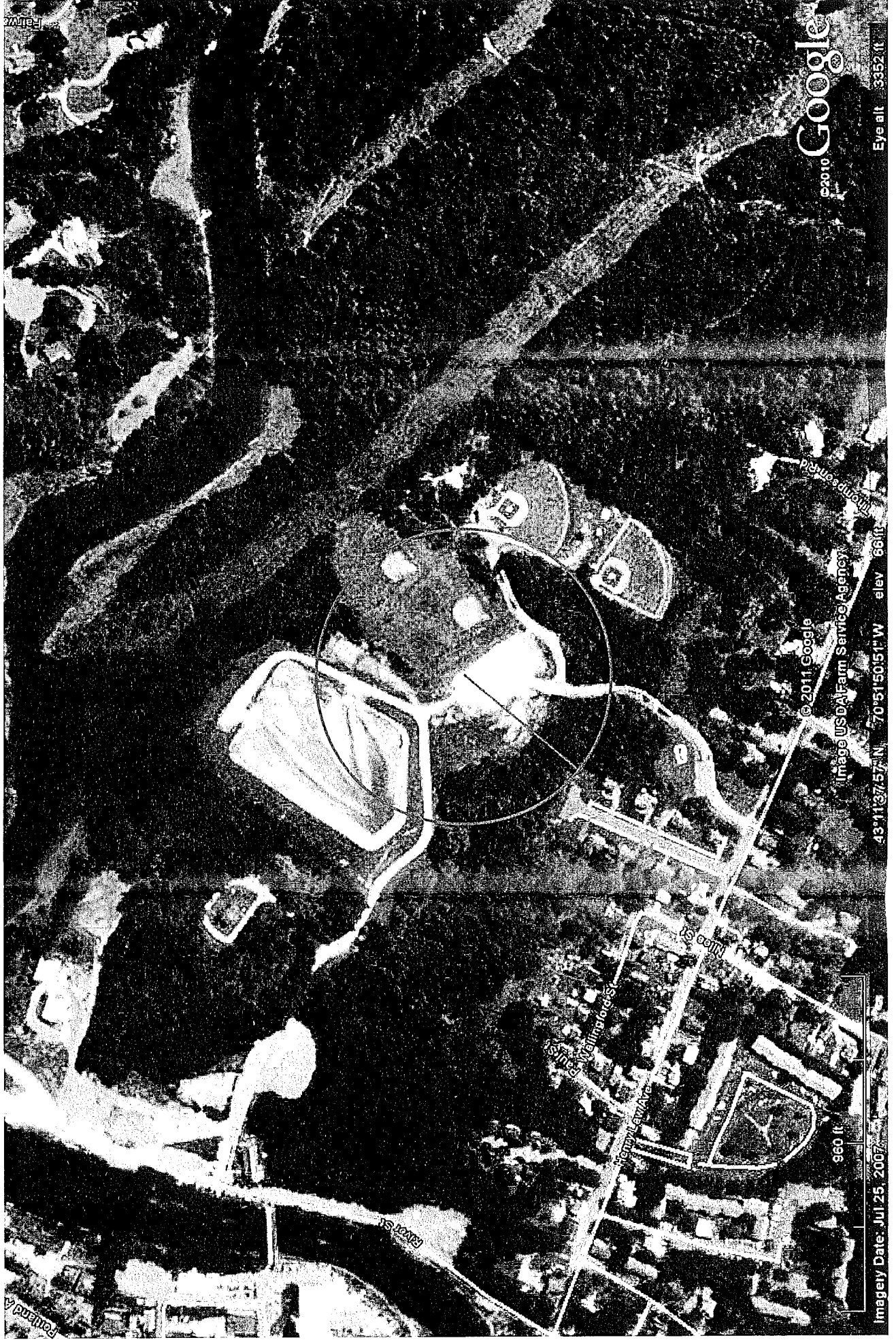
Greater Dover Chamber of Commerce 550 Central Street Dover, NH 03820	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	

ACORD 25 (2009/01)

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TION. All rights reserved.

**Maglaras Park, Dover, NH  
420' radius circle - 6" max**





May 31, 2011

Molly Hodgson Smith  
**Greater Dover Chamber of Commerce**  
550 Central Avenue  
Dover, NH 03820

Dear Molly:

Enclosed you will find the permit package for your upcoming fireworks display. Included in this package is the permit application, in duplicate, a copy of the technician's fireworks license, site diagram and the insurance certificate. Please have the permits signed by your Fire Chief and then by either your Board of Selectmen or Chief of Police and submit all of these documents to NH State Police, Division of Permits & Licensing in Concord, NH for approval.

If you have any questions, please feel free to contact our office at (603) 532-8324.

Sincerely,

*Sarah C Bergeron*  
Sarah C. Bergeron  
Atlas PyroVision Productions, Inc.



CITY OF DOVER  
11 JUN -9 PM 12: 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: GREATER DOVER CHAMBER OF COMMERCE

Federal Tax ID number for Organization: 02-0127246

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

Contact Person: ARON WENSLEY Day Time Telephone: (603) 742-2218

Address: 550 CENTRAL AVENUE Email Address aaron@dovernh.org

Purpose of Permit: APPLE HARVEST DAY

Date of Event: 10/1/2011 Specific Time: 9 am - 4 pm

Location of Event: SEE ATTACHED MAP

\*\*\*\*\*

(Raffle Permit only)  
Prize (s) To Be Awarded: \_\_\_\_\_

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

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

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

\*\* 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: Molly Hagan Date: 5/13/11

Licensing Board approval [Signature] Date: 6/10/11

Revised 03/17/08

Approved by P.D.



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: GREATER DOVER CHAMBER OF COMMERCE
Federal Tax ID number for Organization: 02-0127246
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political
Contact Person: AARON WENSLEY Day Time Telephone: (603) 742-2218
Address: 550 CENTRAL AVE Email Address: aaron@dovernh.org
Purpose of Permit: APPLE HARVEST DAY RAFFLE / PRIZE WHEEL
Date of Event: 10/1/2011 Specific Time: 9 am - 4 pm
Location of Event: SEE ATTACHED MAP

(Raffle Permit only)
Prize (s) To Be Awarded: ASSORTED COUPONS + GIFT CARDS
Amount of Donation: \$1.00 Date of Drawing: 10/1/2011 Specific Time: 9 am - 4 pm
Place of Drawing: CHAMBER INFO BOOTH - USUALLY AT CENTRAL + ORCHARD STS.

\* 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: Molly Hodgson Smith Date: 5/13/11

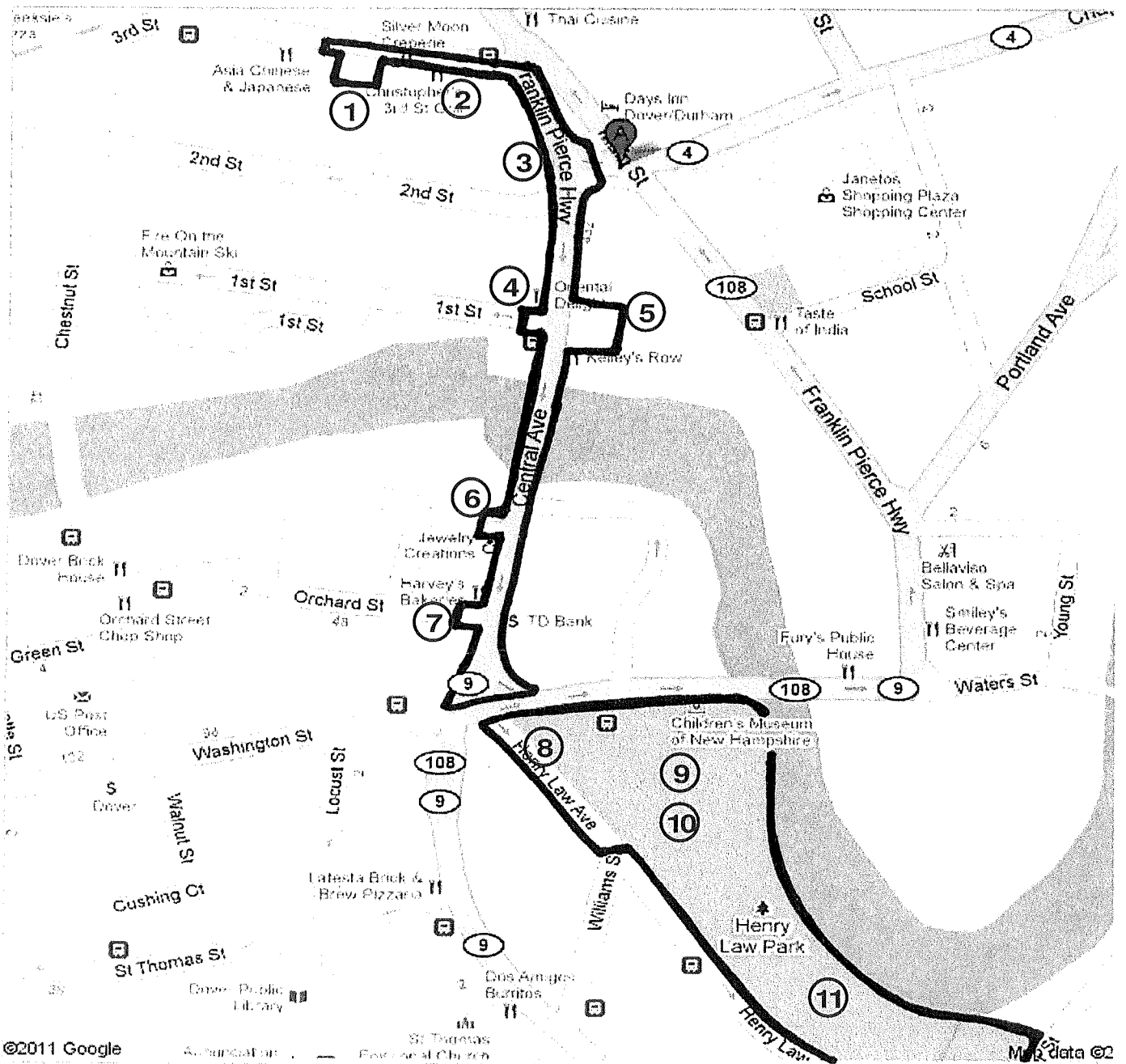
Licensing Board approval [Signature] Date: 6/10/11

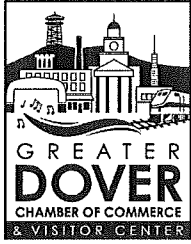


# 2011 Apple Harvest Day

## Road Closure & Block Party Permit Information

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>① North End Stage – Lot between Ross Furniture &amp; Strand Theater</li> <li>② Third Street Closure – East-bound Lane Only – Ross Furniture to Central Avenue</li> <li>③ Central Avenue Closure – Third Street to Washington Street</li> <li>④ First Street – Entertainment at mouth of Central Ave</li> <li>⑤ Cochecho Falls Courtyard Entertainment</li> </ul> | <ul style="list-style-type: none"> <li>⑥ Waldron Courtyard Entertainment (between Nicole's &amp; Jewelry Creations)</li> <li>⑦ Orchard Street – Entertainment at mouth of Central Ave</li> <li>⑧ Henry Law Avenue Closure – Washington Street to Williams Street only</li> <li>⑨ Henry Law Park – Entertainment at Rotary Arts Pavilion</li> <li>⑩ Indoor Pool Parking Lot – Vendor Booths</li> <li>⑪ Henry Law Park – Entertainment in main Park</li> </ul> |
|---|--|





Greater Dover Chamber of Commerce & Visitor Center

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May 16, 2011

Dover City Council  
C/o City Clerks Office  
288 Central Avenue  
Dover, NH 03820



Dover City Council:

I am writing on behalf of the Greater Dover Chamber of Commerce 2011 Apple Harvest Day Committee to request the city's permission for use of the following properties.

This year's event will be held on Saturday, October 1, 2011. As in past years, we would like permission to use Henry Law Park and to close off a portion of **Central Avenue** from **Third Street** to **Washington Street** and Henry Law Ave from **Central** to **Williams** for the purpose of craft booths and activities. Additionally, for the second year, the event will include the "North End Stage" in the parking lot between Ross Furniture and the Strand Theater, which requires the closure of the **east-bound lane of Third Street** (the Strand side) from **Ross Furniture** to **Central Avenue**. The advertised hours for the event are between 9:00am and 4:00pm, however, we will need the roads blocked from 6:00am to 6:00pm on Saturday October 1<sup>st</sup>.

We have been in contact with the Dover Police Department with regards to this request.

Central Avenue will feature approximately 200 craft booths, food vendors and various entertainment acts throughout the day. There will also be performances in the Cochecho Falls Courtyard, Rotary Arts Pavilion, as well as Henry Law Park.

Please also find our permit for the Apple Harvest Day Raffle attached.

Please contact me at 742-2218 if you require any additional information about the event.

Sincerely,

Molly Hodgson Smith  
*Executive Director*

Cc: Marn Speidel, Gary Bannon

*2011 Apple Harvest Day Underwriter*





**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2011.06.22 – 82**

Resolution Re: Bituminois Concrete / Asphalt to be Picked up

WHEREAS: Sealed bid B11078 was requested and received for Bituminous Concrete /Asphalt (Picked Up as Needed) on June 13, 2011 at 2:00 pm; and

WHEREAS: This is “Hot Top” material that will be picked up by City personnel or by city authorized contractors at the vendors location as needed; and

WHEREAS: Two bids were submitted for review. Pike Industries of Portsmouth in the amount of \$58.00 per ton for Base and \$62.00 for Top. The second bid response was from Brox Industries in the amount of \$62.00 per ton for either base or top. The City of Dover tries to identify two vendors to utilize where circumstances make it financially prudent to do so depending on proximity of vendor plant to the location of work being performed as well as availability of product. The recommendation is to issue a purchase order to both Pike Industries and Brox Industries.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Pike Industries, Inc of Portsmouth NH and Brox Industries of Rochester given the rates provided on June 13, 2011. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance fy12
1000-43121-4715-0000-00-30	Street Improvments	700,000.00	700,000.00
1000-43121-4652-0000-00-30	Streets Maintenance supplies	40,000.00	40,000.00

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2011.06.22 – 82**

Resolution Re: B11078 Bituminous Concrete / Asphalt to be Picked up

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2011.06.22 – 82**

Resolution Re: Bituminous Concrete / Asphalt to be Picked up

### RESOLUTION BACKGROUND MATERIAL:

Sealed bid B11078 was requested and received for Bituminous Concrete Asphalt to be picked up by city personnel or city authorized contractors at the vendor's location as needed on June 13, 2011 at 2:00 pm. The city estimates purchases of 3500 tons annually.

Two bids were submitted for review. Pike Industries of Portsmouth at the rate of \$58.00 per ton for Base and \$62.00 for Top. The second bid reply came from Brox Industries at the rate of \$62.00 per ton for either base or top. The City of Dover tries to identify two vendors to utilize where circumstances make it financially prudent to do so depending proximity of the plant and the project location and availability of product. The city recommends issuing a purchase order to Pike Industries and Brox Industries.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	79	<b>Number of Responses:</b>	2
<b>Warranty:</b>	Meets Specifications	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	No
<b>Prices will hold for:</b>	June 30, 2012	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	Pike Industries Inc and Brox Industries	<b>Fund:</b>	CIP & Streets
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Cost estimated at \$25,000 or greater



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2011.06.22 – 82**

Resolution Re: B11078 Bituminous Concrete / Asphalt to be Picked up

### Vendor List

A.H. Harris & Sons Inc Aggregate Industries AmSan New England Arnold. T Clement Co Inc. BC'S GENERAL CONSTRUCTION AND MAINTENANCE Brox Industries CED Centilla Corporation Clow Valve Company Cohen Steel Supply Concrete Systems, Inc. D & L Thomas Equipment Corp. Donovan Equipment Door Services, Inc. Dover Floors, Inc. DBA Sprague Floor Covering E.J. Prescott, Inc. EAST COAST LUMBER F.A. Gray, Inc Fastenal Ferguson Waterworks Genest Precast George R Roberts Co Goosebay Sawmill & Lumber Inc.	Graybar Greater Dover Chamber Hi-Way Safety Systems, Inc. Hydraflo, Inc. Infinite Imaging ISCO Industries LLC John Hoadleyand Sons Inc KAMCO SUPPLY CORP lcg limited LIDDELL BROTHERS INC M. Bradsher Co. Inc MADONA AND MICHAEL INC Michie Corp. Middleton Building Supply Mobile Mini New England Positioning Systems, LLC NorthEast Electrical Distributors Northland Holder Inc. Oakwoods Lumber, Inc. Otto Environmental Systems Parts Associates,Inc. PEPIN CONCRETE PRECAST Perma-Line Corporation Perry Supply Phoenix Pecast Products Pike Industries Inc.	Plourde Sand & Gravel Co., Inc OnDemand Concrete PMSI POOL & ELECTRICAL PRODUCTS, INC Protection One R.G. Tombs Door Co., Inc. Reliable Equipment, LLC RICCI LUMBER S.D. IRELAND CONCRETE Salmon Falls Woodworks Seacoast Redimix Concrete Sealex Shea New England Concrete Products Spk Steel Fabrication Stiles Company, Inc. Super Floorz The Dirt Doctors The Pipe Connection, LLC. ti-SALES INC. Tri City Masonry Inc. UNITED RENTALS United Site Services Northeast VELLANO BROS INC. WATER WORKS SUPPLY Winter Equipment Company
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**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2011.06.22 – 82**

Resolution Re: B11078 Bituminous Concrete / Asphalt to be Picked up

### RESULTS

<u>Vendor</u>	<u>Price for Base or Top per ton</u>	<u>Locations</u>
Pike Industries Inc 650 Peaverly Hill Rd Portsmouth NH 03801	Base \$58.00 Top \$63.00	Rte 11 Farmington  650 Peaverly Hill Portsmouth
Brox Industries Inc Old Rochester Neck Rd Rochester NH 03867	base or top \$62.00	Old Rochester Neck Rd



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2011.06.22 – 83**

Resolution Re: B10089 Hot Bituminous Paving (Asphalt) Additional Scope of Services

WHEREAS: Sealed bid B10089 was requested and received for Hot Bituminous Paving (Asphalt) on June 24, 2010 at 2:00 pm and two replies were received; and

WHEREAS: The low bid was submitted by Brox Industries Inc at rates listed in results section of this document. Brox has offered to extend the same rates for the 2011 construction season. The city would like to take advantage of the unit pricing offered and availability of funds and increase the scope of services by adding an additional \$800,000.00 to this project.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Brox Industries Inc given corresponding rates provided on June 24, 2010. This authorization shall be limited so as not to exceed available finding.

### Financing

Account	Description	Appropriation	Balance
4012.1.300.43121.4751.03147.12	12 Street recon Pineview & Pearso:	400,000.00	400,000.00
1000.1.300.43121.4715.00000.99	09 Street Improvments	266,458.68	249,090.08
1000.1.300.43121.4715.00000.90	10 Street Improvments	442,539.02	442,539.02

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2011.06.22 – 83**

Resolution Re: B10089 Hot Bituminous Paving (Asphalt) Additional Scope of Services

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2011.06.22 – 83**

Resolution Re: B10089 Hot Bituminous Paving (Asphalt) Additional Scope of Services

### RESOLUTION BACKGROUND MATERIAL:

Sealed bids B10089 were requested and received for Bituminous Concrete Paving on June 24, 2010 at 2:00 pm. The low bid was submitted by Brox Industries of Dracut MA at rates outlined in results section of this document. The city would like to take advantage of the unit pricing offered and availability of funds to increase the scope of services in an additional amount of \$800,000.00.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	33	<b>Number of Responses:</b>	2
<b>Warranty:</b>	Meets Specifications	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	Yes	<b>Contract:</b>	No
<b>Prices will hold for:</b>	2011 Construction Season	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	Brox Industries	<b>Fund:</b>	CIP Streets
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Cost estimated at \$25,000 or greater



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2011.06.22 - 83**

Resolution Re: B10089 Hot Bituminous Paving (Asphalt) Additional Scope of Services



### **BROX INDUSTRIES, INC.**

1471 Methuen Street • Dracut, MA 01826-5439

(978) 454-9105      FAX: (978) 805-9720

[www.broxindustries.com](http://www.broxindustries.com)

May 02, 2011

RE: Extension of 2010 Hot Bituminous Paving Bid #B10089

Doug Steele DPW Director  
City of Dover  
288 Central Ave  
Dover, NH 03820

Dear Mr. Steele,

As per our discussion this morning, Brox Industries, Inc ( BII) hereby agrees to extend the unit prices bid in the above mentioned bid (items #1 thru #8) for the City's requirements during the 2011 construction season.

BII requests that the work be of similar nature to the work performed in connection with the 2010 contract/bid.

Sincerely,

Michael M. Reilly



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2011.06.22 – 83**

Resolution Re: B10089 Hot Bituminous Paving (Asphalt) Additional Scope of Services

### B10089 results

ITEM #	ITEM	QTY	UNIT	Brox Industries Dracut MA		Pike Industries Belmont NH	
				\$/UNIT	\$	\$/UNIT	\$
1a	base	1900	ton	67.80	128,820.00	77.00	146,300.00
1b	wear	7000	ton	67.80	474,600.00	79.00	553,000.00
1c	wear night	3400	ton	69.00	234,600.00	79.00	268,600.00
2a	hand work	100	ton	110.00	11,000.00	150.00	15,000.00
3a	frames grates covers	270	ea	200.00	54,000.00	400.00	108,000.00
3b	gate boxes	95	ea	105.00	9,975.00	175.00	16,625.00
4	crushed gravel - Shoulder Leveling	250	cy	35.00	8,750.00	55.00	13,750.00
5	reclaimed base	11300	sy	2.20	24,860.00	3.50	39,550.00
6	Cold Planing	25400	sy	2.25	57,150.00	3.25	82,550.00
7	cut in joints for driveways	1200	lf	3.00	3,600.00	8.50	10,200.00
8	asphalt adjustment allowance	1	ea	30,000.00	30,000.00	30,000.00	30,000.00
	total				<b>\$ 1,037,355.00</b>		<b>\$ 1,283,575.00</b>



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2011.06.08 - 84**

Resolution Re: B11047 Telecommunications Services Award of Bid

WHEREAS: Sealed bids B11047 were requested and received for Telecommunications Services on April 14, 2011 at 2:30 pm for a five year agreement with option to renew for additional five years. There was a mandatory pre-bid meeting held on March 21, 2011 and a follow up walk through on April 4<sup>th</sup> and April 11<sup>th</sup>, 2011; and,

WHEREAS: This is a combined request for proposal that includes city and school. Five replies were received for varying services and products. Interviews were conducted with New England Communications and Bayring. After negotiations with Bayring, it is the recommendation of the evaluating team to award to Bayring Communications at rates provided in conjunction with bid B11047.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Bayring Communications at rates provided in conjunction with B11047. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance FY12
xxxx.1.xxx.xxxxx.4531.xxxxxx	Telecommunications	\$255,093.00	\$255,093.00

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2011.06.08 - 84**

Resolution Re: B11047 Telecommunications Services Award of Bid

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2011.06.08 - 84**

Resolution Re: B11047 Telecommunications Services Award of Bid

**RESOLUTION BACKGROUND MATERIAL:**

Sealed bid B11047 was requested and received for Telecommunications Services April 14, 2011

**Purchasing Information:**

<b>Type:</b>	Purchase order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	28	<b>Number of Responses:</b>	5
<b>Warranty:</b>	Meets Specifications	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	June 30, 2016	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	Bayring Communications	<b>Fund:</b>	GF
<b>Other Approvals Required:</b>	School Board	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Cost estimated at \$25,000 or greater

Vendor List

American Messaging Services Anaptyx Axis Business Solutions Bayring Communications CMC Technology Group, Inc. Construction Summary Of NH Corporate Data & Voice Solutions Current-Concepts Corp. Emergency Response Computer Services, LLC FairPoint Communications Fusion ConneX	Greater Dover Chamber of Commerce HowardSystems, LLC IDeACOM Integrated Technologies Interstate Electrical Services Corporation Jacobs Engineering Group, Inc. JJW Consulting Little Bay Broadcast Services, Inc	New England Communications Oak Point Associates One Communications Rockport Technology Group Ronco Communications and Electronics; Inc. Single Source Group Spaulding Hill Networks Superior Communication Services Telnet Dynamics International Verizon Wireless
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**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2011.06.08 - 84**

Resolution Re: B11047 Telecommunications Services Award of Bid

### Bid Results

<b>Vendor</b>	<b>Description of Services</b>	<b>Initial Cost</b>	<b>Monthly Cost</b>
BayRing	Hosted VoIP Solution. Hosted IP PBX	\$ -	\$ 11,545.30
	VoIP Bandwidth Support		\$ 6,289.45
	Additional Existing Services		\$ 1,771.50
		<b>\$ -</b>	<b>\$ 19,606.25</b>
New England Communications	Avaya - Hardware	\$ 296,000.00	
	Installation	\$ 90,000.00	
	Post warranty maintenance (parts & labor)		\$ 3,916.67
		<b>\$ 386,000.00</b>	<b>\$ 3,916.67</b>
Fairpoint	City Wide Centrex plus lines (49)		\$ 1,397.97
	District Wide Calling plan		\$ 500.00
	Vantage Point - Carrier Ethernet Service (38 locations)	\$ 7,500.00	\$ 2,970.00
	PRIs for voice (6 locations), 10K min calling /PRI/mo		\$ 2,286.90
		<b>\$ 7,500.00</b>	<b>\$ 7,154.87</b>
Carousel Industries	Avaya VoIP Solution.	<b>\$ 579,524.60</b>	<b>\$ 22,856.00</b>
IdeaCOM	Reselling voice solution.		
	Project management fee.	\$ 15,900.00	
	New Horizon Communications		\$ 17,353.00
	<b>\$ 15,900.00</b>	<b>\$ 17,353.00</b>	



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2011.06.22 – 85**

Resolution Re: B11073 Dover Draw String Trash Bags Award of Bid

WHEREAS: Sealed bids B11073 were requested and received for Draw String Trash Bags on May 25, 2011 at 2:00 pm for a possible two year agreement; and,

WHEREAS: Four bids and one no bid were received. It is the recommendation to award to Waste Zero at rates provided of \$195.70 per 1000 thirty gallon draw string bags and \$125.10 per 1000 fifteen gallon draw string bags for year one. Escalator/de-escalator for year two will be based on resin pricing and will be brought back to council in FY13 for consideration.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Waste Zero for year two from 07/01/11-06/30/12 at rates provided in conjunction with B11073. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance FY12
3320-43230-4612-0000-00-30	Waste Mtg Operating Supplies	\$100,000.00	\$100,000.00

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2011.06.22 – 85**

Resolution Re: B11073 Dover Draw String Trash Bags Award of Bid

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2011.06.22 – 85**

Resolution Re: B11073 Dover Draw String Trash Bags Award of Bid

### RESOLUTION BACKGROUND MATERIAL:

Sealed bid B11073 was requested and received for trash bags on May 25, 2011 at 2:00 pm. Since approximately 1995, the City of Dover, NH has been operating a “bag and tag” trash collection program in which Dover residents using two (2) different size bags: 15 gallon and 30 gallon. The estimated annual usage for a one (1) year period is 600,000 bags, of which approximately 150,000 are 15-gallon bags and approximately 450,000 are 30-gallon bags. This estimate is based upon current usage. Actual quantities ordered may fluctuate and/or vary at the City’s discretion based upon vendor performance and actual demand.

It is the recommendation to remain with current vendor Waste Zero at rates provide in bid B11073

### Purchasing Information:

<b>Type:</b>	Purchase order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	10	<b>Number of Responses:</b>	4 and 1 NB
<b>Warranty:</b>	Meets Specifications	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	June 30, 2012	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	Waste Zero	<b>Fund:</b>	Waste Mtg 3320-
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	No	<b>Reason for Council Approval:</b>	Cost estimated at \$25,000 or greater



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2011.06.22 – 85**

Resolution Re: B11073 Dover Draw String Trash Bags Award of Bid

### Vendor List

Waste Zero  
Formerly Phoenix Recycling  
5180 Horry Drive Suite #B  
Murrells Inlet SC 29576-5235

Dyna Pak Corporation  
112 Helton Dr  
Lawrenceburg, TN 38464

The Bag Company  
P. O. Box 565  
Greenfield, MA 01302-0565

Packaging Personified  
122 South Aspen Street  
P. O. Box 53  
Sparta, MI 49345-0053

Interboro Packaging Corp.  
114 Bracken Road  
Montgomery, NY 12549

Central Poly Corp  
18 Donaldson PL  
PO box 4097  
Linden NJ 07063

Unisource Worldwide, Inc.  
9 Crystal Pond Road  
P. O. Box 9120  
Southborough MA 01772

Phoenix Recycling  
Boxes & Bags Unlimited  
35 Canal Street  
Lewiston, ME 04240

Resourceful Bag & Tag  
Company  
6420 W 127<sup>th</sup> Street Suite 212  
Palos Heights, IL 60463

Unipak Corp.  
Attn: Brian Marcus  
P.O. Box 300027  
Brooklyn, NY 11230



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2011.06.22 – 85**

Resolution Re: B11073 Dover Draw String Trash Bags Award of Bid

### Results

	WasteZero 5180 Horry Drive Suite B Murrells Inlef, SC 29576	Resourceful Bag & Tag Inc 6420 W 127th St Palos Hts IL 60463	DYNA Pak Corp 112 Helton Drive Lawrenceburt TN 38464	Interboro Packaging Corp 114 Bracken Road Montgomery, NY 12549-2600		
<b>Option #1</b>				Bid A	Bid B	Bid C
Co-extruded?	Yes	No	No	No	No	No
<b>Option #2</b>			LLDPE/LDPE blend Spec sheet provided			
% of re-grind Materials	15-20	0	10			
<b>PRICE QUOTES</b>						
Specify Option	15/30 gallon drawstring bags as are currently being supplied to Dover	Option 1	Bar coded insert instead of printed sleeves	Option 1	Option 1	Option 1
30 Gallon Size (per 1000) draw string	<b>195.70</b>	240.00	255.00	201.92	179.25	155.28
15 Gallon Size (per 1000) draw sting	<b>125.10</b>	165.00	172.00	145.92	129.28	115.28
% Second Year Increase (if any)	Escalator/De-escalator base on resin prices	Based on Resin Prices - will adjust accordingly	10% max	15% max	15% max	15% max
Type of Processing (Registered/Random)	Random	Random	Random	Registered or Random	Registered or Random	Registered or Random
Additional Printing Cost per 1000	none	150.00 Art Charge per change not per 1000	15.00	0	0	0



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2011.06.22 – 85**

Resolution Re: B11073 Dover Draw String Trash Bags Award of Bid

Area Size if restricted	NA	NA	4"x4"			
Info regarding alternative bids	<p>WasteZero is also quoting store door delivery option. We manage the inventory, storage, delivery, billing and collections from the retailers.</p> <p style="text-align: right;">store door delivery option 30 gal \$241.50 15 gal 159.00 * 1st 3 months of service free</p>	<p>Sleeves will include inserts (not printed sleeves) the sleeves will be heat sealed on one end and tape sealed on the other end.</p>	<p>Insert with bar code and information bags folded not on rolls</p>	<p>INT3036 Super XH and INT2430 Super XH</p>	<p>INT3036 Super EXH and INT2430 Super EXH</p>	<p>INT3036 EXH and INT2430 EXH</p>



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2011.06.22 - 86**

Resolution Re: B11081 Various Chemicals for Recreation and Community Services Departments

WHEREAS: Sealed bids B11081 were requested and received for various chemicals for various city departments on June 14, 2011 at 2:30 pm with prices to hold through June 30, 2012; and

WHEREAS: The low bids, meeting specifications, were submitted by the following vendors for chemicals referenced at unit prices specified in results page:

Borden Remington Corp Fall River MA  
Coyne Chemicals Croydon PA  
Monson Company So Portland ME  
JCI Chemicals Merrimack NH  
Univar USA Inc Providence RI  
Fillion Associates Inc E. Providence RI

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to each of the vendors identified above at rates provided in conjunction with B11081. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	FY11 Balance
1000.1.350.45124.4612.00000.00	Indoor pool operating supplies	12,000.00	12,000.00
1000.1.350.45125.4612.00000.00	Thompson Pool op supplies	14,275.00	14,275.00
5300.1.300.43320.4612.00000.00	Water Operating supplies	111,500.00	111,500.00
5320.1.300.43250.4612.00000.00	Sewer Operating Supplies	30,000.00	30,000.00

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2011.06.22 - 86**

Resolution Re: B11081 Various Chemicals for Recreation and Community Services Departments

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2011.06.22 - 86**

Resolution Re: B11081 Various Chemicals for Recreation and Community Services Departments

### RESOLUTION BACKGROUND MATERIAL:

Sealed bids B11081 were requested and received for various chemicals for various city departments on June 14, 2011 at 2:30 pm with prices to hold through June 30, 2012. The low bids, meeting specifications, were submitted by the following vendors for chemicals referenced at unit prices specified in results page:

- Borden Remington Corp Fall River MA
- Coyne Chemicals Croydon PA
- Monson Company So Portland ME
- JCI Chemicals Merrimack NH
- Univar USA Inc Providence RI
- Fillion Associates Inc E. Providence RI

### Award Information:

Purchase orders will be issued to low bidders of each chemical for one year to authorize this expenditure.

### Purchasing Information:

<b>Type:</b>	Purchase order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	37	<b>Number of Responses:</b>	10
<b>Warranty:</b>	Meets Specifications	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	no	<b>Contract:</b>	No
<b>Prices will hold for:</b>	June 30, 2012	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	Various Low bidders	<b>Fund:</b>	various
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Cost estimated at \$25,000 or greater to some vendors



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2011.06.22 - 86**  
 Resolution Re: B11081 Various Chemicals for Recreation and Community Services Departments

### Vendor List

Alliance Medical, Inc. dba AllMed American International Chemical Applied Industrial Technologies Astro Chemicals, Inc. Atlantic Coast Polymers Inc Atlas Medical Supply, Inc BASIC CHEMICAL SOLUTIONS BioSafe Systems Borden & Remington Corp. Bound Tree Medical Carus Corporation CHIEF SUPPLY Emed Medical Company	Fillion Associates, Inc. GAC Chemical George S. Coyne Chemical co. Greater Dover Chamber Gulbrandsen Technologies Harcros Chemicals Henry Schein JCI Jones Chemicals, Inc. K.A.Steel Chemicals, Inc Kemira Water Midwest Medical Supply Monson Companies, Inc	Old Bridge Chemicals, Inc. Parts Associates, Inc. Polydyne Inc. Pool & Electrical Products Pristine Water Solutions Shannon Chemical co Solvay Fluorides, LLC Southeastern Emergency Equipment UNIVAR USA Water Solutions Windward compliance Corp.
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### RESULTS CHEMICALS

B11081 CHEMICAL BID DELIVERED TO DOVER	Sodium Hydroxide Caustic diaphragm grade	Potassium Permanganate	Hydrofluosilic Acid	Sodium Hypochlorite Filtered purified bleach	Caustic Soda Pellets /Beads	Sodium Fluoride solid 6.1	Muriatic acid	Accu- Tab Blue SI
Price per	Gallon	Pound	Gallon	gallon	50 LB Bag	50LB bag	gallon	55lb pail
Coyne Chemical Croydon, PA 1902-6997	nb	\$2.225 per lb 1 Pallet/36 pails minimum order	nb	nb	22.95 40 bag min	nb	nb	\$118.42  24 pails min
Borden & Remington Corp Fall River, MA 02722	\$0.7769 3400 gal min	2.6506  12 drums min	4.428  1000 gal min	0.659 3500 gal min	22.13 1 pallet min	40.08  1 pallet	3.041  6 containers	nb



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2011.06.22 - 86**

Resolution Re: B11081 Various Chemicals for Recreation and Community Services Departments

Monson company So Portland ME	nb	2.229 36 pail min	4.8238 1000 gal min based on 24% concentration- no adj	nb	26.50 40 bags	37.75 40 bags	4.878 2 drum min	nb
JCI Merrimack, NH 03054	0.7700 3500 gal min	nb	nb	0.623 3000 gal min	nb	nb	nb	nb
Harcros Chemicals Inc Nashua, NH 03063	1.1308 3500 gal min	3.21 0	nb	.7100 per gal 3,000 gal min	23.50 full pallet	NB	3.36 2 drum min	nb
AIC Chemicals Framingham, MA 01701	nb	2.49 36 drums 1 pallet	nb	nb	nb	\$53.00 or \$1.06lb min 54 bags	nb	nb
GAC Chem Corp Searsport ME 04974	1.391 3500 gal min	nb	nb	nb	nb	nb	nb	nb
Solvay Fluorides Houston, TX 77098	nb	nb	4.545 1,000 gal min 10.1 lb per gal	nb	nb	nb	nb	nb
Fillian Associates Providence RI	nb	nb	nb	nb	nb	nb	Acid Magic 5gal carboy \$7.50 min 6 carboys	\$105 Min 24 pails
Univar USA Inc Providence, RI 02905	.8157 3500 Gallon	nb	nb	.7390 3500 gallon	22.00 40 bags	41.88 40 bags	nb	nb



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2011.06.22 – 87**

Resolution Re: B11083 Tree Removal Services Award of Bid

WHEREAS: Sealed bids B11083 were requested and received for various Tree Removal Services on May 31, 2011 at 2:30 pm for one year agreement with option to renew for an additional one year term; and,

WHEREAS: Two bids were received with varying rates. It is the recommendation to award to low bidder Urban Tree at rates provided in conjunction with bid B11083 for year one. Urban Tree states rates for year two will remain same.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Urban Tree for period of 07/01/11-06/30/12 at rates provided in conjunction with B11083. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance FY12
1000.1.300.43180.4432	F&G Maintenance	\$73,000.00	\$73,000.00

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2011.06.22 – 87**

Resolution Re: B11083 Tree Removal Services Award of Bid

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2011.06.22 – 87**

Resolution Re: B11083 Tree Removal Services Award of Bid

**RESOLUTION BACKGROUND MATERIAL:**

Sealed bid B11083 was requested and received for Tree removal Services on May 31, 2011 at 2:30 pm. It is anticipated that annual expenditures could exceed \$25,000 thereby requiring council approval. Quick and reliable response time is often required for safety reasons.

**Purchasing Information:**

<b>Type:</b>	Purchase order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	38	<b>Number of Responses:</b>	2
<b>Warranty:</b>	Meets Specifications	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	June 30, 2012	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	Urban Tree	<b>Fund:</b>	GF
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Cost estimated at \$25,000 or greater

Vendor List

Aggregate Recycling Corporation AHN Landscaping & Excavation American Flagging and Traffic Control Inc ANA Proscapes Inc ArborPro Plant Care Experts Atlantic Excavating, LLC B. Beard Jr, Trucking & General Contractors Inc. Bartlett Tree Experts Burkes Tree Service Construction Summary Of NH Cousineaus Forest Products Desmond Landscape Contractors	Greater Dover Chamber H.P. Fairfield, LLC Jungle Jim's Landscape & Garden Landcare Associates Inc. L-n-H Landscape & Property maintenance Lucas Tree Expert Co. MacKinnon and Sons Excavating Mayer Tree Service Inc Midland Tree Care LLC M-R Wood Recycling Oakwoods Lumber, Inc. Phipps Landscape Seacoast Tree Care LLC	Select Excavation & Landscaping Sevigny Landcare Spencer Trucking & Excavation Suntree Corporation The Dirt Doctors Trimmers Landscaping Urban Tree Service Valley Tree Service Verde Environmental Contracting services Wayneslandscaping E Guimond Construction Four Corners DS SABINE LLC
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**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2011.06.22 – 87**

Resolution Re: B11083 Tree Removal Services Award of Bid

### Results

<b>B11083 TREE REMOVAL</b>	Urban Tree PO Box 1631 Rochester, NH 03866	Ralston Tree Service 938 Salem Street Groveland, MA 01834
<b>tree removal</b>	crew size      \$ per hr	crew size      \$ per hr
using crane or bucket	2-4              110.00	4 men, crane, bucket, chipper      355.00
using truck	2-4              110.00	2 men              135.00
using chipper	2-4              110.00	2 men, truck, chipper      150.00
using log haul	2-4              110.00	1 man, log truck      120.00
using none	2-4              110.00	
<b>Trimming &amp; Pruning</b>		
using crane or bucket	2                  80.00	3 men, crane bucket, chipper      300.00
using truck	2                  80.00	2 men              135.00
using chipper	2                  80.00	2 men, truck, chipper      150.00
using log haul	2                  80.00	1 man, log truck      120.00
using none	2                  80.00	
<b>Stump Removal</b>		
Stump grinder	1                  75 hr	1 man, truck, chipper      5.00
other equipment		
<b>Climbing crew</b>		
chipper & truck	2                  80.00	2 men              150.00
other equipment	2                  80.00	
<b>brush cutting-chipping</b>		
brush cutter	2                  80.00	2 men, truck      135.00
chipper	2                  80.00	2 men, truck, chipper      150.00
other equipment	2	
<b>cabling</b>	Certified Arborist on crew	
list equip if any	2                  110.00	2 men, truck      135.00
herbicide application	100.00	n/a
<b>Rental of Equip &amp; Driver</b>		
Logging Truck	80.00	1 man              120.00



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.11.**

Resolution Number: **R - 2011.06.22 – 88**  
Resolution Re: B11084 Specialized Municipal Legal Services

WHEREAS: Sealed RFP #B11084 was requested and received for “As Needed” Specialized Municipal Legal Services on June 9, 2011 at 2:00pm; and

WHEREAS: Five vendors responded with varying amounts of prior experience with the city, a wide spectrum of experience in municipally related legal issues, and varying rate structures for services rendered; and

WHEREAS: The vendors deemed most advantageous to the city were:  
Devine, Millimet & Branch           Manchester NH  
Sheehan, Phinney, Bass & Green   Manchester NH  
Hinckley, Allan & Snyder           Concord NH  
Mitchell Municipal Group           Laconia NH  
Donahue, Tucker & Ciandella      Portsmouth NH

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

The purchasing agent is hereby authorized to issue a purchase order to the vendors identified above given the rates provided 06/9/11 for services as needed. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	FY12 Balance
1000.1.130.41530.4334.00000.00	City Attorney Legal Services	37,000.00	37,000.00
1000.1.150.41513.4334.00000.00	Tax Assesor Legal services	10,000.00	10,000.00
1000.1.190.41991.4334.00000.00	Misc. General Governement Legal Svs	35,000.00	35,000.00

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.11.**

Resolution Number: **R - 2011.06.22 – 88**

Resolution Re: B11084 Specialized Municipal Legal Services

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.11.**

Resolution Number: **R - 2011.06.22 – 88**  
Resolution Re: B11084 Specialized Municipal Legal Services

### RESOLUTION BACKGROUND MATERIAL:

Five vendors responded with varying amounts of prior experience with the city, a wide spectrum of experience in municipally related legal issues, and varying rate structures for services rendered as needed.

The vendors deemed most advantageous to the city are:

Devine, Millimet & Branch	Manchester NH
Sheehan, Phinney, Bass & Green	Manchester NH
Hinckley, Allan & Snyder	Concord NH
Mitchell Municipal Group	Laconia NH
Donahue, Tucker & Ciandella	Portsmouth NH

### Bid Information:

Sealed RFP B11084 was requested and received for Municipal Specialized legal services on June 9, 2011 @ 2:00pm.

### Award Information:

A purchase order will be issued to the vendors selected to authorize future expenditures as needed.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	8	<b>Number of Responses:</b>	5
<b>Warranty:</b>	na	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	June 30, 2012	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	As listed	<b>Fund:</b>	Various
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R - 2011.06.22 – 88**  
Resolution Re: B11084 Specialized Municipal Legal Services

### Vendor Solicitation List:

Devine, Millimet & Broth, P.A.  
111 Amherst Street  
Manchester, NH 03101

Wiggin & Nourie, P.A.  
670 N. Commercial Street, Suite 305  
Manchester, NH 03105

Donahue, Tucker & Ciandella,  
104 Congress Street, Suite 304  
Portsmouth, NH 03801

Mitchell Municipal Group PA  
25 Beacon St East  
Laconia NH 03246

Hinckley Allen & Snyder LLP  
11 South Main Street  
Suite 400  
Concord, New Hampshire 03301

Sheehan Phinney Bass and Green  
1000 Elm St  
Manchester NH 03101

Robert Half International  
230 Commerce Way Suite 140  
Portsmouth, NH 03801 Phone

Upton & Hatfield LLC  
10 Centre St  
Concord NH 03101

### Results

<u>Vendor</u>	<u>Rates</u>
Donahue, Tucker & Ciandella, PLLC 225 Water Street Exeter, NH 03833	Hourly rate of \$190/per hr for Partner Attny \$160-150/per hr for Assoc Attny <b>RETAINER \$2,000</b> Hourly Rate Beyond Retainer \$175 for partners \$150 for Associates \$100 for Legal assistants
Mitchell Municipal Group PA 25 Beacon Street Laconia, NH 03246	\$185/hr for Walter Mitchell \$170/hr for Jae Whitelaw and Laura Spector \$150/hr for Steven Whitley \$70/hr Paralegals Travel mileage copies and out of pocket expenses are additional
Devine Millimet 111 Amherst Street Manchester, NH 03101	\$250/hr Mr Broth \$140/hr Mr Jakubowski \$275/hr Mr Bisbee and Mr. Beeson Billed hourly basis in 1/10 <sup>th</sup> of an hr increments



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R - 2011.06.22 – 88**

Resolution Re: B11084 Specialized Municipal Legal Services

<p>Hinckley Allen Snyder LLP 11 South Main Street, ste 400 Concord, NH 03301-4801</p>	<p>\$385/hr Thomas Bhisitkul, Partner \$390/hr John J Bolton, Partner \$410/hr Alexandra K. Callam, Of Counsel/ Mark S McCue, Partner \$420/hr Christopher HM Carter, Partner/Richard D. Wayne, Partner \$400/hr Ronald D. Ciotti, Partner \$450/hr Michael J. Connolly, Partner \$300/hr Daniel M. Deschenes, Partner \$395/hr Andrew B. Eills, Partner/Priscilla E Kimball, Of Counsel \$380/hr Timothy P. Jensen, Partner \$455/hr Richard L.E. Jocelyn, Partner \$350/hr Andrew H. Kara, Associate/John H Sokeul, Partner \$465/hr Michael F Kraemer, Partner \$295/hr Suzan M Lehmann, Associate \$335/Christina L Lewis, Partner \$475/hr Robert V Lizza, Partner/Robin L Main, Partner \$290/hr John R Pariseault, Associate \$235/hr Seth M. Pasakarnis \$560/hr Gerald J Petros, Partner</p>
<p>Sheehan Phinney Bass &amp; Green 1000 Elm Street Manchester, NH 03101</p>	<p>\$325/hr John Peltonen \$275/hr Liz Bailey, Jim Reidy, Dave McGrath and Jim Higgins</p>



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.12.**

Resolution Number: **R - 2011.06.22 – 89**

Resolution Re: B11089 Sidewalk Tipdowns 2011 award of bid

WHEREAS: Sealed bids B11089 were requested and received for Sidewalk Tipdowns on June 13, 2011 at 2:30 pm; and

WHEREAS: The project includes the furnishing of all labor, tools, skill, supervision equipment and materials for the construction of Portland Cement concrete sidewalks/islands. The project will be funded using HUD monies thereby requiring Federal Labor Standards, Davis bacon Wages and HUD Section III requirements.

WHEREAS: The sole bid reply was received from John H. Lyman and Sons Inc it is the recommendation to award to this vendor in the amount of \$86,150.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to John H Lyman and Sons Inc at rates provided in conjunction with B11089. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance
2100.1.180.46341.4333.06331.10	CDBG-ADA Improvements	28,240.00	28,240.00
2100.1.180.46341.4333.06331.11	CDBG-ADA Improvements	58,430.00	58,430.00
2100.1.180.46341.4333.06331.12	CDBG-ADA Improvements	45,334.00	45,334.00

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R - 2011.06.22 – 89**

Resolution Re: B11089 Sidewalk Tipdowns 2011 award of bid

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R - 2011.06.22 – 89**

Resolution Re: B11089 Sidewalk Tipdowns 2011 award of bid

### RESOLUTION BACKGROUND MATERIAL:

Sealed bids B11089 were requested and received for Sidewalk Tipdowns on June 13, 2011 at 2:30 pm. The project includes the furnishing of all labor, tools, skill, supervision equipment and materials for the construction of Portland cement concrete sidewalks/islands. The project will be funded using HUD money thereby requiring Federal Labor Standards, Davis bacon Wages and HUD Section 3 requirements. The sole bid reply was received from John H. Lyman and Sons Inc it is the recommendation to award to this vendor in the amount of \$86,150.

### Award Information:

Purchase orders will be issued to John H Lyman & Sons, Inc to authorize this expenditure.

### Purchasing Information:

<b>Type:</b>	Purchase order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	136	<b>Number of Responses:</b>	1
<b>Warranty:</b>	Meets Specifications	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	Yes	<b>Contract:</b>	No
<b>Prices will hold for:</b>	Until Completion	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	John H Lyman & Sons Inc	<b>Fund:</b>	CDBG
<b>Other Approvals Required:</b>	Yes HUD requirements	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Cost estimated at \$25,000 or greater to some vendors



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R - 2011.06.22 – 89**

Resolution Re: B11089 Sidewalk Tipdowns 2011 award of bid

### Vendor List

<p>Aberthaw Construction Co American Flagging and Traffic Arthur Hartford Construction ARTT Remodeling &amp; Maint Barrett Drilling and Blasting Barron Brothers Development Bell &amp; Flynn, Inc. Brown Industrial Group, Inc Busby Construction Co. Inc. Careno Construction Co. CDM Century Mechanical Chris-Scott Construction Inc. ck landmark construction CLD Consulting Engineers, Conneston Construction, Inc. Construction Summary Of NH CPM Constructors CSSI D.C.S. construction corp. Dale R. Sprague Construction DeStefano &amp; Associates, Inc. DiMatteo Construction Management Services, LLC Dodge Report Doucet Survey, Inc. Dowling Corporation DS SABINE LLC durell enterprises S E Guimond Construction, E.J. Prescott, Inc. EI Technologies, LLC Engelwood Construction Co, EnviroVantage F. L. Merrill Construction, Federal Construction Corp. Four Corners FRANZOSO Land Stone</p>	<p>Landsite Corp Lewis Water Services Lyndes Carpet &amp; Upholstery MacDonald Survey &amp; Design MacKinnon and Sons Excavating Mark Carrier Construction, Marshall Rental Center, Inc. Martinez Road Construction, Martini Northern Matrix, Concrete, Inc. McGowan Landscape, LLC Mick Construction Corp. Millennium Granite Mills Construction Inc. National Water Main Cleaning NH Blacktop Sealers, Inc. NICOM Coatings Corporation NNEFS, LLC Nobis Engineering, Inc. Norman R Gagnon Construction North &amp; South Builders North Branch Construction NorthEast Earth Mechanics, Northeast Masonry Corporation Northeast Restoration Northway Builders, Inc. Phipps Landscape Pike Project Resource Group, LLC Quality Fire Protection R. D. Edmunds &amp; Sons, Inc. R.H. White Construction R.M. Piper, Inc. Raynor Door Authority of NE Reliable Restoration Rescon Construction Services</p>	<p>Walker Specialties, Inc. Waterline Industries Corp. Wayneslandscaping Weston &amp; Sampson Wooden Window Repair Yates Electric Service, Inc. YourSpace Home Improvement Security Construction Services Select Excavation &amp; Landscaping Shepherd Painting &amp; Restoration Spencer Trucking &amp; Excavation Steve Sarette &amp; Son Excavation, Stone Waleryszak, LLC Sundance Sign Co. Super Floorz SUR Construction T. Buck Construction, Inc. The Dirt Doctors TRB Development Group Inc. Trimmers Landscaping Turgeon Construction, Inc United Site Services Northeast Verde Environmental Contracting services Hissong Development Hi-Way Safety Systems, Inc. Horne Construction Hutter Construction Corporation Infinite Imaging J P Towle Construction Corp J&amp;B Granite and Stoneworks Jamco Excavators, LLC James J. Welch &amp; Co., Inc.</p>
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**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R - 2011.06.22 – 89**

Resolution Re: B11089 Sidewalk Tipdowns 2011 award of bid

Fulcrum Associates, Inc. Ganneston Construction Corp. Glen Builders Inc. Gove Construction Services Graybar Greater Dover Chamber GZA GeoEnvironmental, Inc. Hannamith Contracting LLC Harvey Construction Corporation hawkins construction corp	Ricci Construction Rodney Brown, Sr.,Masonry & Building Contractor S. W. Cole Engineering, Inc. Salmon Falls Woodworks Santorelli Construction Inc Scherbon Consolidated Inc. Seacoast Crane & Building Sealcoating, Inc. Sealex Sebastian Septic Service LLC	JGE Enterprises, Inc. JH Spain Commercial Services John H. Lyman & Sons, Inc. John Turner Consulting Inc. Just Right Awnings an Signs JWP & Sons Contracting Keymont Construction, Inc. Kingdom Contract Flooring
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### RESULTS

<b>B11089 Sidewalk Improvements</b>					John Lyman & Sons	
No	Item	Est Qty	Unit	Unit	Total	
1	Construct and reconstruct 4" concrete sidewalk	470	SY	110	51,700.00	
2	Patch face of curb and misc. paving	55	ton	150	8,250.00	
3	Reset granite curb	828	LF	15	12,420.00	
4	Detectable warning Panels	376	SF	30	11,280.00	
5	Crushed Gravel	125	CY	20	2,500.00	
					86,150.00	



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R - 2011.06.22 – 90**  
Resolution Re: Highway Road Salt State NH Contract

WHEREAS: In June 2011, the State of NH conducted a bid solicitation for Highway Road Salt. The bid was awarded to International Salt Company LLC for the seacoast areas via contract # 8000735 at varying rates depending on the district location; and

WHEREAS: The City of Dover uses approximately 3000 tons of road salt and would like to utilize the State of NH contract at the bid price of \$55.92 per ton delivered to Dover; and

WHEREAS: International Salt Company will guarantee pricing to hold until April 15, 2012 as long as they receive written acceptance by the City of Dover by July 31, 2011.

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

Per 3-29B, Exceptions to Competitive Bidding, of the Dover Purchasing Procedure, the purchasing Agent may, with approval of the city manager, waive bidding procedures when purchasing through the state of New Hampshire or at state bid prices.

The Purchasing Agent is hereby authorized to issue a Purchase Order to International Salt Company LLC for road salt at the rate of \$55.92 per ton delivered. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance FY12
1000.1.300.43125.4612.00000	Snow Removal Op Supplies	\$195,065.00	\$195,065.00

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R - 2011.06.22 - 90**

Resolution Re: Highway Road Salt State NH Contract

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R - 2011.06.22 – 90**

Resolution Re: Highway Road Salt State NH Contract

### RESOLUTION BACKGROUND MATERIAL:

In June 2011, the State of NH conducted a bid solicitation for Highway Road Salt. The bid was awarded International Salt Company LLC via contract # 8000735 at varying rates depending on the district location. The City of Dover uses approximately 3000 tons of road salt would like to take advantage of the State of NH contract at the Bid Price of \$55.92 per ton delivered to Dover.

International Salt Company LLC has agreed and will guarantee pricing to hold until April 15, 2012 as long as they receive written acceptance by the City of Dover. The city has bid this out over the last few years in combination with Somersworth and Rochester needs for salt and the state NH pricing has been lower than or the same as the bids the city had received.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	No
<b>Invitations Mailed:</b>	None	<b>Number of Responses:</b>	0
<b>Warranty:</b>	Meets State NH Specifications	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	na	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	April 15, 2012	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	International Salt Company	<b>Fund:</b>	Snow Removal
<b>Other Approvals Required:</b>	Yes State NH	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Waived bid – Cost exceeds \$10,000.00

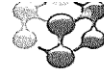


**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R - 2011.06.22 - 90**  
Resolution Re: Highway Road Salt State NH Contract



**INTERNATIONAL SALT**  
an SPL company

June 10, 2011

DOUG STEELE  
DOVER CITY  
271 MAST RD  
DOVER, NH 03820

### Re: Rock Salt Contract for 2011-2012 Winter Season

International Salt Company is pleased to offer you the following delivered price for bulk ice control rock salt for the 2011-2012 winter season. The price quoted is the same as the State of New Hampshire's District price.

Delivered Price: \$55.92/Ton  
Our stockpiles are located in Portsmouth, NH and Newington, NH.  
Terms of payment are net 30 days from shipment.  
Our bulk Rock and Solar salt is treated with an anti-caking agent.

We are dedicated to providing you with the best service in the salt industry. We look forward to being your supplier.

Please fax (570-586-6463) this back to me with the bottom portion completed by July 31, 2011 to guarantee price and deliveries for this coming winter season.

Best regards,

Daniel P. Thompson  
Chief Executive Officer

I accept your price and will purchase all my salt requirements for the 2011-2012 winter season from International Salt Company.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Estimated Seasonal Tonnage: \_\_\_\_\_

**URGENT – PLEASE SIGN AND RETURN ASAP**



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.14.**

Resolution Number: **R - 2011.06.22 – 91**  
Resolution Re: SegTEL Agreement for Core Internet Uplink, IP & DNS Management Services

WHEREAS: The City of Dover has negotiated an agreement with SegTEL, Inc of Lebanon NH for a Service agreement for a period of three (3) years; and

WHEREAS: The City currently utilizes SegTEL, Inc for its Core internet uplink, IP and DNS management services and has experienced increased demands on the link. A quote for additional bandwidth to ensure removal of bottlenecks on our core internet pipe resulting in and increase to the monthly cost from \$375 to \$579 per month; and

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

The City Manager is authorized to enter into an Agreement with SegTEL, Inc of Lebanon NH to provide for a three (3) year funding commitment.

3-24 B of Purchasing Code states Competitive bidding may be waived by a majority of the City Council. The purchasing agent is hereby authorized to issue purchase order to SegTEL, Inc. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance
6100.1.550.49200.4531.09100	Dover net Telecommunications	53,705.00	21,962.00
1000.2.600.02843.4531.00000	Schl Telecommunications	4,251.00	3,309.00

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R - 2011.06.22 – 91**  
Resolution Re: SegTEL Agreement for Core Internet Uplink, IP & DNS Management Services

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R - 2011.06.22 - 91**

Resolution Re: SegTEL Agreement for Core Internet Uplink, IP & DNS Management Services

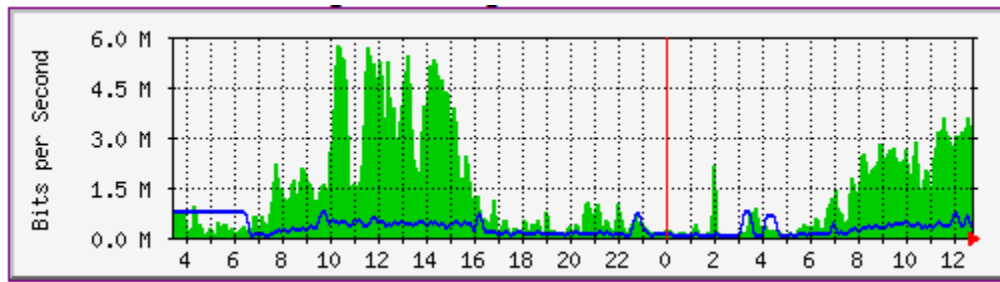
### RESOLUTION BACKGROUND MATERIAL:

The City of Dover utilizes SegTel for their core Internet uplink, IP and DNS management services.

We currently have increased demands on this link driven by,

1. Increased VPN client usage
2. Bandwidth for accessing Online Archives and other services located on premise
3. Bandwidth required for uploading video to hosted locations

We do monitor our bandwidth usage to ensure we do not oversize and overpay for our network needs. A screen shot of our current service.



We have requested a quote for additional bandwidth from SegTel to ensure we remove bottlenecks on our core Internet pipe. As a result, monthly cost will increase from \$375 to \$579 per month. Our download capacity will be doubled, our upload capacity will quadruple. No changes will be required related to IP space or DNS records.

This service and cost is currently and will continue to be shared by the City of Dover's city and school budgets.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.15.**

Resolution Number: **R – 2011.06.22 – 92**  
Resolution Re: Department of Health and Human Services Lease  
Amendment

WHEREAS: The Department of Health and Human Services is an existing tenant at the McConnell Center; and

WHEREAS: The Department of Health and Human Services seeks to enter into an extension of the lease agreement for an additional year.

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

The City Manager is authorized to sign an Amendment with the Department of Health and Human Services for the term of one (1) year with provisions stated in the Amendment attached to the Background.

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk





**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R – 2011.06.22 – 92**  
Resolution Re: Department of Health and Human Services Lease  
Amendment

### RESOLUTION BACKGROUND MATERIAL:

The Amendment is attached.

**AMENDMENT**

This Agreement (hereinafter called the "Amendment") is dated, \_\_\_\_\_, 2011 and is by and between the State of New Hampshire acting by and through the Department of Health and Human Services, (hereinafter referred to as the "Tenant") and the City of Dover, (hereinafter referred to as the "Landlord") with a place of business at 288 Central Avenue, Dover, New Hampshire 03820.

Whereas, pursuant to a five-year Lease agreement (hereinafter called the "Agreement"), for 1,676 square feet of space located at 61 Locust Street, First Floor, Suites 128 and 129, Dover, New Hampshire first entered into on September 19, 2006, which was approved by the Governor and Executive Council on October 25, 2006, item #63 the Landlord agreed to lease certain premises upon the terms and conditions specified in the Agreement and in consideration of payment by the Tenant of certain sums as specified therein; and

Whereas, the Landlord and Tenant are agreeable to a holdover term to facilitate the Tenant's finalization of their "Request for Proposal" (RFP) process which has become increasingly complex due to certain recent program changes effecting the Tenant's business model, therefore, long-term planning, and;

The Tenant will need up to twelve (12) months to respond to these changes, to finalize the RFP process and to obtain authorization of any new lease contract, however, the Agreement expires well in advance of this, and;

Amendment of the current Agreement to provide a delay in the expiration of the term will allow the Tenant to continue lawful payment of rent while continuing occupancy at the Premises and the Landlord is agreeable to providing such delay;

NOW THEREFORE, in consideration of the foregoing and the covenants and conditions contained in the Agreement as set forth herein, the Landlord and Tenant hereby agree to amend the Agreement as follows:

**Amendment of Agreement;**

**3.1 Term:** The expiration date of the current agreement, September 30, 2011 is hereby amended to terminate twelve (12) months thereafter, September 30, 2012. During the amended Term the Parties hereto may enter into a "renewal lease", if such a lease with the Landlord is entered into and subsequently authorized by the State of New Hampshire's Governor and Executive Council, the Amendment herein shall terminate upon the same date set for commencement of the "renewal lease", replaced by the terms and conditions of the authorized "renewal lease".

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

**4.1 Rent:** The current annual rent of \$23,564.52, which is approximately \$14.06 per square foot, will decrease to \$22,592.52, which is approximately \$13.48 per square foot, which shall be prorated to a monthly rent of \$1,882.71, which shall be due on the first day of the month during the amended term. The first monthly installment shall be due and payable October 1, 2011 or within 30 days of the Governor and Executive Council's approval of this agreement, whichever is later. The monthly rent shall continue to be paid on the 1<sup>st</sup> day of each month during the amended term unless the term is sooner terminated in accordance with the terms herein. The total amount of rent to be paid under the terms of this agreement shall not exceed \$22,592.52.

**EFFECTIVE DATE OF THE AMENDMENT:** This Amendment shall be effective upon its approval by the Governor and Executive Council of the State of New Hampshire. If approval is withheld, this document shall become null and void, with no further obligation or recourse to either party.

**CONTINUANCE OF AGREEMENT:** Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement and the obligations of the parties there under shall remain in full force and effect in accordance with the terms and conditions set forth therein.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

**IN WITNESS WHEREOF**, the parties have hereunto set their hands;

**TENANT:** State of New Hampshire Department of Health and Human Services

Date: \_\_\_\_\_

By \_\_\_\_\_  
David S. Clapp, Bureau Chief, BFAM

**LANDLORD:**

Date: \_\_\_\_\_

By \_\_\_\_\_  
J. Michael Joyal, City Manager, City of Dover

Acknowledgement: State of \_\_\_\_\_, County of \_\_\_\_\_.  
On (date) \_\_\_\_\_, before the undersigned officer, personally appeared  
\_\_\_\_\_, who satisfactorily proved to be the person identified above as the  
owner, and he personally executed this document.

Signature of Notary Public or Justice of the Peace: \_\_\_\_\_

Commission expires: \_\_\_\_\_ Seal:

Name and title of Notary Public or Justice of the Peace (please print):  
\_\_\_\_\_

**Approval by New Hampshire Attorney General as to form, substance and execution:**

By: \_\_\_\_\_, Assistant Attorney General, on \_\_\_\_\_.

**Approval by the New Hampshire Governor and Executive Council:**

By: \_\_\_\_\_, on \_\_\_\_\_

**ATTACHMENT TO EXHIBIT B  
TENANT'S FISCAL YEAR SCHEDULE OF RENTAL PAYMENTS**

<u>State Fiscal Year</u>	<u>Month</u>	<u>Payment</u>	<u>Yearly Total</u>	<u>Fiscal Year Total</u>
2012	10/1/2011	\$ 1,882.71		
	11/1/2011	\$ 1,882.71		
	12/1/2011	\$ 1,882.71		
	1/1/2012	\$ 1,882.71		
	2/1/2012	\$ 1,882.71		
	3/1/2012	\$ 1,882.71		
	4/1/2012	\$ 1,882.71		
	5/1/2012	\$ 1,882.71		
	6/1/2012	\$ 1,882.71		<u>\$ 16,944.39</u>
2013	7/1/2012	\$ 1,882.71		
	8/1/2012	\$ 1,882.71		
	9/1/2012	\$ 1,882.71	<u>\$ 22,592.52</u>	<u>\$ 5,648.13</u>
<i>Total Rent</i>			<u>\$ 22,592.52</u>	<u>\$ 22,592.52</u>

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATE FOR  
MUNICIPALITIES**

I, (insert name) \_\_\_\_\_, of (insert Municipality name)  
the City of Dover \_\_\_\_\_, do hereby certify to the following assertions:

1. I am a duly appointed and acting Clerk/Secretary for the Municipality documented above, which is in the State of (insert name of State) New Hampshire
2. I maintain and have custody of, and am familiar with, the minute books of the Municipality;
3. I am duly authorized to issue certificates with respect to the contents of such books;
4. The following are true, accurate and complete copies of the resolutions adopted during an official meeting of the Municipality. Said meeting was held in accordance with the laws and by-laws of the State, upon the following date: (insert meeting date) \_\_\_\_\_.

**RESOLVED:** That this Municipality shall enter into a contract with the State of New Hampshire, acting by and through the Department of Health and Human Services

\_\_\_\_\_ providing for the performance by this Municipality of certain services as documented within the foregoing Lease, and that the official listed, (document the title of the official authorizing the contract, and document the name of the individual filling that position) \_\_\_\_\_

\_\_\_\_\_, on behalf of this Municipality, is authorized and directed to enter into the said lease contract with the State of New Hampshire, and that they are to take any and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of this Municipality in order to accomplish the same.

**RESOLVED:** That the signature of the above authorized party or parties of this Municipality, when affixed to any instrument of document described in, or contemplated by, these resolution, shall be conclusive evidence of the authority of said parties to bind this Municipality, thereby:

5. The foregoing resolutions have not been revoked, annulled, or amended in any manner what so ever, and remain in full force and effect as of the date hereof;
6. The following person or persons have been duly elected to, and now occupy, the Office or Offices indicated: (fill in the appropriate names of individuals for each titled position)

Municipality Mayor: \_\_\_\_\_  
Municipality Clerk: \_\_\_\_\_  
Municipality Treasurer: \_\_\_\_\_

**IN WITNESS WHEREOF:** As the Clerk/Secretary of this municipality, I sign below upon this date: (insert date of signing) \_\_\_\_\_

Clerk/Secretary (signature) \_\_\_\_\_  
In the State and County of: (State and County names) \_\_\_\_\_

**NOTARY STATEMENT:** As Notary Public and/or Justice of the Peace, REGISTERED IN THE STATE OF: \_\_\_\_\_  
\_\_\_\_\_, COUNTY OF: \_\_\_\_\_ UPON THIS DATE (insert full date) \_\_\_\_\_, appeared before me (print full name of notary) \_\_\_\_\_  
\_\_\_\_\_, the undersigned officer personally appeared (insert officer's name) \_\_\_\_\_

who acknowledged him/herself to be (insert title, and the name of municipality) \_\_\_\_\_ and that being authorized to do so, he/she executed the foregoing instrument for the purposes therein contained, by signing by him/herself in the name of the Municipality.

**In witness whereof I hereunto set my hand and official seal.** (Provide signature, seal and expiration of commission)

\_\_\_\_\_



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.16.**

Resolution Number: **R – 2011.06.22 – 93**

Resolution Re: Operating Rules for Library, Arena, Pool, McConnell Center, Recreation and Transportation

WHEREAS: Operating Rules are being updated for all Boards, Committees and Commissions; and

WHEREAS: The Library Board of Trustees, Dover Arena Commission, Recreation Advisory Board, Transportation Advisory Commission, McConnell Center Advisory Committee and Dover Pools Advisory Committee have all reviewed and adopted the proposed Operating Rules.

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

The City Council approves the Operating Rules for the afore-mentioned boards, commissions and committees.

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk





**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.16.

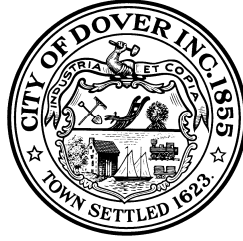
Resolution Number: **R – 2011.06.22 – 93**

Resolution Re: Operating Rules for Library, Arena, Pool, McConnell  
Center, Recreation and Transportation

### RESOLUTION BACKGROUND MATERIAL:

See attached Operating Rules for:

Library Board of Trustees  
Recreation Advisory Board  
Dover Arena Commission  
Transportation Advisory Commission  
McConnell Center Advisory Committee  
Dover Pools Advisory Committee



## LIBRARY BOARD OF TRUSTEES OPERATING RULES

### Article I. Name

The name of the board is the Dover Library Board of Trustees.

### Article II. Authority and Duties

- A. The Library Board of Trustees' authority and duties are to study, consider and recommend to the City Council and the City Manager, or designee, general policies regarding the operation of the Dover Public Library and to advocate, promote and perpetuate the growth, prosperity and the usefulness of the public library.

### Article III. Membership

- A. **Membership.** There shall be five (5) members, residents of the City of Dover. Should any member cease to be a resident of the City of Dover, notice shall be given to the Board and a vacancy shall be declared. Members shall be appointed to terms of five (5) years.
- B. **Attendance, Vacancies and Removal.** All appointments to the board shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any board member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing authority unless otherwise provided in state statute. Conditions for removal of any board member shall be defined by statute, ordinance or the Charter.

### Article IV. Officers and Staffing

- A. **Officers.** The officers consist of a Chair and Vice Chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one-year terms. Officers may be re-elected.
- B. **Duties of the Chair.** The Chair shall have general supervisory and directional powers over the board. The Chair shall preside at all board meetings and set the board's agenda. The Chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the board, unless this responsibility is delegated in writing.
- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the absence of the Chair. In the absence of the Chair and Vice Chair from a Board meeting, the members shall select a temporary Chair for the meeting.

- D. **Secretary.** The secretary to the Board shall be the Library Director or her delegate who shall keep a true and accurate account of all Board meetings. The Library Director shall issue notices of regular and special meetings, shall have custody of the minutes and other records of the Board, shall notify the appointing body of any vacancies on the Board, and shall generally perform such duties associated with the position.
  
- E. **Library Director and Staff.** The Library Director, appointed by the City Manager, shall be the executive and administrative officer of the Library Department of the City of Dover, and shall represent the Library at Departmental meetings. The Library Director shall carry out policies adopted by the Board and approved by the City Manager, shall be responsible for the employment and direction of the staff, for the care and maintenance of the building and equipment, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Library Director shall attend all Library Board meetings and shall present a Report at each regular meeting. The City of Dover may provide staff support to the board for meeting notification, typing, copying, and information gathering to the extent permitted by the city budget. All staff shall remain under the direction of the employer.

**Article V. Procedures**

**A. Meetings.**

- 1. The board shall hold regular meetings each month except for July and August at a time and place designated by the Chair.
- 2. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown as far as circumstances permit:
  - a.) Call to order
  - b.) Approval of minutes
  - c.) Report of the Library Director
  - d.) Committee reports
  - e.) Correspondence
  - f.) Old Business
  - g.) New Business
  - h.) Public Presentations
- 3. The business of the board shall be conducted in public session unless otherwise permitted by state law. All meetings of the board and subcommittees shall be posted to comply with state law. State law requires all meetings to be posted in two (2) places with a minimum of twenty-four (24) hours notice.
- 4. The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held in conjunction with the regular April meeting.
- 5. Special meetings may be called by the Chairman, or secretary of the Board, or at the request of two members, provided that notice be given to all members and the public at least 24 hours in advance of the special meeting.

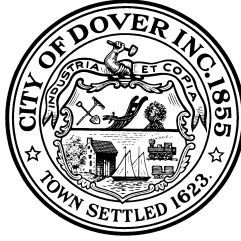
B. **Quorum.** Fifty-one percent (51%) of the voting membership of the board shall constitute a quorum.

C. **Parliamentary Authority.** The parliamentary authority for the board is *Robert's Rules of Order Revised, 10<sup>th</sup> ed*, except as provided by these rules or local, state or federal law.

**D. Committees.**

- 1. The Chair shall appoint special committees of one or more members for such specific purposes as the functions of the Board may require from time to time. The committee shall be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.
- 2. All committees shall make a progress report at each Board meeting.
- 3. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

- E. **Minutes.** Minutes shall be kept for all meetings of the board. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the board at the next meeting of the board, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- F. **Recording of Meetings.** The board shall arrange for video recording at all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- G. **E-mail accounts.** Board members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Board members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the board. In addition, board members shall refrain from conducting the official business of the board outside the view of the public and the press unless permitted by state law.
- H. **Nonpublic meetings.** The board may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.
- I. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the board.



## DOVER ARENA COMMISSION OPERATING RULES

### Article I. Name

The name of the commission is the Dover Arena Commission.

### Article II. Authority and Duties

- A. The Dover Arena Commission shall study, consider and recommend to the City Council and the City Manager, or designee, general policies for the operation of the Dover Arena.

### Article III. Membership

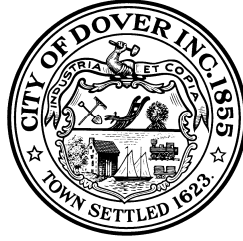
- A. **Membership.** There shall be five (5) members and two (2) alternate members. Members shall be appointed to terms of three (3) years.
- B. **Attendance, Vacancies and Removal.** All appointments to the commission shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any commission member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing authority unless otherwise provided in state statute. Conditions for removal of any commission member shall be defined by statute, ordinance or the Charter.

### Article IV. Officers and Staffing

- A. **Officers.** The officers consist of a Chair and Vice Chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one-year terms. Officers may be re-elected.
- B. **Duties of the Chair.** The Chair shall have general supervisory and directional powers over the commission. The Chair shall preside at all commission meetings and set the commission's agenda. The Chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the commission, unless this responsibility is delegated in writing.
- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the absence of the Chair.
- D. **Staff.** The City of Dover may provide staff support to the commission for meeting notification, typing, copying, and information gathering to the extent permitted by the city budget. All staff shall remain under the direction of the employer.

## Article V. Procedures

- A. **Meetings.** The commission shall hold regular meetings as necessary at a time and place designated by the Chair. The business of the public shall be conducted in public session unless otherwise permitted by state law. All meetings of the commission and subcommittees shall be posted to comply with state law. State law requires all meetings to be posted in two (2) places with a minimum of twenty-four (24) hours notice.
- B. **Quorum.** Fifty-one percent (51%) of the voting membership of the commission shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the commission is *Robert's Rules of Order Revised, 10<sup>th</sup> ed*, except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the commission. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the commission at the next meeting of the commission, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- E. **Recording of Meetings.** The commission shall arrange for video recording at all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Commission members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Commission members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the commission. In addition, commission members shall refrain from conducting the official business of the commission outside the view of the public and the press unless permitted by state law.
- G. **Nonpublic meetings.** The commission may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.
- H. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the commission.



## DOVER POOLS ADVISORY COMMITTEE OPERATING RULES

### Article I. Name

The name of the committee is the Dover Pools Advisory Committee.

### Article II. Authority and Duties

- A. The Dover Pools Advisory Committee shall study, consider and recommend to the City Council and the City Manager, or designee, general policies for operation of the Dover Pools.

### Article III. Membership

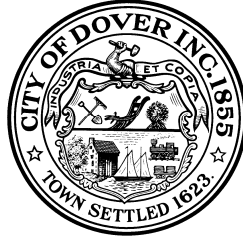
- A. **Membership.** There shall be seven (7) members and two (2) alternate members. Members shall be appointed to terms of three (3) years.
- B. **Attendance, Vacancies and Removal.** All appointments to the committee shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any committee member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing authority unless otherwise provided in state statute. Conditions for removal of any committee member shall be defined by statute, ordinance or the Charter.

### Article IV. Officers and Staffing

- A. **Officers.** The officers consist of a Chair and Vice Chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one-year terms. Officers may be re-elected.
- B. **Duties of the Chair.** The Chair shall have general supervisory and directional powers over the committee. The Chair shall preside at all committee meetings and set the committee's agenda. The Chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the committee, unless this responsibility is delegated in writing.
- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the absence of the Chair.
- D. **Staff.** The City of Dover may provide staff support to the committee for meeting notification, typing, copying, and information gathering to the extent permitted by the city budget. All staff shall remain under the direction of the employer.

## Article V. Procedures

- A. **Meetings.** The committee shall hold regular meetings as necessary at a time and place designated by the Chair. The business of the public shall be conducted in public session unless otherwise permitted by state law. All meetings of the committee and subcommittees shall be posted to comply with state law. State law requires all meetings to be posted in two (2) places with a minimum of twenty-four (24) hours notice.
- B. **Quorum.** Fifty-one percent (51%) of the voting membership of the committee shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the committee is *Robert's Rules of Order Revised, 10<sup>th</sup> ed*, except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the committee. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the committee at the next meeting of the committee, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- E. **Recording of Meetings.** The committee shall arrange for video recording at all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Committee members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Committee members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the committee. In addition, committee members shall refrain from conducting the official business of the committee outside the view of the public and the press unless permitted by state law.
- G. **Nonpublic meetings.** The committee may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.
- H. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the committee.



## MCCONNELL CENTER ADVISORY COMMITTEE OPERATING RULES

### Article I. Name

The name of the committee is the McConnell Center Advisory Committee.

### Article II. Authority and Duties

- A. The McConnell Center Advisory Committee shall have the following functions:
1. Advocate for achieving the mission of the McConnell Community Center.
  2. Review the operations budget recommended to City Manager.
  3. Seek and recommend tenants to the City of Dover.
  4. Assist in the creation and dissemination of publicity related to the McConnell Community Center.
  5. Foster collaborative programming between tenants of the McConnell Community Center and other agencies.
  6. Study, consider and recommend policies for the operation of the McConnell Center.

### Article III. Membership

- A. **Membership.** There shall be seven (7) members and two (2) alternates including three (3) tenant representatives. Members shall be appointed to terms of three (3) years.
- B. **Attendance, Vacancies and Removal.** All appointments to the committee shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any committee member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing authority unless otherwise provided in state statute. Conditions for removal of any committee member shall be defined by statute, ordinance or the Charter.

### Article IV. Officers and Staffing

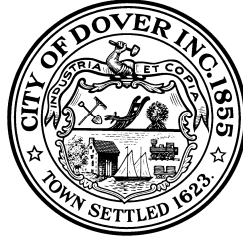
- A. **Officers.** The officers consist of a Chair and Vice Chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one-year terms. Officers may be re-elected.
- B. **Duties of the Chair.** The Chair shall have general supervisory and directional powers over the committee. The Chair shall preside at all committee meetings and set the committee's agenda. The Chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the committee, unless this responsibility is delegated in writing.

- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the absence of the Chair.
- D. **Staff.** The City of Dover may provide staff support to the committee for meeting notification, typing, copying, and information gathering to the extent permitted by the city budget. All staff shall remain under the direction of the employer.

#### **Article V. Procedures**

- A. **Meetings.** The committee shall hold regular meetings as necessary at a time and place designated by the Chair. The business of the public shall be conducted in public session unless otherwise permitted by state law. All meetings of the committee and subcommittees shall be posted to comply with state law. State law requires all meetings to be posted in two (2) places with a minimum of twenty-four (24) hours notice.
- B. **Quorum.** Fifty-one percent (51%) of the voting membership of the committee shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the committee is *Robert's Rules of Order Revised, 10<sup>th</sup> ed*, except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the committee. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the committee at the next meeting of the committee, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- E. **Recording of Meetings.** The committee shall arrange for video recording at all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Committee members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Committee members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the committee. In addition, committee members shall refrain from conducting the official business of the committee outside the view of the public and the press unless permitted by state law.
- G. **Nonpublic meetings.** The committee may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.
- H. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the committee.

Allan B. Krans, Sr.  
General Legal Counsel



288 Central Avenue  
Dover, New Hampshire 03820-4169

(603) 516-6520  
Fax: (603) 516-6523  
a.krans@ci.dover.nh.us  
www.ci.dover.nh.us

## RECREATION ADVISORY BOARD OPERATING RULES

### Article I. Name

The name of the board is the Dover Recreation Advisory Board.

### Article II. Authority and Duties

- A. The Recreation Advisory Board shall study, consider and recommend to the City Council and the City Manager or designee, general policies for the provision of recreation programs and facilities.

### Article III. Membership

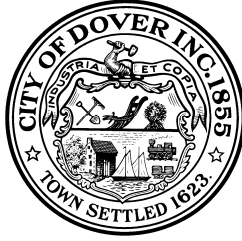
- A. **Membership.** There shall be nine (9) members with three (3) alternate members and shall be appointed to terms of three (3) years.
- B. **Attendance, Vacancies and Removal.** All appointments to the board shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any board member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing authority unless otherwise provided in state statute. Conditions for removal of any board member shall be defined by statute, ordinance or the Charter.

### Article IV. Officers and Staffing

- A. **Officers.** The officers consist of a Chair and Vice chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one-year terms. Officers may be re-elected.
- B. **Duties of the Chair.** The chair shall have general supervisory and directional powers over the board. The chair shall preside at all board meetings and set the board's agenda. The chair shall also be an ex-officio member of all sub-boards and shall be the sole spokesperson for the board, unless this responsibility is delegated in writing.
- C. **Vice Chair.** The vice chair shall execute all powers of the chair in the absence of the Chair.
- D. **Staff.** The City of Dover may provide staff support to the board for meeting notification, typing, copying, and information gathering to the extent permitted by the city budget. All staff shall remain under the direction of the employer.

## Article V. Procedures

- A. **Meetings.** The board shall hold regular meetings as necessary at a time and place designated by the Chair. The business of the public shall be conducted in public session unless otherwise permitted by state law. All meetings of the board and sub-boards shall be posted to comply with state law. State law requires all meetings to be posted in two (2) places with a minimum of twenty-four (24) hours notice.
- B. **Quorum.** Fifty-one percent (51%) of the voting membership of the board shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the board is *Robert's Rules of Order Revised, 10<sup>th</sup> ed*, except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the board. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the board at the next meeting of the board, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- E. **Recording of Meetings.** The board shall arrange for video recording at all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Board members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Board members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the board. In addition, board members shall refrain from conducting the official business of the board outside the view of the public and the press unless permitted by state law.
- G. **Nonpublic meetings.** The board shall conduct only nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by the General Legal Counsel for nonpublic meetings.
- H. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the board.



## TRANSPORTATION ADVISORY COMMISSION OPERATING RULES

### Article I. Name

The name of the commission is the Dover Transportation Advisory Commission.

### Article II. Authority and Duties

A. The Transportation Advisory Commission shall perform the following functions:

**Section 1:** Review of all transportation policy and safety matters concerning all forms of transportation affecting the City such as conventional vehicles, transit, alternative modes, commercial vehicles, and attendant amenities.

**Section 2:** Serve as a sounding board for citizen traffic, pedestrian and safety issues and making recommendations to the City Council or City Administration for appropriate action.

**Section 3:** Coordinate with and solicit feedback from the School Department Transportation Committee regarding school transportation safety issues on a quarterly basis.

**Section 4:** Aid in the development of City Transportation Improvement Program (TIP) by soliciting citizen input on needed projects for submission to the Planning Board and City Council.

**Section 5:** Study issues arising under the City of Dover Master Plan as they relate to transportation, make recommendations to the City Council and/or Planning Board, and prepare reports to aid to in the development, implementation and general improvement of the Master Plan relating to the transportation in the City of Dover.

### Article III. Membership

A. The Transportation Advisory Commission will consist of nine (9) members. One (1) representative from the City Council, one from the Coast Public Transit system, and four (4) resident citizens. The Coast Public Transit member and the resident citizen members shall be appointed by the City Council and serve for three-year terms. There shall also be three staff representatives, one each appointed by the Police, Planning and Community Services Departments.

B. After the initial appointments, (two members for a 3-years term; one member for a 2-year term; one member for a 1-year term) resident citizen members shall be appointed for three-year terms. Any member so appointed may, after a public hearing, if requested, be removed for cause by the City Council. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term.

C. Alternate members. There shall be alternate members as designated by the City Council in accordance with its rules.

- D. The Chair or designee of the Chair shall make timely notice of vacant resident positions within one month. The City Council appointments committee shall fill vacant resident positions as soon as possible.

#### **Article IV. Officers and Staffing**

- A. Officers shall be Chair, Vice Chair, and Clerk.
- B. The Chair shall preside at all meetings. The chair shall appoint all sub-committees.
- C. The Vice Chair shall preside at all meetings in the absence of the Chair. The Vice Chair shall perform the duties and have the powers of the Chair during the absence of the Chair.
- D. The Clerk shall keep minutes of all meetings and be responsible for all meeting notices and prior meeting minutes being prepared within five (5) days of said meeting and sent out seven (7) days prior to the next meeting. The Clerk shall maintain a copy of the By-Laws and Roberts Rules of Order, revised, and any legally adopted special rules of the Commission at all meetings, and shall perform all duties incident to the office of Clerk and other duties, if assigned to them by the Chair.

#### **Article V Procedures**

- A. **Meetings.** The Transportation Advisory Commission will meet monthly on the fourth Monday. Meetings will be held in the City Hall Auditorium at 6:00 pm unless another satisfactory time/place has been agreed upon. Special meetings may be called by 2/3 majority of the membership.
- B. **Quorum.** Fifty-one percent (51%) of the voting membership of the commission shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the commission is *Robert's Rules of Order Revised, 10<sup>th</sup> ed*, except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the commission. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the commission at the next meeting of the commission, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- E. **Recording of Meetings.** The commission shall arrange for video recording at all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Commission members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Commission members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the commission. In addition, commission members shall refrain from conducting the official business of the commission outside the view of the public and the press unless permitted by state law.
- G. **Nonpublic meetings.** The commission may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.

- H. **Amendment of Rules.** These rules may be amended, added to, altered or repealed at any meeting of the commission by vote of a 2/3 majority of the commission, provided notice of the proposed amendment, addition, alteration or repeal is given in the notice of one (1) month prior to the next meeting.

**Article VI Elections**

- A. The Commission shall appoint a Chairperson annually.
- B. The Chair shall appoint the Vice Chair and the Clerk.

**Article VII Validity**

- A. If any section of these By-Laws shall be considered inconsistent with any law and be declared invalid, then such section shall be removed from said By-Laws, but shall not affect the validity of the remaining By-Laws.

To: Dover City Council

From: Dorothea Hooper

Re: Dover School Board Report

Date: June 15, 2011

The Dover School Board met on June 13, 2011 for a regular meeting.

Citizen's Forum: Parents, cadets and the JROTC instructor spoke in favor of funding the program for another year. They pointed out the benefit to students in the area of discipline, increased academic success, and team work. There are 50 students enrolled in next year's class. The Navy requires an enrollment of 100 to continue their part of the funding. Even if the program is funded by the board for another year, the navy may very well pull their support the following year. This has been an ongoing problem with JROTC since it was added to the high school curriculum.

The board suspended the rules to:

- 1) Recognize the DHS Lacrosse Team
- 2) Allow the NH School Board's Association to award a scholarship to Kyle McCrory (a child of Robert McCrory school board member) for \$1,000
- 3) Award a bid for transportation for Special Education students to The Provider

Superintendent's Report: Councilor Karen Weston presented the Eddy Award to Horne Street School as a High Performance School (green).

Mrs. Briggs-Badger announced field days, graduations, talent shows, recognition dinners, and summer school (Woodman Park ---federal funding).

Committee Reports: Board member Ken Appel reported on 2 Professional Development meetings where teacher workshops and a master plan for professional development were discussed. He also reported on a Curriculum Meeting where the Fine Arts program at the high school was discussed.

Two policy changes occurred:

- 1) Use of school facilities (not negatively impact students)
- 2) Employee use of electronic devices (appropriate use by staff)

Special Education Director, Sandy Crosson, reported on the report done by an outside consulting company on her department. She noted that, not agreeing with many of their findings, she opted to get a 2<sup>nd</sup> opinion which came to very different conclusions.

The latter part of this meeting was devoted to a budget discussion. Briggs-Badger presented the board with lists of cuts that she and the administrative team were proposing in order to meet the council's mandate to cut another \$394,978 from the school budget. Possible cuts included :

- 1) A physical education teacher
  - 2) ROTC
  - 3) World Language teacher
  - 4) Art teacher
- Etc.

On a happier note, the company providing Math In Focus has agreed to decrease their price and allow the district to pay for it over a 2 year period.

During the discussion, one board member suggested that the board should involve the union and parents/citizens in cutting programs. He also suggested a cut in administration (specifically the Curriculum Coordinator). Another suggestion was to cut teams at the middle school.

The board questioned union president Debra Hackett concerning the willingness of teachers to take furlough days. While she promised to take this back to the teachers, she noted she was not optimistic that this would be acceptable. She outlined what the teachers had lost with retirement costs going up.

Board members came to the conclusion that they needed time to look over the possible cuts. They did vote in favor of accepting the Superintendent/Ad men recommendations with the exception of ROTC and athletic transportation and waiting to see what the state further downshifts to the local communities. They also voted to change the workshop on the 27<sup>th</sup> to a regular meeting so that they could vote on further budget changes.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2011.06.22 – 94**  
Resolution Re: Charter Amendment for Budget Adoption

WHEREAS: The New Hampshire Legislature has recently adopted legislation enabling the establishment of Charter provisions for limiting property tax levies; and

WHEREAS: The new legislation provides guidance on the lawful creation of a limit on property tax levies for local budget control.

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

The Dover City Council declares a need for a Charter Question to go before the voters in the November 2011 election regarding a limitation on property tax levies pursuant to recent legislation of the New Hampshire Legislature. The City Manager is authorized to provide the language of the attached proposed Charter Amendment Question regarding a limitation on property tax levies based on inflation to state officials for review and approval in anticipation of inclusion of this Charter Question on the ballot for the November 8, 2011 election.

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Councilor Carrier and  
Councilor Cruikshank

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 – 2011.06.22 – 94**

Resolution Re: Charter Amendment for Budget Adoption

### **RESOLUTION BACKGROUND MATERIAL:**

The New Hampshire Legislature has recently enacted SB 2 enabling local communities to adopt Charter provisions limiting property tax levies.

The process for enacting a Charter Amendment includes the following procedures:

- Determination by municipal officials of the need for amendment—creation of language constituting the proposed amendment in the form of a question using the format required by state law;
- Submission by the City Clerk to state officials of a certified copy of preliminary report containing the language of the proposed amendment for review to determine whether the proposed language is consistent with state law—Attorney General, Secretary of State and the Department of Revenue Administration;
- Thirty (30) day review by state officials;
- Local public hearing;
- Vote of the City Council to place the proposed amendment on the ballot not less than sixty (60) days prior to the election;
- Distribution of voter information regarding the proposed amendment;
- Vote by citizens

QUESTION: SHALL THE DOVER CHARTER BE AMENDED AS FOLLOWS:

### **6-3.1 Limitation on Property Tax Levy Increase**

The City Council shall adopt the annual municipal budget for city and school purposes to limit the property tax levy on taxpayers to the property tax levy from the previous tax year increased by the amount of inflation calculated from the Consumer Price Index-Boston and the net increase in new construction. Enterprise funds, dedicated funds, capital reserve funds, grants, county tax and revenues from sources other than local taxes shall be excluded from the limitation on the property tax levy. Appropriations in the annual municipal budget shall not exceed the property tax levy increased by other revenues generated by the municipality.

- A. The “amount of inflation” means the average of the thirty-six (36) month changes for the calendar years immediately preceding the budget year as stated in the Consumer Price Index-Boston published by the United States Department of Labor.
- B. “Net increase in new construction” means the total value of building permits minus the total value of demolition permits for the previous calendar year based on information provided from city departments.
- C. The “property tax levy” means the amount sought to be collected from property taxes.
- D. The budget limit provisions on the total property tax levy may be overridden by a two-thirds (2/3) majority vote of all elected members of the City Council.”
- E. If any provision of this section are invalidated in proceedings before a court of law, the remaining provisions consistent with the general law and constitution shall remain in full force and effect.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2011.06.22 – 95**  
Resolution Re: Charter Amendment for Redistricting

- WHEREAS: The City of Dover and the nation have recently completed the 2010 Census; and
- WHEREAS: Census figures indicate the necessity of reconfiguring the ward boundaries in the City of Dover to comply with constitutional requirements for one person one vote; and
- WHEREAS: The ad hoc committee formed by the City Council recommends reconfiguring the wards of the City of Dover to achieve the status of one person one vote pursuant to constitutional requirements.

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

The Dover City Council declares a need for a Charter Question to go before the voters in the November 2011 election regarding reconfiguring the ward boundaries of the Dover City Charter. The City Manager is authorized to provide the language of the attached proposed Charter Amendment Question regarding the configuration of ward boundaries in the City of Dover to state officials for review and approval in anticipation of inclusion of this Charter Question on the ballot for the November 8, 2011 election.

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Deputy Mayor Dean Trefethen

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 – 2011.06.22 – 95**  
Resolution Re: Charter Amendment for Redistricting

### **RESOLUTION BACKGROUND MATERIAL:**

A committee has reviewed proposals for reconfiguring the wards in Dover and narrowed down the choices to two (2) based on the following considerations:

The establishment of wards in the City of Dover with populations of 4,998 with a 1% variance to provide an acceptable compliance with constitutional principles.

The process for enacting a Charter Amendment includes the following procedures:

- Determination by municipal officials of the need for amendment—creation of language constituting the proposed amendment in the form of a question using the format required by state law;
- Submission by the City Clerk to state officials of a certified copy of preliminary report containing the language of the proposed amendment for review to determine whether the proposed language is consistent with state law—Attorney General, Secretary of State and the Department of Revenue Administration;
- Thirty (30) day review by state officials;
- Local public hearing;
- Vote of the City Council to place the proposed amendment on the ballot not less than sixty (60) days prior to the election;
- Distribution of voter information regarding the proposed amendment;
- Vote by citizens

# 2011 WARD ADJUSTMENT

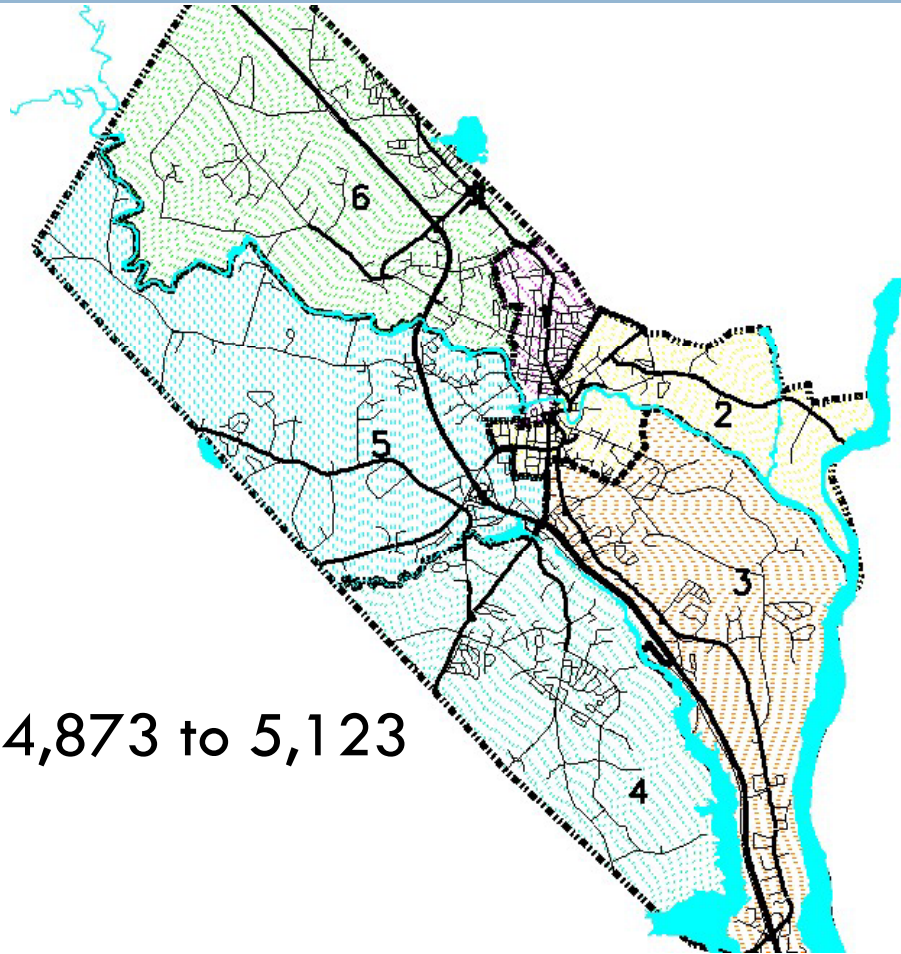
One Person = One Vote

# Steps

- Determine ward populations
- Appoint committee to recommend changes
- Determine parameters for redistricting
- Review block options/adjustments
- Present to City Council
- Submit charter language to AG office
- Public hearing on charter language
- Submit charter language to citizens to vote on
- Adjust wards for June 2012 (After primary)

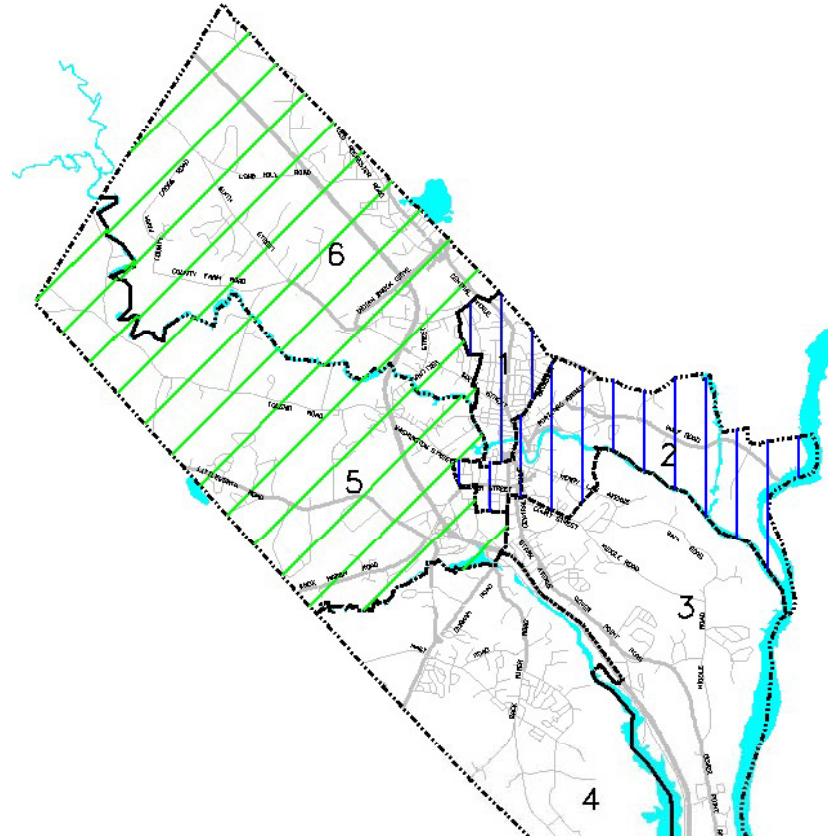
# Current Ward Populations

- 1 - 4,559
- 2 - 4,535
- 3 - 4,763
- 4 - 5,007
- 5 - 5,348
- 6 - 5,775
  
- Allowable Range: 4,873 to 5,123



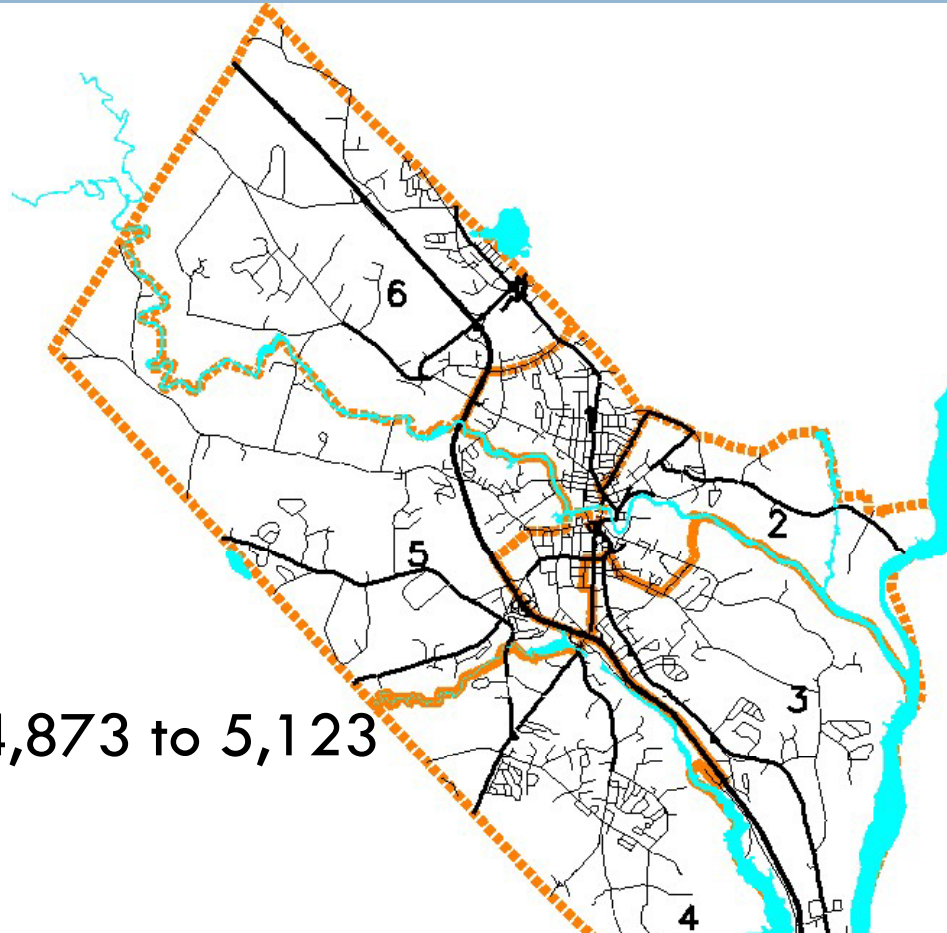
# Sending and Receiving Wards

- 1 – Receiving (Blue)
- 2 – Receiving (Blue)
- 3
- 4
- 5 – Sending (Green)
- 6 – Sending (Green)



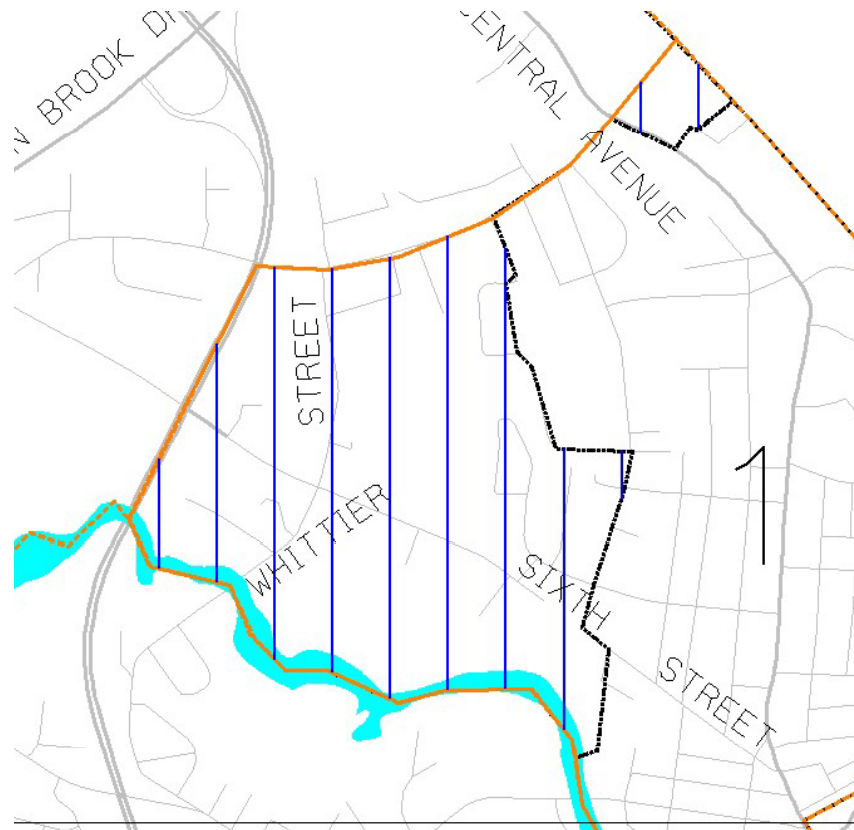
# Alpha Proposal

- 1 – 4,991
- 2 – 5,074
- 3 – 5,028
- 4 - 5,007
- 5 - 4,900
- 6 – 4,987
  
- Allowable Range: 4,873 to 5,123



# Alpha Proposal – Close Up

- 785 residents shifted from Ward 6 to 1
- Area:
  - ▣ Sixth St
  - ▣ Whittier St
  - ▣ Glenwood Ave
  - ▣ Horne St



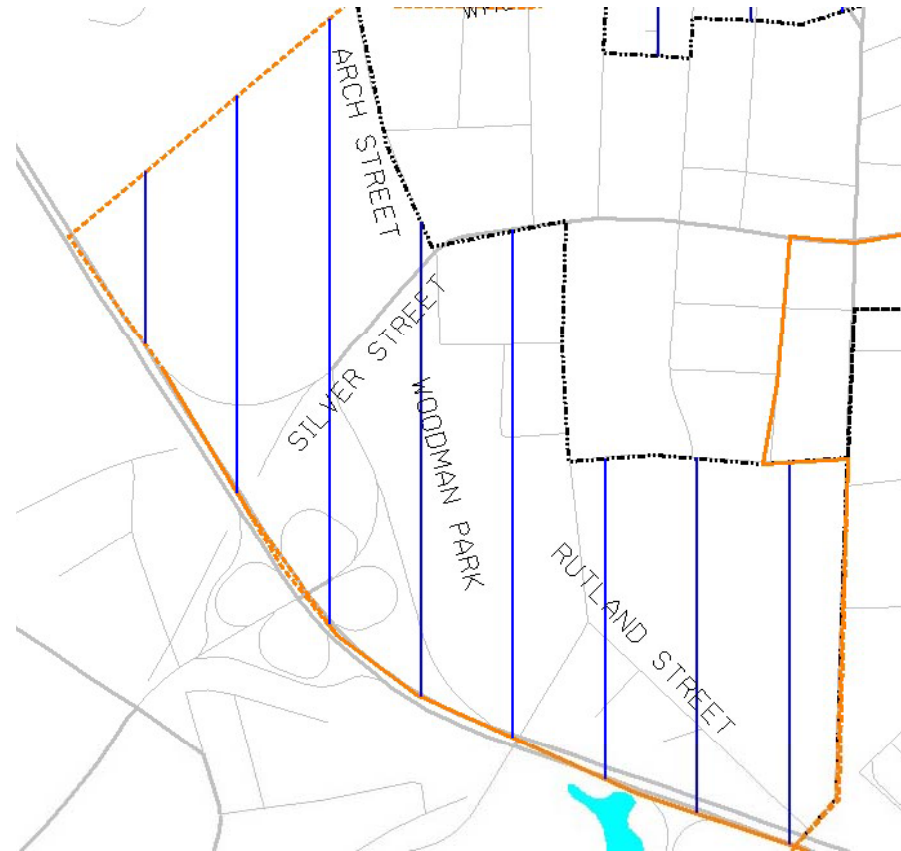
# Alpha Proposal – Close Up

- 356 residents shifted from Ward 1 to 2
- Area:
  - ▣ Washington St
  - ▣ Chestnut St
  - ▣ Green St



# Alpha Proposal – Close Up

- 448 residents shifted from Ward 5 to 2
- Area:
  - ▣ Arch St
  - ▣ Rutland St
  - ▣ Silver St



# Alpha Proposal – Close Up

- 264 residents shifted from Ward 2 to 3
- Area:
  - ▣ Elm St
  - ▣ Court St
  - ▣ Silver St





Questions?



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2011.04.13 – 96**  
Resolution Re: Authorization to Commit funds to the Nutrient Criteria,  
Great Bay Estuary Coalition

**WHEREAS:** In 2010 the cities of Dover, Portsmouth and Rochester as well as the towns of Exeter, Durham and Newmarket entered into an agreement to commit \$60,000 (\$10,000 each city-town) to assist with regulatory responses as well as improve the NHDES numeric nutrient criteria for the states estuaries; and

**WHEREAS:** This initial phase has already reached \$97,000 total and as efforts have evolved and additional items such as the UNH sampling effort, DES Science meeting and Peer Review Efforts require funds beyond the initial commitment; and

**WHEREAS:** The projected funding needed to complete the peer review efforts, comment on new NPDES permits, participate in the Southeast Watershed Science Symposium and continue efforts to respond to the regulatory requirements through September 2011 is approximately \$62,000 per city-town.

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

The Purchasing Agent is hereby authorized to issue a purchase order up to the amount of \$62,000 for the City of Dover share of estimated costs associated with the Nutrient Criteria, Great Bay Estuaries. The amount of this authorization shall be limited so as not to exceed available finding.

### Financing

Account	Description	Appropriation	Balance FY12
5320.1.300.43256.4339.00000	WWTP Sewer Consultant	100,000.00	100,000.00

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2011.04.13 – 96**

Resolution Re: Authorization to Commit funds to the Nutrient Criteria,  
Great Bay Estuary Coalition

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2011.04.13 – 96**  
Resolution Re: Authorization to Commit funds to the Nutrient Criteria,  
Great Bay Estuary Coalition

### RESOLUTION BACKGROUND MATERIAL:



## PUBLIC WORKS DEPARTMENT

CITY OF PORTSMOUTH  
680 Peverly Hill Road  
Portsmouth N.H. 03801  
(603) 427-1530 FAX (603) 427-1539

March 28, 2011

Coalition Members

Re: Nutrient Criteria, Great Bay Estuary  
Portsmouth, New Hampshire

Dear Coalition Members:

In June, 2010, the Cities of Dover, Portsmouth and Rochester, as well as the Towns of Durham, Exeter and Newmarket, entered into an agreement with Hall & Associates of Washington, DC to assist with the regulatory challenges we face, as well as to improve the NH Department of Environmental Service's (DES) numeric nutrient criteria for the State's estuaries.

The initial commitment as part of this agreement was \$60,000, or \$10,000 per community. As you know the efforts to date have evolved and additional items such as the UNH sampling effort have required funds beyond the initial commitment. Attached please find a summary of invoiced work to date. The total invoiced amount incurred by the coalition is approximately \$97,000.

Projected funding needs to complete the peer review effort, comment on Exeter's new NPDES permit, participation in the Southeast Watershed Science Symposium and continue our efforts to challenge the regulatory requirements through September is approximately \$62,000 per community (See attached summary).

If you have any questions or require additional information please call.

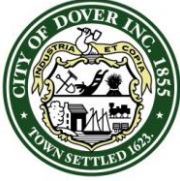
Sincerely,

Peter H. Rice, P.E.  
City Engineer, Water and Sewer Divisions

PHR/phr  
Enclosure

cc: David S. Allen, Deputy Director of Public Works  
Suzanne Woodland, Assistant City Attorney  
Gail Cunningham, Enterprise Fund Controller

HIGHWAY • WATER • SEWER • ENGINEERING • PARKING & TRANSPORTATION



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2011.04.13 – 96**  
Resolution Re: Authorization to Commit funds to the Nutrient Criteria,  
Great Bay Estuary Coalition

### Summary of Community Effort

<b>Agreed to work Completed</b>	<b>Cost</b>	
Initial Visit by John Hall	\$ 1,000.00	Complete
Charge Question Memo for DES and follow-up	\$ 5,000.00	Complete
Tom Gallagher's assistance at SWA meeting	\$ 4,500.00	Complete
White Paper	\$ 18,000.00	Complete
Review of EPA Peer Review	\$ 3,000.00	Complete
UNH Sampling Effort	\$ 22,881.25	Complete
Letter to Congressional Delagation	\$ 1,000.00	Complete
Overrun on various tasks plus additional items	\$ 39,581.46	Complete
<b>Total Committed to Date</b>	<b>\$ 94,962.71</b>	
Balance to make whole	\$ (34,962.71)	based on initial \$60K co
<b>Additional Work</b>		
DES Science Meeting	\$ 20,000.00	On-going
Review Charge Questions	\$ 5,000.00	On-going
EPA Limit of Tech Letter to EPA HeadQ	\$ 1,500.00	On-going
SWA science meeting May 11	\$ 7,500.00	On-going
Peer Review Effort	\$ 50,000.00	Pending
Peer Review Experts	\$ 225,000.00	Pending
Sub-total	<b>\$ 309,000.00</b>	
<b>Total Committed and Pending</b>	<b>\$ 369,962.71</b>	
Anticipated Additional Billings per town	\$ 61,660.45	
<b>Billed to date</b>	<b>\$94,962.71</b>	



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R - 2011.06.22 – 97**  
Resolution Re: Collective Bargaining Agreement Between City of Dover and DMEA

WHEREAS: The City of Dover and representatives of the Dover Municipal Employees Association (DMEA) have been involved in negotiations for a collective bargaining agreement to supersede the Agreement which expires on June 30, 2011; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:  
The Council accepts the tentative agreement and the City Manager is hereby directed to execute a three (3) year Collective Bargaining Agreement between the City of Dover and the Dover Municipal Employees Association (DMEA).

### Financing

Account	Description	Appropriation	Balance	Charge
XXXX-XXXXXX				
				<b>Total</b>

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R - 2011.06.22 – 97**

Resolution Re: Collective Bargaining Agreement Between City of Dover and DMEA

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R - 2011.06.22 – 97**  
 Resolution Re: Collective Bargaining Agreement Between City of Dover and DMEA

**RESOLUTION BACKGROUND MATERIAL:**

The City participated in negotiations with DMEA. Discussions started on February 24, 2011 bringing the contract to this point.

The summary of costs is as follows:

**City of Dover**

**Summary of Change – DMEA (Municipal Workers) Tentative Agreement Cost Summary**

	Wage Amount	Dental	Medical	Retirement	Other Fringe	Total Fringe	Wage & Fringe	Change from FY12 SQ	
<b>DMEA FY12 Estimate</b>	2,462,465	29,579	638,382	206,932	168,603	1,043,496	3,505,961	(\$13,000) (0.37%)	
<b>FY13 Estimate</b>	2,539,589	30,910	714,991	211,768	186,449	1,144,118	3,683,707	<b>Change from FY12 Estimate</b>	<b>Change from FY13 SQ</b>
								177,746 5.07%	74,595 2.07%
<b>FY14 Estimate</b>	2,576,376	32,300	800,786	213,969	187,999	1,235,054	3,811,430	<b>Change from FY13 Estimate</b>	<b>Change from FY14 SQ</b>
								127,723 3.47%	71,127 1.90%
<b>Totals</b>	<b>7,578,430</b>	<b>92,789</b>	<b>2,154,159</b>	<b>632,669</b>	<b>543,051</b>	<b>3,422,668</b>	<b>11,001,098</b>		



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B. 5.**

Resolution Number: **R - 2011.06.22 – 98**  
Resolution Re: Collective Bargaining Agreement Between City of Dover and DPA

WHEREAS: The City of Dover and representatives of the Dover Police Association (DPA) have been involved in negotiations for a collective bargaining agreement to supersede the Agreement which expires on June 30, 2011; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:  
The Council accepts the tentative agreement and the City Manager is hereby directed to execute a three (3) year Collective Bargaining Agreement between the City of Dover and the Dover Police Association (DPA).

## Financing

Account	Description	Appropriation	Balance	Charge
XXXX-XXXXXX				
				<b>Total</b>

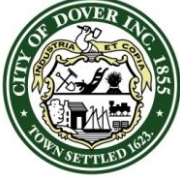
## AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B. 5.

Resolution Number: **R - 2011.06.22 – 98**

Resolution Re: Collective Bargaining Agreement Between City of Dover and DPA

### 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. 5.

Resolution Number: **R - 2011.06.22 – 98**  
 Resolution Re: Collective Bargaining Agreement Between City of Dover and DPA

**RESOLUTION BACKGROUND MATERIAL:**

The City participated in negotiations with DPA. Discussions started on January 4, 2011 bringing the contract to this point.

The summary of costs is as follows:

**City of Dover**

**Summary of Change – DPA (Police Officers/Staff) Tentative Agreement Cost Summary**

	Wage Amount	Dental	Medical	Retirement	Other Fringe	Total Fringe	Wage & Fringe	Change from FY12 SQ	
DPA FY12 Estimate	2,633,260	31,092	629,428	374,746	85,232	1,120,498	3,753,758	(\$2,000) (0.05%)	
								<b>Change from FY12 Estimate</b>	<b>Change from FY13 SQ</b>
FY13 Estimate	2,712,686	32,492	704,962	385,354	89,671	1,212,479	3,925,165	171,407 4.57%	63,507 1.64%
								<b>Change from FY13 Estimate</b>	<b>Change from FY14 SQ</b>
FY14 Estimate	2,766,650	33,953	789,554	393,495	90,788	1,307,790	4,074,440	149,275 3.80%	62,105 1.55%
<b>Totals</b>	<b>8,112,596</b>	<b>97,537</b>	<b>2,123,944</b>	<b>1,153,595</b>	<b>265,691</b>	<b>3,640,767</b>	<b>11,753,363</b>		



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2011.06.22 - 99**

Resolution Re: Collective Bargaining Agreement Between City of Dover and DPAAII

WHEREAS: The City of Dover and representatives of the Dover Police Administrators Association (DPAAII) have been involved in negotiations for a collective bargaining agreement to supersede the Agreement which expires on June 30, 2011; and

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

The Council accepts the tentative agreement and the City Manager is hereby directed to execute a three (3) year Collective Bargaining Agreement between the City of Dover and the Dover Police Administrators Association (DPAAII).

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R - 2011.06.22 – 99**

Resolution Re: Collective Bargaining Agreement Between City of Dover and DPAAII

### 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.6.

Resolution Number: **R - 2011.06.22 – 99**  
 Resolution Re: Collective Bargaining Agreement Between City of Dover and DPAAII

**RESOLUTION BACKGROUND MATERIAL:**

The City participated in negotiations with DPAAII. Discussions started on January 19, 2011 bringing the contract to this point.

The summary of costs is as follows:

**City of Dover**

**Summary of Change – DPAAII (Police Administrators) Tentative Agreement Cost Summary**

	Wage Amount	Dental	Medical	Retirement	Other Fringe	Total Fringe	Wage & Fringe	Change from FY12 SQ 1.00 0.00%
<b>DPAAII FY12 Estimate</b>	1,358,121	14,783	318,400	200,629	39,830	573,642	1,931,763	
								<b>Change from FY12 Estimate</b>
<b>FY13 Estimate</b>	1,395,928	15,449	356,611	206,153	40,746	618,959	2,014,887	83,124 4.30% <b>Change from FY13 SQ 24,411 1.23%</b>
								<b>Change from FY13 Estimate</b>
<b>FY14 Estimate</b>	1,414,114	16,144	399,400	208,869	40,948	665,361	2,079,475	64,588 3.21% <b>Change from FY14 SQ 24,410 1.19%</b>
								<b>Change from FY14 Estimate</b>
<b>Totals</b>	<b>4,168,163</b>	<b>46,376</b>	<b>1,074,411</b>	<b>615,651</b>	<b>121,524</b>	<b>1,857,962</b>	<b>6,026,125</b>	



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.7.**

Resolution Number: **R - 2011.06.22 – 100**  
Resolution Re: Collective Bargaining Agreement Between City of Dover  
and AFSCME

WHEREAS: The City of Dover and representatives of the American Federation of State, County, & Municipal Employees (AFSCME) have been involved in negotiations for a collective bargaining agreement to supersede the Agreement which expires on June 30, 2011; and

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

The Council accepts the tentative agreement and the City Manager is hereby directed to execute a three (3) year Collective Bargaining Agreement between the City of Dover and the American Federation of State, County, & Municipal Employees (AFSCME).

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R - 2011.06.22 – 100**  
Resolution Re: Collective Bargaining Agreement Between City of Dover and AFSCME

### 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.7.

Resolution Number: **R - 2011.06.22 – 100**  
Resolution Re: Collective Bargaining Agreement Between City of Dover and AFSCME

**RESOLUTION BACKGROUND MATERIAL:**

The City participated in negotiations with AFSCME. Discussions started on August 10, 2010 bringing the contract to this point.

The summary of costs is as follows:

## City of Dover

### Summary of Change – AFSCME (Public Works) Tentative Agreement Cost Summary

	Wage Amount	Dental	Medical	Retirement	Other Fringe	Total Fringe	Wage & Fringe	Change from FY12 SQ 10,051 0.37%
<b>AFSCME FY12 Estimate</b>	1,715,600	29,578	635,569	190,260	124,915	980,322	2,695,922	
								<b>Change from FY12 Estimate</b> 148,844 5.52%
<b>FY13 Estimate</b>	1,777,198	30,910	711,842	196,203	128,613	1,067,568	2,844,766	<b>Change from FY13 SQ</b> 67,863 2.44%
								<b>Change from FY13 Estimate</b> 108,108 3.80%
<b>FY14 Estimate</b>	1,796,610	32,300	797,258	198,346	128,360	1,156,264	2,952,874	<b>Change from FY14 SQ</b> 66,710 2.31%
<b>Totals</b>	<b>5,289,408</b>	<b>92,788</b>	<b>2,144,669</b>	<b>584,809</b>	<b>381,888</b>	<b>3,204,154</b>	<b>8,493,562</b>	



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2011.06.22 – 101**  
Resolution Re: Collective Bargaining Agreement Between City of Dover  
and DPEA

WHEREAS: The City of Dover and representatives of the Dover Professional Employees Association (DPEA) have been involved in negotiations for a collective bargaining agreement to supersede the Agreement which expires on June 30, 2011; and

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

The Council accepts the tentative agreement and the City Manager is hereby directed to execute a three (3) year Collective Bargaining Agreement between the City of Dover and the Dover Professional Employees Association (DPEA).

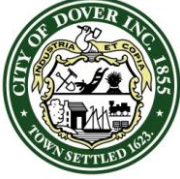
### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Scott Myers  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R - 2011.06.22 – 101**  
Resolution Re: Collective Bargaining Agreement Between City of Dover and DPEA

### 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.8.

Resolution Number: **R - 2011.06.22 – 101**  
 Resolution Re: Collective Bargaining Agreement Between City of Dover and DPEA

**RESOLUTION BACKGROUND MATERIAL:**

The City participated in negotiations with DPEA. Discussions started on October 5, 2010 bringing the contract to this point.

The summary of costs is as follows:

### City of Dover

#### Summary of Change – DPEA (Supervisors/Professionals) Tentative Agreement Cost Summary

DPEA	Wage	Dental	Medical	Retirement	Other	Total	Wage &	Change from
FY12	Amount				Fringe	Fringe	Fringe	FY12 SQ
Estimate	1,309,087	15,729	357,232	145,178	95,927	614,066	1,923,153	-- 0.00%
								<b>Change from</b>
								<b>FY12</b>
								<b>Estimate</b>
FY13								73,633 3.83%
Estimate	1,335,571	16,437	400,101	147,447	97,230	661,215	1,996,786	27,057 1.37%
								<b>Change from</b>
								<b>FY13</b>
								<b>Estimate</b>
FY14								58,410 2.93%
Estimate	1,344,435	17,176	448,112	148,426	97,047	710,761	2,055,196	27,949 1.38%
<b>Totals</b>	<b>3,989,093</b>	<b>49,342</b>	<b>1,205,445</b>	<b>441,051</b>	<b>290,204</b>	<b>1,986,042</b>	<b>5,975,135</b>	