



CITY OF DOVER

CITY COUNCIL - AGENDA

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

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
 - A. **CHAPTER 166, VEHICLES AND TRAFFIC TRAKY STREET TURNING RESTRICTION
SPONSORED BY DEPUTY MAYOR WESTON**
8. **CITIZEN'S FORUM**

*Citizens are invited to speak on any issue pertaining to the business of the City of Dover.
Statements shall be limited to five minutes.*
9. **CITY MANAGER'S REPORT**
 - A. **October 12, 2011**
 - B. **October 26, 2011**
10. **APPROVAL OF MINUTES**
 - A. **October 5, 2011 – Workshop**
 - B. **October 12, 2011 - Regular Session**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING**
 1. **CHAPTER 166, VEHICLES AND TRAFFIC TRAKY STREET TURNING
RESTRICTION
SPONSORED BY DEPUTY MAYOR WESTON**



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B. ORDINANCES IN THE 3rd READING

- 1. CHAPTER 166, VEHICLES AND TRAFFIC: OLD ROCHESTER ROAD STOP SIGNS (TO BE REMOVED FROM TABLE)**
SPONSORED BY DEPUTY MAYOR WESTON

C. RESOLUTIONS – None

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – Bethany Christian Services**
- 2. RAFFLE – Our House for Girls**
- 3. RESOLUTION: AWARD OF CONTRACT AMBULANCE BILLING SERVICES WITH COMSTAR**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

- 1. REPROGRAMMING UNEXPENDED BOND PROCEEDS FOR WATER FUND PORTION OF APPEVALE INFRASTRUCTURE IMPROVEMENT PROJECT (REQUIRES A 2/3 MAJORITY VOTE)**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 2. RESOLUTION - B12016 –AWARD OF BID FOR NORTH END PRESSURE ZONE CONTRACT 3- BOOSTER PUMPING STATION**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 3. OPERATING RULES FOR DBIDA, ZBA AND CONSERVATION COMMISSION**
SPONSORED BY MAYOR TREFETHEN BY REQUEST



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4. ESTABLISHMENT OF FY 2012 EXPECTATIONS BY MAYOR AND CITY COUNCIL FOR CITY MANAGER

SPONSORED BY MAYOR TREFETHEN

C. ORDINANCES IN 1ST READING

1. CHAPTER 5-11 BOARD OF TRUSTEES, FINANCE DIRECTOR AS MEMBER OF BOARD OF TRUSTEES

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

SPONSORED BY MAYOR TREFETHEN BY REQUEST

14. COUNCIL CORRESPONDENCE – None

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



CITY MANAGER'S REPORT



OCTOBER 12, 2011

"Motivation is what gets you started. Habit is what keeps you going."
- Jim Ryun

SUBMITTED BY:

J. MICHAEL JOYAL, JR.
CITY MANAGER

**CITY OF
DOVER, NH**

AVAILABLE ONLINE:

WWW.DOVER.NH.GOV

STREETS, WATER, SEWER UPDATES

Utilities: The 24" concrete gravity main on Mill Street was relined due to leakage into the drainage system. Crews discovered it was half-full of grit, which resulted in pump problems at the Charles Street Pump Station while the line was being cleaned. The pump was brought back to normal operating status after the lines cleared and a contractor cleaned the wet wells.

Crews continued to mow around all pump stations and wet wells. The new force main was completed for the Tolend Road Landfill. The contractor installed a 2" water service to the landfill sight. The pump station has approximately one month's worth of work left before being operational.

Preparations have begun for hydrant flushing. Utility employees have been checking gate valves so the night crew can more easily operate them in order to perform the unidirectional flushing program. Leak detection has been ongoing. Staff was able to locate an 8" gate partially open in a new development off of Tolend Road.

Leaks on the city side were discovered and repaired on Rutland Street and Toftree Lane. Work was completed on Salem Avenue, which included sewer services, paving, looming and seeding.

The North End booster station went out to bid. Clearing has started for the new tank. The pipe work on Long Hill Road will be starting the second week of October.

A Request for Proposal was sent out for an engineering firm to design the relocation of the 12" main in the Silver Street tunnel, located under the Spaulding Turnpike.

Streets: During the month of September, the Highway Division continued to fill various potholes throughout the City. Cleanup continued after Tropical Storm Irene struck the area during the end of August. Debris was cleared from catch basins and trees and brush were picked up along City right-of-ways. Brush cutting was performed on Middle Road, Dover Neck Road, Isaac Lucas Circle, Durham Road, Waterloo Circle, Cataract Avenue, Bellamy Road, Rutland Street, Portland Avenue, Cocheco Street, Fourth Street and Roosevelt Avenue. Crews also cut and chipped brush along the guardrails and roadside on First Street, Varney Road, Sunset Drive, and by the bridge on Fourth Street. Roadside maintenance continues to be an ongoing project.

Street sweeping was performed in the downtown area as well as Indian Brook Drive, Weeks Crossing, Ridge Street, Hall Street, Merry Street and Gilman Street. Crews swept trouble spots as well as specific areas in preparation for crack sealing. A contractor has been performing crack sealing throughout the City.

Tri-State Paving has continued to perform paving projects throughout the City. Crews cut and patched several ongoing problem spots. The sidewalk on Washington Street by Central Avenue was repaired. The loose bricks, which were posing a trip hazard, were removed and relayed.

Crews stayed busy in the City pit, cleaning up and mixing gravels for various road projects. Materials, such as loam and bark mulch, were hauled to the McConnell Center to assist the Facilities & Grounds Division, who is working on a project with the Timberland Company.

With the help of a subcontractor, the Highway crews finished cleaning out over 1,200 catch basins throughout the City. The catch basin cleaning process is an annual project, with one half of all basins being cleaned out one year and the other half the following year. Catch basin repairs were made at 15 Pondview Drive, Conifer Commons, 3 Nantucket Court and two basins by 47 Fieldstone Drive. The area around some of the basins had collapsed, forming a sinkhole.

Crews began drainage upgrades for the Berry Brook Watershed Project by installing rain gardens at 15A Hillcrest Drive and on Snows Court.

PROGRAMS AT CITY CENTERS/BUREAUS

Investigations/Legal Bureau: During the month of September, 2011, there were 6 letters generated by the Dover Police Special Investigations Unit (SIU) that were sent to certain licensed liquor establishments in Dover as a result of analysis of police reports involving overly intoxicated persons.

A total of 9 registered sex offenders were processed during the month. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration. It can also include a change of address or other information that must be updated.

Throughout the month of September the SIU investigated numerous burglaries. Ultimately, twelve burglaries, attributed to three separate individuals, have been solved and multiple charges on these individuals are forthcoming. These burglaries appear to be largely committed by individuals with significant drug problems who need money to support their addictions. The SIU has been part of a department wide effort to educate the public in order to prevent future burglaries.

The SIU continues to collect information on "tagging" and graffiti throughout the city. Though not violent, these crimes have a negative effect on the quality of life in the city.

The SIU is currently investigating reports that a school bus driver recently arrested for possession of child pornography may have victimized children in Dover. The SIU continues to work with the community to ensure the delivery of needed services to those affected by this case.

Parking Bureau In September, the Parking Manager and Finance Director worked with the city's credit card service provider to obtain a lower fee rate structure for the parking meters, which has 40% of its income from credit cards. The report for the first full month of transactions showed a 10% reduction (of the total income) in fees. They will continue to monitor the progress.

The Parking Manager was notified by iPark that the company will not be rolling out the multi-town version until January. Once the company registers with the NH Secretary of State's office, the Parking Bureau will be able to start production of the interactive web site so that when the units are available, we can begin the program without further delay.

The Parking Manager has recently hosted representatives from Nashua, Malden, MA, and Portland, ME to show them how the city's parking management structure and the pay and display system operates.

The first few weeks of activity for out-of-state unpaid parking tickets through the collections agency the city contracted with has resulted in \$4,310 in net income (as of 9/30). The Parking

Commission will be updated on the progress and the decision to expand to in-state (non-Dover) violations will be made at their next meeting.

Parking activity continues to be very active; with the meters averaging 7,373 transactions per week since July 18th (excluding the shortened Labor Day week).

The Parking Manager continues to work with DBIDA Director Dan Barufaldi and other city entities as they review the proposal for development by River Valley for mixed use buildings and a parking garage for downtown.

Traffic Bureau: The Traffic Bureau helped coordinate traffic control and parking particulars for the Greek Festival at the Hellenic Center on September 2nd and 3rd. This included the advance posting of parking restrictions on Long Hill Road, scheduling and assignment of police personnel for security, provision of barricades, cones and handicapped parking signs for the lot.

Sgt. Speidel, the Bureau Commander, assisted the Greater Dover Chamber of Commerce and Dover Main Street organizers of the Seacoast Irish Festival that took place on September 10. This included help with setup and cleanup of the Rotary Arts Pavilion event grounds, provision of barricades and road closed signs, advance posting of disabled parking zones and other parking restrictions, and scheduling and assignment of police detail personnel for the event.

The Traffic Bureau provided assistance to the Dover High School Homecoming Committee on September 24th through the provision of event parking signs, temporary traffic control signs, and barricades to facilitate traffic flow in the area of Dover High.

In conjunction with National Child Passenger Safety Week, Sgt. Speidel assisted the NH Child Passenger Safety Program by providing services at a scheduled car seat inspection station at the Rochester office of Head Start on September 20th. In addition to earning credits toward CPS Technician recertification, Sgt. Speidel provides safety checks for caregivers and their children which included a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Aside from the Rochester event, Sgt. Speidel performed 9 additional child passenger seat inspections during the month of September.

In addition to those described above, the Traffic Bureau provided equipment to facilitate event parking, road closures, or other traffic control particulars for the following events during the month of September:

1. Hamilton Street block party
2. Dover Professional Firefighters Association boot drive for Muscular Dystrophy
3. American Legion Auxiliary road toll fundraiser for Wounded Warrior Program

Dover officers participated in another of the statewide coordinated efforts entitled "Operation Safe Commute". Extra patrols were performed between 6 AM and 9 AM, during the morning commute, and between 4 PM and 7 PM during the evening commute. Targeted areas included many of Dover's primary arteries in the area of the Route 16 corridor, including Indian Brook Drive, Old Rochester Road, Sixth Street, Durham Road, Back River Road, and Central Avenue. Targeted violations included following too closely, failure to signal lane changes, speeding or distracted driving, and any other moving violation that might cause a collision.

At the start of the school year, Sgt. Speidel worked with the Facilities, Grounds, and Cemeteries Division and the NH Department of Transportation to perform a complete review and retiming

(as necessary) of each of the school zone amber warning light assemblies to be commensurate with current school schedules and ensure full compliance with NH statutes.

Patrol: During the month of September, officers handled a total of 2,894 incidents resulting in the following activity:

- 1,035 Traffic Stops
- 39 total arrests: 9 DWI arrests, 3 Drug related arrests, 4 arrests for Assault, 6 Theft related arrests, 7 arrests for Criminal Mischief, 8 arrests were for other agency warrants, 2 of those arrested were juveniles

Throughout the month of September, to coincide with the opening of school, the Field Operations Division placed a heavy emphasis on school zone traffic enforcement. With existing scheduling overlaps in the mornings, directed patrols in school zones were given priority as often as possible. Officers rotated among the nine marked/posted school zones throughout the City.

During the evening hours of September 28th, patrol officers assisted the Dover Fire Department at two separate structure fires. One of the fires occurred at the Cocheco Park apartment complex, a high rise building that houses elderly residents. Two patrol officers arrived on scene first, forced entry into the apartment where the fire occurred and, despite heavy smoke, pulled the elderly female resident from the apartment. She was unresponsive on the floor of her apartment when the officers found her.

Diversion Program The Diversion Committee met twice in September. As of this report, there are two active members in the Dover Diversion program. The next meeting is scheduled for Wednesday, October 26, 2011.

The Diversion Committee referred one of the two active members back to the Police Department for a status check as the participant has missed two update meetings in a row. The committee anticipates seeing this participant at the October 26, 2011 meeting.

At the time of this report, there are no new cases awaiting the October 26, 2011 meeting. Any additional new cases will be next reviewed at that meeting date, or a date determined by the committee.

Dover Housing Authority: Officer Joslin attended the fall luncheon at Waldron Towers. Officer Joslin was available to answer questions for not only residents of the Dover Housing Authority but other guests who were invited to attend the luncheon from the Riverwalk Complex on Green Street.

Officer Joslin, along with DHA staff, has begun the process of planning the 2nd annual Halloween Party at the SOCC on Friday, October 28th. The purpose of this event is to provide children 12 and under with a safe way to enjoy the holiday. There will be a magician, games and a Halloween Costume Contest with the awarding of prizes. They are also planning to have an age appropriate haunted house.

The Strafford County Headstart program has started its school year. Officer Joslin is planning to spend time in the classrooms to present safety talks to the children and participate in reading time.

During the week of September 12-16, 2011, the Seymour Osman Community Center began its 2011-2012 after-school programming. The Quantum program, for the high school aged

students and the middle school program welcomed new students into their programs and had a significant number of students return from previous years.

On Saturday, September 17th, the SOCC hosted a community breakfast and on Wednesday September 28th, a community dinner. The breakfast and dinner were free to all members of the community. Both events had large numbers of community members in attendance.

Community Service Program: The Community Service program tracked 18 active participants in the month of September. Of the 18 juveniles in the program, 7 participated during the month of September. A total of 47 hours of community service work was completed with nobody completing their obligation during the month of September. In 2011, 298.5 hours of community service has been completed and 5 members have finished their court ordered hours.

Most of the community service was completed in the form of trash pick-up in the downtown area with additional work being done around the McConnell Center in the form of landscape weeding.

Police Explorer Program: Starting in the month of September, the explorers have been asked to assist and attend the 2011 Citizens' Police Academy meetings. The meetings began on Wednesday, September 14th and run each week until November 9th. Multiple explorers have attended each week and assisted with the setup of the meeting room and with the clean up the areas after the classes have finished each night.

The explorer post promoted three explorers into higher post rankings. Explorer Kris Fargo was promoted to the rank of Captain, Explorer Kevin Colford was promoted to the rank of Lieutenant and Explorer Colby Ellis was promoted to post Sergeant. All three explorers that received promotions will be given more responsibility and tasks to complete within the post.

The post participated in three outside activities in the month of September. On Sunday, September 11th, the explorers attended the 9/11 memorial in Henry Law Park where they participated in the ceremony alongside officers from the Dover Police Department. On Thursday, September 15th, at the Dover High School open house, the explorers provided information along with answering questions about the Dover Police Explorer Post. On Tuesday, September 27th, Detective Tim Burt was asked to provide a fingerprinting class for the local Boy Scouts and was assisted by Lieutenant Kevin Colford.

The explorer post currently has eight explorers and there are no background checks in progress. There are five new explorers who have been invited to recent meetings and have attended at least one so far.

Dover Coalition for Youth: On September 22nd, the Coalition partnered with the NH Liquor Commission and hosted a training class for bar owners and employees on how to identify false IDs. The training was well attended by 37 people. Attendees left with an increased knowledge on the 8 most common false IDs found in the area and the key ways to check if each ID is valid.

The Coalition attended the Middle and High School open houses in September and provided parents with information on what they can do to help prevent youth substance abuse.

The city received a notice of award letter for the next year of funding through federal Drug Free Communities program. The \$125,000 is the third year of a five year grant that will continue to fund the efforts of the Dover Coalition for Youth and assist in providing drug prevention programs and services throughout the community.

Youth to Youth: In September, Youth to Youth conducted signups for its three age-based teams for the upcoming year and the high school team began meeting to start on some early projects. This included recording a radio spot to promote Red Ribbon Week in October and recording an additional 3 radio spots on underage drinking and prescription drug abuse to be played on local stations throughout the fall.

On September 13th, two members of Youth to Youth traveled to Boston after being invited to speak at a meeting of the US Food and Drug Administration's (FDA's) Center for Tobacco Products. Federal legislation recently made the FDA responsible for regulation of all types of tobacco products and they convened this meeting of representatives from several youth groups from around the US that have done work in tobacco prevention. The students were asked for information on their community prevention activities and for suggestions on what the FDA could do to help in the future.

Teen Center: Our Teen Center calendar for September 2011 consisted of educational and social programming for our youth participants. The Teen Center saw a total of 669 participants, on 18 days of programming, which yielded an average of just under 40 participants per day. Some program highlights for the month of September 2011 included, but were not limited to the following:

- TC Special Event – “Welcome Back BBO” (9/1)
- TC Snack Special – “Rootbeer Floats” (9/7)
- TC Movie Afternoon – “Source Code” (9/16)
- TC Classic Event – “BINGO” (9/20)
- TC Trip – “Apple Picking” (9/21)
- TC Music Event – DoverPalooza – “Harvest Eve Show” (9/23)
- TC Tournament – “Ping-Pong” (9/26)

The Teen Center is back to the regular after-school programming hours now that school is in session. Staffing is very good thanks to UNH interns and volunteers. The Teen Center has continued to see solid enrollment numbers as it remains a very popular option. Approximately 20 new registrations have been received while retaining most participants from last year. There are currently 222 registered youths at the Teen Center.

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

- 19 pedestrian crosswalk warnings
- 8 warnings for riding a bicycle on a sidewalk
- 4 skateboard warnings
- 2 suspicious activity calls
- 4 assistance calls
- 1 business alarm
- 11 check-ups
- 1 open container warning
- 1 parking ticket
- 2 motor vehicle stop sign warnings
- 4 motor vehicle one way warnings
- 1 motor vehicle modified exhaust warning

→ 2 motor vehicle speed warnings

Animal Control: For the month of September there were a total of 81 animal calls. Of those, 27 were handled by the Animal Control Officer, 21 were handled by dispatch and 33 were handled by patrol officers. The following is a breakdown of the 27 calls handled by the Animal Control Officer:

2 missing animals, 9 found animals, 4 wildlife calls, 3 welfare calls,
3 nuisance call, 2 dog bites, and 6 loose dogs

On September 1st, the Dover Police Department began using the contractual service of K9-Kaos to house stray dogs, those that have bitten someone, and have been taken for rabies holds.

During the month, the Animal Control Officer received 71 voicemail messages from citizens.

K-9: The Dover Police K9 Unit was not used during the month of September for any callouts. Officer Keefe and K9s Grinko and Norman attended 16 hours of training during the month.

Strafford County Regional Accident Reconstruction Team: During the month of September, the accident reconstruction team had no callouts or training.

Communications: During the month of September, the Dispatch Center handled 10,178 phone calls, 373 emergency calls through the 911 line, 9,217 radio transmissions and 68 police alarms. They also took care of 236 lobby visits.

On September 29, 2011, the Communications Bureau handled the dispatching of two structure fires.

Recreation Programs: The Recreation Department is working on promotion for fall programs and an expanded travel program run through the Senior Center.

Recreation has resumed offering Shape up with Lisa classes – Pilates Plus and now Interval Toning classes this month, with Pilates being held on Mondays/Wednesdays and Interval Toning being offered on Tuesdays & Thursdays. There is also an additional Saturday Toning Class available. The new Yoga session began on Mondays and Wednesdays and Tai Chi classes on Tuesdays. Zumba® classes began new sessions for Wednesdays, Saturdays and Sundays. All fitness classes run in sessions throughout the year.

Recreation also had another session of our popular Lil' Kickers indoor soccer program for 4&5 year olds; session II will begin in October.

Registrations are currently being accepted for all basketball programs. Preparations are being made and sponsors are being lined up.

Senior Center Programs: The Dover Community Senior Center (DCSC) continues their recurring daily activities of Bingo, Bridge, Cribbage, Crafts, Scrabble, Pay Me, and Whist. The Senior Book club meets on the last Tuesday of the month. The craft group meets in the activity room of the center every Monday from 9-11am.

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

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

Self-Guided Day Trippers toured the Saugus (MA) Iron Works. On September 22, Italy Travel Night brought 35 seniors in to hear about the newly re-established international travel options offered by the center. DCSC members traveled to Foxwoods and Atlantic City in September. Mystery Luncheons are held the 1st Wednesday, 2nd Tuesday, and 3rd Saturday of every month, with three groups attending on Saturdays. It continues to be a popular program. Twenty seniors attended the September social which featured Ray and Vi Dion entertaining.

Mystery Lunches: 46
Senior Advisory Board Meeting: 10
Senior Monthly Social: 20

Indoor / Outdoor Pool: The Indoor Pool opened back up after Labor Day weekend after being closed for two weeks for routine maintenance. Early Bird lap swim has been busy as usual with around 50-75 swimmers depending on the day. Rec Swim has been very slow due to the time of year and fall sports.

Lesson sign up has been busy with most of the classes being filled to capacity. The Friday Homeschool swim lesson group will resume in October.

Seacoast Swim Association has resumed their season and hold practices at the pool on a daily basis. Great Bay Masters resumed practice at the Indoor Pool after a wonderful summer swimming at the Jenny Thompson Pool.

Birthday parties are starting to get very popular with the cold weather that is coming; Recreation staff is anticipating between 10 and 12 parties booked for the month of October.

The Jenny Thompson pool closed on Labor Day much to the dismay of many swimmers. The winter pool cover has been applied to the pool and the facility is closed up until next spring.

Adult Lap Swim-ID Pool: 50-75 swimmers daily
Rec Swim-ID Pool: 5-10 swimmers daily

Ice Arena September is the start of the winter season for the Dover Arena. The youth hockey programs start in September and bring in a variety of skaters of all ages. Recreational skating has been consistent and still is a popular event at the arena.

The September "Kick Off" Women's Hockey Tournament was held on September 24th and 25th. This was another very successful event with 8 teams from New England

Stick Practice: 366

Public Library: Attendance was at 16 for special programs at the library. Story times, movies and the Friends program was at 219 for attendance. Children made 153 crafts at the "Make-It, Take-It" table.

DEPARTMENTAL COLLABORATION & ENHANCEMENTS

The Director of Planning and Community Development met with Somersworth's interim Director of Development Services to review regional needs and issues that both communities face.

The Department of Planning and Community Development assisted the Economic Development Director with reviewing the results of the Parking Lot Redevelopment Bid that was solicited in July. This involved reviewing the bid, articulating goals and the vision behind the RFP.

The Director of Planning began the transition process to make the technical review process more electronic based. Beginning in October, the Technical Review Committee meetings should be completed via PDF and electronic means instead of via paper copies of plans.

The Director of Planning and Community Development worked with the Planning Board chair to add additional opportunities for the Planning Board to be educated. The first opportunity was on September 13, when a speaker discussed fluvial erosion along river and stream banks. Also that night, the Planning Board took a van tour of the south end of Dover. Annually, for the past four years, the Planning Department has toured the Board around various areas of the City and viewed projects. This is an opportunity for Board members to see projects after they have been constructed and are in use.

The Zoning Administrator assisted the Community Services and Recreation Departments in working the Timberland Company's Servapalooza Civic Service Day, which occurred on September 8, 2011. The group worked clearing a canoe launch and picnic area near the Washington Street rail bridge crossing, off the Community Trail.

The Planning Department worked with the Community Services Department to identify needs on the Community Trail. Both departments hope to complete that project within this budget year.. The needs identified include paving, brush removal, lighting and general upkeep.

Planning staff worked with the Assessing office to review the requirements and limitations residents have if they place their property in Current Use. These included limited mowing and clearing of property, as well as limited active recreation, and no erection of structures.

Planning and Community Services staff worked to review the current situation at Willand Pond and review opportunities surrounding the pond, both preservation and recreational in nature.

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

- Newington Dover bridge
- Gladiola Way
- Cedar Cove

The new Systems & Technology Librarian visited each public school's library and conferred with each school librarian on shared missions and goals.

The Dover Public Library loaned 25 materials to Dover public schools and borrowed 98 volumes from the schools through the Dovernet Intraloan System.

The Systems & Technology Librarian aided the school libraries on 6 occasions with Dovertnet automation system tasks.

PLANNING & ZONING

Planning staff reviewed the results of the EPA Building Blocks report and began to draft amendments to the City's land use code. These amendments will be presented to the Planning Board on October 11, 2011, and will include promoting alternative energy sources, reducing the City's carbon footprint and encouraging use of sustainability through resource allocation.

Planning staff continues to work with the steering committee for the Open Space and Conservation Master Plan chapter. Once that chapter has been completed, work will begin on organizing Speak Out Dover sessions and associated programs for laying the baseline for the Land Use and Transportation chapters.

Planning staff completed the Consolidated Annual Performance and Evaluation Report (CAPER) required by the US Department of Housing and Urban Development, as the City partakes of the Community Development Block Grant program. During the process, staff worked to review areas of improvement in the process and development of this report in order to make improvements over the coming year.

CITY GROUNDS – FACILITIES & PARKS

During the month of September, the Facilities & Grounds crews continued to handle daily requests for service at the City Hall and Police Department offices. Custodial duties were performed at the PW Facility, Train Station and City Hall, as well as filling in at the Library and McConnell Center as needed. Employees conducted normal day-to-day maintenance, clean-up and ground maintenance of municipal buildings. Downtown décor streetlight bulbs were changed as needed. The Indoor Pool continued to have issues with the new dehumidifier. The outdoor pool was covered for the winter, with assistance from the county workers.

The public turf areas and ball fields were mowed and crews continued to groom and mark the athletic fields. Trees and planted areas were watered around the City as needed. Employees worked for several days on the McConnell Center project, begun by Timberland, during the Day of Caring event. Several trees were planted and replanted, large areas of turf were taken up, with an effort to salvage the sod and reuse it. Bushes were planted and loam and mulch were spread. Tree work continued and crews are still trying to get caught up on resident requests and trees needing attention.

Graffiti continued to be a problem at the parks and all around the City. The wooden park signs were repainted this summer and re-hung. Tagging of signs has also continued and soon after replacement, they are defaced again. Sign work also continued in the posting of signs for new developments as well as the replacement of existing signs as needed. Tree trimming around signs commenced.

Preparations for Apple Harvest Day were made. Picnic tables were moved around, from the parks to the downtown area. Trash receptacles were assembled. The area near the overlook stage was turfed with sod taken from the McConnell Center project.

GENERAL UPDATES

- ❖ Fire & Life Safety Inspectors worked closely with all of the schools to be sure all life and safety issues were addressed and corrected for the opening of the school year.
- ❖ Dover Fire is once again hosting Dover High School's Firefighter 1 class.
- ❖ The City is happy to welcome back Firefighter Keith Irwin who completed his twelve month deployment to Kuwait. Keith spent a week with staff, acclimating himself and has since returned to shift and is currently assigned to "C" Shift.
- ❖ The training on new Engine 8 continues. All primary driver operators attended a mandatory day long training session on the operation of the vehicle. Additional driving time then followed for each of them.
- ❖ The estimated time for Engine 8 to start running frontline is now the third week of October. Engine 8 has to return to the dealer in Connecticut for approximately a week for some warranty work. It then has to go to the motor manufacturer in South Portland for a few days for an electronics update. After that, Engine 8 will start running front line out of Central Station.
- ❖ Engine 8 will replace Engine 5, which will move to reserve status, eventually replacing Engine 3 which is 20 years old. Engine 3 will be kept for a time as Engine 4 will be out of service for restorative body work at Coastal Truck in Portsmouth. Reserve engines are used by called-back personnel during major or simultaneous incidents and or when a vehicle is out of service for maintenance or long term repair. This practice is a cost-effective method of maintaining surge capacity when combined with the use of off-duty personnel who are called backed during those emergent instances only when needed.
- ❖ An after-action meeting occurred in September reviewing how the Emergency Operations Center operated during Hurricane Irene. This meeting was attended by all the departments that participated in that emergency.
- ❖ Fire & Rescue supported the Irish Festival by maintaining a presence at Henry Law Park throughout the event in case of any emergencies. In these cases, vehicles are assigned to stand by at these events and respond from that location to other priority incidents. Work in the station that these crews would normally do between incidents, is shifted to other times or days so that this presence, where many citizens are gathered, can be the priority.
- ❖ The planning for the 18th Annual Children's Fire Safety Festival, Toy Story 3 ½, continues. The dates for delivery in Dover's public and private elementary schools will be November 7, 8, 9 and 10, 2011.
- ❖ The shifts visited DF Richard this month for a training class at their facility, revisiting hazards, facility design, and the shut off systems that will assist Fire & Rescue in the event of a fire or product leak at that location. Fire & Rescue greatly appreciates the partnership it enjoys with DF Richard.
- ❖ Hose testing, a labor intensive pressure test of all our fire hoses was finished up during the month of September.

- ❖ The Chief Officers, along with Bill Boulanger from Community Services, met with Insurance Service Organization to begin the review process of setting the home and commercial rates for insurance. This meeting began a 4 to 6 month review process of many different categories including water supply, firefighting equipment, dispatch procedures and staffing levels. The City is currently a 3/9 and we hope to maintain that rating. The North End water tower will not be part of this review, but will add to our overall rating in the future.
- ❖ The Fire Department responded to two very significant events on September 28th, an apartment fire on Third Street and a stove top fire at Cocheco Park. At the Third Street fire, B Shift was part of a rescue of a resident from a ground floor apartment. Engine 5 members were able to enter a ground floor window to quickly rescue an unconscious male resident who was also suffering from significant burns. This rescue, made by the Central Station crew, was significant in that the Central Station crews were able to quickly make the Rescue before other stations were on scene. This fire was quickly put under control, a direct result of twelve man staffing. The Rescue Crew was pulled away along with members of the South End to assist the gravely injured patient and the North End companies were able to extinguish the fire. STAFFING AT 12 HAD A DIRECT RESULT ON THIS RESCUE AND QUICK EXTINGUISHMENT. Less than 2 hours later, while companies were still busy at Third Street, all companies responded to a stove top fire on the 5th floor of Cocheco Park Apartments. Dover Police, first on scene, encountered heavy black smoke on the 5th floor. They assisted a woman from the apartment to the stairwell and fire units extinguished the fire. The Ladder truck, staffed that night, went directly to the roof to quickly open stairway hatches, removing smoke from the hallways and stairways, reducing exposure to smoke, clearing visibility and greatly reducing the anxiety of the residents. STAFFING AT 12 HAD A DIRECT RESULT IN THIS FIRE AND SMOKE BEING QUICKLY EXTINGUISHED AND SMOKE REMOVED.
- ❖ In September, the Director of Planning and Community Development attended the Northern New England Chapter of the American Planning Association's annual conference in Burlington, Vermont. The sessions at the conference focused on walkability, rural planning and engaging community members to be part of the planning and development dialog.
- ❖ The Director of Planning and Community Development participated in a day long Charrette in downtown Burlington on September 10th. This event was part of that City's efforts to master plan linkages between its commercial core and its waterfront. As a participant, the Director worked as a facilitator with members of the public and assisted in developing a vision for the linkages.
- ❖ Chief Driscoll attended a seminar on Fire Service Law sponsored by the LGC.
- ❖ The Capital Planning Committee (Planning Director and Finance Director) worked to finalize project submittals for the upcoming Capital Improvements Program. This work included evaluating the debt limits and operating costs of projects, the useful life of projects as well as the overall need for a project, as related to the City's Master Plan. This information was used by the committee to formulate a final recommended CIP for the City Manager to submit to the City Council and Planning Board.
- ❖ The Supervisors of the Checklist will meet in the City Clerk's office on Friday, October 14, 2011, from 7-7:30 p.m. In addition to registering new voters, October 14th is the last

- time registered voters may change their party affiliation prior to the presidential primary.
- ❖ The City Clerk's office is preparing for the November 8, 2011 municipal election and is also beginning to prepare for the Presidential Primary, although the Secretary of State has not set that date yet.
 - ❖ The Tax Collection office has finished the liening of tax year 2010 property taxes and are preparing for the December tax billing.

CITY OUTREACH

During September, the Department of Planning and Community Development sent out 42 letters to new homeowners congratulating them on their purchase, as well as informing them of the current zoning for their property and alerting them to the various methods the department uses to inform and update the public.

The Director of Planning and Community Development and the Zoning Administrator are considering opportunities for education and outreach on the values of transit oriented development. Some ideas include the Urban Land Institute, and Lincoln Land Institute. The Economic Development Director will also play a role in this effort.

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

- 345A Washington Street
- Technical Review for 874 Sixth Street
- Seacoast Hospice Hyder House
- 526 Central Avenue for redevelopment
- 375 Sixth Street for redevelopment
- Thornwood Commons project
- Cocheco Falls Milworks
- Strand Theater for redevelopment
- 6 Brick Road
- 33 Dover Point Road
- Sumner Drive property for reuse.
- K9 Kaos
- Robbins Auto properties throughout the City
- Redevelopment potential at 6 Grove Street
- Intersection of Washington and Main Street redevelopment

The Department of Planning and Community Development continued to update its blog, face book page and twitter feed to communicate with the public. The Department of Planning and Community Development has 127 Facebook (City of Dover NH Planning) friends and 252 followers on Twitter @DoverNHPlanning).

During the month of September, five (5) Planning blog posts were drafted, including one on looking at the Apple Harvest Day, investing locally, the value of growth, a look at a visit to Burlington Vermont, and one recounting the August monthly report.

The Department of Planning promoted the Dover Community Trail through the facebook fan page for the trail (with 280 fans), as well as a Sustainable Dover facebook fan page for the trail (with 113 fans).

The City of Dover Media Services Coordinator reaches out to the public via the Dover Download, Channel 22 and the City of Dover website. The following advertisements took place throughout the month of September:

- Although it may feel like summer is over, the threat from mosquitoes and mosquito-borne illnesses such as West Nile Virus is still real. Mosquitoes recently tested positive for West Nile Virus in neighboring Portsmouth. The City of Dover urges residents to take precautions to diminish the chance of contracting West Nile Virus.

- The City of Dover 2011 fall leaf collection will take place on the following weeks:
 - Oct. 24-28
 - Oct. 31-Nov. 4
 - Nov. 7-11
 - Nov. 14-18

Bagged leaves will be picked up on the same day as trash and recycling. Leaves must be placed curbside in biodegradable paper leaf bags. No brush will be accepted. Paper bags can be purchased at your local hardware or home improvement store. Grass clippings, leaves, brush and yard waste is accepted at the Recycling Center during regular operating hours.

- The Community Services Utilities Division will begin flushing fire hydrants next month, October, 2011. Work will continue through the second week of November. Hydrant flushing is essential to maintain water quality and allow adequate fire flows throughout the distribution system. No disruption of water service is expected during this time, although you may experience low pressure. Consumers may notice some discoloration of the water. This is temporary and does not pose any threat to public health.

- Trick-or-Treat in Dover this year will be held on Sunday, Oct. 30, from 5-8 p.m.

ENERGY EFFICIENCY

All facility improvement measures are in place except for the power correction factor at the Dover Ice Arena. Johnson Controls (JCI) is working through the punch list from each facility. The project is very near closeout stage. Upon closeout, JCI will start the one year Monitoring and Verification stage of the project. The City was officially notified that the EPA will be monitoring the treatment plant project in October for compliance with federal requirements (ARRA).

ACKNOWLEDGEMENTS & EVENTS

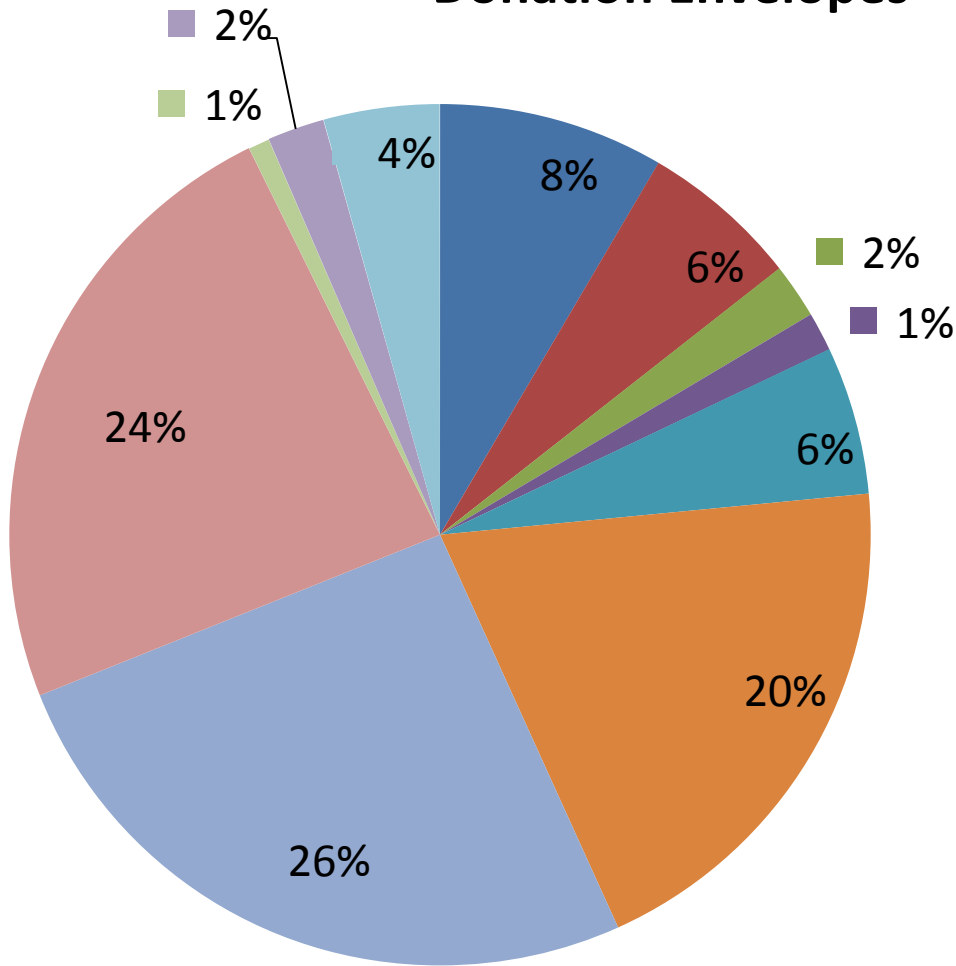
The Department of Planning and Community Development said goodbye to long time employee Bruce Woodruff. Bruce was hired as a Transportation Planner and over time also took responsibility for Zoning Administration. Bruce retired from the City at the end of September. The City of Dover wishes him well.

The Director of Planning and Community Development was named the Professional Planner of the Year for 2011 by the Northern New England Chapter of the American Planning Association. The recognition came as a result of the Director's encouragement of public dialog and interaction, the innovation Dover Planning has had on zoning in New Hampshire and the commitment to fostering a sense of community in Dover.

During FY11, the Friends of the Library donated \$12,570.70 to the library for programming, prizes, speakers' and entertainers' fees, printing, computers, staff tuition reimbursement and museum passes.

Timberland Servapalooza volunteers planted new landscaping in designated areas on the library's front lawn, painted bathrooms and hallways, power-washed walkways, and donated a new picnic table.

Donation Envelopes - Funds Collected



- Public Swimming Pools - \$1,238
- Public School Facilities - \$870
- Public Transportation - \$301
- 4th of July Fireworks - \$214
- Parks/Playground Equip - \$813
- Public Library Books/Materials - \$2,889
- Low Income Food/Fuel Assist. - \$3,761
- Mounted Police Patrol Animal Care - \$3,481
- Children's Fire Safety Fest - \$116
- Cochecho Arts Fest - \$315
- Other - \$638

Total Funds Collected: \$14,636
 Cost of Envelopes: - \$ 7,240
 Profit: \$ 7,396

Capital Improvement Projects Update

Community Services Department

September 2011

APPLEVALE RECONSTRUCTION

- Current: Bid will be awarded on October council meeting and work will begin in November on Stark and Hawthorne.
- Previous: Currently out to bid for construction.

HENRY LAW AVE RECONSTRUCTION

- Current: The project is complete.
- Previous: The project is complete with the exception of final top coat of paving which will happen the week of September 8th.

TOLEND LANDFILL REMEDIATION

- Current: The sewer line and the sewer pump station were completed in September. Installation of pumps and electrical/mechanical components are in process and scheduled for completion in October. Work on the remediation system continues with the assembling of buildings for each well site under way.
- Previous: Both construction of the sewer conveyance line and the remediation system have begun and are proceeding on schedule. The sewer line and pedestrian bridge are in place. The sewer pump station will be installed in September followed by the installation of pumps, and electrical /mechanical components.

SEWER INFLOW / INFILTRATION MITIGATION

- Current: The 2010 I&I sewer project is complete. The relining of the Mill St sewer was completed in September. During the installation of the rain garden at 15 Hillcrest it was noted that the roof drain that was diverted to the rain garden had been connected to the sewer service. This type of connection contributes a significant amount of water to the sewer collection system during rain events and represents the largest remaining inflow impacting the sewer system. While the sewer ordinance prohibits roof gutter and basement sump pump connections, there are many of these illegal discharges connected to the sewer. I&I represents a significant challenge at the WWTP as we begin to plan the implementation of nutrient removal processes at the WWTP. The continuation of extreme flow events at the WWTP during rain storms will adversely affect nutrient removal and the WWTP's ability to meet the anticipated nitrogen permit limit.
- Previous: The sewer line on Mill Street is scheduled to be relined in September as well as the relining of the sewer adjacent to Silver Street and the Turnpike.

BERRY BROOK WATERSHED MANAGEMENT

- Current: The work on re-establishing Berry Brook at the Lowell Ave. treatment plant property began in late August and is progressing nicely. The sand filter structure and the metal storage building have been demolished and the site has been graded. Wetland and stream channel construction has begun and the addition of storm water improvements on Page Ave has been added to the project. The demolition of the metal storage shed was not part of the original scope but its removal was an enhancement to the stream restoration and will result in the construction of a replacement storage building being constructed at the DPW facility at no cost to the City. A rain garden was constructed at Hillcrest, a rain garden is under construction at Snow Ave and a second rain garden is in process at the Horne Street School.

- Previous: The work on re-establishing Berry Brook at the Lowell Ave. treatment plant property began in late August. The defunct sand filters that had been constructed in the early 1900's were demolished following an extensive documentation process to preserve the historic use of the filters. A copy of the report on the history of the early water treatment, which includes photographs, will be archived at the Dover Public Library and available online soon.

RIVER ST PUMP STATION UPGRADE

- Current: The installation of pumps will start in October.
- Previous: A resolution to the City Council for engineering oversight for the pump installation will be presented in July.

BROADWAY/RR CULVERT (formerly NY St Drainage)

- Current: Easements must be obtained before project can be bid.
- Previous: The project was submitted to NHDES for stimulus funding, which, if awarded, funding is expected to begin construction during 2010. The City Attorney has come to a resolution with the railroad.

RE-ESTABLISHMENT OF WILLAND POND WELL

- Current: Emery and Garrett has completed the Hydrogeologic Investigation Re-establishment of Dover's Willand Pond 12 inch Diameter Public Water Supply Well report and submitted it to the City for review prior to submittal to NHDES. We expect the report will get submitted to the State in October.
- Previous: Pumping of the Willand Pond well was halted for a four week period as the NHDES treated the milfoil weed that had established itself in the pond. An herbicide treatment was done by a contractor to NHDES. The well was turned off prior to the treatment application to avoid drawing the herbicide into the underlying aquifer. The well was turned on again at the end of July and both the pond and the groundwater are being sampled for the presence of residual herbicide.

WASTEWATER TREATMENT PLANT FACILITIES PLAN

- Current: The facility plan is ongoing. The EPA has asked to meet with the City on October 14th to begin the NHDES permit renewal process. The City continues to participate in the Great Bay Municipal Coalition, the group of 6 communities in the estuary with WWTP's.
- Previous: The facility plan is under way. The City Council passed a Resolution on May 25th to sign the Memoranda of Agreement between the NHDES and the Great Bay Coalition of which Dover is a member. The MOA provides a cooperative path to more fully understand the nutrient issues before NPDES permits are issued for the WWTP's.

Total Permits Issued: September 2011

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
11-203	CPI	111	VENTURE DRIVE	FIT UP TWO OFFICES	C	D	11-3	11100	145
11-219	356 TRUST	111	VENTURE DRIVE	PHASE 2 - WALL TO SEPARATE WORK A	C	D	11-3	14000	165
11-240	STRAFFORD COUNTY	276	COUNTY FARM ROAD	CONST. / INSTALL A MASONRY CHIMNE	C	C	4	7500	105
11-266	DF RICHARD	83	BROADWAY	INSTALL ROOF-MOUNTED SOLAR PANE	C	26	12	23000	255
11-248	MSN PROPERTIES, LLC	67	VENTURE DRIVE	TO CONST. A NEW ROOF ADDITION	I	D-1	1	34000	365
11-273	CITY OF DOVER (WATER)	11	LOWELL AVENUE	DEMO. AN ACCESSORY STRUCTURE (ST I	I	37	40	0	0
11-265	CITY OF DOVER	610	TOLEND ROAD	CONST. EQUIPMENT SHELTERS FOR RE	M	C	18	355000	0
09-138	FARM HAVEN DEVELOPMENT	79	BOXWOOD LANE	CONST. A SFD W/ATT. GARAGE	R	B	21-5	310000	3125
11-133	LUKENS REVOCABLE TRUST	6	COTE DRIVE	RMV.& RPLC./EXTEND A REAR DECK A	R	L	58A	5000	75
11-145	CORTEZ	98	OLD ROCHESTER ROAD	INT. RENOV. OF A SFD	R	A	14A	2500	55
11-176	MACDONALD	17	TENNYSON AVENUE	REMOVE & CONST. A NEW REAR DECK	R	21	61	5000	75
11-199	HERON BAY PARTNERS	5	CIELO DRIVE	CONST. A SFD W/ATT. GARAGE	R	H	4-5	120000	1225
11-211	MEGNA	47	ATKINSON STREET	RENOV. A THREE-FAMILY DWELNG & R	R	9	22	10000	125
11-218	HERON BAY PARTNERS	22	CIELO DRIVE	CONST. A SFD W/ATT. GARAGE	R	H	4-022	120000	1225
11-225	HERON BAY PARTNERS	26	CIELO DRIVE	CONST. A SFD W/ATT. GARAGE	R	H	4-26	120000	1225
11-228	ISOLA, DEBBY DELL	3	BEVERLY LANE	CONST. A REAR ONE STORY ADD.	R	H	29-9	25000	275
11-241	FOX	62	FIFTH STREET	RMV. & RPLC./CNST. A REAR ONE STOR	R	31	54	28000	305
11-242	RANCOURT	37	EZRAS WAY	CONST./INSTALL AN INGROUND SWIMM	R	F-23	A-22	28000	305
11-249	PIATTI	13	ELMVIEW CIRCLE	RMV. & RPLC./CONST. ROOF, REAR DOR	R	21	2H	26000	285
11-251	PLANTE	193A	BLACKWATER ROAD	RPLC. / RPR. BARN WALLS DAMAGED B	R	A	22A	6000	85
11-253	RUSSONELLO	4	WOODLAND ROAD	ADD BATHROOM	R	17	108	20000	225
11-254	LAI	24	MOUNT VERNON STREET	RMV. & RPLC ROTTED ROOF	R	30	97	8000	105

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
11-255	DOVER HOUSING AUTHORITY	28	UNION STREET	DEMO. A RESIDENTIAL BLDG FOR A PA	R	20	88	0	0
11-257	KAPLAN	15	GRANDVIEW DRIVE	NEW BASEMENT OFFICE	R	F	43-5	5000	75
11-258	CROVER	579	SIXTH STREET	WHEEL CHAIR RAMP	R	A	40G	1200	45
11-259	TALON	8	DEERFIELD DRIVE	RMV. & RPLC./CONST. A SIDE DECK AD	R	I	22	1500	45
11-260	MCMILLEN	3	GAGE STREET	RENOV./REPAIR A BATHROOM	R	39	61	7500	105
11-263	ELY	21	ROGERS STREET	RMV. & RPLC./CONST. A SIDE PORCH A	R	24	127A	13000	155
11-264	TAYLOR	72	DURHAM ROAD	DEMO. DELAPATED BARN	R	I	12	0	50
11-272	DOUGLAS DODD GENERAL CO	9	LENNON DRIVE	CONST. A SFD W/ATT. GARAGE	R	E	35I	250000	2525
11-275	JOOST	93	HORNE STREET	CONST. A FRNT TEMP WHEELCHAIR AC	R	37	39D	4000	65
11-281	SKEELS	3	OSPREY LANE	GARAGE REBUILD AFTER FIRE	R	L	95	71000	735

Permit # Owner's Last Name Street # Street Description Type Map Lot Construction Value Fee

Total Permits Issued: 32

Total Construction Value: \$1,631,300.00

Total Fees Collected: \$13,550.00

Type of Permits Issued		Certificate of Occupancy's	
Apartment dwlg units	0	Apartment Units	1
Commercial	1	Commercial	0
Condo Units	0	Condo Units	0
Congregate Care Facility	0	Congregate Care Facility	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Duplex Unit	0	Duplex Unit	1
Industrial	4	Industrial	0
Multi Family	1	Renovations	0
Manufactured Dwlg	0	Manufactured Dwlg	0
Single Family Dwelling	5	Single Family Dwellings	6
		Total	8

City of Dover

Bid Solicitation Report

For September 2011

10/3/2011

Department	PO Date	PO No	Vendor	Description	PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No	PO Notes
	Approved By	Fund		Function/Division	
Community Services				North End Pressure Zone-Contract	
B12016	09/08/2011	10/04/2011		3: North End Booster Pumping Station	
Fire & Rescue				Fire Safety Festival T-Shirts	
Q12-007	09/13/2011	09/26/2011			
Community Services				Silver Street Water Main re-Design	
B12017	09/13/2011	10/12/2011			
Community Services				Segregation and Recycling of Construction and Demolition Debris	
B12015	09/13/2011	09/27/2011			

City of Dover

Bid Solicitation Report

For September 2011

10/3/2011

Department	PO Date	PO No	Vendor	Description	PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No	PO Notes
	Approved By	Fund		Function/Division	
Fire and Rescue				DVD/CD Reproduction of 2011 Fire Safety Festival	
Q12-008	09/15/2011	10/06/2011			
Fire				Type III Class Ambulance	
B12018	09/22/2011	10/24/2011			
Police				Manual Snow Removal Services	
Q12-009	09/26/2011	10/12/2011			

Total for

Grand Total All Departments

PO Date	PO No.	Vendor Name	Amount	DAC
09/08/2011	201202141	STATE OF NH-DEPT OF LABOR	\$5,370.15	City Finance Office
09/13/2011	201202335	STATE OF NH-DOT	\$5,423.03	Fire and Rescue
09/14/2011	201202407	STATE OF NH-DES LABORATORY SERVIC	\$5,749.00	Community Services Department
09/12/2011	201202217	CROSS ROADS HOUSE, INC.	\$6,000.00	Planning
09/28/2011	201202928	MACKINNON & SONS EXCAVATING, LLC	\$6,050.00	Community Services Department
09/08/2011	201202165	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$6,437.21	Community Services Department
09/21/2011	201202608	PUBLIC SERVICE CO OF NH-CITY	\$6,921.24	City Finance Office
09/13/2011	201202337	WASTE MANAGEMENT OF TURNKEY LANDFILL	\$7,000.00	Community Services Department
09/14/2011	201202415	HANSCOMS TRUCK STOP, INC.	\$7,020.00	Community Services Department
09/12/2011	201202219	MY FRIENDS PLACE-CDBG GRANTS/SUBSIDYS	\$7,500.00	Planning
09/27/2011	201202924	PUBLIC SERVICE CO OF NH-CITY	\$7,609.33	City Finance Office
09/14/2011	201202417	SUR CONSTRUCTION, INC.	\$8,070.00	Community Services Department
09/12/2011	201202221	MY FRIENDS PLACE-CDBG GRANTS/SUBSIDYS	\$8,150.00	Planning
09/12/2011	201202222	OUR HOUSE FOR GIRLS	\$8,194.00	Planning
09/12/2011	201202215	AIDS RESPONSE OF SEACOAST	\$8,400.00	Planning
09/12/2011	201202218	HOMELESS CENTER FOR STRAFFORD COUNTY	\$8,400.00	Planning
09/26/2011	201202752	FOX TOURS	\$9,521.85	Recreation
09/12/2011	201202213	STATE OF NH-DOT	\$9,693.45	Police
09/28/2011	201202927	CITY OF DOVER-GENERAL FUND	\$9,900.00	Planning
09/12/2011	201202216	COMMUNITY PARTNERS	\$9,900.00	Planning
09/21/2011	201202632	CITY OF DOVER-WATER~SEWER DEPT.	\$10,242.44	Community Services Department
09/21/2011	201202639	JENNIFER M COOK COMPANY, INC.	\$10,400.00	Community Services Department
09/13/2011	201202324	SUR CONSTRUCTION, INC.	\$10,829.00	Community Services Department
09/26/2011	201202754	SIRSIDYNIX	\$11,748.35	Public Library
09/13/2011	201202333	BAYRING COMMUNICATIONS	\$12,199.96	City Finance Office
09/14/2011	201202416	STATE OF NH-DOT	\$12,497.94	Community Services Department
09/08/2011	201202137	PUBLIC SERVICE CO OF NH-CITY	\$14,665.39	City Finance Office
09/13/2011	201202311	STOLTZFOS STEEL MFG.	\$15,400.00	Community Services Department
09/20/2011	201202603	CCMSI	\$19,412.50	Executive
09/13/2011	201202334	COASTAL TRUCK & AUTO BODY, INC.	\$20,902.99	Fire and Rescue
09/12/2011	201202223	STRAFFORD CAP	\$25,000.00	Planning
09/08/2011	201202138	PUBLIC SERVICE CO OF NH-CITY	\$26,086.02	City Finance Office
09/07/2011	201202117	DOVER CHILDRENS CENTER	\$28,100.00	Planning
09/06/2011	201202031	MXI ENVIRONMENTAL SERVICES, LLC	\$30,000.00	Community Services Department
09/06/2011	201202033	AXTELLS, INC.	\$30,000.00	Community Services Department
09/28/2011	201202926	PUBLIC SERVICE CO OF NH-CITY	\$35,652.56	City Finance Office
09/12/2011	201202224	EASTER SEALS NEW HAMPSHIRE, INC	\$50,000.00	Planning
09/14/2011	201202420	DEFELICE CORPORATION	\$1,249,163.00	Community Services Department
09/14/2011	201202419	PRELOAD, INC.	\$1,529,320.00	Community Services Department

City of Dover

Expenditures of Major Funds

September 30, 2011

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 392,772	\$ 24,032	\$ 83,593	21.0%	\$ 309,179	\$ 20,989	\$ 288,189	73.4%
Executive	772,361	53,535	148,521	19.0	623,840	324,356	299,484	38.8
Finance	1,597,374	138,315	365,087	23.0	1,232,286	790,077	442,209	27.7
Planning	451,089	39,688	106,044	24.0	345,045	230,088	114,956	25.5
Misc General Government	787,583	16,838	84,437	11.0	703,146	106,485	596,661	75.8
Police	6,605,136	545,198	1,592,054	24.0	5,013,083	2,983,806	2,029,276	30.7
Fire & Rescue	6,373,991	562,101	1,589,372	25.0	4,784,619	2,796,862	1,987,757	31.2
Community Service Public Works	6,828,297	467,333	1,071,264	16.0	5,757,033	2,739,261	3,017,773	44.2
Recreation	2,207,820	166,048	487,343	22.0	1,720,477	385,438	1,335,039	60.5
Public Library	1,082,599	108,851	245,934	23.0	836,666	557,830	278,836	25.8
Human Services	716,708	69,122	176,445	25.0	540,263	128,012	412,251	57.5
Debt Service	9,904,177	93,816	604,237	6.0	9,299,940	9,091,662	208,279	2.1
Other Financing Sources/Uses	1,975,493	-	-	0.0	1,975,493	-	1,975,493	100.0
School	41,811,611	4,131,646	6,266,338	15.0	35,545,273	30,914,837	4,630,436	11.1
Intergovernmental	7,051,080	-	-	0.0	7,051,080	-	7,051,080	100.0
Sub-total : 1000 General Fund	\$ 88,558,090	\$ 6,416,522	\$ 12,820,669	14.5%	\$ 75,737,421	\$ 51,069,703	\$ 24,667,719	27.9%
3213 Parking Activity Fund								
Police	\$ 578,445	\$ 29,926	\$ 83,722	14.0%	\$ 494,723	\$ 178,766	\$ 315,957	54.6%
Sub-total : 3213 Parking Activity Fund	\$ 578,445	\$ 29,926	\$ 83,722	14.5%	\$ 494,723	\$ 178,766	\$ 315,957	54.6%
3320 Residential Solid Waste								
Community Service Public Works	\$ 999,768	\$ 79,736	\$ 154,598	15.0%	\$ 845,170	\$ 747,068	\$ 98,103	9.8%
Sub-total : 3320 Residential Solid Waste	\$ 999,768	\$ 79,736	\$ 154,598	15.5%	\$ 845,170	\$ 747,068	\$ 98,103	9.8%
3381 McConnell Center								
Recreation	\$ 775,344	\$ 21,508	\$ 63,222	8.0%	\$ 712,121	\$ 481,999	\$ 230,122	29.7%
Sub-total : 3381 McConnell Center	\$ 775,344	\$ 21,508	\$ 63,222	8.2%	\$ 712,121	\$ 481,999	\$ 230,122	29.7%
5300 Water Fund								
Community Service Public Works	\$ 4,370,539	\$ 279,116	\$ 796,952	18.0%	\$ 3,573,587	\$ 1,120,687	\$ 2,452,900	56.1%
Sub-total : 5300 Water Fund	\$ 4,370,539	\$ 279,116	\$ 796,952	18.2%	\$ 3,573,587	\$ 1,120,687	\$ 2,452,900	56.1%
5320 Sewer Fund								
Community Service Public Works	\$ 6,193,482	\$ 446,562	\$ 1,224,963	20.0%	\$ 4,968,519	\$ 1,304,366	\$ 3,664,154	59.2%
Sub-total : 5320 Sewer Fund	\$ 6,193,482	\$ 446,562	\$ 1,224,963	19.8%	\$ 4,968,519	\$ 1,304,366	\$ 3,664,154	59.2%
Total : EXPENDITURES	\$ 101,475,668	\$ 7,273,369	\$ 15,144,126	14.9%	\$ 86,331,543	\$ 54,902,588	\$ 31,428,955	31.0%

City of Dover

Arena - General Fund
Revenue & Expenditure Report
(Including Arena Debt Service attributed to the General Fund)
September 30, 2011

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,317,715	82,940	181,416	13.8	1,136,299	0	1,136,299	86.2
Expenditures	993,367	74,561	197,758	19.9	795,609	153,008	642,601	64.7
Debt Service								
Principal	242,190	0	0	-	242,190	0	242,190	100.0
Interest	74,185	0	504	0.7	73,681	0	73,681	99.3
	7,973	8,380	(16,846)	(211.3)	24,819	(153,008)	177,827	2230.4%

City of Dover

Revenues of Major Funds September 30, 2011

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 63,682,937	\$ 48,750	\$ 144,004	0.0%	\$ 63,538,933	\$ -	\$ 63,538,933	(99.8)%
Licenses & Permits	4,149,130	352,037	1,030,422	25.0	3,118,708	-	3,118,708	75.2
Intergovernmental	2,588,824	1,871	212,875	8.0	2,375,949	-	2,375,949	91.8
Charges for Services	3,026,600	260,649	733,463	24.0	2,293,137	-	2,293,137	75.8
Miscellaneous Revenue	502,297	11,854	40,694	8.0	461,603	(994)	462,597	92.1
Education	12,800,610	1,310,717	1,531,934	12.0	11,268,676	(103)	11,268,780	88.0
Operating Transfers In	168,725	-	-	0.0	168,725	-	168,725	100.0
Sub-total : 1000 General Fund	\$ 86,919,123	\$ 1,985,878	\$ 3,693,392	4.0%	\$ 83,225,731	\$ (1,097)	\$ 83,226,828	95.8%
3213 Parking Activity Fund								
Parking Income	\$ 450,725	\$ 32,744	\$ 87,520	19.0%	\$ 363,205	\$ -	\$ 363,205	80.6%
Parking Fines	125,000	13,695	39,014	31.0	85,986	-	85,986	68.8
Sub-total : 3220 Residential Solid Waste	\$ 575,725	\$ 46,439	\$ 126,534	22.0%	\$ 449,191	\$ -	\$ 449,191	78.0%
3320 Residential Solid Waste								
Charges for Services	\$ 950,663	\$ 52,778	\$ 192,630	20.0%	\$ 758,033	\$ -	\$ 758,033	79.7%
Miscellaneous Revenue	0	75	177	0.0	(177)	-	(177)	0.0
Sub-total : 3320 Residential Solid Waste	\$ 950,663	\$ 52,854	\$ 192,807	20.0%	\$ 757,856	\$ -	\$ 757,856	79.7%
3381 McConnell Center								
Miscellaneous Revenue	\$ 679,301	\$ 57,247	\$ 175,445	26.0%	\$ 503,856	\$ -	\$ 503,856	74.2%
Operating Transfers In	91,859	6,441	33,889	37.0	57,970	-	57,970	63.1
Sub-total : 3381 McConnell Center	\$ 771,160	\$ 63,688	\$ 209,335	27.0%	\$ 561,825	\$ -	\$ 561,825	72.9%
5300 Water Fund								
Charges for Services	\$ 4,315,199	\$ 640,009	\$ 906,036	21.0%	\$ 3,409,163	\$ -	\$ 3,409,163	79.0%
Miscellaneous Revenue	21,000	2,544	9,780	47.0	11,220	-	11,220	53.4
Sub-total : 5300 Water Fund	\$ 4,336,199	\$ 642,554	\$ 915,816	21.0%	\$ 3,420,383	\$ -	\$ 3,420,383	78.9%
5320 Sewer Fund								
Intergovernmental	\$ 46,742	\$ -	\$ 513,282	1098.0%	\$ (466,540)	\$ -	\$ (466,540)	-998.1%
Charges for Services	5,048,527	652,679	968,499	19.0	4,080,028	-	4,080,028	80.8
Miscellaneous Revenue	31,000	3,282	10,068	32.0	20,932	-	20,932	67.5
Other Financing Sources	1,013,139	-	895,220	88.0	117,919	-	117,919	11.6
Sub-total : 5320 Sewer Fund	\$ 6,139,408	\$ 655,960	\$ 2,387,068	39.0%	\$ 3,752,340	\$ -	\$ 3,752,340	61.1%
Total : REVENUES	\$ 99,692,278	\$ 3,447,372	\$ 7,524,952	8.0%	\$ 92,167,326	\$ (1,097)	\$ 92,168,424	92.5%



CITY MANAGER'S REPORT



OCTOBER 26, 2011

SUBMITTED BY:

J. MICHAEL JOYAL, JR.
CITY MANAGER

CITY OF
DOVER, NH

AVAILABLE ONLINE:

WWW.DOVER.NH.GOV

Dover Business & Industrial Development Authority Economic Development Overview

Dan Barufaldi

Sector Review

Retail: Retail sales continued to decline this month, as gasoline prices have both curtailed shopping trips and removed shopping dollars from pocket books. Gasoline prices have significantly receded off peak, averaging \$3.46 9/10 per gallon, and most recently have again begun to rise above that level. They continue to impinge on retail sales. The recent softening of the economy, manufacturing layoffs and the worldwide economic decline and default fears have caused retail activity to freeze. Unemployment and fear of unemployment remain as spending deterrents. Unemployment rates hovered minimally above and below projected levels locally while overall employment flat lined nationally. Dover unemployment decreased from 5.0% to 4.8.0% as national unemployment decreased to 9.1% from 9.3% the previous month.

Restaurants: Remain static at reduced levels.

Hotels/Motels: Remain Static at reduced levels.

Services: Financial services continue to improve as market volatility continues to drive investors to gold and cash and back again to commodities. Services connected to project work are off markedly. Cruise prices are down with reduced demand and a strengthening US Dollar vs. the Euro. European and Canadian travel to the US has continued to improve slightly with the strengthening Canadian Dollar. Software sales remain strong.

Construction: Some residential construction improvement is evident locally. Commercial activity exists, particularly in building rehab, but continues to be focused on bargain hunting. Financing continues to be a problem.

Manufacturing: Improved slightly nationally. New Hampshire manufacturing is experiencing a slight strengthening; electronic assembly and plastics production are experiencing feast and famine cycles; food manufacturing and electronic recycling are flat. New car sales have improved for US brands.

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. Dentists are experiencing a marked slowdown in elective procedures as dental costs remain high. New Hampshire has the highest dental fee rates in the U.S.

Commercial Real Estate Space: A large unused office space inventory continues to drive prices downward. The Cocheco Falls Millworks is now for sale with a potential buyer doing due diligence.

Local Business Retention Contacts

Real Estate Agents: Residential agents are experiencing 80% of their business in short sales and foreclosures. Financing and processing defaults through banks is a problem.

Developers/Builders: A lot of rehab of leasable office space, manufacturing, and warehouse space is underway. A new 65,000 sq. ft. distribution center building with 45,000 sq. ft. outside storage on Rt. 155 is being built by a resident Dover company, F.W. Webb.

Mills: The Cocheco Falls Mill has been placed on the market for \$7.2 million, a price reduction from the original \$8.1 million asking price. It is anticipated that upper floors would be rehabbed for residential use. A local developer is doing due diligence toward a purchase decision in December.

Downtown: A bar owner with two locations in Massachusetts has now moved into the Barn Tavern in Dover for a third location. It is now the Farm Restaurant. The new downtown metered parking deployment is freeing up curbside spots for business customers. Small business in Dover has been helped by the Downtown Merchants Promotion and Buy Local programs this Summer. 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 started in July, is ending in October, and includes 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 4-8 week period.

Unemployment

Dover: 4.8%
Portsmouth: 4.3%
Rochester: 5.7%
Somersworth: 5.7%
Manchester: 5.7%
Concord: 4.6%
New Hampshire: 5.2%
Maine :6.5%
Massachusetts: 7.0%
Rhode Island: 10.2%
Vermont: 5.4%

New England: 7.4%
U.S.: Currently at 9.1%.

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. Companies in Enterprise Park adding to their employment rosters are applying for the state BPT exemptions.

Training/ Compensation Incentive: The State of New Hampshire Department of Labor has initiated a new program compensating small companies to moderate size companies for up to 90% of wages for hiring and training new hires for extended periods.

Outreach/Attraction

Enterprise Park: Financing for new builds is difficult. Leased spaces are more cost effective at present. Certified Parts Warehouse is buying their building at Enterprise Park currently leased from DBIDA.

Industrial Park Drive: A Massachusetts company is currently looking for 10,000-12,000 sq. ft. of manufacturing/ warehouse/ office space in a stand -alone building in Dover. A local firm is looking for 2-5 acres in Dover to build a 6,000-12,000 sq. ft. manufacturing and assembly building.

Crosby Road Industrial Park: A paving company is looking to lease or sell their Crosby Rd. location building and property.

Sixth St: properties (5.5 acres) have sold to the Howard Dental Group for their new building.

Public Activities

Regional Business outreach Mtg. DRED * 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 2nd Tuesdays * City Council Meetings * Development Issues Meetings/Planning * TRC Meetings (2) * CIBOR Seacoast Marketing Meeting: Pease * Parking Lot Bid Meetings (3) * Land, Sea, Space Center Meeting * Strafford Regional Planning Meetings * NH Economic Trends Seminar * DBIDA Chair Meeting * Chamber Parking Meeting * Merchants Parking Issues Meeting * Waterfront Development Meeting * Merchants Promotional Program meetings (3) * Meetings with Realtors/ Developers / Banks (8) *

DBIDA Budget meetings * Economic Action of Dover production meetings (3) * NH Commissioners' Regional Outreach Meeting to Economic Developers

Office of General Legal Counsel Summary of Matters

Allan Krans

GENERAL SUMMARY OF MATTERS OF THE OFFICE OF GENERAL LEGAL COUNSEL

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: September 2011

- Assistance to the City Council: drafting/review of resolutions, and ordinance revisions; attendance at meetings;
- Assistance to the Community Services Department: public hearing request, wetland permit, unpaid rent issue,
- Assistance to the Planning Department: parking garage proposal
- Assistance to the Finance Department: employee conflicts
- Assistance to Police: retention of liability waivers
- Assistance to the City Manager: review of documents for signature; review of litigation; foreclosure lien, LGC issue, Revenuesense meetings
- 274 Matters opened year to date; 16 in September (total Matters 2010 were 207);
- 126 Documents reviewed year to date; 3 in September (total Documents reviewed 2010 were 103); Key Intended Outcome (KIO) is review of documents within three (3) days;

- 35 requests pursuant to RSA 91-A year to date; 2 in September (total requests 2010 were 57); 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: **McConnell Center**
Meeting Date: **Wednesday, October 5, 2011**
Meeting Time: **To follow Joint Fiscal Committee Meeting**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**

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

Also Present: City Manager Joyal, City Clerk Lavertu.

Absent: Councilor Ciotti.

5. **GOALS FOR THE CITY MANAGER**

Mayor Trefethen said he felt there should be fewer goals than last year so there would be more focus, and the goals should be more quantifiable instead of subjective. He said they would start with last year's list and then they'll work with the list the City Manager has recommended:

Councilor Hooper said her three priorities were the budget, communication, and overlooking of City staff.

Deputy Mayor Weston referred to #1 of last year's goals and said she wanted the City Manager to monitor the budget, warn the Council of trouble, and give the Council a mid-year forecast.

Councilor Hooper recommended the following goal: Present, explain, report, and make recommendations on the City's fiscal year budget.

Deputy Mayor Weston said she wanted to be informed where money is being pulled from when another area within the budget is running short.

Councilor Cheney said she wanted to be kept informed regarding problems with the budget.

City Manager Joyal recommended that the Council get their general thoughts out and he was taking notes that he will bring back to the Council.

Mayor Trefethen moved on to #2 of last year's goals.

Councilor Cheney said she liked receiving cost saving measures from the City Manager.

Councilor Cruikshank said she liked #7 from the City Manager's list.

Mayor Trefethen said the Council did not publicly give the City Manager guidance with the budget last year.

Councilor Cheney said she wanted to see a budget that was within the spending cap or lower.

Councilor Garrison said he felt the City Manager should present a budget that would be best for the City, and then suggest cuts to meet the tax cap.

Councilor Hooper said it was educational for the public to see what a budget looks like adheres to the tax cap, and then put things back in.

- Develop and present a proposed FY2013 budget in accordance with the tax cap and additionally provide options for cost adjustments according to guidance provided by the City Council.

There was Council consensus.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **McConnell Center**
Meeting Date: **Wednesday, October 5, 2011**
Meeting Time: **To follow Joint Fiscal Committee Meeting**

Councilor Hooper referred to #10 on the City Manager's list, and asked that it be discussed: "Complete the upgrade of broadcast capability in City Council Chambers to include enhanced video and audio along with improved presentation capabilities for board members and public audience prior to July 12, 2012"

Deputy Mayor Weston referred to #3 on last year's goals: Provide a brief summary of the proposed FY2013 budget for use by the public. She asked if he gave this out last year, and if it was needed.

City Manager Joyal said he didn't think it was required.

Mayor Trefethen said to removed #3 from last year's goals.

Mayor Trefethen continued to #4 of last year's list: "Continue to communicate with the community through hosting of periodic ward and neighborhood meetings such as quarterly Dover Discussions along with exploring new methods to increase interaction and participation by citizens in local governance and community forums." He recommended that it remain the same.

Mayor Trefethen continued to #5 of last year's goals: "Keep the City Council informed regarding community problems and actions taken." He felt the City Manager would do this without it being a goal.

Councilor Cheney asked about being responsive to a Councilor requests.

Mayor Trefethen said the City Manager works for the Council, and not one particular Councilor.

Mayor Trefethen said they were keeping this goal as written.

Mayor Trefethen continued to #6 of last year's goals: "Keep response time to citizen concerns reasonable and follow-up on what has been done by departments to meet their needs."

Councilor Nedelka said this goal tells the citizens that he's their City Manager as well, and should be responsive to them.

Mayor Trefethen said they were keeping this goal as written.

Mayor Trefethen continued to #7 of last year's goals: "Update Department Head goals and deliver to the City Council prior to delivering of the proposed FY 2013 budget."

Councilor Garrison said he didn't feel this goal was necessary.

City Manager Joyal said he would give it to the Council anyway.

Mayor Trefethen said they would remove this goal.

Mayor Trefethen continued to #8 of last year's goals: "Attend workshops and participate in other education opportunities to further continuing professional development." He suggested that it be changed to: The Council wants the City Manager to continue his education and professional development. He said the City Manager will tell the Council what that entailed.

Councilor Nedelka asked if they could add an hour amount; 40 hours.

City Manager Joyal said that was fine.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **McConnell Center**
Meeting Date: **Wednesday, October 5, 2011**
Meeting Time: **To follow Joint Fiscal Committee Meeting**

Mayor Trefethen moved on to Item #9 from last year's goals: "Develop a closer working relationship with the School Department and all other City Departments. Further explore and pursue opportunities where City and Schools can combine and/share services for the benefit of the community and report to the City Council."

Councilor Cheney recommended that they include other government agencies to improve cost efficiencies.

Mayor Trefethen suggested the language be changed to: Develop a closer working relationship with other governmental entities to achieve cost savings and efficiencies.

Councilor Nedelka said he wanted to keep the School specifically in the goal.

Mayor Trefethen agreed and suggested having two goals:

9. Developing a closer relationship with the School Department, and report to the City Council.

9a. Explore and pursue opportunities where the City can combine and/or share services with other government entities for the benefit of the community and report to the City Council.

Mayor Trefethen continued to Item #10 from last year's goals: "Support local businesses to aid in the community's economic growth by working in conjunction with local economic development groups and business organizations."

Mayor Trefethen said this item will remain as written.

Mayor Trefethen said Item #11 from last year's goals was addressed in Item #9 and 9a.

Mayor Trefethen said Item #12 from last year's goals was completed and should be changed to: Oversee and provide quarterly reports on the energy efficiency program.

Mayor Trefethen continued to Item #13 from last year's goals: "Complete the implementation of the new financial management system and review with various boards and commissions the availability of the new financial reports and formats for their use in advising regarding various City activities."

Councilor Cheney asked for more presentations, using the example of his presentation to the LGC.

City Manager Joyal said his suggested goal #4 would better address what Councilor Cheney was looking for.

Mayor Trefethen said they will remove Item #13 of last year's goals and insert the City Manager's suggested goal #4: "Prepare annual tax cap calculation and develop a five year municipal budget forecast to present prior to January 30, 2012 reflecting continuing budget efficiencies going into the FY2013 budget season."

Councilor Nedelka asked if the original goal of software implementation has been completed.

Mayor Trefethen asked if the software implementation can be completed over the next year.

City Manager Joyal said they couldn't complete the implementation, because there are several management modules that will take another two years. He said the major modules will be completed this year.

Mayor Trefethen asked the City Manager to identify the modules that will be completed.

Mayor Trefethen continued to Item #14 from last year's goals and recommended changing it to the City Manager's recommended goal #2: Update and post online the pavement management



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **McConnell Center**
Meeting Date: **Wednesday, October 5, 2011**
Meeting Time: **To follow Joint Fiscal Committee Meeting**

plan and 3 year pavement overlay schedule reflecting adjustments required by currently available funding levels prior to November 30, 2011.

Mayor Trefethen continued to Item #15, which was already addressed and changed to the City Manager's recommended goal #10, regarding upgrading the broadcast capability.

Mayor Trefethen continued to Item #16 from last year's goals and recommended changing it to the City Manager's recommended goal #5: "Continue to pursue permitting and development of public water supply in conjunction with water control issues at Willand Pond and provide regular quarterly updates to the City Council beginning February, 2012."

There was consensus to have this as a goal.

Mayor Trefethen discussed #1 from the City Manager's recommended list: "Develop and present a proposed six-year CIP program that conforms with the adopted financial policies and seeks to maintain new debt service requirements at or below the amount being retired each year. Present prior to October 31, 2011."

There was consensus to have this as a goal.

Mayor Trefethen discussed #3 from the City Manager's recommended list: "Develop and deliver during December, 2011 an orientation program for incoming 2012-2013 City Council members. Seek to coordinate and provide joint sessions with incoming School Board members for overlapping information needs."

There was consensus to have this as a goal.

Mayor Trefethen discussed #6 from the City Manager's recommended list, and said it was covered earlier.

Mayor Trefethen discussed #8 from the City Manager's recommended list: "Investigate and pursue implementation of ATM machines in various municipal buildings and provide ability for citizens to utilize credit cards for completing various municipal transactions both on-line and in person at service locations. Implementation plan to be presented to City Council prior to May 31, 2012."

There was consensus to have this as a goal.

Mayor Trefethen discussed #9 from the City Manager's recommended list: "Develop and present prior to July 1, 2012 a comprehensive fleet replacement program including a multi-year schedule for all rolling stock utilized by municipal departments in conjunction with CIP."

Councilor Nedelka ask that this include the School.

City Manager Joyal said he will look into that.

Mayor Trefethen asked the City Manager to create a new list of his goals and send them to the Council. He said they will schedule an additional workshop to do some wordsmithing, and then it will come before the Council as a resolution.

Mayor Trefethen they will schedule the workshop for 6:00 pm on October 19, 2011.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **McConnell Center**
Meeting Date: **Wednesday, October 5, 2011**
Meeting Time: **To follow Joint Fiscal Committee Meeting**

10. CITIZEN'S FORUM

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

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

11. ADJOURNMENT

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

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, October 12, 2011**
Meeting Time: **7:00pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Hooper led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Trefethen, Deputy Mayor Weston, Councilor Carrier, Councilor Cheney, Councilor Ciotti, Councilor Cruikshank, Councilor Garrison, and Councilor Hooper.

Absent: Councilor Nedelka.

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

5. PROCLAMATIONS/AWARDS – None

6. APPROVAL OF AGENDA

Councilor Garrison moved to add the Dover Pool Advisory Committee Report; seconded by Councilor Cruikshank.

Vote: 8/0.

Councilor Hooper moved to add the School Board Report; seconded by Councilor Ciotti.

Vote: 8/0.

Deputy Mayor Weston moved to approve the agenda as amended; seconded by Councilor Cruikshank.

Vote: 8/0.

7. PUBLIC HEARINGS

A. CHAPTER 166, VEHICLES AND TRAFFIC: OLD ROCHESTER ROAD STOP SIGNS SPONSORED BY DEPUTY MAYOR WESTON

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

B. B12011 AWARD OF APPELVALE INFRASTRUCTURE IMPROVEMENT PROJECT (REQUIRES A 2/3 MAJORITY VOTE) SPONSORED BY MAYOR TREFETHEN BY REQUEST

Raymond Schwendeman, 8 Newport Road: He spoke about the project and the sidewalks. He said they were not necessary and a cosmetic step that the area could live without. He said they were told that there would be another meeting and that hasn't happened.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, October 12, 2011**
Meeting Time: **7:00pm**

Donald Medbery, 3 Covered Bridge Lane: He spoke about the project costing a lot of money, and his belief that the contractor should not be allowed to subcontract the job without the City's approval.

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

**C. FISCAL YEAR 2012 BUDGET ADJUSTMENT 1
(REQUIRES A 2/3 MAJORITY VOTE)
SPONSORED BY MAYOR TREFETHEN BY REQUEST**

Mayor Trefethen, seeing no one 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.

Mayor Trefethen, before opening the Citizen's Forum, said this was not an opportunity for campaign speeches.

Councilor Cheney said it was not the Council Rules that they can't say they are a candidate for Council.

Mayor Trefethen agreed with Councilor Cheney. He said it was the will of the Council that the campaign speeches are not allowed during the Citizen's Forum.

Mary Hebbard, 97 Spruce Lane, Candidate for Mayor: She spoke about Deputy Mayor Weston's resolution regarding the LGC Healthtrust. She spoke about meeting with Secretary of State Gardner. She told Deputy Mayor Weston to withdraw the resolution from the agenda.

Richard Hebbard, 97 Spruce Lane, Candidate for Ward 4 Council: He spoke about the LGC Healthtrust resolution, and the belief that the City employees don't have health insurance coverage.

Donald Andolina, 59 Littleworth Road, District 6 State Representative: He spoke about the passing of HB654, which would require the New Hampshire Retirement System overpayments to be credited to cities and towns. He spoke about SB91, automatic fire suppression. He spoke about HB109, Planning Boards requiring fire suppression in 1- or 2-family residents.

Donald Medbery, 3 Covered Bridge Lane: He spoke about his meeting with the Secretary of State. He said the issue with the LGC is serious and will be getting worse. He told the citizen's to pay attention to the Federal Water Run-off Act. He said if the City Hall needs a 4-day work week, then it should be Wednesday that the City Hall is closed. He also felt the City should get rid of the parking meters.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, October 12, 2011**
Meeting Time: **7:00pm**

David Scott, 220 Back Road: He spoke about the proposed change to the tax cap. He spoke about the lack of action in getting the refund from the LGC. He spoke against the parking meters and the revenue not covering the salaries for the six new employees. He spoke about closing the City Hall offices on Fridays. He spoke about the new tax for rain falling on roofs and driveways. He asked if the citizens understood the City Manager's raise which jumped from \$116,000 to \$126,000. He spoke about not receiving tax bills before the November election. He spoke about money being borrowed for aesthetics in the Applevale area. He hoped the citizens will vote on November 8th.

Richard Callaghan, 32 Horne Street: He asked the Council to correct the September 28th minutes; his wife's name is Charlene. He spoke in favor of the Willand Pond Hockey Tournament, and asked for the Council's support for the resolution.

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

9. CITY MANAGER'S REPORT

City Manager Joyal said his report was delivered to the Councilors' mailbox this morning. He spoke about the Jenny Thompson Bathhouse renovation being underway and should be completed by the end of the year. He spoke about the New Hampshire primary date not being set, and asked for volunteers to get in touch with the City Clerk to offer to work at the polling places on election day. He spoke about attending the Dover Coalition of Youth meeting with Superintendent Briggs Badger, where Dover was named one of the 100 Best Places for Young People.

Mayor Trefethen asked about the status of the Applevale project and a second meeting area residents.

Community Services Director Steele said they held two neighborhood meetings regarding the Applevale project. He said the question regarding sidewalks was addressed with about a 50/50 response. He said sidewalks were recommended for Hawthorn and Middlebrook. He said Newport connects Hawthorn to Middlebrook, which created the looping effect recommended in the City's Master Plan. He said another meeting will be scheduled this Fall to update the residents. He addressed Deputy Mayor Weston's question regarding travel lanes on Newport. Councilor Hooper asked the City Manager to address the LGC health insurance issue.

City Manager Joyal said LGC meeting with the Secretary of State are being scheduled. He referred to the resolution sponsored by Deputy Mayor Weston. He first stated that the City does provide health insurance for its employees as required by contract. He referred to previous resolutions regarding employee contracts that provided health insurance. He said statements made during the Citizen's Forum were not factual. He said there are two separate insurance trusts that the City is involved in, and felt this might have caused the confusion.

Mayor Trefethen asked the City Manager to give a status on meeting with the State to set the tax rate.

City Manager Joyal said the information has been submitted to the State and the City is waiting for an appointment with the Department of Revenue Administration (DRA) where the tax rate will be set, and then tax bills will be processed and mailed.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, October 12, 2011**
Meeting Time: **7:00pm**

Mayor Trefethen asked the City Manager if he still expected to have the tax bills out before the election.

City Manager Joyal said he expects that to be the case, but he is still waiting to meet with the DRA.

Councilor Cheney asked for an explanation on the funds the City will be receiving from the State for the New Hampshire Retirement System.

City Manager Joyal explained that the City will be receiving funds from the State that wasn't budgeted for.

Councilor Cheney asked about the old tax cap and new tax cap language being on the website.

City Manager Joyal said both are available on the website.

Councilor Cheney asked about the ballot and the order of the questions.

Mayor Trefethen said Question 1 was about the Ward Boundaries, and Question 2 was the proposed tax cap amendment.

Councilor Cheney asked if they were voting on approving the City Manager's written report, because she hasn't had a chance to read it.

Mayor Trefethen said they could vote on the two City Manager's written reports at the October 26, 2011 Council meeting.

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

Vote: 8/0.

10. APPROVAL OF MINUTES

A. September 28, 2011 – Regular Session

Deputy Mayor Weston moved for the approval of the Minutes; seconded by Councilor Cheney. Councilor Cheney referred to Page 1 of 6, and moved to change the name from Howard Tuttle to Edward Ely; seconded by Councilor Cruikshank.

Vote: 8/0.

Councilor Cheney referred to Page 6 of 6, and moved to change the name again from Howard Tuttle to Edward Ely; seconded by Councilor Hooper.

Vote: 8/0.

Deputy Mayor Weston referred to Page 2 of 6, and moved the change the name Sharon Callaghan to Charlene Callaghan; seconded by Councilor Cruikshank.

Vote: 8/0.

Deputy Mayor Weston moved to accept the minutes as amended; seconded by Councilor Cruikshank.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, October 12, 2011**
Meeting Time: **7:00pm**

11. MAYOR'S REPORT

Mayor Trefethen said he attended the Dover Business and Industrial Development Authority (DBIDA) meeting. He said they are discussing negotiations on potential real estate issues and parking. He attended Apple Harvest Day.

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

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 166, VEHICLES AND TRAFFIC: OLD ROCHESTER ROAD STOP SIGNS

SPONSORED BY DEPUTY MAYOR WESTON

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

Deputy Mayor Weston gave an overview of this intersection and number of accidents, which prompted this temporary change to put in a 4-way stop sign until a traffic light can be put in.

Councilor Cheney said she would not be supporting this ordinance.

Councilor Carrier said he had concerns and would not be supporting this ordinance.

Deputy Mayor Weston said there would no change in turning traffic. She said Planning, Engineering and Community Services have looked at it, and recommend it.

Councilor Garrison asked which year of the CIP the traffic light is slotted to be put in.

Deputy Mayor Weston said she isn't sure, but should be in the CIP presentation workshop next week.

Councilor Garrison asked about the cost.

City Manager Joyal said the cost may be as high as \$200,000 to \$500,000.

Councilor Garrison asked about adding flashing lights to the stop sign until other traffic control measures can be put in place.

City Manager Joyal said he wasn't sure.

Councilor Ciotti said there was a flashing light there for many years, but it was removed when the intersection was renovated.

Deputy Mayor Weston said they are looking at grant money.

City Manager Joyal said they would submit an application for a grant from the State's Transportation Improvement Program (TIP).

Councilor Cheney said the input she has received from citizens is for there not to be a stop sign. She said she would support a flashing light.

Councilor Garrison moved to table this ordinance to October 26, 2011; seconded by Councilor Hooper.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, October 12, 2011**
Meeting Time: **7:00pm**

B. ORDINANCES IN THE 3rd READING – None

C. RESOLUTIONS

1. B12011 AWARD OF APPEVALE INFRASTRUCTURE IMPROVEMENT PROJECT (REQUIRES A 2/3 MAJORITY VOTE) SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Weston moved for its adoption; seconded by Councilor Ciotti.
City Manager Joyal asked the Council to amend the resolution to split the question. He said the City Charter has a provision regarding reprogramming bond funds, and the vote must wait three days after the Public Hearing which was held tonight. He said the contractor is ready to start the project, and he is asking the Council to approve the award of bid, using funds from the Streets and Sidewalk Improvement funds. He said at the next meeting the Council will vote on reprogramming the bond funds.
Councilor Garrison moved to amend the resolution to award the bid, using the funds from the current bond fund for this project and funds from the Streets and Sidewalk Improvements funds, with a subsequent resolution on reprogramming bond funds; seconded by Councilor Hooper.
Councilor Cheney said she would not support the resolution.
Mayor Trefethen gave an overview of the project to the Council. He said he would be supporting this amended resolution and the reprogramming of funds resolution at the next meeting.
Councilor Carrier asked about renovating of the Applevale playground at the same time.
Mayor Trefethen asked for a roll call vote on the amended resolution.
Roll Call Vote: 7/1; Passed. Councilor Cheney was opposed.

2. FISCAL YEAR 2012 BUDGET ADJUSTMENT 1 (REQUIRES A 2/3 MAJORITY VOTE) SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Weston moved for its adoption; seconded by Councilor Ciotti.
Mayor Trefethen said the resolution should be numbered 12.C.2.
City Manager Joyal gave an overview of this resolution to the Council.
Roll Call Vote: 8/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – Stimilon International, LLC**
- 2. RESOLUTION: B12001 HVAC EQUIPMENT MAINTENANCE AND REPAIR SERVICES
SPONSORED BY MAYOR TREFETHEN 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, October 12, 2011**
 Meeting Time: **7:00pm**

3. RESOLUTION: B12015 FOR SEGREGATION AND RECYCLING OF CONSTRUCTION DEBRIS AND DEMOLITION WASTE
 SPONSORED BY MAYOR TREFETHEN BY REQUEST

COMMITTEE REPORTS

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

Deputy Mayor Weston moved for the acceptance of the Consent Calendar; seconded by Councilor Hooper.

Mayor Trefethen asked the Council if they had items they would like to pull for further discussion. Councilor Hooper asked to pull the School Board Report.

Councilor Garrison asked to pull the Dover Pool Advisory Committee Report.

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

Vote: 8/0.

Councilor Hooper gave an overview on the School Board Report.

Councilor Cruikshank moved to accept the School Board Report; seconded by Councilor Carrier.

Vote: 8/0.

Councilor Garrison gave an overview on the Dover Pool Advisory Committee Report.

Councilor Cruikshank moved to accept the Dover Pool Advisory Committee Report; seconded by Councilor Carrier.

Vote: 8/0.

B. RESOLUTIONS

1. LICENSE FOR 2012 POND HOCKEY TOURNAMENT
 SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Weston moved for its adoption; seconded by Councilor Cruikshank. Recreation Director Gary Bannon gave an overview of this resolution to the Council.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, October 12, 2011**
Meeting Time: **7:00pm**

2. MERIT PLAN – CLASSIFICATION AND PAY PLAN SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Weston moved for its adoption; seconded by Councilor Ciotti.
Mayor Trefethen gave an overview of the change to the Merit Plan.
Roll Call Vote: 8/0.

3. HEALTHTRUST PROGRAM SPONSORED BY DEPUTY MAYOR WESTON

Deputy Mayor Weston moved for its adoption; seconded by Councilor Cruikshank.
Deputy Mayor Weston said she disagreed with the podium speaker during Citizen's Forum. She said the intent of this resolution was to bring the City into compliance. She said she asked the speaker to meet with her and she declined. She gave an overview to the reasoning behind the need for this resolution.

Mayor Trefethen referred to the Ordinance on Purchasing, and asked the City Manager if there was a provision for single source that do not need to go out to bid.

City Manager Joyal referred to Chapter 3-29F, exceptions to competitive bidding with sole purchases. He explained why Healthtrust is a single source, and isn't required to go out to bid.

Deputy Mayor Weston said she had heard of other companies that would offer a like program. She said the City needs to go out to bid for health insurance.

Councilor Cheney said she had a friendly amendment to the resolution to remove that the Council approves the participation with the Local Government Center (LGC) as of January 1, 2008.

There was no second.

Councilor Cheney said she also felt the contract wasn't legitimate because it is with a different company. She said it should have come before the Council in 2008.

Mayor Trefethen asked the General Legal Counselor to weigh in on the assertions that the Council was supposed to approve the contract in 2008.

General Legal Counselor Krans said he wasn't aware of the 1995 resolution, and he would have taken that into consideration.

Councilor Cruikshank asked if the Council was aware of the new contract in 2008, even though they weren't approving it.

City Manager Joyal said the Council was aware that the City had obligations to provide insurance, but he can't say they were aware that he signed the contract.

Councilor Cruikshank said she didn't support this resolution. She spoke about the reprehensible comments from the Citizen's Forum speakers.

General Legal Counselor Krans said this resolution was a legal practice to ratify a contract.

Councilor Cheney asked what would happen if this resolution is not passed tonight.

City Manager Joyal said the resolution adoption by a prior City Council, which gave the City Manager the authorization to sign contracts for health insurance, was still in effect.

He explained to the Council that they have brought other health insurance options to the negotiating table with the employees and they have been soundly rejected.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, October 12, 2011**
Meeting Time: **7:00pm**

Councilor Hooper moved to call the question; seconded by Councilor Cruikshank.
Mayor Trefethen asked for a vote to call the question.
Vote: 6/2; Passed. Deputy Mayor Weston and Councilor Cheney were opposed.
Roll Call Vote: 2/6; Failed. Deputy Mayor Weston and Councilor Cheney voted in favor.

**4. AWARD OF ADDITIONAL SCOPE OF SERVICES B09052 WWTP SLUDGE
DEWATERING UPGRADE DESIGN SERVICES
SPONSORED BY MAYOR TREFETHEN BY REQUEST**

Deputy Mayor Weston moved for its adoption; seconded by Councilor Ciotti.
Roll Call Vote: 8/0.

**5. TELECOMMUNICATIONS SERVICES – SWITCH UPGRADE
SPONSORED BY MAYOR TREFETHEN BY REQUEST**

Deputy Mayor Weston moved for its adoption; seconded by Councilor Cruikshank.
Roll Call Vote: 8/0.

C. ORDINANCES IN 1ST READING

**1. CHAPTER 166, VEHICLES AND TRAFFIC TRAKY STREET TURNING
RESTRICTION
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 26, 2011)
SPONSORED BY DEPUTY MAYOR WESTON**

Deputy Mayor Weston moved to refer to a public hearing on October 26, 2011; seconded
by Councilor Cruikshank.
Vote: 8/0.

14. COUNCIL CORRESPONDENCE

A. Letter from Edward Ely, dated September 18, 2011.

Deputy Mayor Weston moved to accept the correspondence and placed on file; seconded by
Councilor Cheney.
Vote: 8/0.

15. COUNCIL MATTERS OF INTEREST

Councilor Cheney spoke about the LGC investigation.
Councilor Carrier said it was a current ongoing investigation.
Councilor Ciotti asked the City Manager to clarify the issue brought up during Citizen's Forum that
the employees don't have health insurance.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Wednesday, October 12, 2011**
Meeting Time: **7:00pm**

City Manager Joyal said City employees currently receive health insurance through the HealthTrust insurance pool. He spoke about the LGC investigation and what problems might arise if health insurance coverage evaporates.

Councilor Cheney spoke about the call to question by Councilor Hooper. She said the LGC is a huge issue and said the silence and closed discussion is upsetting.

Mayor Trefethen said he wasn't trying to suppress any discussion, but had an issue when it was being discussed during the City Manager's Report. He spoke about the employees having health insurance. He spoke about the Council getting and discussing the Secretary of State's report on the investigation.

Deputy Mayor Weston said she was disappointed her resolution didn't pass tonight. She really felt there was a possibility to get better health insurance for the employees that would save money for both the City and employees.

16. ADJOURNMENT

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

Vote: 8/0.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2011.10.12 – 13**
Ordinance Title: **Trakey Street Turning Restriction**
Chapter: Chapter 166, Vehicles and Traffic

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 166, entitled “Vehicles and Traffic” by restricting left turns entering Trakey Street from each end.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-49 SCHEDULE B: “Prohibited Turns at Intersections” as follows:

THE FOLLOWING ARE ADDED:

STREET:

CENTRAL AVENUE

LOCUST STREET

DIRECTION OF TRAVEL/ INTERSECTION:

**NORTH AT THE INTERSECTION WITH
TRAKEY STREET**

**SOUTH AT THE INTERSECTION WITH
TRAKEY STREET**

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Deputy Mayor Karen Weston
Approved for Legal Compliance:	Allan B. Krans, Sr. General Legal Counsel		
Recorded by:	Karen Lavertu City Clerk		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2011.10.12 – 13**
Ordinance Title: **Trakey Street Turning Restriction**
Chapter: Chapter 166, Vehicles and Traffic

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Dean Trefethen		
Deputy Mayor Karen Weston		
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 Dennis Ciotti, At Large		
Total Votes:		
Resolution does does not pass.		

ORDINANCE BACKGROUND MATERIAL:

This ordinance revision was recommended by the Transportation Advisory Commission at its September 26, 2011 meeting following a discussion of traffic calming strategies and input from a number of Trakey Street residents.

Trakey Street is slightly less than 500' in length and connects Locust Street to Central Avenue in the area north of CARE Pharmacy and south of St. Joseph's Church. The police department conducted a traffic count from July 26 to August 2, 2011. Over the seven day period, average daily traffic volume was 855 cars, split fairly evenly between each direction of travel. Average speed was recorded at 19 mph, and 85th percentile speed was 25 mph. Nearly all traffic using Trakey Street is classified as "thru" traffic.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.B.1.

Ordinance Number: **O – 2011.09.28 – 12**
Ordinance Title: **Old Rochester Road Stop Signs**
Chapter: **Chapter 166, Vehicles and Traffic**

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 166, entitled “Vehicles and Traffic” by changing the intersection of Old Rochester and Long Hill Roads from a two-way to a four-way stop.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-50 SCHEDULE C: “Stop Intersections” as follows:

THE FOLLOWING IS ADDED:

STOP SIGN ON:

OLD ROCHESTER ROAD

AT INTERSECTION OF:

LONG HILL ROAD

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Deputy Mayor Karen Weston
Approved for Legal Compliance:	Allan B. Krans, Sr. General Legal Counsel		
Recorded by:	Karen Lavertu City Clerk		

DOCUMENT HISTORY:

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.B.1.

Ordinance Number: **O – 2011.09.28 – 12**
Ordinance Title: **Old Rochester Road Stop Signs**
Chapter: **Chapter 166, Vehicles and Traffic**

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Dean Trefethen		
Deputy Mayor Karen Weston		
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 Dennis Ciotti, At Large		
Total Votes:		
Resolution does does not pass.		

ORDINANCE BACKGROUND MATERIAL:

This ordinance revision was endorsed by the Transportation Advisory Commission at its August 22, 2011 meeting following a recommendation of the Engineering, Planning and Police Departments.

The TAC has considered safety concerns, including recent crash statistics, pertaining to this four-way intersection. The Long Hill Road approaches are already governed by stop signs.

Section 2B.07 (Multi-Way Stop Applications) of the Manual of Uniform Traffic Control Devices indicates that when traffic control signals are justified, the multi-way stop may be used as an interim measure while arrangements are being made for signal installation. According to the Planning Department, traffic signal warrants are already met at this intersection and were recognized by the NH Department of Transportation during their engineering studies associated with the signal installation at New Rochester (Route 108) and Long Hill Road. Funding for a traffic signal at Old Rochester and Long Hill Roads has been added to the Capital Improvements Plan.

The estimated cost for implementation is between \$550 and \$650.

**OLD ROCHESTER @ LONG HILL ROAD INTERSECTION CRASHES
DOVER POLICE DEPARTMENT**

January 1, 2010 - October 14, 2011

	Date	DPD case#	Hour of Day	Day of Week	Crash Type	# Veh	Severity	Towed?	Weather / Surface	Direction of Travel (ex: EB = Eastbound)
1	7/14/2010	10012740	1200	Tue	Angle	2	Injury	Yes	Rain	WB v. NB
2	8/15/2010	10015063	0900	Sun	Angle	2	Property	Yes	Clear	WB v. NB
3	9/4/2010	10016597	1400	Sat	Angle	2	Property	Yes	Clear	EB v. NB, one then strikes hydrant NE corner
4	1/4/2011	11000236	1300	Tue	Rear End	2	Injury	No	Clear	Both WB @ stop sign
5	2/19/2011	11002362	1400	Sat	Angle	2	Injury	Yes	Clear	WB v. NB
6	3/29/2011	11005429	0700	Tue	Angle	2	Property	Yes	Clear	WB v. SB
7	5/25/2011	11009525	1500	Wed	Angle	2	Injury	Yes	Clear	WB v. SB
8	5/30/2011	11009982	1100	Mon	Angle	2	Property	Yes	Clear	WB v. SB
9	6/27/2011	11012590	1500	Mon	Angle	2	Injury	Yes	Clear	EB v. SB
10	9/2/2011	11018934	2000	Fri	Angle	3	Property	Yes	Clear	WB v. SB which then strikes stopped EB veh
11	10/10/2011	11022200	1200	Mon	Angle	2	Injury	Yes	Clear	EB v. NB

Long Hill Road is east/west
Old Rochester Road is north/south

Prepared by: Sgt. Marn Speidel

ATTN: SUSAN
516-6666

CITY OF DOVER

11 SEP 27 PM 4: 33



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Bethany Christian Services non-profit
Federal Tax ID number for Organization: 38-1405282 501c3
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Cindy Thomas Day Time Telephone: 603-242-988-8959
Address: PO Box 320, Candia NH 03034 Email Address: cthomas@bethany.org

Purpose of Permit: _____

Date of Event: _____ Specific Time: _____

Location of Event: _____

(Raffle Permit only) Bicycle Tickets to be sold at Apple Harvest Day
Prize(s) To Be Awarded: booth and Love The Children Walk (Oct 22) (Oct 1)

Amount of Donation: for \$5.00 Date of Drawing: 10-22-11 Specific Time: Approx. 11:30am

Place of Drawing: Henry Law Park at Love The Children Walk Event

* 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://doi.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

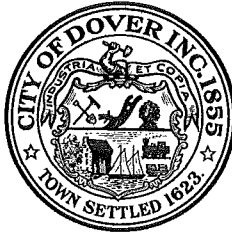
***NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

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: Cindy Thomas Date: 9-27-11

Licensing Board approval [Signature] Date: 9/27/11
Revised 03/17/08

* Note: Parade + raffle permit already approved for Love The Children Walk Event raffle/drawing This is to cover bicycle drawing + Apple H. Jay booth



RECEIVED
DOVER CITY CLERK
DOVER, NH

APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

2011 OCT -3 P 1:56

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: OUR HOUSE FOR GIRLS

Federal Tax ID number for Organization: 02-0328076

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

Contact Person: SUSAN KWALLEE Day Time Telephone: 742-2963

Address: 576 CENTRAL AVE Email Address ourhouseinc@comcast.net

Purpose of Permit: HOST RAFFLE AT CHARITY FUNDRAISER

Date of Event: 10-20-11 Specific Time: 6-9 PM

Location of Event: THE CENTRAL WAVE RESTAURANT

(Raffle Permit only)
Prize (s) To Be Awarded: BASKETS OF CIGARS, GIFT CERTS. / CHOCOLATE

Amount of Donation: \$5 each Date of Drawing: 10-20-11 Specific Time: 8 PM

Place of Drawing: THE CENTRAL WAVE RESTAURANT

* 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: Susan Kwallee Date: 9-23-11

Licensing Board approval [Signature] Date: 10/7/11
Revised 03/17/08

Registered with
NH Attorney General's
Charitable Trusts Unit.
[Signature]



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2011.03.23 – 148**

Resolution Re: Award of Contract Ambulance Billing Services with Comstar

WHEREAS: Requests for Proposal were issued and received for Ambulance Billing and Collection Services by the Seacoast Fire Officers Mutual Aid District which is a municipal agency on August 26, 2011 @ 4:00pm; and

WHEREAS: Five proposals were received with the proposal deemed most advantageous being submitted by Comstar of Rowley, MA with compensation for services rendered at 5% of receivables collected. The City of Dover has retained this vendor since 2004 with great success; and

WHEREAS: Said 5% will be netted out against revenues received for ambulances services provided and actual collections. Comstar is offering three (3) year agreement.

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

Per 3-29 I of the Dover Purchasing Code purchase may be made through State of NH, other governmental agencies or cooperative groups. The Purchasing Agent is hereby authorized to issue a Purchase Order to Comstar of Rowley, MA for Ambulance Billing and Collection Services to be funded by charging collection expenses against ambulance revenue.

Financing			
Account	Description	Appropriation	Balance
1000.1.220.42210.3425.00.0000	F&R Admin Ambl Svs	889,400.00	569,705.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2011.03.23 – 148**

Resolution Re: Award of Contract Ambulance Billing Services with Comstar

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Dean Trefethen		
Deputy Mayor, Karen Weston, 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 Dennis Ciotti , At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2011.03.23 – 148**
 Resolution Re: Award of Contract Ambulance Billing Services with Comstar

RESOLUTION BACKGROUND MATERIAL:

The City of Dover has contracted with Comstar Ambulance Billing Service in 2004 to submit ambulance billing on our behalf to insurance companies, Medicare, Medicaid and clients. We chose Comstar through RFB #B05022 and after a comprehensive search of several companies that provide this service. This vendor has accepted our practice of having all actual money and checks go through the city's lockbox banking system so they never have access to the funds, they only receive photocopies of the payments. Additionally, Comstar staff is exceedingly committed to staying on top of the vastly changing laws regarding ambulance billing and has offered resources that we as a department would not have access to.

We have had absolutely no citizen complaints about Comstar Billing Services. We have received calls commenting on how quickly, professionally and personably the Comstar staff has resolved minor issues for our citizens.

In August 2011 the Seacoast Chief Fire Officers Mutual Aid District solicited request for proposals and the proposal most advantageous to the City of Dover was submitted by Comstar Billing. Comstar bills us monthly for 5% of the funds received by Dover Fire & Rescue during that month. There are dozens of municipalities in our area using Comstar Billing Service, which also helps in capturing the maximum amount of paramedic intercept dollars.

Fy11 expenditures to Comstar were \$58,942.29.

Comstar of Rowley Ma	Apollo Heath of NJ	RMK Holdings of IL	Q-Max Inc of TX	NE Medical Billing of MA
5%	5.5%-6%	5.6%	4.5%	5.75%

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	NA	Number of Responses:	5
Warranty:	na	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	3 yr	Estimated Delivery:	As needed
Recommended Award to:	Comstar	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2011.10.26 – 149**
Resolution Re: **Reprogramming Unexpended Bond Proceeds for Water Fund portion of Applevale Infrastructure Improvement Project**

WHEREAS: Request for bid B12011 was requested and received for the Applevale Area Infrastructure Improvement Project on September 15, 2011 @ 2:30pm; and seven bid replies were received and low bid meeting specifications was submitted by SUR Construction in the amount of \$3,019,060.00. The objective of this project is to accomplish road and utility reconstruction of the Applevale area; and

WHEREAS: The city has identified certain CIP projects have been completed under budget and therefore there are unexpended bond proceed to be utilized toward other CIP projects; and The City Council desires to effectively use unexpended bond proceeds;

WHEREAS: The City Council, in accordance with City Charter provision C6-14 held a public hearing on October 12, 2011 to accept comment on reprogramming of unexpended bond proceeds for the Water Fund portion of the Applevale Area Infrastructure Improvement Project; and

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

The City Council approves reprogramming bond proceeds of \$185,014.49 from the Water Main Rte 9 Bridge project (\$134,414.49) and General Water Main Replacement project (\$50,600.00) to the Water Fund portion of the Applevale Area Infrastructure Improvements Project as follows:

ACCOUNT	DESCRIPTION	APPROPRIATION	AVAIL. BOND PROCEEDS	AMT RE - PROGRAMMED
5300.1.300.43320.4757.03541.10.700	Water Main Rte 9 Bridge	\$300,000.00	\$134,414.49	(\$134,414.49)
5300.1.300.43320.4757.03579.10.700	Water Main Applevale			\$134,414.49
5300.1.300.43320.4757.03531.11.700	Gen Water Main Replacement	\$100,000.00	\$50,600.00	(\$50,600.00)
5300.1.300.43320.4757.03579.11.700	Water Main Applevale			\$50,600.00

In accordance with NH Municipal Finance Act, RSA33 and City Charter Provisions C6-6 and C6-14 a **PUBLIC HEARING IS REQUIRED** for this resolution. The **PUBLIC HEARING** was held on October 12, 2011. This resolution must be approved by a 2/3 majority vote of the city council.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2011.10.26 – 149**
Resolution Re: **Reprogramming Unexpended Bond Proceeds for Water Fund portion of Applevale Infrastructure Improvement Project**

RESOLUTION BACKGROUND MATERIAL:

The objective of the Applevale Area Infrastructure Improvement project is to accomplish road and utility reconstruction on the following streets: Hawthorne Road, Middle Brook Road, Newport Avenue, Kent Street, Applevale Drive, Winston Avenue, Salem Avenue, Stark Avenue. The work consists of new gravels, pavement, granite curbs, concrete sidewalks, pavement markings, replacement of existing drainage systems, repair and replacement of components of the existing sewer system, and repair and replacement of components of the existing water systems including hydrants and water services.

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

The City has reviewed CIP project authorizations and has identified certain CIP projects that have unexpended bond proceeds that will not be utilized and can be use towards other CIP projects. Presently there is \$134,414.49 of unexpended bond proceeds for Water Main Rte 9 Bridge project and there is \$50,600.00 of unexpended bond proceeds for General Water Main Replacement project that will be reprogrammed to the Applevale Area Infrastructure Improvements Project.

This resolution proposes to effectively use unexpended bond proceeds for the Applevale Area Infrastructure Improvements Project. This resolution will not increase appropriations or the amount of existing debt obligations of the City.

This resolution had a public hearing on October 12, 2011.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2011.10.26 – 150**
Resolution Re: B12016 –Award of bid for North End Pressure Zone
Contract 3- Booster Pumping Station

WHEREAS: Sealed Requests for bid B12016 was issued for the construction of a booster pump station for the North End Pressure Zone Water Storage project and was received October 4, 2011 at 2:00 PM; and

WHEREAS: A prebid meeting was held 9/21/2011. Seven (7) bid replies were received with low bid and bid deemed most advantageous to the city being received from Apex Construction Inc of Rochester NH in the amount of \$689,100.00 and

WHEREAS: The work includes a concrete masonry unit building 28' x 32' valves and gauges, pump controls including VFD's, a PLC and SCADA RTU, a natural gas powered generator, backfeed power from generator and new service connection to existing water treatment plant, site work including paving, installation of storm drains and connection to the existing water distribution system.

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 Apex Construction Inc given the bid amount of \$689,100.00 and corresponding rates provided in conjunction with B12016. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03547.12	FY12 NEPZ Water Improvements	2,000,000.00	1,066,373.46

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
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.2.

Resolution Number: **R - 2011.10.26 – 150**
Resolution Re: B12016 –Award of bid for North End Pressure Zone
Contract 3- Booster Pumping Station

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Dean Trefethen		
Deputy Mayor, Karen Weston, 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 – vacant - , At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2011.10.26 – 150**
 Resolution Re: B12016 –Award of bid for North End Pressure Zone
 Contract 3- Booster Pumping Station

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested Sealed Bids for the construction of the North End Pressure Zone Contract #3 Booster Pump Station. This is the third contract for the NEPZ work with contract 1 being water transmission mains and contract 2 the water storage tank with both being passed by council earlier this year.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	190	Number of Responses:	7
Warranty:	manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	For contract term	Estimated Delivery:	2012
Recommended Award to:	Apex Construction Inc	Fund:	CIP
Other Approvals Required:	Yes state revolving loan fund.	References Checked:	Satisfactory
Previously Worked for City:	no	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Vendor List

Aggregate Recycling Corp AHN Landscaping & Excavation American Flagging and Traffic Andrews Construction Co. Inc. Arthur Hartford Construction ARTT Remodeling and Property Atlantic Excavating, LLC Barrett Drilling and Blasting Barron Brothers Development, Bell & Flynn, Inc. Bob Sherwood Landscape Brian Turgeon Excavating LLC Brown Industrial Group, Inc Caley Corporation Careno Construction Company	T. Buck Construction, Inc. Trimmers Landscaping Wayneslandscaping WDB Construction Aberthaw Construction Co AECOM AMB Custom Structures Ambit Engineering American Interfile & Library Annseal Inc. Appledore Engineering Arnett Development Group LLC ARTT Remodeling and Property ATC Associates Inc. Attar Engineering, Inc.	Interstate Glass Jacobs Engineering Group, Inc. Jamco Excavators, LLC James J. Welch & Co., Inc JGE Enterprises, Inc. JH Spain Commercial Services JMMO Company, LLC John Turner Consulting, Inc. Johnson Controls, Inc. Jones & Beach Engineers, Inc Lewis Water Services Louis Berger Group, Inc. Loureiro Engineering Associates Maguire Group Inc. Malloy Interiors Inc.
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2011.10.26 – 150**

Resolution Re: B12016 –Award of bid for North End Pressure Zone
Contract 3- Booster Pumping Station

Clean Venture, Inc.
 Construction Summary Of NH S
 CPM Constructors
 Dale R. Sprague Construction
 DBU Construction
 DeFelice Corporation
 DS SABINE LLC
 E Guimond Construction, LLC
 East Coast Excavating Inc.
 Felix Septic Service
 Four Corners
 Gove Construction
 Greater Dover Chamber of Co
 Green Environmental Inc.
 H.P. Fairfield, LLC
 hawkins construction corp
 J P Towle Construction Corp
 Jennifer M Cook Company Inc.
 JGE Enterprises, Inc.
 Joel Clough & Son Excavation
 Jungle Jim's Landscape
 JWB Trucking
 Landsite Corp
 lcg limited
 M. Bradsher Co. Inc.
 MacKinnon and Sons
 Excavating
 MARK VIENS EXCAVATING
 Martini Northern
 Matrix, Concrete, Inc.
 Mick Construction Corporation
 Millennium Granite
 Murphy Pipeline Contractors
 N. Pandelena Construction
 Natgun Corporation
 Nelson Communications Svs Inc
 NNEFS, LLC
 NorthEast Earth Mechanics, Inc.
 Northern N E Field Services
 Pichette Brothers Const
 Piscataqua Landscaping Co

Barrett Drilling and Blasting LLC
 Barron Brothers Development
 Baybutt Construction
 Beals Associates PLLC
 Berry Surveying & Engineering
 Bread Loaf Corporation
 Busby Construction Co.,Inc.
 CDM
 CHA, Inc.
 Charters Brothers Construction
 Chris-Scott Construction Inc.
 Christiansen & Sergi Inc.
 Civilworks, Inc.
 CLD Consulting Engineers, Inc.
 CMA Engineers, Inc.
 Comprehensive Environmental
 Conneston Construction, Inc.
 Construction Summary Of NH
 Corporate Environmental Adv
 David R. Witcher Builder, Inc
 DeStefano & Associates, Inc.
 DiMatteo Construction
 Management Services, LLC
 Dodge Report
 Doucet Survey, Inc.
 Dowling Corporation
 DuBois & King, Inc.
 ECS
 Fay, Spofford & Thorndike, LLC
 Federal Construction Corp.
 FRANZOSO Land Stone
 Fulcrum Associates, Inc.
 Ganneston Construction Corp.
 Gemini Electric, Inc.
 GeoInsight, Inc.
 GM2 Associates, Inc.
 Graybar
 Greenman-Pedersen, Inc
 GZA GeoEnvironmental, Inc.
 H.E. Bergeron Engineers, Inc.
 Harvey Construction Corporation

Mark Carrier Construction, Inc
 New England Environmental, Inc.
 Nick Gray Builders,LLC
 NNEFS, LLC
 nobis engineering
 North & South Custom Builders
 North Branch Construction
 Northeast Civil Solutions, Inc.
 Northeast Masonry Corporation
 Northeast Restoration
 Northway Builders, Inc.
 Oak Point Associates
 Ocean and Coastal Consultants
 Pathways Consulting, LLC
 Project Resource Group, LLC
 Provan & Lorber, Inc.
 R.G. Tombs Door Co., Inc.
 R.H. White Construction
 Ricci Construction Co., Inc.
 River Valley Dev. Corp.
 S E A Consultants Inc.
 Seacoast Crane & Building Co
 Security Construction Services
 SHOem Sweeping
 Stone Waleryszak, LLC
 Tata & Howard, Inc
 Terracon Consultants, Inc.
 TFMoran Inc.
 The Louis Berger Group, Inc.
 The Scott Lawson Group, Ltd.
 Thos. P. Egan, Inc
 Tidewater Environmental
 Tighe & Bond
 Tilson Government Services, LLC
 TRB Development Group Inc.
 Trimmers Landscaping
 Turgeon's Construction Inc.
 TVL Builders
 Vanasse Hangen Brustlin, Inc
 Warrenstreet Architects, Inc
 wayneslandscaping



CITY OF DOVER

CITY OF DOVER - RESOLUTION

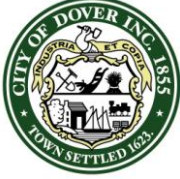
Agenda Item#: 13.B.2.

Resolution Number: **R - 2011.10.26 – 150**
 Resolution Re: B12016 –Award of bid for North End Pressure Zone
 Contract 3- Booster Pumping Station

<p>Preload Inc. Randall Construction River Valley Dev. Corp. Rye Beach Landscaping LLC S. W. Cole Engineering, Inc. S.U.R. Construction Santorelli Construction Inc. Security Construction Services Select Excavation & Landscape Spencer Trucking & Excavation</p>	<p>Hissong Development Corp Holden Engineering Horizons Engineering, Inc. Horne Construction Horsley Witten Group, Inc. Howard/Stein-Hudson Assoc Hoyle, Tanner & Associates, Inc. Hutter Construction Corporation</p>	<p>WDB Construction Weston & Sampson Woodard & Curran Wright-Pierce Yates Electric Service, Inc. YourSpace Home Improvement</p>
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Pricing results

Vendor	Bid Price
APEX Construction Inc 8 Amarosa Drive Rochester, NH 03868	689,100.00
TBuck Construction Inc 249 Merrow Road Auburn, ME 04210	718,400.00
Scherbon Consolidated 40 Haverhill Road Amesbury, MA 01913	723,500.00
Beloin Construction Inc 132 Rochester Hill Road Rochester, NH 03867	725,370.00
Penta Corporation 1253 Whittier Hwy POBox 390 Moultnboro, NH 03254	746,700.00
Kinsmen PO Box 16117 35 Londonderry Turnpike Hooksett, NH 03106-6117	794,000.00
Infrastructure Construction Corp 9 Brown Hill Road Bow, NH 03304	819,734.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2011.10.26 – 151**
Resolution Re: Operating Rules for DBIDA, ZBA and Conservation
Commission

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

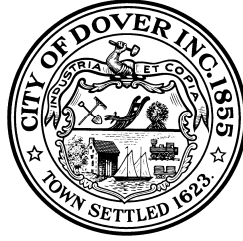
WHEREAS: The Dover Business and Industrial Development Authority (DBIDA), Zoning Board of Appeals and Conservation Commission have all reviewed and adopted the proposed Operating Rules.

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

The City Council approves the Operating Rules for DBIDA, ZBA and Conservation Commission.

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Dean Trefethen By request
Approved as to Legal Form:	Allan B. Krans, Sr. General Legal Counsel		
Recorded by:	Karen Lavertu City Clerk		



DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY OPERATING RULES

Article I. Name

The name of the board is the Dover Business and Industrial Development Authority.

Article II. Location

The principal place of business of the Corporation shall be 288 Central Avenue, Dover, County of Strafford, and State of New Hampshire, 03820.

Article III. Authority and Duties

- A. The Dover Business and Industrial Development Authority's authority and duties shall be to foster and encourage the development of business and industrial facilities within the City of Dover and all other permissible purposes stated in RSA 162-G.

Article IV. Powers of the Corporation

The Corporation shall have all of the powers granted under New Hampshire Revised Statutes Annotated Chapter 162-G.

Article V. Corporate Seal

The seal of the Corporation shall be in circular form and bear the name of the Corporation and such other device or inscription as the Directors may determine. The form of the seal may be changed by the Directors at any time.

Article VI. Membership

- A. **Membership.** There shall be not less than nine (9) members on the board. Members shall be appointed to terms of three (3) years. A majority of the board shall be Dover residents. The board shall be appointed by the Dover City Council. The initial terms of Board members shall be staggered, so that 1/3 of the Board members will be appointed every year. The City Manager, the Mayor, the Economic Development Director, and the Finance Director shall be *ex officio* non-voting members of the Board of Directors.
- 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 filled for the balance of any expired terms. Conditions for removal of any board member shall be defined by statute, ordinance or the Charter.

Article VII. 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 be the chief executive officer of the board and shall preside at all meetings of the Directors when present. The Chair or Vice Chair, unless some other person is thereunto specifically authorized by vote of the Directors, shall sign all certificates of bonds issued by the board, and all deeds and contracts to be executed on the part of the board. The Chair shall perform such other duties and have such other powers as the Directors may from time to time designate.
- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the absence of the Chair.
- D. **Clerk.** The Clerk of the Corporation shall be chosen annually by the Directors and shall hold office for one (1) year or until the selection of a successor. The Clerk shall be an inhabitant of the State of New Hampshire and shall keep and maintain his office there. The Clerk shall keep, or cause to be kept the minutes of the meetings of Directors in files provided for that purpose. The files shall be open at all reasonable times to the inspection of any Director. The Clerk shall perform all the other duties and have such other powers as the Directors may from time to time designate. In the absence of the Clerk from any meeting, a Clerk pro tempore may be chosen, who shall record the proceedings of such meetings for the files. The Clerk and any Clerk pro tempore shall be sworn to the faithful discharge of his/her duties.
- E. **Treasurer.** The Treasurer shall have the care and custody of the Corporation and shall have and exercise under the supervision of the Directors all the powers and duties commonly incident to his office, and may be required by the Directors to give bond in such sum and with such sureties as may be satisfactory to them. He/she shall have the custody of the Corporate seal and all of the money, funds and valuable papers and documents of the Corporation, except his/her own bond, which shall be in the custody of the Chairman. He/she shall deposit all the funds of the Corporation in such banks, trust company or companies, or with such firm or firms doing banking business, as the Directors may designate. He/she may endorse for deposit or collection all notes, et cetera, payable to the Corporation or its order, and may accept drafts on behalf of the Corporation. He/she shall keep accurate books/ files of account of the Corporation's transactions, which shall be the property of the Corporation, and together with all its property in his possession, shall be subject at all times to the inspection and control of the Directors. All checks, drafts, notes or other obligations for the payment of money shall be signed by the Treasurer, except as the Directors may otherwise especially order. Checks and drafts need not be countersigned, as a condition of their validity, by the Chairman, Vice Chairman, or such other officer or agent as the Directors shall by resolution direct. The Finance Director of the City of Dover, or his designee, shall be the Treasurer.
- F. **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.
- G. **Election and Terms of Officers.** The officers of the board shall be chosen at the annual meeting of the Board of Directors, by majority vote, and such officers shall hold office for one year. In the event that such elections are not held at the annual meeting for whatever reasons, existing officers shall continue to serve until their successors are elected and any vacancies shall be filled.

Article VIII. Procedures

- A. **Meetings.** The board shall meet a minimum of once per quarter. In addition, the Board shall meet at such other times as set by the board. All meetings shall be in Dover at a location selected by the Board of Directors. Notice of meetings shall be sent to each Director at least five (5) days prior to the meeting. An agenda shall accompany the meeting notice. Notices shall be published in at least two (2) public places. All meetings shall be open to the public unless the board shall meet in non-public session pursuant to RSA 91-A.

Special meetings may be called by giving notice as set forth herein at the request of the Chair, Vice Chair, Clerk, and/or any five (5) Directors.

An annual meeting shall be held during the month of March. The business shall include a review of the financial records of the board, preparation of the budget for City Council approval, election of officers for the ensuing year, and filing of an achievement report of the Chair.

- 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, 10th 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 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 board.

ARTICLE IX. Committees

- A. The Executive Committee shall be a standing Committee and shall consist of the Chair, the Mayor of the City of Dover, and the City Manager, or designee, and two (2) other authority members appointed by the Chairman. During the intervals between meetings, the Executive Committee shall have the powers of the Board to act on policies, programs and budget previously established by the Board. A quorum of the Executive Committee shall consist of three voting members. The Clerk shall attend and record the minutes.

- B. The Chair from time to time may establish standing ad hoc committees as required to conduct the business of the Authority and to act within the scope of their charge as delegated by the Authority. The Chair shall appoint, remove or approve the members thereof and the Chair thereof.
- C. Committees shall meet at the call of the committee chair and shall institute and direct studies and present reports to the members of the Board with a recommendation for a course of action where appropriate.
- D. Subject to veto by the Board or Executive Committee, the Chair of the Board or Committee Chair may add non-members to the various committees, but the majority of members of any committee and its chair shall be members of the Authority.
- E. The Chair shall be an ex-officio member of all committees and the Chair and Clerk shall receive notice of all committee meetings.

ARTICLE X. Employment of Assistants, Agents and Consultants

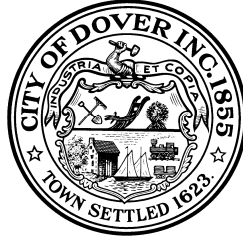
- A. The Directors may employ such agents, assistants and consultants as they deem necessary and/or desirable to carry on its purposes, including but not limited to the following:
- B. Liaison personnel to coordinate with Federal, State, and Municipal or organizations, governmental and private in nature;
- C. Personnel to coordinate activities with the City of Dover and its environs relating to economic development;
- D. Such personnel as are necessary to prepare preliminary reports to be submitted to the City Council for proposed projects.

ARTICLE XI. Compensation of Directors

- A. The Directors shall receive no compensation, nor shall they engage in any activity which would create a conflict of interest as defined under New Hampshire Law.

ARTICLE XII. Validity

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



ZONING BOARD OF ADJUSTMENT OPERATING RULES

Article I. Name

The name of the board is the Dover Zoning Board of Adjustment.

Article II. Authority and Duties

- A. These Rules of Procedure are adopted under the authority of New Hampshire RSA 676:1 and the Zoning Ordinance of the City of Dover, New Hampshire.

Article III. Membership

- A. **Membership.** There shall be five (5) regular members and up to three (3) alternate members.
- B. Alternates should attend all meetings to familiarize themselves with the workings of the Board so that they are ready to serve whenever a regular member is unable to fulfill his or her responsibilities. Alternate members shall substitute for regular members on any case when a regular member is absent or disqualified pursuant to RSA 673:14 and the Chair designates them to do so.
- C. Members must reside in Dover, New Hampshire and are expected to attend each meeting of the Board to fulfill their duties and responsibilities. Any member unable to attend a meeting shall notify the Chair or Clerk as soon as possible. Members shall be appointed to terms of one (1) year.
- D. Voting members shall be announced by the Chair prior to the consideration of the agenda item. Alternate members who are not voting may fully participate during the presentation of applications and the public hearing.
- E. **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. A **Chair** shall be elected in January on a yearly basis by a majority vote of the Board. The Chair shall preside over all meetings and hearings, appoint such committees as directed by the Board, and shall sign documents on behalf of the Board.
- B. A **Vice-Chair** shall be elected in January on a yearly basis by a majority vote of the Board. The Vice-Chair shall preside in the absence of the Chair and shall have the full powers of the Chair on matters that come before the Board during the absence of the Chair.
- C. If the Chair and the Vice-Chair are not present, or cannot sit on a case due to a conflict of interest, then the Board shall elect a temporary Chair from its members for that particular case or meeting.
- D. The **Clerk** shall be the staff person designated by the Director of Planning and Community Development. If the City does not provide a staff person to perform the duties of the Clerk, then the Board may elect a temporary Clerk by majority vote of the Board in January who shall serve as Clerk until approval and funding can be obtained to hire a dedicated Clerk as an employee of the City pursuant to RSA 673:16,I. The Clerk shall maintain a record of all meetings, transactions, and findings of the Board, as approved by the Board.
- E. All officers shall serve a term that expires in January and shall be eligible for re-election.

Article V. Procedures

Meetings.

- A. Regular meetings shall be held at the Municipal Building at 7:00 p.m. on the third Thursday of the month. Other meetings may be held on call of the Chair provided public notice and notice to each member is given in accordance with RSA 91-A:2,II.
- B. A maximum of six (6) applicant related items, which includes the combination of new applications and old business, shall be placed on the agenda for each monthly meeting, unless the Chair approves additional items. If no applications have been submitted to the Planning Department and there is no Other Business, the regularly scheduled monthly meeting may be canceled by the Chair.
- C. The order of business for regular meetings of the Board shall be as follows:
 - 1. Call to order by the Chair
 - 2. Roll Call by the Clerk
 - 3. Approval of minutes from the previous meeting
 - 4. Changes to the Agenda/Special Announcements
 - 5. Old Business
 - 6. New Business – Disposition of new applications under consideration
 - 7. Other Board Business
 - 8. Adjournment
- D. **Appeals.** Appeals from an administrative decision taken under New Hampshire RSA 676:5 shall be filed with the City Planning Department within thirty (30) days of the date of the decision. Any appeal made after this deadline will not be considered timely. The Zoning Board of Adjustment reserves the rights to waive this deadline under any special circumstances as it sees fit.
- E. **Quorum.** Fifty-one percent (51%) of the voting membership of the board shall constitute a quorum.
- F. **Parliamentary Authority.** The parliamentary authority for the board is *Robert's Rules of Order Revised, 10th ed*, except as provided by these rules or local, state or federal law.

- G. **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.
- H. **Recording of Meetings.** The board may 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.
- I. **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.

Member Disqualification

- A. If any member finds it necessary to disqualify himself/herself from sitting in a particular case, as provided in RSA 673:14, the member shall notify the Chair as soon as possible so that the Chair can designate an alternate to sit in the disqualified member's place. When there is uncertainty as to whether a member should be disqualified to act on a particular application, that member or another member of the Board may request the Board to make a non-binding vote on the question of disqualification; only the member can disqualify themselves. Any such request shall be made before the beginning of the public hearing. The Board's vote shall be advisory and non-binding.
- B. A disqualified member shall not sit with the Board during the public hearing and during all deliberations on the case.

Applications and Decisions

- A. **Applications.** Each application for a hearing shall be made on forms approved by the Board and provided by the Planning Department to the applicant. At each meeting of the Board, the Clerk shall provide the Board with all applications received by the Planning Department which have been received no less than fourteen (14) days before the date of the hearing.
- B. **Public Notice.** Public notice of hearings on each application shall be given in the Foster's Daily Democrat and shall be posted in two (2) public places not less than five (5) days before the date of the hearing. Notice shall include the applicant's name, description of the subject property, action desired by the applicant, provisions of the zoning ordinance concerned, the type of relief being sought and the date, time and place of the hearing. Personal notice of the hearing shall be made by certified mail to the applicant and all abutters not less than five (5) days before the date of the hearing. Notice shall also be given to the Planning Board, City Clerk and other parties deemed by the Board to have special interest in the application. The applicant shall pay in advance for the cost of all required notice.
 - 1. The applicant must post at their property in clear view from the Street, the poster provided to them by the Planning Department. The poster must be posted no later than five (5) days before the hearing at which their application will be presented. If the poster is not posted, the Board may deem that as cause to disqualify the application.

C. Public Hearing. The conduct of public hearings shall be governed by the following rules:

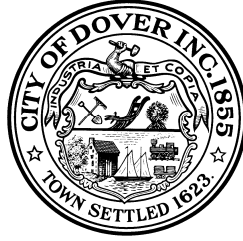
1. The Chair shall call the hearing in session by reading the public notice referring to the application. If there are less than five (5) members of the Board sitting on a particular application, the Chair shall give the applicant the option of postponing the hearing until there is a full Board. If the applicant elects to proceed with less than a full Board, that fact will not be grounds for a rehearing in the event the application is denied.
2. Members of the Board may ask questions at any point during testimony after recognition from the Chair.
3. Any party to the case who wants to ask a question of another party to the case must do so through the Chair.
4. Everyone who speaks and is not a member of the Board or an advisor to the Board, shall be required to state his or her name and address and indicate whether he or she is a party to the case, an abutter or an agent or counsel to a party or an abutter.
5. The applicant (or the applicant's counsel or agent) shall be called by the Chair to present the application to the Board. Thereafter, those in favor of the application shall be allowed to speak. Once those in attendance in favor of the application have spoken, the Board shall hear those in opposition to the application. After those in opposition to the application have spoken, the applicant (or the applicant's counsel or agent) shall be allowed to speak in rebuttal. Once they have spoken in rebuttal, those in opposition shall be allowed to speak in rebuttal. Upon completion of the final rebuttal, the public hearing shall be declared closed and the Board shall deliberate on the application or defer action on the application to a later date, and schedule a date for continuance. After close of the public hearing no further comment from applicant or abutter shall be taken.

D. Decisions. Decisions of the Board shall be governed by the following rules:

1. Any decision made by the Board that is in favor of the applicant shall require three (3) votes; this applies to the approval of any conditions that are placed on a variance.
2. All decisions shall be documented on a form that is approved by the ZBA.
3. The application shall be approved or denied based upon a majority vote by the members of the Board.
4. Notification of the decision shall be sent to the applicant and shall be filed in the records of the Board and shall be available to the public within five (5) business days.

E. 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.

F. Amendment of Rules. These Rules of Procedure may be amended by a majority vote of the members provided that such amendment is presented at one (1) meeting immediately preceding the meeting at which the vote is to be taken.



CONSERVATION COMMISSION OPERATING RULES

Article I. Name

The name of this organization shall be The Dover Conservation Commission of Dover, New Hampshire, hereinafter called THE COMMISSION.

Article II. Authority and Duties

- A. The Conservation Commission shall have the powers and duties established by state law pursuant to RSA 36-A and consistent with Dover ordinance Chapter 14. The Commission was created on February 14, 1973 by City Council Ordinance 2-73.
- B. The Conservation Commission may establish an Open Lands Committee as a subcommittee within its Rules subject to the appointing authority of the City Council and subject to the approval of the rules by the City Council.
- C. The Commission shall prepare a program of conservation and a program of watershed and open space protection for the City of Dover and, in undertaking this program, shall conduct research into local natural resources, watershed areas and open spaces, along with evaluation of the uses thereof. It shall keep an index of the open areas, swamps, wetlands and areas of unique natural value of ecological importance within the city. The Commission shall coordinate its efforts with the activities of other official or unofficial bodies conducting studies, research and evaluations for similar purposes.
- D. The Commission shall prepare, adopt and, from time to time, review and amend a conservation and open space plan and shall submit said plan to the Planning Board for consideration as part of the Comprehensive Plan for the City of Dover. In preparation of said plan, the Commission shall also obtain information pertinent to the proper utilization of open areas in the city, including any lands owned by the city and by the state, and shall make recommendations for the better promotion, development or utilization of said natural resources and open areas in the city.
- E. The Commission shall inform itself of the ways and means by which its plans and programs may be achieved and shall advise municipal agencies, the City Council, private interests and the public of the manner in which these objectives may be accomplished. It may accordingly advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which in its judgment, it deems necessary for its work as defined herein.
- F. The Commission shall adopt bylaws and shall keep accurate records of its meetings and actions and shall file an annual report with the City Council which shall be included in the annual city report.
- G. The Commission may receive gifts of money and property, both real and personal, in the name of the city, subject to approval of the City Council; such gifts to be managed and controlled by the

Commission for the purposes of this section. It may also, subject to approval of the City Council, acquire by gift, purchase, grant, bequest, devise, lease or otherwise the fee in such land or water rights or any lesser interest, development right, easement, covenant or other contractual right, including conveyances with conditions, limitations or revisions, as may be necessary to acquire, maintain, improve, protect or limit the future use of or otherwise conserve and properly utilize open spaces and other land and water areas within the city. The Commission shall manage and control such property in accordance with the purpose of this chapter, subject to the review of the City Council.

- H. Any moneys received by the Commission shall be placed in a conservation fund and allowed to accumulate from year to year, and such moneys may be expended from said fund for purposes consistent with this chapter. The city may also make appropriations to the Conservation Fund. All moneys maintained or expended by the Commission shall be recorded in accordance with city accounting procedures, and any matters relating to personnel shall be governed in a manner consistent with the pertinent requirements of the City Charter and appropriate city ordinances.

Article III. Membership.

- A. **Official Members:** The Commission shall consist of seven (7) members, all citizens of Dover and all appointed by the City Council pursuant to Chapter 14-4 of the Dover ordinances. One member may be a member of the Dover Planning Board pursuant to RSA 36-A. Members shall be appointed to terms of three (3) years.
- B. **Alternate Members:** The Commission shall additionally have two alternates pursuant to RSA 36-A with the same requirements as regular members. Alternates shall attend meetings and when a regular member is unable to attend a regular or special meeting, the alternate shall be empowered to review and vote upon any such issue as may come before the Commission.
- C. **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 of the Commission shall consist of a Chair, a Vice-Chair and a Secretary. These members will be appointed regular members and shall be elected by the Commission members at the annual meeting.
- B. **Duties of the Chair.** The Chair shall set the agenda, preside at all meetings of the Commission having such powers and duties normally conferred by parliamentary usage on that office including directing the work of the Commission.
- C. **Vice Chair.** The Vice Chair shall function as the Chair, if the Chair is unable to be present with all powers and duties of the Chair.
- D. **Secretary.** The Secretary shall act as recorder and correspondent for the Commission; and shall keep accurate minutes of the meetings of the Commission and provide the City Clerk with a copy of "approved" minutes. It shall also be the duty of the secretary to post notices of meetings at least five days prior and to notify each member prior to each meeting. Correspondent duties shall also be to communicate to the various applicants and agencies actions taken in regard to cases reviewed.

- E. **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 meetings at least once a month at a time and place designated by the Chair at least forty-eight (48) hours prior to the meeting time. From time to time the Chair may also call special meetings to conduct application and/or site reviews to meet the scheduling requirements of applicants, the Dover Planning Board, or state agencies.

An annual meeting will be held as part of the first meeting in January at which time nomination and election of officers will occur. Candidates for any office receiving a majority vote of the entire membership of the Commission shall be declared elected. The elected candidate shall take office immediately. Vacancies in offices shall be filled at the next regular meeting by the regular nomination/election procedure.

Workshop Sessions may be scheduled to be held as requested by the Chair. The purpose of workshop meetings is to allow in-depth evaluations of topics and issues significant to the training of Commission members.

- B. **Quorum.** A majority of the membership of the Commission shall constitute a Quorum. Whenever a quorum is not present at a regular meeting or special meeting, the meeting will be considered adjourned and will be rescheduled to the following month or to such other time and place as the Chair may deem appropriate.
- C. **Parliamentary Authority.** The conducting of business shall be in accordance with Robert's Rules of Order generally and the order of business shall be as specified on the agenda but shall also make provision for new business that any member may introduce. Actions shall be taken on the basis of a motion duly seconded by a member of the Commission.
- 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 of 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 the General Legal Counsel for nonpublic meetings.
- H. **Committees.** Special purpose and study committees as the Commission may from time to time deem necessary in order to conduct its business effectively in accordance with its duties and

responsibilities shall be appointed by the Chair. All members shall be subject to committee appointment from time to time.

- I. **Amendment of Rules.** The Commission may suspend any of these rules by a unanimous vote at any regular monthly or special meeting. These by-laws may be amended at any regular meeting of the Commission by a two-thirds vote of the entire regular membership. Amendments present at any regular meeting may not be voted until the next regular meeting.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2011.10.26 – 152**
Resolution Re: Establishment of FY 2012 Expectations by Mayor and City Council for City Manager

WHEREAS: Well thought out and clearly defined expectations by the Mayor and City Council for the City Manager will aid in the establishment of an effective Council-Manager relationship; and

WHEREAS: An effective Council-Manager relationship will support the further prosperity and growth of the Dover community; and,

WHEREAS: The Dover City Council and City Manager are committed to efficiently and effectively meeting the increasingly complex and diverse needs of the Dover citizens; and,

WHEREAS: The Dover City Council and City Manager have proactively discussed ongoing expectations and priorities for the coming year;

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

The Mayor and City Council establish the attached list of ongoing expectations for the City Manager during the ensuing year.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: 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.4.

Resolution Number: **R – 2011.10.26 – 152**
Resolution Re: Establishment of FY 2012 Expectations by Mayor and City Council for City Manager

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEA	NAY
Mayor Dean Trefethen		
Deputy Mayor, Karen Weston, 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 Dennis Ciotti, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

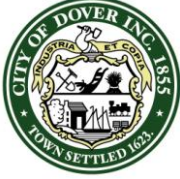
Resolution Number: **R – 2011.10.26 – 152**
Resolution Re: Establishment of FY 2012 Expectations by Mayor and City Council for City Manager

RESOLUTION BACKGROUND MATERIAL:

The following expectations are established for the City Manager through FY2012 to be evaluated during the City Manager's annual performance evaluation.

Compiled from 10/5/2011 and 10/19/2011 Workshops

1. Continue to carefully monitor the FY2012 budget and report on any financial concerns as they may arise during the course of the fiscal year.
2. Develop and present a proposed FY2013 budget prior to April 15, 2012 accordance with the tax cap and guidance to be provided by the City Council.
3. Complete the upgrade of broadcast capability in City Council Chambers to include enhanced video and audio along with improved presentation capabilities for board members and public audience prior to July 1, 2012.
4. Continue to communicate with the community through hosting of periodic meetings along with exploring new methods to increase interaction and participation by citizens in local governance and community forums.
5. Keep the City Council informed regarding community problems and actions taken.
6. Keep response time to citizen concerns reasonable and follow-up on what has been done by departments to meet their needs.
7. Attend workshops and participate in other education opportunities for a minimum of 40 CEU's to support ongoing professional development. Inform City Council of professional development activities as completed via City Manager's Report.
8. Continue to develop working relationships with other governmental entities for potential cost savings opportunities and efficiencies in service delivery including regionalization of services that may be appropriate at the County and/or State level, as well as with neighboring communities. Provide periodic reports to the City Council.
9. Continue to support a closer working relationship with the School Department and all other City Departments. Further explore and pursue opportunities where City and Schools can combine and/share services for the benefit of the community. Provide periodic reports to the City Council.
10. Support local businesses to aid in the community's economic growth by working in conjunction with local economic development groups and business organizations.
11. Provide quarterly reports of energy savings realized from ongoing energy efficiency improvements.
12. Prepare annual tax cap calculation and develop a five year municipal budget forecast to present prior to January 30, 2012 reflecting continuing budget efficiencies going into the FY2013 budget season.
13. Complete the implementation of remaining utility and miscellaneous billing, cash receipting, and tax billing/title modules of financial management system prior to July 1, 2012.
14. Update and post online the pavement management plan and 3 year pavement overlay schedule reflecting adjustments required by currently available funding levels prior to November 30, 2011.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2011.10.26 – 152**

Resolution Re: Establishment of FY 2012 Expectations by Mayor and City Council for City Manager

15. Continue to pursue permitting and development of public water supply in conjunction with water control issues at Willand Pond and provide regular quarterly updates to the City Council beginning February, 2012.
16. Develop and present a proposed six-year CIP program that conforms with the adopted financial policies and seeks to maintain new debt service requirements at or below the amount being retired each year. Present prior to October 31, 2011.
17. Develop and deliver during December, 2011 an orientation program for incoming 2012-2013 City Council members. Seek to coordinate and provide joint sessions with incoming School Board members for overlapping information needs
18. Investigate and pursue implementation of ATM machines in various municipal buildings. Implementation plan to be presented to City Council prior to May 31, 2012.
19. Develop plan for citizens to utilize credit cards for completing various municipal transactions both on-line and in person at service locations. Implementation plan to be presented to City Council prior to May 31, 2012.
20. Develop and present prior to July 1, 2012 a comprehensive fleet replacement program including a multi-year schedule for all rolling stock utilized by municipal departments in conjunction with CIP.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2011.10.26 – 14**
Ordinance Title: Finance Director as member of Board of Trustees
Chapter: 5-11 Board of Trustees

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 5-11 entitled “Boards of Trustees” of the Code of Dover 1983.

2. AMENDMENT

Chapter 5-11 entitled “Board of Trustees” is hereby amended by substituting Finance Director for Treasurer as an ex-officio member of the Board of Trustees.

5-11 Board of Trustees

- A. **MEMBERSHIP:** The Board of Trustees shall be comprised of five (5) members, one (1) of whom shall be the City ~~Treasurer~~ **Finance Director** on an ex-officio basis with voting privileges. Other members shall be citizens of Dover who shall have experience in the field of professional banking and financial matters.
- B. **TERM OF MEMBERS:** The City ~~Treasurer~~ **Finance Director** shall hold a position as a member of the Board of Trustees for a term concurrent with the term of office as City ~~Treasurer~~ **Finance Director**. Remaining members shall be appointed to terms of three (3) years.
- C. **AUTHORITY AND DUTIES:** The Board of Trustees shall have all of the authority and perform all of the duties as may be provided by state law relating to the administration of trust funds of the municipal corporation.

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Dean Trefethen, Mayor
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 – ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2011.10.26 – 14**
Ordinance Title: Finance Director as member of Board of Trustees
Chapter: 5-11 Board of Trustees

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Dean Trefethen		
Deputy Mayor, Karen Weston, 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 Dennis Ciotti, At Large		
Total Votes:		
Resolution does does not pass.		

ORDINANCE BACKGROUND MATERIAL:

The Dover City Code cites the Board of Trustees be comprised of five members, one of whom shall be the City Treasurer on an ex-officio basis with voting privileges.

RSA 669:7 (1) states:

1. “No person shall at the same time hold any 2 of the following offices: selectman, treasurer, moderator, trustee of trust funds, collector of taxes, auditor and highway agent”

State statute prevents the City Treasurer from membership on the Board of Trustees.