



**CITY OF DOVER**

## CITY COUNCIL - AGENDA

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Wednesday, November 9, 2011**  
Meeting Time: **7:00pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
  - A. **CHAPTER 5-11 BOARD OF TRUSTEES, FINANCE DIRECTOR AS MEMBER OF BOARD OF TRUSTEES**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST
8. **CITIZEN'S FORUM**

*Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.*
9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
  - A. **October 19, 2011 – Workshop**
  - B. **October 19, 2011 – Joint Workshop with Planning Board**
  - C. **October 26, 2011 – Regular Session**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
  - A. **ORDINANCES IN THE 2<sup>nd</sup> READING**
    1. **CHAPTER 5-11 BOARD OF TRUSTEES, FINANCE DIRECTOR AS MEMBER OF BOARD OF TRUSTEES**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST
  - B. **ORDINANCES IN THE 3<sup>rd</sup> READING – None**
  - C. **RESOLUTIONS – None**



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### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

1. **PARADE – Mom’s on the Run, Mother’s Day 5k**
2. **RAFFLE – Dover High School Girls Basketball Boosters**
3. **RAFFLE – Great Bay Figure Skating Club**
4. **RAFFLE – Sons of the American Legion, Squadron 8**
5. **RAFFLE – Zebra Crossings**
6. **TAG – Susan G. Komen, Team Keeping ‘em Real**
  
7. **RESOLUTION: THE MARIA FASKIANOS SCHOLARSHIP FUND**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST
  
8. **RESOLUTION: B12018 AWARD OF BID FOR AMBULANCE**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST
  
9. **RESOLUTION: AWARD OF BID#B12019 FOR SNOW PLOWING/HAULING SERVICES FOR CITY STREETS AND PARKING LOTS**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST
  
10. **RESOLUTION: SETTING VOTING HOURS FOR THE JANUARY 10, 2012 PRESIDENTIAL PRIMARY**  
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     |   |



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### **B. RESOLUTIONS**

- 1. ADOPTION OF FY2013-2018 CAPITAL IMPROVEMENTS PROGRAM  
(TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 7, 2011)  
SPONSORED BY MAYOR TREFETHEN BY REQUEST**
- 2. APPROPRIATION FOR FY2013 CAPITAL IMPROVEMENTS PROGRAM AND  
AUTHORIZATION FOR BONDING (REQUIRES A 2/3 MAJORITY VOTE)  
(TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 7, 2011, AND CITY  
COUNCIL VOTE ON DECEMBER 14, 2011)  
SPONSORED BY MAYOR TREFETHEN BY REQUEST**
- 3. APPROPRIATION FOR FY2013 CAPITAL IMPROVEMENTS PROGRAM –  
NON-DEBT FINANCED PROJECTS (REQUIRES A 2/3 MAJORITY VOTE)  
(TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 7, 2011, AND CITY  
COUNCIL VOTE ON DECEMBER 14, 2011)  
SPONSORED BY MAYOR TREFETHEN BY REQUEST**

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

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



# CITY MANAGER'S REPORT



**NOVEMBER 9, 2011**

*"Discipline is the bridge between goals and accomplishment."*  
*Jim Rohn*

SUBMITTED BY:

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

**CITY OF  
DOVER, NH**

AVAILABLE ONLINE:

**WWW.DOVER.NH.GOV**

## STREETS, WATER, SEWER UPDATES

**Utilities:** The Utilities Division spent the month of October preparing for and conducting the annual unidirectional flushing program. This process involved cleaning 150 miles of water mains by closing gates to create dead ends. The mains were then flushed using fire hydrants. Three staff members worked from 7:00 pm until 5:00 am to accomplish the task.

Utilities crews raised and repaired approximately twelve sewer manhole covers that were caving in throughout the city. This has been an ongoing process and several others are expected to be repaired before winter operations begin.

A contractor has been working at the River Street Pump Station installing new pumps. These pumps are replacing the 22 year-old low flow pumps. The new pumps will be able to handle a much higher flow during rain events, reducing the need to operate the larger 600 horsepower pump.

**Streets:** During the month of October the Highway Division continued to fill various potholes throughout the City. Crews worked in the City's pit mixing gravels for future road projects. The salt shed was cleaned out and preparations for winter operations were made. Summer materials were put away to make room for sand and salt. Approximately seven yards of the sand and salt mixture were delivered to Shaw's Lane for residential use. At the end of the month, crews sanded and salted icy bridges after early morning snow and cool temperatures resulted in slippery roads. The Fleet Services Division assisted with the installation of sanders and plows on the trucks as more snow and freezing temperatures are being forecasted.

Brush cutting was performed in the following areas: Three River Farm Road, Country Club Estates, Atlantic Avenue, Gulf Road, Cocheco Street, Oak Street, Martin Lane, Maglaras Park, Piscataqua Road, Drew Road, Spruce Lane, Back River Road, and Linda Avenue.

Crews cleaned several catch basins throughout the City following a number of rain events. Catch basins were repaired in front of 27 Shawnee Lane and 23 Forest Street. As part of the storm water upgrades for the Berry Brook Project, drainage work was conducted on Snow's Avenue. This work included reconstructing and paving the road, installing new guardrails, building a rain garden, installing a new drain line and two catch basins. A rain garden was also installed by the Horne Street School, which connected to the catch basin across the bus loop.

## PROGRAMS AT CITY CENTERS/BUREAUS

**Investigations/Legal Bureau:** During the month of October, 2011, there were 5 letters generated by the Dover Police Special Investigations Unit (SIU) that were sent to certain licensed liquor establishments in Dover. The letters were a result of analysis of police reports involving overly intoxicated persons. When it is determined where an overly intoxicated person had been over-served, a letter is sent from the police department to the establishment. The letter, along with the police report, is also sent to the NH Liquor Commission's Bureau of Enforcement.

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

Throughout the month of October, the SIU continued to investigate various burglaries. Burglary investigations from previous months continue as well. These burglaries appear to be committed largely 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.

During the month of October, the SIU also investigated three untimely death cases. One of these cases was the result of a collision between a train and a pedestrian.

SIU is also responsible for conducting background investigations into candidates for employment at the police department. During the month of October, one investigation of this type was initiated.

**Parking Bureau:** Parking Manager Bill Simons presented at the New England Parking Council's Municipal Parking Forum in Lowell, Mass on October 20<sup>th</sup>. He presented on the topic of how Dover is addressing the long term parking needs of its downtown to include implementation of a multi-space pay and display system. After his presentation, the NEPC board of directors invited him to present again at their annual conference in March of 2012.

The Parking Bureau had its first full month with the reduced credit card fees it was being charged. During the month, it paid 14.5% to the credit card company. This was in contrast to 24% it had been previously paying.

Parking Manager Bill Simons attended several meetings during October in reference to the proposal by River Valley Development to build on three downtown parking lots. One of those proposals includes a garage.

The collections agency contracted by the City to contact vehicle owners of out-of-state unpaid tickets has brought in \$9,615 (net) as of 10/27. This reflects 12% of what was due for tickets that went back as far as ten years. The process started August 26<sup>th</sup> and is now entering its third month.

Meter activity is still strong averaging 7,095 transactions per week (excluding the two holiday weeks) since the beginning of September. Activity has slowed slightly (-3.7%) since the start of school.

The Parking Commission is reviewing policies for the Orchard Street parking lot at the request of businesses on the first floor of the Cocheco Apartment complex. The review is an attempt to address concerns of the business owners due to spaces near their businesses being taken up for the entire day by vehicles displaying monthly permits.

**Traffic Bureau:** The Traffic Bureau coordinated traffic control particulars for the Greater Dover Chamber of Commerce's annual Apple Harvest Day on October 2. A record number of runners and walkers participated in the third annual Apple Harvest 5K road race. Sgt. Speidel, the Traffic Bureau Commander, worked closely with Chamber staff and committee members and handled various logistics involving the Police Department. This included the advance deployment of cones, barricades, and signs to facilitate temporary parking restrictions and safe traffic flow, and the assignment of police officers to key intersections to manage the heavy flow of traffic. This is the Chamber's largest fundraiser and one of Dover's most highly-attended community events.

Sgt. Speidel and Captain Terlemezian participated in Woodman Park Elementary School's celebration of International Walk to School Day on October 5. The police joined students, school staff, and several other community leaders in "walking school bus" parades that began at predetermined locations and ended at the school with a rally in the morning.

The Police Department assisted Dover's Loyal Order of Moose Lodge on October 16 as a starting location for the Cystic Fibrosis Benefit Motorcycle Ride hosted by WHEB 100.3 FM. Officers provided traffic control at key intersections to facilitate the safe passage of the large group of motorcyclists.

Sgt. Speidel worked closely with organizers of the inaugural Horne Street School PTG 5K road race on October 22. The fundraiser drew nearly 300 participants on a course using Glenwood Avenue, Horne, Sixth and Whittier Streets. Sgt. Speidel coordinated the advance posting of temporary parking restrictions, deployment of traffic control equipment, and assignment of police and volunteer traffic personnel.

The Traffic Bureau provided equipment to facilitate event parking, road closures, or other traffic control particulars for other events during the month of October including:

- Loyal Order of Moose Touch-a-Truck event
- Greater Dover Crop Hunger Walk
- Bethany Christian Services Make a Difference Day Walk

**Patrol:** During the month of October, officers handled a total of 2,449 incidents, some of which include the following activity / arrests:

- 783 Traffic Stops
- 53 total arrests
- 9 DWI arrests
- 8 Drug related arrests
- 10 arrests for Assault
- 5 Theft related arrests
- 1 arrests for Criminal Mischief
- 7 arrests were for other agency warrants\
- 3 arrests for Stalking
- 2 arrested were juveniles
- 8 for various other charges

At approximately 2:00 pm on October 13<sup>th</sup>, patrol officers responded to the railroad in the area of Arch and Washington Streets to assist the Dover Fire Department for the report that a subject had been struck by a train.

On October 19<sup>th</sup>, an officer assigned to patrol the area of RJ's Bar and Grill was approached by an intoxicated male subject, identified as Aaron Heywood. The officer attempted to take Heywood into protective custody. Heywood, who was armed with a knife, attacked and attempted to stab the officer. The officer was able to disarm Heywood and with the assistance of other officers take Heywood into custody. The officer was specifically assigned to patrol public area in front of RJs Bar and Grill due to a large number of incidents involving patrons of the bar.

**Diversion Program:** The Diversion Committee did not meet in October 2011 due to some scheduling conflicts among the committee members. As of this report, there are two active members in the Dover Diversion program. The next meeting is scheduled for Thursday, November 10, 2011.

At the time of this report, there was one new case awaiting the November 10, 2011 meeting. Any additional new cases will be next reviewed at that meeting date, or a date determined by the committee.

**Dover Housing Authority:** On October 5<sup>th</sup>, Officer Joslin along with other members of the Dover Police Crime Scene Unit instructed during the 2<sup>nd</sup> annual Citizen's Police Academy. During the course of the evening, the officers conducted a short presentation on the proper procedures used to collect evidence, tools of the trade and some of the myths that have been developed through television shows such as "CSI". After the classroom portion of the class, students were instructed in basic fingerprint dusting and lifting, footwear identification and collection and tool mark collection. The students were then brought into the engine bays at the North End Fire Station where a series of mock crime scenes had been set. They were allowed to use the new skills they had been taught throughout the evening in processing each of their team's scenes.

On October 11<sup>th</sup> and 12<sup>th</sup>, Officer Joslin attended a class on Elder Abuse at the Strafford County Court Complex that was sponsored by the Strafford County Attorney's Office. The class instruction taught the officers in attendance signs to look for during calls involving the elderly that might indicate abuse or neglect. It also gave the officers additional contact information of services that are available to assist not only the elderly but their caretakers and families.

On October 24<sup>th</sup>, Officer Joslin began his ten week session of DARE at the Dover Middle School.

On October 28<sup>th</sup>, Officer Joslin along with Dover Housing Authority and Seymour Osman Community Center (SOCC) Staff and volunteers from the Family Night Out organization held the 2<sup>nd</sup> annual Halloween Bash at the SOCC. The bash is held for children 12 years of age and under and this year it featured a magician. There were also numerous games that allowed the children to win prizes, a costume contest for individual age groups, balloon animals, and a haunted hospital scene.

During the month of October, Officer Caproni was assigned to work with the Quantum Program at the SOCC. The Quantum program is a comprehensive and proven youth asset development and incentive program that provides academic support, mentoring, career/post-secondary education planning, social skills development and community service opportunities to select high school students.

In October, Officer Caproni assisted Quantum Director Mimi Bergere with ongoing activities that include but are not limited to mentoring in homework, nutrition, community service and cultural events. Some special events included a trip to see dance group "Kings of Salsa" and a tour of Demeritt Hill Farm. Community Service breakfast and a community service dinner was provided for the general public. Upcoming community service will include maintenance assistance at the Browne Center UNH.

**Community Service Program:** The Community Service program tracked 20 active participants in the month of October. Of the 20 juveniles in the program, 4 participated during the month of October. A total of 11 hours of community service work was completed with 3 members completing their obligation during the month of October. In 2011, 309.5 hours of community service has been completed and 8 members have finished their court ordered hours.

Most of the community service was completed in the form of weeding in the newly landscaped areas at McConnell Center.

**Police Explorer Program:** During the month of October, the Explorer Post has assisted with the 2011 Citizens' Police Academy. The meetings began on Wednesday, September 14<sup>th</sup> and are continuing until November 9<sup>th</sup>. 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.

Officer Lilyestrom was re-assigned to the Patrol Division full time and is no longer the Explorer post leader. Officer Caproni was assigned to lead the Explorer Post and will be transitioning over the course of the month.

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 October 3<sup>rd</sup>, the Coalition Coordinator, Vicki Hebert, participated in the New Hampshire Rx Drug Strategy Summit. The 200 attendees worked to develop a statewide plan to address prescription drug abuse. One focus of the plan is prescription drug monitoring so that certain commonly abused drugs are not overly prescribed in higher than necessary amounts.

In the spring of 2011, the Dover Coalition for Youth nominated Dover as one of the 100 Best Communities for Young People. On October 12<sup>th</sup> Americas Promise Alliance and ING announced that Dover was selected as one of the 100 best for its initiatives to help young people. The competition recognizes communities across the country that focus on reducing high school dropout rates and providing service and support to their youth. The national recognition comes with a \$2,500 grant.

On Saturday October 29<sup>th</sup>, the Police Department and Dover Coalition for Youth partnered with the Drug Enforcement Administration on the 3<sup>rd</sup> annual Prescription Drug Take Back program. The program allows for community members to turn in their unused prescription or over-the-counter medications for safe disposal. The event also helps raise awareness of the problem of medication abuse. The past two events resulted in over 90 pounds of medications being collected each time. Two full boxes of medications were collected this year, less than prior years. The DEA will provide the weight of the medications collected at a later date.

**Youth to Youth:** Students from Dover Youth to Youth have been participating in National Drug Facts Week at the end of October. In this program, communities are challenged to find multiple ways to get the information out about the consequences of drug abuse.

These efforts have included a total of 5 new public service announcements covering tobacco and prescription drug abuse.

On October 29<sup>th</sup>, Dover Youth to Youth conducted a kick off informational demonstration in downtown Dover on prescription drug abuse and encouraged people to turn in old and unused medications from the home at the Prescription Drug Take Back event at the police department. Students also put up posters in local schools, applied informational stickers to alcohol products in local stores.

**Teen Center:** For the month of October 2011, the Teen Center saw a total of 974 participants, on 20 days of programming, which yielded an average of just under 49 participants per day (the actual average was 48.7).

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

- TC Special Event – “Karaoke Jam Party” (10/7)
- TC Snack Special – “Grilled Cheese” (10/11)
- TC Music Event – DoverPalooza – “Harvest Moon Show” (10/14)
- TC Snack Special – “TACOS” (10/17)
- TC Trip – “Canobie Lake Park’s Screeemfest” (10/21)
- TC Movie Afternoon – “Scary Movie Monday” (10/24)
- TC Halloween Week Event – “Pumpkin Carving Party” (10/25)
- TC Early Release Day Event – “BBQ w/Y2Y” (10/26)

- TC Halloween Week Event – “Costume Party w/Y2Y” (10/27)

The Teen Center saw its numbers take a large jump, and it is clear that kids are still talking about the Dover Teen Center. New registrations continue to come in (approx. 20 during the month). The Teen Center also retained many participants from last year.

**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:

- 40 pedestrian crosswalk warnings
- 4 bicycle Sidewalk warnings
- 5 skateboard warnings
- 6 assistance calls
- 2 MV cross walk warnings
- 3 MV one-way warnings

In addition to the above enforcement action, the Downtown Liaison Unit was present and on patrol during Apple Harvest Day.

Due to staffing shortages and a need to reassign personnel to patrol, the Downtown Liaison Unit’s staffing was reduced from 2.5 assigned officers to 1.5 assigned officers. This change went into effect on October 16<sup>th</sup>. Additionally, “Black Jack”, one of the horses who served the unit for approximately 4 years, was retired and reunited with his owner.

**Animal Control:** For the month of October, there were a total of 84 animal calls. Of those, 21 were handled by the Animal Control Officer, 34 were handled by dispatch and 29 by patrol officers. The following is a breakdown of the 21 calls handled by the Animal Control Officer:

- 9 found animals
- 1 wildlife call
- 7 welfare calls
- 4 loose dogs

During the month, ACO Ladisheff received 65 voicemails messages from citizens.

**K-9:** On October 8, 2011, Officer Keefe and K9 Grinko responded to a Burglary at DiCicco’s located at 385 Washington St. He attempted to track potential suspects but was called off of the track as the suspects were located through other means.

On October 9, 2011, Officer Keefe and K9 Grinko responded to an assault report. The female reporting party stated that she had been attacked on Central Avenue.

From October 25, 2011 through October 27, 2011, Officer Keefe attended K9 Tactical School (SKIDDS). School showed how K9s are used as members of tactical teams to make entries into buildings and searches in open areas to make it safer for the tactical team.

**Communications Bureau:** On October 13th, the Communications Bureau handled the dispatching of a pedestrian fatality involving a commuter train.

During the month of October (as of October 27), the Communications Bureau handled 9,122 radio transmissions, 8,802 phone calls, 353 emergency calls, 62 alarms, and 211 customers in the police department's lobby.

**Recreation Programs:** The Recreation Department is working on promotion for fall and winter programs and an expanded travel program run through the Senior Center. The winter program registrations are strong at all of the facilities.

Sign-ups have begun and are ongoing for many basketball leagues, from Lil' Shots (K-2nd graders) through the 50+ Men's League. All programs still have openings available.

The 18+ Men's basketball league began scrimmages on October 23<sup>rd</sup>, and continued on Sundays throughout October. The league is currently full and will begin games on November 13<sup>th</sup>.

Lil' Kickers soccer program for 4&5 year olds has been running at the McConnell Center on Saturdays and the second session began October 8<sup>th</sup> and will end on November 5<sup>th</sup>. Both time slots were full.

Pilates & Interval Toning classes wrapped up the first session and began the next session on October 31<sup>st</sup>. Tai Chi wrapped up on October 25<sup>th</sup> and will continue with a new session beginning November 1<sup>st</sup>. Yoga wrapped up their first session of the fall with a full class, and their next session begins November 7<sup>th</sup>. Zumba® classes wrapped up their first fall sessions in October, and began new sessions on Wednesdays, Saturdays and Sundays in mid-October.

**Senior Center Programs:** McConnell Center common areas continue to be a popular venue for organizations, meetings, workshops, classes, and special events.

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, continues to practice at the center on Wednesday mornings and is beginning their holiday performances.

On October 15<sup>th</sup>, 31 seniors attended the flu shot clinic offered at the center.

DCSC Mystery Luncheons are held the 1<sup>st</sup> Wednesday, 2<sup>nd</sup> Tuesday, and 3<sup>rd</sup> Saturday of every month, with three groups attending on Saturdays. It continues to be a popular program. Their semi-annual pot luck was held this month at the center.

The annual Halloween party was held on Friday October 28.

Mystery Lunches: 43

Senior Advisory Board Meeting: 11

Senior Monthly Social: 33

**Indoor / Outdoor Pool:** The month of October brought about the beginning of fall swim lessons with 91% of all available spots being filled. Lessons will come to an end the weekend of November 6<sup>th</sup>. Members of Seacoast Swimming continue to practice during the afternoon hours and are preparing for their upcoming meets. Therapy swim has seen a recent surge in activity as MSAD #'s 35 and 60 use the pool bringing in as many as 20 swimmers every week. Great Bay Masters are still practicing at the Indoor Pool with as many as 30 swimmers per practice. A local homeschooling group meets on Fridays through October, November and December, normally bringing in 40 children for swim lessons and Rec Swim. Finally, Mighty Seals commenced their season with practice beginning on October 9<sup>th</sup>, they will be preparing throughout the winter for their spring swim meet that will take place in April.

The Making Strides Against Breast Cancer Walk was held at Henry Law Park this year with over 600 walkers raising more than \$100,000 for their cause.

Apple Harvest Day took place at the beginning of October with crowds flooding the streets of downtown Dover despite the occasional shower and cooler temperatures. The Dover Pool Advisory Committee hosted a booth while also having a raffle and \$266 was raised from the effort as well as great advertising and community involvement.

Adult Lap Swim: 75-90 swimmers daily  
Rec Swim: 20-25 swimmers daily

**Ice Arena:** October is the beginning of the youth hockey season and brings lots of families and skaters to the arena. All of the Dover Youth Hockey teams are in full swing with games and practices.

Recreational skating has been consistent and improving as the colder months are here. This is always a popular event at the arena all winter. Stick practices also have remained consistent and should improve as the winter months start.

Stick Practice: 316

**Public Library:** Attendance at 25 special programs (storytimes, movies, ballet performance, Paws for Reading, and Friends program) was 354. Children made 165 crafts at the “Make-It, Take-It” table during October.

## DEPARTMENTAL COLLABORATION & ENHANCEMENTS

The Information Technology Division met with School personnel to discuss proactive IT project planning with Schools. Also discussed concerns regarding wireless implementation & VoIP project.

The Planning Department worked with the School Department to finalize its submissions for the Capital Improvement’s Program. Additionally, the two offices worked together to understand the use and regulations around impact fees. This discussion led to a proposed expenditure of impact fees for automotive classrooms at the Regional Career Technical Center.

The Director of Planning and Community Development and the Economic Development Director have discussed options for increasing education about signage for the business community.

The Planning Department worked with the Community Services Department to identify needs on the Community Trail. This work included inspecting the work being completed under the Spaulding Turnpike, the parking lot off Watson Road, and preparation for paving on Washington Street.

Planning staff worked with the City Clerk’s office to review and submit data to the Attorney General’s office regarding the proposed ward boundary changes. This data included identifying the census blocks and tracts that each ward will encompass.

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:

- Gladiola Way
- Cedar Cove
- Nye Lane/Pacific Landing
- Willand Pond

The Dover Public Library loaned 51 materials to Dover public schools and borrowed 98 volumes from the schools through the Dovertnet Intraloan System.

Members of the Dover Public Library aided the school libraries on 8 occasions with Dovertnet automation system tasks.

## PLANNING & ZONING

The steering committee for the Open Space and Conservation Master Plan chapter has completed its first draft of the upcoming 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.

A review of the process and outreach models used for CDBG programming for the upcoming grant round, which begins in February, has begun. Additionally, staff is reviewing comments from the Department of Housing and Urban Development review of the City's required reporting on the status of our CDBG program to discern areas to improve.

Planning staff recommended 10 of the 15 land use amendments suggested by the EPA Building Blocks report. These amendments were presented to the Planning Board on October 11, 2011, and act to promote alternative energy sources, reduce the City's carbon footprint and encourage use of sustainability through resource allocation.

The Director of Planning and Community Development will be working with the Planning Board Chair to develop an educational program for the 2012 workshops that occur the second Tuesday of the month for Planning Board members.

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

- NH Coffee on Sumner Drive
- Technical Review for 218 Knox Marsh Road
- Technical Review for 78 Horne Street
- 222 Central Avenue for redevelopment
- Intersection of Court Street and Central Avenue for redevelopment
- 547 Central Avenue redevelopment
- 343 Sixth Street
- Thornwood Commons project
- Cocheco Falls Milworks
- Strand Theater for redevelopment
- 6 Brick Road

- Residents at 4 and 12 Brick Road
- Residents at 2, 4, and 8 Floral Avenue
- 44 Dover Point Road
- 13 Whittier Street
- K9 Kaos
- Robbins Auto properties throughout the City
- 3 Washington Street redevelopment
- 63 Broadway
- Property on Long Hill Road
- 200 Dover Point Road

## CITY GROUNDS – FACILITIES & PARKS

During the month of October, 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 equipment is being winterized.

Graffiti continued to be a problem throughout the City, with stop signs specifically being targeted. Sign work continued in the posting of signs for new developments as well as the replacement of existing signs as needed. Tree trimming around signs has also been ongoing.

The public turf areas and ball fields were mowed and crews continued to groom and mark the athletic fields. The mowing of the ball fields is now being conducted by City employees as the vendor contracts ended mid-month. Picnic tables were retrieved from all parks and put into storage for the winter.

Leaf pick up in Pine Hill Cemetery has commenced. County workers assisted the Facilities & Grounds employees as the late leaf fall put cleanup a little behind schedule.

The service maintenance bid for the HVAC equipment, put out to bid in September, was awarded to Siemens. They have begun boiler cleanings and winterizing equipment.

The auditorium at City Hall has shown significant water damage due to the heavy rains and apparent leaks. Employees attempted to locate the source of the leaks through inspection and visual inspection of the roof drains via video camera, however, nothing conclusive has been identified at this time.

The contract for the renovations of the Bathhouse at the Jenny Thompson Pool was signed this month and construction is ready to begin. Pine Brook Corporation plans to have this work completed in the fall.

## GENERAL UPDATES

Planning staff worked to educate Council and School Board candidates, as well as the public at large on the City's regulations pertaining to election signage/political advertising. This work entailed site investigations of sign placement, as well as meeting with various candidates and having electronic conversations with candidates about acceptable locations for signage.

The Director of Planning and Community Development met with Somersworth's interim Director of Development Services, Portsmouth and Farmington's Planning Director, and Rochester's Director of Development to review regional needs and issues that all communities.

In October, the Director of Planning and Community Development attended a session at UNH where officials from the Government Accounting Standards Board meet with planners and local finance officers from NH to talk about a proposal that would compel local government to look at its future financial condition.

The Director of Planning and Community Development participated in a webinar devoted to increasing public participation in planning through the use of innovative communication strategies.

The Department of Planning and Community Development assisted the Economic Development Director with supporting the proposed development of the Parking Lot Redevelopment Bid that was solicited in July.

The Inspection Bureau has received higher than usual number of complaints regarding landlord/tenant issues and they continue to address complaints in a timely fashion. The Bureau investigates each of these and works with both parties to resolve each issue in a timely fashion.

Eleven paramedics attended a mandatory Paramedic RTP refresher course. This is 48 hours of training, over six days, to ensure Paramedic staff is current on all of their skills and the latest technologies available to provide Advanced Life Support care. This is approximately half of our medic staff. The other half will attend next year as each registered medic must attend every two years

A large percentage of Fire Department members volunteered to provide hamburgers, hot dogs and popcorn to raise money for their association at Apple Harvest Day. The food booth was busy and firefighters interacted with the public answering many fire safety questions.

The planning for the 18<sup>th</sup> 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. These final weeks are filled with many hours volunteered by our firefighters and their families in rehearsals, set design, costume creation, recording and videotaping to polish the program for the school children. Once again, many businesses in Dover support these efforts by donating close to \$14,000 to ensure this life safety program is delivered to our students. Two Fire Department senior volunteers are also very involved in this program, assisting with set design; stuffing bags and being two extra sets of hands through the Festival week.

October's storm caused unusual problems for citizens as leaf covered trees do not support wet, heavy snow and broken limbs caused many power outages throughout the City. The Fire Department responded to approximately 150 calls during a 30 hour period from 6 p.m. Saturday, October 29 thru October 30 at midnight. About 49 residences in the area of High Ridge Drive remain without power four days later. The Fire Department has remained in close contact with Public Service.

## CITY OUTREACH

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 129 Facebook (City of Dover NH Planning) friends and 259 followers on Twitter @DoverNHPlanning.

During the month of September, eight Planning blog posts were drafted, including one on looking at the Apple Harvest Day, Riding mass transit, rails to trails projects, social communities, two on the Capital Improvements Program, one on how buildings evolve, and one on the proposed redistricting of Dover's ward boundaries.

The Department of Planning promoted the Dover Community Trail through the facebook fan page for the trail which has 284 fans, as well as a Sustainable Dover facebook fan page for the trail which has 116 fans.

The Director of Planning and Community Development continues to act as an advisor to the Dover Listen's committee, and attends their monthly meetings.

Finally, this month the Department of Planning and Community Development sent out 22 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.

Library has 592 Facebook fans, 381 Twitter followers and 520 e-Newsletter subscribers which it uses to update their followers with need to know information.

The Fire Department hosted, in conjunction with Dover Police Department, an educational overview to the Citizen's Leadership Academy. The departments received much positive feedback from the 18-20 citizens who attended

The SAFE Trailer, with the fire inspector, visited all public and private elementary schools delivering critical messages on how to escape from a smoke filled or burning home, the importance of having a home escape plan, as well as lighter/match and candle safety.

Fire Department personnel provided CPR and extinguisher training to two local businesses to assist with their safety in the workplace programs.

The Fire Department hosted approximately 20 daycare and scout groups during the month of October, bringing hundreds of children to visit the Central Fire Station to see the vehicles and learn more about the services the department provides.

The SAFE Trailer and a fire engine that were on display at Apple Harvest Festival were a huge hit. The department was able educate hundreds of citizens of all ages.

## ENERGY EFFICIENCY

The Substantial Completion documents were signed in October. This starts the annual clock for Johnson Controls Inc (JCI) to document the energy savings stipulated in their contract with the City. The Department of Planning and Community Development is working with JCI's thermo technicians to assure they have access to the data needed for the Monitoring & Verification portion of the contract. Johnson Controls is now down to a punch list of items that require attention.

City staff met with both the New Hampshire Department of Environmental Services compliance contractor and the EPA hired auditor for the Waste Water Treatment Plant blower project. The purpose of these

meetings was to assure compliance with American Recovery and Reinvestment Act and Davis Bacon requirements.

## ACKNOWLEDGEMENTS & EVENTS

The Friends of the Library Booksale netted \$3800 in its first three days.

## PROFESSIONAL DEVELOPMENT

This past month attended the annual 2011 International City/County Management Association Conference and participated in a variety of educational sessions and exhibits. Excellence in the new normal, the challenges of citizen engagement, changing demographics and employee relations, leadership lessons learned, and personal issues facing local government managers and their families were the themes of the educational program.

The opening session of the conference was led by Tim Hoelter, who retired from the Harley-Davidson company after 20 years in key leadership positions. His presentation, “Against All Odds”, reinforced the significance of vision, creativity and perseverance, in successfully leading an organization through difficult times. He traced Harley-Davidson’s history—described as one of the greatest comeback stories of American business—from its promising start in the early 1900s to its near-demise in the late 1940s, 50s, and 60s, when financial difficulties, competition, and mismanagement of the brand threatened to finish the company.

Bill George, professor of management practice at Harvard Business School and former CEO of Medtronic spoke of the leadership lessons contained in his new book, “True North: Discover Your Authentic Leadership”. His talk focused on the four essential components of leadership that he cultivated at Medtronic: aligning employees around a sense of purpose and values, empowering staff to solve problems, instituting a sense of service leadership, and inspiring collaboration.

Next Generation Consulting Founder Rebecca Ryan delivered a presentation titled “Your Next Citizen,” which focused on “where the future and talent meet,” specifically what the next generation of citizens will look like and the impact they will have on our cities, towns, and counties, both as residents and local government employees. Ms. Ryan discussed how, for young adults in general and millennials (those born between 1982 and 2002) in particular: life online is life itself, adulthood is being delayed, and where you live is more important than where you work. Today’s young, talented individuals and their use of social media will have a profound impact on galvanizing citizens for local purposes and, according to Ms. Ryan, where these young, talented citizens concentrate is where the country will experience the highest concentration of economic activity.

The closing presentation for the conference was “Transformational Leadership: Evolve, Adapt, Inspire” by Wes Moore, former Army officer, Rhodes Scholar, White House fellow, and best-selling author. Moore shared the story of how his life path intersected with that of “The Other Wes Moore,” who, like the speaker, grew up in Baltimore, Maryland, but rather than striving to succeed, chose a life of crime, which led to him being convicted of killing a city police officer. Speaker Moore described the effect that a powerful leader can have on a person’s life and stressed the importance of mentorship and leadership to every community.

In between attending these keynote presentations during the ICMA conference also participated in a number of interactive sessions relating to various topics including:

- Labor Relations in the Age of the "New Normal
- Connecting Communities: How Local Governments Can Be Active Contributors to Citizen Engagement
- What to Do When the Results Are In: The Tough Part about Using Citizen Surveys to Improve Governments
- What Options Are Left When Downsizing Is NOT an Option?
- Excellence through Skill Sets in the New Normal
- Effective Coping and De-stressing Mechanisms to Assist Employees
- Shared Services 101: Inter-Local or Joint Power Agreements
- Performance Management in the 21st Century: Framework of the National Performance Management Advisory Committee
- The Ethics of Regionalism: Balancing the Needs of Communities with Those of the Region
- Ideas That Worked--Rapid Fire Innovation: Discussion of Management Topics, Innovative Projects, and Successful Programs
- Coping with the Budget Crisis: Achieving Fiscal Health and Wellness through Priority-Based Budgeting

Earlier this year, achieved recertification as a Senior Professional in Human Resources (SPHR). This designation, awarded by the HR Certification Institute, signifies that one possesses the theoretical knowledge and practical experience in human resource management necessary to pass a rigorous examination demonstrating a mastery of the field. Certification involved passing a comprehensive examination and demonstrating a strong background of professional human resource experience. 60 credit hours of continuing education in the human resource management field were completed for recertification. The HR Certification Institute is the credentialing body for human resource professionals and is affiliated with the Society for Human Resource Management (SHRM), the world's largest organization dedicated exclusively to the human resource profession. The Institute's purpose is to promote the establishment of professional standards and to recognize professionals who meet those standards.

Also earlier this year, achieved recertification as both Certified Compensation Professional (CCP) and Certified Benefits Professional (CBP). These designations from the WorldatWork Society of Certified Professionals, a not-for-profit association that provides certification in compensation, benefits, work-life and total rewards, signifies that one possesses the theoretical knowledge and practical experience in compensation, benefits and total rewards management. More than 50 credit hours of continuing education in the compensation and benefits management area were completed for recertification. The Certification Society is the credentialing body affiliated with the WorldatWork organization, the professional association for compensation, benefits and total rewards professionals.

Lastly, attended the monthly NH Municipal Management Association meeting for a presentation and discussion concerning economic development financing tools used successfully in both Keene and Newmarket. Also was briefed on the status of the NH Department of Revenue Administration's efforts to streamline business processes and realize budget efficiencies.

# Capital Improvement Projects Update

## Community Services Department

### October 2011

#### **TOLEND LANDFILL REMEDIATION**

- Current: The project construction is winding down and nearing completion. The system start up is on schedule to begin before the end of the year
- Previous: Both construction of the sewer conveyance line and the remediation system have begun and are proceeding on schedule. 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.

#### **BERRY BROOK WATERSHED MANAGEMENT**

- Current: All the work associated with the Berry Brook 1 grant is completed. Two rain gardens and a tree box filter were installed at the Horne St School. Two additional rain gardens were constructed as part of the project - one at a residence on Hillcrest Ave, and another in the City ROW on Snow Ave. The Snow Ave rain garden will gather street drainage from the east side of Horne St which previously had caused flooding in the back yards of several homes on Redden St Ext. The west side of Horne St was also collected by the addition of a catch basin and a treatment swale along Snow Ave which is a part of the Berry Brook 2 grant project. The re-establishment of Berry Brook on the Lowell Ave City property has made significant progress and was expanded to include improved street drainage on Page Ave. Planting of trees and shrubs has also occurred in the completed portions of the stream and associated flood zone. A neighborhood walk will be conducted at 4:30 on November 2 to show residents what has been accomplished during the first year of implementation. The walk will commence at the Horne Street School.
- Previous: 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 stormwater 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.

#### **RIVER ST PUMP STATION UPGRADE**

- Current: The installation of pumps has started.
- Previous: The installation of pumps will start in October.

#### **RE-ESTABLISHMENT OF WILLAND POND WELL**

- Current: Emery and Garrett has submitted to the State NHDES for review and approval to re-establish the existing well at Willand Pond as a public water supply.
- Previous: 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.

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

- Current: EPA met with the City on October 14th to begin the NHDES permit renewal process. The City expects to receive a draft permit from EPA before the end of the year. The City continues to participate in the Great Bay Municipal Coalition, the group of 5 communities in the estuary with WWTP's. The Coalition communities are preparing an Adaptive Management Plan which includes nitrogen permit limits of 8 mg/l in addition to working on non point source nitrogen reduction and habitat restoration.
  
- Previous: 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.

#### **NORTH END PRESSURE**

- Current: The water tank construction has started. The contractor for the water main has not started. The booster pump station has been awarded and construction will start in the spring.
  
- Previous: The contracts have been awarded for the water main and tank portions of the project and construction will begin soon on Long Hill. The booster pump station is currently out to bid for construction.

# Total Permits Issued: October 2011

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
11-234	ALLIS	5	WASHINGTON STREET	RENOVATE INT. OF COMM. SPACE FOR	11-2	23	11	6000	85
10-375	BLACK DOG CARWASH	887	CENTRAL AVENUE	INSTALL A SOLAR ELECTRIC PANEL AR	C	38	9-A	47600	500.65
11-278	ALLIS	5	WASHINGTON STREET	INT. RENOVATIONS OF PROPSED ICE CR	C	23	11	12000	145
11-297	ARANCO OIL	874	CENTRAL AVENUE	DEMO. AN AUTO SERVICE/GAS STATIO	C	38	28	0	50
11-298	MCQUADE	257	CENTRAL AVENUE	CHANGE OF USE TO CONVENIENCE STO	C	23	22	3000	55
11-299	JANETOS	79	MAIN STREET	RENOV. FOR A RETIAL SPACE	C	3	31	3000	55
11-316	WENTWORTH DOUGLASS HOS	10	MEMBERS WAY	MEDICAL OFFICE FIT UP	C	D	17-C	51500	545
11-154	COCHECO COURT CONDOMIN	103.5	HENRY LAW AVENUE	RMV. & RPLC./CONST. 10 EXT. ENCLOSE	R	20	19	35000	375
11-174	GREENBROOK LLC	3 & 3A	HANCOCK STREET	REPR/RENO. A FIRE DAMAGED TWO FA	R	26	28	195000	1975
11-213	SLAINTE, LLC	22	PICNIC ROCK DRIVE	CONST. A SFD W/ATT. GARAGE	R	16	20-8	170000	1725
11-230	ENO	12	ERIK DRIVE	CONST. A COVERED FRONT PORCH AD	R	B	19F	30000	325
11-231	CHANGING PLACES LLC	28	OLIVE MEADOW LANE	NEW SFD W/ATT. GARAGE	R	A	45A-2	200000	2025
11-232	CHANGING PLACES LLC	32	OLIVE MEADOW LANE	CONST. A SFD W/ATT. GARAGE	R	A	45A-2	200000	2025
11-256	TORR	215	MAST ROAD	CONST. AN ACCESSORY STRUCTURE (D	R	H	4-2	30000	325
11-261	MUNDSON	3	REDDEN STREET	ADDITIONAL LIVING AREA	R	36	5A	15000	175
11-262	STUART	48	MAST ROAD	REPAIR/RENOVATE AN EXISTING DECK	R	E	49-6	3500	65
11-267	MARSHALL	24	MAPLEWOOD AVENUE	CONST. SIDE & REAR ONE STORY ADDI	R	D	8M	10000	125
11-269	PARSONS	27	MALLARD LANE	REMOV. & REPLACE/CONST. A REAR ONE	R	N	20A	25000	275
11-270	GOFF	36	ATLANTIC AVENUE	CONST. A REAR ONE-STORY ADDITION	R	25	3	74000	765
11-271	HEBERT	53	FOREST STREET	CONST. A REAR ONE STORY ADD. FOR	R	26	23	24500	275
11-274	BRADLEY	25	TUTTLE LANE	CONT. A LAUNDRY / MUDRM W/IN EXIS	R	M	68D	7000	95
11-276	MCCANN	68	HORNE STREET	CONST. A REAR 3 SEASON RM ADDITIO	R	36	29B	11000	135

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
11-277	BERRIDGE	138	COUNTY FARM CROSS ROAD	CONST. A MUDROOM & ATT. GARAGE	A R	B	14B	40000	425
11-279	GRAYSTONE BUILDERS, INC	34	NYE LANE	CONST. A SFD W/ATT. GARAGE	R	E	49-2	150000	1525
11-280	DEAN	169	MAST ROAD	FINISH AREA IN BSMNT FOR ADD. LVNG	R	I	20K-2	10000	125
11-283	BARRETTO	83	COUNTY FARM ROAD	CONST. / INSTALL A ROOF MOUNTED S	R	B	23D	12500	155
11-284	IACOBUCCI	124	SIXTH STREET	ENCLOSE THE REAR DECK FOR CONVE	R	34	16	15000	175
11-285	TOLEND ROAD PROPERTIES	23	MELODY TERRACE	CONST. A SFD W/ATT. GARAGE	R	G	24-J-2	134000	1365
11-286	KELLY	8	HANSON STREET	REMOVE PICTURE WINDOWS & INSTAL	R	20	38	2000	45
11-287	QUINTERO	12	LANDING WAY	TO RENOVATE/REMODEL THE KITCHEN	R	L	95-1C	49500	525
11-288	GRAYSTONE BUILDERS INC.	22	NYE LANE	CONST. A SFD W/ATT. GARAGE	R	E	49-5	150000	1525
11-289	MAHONY	91	SIXTH STREET	RENO./REMODEL A DWELLING UNIT	R	35	11	14300	175
11-290	MITCHELL	9	FOXTAIL RIDGE	REMOV. DECK; CONST. REAR SCREENE	R	A	45-A1	20400	235
11-291	MCATAVEY	12	ROGERS STREET	REPAIR FIRE-DAMAGED DWELLING UNI	R	24	120	56000	585
11-293	DEANEY	43	SIXTH STREET	RMV. & RPLC. / CONST. A FRONT LANDI	R	30	69	2000	45
11-294	TRACY	103	STARK AVENUE	CONST. AN ACCESSORY STRUCTURE	R	17	39	3000	55
11-295	MICHAUD	69	OLD DOVER POINT ROAD	CONST. A ONE STORY FRNT ADD. W/AT	R	M	12	83500	865
11-304	COCHECO COUNTRY CLUB	40	KINGS HIGHWAY	DEMO. AN SFD & ACCESSORY STRUCTU	R	N	84, 15	0	50
11-310	TOLEND ROAD PROPERTIES, L	15	MELODY TERRACE	CONST. A SFD W/ATT. GARAGE	R	G	24-J-2	134000	1365
11-311	KIZIRIAN	13	BIRCHWOOD PLACE	CONST. A FULL REAR DORMER ADDITI	R	17	75	27000	295
11-317	GAUTHIER, MARY JO	1	DURHAM ROAD	DEMO. A SFD	R	H	11	0	50
11-318	DEAN	169	MAST ROAD	CONST. & INSTALL A 3/4 BATH & LAUN	R	I	20K-2	5000	75

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map Lot	Construction Value	Fee
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**Total Permits Issued:** 42

**Total Construction Value:** \$2,061,300.00

**Total Fees Collected:** \$21,780.65

Type of Permits Issued		Certificate of Occupancy's	
Apartment dwlg units	0	Apartment Units	0
Commercial	0	Commercial	2
Condo Units	0	Condo Units	0
Congregate Care Facility	0	Congregate Care Facility	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Duplex Unit	0	Duplex Unit	0
Industrial	0	Industrial	0
Multi Family	0	Renovations	5
Manufactured Dwlg	0	Manufactured Dwlg	0
Single Family Dwelling	7	Single Family Dwellings	17
		<b>Total</b>	<b>24</b>

**PLANNING BOARD APPROVED PROJECTS**

NAME	LOCATION		Total Units	Units Built*	Units left	DATE OF PER SIGNATURE	DATE OF PER APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Code	H = Homes A = Apts. C = Condos													
<b>Multi-Family:</b>														
Paolini	Appaloosa	C	11	0	11		9/27/2011	9/27/2011	Site	P11-13	I	18-1	G	1.76
Sherman School	School Street	C	48	0	48	9/27/2011	10/26/2010	Site	P10-39	3	10	9/27/2016	G	7.68
Paolini	54 Dover Point Road	C	12	12	0	10/6/2009	7/22/2008	Site	P08-15	K	20	10/6/2013	G	1.92
New Meadows Inc	Knox Marsh Rd	A	120	48	72	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2009	W	13.2
<b>Total: Multi-family</b>			<b>132</b>	<b>60</b>	<b>72</b>									<b>15</b>
<b>Subdivisions:</b>														
Tidewater Farm	Winterberry Dr	H	7	0	7	6/16/2011	4/26/2011	6/20/2011	P10-51	N	8	6/16/2016	H	2.59
Olive Meadow	Sixth Street	H	6	3	3	7/19/2011	3/23/2010	7/19/2011	P10-50	A	45-A2	7/19/2016	H	2.22
Labrador Woods	Long Hill Rd	H	9	1	8	7/19/2010	5/25/2010	7/19/2010	P10-19	A	51-9	7/19/2014	H	3.33
Hidden Valley Drive	Hidden Valley Dr	H	10	0	10	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.7
Harbor Hills	Shore Rd	H	14	0	14	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.18
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	3	6	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	G	7.4
Long Meadow	Gladiola Way	H	20	20	0	1/30/2008	8/28/2007	2/6/2008	P06-40	A	28	1/30/2012	H	7.4
Picnic Rock	Back River Rd	H	21	6	15	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.77
Schooner Landing	Schooner Dr	H	10	2	8	7/19/2007	4/10/2007	7/25/2007	P06-54	M	96A	7/19/2011	G	3.7
Pacific Landing	Upper Factory Rd	H	15	12	3	2/8/2007	7/25/2006	2/8/2007	P05-72	E	49	2/18/2011	W	5.55
Goldberg/Tolend Rd Prop.	Stocklan Dr, etc	H	72	15	57	10/5/2006	7/14/2005	11/2/2006	P03-36	G	24	10/5/2010	W	26.64
Stern Subdivision	Lika Dr	H	3	0	3	3/23/2006	2/28/2006	3/23/2006	P05-71	E	45	3/23/2010	W	1.11
Emerald Woods III	Emerald Ln/Viridian Ln	H	37	0	37	1/31/2006	6/14/2005	2/1/2006	P05-10	F	15	1/31/2010	W	13.69
Narrows at Tidewater Farm	Wysteria Dr	H	5	4	1	12/16/2005	8/9/2005	12/21/2005	P05-38	N	8-3	12/16/2009	G	1.85
StoneCroft	Carriage Hill Ln	H	11	8	3	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	4.07
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	24	8	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.84
Waldron Falls	Watson Rd	H	10	6	4	5/10/2005	1/11/2005	5/17/2005	P04-54	E	35	5/10/2009	W	6.29
White Tail	Picard Ln	H	17	10	7	1/10/2005	11/10/2004	1/10/2005	P04-47	A	19	1/10/2010	H	6.29
Emerald Woods I & II	Emerald Ln	H	25	18	7	12/6/2004	9/28/2004	12/10/2004	P02-01	F	27	12/6/2008	W	9.25
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.48
Cornerstone Crossing III	Conerstone Dr	H	18	12	6	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18	7/28/2011	H	6.66
Lionheart	Littleworth Rd.	H	4	2	2	2/24/2004	2/24/2004	3/8/2004	P03-66	G	28-1	2/24/2008	W	1.48
Ayer	McKone Ln	H	2	1	1	6/5/2003	6/5/2003	6/5/2003	P02-67	N	18	6/5/2007	G	0.74
<b>Total: Single Family</b>			<b>361</b>	<b>150</b>	<b>211</b>									<b>140</b>
<b>TOTAL APPROVED UNITS</b>			<b>493</b>	<b>210</b>	<b>283</b>									<b>155</b>
<b>Elderly:</b>														
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	48	20	28	7/2/2008	3/13/2007		P06-55	M	4	7/2/2011	G	
Arbor Woods	Cielo Dr	H	63	25	38	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
<b>Total: Elderly</b>			<b>111</b>	<b>45</b>	<b>66</b>									
<b>APPROVED ELDERLY</b>			<b>604</b>	<b>255</b>	<b>349</b>									<b>155</b>

\* Built or permit issued and unit under construction

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

## 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**

# 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>
<b>EXPENDITURES</b>								
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%
<b>Total : EXPENDITURES</b>	<b>\$ 101,475,668</b>	<b>\$ 7,273,369</b>	<b>\$ 15,144,126</b>	<b>14.9%</b>	<b>\$ 86,331,543</b>	<b>\$ 54,902,588</b>	<b>\$ 31,428,955</b>	<b>31.0%</b>

# 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>
<b>Revenue</b>	1,317,715	82,940	181,416	13.8	1,136,299	0	1,136,299	86.2
<b>Expenditures</b>	993,367	74,561	197,758	19.9	795,609	153,008	642,601	64.7
<b>Debt Service</b>								
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
	<b>7,973</b>	<b>8,380</b>	<b>(16,846)</b>	<b>(211.3)</b>	<b>24,819</b>	<b>(153,008)</b>	<b>177,827</b>	<b>2230.4%</b>

# 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>
<b>REVENUES</b>								
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 : 3320 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%
<b>Total : REVENUES</b>	<b>\$ 99,692,278</b>	<b>\$ 3,447,372</b>	<b>\$ 7,524,952</b>	<b>8.0%</b>	<b>\$ 92,167,326</b>	<b>\$ (1,097)</b>	<b>\$ 92,168,424</b>	<b>92.5%</b>



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Workshop  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, October 19, 2011**  
Meeting Time: **6:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Cheney led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

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

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

### 5. CITY MANAGER'S GOALS

Mayor Trefethen said they would go over the Proposed City Manager Expectations one by one and he would ask if there was a consensus for each one.

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.

There was Council consensus.

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.

There was Council consensus.

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.

City Manager Joyal gave an overview of the project.

There was Council consensus.

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.

There was Council consensus.

5. Keep the City Council informed regarding community problems and actions taken.

There was Council consensus.

6. Keep response time to citizen concerns reasonable and follow-up on what has been done by departments to meet their needs.

There was Council consensus.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Workshop  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, October 19, 2011**  
Meeting Time: **6:00 pm**

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 ~~completed throughout the fiscal year~~ as completed and reported in the City Manager's Report.

The Council discussed how often they would like to be informed about the City Manager's professional development.

There was consensus as amended.

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.

There was Council consensus.

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.

There was Council consensus.

10. Support local businesses to aid in the community's economic growth by working in conjunction with local economic development groups and business organizations.

There was Council consensus.

11. Provide quarterly reports of energy savings realized from ongoing energy efficiency improvements.

There was Council consensus.

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.

Councilor Cheney started a discussion regarding the financial software tools to help in forecasting.

City Manager Joyal recommended that the Council have a workshop on forecasting in March, 2012.

There was Council consensus.

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.

There was Council consensus.

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.

There was Council consensus.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Workshop  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, October 19, 2011**  
Meeting Time: **6:00 pm**

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.

There was Council consensus.

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.

There was Council consensus.

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

There was Council consensus.

~~18. 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.~~

Mayor Trefethen started a discussion regarding this goal actually being two separate projects, and separating the goal.

City Manager Joyal explained both projects and the issues that need to be resolved by the Council.

18a. Investigate and pursue implementation of ATM machines in various municipal buildings. Implementation plan to be presented to City Council prior to May 31, 2012.

18b. Provide a 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.

There was consensus as amended.

19. 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.

There was Council consensus.

The Council discussed other topics they might want as a City Manager goal.

Mayor Trefethan said the list will be updated and put in a resolution on the October 26, 2011 agenda.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Workshop  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, October 19, 2011**  
Meeting Time: **6:00 pm**

### 8. 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.

### 9. ADJOURNMENT

Deputy Mayor Weston moved to adjourn; seconded by Councilor Cruikshank.  
Vote: 9/0.



**CITY OF DOVER**

## JOINT MEETING CITY COUNCIL AND PLANNING BOARD MINUTES

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

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Cheney led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

**Present:** Mayor Trefethen, Deputy Mayor Weston, Councilor Carrier, Councilor Cheney, Councilor Ciotti, Councilor Cruikshank, Councilor Garrison, Councilor Hooper, and Councilor Nedelka, Planning Board Chairperson Marcia Gasses, Planning Board Members, Gary Green, Linda Merullo, and Ex-Officio Members Thomas Clark and David White.

**Also present:** City Manager Joyal, General Legal Counsel, and Deputy City Clerk Mistretta, Planning and Community Development Director Christopher Parker.

### 5. CAPITAL IMPROVEMENT PROGRAM (CIP) PRESENTATION

City Manager Joyal gave an overview of the Proposed CIP book.

Director Parker gave an overview of the CIP program for fiscal year 2013. He asked the members if they had any questions.

Councilor Nedelka started a discussion regarding the upgrades to the Wastewater Treatment Plant and EPA requirements.

Councilor Garrison started a discussion regarding the renovations of the High School Auditorium, and asked if it would impact future renovations for the High School.

Director Parker said it would not impact future renovations.

Ms. Merullo asked about the members looking at moving some of these projects to outer years, because there is not going to be enough money to funds these projects. She asked for the amount of money they are looking at to fund these projects.

City Manager Joyal said the CIP is not a wish list, but is legitimate capital needs for the City's facilities and services that the citizens expect. He said the Council and School Board will need to look at the financial aspects and which projects to pursue.

Mayor Trefethen went over the amounts being retired for the City, School, and Water/Sewer projects.

City Manager Joyal said they are looking at alternative funding for projects.

Councilor Nedelka asked if the High School Auditorium renovation project would have qualified for school building aid from the State.

Director Parker said it would have qualified.

Deputy Mayor Weston asked about the effect of impact fees on these projects.



**CITY OF DOVER**

## JOINT MEETING CITY COUNCIL AND PLANNING BOARD MINUTES

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

Director Parker said they are looking at all revenue sources. He said the School is looking to bond \$1.9 million, but there are retiring \$2.4 million. He said the City and School are both coming in under what is being retired.

Mr. Green started a discussion asked the water fund and if the Sixth Street loop is part of the water tower project.

Director Parker said it was part of the project.

Mayor Trefethen asked about the FastTrans project and the federal funds ending in June, 2012. Director Parker said they are working with COAST to find other grants to substitute for the existing funding.

Mayor Trefethen said he would like a report regarding ridership versus revenue and how much the City is funding.

Director Parker said he would get that for the Council. He said they have given COAST a mandate to come to the City with options for this service to continue.

Mayor Trefethen asked Superintendent Briggs-Badger about the High School renovation project.

Superintendent Briggs-Badger gave an overview of the renovation plans for the High School and Career Technical Center (CTC). She said she has prepared a PowerPoint presentation on the High School renovation that she will present to the Council at another time.

Mayor Trefethen asked about getting building aid for the High School.

Superintendent Briggs-Badger said the building moratorium is in effect until 2013. She said she has spoken with the Commissioner, who said they do expect building aid to come back but with contingencies. The State will be giving money to communities based on needs and safety issues first.

Councilor Ciotti asked why there wasn't funding for developing the plan so the School will be shovel ready if they get notified from the State that funding is available.

Director Parker said the City is looking to use existing funds this year, so they can get the plan done now, in FY2012.

Ms Merullo asked about plans for the High School Auditorium being used for classroom space.

Superintendent Briggs-Badger said they weren't taking away the Auditorium, but to convert the two wings, foyer, and upper room into classroom space.

Councilor Carrier asked about displacing students during renovations, and talk about using the McIntosh facilities.

Superintendent Briggs-Badger said her PowerPoint presentation will address his concerns.

Mayor Trefethen referred to general streets and sidewalk improvements and asked the City Manager about his plan to mitigate the impact on the taxpayers.

City Manager Joyal said at some point the City will need to bite the bullet to meet the needs of the City, but then the costs for maintenance will have a smaller impact to the taxpayers.

Councilor Cheney asked if the CIP projects being paid for by the operating budget is going up.

City Manager Joyal said in the proposed CIP it was going up significantly.

Councilor Cheney asked about the Sand and Gravel fund being used for recreation projects in the CIP, instead of a project that comes before the Council.



**CITY OF DOVER**

## JOINT MEETING CITY COUNCIL AND PLANNING BOARD MINUTES

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

City Manager Joyal said they are attempting to have a plan for the use of the funds for specific recreation projects, but the Council can choose not to fund the project.

Ms. Merullo asked about not funding the \$1.8 million to general street and sidewalk improvements, because she just didn't see how the City was going to pay for all the CIP paving projects.

City Manager Joyal said he would not recommend not funding the \$1.8 million. He said it was for preventative maintenance that has significant dollar savings in the future. He said many of the road reconstruction projects on the CIP are as a result of not maintaining the streets in 80s and 90s.

Ms. Merullo spoke about the estimated tax rate for 2013 being \$26.26, and she wanted the public to know what this adds up to if there are no cuts anywhere.

Mayor Trefethen said there have always been cuts to the CIP to limit the impact on the tax rate. Councilor Ciotti asked about the Tolend Road reconstruction and if it conflicts with the Tolend Road Landfill remediation.

City Manager Joyal said the timing actually works out well. The majority of the work on the Landfill remediation project is completed. He said there is still some more construction, but not at the magnitude that has already transpired.

Councilor Nedelka referred to his conversation with a constituent who lives on Court Street, and the need to have new sidewalks put in on Court Street. He said it was on the CIP for 2018, but the constituent noted that was too long. The constituent has canvassed her neighborhood and has received 87 signatures to support having the sidewalks done now rather than six years from now. He was looking for guidance on how to move this project forward.

Director Parker said he does have that petition from the constituent.

Mayor Trefethen referred to the new police facility, and asked about the \$11.6 million figure to finance this project.

Police Chief Colarusso said they have met with architects and contractors of police facilities, and update the figures constantly. He referred to the Manchester police facility, which has just started construction, and they have the latest cost per square foot, \$400. He said right now it's in the CIP as one year project, but in reality it will probably be split into two years. He gave an overview of the size of the project, and compared it to current facilities.

Mayor Trefethen asked if they had a tentative location for the facility.

Police Chief Colarusso said they have ideas for a location, but nothing specific. He said they wanted to use city-owned property.

City Manager Joyal said there have been some discussions about the efficiency of putting a parking facility and police station together on the Orchard Street parking lot.

Police Chief Colarusso said the police station would be adjacent to the parking facility.

Director Parker spoke about the process for the CIP, with public hearings and special meetings, over the next couple months.



**CITY OF DOVER**

## JOINT MEETING CITY COUNCIL AND PLANNING BOARD MINUTES

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

### 6. CITIZEN'S FORUM

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

**Donald Andolina, 59 Littleworth Road:** He asked if the amounts of the projects were current day values.

Mayor Trefethen said they were today's values.

Mr. Andolina referred about the new police department facility costs going down \$1 million, and asked if it was the same space. He also asked if it included an indoor shooting range.

Police Chief Colarusso said that hasn't been work out at this time. He said they do need a shooting range.

Mr. Andolina said shooting ranges are very expensive. He said the proposed debt for 2013 is \$5.4 million for City and School, and asked how much the City and School are retiring.

Mayor Trefethen said the City and School were retiring \$6.3 million.

Mr. Andolina said he was pleased to hear that the City is considering upgrading the traffic lights to timing devices. He spoke about Tolend Road and adding weight limits to the road, because the trucks are pounding on it.

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

### 7. ADJOURNMENT

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

Vote: U/A.



CITY OF DOVER

## CITY COUNCIL - MINUTES

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

Councilor Ciotti 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, Councilor Hooper, and Councilor Nedelka.

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

### 5. PROCLAMATIONS/AWARDS

Mayor Trefethen read a proclamation for National Indian Heritage Month, which was accepted by Barbara Langley.

### 6. APPROVAL OF AGENDA

Deputy Mayor Weston moved to approve the agenda; seconded by Councilor Garrison.  
Vote: 9/0.

### 7. PUBLIC HEARINGS

#### A. CHAPTER 166, VEHICLES AND TRAFFIC TRUCKY STREET TURNING RESTRICTION SPONSORED BY DEPUTY MAYOR WESTON

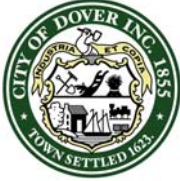
**Richard Hebbard, 97 Spruce Lane:** He spoke against making this a one-way street. He urged the Council to vote no on this ordinance change.

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

### 8. CITIZEN'S FORUM

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

**Donald Medbery, 3 Covered Bridge Lane, Candidate for Mayor:** He said "Dover Listens" was an instant success last night, bringing voters to the candidates. He said the candidates that are for the tax cap change are not exposing negative ramifications, because it uses the Boston CPI. He said the City should leave the tax cap as it is. He spoke in favor of keeping the pools. He spoke against the City Hall 4-day work week and the City Manager's pay raise.



CITY OF DOVER

## CITY COUNCIL - MINUTES

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

**Donald Andolina, 59 Littleworth Road, District 6 State Representative and Councilor At Large Candidate:** He spoke about downshifting from the State. He said the State administration pledged to live within budget without borrowing, and they have accomplished that goal. He spoke about the NH Retirement System, and said the State felt it was considered a generous subsidy and not a guaranteed forever gift.

**Richard Hebbard, 97 Spruce Lane:** He spoke about both ballot questions and urged the citizens to vote no.

**Ted Inglese, 23 Wallace Drive:** He spoke in favor of the present tax cap, and urged the citizens to vote no on changing the tax cap language.

**Suzanne Medbery, 3 Covered Bridge Lane:** She spoke about the Dover Listens forum the previous night, and said there was a lot of confusion regarding the ramifications of the tax cap amendment question.

**David Scott, 220 Back Road:** He spoke about people not being able to afford their property taxes. He urged people to go vote on November 8<sup>th</sup>, and vote no on Question 2.

**Maurice Olivier, 67A Glenwood Avenue, Transportation Advisory Committee Member:** He spoke about the intersection of Long Hill Road and Old Rochester Road.

**Linda Merullo, 21 Sandy Lane:** She referred to the previous speaker's comments regarding the increase in traffic, and recommended overhead blinking lights.

**Gordon Smith, 2A Glencrest Avenue:** He spoke about the intersection of Long Hill Road and Old Rochester Road, and said he was a strong advocate for 4-way stop signs.

**Richard Hebbard, 97 Spruce Lane: (second time at the podium)** He spoke about driver inattentiveness while driving. He said this should be investigated and why these accidents are happening.

**John Scruton, 99 Sixth Street, Transportation Advisory Committee Member:** He spoke about roundabouts, and said they work if they are designed right. He asked why the City was bonding \$3 million for Applevale. He said roads, school, safety, and health should be part of the operating budget.

**Peter Schmidt, NH State Representative:** He spoke about the State Administration, and said Mr. Andolina's comments were self serving and questionable. He said the NH Retirement System cannot be explained in 5 minutes, and said the Council should have a workshop to inform the citizens. He spoke about the current tax cap, which passed in 5 out of 6 wards. He said promises were made to the voters that did not correspond to the facts. He said several tap caps have been deemed illegal under NH Statute. He spoke about the Proclamation that was given, and said they should be referred to as Native Americans.



CITY OF DOVER

## CITY COUNCIL - MINUTES

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

**Mary Hebbard, 97 Spruce Lane, Candidate for Mayor:** She spoke about the ballots questions, and urged the citizens to vote no on both.

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

### 9. CITY MANAGER'S REPORT

- A. **October 12, 2011**
- B. **October 26, 2011**

City Manager Joyal said his written reports have been submitted. He said staff from the Wastewater Treatment Plant and himself has met with EPA officials, and the City will be receiving a draft permit within the new few weeks. He spoke about projects that were wrapping up for the season. He spoke about the Council being invited to the Children's Fire Safety Festival next week.

Deputy Mayor Weston started a discussion on work being done on Watson Road.

Councilor Cheney asked about the EPA permit, and the 3ml per liter nitrogen limit.

City Manager Joyal spoke about the water quality issues in Great Bay, and the EPA looking to address wastewater treatment plants that feed into Great Bay. He said the EPA cannot address nonpoint sources, which account for 70% of the issues. He said this is a major concern economically for the City, and the coalition wants to keep investigating the issue to make sure it works. He said they are currently having Wright Pierce conducting a study to determine upgrades the City will have to do to the 20-year old wastewater treatment plant.

Councilor Nedelka asked about a senior discount on property taxes.

City Manager Joyal said the City does offer property tax exemptions if they qualify.

Councilor Nedelka referred to Citizen's Forum comments regarding the redistricting of ward boundaries, and asked if the proposed boundary changes on the ballot was the first draft.

City Manager Joyal said there were several drafts.

Councilor Cruikshank asked if it was possible to run the numbers of the current tax cap and the new language to see if there are any discrepancies and potential increases.

City Manager Joyal said he could do that, and added that the CPIU Boston was less than CPIU National.

Deputy Mayor Weston asked the City Manager to explain some of the tax breaks available so it would inform some of the people that are unaware that they could use.

City Manager Joyal said he couldn't do it off the top of his head, but recommended people go to the City's Website, Tax Assessment, where there is an explanation on exemptions, Veterans credit, and the State program that offer tax assistance. He said they can also call the Tax Assessor's Office or come in in person. He said the requests need to be received by the Tax Assessor's office by March 31<sup>st</sup> to qualify for the next tax year.

Mayor Trefethen said Dover has the highest exemption rates in the State. He said he understood that some residents have a pride factor and don't want to ask for help, but this is a good program that could mean staying in their homes.

Councilor Nedelka went over the qualifications for elderly exemptions, and he said all the information is kept confidential.



CITY OF DOVER

## CITY COUNCIL - MINUTES

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

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

Vote: 9/0.

### 10. APPROVAL OF MINUTES

- A. **October 5, 2011 – Workshop**
- B. **October 12, 2011 - Regular Session**

Deputy Mayor Weston moved to approve the Minutes as presented; seconded by Councilor Hooper.

Vote: 9/0.

### 11. MAYOR'S REPORT

Mayor Trefethen thanked the Greater Dover Chamber of Commerce for their Monday night event, which will be replayed on Channel 22. He said the School Board will be meeting on Thursday night. He said Dover Discussion was held Tuesday night and was a good first time event. He spoke about the Redistricting Committee and said there was no analyses of voters' political party affiliation were considered.

Councilor Cruikshank asked if there would need to be a special election if the Redistricting question is voted down.

General Legal Counsel Krans said he would call the Secretary of State to ask for his guidance, and he suspects that he'll be told to do it again until it passes.

Councilor Nedelka said he was on the Redistricting Committee, and they never considered party affiliation.

Deputy Mayor Weston moved to accept the Mayor's Report; seconded by Councilor Hooper.

Vote: 9/0.

### 12. UNFINISHED BUSINESS

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

##### 1. CHAPTER 166, VEHICLES AND TRAFFIC TRAKY STREET TURNING RESTRICTION

SPONSORED BY DEPUTY MAYOR WESTON

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

Deputy Mayor Weston gave an overview of the ordinance change to the Council.

Councilor Nedelka started a discussion against supporting this Ordinance, because it would just move the traffic to another possibly more hazardous situation.

Deputy Mayor Weston said she understood the concern of the residents, because it is being used as a shortcut. She didn't want to influence anyone, but she would not support this Ordinance.

Roll Call Vote: 0/9; Failed.



CITY OF DOVER

## CITY COUNCIL - MINUTES

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

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

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

Deputy Mayor Weston moved to remove from the table; seconded by Councilor Garrison.

Vote: 9/0.

Deputy Mayor Weston gave an overview of the ordinance change with the Council.

Councilor Carrier explained why he felt a 4-way stop was not the solution.

Councilor Garrison said he felt it was a great interim measure.

Councilor Nedelka said he agreed with Councilor Carrier that it will create a mess, but it will be a slower, safer mess.

Councilor Hooper spoke about her concerns, and recommended stop signs with flashing lights on top as an appropriate compromise.

City Manager Joyal said Sergeant Speidel and Community Services have looked into stop signs with flashing lights on top, and a possible solution.

Councilor Cheney asked about a roundabout in this location.

City Manager Joyal said they will be looking into alternative solutions when they go to put in traffic signaling.

Councilor Ciotti said speed was the real issue, and a 4-way stop would only bring more accidents to this location.

Councilor Hooper made a friendly amendment that there will be flashing red lights on the stop signs; seconded by Councilor Garrison.

Community Services Director Steele said the lights were LED, solar with battery backup, which are supposed to last up to three years. He said they cost approximately \$30.00.

Vote: 7/2; Passed. Councilors Carrier and Ciotti were opposed.

Councilor Cheney said she supported moving the project up on the CIP.

Councilor Ciotti asked about a traffic study being completed by the City or State.

Sergeant Speidel said the warrant requirement has been met based on signals already installed.

Councilor Garrison made a motion to add report as background material to the Ordinance; seconded by Councilor Cheney.

Vote: 9/0.

Mayor Trefethen asked for a vote on the Ordinance with two amendments.

Roll Call Vote: 6/3; Passed. Councilors Carrier, Cheney, and Ciotti.

### C. RESOLUTIONS – None



CITY OF DOVER

## CITY COUNCIL - MINUTES

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

### 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     |   |

Deputy Mayor Weston moved to accept the Consent Calendar; seconded by Councilor Cruikshank.

Roll Call Vote: 9/0.

#### B. RESOLUTIONS

1. **REPROGRAMMING UNEXPENDED BOND PROCEEDS FOR WATER FUND PORTION OF APPLEVALE 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 Cruikshank.

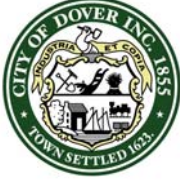
City Manager Joyal gave an overview of the Resolution to the Council.

Roll Call Vote: 9/0.

2. **RESOLUTION – B12016 – AWARD OF BID FOR NORTH END PRESSURE ZONE CONTRACT 3 – BOOSTER PUMPING STATION**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST

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

Roll Call Vote: 9/0.



CITY OF DOVER

## CITY COUNCIL - MINUTES

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

### **3. OPERATING RULES FOR DBIDA, ZBA AND CONSERVATION COMMISSION SPONSORED BY MAYOR TREFETHEN BY REQUEST**

Deputy Mayor Weston moved for its adoption; seconded by Councilor Ciotti.  
The Council discussed the operating rules for the three committees.  
General Legal Counsel Krans gave an overview of the process for updating and changing operating rules for all committees.  
Councilor Nedelka moved to pull the Zoning Board of Adjustment Operating Rules from the Resolution to separate it out; seconded by Deputy Mayor Weston.  
Vote: 7/2; Passed. Mayor Trefethen and Councilor Cruikshank were opposed.  
Mayor Trefethen asked for a vote on the amended resolution.  
Vote: 9/0.  
Councilor Nedelka moved to table the Zoning Board of Adjustment Operating Rules; seconded by Councilor Ciotti.  
Vote: 9/0.

### **4. ESTABLISHMENT OF FY 2012 EXPECTATIONS BY MAYOR AND CITY COUNCIL FOR CITY MANAGER SPONSORED BY MAYOR TREFETHEN**

Mayor Trefethen moved for its adoption; seconded by Councilor Nedelka.  
Vote: 9/0.

## **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**

Deputy Mayor Weston moved to refer this to a public hearing on November 9, 2011; seconded by Councilor Ciotti.  
Vote: 9/0.

## **14. COUNCIL CORRESPONDENCE – None**

## **15. COUNCIL MATTERS OF INTEREST**

Councilor Cheney referred to comments discussed tonight, and said she voted against putting Question #2 on the November ballot.

## **16. ADJOURNMENT**

Deputy Mayor Weston moved to adjourn; seconded by Councilor Cruikshank.  
Vote: 9/0.



**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

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

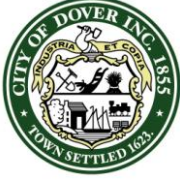
**AUTHORIZATION**

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#: 12.A.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.		

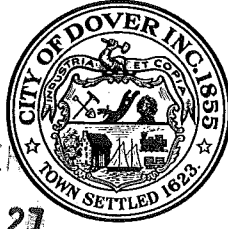
### ORDINANCE BACKGROUND MATERIAL:

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.



CITY OF DOVER  
11 AUG 25 AM 10:27

APPLICATION  
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Moms on the Run - Mother's Day 5K  
Federal Tax ID number for Organization: I can supply our House for girls ID# if needed  
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Nicole Kurr Day Time Telephone: 742-6350

Address: P.O. Box 1408, Dover Email Address nkurr4@comcast.net

Purpose of Permit: 5K road race

Date of Event: Sunday May 13, 2012 Specific Time: 8:30am

Location of Event: Dover High School

*(Raffle Permit only)*

Prize (s) To Be Awarded: \_\_\_\_\_

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

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

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

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

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

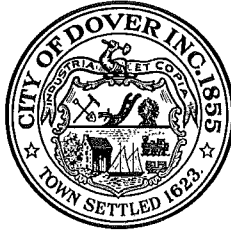
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.  
I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: Nicole Kurr Date: 8/23/11

Licensing Board approval [Signature] Date: 10/24/11

Acting Revised 03/17/08

*Cheryl -  
Process from the  
NH will go to  
our House for bills  
which is required  
by the NH  
Attorney General's  
office*



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: DHS Girls Basketball Boosters

Federal Tax ID number for Organization: 22-3012916

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

Contact Person: Raeline A. O'Neil Day Time Telephone: 743-4198

Address: 128 Henry Law Avenue Email Address raeline7447@comcast.net

Purpose of Permit: Raise funds for DHS Girls Basketball Program

Date of Event: 2011/2012 Season Specific Time:

Location of Event: DHS

\*\*\*\*\*

(Raffle Permit only)

Prize (s) To Be Awarded: 50/50 Raffle of item during season

Amount of Donation: Date of Drawing: Specific Time:

Place of Drawing: DHS Girls Home Game

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

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

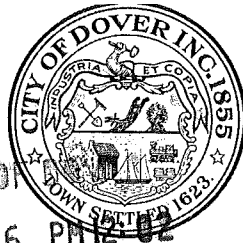
\*\*\*NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

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: Raeline A. O'Neil Date: 10/25/11

Licensing Board approval: [Signature] Active Date: 10/26/11

Registered w/ AG's office



CITY OF

11 OCT 26 PM 12:02

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: Great Bay Figure Skating Club
Federal Tax ID number for Organization: 23-7430844
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Karen Benedetti Day Time Telephone: 603-343-2891

Address: 119 Cottonwood Dr Dover Email Address K.benedetti@comcast.net

Purpose of Permit: 50/50 raffle at holiday show (skating)

Date of Event: 12/3/11 Specific Time: 10 am - 11:30 am

Location of Event: Dover Ice Arena, Portland Ave Dover

(Raffle Permit only) Prize (s) To Be Awarded: 50/50 cash

Amount of Donation: \$1 Date of Drawing: 12/3/11 Specific Time: 11:30 am

Place of Drawing: at event - Dover Ice Arena

\* 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

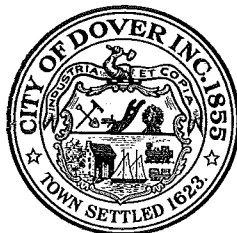
\*\*\*NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

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: Karen Benedetti Date: 10/26/11

Licensing Board approval [Signature] Active Date: 11/26/11 Revised 03/17/08

Not required to register w/ NH Attorney General's office



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

RECEIVED
DOVER CITY CLERK
DOVER, NH
2011 OCT 24 A 9:22

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: Sons of the American Legion Squadron 8
Federal Tax ID number for Organization: 02-02152280
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Kevin Manley Day Time Telephone: 603-767-8599

Address: 217 Washington St Dover Email Address

Purpose of Permit: Raffle to raise money for child & youth programs

Date of Event: Jan 7-2012 Specific Time: 5 PM

Location of Event: American Legion Post 8 640 Central Ave Dover

(Raffle Permit only)

Prize (s) To Be Awarded: 500.00 gift cert.

Amount of Donation: 500.00 Date of Drawing: Jan 7-2012 Specific Time:

Place of Drawing: American Legion Post 8 640 Central Ave Dover

\* 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.

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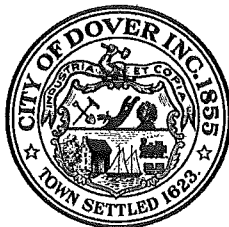
\*\*\*NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

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

Signature: Kevin M. Manley Date: 10/24/2011

Licensing Board approval [Signature] Date: 10/25/11
Revised 03/17/08

Registered with NH
Attorney General's Office
- Charitable Trusts Unit



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Zebra Crossings

Federal Tax ID number for Organization: 80-0456257

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

Contact Person: Astrid Wielens Day Time Telephone: 603-312-2052

Address: 61 Locust St. Email Address astrid@zebra-crossings.org

Purpose of Permit: raffle

Date of Event: 12/1/11 Specific Time: 1 PM

Location of Event: McConnell Center

\*\*\*\*\*

(Raffle Permit only)

Prize (s) To Be Awarded: 2 Bruins tickets, 2 theatre passes, 2 wine racks, 2 gift certificates

Amount of Donation: \$900 Date of Drawing: 12/1/11 Specific Time: 1:00 pm

Place of Drawing: 61 Locust St, Dover, NH 03820 (suite 328)

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

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

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

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

Signature: [Signature] Date: 10/6/11

Licensing Board approval [Signature] Date: 10/21/11

Revised 03/17/08

Registered with NH Attorney General's office - charitable trusts unit DS

## Terlemezian, David A.

---

**From:** Astrid Wielens [astrid@zebra-crossings.org]  
**Sent:** Friday, October 21, 2011 10:11 AM  
**To:** Terlemezian, David A.  
**Subject:** Re: Raffle

Hello David,

Thank you for taking care of this. I am sorry, I thought I listed drawing date and time in the raffle section. December 1st at 1pm at McConnell Center.

Let me know if you need anything else.

Astrid

On 10/21/11, Terlemezian, David A. <[D.Terlemezian@dover.nh.gov](mailto:D.Terlemezian@dover.nh.gov)> wrote:

> Hello Astrid-  
> I have just a quick question about the raffle permit that you applied for.  
> The spaces for Date of Event, Specific Time, and Location of Event  
> are blank. When is the drawing going to be? If you let me know, I  
> can fill it in on the application. Thanks.

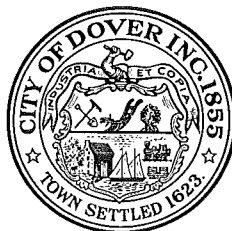
>  
> David A. Terlemezian  
> Captain  
> Dover Police Department  
> 46 Locust Street  
> Dover, New Hampshire 03820  
> Phone: (603) 742-4646  
> Fax: (603) 749-3956

>  
>  
> \_\_\_\_\_  
> Please consider conserving our natural resources before printing this  
> e-mail and/or any attachments.

>  
> This electronic message and any attachments may contain information  
> that is confidential and/or legally privileged in accordance with NH  
> RSA 91-A and other applicable laws or regulations. It is intended only  
> for the use of the person and/or entity identified as recipient(s) in  
> the message. If you are not an intended recipient of this message,  
> please notify the sender immediately and delete the material. Do not  
> print, deliver, distribute or copy this message, and do not disclose  
> its contents or take any action in reliance on the information it  
> contains unless authorized to do so. Thank you.

>

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RECEIVED  
DOVER CITY CLERK  
DOVER, NH

2011 OCT 19 P 1:28

# APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Susan G Komen - Team Keeping em Real

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

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

Contact Person: Cindy Tilton Day Time Telephone: 603-475-2214

Address: 27 Bunker Lane MADBURY NH 03823 Email Address: CindyLTilton@gmail.com

Purpose of Permit: fundraising for 3 day walk

Date of Event: Dec 3, 2011 Specific Time: 9:30<sup>am</sup> - 6:00 pm

Location of Event: 47 Chestnut St Dover NH 03820

\*\*\*\*\*

(Raffle Permit only)

Prize (s) To Be Awarded: \_\_\_\_\_

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

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

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

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

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

Signature: [Signature] Date: 10/18/2011

Licensing Board approval [Signature] Date: 10/21/11  
Revised 03/17/08

Registered with NH Attorney General's  
Office - Charitable Trusts.

DC



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2011.11.09 – 153**

Resolution Re: The Maria Faskianos Scholarship Fund

- WHEREAS: The Dover School Board approved policy IKG, Establishments of Scholarships; and
- WHEREAS: This policy states, “Once the School Board authorized the establishment of a scholarship, a resolution shall be submitted to the Dover City Council for approval, the Scholarship fund will be immediately turned over to the City of Dover, Trustees of Trust Funds,” ; and
- WHEREAS: The Faskianos family has generously agreed to provide donations and establish The Maria Faskianos Scholarship Fund whereby an annual scholarship in the amount of \$500.00 will be granted to an eighth grade student deserving of participation in the Dover Middle School annual trip to Washington DC.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:  
The Maria Faskianos Scholarship Fund, an expendable trust, is hereby established as prescribed in the Dover School Board resolution of July 25, 2011(copy attached to this resolution) and the City of Dover to be Trustees of these funds.

### 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.7.

Resolution Number: **R – 2011.11.09 – 153**  
Resolution Re: The Maria Faskianos Scholarship Fund

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

<b>VOTING RECORD</b>		
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.7.

Resolution Number: **R – 2011.11.09 – 153**  
Resolution Re: The Maria Faskianos Scholarship Fund

### RESOLUTION BACKGROUND MATERIAL:

The Dover School Board approved policy IKG, Establishments of Scholarships. This policy states, “Once the School Board authorized the establishment of a scholarship, a resolution shall be submitted to the Dover City Council for approval, and the City of Dover, Trustees of Trust Funds will be assigned fiduciary oversight.”

A copy of the July 25, 2011 resolution adopted by the Dover School Board is attached to this resolution.

The Maria Faskianos Scholarship Fund will provide for an annual scholarship in the amount of \$500.00 to be granted to an eighth grade student deserving of participation in the Dover Middle School annual trip to Washington DC. The Dover Middle School Principal and Student Council Advisor will take part in selecting the annual recipient.

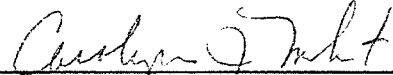
**RESOLUTION**  
**RE: THE MARIA FASKIANOS SCHOLARSHIP FUND**


F. RESOLUTIONS  
10


- WHEREAS:** the Dover School Board approved policy IKG, Establishments of Scholarships, and
- WHEREAS:** this policy states, "Once the School Board authorizes the establishment of a scholarship, a resolution shall be submitted to the Dover City Council for approval and acceptance of the scholarship funds. Upon City Council approval, the donated scholarship funds will be immediately turned over to the City of Dover, Trustees of Trust Funds," and
- WHEREAS:** an annual scholarship in the amount of \$500.00 will be granted to a Dover Middle School student to attend the Washington, D.C. trip. The Faskianos family will generously donate to the Maria Faskianos Scholarship Fund on an annual basis.
- 
- WHEREAS:** ~~should the Washington trip be discontinued at any time, provisions will be made to use these funds,~~ for a deserving student, to attend any selected event of great importance determined by the School Principal and the Student Council Advisor.
- WHEREAS:** the recipient of the award will be determined by a joint decision of the Principal of the building in cooperation with the Advisor of the Student Council. It shall be granted to a student in need that has been a cooperative member of the Dover Middle School class.
- WHEREAS:** this honor shall always indicate that it is a permanent desire of Ms. Maria Faskianos and her family that this scholarship be directed to an eighth grade student deserving of participation in events that would probably not be of access to that student.
- WHEREAS:** this scholarship shall forever carry the name of The Maria Faskianos Scholarship Fund.

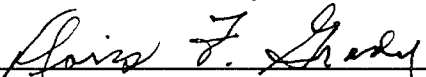
**AND, THEREFORE, BE IT RESOLVED** the Dover School Board requests the Dover City Council accept the establishment of The Maria Faskianos Scholarship Fund as an expendable trust and allow the City of Dover to be Trustees of these funds.

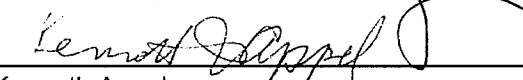
**SUBMITTED BY:**


  
\_\_\_\_\_  
Carolyn J. Mebert, Chairperson

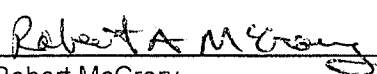
  
\_\_\_\_\_  
Addra L. Lurvey, Vice Chairperson

  
\_\_\_\_\_  
Beth Setear, Secretary

  
\_\_\_\_\_  
Doris F. Grady

  
\_\_\_\_\_  
Kenneth Appel

  
\_\_\_\_\_  
Matt Mayberry

  
\_\_\_\_\_  
Robert McCrory

July 25, 2011



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2011.11.09 – 154**  
Resolution Re: B12018 Award of Bid for Ambulance

WHEREAS: Sealed request for Proposals B12018 was solicited and received on October 24, 2011 @ 2:00pm. This RFP requested pricing for a new ambulance along with discounts for trade in of a 1999 Ford E-350 Marque Type III ambulance as well as discounts for prepayments. Six proposals were received and evaluated; and,

WHEREAS: The low bid proposals deemed most advantageous to the city was submitted by Specialty Vehicle Inc from No. Attleboro MA in the base amount of \$151,002 less \$4,000.00 customer loyalty discount, less \$2,500.00 trade in, less \$4,500.00 Ford Concession for a total net due of \$140,002.00

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

The Purchasing Agent is hereby authorized to issue a Purchase orders to Specialty Vehicle Inc given the rates provided in conjunction with B12018. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance
4012.1.220.42220.4757.02252.12	Ambulance Replacement CIP12	155,000.00	155,000.00

### 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.8.

Resolution Number: **R - 2011.11.09 – 154**  
Resolution Re: B12018 Award of Bid for Ambulance

### 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.8.**

Resolution Number: **R - 2011.11.09 – 154**  
Resolution Re: B12018 Award of Bid for Ambulance

### RESOLUTION BACKGROUND MATERIAL:

Sealed request for Proposals B12018 was solicited and received on October 24, 2011 @ 2:00 pm. This RFP requested pricing for a new Ambulance along with discounts for trade in of a 1999 Ford E350 as well as discounts (if any) for prepayments. Six proposals were received and evaluated.

The low bid proposals deemed most advantageous to the city was submitted by Specialty Vehicle Inc from No. Attleboro, MA in the base amount of \$151,002: less \$4,000.00 customer loyalty discount, less \$2,500.00 trade in, less \$4,500.00 Ford Concession for a total net due of \$140,002.00

### Award Information:

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

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	82	<b>Number of Responses:</b>	6
<b>Warranty:</b>	Manufacturer	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	Yes	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	Until delivered	<b>Estimated Delivery:</b>	150 days
<b>Recommended Award to:</b>	Specialty Vehicle Inc	<b>Fund:</b>	CIP 2012
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2011.11.09 – 154**

Resolution Re: B12018 Award of Bid for Ambulance

### Vendor Solicitation List:

<p>Adamson Industries Corp  Almetek Industries  Applied Industrial Technologies  ATTLANTIC BROOM CO. INC.  AutoBeGreen, LLC  AutoServ Dealerships  Axis Business Solutions  Beauregard Equipment Inc.  Bill Dube Ford Toyota Scion  Bulldog Fire Apparatus Inc.  Camerota Truck Parts  Carbone Ford Mercury of NE  Centilla Corporation  CHIEF SUPPLY  Colonial Chevrolet  Colonial Ford  CUES  DIPRIZIO GMC TRUCKS  Donovan Equipment  Dyar Sales and Machinery  Company  E.W. SLEEPER COMPANY  Epsom Tool Rental LLC  Equipment East  EUROPEAN IMPORTS  Fire Master Fire Equipment, Inc.  Freightliner Of New Hampshir  GPS ZONE</p>	<p>Graybar  Greater Dover Chamber  Greenwood Emergency Vehicles  H.P. Fairfield, LLC  Hampton Ford Hyundai  Hews Co. LLC  HILLSBORO FORD  Jennifer M Cook Company Inc.  john grappone ford  Jordan Equipment Company  Kennametal Inc.  Keystone Automotive  LACAL EQUIPMENT, INC.  Liberty International Trucks Of NH  Mackinnon and Sons Excavating  McDevitt Trucks, Inc.  McFarland Ford  MESSER TRUCK EQUIPMENT  MHQ Municipal Vehicles  Mulkin Automotive  New England Barricade Co.  NEW HAMPSHIRE PETERBILT  Northland Holder Inc.  Parts Associates,Inc.  PMSI  Portsmouth Ford  R H Irwin Motors</p>	<p>Ralph L Osgood Inc.  Rochester truck inc.  Seabrook Truck Center inc  STONEHAM FORD MOTOR CO  TBEI  Tenco New England Inc.  Transcor Information Tech  United Rotary Brush Corporation  Valk Manufacturing Company  Watertown Ford Inc  Winter Equipment Company  Wood's Crw Corp of NH  Taylor Made Ambulance  CRS Coach Emergency Vehicles  Bremen Motor Corp.  DSI  Calurnet Coach Co.  First Ambulance Center  Coachman Industries, Inc.  First Delta Corp.  Greenwood Fire Apparatus  Frontline Corporation  Medical Coaches  E-One  Creston Emergency Vehicles NE  Specialty Vehicles Inc  Sugarloaf Fire &amp; rescue  Professional Vehicle Corporation</p>
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**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2011.11.09 – 154**  
 Resolution Re: B12018 Award of Bid for Ambulance

### Bid Results

B12018	North Eastern Rescue Syracuse NY	Specialty Vehicle, Inc No Attleboro MA	Professional Vehicle Rumford ME	Professional Vehicle Rumford ME	PL Custom Sugarloaf Amb Wilton ME	PL Custom Sugarloaf Amb Wilton ME
Chassis Type	2012 Road Rescue Ultramedic	2012 Marque Commando	2011 E450	2012 e450	2012 Medallion170	2010 Medallion170
Bid Price	172,096.00	151,002.00	150,185.00	150,797.00	171,166.00	167,606.00
discount		(4,000.00)				(8,500.00)
Pre-Payment					(1,000.00)	
delivery			(500.00)	(500.00)		
Ford Discount	(4,500.00)	(4,500.00)	(5,600.00)	(4,500.00)	(4,500.00)	(5,350.00)
Trade In	(6,500.00)	(2,500.00)	(3,000.00)	(3,000.00)	(7,500.00)	
total Price	<b>161,096.00</b>	<b>140,002.00</b>	<b>141,085.00</b>	<b>142,797.00</b>	<b>158,166.00</b>	<b>153,756.00</b>
Delivery time	100-200 days from final drawing	150 days	134 Days	135 Days	210-220 days	Immediately
	credit picked up -\$1200					
trip inspection	add \$1000 per person for inspection	add \$1500 per person	add \$2000 for 2 people per trip	add \$2000 for 2 people per trip	Add \$635 each insp	
Bond Enclosed	Yes	Yes	Yes	Yes	yes	



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2011-11-09 – 155**  
Resolution Re: **Award of Bid#B12019 for Snow Plowing/Hauling Services for City Streets and Parking Lots**

WHEREAS: Sealed bid B12019 was requested and received for Snow Plowing/Hauling Services for City Streets and Parking lots on October 18, 2011 at 2:00 p.m.; and

WHEREAS: Responses were received from multiple vendors, as follows, for various prices and equipment at varying hourly rates.

Bob Sherwood Landscape Co.	Dover, NH
Norman Gagnon Construction	Rollinsford, NH
Marshall Rental Center Inc	Kittery ME
Scott A. Turcotte	Rochester, NH
CMI Property Solutions LLC	Hampton NH
Elf's Landscaping	Rochester NH
NoPano Construction	Rochester NH
Jimmy Lyndes	Dover NH
K. Patterson Paving	Raymond NH

WHEREAS: There is a sufficient number of vendors listed for snow removal of city parking lots and hauling services but there is an insufficient number of responses for snow removal from city streets. Due to difficulty in locating vendors and equipment suited to the City's snow plowing requirements, additional qualified vendors may be added as discovered and approved by the Community Services Director for Snow Plowing/Hauling Services.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to the Vendors identified above given the rates provided in conjunction with RFB B12019. Additional qualified vendors may be added as discovered and approved by Community Services Director. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance
1000.1.300.43125.4422.00000.00	CS - Contract Snow Plowing	85,000.00	85,000.00

### 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.9.

Resolution Number: **R – 2011-11-09 – 155**  
Resolution Re: **Award of Bid#B12019 for Snow Plowing/Hauling Services for City Streets and Parking Lots**

### 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.9.

Resolution Number: **R – 2011-11-09 – 155**  
Resolution Re: **Award of Bid#B12019 for Snow Plowing/Hauling Services for City Streets and Parking Lots**

### RESOLUTION BACKGROUND MATERIAL:

The Community Service Department has found that it is more cost effective to contract out selected areas of its snow and ice removal responsibilities on streets and parking lots. To that end, an annual bid solicitation occurs for these services, and based on proposals received, staff assigns designated lots or areas of responsibility during a snowstorm. This solicitation allows the Community Services Department to better manage and track the costs of clearing school lots, public parking lots and outlying streets. The decision to use or not use certain vendors, or to supplement normal vendor assignments with additional contractual vendors, is determined by the Community Services staff on a storm-by-storm basis according to the severity of the storm. Due to the need for quick mobilization and availability the city needs to have direct interaction with vendors and not go through general contracting services.

### Bid Information:

The City of Dover has solicited by sealed bid to identify qualified, reliable snow removal contractors needed to assist City personnel in this necessary winter activity, “as needed”.

### Award Information:

Purchase orders will be issued to the multiple vendors for the winter plowing season to be used as needed.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	84	<b>Number of Responses:</b>	9
<b>Warranty:</b>	None	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	NA	<b>Contract:</b>	No
<b>Prices will hold for:</b>	April 30, 2012	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	Various	<b>Fund:</b>	Snow Removal
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes/most	<b>Reason for Council Approval:</b>	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2011-11-09 – 155**

Resolution Re: **Award of Bid#B12019 for Snow Plowing/Hauling Services for City Streets and Parking Lots**

### Vendor List

<p>A-1 Environmental Services Inc.          AHN Landscaping &amp; Excavation          ANA Proscapes Inc          Andrews Construction Co. Inc.          ARTT Remodeling and Property Maintenance LLC          Atlantic Excavating, LLC          Back and Forth Transport, LLC          BC'S GENERAL          CONSTRUCTION AND MAINTENANCE          Bob Sherwood Landscape Co          Bobcat of NH          Brian Turgeon Excavating LLC          Brown Industrial Group, Inc.          burrows excavating llc          Caley Corporation          Chris-Scott Construction Inc          CMI Property Solutions, LLC          Construction Summary Of NH          D.Brunson Construction          Dale R. Sprague Construction Co          DeFelice Corporation          DS SABINE LLC          durell enterprises          Durell Paving, Inc.          Dyar Sales and Machinery Co          E Guimond Construction, LLC          Elf's Landscaping, Inc          Four Corners          FRANZOSO Land Stone Snow</p>	<p>G.B.T. TRUCKING L.L.C.          Gilbert Hardscape &amp; Property          Gil's Trucking LLC          Gordon's Light Trucking          Gove Construction Services Co          Greater Dover Chamber of Commerce          H.P. Fairfield, LLC          Hahnel Bros. Co.          hawkins construction corp          J P Towle Construction Corp          Jani-King of Boston, Inc.          Jungle Jim's Landscape &amp; Garden Center          JWB Trucking          K.C. Paving llc          Keegan &amp; Son Trucking          Landcare Associates Inc.          lcg limited          Lilac City Lawncare          L-n-H Landscape &amp; Property          Lyndes Carpet &amp; Upholstery          MacKinnon and Sons Excavating          Marshall Rental Center, Inc.          Matrix, Concrete, Inc.          McGowan Landscape, LLC          McGuire LLC          McNulty Landscaping          Mick Construction Corporation</p>	<p>NoPano Construction LLC          Norman R Gagnon Construction          Northeast Earth Mechanics, Inc          Northeast Restoration          Pepler's Lawncare &amp; Landscape          Phipps Landscape LLC          Piscataqua Landscaping Co          Profile Properties, LLC          R&amp;M Paving LLC.          Randall Construction          RCH Driveway Sealing          Reeves Landscaping &amp; Property Services, LLC          River Valley Dev. Corp.          Rodney Brown, Sr.,Masonry &amp; Building Contractor          Rye Beach Landscaping LLC          Scott A. Turcotte          Seacoast Tree Care LLC          Sealex          Security Construction Services          Select Excavation &amp; Landscaping          Sevigny Landcare          Shepherd Painting &amp; Restoration          Southern New Hampshire Landscaping &amp; Services llc          Spencer Trucking &amp; Excavation          The Dirt Doctors          Trimmers Landscaping          Tri-State Sealcoating and Paving          Wayneslandscaping</p>
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### Bid Results

**Results are contained in online agenda materials**



B12019 Vendor & Location	A. Plowing Streets			B. School Lots				C. Municipal Parking Lot				D. Snow Hauling/Sanding			E. Sidewalk/ Parking Space		
	Equipment	Plow	Rate	Location	Equipment	Plowing	Sanding	Location	Equipment	Plowing	Sanding	Equipment	Capacity	Rate	Equipment	Capacity	Rate
CMI Property Solutions, LLC PO Box 1451 Hampton, NH 03843	02 Chevy 4500 dump Truck	10'6"	90.00	All Lots	3/4 or 1 Ton w/ 8' Plow & Sander	53.00	55.00	Arena	3/4 or 1 ton PU w/ plow	53.00	55.00	F-650 Dump	10 yd	40.00	JD 320 skidsteer 72" bucket or 8' Plow	68.00	
								Belknap Lot @ liquor	3/4 or 1 ton PU w/ plow	53.00	55.00	chevy 4500 Dump	8 yd	60.00	JD 7775 Skidsteer 84" Bucket or 8' plow	68.00	
Jimmy Lyndes 151 Garrison Road Dover, NH 03820	No Bid			All Lots	1 ton 9.5 V Plow 2 yard Sander	50.00	50.00	First Street Lot	1 ton 9.5 V Plow			No Bid			No Bid		
					Preferred: Garrison, Middle, Woodman, DHS			Portland St Lot	2 yard Sander	50.00	50.00						
Elfs Landscaping Inc PO Box 7266 Rochester, NH 03839	1 1/2 ton Truck	9'	68.00	All Lots	1 ton truck 9' plow	65.00	65.00	Arena	1 ton truck 9' plow	65.00	65.00	1 1/2 ton Truck		\$68.00			
	1 ton Truck	9"	65.00					Belknap Lot	1 ton truck 9' plow	65.00	65.00	mustang		\$68.00		No Bid	
Norman R Gagnon 126 Goodwin Road Rollinsford, NH 03869	No Bid				No Bid			North end Fire Stn	1 ton truck 9' plow	65.00	65.00						
								Dover District Court	1 ton truck 9' plow	65.00	65.00						
Scott A Turcotte 30 French Hussey Road Rochester, NH 03867	No Bid				No Bid			preferred lots listed above				10 Wheel Trucks	15 yds	\$65.00		No Bid	
								Arena	Cat Backhoe w/ bucket or plow	\$85.00		416 BackHoe	1.5 cy	85.00		No Bid	
NoPano Construction 14 Colonial Drive Rochester, NH 03839	No Bid				No Bid			Belknap/Liquor Store	Cat Backhoe w/ bucket or plow	\$85.00							
								Bellamy Park	Cat Backhoe w/ bucket or plow	\$85.00							
								Broadway Fire Stn***	Cat Backhoe w/ bucket or plow	\$85.00							
								North end Fire Stn	Cat Backhoe w/ bucket or plow	\$85.00							
								Butterfield Gym ***	Cat Backhoe w/ bucket or plow	\$85.00							
								Chestnut St Lot ***	Cat Backhoe w/ bucket or plow	\$85.00							
								City Hall (2 Lots) ***	Cat Backhoe w/ bucket or plow	\$85.00							
								Dover District Court	Cat Backhoe w/ bucket or plow	\$85.00							
								Library/McConnell ***	Cat Backhoe w/ bucket or plow	\$85.00							
								Durham Rd Fire ***	Cat Backhoe w/ bucket or plow	\$85.00							
								First Street Lot	Cat Backhoe w/ bucket or plow	\$85.00							
								Locust Street***	Cat Backhoe w/ bucket or plow	\$85.00							
								Orchard Street***	Cat Backhoe w/ bucket or plow	\$85.00							
								Portland St Lot	Cat Backhoe w/ bucket or plow	\$85.00							
								River Street pkgng***	Cat Backhoe w/ bucket or plow	\$85.00							
								School St Lot	Cat Backhoe w/ bucket or plow	\$85.00							
							Third St Lot***	Cat Backhoe w/ bucket or plow	\$85.00								
							Perferred lots: Any available				Volvo 10 wheel Dump	16 cy	55.00		No Bid		
							Belknap Lot	case 621 B Loader 3 cy-3.5cy	85.00								
							City Hall (2 Lots) ***	case 621 B Loader 3 cy-3.5cy	85.00								
							Locust Street***	case 621 B Loader 3 cy-3.5cy	85.00								
							Orchard Street***	case 621 B Loader 3 cy-3.5cy	85.00								
							Where needed										



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2011.11.09 – 156**

Resolution Re: Setting Voting Hours for the January 10, 2012 Presidential Primary

WHEREAS: In accordance with State RSA, the City Council must set voting hours in their respective communities; and

WHEREAS: The Presidential Primary will be held on January 10, 2012.

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

The voting hours at all Wards in the City of Dover will be from 8:00 a.m. to 7:00 p.m. for the Presidential Primary on January 10, 2012.

### 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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2011.11.09 – 156**  
Resolution Re: Setting Voting Hours for the January 10, 2012 Presidential Primary

### 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.		

### RESOLUTION BACKGROUND MATERIAL:

The Moderators and Supervisors of the Checklist have been contacted in regards to these hours and are in agreement. The City Clerk also concurs with these hours. Rules regarding absentee voting will allow people who work during these hours to vote via absentee ballot which previously had not been allowed.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2011.11.09 – 157**

Resolution Re: Adoption of FY2013-2018 Capital Improvements Program

WHEREAS: The Capital Improvements Program (CIP) serves as the City's long range planning document for the purchase or construction of capital assets; and

WHEREAS: The CIP anticipates the scheduling and financing over the course of the next six years of individual capital related projects with an estimated annual aggregate cost of \$25,000 or more and useful life of three years or greater; and that

WHEREAS: The CIP is updated annually following review by the Planning Board and adoption by the City Council;

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

The Proposed Capital Improvements Program for Fiscal Year 2013-2018 reflected in the attached document is hereby adopted.

**NOTE: This resolution requires a duly advertised public hearing.**

### AUTHORIZATION

Document Created by: Finance  
Document Posted on: November 3, 2011

2011.11.09\_adoption\_of\_fy2013\_2018\_cip\_resolution  
Page 1 of 3



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2011.11.09 – 157**

Resolution Re: Adoption of FY2013-2018 Capital Improvements Program

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

### 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.B.1.**

Resolution Number: **R – 2011.11.09 – 157**

Resolution Re: Adoption of FY2013-2018 Capital Improvements Program

### **RESOLUTION BACKGROUND MATERIAL:**

This resolution establishes the attached FY2013 through FY2018 Capital Improvements Program. This resolution only recognizes and adopts a financial and operational planning document for the City's infrastructure over the course of the next six years and does NOT authorize funding for projects. The FY2013 – FY2018 CIP projects and their anticipated schedule for funding are reflected in the attached document.

**Capital Improvements Program - FY2013-2018**

PROPOSED

**All Projects**

BOLD = New Project  
 UNDERLINED = Change in Schedule

PROJECT DESCRIPTION	Fiscal Year						Total	Finance Method
	2013	2014	2015	2016	2017	2018		
<b>GENERAL GOVERNMENT</b>								
Capital Reserve - Infrastructure & Equip	575,000	575,000	575,000	575,000	575,000	575,000	3,450,000	OB
<b>City Hall Finance HVAC Repair</b>	80,000						80,000	OB
Cemetery Improvements	25,000			550,000			575,000	RF/DF
Cemetery Chapel Restoration					150,000		150,000	OB
City Hall Elevator Atrium					50,000		50,000	RF
City Hall Tower Maintenance					100,000		100,000	OB
<b>TOTAL GENERAL GOVT.</b>	<b>680,000</b>	<b>575,000</b>	<b>575,000</b>	<b>1,125,000</b>	<b>875,000</b>	<b>575,000</b>	<b>4,405,000</b>	
<b>POLICE</b>								
Police Vehicle Replacement	126,000	126,000	126,000	126,000	126,000	126,000	756,000	RF
Dispatch Radio Replacement	115,000						115,000	OB
Police Facility - Design & Construction		11,600,000					11,600,000	DF
<b>TOTAL POLICE</b>	<b>241,000</b>	<b>11,726,000</b>	<b>126,000</b>	<b>126,000</b>	<b>126,000</b>	<b>126,000</b>	<b>12,471,000</b>	
<b>FIRE &amp; RESCUE</b>								
Hydraulic Extraction Equipment Replacement	35,000						35,000	RF
South End Station Generator Replacement	52,000						52,000	RF
Fire Pumper Replacement		468,000				468,000	936,000	RF
Breathing Apparatus Replacement			259,584				259,584	RF
Bunker Gear Replacement			135,200				135,200	RF
Cardiac Monitor & Defibrillators Replacement				84,228			84,228	RF
South End Station Ramp Replacement				46,232			46,232	RF
Staff Vehicle Replacement				42,000			42,000	RF
Ambulance Replacement					176,603		176,603	RF
Central & South End Station Roof Replacements					60,000		60,000	RF
Command Vehicle Replacement					50,000		50,000	RF
<b>Central Station Improvements</b>						80,000	80,000	RF
<b>TOTAL FIRE &amp; RESCUE</b>	<b>87,000</b>	<b>468,000</b>	<b>394,784</b>	<b>172,460</b>	<b>286,603</b>	<b>548,000</b>	<b>1,956,847</b>	
<b>COMMUNITY SERVICES - PUBLIC WORKS</b>								
PW Heavy Equipment	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000	RF
General Streets & Sidewalk Improvements	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	10,800,000	OB
Bridge Improvements	100,000	100,000	100,000	100,000	100,000	100,000	600,000	OB
Drainage System Improvements	150,000	150,000	150,000	150,000	150,000	150,000	900,000	OB
TIP - FasTrans - Dover Public Transit	100,000	100,000	140,000	145,000	145,000	145,000	775,000	RF
Drainage - Old Colony Road	75,000						75,000	OB
<u>Street Impr &amp; Sidewalk - Mast Rd/Spruce Ln</u>	200,000	350,000	300,000				850,000	DF
<b>Street Reconstruction - Applevale Area</b>	300,000						300,000	DF
<u>Street Reconstruction - Nelson Street</u>	50,000			425,000			475,000	DF
<u>Street Reconstruction - Silver Street</u>	400,000		3,000,000				3,400,000	DF
Street Reconstruction - Tolend Road	2,500,000	2,500,000					5,000,000	DF
<u>Traffic Calming Devices - Belknap, Cushing</u>	10,000	75,000					85,000	OB
<b>Traffic Signal Upgrades</b>	187,000			160,000			347,000	OB
<u>Downtown Traffic Efficiency Improvements</u>		50,000	75,000	75,000		750,000	950,000	DF
Street Reconstruction - Lisa Beth Drive & Circle		675,000					675,000	DF
Street Reconstruction - Union Street		30,000		225,000			255,000	DF
<u>Street Reconstruction - Atlantic Avenue</u>			1,800,000				1,800,000	DF
Bridge Replacement - Route 108				200,000			200,000	OB
<u>Street Reconstruction - Richardson Drive</u>				500,000			500,000	DF
<u>Street Reconstruction - Tanglewood Drive</u>				50,000	335,000		385,000	DF
<u>Street Reconstruction - Oak/Ham/Ela Area</u>				500,000			500,000	DF
Street Reconstruction - Broadway				300,000			300,000	DF
Street Reconstruction - Floral Avenue				50,000			50,000	DF
<u>Street Resonstruction - Roberts Road</u>				65,000		500,000	565,000	DF
TIP - Replace Oak Street Railroad Bridge				350,960	2,433,305		2,784,265	RF/GR
Central Ave Corridor Long Hill Signalization					115,000		115,000	DF
EMS Computer Software Upgrade					25,000		25,000	OB
<b>Street Extension - Washington Street</b>					150,000		150,000	DF
<u>Street Recon - Piscataqua/Rabbit Road</u>					200,000		200,000	DF
<b>Street Reconstruction - Watson Road</b>					1,500,000		1,500,000	DF
<u>Bridge Replacement - County Farm</u>						250,000	250,000	DF
<b>Sidewalk - Upper Whittier Street</b>						75,000	75,000	OB
<b>Street Realignment - Court/Central/Silver</b>						150,000	150,000	OB
<b>Street Reconstruction - Keating/Birchwood</b>						100,000	100,000	OB
<b>TOTAL COMM SERV - PW</b>	<b>6,072,000</b>	<b>6,030,000</b>	<b>7,565,000</b>	<b>5,295,960</b>	<b>7,153,305</b>	<b>4,220,000</b>	<b>36,336,265</b>	
<b>CULTURE &amp; RECREATION</b>								
Capital Reserve - Park/Playground Improvements	112,500	112,500	112,500	112,500	112,500	112,500	675,000	OB
<b>McConnell Center Stained Glass Replacement</b>	60,000						60,000	OB
Park Improvements - Henry Law Park	125,000						125,000	RF
<b>McConnell Center Remaining Fitout</b>		70,000	132,000				202,000	GR

**Capital Improvements Program - FY2013-2018**

PROPOSED

**All Projects**

BOLD = New Project  
 UNDERLINED = Change in Schedule

PROJECT DESCRIPTION	Fiscal Year						Total	Finance Method
	2013	2014	2015	2016	2017	2018		
<b>Park Infrastructure Replace - Maintenance</b>		100,000					100,000	RF
Park Improvements - Amanda Howard			130,000				130,000	RF
<u>Indoor Pool Roof Replacement</u>				110,000			110,000	RF
<u>Park Improvements - Maglaras Park</u>				327,000	352,000	321,000	1,000,000	DF
<u>Indoor Pool Lighting</u>					150,000		150,000	RF
Arena Locker Room & Foster Rink Improvements					185,000		185,000	OB
<u>Dunaway Field Turf Replacement (split City/School)</u>						500,000	500,000	DF
<b>Park Improvements - Riverwalk</b>						112,500	112,500	RF
<b>TOTAL CULTURE &amp; RECREATION</b>	297,500	282,500	374,500	549,500	799,500	1,046,000	3,349,500	
<b>PUBLIC LIBRARY</b>								
Books and Collections	131,707	134,758	137,901	141,138	144,472	148,806	838,782	OB
Library Automation System/Check Out (split City/School)		40,000					40,000	OB
Air Conditioning System					118,500		118,500	OB
<b>TOTAL PUBLIC LIBRARY</b>	131,707	174,758	137,901	141,138	262,972	148,806	997,282	
<b>TOTAL CITY DEPARTMENTS</b>	7,509,207	19,256,258	9,173,185	7,410,058	9,503,380	6,663,806	59,515,894	
<b>EDUCATION</b>								
<b>Auditorium Renovations</b>	1,900,000						1,900,000	DF
<b>Horne Street School Upper Parking Lot</b>	125,000						125,000	OB
<b>Media Center Equipment</b>	80,000						80,000	RF
Garrison Elementary School Improvements		3,300,000	3,600,000				6,900,000	DF
Library Automation System (split City/School)		16,000					16,000	OB
<u>High School &amp; Dunaway Field Improvements</u>				4,000,000	8,000,000	8,500,000	20,500,000	DF
<b>Regional Career Tech Improvements</b>				8,000,000	4,000,000		12,000,000	DF
<b>TOTAL EDUCATION</b>	2,105,000	3,316,000	3,600,000	12,000,000	12,000,000	8,500,000	41,521,000	
<b>TOTAL GENERAL FUND</b>	9,614,207	22,572,258	12,773,185	19,410,058	21,503,380	15,163,806	101,036,894	
<b>SPECIAL REVENUE FUNDS</b>								
Downtown Parking Facility			10,000,000				10,000,000	DF
Parking Deck - School St.			300,000		2,100,000		2,400,000	DF
<b>TOTAL SPECIAL REVENUE FUNDS</b>	0	0	10,300,000	0	2,100,000	0	12,400,000	
<b>COMMUNITY SERVICES - WATER FUND</b>								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Water Meter Replacement	75,000	75,000	75,000	75,000	75,000	75,000	450,000	OB
Water Treatment Plant & Well Equipment	75,000	75,000	75,000	75,000	75,000	75,000	450,000	OB
Water Exploration	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Wellhead Protection	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
<b>Water Main - Sixth Street Loop</b>	500,000						500,000	DF
Water Main Replacement - Nelson St	50,000		200,000				250,000	DF
<u>Water Main Replacement - Silver Street</u>	150,000		850,000				1,000,000	DF
<b>Water System Facilities Upgrade</b>	200,000		1,500,000				1,700,000	DF
<b>Water Main - Willand Pond</b>		300,000		1,200,000			1,500,000	DF
Water Main Replacement - Oak/Ham/Ela Area				125,000			125,000	DF
Water Main Replacement - Main St/Washington St					100,000		100,000	DF
<b>Water Main Replacement - Keating/Birchwood</b>						50,000	50,000	RF
<b>TOTAL WATER FUND</b>	1,750,000	1,150,000	3,400,000	2,175,000	950,000	900,000	10,325,000	
<b>COMMUNITY SERVICES - SEWER FUND</b>								
Transfer to Capital Reserve	440,000	460,000	480,000	500,000	500,000	500,000	2,880,000	OB
Pump Station Equipment Replace-Maint.	75,000	75,000	75,000	75,000	75,000	75,000	450,000	OB
Inflow/Infiltration Study/Mitigation	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000	RF
WWTP - Facility Upgrade	3,000,000	3,000,000	3,000,000	3,000,000			12,000,000	DF
Sewer Main - Nelson Street	50,000		150,000				200,000	RF
Leighton Way Pump Station Replacement		30,000		325,000			355,000	DF
Sewer Main - Henry Law Avenue		200,000					200,000	RF
<u>Force Main Charles St. Pump Station</u>			75,000				75,000	RF
General Sewer Replacements			500,000				500,000	RF
Pump Station Upgrade - Varney Brook				100,000			100,000	RF
<u>Sewer Main - Oak/Ham/Ela Area</u>				75,000			75,000	RF
Sewer Main - Floral Avenue				75,000			75,000	DF
<b>Sewer Main Replacement - Keating/Birchwood</b>						50,000	50,000	RF
<b>TOTAL SEWER FUND</b>	3,865,000	4,065,000	4,580,000	4,450,000	875,000	925,000	18,760,000	
<b>TOTAL OTHER FUNDS</b>	5,615,000	5,215,000	7,980,000	6,625,000	1,825,000	1,825,000	29,085,000	
<b>TOTAL ALL PROJECTS</b>	<b>15,229,207</b>	<b>27,787,258</b>	<b>31,053,185</b>	<b>26,035,058</b>	<b>25,428,380</b>	<b>16,988,806</b>	<b>142,521,894</b>	



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2011.11.09 – 158**  
Resolution Re: **Appropriation For FY2013 Capital Improvements Program and Authorization for Bonding**

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.

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

The following capital projects are appropriated with estimated useful lives in excess of the length indicated:

Item #	Description	Proposed Appropriations	Life/Yrs	Department	Fund
1	Street Impr & Sidewalk - Mast Rd/Spruce Ln	200,000	20	Comm Serv - PW	General
2	Street Reconstruction - Applevale Area	300,000	20	Comm Serv - PW	General
3	Street Reconstruction - Nelson Street	50,000	20	Comm Serv - PW	General
4	Street Reconstruction - Silver Street	400,000	20	Comm Serv - PW	General
5	Street Reconstruction - Tolend Road	2,500,000	20	Comm Serv - PW	General
6	High School Auditorium Renovations	1,900,000	20	Education	General
7	Water Main - Sixth Street Loop	500,000	15	CS - Water	Water
8	Water Main Replacement - Nelson Street	50,000	15	CS - Water	Water
9	Water Main Replacement - Silver Street	150,000	15	CS - Water	Water
10	Water Systems Facilities Upgrade	200,000	20	CS - Water	Water
11	WWTP - Facility Upgrade	3,000,000	20	CS - Sewer	Sewer
	Total	<u>\$9,250,000</u>			

AND FURTHER BE IT RESOLVED THAT:

To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the Finance Director and City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.

**NOTE: This resolution requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage with the vote deferred until at least three (3) days after public hearing. This resolution is to be referred to public hearing on December 7, 2011. This resolution is to be scheduled for vote on December 14, 2011.**

## AUTHORIZATION



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2011.11.09 – 158**  
Resolution Re: **Appropriation For FY2013 Capital Improvements Program and Authorization for Bonding**

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

### 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.B.2.

Resolution Number: **R – 2011.11.09 – 158**  
 Resolution Re: **Appropriation For FY2013 Capital Improvements Program and Authorization for Bonding**

**RESOLUTION BACKGROUND MATERIAL:**

This resolution makes appropriations for the projects of the FY2013 Capital Improvements Program financed by debt and authorizes the sale of bonds.

This resolution makes appropriations for projects that are scheduled to be completed over multiple years. The Finance Department requests from all departments with projects to submit cash flow requirements for projects. These cash flow projections are completed to determine the amount by project for the coming bond issuance. Those projects that are not financed or are only partially financed remain as authorized unissued debt and bonded (financed) when the cash need arises.

**Debt Authorization versus Debt Retirement**

The following table compares the tentative authorization amount to the amount of debt being retired: The Net Sewer reflects the amount retired by user fees (total debt retirement less State aid for principal).

Description	General					Total
	City	School	Fund	Water	Net Sewer	
FY2013 Authorization	3,450,000	1,900,000	5,350,000	900,000	3,000,000	9,250,000
FY2013 Retirement	3,863,155	2,437,245	6,300,400	925,000	872,500	8,339,390
Net Change	(413,155)	(537,245)	(950,400)	(25,000)	2,127,500	910,610

**Legal Debt Limits**

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2011 and this authorization, against the legal debt limits.

Description	City	School	Water	DBIDA-IP	DBIDA-IB	Exempt	Total
Debt Outstanding	36,998,240	28,640,814	10,334,000	100,000	1,694,773	15,960,771	93,728,598
Authorized - Unissued	6,800,000	56	4,000,000	0	0	6,929,157	17,729,213
Total Issued & Unissued	43,798,240	28,640,870	14,334,000	100,000	1,694,773	22,889,928	111,457,811
This Authorization	3,450,000	1,900,000	900,000	0	0	3,000,000	9,250,000
Grand Total	47,248,240	30,540,870	15,234,000	100,000	1,694,773	25,889,928	120,707,811
Legal Debt Limit	83,225,334	194,192,446	277,417,780	4,000,000	NA	NA	
Unused Capacity	35,977,094	163,651,576	262,183,780	3,900,000			
Percent Unused	43.2%	84.3%	94.5%	97.5%			

Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%.  
 DBIDA limits are set by special legislation.  
 IP = Industrial Park projects  
 IB = Industrial Building projects  
 Exempt includes Sewer, Special Revenue Funds and Tolend Road Landfill debt.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2011.11.09 – 158**  
 Resolution Re: **Appropriation For FY2013 Capital Improvements Program and Authorization for Bonding**

### Rate Impacts

The following tables summarize the change from year to year on the Property Tax Rate and the Utility Rates, net of existing debt service and aid, related to this FY13 authorization. The top table reflects the impact of the new CIP projects only; the second set reflects the combined impact of the new CIP projects and anticipated debt related to prior year authorizations. The rate changes have been adjusted for any amendments to projects from the proposed CIP.

#### **CIP Only**

##### **Net Change in Property Tax Rates**

	<b>2013</b>	<b>2014</b>	<b>2015</b>
City	0.13	0.12	0.12
School	0.07	0.07	0.07
<b>Total Change</b>	<b>0.20</b>	<b>0.19</b>	<b>0.19</b>
<b>Est Tax Rate</b>	<b>25.32</b>	<b>25.51</b>	<b>25.70</b>
% Change City	1.36%	1.24%	1.24%
% Change School	0.68%	0.68%	0.68%
% Change Total	0.80%	0.75%	0.75%

#### **Including Prior Year Authorizations**

##### **Net Change in Property Tax Rates**

	<b>2013</b>	<b>2014</b>	<b>2015</b>
City	0.24	0.05	0.01
School	0.02	0.03	0.03
<b>Total Change</b>	<b>0.26</b>	<b>0.08</b>	<b>0.04</b>
<b>Est Tax Rate</b>	<b>25.38</b>	<b>25.46</b>	<b>25.50</b>
% Change City	2.52%	0.51%	0.10%
% Change School	0.19%	0.29%	0.29%
% Change Total	1.04%	0.32%	0.16%

Rate per \$1,000 of Assessed Value

#### **CIP Only**

##### **Net Change in Utility Rates**

	<b>2013</b>	<b>2014</b>	<b>2015</b>
Water	0.10	0.09	0.09
Sewer	0.32	0.30	0.29
<b>Total Change</b>	<b>0.42</b>	<b>0.39</b>	<b>0.38</b>
<b>Est Utility Rate</b>	<b>9.82</b>	<b>10.21</b>	<b>10.59</b>
% Change Water	2.52%	2.21%	2.22%
% Change Sewer	5.89%	5.22%	5.06%
% Change Total	4.47%	3.97%	3.88%

#### **Including Prior Year Authorizations**

##### **Net Change in Utility Rates**

	<b>2013</b>	<b>2014</b>	<b>2015</b>
Water	0.24	0.24	0.02
Sewer	0.55	0.25	0.21
<b>Total Change</b>	<b>0.79</b>	<b>0.49</b>	<b>0.23</b>
<b>Est Utility Rate</b>	<b>10.19</b>	<b>10.68</b>	<b>10.91</b>
% Change Water	6.05%	5.70%	0.48%
% Change Sewer	10.13%	4.18%	3.70%
% Change Total	8.40%	4.81%	2.33%

Rate per 100 Cubic Feet of Water Consumption



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2011.11.09 – 158**

Resolution Re: **Appropriation For FY2013 Capital Improvements Program and Authorization for Bonding**

The table below reflects the net change from year to year, and the total change after 3 years, for an average single family home for taxes and user fees, based on the FY12 assessed value at \$249,800 with 75 HCF of average water usage.

### Impact to Average Single Family Home

<b>Description</b>	<b>Yr1</b>	<b>Yr2</b>	<b>Yr3</b>	<b>Change After 3 Years</b>
<b>CIP Only</b>				
Property Tax	50	47	47	145
Water Fees	8	7	7	21
Sewer Fees	24	23	22	68
<b>Total Avg SFH Impact</b>	<b>81</b>	<b>77</b>	<b>76</b>	<b>234</b>
<b>Including PY Authorizations</b>				
Property Tax	65	20	10	95
Water Fees	18	18	2	38
Sewer Fees	41	19	16	76
<b>Total Avg SFH Impact</b>	<b>124</b>	<b>57</b>	<b>27</b>	<b>208</b>



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2011.11.09 – 159**  
Resolution Re: **Appropriation For FY2013 Capital Improvements Program – Non-Debt Financed Projects**

WHEREAS: The City Council desires to make public improvements as listed in the Capital Improvements Program for Year 1 and to finance these improvements with transfers from Reserve Trust Funds and appropriation of existing funds.

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

The following capital outlays are appropriated as part of the FY13 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Funds in the amounts listed.

Item	Description	Appropriation	Funding	Fund
1	Police Vehicle Replacement	\$126,000	General Fund Capital Reserve	Trust
2	Hydraulic Extrication Equipment Replacement	35,000	General Fund Capital Reserve	Trust
3	South End Station Generator Replacement	52,000	General Fund Capital Reserve	Trust
4	Public Works Heavy Equipment	200,000	General Fund Capital Reserve	Trust
5	Cemetery Improvements	25,000	Cemetery Maintenance Reserve	Trust
6	TIP - FasTrans - Dover Public Transit	100,000	Transportation Reserve	Trust
7	Park Improvements - Henry Law Park	112,500	Park Improvements Reserve	Trust
8	Park Improvements - Henry Law Park	12,500	Recreation Facilities Reserve	Trust
9	Media Center Equipment	80,000	School Facilities Reserve	Trust
10	Water Exploration	100,000	Water Fund Capital Reserve	Trust
11	Wellhead Protection	100,000	Water Fund Capital Reserve	Trust
12	Inflow/Infiltration Mitigation	300,000	Sewer Fund Capital Reserve	Trust
13	Sewer Main - Nelson Street	50,000	Sewer Fund Capital Reserve	Trust
	Total	<u>\$1,293,000</u>		

### 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

**Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter. This resolution is to be referred to public hearing on December 7, 2011. This resolution is to be scheduled for vote on December 14, 2011.**



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2011.11.09 – 159**  
Resolution Re: **Appropriation For FY2013 Capital Improvements Program – Non-Debt Financed Projects**

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

<b>VOTING RECORD</b>		
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.B.3.

Resolution Number: **R – 2011.11.09 – 159**  
Resolution Re: **Appropriation For FY2013 Capital Improvements Program – Non-Debt Financed Projects**

### RESOLUTION BACKGROUND MATERIAL:

This resolution appropriates reserve trust funds and special revenue funds to finance a portion of the FY13 Capital Improvements Program. In addition, it authorizes the transfer of Reserve Trust Fund moneys.

The following table reflects the amount to be appropriated from the various funds and their projected balances as of 6/30/2012:

<b>Description</b>	<b>Proposed Appropriation</b>	<b>Balance 6/30/2012</b>
<b>Trust Reserve Funds CIP</b>		
General Fund Capital Reserve *	413,000	160,672
Cemetery Maintenance Reserve	25,000	57,336
Transportation Improvements	100,000	409,539
Parks Improvements Reserve **	112,500	282
Recreation Facilities Reserve	12,500	37,577
School Facility Capital Reserve	80,000	633,020
Water Capital Reserve	200,000	2,469,644
Sewer Capital Reserve	350,000	628,433
<b>Totals</b>	<b><u>\$1,293,000</u></b>	

\* The General Fund Capital Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$575,000 into the reserve is proposed in the CIP FY 2013-2018 to be budgeted during FY2013.

\*\* The Parks Improvements Capital Reserve will have sufficient funds for the appropriation as a transfer from the Recreation Field Construction (Sand & Gravel) Fund of \$112,500 into the reserve is proposed in the CIP FY 2013-2018 to be budgeted during FY2013.