



**CITY OF DOVER**

## CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, February 8, 2012**  
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS – None**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
  - A. **UPDATING THE DOVER ZONING ORDINANCE**  
SPONSORED BY MAYOR TREFETHEN AS PLANNING BOARD REPRESENTATIVE
8. **CITIZEN'S FORUM**

*Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.*
9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
  - A. **January 25, 2012 – Workshop Session**
  - B. **January 25, 2012 – Regular Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
  - A. **ORDINANCES IN THE 2<sup>nd</sup> READING**
    1. **UPDATING THE DOVER ZONING ORDINANCE**  
SPONSORED BY MAYOR TREFETHEN AS PLANNING BOARD REPRESENTATIVE
  - 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/RACE – Rochester Runners Club**
2. **RAFFLE/AUCTION – Susan G. Komen 3-Day for the Cure**
  
3. **RESOLUTION: CHANGING OF WARD 4 POLLING FACILITY**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST
  
4. **RESOLUTION: SENIOR CENTER TRIP TO DAYTONA BEACH**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST

#### COMMITTEE REPORTS

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

#### B. RESOLUTIONS

1. **EMERGENCY MANAGEMENT PERFORMANCE GRANT**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST
  
2. **ADVANCED REFUNDING FOR CITY OF DOVER JUNE 15, 2003 AND JUNE 15, 2004 GENERAL OBLIGATION BONDS AND AUTHORIZATION TO ISSUE REFUNDING BONDS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 22, 2012, WITH THE COUNCIL VOTE TO BE HELD ON MARCH 7, 2012.)**  
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



February 11, 2012

*"We may have all come on different ships, but we're in the same boat now."  
~Martin Luther King Jr*

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 experienced two water breaks during the month of January, one on Elmwood Avenue and another at the intersection of Washington and Richmond Street. Both leaks were discovered to be the result of ring cracks on the 6” cast iron main. Repairs to these leaks occurred during normal work hours.

Crews continued to install 12” water mains on Crosby Road, with approximately 50 feet of work left to be completed. This main is needed to provide a loop of the system. Currently, the majority of the businesses in Crosby Road’s Industrial Park are fed from Knox Marsh Road. If a break or shutdown were to occur on that main, the businesses on Crosby Road would be without water. This loop work is approximately 750 feet and will also provide additional fire flow to the area.

Leak detection has been ongoing. Members of the division are currently finishing up in the Morningside Drive area and will be moving on to a new location in the next month or so. No leaks were detected during the month of January.

A frozen water line was discovered at 48 Polly Ann Mobile Home Park. The City was able to unthaw the line to the meter; however, the homeowner was responsible for the remainder of the work. A curb box was repaired on Littleworth Road. Here, there was a vacant home without heat, causing the water lines in the house to freeze and burst. Staff was able to shut off the water in the house but had to dig up the curb box in order to shut the water off permanently.

Staff is currently reading both domestic and industrial meters. This is the makeup for the December reading that was not able to be done on time. The Water and Sewer Billing office hopes to be back on track for the March readings.

Employees are working on the backflow device at the Shaw’s Lane ball field. The backflow was located inside a pit and was under water, which did not meet regulations. The 4” main is being re-piped so it will be at the surface and meet backflow requirements.

A sewer backup was experienced at both 51 Applevale Drive and 12 Renaud Avenue. Both backups were determined to be the homeowner’s responsibilities as the City mains were operating correctly.

General maintenance has been performed on the generators at Leighton Way (a.k.a. Heaphy Lane) and Boston Harbor Road. Crews are currently replacing belts and coolant for the units.

The sewer jet was used to clean sewer lines on the Sewer Division’s trouble spot list. A new report is printed each month which outlines the various trouble spots throughout the City, with some lines needing to be cleared more frequently than others.

Staff continued to perform GPS work and identify utility assets throughout the City. This work included gathering information on water gates, hydrants, sewer and drain manholes, catch basins, etc. Crews completed locating points in the north end; they’re currently working in the Broadway/downtown area and will be moving toward the south end of Dover. The collection of these assets will also assist in making the GIS and VueWorks programs more accurate.

Utilities staff assisted the Highway Division during several winter storm events. Crews performed salting/sanding operations as well as plowing, as needed.

**Streets:** The Highway Division continued to patch various potholes throughout the City. The holes were filled using cold patch since the hot top plants have closed for the season. Crews responded to several storm events throughout the month - prepping the roads, plowing, and salting/sanding the roads and sidewalks as needed. Roughly 500 tons of salt was delivered to the Public Works Facility. Employees stayed busy preparing for winter operations by mixing approximately 300 yards of sand and salt. The residential sand/salt pile, located at the Shaw's Lane ball field, was restocked as needed.

Highway personnel cut brush on Stark Avenue near Elliot Park to help improve sight distance. Overgrown bushes and trees were preventing motorists from being able to see oncoming traffic. Brush on Portland Avenue was also cleaned up as several branches had snapped and trees were leaning. A large amount of leaves were cleaned up from Country Club Estates. Due to the number of trees in that area, the cul-de-sac was filled with leaves leftover from fall.

To reduce a potential trip hazard, repairs were made to the sidewalks in the Orchard Street lot (by the Brick House) and on Locust Street by Central Avenue. Sections of the sidewalk, which were crumbling and falling apart, were removed and new cement was poured.

Drainage repairs were made on Toftree Lane where water had eroded around a headwall. The swale, which had also washed out, was restored. On Whittier Street, crews installed a new 240-foot drainage line. The old rotting line was falling apart and causing damage to a nearby property.

Training was conducted for the roll-off/hook-lift trucks and has been ongoing. Employees were given a chance to have one-on-one training on these vehicles, which operate differently from the other vehicles in the fleet.

## PROGRAMS AT CITY CENTERS/BUREAUS

**Investigations/Legal Bureau:** During the month of January, there were 4 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 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 4 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, and can also include a change of address or other information that must be updated.

Throughout the month of January, the SIU investigated four robberies, three of which were businesses and one at a residence. The SIU has made arrests in three of those cases. A fifth reported robbery was later reclassified as a theft, and that case was also closed by arrest. Investigations continue into those robberies as well as the robberies reported in previous months.

The SIU continued to complete a follow-up investigation on the homicide that occurred on Christmas 2011. The SIU also investigated three other unattended deaths.

SIU personnel also assisted on an investigation into a traffic collision where three children were seriously injured after being struck by vehicle. The driver of that vehicle has been charged under the motor vehicle code.

The SIU is also responsible for conducting background investigations into candidates for employment at the Police Department. During the month of January, two investigations of this type were on-going.

**Parking Bureau:** Parking Manager Bill Simons will be a presenter at the New England Parking Council's 21<sup>st</sup> Annual Conference in Cambridge, MA on March 28<sup>th</sup>. He will present on the topic on how Dover is addressing the long term parking needs of its downtown to include implementation of a multi-space meter system. This conference will also allow the parking manager to attend several training sessions on topics ranging from the building of parking facilities to learning about the newest trends and best practices in municipal parking systems.

Municipal Services Bureau is continuing to collect unpaid out of state parking violations for the city. As of January 30<sup>th</sup> they have collected \$12,690 for the city. This represents a collections rate of just over 14% for tickets up to 10 years old.

Meter activity indicated that downtown was busy during the month of December. There were 7,658 meter transactions completed in an average five day week. This does not take into account the short term visitors that did not need to purchase a meter receipt, or those who parked in time limited or permit parking areas. Keeping the spaces available to turn over several times a day for customers/visitors instead employees is critical to the city's overall long term parking plan.

Mid-January was the one year anniversary of the Phase II meter (northerly end of downtown) program.

iPark, the mobile parking meter company, has informed the Parking Manager that they are a couple of weeks away from their first field test of multi-city device. They are scheduled for a limited launch in April with a full launch planned for May/June. If successful, the device will allow for Dover, Portsmouth and Manchester to be on one device.

**Traffic Bureau:** Sgt. Speidel coordinated the logistics of voter parking at five of the six ward polling facilities during the Presidential Primary election on January 10, 2012. The Traffic Bureau handles advance deployment of cones, barricades, and signs to help maximize voter access and parking turnover and allow for safe and orderly flow of traffic. Since most of the polling facilities are located on private property, temporary voter parking restrictions rely largely on voluntary compliance, but are necessary to minimize the inconvenience to voters.

The Traffic Bureau provided equipment to facilitate event parking during the Greater Dover Chamber of Commerce business open house at Blackman Chiropractic, 812 Central Avenue on January 17, 2012.

Sgt. Speidel worked closely with representatives of the United States Secret Service, with the NH State Police Troop A, and with the Portsmouth, Newington, Somersworth and Rochester Police Departments to coordinate traffic and security logistics for Vice-President Biden's January 26, 2012 visit to Rochester and Portsmouth. Dover police personnel provided security and traffic control at various intersections throughout the City.

Sgt. Speidel worked closely with staff from the Community Services Department to implement the traffic pattern change (four way stop) at the intersection of Old Rochester and Long Hill Roads, following a change

to City Code adopted by the Dover City Council. The change was timed to take effect on Monday, January 30, 2012 once the city had acquired all of the hardware components for flashing beacons to supplement the stop signs. Sgt. Speidel provided traffic control and monitoring at the intersection during the changeover.

Sgt. Speidel performed 5 child passenger seat inspections during the month of January.

**Patrol:** During the month of January, officers handled a total of 2,058 incidents resulting in the following activity / arrests:

923	Traffic Stops
60	Total arrests
8	DWI related arrests
6	Arrests for MV charges other than DWI
1	Drug related arrest
2	Arrests for Assault
5	Theft related arrests
3	Arrests for Robbery
5	Arrests for Criminal Mischief
12	Arrests were for other agency warrants
3	Arrest for violation of court orders
2	Arrests for Criminal Trespass
4	Arrests for Disorderly Conduct
6	Arrested were Juveniles

During the Month of January, officers from the Field Operations Division responded to five separate reported Robberies:

- On January 5<sup>th</sup>, Officers responded to a reported Armed Robbery at the Tedeschi Food Shop, located at 530 Central Avenue. The suspect, who was identified and located that same evening, has been charged with Robbery.
- On January 9<sup>th</sup>, Officers responded to a reported Armed Robbery of the Silver Street Shell, located at 169 Silver Street. As a result of further investigation, the clerk who reported being robbed has been charged with False Report and a second suspect with Theft.
- On January 11<sup>th</sup>, Officers responded to a reported robbery of the Rite-Aid Pharmacy, located at 679 Central Avenue. The suspect was apprehended by officers while attempting to flee the area on foot. The suspect has been charged with Robbery.
- On January 23<sup>rd</sup>, Officers responded to the Hampton Inn, located at 9 Hotel Drive for a reported Armed Robbery. The investigation is ongoing.
- On January 23<sup>rd</sup>, Officers responded to a Lilac Lane apartment for a reported Armed Robbery. The investigation is ongoing.

On January 10, 2012 at approximately 6:48 AM patrol officers responded to Portland Avenue at Rogers Street for a reported motor vehicle accident in which three pedestrians were struck. As a result of further investigation, the female driver of the vehicle that struck the pedestrians has been charged with Negligent driving and Failing to Yield.

**Diversion Program:** The Diversion Committee met on Thursday, January 26, 2012. The committee held two review/release meetings and two new intake meetings. In addition to those four meetings, the committee had one request to reschedule, and two that were no-call/no-shows.

The committee released one participant and recommended that one participant be referred back to Detective Nadeau for court. As of this report, there are four active members in the Dover Diversion program. The next meeting scheduled for Thursday, February 23, 2012. There are two new cases awaiting the February 23, 2012 meeting. Any additional new cases will be next reviewed at that meeting date, or a date determined by the committee.

**Dover Housing Authority:** On Monday January 2, 2012, Officer Joslin along with other members of the Police Department's Color Guard Unit presented colors for the inauguration of the City Council and Mayor.

During the month Officer Joslin has continued instruction in DARE and will complete his course of instruction on February 9<sup>th</sup>.

Officer Joslin and other DHA staff have begun the preparation of a presentation for a Neighborhood Watch Meeting to be held in late February. Officer Joslin is also working with DHS staff to set up meetings with all the elderly housing units to discuss issues and safety concerns specific to their living arrangements within the next three months.

During the month of January, Officer Caproni continued his work with the Quantum Program at the Seymour Osman Community Center. 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 January, Officer Caproni assisted Quantum Director Mimi Bergere with ongoing activities that include but are not limited to daily mentoring in homework, nutrition, community service and cultural events. Some special events or earned privileges included a trip to Raider Laser to play laser tag. Unfortunately, a scheduled trip to the UNH Observatory had to be rescheduled due to the weather and a low visibility ceiling.

January included community service events such as assisting with a community breakfast and dinner. The Quantum program also picked up trash along urban sections of the Dover Community Trail.

**Community Service Program:** The Community Service program tracked 21 active participants in the month of January. Of the 21 subjects in the program, 3 participated during the month of January. A total of 8 hours of community service work was completed with no members completing their obligation during the month of January.

So far in 2012, 8 hours of community service has been completed and no members have finished their court ordered hours.

**Police Explorer Program:** During the month of January, the Explorer Post met on January 4<sup>th</sup> and January 18<sup>th</sup>. The Post discussed physical fitness requirements and the Cooper Standards to become a cadet at the Police Academy. The month was dedicated to fitness therefore the gym located at the McConnell Center was utilized for both sessions. The Explorers were able to gauge their individual fitness level and determine how much work was needed to gain entrance into the police academy. Next meeting is scheduled to February 1<sup>st</sup>.

The Explorer Post currently has eight explorers and there are no background checks in progress. There are two new explorer applicants who have been invited to recent meetings and have attended at least three so far. There have also been two new inquiries regarding the program.

**Dover Coalition for Youth:** The Dover Coalition for Youth is planning a 100 Best Communities for Young People Award Celebration for Tuesday February 7, 2012. The celebration will take place at the Children's Museum from 6-7:30 pm and will include the national presentation of the recognition along with awards to five community organizations that serve youth.

**Youth to Youth:** Dover Youth to Youth collaborated with Spires Video and the Woodman Park School to make a professional video of a presentation to the second graders on safety relating to medication and prescription drugs. It is called the Samantha Skunk Program. The 30-minute presentation was performed with puppets and costume characters by specially trained middle and high school students who are members of Dover Youth to Youth.

The finished video will be played on local Dover cable access Channel 22 and /or 95 to increase exposure of the safety message. In addition, the video will eventually be posted on Dover Youth to Youth's YouTube channel and linked to its web page and to the group's Facebook page. The video will serve as a training tool for Dover students being trained to perform the presentation in the future as well as for other youth groups who wish to learn how to perform the Samantha Skunk Program in their schools.

The Samantha Skunk characters and storyline was originally created by UNH Professor Bill Scott as a tobacco prevention presentation. That version was piloted by Dover Youth to Youth in 1994 to test it before national distribution. Dover Youth to Youth adapted the story to Medicine Safety in 2009 and the students present it to 2<sup>nd</sup> graders students in all of Dover's schools each year.

Dover Youth to Youth and the Dover Coalition for Youth teamed up to bring a major national speaker on bullying to Dover this month. John Halligan spoke to every student in grades 7-9 and gave an evening presentation to parents as well. He brought a powerful message about bullying and how that should be handled using the story of his son Ryan who committed suicide after being bullied over an extended period of time.

Also in January, Youth to Youth member Madison Retrosi testified before the Commerce Committee of the NH Senate in favor of the group's proposal to ban drinking games in places that sell alcohol. The proposal would only apply to games like beer pong where drinking is a part of the game or required in order to play, and would not prohibit drinking while playing a game of pool for example.

**Teen Center:** The Dover Teen Center calendar for January 2012 consisted of educational and social programming for our youth participants.

For the month of January 2012, the Teen Center saw a total of 703 participants, on 19 days of programming, which yielded an average of exactly 37 participants per day. This includes one snow day where school was closed but the Teen Center was open.

Some program highlights for the month of January 2012 included, but were not limited to the following:

- TC Tournament – “9-Ball Tournament” (1/5)
- TC Music Event – DoverPalooza – “New Year's Show” (1/6)
- TC Snack Special – “Spaghetti & Meatballs” (1/9)
- TC Special Event – “Early Release Fun Day” (1/11)

- TC Movie Afternoon – “Cowboys & Aliens” (1/20)
- TC Classic Event – “Karaoke Jam Party” (1/27)
- TC Snack Special – “Mystery Snack” (1/30)

As February approaches, there will be more fun and educational opportunities for Teen Center participants, including a school vacation week.

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

- 20 pedestrian crosswalk warnings
- 1 bicycle sidewalk warning
- 1 skateboard warning
- 5 calls for assistance to public
- 9 total MV warnings
- 2 MV cross walk warnings
- 2 MV one-way warnings
- 1 MV speed warning

**Animal Control:** For the month of January, there were a total of 42 animal calls. Of those, 16 were handled by the Animal Control Officer, 16 were handled by Dispatch and 66 by Patrol Officers. The following is a breakdown of the 21 calls handled by the Animal Control Officer:

- 4 found animals
- 3 welfare calls
- 4 loose dogs
- 2 deceased animals
- 3 nuisance animal call

During the month, ACO Ladisheff received 37 voicemails messages from citizens

**K-9:** The Department has one K-9 Handler, Officer Tim Keefe, who works two K-9 partners, Grinko a German shepherd and Norman, a Golden Retriever. Below is a breakdown of the K-Unit activity for January:

- 1 Track conducted (related to a Robbery)
- 1 Building search conducted
- 1 Call in while off duty

During the month of January, Officer Keefe and K-9 Grinko became members of the Strafford County Regional Tactical Operations Unit (SCRTOU). Officer Keefe and K-9 Grinko will regularly train with the SCRTOU and will be deployed in appropriate tactical callouts. During the month of January, the K-9 Unit conducted a total of 20 hours of training.

**Communications Bureau:** During the month, the Communications Bureau handled 8,973 radio transmissions, 7,983 phone calls, 301 emergency calls, 72 alarms, and 196 customers in the Police Department’s lobby.

**Recreation Programs:** Lil’ Shots basketball for K-2nd graders began on January 7th and continued every Saturday from 8am-10am with two sessions being offered. The girls high school basketball teams volunteer their time to help with this program, which is held at the Woodman Park Elementary School.

Midget basketball for 3rd and 4th graders continued on Saturdays at the Garrison Elementary School Gymnasium and the Woodman Park School Gymnasium. The boys' high school basketball teams volunteer their times with these programs.

Fifth and Sixth graders continued their games on Saturdays at the McConnell Center, and continued practices during the week at all the elementary schools. The boys' high school team hosted a "Rec Night" for all the K-6 grade boys' basketball players at the Dover/Spaulding game on Friday, January 27th. Dover Rec will host a girls "rec night" in February.

The 7th & 8th grade basketball teams resumed games, playing mostly in house, with some teams playing Portsmouth. The 6 Recreation high school boys' teams continued their schedules, playing Sunday afternoons at the McConnell Center.

The 18+ Men's Basketball league continued games on Sunday mornings and Thursday evenings at the McConnell Center. The 35+ League plays Monday nights at McConnell, and the 50+ league plays Wednesday nights at McConnell. The Seacoast Women's Basketball League continued play on Sunday afternoons at McConnell.

New sessions of Pilates Plus, Interval Toning, Yoga, Tai Chi and Zumba® all began in January. Sessions run every 6 weeks for each program.

Spring Sports Sign-up flyers were made and distributed to the schools.

**Senior Center Programs:** The Dover Community Senior Center (DCSC) continues their recurring daily activities of Bingo, Bridge, Cribbage, Crafts, Scrabble, Pay Me, and Whist. The Senior Book club meets 10am – Noon on the last Tuesday of the month. The craft group meets in the activity room of the center every Monday from 9-11am.

The Senior Advisory Committee meets the second Friday of each month.

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 and a great way for new members to meet people.

The Travel Coordinator has added a wide variety of trips for 2012 ranging from day trips to 10 days in Ireland in October.

**Indoor / Outdoor Pool:** Through the month of January, the Indoor Pool has seen its fair share of High School swimmers. During the week there have been as many as 200 extra swimmers every day between Dover High, Oyster River, Berwick Academy, St. Thomas and Spaulding High School swim teams.

Winter swim lessons have been very popular, with 98% of classes being filled to capacity, with 24 kids on waiting lists. After the first round of registrations, 4 more classes were added to accommodate everyone that was interested.

Seacoast Swimming continues training using about 20 hours of pool time every week. Hydrofitness continues with 15-20 attendants if the weather is favorable. The return of Rec Swim will take place in Mid-February after the State High School Swim Meet. Adult Lap swimming remains the most popular with around 75-100 members visiting every day.

The Dover Indoor Pool has also hosted two high school swim meets during the month of January, although it was very crowded both in the facility and in the parking lot, they were a great success for the teams involved.

Great Bay Masters continues to use the facility bringing in about 100 swimmers per week.

To fight the winter weather, a kayaking club and triathlon club has been renting the pool on Sunday nights preparing for the warm weather that lies ahead.

The Indoor Pool provided the public with a “Dover Swims” week which saw reduced rates, free rec swims, kayaking classes, stroke technique work for members and free hydrofitness.

New Year’s Resolution rates were a huge success with over 100 people taking advantage of memberships, 25% of them being new members.

**Ice Arena:** January has been another busy month for the arena. Many Saturdays, there are 3 or 4 high school hockey games at the arena and that brings in many visitors from all over the state of New Hampshire and Maine. Mixing in during the week are many youth and adults leagues which are well into their seasons – all with great attendance.

Recreational skate times are very popular and are growing in attendance, well beyond past years. Rock Night has over 100 people per night skating and Sunday Public Skate has up to 250 people participating on a given day.

**Public Library:** 427 individuals attended 25 special programs at the Public Library. (storytimes, movies, lectures, tours)

Children visiting the library made 113 crafts at the “Make-It, Take-It” Table in the Children’s Room.

## DEPARTMENTAL COLLABORATION & ENHANCEMENTS

The Fire Department’s Command staff, along with the Police Department, participated in an Emergency drill at Seabrook Station. This required the Fire Department to open the Emergency Operations Center and communicate with the state and Seabrook Station, simulating opening the reception center at the Dover Middle School. These drills are held a few times a year and are required for Seabrook Station to remain licensed.

The Command Staff, along with Dover Police Department, also conducted a table top exercise for the Dover School Department administrators. This table top exercise tested the School Department’s Emergency Management Plan and procedures. This exercise put the administrators in the roles they would have during an emergency and had them work through issues as they came up during the drill.

The Planning Department followed up with the School Department on the projects that had been included in the Capital Improvement’s Program. The follow up was both to understand the projects that may begin as part of the FY 2013 authorization, and also included a review of potential projects for FY14 – 19.

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
- Nye Lane/Pacific Landing
- Willand Pond

The Dover Public Library continues collaboration with various Dover public schools. The Library loaned 128 materials to the schools and borrowed 142 volumes from the schools through Dovernet Intraloan System. The Systems & Technology Librarian aided the school libraries on 10 occasions with Dovernet automation system tasks. Library staff also met with school librarians to solicit input and develop “wish list” and criteria for the new shared (City/School) Library Automation System (CIP 2014).

The Public Library Director worked with City Building Officials to study, solicit advice, and recommend most advantageous bidder for repair of library skylight area.

The Assistant City Planner and the Economic Development Director are working on education and outreach material to reach out to businesses regarding Dover’s sign regulations.

## PLANNING & ZONING

### Planning Board

- Granted a 90-day extension for a minor lot line adjustment plan for Fenton & David Groen, located at 67 & 75 Central Avenue.
- Held two public hearings on amendments to the Site Plan Review ordinance; After the second, the Board approved the amendments.
- Held two public hearings on amendments to the Subdivision of Land ordinance; After the second, the Board approved the amendments.
- Held its goal setting session and outlined workshop topics and land use amendments to review in 2012.

### Zoning Board

- No cases were heard.

### Conservation Commission

- NHDES Dredge and Fill Permit for the City of Dover located on Watson and Tolend Roads. This will allow the City to rehabilitate 3.7 miles of Tolend Road and Watson Road with associated drainage and slope improvements. The total impact to roadside ditch line wetlands is 37,070 square feet.
- A Conditional Use Permit was tabled for Michael and Shelby Brewer located on Fourth Street. This would allow encroachment into the wetlands buffer for a house and driveway.

### Transportation Advisory Commission

- Received an update on parking concerns at Park Street Park.
- Reviewed a request from a resident to install a yield sign at the intersection of Spruce Lane and Garrison Road (in favor of Garrison Road).
- Reviewed a request from a resident regarding traffic hazards on Portland Avenue.

- Approved a request by residents of Boyle Street to restrict parking to one side of the road. This will be forwarded to the City Council to update Chapter 166 of the City Code.

The Master Plan Steering Committee held its second meeting on Monday, January 16. The Committee agreed on “Dover 2023: Building Our Tomorrow” as the name of the process to create the visioning section of the Master Plan. Roger Hawk and his team presented their proposal to facilitate this process which will include three community wide meetings to be held at Dover Middle School on Saturday March 10, Saturday April 7, and Saturday May 5, and several smaller neighborhood meetings to be held at the elementary schools after the March 10 and April 7 meetings. With the intention of maximizing citizen participation in the visioning process, the Committee agreed on a plan to market Dover 2023 which will include press releases, a website, mailings, a Dover Download video presentation, outreach to local community groups, and student participation.

The Open Space and Conservation chapter of the Master Plan is being completed and the Planning Board will have a presentation of the material at its March 13, 2012 workshop. This presentation will include the chapter information and recommendations.

The Planning Board has undertaken a review of the final 5 land use amendments suggested by the EPA Building Blocks report. These amendments act to promote alternative energy sources, reduce the City’s carbon footprint and encouraging use of sustainability through resource allocation. The City Council will review these zoning amendments. The first 10 land use amendments that were approved by the Planning Board are before the City Council for its review and adoption. The City Council forwarded the amendments to a public hearing on February 8, 2012. After the public hearing the Council may vote on the amendments.

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

- NH Coffee on Sumner Drive
- 385 Sixth Street
- 1 Washington Street
- 3 Dover Street
- Thornwood Commons project
- Robbins Auto properties throughout the City
- Property on Tolend Road
- 6 Brick Road
- 410 Sixth Street
- Olive Meadow Lane
- Property at the intersection of Glenwood and Whittier Streets
- Industrial property located between Maple Street and Horne Street
- Sign improvements to 184 Washington Street
- Sign improvements to 1 Waldron Court

## **CITY GROUNDS – FACILITIES & PARKS**

During the month of January, Facilities & Grounds employees continued to handle daily requests for service at the City Hall and Police Department offices. Custodial duties were performed at the Public Works Facility, Train Station and City Hall, as well as filling in at the Library and McConnell Center as needed. Crews conducted normal day-to-day maintenance, clean-up and grounds maintenance of municipal buildings.

Employees set up the polls for the presidential primary election on January 10<sup>th</sup> and were taken down the next day. City Hall was prepared for the Inaugural Ceremonies for the incoming City Councilors on January 2<sup>nd</sup>. The leaks in the auditorium continued to cause minor problems and crews are trying to remedy the issue.

Christmas decorations continued to be removed and holiday lights were turned off. Electrical issues were experienced with some décor lights downtown and Facilities and Grounds crews continued to try to get the services to those lights straightened out. The First Street parking lot décor lights and high lights were also changed as needed.

An attempt was made to clean the graffiti from the wall on Fourth Street at Kennedy Circle. Graffiti issues continue unabated around the City. Private buildings have also been tagged with large drawings and the Community Trail Bridge has continually been tagged underneath.

The Old Rochester Road intersection at Long Hill Road was made an all way stop intersection with flashing red beacons installed and put in service on January 30<sup>th</sup>. Several traffic signal lenses (particularly yellow) were in need of replacement over the past month.

Sign work continued in the posting of signs for new developments as well as the replacement of existing signs as needed. Tree work, to include trimming around signs, has been ongoing in various locations. Dead trees were removed on Snow's Court as nearby residents were worried about the trees falling.

Facilities & Grounds employees assisted with several weather events by way of sanding, salting and plowing during this month. Sand barrels were put out at the Dog Park so volunteers could make sure the pathways to the play area are sanded.

Preventative maintenance on the HVAC equipment has continued as well as the remaining boiler cleanings. A list of needed maintenance is being compiled by the Siemens technicians.

The construction on the renovations of the Bathhouse at the Jenny Thompson Pool continued this month. Pine Brook Corporation plans to have this work completed by the pool opening in the spring.

## GENERAL UPDATES

Recreation winter programs and most of the programs are at full capacity or expanding. The Recreation Department has also advertised an expanded travel program through the Senior Center. Recreation is experiencing a very busy season and is now advertising for the spring sports registrations upcoming in February and March.

Various Department Heads attended the annual Chamber of Commerce Dinner, a well-attended event to recognize the citizen of the year along with recognizing business of the year.

The Fire Department participated in Wentworth-Douglass Hospital's Trauma and Acute Care seminar. WDH supports Dover's Paramedic program in many ways, including the QA/QI program and the constant exchange of information and training ensures Dover citizens are receiving the most advanced care possible through the medics and EMTs.

The Director of Planning and Community Development began as one of the 35 participants in the Leadership Seacoast program. This program is 9 full days, spread out over 4 months, designed to challenge personal

assumptions about critical issues while exploring diverse ideas, resources and practices. This is all done with a focus of the seacoast region.

The Director of Planning and Community Development is part of the team developing conference topics and themes for this year's New Hampshire Planner's Association annual conference in May.

The Director of Planning and Community Development attended the Greater Dover Chamber of Commerce's Business After Hours that occurred on January 17, 2012. The Director was able to assist three businesses with questions that had been asked at that session.

Planning and Community Development staff conducted a sign sweep, the 9<sup>th</sup> through 12<sup>th</sup> of January. This sweep resulted in the City removing 21 illegal signs from the right of way, or utility poles. This is a reduction from the same sweep one year ago.

The Planning Department continued to work towards completion of the Community Trail. In January work on the trail included working towards an easement agreement with two abutters to the trail, as well as coordinating two separate grants to secure funds for extensions of the trail toward the south of Fisher Street.

The Planning Department applied for consideration by the Massachusetts Institute of Technology for inclusion in its "Building the Capacity of Coastal Communities in New England to Address Climate Change Risks Through the Use of Role-Play Simulations" program. This program will allow staff to work with MIT graduate students to plan for climate change and work towards the City's sustainability goals.

Department of Planning and Community Development staff continued to review how neighboring communities administer their Community Development Block Grant programs. This review is part of the overall review staff is completing on our program, as well as part of the application process, which began in January and will be completed in March.

The Director of Planning and Community Development worked 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. There are 9 workshops scheduled with topics ranging from legislative updates, to low impact development.

The Director of Planning and Community Development is conducting a review of the Department's web site and the information contained within it and other similar sites to ensure that data is current and valuable.

The Public Library has 633 Facebook fans at [facebook.com/DoverPLNH](https://www.facebook.com/DoverPLNH), 404 Twitter followers @DPLNH, and 680 e-Newsletter subscribers.

The City Clerk/Tax Office completed all necessary reporting for the January 10, 2012 Presidential primary. The City Clerk is looking into alternatives for the Ward 4 polling place. The Clerk/Tax Office will begin the process of notification for the redistricting process in the near future.

The last Saturday of this month, Dover Fire & Rescue hosted the City Council for their goal setting workshop. Our training and meeting rooms continue to be heavily used by several city departments and local citizen groups.

## CITY OUTREACH

Eighteen citizen surveys were mailed by the Police Department in January of 2012. No surveys were returned this month.

The Department of Planning and Community Development continued to update its blog, face book page and twitter feed to communicate with the public

During the month of January, nine (8) Planning blog posts were drafted, including one on recounting the winter sign sweep; two reviewing the benefits of citizen involvement in planning activities, one announcing the availability of community development block grant applications, one welcoming our new assistant city planner, one discussing changes to FastTrans, one about discerning aesthetics in community character; one discussing the Planning Director's Leadership Seacoast activities, and finally a blog post reviewing Planning activities in December. The blog had over 500 page views in the month of January

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail as well as a Sustainable Dover Facebook fan page for the Dover Community Trail.

The Director of Planning and Community Development filmed four Dover Download video segments to air on Channel 22. The topics included land use amendments, the winter sign sweep and the capital improvement's program.

Finally, this month the Department of Planning and Community Development sent out 38 letters to new homeowners congratulating them on their purchase, as well as informing them of the current zoning for their property and alerting them to the various methods the department uses to inform and update the public.

The Public Library Director conducted a guided tour of Cocheco Mills for a Dover Cub Scout Pack earning their "community heritage" badge.

The Public Library Director gave a Dover History talk to over 40 Langdon Place residents at their facility.

The Fire Department continues to monitor response time and 11 man staffing, an example of how 11 man staffing affects response times is listed here:

North End's Engine 4 was on a medical aid call with Rescue 1 on Strafford Road when a second EMS call came into the North End's district. Rescue 3 from the South End Station had to respond to 624 Sixth St because no one was available at the North End Station. Rescue 3 had an 8+ minute response time from the South End Station to upper Sixth Street. Engine 8 from Central Station arrived at 6+ minutes as first arriving unit.

Then, as luck would have it, within a short time the next EMS call to come in was at 195 Dover Point Road. Rescue 1 responded from Wentworth-Douglass Hospital. The South End's Engine 7 was unavailable to respond as the Engine (and would have been initial patient contact because of Rescue 1's location) because Rescue 3 was still in the North End of town from their call and we did not have personnel available to man the engine. This resulted in Rescue 1 having a 9+ minute response time to St. Anne's home from WDH as first arriving unit.

As explained to the City Council, an Engine is often necessary on EMS calls due to the severity of the medical issue to provide additional manpower.

## ENERGY EFFICIENCY

In December, Johnson Controls, Inc (JCI). Submitted an installations report based upon the completion of the installation phase of the energy infrastructure improvements. This began the monitoring and verification process. As part of that monitoring and verification, ADI Energy, which had been retained by the City to monitor the investment, is reviewing the installation report and working to clarify benchmarks and data contained within the installation report.

Additionally, Planning and Community Development staff is working with JCI to develop the format and process by which the City will receive data pertaining to the measurements of the savings forecasted by the Performance Contract the City has with JCI.

## ACKNOWLEDGEMENTS & EVENTS

The Department of Planning and Community Development welcomed Timothy Corwin as the new Assistant City Planner. Tim has a background in land use law, as well as experience in zoning administration. Tim will be working with the Zoning Board of Adjustment, and other boards and commissions.

Friends of the Library renewed passes to the Museum of Fine Arts, Boston (\$475), the Peabody Essex Museum, Salem MA, and the Currier Museum, Manchester (\$65). In 2011, the Library lent its 15 museum passes 1,067 times to borrowers.

Friends of the Library awarded \$651 to a library employee, as part of their Tuition Reimbursement Program, for her successful completion of a library course.

Although no monetary gifts were received this month at the Public Library, generous patrons did donate a piano bench, a new toilet seat, and a 12' avocado tree to the library!

## PROFESSIONAL DEVELOPMENT

This month's Fire Department shift training included Table Top Street Drills to ensure proficiency in all Firefighters. Firefighters also completed extensive training in pump management.

Training continues with the new Engine 8. Back up drivers are getting driving time and experience in the pump operations before being approved as drivers/operators of this front line pump.

The EMT Refresher was started this month and will carry over into next. This month the Deputy Fire Chief oversaw 56 hours of class room and practical training.

The department had six members enroll in a Fire Inspector class that was hosted by Dover Fire. This class allows students to become Fire Inspectors.

Members of the Inspection Division attended the following:

- A five day Fire inspector 1 class; general curriculum covered was NFPA 1 and 101;
- A two day residential sprinkler plans review class at the Fire Academy in Concord;
- A Seacoast Building Official's meeting concerning HVAC blower door testing criteria;
- A 2 hour conference regarding bed bugs at North End Fire Station; and
- A 2 hour Strafford County Health Meeting at Frisbee Hospital

In January, the Director of Planning and Community Development staff participated in one (3) webinars. The topics were all related to performance standards and understanding your customers.

The Library Director attended two ICMA webinars on Performance Management & Measurement.

During the month of January, the K-9 Unit conducted a total of 20 hours of training.

# Capital Improvement Projects Update

## Community Services Department

### January 2012

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

- Current: EPA issued a draft NPDES permit to the City for the WWTP with a nitrogen permit limit requiring limits of technology. A Public Hearing is scheduled for 7 pm on February 9<sup>th</sup>. The Hearing will be held rooms 305 and 306 at the McConnell Center. The facilities plan is in draft form and will be presented to City staff for review in February. The plan will detail improvements required at the WWTP for continued operation over the next twenty years.
- Previous: EPA plans to issue a draft NPDES permit to the City for the WWTP soon, with a Public Hearing scheduled for February 9<sup>th</sup>. An informational flyer was included in sewer bills recently mailed to sewer residents and users. The Public Hearing will be an opportunity for Dover sewer users and residents to make a statement on the issue. The cost implications to the rate payers are expected to be significant and there is concern that the analysis being used to justify strict nitrogen limits is incorrect. Dover, as a Great Bay Municipal Coalition member, has proposed an Adaptive Management approach that advocates a sizable reduction of nitrogen at the WWTP, non-point reduction strategies, habitat restoration, and enhanced monitoring to measure progress as a result of the initial reductions being proposed.

#### **NORTH END PRESSURE**

- Current: The water tank foundation has been installed and the concrete side panels have been poured. Work on the tank has stopped for the winter. The pipe in the driveway from Long Hill to the tank is currently being installed. The water main contractor has installed the 12" water main and services on Long Hill Road. A change order has been processed to continue the water main down long Hill and down Sixth St to connect to the water main on Sixth St. The booster pump station foundation has been poured at Lowell Ave and the mason has started to construct the building. All construction will continue as weather permits.
- Previous: The water tank foundation has been installed and the concrete side panels have been poured. Work on the tank has stopped for the winter but the pipe to the tank will be installed in January up the driveway. The water main contractor has installed the 12" water main and services on Long Hill Road. A change order has been processed to continue the water main down long Hill and down Sixth St to connect to the water main on Sixth St. The booster pump station foundation has been poured at Lowell Ave. All construction will continue as weather permits.

#### **APPLEVALE RECONSTRUCTION**

- Current: SUR has installed the sewer on Stark Avenue and Hawthorne Avenue and drainage work in the easements. Work has wrapped up in the roadway for the winter.
- Previous: SUR has installed the sewer on Stark Avenue and Hawthorne Avenue. Work has wrapped up in the roadway for the winter but continues with drainage work in the easements.

#### **TOLEND LANDFILL REMEDIATION**

- Current: The project construction is winding down and nearing completion. The system start up is currently scheduled to begin the second week of February. The late electrical installation by PSNH and communication access by Comcast has created a two week delay to complete the project.

- Previous: The project construction is winding down and nearing completion. The system start up is currently scheduled to begin before in mid to late January. The late electrical installation by PSNH has created a two week delay to complete the project.

#### **WHITTIER BRIDGE**

- Current: The State is currently reviewing the study.
- Previous: Louis Berger has finished the bridge study that will be forwarded to the State for review.

#### **SEWER INFLOW / INFILTRATION MITIGATION**

- Current: The I&I has the potential to upset the operation of the proposed nitrogen removal process once it has been implemented. The process is biologic in nature and recovery would be slow potentially resulting in non-compliance and fines for repeated occurrences. To avoid the situation City staff and Wright Pierce the engineering consultant will meet to evaluate progress made to date on the I&I issue and to develop a strategy for future I&I removal in early February.
- Previous: The 2010 I&I sewer project is complete. The relining of the Mill St sewer was completed in September. During the installation of the rain garden at 15 Hillcrest it was noted that the roof drain that was diverted to the rain garden had been connected to the sewer service. This type of connection contributes a significant amount of water to the sewer collection system during rain events and represents the largest remaining inflow impacting the sewer system. While the sewer ordinance prohibits roof gutter and basement sump pump connections, there are many of these illegal discharges connected to the sewer. I&I represents a significant challenge at the WWTP as we begin to plan the implementation of nutrient removal processes at the WWTP. The continuation of extreme flow events at the WWTP during rain storms will adversely affect nutrient removal and the WWTP's ability to meet the anticipated nitrogen permit limit.

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

- Current: Berry Brook restoration has stopped temporarily on the City's Lowell Ave water treatment plant property. When weather conditions improve the construction of a gravel wetland system will begin. The gravel wetland will treat runoff from a portion of Central Avenue between Wentworth Douglas Hospital and Glenwood Avenue as well as the Hannaford parking lot. The runoff described above is a significant contribution of initial flow which forms Berry Brook and the gravel wetland will dramatically improve the water quality of Berry Brook.
- Previous: Berry Brook restoration continues on the City's Lowell Ave water treatment plant property. The former metal storage building was demolished and to be replaced with a new storage building at the Mast Road facility as part of the project. While excavating the new brook channel adjacent to where the storage building formerly stood, soil contaminated with petroleum was encountered. Ransom Environmental was engaged to perform characterization and removal of the soil to insure NHDES requirements were being met. A small area of impacted soil was excavated, sampled and temporarily stockpiled. Sample analytical results will determine the soil disposal needs and are expected during the first week of December. Work is expected to continue restoring the brook this winter for as long as conditions permit.

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

- Current: Emery and Garrett the City's consultant has submitted to NHDES the report requesting a permit to locate a second well at Willand Pond to increase water supply production to more than 600 gallons per minute (gpm). The existing well at Willand Pond was previously approved by NHDES in 2011 for use as a public water supply at 408 gpm the historic production rate from the 1950's. If approved the two wells would provide more than 600 gpm of additional public water supply while also gaining a method to control of the water level in the pond.
- Previous: The City received conditional approval to activate the existing well at Willand Pond for public water supply use by the City. The City must connect the well to the water system within 4

years or the approval lapses. The well is approved to provide 587,520 gallons per day. The water will need to be treated at the Lowell Ave water treatment plant. The proposed CIP has funding in the FY 2013 budget for design and in the FY 2014 budget for construction.

#### **TOLEND RECONSTRUCTION**

→ Current: The city is reviewing the 90% design documents.

#### **MAST ROAD SIDEWALK DESIGN**

→ Current: The city is reviewing the preliminary design.

→ Previous: TriTech Engineering has started the design for the project.



## Total Permits Issued: January 2012

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
12-006	21 FOURTH STREET, LLC	11	FOURTH STREET	RENOV. A RESTAURANT	C	5	3	20000	225
12-008	CENTER FOR ASSESSMENT	31	MOUNT VERNON STREET	DEMO INTERIOR	C	30	120	0	50
11-375	KOSTIS ENTERPRISES LLC	263	CENTRAL AVENUE	SUITE 3, BEAUTY SALON	CO	23	21	1000	35
12-005	LUU	892	CENTRAL AVENUE	892B- FINISHING JOB FOR FIRED ELECT	CO	38	25E	2000	45
11-380	85 INDUSTRIAL, LLC	115	INDUSTRIAL PARK DRIVE	NEW , 2 OFFICES, BREAKROOM	I	G	3A &	15000	175
12-009	WIDMARK	40	MAPLE STREET	TO RENOV./REMODEL INTERIOR OF WO	I	30	18	4000	65
11-282	HERON BAY PARTNERS	7	CIELO DRIVE	NEW SFD W/ATTACHED GARAGE	R	H	4-7	120000	1225
11-331	ROWELL	24	FOURTH STREET	CONT. A SINGLE TO A TWO-FAMILY DW	R	31	28	20000	225
11-336	BLAIS	23	MIDDLE ROAD	NEW ROOF	R	K	16	13000	155
11-381	MCKEANAY	23	NEW ROCHESTER ROAD	FINISH BASEMENT	R	39	27	8500	115
12-001	MAML ENTERPRISES, LLC	51	SIXTH STREET		R	30	48	15000	175
12-002	MICHAUD	69	OLD DOVER POINT ROAD	CONST. AN UNFINISHED SECOND STOR	R	M	12	47000	495
12-003	LANDRY	17	SPRUCE LANE	CONST. A ONE-STORY SIDE ADDITION (	R	I	29	16700	195
12-011	WATSON	5	BROOKLINE AVENUE	TO RENOV. THE INT. OF A SFD	R	33	91	16000	185
12-012	EAGAN	3	BEECH ROAD	RENOV./REMODELA BATHROOM	R	17	100	167000	195
12-014	RIAL	11	SUNNYBROOKE DRIVE	CONST. A FRONT WHEELCHAIR ACCESS	R	I	30B-5	1500	45

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map Lot	Construction Value	Fee
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**Total Permits Issued:** 16

**Total Construction Value:** \$466,700.00

**Total Fees Collected:** \$3,605.00

Type of Permits Issued		Certificate of Occupancy's	
Apartment dwlg units	1	Apartment Units	0
Commercial	3	Commercial	2
Condo Units	0	Condo Units	1
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	1	Industrial	0
Multi Family	1	Renovations	1
Manufactured Dwlg	0	Manufactured Dwlg	0
Single Family Dwelling	2	Single Family Dwellings	4
		<b>Total</b>	<b>8</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>														
Cochecho Falls Mills	Central Ave	A	120	0	120	12/20/2011	11/28/2011	Site	P11-60	3	3	12/20/2015	H	13.2
Brick Road	Brick Road	A	24	0	24		10/25/2011	Site	P11-42	28	9-C		H	2.64
Paolini	Appaloosa	C	11	5	6	12/7/2011	9/27/2011	Site	P11-13	I	18-1	12/7/2015	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>335</b>	<b>65</b>	<b>270</b>									<b>15</b>
<b>Subdivisions:</b>														
Tidewater Farm	Winterberry Dr	H	7	1	6	6/16/2011	4/26/2011	6/20/2011	P10-51	N	8	6/16/2016	H	2.59
Olive Meadow	Sixth Street	H	8	4	4	7/19/2011	3/23/2010	7/19/2011	P10-50	A	45-A2	7/19/2016	H	2.96
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	16	0	16	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.92
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	3	7	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	15	0	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	17	55	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	26	6	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	11	6	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>365</b>	<b>161</b>	<b>204</b>									<b>142</b>
<b>TOTAL APPROVED UNITS</b>			<b>700</b>	<b>226</b>	<b>474</b>									<b>157</b>
<b>Elderly:</b>														
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	48	21	27	7/2/2008	3/13/2007		P06-55	M	4	7/2/2011	G	
Arbor Woods	Cielo Dr	H	63	26	37	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>47</b>	<b>64</b>									
<b>APPROVED + ELDERLY</b>			<b>811</b>	<b>273</b>	<b>538</b>									<b>157</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
1/3/2012	201206188	PUBLIC SERVICE CO OF NH-CITY	\$5,281.50	City Finance Office
1/17/2012	201206719	HANSCOMS TRUCK STOP, INC.	\$5,439.68	Community Services Department
1/19/2012	201206812	GRATWICK ENTERPRISES, INC.	\$5,535.20	Community Services Department
1/5/2012	201206382	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,734.06	Community Services Department
1/24/2012	201206996	UNITIL NH	\$5,763.77	City Finance Office
1/4/2012	201206349	PUBLIC SERVICE CO OF NH-CITY	\$6,329.46	City Finance Office
1/4/2012	201206348	PUBLIC SERVICE CO OF NH-CITY	\$7,151.13	City Finance Office
1/17/2012	201206665	BROX INDUSTRIES, INC.	\$7,385.79	Community Services Department
1/17/2012	201206693	STATE OF NH-DOT	\$7,737.11	Police
1/18/2012	201206764	BORDEN REMINGTON	\$7,851.07	Community Services Department
1/17/2012	201206663	BROX INDUSTRIES, INC.	\$8,080.61	Community Services Department
1/17/2012	201206684	SKOVIC CONSTRUCTION	\$8,389.00	Community Services Department
1/23/2012	201206933	STATE OF NH-DOT	\$9,864.87	Community Services Department
1/31/2012	201207293	BRIAN TURGEON EXCAVATI NG	\$11,065.00	Community Services Department
1/4/2012	201206350	PUBLIC SERVICE CO OF NH-CITY	\$11,803.57	City Finance Office
1/23/2012	201206939	PUBLIC SERVICE CO OF NH-CITY	\$11,851.64	City Finance Office
1/25/2012	201207052	BAYRING COMMUNICATIONS	\$12,102.86	City Finance Office
1/24/2012	201206964	TRANSCOR-INFORMATION TECHNOLOGIES	\$15,233.85	Police
1/31/2012	201207292	NORTH & SOUTH CUSTOM BUILDERS, LLC	\$16,600.00	Executive
1/30/2012	201207125	GLOBAL MONTELLO GROUP, LLC.	\$16,968.75	City Finance Office
1/4/2012	201206352	MAHER CORPORATION	\$18,243.75	Community Services Department
1/4/2012	201206353	TRI-STATE SEALCOATING & PAVING, INC.	\$20,112.50	Community Services Department
1/17/2012	201206676	PUBLIC SERVICE CO OF NH-CITY	\$27,685.89	City Finance Office
1/31/2012	201207282	ACCESS AV	\$27,954.00	Executive
1/24/2012	201206995	PUBLIC SERVICE CO OF NH-CITY	\$43,106.07	City Finance Office
1/19/2012	201206811	CCMSI	\$90,204.59	Executive
1/7/2012	201206422	ANNE F. PARKS	\$137,500.00	City Finance Office
1/7/2012	201206423	KATHRYN P. FORBES	\$137,500.00	City Finance Office
1/17/2012	201206671	DOVER LANDFILL REMEDIAL ACTION TRUST	\$604,200.00	Community Services Department

**Bid Solicitation List January 2012**

<b>Bid #</b>	<b>Date Issued</b>	<b>Bid Name</b>
B12041	1/18/2012	Consulting Services Dover Utility Construction
B12042	1/25/2012	Cummins Well Cleaning and Pump Repairs
B12044	1/25/2012	Consulting Services Neighborhood Traffic Calming
B12045	1/31/2012	Commercial Water Meter Evaluations
Request for Quotes		
Q12-018	1/30/2012	Zamboni Blade Sharpening

# City of Dover

## Expenditures of Major Funds

January 31, 2012

(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	\$ 31,596	\$ 208,941	53.0%	\$ 183,831	\$ 75,243	\$ 108,588	27.6%
Executive	772,361	67,788	489,025	63.0	283,336	189,050	94,285	12.2
Finance	1,597,374	117,142	874,797	55.0	722,577	468,275	254,301	15.9
Planning	451,089	30,791	236,513	52.0	214,576	153,101	61,475	13.6
Misc General Government	891,585	28,532	229,550	26.0	662,035	59,363	602,672	67.6
Police	6,618,174	523,594	3,824,472	58.0	2,793,702	1,700,694	1,093,009	16.5
Fire & Rescue	6,394,117	514,960	3,885,901	61.0	2,508,216	1,527,258	980,958	15.3
Community Service Public Works	6,854,730	449,642	3,049,432	44.0	3,805,298	1,672,155	2,133,143	31.1
Recreation	2,207,820	161,754	1,107,603	50.0	1,100,217	242,893	857,323	38.8
Public Library	1,082,599	75,062	584,840	54.0	497,760	312,227	185,533	17.1
Human Services	716,708	81,927	470,096	66.0	246,612	88,176	158,436	22.1
Debt Service	9,904,177	1,440,098	3,766,347	38.0	6,137,830	5,929,551	208,279	2.1
Other Financing Sources/Uses	1,975,493	-	545,000	28.0	1,430,493	-	1,430,493	72.4
School	41,850,211	3,759,621	19,947,513	48.0	21,902,698	20,056,708	1,845,989	4.4
Intergovernmental	7,303,817	-	7,303,817	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 89,013,026	\$ 7,282,507	\$ 46,523,848	52.3%	\$ 42,489,179	\$ 32,474,695	\$ 10,014,484	11.3%
3213 Parking Activity Fund								
Police	\$ 578,445	\$ 28,119	\$ 205,899	36.0%	\$ 372,546	\$ 106,150	\$ 266,396	46.1%
Sub-total : 3213 Parking Activity Fund	\$ 578,445	\$ 28,119	\$ 205,899	35.6%	\$ 372,546	\$ 106,150	\$ 266,396	46.1%
3320 Residential Solid Waste								
Community Service Public Works	\$ 999,768	\$ 61,012	\$ 422,720	42.0%	\$ 577,048	\$ 491,079	\$ 85,969	8.6%
Sub-total : 3320 Residential Solid Waste	\$ 999,768	\$ 61,012	\$ 422,720	42.3%	\$ 577,048	\$ 491,079	\$ 85,969	8.6%
3381 McConnell Center								
Recreation	\$ 775,344	\$ 25,043	\$ 233,164	30.0%	\$ 542,180	\$ 375,897	\$ 166,283	21.4%
Sub-total : 3381 McConnell Center	\$ 775,344	\$ 25,043	\$ 233,164	30.1%	\$ 542,180	\$ 375,897	\$ 166,283	21.4%
5300 Water Fund								
Community Service Public Works	\$ 4,370,539	\$ 147,572	\$ 2,399,694	55.0%	\$ 1,970,845	\$ 659,494	\$ 1,311,352	30.0%
Sub-total : 5300 Water Fund	\$ 4,370,539	\$ 147,572	\$ 2,399,694	54.9%	\$ 1,970,845	\$ 659,494	\$ 1,311,352	30.0%
5320 Sewer Fund								
Community Service Public Works	\$ 6,198,816	\$ 216,451	\$ 3,159,940	51.0%	\$ 3,038,876	\$ 794,888	\$ 2,243,987	36.2%
Sub-total : 5320 Sewer Fund	\$ 6,198,816	\$ 216,451	\$ 3,159,940	51.0%	\$ 3,038,876	\$ 794,888	\$ 2,243,987	36.2%
<b>Total : EXPENDITURES</b>	<b>\$ 101,935,938</b>	<b>\$ 7,760,704</b>	<b>\$ 52,945,264</b>	<b>51.9%</b>	<b>\$ 48,990,674</b>	<b>\$ 34,902,204</b>	<b>\$ 14,088,470</b>	<b>13.8%</b>

# City of Dover

**Arena - General Fund**  
**Revenue & Expenditure Report**  
(Including Arena Debt Service attributed to the General Fund)  
**January 31, 2012**

	<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	185,423	800,476	60.8	517,239	0	517,239	39.3
<b>Expenditures</b>	993,367	93,335	500,258	50.4	493,109	99,986	393,123	39.6
<b>Debt Service</b>								
<b>Principal</b>	242,190	0	0	-	242,190	0	242,190	100.0
<b>Interest</b>	74,185	1,008	38,716	52.2	35,469	0	35,469	47.8
	<b>7,973</b>	<b>91,081</b>	<b>261,501</b>	<b>3,279.9</b>	<b>(253,528)</b>	<b>(99,986)</b>	<b>(153,542)</b>	<b>(1,925.8)</b>

# City of Dover

## Revenues of Major Funds

January 31, 2012

(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	\$ 64,668,615	\$ 654,011	\$ 32,493,368	50.0%	\$ 32,175,247	\$ -	\$ 32,175,247	(49.8)%
Licenses & Permits	4,149,130	269,251	2,315,655	56.0	1,833,475	-	1,833,475	44.2
Intergovernmental	2,077,863	116,936	1,963,601	95.0	114,262	-	114,262	5.5
Charges for Services	3,026,600	262,237	1,900,833	63.0	1,125,767	-	1,125,767	37.2
Miscellaneous Revenue	502,317	11,560	144,401	29.0	357,916	-	357,916	71.3
Education	12,754,376	2,506,822	7,447,842	58.0	5,306,534	(32)	5,306,566	41.6
Operating Transfers In	168,725	-	-	0.0	168,725	-	168,725	100.0
Sub-total : 1000 General Fund	\$ 87,347,626	\$ 3,820,816	\$ 46,265,700	53.0%	\$ 41,081,926	\$ (32)	\$ 41,081,958	47.0%
3213 Parking Activity Fund								
Parking Income	\$ 450,725	\$ 29,623	\$ 236,841	53.0%	\$ 213,884	\$ -	\$ 213,884	47.5%
Parking Fines	125,000	15,790	110,917	89.0	14,083	-	14,083	11.3
Sub-total : 3213 Parking Activity Fund	\$ 575,725	\$ 45,413	\$ 347,759	60.0%	\$ 227,966	\$ -	\$ 227,966	39.6%
3320 Residential Solid Waste								
Charges for Services	\$ 950,663	\$ 61,941	\$ 462,779	49.0%	\$ 487,884	\$ -	\$ 487,884	51.3%
Miscellaneous Revenue	0	359	712	0.0	(712)	-	(712)	0.0
Sub-total : 3320 Residential Solid Waste	\$ 950,663	\$ 62,300	\$ 463,491	49.0%	\$ 487,172	\$ -	\$ 487,172	51.2%
3381 McConnell Center								
Miscellaneous Revenue	\$ 679,301	\$ 22,837	\$ 367,737	54.0%	\$ 311,564	\$ -	\$ 311,564	45.9%
Operating Transfers In	91,859	-	53,213	58.0	38,646	-	38,646	42.1
Sub-total : 3381 McConnell Center	\$ 771,160	\$ 22,837	\$ 420,950	55.0%	\$ 350,210	\$ -	\$ 350,210	45.4%
5300 Water Fund								
Charges for Services	\$ 4,315,199	\$ 481,122	\$ 2,053,011	48.0%	\$ 2,262,188	\$ -	\$ 2,262,188	52.4%
Miscellaneous Revenue	21,000	6,070	31,127	148.0	(10,127)	-	(10,127)	(48.2)
Sub-total : 5300 Water Fund	\$ 4,336,199	\$ 487,192	\$ 2,084,138	48.0%	\$ 2,252,061	\$ -	\$ 2,252,061	51.9%
5320 Sewer Fund								
Intergovernmental	\$ 46,742	\$ 348,744	\$ 862,026	1844.0%	\$ (815,284)	\$ -	\$ (815,284)	-1744.2%
Charges for Services	5,048,527	465,914	2,196,312	44.0	2,852,215	-	2,852,215	56.5
Miscellaneous Revenue	36,334	2,427	32,670	90.0	3,664	-	3,664	10.1
Other Financing Sources	1,013,139	-	895,220	88.0	117,919	-	117,919	11.6
Sub-total : 5320 Sewer Fund	\$ 6,144,742	\$ 817,086	\$ 3,986,228	65.0%	\$ 2,158,514	\$ -	\$ 2,158,514	35.1%
<b>Total : REVENUES</b>	<b>\$ 100,126,115</b>	<b>\$ 5,255,645</b>	<b>\$ 53,568,266</b>	<b>54.0%</b>	<b>\$ 46,557,849</b>	<b>\$ (32)</b>	<b>\$ 46,557,881</b>	<b>46.5%</b>



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, January 25, 2012**  
Meeting Time: **6:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Hooper led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

**Present:** Mayor Trefethen, Deputy Mayor Carrier, Councilor Cheney, Councilor Crago, Councilor Garrison, Councilor Hooper, Councilor Spuler (remote connection), Councilor Weeden, and Councilor Weston.

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

Deputy Mayor Carrier moved to approve the telephone connection with Councilor Spuler; seconded by Councilor Weston.

General Legal Counselor Krans asked for Councilor Spuler state a general reason why he can't be present for the meeting, and if he can hear the proceedings.

Councilor Spuler said he underwent surgery and is out of work on disability. He stated he could hear the proceedings.

Mayor Trefethen said the Council can hear Councilor Spuler.

Vote: 8/0.

### 5. FINANCIAL POLICIES

City Manager Joyal gave an overview of his presentation regarding the Financial Policies with the Council.

Mayor Trefethen referred to the stabilization fund slide and asked for more detail from the City Manager.

City Manager Joyal explained the process where insurance carriers issue guaranteed maximum rates at this time of year and how the City uses this information to prepare the budget.

Mayor Trefethen started a discussion of the financial policy for the City's debt limits and said they are a guideline.

Councilor Crago started a discussion regarding refinancing debt service.

### 6. FIVE-YEAR BUDGET FORECAST

City Manager Joyal gave an overview of his presentation regarding the five-year budget forecast, which was based on many assumptions. He said a lot can change in five years.

Mayor Trefethen suggested the Council absorb this information and speak one-on-one with the City Manager.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, January 25, 2012**  
Meeting Time: **6:00 pm**

### **7. FISCAL YEAR 2013 TAX CAP CALCULATION**

City Manager Joyal said he would discuss the tax cap calculation during the City Manager's Report of the Regular Meeting to follow.

### **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**

Mayor Trefethen adjourned the meeting to enter into Regular Session and recessed for three minutes.

The City Manager's handouts have been archived with the Minutes.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, January 25, 2012**  
Meeting Time: **To immediately follow Workshop Session**

### 1. CALL TO ORDER

### ~~2. MOMENT OF SILENCE~~ - (held during Workshop Session)

### ~~3. PLEDGE OF ALLEGIANCE~~ - (held during Workshop Session)

### 4. ROLL CALL ATTENDANCE

**Present:** Mayor Trefethen, Deputy Mayor Carrier, Councilor Cheney, Councilor Crago, Councilor Garrison, Councilor Hooper, Councilor Spuler, Councilor Weeden, and Councilor Weston.

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

Councilor Weston moved to approve the telephone connection with Councilor Spuler; seconded by Councilor Cheney.

Mayor Trefethen said all votes will be taken by roll call. He asked Councilor Spuler if he could hear the proceedings and to explain the reason he was on the telephone.

Councilor Spuler said he underwent surgery and is out of work on disability. He stated he could hear the proceedings.

Roll Call Vote: 9/0.

### 5. PROCLAMATIONS/AWARDS

Mayor Trefethen read the proclamation for Dover, One of 100 Best Communities for Young People. He said the event will be held at the Children's Museum on February 7, 2012.

### 6. APPROVAL OF AGENDA

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

Roll Call Vote: 9/0.

Councilor Garrison moved to add the Legislative Liaison Report; seconded by Councilor Cheney.

Roll Call Vote: 9/0.

Mayor Trefethen moved to add the Planning Board Report; seconded by Councilor Garrison.

Roll Call Vote: 9/0.

Councilor Garrison moved to remove Item 13.B.4.; seconded by Councilor Hooper.

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved to approve the Agenda as amended; seconded by Councilor Hooper.

Roll Call Vote: 9/0.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, January 25, 2012**  
Meeting Time: **To immediately follow Workshop Session**

### 7. PUBLIC HEARINGS

#### A. APPROPRIATION FOR FY2013 CAPITAL IMPROVEMENTS PROGRAM – WATER MAIN COURT STREET NON-DEBT FINANCED PROJECT (REQUIRES A 2/3 MAJORITY VOTE)

SPONSORED BY DEPUTY MAYOR CARRIER AND COUNCILOR GARRISON

**Jan Nedelka, 169 Dover Point Road:** He spoke in support of the Resolution.

**Donald Medbery, 3 Covered Bridge Lane:** He spoke in support of the Resolution.

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:** He spoke about the newspaper article regarding Councilor Cheney's appointment to the Appointments Committee. He spoke about the comments he has heard regarding the appointment of Deputy Mayor.

**David Montenegro, 55 Union Street:** He said he was speaking his usual mantra of stop breaking the law, and explained his meaning behind the statement. He said the joint meeting of the School Board and City Council on January 7, 2012 was not posted. He spoke about the oath that the Councilors took on January 2, 2012, and how it's supposed to match the State's Constitution and even one word different negates the oath.

Mayor Trefethen said the January 7, 2012 meeting was hosted by the School Department, and they were responsible for posting the meeting.

Mr. Montenegro made a point of order comment that Council response is not allowed during the Citizen's Forum.

**Jan Nedelka, 169 Dover Point Road:** He referred to Citizen's Forum comments at the January 11, 2012 meeting where he was called a liar. He said his reputation has been maligned, untrue statements were said about him, and he took umbrage with that. He read a letter to the Council and a newspaper article that supported his comments. He spoke against Item 13.B.2., because he felt the taxpayers should not pay for this website.

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



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, January 25, 2012**  
Meeting Time: **To immediately follow Workshop Session**

### 9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing to the Council, which includes reports from the Economic Development Director and General Legal Counsel. He gave an overview of his handout regarding the Tax Cap Calculation to the Council.

Councilor Carrier started a discussion regarding the rental market growth mentioned in the Economic Development report.

Councilor Weston started a discussion regarding the waterfront development project.

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

Roll Call Vote: 9/0.

### 10. APPROVAL OF MINUTES

- A. January 2, 2012 – Organizational Meeting**
- B. January 4, 2012 – Organizational Meeting**
- C. January 11, 2012 – Regular Session**

Deputy Mayor Carrier moved to approve the Minutes; seconded by Councilor Garrison.

Mayor Trefethen asked the Council if there were any items they would like amended.

Councilor Crago referred to the January 4, 2012 meeting, last paragraph, which states "Motion made by Council Weeden to reconsider Appointments Committee vote," and said he believed the motion was made by Councilor Weston.

City Clerk Lavertu said she had received that correction from Councilor Weston.

Councilor Cheney asked to separate the vote of the minutes.

Roll Call Vote on January 2, 2012 minutes: 8/0. No response from Councilor Spuler.

Connection was reestablished with Councilor Spuler.

Roll Call Vote on January 4, 2012 minutes: 8/1, Passed. Councilor Cheney was opposed.

Roll Call Vote on January 11, 2012 minutes: 8/1, Passed. Councilor Cheney was opposed.

### 11. MAYOR'S REPORT

Mayor Trefethen said he attended the Greater Dover Chamber of Commerce ribbon cuttings on January 17, 2012, and their Awards Ceremony on January 20, 2012. He attended the School Board budget presentation on January 23, 2012.

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

Roll Call Vote: 8/0. No response from Councilor Spuler.

Mayor Trefethen confirmed with Councilor Spuler that he was still connected.

### 12. UNFINISHED BUSINESS

**A. ORDINANCES IN THE 2<sup>nd</sup> READING – None**

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



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
 Meeting Location: **Council Chambers, City Hall**  
 Meeting Date: **Wednesday, January 25, 2012**  
 Meeting Time: **To immediately follow Workshop Session**

### C. RESOLUTIONS

#### 1. **APPROPRIATION FOR FY2013 CAPITAL IMPROVEMENTS PROGRAM – WATER MAIN COURT STREET NON-DEBT FINANCED PROJECT (REQUIRES A 2/3 MAJORITY VOTE)**

SPONSORED BY DEPUTY MAYOR CARRIER AND COUNCILOR GARRISON

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Garrison.  
 Councilor Garrison gave an overview of the Resolution to the Council.  
 Councilor Cheney discussed why she was opposed to this Resolution.  
 Roll Call Vote: 6/2; Passed. Councilor Cheney and Crago were opposed. No response from Councilor Spuler.

### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

##### 1. RAFFLE – The Children’s Museum of New Hampshire

#### COMMITTEE REPORTS

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

Deputy Mayor Carrier moved to accept the consent calendar; seconded by Councilor Garrison.  
 Mayor Trefethen asked the Council if they had any items they would like to pull for further discussion.

Councilor Hooper pulled the School Board Report.

Mayor Trefethen pulled the Planning Board Report.

Councilor Garrison pulled the Legislative Liaison Report.

Mayor Trefethen asked for a roll call vote on the remaining item of the Consent Calendar.

Roll Call Vote: 9/0.

Councilor Hooper gave an overview of the School Board Report to the Council.

Deputy Mayor Carrier moved to accept the School Board Report; seconded by Councilor Garrison.

Roll Call Vote: 9/0.

Mayor Trefethen gave an overview of the Planning Board Report to the Council.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, January 25, 2012**  
Meeting Time: **To immediately follow Workshop Session**

Deputy Mayor Carrier moved to accept the Planning Board Report; seconded by Councilor Hooper.

Roll Call Vote: 9/0.

Councilor Garrison gave an overview of the Legislative Liaison Report to the Council. Councilor Weeden started a discussion about the State Representative redistricting. Deputy Mayor Carrier moved to accept the Legislative Liaison Report; seconded by Councilor Weeden.

Roll Call Vote: 9/0.

### **B. RESOLUTIONS**

#### **1. AUTHENTICATION OF THE CITY CHARTER**

**SPONSORED BY MAYOR TREFETHEN BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weeden. City Manager Joyal gave an overview of the Resolution to the Council. General Legal Counsel said this is a formality that appears in the Charter. Councilor Crago asked for assurance that it was the official version. General Legal Counsel said he was 100% sure that it was the official version. City Clerk Lavertu said the final version will receive the embossed City seal. Councilor Cheney went over the rules for the authentication of the Charter, and her concerns that the process hasn't been followed. She wanted the original Charter showing the changes for the amendments. Mayor Trefethen said this can be delayed to make the changes to increase the Council's comfortable with signing the Charter. Councilor Garrison moved to table this Resolution for one month, February 22, 2012, to allow the Council to review this document carefully; seconded by Councilor Crago. Mayor Trefethen encouraged the Council to ask for any documentation they required to make them comfortable with this Resolution. City Manager Joyal said he will provide the Charter with strikeouts to the Council tomorrow.

Roll Call Vote: 9/0.

#### **2. CITY COUNCILOR WEB PAGE ACCESS**

**SPONSORED BY COUNCILOR CRAGO**

Councilor Crago moved for its adoption; seconded by Councilor Cheney. Councilor Crago gave an overview of this Resolution to the Council. Councilor Weeden referred to the Citizen's Forum comment that this will incur costs to the taxpayers, and asked what costs would be involved. City Manager Joyal gave overview of the process to implement this web page access. The Council discussed the pros and cons of implementing this resolution.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, January 25, 2012**  
Meeting Time: **To immediately follow Workshop Session**

Councilor Cheney made a friendly amendment to the third Whereas, deleting the words “on the City website”; and in the Therefore, deleting “post information pertaining to City business and community issues,” and add “put a link on the City’s website to their webpage”; seconded by Councilor Crago.

Mayor Trefethen felt this was much beyond a friendly amendment.

Roll Call Vote: 5/4; Passed. Mayor Trefethen, Deputy Mayor Carrier, Councilors Garrison and Hooper were opposed.

City Manager Joyal said the City has an Acceptable Use Policy that protects the public’s rights, establishing a policy that all public officials’ emails are on the City’s server. He said the City needs to be able to retrieve information for the public through RSA 91-A. He said one solution may be to have some disclaimer language that they were leaving the City’s website.

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

### **3. VIDEO OF GOAL SETTING SESSION** SPONSORED BY COUNCILOR CHENEY

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

Councilor Cheney gave an overview of this Resolution to the Council.

The Council discussed the pro and cons of implementing this resolution.

Roll Call Vote: 5/4; Passed. Mayor Trefethen, Deputy Mayor Carrier, Councilors Garrison and Hooper were opposed.

### **4. LETTER TO LEGISLATIVE DELEGATION REGARDING REDISTRICTING** SPONSORED BY COUNCILOR GARRISON

Item was removed from Agenda.

### **5. LETTER TO LEGISLATIVE DELEGATION REGARDING POLE TAX** SPONSORED BY COUNCILOR GARRISON

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

Councilor Garrison gave an overview of this Resolution to the Council.

Roll Call Vote: 9/0.

## **C. ORDINANCES IN 1ST READING**

### **1. UPDATING THE DOVER ZONING ORDINANCE** **(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 8, 2012)** SPONSORED BY MAYOR TREFETHEN AS PLANNING BOARD REPRESENTATIVE

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weeden.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, January 25, 2012**  
Meeting Time: **To immediately follow Workshop Session**

Mayor Trefethen said the changes are fairly minor and the Planning Board would like to waive the citywide mailing. He said he would need a motion to waive the mailing requirement.

Councilor Weston moved to waive the mailing requirement; seconded by Councilor Hooper.

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

Mayor Trefethen asked for roll call vote on the amended Resolution.

Roll Call Vote: 9/0.

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

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

Councilor Cheney discussed the Council rules that all meetings shall be video or audio recorded, and why the organizational meetings should have been videotaped. She talked about the codebook differences over the past several years.

### **16. ADJOURNMENT**

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

Roll Call Vote: 9/0.



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## CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2012.01.25 – 1**  
Ordinance Title: Updating the Dover Zoning Ordinance  
Chapter: 170

The City of Dover Ordains:

### 1. PURPOSE

The purpose of this ordinance is to amend Chapter 170 of the Code of the City of Dover, entitled Zoning, by updating the code to reflect changes in the community, and in land use regulations.

### 2. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-6 “Definitions”, to add new definitions and revise existing definitions to read as follows:

**“ABANDONED SIGN means any sign that does not display a well-maintained message for a consecutive one-hundred eighty (180) day period, and/or the owner of said sign cannot be located after reasonable efforts have been made, and/or said sign is no longer fully supported by the structure designed to support the sign for a consecutive one-hundred eighty (180) day period, and/or the sign no longer advertises bona fide business and/or products sold for a consecutive one-hundred eighty (180) day period. The Zoning Administrator shall direct the removal of any sign which meets this definition.”**

AND

**“ABUTTER** means:

- 1) ~~Any person whose property is located in New Hampshire and adjoins or is directly across the STREET or stream from the land under consideration.~~ **means the owner of record of a parcel of land located in New Hampshire and adjoins or is directly within two hundred (200) feet (including land across the street or waterway) of the proposed site under consideration by the Board.**
- 2) For the purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person or entity who is able to demonstrate that his land will be directly affected by the proposal under consideration.
- 3) In the case of an abutting property being under a condominium or other collective form of ownership, the term "abutter" means the officers of the collective or association, as defined in RSA 356-B: 3, XXIII. Additionally, the individual owners of units within the association, which are located within two hundred (200) feet of the common property line shall be notified only by first class mail. **[Amended 12-08-10 by Ord. No. 2010-10.27-13]**
- 4) For purposes of notification and receiving testimony, abutter means all affected towns and the regional planning commission in the case of a development having regional impact, as determined by the Board.
- 5) For purposes of notification, abutter ownership information for LOTS located in Dover, shall be obtained through the City’s Tax Assessment Office. **[Amended 12-08-10 by Ord. No. 2010-10.27-13]”**

AND

**“ADULT DAY CARE** means a facility used for the care of **three (3) or more** adults for less than twenty four (24) hours per day who are in need of supervision or assistance **with daily living activities**. The facility may provide for dining, recreation activities, education and counseling



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services, and ACCESSORY USEs related to the care of adults in need. [Added 09-15-93 by Ord. No. 19-93]”

AND

“ASSISTED LIVING FACILITY means a facility, licensed under RSA 151-E, that provides housing and supportive services and care for more than twelve (12) elderly residents who require assistance with daily living activities but do not require the skilled nursing and medical care provided in a nursing home. ~~Such a facility shall be developed and maintained in compliance with RSA 354-A:15, Housing for Older Persons.~~ Such supportive services include the provision of meals, housekeeping, laundry, transportation, daily personal care, dispensing of medications and twenty-four (24) hours per day staffing. An assisted living facility includes a community dining room in which meals are provided to all residents, and each individual assisted living unit may also have a kitchenette. Other than any accommodations provided for use by the facility’s staff, only assisted living units are permitted as part of an assisted living facility. ~~For twelve (12) or less elderly residents, see ELDERLY ASSISTED CARE HOME.”~~

AND

ASSEMBLY HALL means a BUILDING or a portion of a BUILDING, not to exceed five thousand (5,000) square feet, used for groups of people to gather for an event or regularly scheduled program. Assembly Halls include but are not limited to SERVICE CLUB, religious institutions, cultural and educational lecture/performance halls, banquet halls, and similar facilities.

AND

AUTO SERVICE means a place of business which offers as a service the repair of automobiles. Such “AUTO SERVICE” place shall not be construed to be a ~~GASOLINE STATION-VEHICLE REFUELING /RECHARGING STATION.~~

AND

“CONGREGATE CARE FACILITIES~~ES~~ means a residential facility for elderly persons containing ~~efficiency units, individual one (1) and two (2) bedroom units, and units without kitchen facilities.~~ Each unit may also have a kitchenette. The facility shall contain common dining facilities and amenities such as housekeeping, transportation and organized social and recreational activities, and may include limited medical services on site. ~~ACCESSORY USEs typically needed by elderly housing facilities. This facility may be combined with a NURSING HOME.~~ This facility is intended for and solely occupied by persons sixty-two (62) years of age or older and thereby qualifies as “housing for older persons” under state law. [Added 09-15-93 by Ord. No. 19-93]”



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AND

**“CONTINUING CARE COMMUNITY FACILITY** means a residential development that provides multiple elements of adult living, including independent living units, assisted living units and skilled nursing care, enabling residents to live at a single location as their medical needs change over time. This facility is licensed pursuant to RSA 420-D and includes common dining, recreation and health facilities and other common areas; provides services such as medical care, programmed social activities; and may include limited accessory retail and personal services. This facility is intended for and solely occupied by persons sixty-two (62) years of age or older and thereby qualifies as “housing for older persons” under state law.”

AND

**CUSTOMARY HOME OCCUPATION** - An occupation carried on a secondary use in a DWELLING UNIT or accessory BUILDING by the occupant of such unit. For the use of a dwelling or accessory BUILDING in any Residential District for a "home occupation," the following conditions shall apply:

- 1) "Home occupation" shall include not more than one (1) of the following uses, provided that such uses are clearly incidental and secondary residential purposes; dressmaker, artist, arts and crafts, writer, teacher, provided that not more than eight (8) pupils simultaneously occupy the BUILDING, musician, antique dealer, hairdresser, **HOME BASED AGRICULTURAL ACTIVITIES**, lawyer, doctor, photographer, dentist, architect, engineer or practitioner of any other profession or similar occupation which may be unobtrusively pursued in a residential area.
- 2) No more than one (1) nonresident shall be employed therein.
- 3) The use is carried on strictly by the occupant of the PRINCIPAL BUILDING. **[Amended 08-01-90 by Ord. No. 8-90]**
- 4) No more than twenty-five percent (25%) of the existing net FLOOR AREA of the principal and any accessory BUILDINGS not to exceed six hundred (600) square feet is devoted to such use.
- 5) There shall be no display of goods or wares visible from the STREET.
- 6) No advertising on the premises other than a small no-illuminated SIGN not to exceed two (2) square feet in area and carrying only the occupant's name and his occupation.
- 7) The BUILDINGS or premises occupied shall not be rendered objectionable or detrimental to the residential character of the NEIGHBORHOOD because of the exterior appearance, traffic emission of odor, gas, smoke, dust, noise, electrical disturbance, light emissions, or in any other way. In a MULTI-FAMILY DWELLING, the use shall in no way become objectionable or detrimental to any residential use within the multifamily STRUCTURE.
- 8) Any such BUILDING shall include no feature of design not customary in BUILDINGS for residential use. The following uses, by nature of the investment or operation, have a potential to rapidly increase beyond the limits specified above for home occupations and impair the use, value and quiet enjoyment of adjacent residential properties. Therefore, uses such as Retail, Clinic, Landscaping, Freight, Trucking or Shipping, Painting of Vehicles, Trailers and Boats, Restaurants, Caterers or Bakeries, Taxi Service, Tool or Equipment Rental, Veterinary hospital



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or KENNEL and others of a similar nature shall not be considered as home occupations.  
**[Amended 12-08-10 by Ord. No. 2010-10.27-13]**

- 9) A minimum of two (2) off-STREET PARKING SPACES shall be provided. All driveways to be used in connection with such occupations shall conform to the city's Driveway Ordinance\*.
- 10) Not more than one (1) commercial vehicle in connection with such home occupation shall be stored on the premises.
- 11) A certificate of use for the proposed use is issued by the Zoning Administrator verifying conformance with the preceding standards. Said certificate shall be renewed annually.  
**[Amended 12-08-10 by Ord. No. 2010-10.27-13]**

AND

~~GASOLINE STATION~~ **VEHICLE REFUELING /RECHARGING STATION** means an establishment ~~automobile service station~~, the principle use of which is to provide for the sale of ~~gasoline fuel (including but not limited to gasoline, diesel, natural gas, electricity or hydrogen) and oil~~ to individual vehicles and retail sale of products required for motor vehicle maintenance such as oil, transmission fluid, brake fluid, polish, wax, fuel additives and treatments, wipers, ~~tires~~, batteries, windshield wiper fluid, cleaning fluids and similar items ~~routine automobile maintenance~~. The retail sale of propane and kerosene is also allowed. The retail sale of over-the-counter retail consumer merchandise and ~~DRIVE-IN~~ **THRU SERVICE** may also be allowed.

AND

**HEIGHT** when referring to a **telecommunications TOWER** or other **STRUCTURE** means the distance measured from ground level to the highest point on the **TOWER** or other **STRUCTURE** or appurtenance, even if said highest point is an **ANTENNA** or other appurtenance.

AND

**HEIGHT OF BUILDING** means the vertical distance measured from the grade level to the highest level of the roof surface or front **PARAPET**, whichever is greater. **Television and radio receiver ANTENNAS and photovoltaic systems as well as church steeples** shall not be included in this calculation.

AND

**HOME BASED AGRICULTRUAL ACTIVITIES** means the sale of products associated with raising poultry/bees/or like animals, or harvesting of herbs, flowers or vegetables/fruit. Products must be grown on-site and may be sold in either in raw or value added forms.

AND

**OFFICE** means a place of business which may fall under the following categories:

Accessory. An office facility that is incidental and accessory to another business or sales activity that is the primary use of the structure or site.

\* **Editor's Note: See Ch. 92, Driveways.**



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**Administrative Business Professional.** An establishment providing direct, "over-the-counter" services to consumers (e.g., insurance agencies, real estate offices, travel agencies, utility company offices, etc.) and office-type facilities occupied by businesses providing professional services and/or engaged in the production of intellectual property. This use includes:

accounting, auditing and bookkeeping services, advertising agencies, airline, lodging, chain, and rental car company reservation centers, architectural, engineering, planning and surveying services, attorneys, legal services, commercial art and design services, computer software and hardware design, counseling services, court reporting services, data processing services, detective agencies and similar services, educational, scientific and research organizations, employment, stenographic, secretarial and word processing services, insurance claim processing, literary and talent agencies, mail order and e-commerce transaction processing, management and public relations services, media postproduction services, photography and commercial art studios, police facility used as an office where there are no jail detention facilities or storage of vehicles except the parking of police cars, psychologist, telecommunications facility design and management, telemarketing, writers and artists offices;

**Government.** An administrative, clerical, or public contact office of a government agency, including postal facilities, together with the incidental storage and maintenance of vehicles.

**Medical.** An office or health facility providing health services including, without limitation, preventative and rehabilitation treatment, diagnostic services, testing and analysis. This use includes offices providing medical, dental, surgical, rehabilitation, podiatral, optometric, chiropractic and psychiatric services, and medical or dental laboratories incidental to these offices, but exclude inpatient services and overnight accommodation.

AND

**TEMPORARY PORTABLE SIGN** means a SIGN(s) customarily located on a trailer or similar wheeled apparatus, whether self-propelled or pulled by another vehicle, intended for promotional purposes or to convey an advertising message of any kind, which is not permanently affixed to the ground. A-frame, sandwich board, **inflatable** and other SIGNS not permanently affixed, directly or indirectly, upon a BUILDING, STRUCTURE or land and not otherwise referenced under the definitions of "FREE STANDING SIGN," "PROJECTING SIGN" or "WALL SIGN", shall also be considered as "TEMPORARY PORTABLE SIGNS".

AND

**METEOROLOGICAL TOWER (MET TOWER)** means the tower, base plate, anchors, guy wires and hardware, anemometers (wind speed indicators), wind direction vanes, booms to hold equipment for anemometers and vanes, data loggers, instrument wiring, and any telemetry devices that are used to monitor or transmit wind speed and wind flow characteristics over a period of time for either instantaneous wind information or to



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characterize the wind resource at a given location. For the purpose of this ordinance, met towers shall refer only to those whose purpose are to analyze the environmental factors needed to assess the potential to install, construct or erect a **SMALL WIND ENERGY SYSTEM**.

**MODIFICATION** in relation to a **SMALL WIND ENERGY SYSTEM** means any change to the system that materially alters the size, type or location of the small wind energy system. Like-kind replacements shall not be construed to be a modification.

**NET METERING** means the difference between the electricity supplied to a customer over the electric distribution system and the electricity generated by the customer's small wind energy system that is fed back into the electric distribution system over a billing period.

**POWER GRID** means the transmission system, managed by ISO New England, created to balance the supply and demand of electricity for consumers in New England.

**SHADOW FLICKER** means the visible flicker effect when rotating blades of the wind generator cast shadows on the ground and nearby structures causing a repeating pattern of light and shadow.

**SMALL WIND ENERGY SYSTEM** means a wind energy conversion system consisting of a wind generator, a tower, and associated control or conversion electronics, which has a rated capacity of 100 kilowatts or less and will be used primarily for onsite consumption.

**SYSTEM HEIGHT** means the vertical distance from ground level to the tip of the **WIND GENERATOR** blade when it is at its highest point.

**TOWER** means the monopole, guyed monopole or lattice structure that supports a **WIND GENERATOR**.

**TOWER HEIGHT** means the height above grade of the fixed portion of the **TOWER**, excluding the **WIND GENERATOR**.

**WIND GENERATOR** means the blades and associated mechanical and electrical conversion components mounted on top of the **TOWER** whose purpose is to convert kinetic energy of the wind into rotational energy used to generate electricity.

### 3. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Urban Density Multi-residential (RM-U) to Neighborhood Business (B-1) an area of approximately 1 acre along Central Avenue consisting of the following parcel: 15-105.”



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AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Thoroughfare Business (B-3) to Office (O) an area of approximately 1 acre along Hall Street consisting of the following parcels: 37-17, 37-17A, 37-18 and 37-19”

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

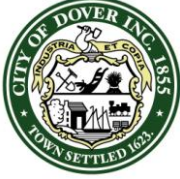
“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Rural Residential (R-40) to Medium Density Residential (R-12) an area of approximately 37 acres along Spruce Lane consisting of the following parcels: I-27B, I-27C, I-27D, I-27E, I-27F, I-27G, I-27H, I-27I, I-27J, I-27K, I-27L, I-27M, I-27N, I-27P, I-27Q, I-27R, I-27S, I-27T, I-27U, I-27V, I-27W, I-27X, I-27Y, I-27Z, I-28A, I-28B, I-28C, I-28D, I-28E, I-28F, I-28G, I-28H, I-28I, I-27B, I-27C, I-27D, I-27E, I-27F, I-27G, I-27H, I-27I, I-27J, I-27K, I-27L, I-27M, I-27N, I-27P, I-27Q, I-27R, I-27S, I-27T, I-27U, I-27V, I-27W, I-27X, I-27Y, I-27Z, I-81C, I-81F, I-81G, I-81H, I-81J, I-81L, I-81Q, I-81R, I-81T, I-81U, I-81V, I-81W, I-81X, I-81Y, I-81Z, I-84, I-85A, I-85B, I-85C, I-85D, I-85E, I-85F, I-86, I-87, I-87A, I-87B, I-87C, I-87D, I-87E, I-88, I-88A, I-89, I-89A, I-99, I-99A, I-99B, I-99C, I-99D, I-99D, I-99E, I-99F, I-99G, I-99H, I-99I, I-99J, I-99K, I-99L, I-99M, I-99N, I-99P, I-99Q, I-99R, I-99S, I-99T, I-99U, I-99V, I-99W, I-99X, I-99Y, I-99Z, I-100A, I-100B, I-100C, and I-100D”

#### 4. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Article Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by revising the Front Setback Dimensions for the R-12 District as follows:

“[5] **For new subdivisions, the applicant** ~~The front and abut a street setback shall calculate be calculated by determining the average setbacks of all lots within the same zone located within five hundred (500) feet from the exterior lot lines of the original lot to be subdivided. For new construction~~ This dimension shall be considered to be a build to line ~~for the new lots. For expansions, it will remain a setback.~~ Regardless of the average, in no case shall the build to line be closer than five (5) feet to the front LOT line. **Expansions to, or renovations of, structures on existing lots have a twenty five (25) foot setback. Vacant lots created prior to December 2009, have a build to line no closer than five (5) feet and no greater than twenty five (25) feet to the front LOT line.**”

AND



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## CITY OF DOVER – ORDINANCE

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Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Article Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by revising the Permitted Use to remove the term Church and/or Service Club in any district where allowed.

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Article Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by revising the Permitted Use to add the use Assembly Hall in the following districts: R-40, R-20, R-12, RM-SU, RM-U, B-1 and O.

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Article Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by revising the Front Setback Dimensions for the R-20 District as follows:

“[5] The front setback and abut a street shall be ~~calculated by determining the setbacks of all lots within the same zone located with five hundred (500) feet from the exterior lot lines of the original lot to be subdivided. For new construction, this dimension shall be considered to be a build to line, as opposed to a setback. For expansions, it will remain a setback. Regardless of the average, in no case shall the a build to line be closer than~~ **no closer than twenty (20) feet and no greater than thirty five (35) feet** to the front LOT line. **Expansions to, or renovations of, existing structures have a thirty five (35) foot setback.”**

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Article Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by revising the Uses Via Special Exception Table for the B-3 District by revising as followings:

<b>Permitted Uses*</b>
<b>AUTO SERVICE STATION</b>

\* Permitted Uses not shown to remain.

<b>Uses Via Special Exception (see 170-52)*</b>
<del>GASOLINE</del> and <b>VEHICLE REFUELING /RECHARGING STATION STATION</b> (SEE OVER)



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\* Uses via Special Exception not shown to remain.

~~Gasoline and~~ **VEHICLE REFUELING /RECHARGING STATION** Stations.

- A. The use of land for a ~~gasoline and~~ vehicle refueling/recharging station ~~station~~ may only be permitted upon the determination that the property values of adjacent land will not be compromised. Any ~~gasoline and~~ vehicle refueling/recharging station ~~station~~ which discontinues operations for a period in excess of **one hundred eighty (180)** ~~ninety (90)~~ days shall be required to file a new application for a special exception with the Zoning Board of Adjustment. Such conditions may include, but need not be limited to, the provision of adequate and properly maintained screening around land so used.
- B. The minimum lot size shall be ~~sixty~~ **eighty** thousand (~~60,000~~ **80,000**) square feet; the minimum lot width shall be one hundred fifty (150) feet. **Thirty** ~~twenty-five~~ percent (~~25~~ **30**%) of the subject parcel shall be open/green space. The total permitted sign area shall not exceed one-hundred (100) square feet.”
- C. **If a DRIVE-IN THRU SERVICE is proposed, said facility shall be setback either fifty (50) feet from a residential abutting lot or one-hundred (100) feet from the abutting residential structure, whichever is greater. Additionally, adequate vegetative or fence screening shall be constructed. Audible ordering system design features shall include, but not be limited to; non-audible ordering systems (touchpad or human contact) shall be utilized, and hours of operation for the drive-in portion of the business shall be limited to 6:00 a.m. to 9: 00 p.m.**
- D. **No fuel storage tanks may be constructed or enlarged closer than one-hundred (100) feet to any Conservation District.**

## 5. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Article Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by adding the following uses and criteria to the Uses Via Special Exception Table for the R-40, R-20, RM-U, and Office Districts:

<b>Uses Via Special Exception (see 170-52)</b>
<b>ASSISTED LIVING FACILITY (SEE OVER)</b>
<b>CONTINUING CARE COMMUNITY FACILITY(SEE OVER)</b>

**ASSISTED LIVING FACILITY is allowed by Special Exception in accordance with the densities and provisions stated below:**

- A. The facility shall be serviced by municipal sewer.
- B. The density per unit requirement is 7,500 square feet of lot area in the R-40 District; 5,000 square feet of lot area in the R-20 District; 2,500 square feet of lot area in RM-U District; and 2,000 square feet of lot area in the Office District.
- C. Parking lots and service areas are screened from abutting residential uses.



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D. The facility shall obtain a license from the State of New Hampshire.

**CONTINUING CARE COMMUNITY FACILITY is allowed by Special Exception in accordance with the densities and provisions stated below:**

- A. The facility shall be serviced by municipal sewer.
- B. The density per unit requirement is 7,500 square feet of lot area in the R-40 District; 5,000 square feet of lot area in the R-20 District; 2,500 square feet of lot area in RM-U District; and 2,000 square feet of lot area in the Office District.
- C. Parking lots and service areas are screened from abutting residential uses.
- D. The facility shall obtain a license from the State of New Hampshire.

### 6. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Article Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by amending the following uses and criteria in the CBD Districts:

<b>Uses</b>	<b>Commercial</b>	<b>Mixed Use</b>	<b>Residential</b>
Residential	Permitted, but not on ground floor, except as an existing use	Permitted, but not on ground floor except in existing structures	Permitted
Lodging	Permitted	Permitted, up to 12 rooms w/stays up to 14 days	Permitted, up to 12 rooms w/stays up to 14 days
Professional Services/Offices/ Commercial/ Assembly Hall	Permitted	Permitted	Home Occupation, Neighborhood Store , others via CUP (170-10.1 B)
Eating and Drinking (without drive-thru)	Permitted	Not Permitted	Not Permitted
Retail/ Personal Services (without drive-thru)	Permitted	Permitted	Permitted
Civic	Permitted	Permitted	Permitted



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Other	Via CUP (170-10.1 B)	Via CUP (170-10.1 B)	Via CUP (170-10.1 B)

### 7. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Article Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by adding the following use in the R-20 Districts:

**“Greenhouse, Retail Sale of Agricultural or Farm Products Raised on Site”**

### 8. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Article Chapter 170-27.2 “Transfer of Development Rights”, by revising Section D “Districts Defined” as follows:

- 2) “The Residential TDR DISTRICT is hereby determined to be Residential districts ~~as shown~~ **noted or displayed** on the Zoning Map for the City of Dover, New Hampshire, adopted December 9, 2009. The SENDING AREA is defined to be any land preserved by the City of Dover through conservation programs in the R-40 or R-20 residential zoning districts. The RECEIVING AREA is defined to be all non-R-40 or R-20 zoning districts east of the Spaulding Turnpike which allow residential development.”

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Article Chapter 170-27.2 “Transfer of Development Rights”, by revising Section G “Residential Performance Standards” as follows:

- 2) “Regardless of the method utilized, the transfer shall equate to one (1) unit per acre preserved. If the end result is a village themed residential/commercial project, the transfer shall equate to one (1) unit per ~~three~~ **tenth (10<sup>th</sup>)** of an acre preserved. A minimum of three (3) acres shall be purchased.

### 9. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by adding Article VII “Overriding Districts” by adding new Chapter 170-27.3 “Small Wind Energy Systems”, as follows:

**“170-27.3 SMALL WIND ENERGY SYSTEM**



**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2012.01.25 – 1**  
Ordinance Title: Updating the Dover Zoning Ordinance  
Chapter: 170

**A) Authority/Purpose:**

This **SMALL WIND ENERGY SYSTEMS** ordinance is enacted in accordance with RSA 674:62-66, and the purposes outlined in RSA 672:1-III-a. The purpose of this ordinance is to accommodate **SMALL WIND ENERGY SYSTEMS** in appropriate locations, while protecting the public's health, safety and welfare. In addition, this ordinance provides a permitting process for **SMALL WIND ENERGY SYSTEMS** to ensure compliance with the provisions of the requirements and standards established herein.

**B) Procedure for Review:**

1) **BUILDING Permit:** **SMALL WIND ENERGY SYSTEMS** and met **TOWERs** are an accessory use permitted in all zoning districts where **STRUCTUREs** of any sort are allowed. No **SMALL WIND ENERGY SYSTEM** shall be erected, constructed, or installed without first receiving a **BUILDING** permit from the **BUILDING** inspector. A **BUILDING** permit shall be required for any physical modification to an existing **SMALL WIND ENERGY SYSTEM**. Met **TOWERs** that receive a **BUILDING** permit shall be permitted on a temporary basis not to exceed 3 years from the date the **BUILDING** permit was issued.

2) **Application:** Applications submitted to the **BUILDING** inspector shall contain a site plan with the following information:

- a) Property lines and physical dimensions of the applicant's property.
- b) Location, dimensions, and types of existing major **STRUCTUREs** on the property.
- c) Location of the proposed **SMALL WIND ENERGY SYSTEM**, foundations, guy anchors and associated equipment.
- d) **TOWER** foundation blueprints or drawings.
- e) **TOWER** blueprints or drawings.
- f) Setback requirements as outlined in this ordinance.
- g) The **RIGHT-OF-WAY** of any public road that is contiguous with the property.
- h) Any overhead utility lines.
- i) **SMALL WIND ENERGY SYSTEM** specifications, including manufacturer, model, rotor diameter, **TOWER** height, **TOWER** type, nameplate generation capacity.
- j) **SMALL WIND ENERGY SYSTEMS** that will be connected to the power grid shall include a copy of the application for interconnection with their electric utility provider.
- k) Sound level analysis prepared by the wind generator manufacturer or qualified engineer.
- l) Electrical components in sufficient detail to allow for a determination that the manner of installation conforms to the NH State **BUILDING** Code.
- m) Evidence of compliance or non-applicability with Federal Aviation Administration requirements.
- n) List of abutters to the applicant's property.



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3) **ABUTTER and Regional Notification:** In accordance with RSA 674:66, the **BUILDING** inspector shall notify all abutters and the local governing body by certified mail upon application for a **BUILDING** permit to construct a **SMALL WIND ENERGY SYSTEM**. The public will be afforded 30 days to submit comments to the **BUILDING** inspector prior to the issuance of the **BUILDING** permit. The **BUILDING** inspector shall review the application for regional impacts per RSA 36:55. If the proposal is determined to have potential regional impacts, the **BUILDING** inspector shall follow the procedures set forth in RSA 36:57, IV.

C) Standards:

1. The **BUILDING** inspector shall evaluate the application for compliance with the following standards;

a) **SETBACK:** The setback shall be calculated by multiplying the minimum setback requirement number by the system height and measured from the center of the **TOWER** base to property line, public roads, or nearest point on the foundation of an occupied **BUILDING**.

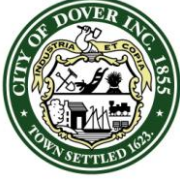
Minimum Setback Requirements			
Occupied BUILDINGs on Participating Landowner Property	Occupied BUILDINGs on Abutting Property	Property Lines of Abutting Property and Utility Lines	Public Roads
0	1.5	1.1	1.5

- i) **SMALL WIND ENERGY SYSTEMs** must meet all setbacks for principal **STRUCTUREs** for the zoning district in which the system is located.
- ii) Guy wires used to support the **TOWER** are exempt from the **SMALL WIND ENERGY SYSTEM** setback requirements.

b) **TOWER:** The maximum **TOWER** height shall be restricted to 35 feet above the tree canopy within 300 feet of the **SMALL WIND ENERGY SYSTEM**. In no situation shall the **TOWER** height exceed 150 feet.

c) **Sound Level:** The **SMALL WIND ENERGY SYSTEM** shall not exceed 60 decibels using the A scale (dBA), as measured at the site property line, except during short-term events such as severe wind storms and utility outages.

d) **SHADOW FLICKER:** **SMALL WIND ENERGY SYSTEMs** shall be sited in a manner that does not result in significant **SHADOW FLICKER** impacts. Significant shadow flicker is defined as more than 30 hours per year on abutting occupied **BUILDINGs**. The applicant has the burden of proving that the **SHADOW FLICKER** will not have significant adverse impact on neighboring or adjacent uses.



**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

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Potential **SHADOW FLICKER** will be addressed either through siting or mitigation measures.

- e) **SIGNs:** All **SIGNs** including flags streamers and decorative items, both temporary and permanent, are prohibited on the **SMALL WIND ENERGY SYSTEM**, except for manufacturer identification or appropriate warning signs.
- f) **Code Compliance:** The **SMALL WIND ENERGY SYSTEM** shall comply with all applicable sections of the New Hampshire State **BUILDING Code**.
- g) **Aviation:** The **SMALL WIND ENERGY SYSTEM** shall be built to comply with all applicable Federal Aviation Administration regulations including but not limited to 14 C.F.R. part 77, subpart B regarding installations close to airports, and the New Hampshire Aviation regulations, including but not limited to RSA 422-b and RSA 424.
- h) **Visual Impacts:** It is inherent that **SMALL WIND ENERGY SYSTEMs** may pose some visual impacts due to the **TOWER** height needed to access wind resources. The purpose of this section is to reduce the visual impacts, without restricting the owner's access to the optimal wind resources on the property.
  - i) The applicant shall demonstrate through project site planning and proposed mitigation that the **SMALL WIND ENERGY SYSTEM's** visual impacts will be minimized for surrounding neighbors and the community. This may include, but not be limited to information regarding site selection, wind generator design or appearance, buffering, and screening of ground mounted electrical and control equipment. All electrical conduits shall be underground, except when the financial costs are prohibitive.
  - ii) The color of the **SMALL WIND ENERGY SYSTEM** shall either be the stock color from the manufacturer or painted with a non-reflective, unobtrusive color that blends in with the surrounding environment. Approved colors include but are not limited to white, off-white or gray.
  - iii) A **SMALL WIND ENERGY SYSTEM** shall not be artificially lit unless such lighting is required by the Federal Aviation Administration (FAA). If lighting is required, the applicant shall provide a copy of the FAA determination to establish the required markings and/or lights for the **SMALL WIND ENERGY SYSTEM**.
- i) **Approved Wind Generators:** The manufacturer and model of the wind generator to be used in the proposed **SMALL WIND ENERGY SYSTEM** must have been approved by the California Energy Commission or the New York State Energy Research and Development Authority, or a similar list approved by the state of New Hampshire, if available.
- j) **Utility Connection:** If the proposed **SMALL WIND ENERGY SYSTEM** is to be connected to the power grid through **NET METERing**, it shall adhere to **RSA 362-A:9**.
- k) **Access:** The **TOWER** shall be designed and installed so as not to provide step bolts or a ladder readily accessible to the public for a minimum height of 8 feet above the ground. All ground-mounted electrical and control equipment shall be labeled and secured to prevent unauthorized access.



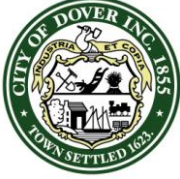
**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

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- 1) **Clearing:** Clearing of natural vegetation shall be limited to that which is necessary for the construction, operation and maintenance of the **SMALL WIND ENERGY SYSTEM** and as otherwise prescribed by applicable laws, regulations, and ordinances.
  
- D) **Abandonment:**
  - 1) At such time that a **SMALL WIND ENERGY SYSTEM** is scheduled to be abandoned or discontinued, the applicant will notify the **BUILDING** inspector by certified U.S. mail of the proposed date of abandonment or discontinuation of operations.
  - 2) Upon abandonment or discontinuation of use, the owner shall physically remove the **SMALL WIND ENERGY SYSTEM** within 90 days from the date of abandonment or discontinuation of use. This period may be extended at the request of the owner and at the discretion of the **BUILDING** inspector. “Physically remove” shall include, but not be limited to:
    - a) Removal of the **WIND GENERATOR** and **TOWER** and related above-grade **STRUCTURES**.
    - b) Restoration of the location of the **SMALL WIND ENERGY SYSTEM** to its natural condition, except that any landscaping, grading or below-grade foundation may remain in its same condition at initiation of abandonment.
  - 3) In the event that an applicant fails to give such notice, the system shall be considered abandoned or discontinued if the system is out-of-service for a continuous 12-month period. After the 12 months of inoperability, the **BUILDING** inspector may issue a Notice of Abandonment to the owner of the **SMALL WIND ENERGY SYSTEM**. The owner shall have the right to respond to the Notice of Abandonment within 30 days from Notice receipt date. After review of the information provided by the owner, the **BUILDING** inspector shall determine if the **SMALL WIND ENERGY SYSTEM** has been abandoned. If it is determined that the **SMALL WIND ENERGY SYSTEM** has not been abandoned, the **BUILDING** inspector shall withdraw the Notice of Abandonment and notify the owner of the withdrawal.
  - 4) If the owner fails to respond to the Notice of Abandonment or if, after review by the **BUILDING** inspector, it is determined that the **SMALL WIND ENERGY SYSTEM** has been abandoned or discontinued, the owner of the **SMALL WIND ENERGY SYSTEM** shall remove the wind generator and **TOWER** at the owner’s sole expense within 3 months of receipt of the Notice of Abandonment. If the owner fails to physically remove the **SMALL WIND ENERGY SYSTEM** after the Notice of Abandonment procedure, the **BUILDING** inspector may pursue legal action to have the **SMALL WIND ENERGY SYSTEM** removed at the owner’s expense.
  
- E) **Violation:**



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## CITY OF DOVER – ORDINANCE

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It is unlawful for any person to construct, install, or operate a **SMALL WIND ENERGY SYSTEM** that is not in compliance with this ordinance. **SMALL WIND ENERGY SYSTEMS** installed prior to the adoption of this ordinance are exempt from this ordinance except when modifications are proposed to the **SMALL WIND ENERGY SYSTEM**.

F) Penalties:

Any person who fails to comply with any provision of this ordinance or a **BUILDING** permit issued pursuant to this ordinance shall be subject to enforcement and penalties as allowed by NH Revised Statutes Annotated Chapter 676:17.”

### 10. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Article Chapter 170-28.2 “Residential-Commercial Mixed Use (RCM) Overlay District”, by revising Section E “Procedural Concepts” as follows:

“The developer shall prepare a Development Plan, which locates the proposed types of non-residential and residential development, utilities, access roads, and public ways. The parcels comprising the development may be under separate ownership, but shall be treated as one development and shall be bound by the approval granted for the entire Development Plan. If approval is granted, individual LOTS must be developed as part of the larger Development Plan and phasing outlined below, and not separately. The Development Plan must identify the percentage of the non-residential uses, residential uses and OPEN SPACE. Non-residential **and/or mixed use** uses must exceed forty percent (40%) of the original tract, residential uses must not exceed thirty-five percent (35%) of the original tract, and a minimum of twenty percent (20%) of the original tract shall be OPEN SPACE. Fifty percent (50%) of the required OPEN SPACE (as defined in Chapter 155-60) must be usable uplands and reasonably accessible to all property owners in the project. Any OPEN SPACE provided above twenty percent (20%) may be mixed wetlands and upland.”

### 11. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Article Chapter 170-32 “Sign Review and Regulations”, by revising Section L “Election Signs” as follows:

- L) ~~“Elections~~ **Political advertising SIGNS.** ~~Elections~~ **Political advertising SIGNS** are permitted as follows: **[Amended 12-09-09 by Ord. No. 2009-09.09-15]**
- 1) The provisions of this section are in addition to the political **advertising SIGN controls** established under Chapter 70 of the New Hampshire Revised Statutes Annotated, as amended: **provisions of state law.**
  - ~~2) Elections SIGNS are permitted no sooner than thirty (30) days prior to a primary or regular election and must be removed within ten (10) days of the closing of the polls.~~



**CITY OF DOVER**

# CITY OF DOVER – ORDINANCE

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- 3) Elections SIGNS shall not be affixed in any manner to public property (City-owned), nor to utility poles and fixtures, nor painted, pasted or affixed in any manner that prohibits quick and complete removal.
  - (a) As per RSA 664:17, election SIGNS are permitted within the public RIGHT OF WAY but not within the edge of pavement, with the consent of the owner of the land over which the RIGHT OF WAY passes. Signage shall not obstruct the safe flow of traffic, vehicular or otherwise. ~~[Amended 12-08-10 by Ord. No. 2010-10-27-13]~~
- 4) ~~The person whose name appears on each political SIGN as required by Chapter 70 of the New Hampshire Revised Statutes Annotated, as amended, is responsible for the placement, distribution and removal of political SIGNS in conformance with the requirements of this Zoning Ordinance. The person whose name appears on political advertising sign, or the person providing consent to placement, is responsible for the placement of and removal of the sign.~~
- 5) No SIGN in any district shall be larger than sixteen (16) square feet.
- 6) Any candidate failing to comply with the above requirements shall be subject to a fine not to exceed fifty dollars (\$50.00) per SIGN violation. **Removal of a political advertizing sign not placed or removed in accordance with state law or local ordinance shall be subject to an administrative fine as contained in the local fee schedule.”**

## 12. 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  
Planning Board Representative

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

Recorded by: Karen Lavertu  
City Clerk

### DOCUMENT HISTORY:

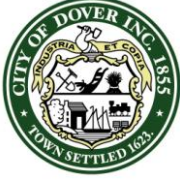
First Reading Date: 01/25/2012	Public Hearing Date: 02/08/2012
Approved Date:	Effective Date:

### DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEA	NAY
Mayor Dean Trefethen		
Deputy Mayor Robert Carrier		
Councilor Edward Spueler, Ward 1		

Document Created by: Planning Department  
Document Posted on: January 12, 2012

updating\_the\_dover\_zoning\_ordinance  
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**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

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Councilor William Garrison, Ward 2		
Councilor Michael Crago, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Michael Weeden, Ward 6		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does   does not pass.		



**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

**Agenda Item#: 12.A.1.**

Ordinance Number: **O – 2012.01.25 – 1**  
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### **ORDINANCE BACKGROUND MATERIAL:**

The amendments, which the Planning Board posted on October 25, 2011, were drafted by staff and the Planning Board during the spring and summer of 2011. The amendments are the result of a comprehensive effort by the Planning Board to involve the public in the process. These amendments were suggested by the Zoning Board of Adjustment, the US Environmental Protection Agency, property owners and the Planning staff. Goals of the amendments include the protection of Dover's character, promotion of development that will have a positive tax impact, and protection of natural resources. Since some amendments affect all zoning districts in the City, a notice was sent to all property owners inviting them to a public hearing on November 29, 2011.

The Planning Board held a second public hearing on December 20, 2011. After the second public hearing, it unanimously voted to approve the zoning amendments and forwarded them to the City Council. The Council may overturn the amendments with a 2/3rds vote.

The following is a summary of the proposed zoning amendments:

2. Amend Chapter 170-6, "Definitions" by revising the definitions of Abutter, Adult Day Care, Auto Service, Congregate Care Facility, Customary Home Occupation, Gas Station, Height, Height of a Building, Temporary Portable Sign, and by adding definitions for Abandoned Sign, Assisted Living Facility, Assembly Hall, Continuing Care Community Facility, Home Based Agricultural Activities, Office, Meteorological Tower, Modification, Net Metering, Power Grid, Shadow Flicker, Small Wind Energy System, System Height, Tower, Tower Height, and Wind Generator.
3. Amend Chapter 170-8 to rezone a 1 acre area of Central Avenue from Residential Multi-family Urban (RM-U) to Neighborhood Business (B-1), rezone a 1 acre area of Hall Street from Thoroughfare Business (B-3) to Office (O) and rezone a 37 acre area of Spruce Lane from Rural Residential (R-40) to Medium Density Residential (R-12).
4. Amend Chapter 170-12 by revising the front setback for the Medium Density Residential (R-12) and Low Density Residential (R-20) districts. Remove the uses "Church" and "Service Club", and replace them with "Assembly Hall" in the R-40, R-20, R-12, RM-SU, RM-U, B-1 and O districts. Revise the special exception criteria for a Gas Station in the B-3 district.
5. Amend Chapter 170-12 by adding "Assisted Living Facility" and "Continuing Care Community Facility" as uses allowed by special exception in the R-40, R-20, RM-U and O District Tables.
6. Amend Chapter 170-12 by adding "Assembly Hall" as a permitted use and adding "Without Drive-thru" to the permitted Retail/Personal Services uses in the CBD District Table.
7. Amend Chapter 170-12 by adding "Greenhouse, Retail Sale of Agricultural or Farm Products Raised on Site" to the permitted uses in the R-20 District Table.
8. Amend Chapter 170-27.2 by revising the location of the sending district for residential Transfer of Development Rights, and clarifying the density for a village themed project.
9. Amend Chapter 170 by adding section 27.3 "Small Wind Energy System" to allow properties to install wind energy generating systems.
10. Amend Chapter 170-28.2 by clarifying the use calculation for the RCM overlay district.
11. Amend Chapter 170-32 "Sign Review and Regulations" by amending the "Elections Signs" section to conform to state statute.

Attached is report to the City Council from the Planning Director, as required by Chapter 170

**To:** Dover City Council  
**From:** Christopher Parker, AICP  
**CC:** J. Michael Joyal, City Manager  
Dover Planning Board  
**Date:** January 18, 2011  
**Re:** Zoning Amendments

**ISSUE:**

On December 20, 2011, the City of Dover Planning Board unanimously approved 10 amendments to the City' Zoning Ordinance, chapter 170.

**INTENT:**

This memo will briefly describe the findings of the Planning Board and ensure compliance with Chapter 170 section 53, subsection F of the City of Dover Code.

**GOALS:**

The proposed area of rezoning must meet certain criteria for the Planning Board to support its adoption. This memo will review the report criteria laid out in Chapter 170 to explain to the City Council the findings of the Planning Board.

**PROCESS:**

In January of 2011, staff presented the planning board with a list of suggested areas of the zoning code to review. This list was generated by public input, input from land use boards, and from staff. Additionally, in June the City received input from the US EPA, through a grant it received.

The Planning Board and staff developed the amendments during the spring and summer months, and posted them, after consideration on October 25, 2011. It held public hearings on November 29, and December 20, 2011. On December 20, 2011, the Board approved the amendment and forwarded it to the City Council for ratification.

**ATTACHMENTS:**

- Presentation to Planning Board with maps and comparison tables

As per section 170-53 F), the Planning Board shall provide to the City Council a report on each proposed amendment that has been proposed and endorsed by it. This report shall include the Board's findings and recommendations on the following:

*The consistency of the proposed amendments with the Master Plan;*

The 2007 update to the City's Land Use Chapter of its Master Plan is entitled "It's All About Context." This chapter emphasizes the need for new development to be in keeping with the existing conditions in a neighborhood. Amendments 2, 3, 5 and 9 all include elements of recommendations of the Master Plan. Additionally, most of the amendments presented were to clarify or define regulations so that the ordinance is clear and easier to understand and utilize.

*The consistency of the proposed amendment with other plans, studies, or technical reports prepared by or for the Board and the City;*

This proposed amendment does not conflict with any other plans, studies or technical reports.

*The effect of the proposed amendment on the City's municipal services and capital facilities as described in the Capital Improvements Program;*

This proposed amendment does not conflict with the Capital Improvements Program.

*The effect of the proposed amendment on the natural, environment, and historical resources of the City;*

Included in these amendments are ones which will clarify the role of the transfer of development rights regulations, which the City has utilized since the 1990s. This clarification will encourage the use of the TDR program for residential use. If this proves true, more use of the program will occur, and more land in Dover can be permanently conserved for future generations.

*The effect of the proposed amendment on neighborhood including the extent to which nonconformities will be created or eliminated;*

Amendment 3 seeks to rezone three areas of the City and was developed specifically to correct known nonconformities. These are areas where uses or dimensional regulations have created scenarios where property owners would require variances for reasonable use of their property.

The first area is to rezone a 1 acre area of Central Avenue from Residential Multi-family Urban (RM-U) to Neighborhood Business (B-1). This area is commercially used today, as a result of a series of variances in the 1980s and 1990s. The property is vacant and this amendment will make the property more appropriate for reuse by broadening the uses allowed to be compatible with the non-residential structure.

The second area is to rezone a 1 acre area of Hall Street from Thoroughfare Business (B-3) to Office (O). This is an area that transitions between the office district near Wentworth Douglas Hospital and the retail and shopping areas to the north. The amendment will move the zoning boundary to the back of four parcels, as opposed to the center of a street. The move will make the lot sizes conforming and allow for a residential re-use of the property, which is not practical under the B-3 zoning.

The final area is to rezone a 37 acre area of Spruce Lane from Rural Residential (R-40) to Medium Density Residential (R-12). This will rezone an area of Dover where the homes are predominantly on smaller lots, but zoned for one acre. This has created a hardship for homeowners who need relief from the setbacks required. The setbacks will now be more conforming with the structures in place. This area is currently built out, and it does not include vacant land which could be developed at a denser rate than previously.

*The effect of the proposed amendment on the City's economy and fiscal resources; and*

There does not appear to be a negative effect on the City's economy or fiscal resources based upon this proposal, as they clarify the City's regulations. They also look to create a fair and balanced growth pattern.

*The recommendation of the Planning Board relative to whether the proposed amendment should be adopted or rejected, and any recommendations for modifications to the proposed amendment.*

The Planning Board unanimously approved the amendments and hereby submits them to the City Council for ratification.

# Rezoning 2011



Planning Board  
November 29, 2011

# Amendment Type

Amendment	Non-Use	Use
2	X	X
3		X
4	X	X
5		X
6		X
7		X
8	X	
9		X
10	X	
11	X	

# Non-Use Amendments

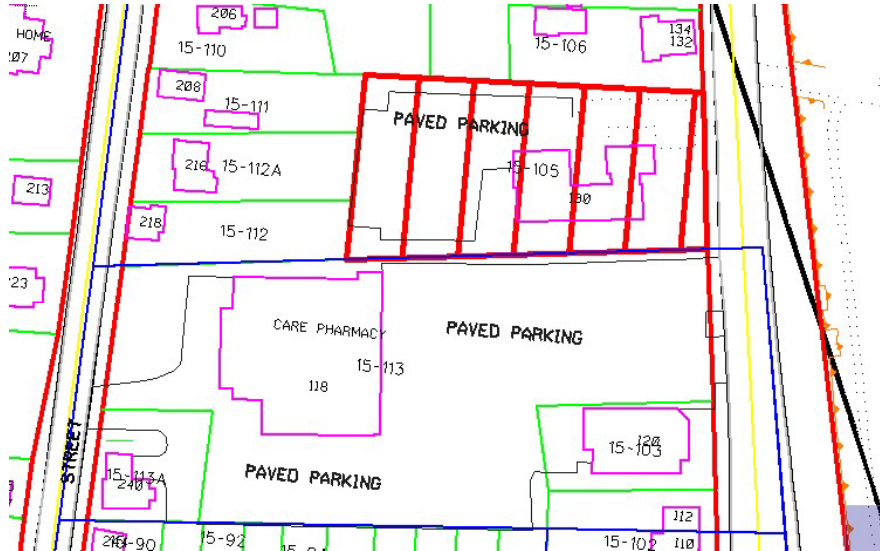
#	Intent
2	Revise the definitions of Abutter, Height, Height of a Building, and by add definitions for Modification, Net Metering, Power Grid, Shadow Flicker, System Height, and Tower Height
4	Revise the front setback for the Medium Density Residential (R-12) and Low Density Residential (R-20) districts.
8	Revising the location of the sending district for residential Transfer of Development Rights, and clarifying the density for a village themed project.
10	Clarify the use calculation for the RCM overlay district.
11	Amend the “Elections Signs” section to conform to state statute.

# Use Amendments

#	Intent
2	Revise the definitions of Adult Day Care, Auto Service, Congregate Care Facility, Customary Home Occupation, Gas Station, Temporary Portable Sign, and by add definitions for Abandoned Sign, Assisted Living Facility, Assembly Hall, Continuing Care Community Facility, Home Based Agricultural Activities, Office, Meteorological Tower, Small Wind Energy System, Tower and Wind Generator.
4	Remove the uses “Church” and “Service Club”, and replace them with “Assembly Hall” in the R-40, R-20, R-12, RM-SU, RM-U, B-1 and O districts. Revise the special exception criteria for a Gas Station in the B-3 district.

# Use Amendments

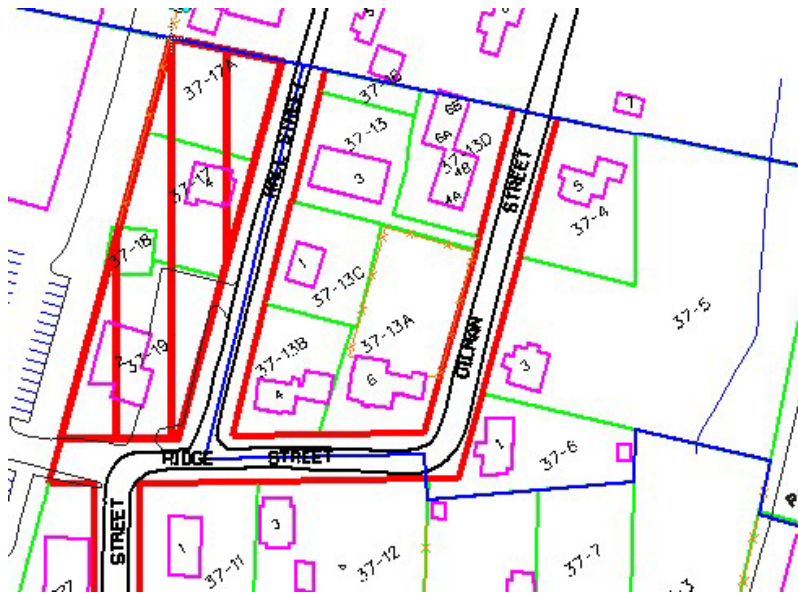
#	Intent
5	Allow “Assisted Living Facility” and “Continuing Care Community Facility” by special exception in the R-40, R-20, RM-U and O Districts.
6	Allow Assembly Hall” as a permitted use and adding “Without Drive-thru” to the permitted Retail/Personal Services uses in the CBD District Table.
7	Allow Greenhouse, Retail Sale of Agricultural or Farm Products Raised on Site” in the R-20 District
9	Allow Small Wind Energy Systems



## Amendment 4 Central Avenue:

Rezone a 1 acre area of Central Avenue from Residential Multi-family Urban (RM-U) to Neighborhood Business (B-1).

Dimensional Requirements	Urban Density Multi-Residential (RM-U)	Neighborhood Business (B-1)
Minimum Lot Size	10,000 square feet	10,000 square feet
Minimum Frontage	80 feet	100 feet
Minimum Front Building Setback	Neighborhood Average	15 feet
Minimum Rear Building Setback	15 feet	10 feet
Minimum Side Building Setback	15 feet	15 feet
Maximum Coverage of a Lot	40 percent	50 percent
Maximum Height	40 feet	10 feet
Density	1 unit per 8,000 sf with SE	N/A



## Amendment 4

# Hall Street:

Changes e a 1 acre area of Hall Street from Thoroughfare Business (B-3) to Office (O)

Dimensional Requirements	Thoroughfare Business (B-3)	Office (O)
Minimum Lot Size	20,000 square feet	10,000 square feet
Minimum Frontage	125 feet	100 feet
Minimum Front Building Setback	50 feet	12 feet
Minimum Rear Building Setback	25 feet	10 feet
Minimum Side Building Setback	15 feet	10 feet
Maximum Coverage of a Lot	50 percent	50 percent
Maximum Height	40 feet	65 feet
Density	1 unit per 5,000 sf with SE	1 unit per 5,000 sf

# Spruce Lane:

## Amendment 4



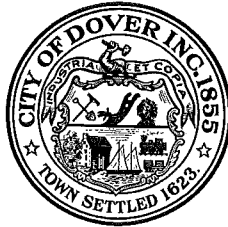
Dimensional Requirements	Rural Residential District (R-40)	Medium Density Residential (R-12)
Minimum Lot Size	40,000 square feet	12,000 square feet
Minimum Frontage	150 feet	100 feet
Minimum Front Building Setback	40 feet	30 feet
Minimum Rear Building Setback	25 feet	15 feet
Minimum Side Building Setback	30 feet	15 feet
Maximum Coverage of a Lot	10 percent	30 percent
Maximum Height	35 feet	35 feet
Density	1 unit per 40,000 sf	1 unit per 12,000 sf

Changes a 37 acre area of Spruce Lane from Rural Residential (R-40) to Medium Density Residential (R-12).

# For More Information....

- **The full text is available:**
  - **On the City’s Web Site:** [www.dover.nh.gov](http://www.dover.nh.gov) under “Current Reports”
  - **In the Planning Department and City Clerk’s Office M-Th 8 am to 6 pm.**
  - **At the Public Library**
- **Please call 516-6008 with further questions.**
  - ◉ Blog: <http://dovernhplanning.blogspot.com/>
  - ◉ Facebook: [www.facebook.com/DoverNHPLanning](http://www.facebook.com/DoverNHPLanning)
  - ◉ Twitter: @DoverNHPlanning

RECEIVED  
DOVER CITY CLERK  
DOVER, NH



2012 JAN 19 P 4:14

# APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Rochester Runners Club

Federal Tax ID number for Organization: 02-0453677

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

Contact Person: CHUCK ZERBINopoulos Day Time Telephone: 603-502-9005

Address: 12 Longmeadow Rd, DOVER NH Email Address hmmZERB@comcast.net

Purpose of Permit: REDS RACE for a better community (5 miles)

Date of Event: APRIL 22 2012 Specific Time: 10:00 AM

Location of Event: START - CITY HALL finish - INDOOR POOL HENRY LAW AVE.  
\*\*\*\*\*

(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: Chuck Zerbinopoulos Date: 1-19-2012

Licensing Board approval:  Date: 1/30/12

Revised 03/17/08

Run and walk courses will remain unchanged. 

As set with NH Charitable Trusts Unit. 



## DOVER POLICE DEPARTMENT

Dover, New Hampshire  
Memorandum

**TO:** Dover City Councilors  
**FROM:** Sgt. Marn Speidel  
**RE: RED'S ROAD RACE APPLICATION**  
**DATE:** January 25, 2012

The course route for the Reds Race for a Better Community was not attached to the application, but it remains unchanged.

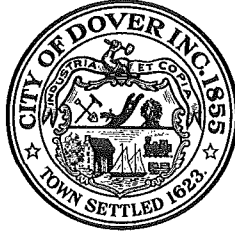
The race length for runners is 5 miles. **START** in front of Dover City Hall on Central Avenue, south to Court Street, left on Court Street to Middle Road, straight on Middle Road to Back Road, left on Back Road to Henry Law Avenue, right on Henry Law Avenue, north on Henry Law to **FINISH** at Henry Law Park.

The course length is shortened for walkers. Walkers will begin on the same route, then turn off Court Street into Pine Hill Cemetery at some point after East Watson Street. Walkers will proceed on a designated route through the cemetery, come out on South Pine Street, to Central Avenue and then to Hanson Street, to Henry Law Avenue.

The police department will provide officers for traffic control at a cost to be reimbursed by the organizers, and additional volunteers from the Dover Police Explorer Post.

The police department will post parking restrictions on Henry Law Avenue from Washington to George Streets to accommodate the finish line area.

Traffic implications include brief (10-15 minute) closures of Central Avenue between Washington and Silver Streets, and motorists will have brief delays on other streets along the route. Henry Law Avenue between Washington and George Streets will be closed from 10 AM until 12 PM.



CITY OF DOVER  
12 JAN 18 PM 2:37

# 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 3-Day For The Cure

Federal Tax ID number for Organization: 75-1835298

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

Contact Person: Kathleen Allen Day Time Telephone: 743-3238

Address: 43 Old Rochester Rd. Dover Email Address: allenpk3@comcast.net

Purpose of Permit: Raffle/Auction to raise funds necessary to walk

Date of Event: 5-10-12 Specific Time: 8PM

Location of Event: The loft at Strafford Farms / Walk is in Boston in July

*(Raffle Permit only)*

Prize (s) To Be Awarded: various / giftcert, gift baskets, sports tickets

Amount of Donation: \$5/ticket Date of Drawing: 5-10-12 Specific Time: 8PM

Place of Drawing: The Loft at Strafford Farms

**\* 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: Kathleen Allen Date: 1/18/12

Licensing Board approval: [Signature] Date: 1/19/12  
Revised 03/17/08

Registered with  
the Charitable Trusts Unit.  
DS



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2012.02.08 – 13**

Resolution Re: Changing of Ward 4 Polling Facility

- WHEREAS: The current Ward 4 polling facility, Maple Suites, has insufficient parking, and
- WHEREAS: The Board of the Elks Lodge has offered the use of their facility at 304 Durham Rd; and
- WHEREAS: The Police Department, Ward 4 Moderator, and City Clerk toured the facility and deem it more accessible to the public for voting purposes.

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

Elks Lodge, 304 Durham Rd, is designated as the Ward 4 polling place for elections.  
Public notice shall be given to effect this change.

### 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.  
City Attorney

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2012.02.08 – 13**  
Resolution Re: Changing of Ward 4 Polling Facility

### 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 Robert Carrier		
Councilor Edward Spuler, Ward 1		
Councilor William Garrison, III, Ward 2		
Councilor Michael Crago, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Michael Weeden, Ward 6		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does   does not pass.		

### RESOLUTION BACKGROUND MATERIAL:

Due to insufficiencies and safety issues to the public during voting hours, an alternative site for voting in Ward 4 is selected as the result of this resolution.



**CITY OF DOVER**

## CITY OF DOVER – RESOLUTION

Agenda Item#: 13.A.4.

Bid Number: **R -2012.02.08 - 14**  
Bid Description: Senior Center Trip to Daytona Beach

WHEREAS: The Senior Center travel supervisor has obtained pricing information for a trip to Daytona Beach scheduled for 2/2/2012-2/17/2012; and

WHEREAS: Revenue has been collected and deposited into the special revenue account and the Senior Center and Recreation Department is requesting payment to Yankee Line Tours of Boston MA for this trip in the amount of \$11,920.00

NOW, THEREFORE, BE IT RESOLVED BY THE CITY MANAGER THAT:

Per 3-24.B. The competitive Bid Procedure may be waived by a majority Vote of the City Council. The Purchasing Agent is hereby authorized to issue a Purchase Order to Yankee Line Tours for Travel Services in the amount of \$11,920.00 and corresponding rates provided 1/17/2012. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	BalanceFY12
3410.1.350.45126.4443.00000	McConnell Senior Programs	\$170,000.00	\$131,923.60

### 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.4.

Bid Number: **R -2012.02.08 - 14**  
Bid Description: Senior Center Trip to Daytona Beach

### 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, Robert Carrier, At Large		
Councilor Edward Spuler, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Michael Crago, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Michael Weeden, Ward 6		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does   does not pass.		



**CITY OF DOVER**

## CITY OF DOVER – RESOLUTION

Agenda Item#: 13.A.4.

Bid Number: **R -2012.02.08 - 14**  
Bid Description: Senior Center Trip to Daytona Beach

**BACKGROUND MATERIAL:**

The Senior Center travel supervisor obtained pricing information for a trip for February 2012. Revenue has been collected and deposited into special revenue account and the Senior Center Travel Supervisor and the Recreation Department is requesting payment to Yankee Line Tours in the amount of \$11,920.00.

The Dover Senior Center has many trips that are run annually and have a consistent group of travelers and a set of travel and accommodation expectations that we strive to meet.

This trip has been planned for this season and has had a number of people reserve spots. However, in order to maximize the size of the group we keep the registration open as long as the tour company allows as well as to address any last minute cancellations. Sometimes the end date of the registration period and determination of a final price falls after the deadline for the next City Council meeting agenda so we are not always able to get the resolution to the Council before the trip departs.

Since this trip and resolution cost is fully paid for by the fees charged to the travelers which are deposited in the Senior Center/Travel Special Revenue Fund and the travel company is agreeable to payment after the trip returns this approval in arrears is a workable plan even though it is not the typical procedure.

**Purchasing Information:**

<b>Type:</b>	Purchase order	<b>Advertised:</b>	no
<b>Invitations Mailed:</b>	None	<b>Number of Responses:</b>	
<b>Warranty:</b>	na	<b>Terms:</b>	Net 30,
<b>Work Bonded:</b>	No	<b>Contract:</b>	No
<b>Prices will hold for:</b>	Trip date	<b>Estimated Delivery:</b>	February
<b>Recommended Award to:</b>	Yankee Line Tours	<b>Fund:</b>	3410
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for City Manager Approval:</b>	Waive bidding procedure



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2012.02.08 – 15**  
Resolution Re: **Emergency Management Performance Grant**

WHEREAS: The City of Dover has applied for an Emergency Management Performance Grant for Hazard Data Storage and Infrastructure Mapping Project upgrades in the amount of \$43,096.00 subject to the City match of \$43,096.00; and

WHEREAS: The Fire Department recommends the funding to allow an upgrade of emergency event capabilities and the City match is in our current budget with an account # of 100.1.220.42210.4912.00000.00.000.

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

The City of Dover accepts the Emergency Management Performance Grant subject to the requirements of the grant.

## 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		

## 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 – 2012.02.08 – 15**

Resolution Re: **Emergency Management Performance Grant**

### RESOLUTION BACKGROUND MATERIAL:

This grant funded project would allow personnel in Fire & Rescue vehicles using tablet devices like the Android Galaxy Tab 10.1 for instant data recall of any information deemed mission critical to Fire & Rescue staff and Emergency Operations Center members. This would include information such as City of Dover parcel/property address maps, pre-incident plans of significant buildings and building floor plans, NFPA 704 chemical hazard warnings, and critical infrastructure maps like water, sewer, or natural gas as the first line of information. The Galaxy Tab would also store more in-depth data on specific chemicals including tier-two chemical hazard information, and any additional information as determined by the City of Dover such as the Hazard Mitigation Plan, Emergency Operations Plan, NH Radiological Emergency Response Plan, Mass Casualty Plan and NH Point of Distribution Plans. The matching funds component of this grant can be achieved with regularly scheduled personnel time invested in deploying these items and in maintaining the data which is encompassed in the already existing job responsibilities. Because of the ease of use with these devices with the touch interface and the simple phone based operating system, training costs are minimized as is maintenance.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2012.02.08 - 16**  
Resolution Re: **Advanced Refunding for City of Dover June 15, 2003 and June 15, 2004 General Obligation Bonds and Authorization to Issue Refunding Bonds**

WHEREAS: The City of Dover issued \$14,280,000 of General Obligation Bonds on June 15, 2003 and \$9,816,000 of General Obligation Bonds on June 15, 2004 to finance public improvements; and

WHEREAS: The City, through financial advisors First Southwest Company, has estimated that an advanced refunding of the June 15, 2003 and June 15, 2004 bonds would result in significant budgetary savings for the City of Dover; and

WHEREAS: The City Council desires to authorize the issuance of refunding bonds for the purpose of refinancing certain outstanding bonds of the City in order to achieve debt service savings on account of previously issued bonds of the City; and

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

In accordance with the City Charter and the New Hampshire Municipal Finance Act (RSA Chapter 33) and any other enabling authority, the issuance and sale of general obligation refunding bonds of the City of Dover in a principal amount of \$10,300,000 required for the purpose of paying the principal and interest of and any redemption premium on outstanding City of Dover June 15, 2003 and June 15, 2004 General Obligation Bonds in order to achieve debt service savings. The full faith and credit of the City is hereby pledged for the principal and interest on said refunding bonds. The refunding bonds are to be signed by the City Manager and countersigned by the Finance Director/City Treasurer, with the Finance Director/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 refunding bonds.

**NOTE: This resolution requires a Public Hearing and the public hearing must be duly advertised in a local newspaper 7 days prior to the public hearing. A 2/3 favorable vote of all members of the City Council is required for passage with the vote deferred until at least three (3) days after public hearing.**

### 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.  
City General Counsel

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

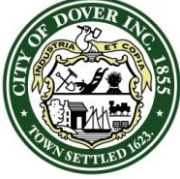
Resolution Number: **R – 2012.02.08 - 16**  
Resolution Re: **Advanced Refunding for City of Dover June 15, 2003 and June 15, 2004 General Obligation Bonds and Authorization to Issue Refunding Bonds**

### 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, Robert Carrier, At Large		
Councilor Edward Spuler, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Michael Crago, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Michael Weeden, Ward 6		
Councilor Karen Weston, At Large		
Total Votes:		
Resolution does   does not pass.		



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2012.02.08 - 16**  
Resolution Re: **Advanced Refunding for City of Dover June 15, 2003  
and June 15, 2004 General Obligation Bonds and  
Authorization to Issue Refunding Bonds**

### RESOLUTION BACKGROUND MATERIAL:

On June 15, 2003 the City of Dover issued \$14,280,000 in General Obligation Bonds to finance public capital improvements. On June 15, 2004 the City of Dover issued \$9,816,000 in General Obligation Bonds to finance public capital improvements.

First Southwest, the financial advisors that coordinate our bond sales, provided calculations for the refunding of the 2003 and 2004 bonds. By moving now to refund these bonds and therefore benefit from current low market rates, the General, Water and Sewer Funds can realize a total estimated savings of \$526,514 over the next 13 years. The annual savings in debt service is estimated at approximately \$40,000 through the remaining life of the bonds.

In accordance with NH RSA 33:3-d *Refunding Bonds*, a municipality may authorize the issuance of refunding bonds in order to pay all or part of any issue of bonds called or to be called for redemption. The authorization and issuance of refunding bonds shall be subject to the same requirements and provisions of RSA 33:8-a.

In accordance with City Charter C6-14, the City Council, by resolution, may authorize the borrowing of money for any purpose within the scope of the powers vested in the city and the issuance of bonds of the city and may pledge the full faith, credit and resources of the city for the payment of the obligation created thereby.