



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, March 14, 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. AMENDMENT OF FY2012 FEE SCHEDULE TO ESTABLISH VALET PARKING SERVICE FEES (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
 - B. CHAPTER 9 – BUDGET**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
 - C. CHAPTER 35-5, LICENSING BOARD - AUTHORITY TO REGULATE TAXICAB OPERATIONS**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
 - D. CHAPTER 161-2, 161-3 – TAXICABS**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
 - E. CHAPTER 166, VEHICLES AND TRAFFIC - BOYLE STREET PARKING RESTRICTION**
SPONSORED BY COUNCILOR WESTON
- 8. CITIZEN'S FORUM**

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
- 9. CITY MANAGER'S REPORT**
- 10. APPROVAL OF MINUTES**
 - A. February 22, 2012**
- 11. MAYOR'S REPORT**



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12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 9 – BUDGET

SPONSORED BY MAYOR TREFETHEN BY REQUEST

2. CHAPTER 35-5, LICENSING BOARD – AUTHORITY TO REGULATE TAXICAB OPERATIONS

SPONSORED BY MAYOR TREFETHEN BY REQUEST

3. CHAPTER 161-2, 161-3 – TAXICABS

SPONSORED BY MAYOR TREFETHEN BY REQUEST

4. CHAPTER 166, VEHICLES AND TRAFFIC – BOYLE STREET PARKING RESTRICTION

SPONSORED BY COUNCILOR WESTON

B. ORDINANCES IN THE 3rd READING – None

C. RESOLUTIONS

**1. AUTHENTICATION OF THE CITY CHARTER
(TO BE REMOVED FROM THE TABLE.)**

SPONSORED BY MAYOR TREFETHEN BY REQUEST

2. 2012-2013 CITY COUNCIL RULES AMENDMENT – COUNCIL MATTERS OF INTEREST

SPONSORED BY COUNCILOR CRAGO

3. 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)

SPONSORED BY MAYOR TREFETHEN BY REQUEST

4. AMENDMENT OF FY2012 FEE SCHEDULE TO ESTABLISH VALET PARKING SERVICE FEES (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)

SPONSORED BY MAYOR TREFETHEN BY REQUEST



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13. NEW BUSINESS

A. CONSENT CALENDAR

1. **PARADE – Baby Rachel’s Legacy Walk/Run**
2. **PARADE – American Cancer Society**
3. **RAFFLE – Greater Dover Chamber of Commerce, Price Wheel at Apple Harvest**

4. **RESOLUTION: B12033 COUNCIL CHAMBER RENOVATIONS**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

5. **RESOLUTION: B12040 MISCELLANEOUS WORK BOOTS/FOOTWEAR**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

6. **RESOLUTION: AWARD OF BID B12042 CUMMINGS WELL CLEANING AND PUMP REPAIRS**
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. **AMENDMENT FOR WAGES ONLY FOR COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DOVER SCHOOL DISTRICT AND THE DOVER PARAEDUCATORS’ ASSOCIATION**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

2. **AWARD PURCHASE BIOCUBE MEDIA REPLACEMENT KIT**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

3. **ESTABLISHMENT OF R.W. LORD LIBRARY CAPITAL IMPROVEMENTS TRUST FUND**
SPONSORED BY MAYOR TREFETHEN BY REQUEST



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- 4. ESTABLISHMENT OF SCHOOL ATHLETIC EQUIPMENT CAPITAL RESERVE FUND
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 28, 2012)
SPONSORED BY MAYOR TREFETHEN BY REQUEST**
- 5. ESTABLISHMENT OF SCHOOL CURRICULUM CAPITAL RESERVE FUND
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 28, 2012)
SPONSORED BY MAYOR TREFETHEN BY REQUEST**
- 6. ESTABLISHMENT OF SCHOOL TECHNOLOGY CAPITAL RESERVE FUND
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 28, 2012)
SPONSORED BY MAYOR TREFETHEN BY REQUEST**
- 7. FREE PARKING IN THE DOWNTOWN AREA
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 28, 2012)
SPONSORED BY COUNCILOR WEEDEN**

C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE

A. Marilyn Follansbee

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT

CITY MANAGER'S REPORT



March 14, 2012

"People who work together will win, whether it is against complex football defenses, or the problems of modern society.

Vince Lombardi

SUBMITTED BY:

J. MICHAEL JOYAL, JR.
CITY MANAGER

**CITY OF
DOVER, NH**

AVAILABLE ONLINE:

WWW.DOVER.NH.GOV

STREETS, WATER, SEWER UPDATES

Utilities: The installation of the 12” water main on Crosby Road has been completed. Testing and chlorination will continue through the first couple weeks into March. 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. Staff has completed the Morningside Drive area and is currently working in the Bellamy Road/Knox Marsh area. Crews are researching a potential leak at the intersection of Mast Road and Durham Road.

A new water sampler was installed at the intersection of Whittier Street and Glenwood Avenue. The sampler, which tests for bacteria, was installed so that City personnel won’t have to go into Dover Rehab to retrieve the sample. Residential and business samplers are gradually being swapped over to City sites, which also provide cleaner sources. There are currently 30 different sampling sites throughout the City.

The fourth quarter meter readings were completed in January and re-reads were completed in February. First quarter readings will begin in March. This will get the Utilities Division back on schedule for meter readings. Backflow testing has also been ongoing during the month of February.

The Cummings Well cleaning bid was awarded to Dennis Mayer Well Cleaning. Work will begin shortly. The division has begun cleaning the wet wells on the 20 pump stations. This work involves sucking all water, grit and debris out of the holding tanks so that pumps will run more efficiently. This cleaning process is performed on an annual basis.

The Tolend Road Landfill pumping system is up and operational. This is the first phase of the treatment process where leachate is being pumped from the landfill after being treated. There is still a small punch list of items to be completed.

Staff had to locate the 10” force main in the walking path between Cote Drive and Wentworth Terrace. This had to be done due to test borings that the State of NH will be completing. Staff was concerned that there wasn’t an exact location of the force main so test borings were performed with the jet.

Streets: During the month of February, the Highway Division continued to patch numerous potholes throughout the City as needed. Crews responded to a handful of storm events throughout the month, plowing, salting and sanding the roads and sidewalks as needed. Two trees in the Orchard Street lot were cut down and removed as they had been blocking the lighting for the lot and sidewalks. Employees worked with the Recycling Center personnel to clean up debris from the City’s old salt shed on River Street, known as the Rubb Building, which had caught fire several months ago. Several loads of debris were cleaned out and hauled away for proper disposal.

The Division assisted UNH in clearing trees and brush on Lowell Avenue as part of the gravel wetland installation. Stone was hauled in and approximately 60 feet of two-inch ADS pipe was delivered for the culvert replacement. A video inspection was conducted on the culvert, located under the train tracks by Essex Street (toward Red’s Shoe Barn on Broadway), where it has been deteriorating for some time. Materials were found to have washed away since the last inspection and crews will need to look further into

this. The culvert in front of 67 Watson Road was also cleaned out in preparation for the installation of a catch basin. One end of the culvert was found to have been blocked and was too deep so crews opened the area back up.

Some of the current data in the GIS system was found to be inaccurate or incomplete, so employees have been working to update this information. Drainage pipes (inverts, outlets, etc.) are being located and measured throughout the City and specific information, such as materials, size of pipes, etc. has been recorded and updated in the system.

Highway crews constructed a landing area for old curbing behind the salt shed. The curb was hauled up and the area prepped for outdoor storage use.

Employees from Highway and Utilities attended a safety meeting in Durham, hosted by DigSafe and representatives from Unutil.

PROGRAMS AT CITY CENTERS/BUREAUS

Investigations/Legal Bureau: During the month of February, 2012, there were 3 letters generated by the Dover Police Special Investigations Unit that were sent to certain licensed liquor establishments in Dover. The letters were a result of analysis of police reports involving overly intoxicated persons. When it is determined 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.

During the month of February, the SIU made an arrest in a robbery that occurred in early December 2011. Investigations continue into other robberies reported in previous months.

The SIU investigated two unattended deaths that occurred in February.

SIU is also responsible for conducting background investigations into candidates for employment at the Police Department. During the month of February, two investigations of this type were ongoing.

Parking Bureau: As of the end of January of 2012, the Parking Bureau had a net income of \$134,047 for the current fiscal year. For the month of January alone, the total income was \$54,143 with expenses of \$29,042 for a net income of \$25,101.

For the first six months (July-Dec) of Fiscal Year 2012; \$106,540 was transferred to the Parking Capital Reserve Fund. This increases the fund total to \$162,248. A total of \$55,708 was transferred at the end of Fiscal Year 2011.

The Parking Commission requested that the Chief of Police authorize the temporary placement of two 15 minute spaces in the front row closest to the Cocheco Park Apartments in the Orchard Street parking lot. The change will be evaluated over the coming weeks to determine if a request will be made to City Council to make it permanent.

Several signs have been added to the pedestrian egress points in the parking lots to alert drivers to “please pay the meter for the entire visit”. This was a result of confusion with the 15 minute grace period that is only allowed for those that park on the street.

Traffic Bureau: Sgt. Speidel helped coordinate the traffic logistics surrounding the inaugural Stimilon Pond Hockey Challenge, a pond hockey tournament that was held at Willand Pond on February 11 and 12. Because of the moderate volume of pedestrian activity crossing between Willand Pond and the Strafford Farms Restaurant parking lot, the Police Department assigned an officer to monitor and direct traffic as necessary. Sgt. Speidel also deployed an array of caution signs to warn and slow approaching motorists.

On Friday, February 17, Dover officers participated in the statewide coordinated effort entitled “Operation Safe Commute”. Extra patrols were performed between 6 AM and 9 AM, during the morning commute, and between 4 PM and 7 PM during the evening commute. Targeted violations included following too closely, failure to signal lane changes, speeding, distracted driving, and any other moving violation that might cause a collision. Targeted areas on that date included Littleworth Road, Knox Marsh Road, Rutland Street, Glenwood Avenue, Middle Road, Portland Avenue and Locust Street.

The Police Department has been performing directed patrols to monitor the intersection of Old Rochester and Long Hill Roads following the implementation of a traffic pattern change to an all-way stop. Between January 30, 2012 and February 28, 2012, a total of 53 warnings and 4 summonses were issued for stop sign violations occurring at this intersection. For the most part, drivers appear to be adjusting to the change. No collisions were reported at this intersection during this time period.

Sgt. Speidel performed 5 child passenger seat inspections during the month of February. Each safety check involves an individualized review of child restraint systems in the caregiver’s vehicle, instruction and assistance with proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sgt. Speidel is a certified Child Passenger Safety technician, and the police department provides this service free of charge.

Patrol: During the month of February, officers handled a total of 2,454 incidents resulting in the following activity / arrests;

1,222	Traffic Stops
49	Total Arrests
4	DWI
5	Arrests for MV Charges other than DWI
4	Drug Related Arrests
11	Arrests for Assault
5	Theft Related Arrests
1	Arrest for Robbery
4	Arrests for Criminal Mischief
7	Arrests for Other Agency Warrants
5	Arrests for Violation of Court Orders
2	Arrests for Criminal Trespass
1	Arrest for Disorderly Conduct
4	Arrested were Juveniles

Below are some significant events that members of the Field Operations were involved in:

On February 3rd at approximately 2:30 PM, officers responded to 2 Corbin Drive for a reported structure fire. A Patrol Officer arrived prior to the Fire Department, ensured that all of the residents were out of the home. The officer was able to interview the homeowner and provide valuable information to the responding fire crews.

On February 6th, at approximately 2:15 AM, officers responded to the Emergency Department at Wentworth Douglass Hospital for a report of a patient with a stab wound. The investigation revealed that the subject was consensually stabbed by a roommate during a drinking game.

On February 6th Patrol Officers began an investigation into the report of a missing 72 year-old woman. The woman's family reported her missing after she failed to arrive at a scheduled doctor's appointment. Officers followed up on numerous leads and the woman was subsequently located in western Massachusetts on February 8th

Diversion Program: The Diversion Committee met on Thursday, February 23, 2012. The committee held one review/release meeting, two update meetings and two new intake meetings. One meeting initially scheduled for that date had to be rescheduled. The committee released one successful participant from their contract.

As of this report, there are five active participants in the Dover Diversion program and the next meetings are scheduled for Thursday, March 8th and March 22, 2012.

At the time of this report, there are three new cases awaiting the March 8, 2012 meeting. Any additional cases will be reviewed at that meeting date, or a date determined by the committee.

Dover Housing Authority: During the month of February, Officer Joslin and Dover Housing Authority staff met and began discussion and planning for the second annual Easter Egg hunt for the DHA neighborhood.

Officer Joslin began discussions with the Elderly Service Coordinator of the Dover Housing Authority about scheduling meetings with all of the residents in the elderly housing complexes. These meetings will allow the residents to outline any quality of issues they want addressed during the upcoming year.

Officer Joslin also completed his ten week DARE program at the Dover Middle School. Graduation for those and the other DMS students still going through DARE will be later in the spring.

During the month of February, 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 February, 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. The mentoring program with UNH continued to grow with an additional student mentor to augment the program.

The Quantum Program received a UNH intern that began a boys program called “Man Up”. This program discusses perceptions surrounding emotional and physical development issues of “Men” today.

February included community service events such as a community breakfast and dinner. Upcoming events include the Junior Achievement program, more community service projects and a trip to the Palace Theatre for a showing of “Chicago”.

Community Service Program: The Community Service program tracked 21 active participants in the month of February. Of the 21 juveniles in the program, 5 participated during the month of February. A total of 12 hours of community service work was completed with no members completing their obligation during the month of February.

In 2012, 20 hours of community service has been completed and no members have finished their court ordered hours.

Police Explorer Program: The Explorer Post met on February 1st. The Post was treated to a TASER presentation by Lieutenant David Martinelli of the Dover Police Department. Lt. Martinelli provided a hands-on discussion regarding the components of the TASER and its appropriate applications. The Explorers had never been introduced to the TASER before and they found the training valuable and informative.

The February 15th meeting was cancelled and the next meeting was scheduled for March 7th. Upcoming meetings will cover Crime Scene investigation and building searches.

The Explorer Post currently has eight explorers and there are no background checks in progress. There are two new applicants who have been invited to recent meetings and have attended at least four so far. If they continue to demonstrate dedication to the program they will receive uniforms in the spring. There have also been some new inquiries regarding the Explorer Post.

Dover Coalition for Youth: On February 7th, the Dover Coalition for Youth hosted an event that the Children’s Museum of New Hampshire that celebrated Dover being recognized as one of the 100 Best Communities for Young People. The event included a presentation by the Washington DC-based America’s Promise Alliance, a proclamation by Mayor Trefethen, a proclamation by Governor Lynch and presentations recognizing community organizations that help make Dover a great place to live, learn and thrive. The event attracted nearly 200 community members and a variety of media coverage.

The Coalition has received results from the Student Behavior Survey that was conducted in March of 2011. Students in grades 7-12 were asked a variety of questions around risky behaviors such as violence, sexual behaviors and drug use. The results allow us to identify problems that need to be addressed, track trends and see progress being made on issue we are currently addressing. The Coalition is working with the Dover School Department and other partners to possibly host a community forum in late March/early April where the data will be shared with the public

Youth to Youth: On February 7th, Dover Youth to Youth was recognized by the Dover Coalition for Youth and America’s Promise Alliance for work in helping others in the community at a celebration that took place at the Children’s Museum of NH. City officials and Governor Lynch were in attendance.

Also in February, teams of 3 students each helped present the TRUTH About Tobacco to 9 different 4th grade classrooms at Woodman Park and Horne Street Schools. This presentation makes students aware of the techniques that tobacco companies use to advertise to younger people.

Two groups of students participated in “Sticker Shock” at the local Hannaford and Shaws stores. The students placed informational stickers on the outside packaging of beer for sale at those stores to help make customers aware of the dangers of alcohol use by minors and to remind them to monitor the alcohol in their homes. On the same day, four alcohol abuse prevention Public Service Announcements were recorded at WOKQ radio station by members of Dover Youth to Youth.

On February 10, 2012, a large group of Dover Youth to Youth’s younger members presented a skit for the 5th grade DARE Graduation at St. Mary’s Academy.

Two students, Krystina Gibbons and Nick Picitello went to Concord on Feb. 14th to testify against proposed House Bill 1610 which would lower the drinking age for military members from 21 to 19 years of age. After their successful testimony, the committee voted to recommend that the House should not pass the bill.

Dover Youth to Youth has also been busy following up on the bullying presentation by John Halligan for the 7th, 8th and 9th grades in Dover that occurred on Jan. 25th. Currently the students of Youth to Youth are working on creating bullying scenarios to be presented within the schools to increase awareness and give tools for youth to change the climate within the schools. Studies have shown that there is a strong correlation between bullying and substance abuse.

Youth to Youth is currently working on an Open House scheduled for March 14th at City Hall in celebration of its 20th Anniversary of youth advocacy and prevention work.

Teen Center: The Dover Teen Center calendar for February 2012 consisted of educational and social programming for its youth participants.

For the month of February 2012, the Dover Teen Center saw a total of 731 participants, on 20 days of programming, which yielded an average of nearly 37 participants per day.

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

- TC Tournament – “9-Ball Tournament” (2/2)
- TC Music Event – DoverPalooza – “Valentine’s Show” (2/3)
- TC Crafts Day – “Valentine Cards” (2/13)
- TC Snack Special – “Pancakes” (2/15)
- TC Round-Table Chat – “American Idol vs. The Voice” (2/21)
- TC Movie Afternoon – “Real Steel” (2/24)
- TC February Vacation Week – Trips (2/27-3/2)

On February 7th, The Dover Teen Center was recognized by the Dover Coalition for Youth and America’s Promise Alliance for work in helping others in the community at a celebration that took place at the Children’s Museum of NH. City officials and Governor Lynch were in attendance.

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

- 17 pedestrian crosswalk warnings
- 15 assistance calls
- 15 total MV warnings
- 5 MV cross walk warnings
- 5 MV one-way warnings
- 3 MV speed warning
- 2 MV traffic light warnings
- 4 MV assistance calls
- 3 Parking assistance calls
- 2 Parking warnings

Animal Control: For the month of February there were a total of 58 animal calls. Of those, 6 were handled by the Animal Control Officer, 29 were handled by Dispatch and 23 by Patrol Officers, requiring the ACO to follow-up on 10 of them. The following is a breakdown of the 6 calls handled by the Animal Control Officer:

- 1 found animal
- 1 welfare call
- 1 loose dog
- 2 deceased animals
- 1 nuisance animal call

During the month ACO Ladisheff received 39 voicemail 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.

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

During the month January, Officer Keefe and K-9 Grinko became members of the Strafford County Regional Tactical Operations Unit (SCRTOU). As a result, in addition to the monthly training, Officer Keefe and K-9 Grinko will regularly train with the SCRTOU and will be deployed in appropriate tactical situations.

Communications Bureau: Fifteen citizen surveys were mailed out in February of 2012. No surveys were returned this month.

During the month, the Communications Bureau handled 9,794 radio transmissions, 8,619 phone calls, 376 emergency calls, 63 alarms, and 209 customers in the Police Department's lobby.

Recreation Programs: Winter programs came to a close this month. Spring sports registrations are commencing.

Midget basketball for 3rd and 4th graders continued on Saturdays at the Garrison Elementary School Gymnasium and the Woodman Park Gymnasium, also ending on 2/25/12. Fifth and Sixth graders continued their games on Saturdays at the McConnell Center, and continued practices during the week. Games ended

for this league on 2/18/12. All-star teams were formed for both girls and boys. The girls and boys competed in the Rollinsford/Somersworth “Frosty” Tournament over February vacation. These teams will compete in local tournaments during March as well.

The 7th & 8th grade basketball teams finished out their seasons; playing both in-house and surrounding towns. Our HS boys’ teams entered the second half of their schedules, and will wrap up with playoffs in March.

All three men’s leagues will wrap up their regular seasons soon and enter the playoffs in March.

The Recreation Department has begun the process of field scheduling for spring sports.

The division has been very busy preparing for the second annual Dancing with the Dover Stars, which will be held on March 10, 2012 at 6pm at the DHS auditorium.

Senior Center Programs: The Dover Community Senior Center (DCSC) continues their recurring daily activities. The Senior Book club meets once per month and the craft group meets in the activity room of the center every week.

DCSC Mystery Luncheons are held the 1st Wednesday, 2nd Tuesday, and 3rd Saturday of every month, with three groups attending on Saturdays

The Travel Coordinator has added a wide variety of trips for 2012 ranging from day trips to 10 days in Ireland in October. There were three trips in February ranging from a day at Mohegan Sun to 16 days in Florida.

Mystery Lunches: 45

Senior Advisory Board Meeting: 7

Indoor / Outdoor Pool: High School swimming came to an end at the beginning of February with both the St. Thomas girls and Dover High girls’ teams winning their divisions at the state swim meet held at UNH in Durham. Both teams call the Dover Indoor Pool their “home” pool and without it they would struggle to find a facility to practice.

With High School Swimming coming to an end our afternoon rec swim has finally returned. There has been as few as 10 patrons and during vacation week and as many as 120 in the pool during this time.

Adult Lap Swim has also seen steady attendance with a range of 75-100 people a day during lap swim depending on the day and the weather.

Hydrofitness continues to draw in a great crowd with as many as 10-15 patrons at each class.

The division added 4 swim lesson classes to accommodate over 25 children that were on the waiting list.

Seacoast Swimming continues to use facility and will continue through mid-March.

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

The new Aqua Zumba class began and draws 18-20 participants per class.

Dover Pools is now on Facebook; those interested can go online and like us to find out our latest news, updates and program offerings.

Adult Lap Swim: 75-100 swimmers daily
Hydro-Fitness: 10-15 patrons
Aqua Zumba: 18-20 participants
Rentals: 9

Ice Arena: February was busy with high school hockey. Most Saturdays there were 3 – 4 high school hockey games played at the arena. This led to busy activity on the ice, in the snack bar and in and around the arena.

The Arena public skating events such as Recreational Public skating, Adult and Youth stick practices and Rock Night have all continued to stay quite busy during the month of February. One Rock Night had 238 guests!

Youth and Adult Hockey Leagues continue to stay busy as playoffs approach in March.

Stick Practice: 448

Public Library: The attendance at 20 special programs (storytimes, movies, lectures, performers) was 472 Children made 330 crafts at the “Make-It, Take-It” Table in the Children’s Room.

DEPARTMENTAL COLLABORATION & ENHANCEMENTS

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, but also included a review of potential projects for FY14 – 19

The Director of Planning and Community Development continued to work with the Economic Development Director to review the proposed infill development proposal and its revisions, as presented by River Valley Development.

Planning and Community Development staff worked with the Economic Development Director to identify potential business stakeholders who might participate in the Dover 2023 project.

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 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
- Silver Street reconstruction request for proposals.

The Dover Public Library loaned 107 materials to Dover public schools and borrowed 102 volumes from the schools through the Dovernet Intraloan System.

Dover Public Library's Systems & Technology Librarian aided the school libraries on 7 occasions with Dovernet automation system tasks.

The public library joined with libraries statewide to purchase the Mango Languages database for a group discount, saving approximately \$788.

After recruiting volunteers, a library lending program was begun for the residents at Langdon Place with visits to the facility scheduled every three weeks.

PLANNING & ZONING

Planning and Community Development staff conducted an A-Frame sign sweep the week of the 20th of February. This sweep was developed to review potential illegal A-Frame signs that might exist in the City. As a result Planning staff will work with business and property owners to better understand the City's sign regulations.

The Planning Department continued to work towards completion of the Community Trail. In February, 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 Director of Planning and Community Development worked with Timberland, Inc. on developing a scope for a work day that will be held in Dover to celebrate Earth Day. This scope included reviewing sections of the trail to have volunteers work on and potential projects along the canoe launch installed in 2011.

In addition to the day to day activities in the Planning Department, staff facilitated the following applications before Boards and Commissions:

Planning Board

- Granted a Conditional Use Permit to allow Seacoast Kettlebell to relocate from their existing Central Avenue location into an industrial space located at 23 Horne Street.
- Held a public hearing on applications submitted by public service organizations to the City for an allocation of funds granted to Dover by the Department of Housing and Urban Development.
- 14 applications have been submitted for public service and public facilities funding.
- A Conditional Use Permit was granted for Michael and Shelby Brewer located on Fourth Street. This will allow encroachment into the wetlands buffer for a house and driveway.
- Granted a one year extension for a major subdivision approved in 2006. This is a four lot subdivision off Tolend Road on a private road.
- Granted approval for Graystone Builders (owners Lionel and Kristina Paradis) to subdivide land on Tolend Road. This subdivision will create 4 lots, along the existing roadway. No new road will be created.

Zoning Board

- Granted a variance for STF Development Corp. at 39 Dover Point Road from Section 170-12.A of the Zoning Ordinance. This will allow construction of 8 townhouse residences, with shared access to the adjacent parcel.

- Granted a variance for South Dover Investment Group at 37 Dover Point Road from Section 170-12.A of the Zoning Ordinance. This amended a prior variance approval to allow for 32 units, and removed the requirement for congregate care, to provide that the units on the first floor be occupied by residents age 55 or older, to remove the age restrictions for the second and third floors, and to remove the requirement that food service be provided.
- Granted a variance for The Housing Partnership (Owner Sydney Robbins Trust) at 1 Dover Street from Sections 170-12A and 170-12B of the Zoning Ordinance. This will allow construction of 42 apartment residences within an existing warehouse. This will allow a reduction in the amount of passive open space required on site from 4300 square feet to 2600 square feet. This will allow the structure to exceed the height restrictions in the district by 12 feet (currently the building exceeds the height by 10 feet).

Conservation Commission

- A Conditional Use Permit was endorsed for Michael and Shelby Brewer located on Fourth Street. This will allow encroachment into the wetlands buffer for a house and driveway.

Transportation Advisory Commission

- Continued to review a request from a resident to install a yield sign at the intersection of Spruce Lane and Garrison Road (in favor of Garrison Road).
- Received an update regarding traffic hazards on Portland Avenue.
- Discussion regarding school transportation issues.

CITY GROUNDS – FACILITIES & PARKS

Crews continued to handle daily requests for service at the City Hall and Police Department offices as well as normal day-to-day maintenance, clean-up and grounds maintenance of municipal buildings. 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. Facility & Grounds employees assisted with several weather events by way of sanding, salting and plowing, during this month. Sand barrels were refilled at the dog park so volunteers could make sure the pathways to the play area are sanded.

The floor in the auditorium at City Hall was sanded and refinished the third week in February, with the assistance of the inmates and county personnel. Preventative maintenance on the HVAC equipment continued, as well as the remaining boiler cleanings. A list of needed maintenance is being compiled by the Siemens technicians.

Extensive work was done on the décor lights and the high lights in the upper square and on Central Avenue. Ballasts and bulbs were replaced and the outlets were checked for proper operation. There were some major issues there that needed to be traced and repaired appropriately. Some of the lights had been out for several years. The First Street parking lot décor lights and high lights bulb were also changed as needed.

Graffiti and vandalism continued to be an issue and the stage of the Rotary Pavilion has been the newest target. The gates that isolate the back portion of the stage have been broken into several times, with the anchor being pulled out of the wall on the right side. Syringes have been found in the debris and leaf piles that collect in that area. Graffiti in the stairwell was cleaned off and more was posted. Graffiti also appeared on signage in the Grove Street area, leading from the building which houses the skate board business to Sixth Street. Almost every sign has been defaced with stickers or graffiti. Sign work continued in the posting of signs for new developments and replacement of existing signs as needed.

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

In February, Planning and Community Development staff participated in one (1) webinar. The topic was regulating sand and gravel mining.

Planning and Community Development staff participated in four tele-seminars. The topics all related to creating healthy communities and how planning activities can work to develop healthy lifestyles for residents.

The Director of Planning and Community Development continued 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. In February, the group visited Spaulding High School, in Rochester, as part of Education Day.

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

The Master Plan Steering Committee held meetings on Tuesday, February 7, and February 28. The Committee worked on the survey that will be used to gather input. The work included reviewing questions asked during the 2006 Speak Out sessions as well as the UNH Telephone Survey that was conducted. Additionally, the community conversation, which will be held March 10, 2012, was discussed and prepared for.

The Conservation and Open Space Steering Committee recently completed a year-long effort to update the Conservation and Open Space chapter of the Dover Master Plan. The committee was comprised of members from the Conservation Commission, Open Lands Committee and other interested members of the public. On February 16, 2012, the Committee members voted to endorse the final draft of the chapter and forward it onto the Planning Board for their review. The Chair of the committee, Lee Skinner, will be presenting the revised chapter to the Planning Board at a workshop on March 13, 2012. It is expected that the Planning Board will hold a public hearing on the chapter on March 27, 2012.

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 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. Planning staff will be completing most of the amendments and presenting them to the Planning Board on March 13, 2012.

The first 10 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 held a workshop and then approved the amendments, with a minor addition, on February 22, 2012.

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

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

- NH Coffee on Sumner Drive
- 365 Sixth Street
- Technical Review for 1 Washington Street (yoga studio expansion)
- Technical Review for Olive Meadow Lane
- 1 Dover Street
- 37 Dover Point Road
- 28 Dover Point Road
- Thornwood Commons project
- 16 Industrial Park Drive
- Ross Furniture
- 11 Webb Place

The Fire Department and Inspection Division continue to deal with an increased amount of landlord/tenant issues. These time consuming issues involving heat, electrical and unhealthy living conditions and are followed up by inspectors as quickly as possible.

Each fire shift worked with the Genesis tool system, an extrication type tool used in auto extrication. The department is reviewing several manufacturers' products to determine the best fit for Dover.

State of NH inspected all three ambulances to be sure they meet all equipment standards for Advanced Life Support services.

The AARP Tax Aide program began February 2 at the Public Library and will run through April 17, thrice weekly in the Library Lecture Hall.

CITY OUTREACH

The Department of Planning and Community Development continued to update its blog, face book page and twitter feed to communicate with the public. The Department of Planning and Community Development has 145 Facebook (City of Dover NH Planning) friends and 294 followers on Twitter (@DoverNHPlanning).

During the month of February, four (4) Planning blog posts were drafted, including one on explaining zoning amendments the Council adopted, one reviewing the EPA Nitrogen Loading requirements currently under review, one discussing the Dover 2023 Community Visioning process. Finally, the January report to the Manager was included. The blog had over 370 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 (with 295 fans), as well as a Sustainable Dover facebook fan page for the trail (with 126 fans).

The Director of Planning and Community Development filmed a promotional video for Dover Download and to air on Channel 22. This video highlights the Dover2023 Community Visioning project.

The Director of Planning and Community Development was a guest on WTSN's Open Mike on February 27, 2012. The topic was the upcoming Community Visioning project.

The Director of Planning and Community Development attended the EPA public hearing on the City's National Pollutant Discharge Elimination System (NPDES) permit, The Director spoke as part of the City's presentation on the implications a 3% nitrogen load might have on smart growth and other planning initiatives the City has undertaken.

The Director of Planning and Community Development attended the ward 1/3/6 Citizen Speak Out session on February 23, 2012 at Langdon Place.

The Department of Planning and Community Development sent out 28 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 Library began using the pinboard-styled, social media photo-sharing website "Pinterest" in mid-February and, with no publicity yet, has attracted over 30 followers.

The Library has 660 Facebook fans at [facebook.com/DoverPLNH](https://www.facebook.com/DoverPLNH), 412 Twitter followers @DPLNH, and 736 e-Newsletter subscribers.

ACKNOWLEDGEMENTS & EVENTS

Friends of the Library renewed passes to the Museum of Science, Boston (\$600).

Friends of the Library sponsored a magic show in the Children's Room during school vacation week. (\$250 for performer; attendance 148)

PROFESSIONAL DEVELOPMENT

EMT Basic Refresher course was completed by all four Fire Department shifts. This biannual refresher is required by the National Registry of Emergency Medical Technicians to maintain our certification to operate an ambulance service. This training was partially completed at Wentworth-Douglass Hospital utilizing their state-of-the-art mannequins allowing all members to most closely replicate actual medical emergencies.

Capital Improvement Projects Update

Community Services Department

February 2012

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 has been 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 finished the building. The roof has been enclosed. No work has been done inside yet. All construction has stopped until March.
- 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. 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.

Total Permits Issued: February 2012

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
11-326	PROFERO MGNT & HOLDINGS	80	RUTLAND STREET	CHANGE OF USE, FROM EDUCATION YO	C	15	66	8000	105
11-383	WDH HOSPITAL	19	OLD ROLLINSFORD ROAD	RENOV. / REMODEL A MEDICAL OFFICE	C	28	1	305000	3075
12-004	FORTUNA NORTH III, LLC	343	SIXTH STREET	CONST. FOUNDATION & EXT. SHELL FO	C	D	17-F	810000	8125
12-010	COCHECO COUNTRY CLUB	145	GULF ROAD	DEMOLITION OF POOL HOUSE	C	N	15	0	50
12-016	PINE HILL CHAPEL	131	CENTRAL AVENUE	REPAIR/REPLACE A CHIMNEY	C	19	52-1	12000	0
12-033	WADE	73	BROADWAY	73B , PORTABLE OFFICE/JOB SITE TRAIL	C	24	2J	0	50
10-318	GLADIOLA LANE DEVELOPME	18A	GLADIOLA WAY	CONST. A SFD W/ ATT. GARAGE	R	A	28-4	125000	1275
11-117	TYKODI	3	LOWELL AVENUE	INSTALL ABOVE GROUND SWIMMING P	R	37	48	7000	95
11-268	GAUTHIER	162	HENRY LAW AVENUE	REMOV. & REPLACE FRONT STAIRWAY	R	K	3	1000	35
11-361	HORAN	104	BELKNAP STREET	SECOND FLOOR BATH REMODEL	R	12	112A	9500	125
11-382	TIBBETT	130	GULF ROAD	SINGLE FAMILY RESIDENCE W/ ATTAC	R	N	13B	216000	2185
12-013	GRAYSTONE BUILDERS	8	PACIFIC DRIVE	CONST. A SFD W/ATT. GARAGE	R	E	50-1	145000	1475
12-015	HARMON	86	LITTLEWORTH ROAD	RENOVATE SINGLE FAMILY	R	F	48	30000	325
12-017	DOVER POINT PROPERTIES DE	200	DOVER POINT ROAD	DEMO. STORAGE SHED	R	L	89	0	50
12-025	ANDERSON	1	WHITTIER FALLS WAY	RENOV./REPAIR BATHROOMS/DEN	R	E	67A	18000	205
12-026	SPIELMAN, STEVEN	35	SECOND STREET	CONVERT. OFFICE USE TO A SFD	R	6	30	14000	165
12-028	RENSSELAER PROPERTIES	142	BROADWAY	RENOV./REMODEL 2ND FLOOR APT.	R	27	28	40000	425

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map Lot	Construction Value	Fee
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Total Permits Issued: 17

Total Construction Value: \$1,740,500.00

Total Fees Collected: \$17,765.00

Type of Permits Issued		Certificate of Occupancy's	
Apartment dwlg units	0	Apartment Units	0
Commercial	2	Commercial	2
Condo Units	0	Condo Units	0
Congregate Care Facility	0	Congregate Care Facility	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Duplex Unit	0	Duplex Unit	0
Industrial	0	Industrial	0
Multi Family	0	Renovations	4
Manufactured Dwlg	0	Manufactured Dwlg	0
Single Family Dwelling	3	Single Family Dwellings	2
		Total	8

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													
Multi-Family:														
Paolini	Appaloosa	C	11	0	11		9/27/2011		Site	P11-13	I	18-1	G	1.76
Sherman School	School Street	C	48	0	48	9/27/2011	10/26/2010		Site	P10-39	3	10	G	7.68
Paolini	54 Dover Point Road	C	12	12	0	10/6/2009	7/22/2008		Site	P08-15	K	20	G	1.92
New Meadows Inc	Knox Marsh Rd	A	120	48	72	9/27/2005	9/27/2005		Site	P04-04	H	35C	W	13.2
Total: Multi-family			132	60	72									15
Subdivisions:	Street names:													
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	Olive Meadow Ln	H	9	4	5	7/19/2011	3/23/2010	7/19/2011	P10-50	A	45-A2	7/19/2016	H	3.33
Labrador Woods	Labrador Dr	H	9	2	7	7/19/2010	5/25/2010	7/19/2010	P10-19	A	51-9	7/19/2014	H	3.33
Hidden Valley Drive	Hidden Valley Dr	H	10	0	10	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.7
Harbor Hills	Shore Rd	H	14	0	14	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.18
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	3	6	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	G	7.4
Long Meadow	Gladiola Way	H	20	20	0	1/30/2008	8/28/2007	2/6/2008	P06-40	A	28	1/30/2012	H	7.4
Picnic Rock	Picnic Rock Dr	H	21	6	15	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.77
Schooner Landing	Schooner Dr	H	10	2	8	7/19/2007	4/10/2007	7/25/2007	P06-54	M	96A	7/19/2011	G	3.7
Pacific Landing	Pacific/Nye	H	15	12	3	2/8/2007	7/25/2006	2/8/2007	P05-72	E	49	2/18/2011	W	5.55
Goldberg/Tolend Rd Prop.	Stocklan Dr, etc	H	72	14	58	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	23	9	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.84
Waldron Falls	Lennon/Cardinal	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
Total: Single Family			364	152	212									141
TOTAL APPROVED UNITS			496	212	284									156
Elderly:														
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	48	23	25	7/2/2008	3/13/2007		P06-55	M	4	7/2/2011	G	
Arbor Woods	Cielo Dr	H	63	24	39	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			111	47	64									
APPROVED ELDERLY			607	259	348									156

* 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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City of Dover

Bid Solicitation Report

For February 2012

2/29/2012

Department	PO Date	PO No	Vendor	Description	PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No	PO Notes
	Approved By	Fund		Function/Division	
Finance				Tax-Water/Sewer Envelopes	
Q12-019	02/02/2012	02/22/2012			
Finance				Appraisal Service for Dover Armory	
Q12-020	02/02/2012	02/13/2012			
Finance				Misc Work Boots, Shoes and Footwear	
B12040	02/09/2012	03/01/2012			
Recreation				Arena Concessions Food and Snacks	
B12048	02/09/2012	02/29/2012			

City of Dover

Bid Solicitation Report

For February 2012

2/29/2012

Department	PO Date	PO No	Vendor	Description	PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No	PO Notes
	Approved By	Fund		Function/Division	
Finance				GASB 45 Actuarial Services	
B12029	02/16/2012	03/13/2012			
Community Services				Consulting Services Nelson St Reconstruction	
B12051	02/23/2012	03/22/2012			
Community Services				Smith Public Water Supply Well Replacement	
B12062	02/28/2012	03/15/2012			

Total for

Grand Total All Departments

PO Date	PO No.	Vendor Name	Amount	DAC
2/14/2012	201207827	STATE OF NH-DOT	\$5,318.54	Fire and Rescue
2/1/2012	201207299	PUBLIC SERVICE CO OF NH-CITY	\$5,357.01	City Finance Office
2/28/2012	201208177	PUBLIC SERVICE CO OF NH-CITY	\$5,435.37	City Finance Office
2/22/2012	201207993	UNITIL NH	\$5,461.72	City Finance Office
2/14/2012	201207823	PUBLIC SERVICE CO OF NH-CITY	\$6,037.36	City Finance Office
2/22/2012	201208049	FERGUSON WATERWORKS	\$6,332.80	Community Services Department
2/29/2012	201208312	PUBLIC SERVICE CO OF NH-CITY	\$6,655.61	City Finance Office
2/1/2012	201207298	PUBLIC SERVICE CO OF NH-CITY	\$7,116.44	City Finance Office
2/1/2012	201207297	PUBLIC SERVICE CO OF NH-CITY	\$7,179.70	City Finance Office
2/13/2012	201207690	COLOSSUS, INC.	\$7,324.24	Police
2/7/2012	201207492	MARK P. DAVIS, LLC.	\$7,620.00	Fire and Rescue
2/28/2012	201208175	ESRI CORP.	\$7,700.00	Executive
2/22/2012	201208081	STATE OF NH-DOT	\$7,949.20	Police
2/28/2012	201208178	UNIFUND, LLC	\$8,045.00	City Finance Office
2/8/2012	201207578	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$9,711.21	Community Services Department
2/14/2012	201207826	HANSCOMS TRUCK STOP, INC.	\$10,058.24	Community Services Department
2/6/2012	201207354	JSI RESEARCH & TRAINING INSTITUTE, INC.	\$10,438.00	Police
2/9/2012	201207634	A YANKEE LINE, INC.	\$11,920.00	Recreation
2/16/2012	201207927	BAYRING COMMUNICATIONS	\$12,271.49	City Finance Office
2/1/2012	201207300	PUBLIC SERVICE CO OF NH-CITY	\$13,037.80	City Finance Office
2/15/2012	201207869	NNEPRA	\$14,437.00	Community Services Department
2/29/2012	201208317	GRAPPONE FORD	\$15,292.00	Community Services Department
2/29/2012	201208316	BROX INDUSTRIES, INC.	\$15,938.89	Community Services Department
2/28/2012	201208179	GLOBAL MONTELLO GROUP, LLC.	\$16,026.41	City Finance Office
2/15/2012	201207890	STATE OF NH-DOT	\$17,425.96	Community Services Department
2/22/2012	201208082	ACCESS AV	\$20,529.00	Fire and Rescue
2/28/2012	201208194	CCMSI	\$22,987.92	Executive
2/14/2012	201207697	SKOVIC CONSTRUCTION	\$24,998.00	Public Library
2/7/2012	201207467	PUBLIC SERVICE CO OF NH-CITY	\$28,372.26	City Finance Office
2/16/2012	201207929	SHEEHAN, PHINNEY, BASS & GREEN	\$30,374.01	Executive
2/14/2012	201207825	DOVER LANDFILL REMEDIAL ACTION TRUST	\$36,000.00	Community Services Department
2/16/2012	201207928	CCMSI	\$42,340.72	Executive
2/22/2012	201207992	PUBLIC SERVICE CO OF NH-CITY	\$43,773.28	City Finance Office
2/14/2012	201207832	PESCHEL CONSULTING, LLC	\$44,834.85	Community Services Department
2/1/2012	201207326	JD HOWARD DENTAL, LLC.	\$50,000.00	Planning
2/29/2012	201208321	ROBERT H. IRWIN MOTORS, INC.	\$100,055.52	Police

City of Dover

Revenues of Major Funds

February 29, 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>
REVENUES								
1000 General Fund								
Taxes	\$ 64,668,615	\$ 314,055	\$ 32,870,856	51.0%	\$ 31,797,759	\$ -	\$ 31,797,759	(49.2)%
Licenses & Permits	4,149,130	290,588	2,675,681	64.0	1,473,449	-	1,473,449	35.5
Intergovernmental	2,077,863	24,219	1,987,820	96.0	90,043	-	90,043	4.3
Charges for Services	3,026,600	395,314	2,382,661	79.0	643,939	-	643,939	21.3
Miscellaneous Revenue	502,317	10,051	155,684	31.0	346,633	-	346,633	69.0
Education	12,754,376	453,134	7,901,329	62.0	4,853,047	(4,620)	4,857,667	38.1
Operating Transfers In	168,725	-	-	0.0	168,725	-	168,725	100.0
Sub-total : 1000 General Fund	\$ 87,347,626	\$ 1,487,361	\$ 47,974,032	55.0%	\$ 39,373,594	\$ (4,620)	\$ 39,378,214	45.1%
3213 Parking Activity Fund								
Parking Income	\$ 450,725	\$ 26,760	\$ 255,286	57.0%	\$ 195,439	\$ -	\$ 195,439	43.4%
Parking Fines	125,000	23,448	136,002	109.0	(11,002)	-	(11,002)	(8.8)
Sub-total : 3220 Residential Solid Waste	\$ 575,725	\$ 50,208	\$ 391,288	68.0%	\$ 184,437	\$ -	\$ 184,437	32.0%
3320 Residential Solid Waste								
Charges for Services	\$ 950,663	\$ 88,936	\$ 551,730	58.0%	\$ 398,933	\$ -	\$ 398,933	42.0%
Miscellaneous Revenue	0	(203)	508	0.0	(508)	-	(508)	0.0
Sub-total : 3320 Residential Solid Waste	\$ 950,663	\$ 88,733	\$ 552,238	58.0%	\$ 398,425	\$ -	\$ 398,425	41.9%
3381 McConnell Center								
Miscellaneous Revenue	\$ 679,301	\$ 56,999	\$ 459,455	68.0%	\$ 219,846	\$ -	\$ 219,846	32.4%
Operating Transfers In	91,859	6,441	66,095	72.0	25,764	-	25,764	28.0
Sub-total : 3381 McConnell Center	\$ 771,160	\$ 63,440	\$ 525,550	68.0%	\$ 245,610	\$ -	\$ 245,610	31.8%
5300 Water Fund								
Charges for Services	\$ 4,315,199	\$ 236,712	\$ 2,448,123	57.0%	\$ 1,867,076	\$ -	\$ 1,867,076	43.3%
Miscellaneous Revenue	21,000	3,520	38,019	181.0	(17,019)	-	(17,019)	(81.0)
Sub-total : 5300 Water Fund	\$ 4,336,199	\$ 240,232	\$ 2,486,142	57.0%	\$ 1,850,057	\$ -	\$ 1,850,057	42.7%
5320 Sewer Fund								
Intergovernmental	\$ 46,742	\$ -	\$ 39,363	84.0%	\$ 7,379	\$ -	\$ 7,379	15.8%
Charges for Services	5,048,527	275,827	2,626,672	52.0	2,421,855	-	2,421,855	48.0
Miscellaneous Revenue	48,334	3,465	51,676	107.0	(3,342)	-	(3,342)	(6.9)
Other Financing Sources	1,013,139	(895,220)	-	0.0	1,013,139	-	1,013,139	100.0
Sub-total : 5320 Sewer Fund	\$ 6,156,742	\$ (615,928)	\$ 2,717,711	44.0%	\$ 3,439,031	\$ -	\$ 3,439,031	55.9%
Total : REVENUES	\$ 100,138,115	\$ 1,314,047	\$ 54,646,961	55.0%	\$ 45,491,154	\$ (4,620)	\$ 45,495,774	45.4%

City of Dover

Expenditures of Major Funds

February 29, 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>
EXPENDITURES								
1000 General Fund								
City Council	\$ 392,772	\$ 24,016	\$ 247,515	63.0%	\$ 145,257	\$ 68,051	\$ 77,205	19.7%
Executive	772,361	44,224	533,647	69.0	238,714	154,173	84,541	10.9
Finance	1,597,374	112,338	988,966	62.0	608,408	405,998	202,410	12.7
Planning	451,089	33,605	270,554	60.0	180,535	133,635	46,900	10.4
Misc General Government	891,585	20,232	249,782	28.0	641,802	46,654	595,148	66.8
Police	6,618,174	441,283	4,282,007	65.0	2,336,167	1,459,893	876,274	13.2
Fire & Rescue	6,394,117	464,780	4,361,405	68.0	2,032,712	1,326,665	706,047	11.0
Community Service Public Works	6,854,730	423,498	3,503,329	51.0	3,351,401	1,489,101	1,862,299	27.2
Recreation	2,207,820	162,019	1,292,932	59.0	914,888	226,741	688,147	31.2
Public Library	1,082,599	77,375	662,941	61.0	419,658	261,758	157,900	14.6
Human Services	716,708	70,764	542,082	76.0	174,626	77,945	96,681	13.5
Debt Service	9,904,177	1,030	3,767,377	38.0	6,136,800	5,928,521	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	3,040,462	22,995,555	55.0	18,854,655	17,175,715	1,678,941	4.0
Intergovernmental	7,303,817	-	7,303,817	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 89,013,026	\$ 4,915,625	\$ 51,546,910	57.9%	\$ 37,466,116	\$ 28,754,852	\$ 8,711,264	9.8%
3213 Parking Activity Fund								
Police	\$ 578,445	\$ 27,769	\$ 341,370	59.0%	\$ 237,075	\$ 92,303	\$ 144,772	25.0%
Sub-total : 3213 Parking Activity Fund	\$ 578,445	\$ 27,769	\$ 341,370	59.0%	\$ 237,075	\$ 92,303	\$ 144,772	25.0%
3320 Residential Solid Waste								
Community Service Public Works	\$ 999,768	\$ 81,342	\$ 503,722	50.0%	\$ 496,046	\$ 412,141	\$ 83,906	8.4%
Sub-total : 3320 Residential Solid Waste	\$ 999,768	\$ 81,342	\$ 503,722	50.4%	\$ 496,046	\$ 412,141	\$ 83,906	8.4%
3381 McConnell Center								
Recreation	\$ 775,344	\$ 25,378	\$ 259,768	34.0%	\$ 515,576	\$ 371,732	\$ 143,844	18.6%
Sub-total : 3381 McConnell Center	\$ 775,344	\$ 25,378	\$ 259,768	33.5%	\$ 515,576	\$ 371,732	\$ 143,844	18.6%
5300 Water Fund								
Community Service Public Works	\$ 4,370,539	\$ 252,884	\$ 2,753,219	63.0%	\$ 1,617,320	\$ 599,552	\$ 1,017,768	23.3%
Sub-total : 5300 Water Fund	\$ 4,370,539	\$ 252,884	\$ 2,753,219	63.0%	\$ 1,617,320	\$ 599,552	\$ 1,017,768	23.3%
5320 Sewer Fund								
Community Service Public Works	\$ 6,198,816	\$ 404,541	\$ 3,770,486	61.0%	\$ 2,428,330	\$ 704,605	\$ 1,723,725	27.8%
Sub-total : 5320 Sewer Fund	\$ 6,198,816	\$ 404,541	\$ 3,770,486	60.8%	\$ 2,428,330	\$ 704,605	\$ 1,723,725	27.8%
Total : EXPENDITURES	\$ 101,935,938	\$ 5,707,539	\$ 59,175,475	58.1%	\$ 42,760,463	\$ 30,935,184	\$ 11,825,279	11.6%

City of Dover

Arena - General Fund
Revenue & Expenditure Report
(Including Arena Debt Service attributed to the General Fund)
February 29, 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>
Revenue	1,317,715	191,695	1,002,370	76.1	315,345	0	315,345	23.9
Expenditures	993,367	76,284	581,702	58.6	411,665	99,986	311,679	31.4
Debt Service								
Principal	242,190	0	18,490	7.6	223,700	0	223,700	92.4
Interest	74,185	0	38,132	51.4	36,053	0	36,053	48.6
	7,973	115,411	364,047	4,566.0	(356,074)	(99,986)	(256,087)	(3,212.0)



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 22, 2012**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Carrier 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, Councilor Weeden, and Councilor Weston.

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

5. PROCLAMATIONS/AWARDS

Mayor Trefethen read the Proclamation for the 100 Year Anniversary of Girl Scouts.

6. APPROVAL OF AGENDA

Councilor Weeden moved to add the Pool Advisory Committee Report; seconded by Councilor Cheney.

Vote: 9/0.

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

Vote: 9/0.

Councilor Spuler moved to add the Arts Commission Report; seconded by Councilor Weston.

Vote: 9/0.

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

Vote: 9/0.

Deputy Mayor Carrier moved to accept the Agenda as amended; seconded by Councilor Weeden.

Vote: 9/0.

7. PUBLIC HEARINGS

- A. 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)
(THE COUNCIL VOTE TO BE HELD ON MARCH 14, 2012.)
SPONSORED BY MAYOR TREFETHEN BY REQUEST**

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 22, 2012**
Meeting Time: **7:00 pm**

8. CITIZEN'S FORUM

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

David Montenegro, 55 Union Street: He spoke against the block party permit for Apple Harvest Festival, and asked that it be amended to include dissenting views. He referred to the February 8, 2012 minutes and said Councilor Lavertu should be amended to City Clerk Lavertu.

Donald Medbery, 3 Covered Bridge Lane: He congratulated the young representatives from the Girl Scouts. He spoke about the December 30, 2009 email Councilor Cheney received from former Councilor DeDe. He spoke about the LGC corruption investigation and his expectation that the General Legal Counsel fulfill his RSA 91-A request.

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

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He spoke about the Public Hearing with the EPA regarding the wastewater treatment plant renewal permit. He said the Cochecho Waterfront Development Advisory Committee has scheduled a meeting for March 20, 2012 at 4:30 to be held at City Hall, with the intent to get an update from Dickinson Development.

Councilor Crago referred to the Speak Out Session to be held on February 23, 2012, and said he will be handing out a draft letter for people to send to the EPA.

Mayor Trefethen said he would request a revision to the Cochecho Waterfront Advisory Committee agenda to include and Q & A session.

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

Vote: 9/0.

10. APPROVAL OF MINUTES

A. January 28, 2012 – Goal Setting Session

B. February 8, 2012 – Regular Session

C. February 8, 2012 – Workshop

Deputy Mayor Carrier moved to accept the Minutes; seconded by Councilor Hooper.

Councilor Weeden referred to the Citizen's Forum comment referring to City Clerk Lavertu being mentioned as Councilor Lavertu, and asked that it be fixed.

Mayor Trefethen said City Clerk Lavertu will locate it and correct it.

Councilor Spuler referred to the February 8, 2012 Regular Meeting, Section 9, City Manager's Report, and moved to amend "8%" to 8 milligrams per liter and "3%" to 3 milligrams per liter; seconded by Councilor Weston.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 22, 2012**
Meeting Time: **7:00 pm**

Councilor Cheney referred to Mr. Huml's Citizen's Forum comments, and said it should be Glen Hill Road and not Tolend Road.

Deputy Mayor Carrier moved to accept the minutes as amended; seconded by Councilor Weston.
Vote: 9/0.

11. MAYOR'S REPORT

Mayor Trefethen said he attended the Public Hearing with the EPA. He attended the School Department's Budget Coffee. He said Councilor Weston attended the Greater Dover of Commerce ribbon cuttings for him.

He spoke about Council emails, and said the Council should be careful that they are not advocating outside of a meeting.

Councilor Cheney said she did not share that opinion.

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

Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING – None

B. ORDINANCES IN THE 3rd READING

1. UPDATING THE DOVER ZONING ORDINANCE

SPONSORED BY MAYOR TREFETHEN AS PLANNING BOARD REPRESENTATIVE

Mayor Trefethen moved to adopt the updated Ordinance; seconded by Councilor Garrison.
Mayor Trefethen gave an overview of the Ordinance changes to the Council.

Councilor Weston moved to make a friendly amendment to Page 8/19, 4th paragraph, "expansions to or renovations to existing structures has a 35' setback"; to change 35' to 20'; seconded by Councilor Weeden.

Councilor Weston said she had discussed this change with the Planning Department.

Vote: 9/0.

Councilor referred to Page 17/19 and moved to strike "on private property."

Mayor Trefethen explained sign regulations.

Councilor Weeden withdrew his motion.

Deputy Mayor Carrier moved to adopt as amended; seconded by Councilor Weston.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 22, 2012**
Meeting Time: **7:00 pm**

C. RESOLUTIONS

1. AUTHENTICATION OF THE CITY CHARTER (TO BE REMOVED FROM THE TABLE.)

SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved to remove from the table; seconded by Councilor Weston. Mayor Trefethen said it was his understanding that Councilors are still working on this Resolution, and recommended that it be tabled until it is completed.

Councilor Cheney said she is still working on this cause and agreed with the Mayor that it should be tabled.

Councilor Garrison moved to table this Resolution until March 14, 2012; seconded by Councilor Crago.

Vote: 9/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE – American Legion Auxiliary**
2. **BLOCK PARTY – Greater Dover Chamber of Commerce – Apple Harvest Day**
3. **ROAD RACE – Greater Dover Chamber of Commerce – Apple Harvest Day 5K**

4. **RESOLUTION: PURCHASE OF FOUR 2012 FORD POLICE INTERCEPTORS**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

5. **RESOLUTION: PURCHASE OF A 2012 FORD FUSION S**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

6. **RESOLUTION: B11041 – PLUMBING SERVICES AS NEEDED**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

7. **OPERATING RULES FOR ZONING BOARD OF ADJUSTMENT, ARTS COMMISSION, AND TRUSTEES OF THE TRUST FUND**
SPONSORED BY MAYOR TREFETHEN BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 22, 2012**
Meeting Time: **7:00 pm**

COMMITTEE REPORTS

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

Deputy Mayor Carrier moved to approve the Consent Calendar; seconded by Councilor Garrison. Mayor Trefethen asked the Council if they had items they would like to pull for further discussion. Councilor Weeden asked to pull Item #13.A.2., 13.A.5., 13.A.7., School Board Report, Arts Commission Report, Legislative Liaison Report, and the Pool Advisory Committee Report. Mayor Trefethen asked for a roll call vote on the remaining items of the Consent Calendar. Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the acceptance of Item #13.A.2. Councilor Weeden said he would like spots be allowed for people to express opinions. General Legal Counsel said the City has always allowed room for people to express their opinions on Apple Harvest Day. He said the Police Department has offered reasonable alternatives. City Manager Joyal gave the history of this request to the Council. Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.5. Councilor Weeden asked what the purpose of the Ford Fusion S was. Mayor Trefethen gave an overview of this Resolution to the Council. Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of the Item #13.A.7. Councilor Cheney said she would not support the rule changes. Vote: 8/1; Passed. Councilor Cheney was opposed.

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. Vote: 9/0.

Councilor Spuler gave an overview of the Arts Commission Report to the Council. Deputy Mayor Carrier moved to accept the Arts Commission Report; seconded by Councilor Cheney. Vote: 9/0.

Councilor Garrison gave an overview of the Legislative Liaison Report to the Council.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 22, 2012**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier moved to accept the Legislative Liaison Report; seconded by Councilor Weston.

Vote: 9/0.

Councilor Weeden gave an overview of the Pool Advisory Committee Report to the Council. Deputy Mayor Carrier moved to accept the Pool Advisory Committee Report; seconded by Councilor Spuler.

Vote: 9/0.

B. RESOLUTIONS

1. ADOPTION OF 2012-2013 CITY COUNCIL GOALS AND OBJECTIVES WITH TIMELINE

SPONSORED BY MAYOR TREFETHEN

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

City Manager Joyal said the City Clerk's Office asked him if he wanted the background duplicated since they were in the minutes, but he realized that the background material also had the changes the Council made during the workshop. He said he would provide the information to the Council.

Councilor Cheney moved to make a friendly amendment that anything the Council votes on is archived with the resolution materials.

City Manager Joyal went over the Council goals and objectives timeline.

Councilor Garrison referred to Goal #2, Objective #4, and asked for there to be another updated report during the City Council Workshop in late April that is dedicated to the School Department's budget; seconded by Councilor Hooper.

Vote: 9/0.

Councilor Crago referred Goal #3, Objective #1, and asked to reschedule the February 29, 2012 workshop meeting regarding Management Best Practices to March 21, 2012 so that everyone can be present; seconded by Councilor Weeden.

Vote: 9/0.

Mayor Trefethen asked for a vote on the amended resolution.

Vote: 9/0.

2. CITY COUNCIL FY2013 BUDGET GUIDANCE

SPONSORED BY MAYOR TREFETHEN

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

Mayor Trefethen gave an overview of this Resolution to the Council.

Mayor Trefethen moved to amended the Now, Therefore, "... resulting in an allowed tax levy increase" and change it to "...resulting in a maximum tax levy increase;" seconded by Councilor Crago.

Vote: 9/0.

Mayor Trefethen asked for a vote on the amended resolution.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 22, 2012**
Meeting Time: **7:00 pm**

3. APPEAL TO REGULATOR FOR INSURANCE PREMIUM REFUND SPONSORED BY COUNCILORS CHENEY AND WESTON

Councilor Cheney moved for its adoption; seconded by Councilor Weston.
Councilor Weston gave an overview of the resolution to the Council.
Councilor Cheney urged the Council to vote in favor of this resolution.
Councilor Crago moved to make a friendly amendment to make sure the funds are committed to the health insurance it was intended for.
Mayor Trefethen said the Council will decide what happens to the funds.
City Manager Joyal explained the LGC investigation to the Council and LGC's decision to credit or lower the rate the City owed for health insurance.
Councilor Hooper said she would not support this resolution because she felt it would just lead to a lawsuit.
City Manager Joyal asked the Council to make a friendly amendment to the fifth Whereas, to add the words "an estimate of" in front of "\$282,000." He asked to amend the next Whereas to strike everything after Local Government Center. He said this resolution in its entirety will be going to the Secretary of State and he didn't want them to think that all the City of Dover is expecting is \$282,000.
Councilor Weston moved to amend the resolution to reflect the City Manager's suggested changes; seconded by Councilor Weeden.
Vote: 9/0.
Roll Call Vote: 7/2; Passed. Councilors Garrison and Hooper were opposed.

4. MCCONNELL CENTER LEASE WITH NEW HAMPSHIRE ASSOCIATION FOR THE BLIND, INC. SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its approval, seconded by Councilor Cheney.
Recreation Director Bannon gave an overview of the lease with the Council.
Councilor Cheney asked that the lease itself be made available online for the public.
Mayor Trefethen said the lease will be archived with the Resolution.
Vote: 9/0.

5. 2012-2013 CITY COUNCIL RULES AMENDMENT – COUNCIL MATTERS OF INTEREST (COUNCIL VOTE TO BE HELD ON MARCH 14, 2012) SPONSORED BY COUNCILOR CRAGO

Councilor Crago moved to refer to March 14, 2012; seconded by Councilor Weston.
Councilor Crago gave an overview of the resolution to the Council, moving Councilor Matters of Interest to follow the Mayor's Report.
Mayor Trefethen amended the Resolution to Item #12 on the Agenda, instead of #10; seconded by Councilor Cheney.
Vote: 9/0.
Councilor Garrison said he felt more comfortable with it at the end.
Councilor Hooper said she wouldn't be supporting the resolution.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 22, 2012**
Meeting Time: **7:00 pm**

Councilor Carrier said it would interrupt the business that is on the agenda.
Councilor Cheney said she would support this resolution. She said the Council Rules can change this with a simple majority vote.
Councilor Weeden said he agreed that it should remain at the end of the meeting.
Mayor Trefethen asked for a vote to refer this to March 14, 2012.
Vote: 9/0.

6. AMENDMENT OF FY2012 FEE SCHEDULE TO ESTABLISH VALET PARKING SERVICE FEES (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 14, 2012)
SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved to refer this to a public hearing on March 14, 2012; seconded by Councilor Garrison.
Vote: 9/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 9 – BUDGET
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 14, 2012)
SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved to refer this to a public hearing on March 14, 2012; seconded by Councilor Weston.
Vote: 9/0.

2. CHAPTER 35-5, LICENSING BOARD – AUTHORITY TO REGULATE TAXICAB OPERATIONS
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 14, 2012)
SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved to refer this to a public hearing on March 14, 2012; seconded by Councilor Crago.
Vote: 9/0.

3. CHAPTER 161-2, 161-3 – TAXICABS
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 14, 2012)
SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved to refer this to a public hearing on March 14, 2012; seconded by Councilor Weston.
Councilor Spuler asked why they were striking the Editor's Note in this Ordinance.
General Legal Counsel said the Chapter it refers to doesn't exist today.
Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 22, 2012**
Meeting Time: **7:00 pm**

**4. CHAPTER 166, VEHICLES AND TRAFFIC – BOYLE STREET PARKING RESTRICTION
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 14, 2012)
SPONSORED BY COUNCILOR WESTON**

Councilor Weston moved to refer this to a public hearing on March 14, 2012; seconded by Councilor Spuler.

Vote: 9/0.

14. COUNCIL CORRESPONDENCE - None

15. COUNCIL MATTERS OF INTEREST

Councilor Weeden reminded citizens of the Wards 1, 3, 6, and At-Large Speaks Out Session on February 23, 2012 at Langdon Place from 7:00 to 8:30 pm.

Councilor Crago said he will have the draft letter for citizens to send to the EPA. He asked the Council to consent to have postage paid envelopes addressed to the EPA for the convenience of the citizens.

Mayor Trefethen asked if any Councilor objected to this expense.

No one objected.

Councilor Weeden asked the General Legal Counsel about the resolution regarding the parking kiosks, and if the public session would be held on March 14, 2012.

General Legal Counsel Krans said it didn't require a public hearing.

City Manager Joyal said he will put the resolution into the agenda process for March 14, 2012, and since it isn't a required public hearing it can be held on the same night.

City Clerk Lavertu said she can advertise it in the newspaper with the other public hearings.

Mayor Trefethen said he didn't know anything about the resolution.

Councilor Weeden explained the proposed resolution to the Council.

General Legal Counsel Krans said the resolution says to remove the parking kiosks within 60 days of passing the resolution.

Mayor Trefethen said there was an expense involved and it needs to be referred to a public hearing, and not have it the same night the resolution is introduced.

Councilor Weeden said he was rushing this because the City Manager needs to create a budget based on the vote on this resolution and its effect on businesses. He was willing to refer the public hearing to March 28, 2012.

Councilor Spuler asked about the bid with Reds Shoe Barn and when the contract ends.

City Manager Joyal said he doesn't have the answer, but will get back to the Council.

Councilor Weston asked the City Manager about the Cochecho Waterfront Advisory Committee and the process to have it televised.

City Manager Joyal said he will be contacting the chairperson of the Committee, and it's his decision.

Mayor Trefethen asked if any of the Councilors object to having the City Manager ask the Cochecho Waterfront Advisory Committee Chairperson to have the meeting televised.

No one objected.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 22, 2012**
Meeting Time: **7:00 pm**

Councilor Spuler thanked the Greater Dover Chamber of Commerce for supporting the Apple Harvest Day. He also supported the lease with the New Hampshire Association for the Blind. Councilor Cheney again supported the resolution to move Council Matters of Interest, and still have another session at the end of the meeting.

16. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn.
Vote: 9/0.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2012.02.22 – 2**
Ordinance Title: Budget
Chapter: Chapter 9

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend **Section 9-4 Limitation on Budget Increase** of Chapter 9, entitled “Budget”.

2. AMENDMENT

Chapter 9 entitled “Budget” is hereby amended by revising **Section 9-4 Limitation on Budget Increase** as follows:

BUDGET

CHAPTER 9

9-1. **Submission Date.** [Amended 11-15-00 by Ord. No. 15-2000]

9-2. **Adoption Date.**

9-3. **Schedule of Fees.** [Added 7-20-05 by Ord. No. 15-2005]

9-4. **Limitation on Budget Increase**

[**HISTORY:** Adopted by the City Council of the City of Dover 12-14-77;* amended in its entirety 5-26-82 by Ord. No. 9-82. Subsequent amendments noted where applicable.] *Editor's Note: The provisions of this chapter are derived from Ch. 4 of the former Code, adopted 12-14-77. **Editor's Note: For other duties of the City Manager, see Ch. 3, Administrative Code, 3-5.

GENERAL REFERENCES

Fiscal year - See Ch. 26.

9-1. Submission Date

- A) The City Manager shall submit to the City Council on or before April 15th of each year his recommended itemized budget estimates of the revenue and expenditures for the next fiscal year for the various departments, functions and funds of the City of Dover. The School Board shall submit to the City Manager, for inclusion in his/her proposed budget, on or before March 15th of each year its recommended budget amounts for revenue and expenditures for the next fiscal year of the various functions and funds of the School Department.

9-2. Adoption Date

- A) The budget shall be finally adopted not later than June 15, prior to the beginning of the fiscal year commencing July 1.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2012.02.22 – 2**
Ordinance Title: Budget
Chapter: Chapter 9

9-3. Schedule of Fees

- A) As part of the annual budget adoption procedure, the Finance Department will submit a proposed fee schedule of all permits, licenses, and other fees charged by the City (excluding the School Department). Following the budget adoption, said fees will become effective upon the date so indicated. Any fee schedule established by state statute shall automatically adjust the Schedule of Fees without action by the City Council.
- B) Changes to the fee schedule can be made at any time during the fiscal year by the Council in accordance with the budget amendment procedure.
- C) The Schedule of Fees shall hereafter supersede fees listed in any existing ordinances and all fee adjustments will be made pursuant to this Chapter.
- D) Any fee currently charged by the City that is omitted in error from the Schedule of Fees shall not prevent the City from collecting the fees until such time as the omission is corrected.
- E) The effective date of the fee schedule shall be July 1 of the new fiscal year, unless otherwise noted in the Schedule of Fees.

9-4 Limitation on Budget Increase

- A) The implementation of C6-3 including C6-3.1 of the Dover Charter as amended shall be accomplished using the following **principles and time deadlines**.
- ~~B) The phrase “National Consumer Price Index—Urban as published by the United States Department of Labor for the calendar year immediately preceding the year of the budget adoption” shall mean the average of the twelve month changes entitled “12 months percent change” for the calendar year preceding the year of budget adoption of the “Consumer Price Index—All Urban Consumer (Current Series), U. S All Items, 1982-84=100, Series CUUROOOOASAO, not Seasonally Adjusted, as published by the United States Department of Labor available on the federal government website found at www.bls.gov.~~
- ~~C) “Combined municipal budget” shall mean city and school appropriations, inclusive of all expenditures and revenues, capital expenditures and principal and interest payments for bonds, and county and state taxes and related payments. Nothing in this definition shall affect the override provisions or exceptions to the budget limitation contained in C6-3 et seq.~~
- ~~D) The School Department/School Board shall adjust its budget for the increases and decreases in the State tax and the City shall adjust its budget for the increases and decreases in the County tax.~~
- ~~E) The phrases “total dollar value of building permits” and the “total dollar value of demolition permits” shall mean the assessed values for each category as determined by the Tax Assessor. The City Council may adjust the calculation for the “net increase in new construction” based on updated information from the Tax Assessor if available prior to final budget adoption.~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2012.02.22 – 2**

Ordinance Title: Budget

Chapter: Chapter 9

~~F) “New construction” shall mean all building permits for construction including renovations, additions and new structures.~~

~~G) B) The proposed budget of the City Manager submitted under the provisions of the 6-3.1 shall be the default budget pursuant to RSA 49-C: 23.~~

~~H) The proposed budget of the City Manager shall include an appropriation for the School Department/School Board based on the budget limitation formula supplied by the Finance Director. The Finance Director shall utilize the annual Tax Rate Calculation document prepared by the New Hampshire Department of Revenue Administration pursuant to RSA 21-J:35 (I) to devise the formula.~~

~~F) C) The City Manager shall notify the School Department/School Board by February 1 of each year of the calculation of the property tax levy consistent with the three-year inflation rate average of the Boston Consumer Price Index. maximum permitted school property tax levy the City Manager intends to include in the City Manager’s proposed budget on behalf of the School Department/School Board. For Fiscal Year 2009, the City Manager shall notify the School Superintendent as soon as practicable.~~

~~F) D) The School Board shall notify the City Manager by March 15 of each year of the estimated non property tax revenues and the final spending amount for the School Department/School Board for inclusion in the City Manager’s proposed budget.~~

3. TAKES EFFECT

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

TO BE REFERRED TO A PUBLIC HEARING

DOCUMENT HISTORY:

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Finance Director Sponsored by: Mayor Dean Trefethen By request

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

Recorded by: Karen Lavertu City Clerk



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

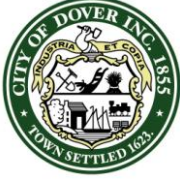
Ordinance Number: **O – 2012.02.22 – 2**

Ordinance Title: Budget

Chapter: Chapter 9

ORDINANCE BACKGROUND MATERIAL:

These amendments are consistent with the new provision C6.3.1 adopted by the voters.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2012.02.22 – 3**
Ordinance Title: **Licensing Board**
Chapter: **Chapter 35-5 Authority to Regulate Taxicab Operations**

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 35 of the Code of Dover; entitled “Licensing Board” to include valet parking permits.

2. AMENDMENT

Chapter 35 of the Code of the City of Dover, New Hampshire, dated December 14, 1977, is amended by including the words and valet parking operations as follows:

35-5 Authority to Regulate Taxicab **and Valet Parking** Operations

The Licensing Board established **in** 35-1 above, shall have the power and authority to regulate the operation of taxicabs **and valet parking operators** within the City of Dover.

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor 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:



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2012.02.22 – 3**
Ordinance Title: **Licensing Board**
Chapter: Chapter 35-5 Authority to Regulate Taxicab Operations

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor, Dean Trefethen, At Large		
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.		

ORDINANCE BACKGROUND MATERIAL:

Valet parking providers are interested in setting up in a variety of locations in the downtown. The Parking Commission at their September 6, 2011 meeting recommended that the Licensing Board regulate valet parking services. Fees will be established through the annually adopted fee schedule and all applications and forms will be created by the Licensing Board. The Licensing Board will establish authorized locations and safety requirements. Costs for any signage to support the service will be borne by the applicant. Valet parking stands will be limited to areas that do not reduce available on-street parking.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O – 2012.02.22 – 4**
Ordinance Title: **Taxicabs**
Chapter: Chapter 161-2, 161-3

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 161 of the Code of Dover, entitled “Taxicabs” to include valet parking operators.

2. AMENDMENT

Chapter 161-2 of the Code of the City of Dover, New Hampshire, dated December 14, 1977, is amended as follows:

161-2 Compliance with Rules, Regulations and Procedures

All drivers, operators, taxicabs and valet parking operators are required to obtain a permit from the Dover Licensing Board. All drivers, operators, ~~and~~ taxicabs and valet parking operators shall be subject to those requirements, rules, regulations and procedures that may be promulgated, from time to time by the City of Dover Licensing Board.

161-3 Violations and Penalties.* [Amended 6-28-78 by Ord. No. 5-78]

Any person, firm or corporation violating any provision of this chapter or any requirements, rules, regulations or procedures that may, from time to time, be promulgated by the City of Dover Licensing Board shall be guilty of a violation ~~and fined not in excess of one hundred dollars (\$100).~~

~~*Editor’s Note: Provisions of this chapter are derived from Ch. 46 of the former Code, adopted 12-14-77.~~

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O – 2012.02.22 – 4**
Ordinance Title: **Taxicabs**
Chapter: Chapter 161-2, 161-3

DOCUMENT HISTORY:

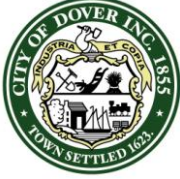
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor, Dean Trefethen, At Large		
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.		

ORDINANCE BACKGROUND MATERIAL:

Valet parking providers are interested in setting up in a variety of locations in the downtown. The Parking Commission at their September 6, 2011 meeting recommended that the Licensing Board regulate valet parking services. Fees will be established through the annually adopted fee schedule and all applications and forms will be created by the Licensing Board. The Licensing Board will establish authorized locations and safety requirements. Costs for any signage to support the service will be borne by the applicant. Valet parking stands will be limited to areas that do not reduce available on-street parking.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.4.

Ordinance Number: **O – 2012.02.22 – 5**
Ordinance Title: **Boyle Street Parking Restriction**
Chapter: **Chapter 166, Vehicles and Traffic**

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 166, entitled “Vehicles and Traffic” by restricting parking on one side of Boyle Street.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-56 SCHEDULE I: “No Parking at Any Time” as follows:

THE FOLLOWING IS ADDED:

STREET:

BOYLE STREET

LOCATION:

**NORTHERLY SIDE, FROM COURT STREET
EASTERLY FOR A DISTANCE OF 200 FEET**

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.4.

Ordinance Number: **O – 2012.02.22 – 5**
Ordinance Title: **Boyle Street Parking Restriction**
Chapter: Chapter 166, Vehicles and Traffic

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Dean Trefethen		
Deputy Mayor Robert Carrier, At Large		
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.		

ORDINANCE BACKGROUND MATERIAL:

This ordinance revision was recommended by the Transportation Advisory Commission at its January 2012 meeting. A concern was expressed that snow plows and emergency vehicles cannot navigate the street when cars are parked on both sides. The Police, Fire, and Community Services Departments have evaluated this concern and all are in favor of restricting one side of the street at all times to alleviate the public safety and maintenance concerns. Boyle Street, off Court Street, is a narrow, dead-end street just over 300' in length. This proposed restriction effectively eliminates parking on the northerly side, from Court Street to the entrance to a private parking lot (owned by First Parish Church) but would allow parking on the southerly side and at the very end of the street.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2012.01.25 – 8**

Resolution Re: **Authentication of the City Charter**

WHEREAS: The Charter of the City of Dover requires the authentication of the official version of the City Charter at least once every ten (10) years; and

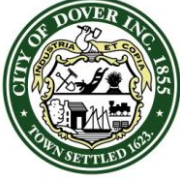
WHEREAS: The official copy of the Charter of the City of Dover shall be maintained by and kept by the City Clerk.

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

The official version of the Charter of the City of Dover is authenticated by the members of the 2012-13 Dover City Council with the affixation of their signatures, the signature of the City Clerk, and the affixation of the City seal on the official version. The Official version shall be maintained and kept by the City Clerk pursuant to the provisions of C11-10 of the Charter.

AUTHORIZATION

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2012.01.25 – 8**
Resolution Re: **Authentication of the City Charter**

DOCUMENT HISTORY:

First Reading Date: 01/25/2012	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 Ed 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, Robert Carrier, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The provisions of C11-10 of the Dover City Charter requires the authentication of the City Charter by the affixation of the signatures of the members of the Dover City Council, the City Clerk and the affixation of the City seal.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2012.02.22 – 25**
Resolution Re: **2012-2013 City Council Rules Amendment – Council Matters of Interest**

WHEREAS: The Mayor and City Council are committed to enhancing communications and sharing of timely information with Dover citizens; and,

WHEREAS: The City Council Agenda item, Council Matters of Interest, is intended to provide timely responses and constructive feedback from City Councilors pertaining to Citizen's Forum, City Manager's Report and/or Mayor's Report and on relevant city and citizen issues and business; and,

WHEREAS: Moving Council Matters of Interest from the last Agenda item of Council business to an Agenda item that follows the protocol of the City Manager's and Mayor's Reports will afford City Councilors an opportunity to respond to and/or highlight important issues to ensure that said matters do not lose their timely importance and/or significance because of a long and full Agenda business schedule;

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

The 2013-2013 City Council Rules for the order of business during regular meetings shall be amended to move the Council Matters of Interest from Agenda Item 15 to Agenda Item 12 and renumbering subsequent items.

AUTHORIZATION

Approved as to Funding: Daniel Lynch
Finance Director

Sponsored by: Ward 3 Councilor Mike Crago

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#: 12.C.2.

Resolution Number: **R – 2012.02.22 – 25**
Resolution Re: **2012-2013 City Council Rules Amendment – Council Matters of Interest**

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 Ed 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.		

RESOLUTION BACKGROUND MATERIAL:

Background information is contained in the body of the resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

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, hereby authorize 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

Document Created by: Finance Department
Document Posted on: March 8, 2012

2012.02.08_authorization_for_advanced_refunding_of_city
_of_dover_june_15_2003_and_june_15_2004_general_o
bligation_bonds
Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

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**

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, 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#: 12.C.3.

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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R - 2012.02.22 – 26**
Resolution Re: Amendment of FY2012 Fee Schedule to Establish Valet Parking Service Fees

WHEREAS: The City of Dover has received inquiries from a company that would like to provide valet parking services in the downtown; and

WHEREAS: The City Council is currently considering establishing regulations through the Licensing Board for valet parking operators; and

WHEREAS: There is currently no fee schedule in place for valet parking operators.

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

The City Council of the City of Dover authorizes the addition to the Finance Department section, p. 3 of the approved FY 2012 Fee Schedule as follows:

<u>Service</u>	<u>Fee</u>
Valet Parking Operator	\$100/year initial location; \$50 per additional location
Valet Parking Signage	at cost for materials and labor plus 20% for administration

The City Manager recommends that this resolution be adopted.

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor 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:



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R - 2012.02.22 - 26**

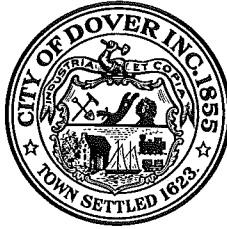
Resolution Re: Amendment of FY2012 Fee Schedule to Establish Valet Parking Service Fees

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor, Dean Trefethen, At Large		
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.		

RESOLUTION BACKGROUND MATERIAL:

Valet parking operators are interested in setting up in a variety of locations in the downtown. The Parking Commission at their September 6, 2011 meeting recommended that the Licensing Board regulate valet parking operators. This resolution would establish the fees associated with the regulation of the operators.



CITY OF DOVER
12 FEB 15 AM 9:06

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: Baby Rachel's Legacy

Federal Tax ID number for Organization: ~~000000000~~ 45-2470352

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

Contact Person: Vanessa Trejo Day Time Telephone: 978.394.3232

Address: 7 Wallingford Street Email Address: VanessaTrejo@comcast.net
Dover NH

Purpose of Permit: Walk/Run

Date of Event: August 4, 2012 Specific Time: 8am - noon Walk/Run to begin at 9am

Location of Event: Henry Law Park (see attached route)

(Raffle Permit only)
Prize (s) To Be Awarded: Same route as last year
Central Ave to Court Street to Middle Rd
to Henry Law Ave.

Amount of Donation: _____ Date of Drawing: _____ Specific Time: _____

Place of Drawing: _____

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

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

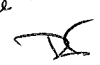
***NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

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

Signature: VT Trejo Date: February 3, 2012

Licensing Board approval  Date: 3/11/12
Revised 03/17/08

All set with Charitable Trusts Unit.


OK
AFJ



DOVER POLICE DEPARTMENT

Dover, New Hampshire

Memorandum

TO: Chief Anthony F. Colarusso, Jr.

FROM: Sgt. Marn Speidel, Traffic Bureau

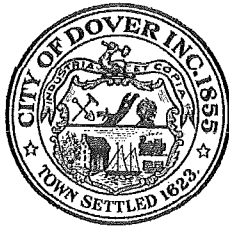
RE: Baby Rachel Legacy Walk/Run, Saturday, August 4, 2012

DATE: February 17, 2012

I have corresponded with the principal point of contact for this event. The proposed 5K course route is similar to the Reds 5 mile race and the Apple Harvest Day 5K courses, and is the same course used by the organizers last year.

The organizers will reimburse the City for the cost of hiring 3 officers at key traffic control locations. Additionally, the organizers are expected to provide up to 12 additional traffic control volunteers to monitor other, less critical, intersections or conflict points.

This event will create brief road closures on Central Avenue, Court Street and Henry Law Avenue, and will require temporary parking restrictions on a segment of Henry Law and the portion of the Indoor Pool parking lot.



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: American Cancer Society
Federal Tax ID number for Organization: 05-0271570
Nature of Organization: Religious, Educational, Charitable Civic, Sports, Veterans, Fraternal or Political

Contact Person: Tara Dickey Day Time Telephone: 603-380-2544
Address: 43 Cushing St Dover NH Email Address tara.dickey@cancer.org
Purpose of Permit: To hold Making Strides Against Breast Cancer walk
Date of Event: Oct 21, 2012 Specific Time: registration 9am - walk begins 11am-1230
Location of Event: Stage @ Henry law in front of Children's Museum

(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.

** 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

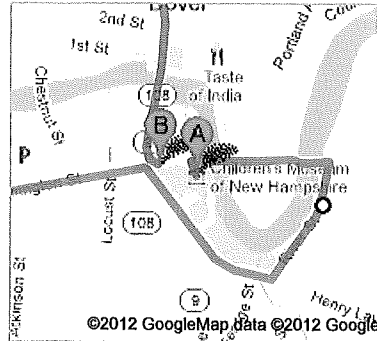
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.
I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: Tara Dickey Date: 2-16-12

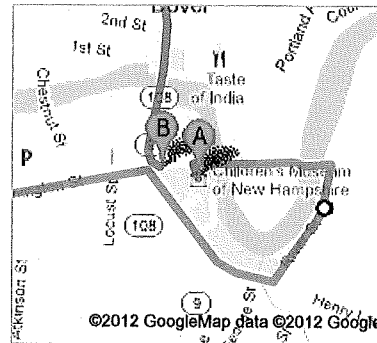
Licensing Board approval [Signature] Date: 2/25/12
Revised 03/17/08

OK MBS
All set with Charitable Trusts.
JG

Stage in front of Museum
Children's Museum of New Hampshire
 6, Washington Street, Dover, NH - (603) 742-2002
Henry Law Park



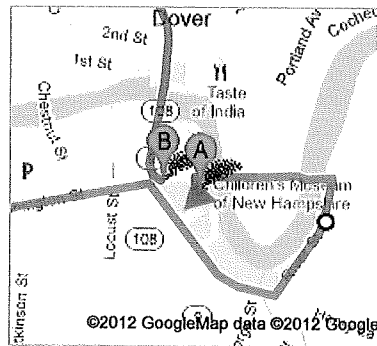
1. Head north toward **Route 108 N**



go 79 ft
 total 79 ft



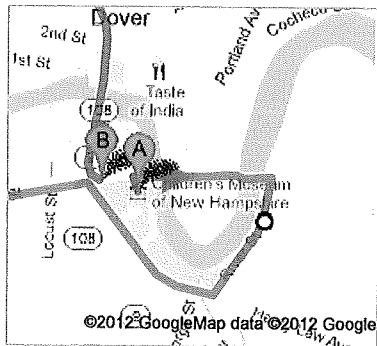
2. Turn right onto **Route 108 N**
 About 2 mins



go 390 ft
 total 469 ft

over Covered bridge

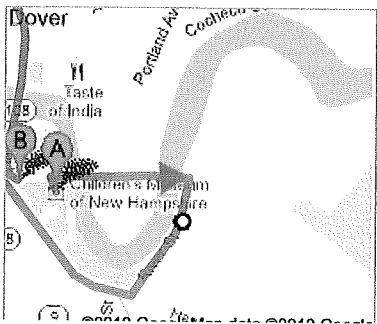
3. Continue onto **Waters St**
 About 2 mins



go 0.1 mi
 total 0.2 mi



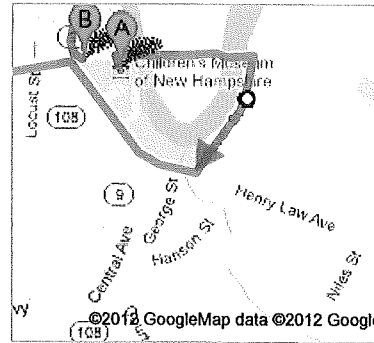
4. Turn right onto **River St**
 About 4 mins



go 0.2 mi
 total 0.4 mi



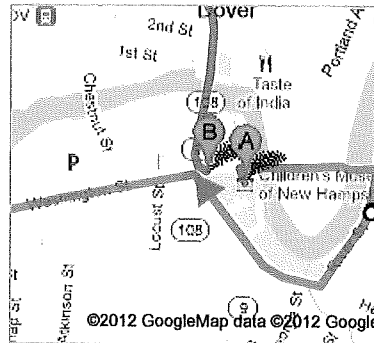
5. Turn right onto **Henry Law Ave**
About 5 mins



go 0.2 mi
total 0.6 mi



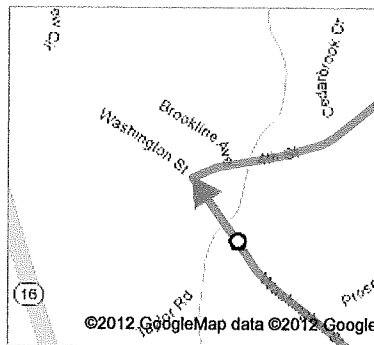
6. Turn left onto **Route 108 N/Washington St**
Continue to follow Washington St
About 20 mins



go 1.0 mi
total 1.6 mi



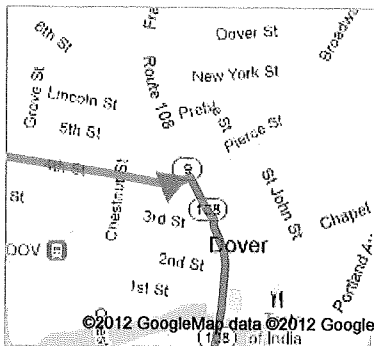
7. Turn right onto **4th St**
About 16 mins



go 0.9 mi
total 2.4 mi



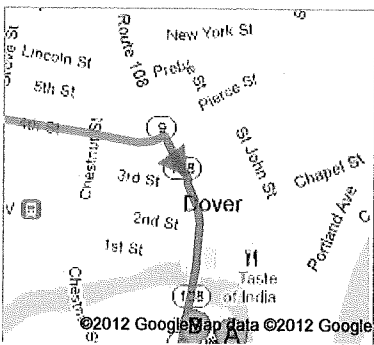
8. Turn right onto **Route 108 S**
About 1 min



go 335 ft
total 2.5 mi



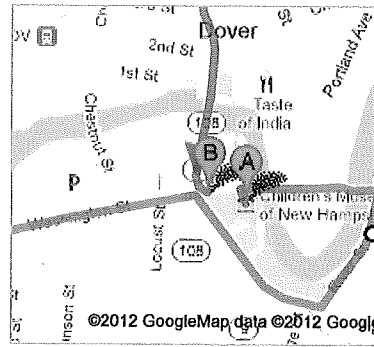
9. Slight right to stay on **Route 108 S**
About 5 mins



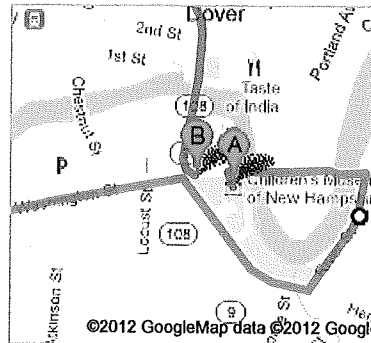
go 0.2 mi
total 2.7 mi

10. Slight left
Walk through downtown

go 148 ft
total 2.7 mi



B Unknown road
end at park in front of
Children's Museum

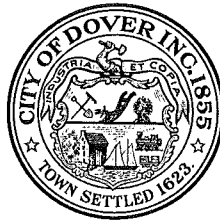


These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.

CITY OF DOVER
12 FEB 15 PM 1:46



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: GREATER DOVER CHAMBER OF COMMERCE

Federal Tax ID number for Organization: 02-0127246

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

Contact Person: MICHAEL MENEGES Day Time Telephone: 603-742-2218

Address: 550 CENTRAL AVE. Email Address MICHAEL@DOVERNH.ORG

Purpose of Permit: PRIZE WHEEL AT APPLE HARVEST DAY 2012

Date of Event: OCT 6TH, 2012 Specific Time: 9:00AM TO 4:00PM

Location of Event: CHAMBER INFORMATION BOOTH ON CENTRAL AVE.

(Raffle Permit only)

Prize (s) To Be Awarded: COUPONS AND PRIZES DONATED FROM LOCAL BUSINESSES

Amount of Donation: \$1 Date of Drawing: OCT 6TH, 2012 Specific Time: 9:00AM - 4:00PM

Place of Drawing: CHAMBER INFORMATION BOOTH ON CENTRAL AVE.

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

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

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

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

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

Signature: Molly Hodson Smith Date: 10/13/11

Licensing Board approval: [Signature] Date: 2/14/12
Revised 03/17/08

Registered with
Charitable Trusts
TC



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2012.03.14 – 27**
Resolution Re: B12033 Council Chamber Renovations

WHEREAS: Sealed request for bid B12033 was solicited and received for Council Chamber Renovations on December 14, 2011 @ 2:00pm; and

WHEREAS: A pre-bid meeting was conducted on November 22, 2011. Five bid replies were received and evaluated and low bid meeting specifications was submitted by and awarded to North & South Custom Builders in the amount of \$16,600. A purchase order and notice to proceed has been issued to this vendor for the work outlined in the bid; and

WHEREAS: During the same time period a request for bid B12032 for various furniture items was solicited and four bid replies were received. The city also requested a pricing quote from North & South Custom Builders to construct the city council desk and legal counsel desk. After review of the results of the furniture bids and the quote from North & South Custom Builders, the city has deemed it more advantageous to have North & South Custom Builders construct the desks in lieu of buying a prefab desks listed in the furniture bid; and

WHEREAS: The additional scope of work results in an additional cost of \$14,185 to the project making a total project cost of \$30,785.00 and thereby requiring council approval.

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

The purchasing agent has issued a purchase order to North & South Custom Builders in the amount of \$16,600.00 and is hereby authorized to issue a revised purchase order adding \$14,185.00 to po# 201207292 for a total project cost of \$30,785.00. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
6100.1.550.49200.4744.01206.	Furniture and Fixtures	23,609.00	17,804.61

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2012.03.14 – 27**
Resolution Re: B12033 Council Chamber Renovations

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.A.4.

Resolution Number: **R - 2012.03.14 – 27**

Resolution Re: B12033 Council Chamber Renovations

RESOLUTION BACKGROUND MATERIAL:

Sealed request for bid B12033 was solicited and received for Council Chamber Renovations on December 14, 2011 @ 2:00pm. A pre-bid meeting was conducted on November 22, 2011. Five bid replies were received and evaluated and the low bid meeting specifications was submitted by and awarded to North & South Custom Builders in the amount of \$16,600. A purchase order and notice to proceed has been issued to this vendor for the work outlined in the bid.

During the same period a request for bid B12032 for various furniture items was solicited and four replies were received. The city also requested a price quote from North & South Builders for the construction of the city council desk and legal counsel desk. After review of the results of the furniture bid and the quote from North & South Custom Builders, the city has deemed it more advantageous for the North & South Custom Builders to construct the desks in lieu of buying prefab desks listed in the furniture bid.

The additional scope of work to North & South Custom Builders results in an additional cost of \$14,185 to the project, making a total project cost of \$30,785.00 and thereby requiring council approval.

Bid Information:

Sealed request for bid B12033.

Purchasing Information B12033:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	162	Number of Responses:	5
Warranty:	One yr	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until received	Estimated Delivery:	As needed
Recommended Award to:	North & South Custom Builders Dover NH	Fund:	Dover Net
Other Approvals Required:	no	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2012.03.14 – 27**

Resolution Re: B12033 Council Chamber Renovations

B12033 Council Chamber Renovations

North & South Custom Bldr 383 Central Ave Dover NH	Skovic Construction 346 Washington St Dover NH	MCCI 175 Lincoln St Manchester NH	Nick Gray Builders Po Box 633 Rollinsford NH	T-Buck Construction 249 Merrow Rd Auburn ME
\$16,600.00	\$17,519.00	\$17,882.00	\$20,309.50	\$21,150.00

B12032 Office furniture Bid Reply

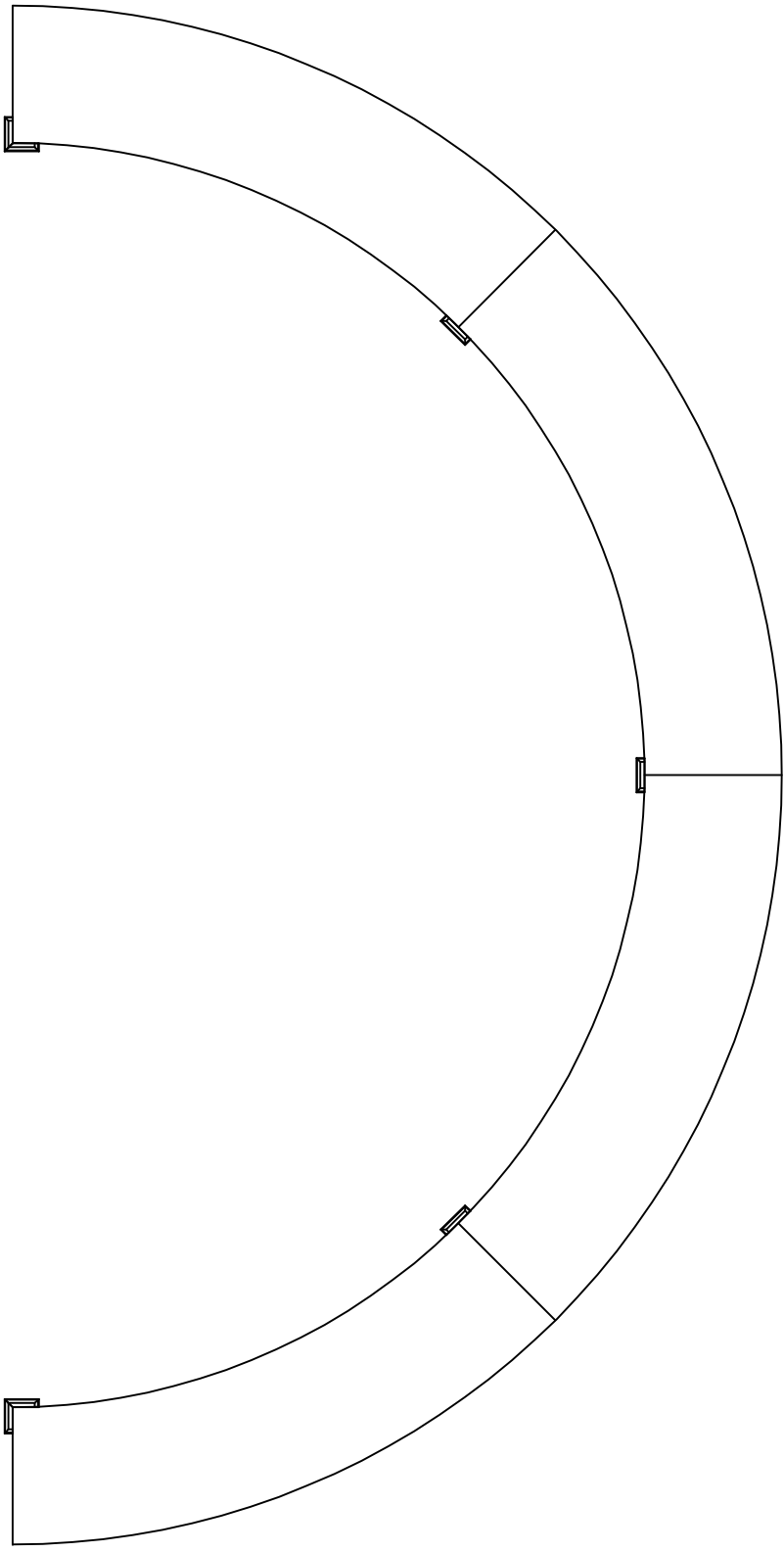
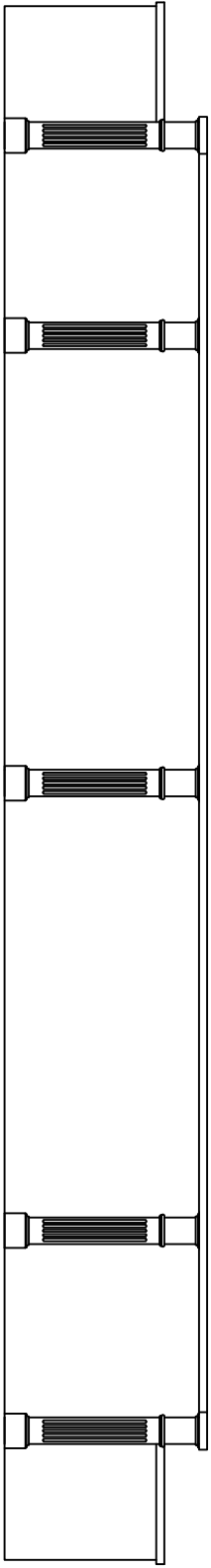
B12032 furniture	Office Works York ME	WB Mason Manchester	BBE Office Interiors Pittsfield MA	BBE Office Interiors Pittsfield MA
			Option 1	Option 2
Council & Attorney Desks	17,133.85	7,465.00	22,387.60	32,728.40
Council & Attorney Chairs	8,768.37	3,692.00	9,314.50	9,314.00
Nameplates	684.00	117.00	incl	incl
Delivery and Install	3,000.00	906.00	incl	incl
Optional Podium	4,315.38	1,126.00	4,076.50	7,500.00
Guest Seating	2,261.80	5,040.00	not quoted	not quoted
Additional Guest Seating	11,027.52		not quoted	not quoted
TOTAL	47,190.92	18,346.00	35,778.60	49,542.40

50% down

50% down

Vendor Solicitation List and desk designs can be viewed at:

<https://online.ci.dover.nh.us/energie/financeRequests.php>





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2012.03.14 – 28**

Resolution Re: B12040 Miscellaneous Work Boots/Footwear

WHEREAS: Sealed request for bid B12040 was solicited and received for Miscellaneous work boots and footwear on March 1, 2012 @ 2:00pm; and

WHEREAS: Community Services, Police and Fire Department personnel are all entitled, by contract, to have the City provide them with work-related boots, shoes and/or fitness footwear in a not-to-exceed specified annual amount; and

WHEREAS: Three bid responses were received and evaluated. The city has deemed the bid reply most advantageous to the city as being received from Red's Shoe Barn of Dover, NH due to store location, diverse quality product selection and a favorably discounted pricing schedule; and

WHEREAS: Both the City and Red's Shoe Barn have found the "as needed" agreement to be mutually satisfactory and financially beneficial at the 20% discounted pricing structure presently in effect. Expenditure for last year was \$15,555.00

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Red's Shoe Barn of Dover, NH, given the rates and discounts provided in conjunction with B12040, as needed, for Miscellaneous Work Boots/Shoes and Fitness Footwear. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
xxxx.1.xxx.xxxxx.4615.xxxx.xx	Clothing and uniforms	126,840.00	59,828.08

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2012.03.14 – 28**

Resolution Re: B12040 Miscellaneous Work Boots/Footwear

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 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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2012.03.14 – 28**

Resolution Re: B12040 Miscellaneous Work Boots/Footwear

BACKGROUND

Sealed request for Bid B12040 was mailed to three local vendors (Reds in Dover, Bootleggers in Gonic and Benjamin Walk in Barrington) and emailed to 75 vendors that have signed up on the Dover website under supplies code 15- clothing and accessories. The Dover purchasing agent also contacted safeshoes.com aka Vulcan Safety Shoes (a mobile shoe truck).

Certain City personnel are entitled to and are provided specific types of footwear at the City's expense in accordance with various union contract languages. Total amount spent last year was \$15,555.00 for these items.

Red's Shoe Barn is local, convenient and has a very large inventory of quality footwear, thereby able to accommodate the needs of the City without requiring a second visit to the store to pick up items that had to be special-ordered.

Timely processing of monthly statements/invoices, allows a discount of 20% from the stated retail store prices on all items, even if the item is not on the list of most commonly purchased.

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	75 emailed 3 mailed	Number of Responses:	3
Warranty:	Per Manufacturer	Terms:	net 15, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	One (1) Year	Estimated Delivery:	As needed
Recommended Award to:	Red's Shoe Barn Dover, NH	Fund:	CS, Police, Fire
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waive Bid Process: Purchase exceeds \$10,000.00

Vendor Solicitation List: 3 mailed 75 emailed

<https://online.ci.dover.nh.us/energie/financeRequests.php>



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2012.03.14 – 28**

Resolution Re: B12040 Miscellaneous Work Boots/Footwear

B12040 Results

B12040 Misc Work Footwear		Reds Shoe barn Dover NH	Neptune Uniforms Haverhill MA	Raphael's Uniforms Marlboro Ma		
Notes		deduct 20% discount to all All items w/prices are instock **= discontinued	Items w/pricing are in stock Location outside State NH	No Items in stock order only Location outside NH Deduct 1% discount	Reds 20% disc	final cost Reds Shoe
<i>Manuf.</i>	<i>Model No.</i>					
Asics Nimbus	Castle rock	118.99			23.80	95.19
Asics	T100N	**				
Asics	GT2160	**				
Asics	T100N	**				
Bates	0742 women	**	100.00	85.00		
Bates	000942 men	**	104.00	86.00		
Bates	2348	114.99	110.00	95.00	23.00	91.99
Bates	2488	139.99	130.00	110.00	28.00	111.99
Carolina	5520	129.99			26.00	103.99
Carolina	5521	134.99	140.00		27.00	107.99
Chippewa	72008	164.99			33.00	131.99
Chippewa	26330	218.99			43.80	175.19
Chippewa	58101	**				
Danner	Recon 8 boot	**				
Harley Davidson	81048	**				
Keen	Utility Tacoma	124.99			25.00	99.99
Keen	Toughee II	99.99			20.00	79.99



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2012.03.14 – 28**

Resolution Re: B12040 Miscellaneous Work Boots/Footwear

Keen	Cleveland 62022	144.99			29.00	115.99
Keen	Detroit low	114.99			23.00	91.99
Keen	Pittsburg	154.99			31.00	123.99
Merrell	4479	**				
Merrell	85521	**				
Magnum	5831	**		89.00		
Magnum	5248	109.99	100.00	81.00	22.00	87.99
New Balance	MT10130	**				
New Balance	940	109.99			22.00	87.99
Rockport	21681	74.99			15.00	59.99
Rockies	2095	144.99		119.00	29.00	115.99
Rockies	2091	124.99		102.00	25.00	99.99
Saucony Triumph	8	**				
Sorell	8030	**				
Sketchers	76083	**				
Tims	11041	**				
Timberland Pro	81016	99.99			20.00	79.99
Timberland	86515	104.99			21.00	83.99
Timberland	18193	**				
Timberland	26002	114.99			23.00	91.99
Wolverine	4109	108.99		86.00	21.80	87.19
Wolverine	4325	119.99		94.00	24.00	95.99
Wolverine	4111	**		108.00		
Wolverine	5551	164.99			33.00	131.99
Vasque	7150	159.99			32.00	127.99
Valdez	North face	**				



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2012.03.14 – 29**

Resolution Re: B12042 Cummings well Cleaning and Pump Repairs

WHEREAS: Sealed request for bid B12042 was solicited and received for Cummings Well Cleaning and Pump Repairs on February 13, 2012 @ 2:00 pm; and

WHEREAS: Three bid replies were received and evaluated and the reply meeting specifications outlined in the bid request was submitted by Denis L Maher Co. of Ayer, Ma in the amount of \$24,765.50. The proposal lists a 15% mark up on cost of pump parts thereby possibly making the total cost of the project in excess of the \$25,000 threshold and requiring council approval; and

WHEREAS: It is the recommendation to award to Denis L. Maher Co LLC.

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

The purchasing agent is authorized to issue a purchase order to Denis L. Maher Co., LLC given the rates provided in conjunction with B12042. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4432	Water Improv. Other than Blds	68,750.00	27,961.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2012.03.14 – 29**

Resolution Re: B12042 Cummings well Cleaning and Pump Repairs

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.A.6.

Resolution Number: **R - 2012.03.14 – 29**

Resolution Re: B12042 Cummings well Cleaning and Pump Repairs

RESOLUTION BACKGROUND MATERIAL:

Sealed request for bid B12042 was solicited and received for Cummings Well Cleaning and Pump Repairs on February 13, 2012 @ 2:00 pm.

Cummings Well involves the cleaning and redevelopment which is a 24-inch by 18-inch gravel packed well 75 feet in depth and constructed in 1966. The well had an original yield of 1080 gpm and has had multiple cleanings with various chemicals including phosphates. It includes well cleaning, inspecting, removing the existing well pump and repairs, pre and post cleaning performance testing and televising (2) of the well screen and reinstalling the pumping unit.

Contractors Proposed method of cleaning

Layne: BoreBlast followed by conventional acid, polymer and chlorine application

Barrie Miller: High dosages of conventional acid, polymer and chlorine application

Denis L. Maher Co.: Liquid Carbon Dioxide application, polymer, acid and chlorine application

Review of Approach

Layne: The BoreBlast utilizes nitrogen that may create pressures ranging from 150 to 3500 psi.

Barrie Miller: Conventional chemical cleaning that has been applied in the past to Dover Wells.

Denis L. Maher Co.: Submitted approach as contained in the well spec.

Recommendation:

After discussions with the Division Superintendent- Water and Sewer, Town of Needham, MA regarding his opinion of the recent cleaning of their well utilizing the "BoreBlast" method. He stated a hole was blown in the screen and the well screen filled with gravel. As a result, the Town is in the process of drilling a new well to replace the damaged well. He would not recommend BoreBlast. It is the recommendation to award to Denis L Maher Co., LLC using the approach specified in the Request for Bid.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	58	Number of Responses:	3 and 1 late
Warranty:	1 yr	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until received	Estimated Delivery:	As needed
Recommended Award to:	Denis L Maher Co LLC	Fund:	Water
Other Approvals Required:	no	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2012.03.14 – 29**

Resolution Re: B12042 Cummings well Cleaning and Pump Repairs

B12042 Results			Barrie Miller		Dennis L. Maher Co		Layne Christensen	
Item No#	Approx Qty	Brief Description of Item	Unit Bid	Amt	Unit Bid	Amt	Unit Bid	Amt
1	1	Mobilization and Demobilization, the sum of	7,500.	7,500.	3,920.	3,920.	750.	750.
2	1	Cummings Well Cleaning and Redevelopment: Including Pump Removal, Inspection, Parts Installation and Pump Unit Reinstallation; Well Pump and Column Cleaning and Painting, Pre-cleaning and after Cleaning Performance Testing and Televising of Well Screen, the sum of	16,500.	16,500.	20,110.	20,110.	8,860.	8,860.
3		Additional Chemicals If Required for Redevelopment		-		-		-
3a	25	A. Muriatic Acid at	5.00	125.00	6.10	152.50	4.00	100.00
3b	1	B. Polymer	200.00	200.00	450.00	450.00	84.00	84.00
3c	1	C. Sodium Hypochlorite at	4.00	4.00	3.00	3.00	2.00	2.00
4	1	For additional redevelopment time of the gravel packed well as specified, the unit price of	175.00	175.00	130.00	130.00	200.00	200.00
5	15%	Invoice mark up on cost of all pump unit parts to complete the work as specified which shall include providing pump equipment parts replacement		-		-		-
Total Bid				24,504.		24,765.5		9,996.

B12042 Vendor Solicitation List:

<https://online.ci.dover.nh.us/energie/financeRequests.php>

To: Dover City Council

From: Dorothea Hooper

Re: School Board

The Dover School Board met in Special Session March 5, 2012.

During Citizen's Forum the following topics were raised:

1. The JROTC instructor, cadets, and parents (some from Barrington) spoke in favor of funding the program. The various community service activities performed by the cadets were noted. Parents and cadets spoke of the leadership, confidence, and teamwork taught by JROTC.
2. A staff member of the SAU came forward and suggested that the board might consider enrolling out of town children in the Kindergarten program and charging tuition.
3. A parent questioned how the district was going to be able to provide a quality education for the children of Dover after having made approximately two million dollars in cuts.
4. A citizen pointed out that the School Board was not being cut but rather was being given approximately \$500,000 more than last year's budget. He noted that the tax payers are not a bottomless pit.

The Consent Agenda passed without comment.

A Resolution was brought forth by Mr. Limani to create three capital reserve funds for forward planning of School Board spending. He noted the city had suggested the School Board do this as a more transparent and long range look at spending. It would also even out the budget from year to year and be excluded by the tax cap. The three reserves mentioned were technology, curriculum and athletics. This resolution was for the purpose of establishing these reserves with no request for funding at this time. After much discussion the board passed this resolution.

Old Business revolved around the budget. Topics discussed focused on:

1. Length of the school year ----after feedback from parents and staff, it was agreed that early release days were not an effective use of time. The discussion revolved around cutting student attendance to 175 or 177 days which would conform to state mandates and save on substitutes and transportation (estimated savings \$55,000).
2. Rather than make additional cuts, go to the Council requesting an additional \$800,000.
3. What would be the affect on students if they transferred them into Math in Focus in grade 8 instead of grade 7?
4. Staff numbers were looked at and a proposal was made to move teachers from grade 5 in the middle school to lower class sizes in lower grades. There is one retirement that would not be replaced. By doing this staff could be retained and used next year in areas where the enrollment will increase. Members of the board made strong arguments that keeping experienced staff trumped losing them and having to train new staff in implementing curriculum. The principal of the Middle School noted the problems in reducing a 5th grade teacher.
5. The Director of DALC was questioned about the program again. It was suggested she ask Rochester to give us some help with funding.
6. The CTC Director was questioned about JROTC and what other program he might give up to save it. It was suggested he approach Portsmouth about chipping in with transportation costs which Dover is currently covering.

Some of the Dover School Board members have indicated that they will not vote for a budget that cuts a certain program (those mentioned were Kindergarten, JROTC, DALC, high school extra curricular activities).

A few straw votes were taken on putting the following back into the budget:

1. All day Kindergarten
2. DALC
3. H.S. Extra-curricular activities

There was consensus on shortening the school year (175 or 172 days) for students and using the rest of the 180 days for professional development for teachers.

Before the board put items back in the budget, they had made cuts totaling \$1,500,000. It was obvious that even though they found some of the cuts too extreme to retain quality of education, they had looked at the budget very carefully and attempted to find areas of savings they could live with.

The board has one more meeting in which to finalize the budget they will be sending to the City Council.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2012.02.22 – 30**

Resolution Re: Amendment for Wages only for Collective Bargaining Agreement between the Dover School District and the Dover Paraeducators' Association

WHEREAS: This Dover School Board and representatives of the Dover Paraeducators' Association have been involved in negotiations for wages only for fiscal year 2013 as stipulated in their collective bargaining agreement which expires August 31, 2013; and

WHEREAS: That the Dover School Board and the Dover Paraeducators' Association reached a tentative agreement as to the terms and conditions of a revised bargaining agreement; and

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

The Dover School Board is hereby authorized to execute a one (1) year amendment to the current collective bargaining agreement commencing September 1, 2012 through August 31, 2013 with the Dover Paraeducators' Association.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2012.02.22 – 30**
 Resolution Re: Amendment for Wages only for Collective Bargaining Agreement between the Dover School District and the Dover Paraeducators' Association

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 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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2012.02.22 – 30**
Resolution Re: Amendment for Wages only for Collective Bargaining Agreement between the Dover School District and the Dover Paraeducators' Association

RESOLUTION BACKGROUND MATERIAL:

As determined in the current DPA Master Agreement, the negotiating team met on January 19, 2012 to determine a wage increase, if any, for FY13.

The tentative agreement language:

- *The District proposes a \$100.00 lump sum, non-cumulative stipend to all paraprofessionals who will not be receiving a step increase in FY13. This stipend shall be paid in the first pay period of June 2013. Members must be actively employed at the date of payout to receive the bonus.*

Background information:

- 87 locally funded paraprofessionals will not receive a step increase for the 2012-2013 school year
- Numbers are approximate since paras may leave between now and next year.
- The cost for this stipend will be approximately \$9,383
- The figures above include FICA and Disability.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2012.03.14 – 31**

Resolution Re: Award Purchase Biocube Media Replacement Kit

WHEREAS: In 1998, an odor control system was installed at the WWTF to help minimize offensive odors resulting from the normal sewage treatment process; and

WHEREAS: One of the key components of this proprietary process, the media contained within the numerous filtration cubes, is failing and becoming less effective due to age and saturation caused by constant use; and

WHEREAS: BioRem, Inc. of Victor, NY, the manufacturer of the system and the sole distributor of the custom made media materials, can supply the media to perform a complete replacement to the odor control system at a total cost of \$29,048.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to BioRem, Inc. of Victor, NY for Biocube Media Replacement for the WWTF Odor Control System in the total amount of \$29,048.00. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
5320.1.300.43256.4741.04581.08.	WWTP Mach, & Equipment	80,000.00	40,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2012.03.14 – 31**

Resolution Re: Award Purchase Biocube Media Replacement Kit

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 – 2012.03.14 – 31**

Resolution Re: Award Purchase Biocube Media Replacement Kit

RESOLUTION BACKGROUND MATERIAL:

An odor control system was installed in 1998 to help minimize offensive odors during the treatment process. The media is failing, and can only be replaced by the sole manufacturer of this media. This was replaced in 2008 with very successful results. BioRem, Inc. of Victor, NY, the manufacturer of the system and the sole distributor of the custom made media materials, can supply the media to perform a complete replacement to the odor control system at a total cost of \$29,048.00.

Award Information:

A purchase order will be issued to the BioRem to expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	Until completion	Estimated Delivery:	2-3 weeks ARO
Recommended Award to:	BioRem	Fund:	WWTP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2012.03.14 – 32**
Resolution Re: Establishment of R.W. Lord Library Capital
Improvements Trust Fund

WHEREAS: The Richard W. Lord Revocable Trust of March 28, 2011 provides for the annual distribution of shares in the sum of \$10,000.00 to the Dover Public Library for the purpose of funding capital improvements at the library; and

WHEREAS: On March 2, 2012 the Dover Public Library received confirmation of the first distribution from the Richard W. Lord Revocable Trust in the amount of \$10,000.00; and

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

The City of Dover accepts receipt of the initial trust distribution in an amount of \$10,000.00 to be held in trust, for the purpose of funding capital improvements at the Dover Public Library. The principal of the City trust fund, all earnings and further contributions will be expended over time for the purpose of funding capital improvements at the public library.

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.3.

Resolution Number: **R – 2012.03.14 – 32**
Resolution Re: **Establishment of R.W. Lord Library Capital
Improvements Trust Fund**

RESOLUTION BACKGROUND MATERIAL:

Upon acceptance of the trust by the City Council, said moneys shall be turned over to the Trustees of Trust Funds, to be held as an irrevocable trust and invested in common with other funds held in trust.

The principal, any investment income and any new donations to the trust will be dispersed for the purpose of financing capital improvements for the Dover Public Library. Upon written request from the City of Dover Library Director to the Dover Board of Trustees, funds will be dispersed for capital improvement expenditures made at the library as documented by paid invoices.

All funds of the trust will be managed and reported on by the Trustees of Trust funds in accordance with State law.

The creation of this City trust fund is the result of the Richard W. Lord Revocable Trust of March 28, 2011, in which Paragraph D.5.a of the Trust provides that the share appointed to the Dover Public Library shall annually be distributed in the sum of Ten Thousand dollars until said share is exhausted and the distributed funds are for the purpose of funding capital improvements at the Dover Public Library.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2012.03.14 – 32**
Resolution Re: Establishment of R.W. Lord Library Capital Improvements Trust Fund

RESOLUTION RE: EDWARD D. LOZIER SCHOLARSHIP FUNDS

WHEREAS: the Dover School Board approved policy IKG, Establishments of Scholarships, and

WHEREAS: this policy states, "Once the School Board authorizes the establishment of a scholarship, a resolution shall be submitted to the Dover City Council for approval and acceptance of the scholarship funds. Upon City Council approval, the donated scholarship funds will be immediately turned over to the City of Dover, Trustees of Trust Funds," and

WHEREAS: In memory of Edward C. Lozier, a member of the Dover High School faculty, an annual scholarship in the amount of \$100.00 will be granted to a Dover High School senior who plans to pursue education at a career technical school in the field of auto technical or auto collision.

NOW, THEREFORE, BE IT RESOLVED the Dover School Board requests the Dover City Council accept the establishment of the Edward D. Lozier Scholarship and allow the City of Dover to be Trustees of these funds.

SUBMITTED BY:

Marjorie Fisher

Marjorie Fisher, Chairperson, Ward 6

Audra Lurvey

Audra Lurvey, Vice Chairperson, Ward 5

Beth Setear

Beth Setear, Secretary, Ward 1

Britt Ulinski Schuman

Britt Ulinski Schuman, Ward 2

Carolyn Mebert

Carolyn Mebert, Ward 3

Dorothea Hooper

Dorothea Hooper, Ward 4

Doris Grady

Doris Grady, At-Large

April 14, 2008

March 2, 2012

Ms. Carol Boc, Chairperson
Trustees of the Dover Public Library
73 Locust St.
Dover, NH 03820

Re: **The Richard W. Lord Revocable Trust**

Dear Ms. Boc:

Enclosed please find check number 0992 from The Richard W. Lord Revocable Trust payable to the Dover Public Library in the amount of \$10,000.00. This amount represents a distribution of the 2011 payment due to the Library under the terms of the Lord Trust, which provides as follows with reference to the Library's share of the Trust assets:

"The trustee shall annually distribute principal and/or interest in the sum of Ten Thousand and 00/100 (\$10,000.00) Dollars, until said share is exhausted, to the Dover Public Library for the purpose of funding capital improvements."

Kindly date and sign the enclosed receipt for this distribution, enter the Library's tax exemption number or tax identification number, and return it to us as soon as possible, using the envelope provided.

Yours truly,
COCHECO ELDER LAW ASSOCIATES, PLLC



Thomas F. Torr

TFT/jel
Encl. 3

Cc: Allan B. Krans, Sr., Esq.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2012.03.14 – 33**
Resolution Re: Establishment of School Athletic Equipment Capital Reserve Fund

WHEREAS: The Dover School Board approved a February 23, 2012 resolution requesting the City Council adopt the creation of three capital reserve funds; and

WHEREAS: The City Council adopts the City’s Annual Operating Budget, which may include appropriations for capital outlay and funding capital reserve funds; and

WHEREAS: The City Council desires to establish a capital reserve fund to hold and invest amounts designated for certain school athletic equipment related capital needs until such time as the funds are required;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
In accordance with NH RSA 34, a capital reserve fund is established titled School Athletic Equipment Capital Reserve for the deposit of any funds appropriated through the City’s annual operating budget or collected through specific user fee charges, with said funds to be held in custody by the Board of Trustees of the Trust Funds. The funds are to be used for the purpose of purchasing school athletic equipment identified as a project within the City’s Capital Improvements Program and/or annual operating budget.

AND, FURTHER BE IT RESOLVED;
The School Board is designated as the agent to carry out the purposes of the reserve, only after approval of a majority vote of the City Council to expend funds for each project as previously identified within the City’s Capital Improvements Program and/or annual operating budget.

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

NOTE: This resolution requires a majority favorable vote for passage after a public hearing.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2012.03.14 – 33**

Resolution Re: Establishment of School Athletic Equipment Capital Reserve Fund

RESOLUTION BACKGROUND MATERIAL:

In accordance with NH RSA 34, a City may establish a Capital Reserve Fund once a public hearing has been held on the proposal and the City Council votes to approve creating the Reserve.

The intent of a Capital Reserve Fund is to allow a community to set aside funds on an annual basis and allow them to accumulate for a designated purpose related to future capital projects. When adequate funding has been accumulated and the timing is appropriate, projects may be identified in the CIP and authorized by vote of the City Council to be funded from this fund.

The School Athletic Equipment Capital Reserve Fund is to be established for purchasing athletic equipment.

The School Athletic Equipment Capital Reserve fund will be financed from annual appropriations approved by the City Council in adopting the operating budget; not debt. Other funding sources may include user fees or other sources voted by the Council at a future date.

Included as background material is a resolution adopted by the Dover School Board requesting creation of this capital reserve fund.

RESOLUTION

RE: REQUEST FOR THE CREATION OF CAPITAL RESERVE FUNDS

WHEREAS: The Dover School Department requires large capital investments for the maintenance and development of its Curriculum Adoption Programs, Technology Infrastructure, and Athletic Equipment; and

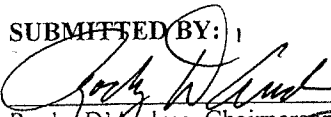
WHEREAS: The Dover School Department has a well-established administrative team to advise the School Board and business office regarding 10 years of planned capital purchases for Technology, Curriculum, and Athletic Equipment; and

WHEREAS: The City Council has requested that Dover School Department utilize capital reserve funds to provide savings opportunities and budget related security associated with long term planning of capital improvements.

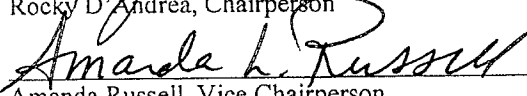
NOW THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

The City Council approves the creation of three distinct capital reserve funds to be used by the Dover School Department for the following: Curriculum Capital Reserve, Technology Capital Reserve, and Athletic Equipment Capital Reserve.

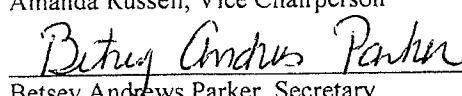
SUBMITTED BY: 1



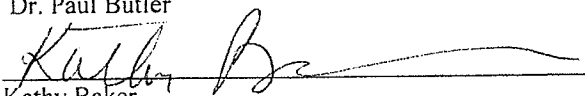
Rocky D'Andrea, Chairperson



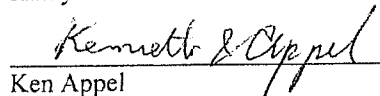
Amanda Russell, Vice Chairperson



Betsey Andrews Parker, Secretary

Dr. Paul Butler


Kathy Baker



Ken Appel

Doris Grady

February 23, 2012



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2012.03.14 – 34**

Resolution Re: Establishment of School Curriculum Capital Reserve Fund

WHEREAS: The Dover School Board approved a February 23, 2012 resolution requesting the City Council adopt the creation of three capital reserve funds; and

WHEREAS: The City Council adopts the City's Annual Operating Budget, which may include appropriations for capital outlay and funding capital reserve funds; and

WHEREAS: The City Council desires to establish a capital reserve fund to hold and invest amounts designated for certain school athletic equipment related capital needs until such time as the funds are required;

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

In accordance with NH RSA 34, a capital reserve fund is established titled School Curriculum Capital Reserve for the deposit of any funds appropriated through the City's annual operating budget, with said funds to be held in custody by the Board of Trustees of the Trust Funds. The funds are to be used for the purpose of purchasing school curriculum books and materials identified as a project within the City's Capital Improvements Program and/or annual operating budget.

AND, FURTHER BE IT RESOLVED;

The School Board is designated as the agent to carry out the purposes of the reserve, only after approval of a majority vote of the City Council to expend funds for each project as previously identified within the City's Capital Improvements Program and/or annual operating budget.

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

NOTE: This resolution requires a majority favorable vote for passage after a public hearing.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2012.03.14 – 34**

Resolution Re: Establishment of School Curriculum Capital Reserve Fund

RESOLUTION BACKGROUND MATERIAL:

In accordance with NH RSA 34, a City may establish a Capital Reserve Fund once a public hearing has been held on the proposal and the City Council votes to approve creating the Reserve.

The intent of a Capital Reserve Fund is to allow a community to set aside funds on an annual basis and allow them to accumulate for a designated purpose related to future capital projects. When adequate funding has been accumulated and the timing is appropriate, projects may be identified in the CIP and authorized by vote of the City Council to be funded from this fund.

The School Curriculum Capital Reserve Fund is to be established for purchasing curriculum books and materials.

The School Curriculum Capital Reserve fund will be financed from annual appropriations approved by the City Council in adopting the operating budget; not debt. Other funding sources may include user fees or other sources voted by the Council at a future date.

Included as background material is a resolution adopted by the Dover School Board requesting creation of this capital reserve fund.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2012.03.14 – 36**

Resolution Re: Establishment of School Technology Capital Reserve Fund

WHEREAS: The Dover School Board approved a February 23, 2012 resolution requesting the City Council adopt the creation of three capital reserve funds; and

WHEREAS: The City Council adopts the City's Annual Operating Budget, which may include appropriations for capital outlay and funding capital reserve funds; and

WHEREAS: The City Council desires to establish a capital reserve fund to hold and invest amounts designated for certain school athletic equipment related capital needs until such time as the funds are required;

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

In accordance with NH RSA 34, a capital reserve fund is established titled School Technology Capital Reserve for the deposit of any funds appropriated through the City's annual operating budget, with said funds to be held in custody by the Board of Trustees of the Trust Funds. The funds are to be used for the purpose of purchasing school technology equipment and improvements identified as a project within the City's Capital Improvements Program and/or annual operating budget.

AND, FURTHER BE IT RESOLVED;

The School Board is designated as the agent to carry out the purposes of the reserve, only after approval of a majority vote of the City Council to expend funds for each project as previously identified within the City's Capital Improvements Program and/or annual operating budget.

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

NOTE: This resolution requires a majority favorable vote for passage after a public hearing.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2012.03.14 – 36**

Resolution Re: Establishment of School Technology Capital Reserve Fund

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing 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.6.

Resolution Number: **R – 2012.03.14 – 36**

Resolution Re: Establishment of School Technology Capital Reserve Fund

RESOLUTION BACKGROUND MATERIAL:

In accordance with NH RSA 34, a City may establish a Capital Reserve Fund once a public hearing has been held on the proposal and the City Council votes to approve creating the Reserve.

The intent of a Capital Reserve Fund is to allow a community to set aside funds on an annual basis and allow them to accumulate for a designated purpose related to future capital projects. When adequate funding has been accumulated and the timing is appropriate, projects may be identified in the CIP and authorized by vote of the City Council to be funded from this fund.

The School Technology Capital Reserve Fund is to be established for purchasing technology equipment and improvements.

The School Technology Capital Reserve fund will be financed from annual appropriations approved by the City Council in adopting the operating budget; not debt. Other funding sources may include user fees or other sources voted by the Council at a future date.

Included as background material is a resolution adopted by the Dover School Board requesting creation of this capital reserve fund.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2012.03.14 – 37**
Resolution Re: **Free Parking in the Downtown Area**

WHEREAS: Parking kiosks were installed in the downtown area of Dover as part of a parking management plan;

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

- A. The policy of the City Council is established to support free parking on public streets in the downtown area of the City of Dover for the use of customers of downtown businesses.
- B. The parking kiosks shall be removed within sixty (60) days of the passage of this resolution. The parking kiosks shall be marketed and sold to recoup the reasonable value of the kiosks at the time of removal.
- C. A public hearing shall be held on this resolution to allow citizens to address the City Council on this resolution.

PUBLIC HEARING IS RECOMMENDED

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Sponsored by: Councilor Michael Weeden
Finance Director

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2012.03.14 – 37**
Resolution Re: **Free Parking in the Downtown Area**

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 Ed 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, Robert Carrier, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Parking kiosks were installed in the downtown area in 2010-2011 in three phases. The cost of the installations was approximately \$600,000. Bonding authority was issued to support the expenditure.

Letter to City Manager and Councilors

From: hmf2@comcast.net

Sent: Thursday, March 01, 2012 8:43 AM

To: Joyal, Michael

Cc: Hooper, Dorothea; Lavertu, Karen; Trefethen, Dean; Weston, Karen; Carrier, Robert; Cheney, Catherine; Crago, Michael; Garrison, William; Spuler, Edward; Weeden, Michael

Subject: Letter to City Manager and Councilors

Dear Mr. Joyal, Mayor Trefethen and Councilors,

It has been awhile since I have Emailed and decided yesterday to Email the Mayor. It was Mr. Crago who suggested an easier way for the citizens to contact their Councilors. So I went onto the city website, clicked onto the manager/mayor/ councilor and while there are great pictures of you all, it certainly was not easy for me to get access. I not only do not want to choose an application (and I confess the computer is not my favorite method of communication) but when it asks for an address and then a password and rejects the password I have used for years, it upsets me. I tried several passwords pertaining to the city and if there is a magical one, I did not come across it. We had such a nice system before this. I would like to be able to click onto the city website, see your pictures and under them your Email address that one click can get me to you. This is absolutely absurd. I wish people would stop changing things that are not broken.

I had some names in my address book and note that the addresses are not the same, but hope you all get this. I typed in from Karen Weston on, and if I did it incorrectly, I apologize. I had your address, City Clerk Karen, and presume you make sure this gets in the Council packet.

Some of the council meetings I missed, and last night I watched the Feb. 22 meeting replay. Please do not change the Council matters of interest to an earlier time in the agenda. There is no issue of continuity by having it after the Mayor's report. City business should come before that which a Councilor might want to discuss for any reason. It is a good ending. If I were to change anything, it would be to have the City Manager's report immediately following Citizen Forum, and a guard at the door to keep the citizens from leaving so that Mr. Joyal can respond while they are still there!

I am also very tired of this Email that has caused such a stir. We keep bringing up the past and while I hope we learn from it, it does not have to be dredged up over and over. I resent the implications in Crago's letter that past councilors were self serving and maliciously ambitious. Councilor Cheney does not like to have her own way? Of course she does. Catherine is a big girl...she should be able to take it. As should all of you when flack comes your way. I admire you for your willingness to serve, but nowhere in the City Council Procedural Rules and Decorum Guidelines or in the Oath of office do I see that the win in your ward assures you of getting everything you want.

This was going to be sent to Fosters, but I am tired of seeing the dirty linen hung out to dry in the paper. I would wish, Councilor Crago, that you would shorten your sentences. In your commentary of Feb.14 I read and reread the first paragraph, and only by counting the 74 words in the first sentence did I realize that it WAS just the one sentence. And I have reread the commentary several times. I hope any implementing of your Baldrige-inspired business framework works out better for the city than the Email has for me!

Since we must have transparency, I figure I may as well Email you all at once....it would be nice if there were a spot that one could click onto and it would send all of you an Email! I would try not to abuse it! Too many citizens are afraid to speak out on some of these things because "it will not make a difference" or "I would be embarrassed" and I love "I am afraid to stand up there (podium)". The meetings you all are doing for the Citizens are a good idea. I like this city... and I truly do appreciate the work you are willing

Letter to City Manager and Councilors

to do to keep it a good one.
I do have a tendency to speak out.

Councilor Crago... I am a citizen and I did not vote for the tax cap. And see below.

Councilor Weeden... I would resent the cost of taking out the parking kiosks. Keep them. I would like the transponders.

Thank you
Marilyn Follansbee
25 Dover Point Road