



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, April 25, 2012**
Meeting Time: **To follow Workshop**

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. NAMING OF BRUCE THORNER FIELD

SPONSORED BY DEPUTY MAYOR CARRIER

B. ACCEPTANCE OF THE ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2013 CDBG ENTITLEMENT FUNDS

SPONSORED BY MAYOR TREFETHEN BY REQUEST

C. CHAPTER 5, BOARDS AND COMMISSIONS – SOLID WASTE ADVISORY COMMISSION

SPONSORED BY COUNCILOR GARRISON

D. CHAPTER 166, VEHICLES AND TRAFFIC: PIERCE STREET STOP SIGN

SPONSORED BY COUNCILOR WESTON AND COUNCILOR WEEDEN

E. RESOLUTION: FISCAL YEAR 2013 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM – SCHOOL PORTION ONLY

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. April 4, 2012

B. April 11, 2012

11. MAYOR'S REPORT



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12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. **CHAPTER 5, BOARDS AND COMMISSIONS – SOLID WASTE ADVISORY COMMISSION**
SPONSORED BY COUNCILOR GARRISON
2. **CHAPTER 166, VEHICLES AND TRAFFIC: PIERCE STREET STOP SIGN**
SPONSORED BY COUNCILOR WESTON AND COUNCILOR WEEDEN

B. ORDINANCES IN THE 3rd READING – None

C. RESOLUTIONS

1. **NAMING OF BRUCE THORNER FIELD**
SPONSORED BY DEPUTY MAYOR CARRIER
2. **ACCEPTANCE OF THE ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2013 CDBG ENTITLEMENT FUNDS**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **BLOCK PARTY – New Hampshire Soap Box Derby**
2. **PARADE – Our Lady of the Rosary & Knights of Columbus**
3. **PARADE/ROAD RACE – Triangle Club, Inc.**
4. **RAFFLE – American Legion Dover Post 8**
5. **RAFFLE – Jaden’s Ladder**
6. **RAFFLE – Mrs. New Hampshire America 2012**
7. **RAFFLE – Seymour Osman Community Center**
8. **TAG – Dover Baseball**
9. **B12052 AWARD OF BID FOR CONSTRUCTION EQUIPMENT RENTAL**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
10. **B12053 AWARD OF BID FOR SAND & GRAVEL PRODUCTS**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
11. **B12058 AWARD OF BID SEWER DRAIN SUPPLIES**
SPONSORED BY MAYOR TREFETHEN BY REQUEST



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12. B12059 AWARD OF BID WATER DRAIN SUPPLIES
SPONSORED BY MAYOR TREFETHEN BY REQUEST

13. B12070 AWARD OF BID PRECAST CONCRETE STRUCTURES
SPONSORED BY MAYOR TREFETHEN BY REQUEST

14. AUTHORIZATION TO ACCEPT HOUSEHOLD HAZARDOUS WASTE GRANT
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 – None

C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE – None

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT

CITY MANAGER'S REPORT



April 25, 2012

SUBMITTED BY:

J. MICHAEL JOYAL, JR.
CITY MANAGER

**CITY OF
DOVER, NH**

AVAILABLE ONLINE:

WWW.DOVER.NH.GOV

STREETS, WATER, SEWER UPDATES

Utilities: The Utilities crew completed the water main project on Crosby Road. A sampler was installed and a service line disconnected for chlorination and pressure tests. Crews excavated and installed crushed gravel to support the edge of the road. Paving is the only punch list item remaining and will be completed in April. This work was performed in order to provide a loop in the Crosby Road Industrial Park.

The next project involved the disconnection of two water cross ties on Tolend Road. In the summer of 2011, the City connected all of the homes that were on the 6-inch main and tied them onto the 16-inch main. This work was located, roughly, from the Spaulding Turnpike Bridge to Willow Drive. In addition to the house services, two cross connections needed to be disconnected. These cross connections consisted of an 8-inch main between the 16-inch main and the 6-inch main. Crews had to shut off the 16-inch main for a day to complete this work. The City now only has one main to continue maintenance on.

Crews also worked on installing an 8-inch main across Tolend Road at Upper Factory Road. The City plans to install approximately 100 feet onto Upper Factory Road. Both of these projects are being completed before the reconstruction of Tolend Road occurs. Crews have been working on a low water pressure issue at 801 Central Avenue. Staff replaced the City-side of the service and used a compressor to clear out the customer's side. The customer may need to replace their side of the service to improve water flow.

The North End Water Project on Long Hill Road has been ongoing. The contractor is installing a 12-inch water main to Sixth Street. The next step will be to finish water services and drainage culverts on Long Hill Road and then onto Sixth Street. The Water tank contractor, Preload, is due to mobilize on April 1st and the booster station contractor, Apex, is installing interior and exterior piping.

Staff continued to conduct leak detection surveys. Using the 8-pod system, staff placed the pods on gate valves overnight to listen for leaks. This work is currently taking place in the Washington Street and Belknap Street area.

The sewer pump for the River Street Pump Station is due back the first week of April. The two newly installed pumps had failed their start-up testing and one pump was sent back for a complete overhaul on the rotating assembly. The second pump is currently running at the station. Once the new pump arrives and is installed, the second pump will be disassembled and sent back to the factory for a complete overhaul. This is the last phase of the station reconstruction.

Streets: During the month of March, the Highway Division continued to fill various potholes with cold patch throughout the City. Crews responded to four winter storm events during the month, plowing and salting/sanding as needed. Mailboxes struck by plows during winter operations were repaired or replaced as needed. Crews also repaired damaged lawns by smoothing out, loaming and reseeding the disturbed areas. Street sweeping operations have commenced for the season. Crews have started in the areas slated for restriping and will continue until all City streets have been cleaned. Old Garrison Road and Bay View Road were both graded; this was part of routine maintenance to remove potholes and smooth out the roads.

City crews worked with the State to install a leaching basin on Evan's Drive. The lack of drainage pitch in the area had caused water from the roadway to run onto the homeowner's property and flood the driveway. An agreement was made with the State where they supplied the materials and the City performed the work. Crews utilized the jet truck to clean out the culverts on Middle Road and County Farm Cross Road. The

culverts had been clogged with debris, which caused the water to drain slowly and would have likely resulted in flooding if not cleaned. Crews installed 72 feet of 2-inch culvert pipe on Lowell Avenue. This work was in cooperation with the University of New Hampshire as a part of a gravel wetlands project. Highway crews removed and replaced the old drainage piping, which had rotted out. After the completion of the drainage project on Whittier Street, crews repaired the lawn, re-raked the leaves and prepped the area for the new fence. Hydro-seeding is all that remains.

Employees worked in the City pit, located behind the Public Works Facility, mixing gravels for various upcoming projects. Several loads of salt were received, mixed with sand and stored for winter operations. All vehicles were washed and the sanders cleaned and stored away until next winter.

Traffic Signal Project Update: Two new modems for Hannaford and Weeks Crossing were configured and programmed and there is now communications with both masters. A phone drop was installed at Central Avenue and Oak Street. This location has not been set up in the central system yet, but the modem has been configured for communications. The cabinet in Upper Square was replaced and is in order. The overhead signs were removed at Central Avenue and Glenwood Avenue and at Central Avenue at Weeks Lane as they were no longer appropriate given the change in phasing for the side streets that was implemented at these two intersections. Ocean State reconfigured the cabinet at Weeks Crossing and installed the new counting loop amplifiers. The ability to collect data is not operational yet, but they are currently in the process of addressing this issue in the field and hope to be live by next week. Other office activities have included set up of the Route 108 traffic simulation model for analysis, and reviewing the results of the downtown modeling to determine how best to tweak these existing timings.

PROGRAMS AT CITY CENTERS/BUREAUS

Investigations/Legal Bureau: During the month of March, 2012, there were 8 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 13 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 March, the SIU made an arrest in a robbery that occurred in late January 2012. Investigations continue into that and other robberies and burglaries reported in previous months.

The SIU investigated three unattended deaths that occurred in March.

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

Parking Bureau: At the end of February, the Parking Fund had a net income of \$158,910 for the current fiscal year. Total income for February was \$52,659 with expenses of \$27,769 for a net income of \$24,890.

The Parking Bureau filmed two videos showing drivers how to use the parking meters that will be posted on the Parking Bureau's website and possibly be shown on Channel 22. One version was done in English and one in Spanish using two of our own parking officers.

The posting of signs noting "please pay meter for entire visit" at the edges of the parking lots appears to have reduced the confusion for drivers who thought the short visit exception to getting a parking meter receipt was for all metered areas and not limited to on-street spaces.

Traffic Bureau: On Monday, March 12th, the Traffic Bureau coordinated the Police Department's participation in the statewide enforcement effort entitled "Operation Safe Commute". With grant funding from NH Highway Safety Agency, extra patrols were performed between 6 AM and 9 AM, during the morning commute, and between 4 PM and 7 PM during the evening commute. Targeted areas on that date included Littleworth Road, Tolend Road, Cushing Street, Glenwood Avenue, Back River Road and Portland Avenue. Targeted violations included following too closely, failure to signal lane changes, speeding, distracted driving, and other moving violations.

Sergeant Speidel continues to work closely with the City's Traffic Signal Coordination Committee, under the direction of Public Works Superintendent Bill Boulanger and the City's consultant, Sebago Technics, to move the City's Traffic Signal Project forward.

On March 13, Ocean State Signal Company reconfigured the cabinet at Weeks Crossing to install new counting loop amplifiers. This will give the City of Dover and the NH Department of Transportation the ability to collect traffic count data at all approaches to this intersection. Sgt. Speidel provided manual traffic control at the intersection while power was disconnected during the upgrade.

Sgt. Speidel performed 9 child passenger seat inspections during the month of March. 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. Each safety check takes approximately 30 to 60 minutes. Sgt. Speidel is a certified Child Passenger Safety technician, and the Police Department provides this service free of charge.

Sgt. Speidel has partnered with Wentworth-Douglass Hospital's Childbirth Education Center to provide infant child safety seat inspections. This new program is scheduled 2-3 evenings per month in conjunction with WDH's Prepared Childbirth and Hypnobirthing education classes and will primarily serve clients of the hospital's birth center. The program is also available to the general public.

The Traffic Bureau provided equipment to facilitate event parking and traffic control for an Alzheimer's Association event at Langdon Place on March 30.

Patrol: During the month of March, officers handled a total of 2,535 incidents resulting in the following activity / arrests;

On March 20th and again on March 21st, Officers responded to a wooded area located between Plaza drive and Smith Well Road for two separate outside fires. Officers assisted the Fire Department by limiting citizen access to the area and with traffic control. Officers located and interviewed residents in the area. The information obtained during those interviews led to the arrest of a 15-year-old male for the fire on March 20th and a separate 15-year-old male for the March 21st fire. Both juveniles were charged with Arson.

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|-------------|---------------------------------------|
| 1058 | Traffic Stops |
| 68 | Total Arrests |
| 14 | DWI |
| 2 | Arrests for MV Charges other than DWI |
| 11 | Drug Related Arrests |
| 13 | Arrests for Assault |
| 7 | Theft Related Arrests |
| 1 | Arrest for Robbery |
| 3 | Arrests for Criminal Mischief |
| 3 | Arrests for Other Agency Warrants |
| 8 | Arrests for Electronic Bench Warrants |
| 3 | Arrests for Violation of Court Orders |
| 1 | Arrests for Criminal Trespass |
| 2 | Arrest for Disorderly Conduct |
| 4 | Arrests for Arson |

Diversion Program: The Diversion Committee met on Thursday, March 8th and March 22nd. The committee released one participant and there is one pending release.

As of this report, there are five active participants in the Dover Diversion Program and the next meetings are scheduled for Thursday, April 5th and Wednesday, April 21st.

At the time of this report, there are three new cases awaiting the April 5th meeting. Any additional cases will be reviewed at that meeting date or a date determined by the committee.

Dover Housing Authority: On March 19th, Officer Joslin, at the request of the teachers at the Strafford County Headstart Program, participated in morning recess with the children. Officer Joslin is also attempting to set a time to speak with the younger children about safety. He has also been requested by several parents to help complete fingerprint and data cards on their children.

On March 21st, Officer Joslin along with staff from the Dover Housing Authority met with the residents of Central Towers and St. John's Apartments. Officer Joslin spoke to the residents about general safety around their building and scams that are targeted toward the elderly. Officer Joslin also took questions and learned that the residents at St. John's were concerned with cars speeding on Chapel Street. Officer Joslin has since undertaken a daily patrol of the area.

Officer Joslin also attended the annual DARE Officer training on the 28th.

During the month of March, 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 March, Officer Caproni assisted 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 any emotional and physical development issues of a "Man" today.

March included community service events such as a community breakfast and dinner. Some members of the Quantum Program also participated with the Explorer Program as actors in a mock crime scene investigation.

The Junior Achievement program also began in March. Junior Achievement is a program focused on enhancing communication skills for a working environment. Cultural events included a trip to Manchester to see the show "Chicago".

Community Service Program: The Community Service program tracked 22 active participants in the month of March. Of the 22 juveniles in the program, 6 participated during the month. A total of 16 hours of community service work was completed with no members completing their obligation during the month.

In 2012, 36 hours of community service has been completed and no members have finished their court ordered hours.

Police Explorer Program: During the month of March, the Explorer Post met on March 7th. Detective Tim Burt began his first presentation on CSI 1.

On March 21st, the Explorer Post met at the Dover Housing Authority Substation for a "hands on" Crime Scene. The Post had to work the crime scene of a mock death investigation. High school students from the DHA Quantum program participated as actors and made the activity as realistic as possible.

The Explorer Post currently has eight explorers and there are no background checks in progress. There are two new explorers 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.

Upcoming events include the following:

April 4th - K9 Demonstration

April 21st - Reds Road Race traffic control

April 28th - Dover Cleanup

Dover Coalition for Youth: Student behavior surveys were conducted at Dover Middle School on March 7th and Dover High School on March 9th. The surveys are conducted annually to help determine trends, identify problems and guide program development. The results of the 2012 survey should be available sometime late this summer.

The Coalition Coordinator presented to the Dover Rotary Club on Wednesday March 14th. The presentation focused on the prescription drug epidemic and ways in which business and community members can take action to help address the problem.

On March 28th the Sober Truth On Preventing Underage Drinking Act Grant (STOP Act Grant) was submitted. If awarded the grant, the City will receive \$50,000 a year to expand our efforts on reducing underage drinking. The grant proposal outlined strategies including working with landlords, liquor licensees, student athletes, and youth empowerment programs to address alcohol abuse issues. Notification on grant awards should be sometime in late August.

The Coalition is working on planning a Town Hall meeting for Thursday April 19th from 6:00-7:30pm. The meeting will focus on the role that everyone in the community can play to help stop underage drinking. The meeting will include the review of local data and a presentation by Kathi Meyer who talks about how her 17-year-old daughter, Taylor, died after a night of drinking alcohol. Kathi shares details of how friends and community members had the opportunity to step in and take action. In addition to the presentations, participants will have the opportunity to discuss what their role is in addressing the problem of underage drinking.

Youth to Youth: During March, the Youth to Youth program celebrated its 20th anniversary with a celebration in the City Hall auditorium attended by former and current student members, their parents, city officials, local partners and sponsors, and various supporters from around the state. The students constructed a variety of displays illustrating various substance abuse presentations they give, projects they have undertaken, laws and ordinances they have proposed, and media projects created over the past 20 years.

Also in March, Youth to Youth distributed 100 DVDs of their Sam Skunk theatrical presentation on prescription drug and medicine safety to second graders at Woodman Park School. The video was shot during a Youth to Youth presentation last month at that school.

During the month, Dover Youth to Youth students created five radio public service spots. The five spots all attempt to encourage adults to prevent access to alcohol by teens. During the month the 30- and 60-second spots played almost 200 times, including regular plays on WERZ, WOKQ, The Shark, and WBYY The Bay. The campaign was paid for by an underage drinking grant received by the Strafford County Sheriff's Office. The Sheriff's Department asked Dover Youth to Youth to create the spots because of the group's experience in doing so.

On March 21st, approximately 25 Dover Youth to Youth students participated in anti-smoking demonstrations on the UNH campus. They were asked to participate by the UNH Health Department. The students urged UNH students to consider quitting smoking. They were also carrying signs and chanting "break the chain". Some were wearing mock chain links and others were dressed as cigarette packs.

On March 28th, Youth to Youth students also conducted their annual alcohol/tobacco Gear Exchange at an event held on Kick Butts Day at the McConnell Center Cafe. At the same event, the students presented the awards for its Logo Lampoon Artwork Contest where students created art that spoofs cigarette advertising.

This month, Y2Y students also conducted 4 presentations to fourth grade classrooms at Garrison School on media literacy, tobacco advertising and consequences of smoking. During this year all 10 fourth grade

classrooms in Dover schools received this presentation and these 280 students were also invited to the Kick Butts Day event to receive their T-shirt and go through an ice cream buffet.

Teen Center: The Dover Teen Center calendar for March 2012 consisted of educational and social programming for youth participants. See below for this month's highlights.

For the month of March 2012, the Teen Center saw a total of 671 participants on 20 days of programming, which yielded an average of just under 34 participants per day. This is a slight drop in the daily average, most likely due to the unexpected week of warm weather (daily averages were very low all week long).

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

- TC Tournament – “8-Ball Tournament” (3/8)
- TC Music Event – DoverPalooza – “Spring Fever Show” (3/9)
- TC Sports Event – “March Madness Picks” (3/12)
- TC Snack Special – “Pancakes” (3/14)
- TC Community Buck\$ Bonus Trip – “Top 12 Trip To FunSpot” (3/16)
- TC Sports Event – “Flag Football” (3/20)
- TC Early Release Day – “TC FUN-DAY” (3/28)
- TC Music Event – “Karaoke Jam” (3/30)
- TC Music Event – DoverPalooza – “The Rap Show” (3/30)

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:

- 22 pedestrian crosswalk warnings
- 17 assistance calls
- 8 total MV warnings
- 2 MV crosswalk warnings
- 6 MV one-way warnings
- 3 MV assistance calls
- 3 parking assistance calls
- 4 roadway obstructions
- 3 skateboard warnings
- 4 bicycle warnings

Animal Control: For the month of March, there were a total of 71 animal calls. Of those, 23 were handled by the Animal Control Officer, 19 were handled by Dispatch and 29 by Patrol Officers, requiring the ACO to follow-up on 10 of them. The following is a breakdown of the calls handled by the Animal Control Officer:

- 5 found animals
- 4 welfare calls
- 5 loose dogs
- 4 deceased animals
- 5 nuisance animal calls

During the month, ACO Ladisheff received 43 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 March, the K-9 Unit conducted a total of 20 hours of training.

Officer Keefe conducted a total of 4 tracks. The tracks were for the crimes of Assault and Burglary as well as in locating a suicidal subject.

Additionally, Officer Keefe and K-9 Grinko provided perimeter security while officers searched a residence regarding a possible Burglary.

On March 20th, Patrol Officers responded to an East Street residence for a subject who was suicidal and had taken a large amount of prescription medication. The subject had left the residence on foot prior to the officers' arrival. Officer Keefe and K-9 Grinko were contacted and conducted a track. Officer Keefe and Grinko located the individual after tracking him for over three miles. The subject was found unconscious in a remote area and most likely would have died if not located.

Communications Bureau: During the month, the Communications Bureau handled 9,872 radio transmissions, 9,104 phone calls, 340 emergency calls, 82 alarms, and 225 customers in the Police Department's lobby

Recreation Programs: The Recreation Department is in the process of organizing and marketing the spring and summer programs. They have advertised an expanded travel program run through the Senior Center and have seen a good response.

The girls and boys 5th & 6th grade all-star basketball teams continued practicing and competing in tournaments. The girls and boys participated in the Rochester, Marshwood and Seabrook tournaments.

The 18+ and 50+ Men's Basketball leagues finished out their regular seasons and are done their playoffs. The 35 + men's league and the Seacoast Women's Basketball League will wrap up their finals in early April.

Adult fitness classes continue to be very popular, with new sessions of Yoga, Pilates, Zumba® and Interval Toning being held in the dance studio. The next session for all these classes will begin in April.

Dancing with the Dover Stars was held on March 10, 2012 and continues to be a very successful fundraiser for the Dover Community Senior Center.

The last week of Spring Sports Sign-ups were held at the McConnell Center cafeteria and field requests were received for all leagues.

Senior Center Programs: The Dover Community Senior Center (DCSC) continues their recurring daily activities of Bingo, Bridge, Cribbage, Mahjongg, Scrabble, Pay Me, Whist and many more.

Session Two of Fitness Classes started March 12th and will run through April 20th.

The Book Club Meeting was held on Tuesday, March 27th discussing the book, "Friday Night Knitting Club". Next meeting will be held on Tuesday, April 24th to discuss, "The Faith Club".

Craft group is held on Monday mornings at 9am. The next group will meet on April 1st.

Spanish Class is held on Tuesday mornings at 9:30am. The next class will be held on April 3rd.

The in-house ukulele band, The Silver Strummers, continue to practice at the center on Wednesday mornings at 9am. They have regularly scheduled free performances at many local assisted living facilities.

The Senior Advisory Committee meeting was held on March 9th. The next meeting will be on April 13th.

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

The visiting Nurse was checking Blood Pressure on March 8th and March 22nd. She will visit again on April 12th.

Ireland Night was held on March 15th. This was a preview party to unveil details about the upcoming Collette Vacations trip to Ireland in October.

43 Seniors boarded a bus to The Trump Taj Mahal in Atlantic City, NJ on March 18th - March 21st.

The Dover Senior Center welcomed 14 new members during the month of March!
The center also renewed 30 memberships this month!

Dancing with the Dover Stars: 725

Mystery Lunches: 52

Senior Advisory Board Meeting: 9

Indoor / Outdoor Pool: The month of March brought on the end of the short course season for Seacoast swimming, they will begin their next season in April.

Hydrofitness continues on a weekly basis, drawing as many as 15 swimmers every class time. Aqua Zumba has been a hit at the pool with as many as 35 attendees per week.

Pool attendance has been steady, lap swimming continues to be crowded on a daily basis and Rec swim has seen an increase since the after school time period became available when high school swimming ended. Spring Session of swim lessons began in March and is the most heavily attended session the pool has ever had. Dover Residents filled the weekend lessons before we could open registration for non-residents a week later. Staff has added a few more classes to try and accommodate the masses.

A few more Sunday hours have been filled throughout the month with a Triathlon group as well as a Kayak group renting time every Sunday.

The Masters Swim program continues to draw approximately 30 swimmers to their practice times.

The Mighty Seals are working hard to prepare for their swim meet that will take place at the Indoor Pool in April; they continue to practice every Sunday.

Attendance for the pool is as follows:

Adult Lap Swim: 75-90 swimmers daily

Hydro-Fitness: 15 patrons

Aqua Zumba: 35 participants

Rec Swim: 10-20 swimmers daily
Rentals: 5 Birthday Parties

Ice Arena: March is the transition of the winter to spring seasons for the arena. High school games and practices have ended as well as the Dover Youth Hockey practices and games. The month started off with the New England Bay State Girls Hockey tournament which had 28 teams from all over New England and one from New York for this 3 day event. Each weekend the arena also hosted several games for the Seacoast Hockey Tournament with teams from all around the state of New Hampshire and greater seacoast area. 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 March.

Stick Practice: 380

Public Library: Attendance at the 32 special library programs (storytimes, movies, performers) was 594. Children made 259 crafts at the “Make-It, Take-It” Table in the Children’s Room. The AWE Literacy Station in the Children’s Room was used 312 times (avg. 11.5/day)

DEPARTMENTAL COLLABORATION & ENHANCEMENTS

The Building Inspector worked with the Information Technology Office to provide formatting ideas and develop a user process for the Inspection Division.

The Dover Public Library aided the school libraries on 4 occasions with Dovernet automation system tasks.

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
- Willand Pond
- Silver Street reconstruction request for proposals.
- Harvest Place
- Appaloosa Drive

The Assistant City Planner and the Economic Development Director continue to develop outreach materials for businesses on Dover’s sign regulations.

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 Purchasing Office started using Constant Contact for Finance Bid Notification lists in March. Dover’s website has been updated to direct to Constant Contact for new subscribers.

Louise Paradise configured a Microsoft Access program to help track training for the Fire Department. This program was done by the school’s IT class, at no additional cost.

PLANNING & ZONING

Planning and Community Development staff worked in March with staff at COAST to review locations for bus stops and ways to improve transit frequency, such as the use of a device which would allow public transit busses to have a priority at traffic lights. COAST is reviewing if this implementation is allowed by the State of New Hampshire and will advise the City. This work is part of a larger discussion on ITS (Intelligent Transportation Systems), which works to improve transportation corridors to include flow and lessen pollutants.

Planning staff worked on early stages of participation in May's Bike/Walk to work week. The City has hosted a free breakfast to "green" commuters for the past two years and plans on promoting the event this year, as well.

Planning and Community Development staff worked in March to review extraction permits in Dover. These permits are required for property owners to operate a gravel pit in Dover. Annually these permits are reviewed by the department and approved by the Planning Board. The work in March was in preparation for reviews in April, which meant meeting with pit owners to layout the process and discuss opportunities for improvements.

Planning Board

- Approved the Community Development Block Grant action plan for FY13. This will be forwarded to the City Council for adoption in April.
- Held a public hearing asking the public for input on land use regulations the Board might want to review. None were suggested
- Held a public hearing on the Conservation and Open Space chapter of the Master Plan. This was adopted unanimously by the Board after the hearing.
- Approved a site plan for the Dover Housing Authority to create a parking lot addition for housing on Union Street.
- Held a public hearing on renovating a former shoe factory/warehouse into 42 units of housing located at 1 Dover Street. The public hearing was recessed and a site walk was scheduled for April 3, 2012.
- Approved a Minor Lot Line Adjustment for two parcels located on Wentworth Terrace. No new lots were created.
- Approved a Minor Subdivision of land on Gulf Road. 1 new lot was created using the Kings Highway private driveway.
- Granted a Conditional Use Permit to allow for a shared parking for a new restaurant to be developed where the former "Blockbuster Video" was located on Webb Place. The space will be divided into a "Five Guys" restaurant and a retail space.

Zoning Board

- Granted a variance for Dover Flower Studio LLC at 652 Central Avenue from Section 170-12.A of the Zoning Ordinance. This will allow for the erection of a 11 square foot projecting sign, where freestanding signs are not allowed by right.
- Granted a special exception to Dover Flower Shop LLC at 652 Central Avenue from Section 170-12.A of the Zoning Ordinance. This allows a neighborhood sized retail use to be placed where a retail use had previously operated.

Conservation Commission

- A revision to a previously supported NHDES Minimum Impact Expedited Permit was endorsed for the New Hampshire Department of Transportation located at Hilton Park (Little Bay Bridge Project). This will allow for the impact of 200± sq. ft. of shore land to construct a natural gas pipeline by means of a horizontal directional drill under Little Bay/Piscataqua River. Revision is to construct 113 feet of gas pipeline to connect to the existing gas transmission line. Buffer impact was endorsed by Conservation Commission on December 12, 2011.

Transportation Advisory Commission

- Denied 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 the traffic calming project on Atkinson, Belknap, Cushing and Lexington Street
- Reaffirmed a request to replace a “Yield” sign on Pierce Street with a “Stop” sign

Energy Commission

- Held an organizational meeting, approving rules, identifying when meetings will occur and discussing the election of officers.

The Master Plan Steering Committee held meeting on Wednesday, March 28. The Committee reviewed the outcomes of the March kick off meeting, held March 10, and the neighborhood meetings held March 13, 14 and 22nd. Additionally, the committee discussed the survey that is available, and the work to be completed as part of the April meetings.

The Open Space and Conservation chapter of the Dover Master Plan was approved by the Planning Board on March 27, 2012. The Chair of the committee, Lee Skinner, presented the revised chapter to the Planning Board at a workshop on March 13, 2012

As the FY2013 CDBG fund allocation process is underway, Planning Staff is working on documenting the process and investigating areas for improvement. One current revision has been to the format the information is presented to the Planning Board.

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 presented them to the Planning Board on March 13, 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. The March topic was the Conservation and Open Space Master Plan. The April topic is land use board orientation and sidewalks vs shoulders for roadways.

The Director of Planning and Community Development is developing an invitation to business owners. The invitation will be to meet with Planning staff and discuss the relation between developing a quality of life Dover residents would like, while being supportive of economic development.

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

- NH Coffee on Sumner Drive
- Spruce Lane
- Technical Review for 1 Dover Street (43 Unit Apartment)
- Technical Review for Union Street (parking lot)
- 475 Tolend Road
- 37 Dover Point Road
- 28 Dover Point Road
- Thornwood Commons project
- Ross Furniture
- 11 Webb Place
- 44 Arch Street
- 1 Washington Street
- 2 Washington Street
- Various properties owned by Robbins Auto Parts Realty
- Property at the intersection of Oak Street and Central Avenue.

CITY GROUNDS – FACILITIES & PARKS

The Facilities and Grounds Division continued to handle daily requests for service at the City Hall and Police Department offices as well as day-to-day maintenance, clean-up and ground maintenance of municipal buildings. Custodial duties were performed at the PW Facility, Train Station and City Hall as well as filling in at the Library and McConnell Center when needed.

Work continued on the décor and high lights in the upper Central Avenue area and parking lots. Ballasts and bulbs are currently being replaced and outlets have been checked for proper operation. Crews have encountered some major issues, which will require them to be traced and repaired appropriately. Rehab of the décor light heads has been ongoing. Sign work continued with the posting of signs for new developments. Existing signs and posts were also replaced as needed.

Graffiti and vandalism continued to be an issue throughout the City. The Community Trail kiosk and bridge were cleaned and painted at least once a week, sometimes more. Crews would like to install a portable camera in an effort to catch these vandals. The generators and the wall at City Hall have also been tagged in the last week; therefore, a camera may need to be installed on the Hale Street side of City Hall as well. The parking meters have also recently been targeted. Graffiti continued on signage in the Grove Street area, leading from the skate shop building at 6 Grove Street to Sixth Street. Almost every sign was defaced with stickers or more graffiti. The Garrison Hill tower was covered again and Maglaras Park was also hit hard. A log is being kept and all incidents have been reported to the police.

The tennis courts were cleaned and the nets hung by mid-March. Repairs to the picnic tables have been ongoing. Crews conducted spring cleanup of the public turf areas in the downtown. Maintenance on the mowers is complete and the trimmers are getting prepped for operation.

Preventative maintenance on the HVAC equipment continued, in addition to the remaining boiler cleanings. A list of needed maintenance is currently being compiled by the Siemens technicians.

The construction on the renovations of the Bathhouse at the Jenny Thompson Pool continued this month. Pine Brook Corporation plans to have this work completed by the pool opening in the spring. The Recreation Director has begun to hold public meetings to discuss the plans for renovations to Henry Law Park and will continue the process in the coming months.

GENERAL UPDATES

The recreation facilities such as the Ice Arena, Pools and the McConnell Center create a destination point for many non-residents who spend time and money in the local businesses. The Ice Arena hosted several hockey tournaments this winter which brought in hundreds of people to Dover impacting the local economy by staying in the City for those weekends. A total of 5 swim meets are booked this spring and summer at the Jenny Thompson Pool that will also draw thousands of people from all over the Northeastern US to Dover.

In addition to the permits issued as reflected on the attached permit spreadsheet (7 new homes); permits were also issued by the Inspection Division for a new home on Fourth Street and for the conversion of a single family to a two family dwelling on Washington Street. On the flip side, demolition permits were issued for a single family dwelling & a two family dwelling, both buildings on Central Avenue across from Sullivan Tire.

The permit for the new 65,000 sq. ft F W Webb facility on Knox Marsh Road is being reviewed, and the site work & installation of the foundation have been approved.

Just six months into Coast's fiscal year, they have provided over 100,000 trips to riders that boarded in Dover. Overall, ridership remains ahead of last year by double digits.

The Library Director met with Chamber staff to develop a 'Dover bus tour' route for the Granite State Ambassadors visit to the City in April.

Johnson Controls, Inc. (JCI) has completed the first quarter energy report for the City. JCI completed energy upgrades and improvements to City buildings and facilities as part of a guaranteed energy savings contract with Dover. The City is on track to save \$319,463 in the first year of the contract with JCI which started in November through October, annually for a ten (10) year period. Fiscal year to date savings is \$186,516. The report can be viewed at www.dover.nh.gov, under "Current City Reports." The report is titled: **Johnson Control M&V Report 1st Quarter Report**

In March, Planning and Community Development staff participated in one (1) webinar. The topic was economic opportunities with an aging population.

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 March, the group visited various arts and culture destinations in Portsmouth, accompanied an air refueling flight with the Air National Guard out of Pease ANGB and visited Stonewall Kitchen's facility in York Maine as part of Economic Development 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 Director of Planning and Community Development was a featured speaker at the Local Energy Solutions conference held in Penacook NH, on March 31, 2012. The Director was a member of a panel discussion focused on best practices by local governments for promoting energy infrastructure improvements and conservation in both municipal and community methods.

The Fire Chief continues to monitor all financial accounts and will institute a spending freeze this week to be able to closely monitor where money will be appropriated this final quarter. Vehicle fuels, propane and building maintenance budgets are all being closely monitored.

Overtime to maintain the three fire stations also is being closely monitored by the Fire Chief. The Deputy Chief is working one day each week covering shift vacancies to help extend the overtime money. His availability was reduced over the last 2 months as the department worked hard to ensure that the EMT refresher program and licensing of EMTs and Paramedics was completed as required to maintain their licensing.

The dry winter and spring, along with the current warm, dry weather made for a busier and earlier than normal brush fire season. The department battled two large brush fires in the Smith Well/ Plaza Drive area. These fires were determined to be suspicious in nature and Dover Police were able to arrest two juveniles in conjunction with these fires.

Shift personnel were able to train using three buildings that are scheduled to be torn down. This unique opportunity gives personnel a life-like feel to ventilation activities, hose line deployments, search and rescue and pump operations.

Members also took advantage of the weather to check personnel off on vehicle operations. Personnel are required to show complete technical and skilled knowledge in the operation of each vehicle before they are checked off and considered ready to drive and operate in emergency situations.

CITY OUTREACH

Fifteen citizen surveys were mailed out from the Police Department in March 2012. Three surveys were returned. The respondents were asked to rate the officers and dispatchers in terms of attitude, helpfulness, skills and abilities. Specifically, ratings were as follows:

Dispatcher rating

Attitude and Helpfulness - 3 Excellent

Skills and Abilities - 3 Excellent

Officer ratings

Attitude and Helpfulness - 3 Excellent

Skills and Abilities - 3 Excellent

The respondents were asked to rate the overall performance of the Police Department. All three of the respondents rated this area as excellent.

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 151 Facebook (City of Dover NH Planning) friends and 300 followers on Twitter (@DoverNHPlanning).

During the month of March, two (2) Planning blog posts were drafted, one previewing the Dover 2023 Community Visioning process. The second covered the February report to the Manager. The blog had over 320 page views in the month of March, which brings the total page views to over 10,000 for the blog.

The Department of Planning and Community Development promoted the Dover Community Trail through the facebook fan page for the trail (with 301 fans), as well as a Sustainable Dover facebook fan page for the trail (with 128 fans).

The Director of Planning and Community Development filmed three promotional videos for Dover Download to air on Channel 22. The videos highlight the Dover2023 Community Visioning project, upcoming Planning Board workshop topics, and the adoption of the Open Space and Conservation chapter of the Master Plan.

The Department of Planning and Community Development held four community input sessions in March as part of its Dover 2023 Community Vision project. The first meeting was held March 10, at the Dover Middle School. Following the kick off meeting, staff held neighborhood meetings at the three elementary schools (March 13, 14 and 22). These meetings were designed to gather input from attendees on how they see Dover evolving over the next 10 plus years. As part of the Dover 2023 sessions, staff used technology to ask participants questions with instant feedback through the use of the City's electronic polling software.

In addition to the Dover 2023 sessions, Planning staff developed a survey which allows participants to answer similar questions to those being asked at the sessions, and partake in the process if they cannot attend the meetings.

As part of the Dover 2023 outreach, staff participated in an editorial board meeting with Foster's Daily Democrat and appeared on Open Mike with Mike Pomp on WTSN.

The Director of Planning and Community Development was a featured speaker at the Dover Chamber of Commerce's forum on the challenges and opportunities that are a result of Dover's continued growth and development. This forum occurred on March 14 in the McConnell Center.

In March, the Department of Planning and Community Development sent out 32 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 Fire Chief participated in the Dancing with the Dover Stars. This well attended event included nine local public figure dancers who provided entertainment for the audience while raising money for the Dover Senior Center.

The fire shift personnel provided life and fire safety education to a group of students participating in the WDH Babysitting class.

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

The Fire Chief attended two Chamber of Commerce education seminars this month, one on Dover; Fastest Growing Community and another on Social Responsibilities for Businesses. Also attended was ICS 300, Strategies for Managing Fire Departments in the Digital Age. Over twenty five personnel completed the Advanced Life Support Intermediate refresher training. All Paramedics completed blood products class in conjunction with the Paramedic Interfacility Transfer licensing protocol. All support staff and Inspection Services personnel attended a VueWorks training program presented by the City's Information Technology Director.

The Fire Department will be hosting a railroad safety class in June. This class will combine class room and practical components. This will include train cars being brought to Dover for a weekend practical session that will be held on the Oak Street siding. In preparing for this class, the department personnel will be taught a 4 hour rail safety class during the month of April.

Library staff met with Media Coordinator to develop a "how-to" show for Channel 22, discussing steps to download free library eBooks to Kindles, Nooks, etc.

The Dover Public Library has 681 Facebook fans at facebook.com/DoverPLNH, 424 Twitter followers @DPLNH, 61 all-boards Pinterest followers plus 1,165 followers on 11 topical Pinterest boards, and 781 e-Newsletter subscribers.

ACKNOWLEDGEMENTS & EVENTS

The Director of Planning and Community Development was invited by the NH Local Government Center to develop a series of lectures on the success Dover has had with innovative land use regulations for the fall Municipal Law Lecture series. This series will be throughout the state and occur in October and November.

Friends of the Library funded \$100 for Peeps Contest prizes.

A \$300 donation was received from the New York Life Insurance Company on behalf of Paul Kageleiry.

The Library was the recipient of a \$10,000 check from the Richard W. Lord Revocable Trust. This has been designated for capital improvements.

PROFESSIONAL DEVELOPMENT

The Library Director attended Public Library Association Conference in Philadelphia, PA.

The Building Inspector attended a class on flexible gas supply lines.

The Fire Chief attended ICS 300, Strategies for Managing Fire Departments in the Digital Age.

Over twenty five fire personnel completed the Advanced Life Support Intermediate refresher training.

All Paramedics completed blood products class in conjunction with the Paramedic Interfacility Transfer licensing protocol.

Dover Business & Industrial Development Authority Economic Development Overview

Dan Barufaldi

Overview

Most business contacts report modest revenue growth from a year earlier. Retailers are somewhat more positive than in preceding months, with 2011 coming in higher than 2010. Manufacturers' reports are improving slightly when compared to the last round; most firms cite somewhat more variable sales growth than earlier this year. Commercial real estate markets remain weak, but are not expected to decline further. Residential sales are improving, but at reduced prices. Advertising and consulting firms, by contrast continue to experience noticeably improved business. Those firms hiring are doing so modestly; wage increases when occurring are also moderate. Price pressures continue to ease slightly, but some sectors are beginning to experience some inflation. Most contacts expect a continuation of current restrained growth trends related to the uncertainty of European sovereign debt and U.S. budget deliberations.

Retail & Tourism

As in the holiday period, retail contacts for this period report a slight improvement in business conditions from earlier in the year. Comparable store sales in the first two months of the first quarter for most contacts range from flat to up 3% from a year earlier. On-line sales continue to do well versus brick and mortar outlets. High gasoline costs are pushing on-line retail sales. Web-based retailers contacted are reporting on-line sales strength and some are investing in additional equipment and staff to better service on-line customers. Salary increase estimates for 2012 range from 2-3% with no cost-of-living increases anticipated.

The travel and tourism sector continued to project a 5-8% improvement for 2012 over 2010. Early December stats are strong. The industry was looking toward a strong 2012 performance, but now at least the cruise sector has been depressed by the Costa Concordia sinking and loss of life. 2012 hotel revenue per room is projected to increase 10-12% over 2011. Restaurant sales are much harder to project, but are estimated to grow 3%-5% in 2012 over 2011 (depending on the price of energy), in contrast to the 1.5% growth for 2011 over 2010.

Selected Business Services:

Consulting and advertising continue to report strong growth through the fourth quarter after a weaker third quarter. 2011 growth in this sector had an annual rate between 8-9% principally from large orders by large clients. Strategy and business consulting firms report 10-12% annual growth driven by mergers, acquisitions, private equity firms. Large corporations experiencing high profits have a lot of cash, adding to their confidence to spend and their confidence in the U.S. economy. Bottom line enhancement projects tended to dominate this sector growth. Hiring activity continues mixed.

All respondents are now more optimistic than they were in 2011 as the first quarter came back strong.

Commercial Real Estate:

Commercial leasing activity in Dover was present, but subdued. New England in general didn't fare as well. Improvement is expected in the later quarters of 2012. A very small improvement in the office vacancy rate was experienced year-over-year, but remains in the 14% range.

Construction activity remains limited regionally, but Dover has several commercial projects underway including the F.W. Webb building on Knox-Marsh Rd., The J.D. Howard Dental Group on Sixth St., and the dialysis center on Indian Brook Rd. As Dover industrial leased space gets filled up, more construction is anticipated. Developable commercial land in Dover is getting somewhat difficult to find.

The outlook among contacts is unchanged since the last report with forecasts calling for modest improvements in office fundamentals in 2012, roughly on par with 2011. Office rents remain low.

Residential Real Estate:

Sales figures increased slightly for single family housing and condominiums over a year ago, but the comparison is with the previous year timing after the expiration of the tax credit in mid-2010. Weak demand, unsettled job markets, and stricter lending requirements impinged on regional markets, but Dover did somewhat better due to its 4.7% unemployment rate, overall above average educational level and proximity to Liberty Mutual, Pease, Portsmouth Shipyard, UNH and Wentworth Douglas Hospital. Median sale prices of homes and condos bounced slightly in Dover while regional prices fell year over year in the region. Contacts expect sales activity to remain slow in the next few months, but expect regional prices to stabilize in the region. Neither further weakening nor significant recovery is expected in the near term.

Non-local content contains excerpts from the U. S. Federal Reserve beige Book: Boston District.

Unemployment Statistics:

| | | |
|---------------------|---------------------|---------------|
| Dover: 4.7% | New England: 7.9% | Vermont: 5.6% |
| Rochester: 6.7% | Connecticut: 8.5% | U.S.: 8.8% |
| Somerset: 5.5% | Maine: 7.9% | |
| Portsmouth: 4.2% | Massachusetts: 7.7% | |
| New Hampshire: 5.7% | Rhode Island: 11.7% | |

Dover Differential Demographics (POLECON RESEARCH):

- Dover is the highest in absolute numbers of population growth among New Hampshire's 50 largest communities in the last decade.
- The changes in age distribution of the Dover population do not conform to expected aging projections. Dover has many more people aged 15-34 than was projected by past trends, and many fewer in the 45-64 range. We are staying younger than the New Hampshire state demographics – holding and attracting young people to Dover.
- Dover population growth among households, family households, and ESPECIALLY families with children exceeds those for New Hampshire, Rochester, and Strafford County SIGNIFICANTLY. The percentage of households with children is up 10.4% in Dover with the above entities coming in all negative between -4.1% and -10.2%. Dover, while becoming the fastest growing City in NH, has maintained its VALUE BALANCE between the cost to live here (taxes & fees) and the quality of place (amenities offered).

- Dover now has 2.1% more private sector jobs over what it had prior to the recent recession. NH: -4.5%. Portsmouth -2.9%, Rochester -7.7%, U.S. -5.5%.
- Educational attainment of the Dover population aged 25+ is rising faster than in most NH cities and towns. More jobs and opportunities and changing expectations are just a few of the implications of that statistic.
- 2003-2010: Dover is at the top of most NH communities on private sector job growth since the recession of the early 2000's (6.7%). Dover private sector wage growth shows Dover adding higher quality jobs at a faster rate than our neighboring communities. Dover average weekly wage is approximately \$860/ week.

Office of General Legal Counsel
Summary of Matters
 Allan Krans

GENERAL SUMMARY OF MATTERS OF THE OFFICE OF GENERAL LEGAL COUNSEL

The Office of General Legal Counsel provides legal support to City Council, City Manager, city staff and volunteers on the boards, commissions and committees of the City of Dover to assist efforts to provide services to constituents/customers. In addition, legal support is provided to the Dover School Board, the Superintendent of Schools and school staff.

Legal support levels are tracked. The tracking of legal support efforts revolves around legal services called "Matters" (legal questions and issues raised by staff and all other sources), litigation, legal documents (contracts, deeds etc.), resolutions, and responses to Right to Know requests.

REVIEW OF LEGAL SUPPORT SERVICES FOR THE MONTH:

| | For Month | Year to Date |
|---|-----------|--------------|
| Legal Matters/Questions Handled | 25 | 141 |
| Document Creation & Review | 10 | 25 |
| Right to Know Requests Processed | 5 | 17 |
| Resolutions | 3 | 16 |
| Ordinances | 1 | 9 |

SIGNIFICANT DEVELOPMENTS, TRENDS AND MATTERS:

- 17 Right to Know requests pursuant to RSA 91-A year to date.
 - New York (tax info)
 - Wisconsin (tax info)
 - Covered Bridge, Dover (email)
 - Farmington, NH (LGC)
 - Pennsylvania (purchasing)
 - Covered Bridge, Dover (emails)
 - Maine (code complaints)
 - Middle Road, Dover (vendor information)

- Covered Bridge, Dover (emails)
 - Farmington, NH (Fifth Street information)
 - Farmington, NH (LGC)
 - Dover (Durham court decision)
 - Farmington, NH (LGC)
 - Dover (Durham court decision)
 - Iowa (tax Info)
 - Tolend Road, Dover (trees)
 - Dover (tax info)
- Assistance to the City Council: drafting/review of resolutions, and ordinance revisions; attendance at meetings;
 - Assistance to Schools: Provider information; school charter; capital reserve account; conflicts; employee resignation benefits; right to know advice
 - Assistance to the Community Services Department: McConnell Center vacancy notice; Welfare-burial expenses; foreclosure sale lien
 - Assistance to the Planning Department: proposed affordable housing units; trees issue; LUCT issue, car wash inquiry; Waterfront fact sheet; Conservation/Open Space Master Plan
 - Assistance to Finance Department: liens
 - Assistance to Executive: Parking Commission virtual meetings; land disposition agreement; core values; attorney supervision; historical files; outside legal fees
 - Assistance to Police: bar license
 - Assistance to the City Manager: review of documents for signature; review of litigation; 91-A requests

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

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

Capital Improvement Projects Update

Community Services Department

March 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 Road 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 Road and down Sixth Street to connect to the water main on Sixth Street. The booster pump station foundation has been poured at Lowell Avenue 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.

COCHECHO RIVER DREDGING

- Current: A meeting with NHDES, the City, and the developer of the former DPW was held to discuss placing soils from the DPW site into the dredge cell to facilitate development and prepare the cell for closure. Doing so will avoid significant additional costs to close the cell that resulted in scaling back the dredging depths due to federal funding limitations. NHDES requested additional information regarding soil material to be placed in the cell and is currently reviewing the proposal.
- Previous: A meeting has been scheduled with NHDES and the City to discuss options for closing the dredge cell. The developer of the former DPW site wishes to move soil that has dredge spoils from a former dredge, tannery waste and construction debris into the cell to make up the fill the cell to its design capacity. Doing so will avoid significant additional costs to close the cell in its current state.

TOLEND LANDFILL REMEDIATION

- Current: The project construction is complete and punch list items are all that remain. The system start-up is currently underway and optimization of the operation will be ongoing for the next couple of months.
- Previous: The project construction is winding down and nearing completion. The system start up is currently scheduled to begin before in mid to late January. The late electrical installation by PSNH has created a two week delay to complete the project.

WHITTIER BRIDGE

- Current: Staff met with NHDOT officials to discuss a reduction in state aid for the bridge replacement. NHDOT and City staff has recommended the project be pushed out to 2017 when federal bridge aid will be available. This option is the most cost effective for the City.
- Previous: The State is currently reviewing the study.

COCHeco RIVER SHORELINE STABILIZATION PROJECT

- Current: Modification of the stabilization is under way. The project was approved as part of mitigation for a project located on Sixth Street. The work is being done at no cost to the City.
- Previous NHDES has issued a wetlands permit for a project on Sixth Street that includes a mitigation plan which will modify the shoreline stabilization project to meet NHDES wishes at no cost to the City.

RE-ESTABLISHMENT OF WILLAND POND WELL

- Current: Emery and Garrett, the City's consultant, began a pump test of the second well at Willand Pond at the end of March. The pump test is the next step required to get a second production well permitted as a public supply well. Once completed, the results of the test will be prepared into a report and submitted for review by NHDES.
- Previous: Emery and Garrett, the City's consultant, has submitted to NHDES the report requesting a permit to locate a second well at Willand Pond to increase water supply production to more than 600 gallons per minute (gpm). The existing well at Willand Pond was previously approved by NHDES in 2011 for use as a public water supply at 408 gpm the historic production rate from the 1950's. If approved the two wells would provide more than 600 gpm of additional public water supply while also gaining a method to control of the water level in the pond.

WASTEWATER TREATMENT PLANT FACILITIES PLAN

- Current: Following the Public Hearing on the draft permit, formal comments were prepared and submitted to EPA on behalf of the City. The Great Bay Municipal Coalition also submitted detailed comments which were prepared by John Hall. Wright Pierce has submitted the Comprehensive Wastewater Treatment Facilities Plan to the City for review. The plan assesses the needs at the Wastewater Treatment Plant for the next twenty years and maps out an orderly process to implement those upgrades. The upgrade includes the options to implement nitrogen removal at three potential permitting scenarios. A design contract to begin the design of the upgrades has been prepared and will be submitted to NHDES for review prior to presentation to the City Council.
- Previous: EPA issued a draft NPDES permit to the City for the WWTP with a nitrogen permit limit requiring limits of technology. A Public Hearing is scheduled for 7 pm on February 9th. The Hearing will be held rooms 305 and 306 at the McConnell Center. The facilities plan is in draft form and will be presented to City staff for review in February. The plan will detail improvements required at the WWTP for continued operation over the next twenty years.

Total Permits Issued: March 2012

| Permit # | Owner's Last Name | Street # | Street | Description | Type | Map | Lot | Construction Value | Fee |
|----------|---------------------------|----------|----------------------|--------------------------------------|------|-----|--------|--------------------|------|
| 12-023 | COCHECO COUNTY CLUB | 145 | GULF ROAD | RENO./RMDL THE CLUBHOUSE | C | N | 15 | 298500 | 3010 |
| 12-036 | WENTWORTH DOUGLASS | 10 | MEMBERS WAY | INT. RENO. FOR MEDICAL OFFCE, 1ST F | C | 37 | 1 | 36000 | 385 |
| 12-037 | RICH HILL CENTER FOR ASSS | 31 | MOUNT VERNON STREET | CHANGE OF USE, TO OFFICE FACILITY, I | C | 30 | 120 | 450000 | 4525 |
| 11-047 | SKEELS | 3 | OSPREY LANE | FINISH RM OVER GARAGE FOR ADD. LV | R | L00 | 20000 | 25000 | 275 |
| 11-119 | CONNORS | 21 | FIRST STREET | CONST. A NEW ROOF & FRNT. ENTRY | E R | 6 | 16 | 8000 | 105 |
| 11-216 | FLANAGAN | 75 | OLD DOVER POINT ROAD | INSTALL A FIXED WINDOW IN A GABLE | R | M | 23 | 1000 | 35 |
| 11-292 | ESTES | 26 | LABRADOR LANE | CONST. A SFD W/ATT. GARAGE | R | A | 51-9-4 | 415000 | 4175 |
| 11-308 | DONOVAN | 42 | PARK STREET | 3/4 BATHROOM RENOVATION | R | 27 | 126 | 8400 | 115 |
| 11-314 | HERON BAY PARTNERS | 25 | CIELO DRIVE | CONST. A SFD W/ATT. GARAGE | R | H | 4-025 | 125000 | 1275 |
| 11-357 | BLACK DOG REALTY LLC | 14-16 | NEW YORK STREET | RENO./RMDL A TWO FMLY DWLNG | R | 27 | 35 | 10000 | 125 |
| 11-365 | STF DEVELOPMENT | 5-9 | APPALOOSA DRIVE | CONST. A MULTI-FAMILY (5 UNIT) DWL | R | I | 18-1 | 540000 | 5425 |
| 12-018 | CHANGING PLACES, LLC | 25 | OLIVE MEADOW LANE | CONST. A SFD W/ATT. GARAGE | R | A | 45A-2 | 175000 | 1775 |
| 12-019 | THORNWOOD COMMONS, LLC | 8 | MADELYN DRIVE | CONT. A SFD W/ATT GARAGE | R | M | 4-26 | 195000 | 1975 |
| 12-022 | DAVISON | 21 | ELM STREET | RENO./REMODEL A BATHROOM | R | 12 | 94 | 3000 | 55 |
| 12-030 | LUPAK | 52 | WILLOW STREET | FINISH BASEMENT FOR ADDITION LIVI | R | E | 42-14 | 6300 | 95 |
| 12-031 | THORNWOOD COMMONS, LLC | 17 | JULIA DRIVE | CONST. A SFD W/ATT.GARAGE | R | M | 4-48 | 195000 | 1975 |
| 12-032 | THORNWOOD COMMONS, LLC | 21 | JULIA DRIVE | CONST. A NEW SFD W/ATT. GARAGE | R | M | 4-46 | 195000 | 1975 |
| 12-035 | LYON | 19 | LANDING WAY | RENO./REMODEL A BATHROOM | R | L | 95-1A | 40000 | 425 |
| 12-038 | THORNWOOD COMMONS, LLC | 27 | JULIA DRIVE | CONST. A SFD W/ATT. GARAGE | R | M | 4-43 | 195000 | 1975 |
| 12-039 | STANDING | 7-9 | WINTER STREET | RESTORE A SFD TO FORMER 2 FMLY D | R | 24 | 45-A | 20000 | 225 |
| 12-040 | ROBERT PECK | 20 | COTE DRIVE | REAR SUNROOM ADDITION | R | L | 57E | 9000 | 115 |
| 12-041 | GROEN | 75 | CENTRAL AVENUE | CONVERT BEDROOM BY INSTALLING A | R | 17 | 056 | 5200 | 85 |

| Permit # | Owner's Last Name | Street # | Street | Description | Type | Map | Lot | Construction Value | Fee |
|----------|-------------------|----------|---------------------|-------------------------------------|------|-----|-------|--------------------|-----|
| 12-042 | SCHUMAN | 30 | CUSHING STREET | ATTIC RENO. TO CNVRT SPACE TO ADD R | R | 10 | 81 | 22000 | 225 |
| 12-044 | VALLEY | 28 | MOUNT VERNON STREET | CONST. A REAR ONE-STORY ADDITION | R | 30 | 99 | 41000 | 435 |
| 12-045 | CARBONE | 119 | BOXWOOD LANE | FINISH BSMNT FOR ADD. LIVING AREA (| R | B | 21 | 12000 | 145 |
| 12-046 | FROST | 43 | GLENWOOD AVENUE | TO RMV. & RPLC./CONST. THE FOUNDA | R | D | 31 | 28400 | 305 |
| 12-050 | VANGEYTE | 1 | MIDDLEBROOK ROAD | INSTALL 3 REPLACEMENT I JOISTS IN G | R | K | 42 | 1000 | 35 |
| 12-054 | WILLIAMS | 8 | MULLIGAN DRIVE | INTERIOR RENOVATIONS | R | 21 | 26-45 | 35000 | 375 |
| 12-061 | CRUDEN BAY, LLC | 8 | CENTRAL AVENUE | DEMO. A TWO FAMILY DWELLING | R | 15 | 3 | 0 | 50 |
| 12-062 | CRUDEN BAY, LLC | 14 | CENTRAL AVENUE | DEMO A SFD | R | 15 | 4 | 0 | 50 |

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

Total Permits Issued: 30

Total Construction Value: \$3,094,800.00

Total Fees Collected: \$31,745.00

| Type of Permits Issued | | Certificate of Occupancy's | |
|-----------------------------|----|-----------------------------|-----------|
| Commercial | 0 | Change of Use | 0 |
| Commercial Renovations | 3 | Commercial | 2 |
| Convert 1 to 2 Fmly Dwlg | 1 | Convert 1 to 2 Fmly Dwlg | 0 |
| Two Family Dwelling | 0 | Two Family Dwelling | 0 |
| Multi-Family Dwelling Units | 5 | Industrial | 0 |
| Industrial | 0 | Renovations | 10 |
| Industrial Renovations | 0 | Manufactured Dwlg | 0 |
| Manufactured Dwelling | 0 | Multi-Family Dwelling Units | 0 |
| Single Family Dwelling | 7 | Single Family Dwellings | 8 |
| Renovations Dwelling Unit | 17 | | 0 |
| Demo. of a Dwelling Unit | 3 | Total | 20 |

PLANNING BOARD APPROVED PROJECTS

| NAME | STREET NAME | 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: | | | | | | | | | | | | | | |
| Cochecho Falls Mills | Central Ave | A | 120 | 0 | 120 | 12/20/2011 | 11/28/2011 | Site | P11-60 | 3 | 3 | 12/20/2015 | H | 13.2 |
| Brick Road | Jefferson Dr | A | 24 | 0 | 24 | | 10/25/2011 | Site | P11-42 | 28 | 9-C | | H | 2.64 |
| Paolini | Appaloosa | C | 11 | 5 | 6 | 12/7/2011 | 9/27/2011 | Site | P11-13 | I | 18-1 | 12/7/2015 | G | 1.76 |
| Sherman School | School Street | C | 48 | 0 | 48 | 9/27/2011 | 10/26/2010 | Site | P10-39 | 3 | 10 | 9/27/2016 | G | 7.68 |
| Paolini | 54 Dover Point Road | C | 12 | 12 | 0 | 10/6/2009 | 7/22/2008 | Site | P08-15 | K | 20 | 10/6/2013 | G | 1.92 |
| New Meadows Inc | Knox Marsh Rd | A | 120 | 48 | 72 | 9/27/2005 | 9/27/2005 | Site | P04-04 | H | 35C | 9/27/2009 | W | 13.2 |
| Total: Multi-family | | | 335 | 65 | 270 | | | | | | | | | 15 |
| Subdivisions: | | | | | | | | | | | | | | |
| 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 | 8 | 5 | 3 | 7/19/2011 | 3/23/2010 | 7/19/2011 | P10-50 | A | 45-A2 | 7/19/2016 | H | 2.96 |
| 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 | 16 | 1 | 15 | 8/10/2010 | 3/23/2010 | 8/11/2010 | P07-39 | L | 89G | 8/10/2014 | G | 5.92 |
| Paddocks/Tidewater Farms | Saddle Trail Dr | H | 9 | 3 | 6 | 2/21/2008 | 10/23/2007 | 2/21/2008 | P07-43 | N | 8 | 2/21/2012 | G | 7.4 |
| Long Meadow | Gladiola Way | H | 20 | 20 | 0 | 1/30/2008 | 8/28/2007 | 2/6/2008 | P06-40 | A | 28 | 1/30/2012 | H | 7.4 |
| Picnic Rock | Back River Rd | H | 21 | 6 | 15 | 10/31/2007 | 7/10/2007 | 11/6/2007 | P07-32 | 16 | 20 | 10/31/2011 | G | 7.77 |
| Schooner Landing | Schooner Dr | H | 10 | 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 | 13 | 2 | 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 | 3/23/2013 | 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 | 12 | 5 | 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 | | | 365 | 156 | 209 | | | | | | | | | 142 |
| TOTAL APPROVED UNITS | | | 700 | 221 | 479 | | | | | | | | | 157 |
| Elderly: | | | | | | | | | | | | | | |
| The Village at Thornwood | Jacqueline Dr/Sonia Dr | H | 48 | 25 | 23 | 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 | 49 | 62 | | | | | | | | | |
| APPROVED + ELDERLY | | | 811 | 270 | 541 | | | | | | | | | 157 |

* Built or permit issued and unit under construction

** Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS
 C:\Documents and Settings\bessette\Desktop\CM Report\2012\April 2012\Subdivisions.xls

City of Dover

Bid Solicitation Report

For March 2012

4/3/2012

| 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 | |
| Executive | | | | DBIDA Trade Show Booth | |
| B12064 | 03/06/2012 | 03/19/2012 | | Graphics Design, Development, Production and Fitment | |
| Executive | | | | DBIDA Web Site Design, | |
| B12063 | 03/06/2012 | 03/19/2012 | | Development and Hosting | |
| Community Services | | | | Hand Pavement Markings | |
| B12046 | 03/07/2012 | 03/27/2012 | | | |
| Community Services | | | | Long Line Reflectorized Pavement | |
| B12047 | 03/07/2012 | 03/27/2012 | | Markings | |

City of Dover

Bid Solicitation Report

For March 2012

4/3/2012

| 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 | |
| Community Services | | | | Asphalt Trench Patching Services | |
| B12055 | 03/12/2012 | 03/29/2012 | | | |
| Community Services | | | | Compaction Testing | |
| Q12-021 | 03/12/2012 | 04/05/2012 | | | |
| Recreation | | | | Portable Toilet Rental and Cleaning Services | |
| Q12-022 | 03/12/2012 | 04/05/2012 | | | |
| Community Services | | | | Misc. Water Dept Supplies | |
| B12059 | 03/12/2012 | 04/09/2012 | | | |
| Community Services | | | | Misc. Sewer Drain Supplies | |
| B12058 | 03/12/2012 | 04/09/2012 | | | |

City of Dover

Bid Solicitation Report

For March 2012

4/3/2012

| 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 | |
| Community Services | | | | Sand and Gravel | |
| B12053 | 03/12/2012 | 04/04/2012 | | | |
| Community Services | | | | Equipment Rental Services | |
| B12052 | 03/12/2012 | 04/03/2012 | | | |
| Community Services | | | | Shaws Ln Athletic Complex Mowing Maint. | |
| B12060 | 03/12/2012 | 04/18/2012 | | | |
| Community Services | | | | Traffic Control Flagging Services | |
| B12056 | 03/12/2012 | 03/26/2012 | | | |
| Community Services | | | | Masonry Products | |
| B12054 | 03/12/2012 | 03/28/2012 | | | |

City of Dover

Bid Solicitation Report

For March 2012

4/3/2012

| 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 | |
| Community Services | | | | Rubber Wheeled Excavator | |
| B12068 | 03/21/2012 | 04/10/2012 | | | |
| Recreation | | | | Pool Covers for Jenny Thompson Pool | |
| B12069 | 03/21/2012 | 04/04/2012 | | | |
| Community Services | | | | Precast Concrete Structures | |
| B12070 | 03/26/2012 | 04/11/2012 | | | |

Total for

Grand Total All Departments

| DAC | PO Date | PO No. | Vendor Name | Amount |
|-------------------------------|-----------|-----------|---|-------------|
| Community Services Department | 3/21/2012 | 201209006 | ASAP FIRE & SAFETY | \$5,370.00 |
| City Finance Office | 3/29/2012 | 201209233 | PUBLIC SERVICE CO OF NH-CITY | \$6,395.07 |
| City Finance Office | 3/20/2012 | 201208912 | PUBLIC SERVICE CO OF NH-CITY | \$6,815.83 |
| City Finance Office | 3/27/2012 | 201209149 | GLOBAL MONTELLO GROUP, LLC. | \$6,818.81 |
| Police | 3/12/2012 | 201208635 | STATE OF NH-DOT | \$7,668.95 |
| Community Services Department | 3/7/2012 | 201208479 | FISHER AUTO PARTS 451 / FED. AUTO PARTS | \$8,531.45 |
| Recreation | 3/12/2012 | 201208634 | FOX TOURS | \$9,407.85 |
| Community Services Department | 3/12/2012 | 201208649 | STATE OF NH-DOT | \$9,470.96 |
| Community Services Department | 3/13/2012 | 201208668 | HANSCOMS TRUCK STOP, INC. | \$10,000.00 |
| City Finance Office | 3/20/2012 | 201208911 | BAYRING COMMUNICATIONS | \$11,750.10 |
| City Finance Office | 3/6/2012 | 201208411 | PUBLIC SERVICE CO OF NH-CITY | \$14,269.32 |
| Executive | 3/13/2012 | 201208709 | CCMSI | \$19,485.16 |
| City Finance Office | 3/6/2012 | 201208424 | MS GOVERN | \$24,670.00 |
| Community Services Department | 3/27/2012 | 201209150 | DENIS L. MAHER COMPANY, LLC. | \$24,765.50 |
| City Finance Office | 3/6/2012 | 201208423 | PUBLIC SERVICE CO OF NH-CITY | \$27,616.55 |
| Community Services Department | 3/15/2012 | 201208801 | BIOREM ENVIRONMENTAL, INC. | \$29,048.00 |
| City Finance Office | 3/28/2012 | 201209177 | MS GOVERN | \$29,592.08 |
| Executive | 3/28/2012 | 201209197 | CCMSI | \$39,119.05 |
| City Finance Office | 3/26/2012 | 201209074 | PUBLIC SERVICE CO OF NH-CITY | \$41,945.09 |
| Executive | 3/21/2012 | 201208926 | SHEEHAN, PHINNEY, BASS & GREEN | \$57,763.43 |
| Community Services Department | 3/5/2012 | 201208355 | CITY OF DOVER-WATER~SEWER DEPT. | \$58,994.00 |

City of Dover

Expenditures of Major Funds

March 31, 2012

(General Fund Includes County, School and Debt Service)

| | <u>Budget</u> | <u>Range To Date</u> | <u>Year To Date</u> | <u>% Year To Date</u> | <u>Budget Balance</u> | <u>Encumbrance</u> | <u>Budget Available</u> | <u>% Available</u> |
|--|-----------------------|----------------------|----------------------|---------------------------|---------------------------|----------------------|-----------------------------|------------------------|
| EXPENDITURES | | | | | | | | |
| 1000 General Fund | | | | | | | | |
| City Council | \$ 392,772 | \$ 16,748 | \$ 264,566 | 67.0% | \$ 128,205 | \$ 65,494 | \$ 62,712 | 16.0% |
| Executive | 772,361 | 50,628 | 585,129 | 76.0 | 187,232 | 110,992 | 76,240 | 9.9 |
| Finance | 1,597,374 | 173,225 | 1,163,690 | 73.0 | 433,684 | 283,543 | 150,141 | 9.4 |
| Planning | 451,177 | 45,672 | 317,808 | 70.0 | 133,369 | 99,965 | 33,403 | 7.4 |
| Misc General Government | 891,585 | 27,733 | 407,726 | 46.0 | 483,858 | 31,141 | 452,717 | 50.8 |
| Police | 6,618,174 | 534,225 | 4,818,187 | 73.0 | 1,799,988 | 1,078,577 | 721,411 | 10.9 |
| Fire & Rescue | 6,394,117 | 598,229 | 4,959,789 | 78.0 | 1,434,328 | 954,326 | 480,002 | 7.5 |
| Community Service Public Works | 6,854,730 | 394,250 | 3,908,583 | 57.0 | 2,946,147 | 1,206,428 | 1,739,720 | 25.4 |
| Recreation | 2,207,820 | 187,261 | 1,481,277 | 67.0 | 726,543 | 148,390 | 578,152 | 26.2 |
| Public Library | 1,082,599 | 89,664 | 752,807 | 70.0 | 329,793 | 190,813 | 138,979 | 12.8 |
| Human Services | 716,708 | 74,164 | 616,322 | 86.0 | 100,386 | 45,762 | 54,624 | 7.6 |
| Debt Service | 9,904,177 | 714,770 | 4,482,148 | 45.0 | 5,422,030 | 5,928,521 | (506,492) | (5.1) |
| Other Financing Sources/Uses | 1,975,493 | - | 545,000 | 28.0 | 1,430,493 | - | 1,430,493 | 72.4 |
| School | 41,850,211 | 4,300,516 | 27,296,071 | 65.0 | 14,554,140 | 12,975,390 | 1,578,750 | 3.8 |
| Intergovernmental | 7,303,817 | - | 7,303,817 | 100.0 | - | - | - | 0.0 |
| Sub-total : 1000 General Fund | \$ 89,013,114 | \$ 7,207,087 | \$ 58,902,920 | 66.2% | \$ 30,110,195 | \$ 23,119,342 | \$ 6,990,852 | 7.9% |
| 3213 Parking Activity Fund | | | | | | | | |
| Police | \$ 578,445 | \$ 35,472 | \$ 378,010 | 65.0% | \$ 200,435 | \$ 70,084 | \$ 130,350 | 22.5% |
| Sub-total : 3213 Parking Activity Fund | \$ 578,445 | \$ 35,472 | \$ 378,010 | 65.3% | \$ 200,435 | \$ 70,084 | \$ 130,350 | 22.5% |
| 3320 Residential Solid Waste | | | | | | | | |
| Community Service Public Works | \$ 999,768 | \$ 74,195 | \$ 577,846 | 58.0% | \$ 421,923 | \$ 339,737 | \$ 82,185 | 8.2% |
| Sub-total : 3320 Residential Solid Waste | \$ 999,768 | \$ 74,195 | \$ 577,846 | 57.8% | \$ 421,923 | \$ 339,737 | \$ 82,185 | 8.2% |
| 3381 McConnell Center | | | | | | | | |
| Recreation | \$ 775,344 | \$ 30,822 | \$ 290,589 | 37.0% | \$ 484,755 | \$ 358,812 | \$ 125,943 | 16.2% |
| Sub-total : 3381 McConnell Center | \$ 775,344 | \$ 30,822 | \$ 290,589 | 37.5% | \$ 484,755 | \$ 358,812 | \$ 125,943 | 16.2% |
| 5300 Water Fund | | | | | | | | |
| Community Service Public Works | \$ 4,370,539 | \$ 330,335 | \$ 3,092,033 | 71.0% | \$ 1,278,506 | \$ 514,237 | \$ 764,270 | 17.5% |
| Sub-total : 5300 Water Fund | \$ 4,370,539 | \$ 330,335 | \$ 3,092,033 | 70.7% | \$ 1,278,506 | \$ 514,237 | \$ 764,270 | 17.5% |
| 5320 Sewer Fund | | | | | | | | |
| Community Service Public Works | \$ 6,210,816 | \$ 503,085 | \$ 4,292,171 | 69.0% | \$ 1,918,645 | \$ 592,085 | \$ 1,326,560 | 21.4% |
| Sub-total : 5320 Sewer Fund | \$ 6,210,816 | \$ 503,085 | \$ 4,292,171 | 69.1% | \$ 1,918,645 | \$ 592,085 | \$ 1,326,560 | 21.4% |
| Total : EXPENDITURES | \$ 101,948,026 | \$ 8,180,995 | \$ 67,533,568 | 66.2% | \$ 34,414,458 | \$ 24,994,298 | \$ 9,420,160 | 9.2% |

City of Dover

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

| | <u>Budget</u> | <u>Range To Date</u> | <u>Year To Date</u> | <u>% Year To Date</u> | <u>Budget Balance</u> | <u>Encumbrance</u> | <u>Budget Available</u> | <u>% Available</u> |
|---------------------|---------------|----------------------|---------------------|---------------------------|---------------------------|--------------------|-----------------------------|------------------------|
| Revenue | 1,317,715 | 99,081 | 1,101,452 | 83.6 | 216,263 | 0 | 216,263 | 16.4 |
| Expenditures | 993,367 | 94,246 | 676,363 | 68.1 | 317,004 | 61,259 | 255,746 | 25.7 |
| 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 | 4,835 | 368,467 | 4,621.5 | (360,494) | (61,259) | (299,236) | (3,753.2) |

City of Dover

Revenues of Major Funds March 31, 2012

(General Fund Includes Property Taxes and Education Revenues)

| | <u>Budget</u> | <u>Range To Date</u> | <u>Year To Date</u> | <u>% Year To Date</u> | <u>Budget Balance</u> | <u>Encumbrance</u> | <u>Budget Available</u> | <u>% Uncollected</u> |
|--|-----------------------|----------------------|----------------------|---------------------------|---------------------------|--------------------|-----------------------------|--------------------------|
| REVENUES | | | | | | | | |
| 1000 General Fund | | | | | | | | |
| Taxes | \$ 64,668,615 | \$ 276,266 | \$ 33,147,122 | 51.0% | \$ 31,521,493 | \$ - | \$ 31,521,493 | (48.7)% |
| Licenses & Permits | 4,149,130 | 377,102 | 3,052,861 | 74.0 | 1,096,269 | - | 1,096,269 | 26.4 |
| Intergovernmental | 2,077,863 | 5,156 | 1,992,977 | 96.0 | 84,886 | - | 84,886 | 4.1 |
| Charges for Services | 3,026,600 | 264,308 | 2,652,041 | 88.0 | 374,559 | - | 374,559 | 12.4 |
| Miscellaneous Revenue | 502,317 | 47,762 | 168,608 | 34.0 | 333,709 | - | 333,709 | 66.4 |
| Education | 12,754,376 | 643,353 | 8,544,682 | 67.0 | 4,209,694 | - | 4,209,694 | 33.0 |
| Operating Transfers In | 168,725 | - | - | 0.0 | 168,725 | - | 168,725 | 100.0 |
| Sub-total : 1000 General Fund | \$ 87,347,626 | \$ 1,613,948 | \$ 49,558,291 | 57.0% | \$ 37,789,335 | \$ - | \$ 37,789,335 | 43.3% |
| 3213 Parking Activity Fund | | | | | | | | |
| Parking Income | \$ 450,725 | \$ 29,268 | \$ 287,005 | 64.0% | \$ 163,720 | \$ - | \$ 163,720 | 36.3% |
| Parking Fines | 125,000 | 11,412 | 147,414 | 118.0 | (22,414) | - | (22,414) | (17.9) |
| Sub-total : 3220 Residential Solid Waste | \$ 575,725 | \$ 40,679 | \$ 434,419 | 75.0% | \$ 141,306 | \$ - | \$ 141,306 | 24.5% |
| 3320 Residential Solid Waste | | | | | | | | |
| Charges for Services | \$ 950,663 | \$ 53,409 | \$ 605,138 | 64.0% | \$ 345,525 | \$ - | \$ 345,525 | 36.3% |
| Miscellaneous Revenue | 0 | 348 | 856 | 0.0 | (856) | - | (856) | 0.0 |
| Sub-total : 3320 Residential Solid Waste | \$ 950,663 | \$ 53,756 | \$ 605,995 | 64.0% | \$ 344,668 | \$ - | \$ 344,668 | 36.3% |
| 3381 McConnell Center | | | | | | | | |
| Miscellaneous Revenue | \$ 679,301 | \$ 57,848 | \$ 517,303 | 76.0% | \$ 161,998 | \$ - | \$ 161,998 | 23.8% |
| Operating Transfers In | 91,859 | 6,441 | 72,536 | 79.0 | 19,323 | - | 19,323 | 21.0 |
| Sub-total : 3381 McConnell Center | \$ 771,160 | \$ 64,289 | \$ 589,839 | 76.0% | \$ 181,321 | \$ - | \$ 181,321 | 23.5% |
| 5300 Water Fund | | | | | | | | |
| Charges for Services | \$ 4,315,199 | \$ 154,445 | \$ 2,602,567 | 60.0% | \$ 1,712,632 | \$ - | \$ 1,712,632 | 39.7% |
| Miscellaneous Revenue | 21,000 | 3,330 | 41,349 | 197.0 | (20,349) | - | (20,349) | (96.9) |
| Sub-total : 5300 Water Fund | \$ 4,336,199 | \$ 157,774 | \$ 2,643,916 | 61.0% | \$ 1,692,283 | \$ - | \$ 1,692,283 | 39.0% |
| 5320 Sewer Fund | | | | | | | | |
| Intergovernmental | \$ 46,742 | \$ - | \$ 39,363 | 84.0% | \$ 7,379 | \$ - | \$ 7,379 | 15.8% |
| Charges for Services | 5,048,527 | 228,510 | 2,855,182 | 57.0 | 2,193,345 | - | 2,193,345 | 43.4 |
| Miscellaneous Revenue | 48,334 | 4,245 | 55,921 | 116.0 | (7,587) | - | (7,587) | (15.7) |
| Other Financing Sources | 1,013,139 | - | - | 0.0 | 1,013,139 | - | 1,013,139 | 100.0 |
| Sub-total : 5320 Sewer Fund | \$ 6,156,742 | \$ 232,755 | \$ 2,950,466 | 48.0% | \$ 3,206,276 | \$ - | \$ 3,206,276 | 52.1% |
| Total : REVENUES | \$ 100,138,115 | \$ 2,163,202 | \$ 56,782,926 | 57.0% | \$ 43,355,189 | \$ - | \$ 43,355,189 | 43.3% |



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Media Access Center, McConnell Center
Meeting Date: **Wednesday, April 4, 2012**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Crago led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Spuler

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

5. DOWNTOWN INFILL PROPOSAL

Christopher Berry, Project Manager, River Valley Development Corporation gave an overview of the proposals for developing the parking lots on Orchard Street, First Street, and Third Street. Councilors had a discussion about the plans and voiced their concerns.

Timothy Dargin, Chairperson for the Dover Business and Industrial Development Authority (DBIDA), said it was the members recommendation that the Council not accept these proposals. He said it was a good start.

Charles Reynolds, Chairperson for the Parking Commission, said it was the members recommendation that the Council not accept these proposals. He spoke about the need to zone these parking lots as TIFs (Tax Increment Financing).

6. ECONOMIC DEVELOPMENT

Mr. Barufaldi, Director of Economic Development, gave an overview of Dover's Economic Growth to the Council.

7. CITIZEN'S FORUM

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

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Media Access Center, McConnell Center
Meeting Date: **Wednesday, April 4, 2012**
Meeting Time: **7:00 pm**

8. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn, seconded by Councilor Weston.
Vote: 8/0.

Mr. Berry's proposals and Mr. Barufaldi's handouts have been archived with these Minutes.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, April 11, 2012**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Hooper led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. PROCLAMATIONS/AWARDS – None

6. APPROVAL OF AGENDA

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

Vote: 9/0.

Deputy Mayor Carrier moved to add the Appointments Committee Report; seconded by Councilor Hooper.

Vote: 9/0.

Deputy Mayor Carrier moved to approve the agenda as amended; seconded by Councilor Garrison.

Vote: 9/0.

7. PUBLIC HEARINGS – None

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.

John Scruton, 99 Sixth Street: He spoke in favor of the resolution regarding the postal delivery on Sixth Street.

David Montenegro, 55 Union Street: He referred to previous Citizen's Forum comments regarding the echo chamber of the Council, misleading citizens, and influencing votes. He talked about the sign he displayed during the meeting and how he was told by the Mayor to put it away. He said there isn't a rule, regulation, or law that says he can't display the sign. He will continue to display it. He spoke about the budget and asked to use his flash drive to display his presentation.

Mayor Trefethen said the Citizen's Forum is for Citizen's to speak to the Council, and not present graphics. He said there wasn't a specific rule on this and asked the Council if they wanted to



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, April 11, 2012**
Meeting Time: **7:00 pm**

allow this to occur during Citizen's Forum. He said the Council has no policy to provide visual aids.

The Council discussed whether or not to allow Mr. Montenegro's presentation.

City Manager Joyal said they can accommodate Mr. Montenegro, but the Council was in the midst of a meeting and was not prepared. His suggestion was to defer this to a future meeting, and the City's Media Services person can check the compatibility of Mr. Montenegro's equipment.

Another suggestion was to schedule a workshop to discuss this policy.

Mayor Trefethen said the consensus of the Council was not to do this tonight. He said the Council will schedule a workshop to discuss this policy. He asked Mr. Montenegro if he would like to use the remainder of his time.

Mr. Montenegro said he would like to use the remainder of his five minutes to ask the Council to entertain a motion to allow him to present his presentation on his own laptop during Council Matters of Interest.

Mayor Trefethen said the consensus of the Council was that this was not going to happen tonight. Councilor Weeden called for a point of order: He said the Council and Citizen's Forum speaker were not allowed to have a conversation.

Mayor Trefethen said as Chairperson he has to make a ruling, and the Council can override him at anytime. He said the ruling was that this was not being done tonight.

Mr. Montenegro said it takes one Councilor to question the ruling of the Chairperson.

The Council didn't respond.

Mr. Montenegro left the podium.

Carole Carville, 97 Sixth Street: She spoke in favor of the resolution regarding postal delivery on Sixth Street.

Robert Santovasi, United States Post Office, Dover Office: He spoke about the issue with the postal route on Sixth Street. He said it involves two different carrier unions; rural and in-city deliveries. He said they can't just take territory away from one and give it to another. He said they have tried to come up with different solutions. He said it wasn't something they can change.

Donald Medbery, 3 Covered Bridge Lane: He spoke about the Waterfront project going from high end condominiums to apartments. He spoke against TIFs financing the parking garage. He spoke about his requests for emails, and said he will be contacting the Attorney General. He read an April 2, 2012 email from the Mayor to the City Manager. He spoke about the previous Council meeting where two Councilors fell asleep.

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

9. CITY MANAGER'S REPORT – FY2013 PROPOSED BUDGET PRESENTATION

City Manager Joyal gave a PowerPoint presentation on his fiscal year 2013 proposed budget.

Councilor Garrison asked if the change to the shift coverage for the Firefighter EMT position will affect the opening of all three fire stations.

City Manager Joyal said it could impact response capability, but all three stations will remain open.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, April 11, 2012**
Meeting Time: **7:00 pm**

Councilor Weeden asked what the tax cap amount was in comparison with the proposed budget increase of \$144.00 for the average taxpayer.

City Manager Joyal said he didn't have that figure right now, but he will provide it to the Council.

Councilor Crago asked if there was any way to find additional cuts for the City side to help offset the School side so the proposed budget comes in within the tax cap.

City Manager Joyal said the budget can be adjusted, but there were impacts associated with that. He said that would be a policy decision made by the Council. He said the budget he has presented has no fluff, and he feels there is no extra money to be shifted around.

Councilor Cheney asked about the elimination of the 3.7 full-time McConnell Center Fitness Facility employees, and asked if they were being supported by the Recreation user fees.

City Manager Joyal said the facility itself is supported by the General Fund and the programs are supported by user fees.

Mayor Trefethen asked how tasks at the McConnell Center Fitness Facility will be accomplished.

City Manager Joyal said the administration offices for the Recreation Department, which is located in the McConnell Center, will take over the tasks. He said there will not be full coverage for the facility.

Mayor Trefethen asked about the fitness facility itself and the classroom.

City Manager Joyal said it will be open for scheduled events. He said it will not be open for public use.

Mayor Trefethen asked if the rent was still the responsibility of the Recreation Department.

City Manager Joyal said that was correct. He said an alternative would be to put the rent into the Council's budget where other subsidies are located.

Mayor Trefethen referred to the Teen Center closure, and asked if there is an increase in space in the McConnell Center that the City is paying for that we are not using.

City Manager Joyal said those departments will continue to be responsible for that space, but the City will be looking into other uses for that space with potential tenants.

Councilor Cheney asked if they could get volunteers to cover the Fitness Facility.

City Manager Joyal said they could do that, but it brings up two concerns: 1) the City has to be careful to having volunteer labor for previously paid labor, which the Department of Labor frowns upon. 2) it takes an incredible amount of resources to manage volunteers. He said they are looking into helping the physical therapy customers by asking private sectors therapists take them into their facilities.

Councilor Crago asked if there was a foundation that can be used for fundraising for City and School sides.

City Manager Joyal said municipal governments are not in the business of fundraising. It requires a significant investment and dedicated staff.

Councilor Weston asked how much revenue the City would lose by closing the Fitness Facility.

City Manager Joyal said the City would lose almost \$37,000 to membership fees.

Councilor Garrison commented on fundraising and referred to the Pool Advisory Committee efforts. He said it is complicated and challenging, and people burn out and get frustrated.

City Manager Joyal said the Council would have to reduce the proposed budget +/- \$900,000 to meet the tax cap.

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

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, April 11, 2012**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier moved to suspend the rules and move Item 13.B.2. to this point of the Agenda; seconded by Councilor Cheney.
Roll Call Vote: 9/0.

Councilor Weston moved for the adoption of Item 13.B.2.; seconded by Councilor Cheney. Councilor Weston gave an overview of the Resolution to the Council. She said this resolution will give leverage for the citizen's to contact Senators and lobby unions to make a compromise, because this is a federal issue.
Vote: 9/0.

10. APPROVAL OF MINUTES

- A. **March 21, 2012**
- B. **March 28, 2012**

Deputy Mayor Carrier moved to approve the Minutes; seconded by Councilor Crago.
Vote: 9/0.

11. MAYOR'S REPORT

Mayor Trefethen referred to Mr. Medbery's Citizen's Forum comments and apologized for his regrettable email. He said he attended the Recreation Awards Dinner last week. Councilor Weeden says it shows to the good character of the Mayor to apologize. Councilor Crago echoed Councilor Weeden's comments, and said they recognize that everyone can have a bad day.
Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Spuler.
Vote: 9/0.

12. UNFINISHED BUSINESS

- A. **ORDINANCES IN THE 2nd READING – None**
- B. **ORDINANCES IN THE 3rd READING – None**
- C. **RESOLUTIONS – None**

13. NEW BUSINESS

A. **CONSENT CALENDAR**

1. **RAFFLE – Maine Coast Runners Flyball Team**
2. **RESOLUTION: B12047 PAVEMENT MARKINGS LONG LINE REFLECTORIZED
SPONSORED BY MAYOR TREFETHEN BY REQUEST**



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, April 11, 2012**
Meeting Time: **7:00 pm**

- 3. RESOLUTION: B12046 AWARD OF BID HAND PAVEMENT MARKINGS**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 4. RESOLUTION: B12055 ASPHALT TRENCH PATCHING SERVICES**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 5. RESOLUTION: B12056 AWARD OF BID TRAFFIC CONTROL FLAGGING**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

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 for the adoption of the Consent Calendar; seconded by Councilor Weeden.

Vote: 9/0.

Mayor Trefethen asked the Council if they had items they would like pulled for further discussion. Councilor Garrison asked to pull Item 13.A.2.

Councilor Hooper asked to pull the School Board Report.

Deputy Mayor Carrier asked to pull the Appointments Committee Report.

Councilor Weston asked to pull Item 13.A.4.

Deputy Mayor Carrier moved for the adoption of the remaining items of the Consent Calendar; seconded by Councilor Garrison.

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.2.; seconded by Councilor Garrison. Councilor Garrison asked if teaming up with Somersworth was typically done.

City Manager Joyal this was the first time for this type of service, but he does have other examples where they have reached out to other communities in an effort to save money.

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.4.; seconded by Councilor Weston. Councilor Weston referred to the third Whereas and asked if they checked references. She spoke to other work done by this company and questioned if they are doing quality work.

City Manager Joyal said the Purchasing Agent checked references. He spoke about the previous work done by this company, which was actually a test and unique situation. He said it was not a fault of the company.

Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, April 11, 2012**
Meeting Time: **7:00 pm**

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

Councilor Hooper gave an overview of the School Board Report.

Vote: 9/0.

Deputy Mayor Carrier moved to accept the Appointments Committee Report; seconded by Councilor Hooper.

Deputy Mayor Carrier listed persons the Appointments Committee is recommending for appointments:

- Library Board of Trustees – Dorothy Wagner
- Arts Commission – Martha Kaubris, Carol Van Loon, Justine Roberts, and Malone Cloitre
- Pool Advisory Committee – Jessica Bonello
- Planning Board – Dennis Ciotti, Regular Member
Dexter Tarbox, Alternate Member
- McConnell Center Advisory Board – Cora Quisumbing-King
- Open Lands Committee – Malone Cloitre and Gregory Habib

Reappointment:

- Arena Commission – David Goodwin

Deputy Mayor Carrier moved for the approval of the Appointments Committee's recommendations for appointments; seconded by Councilor Hooper.

Vote: 9/0.

Deputy Mayor Carrier listed current openings on Boards and Commissions.

B. RESOLUTIONS

1. RESOLUTION: B12039 AWARD OF BID TAX ASSESSING & DATA COLLECTION SERVICES SPONSORED BY MAYOR TREFETHEN BY REQUEST

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

Councilor Cheney appealed to the Council that this Resolution should be put off to a future date. She said this should be part of the County regionalization effort, and this Resolution is for a three year contract.

City Manager Joyal said a clause could be inserted to end contract is regionalization occurs.

Councilor Cheney moved to amend Now, Therefor to direct City Manager to add an opt out clause; seconded by Councilor Crago.

Vote: 9/0.

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

Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, April 11, 2012**
Meeting Time: **7:00 pm**

2. USPS DELIVERIES IN SIXTH/HILLCREST AREA SPONSORED BY COUNCILOR WESTON

Councilor voted to move this Item up on the Agenda to after the City Manager's Report.

3. NAMING OF BRUCE THORNER FIELD (TO BE REFERRED TO A PUBLIC HEARING ON APRIL 25, 2012) SPONSORED BY DEPUTY MAYOR CARRIER

Deputy Mayor Carrier moved to referred to a public hearing on April 25, 2012; seconded by Councilor Crago.

Vote: 9/0.

4. ACCEPTANCE OF THE ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2013 CDBG ENTITLEMENT FUNDS (TO BE REFERRED TO A PUBLIC HEARING ON APRIL 25, 2012) SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved to referred to a public hearing on April 25, 2012; seconded by Councilor Crago.

Vote: 9/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 5, BOARDS AND COMMISSIONS – SOLID WASTE ADVISORY COMMISSION (TO BE REFERRED TO A PUBLIC HEARING ON APRIL 25, 2012) SPONSORED BY COUNCILOR GARRISON

Councilor Garrison moved to referred to a public hearing on April 25, 2012; seconded by Councilor Cheney.

Councilor Cheney asked for a copy of the Commission's Rules.

City Manager Joyal said he will provide that information to the Council.

Vote: 9/0.

2. CHAPTER 166, VEHICLES AND TRAFFIC: PIERCE STREET STOP SIGN (TO BE REFERRED TO A PUBLIC HEARING ON APRIL 25, 2012) SPONSORED BY COUNCILOR WESTON AND COUNCILOR WEEDEN

Councilor Weston moved to referred to a public hearing on April 25, 2012; seconded by Councilor Weeden.

Vote: 9/0.

14. COUNCIL CORRESPONDENCE – None



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, April 11, 2012**
Meeting Time: **7:00 pm**

15. COUNCIL MATTERS OF INTEREST

Councilor Hooper said Dover is in danger of losing a Representative in Dover, with the combination of a district with Dover and Somersworth. She said some communities are bringing it to court, and asked the Council if they wanted the City to jump on board.

Mayor Trefethen asked if our in-house Council can work on this issue.

City Manager Joyal said they would look into it.

Council discussed the issue.

Deputy Mayor Carrier read an update on the 2023 Vision project, and spoke about future meetings.

Councilor Garrison discussed Council Rules and Guidelines. He said they received a gold star for tonight's meeting, but some Councilors have pushed the limit on rules during previous meetings. He referred to Council Rules, Section 5, Paragraph H., and listed some of the rules.

Mayor Trefethen said there will be a special meeting next week to refer the School and City budget to public hearings. He will be instructing the City Manager to post the future budget meetings on the website. He discussed Mr. Montenegro's comments regarding his sign. He said his objection was that he attached the sign to a Council chair. He said the Council did need to discuss digital or other forms of presentations during Citizen's Forum.

Councilor Cheney said her son, Sam Cheney, became an Eagle Scout on March 28, 2012.

16. ADJOURNMENT

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

Vote: 9/0.

City Manager Joyal's handouts and PowerPoint Presentations have been archived with these Minutes.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2012.04.11 – 6**
Ordinance Title: Solid Waste Advisory Commission
Chapter: 5 - Boards, Commissions and Committees

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 5-12 A) Solid Waste Advisory Commission MEMBERSHIP; and.

2. AMENDMENT

Chapter 5-12 A) entitled “Solid Waste Advisory Commission” is hereby amended by changing the following:

5-12 Solid Waste Advisory Commission

A) MEMBERSHIP: The Solid Waste Advisory Commission shall consist of ~~seven (7)~~ five (5) members and two (2) alternates.

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: | Councilor William Garrison, III |
| Approved as to Legal Form: | Allan B. Krans, Sr. General Legal Counsel | | |
| Recorded by: | Karen Lavertu City Clerk | | |



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2012.04.11 – 6**
Ordinance Title: Solid Waste Advisory Commission
Chapter: 5 - Boards, Commissions and Committees

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

| VOTING RECORD | | |
|--|-----|----|
| Date of Vote: | YES | NO |
| 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 Dorothy 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 codifies the members/alternates of the Solid Waste Advisory Commission.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2012.04.11 – 7**
Ordinance Title: Pierce Street Stop Sign
Chapter: Chapter 166, Vehicles and Traffic

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 166 of the Revised Code of the City of Dover, 1983, entitled Vehicles and Traffic, by removing a yield sign and replacing it with a stop sign at the intersection of Pierce Street and Broadway.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising sections 166-50 “Schedule C: Stop Intersections”, and 166-51, “Schedule D – Yield Intersections”, as follows:

166-51, Section D

The following is repealed as a designated full yield street intersection:

| <u>INTERSECTION</u> | <u>Direction of Travel</u> | <u>YIELD SIGN ON</u> |
|----------------------------|----------------------------|----------------------|
| Pierce Street and Broadway | East | Pierce Street |

AND

166-50, Section C

The following is added as designated full stop street intersection:

| <u>STOP SIGN ON:</u> | <u>AT INTERSECTION OF:</u> |
|----------------------|----------------------------|
| Pierce Street | Broadway |

3. AMENDMENT

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

REQUIRES A PUBLIC HEARING

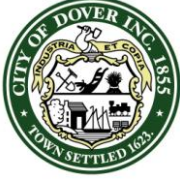
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Karen Weston
Councilor Michael Weeden

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2012.04.11 – 7**
Ordinance Title: Pierce Street Stop Sign
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: | YES | NO |
| 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 March 26, 2012 meeting. The TAC has considered safety concerns at this intersection and recommends that the yield sign be changed to a stop sign.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2012.04.11 – 48**
Resolution Re: **Naming of Bruce Thorner Field**

WHEREAS: The City of Dover owns an athletic field utilized in large part by the Dover Youth Softball League and located on Shaw's Lane. The field is currently known as Field A; and

WHEREAS: The Board of Dover Youth Softball has proposed the field be named in honor of Bruce Thorner, a Dover resident and dedicated volunteer who has performed years of volunteer work in the community and especially youth sports for girls;

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

The athletic field currently known as "Shaw's Lane Field A" is named the "Bruce Thorner Field" to acknowledge Mr. Thorner's efforts supporting Youth Softball for girls in the City of Dover.

PUBLIC HEARING REQUIRED PURSUANT TO DOVER ORDINANCE 79-2

AUTHORIZATION

| | | | |
|--------------------------------|--|---------------|-----------------------------|
| Approved as to Funding: | Daniel R. Lynch Finance Director | Sponsored by: | Deputy Mayor Robert Carrier |
| 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 – 2012.04.11 – 48**
Resolution Re: **Naming of Bruce Thorner Field**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

| VOTING RECORD | | |
|--|-----|----|
| Date of Vote: | YES | NO |
| 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 Dorothy 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:

Bruce Thorner has been involved with the Dover Youth Softball League for over 10 years. He was the President for the Dover Youth Softball League for 5 years. He has been a board member for approximately 7 years. He has coached at many different levels. He is also a certified Babe Ruth umpire and has umpired numerous games over his tenure.

Bruce is an advocate for youth sports in Dover. He is a past “Don Heyliger Award” recipient which is the award given annually to valued City sports volunteers. He has been instrumental in establishing Dover Youth Softball League as a model program for the region and the State.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2012.04.25 –49**
Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2013 CDBG Entitlement Funds

- WHEREAS: The City of Dover will have available funds for appropriation from the 2013 CDBG Entitlement year, including program income; and
- WHEREAS: The Planning Department is required by HUD to prepare, and the Governing Body adopt the "Consolidated Plan" which is a needs assessment and detailed expenditure plan for the use of C. D. funds in meeting the needs of low and moderate income residents of Dover; and
- WHEREAS: The Planning Board has reviewed proposed projects for said funds and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the recommended expenditures; and
- WHEREAS: Administration and the Planning Board have reviewed the proposals and derived a recommended expenditure plan; and
- WHEREAS: The recommended disbursements of funds have been reviewed for compliance with HUD statutory requirements and for meeting national objectives.

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

The Consolidated Plan and attached Action Plan be adopted and the City Manager be authorized to enter into subrecipient contracts as part of this Annual Plan for expenditure of FFY12 Community Development Block Grant funds.

Note: To be referred to public hearing and vote on April 25, 2012.

| Financing | | |
|--|-------------------------------|---------------|
| Estimated Revenue | | |
| Account | Description | Appropriation |
| 2100.1.180.46311.3311.06311.12.000.000.R30 | Federal Grant | \$246,557.00 |
| 2100.1.180.46311.3421.06311.11.000.000.R40 | Downtown Parking Income | \$20,000.00 |
| 2100.1.180.46311.3421.06311.12.000.000.R40 | School Street Parking Income | \$6,000.00 |
| 2120.1.180.46323.1715.xxxxx.00.000.000.A20 | Housing Revolving Loan Income | \$4,560.00 |
| 2125.1.180.46525.1715.xxxxx.00.000.000.A20 | DELP Revolving Loan Income | \$39,924.00 |
| 2125.1.180.46525.6621.06311.97.000.000.800 | Reprogram FY97 funds | \$46,433.21 |
| 2125.1.180.46525.6621.06311.99.000.000.800 | Reprogram FY99 funds | \$45,196.33 |
| 2125.1.180.46525.xxxx.06311.06.000.000.800 | Reprogram FY06 funds | \$908.93 |
| 2125.1.180.46525.xxxx.06311.07.000.000.800 | Reprogram FY07 funds | \$25,718.11 |
| 2125.1.180.43525.xxxx.06311.08.000.000.800 | Reprogram FY08 funds | \$13,601.59 |
| 2100.1.180.46341.4835.06301.09.000.000.800 | Unallocated funding FY09 | \$7,803.00 |
| 2100.1.180.46341.4730.06335.10.000.000.800 | Reprogram Funds FY10 | \$3,600.00 |
| 2100.1.180.46341.4835.06342.10.000.000.800 | Reprogram Funds FY10 | \$18.00 |
| 2100.1.180.46348.4835.06333.11.000.000.800 | Reprogram Funds FY11 | \$3,612.00 |
| 2100.1.180.46348.4835.06341.11.000.000.800 | Reprogram Funds FY11 | \$3,353.00 |
| 2120.1.180.46323.4912.0000.0000.00.000.900 | Reprogram HRL funds | \$18,940.83 |
| TOTAL | | \$486,226.00 |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2012.04.25 –49**
Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2013 CDBG Entitlement Funds

| Financing | | |
|--|--|----------------------|
| Appropriations | | |
| Account | Description | Appropriation |
| 2100.1.180.46348.4835.06360.13.000.000.800 | Welfare Security Deposit Assistance | \$8,600.00 |
| 2100.1.180.46348.4835.06333.13.000.000.800 | Community Partners Security Deposits | \$8,600.00 |
| 2100.1.180.46348.4835.06377.13.000.000.800 | Cross Roads House | \$5,700.00 |
| 2100.1.180.46348.4835.06367.13.000.000.800 | AIDS Response | \$6,500.00 |
| 2100.1.180.46348.4835.06361.13.000.000.800 | A Safe Place | \$3,000.00 |
| 2100.1.180.46348.4835.06380.13.000.000.800 | Homeless Center For Strafford County | \$6,500.00 |
| 2100.1.180.46348.4835.06342.13.000.000.800 | My Friend's Place (MFP) | \$6,500.00 |
| 2100.1.180.46348.4835.06334.13.000.000.800 | My Friend's Place Transitional Housing | \$3,000.00 |
| 2100.1.180.46323.4835.06335.12.000.000.800 | CAP Weatherization | \$25,000.00 |
| 2100.1.180.xxxxx.xxxx.xxxxx.xx.xxx.000.800 | The Housing Partnership | \$210,000.00 |
| 2100.1.180.46341.4835.xxxxx.13.000.000.800 | The Triangle Club | \$40,000.00 |
| 2100.1.180.46311.6311.xxxxx.11.000.000.800 | CDBG Administration | \$59,408.00 |
| 2120.1.180.00000.1715.xxxxx.11.000.000.800 | Housing Rehab. loan pool income | \$4,560.00 |
| 2100.1.180.46323.6321.xxxxx.11.000.000.800 | Housing Rehab. Admin | \$29,467.00 |
| 2125.1.180.00000.1715.xxxxx.11.000.000.800 | DELP Income returned to loan pool | \$39,924.00 |
| 2100.1.180.46525.6621.xxxxx.11.000.000.800 | DELP Administration | \$29,467.00 |
| TOTAL | | \$486,226.00 |

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2012.04.25 –49**
Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2013 CDBG Entitlement Funds

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

| VOTING RECORD | | |
|---------------------------------------|-----|----|
| Date of Vote: | YES | NO |
| 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. | | |

RESOLUTION BACKGROUND MATERIAL:

Attached is a brief synopsis of the Federal Fiscal Year 2012, Community Development Block Grant Program available funds, Goals and Objectives of the C. D. Program and a description of the agencies, organizations and Planning Department's use of requested funds.

The City of Dover is an Entitlement Community, which means we receive funds directly from HUD, rather than going through the State. The Planning Board acts in a citizens' advisory capacity, in determining how the C.D. funds should be spent after listening to all the requests from local agencies and the Planning staff. All of these funds must go toward one of HUD's 3 national objectives: 1) Low income benefit, 2) Elimination of slums or blight, 3) Urgent need.

After the Planning Board recommends where the CDBG funds should be spent, the City Council holds a public hearing on the Action Plan (One year use of funds.) This provides citizens and those affected by the funding decision the opportunity to comment on the proposed expenditures, before the Council votes on the Final Action Plan in April. Once approved by the Council, the Plan is forwarded to HUD for their final grant approval.

The FFY12 grant from HUD has been decreased by \$72,183.00 over the current years grant. As always, the requests exceeded the available funds and tough decisions had to be made on which agencies would be recommended for funding under next years grant. The total funding requests from Public Service Agencies came in at \$82,063.00 while the maximum allowed under the grant is \$48,400.00, a difference of \$33,663.00. Each activity is rated for their priority in the Consolidated Plan and Action Plan as a high, medium, or low priority. The Planning Board used these priorities in determining their recommendations for next years Community Development Block Grant expenditures.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2012.04.25 –49**
Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2013 CDBG Entitlement Funds

CDBG Program Description

Dover Welfare: \$8,600.00

Funding for security deposits for homeless or persons at risk of homelessness.

Community Partners: \$8,600.00

Grant for security deposit and rental assistance program for Behavioral Health clientele who are mentally ill and cannot afford security deposits or rental housing.

My Friend's Place: \$6,500.00

Grant for operational funds for the City's homeless shelter.

My Friend's Place Transitional Housing: \$3,000

Grant for operational funds at the transitional housing units.

Cross Roads House: \$5,700.00

Grant for direct care, staff and services at the homeless shelter.

AIDS Response: \$6,500.00

Grant to assist in the administration of AIDS Response of the Seacoast. Aids Response provides vital emotional and practical support to people living with AIDS.

A Safe Place: \$3,000.00

Grant for shelter and services for abused spouses and their children. The shelter is located in Portsmouth and serves the entire area.

Homeless Center for Strafford County: \$6,500.00

Grant for operations at the County Overflow Shelter in Rochester.

Strafford County Community Action Weatherization (CAP): \$25,000

Funding for improvements and weatherization of homes occupied by very low income families.

The Housing Partnership: \$210,000.00

Loan for costs related to construction of 42 rental units utilizing low income housing tax credits.

Triangle Club: \$40,000.00

Funding for facility improvements on Broadway Avenue.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2012.04.25 –49**
Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2013 CDBG Entitlement Funds

ACTIVITIES NOT RECOMMENDED FOR FUNDING:

Court Appointed Special Advocates:

Funding to recruit, train and screen Dover volunteers who can act as Guardians ad Litem.

Seymour Osman Community Center and Youth Safe Haven:

Funding for the drop-out prevention program at the DHA.

Avis Goodwin Community Health:

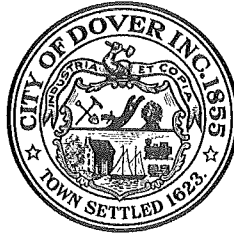
Funding for preventive health care and uninsured and disadvantaged population.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM GOAL STATEMENT

The City of Dover has articulated a goal of creating a viable urban environment through the improvement of housing and employment opportunities for low and very low income people and through improving and/or expanding public facilities and services.

Specific objectives:

1. To provide increased opportunities to residents of the City who require education, health, recreation, housing and related human services.
2. To rehabilitate and improve the housing stock of the City, especially for persons of low and very low income.
3. To plan and construct public improvements in areas populated by or used predominantly by low and very low income persons.
4. To provide increased employment opportunities for low and very low income persons.
5. Removal of architectural barriers to allow increased handicapped accessibility.



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: New Hampshire Soap Box Derby
Federal Tax ID number for Organization: 02-0374130
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Richard Behan Day Time Telephone: 603-245-5466

Address: 118 Grove Street Dover NH 03820 Email Address: rabehan54@hotmail.com

Purpose of Permit: Conduct annual soap box derby state championship race

Date of Event: June 10 2012 Specific Time: 7:00 AM to 4:00 PM

* Location of Event: Industrial Park Road (Front entrance on left)

(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: Richard Behan Date: 03/29/2012

Licensing Board approval [Signature] Date: 4/16/12 Revised 03/17/08

RECEIVED DOVER CITY CLERK

Traffic Bureau OK (MES) No # collected - ok. DS

* Location change From Sixth ST to Industrial park.

FW: New Hampshire Soap Box Derby - June 10

From: **Speidel, Marn** (M.Speidel@dover.nh.gov)
Sent: Tue 3/20/12 12:10 PM
To: rabehan54@hotmail.com (rabehan54@hotmail.com)
1 attachment
soap box derby.pdf (48.4 KB)

Mr. Behan,

We look forward to working with you to make your annual event a success in its new projected location. We strongly encourage you to follow through on your suggestion of contacting those businesses in the vicinity which might otherwise be affected.

The police department can provide barricades, Road Closed signs, and cones to facilitate the closure at each end of that segment of Industrial Park Drive. Additionally, we can provide Event Parking signs to direct family members to park in whatever locations you deem. No one should be allowed to park on Route 9 (Littleworth Road).

You should be able to hold the event here without the need for a police officer detailed. You are encouraged, however, to have one or more volunteers monitor the perimeter locations to help direct motorists who seek to park and watch the event. Because it is a public way, you will need City Council approval for the closure of Industrial Park Drive just as you did for Central Avenue. Below is a link to the required form for this purpose: it should be completed as a "Block Party" and submitted to the City Clerk's office no less than 5-6 weeks before the event.

http://www.dover.nh.gov/forms/Application-tag_1271251562625.pdf

I've also attached (as a PDF) for your reference an example of last year's permit application that was submitted by your organization.

I will be your principal point of contact for the police department in relation to this event. Please feel free to contact me if you have any additional questions.

Regards,

Marn Speidel

Sgt. Marn E. Speidel

Traffic Bureau

Dover Police Department

46 Locust Street

Dover, NH 03820

(603) 742-4646

E-mail: m.speidel@dover.nh.gov

From: Colarusso, Anthony
Sent: Thursday, March 15, 2012 2:26 PM
To: 'Richard Behan'
Cc: Speidel, Marn; Breault, William
Subject: RE: New Hampshire Soap Box Derby - June 10

Mr. Behan,

We will be happy to assist you. Sgt. Marn Speidel will be contacting you shortly.

Sincerely,

Chief Colarusso

From: rabehan54@hotmail.com
To: a.colarusso@dover.nh.gov
Subject:
Date: Thu, 15 Mar 2012 14:17:32 -0400

Dear Chief Colarusso,

The New Hampshire Soap Box Derby would like to hold our 69th annual race in Dover on Sunday June 10. Historically, we have always held the race on Central Avenue which required that detours be placed at Abbott Street at the north end and Hough Street at the south end along with another detour on Oak Street by Park Street. Starting in 2009 we have paid the City of Dover for the police officer coverage for the event. Because of a severe funding shortage, we will be unable to pay for the police coverage for

the Central Avenue location of our race. We still would like to hold our race in Dover. After surveying possible sites, the best site with the combination of factors of a non-residential area, enough of a downhill slope for racing, a straight smooth road, and available parking is on Industrial Park Road. We would use the first entrance on the left (near Airgas Inc at 136 Industrial Park Road) as the race start and go about 700 feet down the road. The second entrance of Industrial Park Road (near Northeast Printing) would be available for regular use. We would plan to have DPW road signs stating that the road is closed at the beginning and end of the race area. There would be enough room on the road for emergency vehicles or local business vehicles to pass if necessary. The time that we would be using the road would be from 7AM until no later than 5PM. Our hope is that we would not be required to have police coverage for this event with the exception of having a police escort in the transport of derby cars from Midway Buick GMC to Industrial Park Road on Sunday morning starting no later than 8AM. We would be willing to pay for that escort coverage.

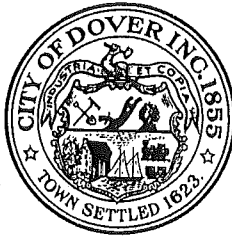
Could you please let us know if this sounds possible and any steps necessary to make it happen. We do know that we have to contact the businesses on that part of Industrial Park Road about the event. Please contact me at your convenience.

Thank you for your consideration,

Richard Behan
Derby Director - New Hampshire Soap Box Derby
118 Grove Street
Dover NH 03820
603-245-5466 (work)
603-749-3857 (home)
603-953-3086 (cell)

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

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



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: OUR LADY OF THE ROSARY DOVER COUNCIL #807 KNIGHTS OF COLUMBUS

Federal Tax ID number for Organization:

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

Contact Person: PAUL K. MCMANUS Day Time Telephone: (603) 953-4268 / (603) 742-3748

Address: 5 ARROWNOOK RD DOVER Email Address: sunferbuzz@comcast.net

Purpose of Permit: TO HONOR 'MARY' (OUR BLESSED MOTHER)

Date of Event: MAY 20th (SUNDAY) Specific Time: 2:00 PM - 4:15 PM

Location of Event: ST. CHARLES CHURCH - ST GEORGE'S CHURCH - ST MARY'S CHURCH - BACK TO ST. CHARLES (ON SIDE WALK ONLY)

Prize (s) To Be Awarded:

Amount of Donation: Date of Drawing: Specific Time:

Place of Drawing:

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

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

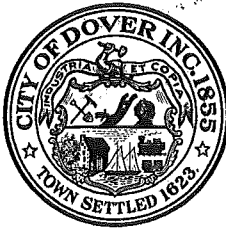
***NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

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: Paul K. McManus Date: 4/09/12

Licensing Board approval [Signature] Date: 4/16/12 Revised 03/17/08

Traffic Bureau OK (MES) No Pinney Involved



CITY OF DOVER
12 APR -3 PM 1:29

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: TRIANGLE CLUB, INC

Federal Tax ID number for Organization: 22-2533853

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

Contact Person: MIKE LILLY Day Time Telephone: 603 315 8766

Address: PO BOX 592
120 BROADWAY, DOVER, NH 03821 Email Address MPLILLY@ADL.COM

Purpose of Permit: SK ROAD RACE

Date of Event: MAY 30, 2012 Specific Time: 10:00AM

Location of Event: LIBERTY MUTUAL

(Raffle Permit only)
Prize (s) To Be Awarded: _____

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

Place of Drawing: _____

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

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

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

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

Signature: [Signature] Date: 4/3/12

Licensing Board approval [Signature] Date: 4/16/12
Revised 03/17/08

Traffic Bureau OK.
2 officers detailed.
MES
All set w/ NH AG's office
DC



**Road Running Technical Council
USA Track & Field**

Measurement Certificate



Name of the course Spirit of Recovery 5K Distance 5.0 km

Location (state) New Hampshire (city) Daver

Type of course: road race calibration track Configuration: Keyhole

Type of surface: paved 100 % dirt _____ % gravel _____ % grass _____ % track _____ %

Elevation (meters above sea level) Start 176 ft Finish 171 ft Highest 191 ft Lowest 120 ft

Straight line distance between start & finish: 108 ft Drop 0.3 m/km Separation 0.66 %

Measured by (name, address, phone & e-mail) Dave Abbett, 29 Ledgeview Drive
Rochester, New Hampshire 03839, (603) 617-8509, email: dave.abbett@gmail.com

Race contact (name, address & phone) Mike Lilly, 80 Cherry Lane,
Madbury, New Hampshire 03823, (603) 315-8766

Measuring Methods: bicycle steel tape electronic distance meter

Number of measurements of entire course: Two Dates: when course measured: May 14, 2011

Race date: June 4, 2011 Course certification effective date: May 14, 2011

Replaces: NH10029RF (if applicable) Certification code: NH11013RF

Notice to Race Director
Use this Certification Code in *all* public
announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

Validation of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a validation remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year 2021

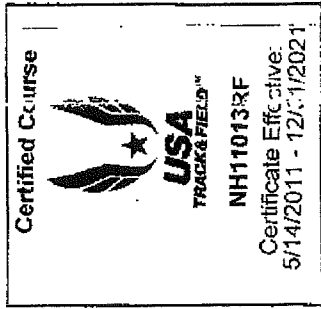
AS NATIONALLY CERTIFIED BY:

Ron Fitzpatrick Date: June 5, 2011

Ron Fitzpatrick USA Track & Field Certifier
33 Rand Road, Center Barnstead, NH 03225 (603) 731-3345 email: rjfitz@worldpath.net

Spirit of Recovery 5k

Dover, NH



Start: The race starts on Liberty Way heading east. The Start Line is located on the south side of the road directly across from a light pole and 22 feet 6 inches west of the stop sign and 40 feet 1 inch west of a perpendicular line drawn from fire hydrant #6 located in entryway to parking lot; it is also 140 feet 1 inch east of storm drain on Liberty Way. The start is marked with a dark red "S" and arrow pointing toward line; 3 P-K nails are embedded in the painted start line.

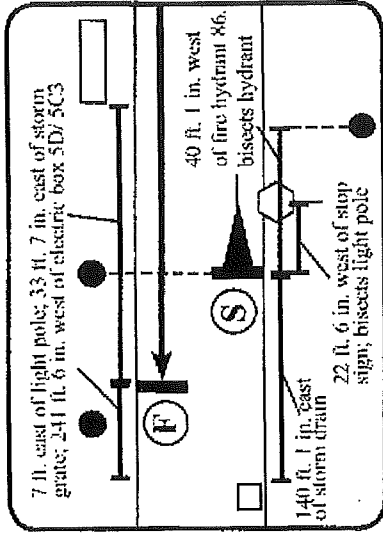
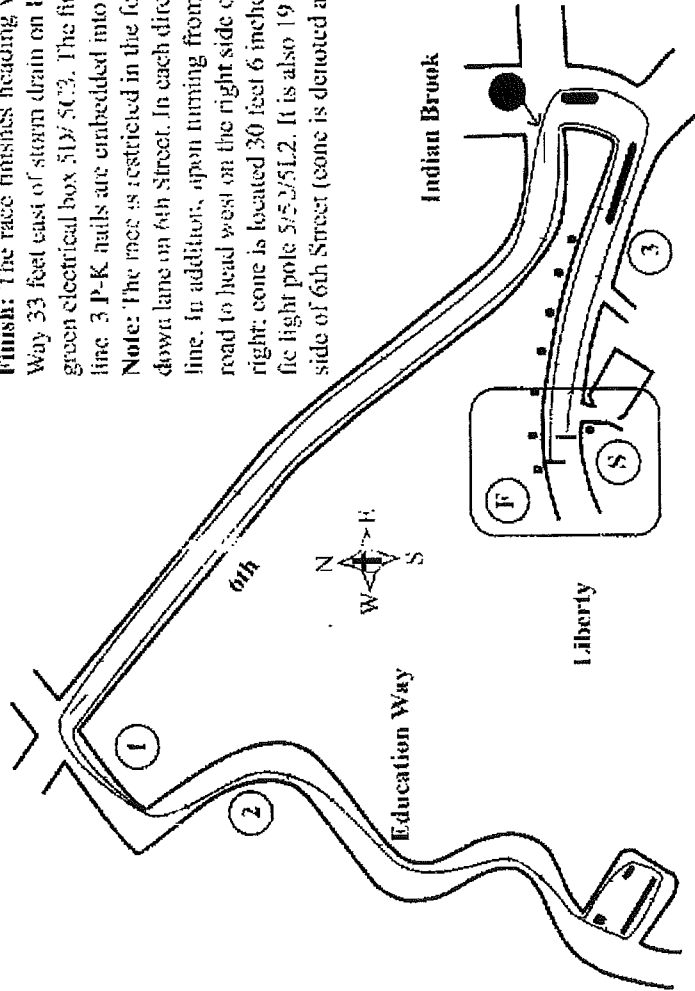
Mile 1: is located on Education Way on the left side of the road heading southwest. It is marked with a white painted M1. The mile marker is located 26 ft. 7 in. northeast of light pole #3 and 36 ft. 6 in. southwest of south corner of storm grate and 91 ft. 5 in. southwest of light pole #4.

Mile 2: is located on Education Way on the right side of the road heading northwest. It is marked with a white painted M2. The mile marker is located 65 ft. 4 in. southeast of light pole #8, 50 ft. 10 in. northwest of light pole #6 and 126 ft. 6 in. northwest of fire hydrant 2846.

Mile 3: is located on the right side of Liberty Way heading west. It is marked with a dark red painted M3. The mile marker is located 15 ft. 3 in. east of the fifth light pole beginning with the light pole 7 feet east of finish line. It is also 111 ft. 5 in. west of the next light pole (sixth from starting light pole 7 ft. west of the finish).

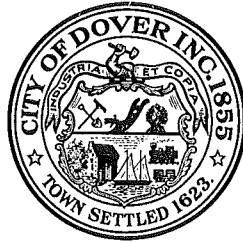
Finish: The race finishes heading west on Liberty Way. The Finish Line is located on Liberty Way 33 feet east of storm drain on Liberty Way and 241 feet 6 inches west of the corner of large green electrical box 5D/5C3. The finish is marked with a dark red "F" and arrow pointing toward line. 3 P-K nails are embedded into the painted start line.

Note: The race is restricted in the following manner-the runners are required to run in the breakdown lane on 6th Street. In each direction they must travel remaining right of the breakdown lane. In addition, upon turning from Indian Brook Drive left onto 6th Street runners must cross road to head west on the right side of the road. A cone will be placed where runners must remain right. cone is located 30 feet 6 inches south of north side walk and 41 feet 8 inches south of traffic light pole 5/5/5L2. It is also 19 feet 9 inches east of telephone pole 50F located on the north side of 6th Street (cone is denoted as a "C" on a circle on the map).



Measured by Dave Abbett, Sub5 Race Management on Saturday May 14, 2011 [dave.abbett@gmail.com]

RECEIVED
DOVER CITY CLERK
DOVER, NH
2012 APR -3 A 10:49



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 LEGION DOVER POST 8

Federal Tax ID number for Organization: 02-0215228

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

Contact Person: LARRY GAUBOIS Day Time Telephone: 603-438-2808

Address: 24 CEDARBROOK DR. DOVER NH Email Address: WBCO@NET@COMCAST.NET

Purpose of Permit: RAISE MONEY FOR AMERICAN LEGION BASEBALL

Date of Event: _____ Specific Time: _____

Location of Event: AMERICAN LEGION POST 8 DOVER NH

(Raffle Permit only)

Prize (s) To Be Awarded: 3 Lobster Baked Dinners

Amount of Donation: 1.00 per Date of Drawing: 14 July 2012 Specific Time: _____

Place of Drawing: AMERICAN LEGION POST 8

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

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

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

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

Signature: [Signature] Date: 1 April 2012

Licensing Board approval [Signature] Date: 4/9/12

Revised 03/17/08

All set with Charitable Trusts Unit.



CITY OF DOVER
12 APR -5 AM 10: 07

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: Jaden's Ladder

Federal Tax ID number for Organization: 59-2786412

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

Contact Person: Linda Hagan Day Time Telephone: 603-534-1129

Address: 388 Central Ave Dover NH Email Address: Linda-jc@comcast.net

Purpose of Permit: Raise funds for Jaden's Ladder (501c3 non-profit)

Date of Event: May 15- July 21 2012 Specific Time: Drawing 3:00pm 7/21/12

Location of Event: Jewelry Creations

(Raffle Permit only)
Prize (s) To Be Awarded: 50+ items

Amount of Donation: \$20/mkt Date of Drawing: 7/21/12 Specific Time: 3:00pm

Place of Drawing: Jewelry Creations

* 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

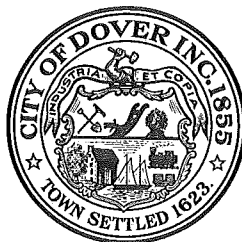
***NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

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: Linda S Hagan Date: 3/28/12

Licensing Board approval Date: 4/9/12
Revised 03/17/08

All set with AG's office
1000'



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: Mrs. NH America 2012
Federal Tax ID number for Organization: N/A
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Carrie Alex Day Time Telephone: (603) 978-2911

Address: 12 Ridgewood Dr. Rochester NH 03867 Email Address: alexplaca@metracast.net

Purpose of Permit: To raise money to benefit Mrs. NH, trip to Mrs. America

Date of Event: Fri April 13th Specific Time: 9:00-5:00

Location of Event: Sono Bella Spa & Salon 14 Weeks Ln. Dover

Prize (s) To Be Awarded: Salon products & gift certificates

Amount of Donation: ? Date of Drawing: 4/13/12 Specific Time: 5:00 pm

Place of Drawing: Sono Bella Spa & Salon

* 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: Carrie Alex Date: 2/22/12

Licensing Board approval [Signature] Date: 4/9/12
Revised 03/17/08

ONE TIME EVENT.

Spend the Day with...

*Mrs. New Hampshire
America
Mrs. Carrie Alex*



There will be raffles with some great deals that include products from:

Bumble and Bumble
CND
Dermalogica
Essie
Rachel Mae Originals

And certificates for Salon Services that include:

Reiki Energy Massage
Hair Up-Do
Full Leg Waxing
Bella Pedicure
Full Nail Gel Set

50% of raffle proceeds will be donated to Carrie. Let's help her make our state proud!

Sono Bella Spa & Salon is pleased to host a very special event with our dear friend *Carrie Alex, Mrs. New Hampshire* for a special day full of fun, beauty and relaxation.



Event Services

Mini Mani Pedi Combo
Specialty Mini Facials
30 Min Table or Chair Massage
Eyebrow & Eyelash Tinting
Facial Waxing
Wash, Blow-Out and Style
Parafin Dips
Make-up Application

We welcome you to come join us on
Friday, April 13th

from 9am-5pm at
15 Weeks Ln. Dover, NH

Please call ahead for appointment availability!

15% of service proceeds will be donated to Carrie to help her reach her fundraising goal for the Mrs. America Pageant!

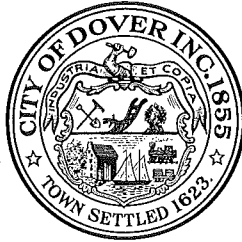
Mrs. New Hampshire will be available for pictures and autographs with her guests during the times listed.

Menu of Services will be restricted to services listed above. If you would like to view our full menu please visit our website:

603-750-4100

www.sonobellaspa.com





RECEIVED
DOVER CITY CLERK
DOVER, NH

CITY OF DOVER
12 APR 11 AM 11:29

2012 APR 16 P 2:49 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: Seymour Osman Community Center

Federal Tax ID number for Organization: 01-269-4632

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

Contact Person: Cindi Wiggins Day Time Telephone: 742-5804/749-6692

Address: 40 Hampshire Circle/Dover Email Address cwiggins@doverhousingauthority.org

Purpose of Permit: Fundraise w/ 50-50 raffle

Date of Event: 4/25 or 5/19 2012 Specific Time: 6:00 pm - 6:30 pm or 9:30 am - 10:30 am

Location of Event: Seymour Osman Community Center

(Raffle Permit only)

Prize (s) To Be Awarded: 50% of collected donations

Amount of Donation: \$1 per ticket Date of Drawing: 4/25 or 5/19 2012 Specific Time: 6:00 pm - 6:30 pm or 9:30 am - 10:30 am

Place of Drawing: Seymour Osman Community Center

* 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

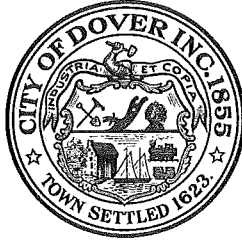
***NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

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: [Handwritten Signature] Date: 4-10-12

Licensing Board approval [Handwritten Signature] Date: 4/12/12
Revised 03/17/08

All set with AG's office
[Handwritten initials]



RECEIVED
DOVER CITY CLERK
DOVER, NH
2012 APR -9 A 9:17

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: Dover Baseball
Federal Tax ID number for Organization: 02-0514051
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Carolyn Donovan Day Time Telephone: 973-9623

Address: 42 Park Street Dover, NH Email Address: Carolyn@redsshoebar.com

Purpose of Permit: Tagging

Date of Event: 5/10, 5/11 + 5/12 Specific Time: 5/10 & 5/11 4-8pm 5/12 9-1pm

Location of Event: VARIOUS businesses

(Raffle Permit only)
Prize (s) To Be Awarded: _____

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

Place of Drawing: _____

*** NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS:** Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information. Please provide a way for us to contact you during the day so the request can expedited. Information on these requirements may be found at http://doj.nh.gov/publications/charitable_forms.html.
**** NOTE:** ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA

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

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

Signature: [Signature] Date: 4-9-12

Licensing Board approval: [Signature] Date: 4/10/12
Revised 03/17/08

All set with AB's office.
D



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2012.04.25 – 51**
Resolution Re: **B12052 Award of Bid for Construction Equipment Rental**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

| VOTING RECORD | | |
|--|-----|----|
| Date of Vote: | YES | NO |
| 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.9.

Resolution Number: **R - 2012.04.25 – 51**
Resolution Re: **B12052 Award of Bid for Construction Equipment Rental**

RESOLUTION BACKGROUND MATERIAL:

Sealed Bid B12052 was solicited for Construction equipment Rental and received on 4/3/2012. The bids meeting specifications were submitted for both different and similar types of Construction Equipment with varying hourly rates by numerous vendors, as listed below.

Dale R Sprague Construction Co Inc, Dover
SUR Construction, Rochester
Brian Turgeon Excavating, Somersworth
Mick Construction
MacKinnon and Sons
Nopano Construction, Rochester

Bob Sherwood, Dover
Arthur Hartford const. Madbury
JP Towle Construction
Norman R Gagnon, Rollinsford
Stillwater Management

Purchasing Information:

| | | | |
|------------------------------------|--------------------------|-------------------------------------|--|
| Type: | Purchase Order | Advertised: | Yes |
| Invitations Mailed: | 55 | Number of Responses: | 11 |
| Warranty: | na | Terms: | Net 30, FOB Dover |
| Work Bonded: | No | Contract: | no |
| Prices will hold for: | 2012 construction season | Estimated Delivery: | As needed |
| Recommended Award to: | Various | Fund: | Various |
| Other Approvals Required: | No | References Checked: | Satisfactory |
| Previously Worked for City: | Yes most | Reason for Council Approval: | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation |

Vendor Solicitation List:

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

Bid results are contained in online agenda materials.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2012.04.25 – 52**
Resolution Re: **B12053 Award of Bid for Sand & Gravel Products**

WHEREAS: Sealed bids # B12053 were requested and received for Sand & Gravel Products on April 4, 2012 at 2:00 PM EST.; and

WHEREAS: Rates will hold for one year and will be utilized, as needed. The bids meeting specifications were submitted for 15 different types of products with varying rates for delivered items and city picked up items from several vendors, as listed in back ground section; and

WHEREAS: The recommendation is to award on item by item bases as needed to the low bidders for the pick up or the delivered products. Due to the fact Pike charges tax for products picked up in Maine, the city will not utilize them for these products.

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

The purchasing agent is hereby authorized to issue Purchase orders to each of the low bidders identified in the background section, as needed, given rates provided 4/4/2012 in conjunction with Bid B12053. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

| Account | Description | Appropriation | Balance |
|---------------------------|---------------------------------------|---------------|------------|
| xxxx-x-300-xxxx-4652-xxxx | CS-Maintenance Supply other than Bldg | 320,946.00 | 142,377.00 |
| xxxx-x-300-xxxx-4612-xxxx | CS-Operating Supplies | 617,902.00 | 32,314.00 |

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.10.

Resolution Number: **R - 2012.04.25 – 52**

Resolution Re: **B12053 Award of Bid for Sand & Gravel Products**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

| VOTING RECORD | | |
|--|-----|----|
| Date of Vote: | YES | NO |
| 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.10.

Resolution Number: **R - 2012.04.25 – 52**
Resolution Re: **B12053 Award of Bid for Sand & Gravel Products**

RESOLUTION BACKGROUND MATERIAL:

The bids, meeting specifications, were submitted in varying amounts for different products by five companies.

Depending upon the specific need at a certain time, the availability of the product, the product costs, the location of the vendor's pit(s) and the proximity to an on-going city project, the City may elect either to pick up the sand/gravel required from the closest location if travel distance offsets cost inefficiency of driving to a more distant location or it may choose to have the product delivered. During FY11 construction season the city expended approximately \$52,425.38 on sand and gravel products thereby requiring council approval.

Purchasing Information:

| | | | |
|------------------------------------|--------------------------|-------------------------------------|--|
| Type: | Purchase Order | Advertised: | Yes |
| Invitations Mailed: | 86 | Number of Responses: | 3 |
| Warranty: | na | Terms: | Net 30, FOB Dover |
| Work Bonded: | No | Contract: | no |
| Prices will hold for: | 2012 construction season | Estimated Delivery: | As needed |
| Recommended Award to: | Various | Fund: | Various |
| Other Approvals Required: | No | References Checked: | Satisfactory |
| Previously Worked for City: | Yes | Reason for Council Approval: | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation |

Pike Industries states" Any items picked up at Pike Industries in Eliot ME are subject to Maine state taxes so pickups will not be utilized for this vendor. Deliveries to NH are not subject to Maine taxes.

Plourde Sand & Gravel is further to travel than the Dover plant so pick up will not be utilized from this vendor.

Results



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2012.04.25 – 52**

Resolution Re: **B12053 Award of Bid for Sand & Gravel Products**

| B12053 Sand & Gravel AWARDS | Brox 603-323-7621 PO Box 7223 Gonic, NH 03839 | | | Pike Industries 207-854-2561 58 Main Street Westbrook, ME 04092 | | | Plourde Sand & Gravel 603-485-3061 PO Box 220 Suncook, NH 03275 | | |
|--|--|-----------|--------------|--|-----------|---------------|--|-----------|--------------|
| | Delivered | Picked up | Pit Location | Delivered | Picked up | Pit Location | Delivered | Picked up | Pit Location |
| | Price | Price | | Price | Price | | Price | Price | |
| Sand - Washed | 11.50 | 8.50 | Dover, NH | 13.90 | 9.90 | Farmington NH | 15.60 | 9.10 | Hooksett, NH |
| 3/4" Stone Base (crushed gravel) | 11.50 | 8.00 | Dover, NH | 11.50 | 8.00 | Eliot, ME | 14.53 | 8.03 | Hooksett, NH |
| 3/4" Stone Base Fine (crushed gravel) | 11.50 | 8.00 | Dover, NH | 11.50 | 8.00 | Eliot, ME | 14.53 | 8.03 | Hooksett, NH |
| 1½" Stone Base (crushed gravel) | 11.50 | 8.00 | Dover, NH | 11.75 | 8.25 | Eliot, ME | 14.25 | 7.75 | Hooksett, NH |
| Stone Dust (quarried rock) | 12.75 | 8.75 | Dover, NH | 8.00 | 4.50 | Eliot, ME | 16.42 | 9.92 | Hooksett, NH |
| 3/8" Crushed Stone | 14.75 | 12.00 | Dover, NH | 20.75 | 17.25 | Eliot, ME | 19.62 | 13.12 | Hooksett, NH |
| 1/2" Crushed Stone | 14.75 | 12.00 | Dover, NH | 18.00 | 14.50 | Eliot, ME | na | na | Hooksett, NH |
| 3/4" Crushed Stone | 13.50 | 10.75 | Dover, NH | 17.00 | 13.50 | Eliot, ME | 15.69 | 9.19 | Hooksett, NH |
| 1 ½" Crushed Stone | 13.50 | 10.75 | Dover, NH | 16.75 | 13.25 | Eliot, ME | 15.69 | 9.19 | Hooksett, NH |
| Loam (screened) | 13.25 | 10.00 | Dover, NH | 17.00 | 14.00 | Madbury, NH | 18.50 | 12.00 | Hooksett, NH |
| Rip Rap 3-4 inch | 15.25 | 12.00 | Dover, NH | na | na | | 18.00 | 11.50 | Hooksett, NH |
| rip Rap 6 inch | 15.25 | 12.00 | Dover, NH | 19.50 | 16.00 | Eliot, ME | 18.00 | 11.50 | Hooksett, NH |
| Bank Run Sand | 12.75 | 9.00 | Dover, NH | 7.75 | 4.75 | Madbury, NH | 11.91 | 5.41 | Hooksett, NH |
| Bank Run Gravel | 9.50 | 7.00 | Dover, NH | 9.50 | 6.50 | Madbury, NH | 12.38 | 5.88 | Hooksett, NH |
| Blast Rock | 12.75 | 9.00 | Dover, NH | 19.50 | 16.00 | Eliot, ME | 18.00 | 11.50 | Hooksett, NH |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2012.04.25 – 52**
 Resolution Re: **B12053 Award of Bid for Sand & Gravel Products**

| | | | | | | | | | |
|-------------------------|---|-----------|--------------|---|-----------|--------------|---|-----------|--------------|
| | Brox 603-323-7621 PO Box 7223 Gonic, NH 03839 | | | Pike Industries 207-854-2561 58 Main Street Westbrook, ME 04092 | | | Plourde Sand & Gravel 603-485-3061 PO Box 220 Suncook, NH 03275 | | |
| | Delivered | Picked up | Pit Location | Delivered | Picked up | Pit Location | Delivered | Picked up | Pit Location |
| Minimum Delivery amount | | | None | | | None | | | 20 tons |
| | | | | Items picked up in Maine Will be charged Maine Tax | | | | | |

Vendor Solicitation List:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R - 2012.04.25 – 53**

Resolution Re: **B12058 Award of Bid Sewer Drain Supplies**

WHEREAS: Sealed bids # B12058 were requested and received for Sewer Drain Supplies on April 9, 2012 at 2:00 PM EST.; and

WHEREAS: Rates will hold for one year unless noted by responding vendor and vendors providing low bid on the supply will be utilized, as needed, depending upon their different types of product. There are some items that must stay together such as Frames and Covers and these will be awarded to one vendor; and

WHEREAS: The bids meeting specifications were submitted for 202 different types of products with varying rates from five vendors. There was also one late bid that remained unopened.

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

The purchasing agent is hereby authorized to issue Purchase orders to various vendors identified in the back ground section, as needed, given the rates provided 4/9/2012 in conjunction with B12058. The amount of this authorization shall be limited so as not to exceed available funding

Financing

| Account | Description | Appropriation | Bal as of 4/18/12 |
|-----------------------------|---------------------------------------|---------------|-------------------|
| xxxx.1.300.xxxxx.4652.xxxxx | CS Maintenance Supplies Imp. o/t Bldg | 320,946.00 | 142,377.00 |

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.11.

Resolution Number: **R - 2012.04.25 – 53**

Resolution Re: **B12058 Award of Bid Sewer Drain Supplies**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

| VOTING RECORD | | |
|--|-----|----|
| Date of Vote: | YES | NO |
| 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.11.

Resolution Number: **R - 2012.04.25 – 53**

Resolution Re: **B12058 Award of Bid Sewer Drain Supplies**

RESOLUTION BACKGROUND MATERIAL:

The sealed bid B12058 bids were requested and received for Sewer Drain Supplies on April 9, 2012 at 2:00 PM EST. The following vendors submitted pricing in varying amounts for different products:

| | |
|---------------------|-------------|
| Ti-Sales | Sudbury MA |
| EJ Prescott | Concord NH |
| Vellano Bothers | Raymond NH |
| John Hoadley & Sons | Rockland MA |
| The Pipe Connection | Ashland MA |

Award Information:

Purchase Orders will be issued to various vendors' at lowest rates submitted on Bid #B12058 to authorize expenditures.

Purchasing Information:

| | | | |
|------------------------------------|---------------------------------------|-------------------------------------|--|
| Type: | Purchase Order | Advertised: | Yes |
| Invitations Mailed: | 102 | Number of Responses: | 5 and 1 late bid |
| Warranty: | Per manufacturer | Terms: | Net 30, FOB Dover |
| Work Bonded: | No | Contract: | no |
| Prices will hold for: | 1 yr unless otherwise noted by vendor | Estimated Delivery: | As needed |
| Recommended Award to: | Various | Fund: | various |
| Other Approvals Required: | No | References Checked: | Satisfactory |
| Previously Worked for City: | Yes | Reason for Council Approval: | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation |

Vendor Solicitation List:

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

Bid results are contained in online agenda materials



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R - 2012.04.25 - 54**

Resolution Re: **B12059 Award of Bid Water Drain Supplies**

WHEREAS: Sealed bids # B12059 were requested and received for Water Drain Supplies on April 9, 2012 at 2:30 PM EST.; and

WHEREAS: Rates will hold for one year and vendors providing low bid on the item will be utilized, as needed, depending upon their different types of product; and

WHEREAS: The bids meeting specifications were submitted for 678 different types of products with varying rates from nine vendors.

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

The purchasing agent is hereby authorized to issue Purchase Orders to various vendors identified in back ground section, as needed, given the rates provided 4/9/2012 in conjunction with B12059. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

| Account | Description | Appropriation | Bal 4/18/12 |
|-----------------------------|-----------------------------------|---------------|-------------|
| xxxx.1.300.xxxxx.4652.xxxxx | CS Maint Supplies Improv o/t bldg | 320,946.00 | 142,377.00 |

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.12.

Resolution Number: **R - 2012.04.25 - 54**

Resolution Re: **B12059 Award of Bid Water Drain Supplies**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

| VOTING RECORD | | |
|--|-----|----|
| Date of Vote: | YES | NO |
| 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.12.

Resolution Number: **R - 2012.04.25 - 54**

Resolution Re: **B12059 Award of Bid Water Drain Supplies**

RESOLUTION BACKGROUND MATERIAL:

Sealed bids # B12059 were requested and received for Water Drain Supplies on April 9, 2012 at 2:00 PM EST. Bids were submitted in varying amounts for 678 different products by the following vendors:

| | |
|----------------------|-------------|
| Hydraflo Inc | Beaumont TX |
| Ti-Sales | Sudbury MA |
| EJ Prescott | Concord NH |
| John Hoadly & Sons | Rockland MA |
| Ferguson Water Works | Raymond NH |
| Stiles Company | Norwood MA |
| Vellano Brothers Inc | Raymond NH |
| The Pipe Connection | Ashland NH |
| Concord Win Water | Concord NH |

Award Information:

Purchase Orders will be issued as needed to various vendors' at lowest rates submitted on Bid #B12059 to authorize expenditures.

Purchasing Information:

| | | | |
|------------------------------------|---------------------------------------|-------------------------------------|--|
| Type: | Purchase Order | Advertised: | Yes |
| Invitations Mailed: | 102 | Number of Responses: | 8 |
| Warranty: | Per manufacturer | Terms: | Net 30, FOB Dover |
| Work Bonded: | No | Contract: | no |
| Prices will hold for: | 1 yr unless otherwise noted by vendor | Estimated Delivery: | As needed |
| Recommended Award to: | Various | Fund: | various |
| Other Approvals Required: | No | References Checked: | Satisfactory |
| Previously Worked for City: | Yes | Reason for Council Approval: | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation |

Vendor Solicitation List:

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

Bid results are contained in online agenda materials



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R - 2012.04.25 - 55**

Resolution Re: **B12070 Award of bid Precast Concrete Structures**

WHEREAS: Sealed bids # B12070 were requested and received for various precast concrete structures on April 11, 2012 at 2:00 PM EST.; and

WHEREAS: Rates will hold for one year and vendors providing low bid on the item will be utilized, as needed, depending upon their different types of product.. The city has some existing inventory of 4' ID manhole and Catch basins that not all vendors can align the shiplap with. In situations such as these, the department will utilize the vendor that offers the matching product; and

WHEREAS: The bids meeting specifications were submitted for 24 different types of products with varying rates from four vendors.

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

The purchasing agent is hereby authorized to issue Purchase Orders to various vendors identified in back ground section, as needed, given the rates provided 4/11/2012 in conjunction with B12070. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

| Account | Description | Appropriation | Bal 4/18/12 |
|-----------------------------|-----------------------------------|---------------|-------------|
| xxxx.1.300.xxxxx.4652.xxxxx | CS Maint Supplies Improv o/t bldg | 320,946.00 | 142,377.00 |
| xxxx.1.300.xxxxx.4715.xxxx | CS Streets Land Improvements | 3,009,975.00 | 709,144.00 |

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.13.

Resolution Number: **R - 2012.04.25 - 55**

Resolution Re: **B12070 Award of bid Precast Concrete Structures**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

| VOTING RECORD | | |
|--|-----|----|
| Date of Vote: | YES | NO |
| 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.13.

Resolution Number: **R - 2012.04.25 - 55**

Resolution Re: **B12070 Award of bid Precast Concrete Structures**

RESOLUTION BACKGROUND MATERIAL:

Sealed bids # B12070 were requested and received for Precast Concrete Structures on April 11, 2012 at 2:00 PM EST. Bids were submitted in varying amounts for 24 different products. During FY11 the city spent approximately \$45,758 on various precast structures, thereby requiring council approval.

Award Information:

Purchase Orders will be issued as needed to various vendors' at lowest rates submitted on Bid #B12070 to authorize expenditures.

Purchasing Information:

| | | | |
|------------------------------------|------------------|-------------------------------------|--|
| Type: | Purchase Order | Advertised: | Yes |
| Invitations Mailed: | 83 | Number of Responses: | 4 |
| Warranty: | Per manufacturer | Terms: | Net 30, FOB Dover |
| Work Bonded: | No | Contract: | no |
| Prices will hold for: | 1 yr | Estimated Delivery: | As needed |
| Recommended Award to: | Various | Fund: | various |
| Other Approvals Required: | No | References Checked: | Satisfactory |
| Previously Worked for City: | Yes | Reason for Council Approval: | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation |

Vendor Solicitation List:

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

Results B12070



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R - 2012.04.25 - 55**

Resolution Re: **B12070 Award of bid Precast Concrete Structures**

| B12070 Results Ship Lap must be UP to conform with units Dover already has | Phoenix Precast 77 Regional Dr Concord NH | Concrete Systems 9 Commercial Way Hudson NH | Pepin Precast PO box 729 Sanford ME | George Roberts 192 Biddeford Rd Alfred ME |
|--|--|---|--|---|
| 4' I.D. manhole & Catch basins (5"sidewalks | | | | |
| Flat Top | 115.00 | 90.00 | 90.00 | 115.00 |
| 2' Concentric Cone | 100.00 | 63.00 | 95.00 | 106.00 |
| 4' Eccentric Cone | 200.00 | 168.00 | 165.00 | 216.00 |
| 3' Eccentric Cone | 150.00 | 126.00 | 125.00 | 162.00 |
| 2' Eccentric Cone | 100.00 | 63.00 | 95.00 | 106.00 |
| 1' Barrel Section | 50.00 | 42.00 | 42.00 | 53.00 |
| 2' Barrel Section up to 4 cored holes | 100.00 | 84.00 | 90.00 | 106.00 |
| 3' Barrel Section up to 4 cored holes | 150.00 | 126.00 | 132.00 | 159.00 |
| 4' Barrel Section up to 4 cored holes | 200.00 | 168.00 | 174.00 | 212.00 |
| 2' Base Section | 160.00 | 134.00 | 130.00 | 159.00 |
| 3' Base Section | 210.00 | 176.00 | 175.00 | 211.00 |
| 4' Base Section | 260.00 | 218.00 | 210.00 | 263.00 |
| "F" Catch Basins - 2' Square | | | | |
| 2' High w/1 Hole | 175.00 | na | 120.00 | 155.00 |
| 3' High w/1 Hole | 225.00 | na | 163.75 | 205.00 |
| 4' High w/1 Hole | 275.00 | na | 207.50 | 255.00 |
| 5' High w/1 Hole | 315.00 | na | 251.25 | 305.00 |
| 6' High w/1 Hole | 375.00 | na | 295.00 | 355.00 |
| Manhole Grade Rings | | | | |
| 40" O.D. x 24" I.D. x 4"H | 50.00 | na | 43.00 | 40.00 |
| 40" O.D. x 24" I.D. x 6"H | 50.00 | 50.00 | 45.00 | 50.00 |
| 40" O.D. x 24" I.D. x 8"H | 60.00 | na | 51.00 | 58.00 |
| 40" O.D. x 24" I.D. x 12"H | 60.00 | na | 60.00 | 66.00 |
| 45" O.D. x 30" I.D. x 6"H | 60.00 | na | 45.00 | 66.00 |
| 45" O.D. x 30" I.D. x 12"H | 75.00 | na | 60.00 | 80.00 |
| 2'x2'x2' blocks | 55.00 | na | 40.00 | N/A |
| Notes | No deviations | | | |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2012.04.25 – 56**

Resolution Re: Authorization to Accept Household Hazardous Waste Grant

WHEREAS: The City of Dover has applied for a grant from the NH Department of Environmental Services that would provide up to \$6,388.00 in funds towards a Household Hazardous Waste Collection Day, and the City match is from the General Fund account listed below, and;

WHEREAS: The City of Dover and the State of New Hampshire have agreed to enter in to the attached grant Agreement for a commitment to hold the Household Hazardous Waste Collection Day on one Saturday in September 2012, and;

WHEREAS: The City Clerk must certify that the City Council has voted to accept the Household Hazardous Waste Collection grant requirement to conduct an HHW collection day.

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

The City Manager is authorized to execute the attached Agreement for \$6,388.00 for the Household Hazardous Waste Collection Day with the State of New Hampshire, consistent with the Agreement contained in the attachments of this resolution.

City Match

| Account | Description | Appropriation | Balance |
|--------------------------------|-----------------------------|------------------|-----------|
| 1000.1.300.43240.4420.00000.00 | Recyl. Waste Collection Svs | 30,000.00 | 30,000.00 |
| | | For this project | |

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.14.

Resolution Number: **R – 2012.04.25 – 56**

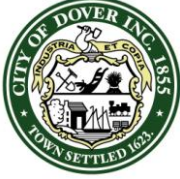
Resolution Re: Authorization to Accept Household Hazardous Waste Grant

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

| VOTING RECORD | | |
|--|-----|----|
| Date of Vote: | YES | NO |
| 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.14.

Resolution Number: **R – 2012.04.25 – 56**

Resolution Re: Authorization to Accept Household Hazardous Waste Grant

RESOLUTION BACKGROUND MATERIAL:

Every year the city solicits a sealed bid which requests pricing for household hazardous waste collection for the annual Household Hazardous Waste Collection Day held on a Saturday in September. Qualified vendors respond with various price quotes for the various chemicals collected. The City will again solicit this request for bid during the summer of 2012 for a date to be determined for a Saturday in September 2012.

The city wished to enter into a grant agreement with the State of NH Department of Environmental Services for a grant in the amount of \$6,388.88 to help offset a portion of the cost of holding a hazardous waste collection day.

A copy of the Grant Agreement is attached under separate cover.

Subject: GRANT OF MATCHING FUNDS PURSUANT TO RSA 147-B:6, I-A

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATIONS

| | | | |
|--|---|---|--|
| 1.1 State Agency Name Department of Environmental Services | | 1.2 State Agency Address 29 Hazen Drive Concord, NH 03301 | |
| 1.3 Grantee Name City of Dover | | 1.4 Grantee Address 288 Central Ave. Dover, NH 03820 | |
| 1.5 Effective Date Upon G&C approval | 1.6 Completion Date June 30, 2013 | 1.7 Audit Date N/A | 1.8 Grant Limitation \$6,388 |
| 1.9 Grant Officer for State Agency Dean F. Robinson II, HHW Coordinator NH Department of Environmental Services | | 1.10 State Agency Telephone Number 603-271-2047 | |
| 1.11 Grantee Signature | | <i>J. Michael Joya, Jr. City manager</i> 1.12 Name & Title of Grantee Signor Michael Moore, Solid Waste Coordinator | |
| 1.13 Acknowledgment: State of _____, County of _____ On ____ / ____ / ____ before the undersigned officer, personally appeared the person identified in block 1.12., or satisfactorily proven to be the person whose name is signed in block 1.11., and acknowledged that s/he executed this document in the capacity indicated in block 1.12. | | | |
| 1.13.1 Signature of Notary Public or Justice of the Peace (Seal) | | | |
| 1.13.2 Name & Title of Notary Public or Justice of the Peace | | | |
| 1.14 State Agency Signature(s) | | 1.15 Name/Title of State Agency Signor(s) Thomas S. Burack, Commissioner | |
| 1.16 Approval by Attorney General's Office (Form, Substance and Execution) By: _____ Attorney, On: ____ / ____ / ____ | | | |
| 1.17 Approval by the Governor and Council By: _____ On: ____ / ____ / ____ | | | |

2. **SCOPE OF WORK.** In exchange for grant funds provided by the state of New Hampshire, acting through the agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-O, the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being referred to as "the Project").

3. **AREA COVERED.** Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the state of New Hampshire.

4. **EFFECTIVE DATE; COMPLETION OF PROJECT.**

4.1 This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as "the Effective Date").

4.2 Except as otherwise specifically provided for herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").

5. **GRANT AMOUNT; LIMITATION ON AMOUNT; VOUCHERS; PAYMENT.**

5.1 The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.

5.2 The manner of, and schedule of payment shall be as set forth in EXHIBIT B.

5.3 In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4 The payment by the State of the Grant amount shall be the only, and the complete, compensation to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.

5.5 Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

6. **COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.** In connection with the performance of the Project, the Grantee shall comply

with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.

7. **RECORDS AND ACCOUNTS.**

7.1 Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2 Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records or personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.

8. **PERSONNEL.**

8.1 The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2 The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform such Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3 The Grant officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

9. **DATA: RETENTION OF DATA; ACCESS.**

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and

documents, all whether finished or unfinished.

9.2 Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3 No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4 On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5 The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. CONDITIONAL NATURE OR AGREEMENT.

Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

11. EVENT OF DEFAULT; REMEDIES.

11.1 Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

11.1.1 failure to perform the Project satisfactorily or on schedule; or

11.1.2 failure to submit any report required hereunder; or

11.1.3 failure to maintain, or permit access to, the records required hereunder; or

11.1.4 failure to perform any of the other covenants and conditions of this Agreement.

11.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

11.2.1 give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and

11.2.2 give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the

portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and

11.2.3 set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and

11.2.4 treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

12. TERMINATION.

12.1 In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.

12.3 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.

12.4 Notwithstanding anything in this Agreement to the contrary, either the State or except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.

13. **CONFLICT OF INTEREST.** No officer, member or employee of the Grantee and no representative, officer of employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interests or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

14. **GRANTEE'S RELATION TO THE STATE.** In the performance of this Agreement, the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

15. **ASSIGNMENT AND SUBCONTRACTS.** The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.

16. **INDEMNIFICATION.** The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee of Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

17. **INSURANCE AND BOND.**

17.1 The Grantee shall, at its sole expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:

17.1.1 statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and

17.1.2 comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$2,000,000 for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and

17.2 The policies described in subparagraph 18.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice has been received by the State.

18. **WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.

19. **NOTICE.** Any notice by a party hereto the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the

parties at the addresses first above given.

20. **AMENDMENT.** This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.

21. **CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.

22. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

23. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

EXHIBIT A
List of Services

1. The Grantee shall conduct the collection portion of its Project for **Dover, Rollinsford, Lee and Madbury** during State Fiscal Year 2013 at the **271 Mast Road, Dover, NH**, in accordance with the terms and conditions of a contract which incorporates, at a minimum, all of the provisions set forth in Section 3 below between the Grantee and its contracted permitted hazardous waste transporter (the contractor). For purposes of this agreement, the contractor shall mean the primary contractor and the Subcontractor means all additional contractors that the contractor hires for participating in the Project.
2. The Grantee shall spend its grant monies solely for the purpose of paying the Project's contractor and/or for paying the expenses associated with conducting the Project's educational component, as required under the NH Hazardous Waste Rules Env-Wm 1003.07.
3. The Grantee shall enter into a contract with a contractor to perform the household hazardous waste collection project that includes, as a minimum, the following provisions:
 - a. That the contractor shall handle all household hazardous wastes collected at the project site as hazardous wastes, and shall comply with all state and federal laws and regulations governing hazardous waste, including but not limited to, the provisions of RSA 147-A and Chapter Env-Wm 100 through Chapter Env-Wm 1000 involving hazardous waste safety standards, transportation requirements, and requirements for proper generation, treatment, storage, and disposal of hazardous wastes. Said requirements shall include RSA 147-A, Chapter Env-Wm 100 through Chapter Env-Wm 1000, and those of the state(s) through which and to which the waste has been sent;
 - b. That the contractor must act as the generator of the hazardous wastes that it collects at the project site and that the contractor must sign the Project's manifest forms as such generator;
 - c. That the contractor must have all necessary permits and licenses to handle and transport hazardous wastes in New Hampshire and other states associated with the conduct of the project;
 - d. That the contractor may not assign or subcontract any of the duties to be performed under the contract without prior written approval by the Grantee and by the Department. Further, that any additional Subcontractor must also have all necessary permits and licenses to carry out the functions that are the subject of the subcontract;
 - e. That the contractor shall, at its sole expense, obtain and maintain in force, and shall require all Subcontractors to obtain and maintain in force, comprehensive public liability insurance against all claims of bodily injuries, death, or property damage, in amounts and terms complying with, at a minimum, all applicable state requirements for hazardous waste transporters, including NH Code of Administrative Rules Env-Wm 603.12. Such policies shall cover the State and the Grantee as additional insured parties and shall comply, in form and substance, with all applicable provisions of the NH Liability Insurance Act, RSA Ch. 412, and the rules thereunder;
 - f. That the contractor shall transport all household hazardous wastes collected at the project site to an authorized treatment, storage, or disposal facility. Said facility shall be in compliance with appropriate state and federal requirements.

EXHIBIT A

Page 2

- g. That the Grantee shall not pay the contractor until after (1) the Department has received copies of all Project manifest forms required under Part Env-Wm 510, including Copy #2 of all Project manifest forms signed by the operator of the permitted hazardous waste facility or facilities to which the Project's collected hazardous wastes were delivered, and (2) the Department has reviewed the Project's collection, handling, transportation, storage, treatment, recycling and disposal of hazardous waste for compliance with applicable state and federal requirements. The Department's payment of funds to the Grantee shall not be construed as a waiver of any past, present or future right, claim, or cause of action related to the performance of this agreement or the enforcement of any applicable State or federal law;
 - h. That the contractor shall adhere to a work plan and a site safety plan, such plans to be reviewed by the Department and to be set forth as exhibits within the hazardous waste collection contract;
 - i. That the Department may exercise its authority to modify, suspend or terminate the Project if it decides that the Project poses a threat to human health or the environment; and
4. The Grantee shall conduct public education activities regarding household hazardous waste in accordance with the provisions of RSA 147-B:6, I-a and Section Env-Wm 1003.07. Said activities shall include those set forth in the Grantee's application for Grant Monies, as approved by the Department.
 5. The Grantee shall keep a count of persons participating in the Project and to conduct a questionnaire of said persons incorporating, at a minimum, the questions set forth on the Participant Exit Survey.
 6. The Grantee shall conduct the collection portion of its project on or before the completion date shown in Section 1.7 of the contract. Failure to do so may result in termination of this agreement.
 7. The Grantee shall allow the Department to have access to and conduct any monitoring of the Project deemed necessary by the Department to ensure its compliance with the terms of the contract and with state and federal statutes and regulations.

EXHIBIT B
Method of Payment

1. The State agrees to pay the Grantee the Grant Monies upon the successful completion of the Project. Successful completion shall mean that (1) the Grantee has fulfilled the terms and conditions of this agreement, (2) the Grantee's accounting records, submitted to the Department have been reviewed by the Department, (3) the contractor has fulfilled the terms and conditions of its contract with the Grantee, and (4) the State has received and reviewed all Project manifest forms required in accordance with this contract and all applicable state and federal requirements. No Grant Monies shall be paid to the Grantee until the Department has determined that all the Project's collected hazardous wastes have been delivered to a permitted hazardous waste facility and the Department has reviewed the handling, transportation, and storage, treatment, recycling and/or disposal of the Project's collected hazardous wastes for compliance with applicable state and federal requirements. Said requirements shall include RSA 147-A, Chapter Env-Wm 100 through Chapter Env-Wm 1000, and those of the state(s) through which and to which the waste has been sent. However, the payment of funds to the Grantee shall not be construed as a waiver by the Department of any past, present or future right, claim or cause of action related to the performance of this agreement or the enforcement of all applicable state or federal laws.
2. Upon fulfillment of the terms and conditions of this contract, including all of the conditions of a successful completion of the Project, the Department shall pay to the Grantee Grant Monies in the amount not to exceed **\$6,388**. This amount is based on a rate of **\$0.171 per capita** and on a population base of **37,353** to be made to the Grantee within 30 days of either the Department's receipt of the Grantee to be served by this Project. However, in no case shall the Department pay more than fifty percent (50%) of the total costs of the Project. Payment shall be made to the Grantee within 30 days of either the Department's receipt of the Grantee's invoice or the Department's determination that the Project has been successfully completed in accordance with this contract, whichever is later.
3. Grantee expenses not directly associated with the Project shall not be reimbursable by the Department. Only costs that otherwise would not have been spent by the Grantee were it not for the Project, and the Grantee's coordination thereof, shall be reimbursed by the Department. Nonreimbursable items shall include, but not be limited to, the following: employee benefits, payroll taxes, insurance, rent, utilities, dues, and depreciation.
4. The Grantee agrees to expend monies on the Project in an amount not less than the Project's Grant Monies, in fulfillment of the matching requirement set forth in RSA 147-B:6, I-a and in Part Env-Wm 1003.
5. The Grantee agrees to pay for all Project costs beyond the amount of Grant Monies.
6. Prior to the Department's awarding of the Grant Monies specified in this agreement, the Grantee agrees to provide the Department with records showing an accounting for all monies spent and/or costs incurred from the Project, including the Project's Grant Monies. Further, the Grantee agrees that no Grant Monies shall be paid by the Department unless and until the Department has reviewed and determined that such costs or expenditures qualify for funding under the terms of this agreement, and all applicable state and federal requirements; provided that the Department's payment of funds to the Grantee shall not be construed as a waiver of any past, present or future right, claim or cause of action related to the performance of this agreement or any applicable state or federal law.
7. The Grantee agrees to submit an invoice to the State for the Grant Monies specified in this agreement. Said invoice shall be submitted to the NH Department of Environmental Services, 29 Hazen Drive, Concord, NH 03301-6509.

EXHIBIT C
Special Provisions

1. The State reserves the right to audit the Grantee's expenditures for the Project and to retract and/or seek reimbursement for Grant Monies paid to the Grantee whenever, subsequent to payment of Grant Monies, it becomes known that any of the terms and conditions of this agreement were, in fact, not fulfilled.
2. Paragraph 15 of the General Provisions is amended in that the parties intend the Grantee to retain a Contractor in accordance with Exhibit A of this agreement.

Certificate of Authorization (City or Town)

I, **(clerk's or record keeper's name)**, town clerk **(or title)** for the town of **(name of town)**, New Hampshire am responsible for keeping **town/city** records. I do hereby certify that:

5. At the regular **Board of Selectman/Town Council** meeting held on **(month day, year)**, the **Board of Selectmen/Town Council** voted to accept Household Hazardous Wastes Collection grant funds and to enter into a grant contract with the NH Department of Environmental Services. The **Board of Selectmen/Town Council** further authorized **(position title or name)** to execute any documents which may be necessary for this grant contract.
6. This authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof.
7. The following person has been appointed to and now remains in the office indicated in 2, above:

_____ **(name, title)**

IN WITNESS THEREOF, I have hereunto set my hand as the Town Clerk of **(name of town)**, New Hampshire, on this _____ day of _____, 20__.

Town Clerk (SEAL)

State of New Hampshire
County of _____

On this the _____ day of _____, 20__, before me, _____
(Notary Justice/Justice of Peace)

personally appeared _____ who acknowledged her/himself to be the Town Clerk of _____, being authorized so to do, executed the foregoing instrument for the purpose therein contained.

IN WITNESS THEREOF, I hereunto set my hand and seal.

(Notary Public/Justice of the Peace)

(SEAL)

Certificate of Authorization

A *Certificate of Vote Authorization* certifies that:

1. On a particular date, a city, town, commission or district has voted (generally at a town meeting, council meeting, selectmen's meeting, etc.) to hold a HHW collection event.
2. The city, town, commission or district has also voted to authorize someone to apply for a grant, sign a contract (grant agreement) and expend funds to run that event.
3. The person authorized to sign the contract (grant agreement) and expend funds will have the authority to do so for the life of the contract.

To accomplish this, the Certificate of Authorization may not be signed by the person signing the contract with DES. The person who signs the Certificate must be someone who, by their position, is in charge of recordkeeping for town meetings and town votes, and **the Certificate of Authority must state that fact**. This person who "certifies" items 1, 2 and 3 above is generally the town clerk but it could be someone else, such as the board of selectmen secretary.

Although the person who certifies the Certificate of Authority information signs and stamps his/her signature, it must also be verified by a notary public who must also sign and stamp the Certificate.

In some cases, such as for a planning district, the bylaws of the district allow for the district to enter into a contract agreement and there is no equivalent to a town vote. In this case, the person who normally keeps records must certify that person signing the contract is authorized to do so, and **they must also supply a copy of the bylaw allowing the district to enter into contract agreements**. This Certificate must also be notarized.

Required Elements for a Certificate of Vote Authorization

- 1) The **name and position of the person signing the Certificate of Authorization**.
- 2) A statement that the **person signing the Certificate of Authorization is in charge of keeping town, commission, etc., records**.
- 3) A **statement from the person signing the Certificate of Authorization that the governing body voted to enter into a contract with the Department of Environmental Services to hold a Household Hazardous Waste collection event and that they voted to grant a certain official (e.g., town manager) authority to sign contracts with the State**.
- 4) A statement as to **the date(s) of the vote(s)**.
- 5) A statement as to **who currently occupies the position named**.
- 6) A statement that the **authority has not been amended or annulled since the date of the vote**.
- 7) **Separate verification** by the town clerk **of the name of the person in the position authorized to sign (town manager, etc.) the contract**.
- 8) The **stamped notarization of the signature of the person certifying the above information**.

This e-mail and any files transmitted with it are intended for the use of the persons to whom it is addressed. It may contain information that is privileged, confidential or otherwise protected by law. Please notify me at (603) 271-2047 or reply to dean.robinson@des.nh.gov if you believe that you have received this e-mail accidentally or in error, and delete or destroy all copies of this electronic message and any attachments or printed copies.

Certificate of Authorization (district or commission)

I, **(person's name)**, **(title)** for the **(district or commission name)**, established pursuant to the laws of the State of New Hampshire, RSA **(chapter section)**, am responsible for keeping **(district's or commission's)** records. I do hereby certify that:

1. Under the provisions of **(article, section, title, etc.)** of **(District or Commission bylaws)**, the **(Chairman or position name)** is duly authorized to enter into a contract with the New Hampshire Department of Environmental Services for a grant to conduct a Household Hazardous Waste collection project.
2. At the regular **(executive board, annual, etc.)** meeting held on **(month day, year)**, the **(executive board, members, etc.)** voted to accept Household Hazardous Wastes Collection grant funds and to enter into a grant contract with the NH Department of Environmental Services. **(executive board, members, etc.)** further authorized **(position title or name)** to execute any documents which may be necessary for this grant contract.
3. This authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof.
4. The following person has been appointed to and now remains in the office indicated in 2, above:

_____ **(name, title)**

IN WITNESS THEREOF, I have hereunto set my hand as the Town Clerk of **(name of town)**, New Hampshire, on this _____ day of _____, 20__.

Town Clerk (SEAL)

State of New Hampshire
County of _____

On this the _____ day of _____, 20__, before me, _____
(Notary Justice/Justice of Peace)

personally appeared _____ who acknowledged her/himself to be the Town Clerk of (town), being authorized so to do, executed the foregoing instrument for the purpose therein contained.

IN WITNESS THEREOF, I hereunto set my hand and seal.

(Notary Public/Justice of the Peace) (SEAL)