



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, June 27, 2012**
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS – None**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
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. **May 16, 2012 – Workshop Session**
 - B. **May 16, 2012 – Special Meeting**
 - C. **May 23, 2012 – Regular Meeting**
 - D. **May 30, 2012 – Workshop Session**
 - E. **June 4, 2012 – Workshop Session**
 - F. **June 6, 2012 – Workshop Session**
 - G. **June 6, 2012 – Special Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING – None**
 - B. **ORDINANCES IN THE 3rd READING – None**
 - C. **RESOLUTIONS**



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13. NEW BUSINESS

A. CONSENT CALENDAR

1. **BLOCK PARTY – Florence Street**
2. **BLOCK PARTY – Jewelry Creations**
3. **RAFFLE – City of Dover Recreation Department**
4. **RAFFLE – Friends of Earth, Sea, Space Museum**
5. **RAFFLE – Pen Ink Design Co.**
6. **TAG – Dover Little Green Football, Inc. – August**
7. **TAG – Dover Little Green Football, Inc. – October**

8. **RESOLUTION: DOG WARRANT**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

9. **RESOLUTION: SETTING VOTING HOURS FOR THE SEPTEMBER 11, 2012
NEW HAMPSHIRE STATE PRIMARY**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

10. **RESOLUTION: B11075 – OCCUPATIONAL HEALTH SERVICES**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

11. **RESOLUTION: B12077 – VARIOUS CHEMICALS**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

12. **RESOLUTION: B12065 – CRACK SEALING SERVICES**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

13. **RESOLUTION: B12075 – BITUMINOUS CONCRETE ASPHALT PICKED UP**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

14. **RESOLUTION: B12080 – SPECIALIZED MUNICIPAL LEGAL SERVICES**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

15. **RESOLUTION: GENERATOR MAINTENANCE SOUTHWORTH-MILTON INC**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

16. **RESOLUTION: VARIOUS SENIOR CENTER TRIPS**
SPONSORED BY MAYOR TREFETHEN BY REQUEST



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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 School
10. Legislative Liaison
11. Pool Advisory Committee
12. Parking Commission

B. RESOLUTIONS

1. **FISCAL YEAR 2012 WRITE-DOWN OF UNCOLLECTIBLE AMBULANCE ACCOUNTS RECEIVABLE**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
2. **MCCONNELL CENTER LEASE WITH SOPHEM CORPORATION**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
3. **MCCONNELL CENTER LEASE WITH EASTER SEALS NEW HAMPSHIRE**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
4. **MCCONNELL CENTER LEASE WITH GREENPATH, INC.**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
5. **MCCONNELL CENTER LUTHERAN COMMUNITY SERVICES LEASE**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
6. **B11032 MCCONNELL CENTER STAINED GLASS WINDOW REPAIRS**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
7. **B11038 – SLUDGE DEWATERING UPGRADES AWARD OF ADDITIONAL SCOPE OF WORK**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
8. **B12051 – NELSON STREET RECONSTRUCTION CONSULTING SERVICES**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
9. **PURCHASE OF TRUCK FOR COMMUNITY SERVICES FROM STATE NH BID SOLICITATION 1362.12**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
10. **PURCHASE OF SUV FOR FIRE DEPARTMENT FROM STATE NH BID SOLICITATION 1362.12**
SPONSORED BY MAYOR TREFETHEN BY REQUEST



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11. FY12 TRANSFER OF APPROPRIATION – GENERAL FUND SPONSORED BY MAYOR TREFETHEN BY REQUEST

C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE – None

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT

CITY MANAGER'S REPORT



June 27, 2012

SUBMITTED BY:

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

**CITY OF
DOVER, NH**

AVAILABLE ONLINE:

WWW.DOVER.NH.GOV

May 2012

Dover Business & Industrial Development Authority Economic Development Overview

Dan Barufaldi

Summary:

Economic activity continues to expand at a moderate pace locally. Most contacted retailers, manufacturers, and consulting and advertising firms report higher revenues in recent months than a year earlier. Commercial real estate markets are mostly unchanged, while residential contacts across the region cite rising sales and declining prices. Residential pricing in Dover has begun to evidence some firming. Except for a few small local manufacturing firms experiencing strong sales growth, responding companies are hiring modestly or not at all. Retailers express concern about energy costs adversely affecting consumer spending, while manufacturing contacts acknowledge the increasing costs. So far they do not represent a major problem and have most recently begun to abate somewhat.

Retail and tourism:

Most local retailers characterize year-to-date 2012 performance as moderate to strong, attributing this strength to mild weather and improving consumer sentiment and continuing low local unemployment rates. First quarter year-over-year comparable store sales increases ranged from low to high single digits, with one citing a 23% increase. Furniture continues to sell well regionally, as does apparel and household items. Paper based products are expected to see 3%-4% price increases. While most respondents are optimistic that performance will continue to be good, they remain cautious, noting that gasoline prices, while declining slightly in the near term, could ramp up quickly again for any number of political reasons to slow consumer spending. The travel and tourism sector in this region continues to expect a strong 2012 based on a 5.6% annual growth in 2011, a strong start to 2012, and analysts forecasts predicting high single-digit to low double digit increases over 2011. In the first quarter, hotel revenues were up nearly 10 %, reflecting improved occupancy rates. Higher hotel occupancy has positive spillover effects for restaurants, retail and entertainment venues. Business travel is driving this increase, as leisure travel is still subject to some consumer caution. Echoing the retail contacts, tourism contacts say higher gas prices could retard growth in leisure travel, but aggressive price discounting might provide a counterweight.

Manufacturing and Related Services:

None of the local manufacturing firms contacted saw year-over-year sales declines in recent months, but performance varied by industry sector. Companies producing electronics components for Asia reports flat sales for the first two months of the quarter, still an improvement over declining sales in Q4 of 2011. By contrast, an IT equipment provider cites 18% sales improvement in 2011 and continued strong growth in Q1 2012. Geography matters, as firms with large operations in Europe saw slower growth and some outright overseas declines. Firms more focused in the U.S. and Asia experienced better sales results. An IT contact suggests that sales were strong in Q4 2011 because customers spending in the weak Spring and Summer period, but spent the money backlog before year end.

All contacts report that input costs are up with particular emphasis on energy costs. They do not see it as a big problem at this time. Respondents indicate they are hiring to keep up with demand. Two firms did small layoffs, but overall, Dover unemployment declined in the period to 3.9%. Firms continue to report difficulty in finding qualified workers, especially in skilled manufacturing and engineering positions.

COMMITTEE is facilitating bringing the local industry needs and the skill sets provided to the students of Dover by our school systems together.

None of the local firms contacted have revised their earlier outlooks. Most appear to expect economic growth around 2% or less in 2012 with company sales growth in the low single digits. Concerns include the European economy/sovereign debt, U.S. "political gridlock", and to a lesser extent, prospects for growth in China.

Selected Business Services:

Local consulting and advertising continue to report increasing revenues for Q1 2012 and most expect continued, if not rapid, growth. Current growth is slower than at the end of 2011, but most are upbeat because the faster growth of 2011 represented a recovery from a very weak Q3 2011 where some experienced significant sales declines and some layoffs. Revenues for consulting firms are even stronger, especially for economic consulting. A promotional/ marketing materials firm experienced 10% sales growth while another specializing in advertising and strategic and business consulting experienced stable growth after a very good late 2011. Clients are beginning to focus on market positioning and sales growth rather than on just cutting costs. Economic consulting contacts note demand is extremely strong for high end consulting and revenue growth and growth is limited primarily by their ability to respond. Demand for healthcare consulting is generally strong with the exception of pharmaceuticals. Some business lines have slowed as firms wait until the uncertainty over health care reform clears up. Some healthcare consulting opportunities exist in the government sector, but funding status of individual programs and agencies is still uncertain.

Contacts report wage increases in the low single digits and expect this pace to continue. Input costs consist mostly of salaries in this sector, but other cost growth is generally low. Firms are reporting the ability to pass through cost increases and see margins as stable or improving moving forward. At present only economic consulting firms are hiring to meet the increasing demand. Other consulting firms will need more rapid increases in demand to reinstate hiring.

Moderate growth is expected for the rest of 2012 with some acceleration expected late in the year or in 2013.

Commercial Real estate:

Local real estate contacts indicate that conditions are largely unchanged. As Dover's rehabbed industrial lease space approaches capacity, some enhanced interest in new building is beginning to be seen. Office and retail demand locally is moderate with some locations remaining flat. While no significant rise in vacancy rates is anticipated, neither is any significant reduction. Retail rental rates remain flat.

Construction activity in the region is low, but is moderate in Dover. New increased interest in medical office projects and eldercare is extant in Dover. Market appetites for multifamily apartment development remain strong in Dover. Financing can still be problematic for large projects. It is expected that commercial real estate markets will not improve significantly until macro-economic conditions do.

Residential Real Estate:

Residential real estate in the region, and particularly in Dover, is strengthening across all price levels. Factors include low prices, low interest rates, improving economic conditions, Dover unemployment at 3.9%, mild weather. Sales volumes are up, but sales prices continue to remain low. Sales increases year-over-year are expected to continue into Spring/Summer.

- Non-local data has been excerpted from *the Federal Reserve Beige Book – Boston* and the *2012 Local Area Unemployment Statistics Report* prepared by N.H. Employment security, Economic and Labor Market information Bureau.

Unemployment Rates:

| | | |
|-------------------|---------------------|---------------------|
| Dover: 3.9% | New Hampshire: 4.7% | Massachusetts: 5.9% |
| Rochester: 5.0% | New England: 6.6% | Rhode Island: 11.1% |
| Somersworth: 4.8% | Connecticut: 7.5% | Vermont: 5.0% |
| Portsmouth: 3.6% | United States: 8.2% | |

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: May 2012

| | For Month | Year to Date | 2011 year totals |
|---|-----------|--------------|------------------|
| Legal Matters/Questions Handled | 31 | 192 | 317 |
| Document Creation & Review | 16 | 46 | 163 |
| Right to Know Requests Processed | 4 | 27 | 50 |
| Resolutions | 1 | 19 | - |
| Ordinances | 0 | 11 | - |

SIGNIFICANT DEVELOPMENTS, TRENDS AND MATTERS:

- Right to Know requests pursuant to RSA 91-A in May:
 - Concord, NH (bid requests #B11902 and #B12016)
 - Portsmouth, NH (#B12016 North End Pressure Zone 2)
 - Two for Foster’s Daily Democrat (emails)

- Assistance to the City Council: drafting/review of resolutions, and ordinance revisions; attendance at meetings;
- Assistance to Schools: civil rights allegations; impact fees; parental objections
- Assistance to the Community Services Department: utilities easement, withdrawal of proposed addition, water/sewer bills; road construction; LUCT issue; land purchase
- Assistance to the Planning Department: Lot merger; ZBA variances; site review application; waterfront rules for Advisory Committee, CIP Rules, sign permit; waterfront development; CIP process, parking long term leases;
- Assistance to Finance Department: discharge of lien; library construction; road contractor performance draw down
- Assistance to Executive: updating ordinances in Code Book, litigation demand; charter amendment process; SWAC question; Code Chapters; conflict of interest
- Assistance to Police: Parking spaces; Chapter 166
- 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.



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1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Cheney led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Trefethen, Deputy Mayor 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. BUDGET PRESENTATIONS

A. GENERAL GOVERNMENT

City Manager Joyal gave a general presentation on the City Manager's budget.

General Legal Counsel Krans gave a PowerPoint presentation regarding the Legal Department's budget.

City Manager Joyal gave a general presentation on Dovernet's budget.

Finance Director Lynch gave a PowerPoint presentation regarding the Finance Department's budget.

Planning and Community Development Director Parker gave a PowerPoint presentation regarding the Planning and Community Development Department's budget.

B. RECREATION

Recreation Department Director Bannon gave a PowerPoint presentation regarding the Recreation Department's budget.

C. LIBRARY

Library Director Cathy Beaudoin gave a PowerPoint presentation regarding the Library Department's budget.

City Manager Joyal asked the Council to hold off on the remaining items to be discussed in the interest of time and continue to the Special Meeting.



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D. WELFARE

This item will be discussed during a Workshop to be scheduled.

E. OTHER

This item will be discussed during a Workshop to be scheduled.

Councilor Weston started a discussion regarding impact fees, and gave an overview of her handout regarding a proposal to help the School Department's budget.

6. CITIZEN'S FORUM

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

Mary Hibbard, 97 Spruce Lane: She discussed the use of volunteers at the Library and Recreation Department.

Ronald Huml, 199 Mast Road: He discussed the Arena Commission meeting and said revenues were covering expenses.

Donald Medbery, 3 Covered Bridge Lane: He spoke about volunteer work available in the City. He said it would benefit the City to create a committee to look into volunteerism.

Thomas Lamy, 9 Deepwood Drive: He said he would be happy to volunteer at the Library.

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

7. ADJOURNMENT

Mayor Trefethen adjourned the meeting for three minutes and the Council will open the Special Meeting.

The PowerPoint Presentations have been archived with the Minutes.



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1. CALL TO ORDER

~~2. MOMENT OF SILENCE~~

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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. PUBLIC HEARING

A. RESOLUTION: FISCAL YEAR 2013 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM – SCHOOL PORTION ONLY SPONSORED BY MAYOR TREFETHEN BY REQUEST

Carolyn Mebert, 254 Dover Point Road: She gave several comparisons and statistics of the Dover School system with other New Hampshire cities.

Rocky D’Andrea, 62 Mast Road, School Board Chairperson: He spoke about the budget process and the struggles, attacks and almost unethical actions. He spoke about the amended budget last meeting before the School had a chance to speak with the Dover Teacher’s Union. He said the Dover Teacher’s Union has decided to give some concessions. He spoke in favor of the School Department’s budget and urged the Council to do the right thing.

Timothy Granfield, 4 Dean Drive: He spoke in favor of the School Department’s budget, and supported a tax cap override.

John Kimball, 24 Isaac Lucas Circle: He spoke in favor of the tax cap and said he expected it to be upheld.

David Scott, 220 Back Road: He thanked Councilor Cheney, Councilor Weeden, and Councilor Crago on bringing forward a resolution to require the City Manager to bring forth a tax cap budget. He said he was disappointed in the Mayor, Deputy Mayor and the Councilors from Wards 1 and 2. He spoke about disciplines in the budget, and the need to live within the tax cap.

Bethany Holmes-Geller, 18 Westwood Circle: She spoke in favor of the tax cap.

Kathryn Forbes, 215 Long Hill Road: She spoke in favor of the School Department’s budget and said she would support a tax cap override if needed.



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Walter Faasen, 85 Boxwood Lane: He spoke in favor of the School Department's budget as presented.

Joseph Tenuta, 262 Long Hill Road, Dover Middle School Teacher: He spoke in favor of the keeping the School Department as it is, and didn't care if the Council overrode the tax cap.

Matthew Johnson, 26 Sunset Drive: He spoke in favor of the School Department's budget. He read his Kindergarten son's comments to the Council.

Sherri Wormstead, 5 Oxbow Lane: She spoke in favor of the School Department's budget as presented, and the means to support it.

Indiana Wormstead, 5 Oxbow Lane: She said "education matters."

Robert McCrory, 41 Fieldstone Drive: He spoke in favor of the School Department's budget.

Patricia Sorensen, 3 Westwood Circle: She spoke in favor of the School Department's budget.

Kristie Bonyman, 18 Phillip Street: She spoke in favor of the School Department's budget.

David Bovee, 75 Littleworth Road: He spoke in favor of the School Department's budget.

William DeGrandpre, 21 Danielle Lane: He spoke in favor of the tax cap.

Lisa Murphy, 56 Sandpiper Drive: She spoke in favor of the School Department's budget as presented.

Betsey Hopkins Breen, 7 Gerry's Lane: She spoke in support of a strong community and school system.

Elizabeth Hillsgrove, 48 Tolend Road: She spoke in support of the School Department's budget.

Thomas Lamy, 9 Deepwood Drive: He thanked Council and City employee for their work. He spoke about previous speakers and how he took offense. He is willing to volunteer to help, but he isn't interested in paying more taxes.

Larissa Ragazzo, 16 Hill Street: She has been unemployed the past 11 months. She supported the School Department's budget.

Melissa Glidden, 26 Fisher Street, Woodman Park Elementary Paraprofessional: She supports the School Department's budget as proposed and a tax cap override if needed.



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Carol Ann Williams, 60 Tolend Road: She spoke in favor of the School Department's budget.

Kenneth Appel, 16 Isaac Lucas Circle, School Board Member: He spoke in favor of the School Department's budget.

Kristen Murphy, 17 Rutland Street: She spoke in favor of the School Department's budget as proposed.

Aimee Normandeau, 94 Dover Neck Road: She spoke in favor of the School Department's budget as proposed.

Shelley Girdner, 17 Grove Street: She spoke in favor of the School Department's budget.

Carol Appel, 16 Isaac Lucas Circle: She spoke in favor of the School Department's budget as proposed and to override the tax cap if needed.

Karen Berg, 15 Middlebrook Road: She spoke in favor of the School Department's budget as proposed, even if it means overriding the tax cap.

Delise West, 38 Silver Street: She spoke in favor of the School Department's as proposed, because she felt it sent a strong message of pro-business.

David Greene, 45 Middle Road: He spoke in favor of the School Department's as proposed, and supports a tax cap override.

Lisa Spurling, 10 Isaac Lucas Circle: She spoke in favor of the School Department's budget as proposed, but is not in support of overriding the tax cap. She asked the Council to respect the people in Dover who voted for three priorities; police, fire, and education.

Jamie Bastille, 15 Country Club Estates: She spoke in favor of the School Department's budget as proposed and a tax cap override if needed.

Virginia Karwowski, 9 Riverside Drive: She spoke in favor of the School Department's budget as proposed and a tax cap override if needed.

David Montenegro, 55 Union Street: He said he believed you cannot solve a problem by throwing money at it. He urged the Council not to override the tax cap.

Domenick Cama, 119 Cottonwood Drive, DMS PTA President: He spoke in favor of the School Department's budget.

Matthew Palczynski, 371 Middle Road, DHS Student: He spoke in support of the Dover Schools.



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Elizabeth Palczynski, 371 Middle Road, DMS Student: She spoke in support of the Dover Schools.

Sharon Boucher, 30 New Rochester Road, Woodman Park Elementary Teacher: She spoke in support of the Dover Schools, and asked the Council to support the schools.

Melanie LaFleur, 1 Oak Hill Drive: She spoke about the great teachers at Horne Street School. She supported the School Department's budget and a tax cap override if necessary.

Dana Gray, 226 Tolend Road: She spoke in favor of the School Department's budget. She asked the Council not to nickel and dime the children's education.

Anne Michiels, 68 Bellamy Road: She spoke in favor of the School Department's budget. She didn't know if overriding the tax cap is the way to go, but their children's education is important.

Fergus Cullen, 152 Boxwood Lane: He said he has children in the schools, but felt they were taxed enough. He said the Council has to honor the tax cap. He said people are moving out of Dover not necessarily because of the schools, but because of high taxes.

John Weeden, 365 Sixth Street: He spoke in support of the tax cap. He said it has more to do with the students' willingness to learn than the teachers. He said Dover has good teachers. He said they have to learn within their means.

Louise Tower, 29 Boxwood Lane: She spoke about increased costs without revenue to pay for them. She talked about putting the children last. She said it isn't the wrong choice to spend more on our children.

Kristine Geuther, 30 Lisa Beth Circle, Horne Street Elementary Teacher: She spoke in support of the Dover Schools. She urged the Council to accept the School Department's budget as presented.

Beverly Shadley, 155 Locust Street: She spoke in favor of the School Department's proposed budget, and if it means overriding the tax cap.

Anne Ross, 104 Boxwood Lane: She supports the City Manager's budget as presented. She has 200 signatures for support of the budget and an override.

Cynthia Johnson, 26 Gladiola Way: She supports the School Department's budget. She said the cuts were not fair or equal. She doesn't want a tax cap override, but she will accept it because her children come first.

Natalia Dworjanyn, 30 Mount Vernon Street: She said she didn't support the School Department's budget because she felt it should be greater.



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Mary McLaughlin, 19 Pleasant Valley Road: She said she made it through Dover High School because she had the support of great teachers who believed in her. She said she supported the budget and a tax cap override if that is what it takes.

Roger Duploux, 191 Back Road: He said it's not money that creates quality education. He said the City can't keep spending, spending, spending. He said maybe the department heads need to be replaced in order to get budgets that meet the tax cap.

Michael Romps, 36 Spruce Lane, Garrison Elementary Teacher: He spoke in support of the School Department's budget. He stressed that the School isn't asking for more and more. He urged the Council to do the right thing.

Mary Hebbard, 97 Spruce Lane: She referred to the 200 signatures that were received, and asked if money was collected also. She said they should be donating money, because there are so many people that can't afford it. She said there isn't a single person that doesn't want good schools. She said the School Department has a management problem. She spoke in favor of the tax cap, and asked the Council to hold the line on the tax cap.

Deputy Mayor Carrier made a motion to suspend the rules to continue the meeting past 10:30 pm; seconded by Councilor Weston.
Roll Call Vote: 9/0.

Richard Hebbard, 97 Spruce Lane: He spoke in favor of the tax cap and not overriding the budget. He said it was negligent to not get rid of dead weight in the Schools. He spoke about Socialism and Communism.

Gregory Brown, 6 Arbor Drive: He said he respected all the people who came to the podium. He referred to Mr. Hibbard's comments and said he must be a Communist, because he just didn't get how disrespectful he was to call some teachers dead weight. He said the tax cap has done its job in forcing people to look at things and create ideas to reduce the budget. He dug into his pockets and left a donation for the schools on the podium.

Jan Nedelka, 169 Dover Point Road: He asked the Council not to raid the Fund Balance if they make the choice not to override the tax cap. He spoke about the law giving the Council the capacity to make a wise decision and do what's good for the community. He asked the Council to support all the children of Dover.

David Latchaw, 1 Crescent Avenue: He said he doesn't want to pay another penny in taxes. However, when faced with the notion to put that burden on children, it was not an option. He spoke in favor of the School Department's budget.

Suzanne Weete, 182 County Farm Road: She spoke in favor of the School Department's proposed budget and overriding the tax cap if it makes sense.



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Jill Brooks, 60 Cushing Street: She spoke in favor of the School Department's budget and overriding the tax cap if necessary. She spoke about party politics being involved in local politics, and felt party affiliations should be put on the City's ballot if that is the case.

Amanda Russell, 20 Cranbrook Lane, School Board Vice Chairperson: She spoke in support of the School Department's budget.

Alan Grieve, 15 Nantucket Court: He spoke in favor of the tax cap.

Superintendent Jean Briggs Badger: She thanked everyone for coming to speak tonight. She spoke in support of the School Department's budget. She referred to the Constitution comments and read a statement from the New Hampshire Supreme Court Constitution to the Council.

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

6. ADJOURNMENT

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

Vote: 9/0.



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CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
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1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Weeden 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 – Eagle Scouts

Mayor Trefethen presented a proclamation for Eagle Scout Bergeron.

6. APPROVAL OF AGENDA

Councilor Weeden requested to move Item 12.C.1. up on the agenda to after the Citizen's Forum; seconded by Councilor Cheney.

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

Vote: 9/0.

7. PUBLIC HEARINGS

A. FISCAL YEAR 2013 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM (CITY PORTION ONLY) SPONSORED BY MAYOR TREFETHEN

Majked Kuzmier, 24 Ham Street: She spoke in favor of the Fitness Center. She handed a petition of signatures to the City Clerk.

Ronald Huml, 199 Mast Road: He said the City did a very good job with the budget by coming in at the tax cap amount. He discussed the high wages for three positions. He spoke about the Charter and his belief that it was violated.

Jack Dudley, 4 Fern Court: He spoke in favor of the Fitness Center and hoped the Council knew how important it was to Dover's senior citizens. He thanked Gary Bannon for his help when he was having a heart attack and needed an ambulance.

Leonard Disesa, 29 Pleasant Valley Road: He spoke in support of the City's Recreation Department, and urged the Council's support to keep the program viable and functioning.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, May 23, 2012**
Meeting Time: **7:00 pm**

Judith Zalansky, 19 Dovetail Lane: She spoke in support of the Recreation Department.

Tyler Burdwood, 1 Cedarbrook Drive: He spoke in support of the Teen Center and putting it back into the budget.

Nelson Stenson, 723 Martha's Way: He spoke in support of Dover's Youth to Youth Program.

Jean Field, 24 Second Street: She spoke in support of the Recreation Department.

Joseph Tenuta, 262 Long Hill Road, Recreation Advisory Board Chairperson: He spoke in support of the Recreation Department, and asked the Council to reconsider the budget.

Jun Yun Jong (phonetic), Renaud Avenue: He spoke in support of the Fitness Center and asked the Council to keep it open.

Tyler Morrissette, 20 Sixth Street: He spoke in support of the Teen Center, and asked the Council to keep Mr. Papajohn's position.

Holly King, 12 Addison Place: She spoke in support of the Teen Center.

John Colford, 24 Hubbard Road: He spoke in support of the Teen Center and told the Council to find funds for the Director position.

Evan Rice, 8 Waverly Drive: He spoke in support of the Teen Center.

Michael Holland, 13 Fisher Street: He spoke in support of the Teen Center.

Timothy Marshall, 29 Tennyson Avenue: He spoke in support of the Fitness Center and keeping it open.

Amy Elliott, 67 Fifth Street: She spoke in support of the Teen Center.

Joshua Abrams, 67 Fifth Street: He spoke in support of the Teen Center.

Thomas Hudd (phonetic), 52A Glenwood Avenue: He spoke in support of the Teen Center.

Macy Leighton, 138 Varney Road: She spoke in support of the Teen Center.

Kianti Smith, 10 Freeman Court: He spoke in support of the Teen Center.

David Venice (phonetic), 35 Littleworth Road: He spoke in support of the Teen Center.

Elly Young, 235 Dover Point Road: She spoke in support of the Teen Center.



CITY OF DOVER

CITY COUNCIL - MINUTES

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Marisa Adams, 11½ Mechanic Street: She spoke in support of the Teen Center.

Nick Piscitello, 581 Tolend Road; Page Nyler, 99 Back River Road; and Katelyn Hutchins, 24 Wentworth Terrace: They spoke in support of the Teen Center and asked the Council to keep it in the budget.

Perry Plummer, 48 Varney Street: He spoke in support of the community and said it was very well managed. He spoke about maintaining adequate police and fire coverage. He said nothing is more important than safety.

David Scott, 220 Back Road: He spoke about the impressive group of children from the Teen Center. He said he was surprised and concerned that the City Manager didn't create a budget that met the tax cap, and spoke about the resolution that directed the City Manager to do so. He said the City Charter needs to be honored.

Fire Captain Paul Haas, 401 Old Garrison: He spoke in support of the Fire Department and shared his insight with staffing problems.

Elizabeth (no last name given), 32 Rosanna Drive: She spoke in support of Dover's Youth to Youth Program.

Lisa Munoz, 33 Basil Place: She spoke in support of Dover's Youth to Youth Program, and urged the Council to reconsider the budget cuts.

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

**B. CHAPTER 166 VEHICLES AND TRAFFIC; SECTION 166-28 EXEMPTIONS;
SUBSECTION A
SPONSORED BY MAYOR TREFETHEN BY REQUEST**

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

**C. CHAPTER 166 VEHICLES AND TRAFFIC; SECTION 166-57: LIMITED TIME PARKING
SPONSORED BY MAYOR TREFETHEN BY REQUEST**

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

**D. APPROVAL OF SCENIC BYWAY APPLICATION
SPONSORED BY MAYOR TREFETHEN BY REQUEST**

Richard Hebbard, 99 Spruce Lane: He spoke against the resolution.

Phyllis Woods, 1 Berry Street: She spoke against the resolution, and asked the Council to proceed with the utmost caution.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
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Meeting Time: **7:00 pm**

Jack Kimball, 24 Isaac Lucas Circle: He said the City needed to research this project. He asked why the City needs this project, how it impacts the property in the area, and what is its purpose.

David Scott, 220 Back Road: He said it was a distraction and should not take attention away from the budget. He asked the Council to stop this project.

Mary Hebbard, 97 Spruce Lane: She said the City doesn't need this project.

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

Mayor Trefethen issued his second proclamation at this time to Eagle Scout Cheney.

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.

Mary Hebbard, 97 Spruce Lane: She continued to speak about the Scenic Byway Application.

Brian Murphy, 56 Sandpiper Lane: He spoke about the budget and the need to fully fund the School Department's budget. He said budget decisions should not be made along party lines.

Richard Hebbard, 97 Spruce Lane: He spoke out against School funding. He said the Scenic Byway is foolish.

David Scott, 220 Back Road: He said other towns with a tax cap are not overriding it, and he hoped the Council would do the same.

Jack Kimball, 24 Isaac Lucas Circle: He said the Teen Center is important. He said businessmen will support these programs. He said people were willing to pay more for membership to the Fitness Center.

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

Deputy Mayor Carrier moved for the adoption of Item 12.C.1.; seconded by Councilor Garrison. Planning Director Parker gave an overview of the resolution to the Council.

Mayor Trefethen said he felt the Council didn't want to make a decision on this tonight, and suggested tabling the resolution at this point.

Deputy Mayor Carrier moved to table the resolution to a later date and a workshop; seconded by Councilor Hooper.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

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Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing, which included a report on economic development and a summary from the legal counsel. He said the City has joined in the redistricting lawsuit. He said the City has sold \$9 million bonds for debt service and refinanced a previous bond at a favorable rate of 2.37%. He said Moody has downgraded the City's bond rating one notch. Standard and Poor maintained the City's credit rating at the same level. Councilor Garrison referred to comments made during Citizen's Forum regarding the issue that the City Manager must present a budget that is within the tax cap, and asked the City Manager to explain this to the public.

City Manager Joyal said the budget he submitted was in accordance with State law and the City Charter. He read the section of the Charter into the record.

Councilor Garrison asked about comments made about wages.

City Manager Joyal spoke about how the City employees volunteered to forego pay raises the past two years. He spoke about Citizen's Forum comments regarding a few employees' salaries and he will look into it.

Councilor Weeden asked if pay raises were automatic or if the Council had control of it.

City Manager Joyal said the merit plan removes politics and the Council does not vote on it. He said the Council does have to authorize any change to the overall pay structure. He said all employment agreements have to come before the Council.

Councilor Weeden asked the City Manager to go through budget to find funding for the Teen Center, and report back to the Council.

Councilor Hooper asked for a list of items and their costs that could be added back into the budget. She referred to an editorial regarding the City's bond rating, and asked if it was correct that one of the reasons for the downgrade is the tax cap. She asked why it would affect the rating.

City Manager Joyal said that was correct. He said there were four reasons cited. He believed the concern is the City's ability to sustain its fiscal health over the long term, while still being able to have the capacity to fund the needed necessary services for a community that includes infrastructure, education, and quality of life issues that ultimately maintain the values of the property. He said they may not have understood the tax cap and the Council's ability to override the tax cap.

Councilor Hooper referred to Citizen's Forum comments that the tax cap override can only be used in an emergency, and said she doesn't see that in the language.

City Manager Joyal said it was not in the tax cap language. The tax cap can be overridden at the discretion of the Council with a super majority vote.

Councilor Weston asked why Moody's downgraded the City's rating now and not in 2007 when the tax cap was voted in.

City Manager Joyal said one reason is that the rating was completed by a new analyst.

Councilor Weston asked for a compounding chart showing what the City has saved over the years in City employees' wages.

City Manager Joyal said he has already created a table that shows the reduction and savings in fiscal years 2010 and 2011. He said there were too many variables to show the compounding effect.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
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Councilor Weston asked about impact fees that the City has acquired and to use it to free up some debt service. She asked if the savings from refinancing debt service were included in this year's budget.

City Manager Joyal said there would be some savings. He said for next week's workshop he will create a list of various programs and services and their amounts for the Council to consider for the budget. He will also itemize savings from refinancing debt service, some refunding, and impact fees.

Councilor Weston referred to the comments made about City employees' salaries and asked for a chart of prior year, current year, and proposed salaries. She asked for a notation of who are grandfathered under the old payment plan.

City Manager Joyal said he will have that for the workshop.

Councilor Crago asked the City Manager to explain the four points that the City needs to be doing to help with the City's bond rating.

City Manager Joyal gave an overview of the rating process. He said Standard & Poor felt the City's credit was as strong and consistent as it has been in the last few years. He said they felt the City has implemented good practices to create fiscal policies that will benefit the community over the long term and introduced financial stability. Moody's felt that the City was not strong enough to support or sustain the past ratings. He said they were concerned with the tax cap, fund balance, and just the whole economic situation. He said Moody's had four concerns. 1) A tax cap that potentially could stifle the community's ability to sustain services that are needed to support the quality of life and enhance the value of property in the community. 2) The strength of the City's balance sheet overall, in particular fund balances. 3) The City had a moderate to above average debt level. He said the City is working on getting away from debt financing. 4) The last item was liability and OPEB liability. He said they did not acknowledge that the City has stopped future OPEB liability.

Councilor Weeden asked the Mayor to schedule a budget workshop meeting on Monday, June 4, 2012.

Mayor Trefethen said he had no objection. He said they will check on room availability. He said they will have a better sense at the end of the workshop next week and they can schedule the meeting then.

Councilor Cheney spoke about the City's rating downgrade. She said the City now has a tax cap instead of a spending cap. She said they are losing essential things because they are putting money into savings. She asked if the 2007 flood repairs have been paid back.

City Manager Joyal said it wasn't paying it back, but managing fund balance throughout the year.

Councilor Cheney referred to the enterprise funds and asked for the percentage of the budget has gone to salaries.

City Manager Joyal said he had already sent it to the Council on May 2, 2012.

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

Vote: 8/0. Councilor Garrison was out of the room.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
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Meeting Time: **7:00 pm**

10. APPROVAL OF MINUTES

- A. May 2, 2012 – Workshop Session**
- B. May 9, 2012 – Regular Meeting**

Deputy Mayor Carrier moved to accept the Minutes; seconded by Councilor Weeden. Councilor Weeden referred to page 9/9 of the May 9, 2012 minutes, and said it says Mayor Weeden, and it should be corrected to Councilor Weeden.
Vote: 8/0. Councilor Garrison was out of the room.

11. MAYOR'S REPORT

Mayor Trefethen recognized new businesses that joined the Greater Dover Chamber of Commerce. He spoke about the rededication of the Jenny Thompson Bathhouse and thanked the Councilors who were able to attend. He attended the Cocheco River clean up day and trout release. He referred to Citizen's Forum comments regarding the tax cap budget resolution, and said it was to amend the resolution and was not a directive to the City Manager.
Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Weeden.
Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 166 VEHICLES AND TRAFFIC; SECTION 166-28 EXEMPTIONS; SUBSECTION A

SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Hooper. Councilor Cheney motioned to eliminate Paragraph A in the Exemption Section; seconded by Councilor Weeden.
City Manager Joyal said they haven't had a chance to look this over, and suggested this be referred to a third reading.
Motion was withdrawn.
Deputy Mayor Carrier moved to refer to a third reading; seconded by Councilor Weeden.
Vote: 9/0.

2. CHAPTER 166 VEHICLES AND TRAFFIC; SECTION 166-57: LIMITED TIME PARKING

SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weston. Mayor Trefethen gave an overview of the Ordinance change to the Council.
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, May 23, 2012**
Meeting Time: **7:00 pm**

B. ORDINANCES IN THE 3rd READING – None

C. RESOLUTIONS

1. APPROVAL OF SCENIC BYWAY APPLICATION SPONSORED BY MAYOR TREFETHEN BY REQUEST

Council voted to move up on the agenda to after the Citizen's Forum.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. ROAD RACE – Garrison Elementary School Boot Camp**
- 2. ROAD RACE – Goodwin Community Health**
- 3. BLOCK PARTY-22 Lexington Street**
- 4. TAGGING-Prime Time Boosters**
- 5. RAFFLE-Sons of American legion Post 8**

- 6. RESOLUTION: B11073 DOVER DRAW STRING TRASH BAGS
SPONSORED BY MAYOR TREFETHEN BY REQUEST**

- 7. RESOLUTION: B12050 HOT BITUMINOUS PAVING – ASPHALT LAID IN PLACE
SPONSORED BY MAYOR TREFETHEN BY REQUEST**

- 8. RESOLUTION: B12067 CATCH BASIN CLEANING
SPONSORED BY MAYOR TREFETHEN BY REQUEST**

COMMITTEE REPORTS

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

Deputy Mayor Carrier moved for the adoption of the Consent Calendar; seconded by Councilor Cheney.

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

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

Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
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Meeting Date: **Wednesday, May 23, 2012**
Meeting Time: **7:00 pm**

Councilor Hooper gave an overview of the School Board Report to the Council.
Deputy Mayor Carrier moved to accept the School Board Report; seconded by Councilor Garrison.
Vote: 9/0.

Councilor Garrison motioned to suspend the rules to continue past 10:30 pm to complete the agenda; seconded by Councilor Spuler.
Roll Call Vote: 9/0

B. RESOLUTIONS – None

C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE – None

15. COUNCIL MATTERS OF INTEREST

Councilor Weeden spoke about the projection of a negative 1.3% for 2013, and asked the City Manager to create a group to look into the potential challenge.
Councilor Weston referred to an email to Dr. Butler and how his email was hacked.
Deputy Mayor Carrier started a discussion regarding requests to the City Manager.
Councilor Spuler thanked Jenny Thompson for coming to the rededication of the Jenny Thompson Pool Bathhouse.

16. ADJOURNMENT

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: Workshop Session
Meeting Location: Media Access Center- McConnell Center
Meeting Date: **Wednesday, May 30, 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 Spuler, Councilor Weeden, Councilor Weston.

Also Present: City Manager Joyal and City Clerk Lavertu.

5. BUDGET PRESENTATION-WELFARE

Human Services Director Nichols gave an overview of the past year's 473 cases and said the average increase is \$37.00 per case.

Mayor Trefethen explained to the Council that the Human Services Department was budgeted by State Statute and the City is required to pay it. He said the City Manager tries to budget for it realistically.

6. GENERAL BUDGET DISCUSSIONS

Mayor Trefethen suggested they work department by department, but to begin with the City Manager's worksheet of adjustments to the budget.

City Manager Joyal gave an overview of the worksheet to the Council. He also handed out an amended budget resolution. He started a discussion regarding the use of impact fees to offset appropriations and the areas of the budget that qualify.

Councilor Weston discussed her understanding of the available impact fees, and proposed using an additional \$200,000 in impact fees, over the \$566,583.

It was consensus of the Council to add \$200,000 to the \$566,583.

Mayor Trefethen moved on to Item B. and asked if there was consensus to leave the \$87,000 in the impact fees reserve fund.

It was the consensus of the Council to strike Item B completely.

Mayor Trefethen moved on to Item C. to use the Fire Department impact fees to pay for a new dispatch console.

City Manager Joyal said they were proposing using the impact fees for the Fire Department and Police Department to pay for the \$115,000 dispatch console that is in the proposed budget, and this will free up the \$115,000 in the budget. He said this is exactly what impact fees should be used for, a one-time expense.

It was the consensus of the Council to utilize those funds.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: Workshop Session
Meeting Location: Media Access Center- McConnell Center
Meeting Date: **Wednesday, May 30, 2012**
Meeting Time: **7:00 pm**

Mayor Trefethen moved on to Item 2. Utilize bond refunding savings to offset proposed appropriations.

City Manager Joyal said they refinanced bonds with a savings of \$40,859 this year for the City, and \$8,680 this year for the School, which can be used anywhere in the budget.

Mayor Trefethen moved on to Item 3. Restore the McConnell Center Fitness Facility using offsetting fees from the Recreation Center Reserve Funds.

City Manager Joyal gave an overview of this change in the proposed budget to pay for the Fitness Facility. He said it would no longer be funded through the General Fund.

There was consensus of the Council.

Mayor Trefethen moved to Item 4. Restore Education funding as requested by the School Department, \$870,000 minus the \$200,000 from the earlier discussion, leaving \$670,000. City Manager Joyal said this would raise the tax rate by \$0.26 or \$57.00 for the average household.

Mayor Trefethen said he suspected that the Council didn't want to talk about this item right now. Councilor Spuler asked what the proposed budget increase to the taxpayer was.

City Manager Joyal said the tax cap proposed budget would be an increase of \$74.00 for the average household.

Councilor Weeden asked for an update on the teachers' union savings or other savings from the School Department.

Superintendent Briggs Badger said the teachers' union had considered a furlough day, which would have recognized \$105,000 in savings. She said the final vote was 72/59 not in favor of taking a furlough day.

Mayor Trefethen asked Superintendent Briggs Badger about tuition reimbursement savings. Superintendent Briggs Badger said the School will be saving \$25,000 in course reimbursement, which has already been factored into the School Department's proposed budget.

Mayor Trefethen moved to the next revenue item on the handout, #7: Eliminating the Account Clerk II position, saving \$20,000 from the City Clerk/Tax Collection office. He said this was added in the hopes that the City Hall would restore the 5-day work week. He said at this point in time it does not appear that the City will be doing this due to contractual obligations. He said this \$20,000 could be moved to another account.

There was consensus of the Council to move this money and eliminate the position.

Mayor Trefethen said the City side of the budget has \$175,889 available.

Councilor Weeden discussed his two proposals for additional savings. He wanted to take the \$170,751, which was earmarked for Fund Balance, to fund the Teen Center and Youth to Youth. He said he wanted to take the \$175,889 to offset property taxes.

City Manager Joyal said money goes into Fund Balance at the end of the year when revenues exceed expenses, which he expects to be around \$100,000. He said nothing gets budgeted for Fund Balance.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: Workshop Session
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Meeting Time: **7:00 pm**

Councilor Weeden rescinded his first request. He recommended that the \$175,889 in proposed savings be used to allocate the \$90,000 to fund Teen Center and \$54,978 to fund the Youth to Youth program, which would leave \$30,911 to give back to the taxpayers.

Councilor Crago asked the Council to look at partial funding of these programs, and asked if that was possible.

Deputy Mayor Carrier talked about the Teen Center having some sort of revenue base.

Councilor Weeden discussed the approximate \$100,000 going into Fund Balance, and said he would be in favor of adding an additional overtime police officer for \$32,500.

Councilor Weston asked about the leaking roofs at City Hall and if there was anything in the proposed budget to take care of it.

City Manager Joyal said they are attempting to repair the roof instead of replacing it. He said the leak gets fixed in one spot and shows up in another. He said he was not at the point where he is recommending the roof be replaced.

Chief Colarusso referred to Councilor Crago's comment to partially fund the Teen Center. He said he would probably turn it into a drop-in center, which he doesn't feel would be effective. He may even turn it over to the Recreation Department.

Councilor Crago asked about partially funding the Youth to Youth Program so the program can be maintained until the grant comes into effect.

Chief Colarusso said they may be able to do that with half the \$54,000.

Mayor Trefethen asked if the Council chose to partially fund these programs if they would be sustainable in future years.

Chief Colarusso said next year they will probably be facing the same decision, but he didn't know. He doesn't see any grant monies becoming available.

City Manager Joyal said if the Council chooses to fund these programs they need to make the commitment to continue them in future years.

Councilor Garrison asked Chief Colarusso if a viable option was to have the Teen Center open on holidays and during the summer, and staffed with volunteer teachers.

Chief Colarusso said the main purpose of this program was for afterschool hours.

Mayor Trefethen asked if there was a consensus of the Council to fully fund the Teen Center.

Vote; 5/4. Mayor Trefethen said to add the \$90,000 into the budget.

Mayor Trefethen asked if there was a consensus of the Council to fully fund the Youth to Youth Program.

Vote: 1/8.

Mayor Trefethen asked if there was a consensus of the Council to fund \$25,000 to the Youth to Youth Program.

Vote: 7/2. Mayor Trefethen said to add the \$25,000 into the budget.

Mayor Trefethen moved to Item #8.b. Appropriating additional funds for overtime to maintain the 12 firefighters per shift for the Fire Department. He said any additional funds put toward this increases the fire protection coverage.

There was consensus of the Council to put the remaining amount of \$60,889 towards Item #8.b.

Vote: 9/0.

There was no consensus from the Council to fund #8.a.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: Workshop Session
Meeting Location: Media Access Center- McConnell Center
Meeting Date: **Wednesday, May 30, 2012**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier moved to suspend the rules to continue the meeting past 10:30 pm; seconded by Councilor Weston.

Roll Call Vote: 9/0.

Mayor Trefethen moved to Item #9., Adjust Police Department levels.

Councilor Weeden proposed that the Council use Fund Balance to fund either 9.a. or 9.b. Mayor Trefethen said it wasn't quite that simple. It would require a budget amendment after July 1st by 2/3 vote of the Council to use Fund Balance. He reminded the Council that this was one of the items that affected the bond rating report.

Councilor Crago talked about the City's payroll dedicated to overtime, and asked if the overtime fund was a possible reservoir that the Council can work with.

City Manager Joyal discussed the changes that would have to be made to adjust what they have budgeted for overtime. He said if cuts are made to overtime then the department heads will have to adjust staffing levels.

Councilor Crago asked if the money saved from snow removal this year could be used to fund overtime for police and fire.

City Manager Joyal said any surplus from this year's budget goes to Fund Balance, and the Council can use those funds. He said to presume there is a bucketful of money because there was a mild winter was incorrect. He said they use that money elsewhere in the budget for overtime. He said if it had been a bad winter and they over extended the snow removal budget he would have found the money from another area of the City's budget or come to the Council.

Councilor Crago asked how the Council can use Fund Balance.

City Manager Joyal said the Council can amend the budget resolution and include Fund Balance as a source.

Mayor Trefethen said this would put the budget over the tax cap.

City Manager Joyal said if it is dollar for dollar it doesn't go over the tax cap. He said using Fund Balance is an option.

Councilor Weeden talked about how the Council from 2000 to 2008 used Fund Balance numerous times.

City Manager Joyal strongly recommended that the Council not use Fund Balance. He explained the bond rating and why the City was downgraded. He said the rating agency already feels the City's level in Fund Balance is too low.

Councilor Crago discussed his research on the bond ratings for tax cap communities and how the agencies expected the tax cap to be overridden instead of using the fund balance, which was the opposite of what he was expecting to find in his research. He said he was totally against using the Fund Balance.

Councilor Weston asked to wait on a vote on this tonight and asked the City Manager to adjust the budget to fund the \$32,000 for police coverage.

City Manager Joyal he would come back to the Council with suggestions.

Mayor Trefethen said he felt it was up to the Council to find this money.

Councilor Weeden said after hearing this discussion and the concerns for Fund Balance he would withdraw his recommendation to use Fund Balance. He did agree with Councilor Weston to have the City Manager come up with suggestions.

Councilor Cheney asked for a list of subsidies the City provides and when they will expire and free up that money.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: Workshop Session
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Meeting Time: **7:00 pm**

Mayor Trefethen said they will schedule a workshop for Monday, June 4, 2012.

Councilor Garrison spoke about the tax cap, and how they haven't always overridden the tax cap, but just the last two years.

Councilor Weeden asked for a consensus vote on Item #4.

Mayor Trefethen asked how the Council would vote on Item #4.

Councilor Hooper said she did want to wait on this to allow discussion on funding.

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.

8. ADJOURNMENT

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

Vote: 9/0.

All handouts have been archived with the Minutes.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Media Access Center- McConnell Center
Meeting Date: **Monday, June 4, 2012**
Meeting Time: **6:30 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 Garrison, Councilor Hooper, Councilor Spuler, Councilor Weeden, and Councilor Weston.

Absent: Councilor Crago.

Also Present: City Manager Joyal and Deputy City Clerk Mistretta.

5. GENERAL BUDGET DISCUSSION

Mayor Trefethen went over the list created by the City Manager of budget items the Council had consensus on to adjust into the budget. He started with Item #10, Use \$100,000 of Fund Balance.

Councilor Weeden said he was the Councilor who brought this forward last week, but after discussions last week he agrees with the majority of the Council that Fund Balance should not be used.

There was consensus of the Council not to use Fund Balance.

Mayor Trefethen continued to Item #12, Additional Miscellaneous Budget Adjustment Options. The Council discussed the different items listed.

Councilor Weeden noted that the items added up to more than \$32,500 to cover the downtown police patrol. He said he would support items #12 a, b, c, d, e, and g.

Mayor Trefethen agreed with Councilor Weeden, except for e. He would not support reducing hours at the pool.

Councilor Spuler asked for clarification of the impact of item #12d.

Recreation Director Bannon explained the impact of eliminating funds for Garrison Hill and Skate Park Special Programs.

Councilor Weeden asked Police Chief Colarusso if partially funding the \$32,500 would be beneficial.

Chief Colarusso said it would absolutely help.

Councilor Cheney asked about the amount going into Fund Balance, because if it is more than \$500,000 targeted for Fund Balance then the Council may be able to use it.

City Manager Joyal clarified that there is not \$500,000 being allocated to go into Fund Balance. He said they are estimating a \$131,205 increase to Fund Balance, which would put the City on target of 6.75% in Fund Balance.

Councilor Cheney asked about subsidies the City provides for rent at the McConnell Center.

City Manager Joyal said the City provides a subsidy to the Dover Children's Center in the amount of \$17,485 in the proposed budget, it falls to 9,182 for FY2014, and the following year is



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Media Access Center- McConnell Center
Meeting Date: **Monday, June 4, 2012**
Meeting Time: **6:30 pm**

\$0.00. The Dover Adult Learning Center receives a subsidy in the amount of \$22,468 per year until fiscal year 2017.

Councilor Cheney asked about the dues to the LGC.

City Manager Joyal said the City pays dues to the New Hampshire Municipal Association in the amount of \$20,200.

Deputy Mayor Carrier asked Planning Director Parker to explain the impact of eliminating funding for the Master Plan update.

Planning Director Parker explained the \$10,000 was leverage for two grants that the City is applying for.

Councilor Hooper spoke about considering a tax cap override.

Councilor Weeden said after hearing Director Parker's explanation that he would not be supporting #12g.

Councilor Garrison talked about a small override option, using zero instead of the negative .7% for the first year of the three past years, which allows for a 1.4% increase instead of 1.17% increase. He said this would allow \$56,874 added to the City side of the budget and \$61,199 added to the School side of the budget.

Councilor Weeden spoke about why he wouldn't consider an override.

Deputy Mayor Carrier spoke about the language of the tax cap, which states the Council can override it. He spoke about the \$90,000 for the Teen Center being a lot of money and searching for some way to generate revenue to support the Teen Center.

Mayor Trefethen spoke about Councilor Garrison's proposal for an override, and said he would only consider it if all the money went towards the Schools. He spoke about the funding needed to fund the downtown police patrol, and asked if there was a consensus for \$16,400 partial funding by using items 12 a, b, and c.

There was consensus of the Council to use Item 12 a, b, and c. to fund the downtown police patrol.

Mayor Trefethen started a discussion on Item 11.

There was no consensus of the Council to increase pavement.

Councilor Garrison elaborated more on his override options, including using the \$175,889 in savings differently: fund the downtown police patrol for the full \$32,500, fund additional overtime needed for the fire department for 60,889; and the balance to go towards pavement management.

Councilor Cheney discussed the fee schedule and asked about changes.

City Manager Joyal said the changes in the fee schedule was to be more consistent with other communities and competitive.

Councilor Weeden asked for a straw poll on whether or not the Council wanted an override.

Mayor Trefethen talked about Councilor Garrison's first proposal for an override, using a 0% in the first year of the three year average for computing the tax cap number.

There was no consensus from the Council.

Mayor Trefethen moved on to Item #4, Restore Education Funding as Requested by School Board. He discussed the issue with using impact fees. He said he wasn't supporting the use of



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Media Access Center- McConnell Center
Meeting Date: **Monday, June 4, 2012**
Meeting Time: **6:30 pm**

the additional \$200,000 in impact fees, which would bring the School back to needing \$870,000. He said he supported a \$300,000 to \$400,000 override for the School side of the budget.

Councilor Weston talked about the School Board's plans to create revenues to help them next year, and the need to keep the additional \$200,000 of impact fees in the budget to help them. Mayor Trefethen said he was trying to truly help the School Board by raising more taxes and not digging a deeper hole for the School Board to have to make up.

Deputy Mayor Carrier asked what the tax rate increase would be for \$300,000.

City Manager Joyal said \$25.00 for the average household.

Mayor Trefethen if there was consensus not to use the \$200,000 in impact fees for the School's side of the budget.

Deputy Mayor Carrier made the suggestion that the Council use only \$100,000 of the additional \$200,000 in impact fees, and raising property taxes by \$300,000.

Councilor Cheney asked if giving the School Department the impact fees was going to be helpful.

Superintendent Briggs Badger explained how using the impact fees will help the School Department and how they would dig themselves out of a hole next year.

There was no consensus of the Council to use \$100,000 of the impact fees.

Mayor Trefethen asked for a consensus of using \$200,000 of the impact fees.

The consensus vote was 4/4, and Mayor Trefethen made an executive decision to put it in the budget.

Councilor Weeden asked for a consensus vote on maintaining a tax cap budget and no override.

The consensus vote was 4/4. Mayor Trefethen said there was no consensus.

The Council reviewed items they have reached consensus on. Mayor Trefethen said the City Manager will update the resolution for Wednesday's meeting to be substituted as a whole.

6. CITIZEN'S FORUM

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

Gregory Brown, 6 Arbor Drive: He spoke in support of the School Department's budget.

Amanda Russell, 20 Cranbrook Lane, School Board Vice-Chairperson: She spoke in support of the School Department's budget.

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

7. ADJOURNMENT

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

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Media Access Center- McConnell Center
Meeting Date: **Wednesday, June 6, 2012**
Meeting Time: **6:30 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Garrison 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 Deputy City Clerk Mistretta.

5. GENERAL BUDGET DISCUSSION

Mayor Trefethen discussed the new handout from the School Department. The newly added fourth column showed the Administration's recommended cuts to meet the additional \$661,000 reduction in the School Department's budget. He discussed impact fees and what happens if they expire before the City uses them.

Deputy Mayor Carrier said the Council has to decide tonight if they are going to override or not. He discussed the use of impact fees for the School Department. He discussed his override proposal: Only using \$100,000 additional impact fees and an override amount of \$300,000.

Mayor Trefethen said he was not in favor of using the additional \$100,000 or \$200,000 in impact fees at all, because of the impact on the School Department's budget next year.

Councilor Weeden felt it would save time and productive to move into Special Session at this point.

Councilor Crago talked about the tax cap budget as a recalibration of fiscal policy and direction for the City. He said it was also a precursor for next year when they renegotiate the teachers' contract.

Councilor Hooper talked about spending \$90,000 for the Teen Center and how she has trouble justifying the cost, because it cannot be sustained down the line.

Councilor Weeden said the Teen Center is an extension of the education system, because they are the students with the most need. He read an email from Doris Grady, School Board Member, to the Council, who said they can still provide an adequate education to the children.

Councilor Cheney spoke about the tax cap still affecting the taxpayers by \$74.00 per average household, the water/sewer fees going up, and other increased fees.

Councilor Hooper spoke about what the School Board spent the money on for the past few years. She said they haven't wasted money, and said heat, electricity has gone up.

Deputy Mayor Carrier went back eight years when times were good and the City was getting grants and students were coming from Barrington, and talked about how they are not getting these things now. He asked for appreciation to the School Board for doing their job, which is



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Media Access Center- McConnell Center
Meeting Date: **Wednesday, June 6, 2012**
Meeting Time: **6:30 pm**

why he is advocating putting a little more money with an override to have more revenues for the Schools.

Councilor Weeden talked about using pen and paper to learn instead of the technology.

6. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn to the Special Meeting; seconded by Councilor Weston.
Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: Special Meeting
Meeting Location: Media Access Center- McConnell Center
Meeting Date: **Wednesday, June 6, 2012**
Meeting Time: **To follow Workshop Session**

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~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 Deputy City Clerk Mistretta.

5. CITIZEN'S FORUM

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

Ronald Huml, 199 Mast Road: He spoke about the 2011 Municipal Election and the tax cap ballot question. He spoke in favor of the tax cap budget.

David Scott, 220 Back Road: He spoke in favor of the tax cap vote, and urged the Council not to override.

Joseph Tenuta, 262 Long Hill Road, Dover Middle School Teacher: He spoke in favor of the School Board's budget.

Jill Brooks, 60 Cushing Street: She spoke in favor of the School Board's budget.

John Colford, 24 Hubbard Road: He spoke in favor of the Teen Center and Youth to Youth programs.

Donald Medbery, 3 Covered Bridge Lane: He spoke in favor of the tax cap budget and about the high salaries in the City.

John Scruton, 99 Sixth Street: He spoke in favor of the tax cap budget and how his taxes have doubled in ten years.

Ellen Brake, 7 Crestview Drive, Horne Street School Teacher: She spoke in favor of the School Board's budget.

Gregory Brown, 6 Arbor Drive: He spoke in favor of the School Board's budget. He spoke about the need for factual and truthful information from speakers at Citizen's Forum.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: Special Meeting
Meeting Location: Media Access Center- McConnell Center
Meeting Date: **Wednesday, June 6, 2012**
Meeting Time: **To follow Workshop Session**

Superintendent Jean Briggs Badger: She spoke in favor of the School Board's budget, and asked the Council to fund the money they are asking for.

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

6. RESOLUTION: FISCAL YEAR 2013 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weston.
Councilor Weston moved to substitute the resolution as a whole; seconded by Councilor Weeden.

Vote: 9/0.

Mayor Trefethen went over the changes in the budget resolution for the Council and citizens.

Councilor Garrison referred to the proposed School Department budget, \$566,583 in impact fees. He moved to reduce that \$354,571 to get to 212,012 which he had recommended at previous meetings. He also suggested removing the additional \$200,000 in impact fees that was added in addition to the proposed budget. This total deduction is \$554,571. Then he proposed an override of \$554,571 plus \$70,000, totaling \$624,571. He explained how he came to this number by comparing with inflation rates.

Councilor Hooper seconded the motion.

Vote: 2/7; Failed: Councilors Garrison and Hooper voted in favor.

Councilor Garrison referred to the proposed City budget. To reduce the Teen Center by the full \$90,000. He said to take that and add it back into the budget by putting \$16,100 to the downtown police patrol, \$1,400 for holiday lighting supplies, \$22,500 into the fire department's overtime, and the balance of \$50,000 to go to streets and road maintenance. He said this amendment does not create a tax cap override.

Councilor Hooper seconded the motion.

Vote: 2/7; Failed. Councilors Garrison and Hooper voted in favor.

Councilor Garrison changed his original City budget motion. To reduce the Teen Center by the full \$90,000. He said to take that and add \$16,100 to the downtown police patrol, and the balance to the fire department's overtime.

Councilor Hooper seconded the motion.

Vote: 4/5; Failed. Mayor Trefethen, Deputy Mayor Carrier, Councilors Garrison and Hooper voted in favor.

Councilor Weeden moved the question; seconded by Councilor Cheney.

Mayor Trefethen asked for a vote on moving the question.

Councilor Weeden asked to speak.

Mayor Trefethen said he is not allowed to speak to the question.

Councilor Weeden withdrew his motion to move the question.

Councilor Cheney withdrew her second.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: Special Meeting
Meeting Location: Media Access Center- McConnell Center
Meeting Date: **Wednesday, June 6, 2012**
Meeting Time: **To follow Workshop Session**

Councilor Weeden said they have vigorously discussed the budget and he believes the budget before the Council is a good budget.

Deputy Mayor Carrier moved to lower the Teen Center from \$90,000 to \$70,000, and put \$10,000 in the downtown police patrol and \$10,000 in fire department's overtime; seconded by Councilor Garrison.

Councilor Weston asked if with the \$20,000 reduction the City would lose the Teen Center administrator.

City Manager Joyal said that was most likely.

Vote: 4/5; Failed. Mayor Trefethen, Deputy Mayor Carrier, Councilors Garrison and Hooper voted in favor.

Deputy Mayor Carrier moved to lower the \$200,000 in impact fees by \$100,000, and he would like to add \$200,000 for the School as a tax cap override; seconded by Councilor Hooper.

Vote: 4/5; Failed. Mayor Trefethen, Deputy Mayor Carrier, Councilors Garrison and Hooper voted in favor.

The Council discussed their views on the budget.

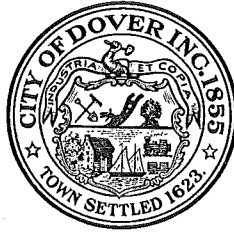
Mayor Trefethen asked for a roll call vote on the budget.

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

7. ADJOURNMENT

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

Vote: 9/0.



CITY OF DOVER
12 JUN 18 PM 2:47

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: Florence St. Block Party

Federal Tax ID number for Organization: _____

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

Contact Person: Mark Holt-Shannon Day Time Telephone: 603-970-0730

Address: 14 Florence St. Email Address holtshannon@mac.com

Purpose of Permit: Closing Street for block Party

Date of Event: July 7, 2012 Specific Time: NOON - 10 pm

Location of Event: Pearl & Florence to Broadway & Florence

(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: 6/18/12

Licensing Board approval _____ Date: _____

Revised 03/17/08



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: Jewelry Creations
Federal Tax ID number for Organization: 02-0302481
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Linda Hagan Day Time Telephone: 603-749-3129

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

Purpose of Permit: multi-business Bridal Event

Date of Event: Sat, August 4, 2012 Specific Time: 8:00 am - 5:00 pm

Location of Event: alleyway between Jewelry Creations and Nicole's Hallowmark

(Raffle Permit only)

Prize (s) To Be Awarded: _____

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

Place of Drawing: _____

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Signature: Linda S Hagan Date: 5/3/12

Licensing Board approval: [Signature] Date: 5/11/12

Revised 03/17/08

RECEIVED
DOVER CITY CLERK
DOVER, NH

Traffic Bureau
OK
MES

okay



DOVER POLICE DEPARTMENT

Dover, New Hampshire

Memorandum

TO: Chief Anthony F. Colarusso, Jr.

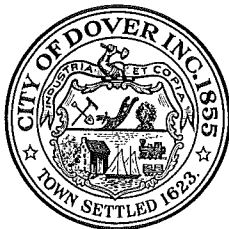
FROM: Sgt. Marn Speidel, Traffic Bureau

RE: Jewelry Creations proposed bridal event, Saturday, August 4, 2012

DATE: May 15, 2012

I have spoken with the principal point of contact for this event. If it goes as planned, the event would completely block the alleyway between #386 and #392 Central Avenue. This would be effectively accomplished with suitable barriers, provided either by a rental service or by the police department if necessary.

There are two nearby options for pedestrians seeking to get from Central Avenue to the Orchard Lot. This includes an alleyway adjacent to #400 Central Avenue (alongside the Cocheco River) and Orchard Street itself. Accordingly, I recommend that this event be approved.



CITY OF DOVER
12 APR 31 AM 7:29

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

RAFFLE*.....^XTAG*.....PARADE**..... BLOCK PARTY**..... ROAD TOLL***.....

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

Organization Name: City of Dover Recreation Department

Federal Tax ID number for Organization: 02-6000230

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

Contact Person: Gary S Bannon Day Time Telephone: 603-516-6410

Address: 61 Locust Street, Suite 124, Dover, NH Email Address g.bannon@dover.nh.gov

Purpose of Permit: Fundraising/Donations

Date of Event: Varies Specific Time: July 1, 2012-June 30, 2013

Location of Event: Throughout Year-Playgrounds, 4th of July, Senior Center, Arena, etc.

(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.

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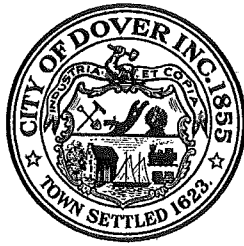
*****NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT**

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

Signature: [Signature] Date: 4/30/12

Licensing Board approval [Signature] Date: 5/3/12
Revised 03/17/08

Shay



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

CITY OF DOVER
12 JUN 13 AM 10:46

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

Organization Name: Friends of Earth, Sea, Space Museum

Federal Tax ID number for Organization: 02-0504131

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

Contact Person: Laura Clark Day Time Telephone: 603-300-0362

Address: 26 Lone Pine Circle, Barrington, NH 03825 Email Address blclark@metrocast.net

Purpose of Permit: raffle fundraiser

Date of Event: July 14, 2012 Specific Time: 10am-4pm

Location of Event: Henry Law Park, Dover

(Raffle Permit only)

Prize (s) To Be Awarded: event tickets + handcrafted items

Amount of Donation: \$1 Date of Drawing: July 14, 2012 Specific Time: 3:30pm

Place of Drawing: Henry Law Park, Dover, NH

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

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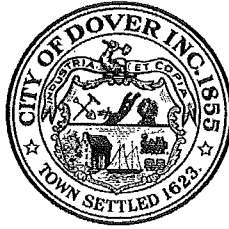
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Signature: [Signature] Date: 6/5/12

Licensing Board approval [Signature] Date: 6/11/12
Revised 03/17/08

All set with Charitable Trusts Unit.
DR

[Handwritten mark]



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: Pen Ink Design Co.
Federal Tax ID number for Organization: 87-0764632
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Brian Cartier Day Time Telephone: 603-767-6189

Address: 43 Addison Pl., Dover NH 03820 Email Address: bcc@peninkdesign.com

Purpose of Permit: Hoopla charity basketball tournament (Benefitting Samaritan Community Center)

Date of Event: July 21st 2012 Specific Time: 11am - 8pm

Location of Event: Woodman Park basketball courts

Prize (s) To Be Awarded: 5050 raffle (depends on donations)

Amount of Donation: 5050 Date of Drawing: 7/21/12 Specific Time: 5pm

Place of Drawing: woodman park basketball courts

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

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

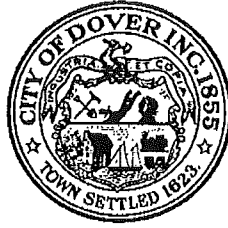
Signature: [Signature] Date: 2/12/12

Licensing Board approval [Signature] Date: 6/13/12

Revised 03/17/08

RECEIVED DOVER CITY CLERK DOVER, NH JUN - 9 - 2012

All set with Charitable Trusts Unit.



CITY OF DOVER
12 JUN 11 AM 6:51

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 Little Green Football, Inc

Federal Tax ID number for Organization: 20-4182629

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

Contact Person: David Akridge Day Time Telephone: 603-781-4453

Address: 38 Watson Rd Dover NH 03820 Email Address: Dave.Akridge@greatamericanhockey.com

Purpose of Permit: Taxing

Date of Event: 8/16 8/17 8/18 Specific Time: 8/16 + 8/17 5pm - 9pm 8/18 8am - 1:00pm

Location of Event: Various location in Dover with permission of Business

(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: 6/4/12

Licensing Board approval [Signature] Date: 6/13/12

Revised 03/17/08

All set with Charitable Trusts Unit. DS



CITY OF DOVER
12 JUN 11 AM 6:51

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 Little Green Football, Inc
 Federal Tax ID number for Organization: 20-4182609
 Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: David Akridge Day Time Telephone: 603-781-4453
 Address: 38 Watson Rd, Dover NH 03820 Email Address: Dave.Akridge@greatamericanhg.com
 Purpose of Permit: Cash Calendar
 Date of Event: Oct 1-31 Specific Time: Everyday drawings ~~at~~ between 5-7pm
 Location of Event: DHS Alternative School Parking Lot

 (Raffle Permit only)
 Prize (s) To Be Awarded: Cash prizes
 Amount of Donation: 5.00 Date of Drawing: Daily Specific Time: 5pm
 Place of Drawing: DHS Alternative School Parking Lot

*** 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: 6/4/12

Licensing Board approval: [Signature] Date: 6/13/12
Revised 03/17/08

All set with Charitable Trust Unit. [Signature]



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2012.06.27 – 68**
Resolution Re: Dog Warrant

WHEREAS: Dog owners are required to license their dogs by May 1st of each year; and

WHEREAS: RSA 466:14 requires town and city clerks, within 20 days from June 20th, to seek authority to issue a warrant to local law enforcement;

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

The City Clerk is hereby authorized to issue the annual dog warrant for owners who have not properly licensed their dogs, and to proceed with any civil forfeiture proceedings as permitted by State law.

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 Council

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2012.06.27 – 68**

Resolution Re: Dog Warrant

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.8.

Resolution Number: **R – 2012.06.27 – 68**

Resolution Re: Dog Warrant

RESOLUTION BACKGROUND MATERIAL:

State law RSA 466:14 requires the City Clerk to obtain the authority to issue a warrant to the appropriate local law enforcement officer to continue the annual process of collecting fees and fines for dog registrations.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9

Resolution Number: **R – 2012.06.27 – 69**

Resolution Re: Setting Voting Hours for the September 11, 2012 State Primary

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

WHEREAS: The State Primary will be held on September 11, 2012.

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

The voting hours at all Wards in the City of Dover will be from 8:00 a.m. to 7:00 p.m. for the State Primary on September 11, 2012

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9

Resolution Number: **R – 2012.06.27 – 69**
Resolution Re: Setting Voting Hours for the September 11, 2012 State Primary

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:

The Moderators and Supervisors of the Checklist have been contacted in regards to these hours and are in agreement. The City Clerk also concurs with these hours. Rules regarding absentee voting will allow people who work during these hours to vote via absentee ballot.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2012.06.27 – 70**
Resolution Re: **B11075 Occupational Health Services**

WHEREAS: Requests for Proposal B11075 was issued and received for “as needed” various Occupational Health Services on May 23, 2011 at 2:00 PM for a one year term with option to renew two additional one year terms; and

WHEREAS: Two proposals were received with just one meeting specifications of the request for proposal. Award was issued to Seacoast RediCare of Somersworth for year one via council resolution R2011.06.08. This vendor is the current health care provider for the City and has provided services for approximately the past 10 years; and

WHEREAS: Seacoast RediCare has offered pricing for year two at the same rates with some slight increases on certain services. These are highlighted in yellow in the results section of this resolution. It is the recommendation to remain with Seacoast RediCare for year two of this possible three year term. Rates and terms of the contract will be revisited and brought back to council next May, for year three FY14.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Seacoast RediCare of Somersworth, NH for one year given the rates provided in conjunction with B11075 and updated May 23, 2012. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

| Account | Description | Appropriation | Balance FY13 |
|--------------------------------|--|---------------|--------------|
| xxxx-x-xxx-xxxxx-4336-xxxxx-xx | Various Departments - Medical services | 50,372.00 | 50,372.00 |

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 - 2012.06.27 – 70**

Resolution Re: **B11075 Occupational Health Services**

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 - 2012.06.27 – 70**

Resolution Re: **B11075 Occupational Health Services**

RESOLUTION BACKGROUND MATERIAL:

Requests for Proposal B11075 was issued and received for “as needed” Occupational Health Services on May 23, 2011 at 2:00 PM. Two proposals were received, Seacoast RediCare and the other from Core Medical Group of Salem NH. Core Medical Group is a national Health staffing firm and does not meet the specifications of the request for proposal. The proposal deemed most financially advantageous and in the City’s best interest to accept was offered by Seacoast RediCare of Somersworth, NH in varying amounts for different services, as needed and required by City personnel. Award to Seacoast Redicare by council was issued via resolution R2011.06.08. The city has used this vendor with great success for approximately the past ten years.

On May 23, 2012 Seacoast RediCare offered pricing for year two of the possible three year term at the same rates as last year with some slight increases in certain services as outlined in the results pages of this resolution. It is the recommendation to extend agreement for another year.

Bid Information:

B11075 Occupational Health Services May 23, 2011 @ 2:00 PM

Award Information:

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

Purchasing Information:

| | | | |
|------------------------------------|-------------------|-------------------------------------|--|
| Type: | Purchase Order | Advertised: | Yes |
| Invitations Mailed: | 10 | Number of Responses: | 2 |
| Warranty: | na | Terms: | Net 30, FOB Dover |
| Work Bonded: | No | Contract: | Yes |
| Prices will hold for: | June 30, 2013 | Estimated Delivery: | As needed |
| Recommended Award to: | Seacoast RediCare | 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>



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2012.06.27 – 70**

Resolution Re: **B11075 Occupational Health Services**

Results

| <i>Vendor</i> | <i>Price*</i> |
|--|---|
| Seacoast Redicare 396 High Street Somersworth, NH 03878 | Various – depends on test / service provided |
| Core Medical Group 2 Keewaydin Dr Salem NH 03079 | Did not meet specifications of Proposal |

| SERVICE | SEACOAST REDICARE FY12 rates | Rates same unless noted FY13 |
|---|--|------------------------------------|
| 1. Treatment of Workplace Injuries | | |
| <i>Level 1 Initial Visit</i> | \$ 88.00 | |
| <i>Level 2 Initial Visit</i> | \$ 104.00 | |
| <i>Level 3 Initial Visit</i> | \$ 172.00 | |
| <i>Level 4 Initial Visit</i> | \$ 194.00 | |
| <i>Level 1 Follow-up Visit</i> | \$ 57.00 | |
| <i>Level 2 Follow-up Visit</i> | \$ 58.00 | |
| <i>Level 3 Follow-up Visit</i> | \$ 104.00 | |
| <i>Level 4 Follow-up Visit</i> | \$ 172.00 | |
| <i>Physical Therapy Evaluation</i> | \$ 194.00 | |
| <i>Physical Therapy Treatment</i> | \$ 44.00 – 70.00 Per 15 Min | per 15 min |
| Note: Supplies, radiology, & add'l services are billed separately | Above prices are discounted by CCMSI prior to payment | |
| 2. Special Medical Evaluations | Hourly rates | Fy13 Increases |
| <i>Level 3 Exam by Medical Provider</i> | \$ 120.00 | |
| <i>Physical Capacity Test</i> | \$ 58.00 | |
| <i>Medical Provider Consult Service, if more than general & basic</i> | \$ 200.00 | |
| 3. Return to Work Examinations | | |
| <i>Level 3 Exam by Medical Provider</i> | \$ 120.00 | |
| <i>Physical Capacity Test</i> | \$ 58.00 | |
| 4. Pre-employment & Other Exams | | |
| <i>Level 1 Exam - Non-DOT</i> | \$ 62.00 | \$66.00 |
| <i>Level 1 CDL / DOT exam</i> | \$ 70.00 | \$72.00 |
| <i>Level 3 Exam (ie. Firefighter)</i> | \$ 120.00 | |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2012.06.27 – 70**

Resolution Re: **B11075 Occupational Health Services**

| | | |
|---|---|---------------------------------------|
| Add'l components to level 3 for | | |
| Firefighter exam, if needed | | |
| Urinalysis | included | |
| Comp Hlth Screen #1 Blood Work | \$ 76.00 | * SRC's Hlth Screen #4 \$99.00 |
| Heavy Metal Blood Test | \$ 159.00 | * \$199.00 |
| Hepatitis B Titer | \$ 52.00 | * \$59.00 |
| Hepatitis C Titer | \$ 83.00 | * |
| Varicella Titer | \$ 186.00 | * \$199.00 |
| MMR Titer | \$ 153.00 | * \$189.00 |
| Hepatitis B vaccine (inject: 3) | \$ 82.00 | * |
| Hepatitis A vaccine (inject: 2) | \$ 130.00 | * \$135.00 |
| MMR Vaccine | \$ 65.00 | * \$ 95.00 |
| TB Test | \$ 22.00 | \$ 24.00 |
| Tetanus (Tdap) | \$ 81.00 | * |
| HIV Test | \$ 75.00 | * |
| Vision - full w/ color perception | \$ 15.00 | |
| Audiogram | \$ 23.00 | \$ 26.00 |
| OSHA Respirator Clearance | \$80 w/ exam; \$40 history review no exam | |
| Eval w/ PFT | \$ 120.00 | |
| EKG | \$ 56.00 | \$ 61.00 |
| Chest X-Ray | \$ 65.00 | \$ 70.00 |
| <i>Drug & Alcohol Testing:</i> | | |
| Non-DOT rapid urine-pre-employ | \$ 39.00 | |
| Lab Conf., if non-negative | included | |
| Non-DOT urine for reasonable suspicion (sent to lab) | \$ 55.00 | |
| DOT Urine Test | \$ 55.00 | |
| Breath Alcohol Test | \$ 25.00 | \$29.00 |
| Confirmation, if non-negative | \$ 25.00 | |
| <i>Physical Capacity Test, if req.</i> | \$ 58.00 | |
| Upper extremity for dexterity & strength | included | |
| Lower extremity for dexterity & strength | included | |
| Functional Screening | included | |
| Combo Screening of upper, lower, & job-specific functional | included | |
| <i>Independent Medical Exam (IME) for Disability Purposes</i> | N/A | |
| Fee is per body part and the range is dependent on | | |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2012.06.27 – 70**

Resolution Re: **B11075 Occupational Health Services**

| | | |
|---|------------------|----------|
| Complexity of the case pre-authorized and pre-paid. | | |
| Functional Capacity Eval (FCE for Disability Purposes | \$ 58.00 | |
| CDL Drug Testing | \$ 55.00 | |
| CDL/DOT Physical Exam | \$ 70.00 | \$ 72.00 |
| Urine Drug test | \$ 55.00 | |
| Breath Alcohol Test | \$ 25.00 | \$ 29.00 |
| Confirmation, if non-negative | \$ 25.00 | |
| Workplace Injury Prevention Prgms | upon request | |
| Onsite Ergonomic Analysis | \$ 150.00 per hr | \$170.00 |
| Wellness Services | upon request | |
| Advisory / Consult Service | upon request | |
| <i>Optional Components to Any Examination, as needed</i> | | |
| OSHA Respirator Clearance Eval & Pulmonary Function Test | \$ 80.00 | |
| Respirator Mask Fit (empl must bring mask) | N/A | |
| Audiometric Exam | \$ 23.00 | |
| Lead / ZPP Testing | \$ 95.00 | * |
| Heavy Metal Testing | \$ 159.00 | * |
| TB Testing | \$ 22.00 | |
| Hepatitis B Vaccine (inject: 3) | \$ 82.00 | * |
| Tetanus Vaccine | \$ 81.00 | * |
| Chest X-Ray | \$ 65.00 | |
| EKG | \$ 56.00 | |
| Urinalysis | included | |
| Full Vision | \$ 15.00 | |
| Functional Capacity Evaluation | \$ 58.00 | |
| * Pricing subject to market adjustment as we cannot guarantee our associated with these services. | | |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R - 2012.06.27 - 71**
Resolution Re: B12077 Various Chemicals

WHEREAS: Sealed bids B12077 were requested and received for various chemicals for various city departments on June 18, 2012 at 2:30 pm with prices to hold through June 30, 2013; and

WHEREAS: The low bids, meeting specifications, were submitted by the following vendors for chemicals referenced at unit prices specified in the results page:

Borden Remington Corp Fall River MA
Univar USA Inc Providence RI
Fillion Associates Inc E. Providence RI
Harcross Chemicals Inc Nashua NH
AIC Chemicals Framingham MA

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to each of the vendors identified above at rates provided in conjunction with B12077. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

| Account | Description | Appropriation | Balance |
|--------------------------------|--------------------------------|---------------|------------|
| 1000.1.350.45124.4612.00000.00 | Indoor pool operating supplies | 12,000.00 | 12,000.00 |
| 1000.1.350.45125.4612.00000.00 | Thompson Pool op supplies | 14,275.00 | 14,275.00 |
| 5300.1.300.43320.4612.00000.00 | Water Operating supplies | 111,500.00 | 111,500.00 |
| 5320.1.300.43250.4612.00000.00 | Sewer Operating Supplies | 30,000.00 | 32,500.00 |

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 - 2012.06.27 - 71**
Resolution Re: B12077 Various Chemicals

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 - 2012.06.27 – 71**
Resolution Re: B12077 Various Chemicals

RESOLUTION BACKGROUND MATERIAL:

Sealed bids B12077 were requested and received for various chemicals for various city departments on June 18, 2012 at 2:30 pm with prices to hold through June 30, 2013. The low bids, meeting specifications, were submitted by the following vendors for chemicals referenced at unit prices specified in results page:

Borden Remington Corp Fall River MA
Univar USA Inc Providence RI
Fillion Associates Inc E. Providence RI
Harcross Chemicals Inc Nashua NH
AIC Chemicals Framingham MA

Award Information:

Purchase orders will be issued to low bidders of each chemical for one year to authorize this expenditure.

Purchasing Information:

| | | | |
|------------------------------------|----------------------|-------------------------------------|---|
| Type: | Purchase order | Advertised: | Yes |
| Invitations Mailed: | 47 | Number of Responses: | 9 and 2 NB |
| Warranty: | Meets Specifications | Terms: | Net 30, FOB Dover |
| Work Bonded: | no | Contract: | No |
| Prices will hold for: | June 30, 2013 | Estimated Delivery: | As needed |
| Recommended Award to: | Various Low bidders | Fund: | various |
| Other Approvals Required: | No | References Checked: | Satisfactory |
| Previously Worked for City: | Yes | Reason for Council Approval: | Cost estimated at \$25,000 or greater to some vendors |

Results and Vendor Solicitation List:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2012.06.27 – 72**
Resolution Re: B12065 Crack Sealing Services

WHEREAS: Sealed request for Bids B12065 was solicited and received on May 22, 2012 @ 2:00pm. Two proposals were received and evaluated and,

WHEREAS: The low bid meeting specifications was submitted by Nicom Coating Corporation of Barre VT at the rate of \$1.52 per pound for day work and \$1.71 per pound for night work if needed using Craftco Roadsaver 221 sealing product in an amount not to exceed \$30,000.00. The city has successfully worked with this company in the past and it is the recommendation to award this project to Nicom Coating Corporation.

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

The Purchasing Agent is hereby authorized to issue a Purchase order to Nicom Coating Corporation of Barre, VT given the rates provided in conjunction with B12065 in the amount not to exceed \$30,000.00. The amount of this authorization shall be limited so as not to exceed available funding

Financing

| Account | Description | Appropriation | Balance Fy13 |
|-----------------------------|-------------|---------------|--------------|
| 1000.1.300.43121.4715.00000 | CS Streets | 710,000.00 | 710,000.00 |

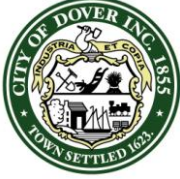
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2012.06.27 – 72**
Resolution Re: B12065 Crack Sealing Services

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 – 2012.06.27 – 72**
Resolution Re: B12065 Crack Sealing Services

RESOLUTION BACKGROUND MATERIAL:

Sealed request for Bid B12065 was solicited and received on May 22, 2012 @ 2:00pm. Two proposals were received and evaluated. The low bid meeting specifications was submitted by Nicom Coating Corporation at the rate of \$1.52 per pound for day work and \$1.71 per pound for night work in an amount not to exceed \$30,000.00. The city has successfully worked with this company in the past and is recommending award of this project to them.

Award Information:

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

Purchasing Information:

| | | | |
|------------------------------------|--------------------|-------------------------------------|--|
| Type: | Purchase Order | Advertised: | Yes |
| Invitations Mailed: | 55 | Number of Responses: | 2 |
| Warranty: | Per manufacturer | Terms: | Net 30, FOB Dover |
| Work Bonded: | Yes | Contract: | Yes |
| Prices will hold for: | One year | Estimated Delivery: | Summer 2012 |
| Recommended Award to: | Nicom Coating Corp | Fund: | Streets |
| 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 |

Results

| <i>Vendor</i> | <i>Price per pound</i> |
|---|--|
| Nicom Coating Corporation PO Box 727 Barre VT 05641 | \$1.52 day work \$1.71 Night work Craftco Road Saver 221 |
| SealCoating Inc 120 Industrial Park Rd Hingham MA 02043 | \$3.06 Day work \$3.44 Night work Craftco 201 |

Vendor Solicitation List:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2012.06.27 – 73**

Resolution Re: **B12075 Bituminous Concrete Asphalt Picked Up**

WHEREAS: Sealed bid B12075 was requested and received for Bituminous Concrete /Asphalt (Picked Up as Needed) on June 4, 2012 at 2:00 pm; and

WHEREAS: This is “Hot Top” material that will be picked up by City personnel or by city authorized contractors at the vendors location as needed; and

WHEREAS: Two bids were submitted for review. Pike Industries of Portsmouth in the amount of \$65.00 per ton for Base and \$68.00 for Top. The second bid response was from Brox Industries in the amount of \$68.00 per ton for either base or top. The City of Dover tries to identify two vendors to utilize where circumstances make it financially prudent to do so depending on proximity of vendor plant to the location of work being performed as well as availability of product. The recommendation is to issue a purchase order to both Pike Industries and Brox Industries as needed.

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

The Purchasing Agent is hereby authorized to issue a Purchase order to both vendors as needed, given the rates provide in conjunction with B12075 dated June 4, 2012. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

| Account | Description | Appropriation | Balance FY13 |
|--------------------------------|------------------------------|---------------|--------------|
| 1000.1.300.43121.4715.00000.00 | Street Improvments | 710,000.00 | 710,000.00 |
| 1000.1.300.43121.4652.00000.00 | Streets Maintenance supplies | 36,000.00 | 36,000.00 |

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2012.06.27 – 73**

Resolution Re: B12075 Bituminous Concrete Asphalt Picked Up

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 – 2012.06.27 – 73**
 Resolution Re: B12075 Bituminous Concrete Asphalt Picked Up

RESOLUTION BACKGROUND MATERIAL:

Sealed bid B12075 was requested and received for Bituminous Concrete Asphalt to be picked up by city personnel or city authorized contractors at the vendor’s location as needed on June 4, 2012 at 2:00 pm. The city estimates purchases of 3500 tons annually.

Two bids were submitted for review. Pike Industries of Portsmouth at the rate of \$65.00 per ton for Base and \$68.00 for Top. The second bid reply came from Brox Industries at the rate of \$68.00 per ton for either base or top. The City of Dover tries to identify two vendors to utilize where circumstances make it financially prudent to do so depending proximity of the plant and the project location and availability of product. The city recommends issuing a purchase order to Pike Industries and Brox Industries to be utilized as needed.

Award Information:

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

Purchasing Information:

| | | | |
|------------------------------------|--|-------------------------------------|--|
| Type: | Purchase Order | Advertised: | Yes |
| Invitations Mailed: | 86 | Number of Responses: | 2 |
| Warranty: | Per manufacturer | Terms: | Net 30, FOB Dover |
| Work Bonded: | No | Contract: | Yes |
| Prices will hold for: | One year | Estimated Delivery: | As needed |
| Recommended Award to: | Brox Industries and/or Pike Industries | 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 |

Results

| <u>Vendor</u> | <u>Price for Base or Top per ton</u> | <u>Locations</u> |
|---|--------------------------------------|--|
| Pike Industries Inc 3 East Gate Park Lane Belmont, NH 03220 | Base \$65.00 Top \$68.00 | Portsmouth NH or Farmington NH |
| Brox Industries Inc 1471 Methuen Street Dracut, MA 01826 | base or top \$68.00 | Old Rochester Neck Rd Rochester, NH |

Vendor Solicitation List:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2012.06.27 – 74**
Resolution Re: B12080 Specialized Municipal Legal Svs

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.14.

Resolution Number: **R – 2012.06.27 – 74**
Resolution Re: B12080 Specialized Municipal Legal Svs

RESOLUTION BACKGROUND MATERIAL:

Four vendors responded with varying amounts of prior experience with the city, a wide spectrum of experience in municipally related legal issues, and varying rate structures for services rendered as needed.

The vendors deemed most advantageous to the city are:

| | |
|--------------------------------|---------------|
| Devine, Millimet & Branch | Manchester NH |
| Sheehan, Phinney, Bass & Green | Manchester NH |
| Mitchell Municipal Group | Laconia NH |
| Donahue, Tucker & Ciandella | Portsmouth NH |

Award Information:

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

Purchasing Information:

| | | | |
|------------------------------------|----------------------------|-------------------------------------|--|
| Type: | Purchase Order | Advertised: | Yes |
| Invitations Mailed: | 10 | Number of Responses: | 4 |
| Warranty: | n.a | Terms: | Net 30, FOB Dover |
| Work Bonded: | Yes | Contract: | Yes |
| Prices will hold for: | One year | Estimated Delivery: | Fy13 |
| Recommended Award to: | All Four vendors as needed | 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>



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2012.06.27 – 74**

Resolution Re: B12080 Specialized Municipal Legal Svs

Results

| <u>Vendor</u> | <u>Rates</u> |
|---|---|
| Donahue, Tucker & Ciandella, PLLC 225 Water Street Exeter, NH 03833 | Hourly rate of \$190/per hr for Partner Attny \$160-150/per hr for Assoc Attny \$90.00 per hr Legal Assistant RETAINER \$2,000 per month Hourly Rate Beyond Retainer \$175 for partners \$150 for Associates \$100 for Legal assistants Out of pocket expenses billed as incurred \$.56 center per mile |
| Mitchell Municipal Group PA 25 Beacon Street Laconia, NH 03246 | \$185/hr for Walter Mitchell \$170/hr for Jae Whitelaw and Laura Spector \$150/hr for Steven Whitley \$70/hr Paralegals Travel mileage copies and out of pocket expenses are additional |
| Devine Millimet 111 Amherst Street Manchester, NH 03101 | \$275/hr Mr. Broth \$140/hr Mr. Jakubowski \$275/hr Mr. Bisbee and Mr. Beeson Billed hourly basis in 2/10 th of an hr increments Out of pocket billed as incurred |
| Sheehan Phinney Bass & Green 1000 Elm Street Manchester, NH 03101 | \$300/hr John Peltonen & Bob Lucic \$275/hr Liz Bailey, Jim Reidy, Dave McGrath and Jim Higgins Out of pocket billed as incurred |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R – 2012.06.27 – 75**
Resolution Re: Generator Maintenance Southworth-Milton Inc

WHEREAS: Southworth-Milton Inc is the authorized dealer/distributor for Caterpillar in the New England region and the City of Dover has nine caterpillar emergency generators at various wells, pump stations and fire stations that were purchased through this vendor over the years; and

WHEREAS: These nine generators require semi-annual (November and May) inspections and maintenance performed on them which has been done by Southworth-Milton Inc caterpillar trained technicians since the original purchases, and

WHEREAS: Southworth-Milton Inc has offered a set price agreement in the amount of \$10,394 for November 2012 and May 2013 maintenance.

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

City council may waive the bidding process per 3-24 B “The competitive bid procedure may be waived by a majority vote of the city council”.

The Purchasing Agent is hereby authorized to issue a Purchase Order to Southworth-Milton Inc for the semi-annual maintenance in the annual amount of \$10,394.00 the amount of this authorization shall be limited so as not to exceed available funding.

Financing

| Account | Description | Appropriation | Balance Fy13 |
|-----------------------------------|-----------------------------|---------------|--------------|
| 5320.1.300.43250.4433.00000.00.00 | Sewer Maint Charges Equip | 31,250.00 | 31,250.00 |
| 5300.1.300.43320.4433.00000.00.00 | Water Maint Charges Equip | 31,250.00 | 31,250.00 |
| 1000.1.300.43180.4431.00000.00.00 | F&G Maint Charges bldg | 69,900.00 | 69,900.00 |
| 1000.1.220.42220.4434.00000.00.00 | Fire Maint. Charges Vehicle | 56,050.00 | 56,050.00 |

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.15.

Resolution Number: **R – 2012.06.27 – 75**
Resolution Re: Generator Maintenance Southworth-Milton Inc

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.15.

Resolution Number: **R – 2012.06.27 – 75**

Resolution Re: Generator Maintenance Southworth-Milton Inc

RESOLUTION BACKGROUND MATERIAL:

The Community Service and Fire Department has used Southworth-Milton Inc to maintain the caterpillar generators located though out the City of Dover since they were purchased from them. Southworth-Milton Inc is the only dealer/distributor for caterpillar in the New England region and the City of Dover has nine caterpillar generators at various wells, pump stations and fire departments. These nine generators need semi-annual (November and May) inspections and maintenance performed on them which has been done by Southworth-Milton Inc and their caterpillar trained technicians since the original purchases. Southworth-Milton Inc has offered an annual set price agreement for one year in the amount of \$10,394.00 annually for the semiannual inspections and maintenance for November 2012 and May 2013.

Generator Locations

| | |
|---------------|---------------------------------|
| River St | Mast Rd PW bldg |
| Griffin Well | Charles St Pump Station |
| Mill St | Broadway Central Fire Station |
| Leighton Way | Sixth St North End Fire Station |
| Boston Harbor | |

Award Information:

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

Purchasing Information:

| | | | |
|------------------------------------|-----------------------|-------------------------------------|--|
| Type: | Purchase Order | Advertised: | No |
| Invitations Mailed: | NA | Number of Responses: | NA |
| Warranty: | Per manufacturer | Terms: | Net 30, FOB Dover |
| Work Bonded: | No | Contract: | Yes |
| Prices will hold for: | One year | Estimated Delivery: | As needed |
| Recommended Award to: | Southworth-Milton Inc | Fund: | Various |
| Other Approvals Required: | No | References Checked: | Satisfactory |
| Previously Worked for City: | Yes | Reason for Council Approval: | Purchase to exceed the \$10,000 without a bid solicitation |



CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 13.A.16.

Bid Number: **R -2012.06.27 – 76**
Bid Description: Various Senior Center Trips

WHEREAS: The Senior Center Travel Supervisor has a schedule of possible trips for the remainder of calendar year 2012 through the beginning of 2013. A list and estimated costs are outlined in the background section of this resolution. The Senior Center Travel Supervisor obtains pricing information for these trips as scheduled; and

WHEREAS: In order to maximize the size of the group as well as to address any last minute cancellations, the travel agents keep the registration open as long as the tour company allows. Sometimes the end date of the registration period and determination of a final price falls after the deadline for the next City Council meeting agenda so the City is not always able to get the resolution to the Council before the trip departs; and

WHEREAS: Revenue is collected and deposited into the special revenue account for the Senior Center and expensed out as needed for various trips. Since the costs are paid for by the traveler they wish to pick the tour companies they will use which are typically Yankee Tours and/or Fox Tours.

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

Per 3-24.B. The sealed competitive bid procedure may be waived by a majority vote of the City Council.

The Purchasing Agent is hereby authorized to issue Purchase Orders for Travel Services at rates obtained by the Senior Center Travel Supervisor. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

| Account | Description | Appropriation | Balance |
|-----------------------------|---------------------------|---------------|--------------|
| 3410.1.350.45126.4443.00000 | McConnell Senior Programs | \$170,000.00 | \$105,513.00 |

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.16.

Bid Number: **R -2012.06.27 – 76**
Bid Description: Various Senior Center Trips

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.16.

Bid Number: **R -2012.06.27 – 76**
Bid Description: Various Senior Center Trips

BACKGROUND MATERIAL:

This is a blanket resolution for the Senior Center trips using Fox Tours and Yankee Tours as needed.

The Senior Center travel supervisor obtains pricing information for trips the Dover Senior Center wishes to take that are run annually and have a consistent group of travelers and a set of travel and accommodation expectations that the travelers strive to meet.

In order to maximize the size of the group as well as to address any last minute cancellations, the travel agents keep the registration open as long as the tour company allows. Sometimes the end date of the registration period and determination of a final price falls after the deadline for the next City Council meeting agenda so the City is not always able to get the resolution to the Council before the trip departs.

Fox Tours:

June 20th: Casablanca by the Sea (~\$3K)

August 8th: Spirit of Boston (btw \$3.5K & \$7K – it’s so popular we may add a 2nd bus)

September 16-19th: Taj Mahal (~\$12K)

October Dates TBD: Amish Country (~\$14K)

At least 2 more day trips at approx. \$3K to \$4k each depending on location thru December 2012
2013 trips are not out and confirmed yet

Yankee Tours:

Daytona – Feb 2013 (\$20K & \$40K) – they have changed the dates so not sure of traveler count

Purchasing Information:

| | | | |
|------------------------------------|-------------------------------|--|--------------------------------|
| Type: | Purchase order | Advertised: | no |
| Invitations Mailed: | N/A | Number of Responses: | |
| Warranty: | na | Terms: | Net 30, |
| Work Bonded: | No | Contract: | No |
| Prices will hold for: | Until Trip date | Estimated Delivery: | 2012-2013 |
| Recommended Award to: | Fox Tours and/or Yankee Tours | Fund: | 3410 |
| Other Approvals Required: | No | References Checked: | Satisfactory |
| Previously Worked for City: | Yes | Reason for City Manager Approval: | Waive sealed bidding procedure |

To: Dover City Council

From: Dorothea Hooper

Re: School Board Report (6/11/12)

The Dover School Board met in regular session on Monday, June 11, 2012.

Citizens Forum: Maybeth Anderson, DHS Librarian, introduced herself as the next DTU president and indicated her intention of working with the school board in a positive manner.

Consent Agenda: Approval of listed faculty/staff nominations; leaves of absence and retirements; non-union personnel; summer positions. Passed.

Superintendent's Report: Superintendent Jean Briggs-Badger bade farewell to April Theth who served as the student representative to the board and has now graduated. She also announced that the Dover Parents Music Club had clocked 1859 hours of volunteer service this year. Various awards, graduation, exams, dances, concerts, class trips, transition into the middle school, picnics and field trips were noted.

Committee Reports: Board member Dr. Butler, serving on the district Wellness Committee, reported on discussions about cutting back on party fare brought into the schools as well as the need for more student exercise (*note: this discussion was taking place 4 years ago when I served on the Wellness Committee).

Policy Changes: In its first reading was a job description for an At-Risk Student Program Coordinator. Board members questioned the role and salary for this position. The superintendent noted that this was not an administrative position and the person would be on the teacher salary scale.

Board Secretary, Betsy Andrews-Parker read a resolution for retiring staff.

Federal funds for Titles I, II, and III as well as the CTC Carl Perkins federal funds were approved.

Garrison School was approved as an emergency shelter in case of need.

Appropriations for Horne Street improvements (\$56 – would could not be bonded) and the High School Media Center (\$80,000 – renovations not being done) were rescinded.

Old Business: The board focused on a budget discussion. A motion was made to accept the recommendations of the school administration to cut an additional \$670,376 from the budget and only to use the \$200,000 in impact fees, approved by the council, in case of necessity. The new plan would save all-day Kindergarten, DALC, and bussing as well as keep more control over class size and restore the jobs of teachers who had been RIFFED. The plan hopes to add some revenue, monies from School Care, and see possible savings from Special Education and the restructuring of the Alt School.

New Business: The board discussed the annual evaluation of the superintendent. Superintendent Briggs-Badger received a grade of 3.31 from the board in the areas of personal, professional, and management and was found to be doing an appropriate job as Superintendent of Schools.

DHS administration brought forth changes to the high school handbook that included integrity and plagiarism, campus search, dress code, bus conduct, lockers, before and after school procedures, field trips, residency, guidance services, students with disabilities, ESOL, homeless students, and employment certificates.

The board approved a bus contract with First Student Inc.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2012.06.27 – 77**
Resolution Re: Fiscal Year 2012 Write-Down of Uncollectible Ambulance
Accounts Receivable

WHEREAS: The Fire and Rescue Department provides ambulance services for the residents and visitors of the City; and

WHEREAS: The Fire and Rescue Department, through a third party vendor, bills for ambulance services in accordance with fees annually adopted by the City Council; and

WHEREAS: The City, in accordance with RSA 508:4, is subject to a 3 year statute of limitations for collections of unpaid ambulance service billings;

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

The City Manager is hereby authorized to write-down ambulance service receivables that are older than three (3) year statute of limitations as prescribed by RSA 508:4. This write-down of ambulance service receivables will be done on an annual basis as the end of each fiscal year.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2012.06.27 – 77**
Resolution Re: Fiscal Year 2012 Write-Down of Uncollectible Ambulance
Accounts Receivable

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.B.1.

Resolution Number: **R – 2012.06.27 – 77**
Resolution Re: Fiscal Year 2012 Write-Down of Uncollectible Ambulance
Accounts Receivable

RESOLUTION BACKGROUND MATERIAL:

The Fire and Rescue Department of the City provides ambulance medical services to residents and visitors within the City. The Fire and Rescue Department provides ambulance run data to Comstar, Inc. who performs the billing services for the City.

Comstar billing practice is to send an initial billing for service. A 30-day past due billing reminder is sent for unpaid accounts and a subsequent 60-day past due billing reminder is sent for unpaid accounts. Comstar then follows up with the City's Fire and Rescue Department to review accounts with a 90-day past due balance. In accordance with the Fire and Rescue Department's Standard Operating Guideline for Ambulance Hardship Applications, Collection Process, and Write-Offs, accounts with a balance of \$100.00 or less are recommended for write-off typically due to "contractual usual and customary" allowance amounts for insurance companies and Medicaid.

Account balances of \$100.00 or more are forwarded to First Financial Resources for collection actions. First Financial Resources sends an initial collection notice and send subsequent notices on a 30-day and 60-day interval, as well as attempting phone contact. Accounts which remain unpaid after 90-days are reported to an appropriate credit reporting bureau.

On an annual basis the City's Finance Department calculates an estimate for uncollectible allowance for ambulance receivables as of June 30 each year. The allowance percentage is based on 0% for accounts less than 30 days old, 10% for accounts 30 to 60 days old, 20% for accounts 61 to 180 days old, 25% for accounts 181 days to 240 days old, 50% for accounts 241 days to 365 days old, 90% for accounts 366 days (1 year) to 730 days (2 years) old, and 100% for accounts 2 years old or older. The allowance for uncollectible ambulance receivables as of June 30, 2011 is \$915,706.63, of which \$615,729.62 represented accounts 2 years old or older.

As of May 27, 2012, the City has \$596,307.34 of ambulance receivables that are older than 3 years from the date of incident. This amount represents accounts outstanding from February 2005 through June 30, 2009.

The Independent Auditor of the City's Financial Statements and financial operations has recommended that the City annually review ambulance receivables and write-down those accounts that are barred by NH RSA 508:4 for future collections.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2012.06.27 – 78**
Resolution Re: **McConnell Center Lease with Sophem Corporation**

DOCUMENT ACTIONS:

| VOTING RECORD | | |
|--|-----|----|
| Date of Vote: | YES | NO |
| Mayor Dean Trefethen | | |
| Deputy Mayor, Robert Carrier, At Large | | |
| Councilor Ed Spuler, Ward 1 | | |
| Councilor William Garrison, Ward 2 | | |
| Councilor Michael Crago, Ward 3 | | |
| Councilor Dorothea Hooper, Ward 4 | | |
| Councilor Catherine Cheney, Ward 5 | | |
| Councilor Michael Weeden, Ward 6 | | |
| Councilor, Karen Weston, At Large | | |
| Total Votes: | | |
| Resolution does does not pass. | | |

RESOLUTION BACKGROUND MATERIAL:

The City of Dover leases space at the McConnell Center to non-profit organizations and state agencies.

The Lessees pay a fixed rent, capital reserve charge and operation and maintenance charges adjusted annually. The standard term is five (5) years with options to renew in five (5) year increments.

This lease re-establishes a catering and restaurant service business in the McConnell Center. The lease utilizes standard terms but provides a rent credit for the cost of the kitchen fit-out over the course of twenty-four (24) months capped at \$16,029.12. After installation, the City owns the kitchen equipment subject to a depreciated value reimbursement if the Lessee vacates prior to twenty-four (24) months.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2012.06.27 – 79**
Resolution Re: **McConnell Center Lease with Easter Seals New Hampshire**

WHEREAS: Easter Seals of New Hampshire desires to lease rooms #302A, 309, 330, 331, 332, and 333 at the McConnell Center for a period of five (5) years with an option to renew; and

WHEREAS: The McConnell Tenants Collaborative and the McConnell Advisory Committee have both approved this agreement.

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

The City Manager is authorized to sign a lease with Easter Seals of New Hampshire Center.

AUTHORIZATION

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

DOCUMENT HISTORY:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2012.06.27 – 79**
Resolution Re: **McConnell Center Lease with Easter Seals New Hampshire**

DOCUMENT ACTIONS:

| VOTING RECORD | | |
|--|-----|----|
| Date of Vote: | YES | NO |
| Mayor Dean Trefethen | | |
| Deputy Mayor, Robert Carrier, At Large | | |
| Councilor Ed Spuler, Ward 1 | | |
| Councilor William Garrison, Ward 2 | | |
| Councilor Michael Crago, Ward 3 | | |
| Councilor Dorothea Hooper, Ward 4 | | |
| Councilor Catherine Cheney, Ward 5 | | |
| Councilor Michael Weeden, Ward 6 | | |
| Councilor, Karen Weston, At Large | | |
| Total Votes: | | |
| Resolution does does not pass. | | |

RESOLUTION BACKGROUND MATERIAL:

The City of Dover leases space at the McConnell Center to non-profit organizations and state agencies.

The Lessees pay a fixed rent, capital reserve charge and operation and maintenance charges adjusted annually. The standard term is five (5) years with options to renew in five (5) year increments.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2012.06.27 – 80**
Resolution Re: **McConnell Center Lease with GreenPath, Inc.**

WHEREAS: GreenPath, Inc. desires to lease room #321 at the McConnell Center for a period of five (5) years with an option to renew; and

WHEREAS: The McConnell Tenants Collaborative and the McConnell Advisory Committee have both approved this agreement.

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

The City Manager is authorized to sign a lease with GreenPath, Inc.

AUTHORIZATION

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

DOCUMENT HISTORY:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2012.06.27 – 80**
Resolution Re: **McConnell Center Lease with GreenPath, Inc.**

DOCUMENT ACTIONS:

| VOTING RECORD | | |
|--|-----|----|
| Date of Vote: | YES | NO |
| Mayor Dean Trefethen | | |
| Deputy Mayor, Robert Carrier, At Large | | |
| Councilor Ed Spuler, Ward 1 | | |
| Councilor William Garrison, Ward 2 | | |
| Councilor Michael Crago, Ward 3 | | |
| Councilor Dorothea Hooper, Ward 4 | | |
| Councilor Catherine Cheney, Ward 5 | | |
| Councilor Michael Weeden, Ward 6 | | |
| Councilor, Karen Weston, At Large | | |
| Total Votes: | | |
| Resolution does does not pass. | | |

RESOLUTION BACKGROUND MATERIAL:

The City of Dover leases space at the McConnell Center to non-profit organizations and state agencies.

The Lessees pay a fixed rent, capital reserve charge and operation and maintenance charges adjusted annually. The standard term is five (5) years with options to renew in five (5) year increments.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2012.06.27 – 81**
Resolution Re: **McConnell Center Lease with Lutheran Community Services, Inc.**

WHEREAS: Lutheran Community Services, Inc. desires to lease room #322 at the McConnell Center for a period of thirty-eight (38) months with an option to renew; and

WHEREAS: The McConnell Tenants Collaborative and the McConnell Advisory Committee have both approved this agreement.

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

The City Manager is authorized to sign a lease with Lutheran Community Services, Inc.

AUTHORIZATION

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

DOCUMENT HISTORY:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2012.06.27 – 81**
Resolution Re: **McConnell Center Lease with Lutheran Community Services, Inc.**

DOCUMENT ACTIONS:

| VOTING RECORD | | |
|--|-----|----|
| Date of Vote: | YES | NO |
| Mayor Dean Trefethen | | |
| Deputy Mayor, Robert Carrier, At Large | | |
| Councilor Ed Spuler, Ward 1 | | |
| Councilor William Garrison, Ward 2 | | |
| Councilor Michael Crago, Ward 3 | | |
| Councilor Dorothea Hooper, Ward 4 | | |
| Councilor Catherine Cheney, Ward 5 | | |
| Councilor Michael Weeden, Ward 6 | | |
| Councilor, Karen Weston, At Large | | |
| Total Votes: | | |
| Resolution does does not pass. | | |

RESOLUTION BACKGROUND MATERIAL:

The City of Dover leases space at the McConnell Center to non-profit organizations and state agencies.

The Lessees pay a fixed rent, capital reserve charge and operation and maintenance charges adjusted annually. The standard term is five (5) years with options to renew in five (5) year increments.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R - 2012.06.27 – 82**

Resolution Re: B11032 McConnell Center Stained Glass Window Repairs

WHEREAS: Requests for sealed proposal B11032 were requested and received for repairs and preservation to the areas around the stained glass windows at the McConnell Center fourth floor on December 20, 2010 at 2:00. Invitations were sent to general contractors and to four known stained glass professionals. A mandatory prebid meeting was held December 6, 2010 with two stained glass professionals attending; and

WHEREAS: Two proposals with varying services and rates were received and evaluated with proposed costs being more than what was available in the budget. The project was put on hold and now that funds are available the city wishes to start and complete the project immediately. The purchasing agent contacted the two vendors that replied in 2010 and requested updated proposals. Since the bid submission, one vendor is no longer in the position at this time to perform the service offered but the other vendor is available and will hold the rates they provided in their original reply. The bid deemed most advantageous and being recommended for award was submitted by William Murray Studio for labor, materials and any equipment needed to complete the project in the amount of \$51,795.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to William Murray Studios of Alford MA at rates provided in conjunction with B11032. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

| Account | Description | Appropriation | Balance FY13 |
|---------------------------------|---------------------------|---------------|--------------|
| 3381.1.350.41941.4725.00000.00. | McConnell Center Bldg Imp | 60,000.00 | 60,000.00 |

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R - 2012.06.27 - 82**

Resolution Re: B11032 McConnell Center Stained Glass Window Repairs

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.B.6.

Resolution Number: **R - 2012.06.27 – 82**

Resolution Re: B11032 McConnell Center Stained Glass Window Repairs

RESOLUTION BACKGROUND MATERIAL:

The three stained glass windows on the fourth floor of the McConnell Center were the gifts of the first three graduating classes of the school from 1908, 1909 and 1910. Since they are over 100 years old and have never been rebuilt they are leaking water into the offices on the fourth floor and need immediate attention. The time frame to remove and rebuild them will take almost 4 months and needs to be completed in the warmer months. They will be fully restored and protected through this process and can last another 100 years.

Request for bid Information

Requests for sealed proposal B11032 were requested and received for repairs and preservation to the areas around the stained glass windows at the McConnell Center fourth floor on December 20, 2010 at 2:00. Invitations were sent to general contractors and to four known stained glass professionals. A mandatory prebid meeting was held December 6, 2010 with two stained glass professionals attending.

Award Information:

Purchase orders will be issued to William Murray Studio to authorize this expenditure.

Purchasing Information:

| | | | |
|------------------------------------|-----------------------|-------------------------------------|---|
| Type: | Purchase order | Advertised: | Yes |
| Invitations Mailed: | 147 | Number of Responses: | 2 |
| Warranty: | Meets Specifications | Terms: | Net 30, FOB Dover |
| Work Bonded: | no | Contract: | Yes |
| Prices will hold for: | Until completed | Estimated Delivery: | Summer 2012 |
| Recommended Award to: | William Murray Studio | Fund: | McConnell Operating |
| Other Approvals Required: | No | References Checked: | Satisfactory |
| Previously Worked for City: | No | Reason for Council Approval: | Cost estimated at \$25,000 or greater to some vendors |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R - 2012.06.27 – 82**

Resolution Re: B11032 McConnell Center Stained Glass Window Repairs

Results

| <i>Thos. P Egan Inc 560 Boston Trpk Rd #25 Shrewsbury MA 01545</i> | <i>William Murray Studios 301 East Rd Alford MA 01266</i> |
|---|---|
| Option 1 Scaffolding Set up \$15,900 Option 2 Lift Set \$7,850 will block access to front of bld while working | Equipment included in price |
| Window frame restoration \$19,850 Stain Glass restoration \$6,875 | Restore window frames/protective glazing \$23,100 |
| Option 2 Protective exterior glass installed over existing glass \$6,700 | Restore Stained glass panels \$24,385 |
| Option 3 full stained glass re-leading \$16,780 | Minor repairs to stained glass (alt) \$9,760 Cost of new frame for protective glazing(if needed) \$4,310 |

Vendor Solicitation List:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:

Resolution Number: **R - 2012.06-27 -**

Resolution Re: B11038 – Sludge Dewatering Upgrades Award of Additional Scope of Work

WHEREAS: Sealed Requests for Bid B11038 were issued and received for the Sludge Dewatering Upgrade on April 28, 2011 at 2:00pm. Seven proposals were received and evaluated with award by council going to Keymont Construction via resolution R2011.05.25 in the amount of \$1,933,100.00, and;

WHEREAS: The project consisted of furnishing all labor, materials, equipment and incidentals necessary to make modifications to the sludge dewatering system. Due to available funds in the project the city would like to repair and place a protective coating on the existing sludge holding tanks as well as replace two existing sludge feed pumps and ancillary items in the amount of \$682,168.00

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

The purchasing agent is hereby authorized to issue a purchase order revision to PO 201200123 to Keymont Construction of Laconia NH given the amount of \$682,168.00 and corresponding rates provided 5/8/2012. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

| Account | Description | Appropriation | Balance |
|--------------------------------|--------------------------|---------------|------------|
| 5320.1.300.43250.4741.04597.12 | Sludge Dewatering Upgrde | 4,000,000.00 | 990,450.13 |

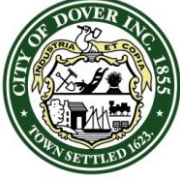
AUTHORIZATION

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#:

Resolution Number: **R - 2012.06-27 -**

Resolution Re: B11038 – Sludge Dewatering Upgrades Award of Additional Scope of Work

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#:

Resolution Number: **R - 2012.06-27 -**
 Resolution Re: B11038 – Sludge Dewatering Upgrades Award of Additional Scope of Work

RESOLUTION BACKGROUND MATERIAL:

Sealed Requests for Bid B11038 were issued and received for the Sludge Dewatering Upgrade on April 28, 2011 at 2:00pm. A mandatory prebid meeting was held on 4/13/2011 @ 10:00am. Seven proposals were received and evaluated and award was made to Keymont Construction in the amount of \$1,933,100.00.

The original project consisted of furnishing all labor, materials, equipment and incidentals necessary to make modifications to the sludge dewatering system as outlined in Bid B11038. Due to available funds in the project the city would like to repair and place a protective coating on the existing sludge holding tanks as well as replace two existing sludge feed pumps and ancillary items in the amount of \$682,168.00

Purchasing Information:

| | | | |
|------------------------------------|----------------------|-------------------------------------|--|
| Type: | Purchase Order | Advertised: | Yes |
| Invitations Mailed: | 129 | Number of Responses: | 7 bids |
| Warranty: | Manufacturers | Terms: | Net 30, FOB Dover |
| Work Bonded: | yes | Contract: | Yes |
| Prices will hold for: | For contract term | Estimated Delivery: | 2012 |
| Recommended Award to: | Keymont Construction | Fund: | CIP 12 |
| Other Approvals Required: | Yes NHDES | 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 |

Results

| Vendor | Cost |
|-----------------------------|-------------|
| Weston and Sampson | \$1,858,900 |
| Keymont Construction | \$1,933,100 |
| T-Buck Construction | \$1,942,249 |
| Apex Construction | \$2,044,300 |
| RH White | \$2,093,969 |
| Kingsman Construction | \$2,446,000 |
| Infrastructure Construction | \$3,269,900 |

Vendor Solicitation List:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2012.06.27 – 84**

Resolution Re: B12051 Nelson St Reconstruction Consulting Services

WHEREAS: Sealed request for Proposals B12051 was solicited and received on March 22, 2012 @ 2:00 pm. A pre-bid meeting was conducted on March 8, 2012 @ 10:00 am with twenty two vendors attending. One addendum was issued listing the street length as 930 feet in lieu of the proposal length of 600 feet; and,

WHEREAS: Thirteen proposals were received and evaluated with ten replies meeting specifications. The low bid meeting specifications and deemed most advantageous to the city was submitted by TriTech Engineering of Dover NH at a rate not to exceed \$37,750.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase order to TriTech Engineering given the rates provided in conjunction with B12051 in the amount not to exceed \$37,750.00. The amount of this authorization shall be limited so as not to exceed available funding

Financing

| Account | Description | Appropriation | Balance |
|--|----------------------|---------------|-----------|
| 4013.1.300.43121.4715.03174.12.000.000 | CS Streets Nelson St | 50,000.00 | 50,000.00 |

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2012.06.27 – 84**

Resolution Re: B12051 Nelson St Reconstruction Consulting Services

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.B.8.

Resolution Number: **R – 2012.06.27 – 84**

Resolution Re: B12051 Nelson St Reconstruction Consulting Services

RESOLUTION BACKGROUND MATERIAL:

Sealed request for Proposals B12051 was solicited and received on March 22, 2012 @ 2:00 pm. Thirteen proposals were received and evaluated with ten proposals meeting specifications. The low bid meeting specifications and deemed most advantageous to the city was submitted by TriTech Engineering at a rate not to exceed \$37,750.00.

The two low bids were submitted by MJS Engineering of Newmarket and TriTech Engineering of Dover. The TriTech Engineering proposal included \$1500.00 of out of pocket expenses. Evaluation of the cost proposals for MJS Engineering revealed that MJS did not include out of pocket expenses. The evaluating committee backed out the \$1500 from TriTech to better compare cost proposals and the difference in the two is \$75.00 with MJS being lower.

References were called for MJS Engineering and came back unsubstantiated. Recommendation is to award to TriTech Engineering.

Award Information:

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

Purchasing Information:

| | | | |
|------------------------------------|---------------------|-------------------------------------|--|
| Type: | Purchase Order | Advertised: | Yes |
| Invitations Mailed: | 150 | Number of Responses: | 13 |
| Warranty: | na | Terms: | Net 30, FOB Dover |
| Work Bonded: | Yes | Contract: | Yes |
| Prices will hold for: | One year | Estimated Delivery: | Summer 2012 |
| Recommended Award to: | TriTech Engineering | Fund: | Streets CIP |
| 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>



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2012.06.27 – 84**

Resolution Re: B12051 Nelson St Reconstruction Consulting Services

Results

| Vendor | Cost |
|-------------------------------|---|
| MJS Engineering | \$36,175 does <u>not</u> included Out of pocket Expenses |
| Tri-Tech Engineering | \$37,750 includes \$1500.00 out of pocket Expenses |
| Jones & Beach Eng. Inc | 60,000.00 |
| CMA Engineers Inc | 58,000.00 |
| Underwood Engineers | \$67,800 & \$7200 Inspections |
| Gorrill-Palmer Consulting Eng | 63,701.00 |
| CHA | 141,221.20 |
| Tylyn International | 138,083.00 |
| Wright Pierce | 69,688.00 |
| Tata Howard | 72,600.00 |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R – 2012.06.27 – 85**
Resolution Re: Purchase of Truck for PW from State NH Bid Solicitation
1362.12

WHEREAS: In October 2011 the State of NH solicited a request for bids for various 2012 model year vehicles. One such vehicle is number 2011-49 a truck, cab & chassis, dual wheel, four wheel drive, eight cylinder, gas 2012 Ford F550 ; and

WHEREAS: Low bid meeting specifications was submitted by Hillsboro Ford in the base amount of \$30,088.00. The solicitation also requested pricing on an optional dump body and the price received was \$6,895.00 which the city will purchase for this 2012 Ford F550. Total purchase is \$36,983.00.

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

Per 3-29 B Exceptions to competitive bidding states; the purchasing agent may, with the approval of the city manager, waive the bidding procedures when purchasing through the State of NH or other governmental agencies or cooperative buying groups.

The Purchasing Agent is hereby authorized to issue a Purchase Order to Hillsboro Ford in the amount of \$36,983.00 The amount of this authorization shall be limited so as not to exceed available funding.

Financing

| Account | Description | Appropriation | Balance |
|--------------------------------|---------------------------|---------------|-----------|
| 5320.1.300.43250.4742.00000.00 | Sewer Vehicles | 27,175.01 | 27,175.01 |
| 6310.1.550.49200.4742.00000.00 | Fleet replacement Program | 15,000.00 | 15,000.00 |

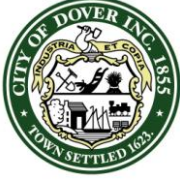
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.9.

Resolution Number: **R – 2012.06.27 – 85**
Resolution Re: Purchase of Truck for PW from State NH Bid Solicitation
1362.12

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.B.9.

Resolution Number: **R – 2012.06.27 – 85**
Resolution Re: Purchase of Truck for PW from State NH Bid Solicitation
1362.12

RESOLUTION BACKGROUND MATERIAL:

In October 2011 the State of NH solicited a request for bids for various 2012 model year vehicles. One such vehicle is number 2011-49 a truck, cab & chassis, dual wheel 17,501#, four wheel drive, eight cylinders, gas 2012 Ford F550.

Low bid meeting specifications was submitted by Hillsboro Ford in the base amount of \$30,088.00. The solicitation also requested pricing on an optional dump body and the price received was \$6,895.00 which the city will purchase for this 2012 Ford F550. Total purchase is \$36,983.00.

Bid Information:

The State of New Hampshire solicits bids from qualified vendors for different types of vehicles to be acquired on an “as needed” basis and any municipality can “piggy back” on those same contracts with special contract pricing once a vendor is identified.

Award Information:

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

Purchasing Information:

| | | | |
|------------------------------------|------------------|-------------------------------------|--|
| Type: | Purchase Order | Advertised: | State NH |
| Invitations Mailed: | NA | Number of Responses: | 4 for this truck |
| Warranty: | Per manufacturer | Terms: | Net 30, FOB Dover |
| Work Bonded: | No | Contract: | State of NH |
| Prices will hold for: | Until delivered | Estimated Delivery: | 30days |
| Recommended Award to: | Hillsboro Ford | Fund: | Various |
| Other Approvals Required: | Yes, State of NH | References Checked: | Satisfactory |
| Previously Worked for City: | Yes | Reason for Council Approval: | Purchase to exceed the \$25,000 amount requiring Council approval & State bid solicitation |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.10.

Resolution Number: **R – 2012.06.27 – 86**
Resolution Re: Purchase of SUV for Fire Dept from State NH Bid
Solicitation 1362.12

WHEREAS: In October 2011 the State of NH solicited a request for bids for various vehicles. One such vehicle is number 2011-24 for a four wheel drive Chevy Tahoe; and

WHEREAS: Low bid meeting specifications was submitted by Ron Currier Hilltop Chevy in the base amount of \$26,781.55. The solicitation also requested pricing on optional items such as red exterior paint, split front seat, towing package and aluminum wheels for a total of \$3,961.00 which the city will purchase with this 2013 Chevy Tahoe. The total purchase price of this vehicle is \$30,743.00; and

WHEREAS: The city applied for an Emergency Management Grant and matching funds are in current budget under account listed below. Pending approval by State of NH Department of Safety and Governors Council, the city will issue a purchase order to Hilltop Chevy for the purchase of this vehicle using 50% city funds and 50% grant funds.

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

Per 3-29 B Exceptions to competitive bidding states; the purchasing agent may, with the approval of the city manager, waive the bidding procedures when purchasing through the State of NH or other governmental agencies or cooperative buying groups.

The Purchasing Agent is hereby authorized to issue a Purchase Order to Hilltop Chevy in the amount of \$30,743.00. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

| Account | Description | Appropriation | Balance FY12 |
|--|---------------|---------------|--------------|
| 1000.1.220.42210.4912.00000.00.000.900 | Fire & Rescue | 41,130.00 | 41,130.00 |

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.10.

Resolution Number: **R – 2012.06.27 – 86**
Resolution Re: Purchase of SUV for Fire Dept from State NH Bid Solicitation 1362.12

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.B.10.

Resolution Number: **R – 2012.06.27 – 86**
Resolution Re: Purchase of SUV for Fire Dept from State NH Bid Solicitation 1362.12

RESOLUTION BACKGROUND MATERIAL:

In October 2011 the State of NH solicited a request for bids for various vehicles. One such vehicle is number 2011-24. One such vehicle is number 2011-24 for a 4 wheel drive Chevy Tahoe. Low bid meeting specifications was submitted by Ron Currier Hilltop Chevy in the base amount of \$26,781.55 with optional items totaling \$3,961.00 for a total purchase of \$30,743.00.

The city applied for an Emergency Management Grant and Matching funds are in current budget under account listed below. Pending approval by State of NH Department of Safety and Governors Council, the city will issue a purchase order to Hilltop Chevy for the purchase of this vehicle.

The purchase would use a combination of Emergency Management Grant money and a 50% match of city funds. The city portion would come from money that as previously allocated in the current FY12 budget.

This vehicle would be used as a command vehicle and assigned the Fire Chief. There is a necessity for this vehicle because the previous Fire & Rescue Chief utilized his personal vehicle for city business; with a vehicle allowance. This purchase will allow the three command staff members to each have a command vehicle to respond to emergencies and conduct command functions and duties 24/7.

Bid Information:

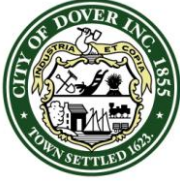
The State of New Hampshire solicits bids from qualified vendors for different types of vehicles to be acquired on an “as needed” basis and any municipality can “piggy back” on those same contracts with special contract pricing once a vendor is identified.

Award Information:

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

Purchasing Information:

| | | | |
|------------------------------------|------------------|-------------------------------------|--|
| Type: | Purchase Order | Advertised: | State NH |
| Invitations Mailed: | NA | Number of Responses: | 5 for this SUV |
| Warranty: | Per manufacturer | Terms: | Net 30, FOB Dover |
| Work Bonded: | No | Contract: | State of NH |
| Prices will hold for: | Until delivered | Estimated Delivery: | 30days |
| Recommended Award to: | Hilltop Chevy | Fund: | Emg Mtg Grants |
| Other Approvals Required: | Yes, State of NH | References Checked: | Satisfactory |
| Previously Worked for City: | Yes | Reason for Council Approval: | Purchase to exceed the \$25,000 amount requiring Council approval & State bid solicitation |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.11.

Resolution Number: **R – 2012.06.27 – 87**

Resolution Re: **FY12 Transfer of Appropriation – General Fund**

- WHEREAS: The City Council adopted the FY12 Budget on June 6, 2011; and
- WHEREAS: Some non-school departments have incurred expenditures not originally anticipated as part of the budget; and
- WHEREAS: Unspent appropriations exist within some non-school department accounts; and
- WHEREAS: A transfer of appropriations is necessary to cover the expenditures not originally anticipated in the department budgets;

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

Pursuant to C6-8 of the City Charter, the City Manager is authorized to transfer unspent FY12 appropriations as deemed necessary between non-school departments within the General Fund to cover these unanticipated expenditures

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.11.

Resolution Number: **R – 2012.06.27 – 87**

Resolution Re: FY12 Transfer of Appropriation – General Fund

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.B.11.

Resolution Number: **R – 2012.06.27 – 87**
Resolution Re: FY12 Transfer of Appropriation – General Fund

RESOLUTION BACKGROUND MATERIAL:

There are certain departments and divisions within the General Fund that are anticipated to exceed the appropriations and others that will have remaining appropriations. This resolution allows the City Manager to move appropriations between departments in order to cover needed unanticipated expenditures.

The following areas have, or are projected to have, a need for appropriations:

| <u>Department</u> | <u>Projected Shortfall</u> |
|--|----------------------------|
| Fire Department – Suppression | |
| Overtime | 65,000 |
| FICA & Medicare | 8,100 |
| Retirement | <u>15,000</u> |
| | 88,100 |
| Human Services – General Assistance | |
| Rental of Land & Buildings | <u>90,000</u> |
| City Departments Total: | \$178,100 |

The above areas have a need for appropriations based on current actual expenditures, as well as, estimates of expenditures for the remaining portion of the fiscal year. These areas have been identified because they currently have a need for appropriations and the list is not intended to indicate the only areas that may need appropriations at fiscal year end.