



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, October 10, 2012**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL ATTENDANCE

5. PROCLAMATIONS/AWARDS – None

6. APPROVAL OF AGENDA

7. PUBLIC HEARINGS

A. SKATEBOARD PARK RELOCATION FUNDING

(CITY COUNCIL VOTE TO BE HELD ON NOVEMBER 14, 2012)

SPONSORED BY MAYOR TREFETHEN, DEPUTY MAYOR CARRIER, AND
COUNCILOR WEEDEN

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. September 26, 2012 – Regular Meeting

11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING – None

B. ORDINANCES IN THE 3rd READING – None

C. RESOLUTIONS – None



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, October 10, 2012**
Meeting Time: **7:00 pm**

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE – American Legion Post #8**
2. **RAFFLE – First Parish Congregational Church**
3. **PARADE – St. Mary Academy**
4. **PARADE – Woodman Institute Museum**
5. **PARADE/TAG – Seacoast Liberty**

6. **RESOLUTION: COMPUTER EQUIPMENT STATE OF NH CONTRACT WITH DELL**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

7. **RESOLUTION: MISCELLANEOUS HARDWARE SUPPLIES**
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 |

B. RESOLUTIONS

C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE – None

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.A.
Public Hearing Only**

Resolution Number: **R – 2012.09.26 – 124**
Resolution Re: Skateboard Park Relocation Funding

- WHEREAS: The proposed waterfront development creates a need to relocate the skateboard park; and
- WHEREAS: Financial Policy #20 *Use of One-Time Revenues* identifies that use of one-time revenues shall be for limited purposes, or non-recurring capital expenditure and/or contributing towards building established stabilization funds; and
- WHEREAS: In accordance with NH RSA 31:95-d the City Council is authorized to restrict revenues from a specific source for specific purposes; and

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

In accordance with NH RSA 31:95-c, the amount of \$5,000.00 per month up to a total of \$30,000.00 over six (6) months, representing a portion of the monthly revenue received from Dickinson Development Corporation for exercising their rights for an extension to the Initial Closing Deadline for the waterfront development project shall be deposited into the special revenue fund to be known as the Skateboard Park Relocation Fund, separate from the General Fund. The monies in said fund are to be used for the purposes of funding the relocation of the skateboard park to Maglaras Park. Any balance in said fund shall not be deemed part of the General Fund and shall be expended only after a vote of the City Council.

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Dean Trefethen
Approved as to Legal Form:	Allan B. Krans, Sr. City General Counsel		Deputy Mayor Robert Carrier At Large
Recorded by:	Karen Lavertu City Clerk		

NOTE: This resolution requires a public hearing 15 days before vote of the City Council.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.A.
Public Hearing Only**

Resolution Number: **R – 2012.09.26 – 124**
Resolution Re: Skateboard Park Relocation Funding

RESOLUTION BACKGROUND MATERIAL:

In accordance with NH RSA 31:95-c and 31:95-d a City Council may establish a Special Revenue Fund to restrict revenues to be expended for specific purposes. In accordance with these statutes a public hearing is required to be held at least 15 days but not more than 30 days before a vote of the City Council.

This resolution will create a special revenue fund to be known as the Skateboard Park Relocation Fund. This fund is separate from the General Fund.

This resolution intends to restrict \$5,000.00 a month up to a total of \$30,000.00 over six months be placed into the Special Revenue Fund. This revenue is derived from a portion of any monthly payment made by Dickinson Development Corporation to exercise their right to extend the Initial Closing Date on the waterfront development project.

The intent of this resolution is to allow for the revenue to be set aside and allowed to accumulate for a designated non-recurring expenditure. Expenditure of the monies in said fund will be authorized by vote of the City Council.

The Recreation Advisory Board supports this resolution since there is a clear cause and effect relationship with the proposed waterfront development and the movement of the skateboard park. Any additional funding for the relocation of the skateboard park would come from donations from outside supporters or through the Recreation budget.

CITY MANAGER'S REPORT



October 10, 2012

"You cannot do a kindness too soon, for you never know how soon it will be too late."

~ Ralph Waldo Emerson

SUBMITTED BY:

J. MICHAEL JOYAL, JR.
CITY MANAGER

**CITY OF
DOVER, NH**

AVAILABLE ONLINE:

WWW.DOVER.NH.GOV

STREETS, WATER, SEWER UPDATES

Utilities: The Utilities staff is still in the process of notifying affected businesses and residents of the upcoming water pressure increase in the north-end of the city. The increase is anticipated to take effect between mid to late October. Issues with the contractor and PSNH created a delay in the start date, which was originally set for September, but those have since been resolved. A meeting with the contractors is scheduled for the first week in October. Currently, the tentative dates to begin pressurizing the tank are set for either the 15th or 22nd of October.

Crews finished relocating all of the services and water main work on Broadway. The total length of the discontinued eight-inch main, which ran along Broadway from Central Avenue to Hill Street, was approximately 2,200 feet. Crews tied over 26 buildings, two street connections and replaced three hydrants. All that remains is final paving and sidewalk repairs. This will be completed in October.

Staff responded to a water break in the six-inch cast iron main at Salmon Falls Pottery on Oak Street. Although the main is privately owned, the City conducted the repairs due to the emergency nature. Coordination with railroad personnel was required since the main, which runs from Oak Street, was located under the railroad tracks. A service leak was also reported by Sweet Meadows flower shop at 155 Portland Avenue. Determined to be on the customer's side, a rupture in the one-inch plastic line was discovered and crews were able to run a temporary line until the contractor could make the necessary repairs.

Employees continued to update the water maps for the city, which has been a challenging task. Most of the north-end area (north of Glenwood Avenue and Sixth Street), under the new pressure system, has been updated. Utility information, such as water gates and hydrants, was collected and all associated data, to include water main sizes and types, is being entered into the GIS system.

Most of the utility work for the Applevale Reconstruction Project has been completed. The contractor had been working on the removal of the asbestos pipe in order to install new hydrants and gates. City crews have assisted with the service work and water shut-downs as needed.

As mentioned in previous reports, there have been ongoing issues with the flow pumps at the River Street Pump Station. After being sent back for repairs and both pumps failing inspection, the vendor agreed to replace one of the two pumps causing the vibration (this will allow the city to have two pumps in operation at all times). If the new pump is able to stop the vibration, then a second pump would be built to replace the other pump.

Streets/Stormwater: The Highway Division continued to fill various potholes throughout the city as needed or as reported. Street sweeping was performed to clean up problem spots or areas with large amounts of debris (remnants from rain or wind storms, accidents, etc.). The dirt roads were graded on Old Garrison Road, Bay View Road, and the "triangle area" between Piscataqua Road and Drew Road. The contractor completed all areas slated for crack sealing. The list of targeted locations had been generated based on the pavement management program and feasibility for preservation.

A subcontractor is scheduled to pave some of the narrow roads that have been in need of repair in Pine Hill Cemetery. The Highway crews prepped for this paving by shimming approximately 600 feet of roadway within the cemetery. This prep work will help cut down on costs and enable the contractor to complete additional areas. Brox has finished paving on Henry Law Avenue, Tennyson Avenue, and Broadway. Areas damaged as a result of the paving projects were repaired and lawns were hydro-seeded on Washington Street and Bellamy Road, as well as a portion of Spruce Lane (not related to paving). Crews also loamed, seeded and spread hay along Henry Law Avenue.

Brush cutting was completed in the following areas: Spur Road, New Bellamy Lane, Tuttle Lane, Middle Road, at the Wastewater Treatment Plant, Back Road, Mallard Lane, Dover Neck Road, Isaac Lucas Circle, Brickyard Estates, the Dredge Cell by River Street, Columbus Avenue, Upper Factory Road, Atina Way, portions of Tolend Road, Keating Avenue, Birchwood Place, Shamrock Lane, and Boyle Street. Hand-trimming of limbs and brush was also performed on Twombly Street and Henry Law Avenue, where the overgrowth was obstructing traffic and/or parking.

A damaged guardrail on Long Hill Road was removed and will be replaced. The shoulder was also extended after the repair and installation of a water line (as part of upgrades for the north-end water pressure). Crews continued to dig test pits on Silver Street in order to locate utilities for upcoming renovations. Currently in the design phase of the project, data (such as the location, size, depth and condition), is being collected to avoid potential conflicts with any new installations. On Tolend Road, a manhole near the landfill was restored after the frame appeared to have been struck. Crews repaired the structure as well as the surrounding area, which had been torn up and developed into a sinkhole.

Crews are nearing the end of the catch basin cleanings for this year. As mentioned in prior reports, this annual project is performed on a rotating basis (where one-half of the basins are cleaned one year and the other half the following year). A swale was added by the farm on Henry Law Avenue in order to divert water toward the newly installed catch basin; the runoff had previously drained onto and damaged private property. Repairs were made to the drain line at Central Avenue and Reservoir Street after the collapsed drain had resulted in the formation of a sinkhole in the road. Employees continued to assist with the installation of the rain garden on Horne Street. Crews worked with the contractor to dig and fill the area and haul materials. There are still a few items left but the project is nearing completion.

Two employees spent a day cleaning the wash bay at the Public Works Facility. The area was prepped for painting, to include washing and steam cleaning the walls.

PROGRAMS AT CITY CENTERS/BUREAUS

Investigations/Legal Bureau: During the month of September 2012, there were no letters generated by the Dover Police Special Investigations Unit that were sent to licensed liquor establishments in Dover. The letters are a result of analysis of police reports involving overly intoxicated persons. When it is determined an overly intoxicated person had been over-served, a letter is sent from the police department to the establishment. The letter, along with the police report, is also sent to the NH Liquor Commission's Bureau of Enforcement.

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

In January 2012 the Dover Police Department's Special Investigations Unit investigated a robbery that occurred in an apartment on Western Avenue. The victim reported he was robbed at gunpoint by two males. After a lengthy investigation, the two males were identified, and it was learned they had since left the country. Detectives were able to locate and arrest a female subject on charges of conspiracy in the incident. In September 2012 one of the wanted men was arrested when he attempted to re-enter the country, and was extradited back to New Hampshire.

During the month of September the SIU investigated two reported cases of indecent exposure that occurred in the area of Dover High School and Dover Middle School. The investigations into these incidents continue.

In August 2009 a woman attempted to rob a gas station on Long Hill Road in Dover. The Dover Police Department's SIU and Crime Scene Unit investigated at that time, and were able to recover physical evidence. DNA testing on that evidence was eventually able to identify a suspect. In September 2012 a detective presented the case to the Strafford County Grand Jury which returned an indictment on the suspect.

The SIU also investigated 2 unattended deaths in September.

Parking Bureau: Parking Manager Bill Simons has been working with the NH Department of Motor Vehicles to establish protocols that will allow the City's contracted collections agency to follow up on unpaid parking fines owed by NH vehicle owners that live in municipalities other than Dover. The NH Driver Privacy Act put in significant controls that require special procedures in order to pass along vehicle owner information to contracted collections agents.

A request for proposal (RFP) for in-fill development of the First Street parking lot was issued in mid-September. The responses to this RFP will be a valuable barometer as to the potential sale prices, potential tax income generation, and the extent of development interest by the private sector of our downtown surface lots. Responses to the RFP are due October 18th and will be reviewed by staff before being presented to DBIDA and the Parking Commission.

Parking Manager Bill Simons continues to work with other city staff to prepare drafts of the TIF enabling documents for presentation to the Parking Commission on Oct 16th and DBIDA on November 8th. These documents will include recommendations for designating a TIF district administrator, the TIF district advisory board, along with the development and financing plans. He has also continued to work with two construction companies and numerous parking facility managers to obtain a better understanding of the building costs, construction options, operational costs and challenges of operating a garage.

Parking Manager Bill Simons continues to work closely with OTI America to begin setting up the system for Dover's in-vehicle parking meter (IVPM) program which is scheduled for roll out on November 13th.

Traffic Bureau: Sgt. Speidel coordinated the logistics of voter parking at four of the six ward polling facilities during the state primary election on September 11. The Traffic Bureau handles advance deployment of cones, barricades, and signs to help maximize voter access and parking turnover and allow for safe and orderly flow of traffic. Since most of the polling facilities are located on private property, temporary voter parking restrictions rely largely on voluntary compliance, but are necessary to minimize the inconvenience to voters.

Sgt. Speidel worked closely with Community Services officials and the City's paving contractor, Brox Industries, with the resurfacing of Broadway. This required occasional temporary parking restrictions and traffic diversions to facilitate traffic flow.

Sgt. Speidel worked with members of the Granite State Wheelmen organization in the coordination of their annual Tri-State Seacoast Century Ride, a 100-mile bicycle ride through several seacoast communities. The ride has a leg which traversed the downtown Dover area twice each day on the weekend of September 22-23, 2012. Sgt. Speidel provided technical review of the selected route and coordinated police traffic control to assist riders.

On September 4, Dover officers participated in another of the statewide funded and coordinated efforts entitled "Operation Safe Commute". Targeted locations during these patrols included Central Avenue between Oak and Old Rollinsford, Littleworth Road, Indian Brook Drive, Glenwood Avenue, and Sixth Street.

Sgt. Speidel performed 15 child passenger seat inspections during the month of September. Sgt. Speidel is a nationally certified Child Passenger Safety technician, and the Police Department provides this service free of charge.

During the month of September, the Traffic Bureau performed traffic counts on Spruce Lane and Varney Road. Deployment of traffic counter equipment helps the Police Department to assess potential problems and evaluate the best use of enforcement resources, if required, on local or collector roadways by measurement of traffic volume and speed for each direction of travel. Data from these counts will also be shared with the Engineering Division and Planning Department.

The Traffic Bureau helped coordinate or provided equipment to facilitate temporary parking restrictions, event parking, road closures, or other traffic control particulars for the following events during the month of September:

Greek Festival at Hellenic Center, Sept 1
Dover Professional Firefighter's Association's MDA benefit boot drive, Sept. 1
St. Mary Academy 1 mile Fun Run on Fieldstone Drive, Sept. 8
American Legion Auxiliary Road Toll, Sept. 8
Hyder Family Hospice House anniversary celebration, Sept. 8
Seacoast Grower's Association's Farmer's Market on Sixth Street
Seacoast Irish Festival at Rotary Arts Pavilion, Sept. 29
Dover High School Homecoming celebration, Sept. 29

Patrol: During the month of September, officers handled a total of 2,299 incidents. Specific details can be found on the city wide operational statistics report located on our website.

Sgt. Speidel and Captain Breault worked closely with representatives of the United States Secret Service and the NH State Police Administrative Services unit to coordinate traffic and security logistics for vice-presidential candidate Paul Ryan's September 18 event at the McConnell Center. The Republican nominee travels with a full security detail which requires advanced planning, timing and coordination for ground travel between event sites and for security at each site. Dover police personnel assisted Secret Service personnel with security at the McConnell Center site and also coordinated parking restrictions in the area.

Diversion Program: The Diversion Committee met on Thursday, September 20, 2012. At the September meeting, the committee reviewed four new cases. Three cases were accepted into the Diversion Program and one case was set aside for further review. This case is still pending and will be reconsidered at the next meeting.

Dover Housing Authority: Officer Joslin, along Dover Housing Authority staff, also held a DHA resident meeting/safety meeting at the Seymour Osman Community Center. Ten residents attended the meeting and topics such as bed bugs, fire safety, DHA Thanksgiving dinner and the holiday float were discussed. Officer Joslin then spoke about some of the current crime trends within the neighborhood and took questions from the residents about concerns they had with the neighborhood. The biggest concerns within the neighborhood were an increase in loud parties, kids at the basketball court at night, speeding vehicles, drug activity and better lighting. There was also a positive discussion about the residents forming a council who would hold regular meetings and bring issues to Officer Joslin.

During the month of September, Headstart classes resumed and Officer Joslin visited several of the classes. He was also asked by Headstart staff about fingerprinting students for parent records and to reading to the student during their classes.

On September 27th, Officer Joslin began the 10 week DARE program at the Dover Middle School in two 5th grade classrooms. The first classroom presentation taught the students what DARE was, about Officer Joslin, and the ground rules for the class.

Community Service Program: The Community Service program tracked 25 active participants in the month of September. Of the 25 juveniles in the program, 5 participated during the month of September. A total of 11 hours of community service work was completed with no members completing their obligation during the month of September.

In 2012, 102 hours of community service has been completed and no members have finished their court ordered hours.

Police Explorer Post Program: During the month of September, the Dover Police Academy (DPA) met for the first time. The meeting consisted of an agency overview and a brief introduction by Chief Colarusso. The first year members were briefed on the new program, they received the class syllabus, and heard about their expectations and requirements.

The curriculum including field trips and guest lecturers will begin in October and continue throughout the school year.

Dover Coalition for Youth: On September 12, 2012 Dover was once again named as one of the 100 Best Communities for Young People. Last spring, the Coalition nominated the City for this award and highlighted all of the programs and services that the community offers to support youth. The award comes with a \$2,500 grant intended to host a community celebration.

In early September the Police Department was notified that it had received the STOP Act (Sober Truth on Preventing Underage Drinking) Grant beginning on October 1st. The grant will provide the department with \$48,000 a year for the next four years to expand its efforts to address underage drinking issues in the community. The grant will allow for an expansion of youth empowerment initiatives, for work on reducing alcohol use among student athletes, the development partnerships with landlords to reduce social access and high risk drinking among youth and young adults and collaboration with liquor licenses to develop best practices around insuring that alcohol remains out of the hands of minors.

On Saturday September 29th the Coalition partnered with the Police Department and the Drug Enforcement Administration to host the 5th Drug Take Back Day. The event provided community members the opportunity to safely dispose of prescription and over the counter medications that have expired or are no longer needed in their homes. The event provided the Coalition with an opportunity to educate people about the dangers of medicine and the fact that one in five high school students have abused a prescription drug. Although the official weight has not been calculated yet, the event this September resulted in approximately 90 pounds of drugs being collected and disposed of. This brings our total over 5 events to over 500 pounds of drugs collected.

The Coalition also received its 4th year of funding through the Drug Free Communities Grant. This is a 5 year grant providing the Coalition with \$125,000 per year to increase community collaboration and decrease youth substance abuse.

Dover Youth to Youth: Sign-up night for Dover Youth to Youth for the 2012-13 school year was held this month. Seventy-one students have signed up for Youth to Youth in grades 6-12.

Dover Youth to Youth conducted its first major project of the new school year on Wednesday September 26, 2012. The first ever Zombie Project was held to encourage the public to participate in Drug Take Back Day which was held following Saturday Sept. 29th. Forty Youth to Youth members, dressed as Zombies in costumes and face paint roamed downtown Dover passing out flyers and displaying posters and signs to advertise the Prescription Drug Take Back event.

Teen Center: The Dover Teen Center calendar for September 2012 consisted of educational and social programming for its youth participants. For the month of September 2012, the Teen Center saw a total of 448 participants, on 18 days of programming, which yielded an average of just over 27 participants per day.

Some program highlights for the month were the following:

- TC Snack Special – “Pancakes” (9/7)
- TC Tournament – “8-Ball Billiards” (9/10)
- TC Music Event – DoverPalooza “Back To School Show” (9/14)
- TC Special Event – “Welcome Back BBQ” (9/19)
- TC Trip – “Apple Picking” (9/21)
- TC Classic Event – “BINGO” (9/21)
- TC Round Table Event – “Girl’s Group” (9/24)
- TC Music Event – “Karaoke Jam Party” (9/28)

The Dover Teen Center also held a DoverPalooza Show which consisted of a total of 45 guests.

The Teen Center is now following the after-school hours program featuring a new group of intern and volunteer staff. The Teen Center numbers slowly rose from the opening of school, through the month. Additionally, the Dover Teen Center received approximately 20 new registrations (mostly 6th graders), and anticipate more on the way; all while retaining participants from last year.

The Dover Teen Center also set-up information tables at the DMS Open House nights on September 18 and 19, 2012, to answer questions and promote the program.

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

8 pedestrian crosswalk warnings
12 calls for assistance to public
11 total MV warnings
5 MV cross walk warnings
6 MV one-way warnings
2 MV stop sign violations
7 Parking assists
5 Bicycle warnings
6 skateboard warnings
3 Warnings for Trespassing
1 warning for control of dog

Animal Control: For the month of September, there were a total of 61 animal calls. Of those, 18 were handled by the Animal Control Officer, 17 were handled by dispatch and 26 by Patrol Officers, requiring the ACO to follow-up on 6 of them. The following is a breakdown of the calls handled by the Animal Control Officer:

- 3 welfare calls
- 8 loose dog
- 1 dog bites
- 2 lost animals

-4 wildlife calls

During the month ACO Ladisheff received 75 voicemails messages from citizens.

K-9: The Department has one K-9 handler, Officer Tim Keefe, who works two K-9 partners, Grinko a German shepherd and Norman, a Golden Retriever.

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

Also this month, Officer Keefe conducted three tracks. The tracks were for the crimes of Indecent Exposure, Conduct after an Accident and Reckless Conduct. Additionally, Officer Keefe and K-9 Grinko searched a business regarding a possible Burglary.

Traffic Accident Reconstruction Unit: There were no Traffic Accident Reconstruction Unit callouts during the month of September 2012.

Communications Bureau: During the month, the Communications Bureau handled 6,443 radio transmissions, 7,465 phone calls, 329 emergency calls, 82 alarms, and 272 customers in the Police Department's lobby.

The radio transmissions and phone calls are lower than a typical month due to an equipment malfunction. The recorder that tracks the number of calls and radio transmissions was replaced and did not begin counting for the month until September 7, 2012.

Recreation Programs: The Recreation Department resumed offering Shape Up with Lisa classes – Pilates Plus and now Interval Toning classes this month. There is also a new Yoga session and new beginner Yoga that has started. Zumba® classes began new sessions on Sundays. All fitness classes run in sessions throughout the year.

The McConnell Center hosted Vice Presidential Candidate Paul Ryan on Tuesday, September 18th.

Registrations are currently being accepted for all of our basketball programs. Preparations are being made and sponsors being lined up for these programs as well.

An intern worked on the development of a Facebook presence for the Recreation Department and has been launched.

Senior Center Programs: The Dover Community Senior Center (DCSC) continues their recurring daily activities. The Walking Group began the first week in July. Session Five of Fitness Classes began on September 4th.

The Book Club Meeting was held on September 25th discussing the book, "Crooked Letter, Crooked Letter".

Computer Class began a new session on Tuesday, September 11th. The next class will be held on Tuesday, October 2nd.

Beginner Spanish began a new session on September 14th at 9:00 a.m. in the Senior Center Activity Room. Next class will be held on Friday, October 5th.

Intermediate Spanish Class is held on Tuesday mornings at 9:30am. The next class will be held on Tuesday, October 2nd.

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

DCSC Mystery Luncheons are held the 1st Wednesday, 2nd Tuesday, and 3rd Saturday of every month. It remains a popular program.

The Visiting Nurse was checking Blood Pressure on September 13th and September 27th. She will visit again on, October 11th and October 25th.

The Dover Community Senior Center Social was recently held along with the center's travel night. Collette Vacations did a great job presenting information on this to upcoming trip to Canyon Country. Over 26 members attended this special preview.

13 Members took a self-guided day trip to Laudholm Nature Craft Festival on September 8th.

44 Members traveled to Foxwoods on September 5th.

45 Members traveled to Taj Mahal Casino in Atlantic City, NJ on September 16th.

Indoor / Outdoor Pool: The Indoor Pool opened back up after Labor Day weekend after being closed for two weeks for routine maintenance. Early Bird lap swim has been busy as usual with around 50-75 swimmers depending on the day. Rec Swim has been slow due to the time of year and fall sports.

Lesson sign up has been busy with most of the classes being filled to capacity, in addition, the Friday Homeschool swim lesson group will resume in October. Seacoast Swim Assn has resumed their season and practices at the pool on a daily basis.

Birthday parties are starting to get very popular with the cold weather coming; we anticipate having between 8 and 10 parties booked for the month of October.

Great Bay Masters resumed practice at the Indoor Pool after a wonderful summer swimming at the Jenny Thompson Pool.

The Jenny Thompson pool closed on Labor Day much to the dismay of many swimmers. The winter pool cover has been applied to the pool and the facility is closed up until next spring.

Ice Arena The arena programs are all up and running for the fall and winter. Both the Holt and Foster rinks are busy with adult hockey leagues, skating programs and Dover Youth Hockey.

The weekend of September 22 and 23, the Arena hosted the Coca Cola Kickoff Classic adult women's hockey tournament. Ten adult women's teams from the region and one from Ann Arbor, Michigan enjoyed several hockey games and also enjoyed the city of Dover. It was a very successful event.

Public Library: The library implemented a new “Read Down Your Fines” program for K-12 students, a program seeing significant success in several NYC libraries.

Program attendance at library programs totaled 432 in September.

DEPARTMENTAL COLLABORATION & ENHANCEMENTS

The Fire Department implemented VueWorks for maintenance of vehicles. It was presented to all shifts. VueWorks will allow the department to automate the tracking of all vehicle maintenance as part of the City’s management program.

Planning and Community Development staff assisted the Community Services and Inspection staff with a review of outstanding issues on several projects, and took the lead on reaching out to the developers. The plans/projects are as follows:

- Gladiola Way
- Willand Pond
- Emerald Lane
- 14 Pacific Drive
- 343 Sixth Street
- Picnic Rock Subdivision

PLANNING & ZONING

The proposed Capital Improvements Program for Fiscal Years 2014-2019 was finalized in preparation for the joint City Council and Planning Board meeting October 3rd. There is a new layout for the project requests which includes pictures of the listed projects. The images of the new and/or old CIP items were provided by each department head. The book was printed on schedule and available September 27th.

Planning staff worked on the Community Trail, to assist in its completion. This work included working with NHDES on the placement of a parking lot at the Watson Road end of the trail, and working with Community Trail Committee members on reaching out to abutters of the trail for work related to a trailhead on Fourth Street. Trittech Engineering completed a revision to the Watson Road design addressing stormwater management concerns and locating boundaries for the property.

Planning staff worked with the Parking Manager to develop a request for proposals to allow bids to be made on downtown parking lots which may be redeveloped to promote downtown vibrancy through the infusion of new parking and infill development on existing surface parking lots.

This past July, the City of Dover was awarded a \$50,000 Community Planning Grant from the New Hampshire Housing Finance Authority to review the form and function of the corridors leading into the City of Dover’s downtown area, and to suggest infrastructure and zoning amendments to continue the economic and community vitality of these areas. The grant funding will be used to hire a consultant to perform the work which includes defining the

gateways to Dover's downtown, reinforcing the community's work on sustainability, reinforcing transit oriented development along Central and Portland Avenues and Broadway, and creating a positive environment of the development of affordable housing within walking distance of transit, employment and retail centers, etc. A Request for Proposals was issued on August 2, 2012 to engineering, planning, and architectural professionals and three (3) proposals were received by the August 30, 2012 response deadline. Staff interviewed three firms and recommended one firm, Jeffery Taylor and Associates be awarded the eighteen month contract for the project. On September 26, 2012, the City Council awarded the contract. It is expected that the consultant will begin their work in October and complete the project by June, 2014.

The Planning staff held a kick off meeting for the Climate Change project with representatives from the MIT Science Impact Collaborative and the Great Bay National Estuarine Research Reserve. This project will involve the use of role-play simulations as a means to educate the public about climate change threats. The goal is to help coastal communities understand and prepare for the potential impacts of climate change and explore ways of decreasing the risks. Public participation will be an important part of the project.

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

Planning Board

- Approved a request from 2830 Holdings LLC for a Vehicle Refueling and Recharging Station. This is at the corner of Dover Point Road and Thornwood Lane.
- Discussed proposed zoning amendments to the Zoning Ordinance. The Board amended the proposals relative to accessory dwelling units and the proposed Little Bay Waterfront District. The Board tabled the amendments to review suggested changes to the B-4 (Hotel/Retail) district.
- Approved a request from STF Development Corp. for site plan approval. This would allow 8 attached single family homes to be constructed at 37 Dover Point Road.
- Tabled a Conditional Use application, Lot Line Adjustment Application and Major Subdivision application for River Valley Development. This will allow for twenty (20) lots to be created on Gulf Road. A site walk was scheduled for October 13th.
- Tabled a request from Salmon Falls Holdings LLC to create an Open Space Subdivision, where it is not required. This would create 6 new lots at 40 Arch Street.

Zoning Board

- Vacated two variances for Friends Forever LLC at 16 Summer Street, at the request of the applicant. The first allowed an office in a residential structure. The second allowed for 13 people to live in a rooming house where 10 are allowed.
- Tabled a request for a variance for Robert E. Fisher (Owner: Anne E. Tucker Revocable Trust), to establish an eating and drinking establishment in the R-20 District. This would allow a lunch truck at 49 Littleworth Road.
- Continued a request for a variance for Alex & Anne Krieger to have two principal structures on one parcel, where only one is allowed. This would allow for two single family homes to be constructed and occupied at 53 Three Rivers Farm Road.

- Approved a special exception for Darryl Rahn (Owner: Studio 590, LLC), to allow for a neighborhood retail use in the Office Zone. This allows a retail use at 590 Central Avenue.
- Tabled a requested variance for David A. Goodwin to allow a commercial use in a residential zone. This would allow a printing business at 37 Dover Neck Road.
- Approved a requested variance for Vincent A. Duffy (Owner: 23 Atkinson St., LLC) to allow an office in a residential zone. This will allow a therapist office at 23 Atkinson Street.

Conservation Commission

- Did not meet in September.

Transportation Advisory Commission

- Discussed restricting parking along Garrison Road, by Garrison Elementary School. The Engineering office will restripe Garrison Road to eliminate four spaces, and will perform a cost evaluation on several traffic calming devices.

Energy Commission

- Discussed Apple Harvest Day
- Discussed membership and organizational elements

CITY GROUNDS – FACILITIES & PARKS

Facilities and Grounds employees conducted the normal day-to-day maintenance, cleanup and grounds maintenance of municipal buildings. Crews continued to handle daily requests for service at the City Hall and Police Department offices. Custodial duties were performed at the Public Works Facility, Train Station and City Hall, as well as filling in at the Library and McConnell Center as needed. The air conditioners were removed from the Library and the cooling tower at the McConnell Center was winterized. The boilers were fired up in the Library, McConnell Center and City Hall buildings. Additional attempts were made in order to identify the cause of the leaking ceiling at City Hall, but it continues to be a problem.

Rotary Park was readied for the Irish Festival. The main Shaw's Lane soccer field was lined weekly for games. The flagpole island was replanted with fall flowers after the summer petunias were removed.

Crews continued clearing tree branches that were obstructing signs along the roadways. Four very large trees were removed from Pine Hill Cemetery, with the Strafford County workers assisting in the removal of the wood. Mowing, trimming and trash cleanup continued on a daily basis throughout the City and in Pine Hill Cemetery. Paving is also expected to commence in Pine Hill Cemetery next month and several roads were prepped by the Highway Division.

Décor light bulbs and photo eyes continued to be replaced as needed. An issue was found with the light on Garrison Road by Seaborne Drive and discovered to be a result of mice chewing on the wires. The damage was extensive and will require the light to be completely rewired in order to operate properly. The tagging of signs has been an ongoing problem throughout the city, with new locations continually being targeted. The adopt-a-spot island at

the corner of Main Street and Washington Street had to be rebuilt again. This site has been struck and repaired three times already this year.

The McConnell Center hosted a United Way Day of Caring event September 19th and had some landscaping work done in the gardens.

Bids were received for design work on the concept plan for improvements to the Henry Law Park playground area. The contract will be awarded in October.

GENERAL UPDATES

In addition to 1,033 eBooks downloaded in September from the NH Downloadable Books site, Dover patrons also downloaded 46 "Overdrive Advantage" titles. These titles are for the sole use of Dover Public Library patrons and supplement the NH Downloadable Books selections.

The Public Library is working with Woodman Institute regarding the October celebration of the 100th anniversary of the Soldiers and Sailors Monument in the driveway.

The North End Fire Station hosted training by the Police Department. They utilized the conference room for two days training which included taser training.

The Career Technical Center-Firefighter 1 and Emergency Medical Technician classes have continued with great success. These two classes are taught at the North End Liberty Station by department personnel. They are working on Personal Protective Equipment and donning while be timed.

The Deputy Fire Chief covered 5 shifts to reduce over-time expenditures. The Assistant Chief covered two partial shifts to assist in management of this budget item.

With the repair of the Whittier Street Bridge, the Fire Department has re-evaluated their response usage of this route. Truck 1 will not use the bridge and the Engines will only utilize the bridge for emergency response due to weight requirements and to preserve the long-term span of the bridge maintenance.

Annual firefighter gear repairs were completed in accordance to NFPA 1851. The gear is getting to the end of its life expectancy and incurred high maintenance.

All Fire vehicles passed the State of NH inspection process required under State of NH and NFPA 1915. All fire pumps were pump tested. This is an annual on-going procedure which is required under NFPA 1911.

The Department of Planning and Community Development worked in September to review processes associated with planning board agenda preview videos that it has begun filming. This analysis included a review of the department's standard operating procedures and discussions with other planning departments in the region. Additionally, staff reviewed State Statutes and case law.

The Director of Planning and Community Development worked with the SAU to review capital improvements programming and also met with the school district's committee reviewing options for district realignment and shifting of students among facilities.

The Director of Planning and Community Development has been asked to serve on a Chamber of Commerce committee overseeing a feasibility study for the reuse of the Strand Theater. This study will look at many different development scenarios for the reuse, including as a cultural center. The committee met September 12th, and reviewed obstacles to completing a feasibility study for the property and developed next steps for completion of the project.

The Director of Planning and Community Development spoke to planners (citizen and professional) in Whitefield, Laconia and Peterborough about the innovative land uses that Dover employs. These lectures were part of the Local Government Center's Municipal Law Lecture series, which is a series of three law related seminars hosted around the state. The Planning Director detailed Dover as a case study reviewing lessons learned, implementation steps and overall experiences with land use regulations, such as transfer of development rights, conditional use permits, form based codes, and environmental impact regulations. The series continues in October in three additional communities.

The McConnell Center and the Tenants Collaborative are preparing to host an Arts Pavilion on Apple Harvest Day this year. There will be 20 artists displaying their work on the front lawn of the McConnell Center.

The Library Director worked with the Friends of the Library to revisit booksale policies, staffing and pricing.

The library has successfully recruited two dozen new members of the Friends of the Library. They also influenced the Friends of the Library to change their afternoon monthly meetings to bimonthly evening meetings in order to attain greater participation and involvement by patrons.

The Library Director sent out an RFP to prospective vendors on a new Dovernet Libraries (Public Library + five school libraries) Automation System replacement. Bids are due November 5.

The City Clerk's office is preparing for the November General election. There are changes in the use of photo I.D and they are communicating this through newspapers and channel 22.

The City Clerk/Tax Collection office is having a voter registration drive on October 9, 2012 at the Dover High School from 11:00 am to 1:00 pm.

CITY OUTREACH

The Fire Department participated in the planning process for Wisteria Drive access and Childs Drive access Road.

The Fire Department participated in a neighborhood block party on Maplewood Avenue and provided education to the families on Home and Bike Safety.

The Fire Department performed a Safety Tour with the Safety Trailer at Garrison City Early Childhood Development Center. They educated over 50 children and 12 Staff on basic fire safety messages for home and school.

The Fire Department performed a first aid class for a Girl Scout Brownie Troop at St John's church on Cataract Avenue.

The Department of Planning and Community Development continued to update its blog, face book page and twitter feed to communicate with the public. The Department of Planning and Community Development has 185 Facebook (City of Dover NH Planning) friends and 335 followers on Twitter @DoverNHPlanning).

During the month of September, twenty (20) Planning blog posts were drafted. Highlights include looking at the parking lot infill project, a review of current planning books, participation in the municipal law lecture series, the placement of political advertisements in Dover and the August City Manager's report. The blog has been relocated to <http://dovernhplanning.tumblr.com> and had over 160 page views in the month of August, which brings the total page views to over 12,000 for the blog.

The Department of Planning and Community Development promoted the Dover Community Trail through the facebook fan page for the trail (with 390 fans), as well as a Sustainable Dover facebook fan page (with 145 fans).

The Director of Planning and Community Development filmed two promotional videos for Dover Download to air on Channel 22. The video high lit the Dover Planning Board meeting agenda for September 11th and 25th.

The Director of Planning and Community sent out 174 letters to new homeowners congratulating them on their purchase, as well as informing them of the current zoning for their property and alerting them to the various methods the department uses to inform and update the public.

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

- 475 Tolend Road
- 26 Dover Point Road
- Thornwood Commons project
- 44 Arch Street
- Various properties owned by Robbins Auto Parts Realty
- 385 Sixth Street
- 500 Sixth Street
- 23 Atkinson Street
- 239 Knox Marsh Road
- The Tuttle Square area
- 410 Sixth Street
- 575 Central Avenue
- Property on Gulf Road and King's Highway.
- Property on Sixth Street

The Public Library continues efforts at regular communications with the public through daily postings on Facebook, Twitter, Pinterest, the library blog, and in two electronic newsletters emailed to over 1000 customers. Library will re-tweet important community notices posted by others.

Library has 1,089 subscribers to its e-newsletters, 799 Facebook fans, 204 Pinterest board followers, and 448 Twitter followers.

ENERGY INITIATIVE

The City of Dover Department of Planning and Community Development has received the third quarterly report from Johnson Controls, Inc. (JCI) reporting the period of November 2011 through August 2012 savings of \$311,551.00 from the measures implemented under the JCI energy performance contract with the City of Dover. Projected cost savings for the first year of implementation are \$319,463. The JCI report indicates the costs savings are on track to meet reduced energy costs that were included in City budget projections. The goals of the contract are to cut energy costs, provide capital upgrades, increase the energy efficiency and the reliability of the City's mechanical and electrical systems, and to maintain or increase occupant comfort and well-being.

According to the report: the original annual savings guarantee of \$304,510 includes \$256,990 in energy cost avoidance, \$13,680 in operations and maintenance (O&M) cost avoidance, and a future capital cost avoidance of \$33,840. This initial savings guarantee was increased from the original amount to \$319,463 due to a lighting retrofit project at the McConnell Center. The annual guaranteed energy savings amount escalates by 3% and the O&M savings escalates by 4% each year to compensate for inflation. Total term benefits are \$3,623,746. JCI reports that the reduced emissions from the project so far would equate to the CO₂ emissions from the energy use of 91 homes for one year, or 189 passenger vehicles, or 2,405 barrels of oil consumed. The report can be viewed at www.dover.nh.gov, under "Current City Reports." The report is titled: Johnson Control M&V Report 3rd Quarter Report.

ACKNOWLEDGEMENTS & EVENTS

The members of "B" Shift received a "UNIT CITATION" from the NH Committee of Merit sponsored by the NH Fire Academy and EMS for the rescue of a resident of 33 Third St who was found unconscious in his apartment last September. Members entered the basement window before a hand line was in place to remove the victim who was transported to WDH with extensive burns. The shift was recognized for their teamwork and bravery in completing the rescue.

Friends of the Library contributed \$600 for library refrigerator magnets listing our hours.

Friends of the Library renewed passes for the NH Farm Museum (\$75)

PROFESSIONAL DEVELOPMENT

The Fire Department finished the education portion of a NH State EMS PIFT protocol. This program is the response plan for emergency medical transfer program for the Department at the Paramedic Inter-Facility Transport level of care. The Department will respond and transfer stable patients with medium risk of deterioration as defined in the NH EMS protocols and by SAF-C 5900. There are very few fire agencies operating at this level.

The Department completed the Incident Command System 400 level class. This trained all fire officers the foundation of managing disasters and to be able to operate in the City Emergency Operations Center. This was a grant funded 16 hour class that was attended by Police and Fire at the Liberty North End Station.

Department personnel attended the following reimbursable training opportunities:

- Tank Car Emergency Response
- START Training
- Swiftwater Rescue Technician
- Public Safety Rescue Swimmer
- CMC Rope Rescue Technician I & II
- ICS400
- Swiftwater Rescue II

The above listed course resulted in a total of 696 training hours of grant funded training for fire personnel.

Planning and Community Development staff attended a free seminar on the State of New Hampshire's Workforce/Affordable Housing Statutes, and the Federal Fair Housing Act. This was training for staff to ensure that the City is in compliance with State and Federal requirements to ensure non-discrimination in the types of housing offered in Dover.

The Planning Director enrolled in the Baldrige Award Evaluator training program which will begin October 3rd.

Capital Improvement Projects Update

Community Services Department

September 2012

APPLEVALE RECONSTRUCTION

- Current: Base pavement and curbing have been installed on Hawthorn Road, Applevale Drive, Salem Avenue, and Winston Avenue. Base pavement will be installed on the second half of Hawthorne Road, Middlebrook Road, Newport Road, and Kent Avenue in mid-October.
- Previous: Base pavement and curbing have been installed on Hawthorn Road and Stark Avenue. Base pavement has been installed on Applevale Drive. Various sewer and water services continue to be replaced on the remaining streets.

NORTH END PRESSURE

- Current: The Booster Pump Station is complete and has only a few punch list items remaining. The tank requires PSNH to connect the electrical service and the road needs to be graveled and paved. The site work at the tank has been completed. DeFelice is still working on punch list items.
- Previous: The electrical needs to be done and some site work around the tank. The driveway to the facility will be completed in mid-September.

RE-ESTABLISHMENT OF WILLAND POND WELL

- Current: The draft pump test report for the additional well is complete and will be finalized once the City has a chance to review and comment. The final version is anticipated to be ready for submission to NHDES at the end of September.
- Previous: Emery and Garrett, the City's consultant, completed a pump test of the second well at Willand Pond at the end of March and is preparing a report for submission to NHDES to permit the new well. While snow fall last winter and rainfall so far this year is below normal, it not expected that pumping the approved well will be necessary to control the pond level this year. We will continue to monitor precipitation during the year and the Willand Pond water level throughout the coming months.

TOLEND RECONSTRUCTION

- Current: The city is reviewing the 99% design documents and the project should go out to bid for construction in October.
- Previous: The city is reviewing the 90% design documents.

TOLEND LANDFILL REMEDIATION

- Current: The elimination of the northern ditch was completed on schedule.
- Previous: A small section of the perimeter ditch around the landfill was not filled in during the installation of the remedy as it was in close proximity to the Air Sparge system operating on top of the landfill to reduce contaminants in the hot spot area. The EPA has asked that the ditch be filled in now that the Air Sparge system is off. Construction activity is scheduled to begin the week of

September 10th and is expected to last about three weeks. The neighborhood residents were sent a letter notifying them of the construction activity.

WASTEWATER TREATMENT PLANT FACILITIES PLAN

- Current: The EPA canceled the meeting scheduled for the 19th of September. The City has requested to reschedule the meeting but no date has been offered yet by EPA.
- Previous: The meeting with EPA scheduled for August 6th was postponed and rescheduled for September 19th. The City continues to work with the Coalition to bring about a nitrogen reduction strategy that is appropriate given the existing condition and lack of nitrogen impacts to the estuary.

WHITTIER BRIDGE

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

BERRY BROOK WATERSHED MANAGEMENT

- Current: Supplemental grant funding of an additional \$25,000 was approved by the Governor and Council in September to fund additional improvements in the watershed. The 40% match required will primarily be in kind services of labor and equipment. A new grant is available later this fall and the City will be submitting a proposal to continue implementing the recommendations in the Berry Brook Watershed Plan.
- Previous: Berry Brook restoration construction resumed in April. The gravel wetland, which will treat runoff from a portion of Central Avenue between Wentworth Douglas Hospital and Glenwood Avenue as well as the Hannaford parking lot, is complete and operational. Design is underway for two additional major treatment systems. One will be on Roosevelt Ave and the second will collect stormwater from Glencrest Avenue and Horne Street. Both systems will improve runoff problems and result in improved water quality. Stream restoration work in Berry Brook, located on the Sixth Street Station property, will occur this summer. A treatment system is currently under construction that captures street runoff from Lowell Avenue before discharging into Berry Brook.

Total Permits Issued: September 2012

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
12-081	F.W. WEBB COMPANY	218	KNOX MARSH ROAD	TO CONST. A WAREHOUSE, RETAIL & O	C	H	40B 1	3555000	35550
12-208	J.N.M. REALTY	2-4	CENTENNIAL DRIVE	CONST. AN OFFICE BUILDING	C	K	20	432000	4345
12-214	BAMFORD	488	CENTRAL AVENUE	INT. RENOV. FOR OFFICE USE	C	6	46	24000	265
12-269	HUNT	245	BACK ROAD	CONST. A ACCESSORY STRUCTURE (PO	C	M	100A	13000	155
12-275	ANNUNCIATION GREEK ORTH	93	LOCUST STREET	CONST. INSTALL A WHEELCHAIR LIFT	C	9	55	5000	75
12-278	WILLIAM SHAHEEN	903	CENTRAL AVENUE	CHANGE OF USE TO BEAUTY SALON	C	38	11	50000	525
12-289	MCCONNELL CENTER	61	LOCUST STREET	MEDIA CENTER, 3RD FLOOR	C	9	57	12000	145
12-272	DOVER MILLS PARTNERSHIP	100	MAIN STREET	INT. RENOV. FOR A CHANGE OF USE TO	C &	2 &	27, 37	3150000	31525
12-194	THORNWOOD COMMONS LLC	23	JULIA DRIVE	SFD W/ATT GARAGE	R	A	4-45	195000	1975
12-204	PERRINE	107	SILVER STREET	RMV. & RPLC/CONST. SIDE STRWY; CO	R	10	116	3000	55
12-216	INGRAM	22	SUNSET DRIVE	INSTALL AN ABOVE GROUND POOL	R	14	33	5000	75
12-230	THORNWOOD COMMONS LLC	19	JULIA DRIVE	SFD W/ATT. GARAGE AND FINISHED BA	R	M	4-47	235000	2375
12-231	THORNWOOD COMMONS, LLC	21	JULIA DRIVE	FINISHED BASEMENT	R	M	4-46	30000	325
12-239	PAUL W. CAIN INVESTMENTS,	66	HIDDEN VALLEY DRIVE	CONST. A SFD W/ATT. GARAGE	R	I	94C-1	209000	2115
12-240	PRIOR	150	HENRY LAW AVENUE	CONST. ATTACHED GARAGE	R	K	5	44000	465
12-251	GRAYSTONE BUILDERS, INC.	122	TOLEND ROAD	NEW CONST. SFD W/ATT. GARAGE	R	F	2-1	150000	1525
12-256	HOLGATE LIMITED PARTNER	60	PORTLAND AVENUE	RENOV./REMODEL A TWO FAMILY DWE	R	24	60A	23000	255
12-260	TREADWELL	6	GINA WAY	FINISH ATTIC FOR ADD. LIVING AREA	R	G	12A	10000	125
12-264	BALANGER	55	STARK AVENUE	CONST. A 2ND ADD. ON & RENOV. A SF	R	17	76D	57000	595
12-270	TOLEND ROAD PROPERTIES	19	MELODY TERRACE	CONST. SFD W/ATT. GARAGE	R	G	24J-2	134000	1365
12-271	CARON	71	TIDEVIEW DRIVE	RENOV. /REMODEL THE KITCHEN	R	I	21	10000	125
12-274	ELDER	3	SHADY LANE	REMOV. & REPLC / CONST. THE FT & REA	R	I	1-78P	5500	85

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
12-277	DUDLEY	121	GLEN HILL ROAD	CONST./INSTALL AN ABOVE GROUND S	R	C	6G	6000	85
12-279	TOWER	29	BOXWOOD LANE	RO EXPAND BEDROOM OVER STAIRWA	R	B	4-42	5500	85
12-280	WATTS	81	WATERLOO CIRCLE	CONST. A LAUNDRY AREA	R	M	76-24	2500	55
12-282	DEGENAARS	19	BALDWIN WAY	FINSH 3RD FLOOR (PARTIAL) FOR ADD.	R	L	40-8	10000	125
12-284	RINALDI	13	RIVERDALE AVENUE	DEMO. A SFD	R	I	74-Z	0	50
12-285	CARRIER	10	HAM STREET	RMVE & RPLCE/CONST. A STONE WALL	R	27	130	8000	105
12-286	DEMERS	21	LEATHERS LANE	REPAIR/REPLACE A GARAGE ROOF	R	I	69B	3800	65
12-288	STONE	3	OAK HILL DRIVE	CONST. A REAR 1-STORY ADDITION & A	R	36	25A	45000	475
12-291	SWENSON	4	ROBERTA DRIVE	REMV. REAR DECK 12'X12', CONST. A 12	R	L	69A	4000	65
12-295	SLAINTE DEVELOPMENT LLC	4	WALT COLBY DRIVE	PERMIT RENEWAL	R	16	20-2		50
12-296	SLAINTE DEVELOPMENT, LLC	6	WALT COLBY DRIVE	PERMIT RENEWAL	R	16	20-3		50

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

Total Permits Issued: 33

Total Construction Value: \$8,436,300.00

Total Fees Collected: \$85,255.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	4	Change of Use	0
Commercial Renovations	3	Commercial	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	5
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	5	Single Family Dwellings	9
Renovations Dwelling Unit	12		0
Demo. of a Dwelling Unit	1	Total	14

PLANNING BOARD APPROVED PROJECTS

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PE SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE#	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Code	H = Homes	A = Apts.	C = Condos											
Multi-Family:														
Woodbury Mills	Dover St	A	42	0	42		6/26/2012	Site	P12-07	27	20		H	4.62
Cochecho Falls Mills	Central Ave	A	120	0	120	12/20/2011	11/28/2011	Site	P11-60	3	3	12/20/2015	H	13.2
Brick Road	Jefferson Dr	A	24	0	24		10/25/2011	Site	P11-42	28	9-C		H	2.64
Paolini	Appaloosa	C	11	11	0	12/7/2011	9/27/2011	Site	P11-13	I	18-1	12/7/2015	G	1.76
Sherman School	School Street	C	48	0	48	9/27/2011	10/26/2010	Site	P10-39	3	10	9/27/2016	G	7.68
Paolini	54 Dover Point Road	C	12	12	0	10/6/2009	7/22/2008	Site	P08-15	K	20	10/6/2013	G	1.92
New Meadows Inc	Knox Marsh Rd	A	120	48	72	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2009	W	13.2
Total: Multi-family			335	71	264									15
Subdivisions:														
Child's Subdivision														
Kings Highway	Kings Highway	H	4	0	4		6/26/2012		P12-12	N	8A-1		H	1.48
Tidewater Farm	Winterberry Dr	H	7	4	3	6/16/2011	4/26/2011	6/20/2011	P10-51	N	8	6/16/2016	H	2.59
Olive Meadow	Olive Meadow Ln	H	9	8	1	7/19/2011	3/23/2010	7/19/2011	P10-50	A	45-A2	7/19/2016	H	3.33
Labrador Woods	Labrador Dr	H	9	2	7	7/19/2010	5/25/2010	7/19/2010	P10-19	A	51-9	7/19/2014	H	3.33
Hidden Valley Drive	Hidden Valley Dr	H	10	1	9	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.7
Harbor Hills	Shore Rd	H	16	5	11	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.92
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	3	6	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	G	7.4
Long Meadow	Gladiola Way	H	20	20	0	1/30/2008	8/28/2007	2/6/2008	P06-40	A	28	1/30/2012	H	7.4
Picnic Rock	Back River Rd	H	21	6	15	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.77
Schooner Landing	Schooner Dr	H	10	2	8	7/19/2007	4/10/2007	7/25/2007	P06-54	M	96A	7/19/2011	G	3.7
Pacific Landing	Pacific/Nye	H	15	14	1	2/8/2007	7/25/2006	2/8/2007	P05-72	E	49	2/18/2011	W	5.55
Goldberg/Tolend Rd Prop.	Stocklan Dr, etc	H	72	16	56	10/5/2006	7/14/2005	11/2/2006	P03-36	G	24	10/5/2010	W	26.64
Stern Subdivision	Lika Dr	H	3	0	3	3/23/2006	2/28/2006	3/23/2006	P05-71	E	45	3/23/2013	W	1.11
Emerald Woods III	Emerald Ln/Viridian Ln	H	37	0	37	1/31/2006	6/14/2005	2/1/2006	P05-10	F	15	1/31/2010	W	13.69
Narrows at Tidewater Farm	Wysteria Dr	H	5	5	0	12/16/2005	8/9/2005	12/21/2005	P05-38	N	8-3	12/16/2009	G	1.85
StoneCroft	Carriage Hill Ln	H	11	9	2	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	4.07
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	23	9	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.84
Waldron Falls	Lennon/Cardinal	H	10	6	4	5/10/2005	1/11/2005	5/17/2005	P04-54	E	35	5/10/2009	W	6.29
White Tail	Picard Ln	H	17	14	3	1/10/2005	11/10/2004	1/10/2005	P04-47	A	19	1/10/2010	H	6.29
Emerald Woods I & II	Emerald Ln	H	25	19	6	12/6/2004	9/28/2004	12/10/2004	P02-01	F	27	12/6/2008	W	9.25
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.48
Cornerstone Crossing III	Conerstone Dr	H	18	13	5	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18	7/28/2011	H	6.66
Lionheart	Littleworth Rd.	H	4	2	2	2/24/2004	2/24/2004	3/8/2004	P03-66	G	28-1	2/24/2008	W	1.48
Ayer	McKone Ln	H	2	1	1	6/5/2003	6/5/2003	6/5/2003	P02-67	N	18	6/5/2007	G	0.74
Total: Single Family			366	176	190									142
TOTAL APPROVED UNITS			701	247	454									157
Elderly:														
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	48	30	18	7/2/2008	3/13/2007		P06-55	M	4	7/2/2011	G	
Arbor Woods	Cielo Dr	H	63	26	37	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			111	56	55									
APPROVED + ELDERLY			812	303	509									157

* Built or permit issued and unit under construction

** Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS
 C:\Users\bessettec.DOVERNET\Desktop\CM Report\2012\October 2012\Copy of Subdivisions

PO Date	PO No.	Vendor Name	Amount	DAC
9/19/2012	201302561	STATE OF NH-DOT	\$5,108.66	Fire and Rescue
9/18/2012	201302498	CITY OF DOVER-WATER~SEWER DEPT.	\$5,191.45	Community Services Department
9/24/2012	201302658	BROX INDUSTRIES, INC.	\$5,386.22	Community Services Department
9/12/2012	201302339	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$6,515.89	Community Services Department
9/4/2012	201301949	PUBLIC SERVICE CO OF NH-CITY	\$7,077.75	City Finance Office
9/11/2012	201302213	VUE WORKS, LLC.	\$7,868.10	Executive
9/19/2012	201302560	STATE OF NH-DOT	\$8,612.51	Police
9/24/2012	201302654	STATE OF NH-DOT	\$8,945.63	Community Services Department
9/4/2012	201301948	FILLION ASSOCIATES	\$9,100.00	Recreation
9/18/2012	201302510	INTERWARE DEVELOPMENT CO INC	\$10,107.45	City Clerk Tax Collection
9/12/2012	201302375	BAYRING COMMUNICATIONS	\$10,895.15	City Finance Office
9/26/2012	201302871	PUBLIC SERVICE CO OF NH-CITY	\$11,876.94	City Finance Office
9/5/2012	201302025	SIRSIDYNIX	\$11,961.13	Public Library
9/11/2012	201302212	CCMSI	\$12,949.26	Executive
9/5/2012	201302022	BROX INDUSTRIES, INC.	\$13,116.41	Planning
9/4/2012	201301950	PUBLIC SERVICE CO OF NH-CITY	\$14,566.57	City Finance Office
9/25/2012	201302793	PUBLIC SERVICE CO OF NH-CITY	\$14,905.09	City Finance Office
9/5/2012	201302006	PUBLIC SERVICE CO OF NH-CITY	\$15,058.94	City Finance Office
9/10/2012	201302107	MOODYS INVESTORS SERVICES, INC.	\$15,500.00	City Finance Office
9/4/2012	201301974	JP TOWLE CONSTRUCTION CORP	\$19,150.00	Community Services Department
9/10/2012	201302127	PUBLIC SERVICE CO OF NH-CITY	\$20,746.18	City Finance Office
9/18/2012	201302501	MXI ENVIRONMENTAL SERVICES, LLC	\$30,000.00	Community Services Department
9/25/2012	201302780	TRI-STATE SEALCOATING & PAVING, INC.	\$36,005.00	Community Services Department
9/25/2012	201302779	CMA ENGINEERS, INC.	\$36,850.00	Community Services Department
9/12/2012	201302283	PARKEON	\$37,800.00	Police
9/25/2012	201302792	PUBLIC SERVICE CO OF NH-CITY	\$38,708.36	City Finance Office
9/26/2012	201302889	SHEEHAN, PHINNEY, BASS & GREEN	\$47,000.87	Executive
9/26/2012	201302886	CCMSI	\$100,390.53	Executive
9/17/2012	201302423	2 WAY COMMUNICATIONS SERVICE, INC.	\$112,163.00	Police
9/5/2012	201302007	RESOURCE MANAGEMENT INC	\$210,000.00	Community Services Department

City of Dover

Bid Solicitation Report

For September 2012

10/1/2012

Department	PO Date	PO No	Vendor	Description	PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No	PO Notes
	Approved By	Fund		Function/Division	
Community Services				Snow Plow Cutting Edges	
B13015	09/10/2012	10/04/2012			
Library				Dovernet Integrated Library System	
B13017	09/15/2012	11/05/2012			
Police				Mixed Use Development & Revitalization of First Street Parking Lot	
B13019	09/13/2012	10/18/2012			
Community Services				Design - Build of HVAC Finance Departmne @ City Hall	
B13020	09/13/2012	10/10/2012			

City of Dover

Bid Solicitation Report

For September 2012

10/1/2012

Department	PO Date	PO No	Vendor	Description	PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No	PO Notes
	Approved By	Fund		Function/Division	
Fire				DVD/CD Reproduction of 2012 FSF	
Q13-008	09/20/2012	10/11/2012			
Community Services				Snow Plowing/Hauling Services for City Streets and Parking Lots	
B13-014	09/20/2012	10/10/2012			

Total for

Grand Total All Departments

City of Dover

Revenues of Major Funds September 30, 2012

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 66,111,865	\$ 154,842	\$ 1,856,477	3.0%	\$ 64,255,388	\$ -	\$ 64,255,388	(97.2)%
Licenses & Permits	4,220,905	300,295	1,045,681	25.0	3,175,224	-	3,175,224	75.2
Intergovernmental	2,035,912	(1,413)	162,010	8.0	1,873,902	-	1,873,902	92.0
Charges for Services	3,056,986	235,182	680,314	22.0	2,376,672	-	2,376,672	77.7
Miscellaneous Revenue	440,437	22,362	91,055	21.0	349,382	-	349,382	79.3
Education	12,515,976	18,949	1,356,587	11.0	11,159,389	(391)	11,159,781	89.2
Operating Transfers In	292,725	-	-	0.0	292,725	-	292,725	100.0
Sub-total : 1000 General Fund	\$ 88,674,806	\$ 730,216	\$ 5,192,125	6.0%	\$ 83,482,681	\$ (391)	\$ 83,483,072	94.1%
3213 Parking Activity Fund								
Parking Income	\$ 325,000	\$ 20,636	\$ 87,052	27.0%	\$ 237,948	\$ -	\$ 237,948	73.2%
Parking Fines	168,000	9,486	31,193	19.0	136,807	-	136,807	81.4
Sub-total : 3320 Residential Solid Waste	\$ 493,000	\$ 30,122	\$ 118,245	24.0%	\$ 374,755	\$ -	\$ 374,755	76.0%
3320 Residential Solid Waste								
Charges for Services	\$ 950,663	\$ 70,173	\$ 224,859	24.0%	\$ 725,804	\$ -	\$ 725,804	76.3%
Miscellaneous Revenue	0	6	46	0.0	(46)	-	(46)	0.0
Sub-total : 3320 Residential Solid Waste	\$ 950,663	\$ 70,180	\$ 224,905	24.0%	\$ 725,758	\$ -	\$ 725,758	76.3%
3381 McConnell Center								
Miscellaneous Revenue	\$ 603,726	\$ 63,291	\$ 165,038	27.0%	\$ 438,688	\$ -	\$ 438,688	72.7%
Operating Transfers In	221,479	17,243	66,294	30.0	155,185	-	155,185	70.1
Sub-total : 3381 McConnell Center	\$ 825,205	\$ 80,534	\$ 231,333	28.0%	\$ 593,872	\$ -	\$ 593,872	72.0%
5300 Water Fund								
Charges for Services	\$ 4,688,762	\$ 211,241	\$ 921,730	20.0%	\$ 3,767,032	\$ -	\$ 3,767,032	80.3%
Miscellaneous Revenue	21,000	7,829	29,706	141.0	(8,706)	-	(8,706)	(41.5)
Sub-total : 5300 Water Fund	\$ 4,709,762	\$ 219,070	\$ 951,436	20.0%	\$ 3,758,326	\$ -	\$ 3,758,326	79.8%
5320 Sewer Fund								
Intergovernmental	\$ 6,840	\$ -	\$ -	0.0%	\$ 6,840	\$ -	\$ 6,840	100.0%
Charges for Services	5,354,011	221,599	979,770	18.0	4,374,241	-	4,374,241	81.7
Miscellaneous Revenue	31,000	6,061	31,240	101.0	(240)	-	(240)	(0.8)
Other Financing Sources	1,012,476	-	-	0.0	1,012,476	-	1,012,476	100.0
Sub-total : 5320 Sewer Fund	\$ 6,404,327	\$ 227,660	\$ 1,011,010	16.0%	\$ 5,393,317	\$ -	\$ 5,393,317	84.2%
Total : REVENUES	\$ 102,057,763	\$ 1,357,780	\$ 7,729,054	8.0%	\$ 94,328,709	\$ (391)	\$ 94,329,100	92.4%

City of Dover

Expenditures of Major Funds September 30, 2012

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 461,065	\$ 25,440	\$ 74,385	16.0%	\$ 386,680	\$ 21,712	\$ 364,968	79.2%
Executive	778,979	36,954	128,280	16.0	650,699	257,497	393,203	50.5
Finance	1,587,765	111,562	405,024	26.0	1,182,741	786,594	396,146	24.9
Planning	463,527	32,541	113,704	25.0	349,823	225,014	124,809	26.9
Misc General Government	823,908	40,949	146,680	18.0	677,228	151,327	525,900	63.8
Police	6,918,903	474,923	1,712,583	25.0	5,206,320	3,343,994	1,862,327	26.9
Fire & Rescue	6,839,516	490,264	1,692,452	25.0	5,147,064	2,933,240	2,213,824	32.4
Community Service Public Works	5,397,091	332,871	973,126	18.0	4,423,965	1,734,095	2,689,871	49.8
Recreation	2,002,240	131,158	464,538	23.0	1,537,702	396,743	1,140,959	57.0
Public Library	1,056,273	86,273	266,680	25.0	789,593	567,695	221,897	21.0
Public Welfare	829,853	67,895	203,381	25.0	626,472	126,886	499,586	60.2
Debt Service	9,690,031	-	390,869	4.0	9,299,162	9,234,829	64,333	0.7
Other Financing Sources/Uses	2,122,757	-	-	0.0	2,122,757	-	2,122,757	100.0
School	42,264,590	3,543,540	5,998,075	14.0	36,266,515	31,323,194	4,943,321	11.7
Intergovernmental	7,482,308	-	-	0.0	7,482,308	-	7,482,308	100.0
Sub-total : 1000 General Fund	\$ 88,718,806	\$ 5,374,368	\$ 12,569,777	14.2%	\$ 76,149,029	\$ 51,102,821	\$ 25,046,208	28.2%
3213 Parking Activity Fund								
Police	\$ 614,320	\$ 30,701	\$ 90,178	15.0%	\$ 524,142	\$ 261,614	\$ 262,528	42.7%
Sub-total : 3213 Parking Activity Fund	\$ 614,320	\$ 30,701	\$ 90,178	14.7%	\$ 524,142	\$ 261,614	\$ 262,528	42.7%
3320 Residential Solid Waste								
Community Service Public Works	\$ 950,663	\$ 83,894	\$ 159,578	17.0%	\$ 791,085	\$ 714,052	\$ 77,033	8.1%
Sub-total : 3320 Residential Solid Waste	\$ 950,663	\$ 83,894	\$ 159,578	16.8%	\$ 791,085	\$ 714,052	\$ 77,033	8.1%
3381 McConnell Center								
Recreation	\$ 825,205	\$ 24,741	\$ 75,307	9.0%	\$ 749,898	\$ 534,645	\$ 215,253	26.1%
Sub-total : 3381 McConnell Center	\$ 825,205	\$ 24,741	\$ 75,307	9.1%	\$ 749,898	\$ 534,645	\$ 215,253	26.1%
5300 Water Fund								
Community Service Public Works	\$ 4,733,097	\$ 252,436	\$ 835,649	18.0%	\$ 3,897,448	\$ 1,102,028	\$ 2,795,420	59.1%
Sub-total : 5300 Water Fund	\$ 4,733,097	\$ 252,436	\$ 835,649	17.7%	\$ 3,897,448	\$ 1,102,028	\$ 2,795,420	59.1%
5320 Sewer Fund								
Community Service Public Works	\$ 6,534,439	\$ 388,863	\$ 1,271,888	19.0%	\$ 5,262,552	\$ 1,450,788	\$ 3,811,764	58.3%
Sub-total : 5320 Sewer Fund	\$ 6,534,439	\$ 388,863	\$ 1,271,888	19.5%	\$ 5,262,552	\$ 1,450,788	\$ 3,811,764	58.3%
Total : EXPENDITURES	\$ 102,376,531	\$ 6,155,003	\$ 15,002,377	14.7%	\$ 87,374,154	\$ 55,165,947	\$ 32,208,206	31.5%

City of Dover

Arena - General Fund
Revenue & Expenditure Report
(Including Arena Debt Service attributed to the General Fund)
September 30, 2012

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,307,885	90,727	200,117	15.3	1,107,768	0	1,107,768	84.7
Expenditures	940,627	60,006	195,656	20.8	744,971	168,880	576,091	61.2
Debt Service								
Principal	242,190	0	0	-	242,190	0	242,190	100.0
Interest	74,185	0	0	-	74,185	0	74,185	100.0
	50,883	30,720	4,461	8.8	46,422	(168,880)	215,302	423.1



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, September 26, 2012**
Meeting Time: **7:00 pm**

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 Counselor Krans, and City Clerk Lavertu.

5. PROCLAMATIONS/AWARDS – None

6. APPROVAL OF AGENDA

Councilor Garrison moved to add the Legislative Liaison Report; seconded by Deputy Mayor Carrier.

Vote: 9/0.

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

Vote: 9/0.

Deputy Mayor Carrier moved to add as Item 13.B.5. the City Manager's Evaluation; seconded by Councilor Weeden.

Vote: 9/0.

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

Vote: 9/0.

7. PUBLIC HEARINGS

Mayor Trefethen asked to combine Item 7.C. through 7.L.
Councilor Cheney objected.

A. CHAPTER 3 – ADMINISTRATIVE CODE

SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

Gina Cruikshank, 19 Glenwood Avenue: She said she was on the Council at the time the 2010 ordinances were voted on. She admits they weren't in the proper format, but said the intention was clear. She said this process is a waste of taxpayer money. She said it made no sense that the Councilors bringing this forward, because it was also going against State law and City Charter, since it needs to be brought forward by the recommendation of the City Manager. She said a yes vote by the Council would break the law and violate their Oath of Office to uphold the City Charter.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, September 26, 2012**
Meeting Time: **7:00 pm**

Jan Nedelka, 169 Dover Point Road: He said when the prior Council voted on this both versions were readily available and he reviewed them both. He spoke on this process and the actions of the sponsoring Councilors trying to make this as complicated, lengthy and wasteful as possible. He talked about the elimination of committees if this was passed, suggesting a secret agenda to have less citizen involvement and more power to the Council. He said the City should expect lawsuits and ethics investigations for the sponsoring Councilors who knowingly broke State law and City Charter violations. He said it could also involve the removal of Councilors, and the added expense of a special election.

Mary Hebbard, 97 Spruce Lane: She spoke in favor of all these ordinances. She said the administrative code should be restored to before the 2010 changes. She said the City Manager should assess these ordinances so they could do it right. She said the City Manager knew the ordinances in 2010 did not follow the City Charter, and that action alone required immediately dismissal. She asked the Council to make a motion to fire the City Manager.

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

B. CHAPTER 5, BOARDS, COMMISSIONS AND COMMITTEES
SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

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

C. CHAPTER 3 – ADMINISTRATIVE CODE – N0
SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

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

D. CHAPTER 3 – ADMINISTRATIVE CODE – N1
SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

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

E. CHAPTER 3 – ADMINISTRATIVE CODE – N2
SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

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

F. CHAPTER 3 – ADMINISTRATIVE CODE – N3
SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, September 26, 2012**
Meeting Time: **7:00 pm**

G. CHAPTER 3 – ADMINISTRATIVE CODE – N4
SPONSORED BY COUNCILORS CRAGO, AND CHENEY

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

H. CHAPTER 3 – ADMINISTRATIVE CODE – N5
SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

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

I. CHAPTER 3 – ADMINISTRATIVE CODE – N6
SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

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

J. CHAPTER 3 – ADMINISTRATIVE CODE – N7
SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

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

K. CHAPTER 3 – ADMINISTRATIVE CODE – N8
SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

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

L. CHAPTER 3 – ADMINISTRATIVE CODE – N9
SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

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

8. CITIZEN'S FORUM

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

Mary Hebbard, 97 Spruce Lane: She continued her discussion regarding the administrative code. She spoke against Item 13.A.6. and urged the Council not to support.

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

9. CITY MANAGER'S REPORT

City Manager Joyal said the City is working the Greater Dover Chamber of Commerce with hosting the Citizen Leadership Academy. He introduced Jeremy Larose to speak to the Council regarding the Community Trail Program.

Mr. Larose gave an overview of the Community Trail project to the Council.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, September 26, 2012**
Meeting Time: **7:00 pm**

Councilor Weston asked about the appeal the Local Government Center (LGC) has filed. City Manager Joyal gave an overview of the issue with the Council. He said it was his understanding that the LGC has chosen to appeal the decision. He has heard that it has been denied. He said the LGC will be proceeding to bring it before the Supreme Court. He said the LGC has incurred \$1.9 million in legal fees and are trying to recoup those expenses from the insurance company. He said he has asked the LGC how it will affect the City's insurance rates going forward, and is still waiting for a response.

Councilor Weston asked for the status of the insurance company.

He said he read it was slated for trial in December of 2013.

Councilor Cheney asked if the City Manager has completed the salary and benefits report.

City Manager Joyal said he was still working on it, because the tax rate setting process has taken precedence.

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

Vote: 9/0.

10. APPROVAL OF MINUTES

A. September 5, 2012 – Workshop

B. September 12, 2012 – Regular Meeting

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

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Trefethen discussed the Dover Business and Industrial Development Authority (DBIDA) meeting. He said they are working on a proposal to create another industrial park. He attended the Greater Dover Chamber of Commerce annual meeting.

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

Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 3 – ADMINISTRATIVE CODE

SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

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

Councilor Crago said he and Councilor Spuler met with the City Manager on September 17, 2012 to discuss what it would take for the City Manager to recommend the ordinance changes. He said he has requested a list from the City Manager of the changes and the sponsoring Councilors will be meeting with him tomorrow to discuss them.

City Manager Joyal added that the reason he wouldn't recommend the changes that were put on the agenda was because it was not legal. He said he believed they cannot go back



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, September 26, 2012**
Meeting Time: **7:00 pm**

to the 2010 code. He said he would be making a list of the changes so that he can recommend the changing, and he will provide the complete wording of the 2010 version of the administrative code.

Councilor Hooper discussed the process and how these Chapters were not brought before the Ordinance Codification and Verification Committee, and felt that the process was flawed. She said she will be voting no on all these ordinances until the proper process is followed.

Councilor Weeden suggested that the Council move these ordinances to a third reading and substitute as a whole the changes they come up with in working with the City Manager.

Councilor Weston asked if there were any other violations of the State Law or Charter since 2010.

City Manager Joyal said the existing code doesn't list the duties of positions.

Councilor Weston talked about the changes to the Boards and Commissions, making sure the new ones are included, and suggested that they keep it separate.

Councilor Garrison said he questions the behind the scenes actions, and is glad to see some of the sponsoring Councilors were willing to meet with the City Manager.

Mayor Trefethen said there should at least go to a third reading. He agreed that these should go before the Ordinance Codification and Verification Committee, and he doesn't believe that it will be resolved before the next regular meeting of the City Council. He felt there would be substantial changes, which would require another set of public hearings. He suggested the Council vote no to all of these ordinances and reintroduce them as a first reading.

Councilor Cheney moved to refer these to a third reading for the next regular meeting; seconded by Councilor Crago.

Councilor Cheney started a discussion on whether or not they will need another public hearing. She said they will deal with the issue of another public hearing at that time.

Councilor Weeden said he would support referring these to a third reading with a date uncertain.

Councilor Hooper said she still questioned the process and didn't understand why these couldn't come before the Ordinance Codification and Verification Committee.

Councilor Crago asked when they formed the Ordinance Codification and Verification Committee.

Councilor Garrison agreed that they should go before the Ordinance Codification and Verification Committee. He felt they should vote to refer to a third reading with a date uncertain.

Councilor Weston said to bring this before the Ordinance Codification and Verification Committee again would be duplication of efforts.

Councilor Cheney said she didn't believe it needed to go before the Ordinance Codification and Verification Committee.

Councilor Weeden said he wouldn't be supporting the motion, because he felt it should be to a date uncertain.

Mayor Trefethen said they needed to slow down and do it right.

Councilor Crago said he wouldn't support the motion, but would support to a date uncertain.

Councilor Weston asked Councilor Cheney to consider changing it to a date uncertain.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, September 26, 2012**
Meeting Time: **7:00 pm**

Councilor Cheney withdrew her motion. Councilor Crago withdrew his second. Councilor Cheney moved to refer to a third reading to a date uncertain; seconded by Councilor Crago.

Vote: 7/2; Passed. Councilors Garrison and Hooper were opposed.

2. CHAPTER 5, BOARDS, COMMISSIONS AND COMMITTEES

SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

Councilor Crago moved to adopt; seconded by Councilor Cheney.

Councilor Crago gave an overview and addressed concerns of the Ordinance to the Council.

Councilor Weeden talked about the issue of the Administrative Code being regulated by the City Manager, and his intention as a State Representative to bring a Legislative Service Request (LSR) to strike that from the Statute.

Councilor Cheney moved to combined Items 12.A.2 through 12.A.12. and refer them all to a third reading to a date uncertain; seconded by Councilor Crago.

Vote: 7/2; Passed. Councilors Garrison and Hooper were opposed.

3. CHAPTER 3 – ADMINISTRATIVE CODE – N0

SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

4. CHAPTER 3 – ADMINISTRATIVE CODE – N1

SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

5. CHAPTER 3 – ADMINISTRATIVE CODE – N2

SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

6. CHAPTER 3 – ADMINISTRATIVE CODE – N3

SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

7. CHAPTER 3 – ADMINISTRATIVE CODE – N4

SPONSORED BY COUNCILORS CRAGO AND CHENEY

8. CHAPTER 3 – ADMINISTRATIVE CODE – N5

SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

9. CHAPTER 3 – ADMINISTRATIVE CODE – N6

SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

10. CHAPTER 3 – ADMINISTRATIVE CODE – N7

SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

11. CHAPTER 3 – ADMINISTRATIVE CODE – N8

SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
 Meeting Location: **Council Chambers, City Hall**
 Meeting Date: **Wednesday, September 26, 2012**
 Meeting Time: **7:00 pm**

12. CHAPTER 3 – ADMINISTRATIVE CODE – N9

SPONSORED BY COUNCILORS CRAGO, CHENEY, AND WEEDEN

B. ORDINANCES IN THE 3rd READING – None

C. RESOLUTIONS – None

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE – Cocheco Quilt Guild**
2. **PARADE – Dover Knights of Columbus Council 807**
3. **ROAD RACE – Moms on the Run**
4. **ROAD TOLL – Angels of Hope American Cancer Society Relay for Life**
5. **TAG – Dover Youth Football League Inc.**

6. RESOLUTION: B13009- EXPANSION OF DOWNTOWN FORM BASE CODE ACTION PLAN PROFESSIONAL CONSULTING SERVICE & ACCEPTANCE OF GRANT

SPONSORED BY MAYOR TREFETHEN BY REQUEST

7. RESOLUTION: B13013 SEGREGATION AND RECYCLING OF CONSTRUCTION DEBRIS AND DEMOLITION WASTE

SPONSORED BY MAYOR TREFETHEN BY REQUEST

8. CONSULTING SERVICES FOR GRIFFIN & IRELAND WELL STUDY

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 Garrison.

Mayor Trefethen asked the Council if they had items they would like pulled for further discussion.

Councilor Garrison asked to pull the Legislative Liaison Report.

Deputy Mayor Carrier asked to pull the Appointments Committee.

Councilor Weston asked to pull Item #13.A.6.

Councilor Cheney asked to pull Item #13.A.8.

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**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, September 26, 2012**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier moved to adopt Item #13.A.6.; seconded by Councilor Weston. Councilor Weston asked City Planner Steve Bird to address the concerns surrounding this resolution.

Planner Bird gave an overview of the resolution to the Council.

Councilor Cheney said she wouldn't be supporting this resolution, because of the definitions of housing.

Mayor Trefethen clarified that this had nothing to do with Agenda 21.

Roll Call Vote: 6/3; Passed. Councilors Cheney, Crago, and Weston were opposed.

Vote was reconsidered during Council Matters of Interest.

Deputy Mayor Carrier moved to adopt Item #13.A.8.; seconded by Councilor Cheney.

Councilor Cheney said she liked this approach and would be supporting this resolution.

Roll Call Vote: 9/0.

Councilor Garrison gave an overview of the Legislative Liaison Report.

Deputy Mayor Carrier moved for the approval of the Legislative Liaison Report.

Vote: 9/0.

Deputy Mayor Carrier gave an overview of the Appointments Committee Report, and listed the following reappointments for the Council's approval:

- Pool Advisory Committee
 - Suzanne Medbery, Alternate member
 - Suzanne Petersen, Regular member
- Library Board of Trustees
 - Ann Schultz, Regular member
- Parking Commission
 - Jack Buckley, Regular member
 - Charles Reynolds, Regular member
- Solid Waste Advisory Commission
 - Douglas Kemp, Regular member
- Arena Commission
 - Dennis Munson, Regular member
- Transportation Advisory Commission
 - Dennis Munson, Regular member

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

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, September 26, 2012**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

1. RELEASE OF LEGAL OPINION DATED AUGUST 30, 2012 SPONSORED BY MAYOR TREFETHEN

Mayor Trefethen moved for its approval; seconded by Councilor Hooper. Councilor Weeden said he supported releasing the opinions, but felt now was not the right time.

Councilor Cheney said she believed they could be used against the City, and didn't support their release.

Councilor Garrison said this was exactly the right time to release these legal opinions.

Councilor Spuler said he didn't agree with who obtained the legal opinions.

Councilor Crago talked about both sides should be represented.

Councilor Hooper said the opinion is based on law and not sides. She felt that if the Council wants to be open and transparent they don't get to pick and choose.

City Manager Joyal said the Council can appoint a lawyer to give an opinion.

Councilor Crago talked about recommending a counselor to the City Manager and the response he received that the attorney wasn't appropriate.

Councilor Crago moved to table this resolution to a date uncertain; seconded by Councilor Weeden.

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

2. RELEASE OF LEGAL OPINION DATED AUGUST 24, 2012 SPONSORED BY MAYOR TREFETHEN

Mayor Trefethen moved for its approval; seconded by Councilor Hooper.

City Manager Joyal referred to Councilor Crago's comments about referring an attorney and talked about getting a municipal attorney for an opinion, because they were experts.

Councilor Weeden moved to table this resolution to a date uncertain; seconded by Councilor Crago.

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

3. RELEASE OF LEGAL OPINION DATED SEPTEMBER 4, 2012 SPONSORED BY MAYOR TREFETHEN

Mayor Trefethen moved for its approval; seconded by Councilor Weeden.

Councilor Weeden moved to table this resolution to a date uncertain; seconded by Councilor Crago.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, September 26, 2012**
Meeting Time: **7:00 pm**

**4. SKATEBOARD PARK RELOCATION FUNDING
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 10, 2012, AND A
VOTE TO BE HELD ON NOVEMBER 14, 2012)
SPONSORED BY MAYOR TREFETHEN, DEPUTY MAYOR CARRIER, AND
COUNCILOR WEEDEN**

Deputy Mayor Carrier moved to substitute as a whole and refer to a public hearing on October 10, 2012; seconded by Councilor Weeden.
Mayor Trefethen gave an overview of the resolution to the Council.
Vote: 9/0.

Councilor Weeden moved to suspend the rules to continue the meeting past 10:30 pm to complete the agenda; seconded by Councilor Crago.
Roll Call Vote: 9/0.

Council discussed the resolution and whether or not this needed to be decided at this time.

Councilor Garrison moved the question to refer to a public hearing; seconded by Deputy Mayor Carrier.
Roll Call Vote: 9/0.

**5. CITY MANAGER EVALUATION
SPONSORED BY MAYOR TREFETHEN**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weeden.
Mayor Trefethen said he just completed the resolution's summary of results this morning, and it hasn't gone through the proper process and signatures weren't received from the General Legal Counselor, Finance Director, or City Clerk. He said there was no legal or funding issue and felt it wasn't a problem.
Councilor Weeden asked the General Legal Counselor and City Clerk if they approve it. City Clerk Lavertu said she hasn't had a chance to read it, but if she saw a problem she would email the Council.
General Legal Counselor Krans said he approved it.
Vote: 9/0.

C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE

A. COMCAST LETTER DATED SEPTEMBER 5, 2012

Deputy Mayor Carrier moved to accept correspondence and place on file; seconded by Councilor Hooper.
Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, September 26, 2012**
Meeting Time: **7:00 pm**

15. COUNCIL MATTERS OF INTEREST

Councilor Weeden moved to reconsider his vote on Item 13.A.6.; seconded by Councilor Spuler. Vote: 5/4; Passed. Mayor Trefethen, Deputy Mayor Carrier, Councilors Garrison and Hooper were opposed.

Councilor Weeden said he made the wrong decision, and he wanted the opportunity to change his vote.

Roll Call Vote: 5/4; Passed. Councilors Cheney, Crago, Weeden and Weston were opposed.

Councilor Garrison talked about Councilor Weeden's comment that he was going to submit an LSR. He felt this should be brought before the Council for a vote of whether or not to support, since it would have a direct impact on Dover.

Councilor Weeden said he understood Councilor Garrison's concern, and said this was just one of eight LSRs he submitted. He said as a State Representative that he will bring this forward.

Councilor Spuler spoke about the Skateboard Park. He also thanked the City Manager for the new procedures with the resolutions and ordinances where the signatures are shown.

Councilor Crago asked what LSR stands for.

Councilor Weeden said it meant Legislative Service Request.

Councilor Crago read a statement to the Council and citizen's of the Dover.

Councilor Cheney discussed the procedures for the agenda packets and the recording process. She felt it was after it has been passed that the signatures are required.

Mayor Trefethen asked the City Manager Goals be submitted to him no later than Tuesday. He also reminded the Council to contact the School Board Liaison, Councilor Hooper, if they had any questions for the School Board.

16. ADJOURNMENT

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



CITY OF DOVER
12 SEP 17 PM 2:07

APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: American Legion Post #8

Federal Tax ID number for Organization: 02-0215228

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

Contact Person: Chuck Deal Day Time Telephone: 339-1355

Address: 640 Central Ave Email Address: FINANCE@DOVER-NH-POST8.ORG

Purpose of Permit: RAFFLE

Date of Event: 12-22-2012 Specific Time: 5 PM

Location of Event: Post Home

(Raffle Permit only)
Prize (s) To Be Awarded: Certificate for a Sig Sauer P238

Amount of Donation: \$5 Date of Drawing: 12-22-2012 Specific Time: 5 PM

Place of Drawing: Post Home

* 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

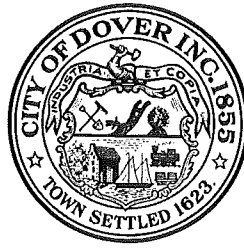
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.
I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: [Signature] (FINANCE POST8 OFFICER) Date: 9/17/2012

Licensing Board approval [Signature] Date: 9/18/12

Revised 03/17/08

All set with Charitable Trusts.



CITY OF DOVER
12 SEP 24 PM 2:16

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: First Parish Church Congregational, United Church of Christ

How Long Has Organization Been in Existence: 379 years

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

Contact Person: Margie Buckingham, Fair Coordinator Telephone: 603-343-2631

Address: First Parish Church, 218 Central Ave, Dover NH 03820

Purpose of Permit: QUILT RAFFLE AND GOODS & SERVICES RAFFLE at Holiday Fair

Date of Event: NOV. 17, 2012 Specific Time: 9-3:00

Location of Event: 218 Central Avenue, Dover NH 03820

(Raffle Permit only)

Prize (s) To Be Awarded: Quilt and merchandise donated by local merchants

Amount of Donation: \$1.00 Date of Drawing: NOV. 17, 2012 Specific Time: 3:00

Place of Drawing: First Parish Church - 218 Central Avenue, Dover

*** NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS:** Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information.

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: Diane J. Fisher Date: 9/24/12

Police Department approval [Signature] Date: 10/1/12

COUNCIL MEETING DATE: _____

[Signature]
Revised (08/01/07)



CITY OF DOVER
12 SEP 11 PM 12:27

APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: St. Mary Academy
Federal Tax ID number for Organization: 02-0342947
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Stephane Bolduc Day Time Telephone: 742.3299 or 343.2184

Address: 222 Central Ave Dover NH Email Address: doverholidayparade@gmail.com

Purpose of Permit: Dover Holiday Parade

Date of Event: Sun, Nov 25, 2012 Specific Time: 2:45 start (streets close around noon)

Location of Event: Sixth Street / Central Ave - few side streets

(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

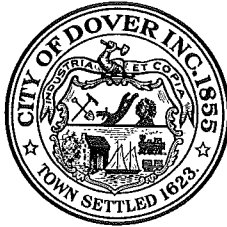
***NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

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: Stephane Bolduc Date: 9/7/12

Licensing Board approval [Signature] Date: 9/19/12
Revised 03/17/08

Traffic Bureau ok (MES)
dhr 26



CITY OF DOVER
12 SEP 17 AM 8:29

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: WOODMAN INSTITUTE MUSEUM

Federal Tax ID number for Organization: 02 0223356

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

Contact Person: THOM HINDLE Day Time Telephone: 742-1038

Address: 182 CENTRAL / BOX 1916 Email Address: contact@woodmaninstituteMUSEUM.nh.gov

* Purpose of Permit: WREATH CEREMONY (100th ANNIV) SOLDIERS MONUMENT

Date of Event: OCT 20th Specific Time: 11:00 A.M.

Location of Event: MONUMENT / DOVER LIBRARY LOWST ST

(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

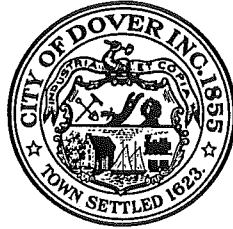
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.
I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: Thom Hindle Date: 15/SEP/12

Licensing Board approval: [Signature] Date: 9/19/12
Revised 03/17/08

Traffic Bureau
OK (MS)
dat 26

* CIVIL WAR HONOR GUARD WILL PRESENT A WREATH - MARCH FROM CITY HALL LOT ACROSS LOWST TO MONUMENT



CITY OF DOVER
12 SEP 13 PM 5:01

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: Seacoast Liberty

Federal Tax ID number for Organization: N/A

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

Contact Person: David Montenegro Day Time Telephone: (360) 488-0623

Address: PO BOX 763, Farmington Email Address SEALPAC@SEALPAC.ORG

NH 03835

Purpose of Permit: Collect enough signatures for a Police Commission in Dover.

Date of Event: October 13, 2012 Specific Time: 10:00 A.M.-12:00 noon

Location of Event: Near Earcraft Music/One Second Computers, downtown Dover.

(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: 2012-09-13

Licensing Board approval [Signature] Date: 9/20/12
Revised 03/17/08



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: R - 2012.10.10 - 126
Resolution Re: Computer Equipment State of NH Contract with Dell

WHEREAS: The State of NH joined the Western States Contracting Alliance in a bid request for PC Systems, notebook-laptop, networking products, servers, printers and other related hardware (Manufacture Direct); and

WHEREAS: An award went to Dell Computers. The state has renewed its agreement with Dell until August 31, 2014. The pricing and terms and conditions are extended to non-profits, counties, cities, towns, schools, colleges and universities but does not lock them into buying with Dell. Should the city determine an alternate manufacturer should be used in specific scenarios, the City of Dover Purchasing Procedure applies; and

WHEREAS: The city has, in the past, bid out various PC and related items and have found the state NH pricing through the WSCA contract has been lower than other prices the city had received. In an effort to obtain standardization, reliability, best costs, best return policies and ongoing support after maintenance expiration, the city wishes to utilize this State of NH agreement with Dell Computers.

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

Per 3-29B, Optional Purchasing, of the Dover Purchasing Procedure, the purchasing agent may, with approval of the city manager, waive bidding procedures when purchasing through the state of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

The Purchasing Agent is hereby authorized to issue a Purchase Orders to Dell Computers for computers, equipment and peripherals. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
xxxx-xxxxx-4745-xxxx-xx-xx	Computers - Communication	\$311,960.00	\$144,564.00

AUTHORIZATION

Daniel R. Lynch
Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Allan B. Krans, Sr.
Approved for Legal Compliance: Allan B. Krans, Sr.
General Legal Counsel
Karen Lavertu
Recorded by: Karen Lavertu
City Clerk.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2012.10.10 - 126**

Resolution Re: Computer Equipment State of NH Contract with Dell

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.7.

Resolution Number: R - 2012.10.10 - 127
Resolution Re: Miscellaneous Hardware Supplies

- WHEREAS: The City's many different departments / divisions often times have the need to acquire various hardware items to help them in the performance of their daily duties and responsibilities; and
- WHEREAS: Due to the central, easy-to-access downtown location, along with its extensive inventory, Aubuchon Company Inc of Dover has been the normal vendor of choice for "as needed" purchases of miscellaneous hardware items; and
- WHEREAS: In addition, a 15% discount off list prices, as well as a 5% discount off the monthly statement for timely processing of same, makes it financially advantageous to continue this business relationship. This resolution seeks council approval in the absence of a formal bid solicitation.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
Per 3-24.B. The competitive Bid Procedure may be waived by a majority vote of the City Council.

The Purchasing Agent is hereby authorized to issue a Purchase Order to Aubuchon Company Inc of Dover, NH for miscellaneous hardware items, as needed, to be charged to various appropriate accounts. The amount of this authorization shall be limited so as not to exceed available funding

Financing

Account	Description	Appropriation	Balance
xxxx.1.xxx.xxxxx.4612.xxxxx.xx.xx	Operating Supplies	\$691,383.00	\$333,011.00

AUTHORIZATION

Daniel R Lynch
Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Karen Lavertu
Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2012.10.10 - 126**

Resolution Re: Computer Equipment State of NH Contract with Dell

RESOLUTION BACKGROUND MATERIAL:

In September 2006, the State of NH joined the Western States Contracting Alliance in a bid request for PC Systems, notebook-laptop, networking products, servers, printers and other related hardware (Manufacture Direct). Award went to Dell Computers. The state has renewed agreements with Dell until August 31, 2014. The pricing and terms and conditions are extended to non-profits, counties, cities, towns, schools, colleges and universities but does not lock them into only purchasing from Dell.

The city has, in the past, bid out various PC and related items and have found the state NH pricing through the WSCA contract has been lower than other prices the city had received. In an effort to obtain standardization, reliability, best costs, best return policies and ongoing support after maintenance expiration, the city wishes to utilize this agreement with Dell Computers.

In FY12 the city spent approximately \$70,000 for computer related items with Dell Computer.

Under Dover City Administrative Code Chapter III, Article III Purchasing Code, Optional Purchasing #3-29B, the Purchasing Agent may, with approval of the city manager, waive bidding procedures when purchasing through the state of New Hampshire or at state bid prices. Since the estimated expense may exceed the \$25,000 threshold, Council approval is required.

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	None	Number of Responses:	0
Warranty:	Meets Specifications	Terms:	Net 30, FOB Dover
Work Bonded:	na	Contract:	Yes
Prices will hold for:	August 31, 2014	Estimated Delivery:	As needed
Recommended Award to:	Dell Computers	Fund:	Various
Other Approvals Required:	State NH	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waived bid – Cost exceeds \$10,000.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2012.10.10 - 127**
Resolution Re: Miscellaneous Hardware Supplies

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2012.10.10 - 127**
Resolution Re: Miscellaneous Hardware Supplies

RESOLUTION BACKGROUND MATERIAL:

A purchase order is being requested to authorize the continued use of Aubuchon Company Inc to provide as needed, various hardware items to city departments for use on work related activities. FY12 expenditures totaled \$18,257. The estimated annual expenditure for FY13 would be the same. This resolution seeks City Council approval in the absence of a formal bid / RFP solicitation

Award Information:

A purchase order will be issued to authorize future expenditures as needed

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	Oct 2013	Estimated Delivery:	As needed
Recommended Award to:	Aubuchon Company Inc	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waive sealed bid process - estimated annual expenditure at \$10,000 or greater

To: Dover City Council

From: Dorothea Hooper

Re: School Board Report

The Dover School Board met in regular session October 1, 2012.

Citizens Forum: Greg Brown reported on some of the interesting things that were going on in Garrison School in the area of physical fitness. He also commented on the role of the paraprofessional in the Special Education classroom and the patience they showed to the students.

Minutes were approved.

Consent Agenda: Pulled the correspondence item and then approved the rest of the agenda. The correspondence dealt with a request for a waiver of policy concerning the transportation of two students. These two students live on Henry Law and were attending the middle school but were not eligible for busing due to distance (have to be a mile away). This is considered a safe route and has sidewalks along the way. Mr. Limmani noted that many students are on the cusp for transport and this would open up a lot of requests. The buses do not have the capacity to transport all children. The board decided to table it for a vote in a later meeting.

Superintendent Report: The superintendent announced the NECAP testing schedule and asked parents to encourage their children to take these tests very seriously. Briggs-Badger went over the various activities in the Dover schools (Walk to School, DMS enrichment sign up, 5K race, running club, PTA/PTO meetings, DHS Band competitions).

Student Representative Report: Reported on pep rally, athletic events, marching band, visit by Bill Clinton, beach cleanup, voter registration drive, and lunch line has eased up.

Committee Reports: Relocation Committee met. Will bring findings to the board next month.

High School Planning Committee met. They will be bringing recommendations next month,

Wellness Committee met. Discussed new cafeteria service.

Negotiation Committee met. Negotiations will begin soon with the DTU.

Policy Adoption: 1) Harassment and sexual harassment of students. Board discussed the wording which was not clear. Sandy Crossen, Director of Special Education came to the podium to clarify the wording. Minor strike out and the policy was adopted.

2) all the other policies dealt with the same issue and were approved together.

Paid bills

New Business: 1) Adequacy letter ----The superintendent gave the board a history of adequacy funds. The formula changed several times over the years. A cap was put on funding (6.5 million). Dover is growing yet is capped. Thirty seven other communities are also underfunded. The superintendent had a letter read that will go from the board to the commissioner requesting that The board approved taking a first step.

2) Vaccination Clinic ----- asking for permission to set up a clinic for elementary and middle schools. The superintendent asked the board if they wished to do this. The shots are free, it would be voluntary, it could be done before, during or after school hours. This was approved.

3) Budget Preparation/Adoption Schedule -----one board member was concerned that there were only 4 meetings scheduled. Board approved.

4) Barrington/Nottingham tuition rates for 2012-2013. This follows the budget and is adjusted each year (1.09 increase). Approved

5) Other tuition rates for 2012-2013 (other out of town students, CTC students). Approved.

6) CTC Digital Copier Bid. Recommended Seacoast Business Machines. Bid went to local company that met all the specifications required. Approved.

7) Condition of Accounts: Mr. Limanni began his monthly report (August) for the board. Gave an explanation of what was contained in his report and how to read the numbers. Board members asked clarifying questions.

School Board Matters of Interest: Board Member Dr. Butler discussed the danger of concussion while playing football. He cited literature that describes the possibility of brain damage from these games. He noted that the helmets are hard and can do damage as the brain (like Jello) hits the inside of the helmet. He cited the number of suicides by athletes. He cited research that supported his position. He suggested that Dover consider doing away with football. He knew this suggestion would not be popular but he felt it was the moral and ethical thing to do.

Board member Grady noted that our enrollment at Woodman Park (grade 4) was very high. Also that our Barrington enrollment was higher than we expected. This brings in revenue.

Meeting Adjourned