



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 13, 2013**
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 – None**
8. **CITIZEN'S FORUM**

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

9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
 - A. **January 23, 2013 – Workshop Session**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING – None**
 - B. **ORDINANCES IN THE 3rd READING – None**
 - C. **RESOLUTIONS – None**
13. **NEW BUSINESS**
 - A. **CONSENT CALENDAR**

1. **BLOCK PARTY – Stinilon International, LLC (Retroactive)**
2. **BLOCK PARTY – Greater Dover Chamber of Commerce – Apple Harvest Day**
3. **RAFFLE – Greater Dover Chamber of Commerce – Apple Harvest Day**
4. **ROAD RACE – Greater Dover Chamber of Commerce – Apple Harvest Day**
5. **ROAD RACE – Baby Rachel's Legacy**
6. **ROAD RACE – St. Mary Academy**



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COMMITTEE REPORTS

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

B. RESOLUTIONS

1. **WATERFRONT LAND DISPOSITION AGREEMENT AMENDMENT #1**
SPONSORED BY COUNCILORS CRAGO, SPULER, AND WESTON
2. **DIRECTION ON PEDESTRIAN BRIDGE**
SPONSORED BY MAYOR TREFETHEN AND DEPUTY MAYOR CARRIER
3. **FINAL ACCEPTANCE OF HORNE STREET ELEMENTARY SCHOOL CONSTRUCTION**
SPONSORED BY COUNCILOR WESTON AND DEPUTY MAYOR CARRIER
4. **TRANSFER TO PARKING CAPITAL RESERVE FUND FISCAL YEAR 2013 BUDGET AMENDMENT #2 – APPROPRIATION FOR TRANSFER TO PARKING CAPITAL RESERVE FUNDS (REQUIRES A 2/3 COUNCIL MAJORITY VOTE) (TO BE REFERRED TO A PUBLIC HEARING)**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE

- A. Save the Bridge Correspondence from Raymond Bardwell, dated January 24, 2013.
- B. Letter from Jaclyn Cote to Councilor Spuler, dated November 16, 2012
- C. Letter from xfinity, dated January 24, 2013

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT

CITY MANAGER'S REPORT



February 13, 2013

"It's not what you say out of your mouth that determines your life, it's what you whisper to yourself that has the most power."

— Robert Kiyosaki

SUBMITTED BY:

J. MICHAEL JOYAL, JR.
CITY MANAGER

CITY OF
DOVER, NH

AVAILABLE ONLINE:

WWW.DOVER.NH.GOV

STREETS, WATER, SEWER UPDATES

Utilities: The Water Division experienced four water breaks during the month of January. The first, located at the intersection of Rogers Street and Cocheco Street, had been leaking from a six-inch cast iron ring crack. A wrap-around device was installed to effectively seal the crack. Another was discovered at the 16-inch gate valve near the intersection of Washington Street and Fourth Street. The break resulted after bolts around the bonnet had rotted off. Crews were able to remove the bonnet, replace the gasket, and install new bolts. The next break was found on the six-inch cast iron main at 39 Spur Road. A ring crack was revealed near the bell; however, due to the proximity to the bell, they were unable to install a wrap-around device. A section of the main had to be cut out in order to complete the repairs. The fourth incident was discovered at 20 Kirkland Street after a notification was received from the Fire Department for flooding within the home. Employees were unable to shut the water off at the curb box. While excavating the curb box, it was discovered that the service had an old iron service leaking as well. The four-inch cast iron water main had ruptured in the process. Crews installed a new section of the main and replaced the old iron service (that runs to the curb box) with a new copper line. Since the house was vacant, water was turned off at the curb stop.

Utilities crews dug out fire hydrants throughout the city, often having to utilize backhoes due to the large amounts of heavy snow. The Fire Department provided assistance and shoveled several areas by hand. Three hydrants had been pumped out again (winterized) after they were used for fires. Employees responded to two calls regarding water service issues, one on Toftree Lane and the other at Dunn's Bridge. Both were found to have leaks on the homeowner's side of the service. Water was shut off at the curb stop in order for necessary repairs to be made.

GPS work has been completed on all fire hydrants within the City. The GIS Coordinator is still inputting the information into the GIS system. Once the hydrant data has been entered into the GIS system correctly, all departments within the city will have access to these hydrant listings. Employees are currently working on gathering GPS information for water gates. This process will take approximately three to four months to complete and will then be recorded into the GIS system as well.

The Sewer Division received an odor complaint on Durham Road. The resident reported a sulfurous odor outside his home; however, employees were unable to detect anything upon arrival. The 12-inch sewer line, running from Mast Road to Bellamy Road, was cleaned out. Another odor complaint was received shortly after, but it may have been due to the fact that the main was being actively cleaned and the manholes covers were open. The work order has been kept active and crews will continue to monitor the area. Chlorine may need to be added to help dissipate the odor if subsequent complaints are received.

The pump at the Varney Brook Pump Station was repaired and put back in service. The pump had been sent away to a machine shop for repairs after a shaft had broken. As noted last month, replacement parts have been ordered to keep on-hand. Due to the lead time of approximately six weeks, this should reduce future downtime.

Utilities crews continued to support the Highway Division with snow operations. In addition to several snow storms, the city also experienced several occasions where varying temperatures resulted in icy roads. Employees assisted with plowing, sanding and snow removal on both the roadways and sidewalks, as needed.

Streets/Stormwater: The Highway crew dedicated most of their month to winter storm operations. Roads were pretreated with a brine solution prior to two storms, applying a total of

approximately 8,300 gallons. All City streets and parking lots were plowed and snow was removed as needed. Sidewalks in the downtown and along school routes were cleared after each storm. Crews sanded and salted the roadways and sidewalks as needed, often having to return after cold temperatures resulted in icy, slippery conditions. The residential sand/salt pile, located in the Shaw's Lane ball field lot, was restocked and several of the bins in the downtown were also refilled. Employees continued to mix sand and salt for upcoming storms and another order was placed for several more loads of salt. Mailboxes damaged by plows were repaired or replaced. Permanent boxes were installed, when possible, and temporary boxes will be replaced with permanent ones in the spring. The Highway Division has been inspecting the location and height of damaged mailboxes to make sure they're within the current postal standards. Mailboxes erected outside of those specifications will not be replaced. Strong winds were also experienced on a couple occasions throughout the month, resulting in power outages and downed trees. Crews responded to several areas, removing limbs and/or clearing debris.

Employees hauled several loads of stone and crushed gravel from Brox's, as well as sand and bank run gravel from the City's pit, to the Public Works facility. The materials were loaded into bins and made available for upcoming projects. It's important to keep these bins stocked so the supplies are readily accessible when needed (such as the recent water breaks the Utilities crew responded to throughout the month). On County Farm Road and Laura Lane, crushed gravel was placed along the shoulder of the roads after the plow wings had dug into them. The affected areas will be cleaned up and loamed, if necessary, in the spring.

After having spent a great deal of time out on the road, all trucks were cleaned out and washed. The roof of the Rubb building (salt shed) was repaired and the rotted rope was replaced and stitched back up. The sides will also need to be re-strung in the spring. These general maintenance repairs are performed on a regular basis in an effort to preserve the building for as long as possible.

PROGRAMS AT CITY CENTERS/BUREAUS

Investigations/Legal Bureau: During the month of January 2013, there was 1 letter generated by the Dover Police Special Investigations Unit that was sent to a certain licensed liquor establishment in Dover. The letters are sent as 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.

The Dover Police Department's Special Investigations Unit and Crime Scene Unit continue the investigation into the murder of a University of New Hampshire student that occurred in Dover in October 2012. The Dover Police Department's SIU is the primary investigating agency in this case, while the New Hampshire Attorney General's Office will prosecute the accused.

A lengthy investigation by SIU detectives and the Crime Scene Unit into recent residential burglaries that occurred in November, December, and January culminated in the arrest of two men in connection with eight different burglaries. The SIU continues to investigate these cases and more charges are possible.

SIU detectives, in conjunction with the Attorney General's Office, also conducted a lengthy investigation into a complicated fraud scheme that led to the arrest of a man on nineteen counts

of theft. The Dover Police Department's SIU is the primary investigating agency in this case, while the New Hampshire Attorney General's Office will prosecute the accused.

The SIU also investigated six unattended deaths that occurred in January.

Parking Bureau: The rollout of the EasyPark system has gone smoothly with over 120 units being sold in the first month. Parking Manager Bill Simons has received several unsolicited compliments about the vendor's phone support system. As of January 28th, Portsmouth joined the EasyPark system. Over the next few months, the Parking Manager will evaluate the change in usage from coins and credit cards to EasyPark to learn if there were any changes in total income or parking habits.

The process of including NH registered vehicles in the scofflaw collections program is getting close to completion. Test reports have been sent to the NH Department of Motor Vehicles and once our software program is validated, we can begin the process of sending vehicle registrations to the NHDMV to verify the owner information. Once that is completed, we can forward the accounts to the city's contracted collections agency, Municipal Services Bureau.

The Parking Manager, City Attorney and Planning Director continue to work on the proposal to develop the First Street parking lot by First Street at Garrison, LLC. The proposed \$11 million development could bring over a hundred new residents to downtown as well as restaurants and offices.

Parking Manager Bill Simons is working with Holase, LLC; a Dover based solar power company to provide 11 test lights for the parking meters. The lights are being provided at no cost and should significantly improve the lighting around the meters for use by drivers after dark. If the demonstration proves positive, Holase offered to sell additional lights to the city at their cost.

Traffic Bureau: Sgt. Speidel performed 12 child passenger seat inspections during the month of January. This included several checks conducted on the evening of January 16 in partnership with Wentworth-Douglass Hospital's Childbirth Education Center to provide infant child safety seat inspections. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

On January 18, Dover officers participated in another of the statewide coordinated efforts entitled "Operation Safe Commute". The date was selected by the New Hampshire Highway Safety Agency. Extra traffic patrols were performed during peak commuting hours under a contract from NHSA which reimburses the agency's personnel costs.

The Traffic Bureau and Field Operations Division coordinated a series of targeted pedestrian-related patrols at many of the downtown crosswalks – especially those on Chestnut Street in the area of St. Mary's Catholic Church – throughout the month of January. A total of 10 personnel hours were spent to add to the 11 hours from the month of December. These were spread in increments over weekdays and weekends when pedestrian movements were expected to be highest. The patrols yielded only 3 stops, resulting in two citations and 1 warning. With the installation of two flashing crosswalk warning signs on Chestnut Street, motorist awareness is expected to be increased.

Patrol: During the month of January, officers handled a total of 2,664 incidents resulting in the following activity / criminal charges:

- 1310 Traffic Stops
- 55 Total arrests
- 8 DWI arrests
- 5 Arrests for MV charges other than DWI
- 3 Drug related arrests
- 7 Arrests for Assault
- 6 Theft related arrests
- 6 Arrests for Criminal Mischief
- 7 Arrests for electronic bench warrants
- 3 Arrest for violation of court orders
- 2 Arrests for Criminal Trespass
- 3 Arrests for Resisting Arrest
- 6 Arrested were juveniles

During the month of January, officers responded to 16 separate burglaries, a large percentage of which were solved due to evidence collected or secured at the scene by the initial responding officers and detectives.

Diversion Program: The Diversion Committee met twice during the month of January 2013. Those meetings took place on January 10th and January 31st.

The current case breakdown follows:

- 7 cases in active Diversion Contracts
- 2 new cases awaiting 1st review with Diversion Committee (January 31st meeting)
- No pending new cases for February 2013 meeting.

The next planned meeting for the Dover Court Diversion Committee is Thursday, February 21, 2013.

Dover Housing Authority: On January 23rd, Officer Joslin and DHA staff conducted training with the residents of St. John's Apartments, Niles Park, Waldron Towers and Central Towers. The training consisted of Bed Bug prevention and Identity Theft and Fraud. There were approximately 65–70 residents who attended the training between the four locations.

Periodically throughout the month of January, Officer Joslin made visits to the kids attending the Head Start Program located at 62A Whittier Street. The visits consisted of Officer Joslin greeting the children and their parents when they arrived or left school for the day as well as answering questions about child restraint requirements for both the parents and staff of Head Start.

Also during the month, Officer Joslin has begun aiding the Dover Housing Authority in the fingerprinting of prospective tenants. The applicants that will be fingerprinted would be those with a possible criminal record. This confirmation will help the Dover Housing Authority make their acceptance decisions.

Community Service Program: The Community Service program tracked seven active participants in the month of January 2013. Each of the 7 juveniles in the program participated

during the month of January 2013. A total of 18.5 hours of community service work was completed during the month with one juvenile completing their obligation during the month of January 2013.

So far in 2013, 18.5 hours of community service have been completed. The 2012 total was 134 hours.

Dover Police Academy: During the month of December, the Dover Police Academy (DPA) met to discuss the Dover Police Department's Community Outreach Bureau. The training, which took place on December 9, 2012, covered the different assignments within this bureau and specifically how prevention influences law enforcement and how the missions of the two disciplines overlap significantly.

Dover Coalition for Youth: On January 15, 2013, a celebration event was held at the Children's Museum of NH to celebrate the fact that Dover was named one of the 100 Best Communities for Young People. The City of Dover had been nominated, for the second year in a row, by the Dover Coalition for Youth. The award comes with a \$2,500 grant intended to host the community celebration. There were nearly 200 people in attendance and the event included a presentation from America's Promise Alliance followed by a proclamation by Mayor Trefethen and remarks by Governor Hassan. The event also recognized four community organizations and their business partners.

On January 22nd Vicki Hebert met with Brian Kelley, the owner of Kelley's Row, to discuss support that the Dover Coalition for Youth can provide to liquor licensees. The Coalition recognizes that bar owners need support with training and policy development. The Coalition and Kelly's Row agreed to co-host a meeting for all bar owners in February to further assess how the Coalition can work with bar owners to reduce underage and high risk drinking. This is one of the key activities of the City of Dover's STOP Act grant which targets underage drinking.

Dover Youth to Youth: Dover Youth to Youth students presented on three evenings to the parents of 5th graders in the police department's PACT (Police and Community Together) Program. Each night the students gave a short presentation about their program and then participated in role play.

The participating parents rotate through a series of 4 scenarios, with each scenario representing a different type of conversation you might have with your child about drugs. As the Youth to Youth students play out a situation, a moderator pauses the action and the parents are challenged to consider how they might best respond to the issue. The situations vary from a "child" asking a parent if they ever used drugs or got drunk as a teen to a conversation where a parent has found rolling papers in a pocket when doing the laundry. These were held on January 8, 9 and 14th.

Dover Youth to Youth proposed a change to a City Ordinance that would have the effect of prohibiting smoking in the band shell area of Henry Law Park and the small playground area behind the indoor pool. It was submitted to the Dover City Council at the end of October. A public hearing was held on January 23rd. Three students spoke at the hearing and later that night the Council voted 9-0 to pass the proposal.

On January 4th and 11th Y2Y students presented the Samantha Skunk Medicine Safety presentation five times in 5 Woodman Park School kindergarten classrooms. A total of 110 students received this 30-minute theatrical presentation.

On January 31st, Y2Y students presented the Samantha Skunk Medicine Safety presentation four times to 4 Horne Street School kindergarten classrooms. A total of 84 students received this theatrical presentation.

Teen Center: The Dover Teen Center calendar for January 2013 consisted of educational and social programming for our youth participants. See below for this month's highlights.

For the month of January 2013 the Teen Center saw a total of 644 participants, on 20 days of programming, which yielded an average of just over 32 participants per day.

Some program highlights for the month of January 2013 included, but were not limited to the following:

- TC Tournament – "9-Ball Billiards" (1/4)
- TC Snack Special – "Pasta-Fest" (1/7)
- TC Special Event – "The 2-Day Wii Olympic Games" (1/9 & 1/10)
- TC Academic Bowl IV - "Progress Report Community Buck\$ Event" (1/14)
- TC Sports Trip – "UNH Men's Basketball Game" (1/16)
- TC Music Event – "DoverPalooza Show" (1/17)
- TC Teacher Workshop Day Event – "FUNSPOT ARCADE Trip" (1/18)
- TC Music Event – "Karaoke Jam Party" (1/25)
- TC Tournament – "Ping-Pong" (1/29)
- TC Snack Special – "TACO MADNESS" (1/30)

The Dover Teen Center received six new registrations in January 2013.

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 of the Mounted Patrol is below:

- 17 pedestrian crosswalk warnings
- 25 calls involving assistance to the public
- 10 total MV warnings
- 6 MV cross walk warnings
- 4 MV one-way warnings
- 5 Parking assistance calls
- 5 Roadway obstructions

Animal Control: For the month of January there were a total of 51 animal calls. Of those, 14 were handled by the Animal Control Officer, 18 were handled by dispatch and 19 by patrol officers.

The breakdown of the calls handled by the Animal Control Officer is below:

- 4 missing animals
- 2 animal bites
- 3 loose dogs
- 1 found ferret
- 2 animal nuisance calls
- 2 welfare calls (cows without shelter and dog outside on a cold day)

The Animal Control Officer followed up on 5 animal calls that were initially handled by patrol officers. Additionally, the Animal Control Officer received 25 voicemail messages during the month.

K-9: The Department has one K-9 handler, Officer Tim Keefe, who works with a German Shepherd K-9 partner named Grinko. During the month, Grinko was used two times. One incident involved Officer Keefe and Grinko assisting other officers in dealing with an armed subject that had barricaded himself in a room in his family's residence. Grinko was used as an apprehension barrier and presence outside the subject's door.

The second incident involved Officer Keefe and Grinko responding as part of the Strafford County Regional Tactical Operations Unit to a Farmington residence to serve a search and arrest warrant. Grinko was used on the arrest team. Once all of the occupants exited the residence, Grinko was used to search the house to make sure no one else was hiding inside.

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

Traffic Accident Reconstruction Unit: The Dover Police Department's Traffic Accident Reconstruction team was not called out during the month of January.

All members of the Traffic Accident Reconstruction Unit attended 4 hours of training.

Communications Bureau: During the month, the Communications Bureau handled 10,183 radio transmissions, 8,508 phone calls, 371 emergency calls, 93 alarms, and 325 customers in the police department's lobby.

Citizen Attitude and Opinions Survey:
Eighteen citizen surveys were mailed out in January of 2013. None were returned.

Public Library: 62 very enthusiastic people attended the Friends' "All About Bees" program with Kagen Weeks, founder of Hive At Your home, on Tuesday evening, January 15.

1,176 eBooks and audiobooks were downloaded for free by library patrons in January via the state-wide consortium and the Overdrive Advantage program. The library now has 2,389 patrons participating in this program.

Program attendance at library programs totaled 459 in January. 155 craft projects were made at the Children's Room's "Make-It, Take-It" table.

The Public Library hosted 93 public meetings and private tutoring sessions in its meeting rooms.

The Library provided 1,720 hours of free public Internet access in January (does not count Wi-Fi use), plus the Early Literacy computer station in the Children's Room was used 252 times.

"Book A Librarian" program had its first three appointments.

Recreation Programs:

Lil' Shots basketball continued every Saturday with two sessions being offered. The girls' high school basketball teams volunteer their time to help with this program, which is held at the Woodman Park Elementary School.

Midget basketball continued on Saturdays at the Garrison Elementary School Gymnasium and the Woodman Park School Gymnasium. The boys' high school basketball teams as well as the middle school girls' basketball teams volunteer their time with these programs.

Fifth and Sixth graders continued their games on Saturdays at the McConnell Center, and continued practices during the week at all the elementary schools.

The girls HS team hosted a "Rec Night" for all the K-6 grade girls' basketball players on Friday, January 11th. The boys HS team will host a "Rec Night" on February 8th. The 5th and 6th grade boys and girls teams are also playing at halftime of some of the HS Varsity games.

The 7th & 8th grade basketball teams resumed games. Six High School boys' teams continued their schedules, playing Saturday and Sunday afternoons at the McConnell Center.

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

New sessions of Interval Toning, Yoga, and Zumba® all began in January. Zumba® has been reintroduced on Wednesdays and also a new Muscle Power class on Mondays and Wednesdays. Sessions run every 6 weeks for each program.

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

Senior Center Programs: The Dover Community Senior Center (DCSC) continues their recurring daily activities.

Dover Bowl opened their lanes to members of the Senior Center on January, 15th. 25 Members attended this fun Candlepin Bowling Party.

The Visiting Nurse checked Blood Pressure on January 10th and January 24th and will visit again on February 14th.

Self-Guided Day Trippers enjoyed the Harry Jones Memorial Concert at UNH featuring the Seacoast Big Band on January 22nd.

Members traveled to Foxwoods January 9th.

Senior Advisory Board Meeting: 10

Senior Mystery Lunches: 48

Senior Social: 11

Travel Night Info: 27

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

Winter swim lessons have been very popular, with 98% of classes being filled to capacity, with 35 kids on waiting lists. After the first round of registrations, four more classes and an instructor have been added to accommodate everyone that was interested.

Seacoast Swimming continues its normal training schedule using about 20 hours of pool time every week.

Hydrofitness continues with approximately 15-20 attendants if the weather is favorable.

Rec Swim will return mid-February after the State High School Swim Meet. Adult Lap swimming remains the most popular with around 75-100 members visiting every day.

The Dover Indoor Pool has also hosted two high school swim meets during the month of January.

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

New Year's Resolution rates were a huge success with over 110 people taking advantage of memberships, 20% being new members.

Great Bay Masters: 100 swimmers per week

Hydro-fitness: 10-15 attendees

Lap Swimmers: 75-100 swimmers per day

Ice Arena: The winter months have settled in for the Dover Arena with all activities in full swing. Each weekend there were at least 5 high school games and all hockey leagues are full.

Recreation public skate sessions have been very busy with some weekend sessions with over 200 skaters.

Rock Nights on Saturdays continues to be popular with an average attendance each Saturday of 177. Rock Night is one of the most popular events.

Stick Practices: 444

DEPARTMENTAL COLLABORATION & ENHANCEMENTS

To improve services, the Dover Public Library debuted the "Book A Librarian" service. Patrons can make appointments for one-on-one time with staff members knowledgeable in the operation of technology and the use of online resources.

The Technology Librarian and Overdrive guru Bobbi Slossar, from the New Hampshire State Library, conducted two e-reader training session for library staff on January 8. She also explained the new look of the NHDB website and how to train patrons in navigation of the site in order to find and download books to their device.

The Director of Planning and Community Development continued to work with the Economic Development Director and Parking Manager to review responses to the Request for Proposals relative to the redevelopment of the First Street parking lot.

Work continued on new library website design with focus on responsive design which tailors the look of the website to the device accessing it.

The Fire Chief instituted a new program for small tools to reduce maintenance costs by utilizing a new fuel that removes the alcohol content. This will reduce maintenance of rebuilding generators and all small motors.

The Planning Department supported the Community Services Department in its work on the EPA mandate, by answering planning related process questions. Additionally, Planning staff is reviewing improvements that might be made to the City's stormwater ordinances to address limitations of contamination caused by stormwater discharges.

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
Lika Lane
Cardinal Drive
53 Three River's Farm Rd
Henry Law Park
22 Melody Drive
Various lots on Eden and Dolores Drives
30 Dover Point Rd
26 Horne St
23 Oak St
Status of Green Hill Road
Status of Cold Springs Road

As system administrators for the Dovernet libraries' automation system, public librarians aided the school libraries with 6 technical issues during January, plus guided the process of vendor selection for the new Dovernet ILS.

The Fire Department and Community Services Department received a grant for Critical Infrastructure. This homeland security grant provides 100% funding of a mobile generator for the wells in the City of Dover. It also has regional and City wide capabilities to support other functions.

The Fire Department is a member and attended the Security Committee for the School Department to review their operations and facilities.

The City capitalized and was awarded an Emergency Management Performance Grant, EMPG, to obtain a mobile Emergency Operation Center, EOC, in the form of a Command Car.

The City capitalized and was awarded an EMPG to obtain Mobile Technology to install tablet devices in all fire front line vehicles. This will also increase the wireless access to all three stations.

The Fire Department hosted a CPR class for the Dover High School Career Technical Center staff.

PLANNING & ZONING

The Department of Planning and Community Development began the process of updating progress made implementing the Master Plan recommendations. This is in preparation for a workshop in March to review progress and the overall Master Plan.

The Department of Planning and Community Development worked in January to review the process for administering the accessory dwelling unit provision of the zoning ordinance.

The Department of Planning and Community Development continued to oversee the monitoring and verification stage of the infrastructure improvements and be involved with the continuing work at the Wastewater Treatment Facility. Staff expects a report documenting the monitoring and verification of the completed year one improvements to be submitted soon, and will publish it online once received.

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 is being 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.

In January the consultant and staff worked to set up the February Charettes. Additionally, on January 14th, the consultant and staff made presentations to the Dover Chamber of Commerce Government Affairs Committee, the Dover High School Civics classes, and a visit to WTSN's *Open Mike*. Additionally, staff continues to promote a survey for residents (linked from the Planning Department Home Page www.dover.nh.gov/planhome.htm). This survey will ask residents for feedback about development and travel along the roadways.

Planning staff also worked on publishing and promoting the recently completed community profile for the City. This profile, available under Current City Reports on the web site, and off the Planning Department's web page has demographic information as well as statistics about the City that are intended to inform residents, property owners and businesses about the City.

Planning staff worked on the Community Trail in January, following up on a bid request for the City's purchasing agent to gather quotes for work to be completed off Whittier Falls Way. This work connects the existing trail on Whittier Falls Way with the portion of the trail that reaches under the Spaulding Turnpike. Once complete, this work will allow users of the trail to enjoy a walk from Beckwith Park to Watson Road.

Planning Staff conducted a sign sweep and collected approximately 20 signs from utility poles around the City. This was part of an effort, undertaken quarterly, to improve transportation safety by removing these unpermitted and illegal signs, which act as visual distractions for motorists.

Planning Staff attended a meeting of the Green Infrastructure Project Advisory Board in Newington on January 31st. This project will provide customized technical assistance and educational resources to communities focused on storm water management.

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

Planning Board

- ✓ Elected officers (D.Ciotti as Chair, K.Schuman as Vice Chair)
- ✓ Approved a Site Review for Aroma Joe's Coffee LLC (Owner: Estate of Robert & Ruth Plante) This will replace residential duplex with retail takeout coffee kiosk – 922 sq. ft
- ✓ Denied a determination of substantial completion to meet performance requirements of the Open Space Subdivision or waiver of the same, per Dover Code 155-24(E) and NH RSA 674:39(v), for Brian Stern. This would have confirmed complete status for the undeveloped Lika Drive Subdivision.
- ✓ Approved one-year extension to an approved Open Space Subdivision Plan, per Dover Code 155-24(A), for Brian Stern. This added another year for the subdivision to be completes for the undeveloped Lika Drive Subdivision.
- ✓ Approved a Minor Lot Line Adjustment for David Della Penta and Woodwind Farm, LLC This added land to a lot at 32 Wisteria Drive from a lot on Saddle Trail Drive.
- ✓ Tabled a Conditional Use Permit for Bennett Holmes, (Owner: John Gesek) This would allow construction of a retaining wall and concrete patio within 100 feet of the Bellamy River at 127 Spur Rd.

- ✓ Tabled an amendment to a previously approved Site Plan (2/28/06) for Dover Retirement Residence, LLC/Maple Suites. This would allow for additional lighting to be added to the driveway.

Zoning Board

- ✓ Approved a request for a variance for Mattress Firm LLC (Owner: Prime Circle LLC), to establish 3 signs where 2 are allowed in the B-3 District. This will allow increased signage for a commercial use, including signs on two roadways where only one was allowed.

Conservation Commission

- ✓ Met in a joint session with the Open Lands Committee to discuss common goals.
- ✓ Reviewed recommendations from the Conservation and Open Space Chapter.
- ✓ Tabled a Conditional Use Permit request from Bennett Holmes, (Owner: John Gesek). This would allow construction of a retaining wall and concrete patio within 100 feet of the Bellamy River at 127 Spur Rd.

Transportation Advisory Commission

- ✓ Did not meet due to inclement weather.

Energy Commission

- ✓ Did not meet due to inclement weather.

CITY GROUNDS – FACILITIES & PARKS

Facilities and Grounds employees conducted the normal day-to-day maintenance, cleanup, and grounds maintenance of municipal buildings and continued to handle requests for service at City Hall and Police Department offices. Custodial duties were performed at the Public Works Facility, Train Station and City Hall.

Fire extinguisher inspections were completed at all city facilities.

Employees are still trying to identify the cause of the leaking ceiling at City Hall. Only a minimal amount of water was observed during the recent snow melt, indicating there may be another issue. Samples were collected from the materials in the auditorium and sent for asbestos testing. All three samples came back negative.

After a mid-month snow storm, F&G crews assisted with plowing and sanding operations, as well as clearing snow from traffic boxes and walkways. A wind storm at the end of the month kept employees busy with the cleanup of fallen trees and limbs. Power outages throughout the area were significant and generators were being deployed for the traffic signals when power was restored.

The holiday lights were shut off and wreaths were taken down and stored for next year. The star lights were left up at the request of the holiday lighting committee. Routine maintenance on décor lights was ongoing, replacing bulbs, ballasts and photo eyes where necessary. Sign maintenance continued throughout the city with the installation of new signs and the replacement of existing ones, as needed.

Maintenance on tractors and mowers has commenced and this work will be ongoing. As previously reported, the city's bucket truck has been inoperable for several months. A truck was loaned out from Electric Light for a couple days last month, but the division is still seeking a replacement.

Work has begun on the concept plan for improvements to the Henry Law Park playground area. Terra Firma Landscape Architects of Portsmouth is meeting with City and Children's Museum staff to give feedback to the firm. A public comment session was held this month and the comments contributed from the public will be reviewed.

A leak developed in the under-the-sink hot water heater in the kitchenette on the top floor of the Public Library on Thursday, January 17th. The water heater was replaced on January 25 by F&G staff at a cost of \$228.

GENERAL UPDATES

The Fire Department flow tested all the Self Contained Breathing Apparatus. This life safety gear is crucial to firefight health and safety on the fire-ground. This is in conjunction with NFPA 1852 to annual flow test the apparatus.

The Fire Department had all its facilities inspected by a Bed Bug dog. Fire personnel are exposed routinely to bed bugs and have Standard Operating Guidelines to decontaminate prior to returning to the stations. All three stations were clean or negative of having bed bugs

The Bailiffs at the County Court House had a successful save with the Fire Department's Automatic External Defibrillator. The incident was a perfect example of the American Heart Association's Chain of Survival; early defibrillation and early Advance Life Support.

The city's art appraiser, Susan Forster, revisited the library on January 2 to check on a few items for further research. We've not yet received any report on her findings and the value of the library's Tredick collection.

The Director of Planning and Community Development completed an initial review of an application for the Baldrige Award, as part of work with the NH Quality Council. This review covered 7 areas of the Baldrige Performance Excellence Program.

The Library Director received a call from Ted Blank, a member of the NH Astronomical Society, who would like to donate a 2nd telescope to the library in memory of Joanne Dodge. Joanne was a long-time patron of the library and an astronomy lover. Mr. Blank noticed that we always had a waiting list for our existing telescope of between 15-20 families and thought a 2nd scope would be an excellent addition.

Five Dover school librarians met with library staff to discuss the joint selection of the best vendor for the new Dovernet Integrated Library System. Features, price, support structure and security were discussed thoroughly and ByWater Solutions was chosen as the preferred vendor. Although we will not receive funding for this project until the FY'14 budget passage, the vendor will work with us, without any payment nor a signed contract, to prepare our data for migration. We are looking at a mid- to late-August "go live" date for the new Dovernet ILS.

The Career Technical Center from Dover High School -Firefighter 1 and Emergency Medical Technician classes have continued with great success. These two classes are taught at the North End Liberty Station by fire department personnel daily. They took the Wildland Firefighter State Test and are awaiting results.

Health and Safety Council of Strafford County utilized the fire facility to host a regional POD meeting; Point of Distribution Program in case of a Health Emergency. Fire personnel demonstrated a small scale operation of this by doing flu shots in the schools this past fall.

CITY OUTREACH

The Department of Planning and Community Development continued to update its blog, face book page and twitter feed to communicate with the public. The Department of Planning and Community Development has 206 Facebook (City of Dover NH Planning) friends and 364 followers on Twitter @DoverNHPlanning).

During the month of January, thirty-two (32) Planning blog posts were drafted; highlights include looking at the upcoming zoning project, a discussion of mass transit, a recap of Planning Staffs trip to Enfield NH to review Dover's Form Based Code zoning, eight (8) entries related to Dover's sustainable land use ordinances, and the December City Manager's report. The blog has been relocated to <http://dovernhplanning.tumblr.com> and had over 130 page views in the month of December, 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 415 fans), as well as a Sustainable Dover facebook fan page (with 148 fans).

The Director of Planning and Community Development filmed a promotional video for Dover Download to air on Channel 22. The video high lit the current Gateway Zoning Project. A second video was completed previewing the January 22nd Planning Board meeting.

Planning staff attended the January 14th Chamber of Commerce Government Affairs meeting, a session of Open Mike, and presented to a class of AP Civics students at Dover High. The topic for all three meetings was the Gateway Zoning Project. These meetings were part of the City's commitment to reach out to underrepresented populations and to encourage participation in the project.

The Director of Planning and Community sent out 43 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
- 55 Washington Street
- 44 Arch Street
- Various properties owned by Robbins Auto Parts Realty
- 385 Sixth Street
- 387 Sixth Street
- Property on Watson Road
- Property on Hanson Street and Boyle Street
- Property on Boyle Street
- Property on Central Avenue at Court Street
- 11 Webb Place
- Property on Hanson and George Streets
- Property on Rutland St
- Liberty Mutual
- Restaurant owners in the downtown.

Property on Water Street
67 Watson Road

The Director of Planning and Community Development spoke to the City of Manchester's Joint Sustainability Committee, on January 9th. The topic for this presentation was a review of Dover's sustainable land use ordinances. Covered under this title was Dover's Transfer of Development Rights, Flexible Uses in the I-1 District, Form Based Code, Environmental Characteristics, Accessory Dwelling Units, Customary Home Occupation and Open Space Subdivision regulations. These are all sustainable in that among other things, they promote adaptive reuse and allow property owners flexibility in creating financial opportunities for use of their property.

The Director of Planning and Community Development and Assistant City Planner presented to the town of Enfield's Planning Board, on January 9. The topic was Dover's Form Based Code. The town of Enfield is looking to implement a similar ordinance in it, and planning staff were invited to give insight, share experiences, and offer advice on how to successfully implement this flexible zoning.

The 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 1200 customers. Library also re-tweets important notices posted by other community organizations. Library has 1217 subscribers to its e-newsletters, 880 Facebook fans, 321 Pinterest board followers, and 465 Twitter followers.

The Fire Department hosted the Children's Hospital at Dartmouth (CHaD) hockey meeting. One of Dover's members is a coordinator of this State wide fundraiser. He is coach and player.

The Deputy Chief covered 8 ten hour shifts in an attempt to manage overtime costs due to injured employees.

The Fire Chief, along with the Police Chief, met with the residents of Cocheco Park to hear the residents' concerns about the proposed Police Station locations and other public safety issues that are of concern to the residents. The meeting was attended by more than half the residents and a good dialog was started to address their concerns.

Fire Department personnel has communicated with the City Residents and media to assist with removal of snow from City hydrants. Fosters and the Union Leader were contacted to bring awareness to residents due to the recent snow fall. Shift members have put in countless hours with hydrant shoveling and with the assistance of Community Service hydrant access has been maintained.

ACKNOWLEDGEMENTS & EVENTS

The Friends of the Library renewed museum passes for the Peabody Essex Museum in Salem, MA (\$250), the Museum of Fine Arts in Boston (\$475), and agreed to spend up to \$1,000 to purchase 6 Kindles (and accessories) for the library. Staff will load them with suitable and popular e-content and these e-readers will be available for loan to patrons for a 3-week period.

Friends of the Library paid for museum pass renewals at the Peabody Essex Museum (\$250) and the Museum of Fine Arts (\$475).

PROFESSIONAL DEVELOPMENT

The Director of Planning and Community Development, and City Planner, attended a workshop on LEAN practices.

The Fire Department had two individuals attend a 40 hour Arson investigation course through the New England Fire Cause and Origin NEVCO with Dover Police Department. This was grant funded through the Police Department and provided the opportunity for the Detectives, Crime Scene Unit and Fire Team investigators to learn and build a relationship.

The Fire Department has completed the radiological monitor class. All four shifts completed this three hour refresher program in preparation for the city's host community drill in February. Members attend Federal Grant Classes at the NHFA on IAFF Safety and Survival. The class is reimbursable for members covering while members are at class.

The Fire Chief attended a seminar on Multi-Generational Employees and Building a Cohesive Workforce.

Capital Improvement Projects Update Community Services Department January 2013

TOLEND RECONSTRUCTION

- Current: The project has been awarded to American Excavating.
- Previous: The project is currently out to bid. Construction is slated to start in the spring.

TOLEND LANDFILL REMEDIATION

- Current: The landfill remediation system has been operational for nearly a year. The system startup and shakedown has gone well. The only issue that has presented a problem is iron precipitate clogging the force mains both on the landfill system as well as the sewer force main from the landfill to County Farm Cross Road. A regular schedule of force main cleaning will need to be implemented to keep the system operating smoothly.
- Previous: The elimination of the northern ditch was completed on schedule.

RE-ESTABLISHMENT OF WILLAND POND WELL

- Current: The public hearing was held at the Somersworth City Hall on the proposed new well at Willand Pond. A presentation by NHDES describing the Large Groundwater Withdrawal application and approval process was given by NHDES, which was followed by presentations from Dean Peschel on the project history and John Brooks from Emery and Garrett Groundwater who describe the technical aspects of the well development. City staff is developing a water system Conservation Plan that must be submitted to NHDES for review and approval prior to final approval of the new wells.
- Previous: NHDES will be holding a Public Hearing at the Somersworth City Hall on January 9th at 6 pm to discuss the City of Dover's Large Groundwater Withdrawal Permit application to withdraw more than 200 gallons per minute from a new well for public water supply. The well is located on land owned by the City of Dover located in Somersworth at Willand Pond. The Somersworth City Council requested that NHDES hold the hearing.

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:														
Paolini	Sheffield Dr	A	8	8	0		9/11/2012	Site	P12-19	K	38		G	0.88
Woodbury Mills	Dover St	A	42	0	42	10/26/2012	6/26/2012	Site	P12-07	27	20	10/26/2017	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	24	0	5/9/2012	10/25/2011	Site	P11-42	28	9-C	5/9/2017	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	95	240									15
Subdivisions:														
Child's Subdivision	Kings Highway	H	20	0	20		10/23/2012		P12-20	N	8A-1		H	7.4
Tidewater Farm	Winterberry Dr	H	7	6	1	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	4	5	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	6	10	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	19	53	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
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	7	3	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	14	4	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			329	186	143									128
TOTAL APPROVED UNITS			663	281	383									143
Elderly:														
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	48	31	17	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	57	54									
APPROVED + ELDERLY			775	338	437									143

* 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\2013\02 February Report\COPY of Subdivisions

Total Permits Issued: January 2013

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
12-421	90 TEMPLE ASSOC. LP	328	CENTRAL AVENUE	MINOR INT. REPAIRS /RENOV. TO AN AS C		2	14	4000	65
13-014	SEACOAST DERMATOLOGY	784	CENTRAL AVENUE	CONST./INSTALL LL SPA TREATMENT R C		29	23	30000	325
12-420	LOUCAS	38A	LITTLEWORTH ROAD	CONST. A STORAGE SHED	I	G	4G-1	12000	145
12-057	DYSINGER	345	WASHINGTON STREET	AN ACCESSORY DWELLING UNIT	R	32	15-13	22000	250
12-389	OAK BLUFF REALTY	3	MEADOW LANE	CONST. A SFD W/ATT. GARAGE	R	G	7G	210000	2125
12-399	HOLGATE LIMITED PARTNERS	217	WASHINGTON STREET	REPAIR/RENOV. A SFD	R	10	38	50000	525
12-401	LOCKER	306C	DOVER POINT ROAD	ADD. CONST./RENOV. OF ADD. & ATT. G R		L	11B	35000	375
12-415	WEETE	182	COUNTY FARM ROAD	FINISH SPACE ABOVE GARAGE FOR AD R		C	3	8000	105
12-417	TOLEND ROAD PROPERTIES	13	MELODY TERRACE	NEW CONST. SFD W/ATT. GARAGE	R	G	24J-2	145000	1475
12-419	CHASSE	27	SIXTH STREET	CONST./INSTALL TWO EGRESS BALCON R		30	90	2200	45
12-423	VOSE	34	NEW YORK STREET	RENOV./RECONST. A 2 FMLY DWLLNG R		27	41	255000	2575
12-428	HUML	199	MAST ROAD	INSTALL A KITCHEN TO CREATE AN AC R		I	20-J	0	25
12-431	COGAN	18	COBBLE HILL DRIVE	CONST. A SIDE DECK FOR DRIVEWAY A R		20	114-1	3400	65
12-432	SINGH	4	MIDDLEBROOK ROAD	RENOV./REMDL THE INT. OF A SFD R		17	134	21000	235
12-433	GORENSEN	42	MORRISON LANE	CONST./INSTALL A BTHRM IN A FINISH R		G	7-1-1	5000	75
12-434	GRAYSTONE BUILDERS, INC.	47	PICARD LANE	CONST. AN SFD W/ATT. GARAGE R		A	19-11	140000	1425
12-435	MEHR, BRIAN	68	BACK RIVER ROAD	CONST/INSTALL AN ACC. DWELLING U R		I	64	3000	55
12-436	BLANCHETTE	24-26	COURT STREET	RENOV./REMDL A TWO-FAMILY DWELL R		16	21	17000	195
12-437	PARSONS-COERDT	3	COUNTRY CLUB ESTATES	REPLACE/CONST. A FOUNDATION UND R		N	12H	20000	225
12-438	STRAUSS	15	NUTE ROAD	CONST./INSTALL A BSMNT BATHROOM R		L	8	6000	85
12-439	WATTERS	67	FIFTH STREET	REPAIR/RPLCE WATER DAMAGE W/IN A R		31	94	17400	205
12-440	COTE	133	SIXTH STREET	RENOV. OF A SFD & TO CONST. A 1 STO R		35	60-A	34000	365

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
12-441	ANDERSON	1	WHITTIER FALLS WAY	RENOV. & CONST. AN ADD. ON TO THE	R	E	67A	18000	205
13-003	TOLEND ROAD PROPERTIES, L	16	MELODY TERRACE	CONST. A SFD W/ATT. GARAGE	R	G	24J-4	134000	1365
13-006	FOURNIER	825	CENTRAL AVENUE	DEMOLISH A SFD	R	37	10	0	50
13-007	RAYNOR	14	COTTONWOOD DRIVE	RENOV./REMDL A KITCHEN	R	B	4-18	12000	145
13-008	YOUNG	18A	BELLAMY ROAD	CONST./INSTALL AN ISLAND, CABINET	R	14	4-A	1000	35
13-009	MIKE AND JENNIFER	145	SPUR ROAD	RENO./REMDL A SFD	R	L	39	144000	1465
13-015	ATKINS, JR.	13	BROWNING DRIVE	CONST./INSTALL AN ACCESS. DWELLIN	R	21	96	1000	35

Total Permits Issued: 29

Total Construction Value: \$1,350,000.00

Total Fees Collected: \$14,265.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	0	Change of Use	0
Commercial Renovations	2	Commercial	3
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	0
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	4	Single Family Dwellings	4
Renovations Dwelling Unit	21	Accessory Dwelling	3
Demo. of a Dwelling Unit	1		
Accessory Dwelling	3	Total	10

DAC	PO Date	PO No.	Vendor Name	Amount
City Finance Office	01/23/2013	201306796	SANTA BUCKLEY ENERGY	\$5,053.45
Community Services Department	01/29/2013	201306988	SHANNON CHEMICAL CORPORATION	\$5,124.00
City Finance Office	01/02/2013	201306017	PUBLIC SERVICE CO OF NH-CITY	\$5,281.51
Recreation	01/08/2013	201306213	KANSAS STATE BANK OF MANHATTAN	\$5,295.00
Fire and Rescue	01/02/2013	201306066	STATE OF NH-DOT	\$5,347.50
City Finance Office	01/22/2013	201306754	UNITIL NH	\$5,755.28
Community Services Department	01/08/2013	201306141	SIEMENS INDUSTRY, INC.	\$6,000.00
City Finance Office	01/02/2013	201306018	PUBLIC SERVICE CO OF NH-CITY	\$6,250.91
Fire and Rescue	01/22/2013	201306789	STATE OF NH-DOT	\$6,317.40
City Finance Office	01/16/2013	201306542	PUBLIC SERVICE CO OF NH-CITY	\$7,318.02
Community Services Department	01/15/2013	201306519	SUR CONSTRUCTION, INC.	\$7,428.00
Police	01/07/2013	201306101	STATE OF NH-DOT	\$7,947.50
City Finance Office	01/22/2013	201306753	PUBLIC SERVICE CO OF NH-CITY	\$8,414.69
Police	01/17/2013	201306635	STATE OF NH-DOT	\$8,649.01
Community Services Department	01/16/2013	201306536	NORTRAX EQUIPMENT COMPANY	\$9,028.68
Recreation	01/17/2013	201306640	A YANKEE LINE, INC.	\$9,036.00
Community Services Department	01/02/2013	201306033	STATE OF NH-DOT	\$9,520.95
City Finance Office	01/09/2013	201306414	BAYRING COMMUNICATIONS	\$9,713.80
City Finance Office	01/07/2013	201306102	PUBLIC SERVICE CO OF NH-CITY	\$11,471.31
Community Services Department	01/02/2013	201306016	AQUA SOLUTIONS, INC.	\$11,814.00
Executive	01/09/2013	201306271	DOVER MAIN STREET	\$12,000.00
Police	01/17/2013	201306643	KUSTOM SIGNALS, INC.	\$14,600.00
City Finance Office	01/02/2013	201306019	SANTA BUCKLEY ENERGY	\$14,983.57
City Finance Office	01/23/2013	201306847	PUBLIC SERVICE CO OF NH-CITY	\$16,935.69
Fire and Rescue	01/28/2013	201306919	MARTINEAU ELECTRIC, INC.	\$18,950.00
Community Services Department	01/23/2013	201306811	STATE OF NH-DOT	\$20,225.33
Executive	01/08/2013	201306215	NEW HAMPSHIRE MUNICIPAL ASSOCIATION	\$21,648.30
City Finance Office	01/23/2013	201306794	PUBLIC SERVICE CO OF NH-CITY	\$22,706.08
Executive	01/15/2013	201306532	CCMSI	\$24,085.08
Executive	01/30/2013	201307059	CCMSI	\$25,717.23
Fire and Rescue	01/28/2013	201306920	SOUTHWORTH-MILTON INC	\$26,987.95
Executive	01/17/2013	201306608	STATE OF NH-DEPT OF LABOR	\$29,604.09
City Finance Office	01/09/2013	201306272	PUBLIC SERVICE CO OF NH-CITY	\$31,699.46
Executive	01/08/2013	201306216	SHEEHAN, PHINNEY, BASS & GREEN	\$32,556.46
Executive	01/30/2013	201307061	SHEEHAN, PHINNEY, BASS & GREEN	\$33,271.84
Community Services Department	01/28/2013	201306965	CUES, INC.	\$55,559.00
Executive	01/08/2013	201306212	CCMSI	\$56,028.99
Police	01/24/2013	201306869	ROBERT H. IRWIN MOTORS, INC.	\$124,860.00

City of Dover

Bid Solicitation Report

For January 2013

2/4/2013

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	
Police				Digital Information Management Systems	
B12029	01/10/2013	02/11/2013			
Community Services				Calderwell Well Cleaning & Pump Repairs	
B13034	01/15/2013	02/11/2013			
Recreation				Youth Hockey Jerseys	
Q13-015	01/17/2013	02/05/2013			
Community Services				Demolition and Removal of Empty Garage at Glenn Hill Road	
B13035	01/23/2013	03/06/2013			

City of Dover

Bid Solicitation Report

For January 2013

2/4/2013

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	
Recreation				Arena Concession Food and Snacks	
B13036	01/29/2013	02/19/2013			
Community Services				Elevators/Chair Lift Inspections and Maintenance	
Q13-014	01/31/2013	02/20/2013			

Total for

Grand Total All Departments

City of Dover

Revenues of Major Funds

January 31, 2013

(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	\$ 66,315,793	\$ 928,464	\$ 34,433,297	52.0%	\$ 31,882,496	\$ -	\$ 31,882,496	(48.1)%
Licenses & Permits	4,220,905	400,788	2,679,927	63.0	1,540,978	-	1,540,978	36.5
Intergovernmental	1,981,930	114,245	1,847,912	93.0	134,018	-	134,018	6.8
Charges for Services	3,056,986	237,907	1,811,191	59.0	1,245,795	-	1,245,795	40.8
Miscellaneous Revenue	352,437	17,442	199,468	57.0	152,969	-	152,969	43.4
Education	12,515,976	2,514,853	6,980,396	56.0	5,535,580	(237)	5,535,817	44.2
Operating Transfers In	295,475	-	-	0.0	295,475	-	295,475	100.0
Sub-total : 1000 General Fund	\$ 88,739,502	\$ 4,213,699	\$ 47,952,191	54.0%	\$ 40,787,311	\$ (237)	\$ 40,787,548	46.0%
3213 Parking Activity Fund								
Parking Income	\$ 325,000	\$ 37,388	\$ 207,112	64.0%	\$ 117,888	\$ -	\$ 117,888	36.3%
Parking Fines	168,000	13,304	83,939	50.0	84,061	-	84,061	50.0
Sub-total : 3213 Parking Activity Fund	\$ 493,000	\$ 50,692	\$ 291,050	59.0%	\$ 201,950	\$ -	\$ 201,950	41.0%
3320 Residential Solid Waste								
Charges for Services	\$ 950,663	\$ 85,771	\$ 527,595	55.0%	\$ 423,068	\$ -	\$ 423,068	44.5%
Miscellaneous Revenue	0	259	549	0.0	(549)	-	(549)	0.0
Sub-total : 3320 Residential Solid Waste	\$ 950,663	\$ 86,030	\$ 528,144	56.0%	\$ 422,520	\$ -	\$ 422,520	44.4%
3381 McConnell Center								
Miscellaneous Revenue	\$ 603,726	\$ 53,668	\$ 365,936	61.0%	\$ 237,790	\$ -	\$ 237,790	39.4%
Operating Transfers In	221,479	17,243	135,265	61.0	86,214	-	86,214	38.9
Sub-total : 3381 McConnell Center	\$ 825,205	\$ 70,911	\$ 501,202	61.0%	\$ 324,003	\$ -	\$ 324,003	39.3%
5300 Water Fund								
Charges for Services	\$ 4,688,762	\$ 166,248	\$ 2,046,292	44.0%	\$ 2,642,470	\$ -	\$ 2,642,470	56.4%
Miscellaneous Revenue	21,000	4,730	48,667	232.0	(27,667)	-	(27,667)	(131.7)
Sub-total : 5300 Water Fund	\$ 4,709,762	\$ 170,978	\$ 2,094,959	44.0%	\$ 2,614,803	\$ -	\$ 2,614,803	55.5%
5320 Sewer Fund								
Intergovernmental	\$ 6,840	\$ -	\$ -	0.0%	\$ 6,840	\$ -	\$ 6,840	100.0%
Charges for Services	5,354,011	170,056	2,163,030	40.0	3,190,981	-	3,190,981	59.6
Miscellaneous Revenue	31,000	4,170	48,690	157.0	(17,690)	-	(17,690)	(57.1)
Other Financing Sources	4,362,476	-	-	0.0	4,362,476	-	4,362,476	100.0
Sub-total : 5320 Sewer Fund	\$ 9,754,327	\$ 174,226	\$ 2,211,720	23.0%	\$ 7,542,607	\$ -	\$ 7,542,607	77.3%
Total : REVENUES	\$ 105,472,459	\$ 4,766,534	\$ 53,579,265	51.0%	\$ 51,893,194	\$ (237)	\$ 51,893,431	49.2%

City of Dover

Expenditures of Major Funds

January 31, 2013

(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	\$ 75,431	\$ 265,580	58.0%	\$ 195,485	\$ 77,984	\$ 117,501	25.5%
Executive	787,229	77,491	499,952	64.0	287,277	164,389	122,888	15.6
Finance	1,587,765	123,899	926,060	58.0	661,705	433,837	227,867	14.4
Planning	463,527	40,558	275,632	59.0	187,895	125,788	62,107	13.4
Misc General Government	841,408	55,931	359,654	43.0	481,754	97,218	384,536	45.7
Police	6,918,903	635,450	4,155,862	60.0	2,763,041	1,698,099	1,064,942	15.4
Fire & Rescue	6,839,516	631,794	4,114,563	60.0	2,724,953	1,482,278	1,242,675	18.2
Community Service Public Works	5,397,091	510,085	2,596,009	48.0	2,801,082	962,050	1,839,032	34.1
Recreation	2,002,240	193,275	1,113,030	56.0	889,210	237,368	651,842	32.6
Public Library	1,056,273	86,909	616,665	58.0	439,608	303,628	135,980	12.9
Public Welfare	829,853	82,520	494,381	60.0	335,472	71,626	263,846	31.8
Debt Service	9,690,031	1,435,904	3,516,623	36.0	6,173,408	6,118,500	54,909	0.6
Other Financing Sources/Uses	2,122,757	575,000	575,000	27.0	1,547,757	-	1,547,757	72.9
School	42,264,590	2,976,072	18,944,344	45.0	23,320,246	20,529,349	2,790,897	6.6
Intergovernmental	7,521,254	-	7,521,254	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 88,783,502	\$ 7,500,319	\$ 45,974,608	51.8%	\$ 42,808,894	\$ 32,302,115	\$ 10,506,779	11.8%
3213 Parking Activity Fund								
Police	\$ 614,320	\$ 33,581	\$ 286,269	47.0%	\$ 328,051	\$ 162,774	\$ 165,278	26.9%
Sub-total : 3213 Parking Activity Fund	\$ 614,320	\$ 33,581	\$ 286,269	46.6%	\$ 328,051	\$ 162,774	\$ 165,278	26.9%
3320 Residential Solid Waste								
Community Service Public Works	\$ 950,663	\$ 72,264	\$ 424,295	45.0%	\$ 526,368	\$ 462,582	\$ 63,786	6.7%
Sub-total : 3320 Residential Solid Waste	\$ 950,663	\$ 72,264	\$ 424,295	44.6%	\$ 526,368	\$ 462,582	\$ 63,786	6.7%
3381 McConnell Center								
Recreation	\$ 825,205	\$ 28,954	\$ 261,149	32.0%	\$ 564,056	\$ 430,450	\$ 133,606	16.2%
Sub-total : 3381 McConnell Center	\$ 825,205	\$ 28,954	\$ 261,149	31.6%	\$ 564,056	\$ 430,450	\$ 133,606	16.2%
5300 Water Fund								
Community Service Public Works	\$ 4,733,097	\$ 793,340	\$ 2,703,386	57.0%	\$ 2,029,711	\$ 585,690	\$ 1,444,021	30.5%
Sub-total : 5300 Water Fund	\$ 4,733,097	\$ 793,340	\$ 2,703,386	57.1%	\$ 2,029,711	\$ 585,690	\$ 1,444,021	30.5%
5320 Sewer Fund								
Community Service Public Works	\$ 6,534,439	\$ 884,141	\$ 3,586,443	55.0%	\$ 2,947,997	\$ 824,474	\$ 2,123,522	32.5%
Sub-total : 5320 Sewer Fund	\$ 6,534,439	\$ 884,141	\$ 3,586,443	54.9%	\$ 2,947,997	\$ 824,474	\$ 2,123,522	32.5%
Total : EXPENDITURES	\$ 102,441,227	\$ 9,312,598	\$ 53,236,150	52.0%	\$ 49,205,077	\$ 34,768,085	\$ 14,436,991	14.1%

City of Dover

Arena - General Fund
Revenue & Expenditure Report
(Including Arena Debt Service attributed to the General Fund)
January 31, 2013

	<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	67,614	699,855	53.5	608,030	0	608,030	46.5
Expenditures	940,627	108,307	526,336	56.0	414,291	97,018	317,273	33.7
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	(40,693)	173,519	341.0	(122,636)	(97,018)	(25,618)	(50.3)



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 23, 2013**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Weston 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 Weston.

Vote: 9/0.

Deputy Mayor Carrier moved to add the Recreation Advisory Board Report; seconded by Councilor Hooper.

Vote: 9/0.

Councilor Cheney moved to add the Ordinance Codification and Verification Committee Report; seconded by Councilor Weston.

Vote: 9/0.

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

Vote: 9/0.

7. PUBLIC HEARINGS

A. CHAPTER 5: BOARDS, COMMISSIONS & COMMITTEES – PARKING COMMISSION SPONSORED BY MAYOR TREFETHEN BY REQUEST

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 23, 2013**
Meeting Time: **7:00 pm**

B. CHAPTER 131-18: OFFENSES - USE OF TOBACCO PRODUCTS IN HENRY LAW SKATE PARK, SCHOOL GROUNDS, AND ATHLETIC FIELDS SPONSORED BY MAYOR TREFETHEN BY REQUEST

Brian Eldridge, Chase Retrosi, and Abirami Ravichandran, Dover School Students and Youth to Youth Members: They spoke in favor of the Ordinance change. They had a handout for the Council and Powerpoint presentation.

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

C. FISCAL YEAR 2013 BUDGET AMENDMENT #1 – APPROPRIATION FOR TRANSFER TO CERTAIN CAPITAL RESERVE FUNDS (REQUIRES A 2/3 MAJORITY COUNCIL VOTE) SPONSORED BY COUNCILORS WESTON, SPULER, 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.

Human, 55 Union Street: He spoke about Deputy Mayor Carrier's and Councilor Weeden's Speak Out Session. He said more than half the people who attended spoke out against the parking garage and Police Department proposal for Orchard Street. He said the Council created the committee to oversee the Police Facility and he noted the differences with the creation of the North End Fire Station Committee. He talked about the media presentation being against the Council rules. He talked about the resolution for the used bucket truck, and asked why the lowest bid wasn't accepted.

Deborah Thibodeaux, 335 Middle Road: She spoke about the new Police Station and said it wasn't just a building that needs to be built and certain considerations have to be looked at. She said they needed more meetings, and believed there would be more meetings, to discuss what is needed for the new Police Station. She asked the Council allow the Police to have that conversation so the citizens understand it better. So hopes this will allow an easier transition than the building of the North End Fire Station.

Dee Sorbello, 60 Boxwood Lane: She spoke in favor of the resolution to accept Boxwood Lane as a City street.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 23, 2013**
Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing, which included an update on Economic Development and General Legal Counsel activities. He said he had a few items to bring to the Council's and public's attention. First, he reminded the Council that the City is in the process of completing a gateway rezoning study and urges participation for its success. He said the NH Housing Finance Authority awarded this grant to the City. He said there will be two brainstorming sessions on February 2nd and February 9th at 10:00 am in the McConnell Center, Room 306. He said there is a short online survey on the City's website. He said the City's newsletter has a new design, which is part of the ongoing effort to redesign the entire website. He said there is a vacancy on the Dover Housing Authority, which is his responsibility to fill. He is appointing Timothy Granfield, a resident of Dover.

Councilor Weeden spoke about his resolution for the Fourth Street Parking Ban not being on the agenda.

City Manager Joyal said it wasn't completed in time for the agenda.

Councilor Cheney referred to the water main break and asked if the water pressure problems have been resolved.

City Manager Joyal said there was a water main break, which was believed to be caused by the cold weather and ground movement.

Councilor Hooper asked about the Citizen's forum comment regarding the bidding process on the bucket truck.

City Manager Joyal explained why the City is recommending the middle bid for the bucket. He said the price difference was \$7,000-\$8,000, 2011 instead of a 2007, and mileage of 2,500 instead of 70,000, and has a 3 year warranty. He said the recommended truck has the same boom as the current truck the City has, and comes with a 1 year warranty.

Councilor Hooper made the point that the City's staff always has good reasons for not always accepting the lowest bid.

Councilor Crago asked about the media presentation and it being against Council Rules.

City Manager Joyal said the Youth-to-Youth is a City sponsor, and its advisory is a City employee, so it didn't apply.

Councilor Weeden said the rule is that the presentation would be brought to a Councilor and they would decide if it should be brought forward to the Council during a workshop session.

Deputy Mayor Carrier moved to accept the City Manager's Report; seconded by Councilor Spuler. Mayor Trefethen said the approval of the City Manager's Report also included the acceptance of the appointment of Timothy Granfield to the Dover Housing Authority.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 23, 2013**
Meeting Time: **7:00 pm**

10. APPROVAL OF MINUTES

- A. January 2, 2013 – Workshop Session**
- B. January 9, 2013 – Regular Meeting**

Deputy Mayor Carrier moved to accept the minutes; seconded by Councilor Garrison.
Deputy Mayor Carrier moved to substitute as a whole the January 9, 2013 minutes; seconded by Councilor Spuler.

Vote: 9/0.

Mayor Trefethen asked for a vote on accepting the minutes.

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Trefethen attended the Children's Museum where they accepted the 100 Best Communities for Youth award. He spoke about the appointments to the Police Facility Building Committee, which was at his discretion. He appointed as citizen representatives: Jack Buckley, David Hanna. He appointed as Police Department employee representatives: Sargeant Mark Collopy and Officer Sean Mask. He appointed Deputy Mayor Carrier as Council liaison and as the Committee's chairperson. He said the Police Chief and Planning Director are also members of the Committee. Councilor Crago referred to the Citizen's Forum comments, and asked the Mayor how he felt about adding two more citizen's to the Committee.

Mayor Trefethen said he was ambivalent about it. He felt there was an area of expertise that was needed.

Councilor Garrison said any person can participate and attend the meetings. He asked if all seven members were voting members.

Mayor Trefethen said that they were all voting members.

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

Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 5: BOARDS, COMMISSIONS & COMMITTEES – PARKING COMMISSION

SPONSORED BY MAYOR TREFETHEN BY REQUEST

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

Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 23, 2013**
Meeting Time: **7:00 pm**

2. CHAPTER 131-18: OFFENSES - USE OF TOBACCO PRODUCTS IN HENRY LAW SKATE PARK, SCHOOL GROUNDS, AND ATHLETIC FIELDS SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Crago. Councilor Weeden said he felt it was confusing to have some parts of the park non-smoking and some parts where it is allowed. He moved to amend the ordinance to ban smoking from the entire park.

Mayor Trefethen asked if the Council could make this change without another public hearing.

General Legal Counselor Krans said the Council was allowed to make a minor change, and it was also up to them to decide if this was a minor or major change.

Mayor Trefethen asked if there was a second to the motion.

There was no second to the motion.

Deputy Mayor Carrier asked about enforcement.

City Manager Joyal said there will be signs so that it will be enforceable.

Police Chief Colarusso said there will be signs and enforced by the police similar to school grounds.

Councilor Hooper asked Police Chief Colarusso if he felt the ban should include the entire park.

Police Chief Colarusso said the Youth-to-Youth group thought it through and this resolution actually makes a lot of sense.

Roll Call Vote: 9/0.

B. ORDINANCES IN THE 3rd READING – None

C. RESOLUTIONS

1. FISCAL YEAR 2013 BUDGET AMENDMENT #1 – APPROPRIATION FOR TRANSFER TO CERTAIN CAPITAL RESERVE FUNDS (REQUIRES A 2/3 MAJORITY COUNCIL VOTE) SPONSORED BY COUNCILORS WESTON, SPULER, AND WEEDEN

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

Councilor Weston gave an overview of the resolution to the Council.

Councilor Garrison said the Dickinson funds should be used for the Waterfront area, and the School Board should be supported by the Council supporting their budget. He said he would not support this resolution.

Councilor Cheney spoke about using the money for projects affected by the waterfront development project. She asked Councilor Crago about the Save the Bridge resolution that was tabled.

Councilor Crago said he had mixed emotions with this resolution, but felt it was a justified gesture to the school. He said he also had mixed emotions about the Save the Bridge resolution that was tabled because the City has been overcome by events. He said his biggest concern is the crosswalk safety issue, and asked the City Manager if the City had the funds to fix this problem.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
 Meeting Location: **Council Chambers, City Hall**
 Meeting Date: **Wednesday, January 23, 2013**
 Meeting Time: **7:00 pm**

City Manager Joyal said the Council appropriated sufficient funds to address the crosswalk safety issues. He said a local civil engineer has donated his services to design some improvements. He doesn't know the cost for the work on the crosswalks, but felt it should be covered by the Streets Improvement line item. He said they didn't have the funds for traffic lights, but he didn't believe that was going to be needed. Councilor Crago said he felt the Council was trying to do too many things with the Dickinson revenue. He discussed his conversation with the City Manager regarding using the excess surplus funds towards these reserve funds. He said he will support this resolution as a gesture to help get these funds started. Councilor Weston discussed the Save the Bridge Committee and the email from Ray Bardwell. She said it was her impression that the project was dead. So the money is available to spend on these reserves and felt they should support the schools. Councilor Cheney said she has not heard that the Save the Bridge Committee has disbanded. She did support the concept of reserve funding. Mayor Trefethen said he didn't support this resolution, because he felt this money should be saved for when the waterfront development is completed and used to unexpected problems that need to be addressed. He said this could be tabled for a third reading, so they can attend the Joint Fiscal Committee meeting and make a decision from what they learned from those discussions. Roll Call Vote: 5/4; Failed. Mayor Trefethen, Deputy Mayor Carrier, Councilors Garrison and Hooper were opposed.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **PARADE – ROCHESTER RUNNERS CLUB**
2. **RESOLUTION: B13028 PURCHASE OF USED BUCKET TRUCK**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
3. **RESOLUTION: PURCHASE OF GENERATOR FOR SOUTH END FIRE STATION**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
4. **RESOLUTION: PURCHASE OF FIVE 2013 FORD POLICE INTERCEPTORS**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

COMMITTEE REPORTS

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 23, 2013**
Meeting Time: **7:00 pm**

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

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

Councilor Hooper asked to pull the School Board Report.

Councilor Garrison asked to pull the Legislative Liaison Report.

Councilor Cheney asked to pull the Ordinance Codification and Verification Committee Report.

Deputy Mayor Carrier asked to pull the Appointments Committee Report and Recreation Advisory Board Report.

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

Roll Call Vote: 8/0. Councilor Crago was absent from Council Chambers.

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

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

Vote: 9/0.

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

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

Vote: 9/0.

Deputy Mayor Carrier gave an overview of the Appointments Committee Report to the Council, which included the following recommendations for appointments:

New Appointments:

- Rich Thorpe – Recreation Advisory Board
- Kristen Murphy – Open Lands Committee
- Michele Alexander – Energy Commission
- Jamie Clavet – Arts Commission

Appointments to an additional 3 year terms:

- Ronald Huml – Arena Commission
- Larry Raiche – Arena Commission
- Timothy Dargan – Dover Business and Industrial Development Authority
- Peter Hamblett - Dover Business and Industrial Development Authority
- Phil Rinaldi - Dover Business and Industrial Development Authority
- Richard Johnson – Recreation Advisory Board
- Kathleen Morrison – Recreation Advisory Board
- Sam Reid – Zoning Board of Adjustment

Change of standing for Chris Prior from alternate member to regular member on the Zoning Board of Adjustments.

Deputy Mayor Carrier moved to accept the Appointments Committee Report and recommended appointments; seconded by Councilor Weston.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 23, 2013**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier listed the openings on the various Boards and Commissions, and asked people to apply.
Councilor Crago recommended that openings be posted to the Dover Download and Channel 22.

Deputy Mayor Carrier gave an overview of the Recreation Advisory Board Report to the Council. Deputy Mayor Carrier moved to accept the Recreation Advisory Board Report, seconded by Councilor Crago.
Vote: 9/0.

Councilor Cheney gave an overview of the Ordinance Codification and Verification Committee Report to the Council.
Deputy Mayor Carrier moved to accept the Ordinance Codification and Verification Committee; seconded by Councilor Crago.
Vote: 9/0.

Deputy Mayor Carrier moved to suspend the rules and move Item 13.B.4. to this point of the Agenda; seconded by Councilor Weeden.
Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of 13.B.4.; seconded by Councilor Weston.
Mayor Trefethen gave an overview of the resolution to the Council.
Roll Call Vote: 9/0.

B. RESOLUTIONS

1. SUPPORT FOR JENNY THOMPSON AQUATIC CENTER PUBLIC/PRIVATE PARTNERSHIP PROJECT SPONSORED BY COUNCILOR WESTON AND COUNCILOR CRAGO

Councilor Crago moved for its adoption; seconded by Councilor Weston.
Councilor Crago gave an overview of the resolution to the Council.
Councilor Cheney discussed that she didn't want the taxpayers support a private organization.
Councilor Weston addressed Councilor Cheney's concerns. She said this resolution is just giving Seacoast Swim the ability to start fundraising. She said the notion that the City is giving away property and taxpayers' dollars is incorrect.
City Manager Joyal said this was an opportunity for the City to work with an existing well established non-profit organization. They are considering of building a better aquatic center for the City of Dover. He said there are many steps that need to be worked out, but is somewhat exciting. He urges caution and due diligence.
Councilor Cheney said she will not support taking away the public pools.
Councilor Weeden moved to table the resolution; seconded by Councilor Cheney.
Vote: 2/7; Failed. Councilors Cheney and Weeden voted in favor.
Councilor Weeden said he will be voting no on this resolution.
Deputy Mayor Carrier said he supports this resolution. He said Councilor Cheney's concerns could occur, but the Council will protect the City and not going any further.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 23, 2013**
Meeting Time: **7:00 pm**

Councilor Weeden said he will abstain from voting until he has further information. He was not present for the workshop on this proposal.

Roll Call Vote: 7/1. Councilor Cheney was opposed. Councilor Weeden abstained from the vote.

2. B13031 TOLEND ROAD RECONSTRUCTION SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Garrison. City Manager Joyal gave an overview of the project to the Council. He said the construction will take at least one season, but will more than likely continue into two. Roll Call Vote: 9/0.

3. SANI-SPORT NEW ENGLAND LEASE SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Spuler. Vote: 9/0.

4. ACCEPTANCE OF BOXWOOD LANE AS A PUBLIC WAY SPONSORED BY MAYOR TREFETHEN BY REQUEST

Moved on Agenda to before 13.B.

C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE – None

15. COUNCIL MATTERS OF INTEREST

Councilor Garrison informed the Council that he volunteered to be the Council liaison for the School District's Safety Review Committee.

Deputy Mayor Carrier spoke about the Speak Out Session held on Monday night. He said it went well.

16. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn; seconded by Councilor Weston. Vote: 8/0. Councilor Weeden was absent from Council Chambers.



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: Stimilon International, LLC

Federal Tax ID number for Organization:

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

Contact Person: David Olcott/PJ Boudreau Day Time Telephone: (603) 669-7810 (603) 798-3408

Address: PO Box 943, Clinton (T 06413) Email Address: Davidolcott@gmail.com

Purpose of Permit: Block Party

Date of Event: Feb 9-10, 2013 Specific Time: 8am - 7pm

Location of Event: Willard Pond

(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: 1/30/13

Licensing Board approval [Signature] Date: 2/5/13 Revised 03/17/08

OK - by TIARR - MM



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: GREATER DOVER CHAMBER OF COMMERCE

Federal Tax ID number for Organization: 02-0127246

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

Contact Person: MICHAEL MENERS Day Time Telephone: (603) 742-2218

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

Purpose of Permit: APPLE HARVEST DAY 2013

Date of Event: SAT, OCT 5TH, 2013 Specific Time: 9:00am-4:00pm (ROAD CLOSURES FROM 6:30am-5:00pm)

Location of Event: (SEE ATTACHED MAP)

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

Amount of Donation: Date of Drawing: Specific Time:

Place of Drawing:

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

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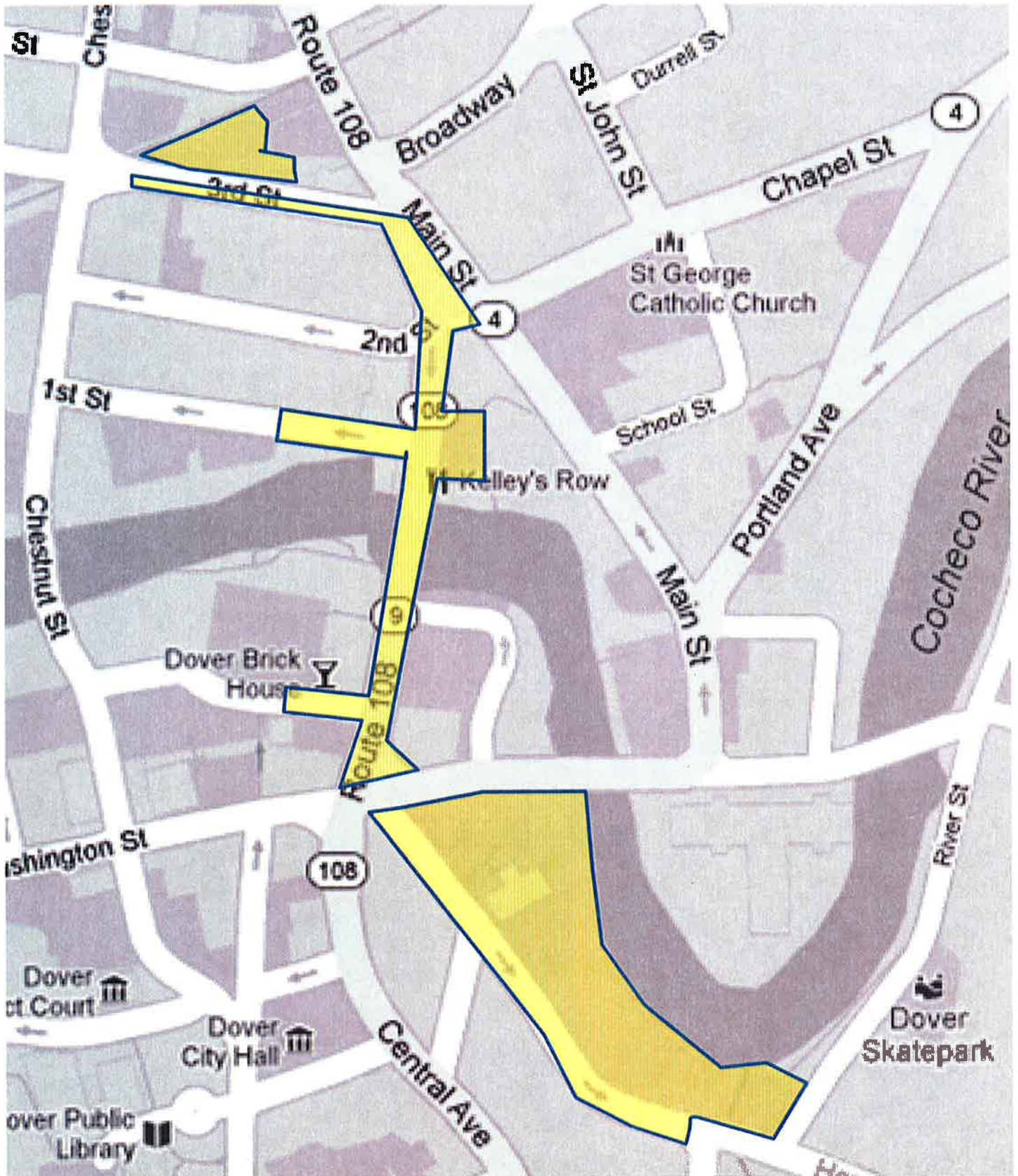
Signature: [Handwritten Signature] Date: 1/29/13

Licensing Board approval [Signature] Date: 2/6/13 Revised 03/17/08

Traffic Bureau OK (MIS) 2/6/2012 okay - [Signature]



Proposed 2013 Apple Harvest Day Festival Boundaries





CITY OF DOVER
13 FEB -6 PM 2:52

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: GREATER DOVER CHAMBER OF COMMERCE

Federal Tax ID number for Organization: 02-0127246

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

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

Address: 550 CENTRAL AVE. Email Address MICHAEL@DOVERN.H.ORG

Purpose of Permit: PRIZE WHEEL AT APPLE HARVEST DAY 2013

Date of Event: SAT, OCT 5, 2013 Specific Time: 9:00AM - 4:00PM

Location of Event: CHAMBER INFO BOOTH ON CENTRAL AVE.

(Raffle Permit only)

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

Amount of Donation: \$1 Date of Drawing: SAT, OCT 5, 2013 Specific Time: 9AM - 4PM

Place of Drawing: CHAMBER INFO BOOTH ON CENTRAL AVE.

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

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

Signature: [Signature] Date: 1/29/13

Licensing Board approval [Signature] Date: 2/5/13
Revised 03/17/08

All set with Charitable Trusts
DC



Road Race

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: GREATER DOVER CHAMBER OF COMMERCE

Federal Tax ID number for Organization: 02-0127246

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

Contact Person: MICHAEL MENNERS Day Time Telephone: (603) 742-2218

Address: 550 CENTRAL AVENUE Email Address MICHAEL@DOVERN.H.ORG

Purpose of Permit: APPLE HARVEST DAY 2013 5K ROAD RACE

Date of Event: SAT, OCT 5, 2013 Specific Time: 8:30am - 9:30am

Location of Event: (SEE ATTACHED MAP)

Prize (s) To Be Awarded:

Amount of Donation: Date of Drawing: Specific Time:

Place of Drawing:

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

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Signature: [Signature] Date: 1/29/13

Licensing Board approval [Signature] Date: 2/6/13 Revised 03/17/08

Traffic Bureau OK 2/6/2012 (MRS) day 26

Apple Harvest Day 5k Run/Walk

DOVER, NH

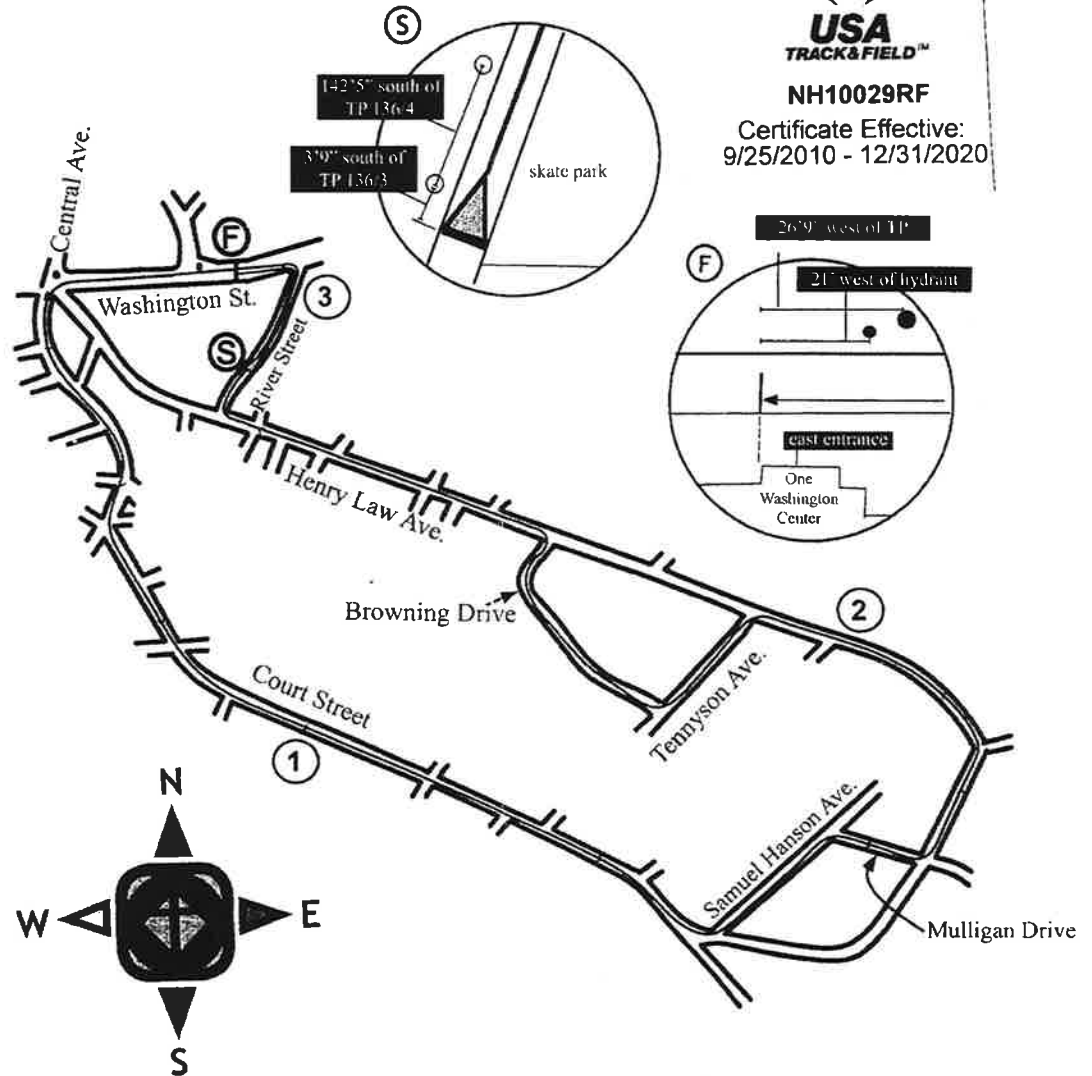
Start: The race starts by heading north on River Street in Dover, NH. The start line is located 3 feet 9 inches south of telephone pole 136/3 and 142 feet 5 inches south of telephone pole 136/4. The starting line is marked by a dark letter 'S' and an arrow pointing north with a red line marking the start. Three P-K nails were hammered into the start line.

Mile One: is located on Court Street and is 73 feet 6 inches southeast of telephone pole 142/16 and 36 feet 6 inches northwest of telephone pole 142/15. Mile one is marked in red paint with the number 1M.

Mile Two: is located on Henry Law Avenue and is 157 feet southeast of telephone pole 166/38/138/38 and 84 feet 5 inches northwest of telephone pole 133/40. Mile two is marked in red paint with the number 2M.

Mile Three: is located on River Street and is 15 feet 10 inches south of telephone pole 136/6 and 125 feet 10 inches north of telephone pole 1_6 (numbers have fallen off). Mile three is marked in red paint with the number 3M.

Finish: is located on Washington Street in front of One Washington Center. The Finish Line is set as if a continuous line were drawn starting with the northmost side of the eastern entrance 'tower' (see picture). It is also located 21 feet west of fire hydrant #2846 and 26'9" west of telephone pole 4/11 on the north side of street. The finish line is marked with the letter "F" with an arrow pointing west and a red painted line. The line has three P-K nails embedded into the pavement.



Certified Course



NH10029RF

Certificate Effective:
9/25/2010 - 12/31/2020

Measured by Dave Abbett [dave.abbett@gmail.com] on September 25, 2010



CITY OF DOVER
13 JAN 17 AM 9:05

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Baby Rachel's Legacy

Federal Tax ID number for Organization: 46-2470352

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

Contact Person: Vanessa Trejo Day Time Telephone: 978.394.3232

Address: 2 Wallingford Street Email Address: Vanessatrejo@comcast.net
Dover NH 03820

Purpose of Permit: 5K Road Race

Date of Event: July 6, 2013 Specific Time: 8:30 am

Location of Event: Henry Law Park

(Raffle Permit only)

Prize (s) To Be Awarded: _____

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

Place of Drawing: _____

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

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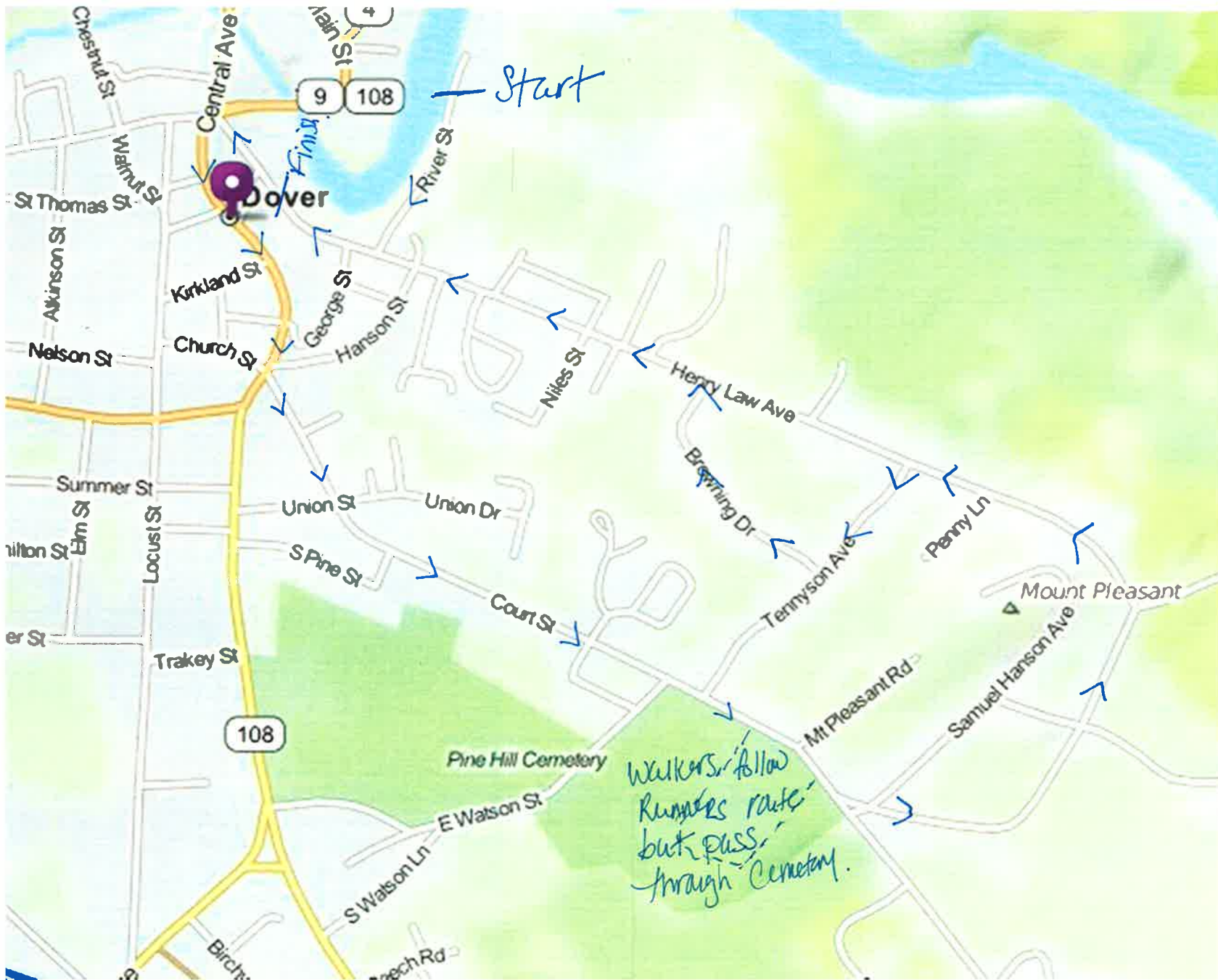
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.
I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: W Trejo Date: Jan 16, 2013

Licensing Board approval (Signature) Date: 1/22/13
Revised 03/17/08

01/21/13
Traffic Bureau
OK (MES)
All set with
Charitable Trusts
Z

3rd Annual Baby Rachel's Legacy 5K Walk/Run (Same route as previous 2 years)



Walkers follow Runners route but pass through Cemetery.



CITY OF DOVER
13 JAN -2 AM 11:47

APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

RAFFLE*.....TAG*.....^{Road Race}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: 02-0342967
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: LISE Study Day Time Telephone: 603-742-3299

Address: 222 Central Ave Dover NH Email Address: LSTUDY@STMaryAcademy.org

Purpose of Permit: Road Race SMA 5K Sprint for Scholars

Date of Event: Saturday, April 13, 2013 Specific Time: 9:00 AM Race Start

Location of Event: ST. Mary Academy 222 Central Ave Dover, NH 03820

(Raffle Permit only)

Prize (s) To Be Awarded: _____

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

Place of Drawing: _____

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

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Signature: Lise Study Date: 1/2/12

Licensing Board approval [Signature] Date: 2/4/13
Revised 03/17/08

Traffic Bureau Memo attached.
MES
All set.
DC



DOVER POLICE DEPARTMENT

Dover, New Hampshire
Memorandum

TO: Chief Anthony F. Colarusso, Jr. - GK (APC)

FROM: Sgt. Marn Speidel, Traffic Bureau

RE: Saint Mary Academy 5K Road Race

DATE: February 4, 2013

Saint Mary Academy is organizing its “SMA 5K Sprint for Scholars” as a community event and fundraiser in connection with part of its 100 year anniversary celebration. It is expected to be a one-time event, not an annual occurrence. I have been working for the past few months with its representative to review several proposed 5K courses. One of their goals is to start and end the race in the vicinity of the school.

The event date is **Saturday, April 13, 2013**. Start time is 9:00 AM.

Traffic disruptions resulting from the selected course will be somewhat significant. They include:

- Closure of Central Avenue southbound between City Hall and Silver Street (10 minutes)
- Closure of Locust Street between Silver and Kirkland Streets (40-50 minutes)
- *Closure of some side streets adjacent to the school – Church, Academy, and Angle Streets (50-60 minutes)
- Temporary parking restriction on the west side of Central Avenue from Silver Street to CARE Pharmacy
- Brief traffic disruptions on other side streets, including Rutland, Fisher, Belknap, and Atkinson Streets.

The police department will provide a large supply of traffic cones, barricades, road closed and detour signs to help motorists navigate the area. Traffic volunteers

(provided by the race committee) will be posted at several locations as determined by the event organizers and the police department.

The police department will assign and be reimbursed for the cost of six (6) police officers to cover traffic control responsibilities, in addition to the services of two (2) additional officers briefly deployed from the on-duty patrol shift. Officers will be located at all signalized intersections and other key conflict points along the route. St. Mary Academy representatives are aware of the reimbursement costs associated with the police detail.

I have already notified representatives of the three churches in the vicinity (First Parish Church, St. Joseph's Church, and the Greek Orthodox Church) to ensure that they account for the potential traffic and parking disruptions in their event scheduling for that date.

St. Mary's Academy 5k Road Race

Dover, NH

Start: is located on Church Street heading W, 29 ft. 5 in. W of telephone pole 2 and 94 ft. 3 in. E of telephone pole 46/1/40/11B. It is marked in white painted "S" with an arrow pointed west and 3 P-K nails embedded into the pavement.

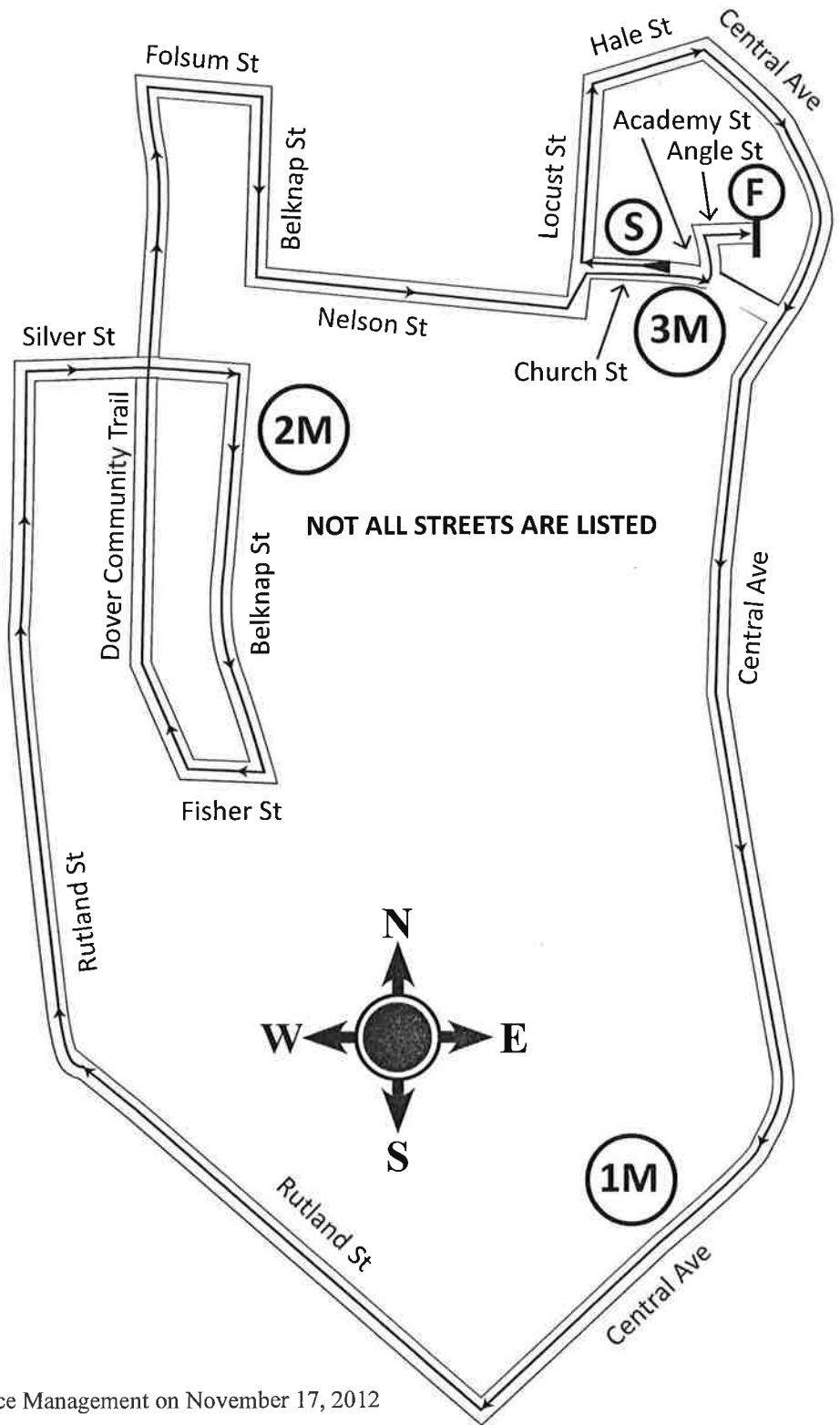
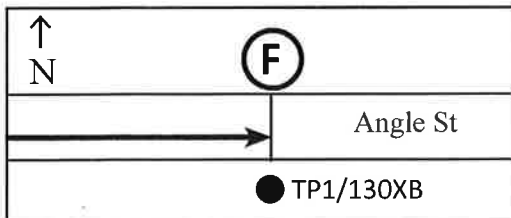
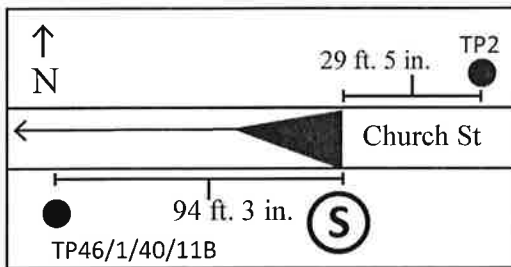
Mile 1: is located on Central Ave. just S of Silver St., heading SW, 105 ft. 8 in. NE of TP7A and 41 ft. 10 in. SW of TP941/5/25.

Mile 2: is on Belknap Street heading S, 37 ft. 7 in. S of TP34/2 and 64 ft. 4 in. N of TP16.

Mile 3: is on Church St. heading E, 15 ft. 2 in. W of TP2 and 109 ft. 8 in. E of TP46/1/40/11B.

Finish: is located on Angle St. heading E, at TP1/130XB. It is marked in white painted "F" with an arrow pointed E and 3 P-K nails embedded into the pavement.

All mile markers are painted in white.



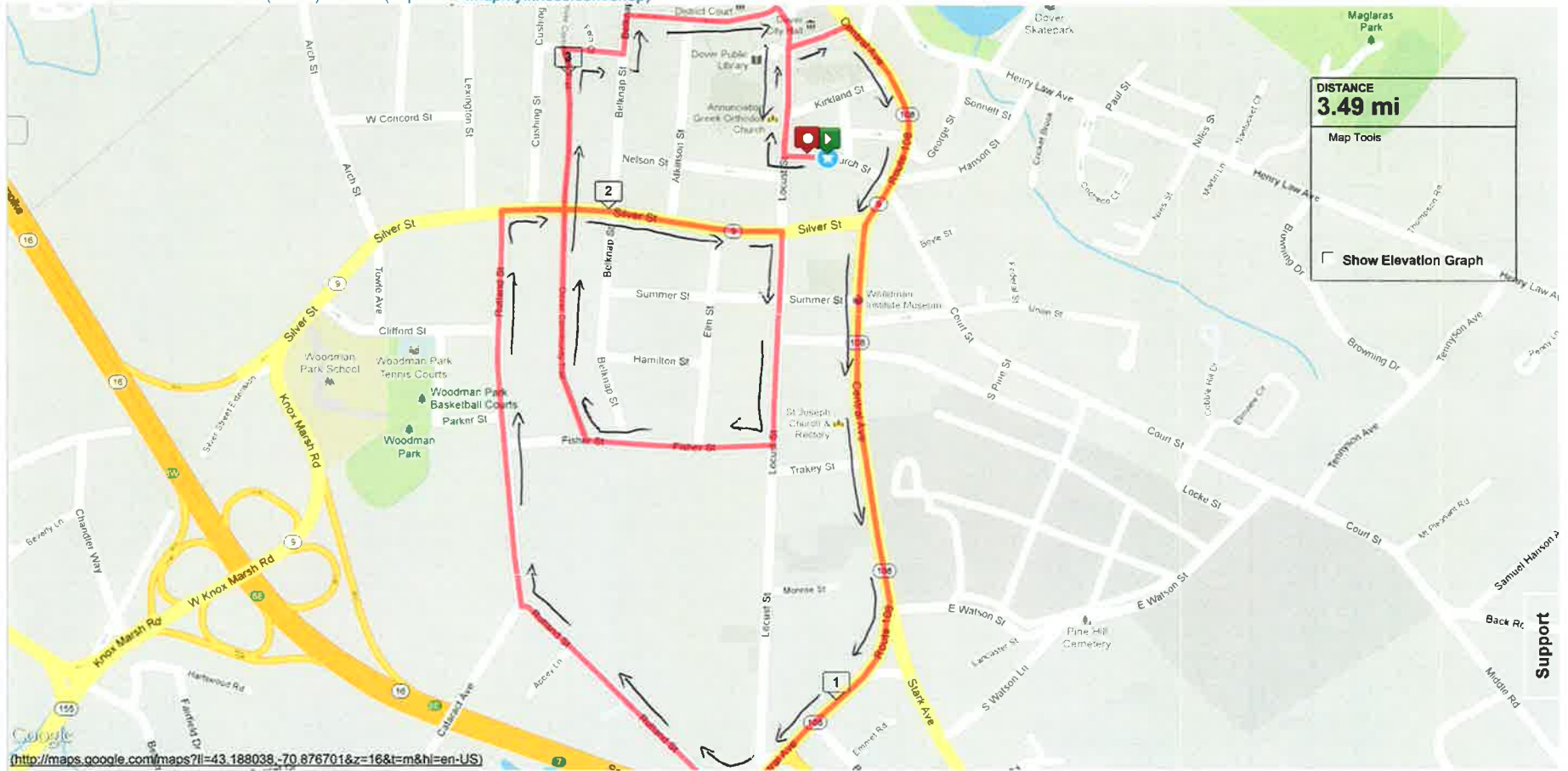
AdChoices

Open a Vanguard IRA with at-cost funds.

See how we're different.

Get started

Home (/) [Maps \(/maps/\)](#) [Train \(/train/\)](#) [Community \(/community/\)](#)
[Tools \(/tools/\)](#) [Store \(http://www.mapmyfitness.com/shop\)](#)



St. Mary's 5K
Map & Directions

Elevation Show elevation with grades

Directions / Notes

- 0 mi [Head west on Church St toward Locust St](#)
- 0.05 mi [Turn right onto Locust St](#)
- 0.16 mi [Turn right onto Hale St](#)
- 0.2 mi [Head east on Hale St toward Central Ave/Route 108 N](#)
- 0.23 mi [Turn right onto Central Ave/Route 108 S](#)
- 0.3 mi [Head southeast on Central Ave/Route 108 S toward Angle St](#)
- 1.01 mi [Head southwest on Central Ave/Route 108 S toward Birchwood Pl](#)
- 1.15 mi [Turn right onto Rutland St](#)
- 1.39 mi [Head northwest on Rutland St toward Cataract Ave](#)
- 1.47 mi [Turn right to stay on Rutland St](#)
- 1.89 mi [Head east on Silver St toward Cushing St](#)
- 2.18 mi [Turn right onto Locust St Destination will be on the right](#)
- 2.19 mi [Head south on Locust St toward Summer St](#)
- 2.41 mi [Turn right onto Fisher St Destination will be on the right](#)
- 2.42 mi [Head west on Fisher St toward Elm St](#)
- 2.61 mi [Turn right onto Dover Community Trail](#)
- 2.66 mi [Head north on Dover Community Trail](#)
- 2.85 mi [Take the pedestrian tunnel Destination will be on the left](#)
- 3.01 mi [Head north toward Folsom St](#)
- 3.03 mi [Turn right onto Folsom St](#)
- 3.1 mi [Turn left onto Belknap St](#)
- 3.1 mi [Head north on Belknap St toward St Thomas St](#)
- 3.14 mi [Turn right onto St Thomas St](#)
- 3.21 mi [Head east on St Thomas St toward Chestnut St Destination will be on the right](#)
- 3.3 mi [Head northeast on St Thomas St toward Chestnut St](#)
- 3.3 mi [Turn right onto Chestnut St](#)
- 3.33 mi [Continue onto Locust St](#)
- 3.4 mi [Head south on Locust St toward Kirkland St Destination will be on the right](#)
- 3.42 mi [Head south on Locust St toward Church St](#)
- 3.46 mi [Turn left onto Church St Destination will be on the right](#)
- 3.49 mi [Destination](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2013.01.17 – 12**
Resolution Re: **Waterfront Land Disposition Agreement Amendment #1**

WHEREAS: The City of Dover, the Dover Housing Authority (DHA) and Dickinson Development Corp (“DDC”) entered into a Land Disposition Agreement (LDA) on May 22 and 26, 2009 to facilitate the development of the River Street waterfront parcel; and

WHEREAS: Changing financial markets, uncertain economic conditions and the scale of the project necessitating sizeable upfront investments have limited the ability to finance the entirety of the waterfront development project to date; and,

WHEREAS: The Cocheco Waterfront Development Advisory Committee (CWDAC), the DHA, DDC and the Mayor and City Council all have indicated continuing support for the successful completion of the waterfront development project consistent with the community’s long standing vision and goals; and


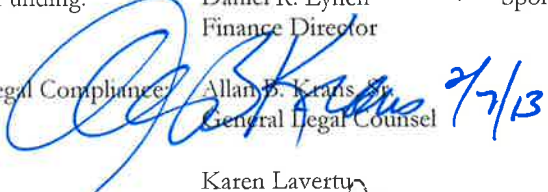

WHEREAS: DDC has proposed, CWDAC has recommended and DHA has unanimously approved an amendment to the (LDA) that will, in part, provide for an initial \$25,000 payment and release of a \$100,000 deposit to the City in return for a time extension to secure financing of the project; and

WHEREAS: The Mayor and City Council, in fulfilling their stated goal of supporting the successful completion of the waterfront project, wish to do so in a responsible and deliberate manner that ensures the best opportunity for securing private financing in the near term while providing inducement for timely completion of permitting and start of construction;

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

An amendment to the Land Disposition Agreement providing for both a \$25,000 non-refundable payment and the release of the \$100,000 deposit held in escrow to the City of Dover by Dickinson Development Corp is supported in consideration for allowing not more than a fifteen (15) month financing period followed by up to a subsequent twenty four (24) month permitting period during which a \$10,000/month non-refundable payment to the City Dover creditable to the final purchase price shall be made until closing and start of construction occurs. The City Manager is authorized to sign an amendment to the Land Disposition Agreement incorporating the provisions above.

AUTHORIZATION

Approved as to Funding:	 Daniel R. Lynch Finance Director	Sponsored by:	Councilor Michael Crago Councilor Ed Spuler Councilor Karen Weston
Approved for Legal Compliance:	 Allan B. Krans General Legal Counsel		
Recorded by:	Karen Laverty City Clerk 		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2013.01.17 – 12**
Resolution Re: **Waterfront Land Disposition Agreement Amendment #1**

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2013.01.17 – 12**

Resolution Re: **Waterfront Land Disposition Agreement Amendment
#1**

RESOLUTION BACKGROUND MATERIAL

The comprehensive development of the Cocheco waterfront along River Street to include public parks, streets and infrastructure along with mixed commercial and residential uses has long been a goal of the City of Dover. Significant efforts have been made by many citizens and community groups to craft a vision and specify requirements for the project. A lengthy process for identifying and securing a responsive and capable developer was undertaken and resulted in the signing of a Land Disposition Agreement with Dickinson Development Corp.

Given the significant changes in financial markets and the impact of a major recession over the past few years combined with a continuing need to secure significant upfront financial investment for completing the scale of the waterfront project as planned, a request to amend the Land Development Agreement to allow for up to a 15 month financing period followed immediately by up to a 24 month permitting period has been requested by Dickinson Development Corporation. In consideration for granting this extension, an initial non-refundable payment of \$25,000 and the release of the \$100,000 deposit held in escrow to the City of Dover by Dickinson Development Corp has been proposed along with a further requirement for a \$10,000/month non-refundable payment creditable to the final purchase price to be made during the permitting period until closing and start of construction occurs.

The Mayor and City Council, in fulfilling their stated goal of supporting the successful completion of the waterfront project, are supportive of amending the Land Disposition Agreement in a responsible and deliberate manner that ensures the best opportunity for securing private financing in the near term while providing inducement for timely completion of permitting and start of construction.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item #: 13.B.2.

Resolution Number: **R – 2013.02.13 - 13**
Resolution Re: Direction on Pedestrian Bridge

- WHEREAS: The City of Dover owns a covered bridge, commonly referred to as the “pedestrian bridge” which was removed for the construction of the Mary and Tommy Makem vehicular bridge; and
- WHEREAS: A citizen group (“Save Our Bridge” committee) was formed to solicit and organize voluntary donations of goods and in-kind services necessary to relocate the pedestrian bridge here in Dover; and
- WHEREAS: Ray Bardwell, on behalf of the committee, recently reported to the City Council on the status of efforts to obtain donations of goods and services. Mr. Bardwell stated the efforts of the committee have not progressed to the point where further efforts by the committee are warranted.

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

The efforts of all citizens and businesses, especially Ray Bardwell, who donated and expended time, money and talents to the goal of relocating the pedestrian bridge are applauded and appreciated. The dedication of these citizens and businesses to this cause was extraordinary.


The City Manager is directed to investigate within the next 30-90 days the sale or transfer of the bridge to another community or entity located within a reasonable distance from Dover. The City Manager shall also investigate the cost of the disposal or salvage of the bridge.

The City Manager shall regularly inform the City Council in the City Manager’s regular written report regarding the status of the sale, transfer and/or cost of disposal of the bridge.

AUTHORIZATION

Approved as to Funding: *Daniel R. Lynch 2/7/13* Daniel R. Lynch Finance Director Sponsored by: Dean Trefethen By request

Approved for Legal Compliance: *Alan B. Krans Sr. 2/7/13* Alan B. Krans, Sr. General Legal Counsel

Recorded by: Karen Lavertu City Clerk 



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item #: 13.B.2.

Resolution Number: **R – 2013.02.13 - 13**
Resolution Re: Direction on Pedestrian Bridge

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

RESOLUTION BACKGROUND MATERIAL:

The covered bridge was originally installed in 1996 using funding from multiple sources, including \$55,000 of Coastal Zone Management grants. These were federal funds from the National Oceanic and Atmospheric Administration’s Office of Ocean and Coastal Resource Management. Based on correspondence of January 11, 2011, the City of Dover is no longer obligated to return those funds.

In 2011, the City sought to sell or otherwise transfer ownership of the bridge to another community. In May 2011, a resolution came before the City Council seeking to delay the sale of the bridge based on the ability of a citizens and businesses committee to raise private funds and donations. The citizens and businesses committee was named “Save Our Bridge”.

Subsequently, the City Council extended deadlines to the committee to allow further efforts to raise money and donations to relocate the bridge.

Generous efforts of time, money and talent have been received from the committee members and other citizens and businesses.

The leader of the committee, Ray Bardwell, has recently notified Council members the fundraising efforts have not progressed to the point where further efforts by the committee members are warranted.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2013.02.13 – 15**
Resolution Re: **Final Acceptance of Horne Street Elementary School Construction**

WHEREAS: Construction on Horne Street Elementary School was completed as of December 18, 2012. The primary components of this project included renovations to the driveways and parking lots, the existing building envelope and its interior, upgrades to all mechanical, electrical, plumbing components, construction of a six room classroom addition, and renovations and additions to the administrative wing; and

WHEREAS: The final cost of the project was \$6,373,983.98; and

WHEREAS: The project resulted in zero (0) unexpended funds; and

WHEREAS: The Horne Street Elementary School Construction Joint Building Committee approved the attached Final Financial Report for the construction of the Horne Street Elementary School; and

WHEREAS: The Horne Street Elementary School Construction Joint Building Committee voted to transfer the Horne Street Elementary School building to the School Department and the School Board accepted the building.

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

1. The Final Financial Report of the Horne Street Elementary School Construction Joint Building Committee is received and acknowledged as attached in the Background of this resolution; and
2. The dissolution of the Horne Street Elementary School Construction Joint Building Committee is acknowledged.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch 2/7/13
Daniel R. Lynch
Finance Director

Sponsored by:

Councilor Karen Weston
Deputy Mayor Robert Carrier

Approved for Legal Compliance:

Allan B. Krans, Sr. 2/7/13
Allan B. Krans, Sr.
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2013.02.13 – 15**
Resolution Re: **Final Acceptance of Horne Street Elementary School Construction**

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

RESOLUTION BACKGROUND MATERIAL:

SEE ATTACHED FINAL FINANCIAL REPORT

CAPITAL IMPROVEMENTS SUMMARY

Horne Street Elementary School

As of: December 18, 2012

Appropriation #3 (FY11), Issued March 1, 2010:	\$ 2,242,942.00
Appropriation #2 (FY10), Issued March 1, 2010:	\$ 2,300,000.00
Appropriation #1 (FY09), Issued March 1, 2010:	\$ 1,550,000.00
Appropriated for Use from School Facilities Capital Reserve Fund (Horne CIP FY09)	\$ 125,000.00
Transfer from McConnell:	\$ 38,434.88
Remaining Balances of Prior Year Appropriations:	\$ 117,607.10
Total Appropriation:	\$ 6,373,983.98

<u>Date</u>	<u>CIPM#</u>	<u>Expenditures to Date:</u>	<u>Amount:</u>
3/16/2009	#615	Independent Printing Services, Inc.	\$ 41.10
5/1/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 40.36
5/15/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 134.57
6/12/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 188.39
6/26/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 201.85
7/10/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 215.30
7/24/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 215.30
8/7/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 349.86
8/21/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 901.57
9/4/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 215.30
10/2/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 632.44
10/14/2009	#629	Pohopek Land Surveying - Existing Conditions Survey	\$ 2,650.00
10/14/2009	#632	Dec Tam - Conduct Removal Phase One & Two	\$ 14,729.00
10/14/2009	#632	RPF Associates, Inc. - Abatement Work	\$ 4,607.47
10/14/2009	#632	RPF Associates, Inc. - Asbestos Project Design	\$ 1,947.50
10/16/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 417.14
10/30/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 215.30
11/4/2009	#634	R.W. Gillespie & Associates - Boring Testing on South/Front Sides of Building	\$ 3,156.41
11/4/2009	#635	Dennis Mires Architects - Architectural Services & Renovation	\$ 24,000.00
11/4/2009	#635	Dennis Mires Architects - Architectural Services & Renovation	\$ 139,680.00
11/4/2009	#635	Dennis Mires Architects - Architectural Services & Renovation	\$ 99,866.00
12/2/2009	#637	Dennis Mires Architects - Architectural Services & Renovation	\$ 9,079.00
12/2/2009	#637	Infinite Imaging - Printing of Horne Street School Plans	\$ 1,103.00
12/11/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,924.25
12/24/2009	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,211.06
12/28/2009	#640	R.W. Gillespie & Associates - Boring Testing on South/Front Sides of Building	\$ 2,983.50
1/8/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,076.50
1/15/2010	#642	Dennis Mires Architects - Architectural Services & Renovation	\$ 4,249.52
1/15/2010	#642	Bonnette, Page & Stone - Phase One, Six Classroom Addition and Site Work (Requisition #1)	\$ 43,450.00
1/22/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,453.28
1/29/2010	#646	Bonnette, Page & Stone - Phase One, Six Classroom Addition and Site Work (Requisition #2)	\$ 226,866.00
1/29/2010	#646	SW Cole Engineering - Concrete and Soil Testing	\$ 2,479.79
2/5/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 618.98
2/12/2010	#647	Dennis Mires Architects - Architectural Services & Renovation	\$ 13,350.50
2/12/2010	#647	Bonnette, Page & Stone - Phase One, Six Classroom Addition and Site Work (Requisition #3)	\$ 93,109.00
2/12/2010	#647	Dennis Mires Architects - Design Fees for the Collaborative for High Performance Schools Program	\$ 3,000.00
2/19/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,547.48
3/5/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,493.64
3/19/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,359.08
3/26/2010	#648	RPF Associates, Inc. - Abatement Work	\$ 3,687.00
3/26/2010	#648	Dennis Mires Architects - Design Fees for the Collaborative for High Performance Schools Program	\$ 8,000.00
4/2/2010	#649	Dennis Mires Architects - Architectural Services & Renovation	\$ 9,280.50
4/2/2010	#649	Dennis Mires Architects - Design Fees for the Collaborative for High Performance Schools Program	\$ 7,000.00
4/2/2010	#649	Bonnette, Page & Stone - Phase One, Six Classroom Addition and Site Work (Requisition #4)	\$ 215,156.00
4/2/2010	#649	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req #4)	\$ 70,802.00
4/2/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,345.63
4/9/2010	#650	Dec Tam - Asbestos Abatement, Window Caulking	\$ 7,479.00
4/9/2010	#650	RPF Associates, Inc. - Abatement Work	\$ 4,973.50
4/16/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,372.54
4/22/2010	n/a	SW Cole Engineering - Concrete and Soil Testing	\$ 345.90
4/22/2010	n/a	Dennis Mires Architects - Architectural Services & Renovation	\$ 5,386.50
4/22/2010	n/a	Dennis Mires Architects - Architectural Services & Renovation	\$ 9,326.55
4/22/2010	n/a	Bonnette, Page & Stone - Phase One, Six Classroom Addition and Site Work (Requisition #5)	\$ 297,966.00
4/30/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,345.63
5/14/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,345.63
5/28/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,372.54
5/28/2010	#652	Dec Tam - Asbestos Abatement, Window Caulking	\$ 6,750.00
5/28/2010	#652	Bonnette, Page & Stone - Phase One, Six Classroom Addition and Site Work (Requisition #6)	\$ 420,300.00
5/28/2010	#652	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req #6)	\$ 194,055.00
6/11/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,359.09
6/18/2010	#655	Dennis Mires Architects - Architectural Services & Renovation	\$ 5,386.50
6/18/2010	#655	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req#7)	\$ 650,847.00
6/18/2010	#655	Dec Tam - Asbestos Abatement, Transite Pipe Removal	\$ 1,500.00
6/25/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,641.66
6/30/2010	#656	Dennis Mires Architects - Architectural Services & Renovation	\$ 5,386.50
6/30/2010	#657	SW Cole Engineering - Concrete and Soil Testing	\$ 515.19
6/30/2010	#657	Dec Tam - Conduct Removal Phase One & Two	\$ 6,750.00
6/30/2010	#657	Infinite Imaging - Printing of Horne Street School Plans	\$ 209.80
7/9/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,682.04
7/23/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 985.65
8/6/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 2,216.94
8/6/2010	#658	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req#8)	\$ 524,920.00
8/6/2010	#658	SW Cole Engineering - Concrete and Soil Testing	\$ 1,301.03

CAPITAL IMPROVEMENTS SUMMARY

Horne Street Elementary School

As of: December 18, 2012

<u>Date</u>	<u>CIPM#</u>	<u>Expenditures to Date, Cont'd:</u>	<u>Amount:</u>
8/6/2010	#658	Dennis Mires Architects - Architectural Services & Renovation	\$ 5,386.50
8/20/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,668.58
8/20/2010	#660	Dec Tam - Conduct Removal Phase One & Two	\$ 2,876.00
8/20/2010	#660	Dec Tam - Asbestos Abatement, Window Caulking	\$ 6,750.00
8/20/2010	#660	Dec Tam - Asbestos Abatement for Cafe/Gym Area (concrete slab removal)	\$ 13,925.00
8/20/2010	#660	Dec Tam - For Select Library Area Abatement per Adjusted Bid Price	\$ 2,979.00
8/20/2010	#660	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders	\$ 498,381.00
8/20/2010	#660	RPF Associates, Inc. - Testing and Monitoring Services	\$ 13,691.58
9/3/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,412.91
9/17/2010	662	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req#10)	\$ 691,361.00
9/17/2010	662	Dennis Mires Architects - Architectural Services & Renovation	\$ 5,386.50
9/17/2010	662	Dennis Mires Architects - Design, Draw and Specify a New Emergency Generator	\$ 6,800.00
9/17/2010	663	Dec Tam - Asbestos Abatement, Exterior Transite Soffit (Gym)	\$ 5,200.00
9/17/2010	663	Dec Tam - Abatement: Alternate #1 - Boiler Room Window	\$ 1,400.00
9/17/2010	663	Dec Tam - Abatement: Alternate #2 - Classroom Windows at Boiler Room	\$ 800.00
9/17/2010	663	Dec Tam - Abatement: Alternate #3 - South Bathroom Window	\$ 800.00
9/17/2010	663	Dec Tam - Grind tarpaper adhesive from underlayment in gym.	\$ 14,370.00
9/17/2010	663	Dec Tam - CO #1 - Additional abatement work done on 6/25, 6/28, 7/6 & 7/7	\$ 3,810.00
9/17/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,453.28
10/1/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,507.10
10/8/2010	664	SW Cole Engineering - Concrete and Soil Testing	\$ 209.00
10/8/2010	664	Classroom Furniture.Com - Furnishings Purchased for First Phase of Construction (6 Classroom Addition)	\$ 646.04
10/8/2010	664	Dennis Mires Architects - Architectural Services & Renovation	\$ 4,660.00
10/8/2010	664	Dec Tam - CO #1 - Additional abatement work done on 6/25, 6/28, 7/6 & 7/7	\$ 2,590.00
10/8/2010	664	Dec Tam - Asbestos Abatement, Window Caulking	\$ 2,690.00
10/15/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,453.28
10/29/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,453.28
11/12/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,453.28
11/12/2010	#665	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req#11)	\$ 639,219.00
11/12/2010	#665	RPF Associates, Inc. - Testing and Monitoring Services	\$ 11,163.50
11/24/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,453.28
11/24/2010	#668	Dennis Mires Architects - Architectural Services & Renovation	\$ 5,817.43
11/24/2010	#668	Dennis Mires Architects - Adjustment due to increase in contractor's fee with CO #3	\$ 5,577.57
12/3/2010	#668	Bonnette, Page & Stone - CP#12 Abuse Resist. Drywall in Classrooms/Corridors; CP#14 HC Access Toilet-Rm116	\$ 9,541.00
12/3/2010	#668	Bonnette, Page & Stone - CP#30 Moisture Control and Flashing at the Gymnasium Slab	\$ 25,989.00
12/3/2010	#668	Bonnette, Page & Stone - CP#8 Additional Work with Existing Catch Basin/Drywell	\$ 3,159.00
12/3/2010	#668	Bonnette, Page & Stone - CP#17 Intruder Locksets Between Classroom Doors	\$ 3,867.00
12/3/2010	#668	Bonnette, Page & Stone - CP#32 Gymnasium Wood Floor Logo	\$ 1,500.00
12/3/2010	#668	Bonnette, Page & Stone - CP#28 Wall Padding at Gym Perimeter	\$ 3,096.00
12/3/2010	#668	Bonnette, Page & Stone - CP#15 Window Replacement at Behavioral/Teacher Lounge	\$ 38,439.00
12/3/2010	#668	Bonnette, Page & Stone - CP#27 Boiler Room Window Wall Infill	\$ 7,064.00
12/3/2010	#668	Bonnette, Page & Stone - CP#25 Robbins Athletic Wood Flooring System in Gym	\$ 49,528.00
12/3/2010	#668	Bonnette, Page & Stone - CP#24R Painting of Gym Ceiling/Expanded Tectum Scope	\$ 8,475.00
12/3/2010	#668	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req#12)	\$ 165,645.00
12/10/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,372.54
12/10/2010	#669	Dec Tam - CO #004: Alt Asbestos Window Abatement on Ext Windows & Transite Soffit (Boiler Rm & Offices)	\$ 1,700.00
12/10/2010	#669	Robert H. Lord Co., Inc. - Volleyball Equipment	\$ 3,472.00
12/10/2010	#669	School Specialty - Furnishings Purchased for First Phase of Construction (6 Classroom Addition)	\$ 8,765.52
12/23/2010	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,453.28
1/7/2011	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,318.71
1/14/2011	#670	Nard's Appliance - Refrigerator for Nurse's Office	\$ 540.00
1/14/2011	#670	RPF Associates, Inc. - Sampling/Analyzing Windows	\$ 564.95
1/14/2011	#670	RPF Associates, Inc. - Abatement Work	\$ 732.03
1/21/2011	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 1,345.63
2/4/2011	n/a	Michael Bliss - Payroll (Salary & FICA)	\$ 753.55
2/11/2011	#671	Virco Inc. - 4-Drawer Vertical File Cabinet	\$ 979.48
2/11/2011	#671	3 Oaks Corporation - Pedestal Tables for Computer Lab	\$ 1,642.17
2/11/2011	#671	CB Seating - Purchase of a Portable Gym Floor Covering with Cart and Motorized Power Winder	\$ 5,588.00
2/11/2011	#671	David P. Anderson - Furniture Refinishing	\$ 18,286.00
2/11/2011	#672	Dec Tam - CO#003 Additional Abatement Work	\$ 3,810.00
2/11/2011	#672	R.M.S. Electric, LLC - Moving Telephone & Fax Lines and Adding of Additional Line	\$ 790.50
2/11/2011	#672	R.M.S. Electric, LLC - Moving Telephone Lines for Main Office, Nurse, Library, SPED and Guidance	\$ 1,499.20
2/25/2011	#673	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req#13)	\$ 193,968.00
3/25/2011	#674	Big Wireless, LLC - Proxim Wireless Access Points for Wireless Networking	\$ 6,893.96
3/25/2011	#674	Northeast Business Systems - Fireproof 4-Drawer File Cabinet	\$ 6,870.00
3/25/2011	#674	School Furnishings, Inc. - (2) Recovery Couches for Nurse's Office	\$ 858.60
4/14/2011	#675	W.B. Mason Co., Inc. - Administrative Office Furniture	\$ 2,895.56
5/13/2011	#676	Millican Nurseries, Inc. - Plants and Shrubs at School Frontage	\$ 4,324.75
5/27/2011	#677	Dennis Mires Architects - Adjustment due to increase in contractor's fee with CO #3	\$ 15,735.00
5/27/2011	#678	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req#15)	\$ 15,205.26
5/27/2011	#678	Bonnette, Page & Stone - CP#18 Boiler Room Heat Recovery (Req#14)	\$ 19,691.00
5/27/2011	#678	Bonnette, Page & Stone - CP#19 New Domestic Water Entrance (Req#14)	\$ 15,404.00
5/27/2011	#678	Bonnette, Page & Stone - CP#20 Stage Lighting (Req#14)	\$ 4,350.00
5/27/2011	#678	Bonnette, Page & Stone - CP#21 Casework & Sinks for Music/Art Rooms (Req#14)	\$ 22,833.00
5/27/2011	#678	Bonnette, Page & Stone - CP#23 Revised Stage Area Plan - Retaining Portion of Stage (Req#14)	\$ 33,600.00
5/27/2011	#678	Bonnette, Page & Stone - CP#36 Building of Backup Generator (Req#15)	\$ 70,245.00
5/27/2011	#678	Bonnette, Page & Stone - CP#35 Additional Guard Rail at Parking Area (Req#15)	\$ 975.00
5/27/2011	#678	Bonnette, Page & Stone - CP#37 Finish Stage Floor and Stairs (Req#15)	\$ 2,980.00
5/27/2011	#678	Bonnette, Page & Stone - CP#38 Additional Data & Power for Administrative and Media Areas (Req#15)	\$ 23,848.50
5/27/2011	#678	Bonnette, Page & Stone - CP#39 Refinish Wood Frames and Overhead at Stage (Req#15)	\$ 1,950.00
5/27/2011	#678	Bonnette, Page & Stone - CP#40 Painting in Cafeteria (Req#15)	\$ 5,885.00
5/27/2011	#678	Bonnette, Page & Stone - CP#42 Smoke Barriers above Ceilings at Fourth Grade Wing (Req#15)	\$ 8,820.00

CAPITAL IMPROVEMENTS SUMMARY

Horne Street Elementary School

As of: December 18, 2012

<u>Date</u>	<u>CIPM#</u>	<u>Expenditures to Date, Cont'd:</u>	<u>Amount:</u>
5/27/2011	#678	Bonnette, Page & Stone - CP#43 Replace Plumbing Fittings at Music and Art Toilet (Req#15)	\$ 4,543.00
5/27/2011	#678	Bonnette, Page & Stone - CP#41 Finishes in Rooms 160-163 (Req#14)	\$ 3,294.00
5/27/2011	#678	Bonnette, Page & Stone - CP#45 New Hot Water Line to Existing Nurse's Station (Req#14)	\$ 3,587.00
5/27/2011	#678	Bonnette, Page & Stone - CP#47 Wiring for SmartBoards and Projectors for 5 Math Pilot Classrooms (Req#14)	\$ 5,250.00
5/27/2011	#678	Bonnette, Page & Stone - CP#44 Code Enforcement/Life Safety Related Items (Req#14)	\$ 15,183.00
5/27/2011	#678	Bonnette, Page & Stone - CP#34 Fencing Around Retention Pond with Small Access Gate Lower Area (Req#14)	\$ 11,200.00
5/27/2011	#678	Bonnette, Page & Stone - CP#46 Inter-Classroom Door Signs (Req#14)	\$ 1,980.00
5/27/2011	#678	Bonnette, Page & Stone - CP#48 Vinyl Blind Inserts at Fence Along Abutter's Property (Req#14)	\$ 630.00
5/27/2011	#678	Bonnette, Page & Stone - CP#50 Acoustic Treatment at Classroom Doors (Req#15)	\$ 5,745.00
5/27/2011	#678	Bonnette, Page & Stone - CP#51 New VCT Flooring at Upper Boiler Room & Former Kindergarten Classroom (Req#15)	\$ 1,780.24
5/27/2011	#678	Bonnette, Page & Stone - CP#52 Painting in Upper Boiler Room (Req#15)	\$ 5,500.00
5/27/2011	#678	Bonnette, Page & Stone - CP#53 Painting in Music and Art Rooms (Req#15)	\$ 4,260.00
5/27/2011	#678	Bonnette, Page & Stone - CP#47R3 Wiring Remaining in 24 Classrooms for SmartBoards (Req#15)	\$ 25,308.00
6/29/2011	n/a	Public Service New Hampshire Rebates (Motor, HVAC, Lighting)	\$ (8,089.50)
9/23/2011	#679	Ted Berry Co., Inc. - Rehabilitation of Sanitary Sewer	\$ 28,325.00
9/23/2011	#680	Bonnette, Page & Stone - Renovations & Administrative Addition; Add'l Scope Items; Project Change Orders (Req#15)	\$ 14,903.74
9/23/2011	#680	Bonnette, Page & Stone - CP#64, #69 (Req#15)	\$ 3,661.00
9/23/2011	#682	Bonnette, Page & Stone - CP#56 Rewire Exhaust Fans (Req#17)	\$ 2,164.00
9/23/2011	#682	Bonnette, Page & Stone - CP#57 Add for speakers per request of building administrators (Req#17)	\$ 3,011.00
9/23/2011	#682	Bonnette, Page & Stone - CP#62 Replace Screens (Req#17)	\$ 208.00
10/20/2011	#683	Unicco Service Company - (Steve Beaulieu) as a subcontractor in the position of Clerk of Works	\$ 10,000.00
10/20/2011	#684	CivilWorks, Inc. - Parking Reconstruction: Pavement Structure Investigation, Conditions Survey, Preliminary Design, Final Design and Specs, and Meetings specified in the contract.	\$ 21,900.00
12/8/2011	#685	Budget Blinds - Window treatments in teacher lounge, guidance area, library, computer room & behavioral offices	\$ 1,615.00
1/5/2012	#686	CivilWorks, Inc. - Parking Reconstruction: Pavement Structure Investigation, Conditions Survey, Preliminary Design, Final Design and Specs, and Meetings specified in the contract.	\$ 1,100.00
1/5/2012	#687	Pro Controls - Change over controls in the Boiler room, Art/Music Rooms & Storage Closets	\$ 7,000.00
3/29/2012	#689	CivilWorks, Inc. - Parking Reconstruction: Preparation of response to bidder questions, modify plan sheets, revise bid proposal form, provide digital files of all documents and technical specs.	\$ 1,784.80
5/7/2012	#691	Bonnette, Page & Stone - CP #73 Exterior Lighting	\$ 8,991.00
5/7/2012	#691	Bonnette, Page & Stone - CP #75 Temporary storage required by building administration	\$ 5,299.00
5/7/2012	#691	Bonnette, Page & Stone - CP #76 Credit for seeding at front of building	\$ (460.00)
5/7/2012	#691	Bonnette, Page & Stone - CP #77 Add for winter repair work	\$ 870.00
8/2/2012	#692	Dennis Mires Architects - Design Fees for the Collaborative for High Performance Schools Program	\$ 2,000.00
8/2/2012	#692	Dennis Mires Architects - Adjustment due to increase in contractor's fee with CO #3	\$ 10,836.00
8/2/2012	#693	CivilWorks, Inc. - Attend pre-construction mtg w/contractor; review shop drawing submittals; assist by being available for three on-site consultations	\$ 755.58
9/20/2012	#694	Advanced Excavating & Paving, Inc. - Reconstruction of a failed parking lot & associated drainage systems Obligation includes 9-4-12 Credit (rain guard removed)	\$ 196,015.00
9/20/2012	#695	CivilWorks, Inc. - Attend pre-construction mtg w/contractor; review shop drawing submittals; assist by being available for three on-site consultations	\$ 4,140.11
9/20/2012	#696	R.M.S. Electric LLC - Remove damaged underground pipe & wire feeding K-wing panel; Run new underground pipe; Install new feed to main panel, move circuit breaker; Run new 3phase circuit from panel PP-1 to Main panel; Inspections	\$ 4,114.09
Total:			\$ 6,371,748.12
Obligations:			
W.C. Colbath Enterprises, Inc. - Installation of ceiling fans in the gym and four magnetic door holders			\$ 2,235.86
			\$ 2,235.86
			Budget Availability: \$0.00
Retainage:			
1/15/2010	#642	Requisition #1	\$ 2,155.40
1/29/2010	#646	Requisition #2	\$ 11,171.40
2/12/2010	#647	Requisition #3	\$ 4,592.40
4/2/2010	#649	Requisition #4	\$ 14,144.90
4/22/2010	#651	Requisition #5	\$ 14,653.80
5/28/2010	#652	Requisition #6	\$ 30,194.65
6/18/2010	#655	Requisition #7	\$ 32,011.40
8/6/2010	#658	Requisition #8	\$ 25,833.10
8/20/2010	#660	Requisition #9	\$ 24,508.85
9/17/2010	#663	Requisition #10	\$ 34,048.60
11/12/2010	#665	Requisition #11	\$ 31,960.95
12/3/2010	#668	Requisition #12	\$ 15,221.45
12/3/2010	#673	Requisition #13	\$ 9,562.10
5/27/2011	#678	Requisition #14	\$ 6,168.35
5/27/2011	#678	Requisition #15	\$ 11,614.55
9/23/2011	#680	Requisition #15 (Balance) - Partial Retainage Returned to BPS	\$ (25,869.23)
9/23/2011	#681	Requisition #16 - Partial Retainage Returned to BPS	\$ (73,924.90)
9/23/2011	#682	Requisition #17 - Partial Retainage Returned to BPS	\$ (68,047.77)
1/5/2012	#688	Requisition #17 - Partial Retainage Returned to BPS	\$ (75,000.00)
8/2/2012	#690	Requisition #17 - Partial Retainage Returned to BPS	\$ (25,000.00)
Total Retainage Held:			\$ -



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2013.02.13 - 14**
 Resolution Re: Transfer to Parking Capital Reserve Fund FY2013 Budget Amendment #2 – Appropriation for Transfer to Parking Capital Reserve Funds

WHEREAS: The City of Dover operates a Parking Activity special revenue fund to account for the collection of parking fees and fines and paying the operating expenditures for those activities; and

WHEREAS: The City Council, on September 9, 2010 adopted the establishment of a Parking Capital Reserve; and the City Council adopted the Fiscal Year 2013 city budget on June 6, 2012; and

WHEREAS: The Parking Activity special revenue fund audited fund balance as of June 30, 2012 is \$138,956; and

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

Pursuant to C6-6 of the City Charter, the FY13 Budget is amended to appropriate \$125,060.00 to transfer to the Parking Capital Reserve Fund. The source of funding for this transfer is the unassigned fund balance of the Parking Activity special revenue fund. The FY13 budget is amended as follows:

<u>Account</u>	<u>Description</u>	<u>Adopted Budget</u>	<u>Amendment</u>	<u>Amended Budget</u>
3213.1.210.42130.4918.00000	Parking Transfer -Reserve	\$115,146	\$125,060	\$240,206
3213.1.210.42130.3999.00000	Use of Fund Balance	\$0	\$125,060	\$125,060

REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.

AUTHORIZATION

Approved as to Funding: *Daniel R. Lynch* Daniel R. Lynch 2/7/13 Finance Director
 Sponsored by: Mayor Dean Trefethen By Request

Approved as to Legal Compliance: *Allan B. Kras, Sr.* Allan B. Kras, Sr. 2/2/13 City General Counsel

Recorded by: *Karen Lavertu* Karen Lavertu City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2013.02.13 - 14**
Resolution Re: Transfer to Parking Capital Reserve Fund FY2013 Budget Amendment #2 – Appropriation for Transfer to Parking Capital Reserve Funds

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2013.02.13 - 14**
Resolution Re: Transfer to Parking Capital Reserve Fund FY2013 Budget Amendment #2 – Appropriation for Transfer to Parking Capital Reserve Funds

RESOLUTION BACKGROUND MATERIAL:

On September 9, 2010, the Dover City Council voted to establish a Capital Reserve Fund for the parking system's excess income with Resolution R-2010.09.08-122. That resolution addressed future excess income of the parking system, 90% of which on a quarterly basis would be transferred into the Parking Capital Reserve. However, the resolution did not address the existing fund balance in the Parking Activity Fund at that time.

At their October 31, 2012 meeting, the Parking Commission voted to recommend that 90% of the FY12 audited unassigned fund balance of the Parking Activity special revenue fund be transferred to the Parking Capital Reserve Fund. The June 30, 2012 audited unassigned fund balance of the Parking Activity special revenue fund is \$138,956 as reported on page 88 of the City's FY12 Comprehensive Annual Financial Report (CAFR).

The \$125,060 amount to be appropriated for transfer is 90% of \$138,956 fund balance.

Transferring this amount of fund balance from the Parking Activity special revenue fund would still maintain a minimum fund balance level of at least 5%, which is consistent with the City Council's adopted financial policy recommendations for special revenue funds' unassigned fund balance levels.

In accordance with RSA 34:3 and RSA 34:7 Payments into Funds, the adoption of this resolution shall require the City Treasurer, upon notice from the City Clerk that this resolution was adopted, to transfer \$125,060.00 into the Parking capital reserve fund from the Parking Activity special revenue fund.

**“Save Our Bridge” Committee
288 Central Ave.
Dover, NH 03820
Attn. City Manager's Office**

JAN 24, 2013

Dear Mike:

Attached is the email letter that people are having trouble opening. Would you please distribute it to the City Councilors. I feel that the letter is self explanatory.

The committee and I thank you for your support.

Sincerely,



Raymond H. Bardwell, Chairman

Attch:

“Save Our Bridge” - Final Letter 1/19/13

• **“Save Our Bridge” Committee**
288 Central Ave.
Dover, NH 03820
Attn. City Manager's Office

To Honorable Mayor and Members of the City Council: Jan. 19, 2013

At a recent meeting of our “Save Our Bridge” committee, we had a serious discussion of where we are going and what has been accomplished to date. These are as follows:

- Obtained the required permit from the State of NH-DES to do the necessary construction within the flood zone. Permit took 10 months to receive.
- Prepared the application with preliminary stamped plans by an engineer for the abutments and ADA ramp.
- Contacted and received construction costs for the abutments and ADA ramps.
- Contacted and received a budget price for the construction of the required safety railings for the project.
- Contacted contractors in this area and received pledged signed support for certain construction functions in the relocation of this bridge.
- Received donated support from Moore's Crane for the repositioning of the bridge for shortening.
- Contacted and had 5 meetings with Bergeron Engineering for the engineering work to support this project.
- Created a list of potential donors for this project.
- Meeting with a fund raising consultant for this project.
- Participated in Apple Harvest Day -2011 and received favorable public comments.
- Presented the project on “Open Mike at WTSN 4 times.
- Several meetings with the City Manager on proper procedures in bidding, contracting and paying vendors.
- Attended City Council Meetings for updates and needs.
- Many committee meetings with businesses and related people.
- With the above being in place, now would be the time for fund raising which would develop a informational document and speaking schedule with service clubs and businesses.

With the waterfront project being delayed by the developer and a contractual fee of \$10,000 per month required to be paid by the developer to retain his contract, we have asked the City Council for half of these funds which would jump start this project and show that the Council is in support of this project. At the start of this project, the Council was very adamant that no taxpayer monies would be used for this, however by the committee seeking these funds from local businesses, it becomes a back door tax.

Save Our Bridge – Pg. #2 1-19-2013

Now the skate board park is to be moved for this development or for updating with these funds and/or taxpayer monies. Need we remind you that the City has already spent taxpayer monies for the new vehicle bridge, updating the sewer pump station and at one time the relocation was within the LDA contract. But, it is still the responsibility of the City to relocate or remove the bridge from the development site. We felt that with these funds we could contract with the engineer to design the required engineering work such as the structural shortening, the abutments, etc, as we will not sign a contract without the money to pay the cost.

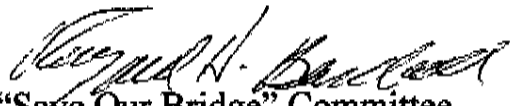
At a recent Council meeting, some business people spoke that NO money should be used for this project and we have noticed Councilors who are and were not in favor of the time line and/or we did not start fund raising for this project even without approved permitting and costs in place.

We, the "Save Our Bridge" Committee feel that without the Council being pro-supportive and little community support, or the possibility of the use of the developer's monthly contractual monies, that we should and will DISBAND our Committee. This may mean working with another group if asked, but at present we have spent many hours to develop this project and be where we are.

We will contact those who have contributed monies for its return as per Council's stated control and contact those contractors who have or would have helped with this project.

Therefore, in closing, we the "Save Our Bridge" Committee thank all who have supported this project and wished it could have been completed and will work in closing out the project with the proper City Departments.

Sincerely,


"Save Our Bridge" Committee
Raymond H. Bardwell, Chairman (s)

Sent email – see parties so notified

Jaclyn Cote
27 Grove Street
Dover, NH 03820
(603) 303-3877
Jackie.cote@live.com

November 16, 2012

Dear Councilman Edward Spuler,

I suggest that a pedestrian push button be installed at the crosswalk on Chestnut Street that runs from the front of Saint Mary's Church towards Third Street.

On August 22nd 2012 while using this crosswalk I was stuck by a motor vehicle traveling north on Chestnut Street. The addition of a street light strictly for pedestrian use will improve the safety for local residents in Dover.

I understand that being a driver as well as a pedestrian comes with responsibility. I feel that the area that the crosswalk is located in is dangerous. I recognize the importance of the crosswalk to Dover residents visiting Saint Mary's Church and feel that it should not be removed. However I do not wish to see this accident happen to anyone else.

I urge you to support this change for the greater good of Dover.

Please send a written reply explaining your position. I look forward to your response. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Jaclyn Cote". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Jaclyn Cote
Ward 1 Resident

Enclosed you will find a petition showing local resident's support for the change in Dover.

Some have chosen to sign the online petition:
www.ipetitions.com/petition/dover-crosswalk

Thank you for your time.

Sincerely,


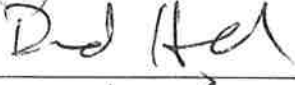




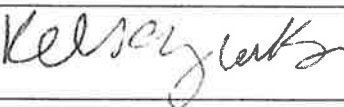
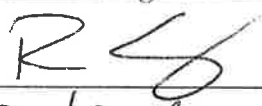
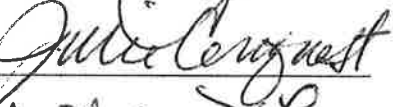


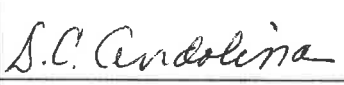
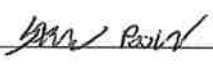



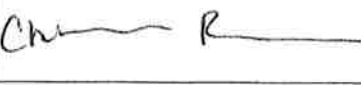
A handwritten signature in black ink that reads "Jaclyn Cote". The signature is written in a cursive style with a large initial "J" and a distinct "C" for "Cote".

Jaclyn Cote
Ward 1 Resident

Petition to Install a Pedestrian Push Button at the Crosswalk on Chestnut Street that runs from the front of Saint Mary's Church towards Third Street in Dover, NH.

Name	Address	Phone Number	Signature
Gint Tevras	35 Clearwater Dr Dover NH 03820		Gint Tevras
Nicole Wentworth	1 Moffett Ct Concord NH 03301		Nicole Wentworth
Deborah Brown	15 Fairway Dr Dover 03820		Deborah Brown
Cathy Danforth	189 Central Ave Dover 03820		Cathy Danforth
Bryan Stephan	41 Cordeiro Dr Dover 03820		Bryan Stephan
Keith Porter	34 Thompson Hill Rd Berwick 03801		Keith Porter
Maureen Dickinson	541 Toland Rd, Dover, NH 03820		Maureen Dickinson
Deborah Curtis	5 Jack-n-Jill MHP Dover		Deborah Curtis
Robert Rickard	15 W. DEWBERRY Lane Rochester, NH 03867	312 2256	Robert Rickard
Christine Labbe	47 Bayview Dr. E. List, Me. 03903		Christine Labbe
Mary Preston	120 Hubbard Rd Berwick Me		Mary Preston
Dean McLean	Rochester NH		Dean McLean
Katie Lacey	Somersworth NH		Katie Lacey
Brian G Smith	13 Hubbard Road Dover		Brian G Smith
Katie Casselin	8 Willey St Rollinsford, NH 03869		Katie Casselin
Stacey Salinas	27 Richmond St Dover NH 03820		Stacey Salinas
CHRISTIAN CONEY	52 FIDELITY LN RICHMOND NH 03867	923-9662	Christian Coney

Petition to Install a Pedestrian Push Button at the Crosswalk on Chestnut Street that runs from the front of Saint Mary's Church towards Third Street in Dover, NH.

Name	Address	Phone Number	Signature
FRED NEWTON	789 CENTRAL AVE DOVER, NH	740 2151	
David Howard	789 Central Ave Dover NH	740-6548	
CHRIS PILAR	789 CENTRAL AVE DOVER, NH	740 2150	
SHARON ROSSITER	789 CENTRAL AVE DOVER, NH	359-5707	
Lee Robinson	789 Central Ave DOVER, N.H. 03820	740-2525 ^{x3025}	
Karen Arnold	789 Central Ave DOVER NH 03820	740-2525 ^{x3080}	
Kelsey Laks	789 Central Ave DOVER, NH 03820	740-2512 ^{x6142}	
RON SIERING	789 CENTRAL AVE DOVER, NH 03820	740-2121	
Julie Congest	789 Central Ave Dover, NH 03820	740-2673	
Michelle Foster	789 Central Ave. Dover, NH 03820	740-6508	
CLAUDIA O'MALLEY	789 FORDS LANE CENTRAL AVE DOVER NH	747-5252	
DONALD C. ANDOLINA	59 LITTLEWORTH RD DOVER	767-4328	
Stephen Roll	307 Randall rd North Berwick ME	207-661-2353	
SUSAN GALLAGHER	789 CENTRAL AVE DOVER NH	608-8346	
Margaret Terry	151 Central Ave DOVER, NH	897-5303	
Donna Shervania	789 Central Ave Dover	740-2673 26743	
Christine Rikowsky	789 Central Ave Dover NH	207-471-4378	

 6

Petition to Install a Pedestrian Push Button at the Crosswalk on Chestnut Street that runs from the front of Saint Mary's Church towards Third Street in Dover, NH.

Name	Address	Phone Number	Signature
PAULA STAMAND	103 Valley Road	207-676-5523	Paula St. Mand
LISA WITT	11 Willard rd.	603-343-2535	Lisa Witt
Sarah Keyser	178 High St	603-969-1486	S. Keyser
Patty Shackles	4 Northam Drive Dover, NH	603-745-329	Patty Shackles
Dottie Robichaud	369 Rollercoaster Rd.	603-664-7173	Dottie Robichaud
Dana Toulespedel	28 Leamings Lane, Dover	603-743-4688	DT
Anelle Vaehon	1161 West High St. Somersworth	761-3804	Anelle Vaehon
Pamela Francisco	7 Oak Hill Drive Dover	774-826-5987	Pamela Francisco
John K...	PO Box 688 ^{new} Castle	603-498-9634	K...
Bonnie Murphy	P.O. Box 221 Barwick ⁰³⁹⁰¹ ME	207-688-4411	Bonnie Murphy
Anne Ramos	9 Normand Ave Sanford ME	207-374-8069	Anne M Ramos
Nicole Keefe	62 Province Rd, Strafford NH	603-817-0939	Nicole Keefe
Kara Gilbert	20 Hancock St. Dover NH	603-617-6630	Kara Gilbert
Donna Michaud	84 Range Rd Strafford NH	603-664-9765	Donna Michaud
Jamie Ruel	PO Box 731 Senbomville ME	1003-294-3993	Jamie Ruel
Asa Nixon	25 Cypress St Bridgeline MA	617-308-0381	Asa Nixon
Doreen Meyer	14 Watson Dr. Rehoboth NH		Doreen Meyer

Petition to Install a Pedestrian Push Button at the Crosswalk on Chestnut Street that runs from the front of Saint Mary's Church towards Third Street in Dover, NH.

Name	Address	Phone Number	Signature
Jennifer Kray	23 Ridgewood Dr. Kittery, ME 03904	(207) 475-8052	Jennifer Kray
Tara Verville	10 Clement Rd Apt 6 Somersworth NH 03878	603-365-7946	Tara Verville
PETE ARCHIBALD	789 Central Ave Dover, NH 03820	443-878-8040	PEA
Roger Dionne	34 Caslyn Drive ELIOT, ME 03903	207-703-0600	Roger Dionne
Andre Laugel	7 Friendship St Rochester 03868	603-923-8705	Andre Laugel
Anne Marcheterre	30 Daffodil Hill Ln. Rochester NH 03868		Anne Marcheterre
Janet Gilbert	3 CORNFIELD DR SPRINGFIELD ME 04083		Janet Gilbert
Lucretia Brayen	3 Ridge St Dover, NH 03820		Lucretia Brayen
WALTER GOUR	KITTERY ME 236 Allens Mill Rd.		Walter Gour
Aleksandra Menac	Gilmonton, NH		Aleksandra Menac
Donna O'Brien	119 Pennymeadow Walk Wells, Me 04090	207-257-4553	Donna O'Brien
Jody A. Nugent	707 Central Ave Apt 2 Dover NH 03820	603-347-2666	Jody A. Nugent
Rita Estay	30 Beaver Lake Ave Derry NH 03038	603-490-0055	Rita Estay
Sharon Kirk	67 Watson Rd Dover, NH 03820	603-957-8539	Sharon Kirk
Heidi Wood	515 Sherwood Glen Somersworth, NH 03878		Heidi Wood
June Bernard-Krieg	181 Mt Vernon Dover, NH 03820	603-866-1451	June Bernard-Krieg
Penelope Dubois	606 The City Rd Somersworth NH	603-969-1621	Penelope Dubois

Pedestrian Push Button Will Save Lives

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78

THE PETITION

Goal: **200 signatures**

We petition the City of Dover, NH to implement a pedestrian crossing light at the crosswalk on Chestnut Street that runs from the front of Saint Mary's Church towards Third Street.

Sponsor

My name is Jackie Cote and I am a local Dover resident.

Pedestrians who have used this crosswalk have been injured and even killed. This is a dangerous intersection with a lot to distract a driver before approaching the crosswalk.

On August 22, 2012 while using this crosswalk I was struck by a motor vehicle traveling North on Chestnut Street. I sustained several injuries causing me to be hospitalized for several days.

The addition of a street light strictly for pedestrian use will improve the safety for local residents in Dover.

I understand that being a driver as well as a pedestrian comes with responsibility. I feel that the area that the crosswalk is located in is dangerous. I recognize the importance of the crosswalk to Dover residents visiting Saint Mary's Church and feel that it should not be removed. However I do not wish to see this accident happen to anyone else.

[Contact Petition Sponsor](#)

SIGN PETITION

Spread the word

[Help promote this petition with a widget on your site](#)

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Fields marked with * are required

Name: *

Email: *

Comments:



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Pedestrian Push Button Will Save Lives

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Signatures

78 TOTAL

Page: **1** , 2

Sign Petition

Now!
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- 1 **Name:** Lynda Menard on Oct 29, 2012
Comments:
Flag
- 2 **Name:** Robert on Oct 29, 2012
Comments: This really needs to happen.
Flag
- 3 **Name:** Nicole Cloutier on Oct 29, 2012
Comments: this is so important!
Flag
- 4 **Name:** Kelly Barbarisi on Oct 29, 2012
Comments: Please make this positive change to the area for the safety of everyone!
Flag
- 5 **Name:**  Dan Gage on Oct 29, 2012
Comments:
Flag
- 6 **Name:** Jacqueline Elliott on Oct 29, 2012
Comments:
Flag
- 7 **Name:** Eavan Rowe on Oct 29, 2012
Comments:
Flag
- 8 **Name:** Holly Manning on Oct 29, 2012
Comments:
Flag
- 9 **Name:** Nancy Glynn on Oct 29, 2012
Comments:
Flag
- 10 **Name:** Jeni Boyd on Oct 29, 2012
Comments: I'm so glad you and Pam are okay, I don't know what I would do without you two.
Flag
- 11 **Name:** Hope Seaverns on Oct 29, 2012
Comments:
Flag
- 12 **Name:** Mindy Danis on Oct 29, 2012
Comments:
Flag

- 13 Name:** Sarah Lynn Venuto on Oct 29, 2012
Comments:
Flag
- 14 Name:** Laura Mountain on Oct 29, 2012
Comments:
Flag
- 15 Name:** Marissa Savignano on Oct 29, 2012
Comments:
Flag
- 16 Name:** Shannon Hurteau on Oct 29, 2012
Comments: pass this petition it's unsafe the way it is currently
Flag
- 17 Name:** Rebecca Shaw on Oct 29, 2012
Comments:
Flag
- 18 Name:** Stephanie Milonopoulos on Oct 29, 2012
Comments:
Flag
- 19 Name:** Carolyn Hyde on Oct 29, 2012
Comments:
Flag
- 20 Name:** SOLANGE E. ABBOTT on Oct 29, 2012
Comments: I feel this is an extremely important change that needs to be made to this crosswalk-
-it will definitely help pedestrians and drivers as well.
Flag
- 21 Name:** Bonnie Tuttle on Oct 29, 2012
Comments: save lives
Flag
- 22 Name:** Mike Katz on Oct 29, 2012
Comments:
Flag
- 23 Name:** Pamela Martin on Oct 29, 2012
Comments: this is a great idea as I to was struck in this crosswalk
Flag
- 24 Name:** Jennifer Day on Oct 29, 2012
Comments:
Flag
- 25 Name:** Brenda Heon on Oct 29, 2012
Comments: Please help to prevent the risk of any more tragic accidents, near misses and
deaths! It has happened way too many times.
Flag
- 26 Name:** Lisa Gormady on Oct 29, 2012
Comments:
Flag
- 27 Name:** Paige Schwab on Oct 29, 2012
Comments: Singing this for my sister and her friend and all those injured and killed at that
intersection!
Flag
- 28 Name:** Mallory Goudin on Oct 29, 2012
Comments:
Flag

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Associates, LLC, 1998-
2012 - [Terms of Use](#)

- 29 **Name:** Rose Stover on Oct 29, 2012
Comments: This is a very important cause to me. One of my close friends was seriously injured while crossing in this crosswalk and I remember many other accidents here as well, including one fatality.
Flag
- 30 **Name:** Karla Martin on Oct 29, 2012
Comments:
Flag
- 31 **Name:** Jessica Labrie on Oct 29, 2012
Comments: I now know two people that have been hit on this crosswalk, one if which died.
Flag
- 32 **Name:** Mike McMahon on Oct 29, 2012
Comments: long past due
Flag
- 33 **Name:** *Anonymous* on Oct 29, 2012
Comments:
Flag
- 34 **Name:** Shane Mountain on Oct 29, 2012
Comments:
Flag
- 35 **Name:** Stephen Mountain on Oct 29, 2012
Comments:
Flag
- 36 **Name:** Amanda Barbieri on Oct 29, 2012
Comments: please put in a light so that residents and visitors may cross the street safely.
Flag
- 37 **Name:** Christine Baker on Oct 29, 2012
Comments:
Flag
- 38 **Name:** Fallon Sweeney on Oct 29, 2012
Comments: I've been hit by a car at a crosswalk before- it really is important to put more crossing lights in place at dangerous intersections.
Flag
- 39 **Name:** Sandra MacKenzie on Oct 29, 2012
Comments: My niece was nearly killed crossing in that intersection. We are all very happy that she is still with us, but if there was a red light at the time she was crossing, she would not have had to endure all those weeks of pain and suffering. Please consider this very important petition.
Flag
- 40 **Name:** Caitlin DeCoster on Oct 29, 2012
Comments:
Flag
- 41 **Name:** Jason Barratt on Oct 29, 2012
Comments:
Flag
- 42 **Name:** Amanda on Oct 29, 2012
Comments:
Flag
- 43 **Name:** *Anonymous* on Oct 29, 2012
Comments:
Flag

44 **Name:** Angela York on Oct 29, 2012

Comments:

Flag

45 **Name:** Amy Eisen on Oct 29, 2012

Comments: I don't want to see another person go through what Ashlee has. through.

Flag

46 **Name:** Connie B. on Oct 29, 2012

Comments:

Flag

47 **Name:** Julia Tenuta on Oct 29, 2012

Comments: Lets do this Dover!!!

Flag

48 **Name:** Joshua Skinner on Oct 29, 2012

Comments:

Flag

49 **Name:** Georgette Ingemi on Oct 29, 2012

Comments: Please, do not wait until someone else gets killed My neice had a terrible accident at that site She came darn near to getting killed You have the means to erect a push button for people to cross Please do something

Flag

50 **Name:** John Pelletier on Oct 29, 2012

Comments: Resident of Back River Rd. I support some sort of action at this location, traffic light may be appropriate but a pedestrian island, extended curb, flashing beacons etc are all possible for here. Access for pedestrians visiting Dover from Downeaster train is also important, providing a better clearer crossing would help for this too.

Flag

Pedestrian Push Button Will Save Lives

[Home](#) > [Categories](#) > [Other](#) > [Pedestrian Push Button Will Save Lives](#)
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[Sign](#) [Blog](#) [Signatures](#) [Email friends](#)

Signatures

78 TOTAL

Page: 1 , 2

- 51 **Name:** Kelly Hughes on Oct 30, 2012
Comments:
Flag
- 52 **Name:** Dot on Oct 30, 2012
Comments:
Flag
- 53 **Name:** MK Ross on Oct 30, 2012
Comments:
Flag
- 54 **Name:** Ann Breslin on Oct 30, 2012
Comments:
Flag
- 55 **Name:** Thomas Bresnahan on Oct 30, 2012
Comments:
Flag
- 56 **Name:** Dave Shaw on Oct 30, 2012
Comments:
Flag
- 57 **Name:** G Shawn Mccallister on Oct 30, 2012
Comments:
Flag
- 58 **Name:** Sarah on Oct 30, 2012
Comments:
Flag
- 59 **Name:** Christopher Nelson on Oct 30, 2012
Comments:
Flag
- 60 **Name:** Lauryl Vachon on Oct 30, 2012
Comments:
Flag
- 61 **Name:** Carol Cella on Oct 30, 2012
Comments: Definately need crossing light for the safety of the people.
Flag
- 62 **Name:** Susan Mercier on Oct 30, 2012
Comments:
Flag
- 63 **Name:** Josephine Tremblay on Oct 31, 2012

Sign Petition

Now!
Sponsored links

Comments: Jackie Cote was very fortunate she was not killed that day in August. Are you waiting for someone to be killed before you act on putting a pedestrian light at this intersection?
Flag

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- 64 Name:** Michelle Cartier on Oct 31, 2012
Comments:
Flag
- 65 Name:** Cindy McMahon on Nov 2, 2012
Comments:
Flag
- 66 Name:** Linda Vallee on Nov 4, 2012
Comments:
Flag
- 67 Name:** William Gaudreault on Nov 5, 2012
Comments: good luck Jackie... I hope with all your support you can see this through!
Flag
- 68 Name:** Noel Cooke on Nov 5, 2012
Comments:
Flag
- 69 Name:** Jessica M Mitchell on Nov 5, 2012
Comments: Good luck!!!
Flag
- 70 Name:** Ashlee Cote on Nov 5, 2012
Comments: I'm a true believer in this petition because my sister got seriously injured in this crosswalk.
Flag
- 71 Name:** Antoine Welch on Nov 5, 2012
Comments: Doing this would save not only save the people being hit, but the city in the long wrong of being sued .
Flag
- 72 Name:** Heather Casey on Nov 5, 2012
Comments:
Flag
- 73 Name:** Derek Brown on Nov 5, 2012
Comments:
Flag
- 74 Name:** Casey Ferrari on Nov 5, 2012
Comments:
Flag
- 75 Name:** Lori on Nov 5, 2012
Comments:
Flag
- 76 Name:** Jennifer Waldron on Nov 5, 2012
Comments:
Flag
- 77 Name:** Randy St Pierre on Nov 9, 2012
Comments: For the humanity and s
Flag
- 78 Name:** Tom Waldron on Nov 15, 2012
Comments:
Flag



January 24, 2013

Dover City Council
City of Dover
288 Central Avenue
Dover, NH 03820

Re: Annual Customer Notice

Dear Council Members:

Each year Comcast provides its customers with annual notices, including such information as Comcast's customer privacy policy, payment procedures, equipment compatibility and billing dispute and complaint procedures.

In accordance with RSA 53-C:3-d, enclosed please find a copy of the inserts received by customers in their bills during 2012. In addition, please find a copy of the Affidavit submitted to the Attorney General's Office certifying the inclusion of such documents into customer bills during the 2012 calendar year.

Please do not hesitate to contact me if you have any questions at 603-224-1871, ext. 202.

Sincerely,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government & Regulatory Affairs

Enclosures

How To Use Your Cable Service

on your choice of one of the world's best entertainment and information media - cable TV! We have designed our Comcast cable television service to be as simple to use as it is exciting to explore!

This information is provided to enable you to be more knowledgeable about your service and to answer any questions you may have about it.

How Cable Television Works

Cable television brings you more channels and generally better reception than off-air reception of broadcast television because the television signals travel to your home by way of cable, rather than through the air. Because, television stations are brought into your home through miles of high-technology cable, your television reception is uninterrupted by trees, buildings and other surface obstacles.

In addition to certain local television stations, communications satellites allow you to receive many additional channels through cable television. A large selection of viewing choices is available from your cable company. Here is how these channels are received:

1. Individual television programs are produced in many locations around the world.
2. These programs are transmitted to communication satellites that orbit the earth. These satellites stay in a fixed position 22,300 miles above the earth, allowing them to transmit signals to your community.
3. Local satellite dishes receive these signals.
4. The cable television control center – the "head-end" – processes these satellite signals, along with the signals from your local television stations and other sources, so they can be transmitted over our cable system to your home.
5. These quality television programs are brought to your home by way of hundreds of miles of cable, either strung on poles or buried underground.



Complaint Procedures

If you have a complaint regarding your cable television service or your bill, please call the local customer service number listed below or our toll-free telephone number which is available 24 hours a day, seven days a week. You can also visit our local business office listed on your billing statement. Alternatively, if you wish to put your comments in writing, your letter should be addressed to Comcast at the local address listed on your billing statement. We will promptly try to resolve your complaint. If we are unable to resolve your complaint, we will notify you that we are unable to do so and explain the reason why. If you are dissatisfied with our resolution of your complaint, or we are unable to resolve your complaint, you may contact the local franchising authority to discuss your complaint. Please refer to your monthly cable bill or call the local customer service number listed below for the name and address of your local franchising authority.

Installation

Someone over 18 years of age must be home during the installation of your cable television service. This will ensure a thorough and complete installation and will allow you to become more familiar with your cable service and equipment.

General Do's and Don'ts

We have installed cable in your home in a manner that is consistent with Federal Communications Commission ("FCC") rules. Here are a few tips to keep it operating safely and reliably:

1. During severe electrical storms you should unplug your television set and cable converter to avoid damage. Comcast and your set manufacturer are not responsible for damage which occurs due to acts of nature.
2. Your cable converter operates on 110 volts. Please take all the same precautions you would for any small appliance, such as checking the cord to make sure it is not worn or damaged.
3. For your own safety, do not attempt to open or otherwise tamper with your cable converter.
4. If you have someone other than Comcast install the inside wiring in your home, or if you do it yourself, you are responsible for ensuring that the installation:
 - a. complies with all applicable governmental regulations (FCC signal leakage rules, for example), and
 - b. does not interfere with the normal operations of the cable system or any other communications systems, such as those used by police and fire departments.

Billing

Your monthly cable bill not only gives you a listing of your current charges, payments and credits, but it may also contain special messages to our customers. Take time to review your bill to make sure your name, address and other information are correct. You generally will be billed at the same time each month unless you are notified otherwise.

Your first statement will include a monthly charge for the upcoming month. It may also include:

1. Your installation charge,
2. A partial charge for your first month's service if you are connected in the middle of a billing cycle; for example, if your monthly cable fee is \$24.00 and you connect to cable on the tenth day of a 30-day month, you would be billed for 2/3 of a month. The amount shown next to the line entry "prorate" or "partial month" would be \$16.00,
3. Your payment due date,
4. An address to send any written requests in a separate letter to Comcast, and
5. All prices for services (these may be subject to applicable franchise fees and taxes).

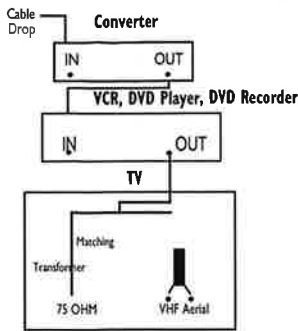
Theft of Service

The Cable Act (47 USC § 533) created both civil and criminal penalties for manufacturers, suppliers and users of unauthorized cable devices. This federal theft of service law supplements any existing state or local laws, and provides a federal remedy against any person who, without authorization, intercepts or receives any communication service which is provided over a cable system.

This federal law prohibits the unauthorized interception or receipt of any communications service over a cable system. This would include the theft of audio, video,

To Record What You View

The diagram below shows how to install your VCR, DVD Player, DVD Recorder so you may view and record the same channel. When using this option, be sure you have both your TV and VCR, DVD Player, DVD Recorder set to the proper channel.



Step 1: The coaxial cable from the wall connects to the "in" terminal on the converter.

Step 2: A coaxial cable is connected from the converter "out" terminal to the "in" terminal on your VCR, DVD Player, DVD Recorder.

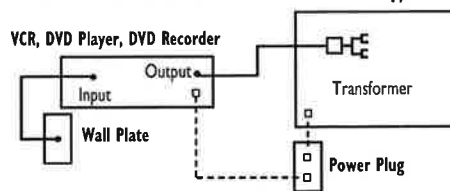
Step 3: A second coaxial cable is connected from the "out" terminal of your VCR, DVD Player, DVD Recorder to the back of your television set.

Step 4: The coaxial cable is then either attached to the 75 OHM input terminal if you have a cable-ready television, or a "matching transformer" is installed on the end of the cable connector, and the transformer is then attached to the VHF aerial terminals.

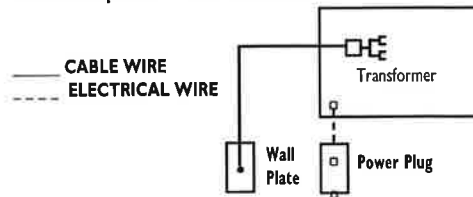
True Cable Compatibility

Please refer to the Equipment Compatibility section in this notice regarding cable compatibility, or call your Comcast office if you have questions. If your service level and your equipment are compatible, then generally you can be hooked up to cable service according to the following diagrams:

Cable-Compatible TV & VCR, DVD Player, DVD Recorder-Cable Connection



Cable-Compatible TV Cable Connection



Installing Digital Cable Service

Upon request for an upgrade to Comcast Digital Cable, self-installation kits and manuals for Digital Consumer Terminals ("DCT") are available from your local Comcast cable office for a separate charge. The installation and other instructions relating to DCTs differ from those set forth above due to the uniqueness of the DCT and the digital and other services and functions that may be received through it. Contact your local Comcast cable office for further details.

A Brief Note About The Services We Offer

Not all services are available in all areas. Please call your local Comcast office for details.

Basic Service

Basic Service is one of our most viewed levels of service. Basic Service may include off-air broadcast stations and franchise-required public, educational and government access channels. All such programming varies on a community-by-community basis and is subject to change at any time. Currently, our cable customers must subscribe to Basic Service in order to subscribe to any tiers of video service offered by Comcast.

Expanded Basic Service

Expanded Basic Service is the level of service that generally carries all non-premium cable channels, such as The Discovery Channel, Lifetime, ESPN, A&E, USA, TNT and, where available, regional sports services. All such programming varies on a community-by-community basis and is subject to change at any time.

Expanded Basic Service, where available, is an optional level of service above and beyond Basic Service. A customer must receive Basic Service in order to be eligible to receive Expanded Basic Service.

Premium Services

Premium Services are generally available to customers who receive Basic Service. Customers typically do not need to receive Expanded Basic Service in order to get premium channels. Premium channels generally include Home Box Office (HBO), Showtime, Cinemax, STARZ!, and Encore. All premium services may not be available in all areas. There is a separate monthly charge for each premium channel a customer receives.

Digital Cable Services

Many of our customers have chosen Comcast Digital Cable. It provides a special interest and other channels, digital music channels and access to multiple pay-per-view channels and multiplexed services, among other features, in addition to the analog service our customers already receive.

In addition, interactive television services may be available in some areas.

Other Optional Services

In addition to these programming services, we may also offer our customers the option of renting converters or remotes for an additional monthly charge; the Cable Guide, Pay-Per-View or other services, including ordering and downloading pay-per-view services; and optional interactive television services, such as e-mail and access to the Internet.

We may also have available Comcast High-Speed Internet Service for personal computers that offers content-enhanced access to the Internet; full motion video; national, regional, and local content; e-mail; personalized browsers; and other exciting features at unprecedented speed and convenience. Comcast High-Speed Internet service may not be available in all areas and is subject to certain terms and conditions.

SA7CF03Y

Important Information

Service Area(s)

MA/NH/ME

Phone Numbers

Billing/Repair

1-800-COMCAST (266-2278)

New Services/Sales

1-800-COMCAST (266-2278)

After-Hours Repair

1-800-COMCAST (266-2278)

Mailing/Office Address

Comcast

1 Comcast Center

Philadelphia, PA 19102

Public Information Offices Franchise Authorities

Consumer Division
of the Department of
Telecommunications and Cable
1-800-392-6066
1000 Washington St., Ste. 820
Boston, MA 02118

Office of the Attorney General
Consumer Protection and Antitrust Bureau
33 Capital St.
Concord, NH 03301

Office of the Attorney General
Consumer Information and
Mediation Service
6 State House Station
Augusta, ME 04333



Comcast Privacy Notice for Cable Television, High-Speed Internet and Phone Services

Why is Comcast providing this notice to me?

As a subscriber to cable service or other services provided by Comcast, you are entitled under Section 631 of the federal Cable Communications Policy Act of 1984, as amended, (the "Cable Act") to know the following:

- the limitations imposed by the Cable Act upon cable operators in the collection and disclosure of personally identifiable information about subscribers;
- the nature of personally identifiable information we collect;
- the nature of the use of personally identifiable information;
- under what conditions and circumstances we may disclose personally identifiable information and to whom;
- the period during which we maintain personally identifiable information;
- the times and place at which you may have access to your personally identifiable information; and
- your rights under the Cable Act concerning personally identifiable information and its collection and disclosure.

Personally identifiable information is information that identifies a particular person; it does not include aggregate data that does not identify a particular person or persons. This notice is also provided to you in accordance with applicable California law, which only applies to our customers located in California who are served by a cable television corporation.

In addition, Section 702 of the federal Telecommunications Act of 1996, as amended, (the "Telecommunications Act") provides additional privacy protections for certain information related to our phone services:

- information about the quantity, technical configuration, type, destination, location, and amount of your use of the phone services; and
- information contained on your telephone bill concerning the phone services you receive.

That phone information, when matched to your name, address, and telephone number is known as customer proprietary network information or CPNI for short. This notice, which includes our CPNI Policy, describes what CPNI information we obtain, how we protect it, and how it may be used. If you are a customer of our phone services, you have the right, and Comcast has a duty, under the Telecommunications Act, to protect the confidentiality of CPNI. We will also honor any restrictions applied by state law, to the extent applicable. **WE EXPLAIN BELOW UNDER "HOW DO I GIVE OR WITHHOLD MY APPROVAL FOR COMCAST TO USE CPNI TO MARKET ADDITIONAL PRODUCTS AND SERVICES TO ME?" HOW YOU CAN APPROVE OUR USE OF CPNI OR WITHDRAW YOUR APPROVAL.**

Special Note: Our CPNI Policy applies to the communications-related services provided by Comcast Business Communications, Comcast Digital Phone, Comcast Digital Voice, and Comcast Long Distance.

In this notice, the terms "Comcast," "we," "us," or "our" refer to the operating company subsidiary or subsidiaries of Comcast Corporation that (i) owns and/or operates the cable television system in your area pursuant to a cable television franchise with the local franchising authority, or (ii) is operating in your area as Comcast Business Communications, Comcast Digital Phone, Comcast Long Distance, or Comcast Digital Voice. The term "you" refers to you as a subscriber to one or more of our cable service and other services.

I. Collection

What kind of information does this notice apply to?

The Cable Act applies to personally identifiable information that you have furnished to Comcast, or that Comcast has collected using the cable system, in connection with the provision of cable service or other services. The Telecommunications Act applies to CPNI related to our regulated phone services, and certain orders of the Federal Communications Commission apply the CPNI rules to our interconnected voice over Internet protocol communications services. This notice applies to our cable television service, our high-speed Internet service, and our phone services as provided for by applicable law and except as otherwise noted.

Special Note: This notice only covers information that is collected by Comcast in connection with the provision of our cable television service, our high-speed Internet service, and our phone services to you as a subscriber to one or more of these services. It does not cover information that may be collected through any other products, services, or websites, even if accessed through our services and even if co-branded with them. You should read the privacy policies for these other products, services, and websites to learn how they handle your personal information.

formation such as the time you actually use our services and the use of other features of our services, and which menus and menu screens are used most often and the time spent using them.

In order to carry out a particular request you make to watch a pay-per-view program or purchase a product, service, or feature, for example, our system may collect certain personally identifiable information. This information typically consists of account and billing-related information such as the pay-per-view programs or other products, services, or features ordered so that you may be properly billed for them. Follow your program guide commands or any special instructions on your video screen when you make these transactional requests. These commands and instructions will explain your choices so that you can complete or cancel your requests as you wish.

What kind of information do you collect and use to improve your cable services and deliver relevant advertising?

Our cable systems may collect anonymous and/or aggregate information using set-top boxes and other equipment. We use this information to determine which programs are most popular, how many people watch a program to its conclusion, and whether people are watching commercials, for example. As described below under "How does Comcast use personally identifiable information and CPNI?", we may provide subscriber lists or certain anonymous and/or aggregate information to third parties working on our behalf such as audience measurement or market research firms, for example. These firms may combine this information with other aggregated or non-aggregated demographic information (such as census records) to provide us with audience analysis data though we will require them to remove personally identifiable information about our subscribers from this data. We use this information to improve our cable television service and other services and make programming and advertising more relevant to our subscribers. We may also use this information to distribute and deliver relevant programming and advertising to you without disclosing personally identifiable information about you to programmers or advertisers. In addition to this privacy notice, we may provide additional notices to you regarding specific advertising or other initiatives. These notices will describe the initiatives in greater detail and may, as appropriate, contain information you can use to choose to participate, or not participate, in these initiatives.

II. Use

How does Comcast use personally identifiable information and CPNI?

We collect, maintain, and use personally identifiable information and CPNI as permitted by the Cable Act and the Telecommunications Act and other applicable laws. We use this information primarily to conduct business activities related to providing you with our cable service and other services, and to help us detect theft of service. Generally speaking, we use personally identifiable information in connection with:

- billing and invoicing;
- administration;
- surveys;
- collection of fees and charges;
- marketing;
- service delivery and customization;
- maintenance and operations;
- technical support;
- hardware and software upgrades; and
- fraud prevention.

More specifically, we also use personally identifiable information to:

- install, configure, operate, provide, support, and maintain our cable service and other services;
- confirm you are receiving the level(s) of service requested and are properly billed;
- identify you when changes are made to your account or services;
- make you aware of new products or services that may be of interest to you;
- understand the use of, and identify improvements to, our services;
- detect unauthorized reception, use, or abuse of our services;
- determine whether there are violations of any applicable policies and terms of service;
- manage the network supporting our services;
- configure cable service and other service-related devices; and
- comply with law.

The Telecommunications Act further permits Comcast to use, disclose, and permit access to CPNI obtained from our customers, either directly or indirectly, to:

- initiate, render, bill, and collect for telecommunications services;
- protect our rights and property, and protect our users of these services and other carriers from fraudulent, abusive, or unlawful use of, or subscription to, these services;
- provide any inbound telemarketing, referral, or administrative services to you for the duration of the call, if you initiated the call and you approve of the use of this information to provide these services; and
- to provide call location information concerning the user of a commercial mobile phone service.

With respect to phone services, unless we obtain your approval in accordance with our policies described below under "How do I give or withhold my approval for Comcast to use CPNI to market additional products and services to me?" Comcast may not use CPNI to market products and services to you other than the phone services.

Comcast transmits, and may collect and store for a period of time, personally identifiable and non-personally identifiable information about you when you use our high-speed Internet and phone services to:

When may Comcast disclose personal information to others in connection with phone service?

Comcast may disclose to others personally identifiable information in connection with features and services such as Caller ID, 911/E911, and directory services as follows:

- We may transmit your name and/or telephone number to be displayed on a Caller ID device unless you have elected to block such information. Please note that Caller ID blocking may not prevent the display of your name and/or telephone number when you dial certain business or emergency numbers, 911, 900 numbers, or toll-free 800, 888, 877, or 866 numbers.
- We may provide your name, address, and telephone number to public safety authorities and their vendors for inclusion in E911 databases and records, inclusion in "reverse 911" systems, or to troubleshoot 911/E911 record errors.
- We may publish and distribute, or cause to be published and distributed, telephone directories in print, on the Internet, and on disks. Those telephone directories may include subscriber names, addresses, and telephone numbers, without restriction to their use.
- We may also make subscriber names, addresses, and telephone numbers available, or cause such subscriber information to be made available, through directory assistance operators.
- We may provide subscribers' names, addresses, and telephone numbers to unaffiliated directory publishers and directory assistance providers for their use in creating directories and offering directory assistance services.
- Once our subscribers' names, addresses, and telephone numbers appear in telephone directories or directory assistance, they may be sorted, packaged, repackaged and made available again in different formats by anyone.

We take reasonable precautions to ensure that non-published and unlisted numbers are not included in our telephone directories or directory assistance services, but we cannot guarantee that errors will never occur.

When is Comcast required to disclose personally identifiable information and CPNI?

We make every reasonable effort to protect subscriber privacy as described in this notice. Nevertheless, we may be required by law to disclose personally identifiable information or individually identifiable CPNI about a subscriber. These disclosures may be made with or without the subscriber's consent, and with or without notice, in compliance with the terms of valid legal process such as a subpoena, court order, or search warrant.

For subscribers to our cable television service, the Cable Act requires Comcast as a cable operator to disclose personally identifiable information to a third-party or governmental entity in response to a court order. If the

court order is sought by a non-governmental entity, we are required to notify the subscriber of the court order. If the court order is sought by a governmental entity, the Cable Act requires that the cable subscriber be afforded the opportunity to appear and contest in a court proceeding relevant to the court order any claims made in support of the court order. At the proceeding, the Cable Act requires the governmental entity to offer clear and convincing evidence that the subject of the information is reasonably suspected of engaging in criminal activity and that the information sought would be material evidence in the case.

For subscribers to our high-speed Internet and phone services, the Cable Act requires Comcast to disclose personally identifiable information and individually identifiable CPNI to a private third party in response to a court order, and we are required to notify the subscriber of the court order. The Cable Act requires us to disclose personally identifiable information and individually identifiable CPNI about subscribers to high-speed Internet and phone services to a government entity in response to a subpoena, court order, or search warrant, for example. We are usually prohibited from notifying the subscriber of any disclosure of personally identifiable information to a government entity by the terms of the subpoena, court order, or search warrant.

How does Comcast protect personally identifiable information?

We follow industry-standard practices to take such actions as are necessary to prevent unauthorized access to personally identifiable information by a person other than the subscriber or us. However, we cannot guarantee that these practices will prevent every unauthorized attempt to access, use, or disclose personally identifiable information.

How long does Comcast maintain personally identifiable information?

Comcast maintains personally identifiable information about you in our regular business records while you are a subscriber to our cable service or other services. We also maintain this information for a period of time after you are no longer a subscriber if the information is necessary for the purposes for which it was collected or to satisfy legal requirements. These purposes typically include business, legal, or tax purposes. If these purposes no longer apply, we will destroy the information according to our internal policies and procedures.

IV. Customer Access and Choice

How can I see my personally identifiable information or CPNI and correct it, if necessary?

You may examine and correct, if necessary, the personally identifiable information regarding you that is collected and maintained by Comcast in our regular business records. In most cases, the personally identifiable information contained in these records consists solely of billing and account information. We will correct our records if you make a reasonable

Comcast's use of your account information for marketing and promotional activities is also subject to your right to limit or restrict us from making those offers as described above in "How do I give or withhold my approval for Comcast to use CPNI to market additional products and services to me?" in this notice.

If you prefer to contact Comcast in writing instead of by telephone, you may send a written request to the address listed below under "How do I contact Comcast?". Be sure to include your name and address, your Comcast account number, and a daytime telephone number where you can be reached in the event we have any questions about your request. The written request should be signed by the person who is identified in our billing records as the subscriber. If you have a joint account, a request by one party will apply to the entire account. If you have multiple accounts, your notice must separately identify each account covered by the request.

What e-mail communications will Comcast send to me and how do I manage them?

We may send a welcome e-mail and sometimes other information to new subscribers to our cable service and other services (including each new secondary account holder, where applicable). We may also send service-related announcements to our subscribers from time to time. For example, we may send you an e-mail announcement about a pricing change, a change in operating policies, a service appointment, or new features of one or more of the cable service or other services you receive from us. You may not opt-out of these service-related communications. If you fail to check your primary e-mail address for service-related announcements, you may miss important information about our services, including legal notices, for example.

We reserve the right to send you promotional or commercial e-mail as permitted by applicable law. You can manage the promotional or commercial e-mails Comcast may send to you by following the instructions contained in the e-mails or by going to the web page located at www.comcast.com/preferences and following the directions there. We may ask for additional information on this preferences page such as your zip code, for example. By providing this additional information to us we will be able to better inform you of the availability of special offers and promotions in your area. If you no longer wish to receive these e-mails you may opt-out of receiving them by going to the same page and changing your contact preferences.

What can I do if I think my privacy rights have been violated?

If you believe that you have been aggrieved by any act of ours in violation of the Cable Act, we encourage you to contact us directly as described below in "How do I contact Comcast?" in order to resolve your question or concern. You may also enforce the limitations imposed on us by the Cable Act as applicable with respect to your personally identifiable information through a civil lawsuit seeking damages, attorneys' fees, and lit-

igation costs. Other rights and remedies may be available to you under federal or other applicable laws as well.

Will Comcast notify me if it changes this notice?

As required by the Cable Act, we will provide you with a copy of this customer privacy notice at the time we enter into an agreement to provide any cable service or other service to you, and annually afterwards, or as otherwise permitted by law. You can view the most current version of this notice by going to www.comcast.com, searching for "privacy policy," and selecting the appropriate link.

We may modify this notice at any time. We will notify you of any material changes through written, electronic, or other means and as otherwise permitted by law. If you find the changes to this notice unacceptable, you have the right to cancel your service. If you continue to use the service following notice of the changes, we will consider that to be your acceptance of and consent to the changes in the revised privacy notice. This includes your consent for any personally identifiable information that we may collect and use starting on the effective date of the revised notice, as well as for any personally identifiable information that we have collected prior to the effective date of the revised notice. However, we will only consider your continued use of the service to be your acceptance of and consent to changes in the revised privacy notice for changes made after December 31, 2006.

How do I contact Comcast?

If you have any questions or suggestions regarding this privacy notice, or wish to contact us about your personal information, please reach us as follows:

Phone: 1-800-COMCAST
Web site: www.askcomcast.com/contactus.asp
Mail: Comcast Cable Communications, LLC
Attn: Law Department - Customer Privacy Notice
One Comcast Center
Philadelphia, PA 19103-2838

Revised and effective: January 1, 2009

AFFIDAVIT

Customer Annual Notice

I, Ronni Summerton, certify that Comcast of Connecticut/Georgia/ Massachusetts/New Hampshire/New York/North Carolina/Virginia/Vermont, LLC, Comcast of Maine/New Hampshire, Inc., Comcast of Massachusetts/New Hampshire, LLC and Comcast of New Hampshire, Inc. complied with New Hampshire RSA 53-C:3-d (Notice to Subscribers Regarding Quality of Service) by providing each customer located in the communities attached hereto an insert regarding 1) **Customer Privacy Notice**, 2) **Important Information** and 3) **Notice to Customers Regarding Equipment Compatibility & Important Information**. Each notice was submitted with subscriber bills in February, September and September of 2012 respectively.



Signature

Ronni Summerton

Print Name

January 14, 2013

Date

Attachment