



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, March 27, 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**
 - A. March 13, 2013**
 - B. March 27, 2013**
- 10. APPROVAL OF MINUTES**
 - A. February 20, 2013 – Workshop Session**
 - B. February 27, 2013 – Regular Session**
 - C. February 27, 2013 – Workshop Session**
 - D. March 6, 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**



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13. NEW BUSINESS

A. CONSENT CALENDAR

1. **BLOCK PARTY – Greater Dover Chamber of Commerce – July 4th Celebration**
2. **BLOCK PARTY – Greater Dover Chamber of Commerce – Cochecho Arts Fest.**
3. **RAFFLE – Greater Dover Chamber of Commerce – 12th Annual Sweepstakes**
4. **RAFFLE – Greater Dover Chamber of Commerce – Cochecho Arts Festival**
5. **RAFFLE – Cochecho Lacrosse**
6. **RAFFLE – Great Bay Figure Skating Club**
7. **RAFFLE – Maine Coast Runners Flyball Team**
8. **RAFFLE – Saint Mary Academy**
9. **ROAD RACE – The Children’s Museum of New Hampshire**
10. **ROAD RACE – Dover Mounted Patrol**
11. **ROAD RACE – Goodwin Community Health**
12. **ROAD RACE – New Hampshire Soap Box Derby**
13. **ROAD WALK – Portsmouth Christian Academy of Dover**
14. **TAGGING – Dover Baseball**

COMMITTEE REPORTS

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

B. RESOLUTIONS

1. **RESOLUTION: B13029 PURCHASE DIGITAL INFORMATION MANAGEMENT SYSTEM DOVER POLICE DEPARTMENT**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE

A. Comcast Letter dated March 18, 2013

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT

CITY MANAGER'S REPORT



March 13, 2013

"The probability that we may fail in the struggle ought not to deter us from the support of a cause we believe to be just."

— Abraham Lincoln

SUBMITTED BY:

J. MICHAEL JOYAL, JR.
CITY MANAGER

CITY OF
DOVER, NH

AVAILABLE ONLINE:

WWW.DOVER.NH.GOV

STREETS, WATER, SEWER UPDATES

Utilities:

Water - A water leak was found on Durham Road, between Mast Road and Grapevine Drive. The main was shut down and since there are currently no services tied in, crews will wait until spring to conduct the necessary repairs. Meter crews detected a noise at 118 Locust Street while on site for an appointment. Upon further investigation, a leak was discovered on the City's side of the one-inch service. Crews have completed the repairs and will be working to patch up the area. A leak was found on the owner's side of the service at 118 Stark Avenue. Crews are working with the homeowner to get those repairs made.

Due to the recent snow storms, crews conducted another round of hydrant clearing to allow access for the Fire Department. Employees also assisted the Highway Division with winter storm operations throughout the month. Several storm events, including one major snowstorm, resulted in a number of days spent plowing, sanding and removing snow from the roadways and sidewalks.

GPS work for all fire hydrants within the City has been completed. The hydrant locations have all been recorded and entered into the GIS system. The next focus is to obtain GPS information for water gates on main lines and fire hydrants.

The City Council approved a new portable generator for the water wells after a grant for \$125,000 was received from the Department of Homeland Security. This will help out a great deal as there is currently one portable generator for all the wells, and only one of the eight wells has a permanent generator. As a part of general maintenance, the Calderwood Well is slated for cleaning in March. Crews attempt to maintain a five to six year cycle by cleaning one or two wells per year. If problems are found with any of the pumps, this process can take upwards of a month (or longer) to complete.

Sewer - Staff responded to two sewer backups and one overflow during the month of February. On Shady Lane, crews discovered a large amount of overgrown roots to be the cause of the first backup. While cutting the roots, a mass was dislodged from the main blockage, which caused an additional blockage downstream. The secondary blockage resulted in an overflow, discharging an estimated 500 gallons into the nearby catch basin. The state and EPA were notified of the situation. The second backup occurred in a private development on Constitution Way. Since this incident happened over the weekend, City staff responded and cleared the blockage. The development will be hiring a private cleanup company.

Crews have been TV inspecting the sewer work completed in the Applevale Avenue area. This is a routine examination that is performed prior to final paving. Engineers will review the inspection tapes, which should be completed in March. The force main for the Tolend Road landfill was cleaned using Styrofoam pigs after an iron bio film was found inside the 6,000-foot main, which had caused a reduction in pumping.

Engineering: Hoyle, Tanner & Associates (HTA) reviewed plans for the replacement of water, sewer, drainage and road improvements for Trakey Street, Richmond Street, Grove Street and Hanson Street. The City is awaiting construction costs and final plans and specs from HTA. The inflow and infiltration (I&I) report was received from Wright Pierce for the rehabilitation of the Renaud Avenue area. A meeting will be scheduled to go over these options. Wright Pierce also submitted a hydraulic report on the Varney Brook Pump Station. There are some issues, such as cavitation problems, that will need to be addressed prior to the station's rehabilitation in 2017. Engineers from CMA have been working on a design for the grinder vault and replacement of the 35 year-old generator for the Cocheco Pump Station. The grinder is designed to break the waste down and help relieve the clogging problems experienced at the station.

Streets/Stormwater: The Highway Division continued to cold-patch numerous potholes throughout the city. Crews spent a majority of month keeping up with eight separate storm events. Approximately 3,000 gallons of salt brine was applied to pretreat the roadways. Plowing, salting/sanding and snow removal was performed on the roadways and sidewalks after each storm. One major snowstorm (*The Blizzard of 2013*, aka "Nemo") hit the northeast February 8th-10th, dumping almost two feet of snow onto the area. Crews spent two nights removing snow from the downtown and several more days clearing and removing snow throughout the rest of the city. Efforts to remove snow from the streets and sidewalks were ongoing for most of the month. Spot sanding/salting was performed on icy roadways and sidewalks (and straight sand on all dirt roads) after varying temperatures resulted in slippery conditions. The residential sand/salt supply on Shaw's Lane and the sand barrels in the downtown were all restocked.

Mailboxes damaged by plows were either repaired or replaced as needed. Temporary boxes were provided in some cases in order for residents to receive their mail. Permanent boxes will be installed in the spring, and any lawn damages will be repaired at that time as well.

Crews cut down a dead tree on Blackwater Road that was in danger of falling into the roadway. Overgrown brush was also trimmed at the dam access area on Varney Road. The path needs to remain clear so crews can perform regular maintenance.

Damaged areas around manholes and catch basins were repaired and smoothed out. Cold patch has been used as a temporary fill since the local hot top plants have closed for the season. Crews removed any snow or debris from the catch basins to allow for proper drainage and to prevent flooding. A backhoe was used to clear certain areas where snow drifts were several feet high. Despite the heavy snowfall and a number of days where temperatures ran above freezing, there were very few reports of flooding.

PROGRAMS AT CITY CENTERS/BUREAUS

Investigations/Legal Bureau: During the month of February 2013, there were 2 letters generated by the Dover Police Special Investigations Unit that were sent to a certain licensed liquor establishments 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 8 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.

SIU detectives, in conjunction with patrol officers, investigated an indecent exposure incident that occurred in a retail store where the victim was an eleven year old girl. With help from the public and other police agencies, SIU detectives were able to identify the perpetrator and make an arrest two days after the incident.

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

The SIU also investigated three unattended deaths that occurred in February.

Parking Bureau: The rollout of the EasyPark system continues to go smoothly with 147 units sold in Dover. Since EasyPark came on line, the average meter purchase went up 9% and the average EasyPark user stay 11 minutes longer than meter users.

Over the past two months, the Parking Commission again reviewed the city's current calendar based winter parking ban. After considerable discussion, the Commission did not make any recommendations to change the current policy. Initial reviews on permanently ending the requirement for overnight permits in the parking lots were positive.

The Parking Bureau continued to deal with frequent snow storms during the month. Once Community Services completes pushing the snow out of the travel lanes and cuts paths along the sidewalks, Parking Bureau personnel clear a lane for nearly every parking space to the sidewalk. This system is a significant improvement for downtown as access lanes from the parking spaces were only cut at crosswalks or every 100 feet prior to the meters being installed.

Parking Manager Bill Simons continues to work with the Planning Department and Legal Division on the potential sale and development of the First Street parking lot. The discovery of a gas station on the site in the 1950's has led to the need to conduct a Phase II Environmental survey to determine if there are any residual fossil fuels.

Traffic Bureau: Sgt. Speidel conducted 7 child passenger seat inspections during the month of February. This included several checks conducted on the evening of February 20, 2013 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 February 19, 2013, Dover officers participated in the Operation Safe Commute statewide coordinated initiative. The date was selected by the New Hampshire Highway Safety Agency. Extra traffic patrols were performed during peak commuting hours under a contract from NHHSA which reimburses the agency's personnel costs.

On February 21, 2013, Sgt. Speidel attended a "train-the-trainer" class at the Police Standards and Training facility covering the NH Department of Transportation's authorized curriculum on work zones and flagging operations. This course is in compliance with the April 2013 mandate for all DOT-funded work zones. The course reviewed Department of Labor required equipment. Sgt. Speidel will provide training for Dover Police Department personnel who perform any traffic control or flagging operations at NH DOT sites, such as the upcoming Exit 6 phase of the Newington-Dover Little Bay Bridges project.

Patrol: During the month of February, officers handled a total of 2,072 incidents resulting in the following activity / criminal charges;

- 832 Traffic Stops
- 43 Total arrests
 - 6 DWI arrests
 - 3 Arrests for MV charges other than DWI
 - 7 Drug related arrests
 - 5 Arrests for Assault
 - 7 Theft related arrests
 - 4 Arrests for Criminal Mischief
 - 3 Arrests for electronic bench warrants
 - 3 Arrest for violation of court orders
 - 1 Arrests for Burglary
 - 2 Arrests for Criminal Trespass
 - 3 Arrests for Resisting Arrest
 - 1 Arrest for Criminal Threatening
 - 1 Arrest for Indecent Exposure
 - 3 Arrests for Alcohol Offenses
 - 3 Arrested were juveniles

Diversion Program: The Diversion Committee met on Thursday, February 21, 2013. As a result of this meeting in February 2013, here is the current case breakdown:

- (7) cases with active Diversion Contracts
- (1) case in process of being returned to Juvenile officer for non-compliance
- (0) new cases heard
- (0) new cases awaiting review for March 2013 meeting

The next planned meeting for the Dover Court Diversion Committee is Thursday, March 28, 2013

Dover Housing Authority: On February 14, 2013, Officer Joslin met with several residents of the Niles Park Neighborhood at the Community Center on Union Street. During this meeting, Officer Joslin learned of concerns the residents had about lighting throughout the park. Officer Joslin reported those concerns to Dover Housing Authority staff and later met again with the residents. Officer Joslin was advised that some of the lights had been repaired but several still needed replacing. Officer Joslin will continue to work with DHA to get the rest of the lights working.

On February 19, 2013, Officer Joslin met with residents at Waldron Towers to determine any concerns that they needed addressed. During that meeting, Officer Joslin was told that there were no major concerns for him to look into.

On February 20, 2013, Officer Joslin met with a group of residents at Central Towers to determine any concerns that they needed addressed. During that meeting, some residents complained about unauthorized vehicles parking in the lot and taking up their spaces. Officer Joslin directed them to either call Dover Housing or the Police Department when there was someone parked in their space. He also told them that he would make frequent checks of the area.

Community Service Program: The Community Service program tracked nine active participants in the month of February 2013. Of the nine juveniles in the program, seven participated during the month. A total of 10.5 hours of community service work was completed during the month. None of the juveniles completed their obligation during the month of February 2013.

So far in 2013, 29 hours of community service have been completed.

Dover Police Academy: On Wednesday evening, February 27th, 2013, the Dover Police Academy (DPA) met at the Dover Teen Center for a class on Criminal Investigations. The class lasted approximately 90 minutes.

The class was instructed by Detective Sergeant Scott Pettingill and Detective Pat Kilbreth. The class outlined the role of the Dover Police Department's Special Investigations Unit (SIU) and provided a breakdown of the assignments within the unit. The class also covered the very latest in drug trends and the role of the NH Attorney General's Drug Task Force.

The next meeting set for the third week in March will feature the Special Response Team and range safety.

Dover Coalition for Youth: For the past two years, the City of Dover has been recognized by America's Promise Alliance as one of the 100 Best Communities for Young People. The Coalition is awaiting the release of the latest application for this award. The typical timeline has been a release of the application in February with a due date in early May. As of right now there is no information about the 2013 competition or a guarantee that it

will even happen. If the next application is released, the Coalition will work with its community partners to once again nominate the city. The Coalition will also continue to look for other opportunities to bring attention to Dover and their services for youth.

Staff continued to work with our evaluation team to assess the impact of the Youth to Youth empowerment model. Initial results show that participants in the youth empowerment program show significant progress in their speaking and presenting skills. That progress was not seen in the control group which is a group of students who did not participate in the Youth to Youth program.

The evaluation team submitted an application highlighting the evaluation plan and these results to the NH Service to Science Expert Review Panel. This application will be reviewed in April. This panel has the authority to designate the program as a "promising practice" or as an "evidence-based" program in the State of New Hampshire.

The Coalition continues to plan the Dover Chamber of Commerce's Business Open House in March. This event, hosted by the Dover Coalition for Youth at the McConnell Center, will allow the Coalition to network and promote its activities to 75-100 business leaders in the city.

Dover Youth to Youth: The "*Love Your Os*" assembly was performed for the Horne Street School 2nd grade on Feb. 1st. Almost 100 students were present for this theatrical presentation using costumed characters to tell a story about how smoking cigarettes (or anything else) prevents you from getting enough oxygen, slows you down and hurts your ability to play sports. With the completion of the Horne Street School presentation, all three elementary schools received the presentation – a total of about 300 students.

A more expansive *Love Your Os* campaign is continuing at Woodman Park School. In collaboration with the health classes, gym teacher, and art teacher, a wide variety of activities throughout the school year have attempted to raise the awareness in every grade of the importance of getting Os (oxygen) and keeping lungs healthy.

Students from Youth to Youth also created a new radio PSAs last month at WOKQ, as part of their collaboration with Dover Crimeline. In the radio PSA, the message is that Dover Crimeline will pay up to \$1,000 for information leading to the arrest of anyone providing alcohol to minors.

Youth to Youth students traveled to the State House in Concord twice in February to testify against a variety of bills relating to Marijuana that were being heard by the NH House of Representatives. On February 14th, two students spoke to the Criminal Justice and Public Safety Committee of the House. They argued against 3 bills, one that would decriminalize marijuana and two others that would legalize the drug outright as has been done in Colorado and Washington State. The students raised concerns about the message being sent to kids by approving of any of these measures, as well as the difficulty of keeping it away from minors.

On February 21st, two different students testified against approving marijuana for medical purposes based on similar concerns for the message it sends to youth, as well as questions about the difficulty controlling it and limiting its use to appropriate medical situations. Also

attending the two hearings were 12 additional Youth to Youth students who had a chance to listen to the hours of testimony on both sides and learn about the legislative process.

Also in February, Dover Youth to Youth conducted sticker shock on two afternoons after school. Students placed informational stickers on 6-packs, 30-packs and cases of beer at Koozie's, Hannaford, Shaw's, Tedeschi and Janetos Market. The stickers highlight the risks of underage drinking

Teen Center: The Dover Teen Center calendar for February 2013 consisted of educational and social programming for our youth participants.

For the month of February 2013, the Teen Center saw a total of 577 participants on 17 days of programming, which yielded an average of just under 34 participants per day.

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

- TC Trivia Special – "Justin Bieber Fever" (2/6)
- TC Guest Event – "Robotics" by 4-H Representative (2/7)
- TC Holiday Event – "Valentine's Day Party" (2/14)
- TC Academic Bowl V - "Progress Report Community Buck\$ Event" (2/19)
- TC Snack Special – "Pancake Madness" (2/20)
- TC Classic Event – "Bingo Mania" (2/21)
- TC Music Event – "DoverPalooza Show" (2/28)
- February Vacation Week Programs (2/25-3/1)

The Dover Teen Center received nine new registrations in February 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:

21 pedestrian crosswalk warnings

24 assistance to public calls

10 total MV warnings

9 MV cross walk warnings

6 MV one-way warnings

10 Parking assist

2 Roadway obstructions

Animal Control: For the month of February there were a total of 46 animal calls. Of those, 22 were handled by the Animal Control Officer, 8 were handled by dispatch and 16 by patrol officers.

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

1 missing animal

2 animal bites
8 loose dogs
2 animal nuisance calls
3 found animals
6 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. The Animal Control officer received 15 voice mail messages.

K-9: The Police Department has one K-9 handler, Officer Tim Keefe, who works with a German Shepherd K-9 partner named Grinko. During the month, Officer Keefe and Grinko were used three times. One incident involved Officer Keefe and Grinko assisting other officers in dealing with a possibly armed suicidal subject. The second incident involved Officer Keefe and Grinko responding to New York Street to assist other officers in searching for a missing child, who was located at a neighbor's residence. The third incident involved Officer Keefe and Grinko searching a large commercial building after the burglary alarm was activated and a door to the building found open.

During the month of February, 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 February.

Communications Bureau: During the month, the Communications Bureau handled 9,193 radio transmissions, 8,525 phone calls, 336 emergency calls, 91 alarms, and 267 customers in the Police Department's lobby.

Public Library: Program attendance at library programs totaled 656 in February. 319 craft projects were made at the Children's Room's "Make-It, Take-It" table. The Library hosted 95 public meetings and private tutoring sessions in its meeting rooms and the Library provided 1,419 hours of free public Internet access in February (does not count wi-fi use), plus the Early Literacy computer station in the Children's Room was used 234 times.

The "Book A Librarian" program instructed three appointment makers with e-reader help.

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. This program ended on 2/23/13. Midget basketball for 3rd and 4th graders continued on Saturdays and fifth and sixth graders continued their games on Saturdays; both have ended. All-star teams were formed for both girls and boys. The girls and boys competed in the Rollinsford/Somersworth "Frosty" Tournament over February vacation. These teams will compete in local tournaments during March as well.

The 7th & 8th grade basketball teams finished out their seasons. The high school boys teams entered the second half of their schedules, and will wrap up with playoffs in March. 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. All three men's leagues will wrap up their regular seasons soon and enter the playoffs in March. The Seacoast Women's Basketball League began playoffs on Sunday afternoons at the McConnell Center. Weekend programming was hard hit by snowstorms which resulted in multiple cancellations.

Muscle Power, Interval Toning, Zumba® and Yoga wrapped up Session III and registrations are currently being taken for Session IV.

Field scheduling for spring sports has begun. The first week of spring sports sign-ups for all our leagues took place the week of February 4th and the last week of Spring Sports Sign-ups will be the week of March 4th at the McConnell Center. The League Presidents Meeting was held on February 26th for presidents of all the affiliated rec leagues.

The date for Dancing with the Stars has been set for Saturday, May 18th at the DHS Auditorium.

Co-ed Volleyball will resume in March on weekends. February vacation saw an increase in youth open gym times.

Indoor Pool: High School swimming came to an end at the beginning of February with the Dover High girls team winning their division at the state swim meet held at UNH in Durham. With High School Swimming coming to an end, afternoon rec swim has returned. There were up to 60 patrons during vacation week in the pool during this time.

Adult Lap Swim has also seen steady attendance with a range of 75-100 people a day depending on the day and the weather. Hydrofitness continues to draw in a great crowd with as many as 15-20 patrons at each class. Winter swim lessons ended on a great note. Seacoast Swimming continues to use the facility and will continue through mid-March. Pool Rentals have been heavy this month with 7 parties using the facility on weekends.

Hydro-fitness: 10-15 attendees
Lap Swimmers: 75-100 swimmers per day

Ice Arena: There have been many busy days at the Dover arena this past month with youth and high school games and practices coming to a close for the season. Weekends continue to be very busy with hockey games Friday, Saturday and Sunday.

Recreational public skating continues to be busy with 1,301 participants skating this past month.

February had only two Rock Nights and continues to be popular with almost 200 skaters at each event.

Stick Practices: 495

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

The Walking Group, Book Club, Craft Group and Intermediate Spanish Classes have been held during February.

The in-house ukulele band, The Silver Strummers, continue to practice at the center on Wednesday mornings.

Mystery Luncheons are held the 1st Wednesday, 2nd Tuesday, and 3rd Saturday of every month.

Dover Bowl opened their lanes to members of our Senior Center on Tuesday mornings during the month of February.

The Visiting Nurse was checking Blood Pressure on February 14th.

Rubber Stamping has been added to the monthly calendar. This group will meet once a month on Fridays.

14 Self-Guided Day Trippers enjoyed a Valentine's Day supper on February 14th.

4 Members traveled to Daytona on February 1st.

44 Members traveled to Mohegan Sun on February 25th.

Senior Mystery Lunches: 37

Senior Social: 24

Travel Night Info: 27

DEPARTMENTAL COLLABORATION & ENHANCEMENTS

Community Services received the grant for a power generator to run the City's well system during power outages. This was sent to the Council to approval. The Fire Department assisted with the grant writing.

The Fire Department is a member and attended the Security Committee for the School Department to review their operations and facilities. They are assisting with policy implementation and utilizing NH Homeland Security and Emergency Management for possible funding sources for school upgrades.

The Fire Department hosted a meeting for the Community and Department of Environmental Services regarding the building of a dock at Hilton Park. This Community asset will assist emergency services and the public to utilize waterways. The meeting was to address citizen concerns over the construction and location.

A Fire Department member coordinated the NH Army National Guard helicopter to work with local agencies and the school to provide a static display and orientation rides to the JROTC program at Dover High School. A UH-60A Blackhawk Helicopter landed at Bellamy Field and performed 4 sorties of orientation flights over Dover.

Residents are now able to renew dog licenses online. In addition, rabies information can also be updated online and the certificate mailed to the City Clerk's office. A checking account is required for online dog license registration. To ensure privacy, dog owners must provide the dog's tag number.

As system administrators for the Dovertnet libraries' automation system, public librarians aided the school libraries with 6 technical issues during February, plus loaned 113 items to the Dover schools and borrowed 84 items from them for patrons.

The Information Technology Division continues to work with School District administration and high school staff on establishing a media center at the high school. This division also continues to publish and promote School District news and events on Channel 95, Dover Download and social media.

The Planning and Community Development staff worked with Mr. Dal Santo, who oversees Dover's JROTC Program. Mr. Santo and staff developed opportunities for JROTC cadets to work on the Community Trail and other community based projects.

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
- Cardinal Drive
- Henry Law Park
- Various lots on Eden and Dolores Drives
- 30 Dover Point Rd
- 23 Oak St

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.

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.

On February 2 the first of two Charettes was held. This charette focused on two roadways, Portland Avenue and Broadway. Comments and feedback on all six roadways were accepted and gathered. Approximately 30 people attended this first session and gave valuable and useful feedback. The second charette was postponed from February 9th to March 2nd, due to inclement weather. Additionally, staff collected feedback via a survey which asked residents about development and travel along the roadways.

The Planning Department 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 February. This work included working with the Navy Junior ROTC program to identify ways cadets can be involved in cleaning and maintain the trail in the spring of 2013.

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

Planning Board

- Approved a Subdivision for Salmon Falls Holdings LLC (Owner: Salmon Falls Holding and Hank and Jacqueline Brandy) - This will allow a total of 11 units, on 4 lots, where 5 units on 2 lots exist today.
- Approved 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.
- Approved 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
- Tabled a Conditional Use Permit request from Liberty Mutual - This would allow construction of additional parking with wetlands and wetlands buffer encroachments at 100 Liberty Way.
- Tabled a Site Plan request from Liberty Mutual - This would allow construction of additional parking with wetlands and wetlands buffer encroachments at 100 Liberty Way.

Zoning Board

- Approved a request for a variance for STF Development (Owner: Prime Circle LLC), to establish 6 units where 3 -4 are allowed in the RM-U District, by special exception - This will allow the replacement of two structures on 1-3 George Street by one 6 unit structure, facing Hanson Street, with parking off George St.
- Approved A request for a variance to allow an addition to a single family home to be 7.8 feet back from the front lot line, where 10 feet is required - This will allow an expansion of an existing single family home to be made along the same plane that the existing home sits on.

Conservation Commission

- Approved 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.
- Approved a Conditional Use Permit request from Liberty Mutual - This would allow construction of additional parking with wetlands and wetlands buffer encroachments at 100 Liberty Way.

Transportation Advisory Commission

- Endorsed a four-way stop request at Grove and Hough - The Police Department will draft ordinance and will inform residents which Council meeting date to expect.
- Discussed crosswalk safety concerns at Portland and Roger - Staff will review options to present at the March meeting.
- Discussed a crosswalk petition from Coheco Park: resident Mary Hassan - TAC recommended immediate measure to add advance crosswalk warning sign on the southerly approach.
- TAC endorsed additional recommendation for staff to ensure that consultant includes this location in the downtown infrastructure review.
- Discussed pros and cons of proposed Broadway location for the Soap Box Derby.
- Councilor Weston was re-elected as Chair.

Energy Commission – Discussed:

- Developing a brochure
- Conducting a sidewalk inventory
- Collaboration opportunities with the Planning Board and other City groups
- DEC presentations at Rotary, Chamber of Commerce
- A potential tree-planting project
- Arts Commission/bus shelter project
- A potential Community science café project

CITY GROUNDS – FACILITIES & PARKS

Facilities and Grounds employees conducted the normal day-to-day maintenance, cleanup and grounds maintenance of municipal buildings, in addition to handling daily requests for service at the City Hall and Police Department offices. Custodial duties were performed at the Public Works Facility, City Hall and at the train station. Employees continued trying to locate the cause of the leaking ceiling at City Hall. Staging will need to be set up to access above the ceiling in an attempt to determine the source of the leak. A meeting took place with the City Clerk regarding possible ATM locations within city buildings. Staff also discussed setting up a drop box for citizens to make payments when City Hall is closed. People counters are being installed at City Hall.

During the month of February, crews assisted the Highway Division with plowing and sanding operations during the storms. Snow was also cleared from traffic boxes, walkways

and around city buildings. Ice melt was brought to various building and these deliveries have been ongoing.

The Christmas tree at Henry Law Park was removed and sent to the North Pole by Urban Tree Service. Sign maintenance continued with the installation of new signs and the replacement of current ones, as needed. Trimmer maintenance commenced and has been ongoing. Crews also received instruction on the operation of the recently acquired bucket truck.

Work continues on the concept plan for improvements to the Henry Law Park playground area. There were three meetings held to review the plan this month and many good comments were received and will be taken into consideration as the plan is refined. Terra Firma Landscape Architects of Portsmouth is meeting with City and Children's Museum staff to give feedback to the firm.

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.

GENERAL UPDATES

Due to the increase of personal injury and accidents over the last six months, the Fire Department took a pro-active approach to bring awareness to the problem. The Chief put on a Safety Stand-Down Week for all Fire Shifts. During this week each shift attended classes on Stress Management through the LGC, EAP through Exeter Health Watch, Cancer Awareness by the NH State Fire Academy, and culminated with Accident Awareness and Causation by Dover Fire.

The Fire Department hosted a meeting for the Community and the Department Environmental Services on the building of a dock at Hilton Park. This Community asset will assist emergency services and the public to utilize our waterways. The meeting was set up to address citizen concerns over the construction and location.

Last month Fire & Rescue had a very successful call utilizing the Advance Life Support Para-medicine. Staff performed a STEMI activation with Wentworth Douglass Hospital. STEMI is a type of heart attack that is transported to the catheterization laboratory. A blockage of the heart circulatory system causes chest pain. The ambulance recognizes the signs and symptoms of the STEMI and utilizes our monitor defibrillator to transmit an EKG to WDH. WDH in-turn activates the STEMI team. There are time gates to meet to provide the most successful outcomes. EMS tries to minimize on scene time to 15 minutes or less and the early transmittal of the EKG's to give WDH time to activate and assemble the STEMI Team to provide best patient outcomes.

The NH State Fire Academy brought the Self Contained Breathing Apparatus trailer to the station. This resource is a maze inside of a trailer that individuals working in teams need to navigate and practice breathing equipment issues and search techniques.

Lieutenant Michael McShane participated in a sportsman hunting show that will be airing on the Sportsman Channel called Brotherhood Outdoors. They filmed him hunting out west over multiple days. They also filmed at the Central Fire Station showcasing one of our Fire Department members. The episode will be aired on March 24th, 2013

The Director of Planning and Community Development completed a consensus 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 Tax Collection office is preparing to send out reminder letters to residents who have not paid their December 2012 Tax bill.

The Library Director assisted the Garrison Hill Anniversary committee staff and Woodman Institute staff with historical research for their upcoming fundraising projects.

975 persons of all ages attended a program, movie, performance, or a craft session at the library during February and AARP Tax-Aide volunteers hosted 11 3-hour tax preparation help and e-file sessions at the library.

The fourth and final City of Dover energy performance report was delivered from Johnson Controls, for 2012 which shows a savings of \$317,642. The savings is the result of energy-saving measures implemented by Johnson Controls, and outlined in a report as part of the company's 10-year energy performance contract with the City. The report, as well as the previous quarter's report, is available on the City's website (www.dover.nh.gov) under Current City Reports. The report is titled "Johnson Control M&V Report Contract Year One Report" referring to the completion of calendar year.

The Radiological Emergency Response Plan was exercised and a walk through training was performed at the Dover Middle School. This plan utilizes multiple agencies and departments.

The Fire Department had a representative attend the Regional Coordinating Council for Strafford County Emergency Plans.

CITY OUTREACH

The Police Department mailed out thirteen citizen surveys in February 2013. Three surveys were returned. Dispatcher and Officer ratings were 'excellent'. No other specific information was stated on any surveys that were returned.

The Fire Department provided training for the babysitting program at Wentworth Douglass Hospital on emergencies, first aid and fire safety.

The Inspection Division hosted an area training session at the North End Station on a new product utilizing alternate fuels in a heating unit. Local area building and plumbing inspectors attended this training.

The Public Library has 1,232 subscribers to its e-newsletters, 946 Facebook fans, 367 Pinterest board followers, and 475 Twitter followers.

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 210 Facebook (City of Dover NH Planning) friends and 385 followers on Twitter @DoverNHPlanning).

During the month of February, thirty Planning blog posts were drafted; highlights include looking at the ongoing gateway zoning project, a recap of 2 Planning books read in the month, and the January City Manager's report. The blog has been relocated to <http://dovernhplanning.tumblr.com> and had over 100 page views in the month of February, 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 438 fans), as well as a Sustainable Dover facebook fan page (with 149 fans).

The Director of Planning and Community sent out 18 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:

- 20-22 Washington Street
- 44 Arch Street
- 385 Sixth Street
- 387 Sixth Street
- Property on Watson Road
- Property on Dover Point Road
- 1-3 George Streets
- Property on Dover Point Road
- Property on Water Street
- 67 Watson Road
- Property on Thornwood Lane
- Property on Ciello Drive
- Property on Silver St
- 90 Drew Rd
- 27 Cushing St
- 333 Central Ave

The Director of Planning and Community Development attended a UNH lake management class. This class, on February 28th, was an opportunity for the Director to discuss the progress made by the City on Willand Pond, and to speak with students about the different environmental land use regulations that the Planning Board reviewed post 2007/2008 when the cyanobacteria outbreak occurred.

ACKNOWLEDGEMENTS & EVENTS

Thank you to John A. Newman for his continuing website development efforts.

Friends of the Library paid for museum pass renewals at the Museum of Science (\$600), the McAuliffe-Shepard Discovery Center (\$250) and the Castle in the Clouds (\$250).

Friends of the Library also paid \$923 for six Kindles, the 30 ebooks loaded onto them, and necessary accessories.

Friends of the Library also paid for performers Salt River (\$450) and Nicola McEldowney's puppet show (\$150).

The Public Library was the beneficiary of a \$10,000 bequest for capital improvements from the Richard Lord Revocable Trust.

The Library received \$620 in donations from friends and family of the late Anita Piletz. New books will be purchased in her name.

A big thank you to Naho Bessho for organizing a second "Family-Friendly Classical Music Concert" at the library and for recruiting six other musicians to perform with her. All performers donated their time and the audience numbered over 140 people.

Public restrooms at the library near the Children's Room were given a marvelous facelift by library patron Linda Merullo. Linda supplied new artwork for the walls, room decorations, a small table, sachets, fresh paint, and a new cover for the changing table. It's now been a month and the cosmetic changes have nicely spruced up the restrooms and, surprisingly, have not been vandalized or stolen! We thank Linda for volunteering, on her own initiative, to take on this task.

PROFESSIONAL DEVELOPMENT

All Nationally Registered Emergency Medical Certifications were re-certified this month. This process includes individuals attending recertification training and continuing education hours.

All four Fire Department shifts conducted state sponsored radiological training. This 4 hour class was on operations of monitoring equipment for the RERP, Radiological Emergency Response Plan exercise.

Capital Improvement Projects Update

Community Services Department

February 2013

STREET IMPROVEMENTS

- Current: Paving for the 2013 construction season has gone out to bid and results will be in next month (March).
- Previous: Paving has been completed and Brox is addressing punch list items.

WHITTIER BRIDGE

- Current: A public meeting was held on 2/21/13 to show preliminary plans of the bridge that will be constructed in 2017.
- Previous: The City has signed the Federal and State Bridge Aid Agreement and is moving forward with the preliminary design.

BERRY BROOK WATERSHED MANAGEMENT

- Current: The City has received a draft contract for review to continue implementation of the Berry Brook Watershed plan. The funding will allow for the construction of additional best management practices recommended in the Berry Brook Watershed Plan. These improvements will improve stream runoff during storm events and improve water quality.
- Previous: The City has received preliminary notice that the Berry Brook III grant application has been selected for funding, pending the availability of federal funds. A draft contract is expected soon. The funding will allow for the implementation of additional best management practices recommended in the Berry Brook Watershed Plan. These improvements will improve stream runoff during storm events and improve water quality.

Total Permits Issued: February 2013

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
12-373	PEOPLES UNITED BANK	537	CENTRAL AVENUE	RPR CNCRT FTNGS UNDER COLUMNS;	C	4	30	4500	75
12-405	MINERVA	330	CENTRAL AVENUE	INT. RENOV. FOR A TATTOO SHOP	C	2	14	15000	175
12-414	GOODWIN	37	DOVER NECK ROAD	TO FINISH INT. OF GARAGE FOR A PRIN	C	07	79-B	7000	70
12-416	DOWD	11	FOURTH STREET	RENOV. 2ND FLR., RAISE THE FLOOR LE	C	5	3	10000	125
13-013	DOVER MILLS PARTNERSHIP	100	MAIN STREET	INT. DEMO - AREA FOR RESIDENTIAL A	C	3	C3		50
13-021	SUMMIT DEVELOPMENT	1-4	TAMMANY PARK	REPAIR WTR DMGE TO A 4 FAMILY DW	C	31	4-A	12500	150
13-022	RAYBOULD	278	CENTRAL AVENUE	INT. RENOV. OF A RETAIL SPACE (CAND	C	9	114	1000	35
13-026	BALTULONIS, DEAN	328	CENTRAL AVENUE	RENOV./REPAIR INT. OF A BAR/RESTAU	C	2	14	24000	265
13-030	CITY OF DOVER	32	SAINT THOMAS STREET	INT. OFFICE RENOVATIONS, 3RD FLOOR	C	9	57	12000	0
12-110	REID	22	LEXINGTON STREET	SIDE DECK W/PERGOLA ADDITION	R	10	109	12800	155
12-342	6 BRICK ROAD, LLC	1-7	JEFFERSON DRIVE	CONST. A 7 UNIT MULTI-FAMILY DWLN	R	28	9C	805000	8075
12-343	6 BRICK ROAD, LLC	8-12	JEFFERSON DRIVE	CONST. A 5 UNIT MULTI-FAMILY DWEL	R	28	9C	575000	6000
12-344	6 BRICK ROAD, LLC	13-16	JEFFERSON DRIVE	CONST. A 4 UNIT MULTI-FAMILY DWLN	R	28	9C	460000	4625
12-345	6 BRICK ROAD, LLC	17-24	JEFFERSON DRIVE	CONST. AN 8 UNIT MULTI-FAMILY DWL	R	28	9C	920000	9225
12-365	DOVER POINT PROPERTY	6	SHORE LANE	CONST. A SFD W/GARAGE UNDER	R	L	89-2	180000	1825
12-388	DOVER POINT PROPERTIES, L	198A	DOVER POINT ROAD	CONST. A SFD W/ATT. GARAGE	R	1	89-3	165000	1675
12-394	KAREM	19	SCHOONER DRIVE	FINISH BASEMEMT FOR ADD. LIVING A	R	M	96A-9	59000	615
13-002	TOLEND ROAD PROPERTIES L	20	MELODY TERRACE	NEW CONST. SFD WITH ATT. GARAGE	R	G	24J-3	134000	1365
13-004	WOODS	1	BARRY STREET	RMDL/RSTR A FIRE DAMAGED SFD	R	D	63	172000	1745
13-011	FORDS LANDING CONDO'S	25	FORDS LANDING	RMV./RPLCE DECKS STRUCTURAL SUP	R	I	3B25	1000	35
13-012	FORDS LANDING CONDO'S	47	FORDS LANDING	RMV./RPLC DECKS STRUCTURAL SUPP	R	I	3B47	1000	35
13-023	FUNK	43	BOSTON HARBOR ROAD	RENOV./REMODEL A KITCHEN & BATH	R	7	16	20000	225

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
13-024	SLAINTE DEVELOPMENT LLC	4	WALT COLBY DRIVE	FINISH SECTION OF BASEMENT FOR AD R	R	16	20-2	10000	125
13-025	WHITNEY FAMILY TRUST	287	LONG HILL ROAD	CONST. A DETACHED GARAGE	R	A	39-E	33000	355
13-031	DOVER HOUSING AUTHORITY	6	HAMPSHIRE CIRCLE	REPAIR FIRE DAMANGED DWELLING U R	R	33	2	40000	0
13-033	PERRY	91	COURT STREET	INSTALL A STORAGE SHED	R	19	9A	5000	75
13-392	HAGMAN	203	SILVER STREET	CONST. ADDITION FOR 1 TO 2 FAMLY D R	R	13	12	219000	2215
B13-016	DOUG DODD GENEARL CONT	45	CARDINAL DRIVE	NEW CONST. SFD WITH ATT. GARAGE	R	E	35D	350000	3525

Total Permits Issued: 28

Total Construction Value: \$4,247,800.00

Total Fees Collected: \$42,840.00

Commercial Renovations	8	Commercial	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	24	Industrial	0
Industrial	0	Renovations	9
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	5	Single Family Dwellings	4
Renovations Dwelling Unit	9	Accessory Dwelling Unit	1
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	15

PLANNING BOARD APPROVED PROJECTS

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PB 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	74	46	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	169	166									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	2	8	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	24	8	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	15	2	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	189	140									128
TOTAL APPROVED UNITS			664	358	306									144
Elderly:														
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	48	34	14	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	60	51									
APPROVED + ELDERLY			775	418	357									144

** Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS
 C:\Users\bessettec.DOVERNET\Desktop\CM Report\2013\03 March Report\COPY of Subdivisions

* Built or permit issued and unit under construction

DAC	PO Date	PO No.	Vendor Name	Amount
City Finance Office	02/05/2013	201307234	PUBLIC SERVICE CO OF NH-CITY	\$5,095.51
City Finance Office	02/20/2013	201307845	SOMERSWORTH NH, CITY OF	\$5,120.61
Community Services Department	02/26/2013	201308068	MJ MURPHY & SONS, INC.	\$5,443.75
Fire and Rescue	02/13/2013	201307590	FIRE TECH & SAFETY OF NEW ENGLAND, INC.	\$5,606.83
City Finance Office	02/11/2013	201307396	PUBLIC SERVICE CO OF NH-CITY	\$5,779.66
Fire and Rescue	02/19/2013	201307778	STATE OF NH-DOT	\$6,311.13
City Finance Office	02/13/2013	201307615	PUBLIC SERVICE CO OF NH-CITY	\$6,426.52
Police	02/13/2013	201307605	COLOSSUS, INC.	\$7,324.24
City Finance Office	02/26/2013	201307992	UNITIL NH	\$7,468.07
Community Services Department	02/11/2013	201307463	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$7,477.72
Fire and Rescue	02/13/2013	201307589	2 WAY COMMUNICATIONS SERVICE, INC.	\$7,589.00
Police	02/19/2013	201307671	STATE OF NH-DOT	\$9,067.54
City Finance Office	02/07/2013	201307350	BAYRING COMMUNICATIONS	\$9,876.41
Community Services Department	02/19/2013	201307767	HALL & ASSOCIATES, PLLC	\$10,740.34
City Finance Office	02/26/2013	201307991	PUBLIC SERVICE CO OF NH-CITY	\$11,904.74
City Finance Office	02/11/2013	201307395	PUBLIC SERVICE CO OF NH-CITY	\$13,881.91
City Finance Office	02/05/2013	201307236	SANTA BUCKLEY ENERGY	\$14,510.01
Community Services Department	02/26/2013	201308075	NNEPRA	\$15,003.00
Community Services Department	02/19/2013	201307787	STATE OF NH-DOT	\$17,008.12
Executive	02/12/2013	201307483	CCMSI	\$25,095.12
City Finance Office	02/05/2013	201307235	PUBLIC SERVICE CO OF NH-CITY	\$30,366.40
City Finance Office	02/26/2013	201307990	PUBLIC SERVICE CO OF NH-CITY	\$36,456.26
Executive	02/27/2013	201308083	CCMSI	\$46,117.49
Recreation	02/13/2013	201307594	NICK GRAY BUILDERS, LLC	\$96,457.00
Planning	02/26/2013	201307996	WOODBURY MILLS LIMITED PARTNERSHIP	\$210,000.00

City of Dover

Bid Solicitation Report

For February 2013

3/4/2013

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	
Community Services				Hot Bituminous Paving (ASPHALT) Laid in place	
B13039	02/05/2013	03/11/2013			
Community Services				Masonry Supplies	
B13038	02/11/2013	03/04/2013			
Community Services				Sand and Gravel	
B13037	02/12/2013	03/07/2013			
Community Services				Construction Equipment Rental	
B13033	02/12/2013	03/05/2013			

City of Dover

Bid Solicitation Report

For February 2013

3/4/2013

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	
Community Services				Smith Well Replacement	
B13043	02/21/2013	03/12/2013			
Community Services				Miscellaneous Sewer Drain Supplies	
B13044	02/21/2013	03/13/2013			
Community Services				Miscellaneous Water Department Supplies	
B13045	02/21/2013	03/13/2013			
Community Services				Long Line Reflectorized Pavement Markings	
B13041	02/21/2013	03/14/2013			
Community Services				Hand Pavement Markings	
B13040	02/21/2013	03/14/2013			

City of Dover

Bid Solicitation Report

For February 2013

3/4/2013

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	
Community Services				Precast Concrete Structures	
B13050	02/27/2013	03/18/2013			
Fire and Rescue				Amkus Hydraulic Tool Replacement	
B13048	02/27/2013	03/27/2013			

Total for

Grand Total All Departments

City of Dover

Revenues of Major Funds

February 28, 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	\$ 337,765	\$ 34,771,062	52.0%	\$ 31,544,731	\$ -	\$ 31,544,731	(47.6)%
Licenses & Permits	4,220,905	348,770	3,001,627	71.0	1,219,278	-	1,219,278	28.9
Intergovernmental	1,981,930	1,058	1,848,970	93.0	132,960	-	132,960	6.7
Charges for Services	3,056,986	295,862	2,239,463	73.0	817,523	(149)	817,672	26.7
Miscellaneous Revenue	352,437	29,950	229,560	65.0	122,877	-	122,877	34.9
Education	12,515,976	423,724	7,404,120	59.0	5,111,856	(3,788)	5,115,644	40.9
Operating Transfers In	295,475	-	-	0.0	295,475	-	295,475	100.0
Sub-total : 1000 General Fund	\$ 88,739,502	\$ 1,437,130	\$ 49,494,802	56.0%	\$ 39,244,700	\$ (3,937)	\$ 39,248,637	44.2%
3213 Parking Activity Fund								
Parking Income	\$ 325,000	\$ 16,800	\$ 223,912	69.0%	\$ 101,088	\$ -	\$ 101,088	31.1%
Parking Fines	168,000	9,335	93,273	56.0	74,727	-	74,727	44.5
Sub-total : 3213 Parking Activity Fund	\$ 493,000	\$ 26,135	\$ 317,185	64.0%	\$ 175,815	\$ -	\$ 175,815	35.7%
3320 Residential Solid Waste Fund								
Charges for Services	\$ 950,663	\$ 44,704	\$ 572,299	60.0%	\$ 378,364	\$ -	\$ 378,364	39.8%
Miscellaneous Revenue	0	6	554	0.0	(554)	-	(554)	0.0
Sub-total : 3320 Residential Solid Waste	\$ 950,663	\$ 44,709	\$ 572,853	60.0%	\$ 377,810	\$ -	\$ 377,810	39.7%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 603,726	\$ 52,233	\$ 418,169	69.0%	\$ 185,557	\$ -	\$ 185,557	30.7%
Operating Transfers In	221,479	17,243	152,508	69.0	68,971	-	68,971	31.1
Sub-total : 3381 McConnell Center	\$ 825,205	\$ 69,476	\$ 570,677	69.0%	\$ 254,528	\$ -	\$ 254,528	30.8%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 436,278	\$ 18,941	\$ 193,291	44.0%	\$ 242,987	\$ -	\$ 242,987	55.7%
Miscellaneous Revenue	18,000	699	3,883	0.2	14,117	-	14,117	78.4
Operating Transfers In	15,500	-	1,475	10.0	14,025	-	14,025	90.5
Other Financing Sources	119,100	-	-	0.0	119,100	-	119,100	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 588,878	\$ 19,640	\$ 198,649	34.0%	\$ 390,229	\$ -	\$ 390,229	66.3%
5300 Water Fund								
Charges for Services	\$ 4,688,762	\$ 287,277	\$ 2,333,569	50.0%	\$ 2,355,193	\$ -	\$ 2,355,193	50.2%
Miscellaneous Revenue	21,000	6,654	55,321	263.0	(34,321)	-	(34,321)	(163.4)
Sub-total : 5300 Water Fund	\$ 4,709,762	\$ 293,931	\$ 2,388,889	51.0%	\$ 2,320,873	\$ -	\$ 2,320,873	49.3%
5320 Sewer Fund								
Intergovernmental	\$ 6,840	\$ -	\$ -	0.0%	\$ 6,840	\$ -	\$ 6,840	100.0%
Charges for Services	5,354,011	324,197	2,487,227	46.0	2,866,784	-	2,866,784	53.5
Miscellaneous Revenue	31,000	5,300	53,990	174.0	(22,990)	-	(22,990)	(74.2)
Other Financing Sources	4,362,476	-	-	0.0	4,362,476	-	4,362,476	100.0
Sub-total : 5320 Sewer Fund	\$ 9,754,327	\$ 329,497	\$ 2,541,217	26.0%	\$ 7,213,110	\$ -	\$ 7,213,110	73.9%
6100 Dovernet Fund								
Charges for Services	\$ 516,962	\$ 46,611	\$ 334,174	65.0%	\$ 182,788	\$ -	\$ 182,788	35.4%
Miscellaneous Revenue	25,000	-	-	0.0	25,000	-	25,000	100.0
Operating Transfers In	24,000	-	-	0.0	24,000	-	24,000	100.0
Other Financing Sources	130,387	-	-	0.0	130,387	-	130,387	100.0
Sub-total : 6100 Dovernet Fund	\$ 696,349	\$ 46,611	\$ 334,174	48.0%	\$ 362,175	\$ -	\$ 362,175	52.0%
Total : REVENUES	\$ 106,757,686	\$ 2,267,127	\$ 56,418,446	53.0%	\$ 50,339,240	\$ (3,937)	\$ 50,343,177	47.2%

City of Dover

Expenditures of Major Funds February 28, 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	\$ 23,698	\$ 289,279	63.0%	\$ 171,786	\$ 77,214	\$ 94,573	20.5%
Executive	787,229	43,763	543,947	69.0	243,282	134,437	108,845	13.8
Finance	1,587,765	105,237	1,033,476	65.0	554,289	356,238	198,051	12.5
Planning	463,527	34,176	310,400	67.0	153,127	99,726	53,401	11.5
Misc General Government	841,408	72,905	432,559	51.0	408,849	53,726	355,123	42.2
Police	6,918,903	474,945	4,631,222	67.0	2,287,681	1,411,819	875,862	12.7
Fire & Rescue	6,839,516	504,894	4,619,571	68.0	2,219,945	1,200,228	1,019,717	14.9
Community Service Public Works	5,397,091	451,312	3,048,174	56.0	2,348,917	802,334	1,546,583	28.7
Recreation	2,002,240	152,560	1,266,660	63.0	735,580	204,702	530,878	26.5
Public Library	1,056,273	75,767	692,785	66.0	363,488	249,101	114,386	10.8
Public Welfare	829,853	68,451	562,884	68.0	266,969	60,089	206,880	24.9
Debt Service	9,690,031	-	3,516,623	36.0	6,173,408	6,118,500	54,909	0.6
Other Financing Sources/Uses	2,122,757	-	575,000	27.0	1,547,757	-	1,547,757	72.9
School	42,264,590	3,728,287	22,672,631	54.0	19,591,959	16,981,505	2,610,454	6.2
Intergovernmental	7,521,254	-	7,521,254	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 88,783,502	\$ 5,735,996	\$ 51,716,463	58.3%	\$ 37,067,039	\$ 27,749,619	\$ 9,317,420	10.5%
3213 Parking Activity Fund								
Police	\$ 739,380	\$ 26,369	\$ 315,763	43.0%	\$ 423,617	\$ 146,009	\$ 277,608	37.5%
Sub-total : 3213 Parking Activity Fund	\$ 739,380	\$ 26,369	\$ 315,763	42.7%	\$ 423,617	\$ 146,009	\$ 277,608	37.5%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 950,663	\$ 58,815	\$ 483,110	51.0%	\$ 467,553	\$ 405,905	\$ 61,648	6.5%
Sub-total : 3320 Residential Solid Waste Fund	\$ 950,663	\$ 58,815	\$ 483,110	50.8%	\$ 467,553	\$ 405,905	\$ 61,648	6.5%
3381 McConnell Center Fund								
Recreation	\$ 825,205	\$ 29,024	\$ 290,960	35.0%	\$ 534,245	\$ 422,430	\$ 111,815	13.5%
Sub-total : 3381 McConnell Center Fund	\$ 825,205	\$ 29,024	\$ 290,960	35.3%	\$ 534,245	\$ 422,430	\$ 111,815	13.5%
3410 Recreation Special Revenue Fund								
Recreation	\$ 589,041	\$ 25,676	\$ 243,372	41.0%	\$ 345,669	\$ 26,965	\$ 318,704	54.1%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 589,041	\$ 25,676	\$ 243,372	41.3%	\$ 345,669	\$ 26,965	\$ 318,704	54.1%
5300 Water Fund								
Community Service Public Works	\$ 4,733,097	\$ 263,201	\$ 2,966,884	63.0%	\$ 1,766,214	\$ 512,156	\$ 1,254,058	26.5%
Sub-total : 5300 Water Fund	\$ 4,733,097	\$ 263,201	\$ 2,966,884	62.7%	\$ 1,766,214	\$ 512,156	\$ 1,254,058	26.5%
5320 Sewer Fund								
Community Service Public Works	\$ 6,534,439	\$ 403,210	\$ 3,989,653	61.0%	\$ 2,544,786	\$ 732,024	\$ 1,812,762	27.7%
Sub-total : 5320 Sewer Fund	\$ 6,534,439	\$ 403,210	\$ 3,989,653	61.1%	\$ 2,544,786	\$ 732,024	\$ 1,812,762	27.7%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 838,958	\$ 31,855	\$ 348,284	42.0%	\$ 490,675	\$ 96,815	\$ 393,859	46.9%
Sub-total : 6100 Dovernet Fund	\$ 838,958	\$ 31,855	\$ 348,284	41.5%	\$ 490,675	\$ 96,815	\$ 393,859	46.9%
Total : EXPENDITURES	\$ 103,994,286	\$ 6,574,146	\$ 60,354,489	58.0%	\$ 43,639,797	\$ 30,091,923	\$ 13,547,874	13.0%

City of Dover

Arena - General Fund
Revenue & Expenditure Report
(Including Arena Debt Service attributed to the General Fund)
February 28, 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	175,554	1,004,032	76.8	303,853	0	303,853	23.2
Expenditures	940,627	77,149	603,977	64.2	336,650	91,971	244,679	26.0
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	98,405	400,055	786.2	(349,172)	(91,971)	(257,201)	(505.5)

CITY MANAGER'S REPORT



March 27, 2013

SUBMITTED BY:

J. MICHAEL JOYAL, JR.
CITY MANAGER

**CITY OF
DOVER, NH**

AVAILABLE ONLINE:

WWW.DOVER.NH.GOV

Dover Business & Industrial Development Authority Economic Development Overview

Dan Barufaldi

Summary:

Economic activity in the region continues to grow slightly, according to business contacts. Most retailers and tourism industry related businesses experienced year-over-year increases in demand. Aside from some companies with industry specific or customer specific issues, local manufacturers also report modest growth in year-to-year sales. Similarly, consulting and advertising firms are doing slightly better than a year earlier. One local computer repair business closed its doors this month more due to lack of cell phone sales than computer repair work. Commercial real estate contacts remain wary due to economic uncertainties and tougher lending standards. Office leasing is slow and demand for commercial real estate loans and pipelines for commercial construction activity, while active locally, remain well below pre-recession rates. Residential real estate markets continue to recover with both sales and prices above year earlier rates. Locally, housing inventory is low driving higher prices and fewer days on the market. Overall, pricing in other sectors remains stable with specific hiring dependent on demand growth; as a result, most firms are doing little or no hiring. Despite current concerns regarding "fiscal cliff" and healthcare costs uncertainties, most contacts expect continued modest growth in 2013. The Dover unemployment rate dropped from 4.5% to 4.3% in the last month.

Retail and Tourism:

With one or two exceptions, retail contacts report January year-over-year sales rising from zero to 4%. Demand remained strong for clothing, shoes, and furniture. Responding retailers intend to hold selling prices steady based on an absence of wholesale price increases. Retailers are expecting low single digit sales growth in 2013.

The tourism industry ended Q4, 2012 on a high note, establishing new records for local hotel room occupancy rates and revenues. Crews working on the USS Miami are expected to add to local hotel occupancy over the next 36 weeks. Strong domestic and international corporate and leisure travel account for much of the non-military performance. Restaurants saw less spending on corporate entertaining and New Year holiday events. Advance hotel bookings locally indicate the strong trend in business travel will continue, leading to the expectation that occupancy rates in 2013 will hold level, somewhat off the peak established in 2012.

Manufacturing and Related Services:

Manufacturing in the Region continues to expand at a modest pace, according to responding firms. A majority report higher Q4 2012 sales than Q4, 2011 sales, although some gains are quite modest. Semi-conductor sales appear flat to slightly in decline while point of purchase electronics are doing well and growing with new electronic kiosk sales to department stores, food markets, and airlines. Aerospace firms are reporting strong sales for new aircraft parts, but after-market sales are off. The F-35 Joint Strike Fighter is experiencing technical problems that are slowing international sales. The chemical industry indicates that while sales by weight have dropped, the pricing picture has improved so much that sales in dollars are up. The "fiscal cliff" is an explicit problem for a computer firm that sells almost exclusively to the Defense Department due to worries about sequestration.

Only a minority of firms report significant hiring, but a few with highly improved sales are. Those in slow growth industries are not. Defense Department suppliers are not hiring and some are talking about cuts of up to 10%.

In this sector, highly skilled specialty jobs are in demand. Low skilled jobs are often fraught with candidates that fail drug tests. Many new job takers quit right after taking the job giving rise to speculation that these hiring problems stem from behaviors developed during extended periods of unemployment.

As with employment, capital spending is slow except for firms in growth industries.. One aerospace and automotive parts maker reports not spending their capex allocations in 2012. The outlook still remains somewhat uncertain for most contacts in this sector.

Selected Business Services:

Consulting and advertising sectors report generally positive results for January, most with modest growth. A minority report some leveling off. Marketing and advertising report a January uptick and express confidence that conditions have finally stabilized after the recession. Healthcare related services report a robust demand for services related to IT implementation and drug-impact research. Firms associated with the pharmaceutical industry have experienced slow growth. Economic consulting remains strong because of high levels of high stakes litigation. Management and strategy consultants report flat business conditions as clients uncertain about fiscal policy and the macro-economy remain reluctant to invest in these consulting services. Little to no cost increases are reported with prices staying unchanged except where increased healthcare costs have required it. Zero to single digit hiring growth is experienced and anticipated for 2013 as hiring is tied directly to demand in this sector. The sector remains cautiously optimistic for 2013.

Commercial Real Estate:

Across most of our region, leasing activity in January was very light, driven by a combination of seasonal factors and uncertainty stemming from "fiscal cliff" negotiations. Although office fundamentals remain flat regionally, some glimmers remain locally in a pretty drab landscape. Commercial real estate fundamentals were roughly flat in recent weeks amid light leasing activity. Locally, two large projects for development of substantial acreage and good sized buildings remain in the due diligence phase due to the fiscal cliff and healthcare cost uncertainties. While we have some positive movement locally in this sector, commercial real estate remains in the doldrums regionally and nationally with few exceptions. Prices continue very much on the low side. Apartment rentals are up with limited inventories pushing prices significantly higher as first time home buyers are experiencing difficulties in acquiring mortgage financing under current banking regulations and are forced to remain renters.

Banks are awash with cash that they have difficulty lending due to tightened regulatory requirements. Nationally, bank deposits reached \$2 trillion more than bank loans.

A majority of contacts note that business sentiment soured recently, with the national election results and the fiscal situation cited as key factors. The outlook for commercial real estate turned more pessimistic on balance in light of these same factors. Risks to growth stemming from the Eurozone debt debacle and the slowdown of the Chinese economy, has adversely affected export growth and commercial real estate to support it.

Residential Real Estate:

Locally, contacts report strong year-over-year growth in sales in January in both single family and condo markets. This is attributed to low interest rates, prices starting to rise, rising rents, and a quickly diminishing inventory. Contacts say that buyers have become more confident about buying a home as economic conditions continue to improve. With diminishing inventory and the prospect of rising interest rates over the next year, more buyers are entering the market. The

median sale price of homes year-over-year rose in Dover and is expected to rise another 6-7% in 2013.

Non-local content contains excerpts from the Federal Reserve Beige Book-Boston.

Office of General Legal Counsel Summary of Matters Allan Krans

GENERAL SUMMARY OF MATTERS OF THE OFFICE OF GENERAL LEGAL COUNSEL

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

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

REVIEW OF LEGAL SUPPORT SERVICES FOR THE MONTH: February 2013

	Current Month	FY2013	FY2012	FY2011
Legal Matters/Questions Handled	24	217	360	245
Document Creation & Review	5	100	126	140
Right to Know Requests Processed	2	28	61	40
Resolutions	3	23	23	-
Ordinances	0	5	12	-

SIGNIFICANT DEVELOPMENTS, TRENDS AND MATTERS:

Right to Know requests pursuant to RSA 91-A in February:

→ Des Moines, IA – Tax Delinquencies

→ Alton, NH – School Legal Services

Assistance to the City Council: drafting/review of resolutions and ordinance revisions; attendance at meetings; virtual meetings

Assistance to School: solicitation, truancy, JBC resolution

Assistance to Community Services Department: water sewer fees, rental agreement, reconsideration, sewer backups, snow blowing policy

Assistance to the Planning Department: tree trimming, nitrogen discharge, disposal of soils, development agreement

Assistance to Finance Department: Workers' Comp matter, liens, property tax issue, tax deeding, calculated average weekly wages w/c matter

Assistance to Executive: expenditure detail report, Right-to-Know update, Legal Hold policy, release of information authorization, mailboxes repair, FMLA, ADA Law

Assistance to IT: software compliance

Assistance to the City Manager: review of documents for signature; review of litigation; 91-A requests

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

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Media Access Center, McConnell Center
Meeting Date: **Wednesday, February 20, 2013**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Mayor Trefethen led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Spuler and Councilor Weston.

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

5. DISCUSSIONS

A. GREAT BAY WATER QUALITY ISSUE

Mayor Trefethen introduced Thomas Burack, Commissioner for the Department of Environmental Services (DES).

Commissioner Burack introduced his staff. Vicki Quiram, Assistant Commissioner; Ted Diers, Watershed Management Bureau Administrator; and Harry Stewart, NHDES Water Division Director.

Mayor Trefethen said New Hampshire Senator David Watters was also present.

Mayor Trefethen went over the ground rules for this workshop. He said they were concerned about what was happening in the Great Bay, and they're concerned about the cost to clean up the water. This meeting was a chance to hear things from both parties that the other hasn't heard and may consider.

Commissioner Burack said they have been listening to the Council's concerns and hoped to form a constructive partnership in the years ahead. He gave an overview to the Council regarding the background behind the proposed legislation SB110 and their beliefs that this is a constructive path. He referred to the 2009 DES report and discussed the nitrogen levels failing to meet water quality goals. He understood the frustration that the EPA doesn't seem to be able to accept the 8 milligrams per liter goal, but his understanding is that the EPA is legally obligated to permit for the 3 milligrams per liter, but can provide flexibility on the timeline. He said they have asked EPA to provide a long phased approach of using treatment facility improvements within 5 years and review in 10 years to review if the 3 milligrams per liter would be required. He said at the same time they would need to work together to develop the data that would show sufficient water quality improvements to obviate the need for further reductions in the future. He said this was a similar agreement that was entered into with Exeter and Newmarket. He listed the number of actions that they



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Media Access Center, McConnell Center
Meeting Date: **Wednesday, February 20, 2013**
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needed to do to move forward: more analysis and data collection, remove impairment for both point sources and nonpoint sources, and find outside funding sources for the data collection, analysis, and infrastructure so the local communities don't have to bear the brunt of this expense.

Senator Watters said they recognized Dover's commitment to 8 milligrams per liter. He said SB110 was a vehicle for negotiation. He asked DES what studies can do differently going forward.

Mr. Diers said it's only been within the last decade that they have been doing the kind of intensive monitoring that allow them to document reasonable conclusion. He said the key to moving forward is to increase the frequency of data collection. He explained chlorophyll studies. He said they needed more studies, a larger budget, to make sure the City's investments are efficient.

Councilor Weeden asked if the science should be developed before EPA requires 60-62 communities to pay the expense of improving the wastewater treatment facilities.

Mr. Diers said DES doesn't get to make the decision on the EPA permit. He said they have to make decisions even when they don't have enough data. He said they see all of the symptoms of too much nitrogen in the Great Bay Estuary.

Commissioner Burack said only the EPA can tell you what the right permit limit is. He doesn't think it would be a good investment to have another peer review.

Councilor Crago discussed the situation and the affect it will have on Dover citizens, which would double their water/sewer bill. He asked why the Commissioner signed the movement to require the 3 milligrams per liter. He asked why there was such a rush.

Commissioner Burack discussed DES's role. He said they don't administer the permit, but the EPA does. He said they try to work with the EPA and communities. He said they are the overseer of state's water resources. He said the EPA has to follow the law of the Clean Water Act even if money isn't available. He discussed new technologies to offset the costs. Mr. Diers clarified the difference between .3 in the 2009 report and the 3 milligrams per liter in the EPA permit.

Councilor Crago asked again for a peer review to look at the science.

Mr. Stewart explained that the EPA knows the water is impaired. The .3 level in the 2009 DES report has nothing to do with the 3 milligrams per liter nitrogen requirement. He said they have talked about the 8 milligrams per liter nitrogen level with the EPA. It is their opinion that that number is not low enough for the amount of water. He said the EPA's compromise is the phased approach of going to 8 milligrams per liter in five years and be reviewed in 10 years.

Councilor Garrison asked for clarification of the phased approach and timeline flexibility

Commissioner Burack explained the process.

Councilor Garrison started a discussion regarding regionalizing water treatment systems.

Commissioner Burack spoke about the Southeast Watershed Alliance, and encouraged and said DES will help the communities to look at working together to get this project completed.

Councilor Garrison asked about nonpoint sources outweighing point sources.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Media Access Center, McConnell Center
Meeting Date: **Wednesday, February 20, 2013**
Meeting Time: **7:00 pm**

Mr. Diers explained the HB393, which would lower the nonpoint source of nitrogen by 2 or 3 percent. He said the Bill will be in executive session on Tuesday.

Councilor Cheney talked about the differences in the science reports they have seen. She talked about the eel grass and oysters recovering and coming back. She said they should have another peer review, because Great Bay is unique.

Mr. Diers said eel grass isn't the only part of the research. He explained how the Estuary is very complex. He said it's well documented that the conditions are in decline, and there is scientific consensus that nitrogen levels have to be lowered.

Councilor Hooper talked about the amount of money needed to do this being the real issue behind this problem. The City wasn't going to get federal or state funds for this.

Commissioner Burack said he understood that completely.

Mayor Trefethen talked about the conflicting information they are receiving. He asked that the DES support the City and other communities having the nitrogen level be 8 milligrams per liter for now, which is a substantial change. He talked about the Maine treatment plants not having to comply with the EPA. He asked how much of the DES's budget is funded by the State of New Hampshire.

Commissioner Burack said their budget is \$190 million, currently 35% if federal money, 7% is general fund money, and the remainder is from other funds.

Mayor Trefethen said he has learned a lot and thanked the Commissioner and his staff for coming.

6. CITIZEN'S FORUM

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

Holly Grossman, owner of several properties on Mill Street: She said she is concerned about Great Bay and willing to pay more. She asked for Dover to drop the appeal of Newmarket/Exeter permits. She urged the Council to do the right thing.

Representative Peter Schmidt, 53A Fourth Street: He congratulated the Council for having this workshop. He said it was in the best interest of citizens for dialogue to continue.

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

7. ADJOURNMENT

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

Vote: 7/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 27, 2013**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Crago led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Trefethen, Deputy Mayor Carrier, Councilor Cheney, Councilor Crago, Councilor Garrison, Councilor Hooper, Councilor Spuler, Councilor Weeden, 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 Councilor Hooper.
Vote: 9/0.

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

Vote: 9/0.

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

Vote: 9/0.

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

Vote: 9/0.

7. PUBLIC HEARINGS

A. 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) SPONSORED BY MAYOR TREFETHEN BY REQUEST

Anthony McManus, Parking Commission Vice-Chairperson 39 Glen Hill Road: He spoke in favor of the Resolution.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 27, 2013**
Meeting Time: **7:00 pm**

8. CITIZEN'S FORUM

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

Anthony McManus, 39 Glen Hill Road: He spoke about his participation on the Strafford County Regional Planning Commission and how Dover does not pay dues, which is \$21,000 annually. He said they receive a lot of benefits, but cannot serve on the executive committee. He gave the COAST bus issues and Chestnut Street crosswalk situations as areas the Commission could help the City.

Richard Hebbard, 97 Spruce Lane: He spoke about standing up against oppression. He said Mayor Trefethen acted like a bully during the Planning Board meeting. He spoke about Robert Rules of Order and being able to table a resolution without a date specific. He disagreed with Mr. McManus about paying the \$21,000 annual dues for the Strafford County Regional Planning Commission.

Mary Hebbard, 97 Spruce Lane: She also spoke about Robert Rules of Order and read Section 6, Number 17. She also disagreed with Mr. McManus about paying the \$21,000 annual dues for the Strafford County Regional Planning Commission.

Donald Medbery, 3 Covered Bridge Lane: He spoke about his research on the history of Dover and the violation of trust of Mr. Beecher in 1999. He spoke about his disappointment regarding the pedestrian bridge, and the return of the donations.

Bentley Jessee, 10 Grove Street: He spoke about the winter parking ban.

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he has submitted his report in writing. He spoke about the record snow fall this winter and the probability that they are over budget for snow removal.

Councilor Weston asked about the process for returning the pedestrian bridge funds.

City Manager Joyal said the funds are in a trust account waiting for the Chairperson of the Save our Bridge Committee to make a decision on what to do with the funds. He said they will help them return the funds.

Councilor Cheney spoke about the parking ban.

City Manager Joyal said they have debated this issue on several occasions. It was established by Ordinance and is the Council's prerogative.

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

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 27, 2013**
Meeting Time: **7:00 pm**

10. APPROVAL OF MINUTES

- A. February 6, 2013 – Workshop Session**
- B. February 6, 2013 – Public portion of Non-Public Session**
- C. February 6, 2013 – Non-Public Session – Not Sealed**
- D. February 13, 2013 – Regular Session**

Deputy Mayor Carrier moved to approve the minutes; seconded by Councilor Weeden.
Councilor Crago referred to the February 6, 2013, Non-Public Session, third arrow: He said that Mr. Dickinson has up to 15 months to obtain financing and 24 months to obtain permitting, at which time he will pay the City \$10,000 per month. He clarified that if Dickinson should obtain financing before the 15 month period has elapsed, then the payments of \$10,000 per month for up to 24 months will start at that time.

Mayor Trefethen said it's the resolution that has to be followed and not the minutes.

Councilor Cheney referred to page 3/6, February 13, 2013, and clarified the Mayor's response to her question about the make up to the Police Facility Building Committee that is should read: "Mayor Trefethen said it was how this committee was form..."

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Trefethen said he attended the Tri-City Chamber of Commerce Legislative meeting. He invited Michelle Holt-Shannon, Co-chair of Dover Listens, and asked her to speak regarding her proposal to the Council.

Ms. Holt Shannon gave an overview of Dover Listens. She proposed the creation of a steering committee regarding education. She asked the Council if they had any questions regarding Dover Listens.

Councilor Cheney asked how people get in touch with them.

Ms. Holt Shannon said the website is www.doverlistens.org.

Councilor Crago said he attended the October 24, 2011 Dover Listens meeting. He said it was an excellent forum.

Councilor Weston asked when the meetings are held.

Ms. Holt-Shannon said they meet on the second Wednesday of the month, 6:00 pm, at the Greater Dover Chamber of Commerce Conference Room.

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

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 27, 2013**
Meeting Time: **7:00 pm**

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING – None

B. ORDINANCES IN THE 3rd READING – None

RESOLUTIONS

**1. 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)
SPONSORED BY MAYOR TREFETHEN BY REQUEST**

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

Councilor Weeden felt the money should be transferred to the General Fund to help with the budget and offset expenses.

Councilor Crago discussed leaving the funds in the General Fund to help pay for the snow removal expenses this year.

City Manager Joyal said he was hopeful that they will be able to cover the snow removal expense. He recommended the Council support the resolution and parking, because it will help Dover. He said parking is supposed to be self-supporting.

Councilor Crago asked if it might be a good idea to postpone this for 60 days to get past the winter months.

City Manager Joyal clarified that the funds were not in the General Fund, but also said there was no urgency to move it. He said if the snow removal budget goes over he would not recommend these funds to pay for it, because that was the purpose of the Fund Balance in the General Fund.

Councilor Crago asked if these funds could be used to help with the parking ban.

City Manager Joyal talked about the method of using flashing lights to show there is a parking ban.

Councilor Crago asked if the money in the Parking Capital Reserve Fund can be used for this purpose.

Deputy Mayor Carrier talked about practicing fiscal discipline. He said the money would still be available.

Councilor Garrison said using one-time money just creates a hole for next year.

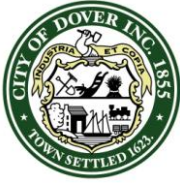
Councilor Cheney made a motion to wait on the vote for this resolution.

Councilor Weston discussed the \$1 million taken out of one of the reserve accounts and how they were still trying to get it back in. She said these funds were earmarked for parking and was in favor of transferring the funds. She said the businesses took the hit with parking meters and parking needs to be addressed.

Councilor Cheney said she didn't see the point in it being retroactive.

Mayor Trefethen talked about the purpose of a capital reserve funds. He said there is never any extra money to put the money back. He said they needed to follow their fiscal policies.

Councilor Crago said after hearing this discussion he did believe they needed to transfer these funds into the capital reserve fund.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
 Meeting Location: **Council Chambers, City Hall**
 Meeting Date: **Wednesday, February 27, 2013**
 Meeting Time: **7:00 pm**

Director Lynch gave the balances for the past three years: 2011 - \$35,402; 2012 - \$209,693; and 2013 - \$47,781; totaling \$312,885.

Councilor Spuler asked to make a friendly amendment to leave \$29,000 to maintain 5% in the account, and only transfer \$109,956.

City Manager Joyal said these figures were only a snapshot and there were more funds in the account.

Councilor Spuler withdrew his friendly amendment.

Roll Call Vote: 7/2; Passed. Councilors Cheney and Weeden were opposed.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. BLOCK PARTY – Dover Main Street

2. RESOLUTION: PURCHASE OF PORTABLE EMERGENCY GENERATOR VIA NJPA

SPONSORED BY MAYOR TREFETHEN BY REQUEST

COMMITTEE REPORTS

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

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

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

Councilor 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 Report.

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

Roll Call Vote: 9/0.

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

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

Vote: 9/0.

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

Deputy Mayor Carrier moved to approve the School Board Report; seconded by Councilor Weeden.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 27, 2013**
Meeting Time: **7:00 pm**

Vote 9/0..

Councilor Cheney gave an overview of the Ordinance Codification and Verification Report to the Council.

Deputy Mayor Carrier moved to approve the Ordinance Codification and Verification Report; seconded by Councilor Weston.

Vote: 9/0.

B. RESOLUTIONS

1. RESOLUTION: AMENDMENT OF BON AMI LEASE FOR McCONNELL CENTER SPONSORED BY MAYOR TREFETHEN BY REQUEST

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

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

Vote: 9/0.

C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE – None

15. COUNCIL MATTERS OF INTEREST

Councilor Crago started a discussion regarding the need to change adequacy funding for the Dover schools.

Councilor Hooper discussed the role of the Legislature and the process to get an amendment to a Bill.

Councilor Weston referred to the Superintendent's Coffee, and mentioned a parent's opinion that there should be a moratorium on apartments and condominium.

City Manager Joyal said it's hard to stop growth without impinging on property owner's rights. He said the Council could raise impact fees.

Councilor Weston asked about adequacy aid.

City Manager Joyal agreed that contacting the sponsor of the Bill was a good idea, but the vote is next week and it will be difficult.

Mayor Trefethen said apartments historically do not impact schools. He said the property owners are complaining about impact fees now. He said the Planning Board is surveying school age children calculation all the time.

16. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn to Workshop Session.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 27, 2013**
Meeting Time: **Immediately following Regular Meeting**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**

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

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

5. **DISCUSSIONS**

A. FY2014 TAX CAP CALCULATION

City Manager Joyal went over his handout on the official tax cap calculation. It allows for an increase of \$486,085 for the City side of the budget and \$534,360 for the School side of the budget. Construction and Demolition Permit value increases the City's side by \$145,650, and School's side by \$155,700. The total increase allowed for the City's side is \$631,735, and School's side is \$690,000.

B. FINANCIAL FORECAST

City Manager Joyal discussed the financial forecast for the City's General Fund. He said it was a work in progress. He anticipated potential changes or problems in the future. He said the City has achieved its fiscal policy goal of 8% fund balance this past year. He said the City is actually at 8.2% this year. He discussed the City's Other Post-Employment Benefits (OPEB) liability and are looking into creating a OPEB fund, which is now allowed by law. He said they are on track in meeting that policy. He said he expects to maintain the \$575,000 in capital reserve funds. He said debt service is below 10% of appropriation, which is well below State allowance. He said they are looking at and tracking trends. He went over the forecast for the next five years, which maintains the 8% in fund balance. He talked about revenues and expenses

Councilor Weeden moved to suspend the rules to continue the workshop past 10:30 pm; seconded by Councilor Weston.

Roll Call Vote: 9/0.

City Manager Joyal continued his discussion regarding financial forecasts and trends.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 27, 2013**
Meeting Time: **Immediately following Regular Meeting**

6. CITIZEN'S FORUM

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

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

7. ADJOURNMENT

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

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, March 6, 2013**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Hooper led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Mayor Trefethen, Councilor Crago, and Councilor Spuler.

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

5. DISCUSSIONS

A. MASTER PLAN OVERVIEW

Planning Director Parker gave an overview of the Master Plan to the Council.
Council discussed chapter reviews and updates.

6. CITIZEN'S FORUM

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

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

7. ADJOURNMENT

Councilor Weston moved to adjourn; seconded by Councilor Cheney.

Vote: 6/0.

Handouts have been archived with the Minutes.

- Master Plan Overview and Executive Summary, March 6, 2013 – PowerPoint Presentation
- Executive Summary – 2013 Update on Recommendations



RECEIVED
DOVER CITY CLERK
DOVER, NH
2013 FEB 25 P 2:55

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 Mengers Day Time Telephone: 603-742-2218

Address: 550 CENTRAL AVE Email Address MICHAEL@DOVER.NH.ORG

Purpose of Permit: ROAD CLOSURE + PARK USE FOR DOVER'S JULY 4TH CELEBRATION.

Date of Event: TUES, JULY 4, 2013 Specific Time: EVENT: 5pm-9:45pm. ROAD CLOSURE: 3pm-10pm

Location of Event: HENRY LAW PARK + HENRY LAW AVENUE

(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**

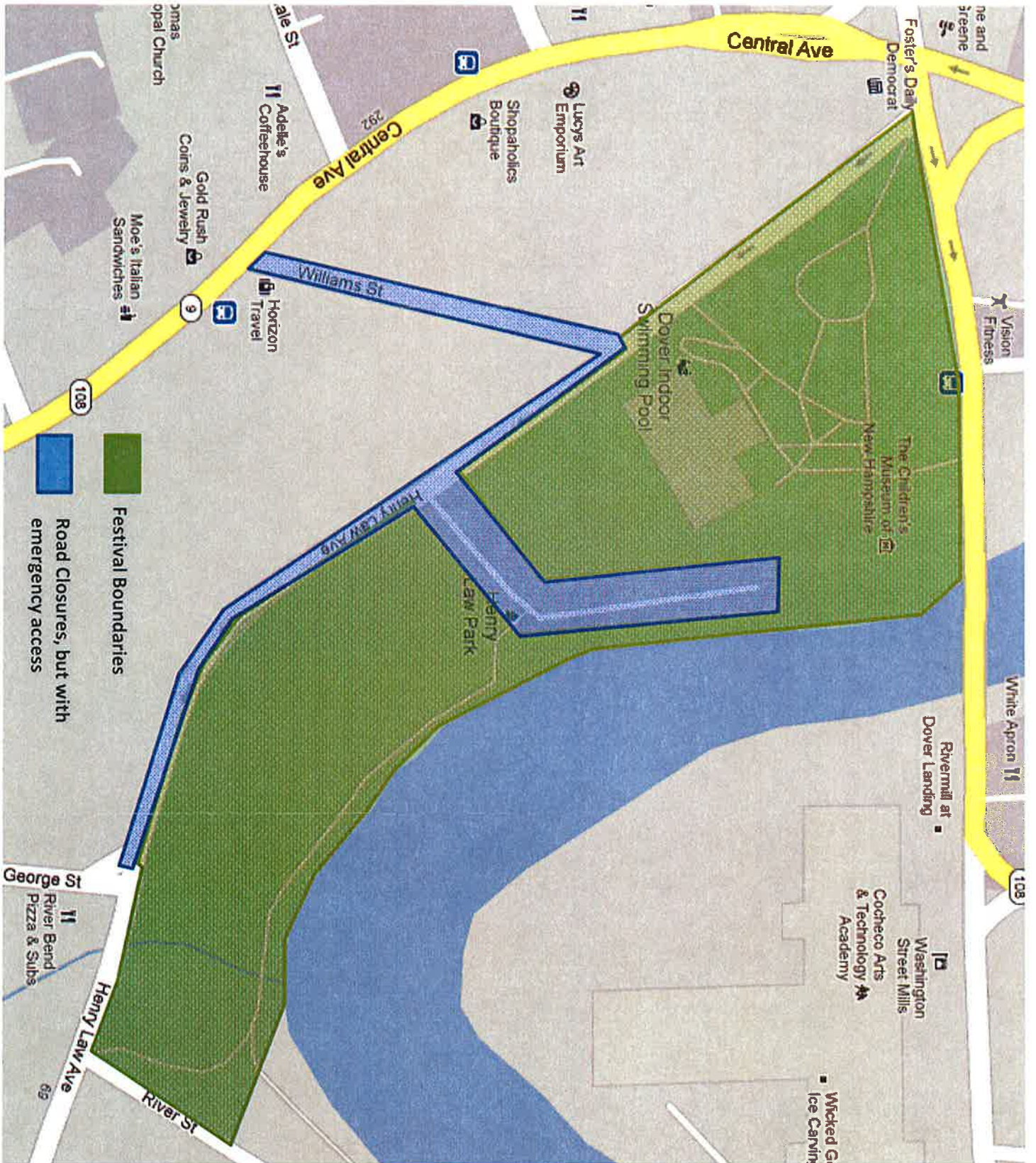
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.
I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: [Signature] Date: 2/14/13

Licensing Board approval [Signature] Date: 2/20/13
Revised 03/17/08

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CITY OF DOVER
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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 AVENUE Email Address MICHAEL@DOVERNH.ORG

Purpose of Permit: RESERVE 20 PARKING SPACES ON HENRY LAW AVENUE FOR COCHICHEO ARTS FESTIVAL FREEDOM NIGHT CONCERTS

Date of Event: 7/12, 7/19, 7/26, 8/2, 8/9, 8/16 Specific Time: EACH FRIDAY, 5PM TO 9PM

Location of Event: PARKING SPACES ON HENRY LAW AVENUE FROM WASHINGTON ST TO WILLIAMS AVE

(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**

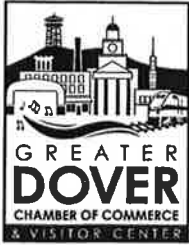
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.
I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: _____ Date: 3/1/13

Licensing Board approval _____ Date: 3/18/13

Revised 03/17/08

Traffic Bureau
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All set with Chamber
Traffic unit.
OK



Greater Dover Chamber of Commerce & Visitor Center

March 12, 2013

Dover City Council
288 Central Avenue
Dover, NH 03820

Dear Dover City Council:

For the 27th summer in a row, the Cochecho Arts Festival will be filling downtown Dover with the sound of music. The Festival Committee is already hard at work preparing a lineup that will feature over 30 live performances throughout the City between July 9th and August 16th.

This year, the Festival Committee requests your permission to close off the parking spaces on Henry Law Avenue from Washington Street to the Indoor Pool Parking Lot entrance from 4:00pm to 10:00pm during Friday Night Headliner performances. (Dates include: 7/12, 7/19, 7/26, 8/2, 8/9, 8/16.) In turn, these parking spaces would be used by the Festival Committee specifically for band/sound equipment loading/unloading, vendor setup and handicapped parking.

If granted, it would be the sole responsibility of the Festival Committee to enforce this permit and they would not need any assistance from the Dover Police Department or Parking Bureau in doing so.

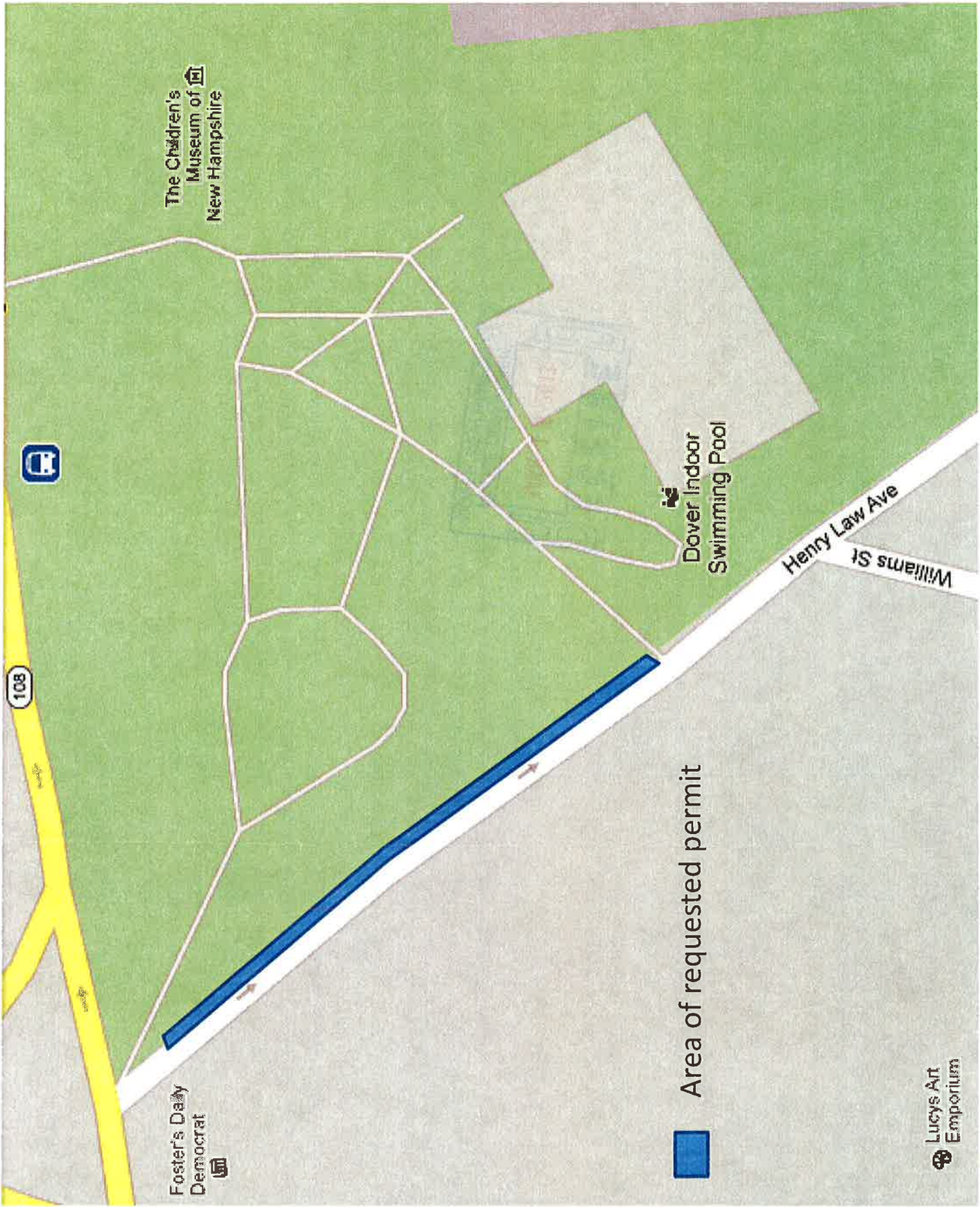
This curtailment has already been discussed with and supported by Sergeant Marn Speidel of the Dover Police Department. If granted, this permit would also make it so the Festival would no longer need to drive vehicles on the grass of Henry Law Park, as requested by the Dover Recreation Department.

It is possible that if granted this permit, the Committee would not use it for all Friday Night Headliner Series events. In this case, the parking spaces would revert back to their intended use as first come, first serve parking for Festival attendees.

Attached to this letter, please find a map detailing this proposed use. Feel free to contact me with any questions you might have regarding this request, (603) 742-2218. Thank you for your time and consideration.

Sincerely,

Michael Mengers
Community Events Manager



The Children's
Museum of
New Hampshire

Dover Indoor
Swimming Pool

Henry Law Ave

Williams St

Area of requested permit

Foster's Daily
Democrat

Lucys Art
Emporium

108



CITY OF DOVER
13 FEB 19 PM 1:02

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: RAFFLE PERMIT FOR 12TH ANNUAL SWEEPSTAKES + AUCTION

Date of Event: 5/3/13 Specific Time: DRAWING @ 9:00pm

Location of Event: WENTWORTH DOUGLASS HOSPITAL - 789 CENTRAL AVE

(Raffle Permit only)
Prize (s) To Be Awarded: \$10,000 CASH + VARIOUS OTHER SMALLER CASH PRIZES.

Amount of Donation: \$100 Date of Drawing: 5/3/13 Specific Time: 9:00pm

Place of Drawing: WENTWORTH - DOUGLASS HOSPITAL

*** 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: 2/15/13

Licensing Board approval [Signature] Date: 2/21/13

Revised 03/17/08

All set with charitable trusts.
DC



CITY OF DOVER
13 MAR 13 PM 12: 21

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 AVENUE Email Address MICHAEL@DOVERNH.ORG

Purpose of Permit: RAFFLE AT FRIDAY NIGHT COCKTAIL AND FESTIVAL CONCERTS

Date of Event: 7/12, 7/19, 7/26, 8/2, 8/9, 8/16 Specific Time: 8pm

Location of Event: ROTARY ARTS PAVILION AT HENRY LAW PARK

(Raffle Permit only)

Prize (s) To Be Awarded: GIFT CERTIFICATES + PRIZES VALUED UNDER \$100

Amount of Donation: \$ 1 Date of Drawing: 6 DRAWINGS 7/12, 7/19, 7/26, 8/2, 8/9, 8/16 Specific Time: 8pm

Place of Drawing: ROTARY ARTS PAVILION AT HENRY LAW PARK

*** 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: 3/13/13

Licensing Board approval [Signature] Date: 3/15/13

Revised 03/17/08

All set with Charitable Trusts Unit
[Signature]

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DOVER, NH
2013 FEB 20 P 1:46



APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Cocheco Lagrosse
Federal Tax ID number for Organization: 75-3266692
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Lisa Stacy Day Time Telephone: 742 9662 or 767 3290
Address: 75 Longhill Road Email Address lmnn@stacy.net

Purpose of Permit: raffle - single item, tax sold at dinner only
Date of Event: 4/4/13 Specific Time: 9:30 pm 7:00-10:00 pm

Location of Event: Cara Irish Pub

(Raffle Permit only)
Prize (s) To Be Awarded: game jersey
Amount of Donation: \$ 2.00 Date of Drawing: 4/4/13 Specific Time: 9:30 pm
Place of Drawing: Cara Irish Pub

* 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: Lisa R. Stacy Date: 2/20/13

Licensing Board approval [Signature] Date: 3/1/13
Revised 03/17/08

Application pending with Charitable Trusts Unit.
[Signature]



CITY OF DOVER
13 MAR -7 PH 2:39

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: Great Bay Figure Skating Club
Federal Tax ID number for Organization: 23-7430844

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

Contact Person: Karen Benedetti Day Time Telephone: 603-343-2891

Address: 119 Cottonwood Dr. Dover Email Address K.benedetti@comcast.net

Purpose of Permit: 50/50 Raffle at year-end show

Date of Event: 4/13/13 Specific Time: 12:30 - 2pm

Location of Event: Dover Ice Arena

(Raffle Permit only)

Prize (s) To Be Awarded: 50% of \$1 raffle tickets

Amount of Donation: 50% of \$ ^{collected} Date of Drawing: 4/13/13 Specific Time: 2pm

Place of Drawing: Dover Ice Arena

*** 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**

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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: Karen Benedetti Date: 3/6/13

Licensing Board approval AT Date: 3/12/13
Revised 03/17/08

All set with NH Charitable Trusts Unit
DK



CITY OF DOVER
13 FEB 19 PM 1:02

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: Maine Coast Runners Flyball Team

Federal Tax ID number for Organization: 501-C-3

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

Contact Person: **Shirley M. Rand**
1424 Littlefield Rd.
Wells, ME 04090-7540

Day Time Telephone: 1-207-646-3472

Address: _____ Email Address S.Rand@maine.crc.com

Purpose of Permit: to hold a raffle at the ice arena during flyball tournament

Date of Event: April 13 + 14 Specific Time: 8-5

Location of Event: Dover Ice Arena

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

Amount of Donation: \$1 per ticket Date of Drawing: both days Specific Time: 2 PM

Place of Drawing: Dover Ice Arena (we have been there 11 years)

*** 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: Shirley Rand Date: 2-14-2013

Licensing Board approval [Signature] Date: 2/21/13
Revised 03/17/08

All set
[Signature]



RECEIVED
DOVER CITY CLERK
DOVER, NH
2013 FEB 25 P 2:55

APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Saint Mary Academy

Federal Tax ID number for Organization: 02-0342967

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

Contact Person: Beth Evans Day Time Telephone: 742-3299

Address: 222 Central Ave Email Address bevans@stmaryacademy.org

Purpose of Permit: sell keys to a treasure chest that holds \$1,000.

Date of Event: 4/13/13 Specific Time: 5:30 - 11:30

Location of Event: Red Barn at Outlook Farm, South Berwick Maine.

(Raffle Permit only)

Prize (s) To Be Awarded: \$ 1,000.

Amount of Donation: \$ 25.00 Date of Drawing: 4/13/13 Specific Time: 5:30 - 11:30

Place of Drawing: Red Barn at Outlook Farm, South Berwick Maine.

* 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: Beth Evans Date: 2/14/13

Licensing Board approval [Signature] Date: 2/22/13
Revised 03/17/08



CITY OF DOVER

13 MAR 13 AM 8:16

APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: The Children's Museum of NH

Federal Tax ID number for Organization: 020363746

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

Contact Person: Sarah Strangas Day Time Telephone: 603 742 2002

Address: 6 Washington St Email Address: strangas.sarah@childrensmuseum.org

Purpose of Permit: Road Race 5k

Date of Event: May 4 2013 Specific Time: Race start

Location of Event: Henry Law Park / Henry Law Ave.

(Raffle Permit only)

Prize (s) To Be Awarded:

Amount of Donation: Date of Drawing: Specific Time:

Place of Drawing:

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Signature: [Signature] Date: 3/12/13

Licensing Board approval [Signature] Date: 3/18/13 Revised 03/17/08

Traffic Bureau attachment (NES) All set with Charitable Trusts Unit. DS

The CHILDREN'S MUSEUM 5K Dover, NH

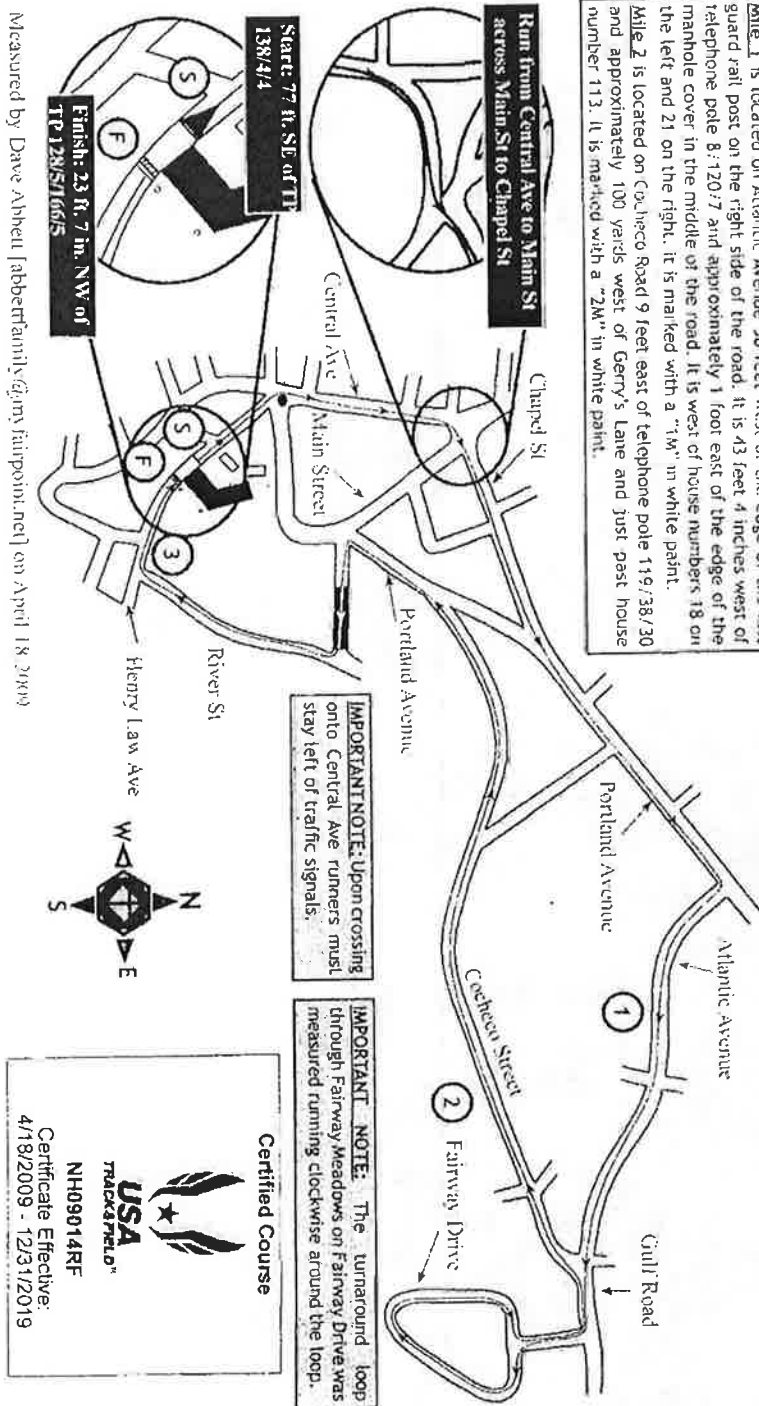
Starting line is located on Henry Law Avenue approximately .1 kilometer southeast of the intersection of Henry Law, Main Street, Central Avenue, and Washington Street in Dover, NH. It is 77 feet southeast of telephone pole 138/4/4 (on the east side of road) across from Central Towers Apartment building. The starting line is marked on both sides of the street by a white letter "S" and arrows pointing northwest with a white line marking the start. Three P-K nails were hammered into the start line on each side of the road.

1 Mile 1 is located on Atlantic Avenue 30 feet west of the edge of the last guard rail post on the right side of the road. It is 43 feet 4 inches west of telephone pole 8:120/7 and approximately 1 foot east of the edge of the manhole cover in the middle of the road. It is west of house numbers 18 on the left and 21 on the right. It is marked with a "1M" in white paint.

2 Mile 2 is located on Cocheco Road 9 feet east of telephone pole 119/38/30 and approximately 100 yards west of Gerry's Lane and just past house number 113. It is marked with a "2M" in white paint.

3 Mile 3 is located on Henry Law Avenue 3 feet 6 inches northwest of telephone pole 138/1/1. It is marked with a "M3" in white paint.

Finish line is located on Henry Law Avenue approximately 6 inches south of the crosswalk from the park to the Central Towers Apartment building just prior to entering the Children's Museum parking lot. It is 23 feet 7 inches northwest of telephone pole 138/5/166/5. It is marked with a white letter "F" and arrows pointing north with a white line marking the finish. Three P-K nails were hammered into the finish line.



IMPORTANT NOTE: Upon crossing onto Central Ave runners must stay left of traffic signals.

IMPORTANT NOTE: The turnaround loop through Fairway Meadows on Fairway Drive was measured running clockwise around the loop.

Certified Course



NH09014RF
Certificate Effective:
4/18/2009 - 12/31/2019

Measured by Dave Abbeil (abbeilfamilygymfairpoint.net) on April 18, 2009

OK
A



DOVER POLICE DEPARTMENT

Dover, New Hampshire

Memorandum

TO: Chief Anthony F. Colarusso, Jr.
FROM: Sgt. Marn Speidel, Traffic Bureau
RE: Children's Museum 5K Road Race, Sat. May 4, 2013
DATE: March 18, 2013

The following is a synopsis of expected traffic implications from the Children's Museum 5K road race, to be held on Saturday, May 4, 2013 at 9:00 AM:

<u>STREET CLOSURES (LOCATION)</u>	<u>TIMES</u>	<u>DURATION</u>
<i>Henry Law Avenue (Washington to River)</i>	8:30–10:30	2 hours
<i>Central Avenue (Second to Washington)</i>	9:00–9:08	8 minutes
<i>Chapel Street (Main to Portland)</i>	9:00–9:15	15 minutes
<i>Portland Avenue (crossing @ Chapel St)</i>	9:05–9:20	15 minutes
<i>Atlantic Avenue (outbound)</i>	9:10–9:25	15 minutes
<i>Gulf Road (Cocheco St to Fairway Dr)</i>	9:10–9:40	30 minutes
* Road Closed/Detour signs for inbound traffic at Baer Road		
<i>Fairway Drive</i>	9:10–9:40	30 minutes
<i>Cocheco Street</i>	9:15–9:55	40 minutes
<i>Washington Street (Main St to River Street)</i>	9:15–10:00	45 minutes

The police department will be reimbursed for the cost of five (5) police officers - most covering more than one post along the route - to assist race volunteers. Traffic volunteers (provided by the race committee) will be posted at various less critical locations.

The police department will also post parking restrictions on Henry Law Avenue (Washington to River) and Portland Avenue (Main to Cocheco) to accommodate the event.

The CHILDREN'S MUSEUM OF NH 5K Dover, NH

application already handed in @

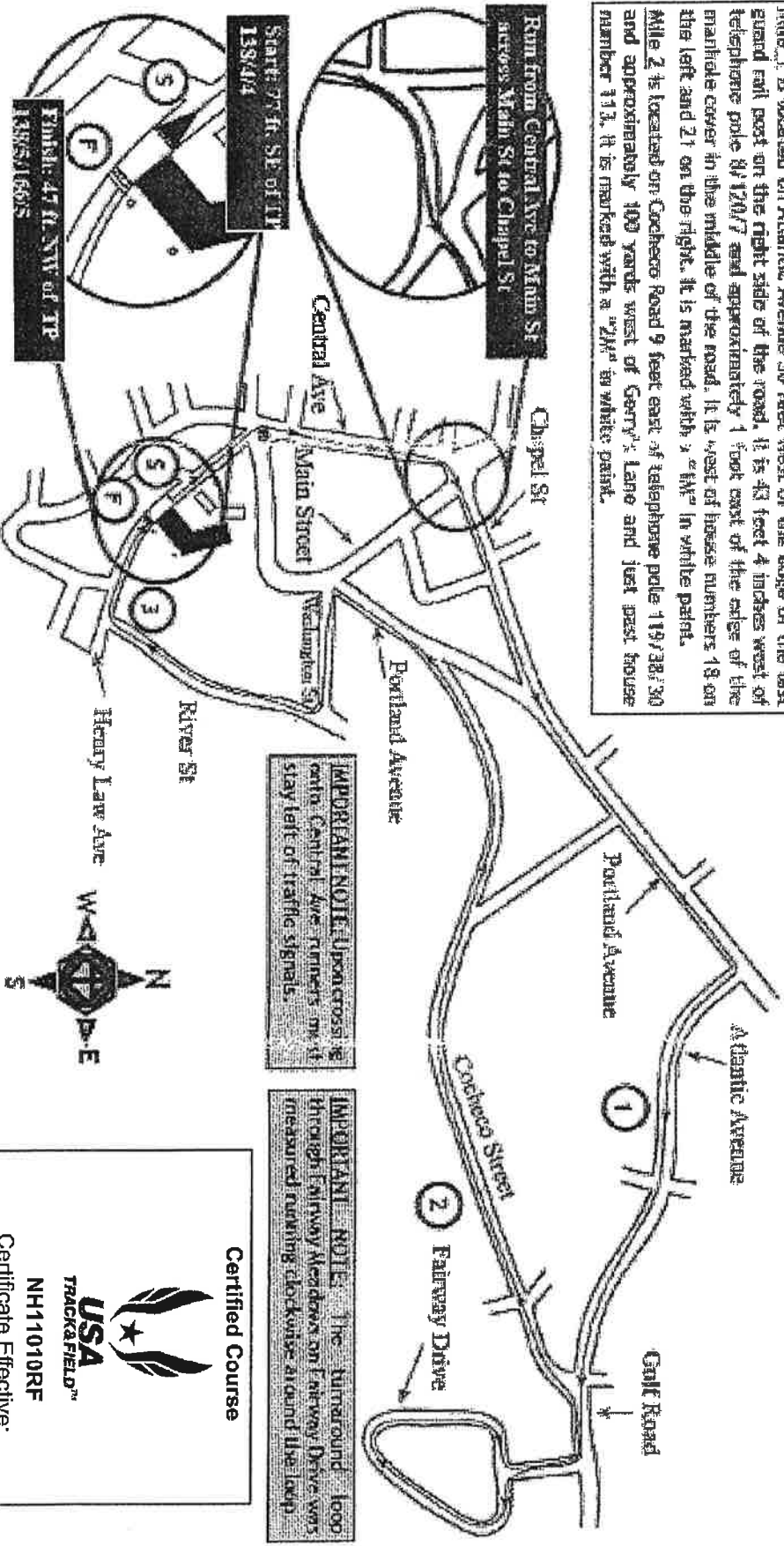
Starting line is located via Henry Law Avenue approximately .1 kilometers southwest of the intersection of Henry Law, Ash Street, Central Avenue, and Washington Street in Dover, NH. It is 77 feet southeast of telephone pole 136/4/4 (on the east side of road) across from Central Towers Apartment building. The starting line is marked on both sides of the street by a white letter "S" and arrows pointing northward with a white line marking the start. Three P-K nails were hammered into the start line on each side of the road.

Mile 1 is located on Atlantic Avenue 30 feet west of the edge of the last guard rail post on the right side of the road. It is 43 feet 4 inches west of telephone pole #120/7 and approximately 1 foot east of the edge of the manhole cover in the middle of the road. It is west of house numbers 18 on the left and 21 on the right. It is marked with a "2M" in white paint.

Mile 2 is located on Cocheco Road 9 feet east of telephone pole 119/20/30 and approximately 100 yards west of Gerry's Lane and just past house number 113. It is marked with a "2M" in white paint.

Mile 3 is located on River Street 6 feet 6 inches southwest of telephone pole 136/7 and 49 feet 5 inches northwest of Sleep Sign at corner of River Street and Henry Law on the west side of River Street. It is marked with a "2M" in white paint.

Finish line is located on Henry Law Avenue approximately 47 feet northwest of telephone pole 18/6/6 and 62 feet 2 inches southeast of telephone pole 136/5/16/5. It is marked with a white letter "F" and arrows pointing north with a white line marking the finish. Three P-K



IMPORTANT NOTE: Upon crossing onto Central Ave runners must stay left of traffic signals.

IMPORTANT NOTE: The turnaround loop through Fairway Meadows on Fairway Drive was measured running clockwise around the loop.



Certified Course

USA TRACK&FIELD™
NH11010RF
Certificate Effective:
4/17/2011 - 12/31/2021

Measured by Dave Abbott [dave.abbott@usaat.com] on April 17, 2011



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Dover Mounted Patrol (Police Charities)
Federal Tax ID number for Organization: 02-0459302
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Officer Michelle Murche Day Time Telephone: 603 743-6145

Address: 416 Locust St Dover Email Address: m.murche@dover.nh.gov

Purpose of Permit: fundraiser / race

Date of Event: June 2, 2013 Specific Time: 10:00

Location of Event: Henry Law Park

(Raffle Permit only) Prize (s) To Be Awarded: \$1000⁰⁰ other prizes to be determined (gift certificates / restaurants)

Amount of Donation: 20⁰⁰ Date of Drawing: June 2, 2013 Specific Time: 0900-1400

Place of Drawing: Henry Law Park

*** 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: [Signature] Date: 3/13/13

Licensing Board approval [Signature] Date: 3/14/13
Revised 03/17/08



RECEIVED
City Manager's Office

MAR 07 2013

Dover, New Hampshire

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: Goodwin Community Health

Federal Tax ID number for Organization: 020304203

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

Contact Person: Lara Willard Day Time Telephone: 953-3289

Address: 311 Route 108 Somersworth, NH 03878 Email Address: lwillard@GoodwinCH.org

Purpose of Permit: 5K charity event

Date of Event: June 16th 2013 Specific Time: 7:30 set-up 8:30 race starts

Location of Event: margaritas in Dover 23 members way Dover NH 03820

(Raffle Permit only)

Prize (s) To Be Awarded: _____

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

Place of Drawing: _____

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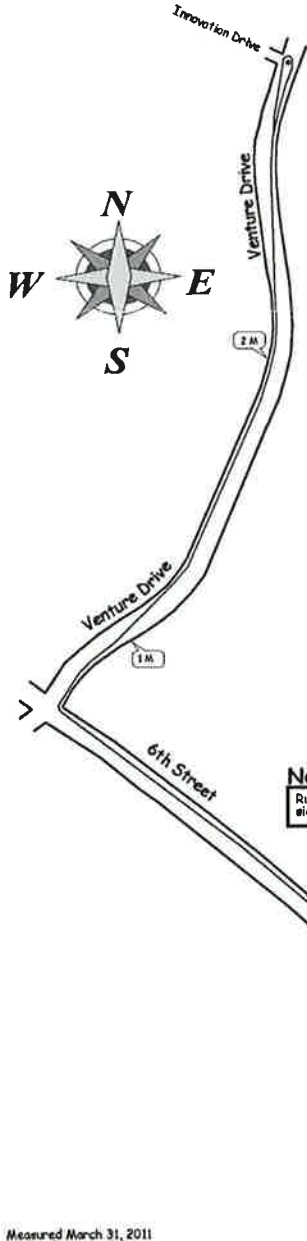
Signature: Lara Willard Date: 3/5/13

Licensing Board approval [Signature] Date: 3/18/13
Revised 03/17/08

Traffic Bureau
OK
MES
All set w/ the Charitable Trusts
Units
DC

MAR 07 2013

Dover, New Hampshire



Note:
Runners may use the sidewalk on 6th Street.

Certified Course



USA
TRACK & FIELD™

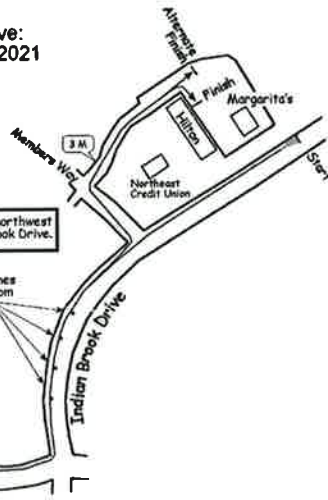
NH11005RF

Certificate Effective:
4/31/2011 - 12/31/2021

Restriction

Runners must keep to the northwest and west side of Indian Brook Drive.

Place Cones 10 ft. from curb.



Measured March 31, 2011
by: Ron Fitzpatrick &
Bob Kennedy
603.731.3345
rjfitz@worldpath.net



Goodwin Community Health

RECEIVED
City Manager's Office

MAR 07 2013

Dover, New Hampshire

March, 1st 2013

Michael Joyal, City Manager
288 Central Avenue
Dover, NH 03820

*MJ -
I gave attachments
to Karen L.
3/7
C.*

Dear Manager Joyal:

Goodwin Community Health (formerly known as Avis Goodwin Community Health Center) is planning its annual Father's Day 5K Race/Walk. This event is one of our two main fundraisers each year for our nonprofit medical, dental, and mental health center and is a lot of fun. We hold it on Father's Day to honor the men in our lives, you know, the ones who put their own health on the back burner while they take care of everyone else, the ones who go the extra mile to make sure we have the best education and opportunities we can have. Our image for this event is ties...ties for decorations, ties to wear, ties to remind us of those we value.

I have:

- Spoken with Sgt. Speidel of the Traffic Bureau of the Dover Police Department and we will be meeting to work out some details from his notes of last year's event
- Obtained the proper application, filled it out and attached it
- Attached a copy of the certified 5K route (the same as in previous years)
- Planned to hire two police officers
- Begun compiling a list of volunteers to help out that day with traffic control along the race route

I understand this must be voted on by the council. If you have any additional questions or requirements I am available at 603-516-2558 or jwillard@goodwinch.org Monday through Friday, 8 am to 5 pm.

Thank you for reviewing and considering our request.

Lara Willard
Director of Marketing and Community Relations
Goodwin Community Health
311 Route 108
Somersworth, NH 03878

*Karen -
Please follow up
once approved*

311 Route 108 · Somersworth, NH 03878
(603) 749-2346 · Fax (603) 953-0066
www.GoodwinCH.org



CITY OF DOVER
13 MAR 12 PM 4:15

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: New Hampshire Soap Box Derby, Inc.

Federal Tax ID number for Organization: 02-0374130

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

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

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

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

Date of Event: June 9 2013 Specific Time: 8 AM to 4 PM

Location of Event: Broadway (Oak Street intersection to 50 feet beyond Florence Street)

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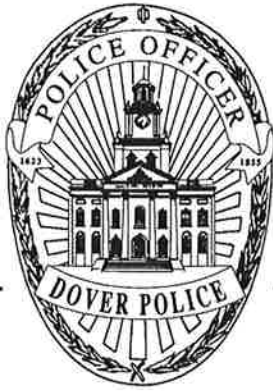
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I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.
I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by same.

Signature: Richard Behan Date: 03/11/2013

Licensing Board approval (AFC) Date: 3/20/13
Revised 03/17/08

Traffic Bureau
w/ attachment
(MES)
All det.
RC



CITY OF DOVER, NEW HAMPSHIRE

POLICE DEPARTMENT



Anthony F. Colarusso, Jr.
Chief of Police

DATE: March 20, 2013
TO: Affected residents and merchants (delivered by hand)
FROM: Dover Police Department Traffic Bureau
RE: New Hampshire Soap Box Derby

Organizers are planning the 70th annual New Hampshire Soap Box Derby championship race, which has customarily been held in the City of Dover. The organizers are seeking a new location to hold this annual event, due to prohibitive costs and traffic implications of the former Central Avenue site. They have applied to the Dover City Council for a permit to hold this event on Broadway.

If approved, this event would be held on **Sunday, June 9, 2013 from 8:00am to 4:00 pm**. To accommodate the racers and to ensure the safety of participants, Broadway would be closed to all traffic between Oak Street and Hill Street for the entire day. If you have a driveway on Rose Street or on Broadway within this zone, you could not come or go by car during the day and you would need to plan in advance to park your car on a nearby side street. If you live on Florence or Pearl Streets, your street will remain open but only accessible from the Oak Street end. (Note: police officers would be on hand to assist with the traffic diversions, and the race could be temporarily suspended in the event of a medical or fire emergency.)

The Dover City Council is scheduled to review this permit application at its regular meeting on **Wednesday, March 27, 2013 at 7:00pm**, and will vote to approve or reject it that evening. You are welcome to attend this meeting and to address the Council during the "Citizen's Forum" portion of the meeting to express any concerns you may have before the Council votes.

If you cannot attend the meeting but would still like to provide input – either in support of or against the proposal – you may also send an email message prior to March 27 to Dover Police Department Sergeant Marn Speidel at m.speidel@dover.nh.gov. Please sign the message with your name and address. Your comments will be forwarded to City Councilors.

If you have any questions about this notice, you may contact Sergeant Marn Speidel at (603) 742-4646.



CITY OF DOVER
13 MAR 11 PM 1:45

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: Portsmouth Christian Academy of Dover
Federal Tax ID number for Organization: 020465498
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Kim Cummings Day Time Telephone: 742-3617

Address: 20 Seabane Dr. Email Address kcummings@pcaschool.org

Purpose of Permit: Mc Guinness Walk

Date of Event: 4/12/13 Specific Time: 9AM - 12pm

Location of Event: Route begins + ends on campus of PCA (map attached)

(Raffle Permit only)

Prize (s) To Be Awarded: _____

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

Place of Drawing: _____

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

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

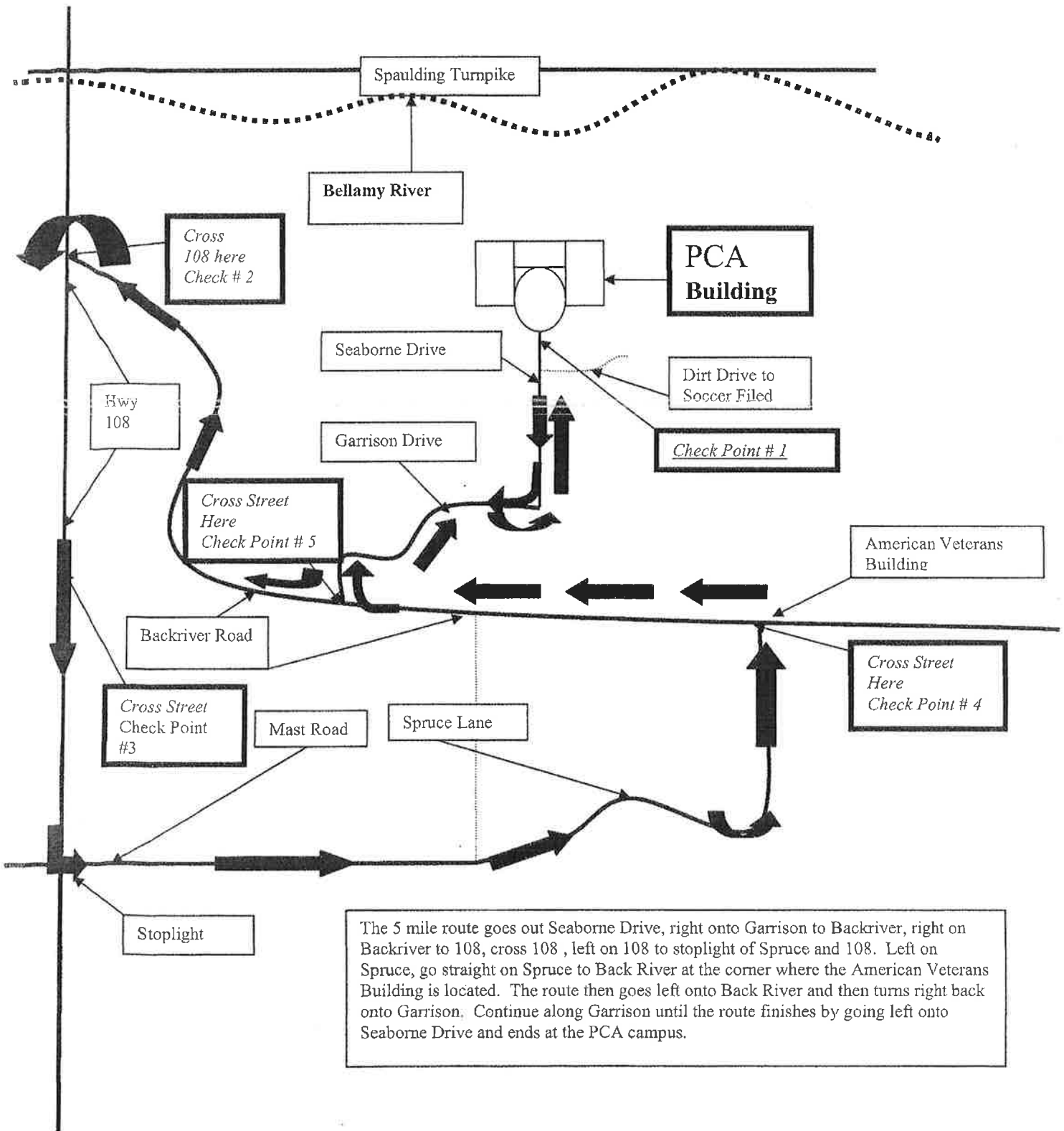
Signature: [Signature] Date: 3/5/13

Licensing Board approval [Signature] Date: 3/7/13
Revised 03/17/08

Traffic Bureau OK.
This is annual event.
MCS
Registered with Charitable Trusts Unit.
[Signature]

**Portsmouth Christian Academy at Dover
McGuinness Walk Route
April 12, 2013**

Rev 3/05/13



The 5 mile route goes out Seaborne Drive, right onto Garrison to Backriver, right on Backriver to 108, cross 108 , left on 108 to stoplight of Spruce and 108. Left on Spruce, go straight on Spruce to Back River at the corner where the American Veterans Building is located. The route then goes left onto Back River and then turns right back onto Garrison. Continue along Garrison until the route finishes by going left onto Seaborne Drive and ends at the PCA campus.



CITY OF DOVER
13 MAR -6 AM 10:03

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Dover Baseball

Federal Tax ID number for Organization: 02-0514051

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

Contact Person: Carolyn Donovan Day Time Telephone: 603-973-9623

Address: 42 Park St Email Address carolyn@redsshoebarn.com

Purpose of Permit: Tagging

Date of Event: 5/9, 5/10 + 5/11 Specific Time: 5/9 4-8pm 5/10 4-8pm 5/11 9-2

Location of Event: various establishments

(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: 3-6-13

Licensing Board approval [Signature] Date: 3/12/13
Revised 03/17/08

All set with my Charitable Trust Unit.
[Signature]

To: Dover City Council

From: Dorothea Hooper, Ward 4

Re: School Board Report #1

The Dover School Board met in Special Session March 4, 2013 to discuss the proposed 2014 budget.

Mr. Limanni reviewed the past budget meetings reminding the board of what had been the proposed cuts to reach a tax cap budget. He focused on the contingency funds (such as transportation and utilities) that had been reduced for savings in the budget.

The board approved the Energy Savings Policy Adoption, cutting the Dover High School hall monitor, and the SAU restructure which provided a savings of \$133,484.

There was a long discussion concerning charging for high school transportation and increasing the high school athletic fees. Several board members felt this placed too high a burden on parents. Increased athletic fees did not pass.

Some questions arose concerning the monies expended on Special Education and the Alternative School. Mr. Limanni reminded the board that sending students out to other programs is far more expensive.

A question arose concerning the possibility of dropping a guidance counselor at the high school level. The possibility of dropping specialists at the elementary was also discussed.

Attendance incentives were discussed to cut down on the cost of substitute teachers.

Board members were vocal about keeping All-day Kindergarten in place as well as busing at the high school.

Board members made it clear in the discussion that they did not favor any of the cuts they had made in the budget. The newly formed revenue committee also

made cut suggestions that they did not like to recommend. There was also some discussion that the board, after having made massive cuts to reach a tax cap budget, might ask for an override by the City Council for the amount left.

To: Dover City Council

From: Dorothea Hooper, Ward 4

Re: School Board Report #2

The Dover School Board met in regular session March 11, 2013.

Citizens Forum: One speaker urged the school board to bring in a tax cap budget.

Resolutions: The Dover High School Girls Swim Team was recognized as state champions.

Consent Agenda: After the introduction of two new principals (Peter Driscoll at the high school and Beth Dunton at Garrison School) in the district, the Consent Agenda was passed.

Superintendent's Report: Superintendent Jean Briggs-Badger reported on Kindergarten registration, teacher workshop day, course selection at the high school, concerts, outside speaker (author Ginger Katz), Robotics Team success, high school play, PTA meetings, charitable events, and varied social events.

Student Representative Report: Matthew Palczynski was recognized by the board for his achievement as a National Honor Society scholar. He reported on spring sports, band concert, Poetry contest, Pi Day, Key Club and Student Council.

Committee Reports: there were none

Policy – Changes – Proposals: First Reading

1) Any complaints/concerns regarding the Superintendent, School Board decisions/practices or interactions between the School Board and City of Dover shall be directed to the board Chair. Any request for information requiring more than 120 minutes of time could come back to the board for approval. All information gathered would be shared with the entire board. Chair D'Andrea stated that this was to do away with duplicate requests during their busy budget time. One board member stated she felt this was a discriminatory policy and discouraged board member questions. She felt it also stifled her right as a duly elected board member. She also questioned why the minutes of a non-public meeting were sealed and she was unable to see them after missing the meeting. Chair D'Andrea indicated that no one was stopping board members from speaking with constituents and the intent of the policy was to avoid repetitious requests. Secretary Andrews-Parker noted that the policy was based on other community policies. It was tabled until the 2nd reading.

2) Allowing advertising in the schools in order to bring in revenue. Prior to this, no advertising was allowed in Dover schools. Now, with the need for funds, the board is thinking of allowing carefully monitored advertising in the schools to increase the flow of revenue. Other districts seem to be in the same boat. Mr. Limanni, the district Business Administer, noted that this revenue could help save a job or program as well as doing away with some student fees. No action has been taken as yet but this policy change would allow a move forward. It was tabled until the 2nd reading.

Old Business:

1) Superintendent Briggs-Badger reported that the Nottingham and Barrington numbers of tuition students have gone down and that we will lose \$814,000 in tuition. Students have other options now as districts are competing for tuition students for revenue.

2) Mr. Amara, CTC Director, addressed the issue of cutting the guidance position within his program. He noted he could use Perkin Grant monies as well as what would be saved by his resignation to fund that position.

3) Board members discussed all the financial losses they have to contend with (adequacy funds, N.H. Retirement funding, drop in tuition monies) , the deep cuts already made in staffing and programs, and where there could be additional savings. The Board voted to present the current budget they have produced which would require an override by the Council.\

New Business:

1) The senior graduation date has been set for Wednesday, June 10 at 7PM at the Whittemore Center at UNH.

2) Mr. Limanni presented the scholarship and trust balances as of Jan. 31, 2013.

3) Mr. Limanni announced two training classes for staff interested in getting a bus driver's license to transport students. There is currently one 14 passenger bus and one 7 passenger van available for transport. Mr. Amara also confirmed there is a 15 passenger CTC bus available. The Board passed this proposal.

4) Mr. Limanni reported on the condition of accounts for February.

School Board Matters of Interest:

Request for a Joint Adequacy Committee Report.

The Board adjourned.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13B.1.

Resolution Number: **R – 2013.03.27 – 18**
Resolution Re: **B13029 Purchase Digital Information Management System Dover Police Department**

WHEREAS: Sealed request for proposal B13029 was requested and received for the purchase a Digital Information Management System for the Dover Police Department on February 11, 2013 at 2:00 pm. Due to the weekend storm, the delivery of packages was hindered so the bid opening was delayed one day to February 12, 2013 @ 2:00pm; and

WHEREAS: One response was received and the proposal was reviewed and evaluated. The proposal meets the specifications of the request and it is the recommendation to award to Linear Systems of Rancho Cucamonga CA in the amount of \$45,887.80; and

WHEREAS: The city was awarded the Paul Coverdell Forensic Science Improvement Grant which awards grants to states and units of local government to help improve the quality and timeliness of forensic science services.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Linear Systems given the rates provided in conjunction with B13029. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
2210.1.210.42150.4745.02342.13.000.000.700	Coverdell Grant	129,860.00	129,860.00

AUTHORIZATION

Approved as to Funding: *1st Daniel Lynch 3/21/13*
 Daniel R. Lynch, Finance Director Sponsored by: Mayor Dean Trefethen
accepted in Treeno By request

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

Recorded by: Karen Lavertu *Karu Lavertu*
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13B.1.

Resolution Number: **R – 2013.03.27 – 18**
Resolution Re: **B13029 Purchase Digital Information Management System Dover Police Department**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13B.1.

Resolution Number: **R – 2013.03.27 – 18**
Resolution Re: **B13029 Purchase Digital Information Management System Dover Police Department**

RESOLUTION BACKGROUND MATERIAL:

The City of Dover Police Department intends to procure a system for the management of digital assets and evidence, including images, audio recordings, and video recordings for the purpose and function of law enforcement and criminal investigations. The system is to include two upload and download stations, capable of sharing assets with authorized and designated personnel.

The Paul Coverdell Forensic Science Improvement Grants Program awards grants to states and units of local government to help improve the quality and timeliness of forensic science services. The purchase of a new Digital Information Management System (DIMS), will certainly improve the timeliness and quality of digital evidence and storage. This system will allow the police department to electronically store, view, transmit, and reproduce electronic media including photos, audio, and video recordings in a much more efficient manner.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	186	Number of Responses:	1
Warranty:	Manufactures	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	No
Prices will hold for:	Until Complete	Estimated Delivery:	As needed
Recommended Award to:	Linear Systems	Fund:	grant
Other Approvals Required:	State NH grant	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Vendor Solicitation List

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

Request for Proposal DIMS B13029 Results

<i>Vendor</i>	<i>\$</i>
Linear Systems 8403 Maple Place Rancho Cucamonga CA 91730	\$45,887.80



March 18, 2013

Via UPS overnight

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

RE: Price Adjustment Information – Installation & Equipment

Dear Council Members:

In keeping with our commitment to provide you with regular updates, I am writing to inform you that due to changes in business costs the following installation and equipment prices* will decrease effective May 1, 2013:

Installation:
Installation of each Additional Outlet (Initial Installation) from \$14.15 to \$13.35.
Activation of each Additional Outlet (Initial Installation) from \$7.75 to \$5.60.
Relocate Additional Outlet (Initial Installation) from \$13.60 to \$13.35.
Connection of VCR/DVD (Initial Installation) from \$8.55 to \$7.90.
Connection of VCR/DVD (After Initial Installation) from \$19.10 to \$16.35.
Hourly Service Charge (For custom installation work) from \$33.60 to \$33.20.
In-Home Service Visit from \$33.55 to \$32.10.
Equipment:
Remote control from \$0.20 to \$0.18.
CableCARD (second card in same device) from \$1.15 to \$1.00.

Customers are being noticed, in advance, of this information via bill message.

Should have any questions regarding this information please do not hesitate to contact me at 603-224-1871, ext. 202.

Sincerely,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government & Regulatory Affairs

*Prices shown are for residential services only and do not include federal, state and local taxes, franchise fees or other related costs. Prices are subject to change.



March 18, 2013

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

Re: Grandfathered Cable Packages

Dear Council Members:

As part of our initiative to standardize programming packages, I am writing to inform you of changes Comcast will be making to grandfathered¹ former AT&T cable packages. These changes will effect a minimal number (less than 1%) of our customers.

Comcast is committed to offering the best value in home entertainment and providing a wide variety of programming choices to our customers. To help achieve that result, customers in these grandfathered packages will be transitioned to the corresponding Comcast package with the same price point as their grandfathered package.

We will be notifying each effected customer of the specific changes impacting their Comcast service by letter beginning March 22nd for changes which will occur beginning April 22nd. Customers will see additional channels such as BBC World, Centric, Cooking Channel, DIY (Do It Yourself), Ovation, Reelz, RLTV and more! TCM (Turner Classic Movies) is not available in their new package.

A toll free customer service number has been set up specifically for this initiative. Should residents contact you with questions please do not hesitate to direct them to this number, 1-888-267-0350, or they can visit us online at www.comcast.com.

Should you have any questions about this initiative or about our services in general, please do not hesitate to contact me at 603-224-1871, ext. 202.

Sincerely,

Bryan Christiansen

Sr. Manager
Government & Regulatory Affairs

¹ Grandfathered is a package that has not been offered for new subscription within the past several years.