



CITY OF DOVER

CITY COUNCIL - AGENDA

REVISED

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, June 26, 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. **June 12, 2013**
 - B. **June 26, 2013**
10. **APPROVAL OF MINUTES**
 - A. **May 15, 2013 – Workshop Session**
 - B. **May 22, 2013 – Regular Meeting**
 - C. **May 29, 2013 – Workshop Session**
 - D. **June 5, 2013 – Workshop Session**
 - E. **June 5, 2013 – Special Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING – None**
 - B. **ORDINANCES IN THE 3rd READING – None**
 - C. **RESOLUTIONS – None**



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13. NEW BUSINESS

A. CONSENT CALENDAR

1. RAFFLE – American Cancer Society – Making Strides Against Breast Cancer
2. RAFFLE – City of Dover Recreation Department
3. RAFFLE – Cocheco Quilters Guild
4. RAFFLE – Dover Children’s Home
5. RAFFLE – Dover Little Green Football Inc.
6. RAFFLE – My Breast Cancer Support
7. RAFFLE – Susan G. Komen 3-Day
8. TAG – Dover Little Green Football Inc.
9. TAG – Dover Youth Football League, Inc.
10. WALK – Dover Area Religious Leader’s Association

11. RESOLUTION: CASSILY COMMUNITY GARDEN LICENSE
SPONSORED BY MAYOR TREFETHEN BY REQUEST

12. RESOLUTION: DOG WARRANT
SPONSORED BY MAYOR TREFETHEN BY REQUEST

13. RESOLUTION: B11075 OCCUPATIONAL HEALTH SERVICES
SPONSORED BY MAYOR TREFETHEN BY REQUEST

14. RESOLUTION: B12040 MISCELLANEOUS WORK BOOTS/FOOTWEAR
SPONSORED BY MAYOR TREFETHEN BY REQUEST

15. RESOLUTION: B13017 PURCHASE DOVERNET INTEGRATED LIBRARY
SYSTEM
SPONSORED BY MAYOR TREFETHEN BY REQUEST

16. RESOLUTION: B13020 HVAC DESIGN BUILD CITY HALL FINANCE AREA
SPONSORED BY MAYOR TREFETHEN BY REQUEST

17. RESOLUTION: B13055 CUSTODIAL SERVICES @ MCCONNELL CENTER
SPONSORED BY MAYOR TREFETHEN BY REQUEST

18. RESOLUTION: B13067 BITUMINOUS CONCRETE ASPHALT PICKED UP
SPONSORED BY MAYOR TREFETHEN BY REQUEST

19. RESOLUTION: B13068 VARIOUS CHEMICALS
SPONSORED BY MAYOR TREFETHEN BY REQUEST

20. RESOLUTION: B13070 SPECIALIZED MUNICIPAL LEGAL SERVICES
SPONSORED BY MAYOR TREFETHEN BY REQUEST



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- 21. RESOLUTION: B13072 TREE REMOVAL SERVICES AWARD OF BID**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 22. RESOLUTION: PURCHASE OF CAB & CHASSIS FOR PATCH TRUCK 2014 INTERNATIONAL 7400 SFA4X2**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 23. RESOLUTION: PURCHASE OF CAB & CHASSIS FOR DUMP TRUCK 2014 FREIGHTLINER 114SD TRUCK**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 24. RESOLUTION: GENERATOR MAINTENANCE SOUTHWORTH-MILTON INC.**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 25. RESOLUTION: VARIOUS SENIOR CENTER TRIPS**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 26. FY2013 TRANSFER OF APPROPRIATION – GENERAL FUND**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

- 1. REHEARING REQUEST FOR LITTLEWORTH ROAD REZONING**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 2. AMEND CITY FINANCIAL POLICIES FOR STABILIZATION FUNDS – SCHOOL GENERAL FUND BUDGET YEAR END SURPLUS**
SPONSORED BY COUNCILOR WESTON
- 3. RESCIND SCHOOL FY2013 CIP APPROPRIATION FOR MEDIA CENTER EQUIPMENT**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 4. SALE OF FIRST STREET PARKING LOT, MAP 6 LOT 3**
SPONSORED BY MAYOR TREFETHEN BY REQUEST



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**5. AUTHORIZATION FOR CONVEYANCE OF CITY OWNED LAND MAP 12 LOT 29
SPONSORED BY MAYOR TREFETHEN BY REQUEST**

**6. THE WALTER W. FISCHER 1993 TRUST LAND DONATIONS
SPONSORED BY MAYOR TREFETHEN BY REQUEST**

**7. FISCAL YEAR 2014 BUDGET AMENDMENT #1 – APPROPRIATION DUE TO
ANTICIPATED INCREASE IN STATE ADEQUACY AID
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON JULY 10, 2013.)
SPONSORED BY MAYOR TREFETHEN BY REQUEST**

C. ORDINANCES IN 1ST READING

**1. CHAPTER 5 BOARDS, COMMISSIONS AND COMMITTEES: ARTS
COMMISSION
(TO BE REFERRED TO A PUBLIC HEARING ON JULY 10, 2013.)
SPONSORED BY COUNCILOR SPULER**

14. COUNCIL CORRESPONDENCE

- A. Letter from Earle Goodwin dated May 12, 2013**
- B. Letter from Earle Goodwin dated May 16, 2013**
- C. Letter from John Grammas dated June 5, 2013**

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT

CITY MANAGER'S REPORT



June 12, 2013

"One piece of log creates a small fire, adequate to warm you up, add just a few more pieces to blast an immense bonfire, large enough to warm up your entire circle of friends; needless to say that individuality counts but team work dynamites. ~Jin Kwon

SUBMITTED BY:

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

**CITY OF
DOVER, NH**

AVAILABLE ONLINE:

WWW.DOVER.NH.GOV

STREETS, WATER, SEWER UPDATES

Water: The Utilities crew experienced a major water break on Ham Street, between Park Street and East Concord Street, after a large hole had blown out of the 8-inch cast iron main. Crews removed approximately 10 feet of pipe and replaced it with a new 8-inch piece of ductile iron. A water leak was repaired in front of 207 Durham Road. The leak was discovered on the bell end of a 16-inch ductile iron main, which had been originally installed in 2009. A water leak, located on the City's side of the service, was also repaired at 22 Sunset Drive.

Work continued on Spur Road with the installation of a new 12-inch water main, which will replace the old 6-inch cast iron main. The pressure and bacteria tests have been completed. Crews tied in two homes on Spur Road as well as the homes on Nute Road. This also added two new fire hydrants to the system. Several curb boxes have been replaced throughout the city and staff has been using the sewer jet truck to complete this work. The working foreman created a tool extension so that only a small hole is needed for replacement.



Calderwood Well has been cleaned. Additional repairs will need to be performed on the pump and a new motor will be installed. It is anticipated that Calderwood Well will be back in operation by mid-June. Work has also begun at Smith Well. As a result of the current well being plugged, a new well is going to be drilled. Electrical upgrades will be completed with this project as well.

Four sewer backups were reported throughout the month of May. Staff responded to 18 Spruce Drive, 9 Hawthorne Road, 50 New Rochester Road and 9 Fairview Avenue. After the sewer manholes were checked and no backups located on the City's side, all blockages were determined to be on the owner's side of the service. The process of root treatment within the City's sewer main has begun. As part of the Collection System Maintenance Plan, approximately 5,000 feet of sewer lines will be treated. In an effort to minimize problems caused by tree roots entering and spreading throughout the sewer system, roughly 3,000 to 5,000 feet of root-problem areas are treated on a quarterly basis. The first round of mowing around the pump stations and wells has also been completed.

Streets/Stormwater: The Highway Division continued to patch potholes throughout the city as needed. Street sweeping operations have been ongoing and should be completed the first week of June. Piles of debris collected during sweeping were cleaned up from the River Street lot and hauled to the dredge cell, which had previously been inaccessible due to heavy rainfalls and mud. Crews removed a large tree from Middle Road after it fell into the roadway during a storm. The Community Trail walkway was cleaned up and branches that had previously been pulled to the entrance were removed.

Employees finished repairs to mailboxes that had been struck by plows over the winter. Repairs to damaged lawns have also been completed. Those areas were smoothed out, loamed and reseeded as necessary. Touch-up work will be performed in a few locations that have since washed out. The salt brine room, located behind the Public Works Facility,

was cleaned and the brine unit readied for next winter. Crews worked in the pit screening sand and mixing materials for upcoming road projects.

On Central Avenue, the brick sidewalk in front of the Foster's building and a section of sidewalk in front of St. Joseph's Church were both repaired. Crushed gravel was laid along the edge of the road near 199 Henry Law Avenue after the shoulders had washed out. A portion of pavement was removed on Shamrock Lane and replaced with new hot top. Tri-State Paving has been performing trim & shim and cut & patch work on several streets. Areas on Stark Avenue and Trakey Street have been completed and crews are currently working on Fourth Street. Assistance with paving projects and patch work is expected to continue throughout the summer.

A grader was brought in from the Town of Barrington to smooth out the dirt portions on Bay View Road, Old Garrison Road, and the access road to the dredge cell on River Street. Employees will return with the grader to complete the remaining dirt roads. In exchange for grading our roads, Dover crews assisted Barrington with the jet truck for their catch basin cleanings.

Debris was removed from catch basins after rain storms to prevent or alleviate flooding. A broken catch basin frame was repaired on Union Street and another at the Ice Arena. Repairs were also made to a manhole in front of 132 Central Avenue after the hot top had broken up around the unit.

A Bobcat was delivered to the Ice Arena in order to remove the ice for an event. Crews returned to bring the machine back after the work was completed. Three sheds (built by Dover High students) were moved from the high school to various locations.

PROGRAMS AT CITY CENTERS/BUREAUS

Investigations/Legal Bureau: During the month of May 2013, there were three letters generated by the Dover Police Special Investigations Unit that were sent to 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 nine 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. In April, the Strafford County Grand Jury returned an indictment of first-degree murder against the accused in the case.

On May 1, 2013, members of the SIU, along with numerous Patrol Officers and the Strafford County Regional Tactical Operations Unit responded to an apartment complex in Dover

for a report of a man with a pistol threatening suicide. The situation developed into a standoff when the man refused to comply with police instructions. During the incident, SIU members gathered intelligence and information from witnesses and other sources. Once the man surrendered, SIU members continued their investigation, leading to the man being charged with Reckless Conduct and Stalking.

SIU is also responsible for conducting background investigations into candidates for employment at the Police Department. During the month of May, an investigation of this type was on-going.

Parking: The Parking Manager along with representatives of the Finance Department, are evaluating software programs that will automatically alert City Clerk office staff when persons trying to register their car owe unpaid parking fines. The current system of having the clerks look up a report each time has had only limited success.

The Parking Manager is also working with the Planning Department in reference to a local developer's interest in purchasing the School Street parking lot. He is also working with the Planning Department on the development of the First Street Lot.

Traffic Bureau: Sgt. Speidel performed 8 child passenger seat inspections during the month of May. This included several checks conducted on the evening of May 15 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.

Sgt. Speidel coordinated all traffic control particulars and police personnel assignments for the Children's Museum 5K Run/Walk on May 4, the Run Mother's Day 5K on May 12, and the Spirit of Recovery 5K run/walk on May 19. The Traffic Bureau handled the advance deployment of cones, barricades, and signs to facilitate temporary parking restrictions, street closures, and safe traffic flow for the races.

On May 8, Sgt. Speidel and Captain Terlemezian assisted members of the Woodman Park PTO and Safe Routes to School Program in organizing the Woodman Park School's Bike to School Day. They helped to stop and direct traffic as necessary to facilitate a group ride of students and parents using a portion of the Dover Community Trail, Fisher and Rutland Streets.

On Friday, May 24, 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 NHSA which reimburses the agency's personnel costs. Targeted locations on that date included Littleworth Road, Dover Point Road, Central Avenue at Oak Street, Chestnut and Washington Streets.

Patrol: During the month of May, officers handled a total of 2,574 incidents. Specific details can be found on the statistics document on the City Manager's webpage later this month.

On May 1, 2013, officers responded to a Lilac Lane residence for a report that the caller's estranged boyfriend was at her apartment armed with a handgun and threatening to commit suicide. The initial responding officers located the subject in the hallway of the multi-unit apartment building holding a handgun to his head. The officers were able to contain the suspect within the hallway while members of the Strafford County Regional Tactical Operations Unit responded. SCRTOU members were able to evacuate all other occupants of the building. After a five hour standoff, a crisis negotiator was able to successfully convince the suspect to surrender. The suspect was charged with felony level Reckless Conduct and Stalking.

Diversion Program: The Diversion Committee met on Thursday, May 9, 2013. As a result of the May 2013 diversion meeting, here is the current case breakdown:

- (6) cases with active Diversion Contracts
- (1) successful completion and release
- (2) new cases heard (now included with active case count above)
- (0) new cases awaiting review for June 26, 2013 meeting.

The next planned meeting for the Dover Court Diversion Committee is: Thursday, June 26, 2013.

Dover Housing Authority: On May 3rd, Officer Joslin assisted with the second annual bike rodeo at the Woodman Park School. During the rodeo, Officer Joslin registered twenty-eight bikes and handed out goody bags to the children who participated. Officer Joslin also provided two bicycle helmets to needy children.

On May 28th, Officer Joslin met with a resident in reference to ongoing issues at the basketball court on Hampshire Circle. Some of the complaints consisted of individuals playing ball at night, drinking alcohol and illegal parking in the spots for the residents who live on Hampshire Circle. Officer Joslin informed the tenant that he would work to resolve the issues by monitoring the area during the times that the incidents have taken place. He will do so by adjusting his schedule accordingly and taking enforcement action for any violations.

Also on May 28th, Officer Joslin met with two Boy Scouts who were in the process of achieving their American History Badges. Officer Joslin spoke with them about his time serving in the US Navy aboard a nuclear submarine and his career as a law enforcement officer.

On May 29th, Officer Joslin attended the monthly dinner hosted by the Hope Baptist Church at the SOCC.

Community Service Program: The Community Service program tracked six active participants in the month of May 2013. Of the six juveniles in the program, four

participated during the month. A total of 18 hours of community service work was completed and one of the participants finished his/her allocated hours.

So far in 2013, 78.5 hours of community service have been completed.

Dover Coalition for Youth: The coalition continues to work with the regional Rx task force which is actively pursuing grant opportunities and looking at creative marketing strategies to get the message out about the dangers of medicine abuse. The task force is currently planning a summit for Strafford County that will educate people about the Rx abuse problem and share strategies on how we can make a difference. The event will take place on Friday June 7th at Wentworth-Douglass Hospital.

On May 2, 2013, the coalition partnered with the NH Liquor Commission to host a Total Education in Alcohol Management training for any employee who serves or sells alcohol. Nearly 40 employees from local businesses attended the training.

Earlier in the spring, the Dover Police Department and NH Liquor Commission conducted very successful alcohol compliance checks. In May, the coalition purchased ad space in *Fosters* to publically thank the 60 businesses who refused to sell alcohol to minors during the checks.

Dover Youth to Youth: Youth to Youth finished another video public service announcement. This PSA focuses on underage drinking and targets parents. It encourages them to lock up or closely monitor the alcohol in the home so young kids are not tempted to try drinking. Filming took place on February 26th on location in Dover and the audio track was recorded in the studios at WOKQ this month. The PSA will be placed into circulation in July as part of a renewed effort to reach parents on this important issue. Research has shown that a young kid's first drink is most likely to be taken from their home without permission.

The students also continue to work on 3 radio spots and a new video PSA revolving around the story of Taylor Meyer who died following an underage drinking party. One additional radio spot features Chris Sullivan, who once played for the New England Patriots, and his story of how alcohol and drug use destroyed his opportunities and career.

On May 17, 2013, Dover Youth to Youth presented the 50-minute *History of Lies* media literacy presentation to the entire Dover Middle School 5th grade.

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

For the month of May 2013 the Teen Center saw a total of 545 participants, on 20 days of programming, which yielded an average of just over 27 participants per day.

Some program highlights for the month of May 2013 included:

- TC Spring Event – "Tye-Dye T-Shirt Day" (5/2)
- TC Music Event – "KARAOKE Jam Party" (5/9)

- TC Music Event - DoverPalooza – “Spring Fever Show” (5/10)
- TC Snack Special – “Pancake Madness” (5/13)
- TC Snack Special – “Grilled Cheese Sandwiches” (5/20)
- TC Mystery Event – “Indoor Olympics” (5/21 & 5/22)
- TC Academic Special – “Academic Challenge Part VI” (5/28)
- TC Snack Special – “Meatball Subs” (5/29)
- TC Recreation Event – “9-Ball Billiards Tournament” (5/30)
- TC Movie Afternoon – “Jack Reacher” (5/31)

One new registration form was received in May 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:

20 Pedestrian crosswalk warnings
 20 Assistance to public calls
 10 MV cross walk warnings
 1 MV one-way warnings
 5 Stop sign warnings
 10 Parking assists
 6 Skateboard warnings
 5 Bicycle warnings
 1 Trespass warnings

Animal Control: During the month of May, the Police Department handled a total of 75 animal calls. Of those, 23 were handled by Police Officers, 24 were handled by Dispatch and 28 were handled by the Animal Control Officer. Of the 23 handled by officers, the animal control officer followed up on 6.

The following is a breakdown of the incidents handled by the Animal Control Officer:

3 Found animals
 9 Loose dogs
 2 Barking dogs
 3 Welfare check on dog
 6 Wildlife related calls
 5 Farm animal related calls

The ACO returned 48 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.

On May 1st K-9 Grinko underwent surgery to repair an injured ligament. The surgery went well and Grinko is expected to return to full duty by July 1st. As a result, there was no training or and no callouts during the month of May.

Traffic Accident Reconstruction Unit: In May, members of the Dover Police Traffic Accident Reconstruction Unit responded to an all-terrain vehicle crash that occurred on Varney Road. The operator suffered a significant head injury, requiring him to be flown to a Boston hospital.

Communications Bureau: During the month, the Communications Bureau handled 10,668 radio transmissions, 9,587 phone calls, 364 emergency calls, 70 alarms, and 355 customers in the Police Department's lobby.

Recreation Programs: We are now accepting registrations for all summer programs. The Playground program for Dover residents is accepting registrations and will run from June 24th to August 9th. Horne Street Playground is full, but is still accepting more registrations for Garrison. Registrations were taken for Fun on Stage and Music Theater camps held in June & July. Both Theater camps are full.

Our On-track program helps prepare children for the Hershey Regional and State Track meets. The program itself began on May 28th, with practices being held twice a week until the Regional meet on June 22nd. This year the regional meet is in Dover, followed by the State meet on June 28th in Pelham for all qualified athletes.

Muscle Power, Beginner and Intermediate Yoga, Zumba® and Interval Toning classes have been on-going and there will be an early morning summer Interval Toning class.

The Butterfield Gym has served as the host of birthday parties and the fourth McConnell Center Tenants Collaborative Blood Drive. Reservations are currently being made for AAU practices this summer. Co-ed Adult Volleyball continues to be popular on Sunday afternoons and Thursday evenings and the Rec now offers Wednesday nights for Badminton players.

We have been conducting staff interviews and hiring for summer staff and preparing inventory and supplies for the programs beginning in June.

Dancing with the Dover Stars 3 was held on May 18, 2013 at the DHS Auditorium and once again was a very successful fundraiser for the Dover Community Senior Center.

Indoor Pool: The Jenny Thompson Outdoor Pool opened for Seacoast practice on the 10th of May with senior and junior groups using it exclusively as well as the Oyster River Otters taking some time. Seacoast Swim Association also held a clean-up day at the Outdoor Pool on May 21st with parents and children taking part in raking, weeding and planting flowers.

Great Bay Masters has seen the usual 30 swimmers during their practice times. Hydrofitness has seen an increase in participants as well, a maximum of 20 participants have taken part during the weekly series.

The month of June will see registration for summer swim lessons as well as the opening of the Jenny Thompson Pool to the general public.

ID Pool-Adult Lap Swimmers: 75-100 swimmers daily
ID Pool-Rec Swim: 15-25 swimmers daily
ID Pool-Pool Rentals: 5
ID Pool-Great Bay Masters: 25-30 swimmers

Ice Arena: Spring programs have been completed with another successful season. Programs ran with mostly full registrations and the summer registrations have already started.

Saturday evenings continue to be very popular with our younger skaters with Rock Night, which had 370 guests at the last event.

The ice arena will be undergoing 5 weeks of maintenance, cleaning and painting and will re-start ice programs July 8th.

The Seacoast Roller Derby team has been practicing on the Foster floor and they had a bout May 15, 2013. This brought in about 400 guests and was an exciting event for the arena. Their next bout is Saturday, June 15, 2013.

Stick Practices (adult and youth): 388

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

The Book Club Meeting, Rubber Stamping sessions, Dover Bowling, and Craft sessions continue along with Fitness/ Exercise programming and Intermediate Spanish Class.

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

Visiting Nurse was checking Blood Pressure on Monday, May 13th. The nurse will be here on Monday, June 10th from 11:15am – 12pm.

Walking Group meets Tuesday and Thursday mornings at 9:30 a.m.

Special Events for May were, 'Dancing with the Dover Stars' on May, 18th. Walk to honor the American Cancer Society's 100th Birthday. Both events were successful!

Self-guided day trip to UNH Johnson Theater

14 Members cruised to Bermuda for the Golden Oldies Rock, Roll 'n Remember Cruise

39 Members traveled to Foxwoods Casino.

Senior Mystery Lunches: 50

Senior Social: 25

Senior Center Advisory Meeting: 12

Library Programs: 792 persons of all ages attended a program, movie, performance, or a craft session at the library during May.

PLANNING & ZONING

The Department of Planning and Community Development facilitated a discussion between the Energy Commission and Revision Energy regarding the potential for a PPA agreement to be developed where an energy company would place solar power collectors on a City building, and the power consumption could pay for the cost of the infrastructure, and after a certain payback period the infrastructure would become City property. This review occurred as part of a larger discussion on continuing the energy savings program put in place with the JCI contract, which the department administers.

Planning Board

- Tabled a request for a Conditional Use Permit by STF Development Corp., Assessor's Map 20, Lot 37, zoned RM-U. This would allow a 6 unit building to be built at 3-5 George Street, with wetland buffer and steep slope impacts)
- Tabled a request for Site Review by STF Development Corp., Assessor's Map 20, Lot 37, zoned RM-U. This would allow a 6 unit building to be located at 3-5 George Street.
- Denied a Conditional Use Permit for South Dover Investment Group, LLC, Assessor's Map K, Lot 37, zoned R-12. This would have allowed reduced parking for site plan located at 35 Dover Point Road.
- Approved a Minor Lot Line Adjustment for Changing Places, LLC, (Owner: Preston Family Revocable Trust), Assessor's Map K, Lots 19-1 and 6, zoned ETP and R-40.
- Approved a Site Review for Changing Places, LLC, Assessor's Map K, Lot 19-1, zoned ETP, R-40, and RCM. This allowed 14 single family units to be located off Thornwood Lane.
- Approved a Minor Lot Line Adjustment for River Valley Development, Assessor's Map N, Lots 8-A-A, B, C, D, N, O, P, and Q, zoned R-40. These were located on Gulf Road/Child's Drive.
- Tabled a request for a Minor Lot Adjustment for Gary & Carol Allen, Assessor's Map E, Lots 48B, and 49A, zoned R-40. This would adjust the lot line between 163 Tolend Road and a lot on Pacific Drive
- Approved a request for an extraction permit by Brox Industries, Inc., Assessor's Map C, Lots 12-A, 13, 14, zoned R-40, located on Rochester Neck Road/Tolend Road.
- Approved a request for an extraction permit and waiver request by Mast Road Sand and Gravel, Assessor's Map H, Lots 52, 53, 54 & 57, zoned I-4, located on Mast Road.
- Approved a request for an extraction permit and waiver request by Severino Trucking Co., Inc., Assessor's Map H, Lot 58, zoned I-4, located on Mast Road.
- Approved a request for an extraction permit and waiver request by Severino Trucking Co., Inc., Assessor's Map H, Lots 59, 59-1 & 61, zoned I-4, located on Mast Road.

Zoning Board

- Approved a variance request from Changing Places, LLC, Thornwood Lane (Tax Map K, Lot 19-1, located in the Executive Technology Park (ETP) District, and Tax Map K, Lot 6, located in the Rural Residential (R-40) District).
- This allowed a lot line adjustment that which could accommodate the development of up to 15 single family homes on Tax Map K, Lot 19-1, also, the variance allowed the applicant to reduce the 50 ft. minimum setback to 20 ft.

Conservation Commission

- Tabled a request for endorsement of a Conditional Use Permit for STF Development Corp. (Agent: Kevin McEneaney, McEneaney Survey Associates, Inc.), Assessor's Map 20, Lot 37, zoned RMU. A proposed 6-unit residential building and parking lot will require 3,500 sq. ft. of grading within wetlands buffer for building, retaining wall, parking lot and pedestrian walkway and 4,500 sq. ft. of grading within 20% slopes at 3 – 5 George Street
- Endorsed a NHDES Wetlands Permit for City of Dover (Agent: Tony McManus) for a floating fountain in the Cochecho River next to the Joe B. Parks Riverwalk Public Gardens, upriver of the Central Avenue Bridge, zoned CBD. Proposal is to install a seasonal floating water fountain in the Cochecho River

Transportation Advisory Commission

- Endorsed a reconstruction for parking near Watson Road and Sandpiper Drive
- Reviewed options for a crosswalk on Chestnut Street at St. Mary's Church
- Tabled discussion about parking concerns on New Bellamy Lane
- Endorsed a petition - bicycle riding on sidewalks outside the compact area
- Reviewed the progress of the Silver Street reconstruction project

Energy Commission

- Discussed:
 - DEC brochure
 - Apple Harvest Day
 - Downtown tree-planting project
 - Solar Power Purchase Agreement Project
 - LED presentation discussion

DEPARTMENTAL COLLABORATION & ENHANCEMENTS

As system administrators for the Dovertnet libraries' automation system, public librarians aided the school libraries with 4 technical issues during May plus loaned 131 items to the Dover schools and borrowed 125 items from them for patrons.

Library hosted 78 public meetings and private tutoring sessions in its meeting rooms. Library provided 1,610 hours of free public Internet access in May (does not count wi-fi use), plus the Early Literacy computer station in the Children's Room was used 237 times. The "Book A Librarian" program instructed three appointment makers with e-reader help.

The Police Department utilized the North End Station Conference Room to administer the dispatcher hiring test.

The Dover High School Fire Fighter Level 1 and Emergency Medical Technician classes utilize the North End Station Conference Room weekly. The Fire 1 class took the State of New Hampshire Firefighter 1 written test. This will be followed next month by the Fire Fighter 1 practical exercise. The EMT class is preparing for the practical skills exam and the National Registry practical test at the end of the month.

The Strafford County Regional Tactical Operations Unit utilized the South End training room for their team leaders meeting.

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.

CITY GROUNDS – FACILITIES & PARKS

Facilities and Grounds employees conducted normal day-to-day maintenance, cleanup, and grounds maintenance of municipal buildings. Crews continued to handle daily requests for service at the City Hall and Police Department offices. Custodial duties were performed at the Public Works Facility, Train Station and City Hall, as well as filling in at the Library and McConnell Center as needed. The investigation into the source of the leak in the City Hall auditorium continued. Employees assisted with preparations for the annual road race on Mother's Day, the *Dancing with the Dover Stars* competition, and a large DOT meeting held at City Hall.

Pine Hill Cemetery and the downtown areas were made ready for Memorial Day Remembrance services. With help from inmates and the return of seasonal employees, the grounds were mowed, trimmed and cleaned up. New flags were hung throughout the City for Memorial Day; the posting of flags was performed by the Boy Scouts, while the Elks and other volunteers assisted with the larger flags on poles.

The Jenny Thompson Pool opened for the season. Baseball and soccer fields are being lined almost daily. Park cleanup continued, picnic tables and trash barrels were brought out, and seasonal water services and irrigation systems were turned on for the summer. Mowing, trimming and trash cleanup continued on a daily basis throughout the City. Volunteer groups helped in various areas, picking up litter and trying to remove graffiti. The flag pole island and Veteran's Circle flower bed in Pine Hill Cemetery were both stripped of the tulip bulbs and replanted with red and white annuals.

Lights on the Community Trail were replaced and décor light bulbs and photo eyes were also replaced as needed. Sign work continued with the posting of signs for new developments and the replacement of existing signs as needed. The tagging of signs has been an ongoing problem in both new and previously targeted areas.

Substantial interior painting at the Dover Public Library was completed in May on the bottom floor and in the restrooms.

Work continues on the concept plan for improvements to the Henry Law Park playground area. Terra Firma Landscape Architects of Portsmouth is meeting with City and Children's Museum staff to give feedback to the firm. Final concept plan drawings are completed.

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 Community Trail was improved on May 20th and 21st by 10 cadets. The work included brush removal, and erosion control. Also regarding the Community Trail, the development of a parking lot at the Watson Rd trailhead was 90% accomplished. Some finishing touches to the edges and the installation of the gate are all that remain.

Planning personnel also worked with an employee of Liberty Mutual to organize a service project for Liberty Mutual's service day June 20th. The group will work to spread gravel, and do basic landscaping along the Community Trail.

GENERAL UPDATES

During February, April and May, IRS Volunteer Tax Assistants prepared 251 federal income tax filings at the library while using our Lecture Hall three times a week for tax appointments. Local filers received over \$350,000 in refunds.

Opening day events were held for Dover Baseball and Dover Youth Softball this month with over 1,000 children involved between the two programs.

The World Affairs Council and U.S. State Department continue to look to Dover to help educate international delegations about open government and transparency. Dover was selected by the World Affairs Council and U.S. State Department because of the City's ongoing commitment to open and transparent government, including the Budget Revealed and Transparent Dover initiatives. In recent months, delegations from Brazil, the Middle East, North Africa and Mozambique have travelled to Dover to discuss the City's open government initiatives. In addition to City officials, City Councilor Mike Crago also met with the Middle East delegation and answered questions from the perspective of an elected official. A delegation from Bolivia is expected to visit the City on Friday, June 14.

The Fire Department placed in service a new Command Car. This vehicle was purchased with funds provided by the Department of Homeland Security with a 50% match of City funds. This vehicle has been assigned to the Chief and his former vehicle has been assigned to the Deputy Chief.

The Fire Command Staff participated with PD and Chamber of Commerce on a preparatory and brain storming session for Apple Harvest Day.

Ambulance 1 and the Operations section met with the Strafford County Corrections to plan and train on procedures of transporting individuals out of the Corrections facility.

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

interagency training to further prepare school personnel with emergency operations training. The Department promoted the Strafford County Citizens Corps to the school to adopt and focus the Community Emergency Response Team format to school personnel.

Members of Fire & Rescue attended a Sheltering Meeting proposal with Portsmouth Christian Academy and also attended the Department of Transportation Spaulding Turnpike widening project open house at City Hall.

The Fire Department completed the promotional process for the rank of Lieutenant. The assessment center practical was performed out of the South End Station, the McConnell Center and a donated building on Central Avenue. Candidates had an oral board station, an in-box exercise and a tactical fire exercise.

A review of the Hurricane work sheet, located in our Emergency Operations Plan was done to ensure all departments are prepared as we enter the hurricane season

The station generator for the South End station arrived and is in the process of being put in service. This generator was acquired as part of the CIP program.

The Department of Planning and Community Development worked in May to review all sign applications and forms the department uses, to ensure they are modern and streamlined.

The Assistant City Planner developed and distributed additional letters to business owners in Dover to explain the temporary sign ordinance and enforcement actions being taken to assist property owners in coming into compliance. An additional amnesty period has been developed to allow businesses in the central business district to have additional time to comply with the mill motif regulations associated with the temporary sign permits.

The Department of Planning and Community Development continues to work with the Massachusetts Institute of Technology to investigate climate adaptation and how it impacts communities. MIT presented the work so far completed to the Planning Board at its May workshop.

CITY OUTREACH

The Public Library continued regular daily exchanges with the public through regular postings on Facebook, Twitter, Pinterest, the library blog, and in two electronic newsletters emailed to over 1300 customers. Library also re-tweets important notices posted by other community organizations.

The Library has 1,316 subscribers to its e-newsletters, 1,067 Facebook fans, 465 Pinterest board followers, and 490 Twitter followers.

We have established a Facebook presence for the Recreation Department. We have also developed an e mail newsletter that is sent out each month to over 700 addresses.

The Recreation staff provided support for the Children's Museum on NH Road Race held early in the month.

The on-duty shift (Engine Company and Ambulance) participated and stood by the Dover Children's Museum open house and road race.

The Engine Company participated in the Dover youth Softball opening day at Shaw's field.

Engine 7 and Ambulance 1 participated in the Garrison School PTA touch-a-truck event at Garrison School.

The North End Station hosted a Daisy Troop for a tour and class on Community and First Aid for merit badges.

The North End Station hosted the Muddy Angels Memorial Bicycle Ride. The National EMS Memorial Bike Ride, Inc. honors Emergency Medical Services personnel by organizing and implementing long distance cycling events that memorialize and celebrate the lives of those who serve every day, those who have become sick or injured while performing their duties, and those who have died in the line of duty. The second day of the event was from Portland Maine to Manchester, NH. Participants stopped at the North End Station for sandwiches. Off and on duty members provided sandwiches and drinks donated by local 1312 IAFF.

The Firefighters that teach the High School CTC class hosted a parent's night at the station.

The on-duty shift participated in the Wentworth Douglass Hospital Baby Sitting program by teaching fire safety to adolescents.

The command staff taught fire safety, terrorism and ICS for the Strafford County Citizens Corps- "Community Emergency Response Teams". This multiple night certification will provide the needed volunteers required to help the County asset.

Dover Fire supported Dover Middle School – Destination Imagination. The department provided a student a ride to school in a fire truck.

The Department of Planning and Community Development continued to update its blog, Facebook page and Twitter feed to communicate with the public. The Department of Planning and Community Development has 218 Facebook (City of Dover NH Planning) friends and 397 followers on Twitter @DoverNHPlanning).

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 477 fans), as well as a Sustainable Dover Facebook fan page (with 152 fans).

The Director of Planning and Community sent out 36 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 and Community Development staff met with residents and property owners to discuss development or redevelopment of over 45 properties in the City.

ACKNOWLEDGEMENTS & EVENTS

The Friends of the Library paid \$650 to renew library passes to the New England Aquarium in Boston, \$195 to renew passes to the Isabella Stewart Gardiner Museum in Boston, \$137 for Summer Reading Program prizes. \$140 to the Children's Museum of NH for an upcoming Summer Program, and \$100 for a speaker's honorarium.

The Friends of the Library have also agreed to buy new bike racks for the library and a new street-side sign to replace the decrepit wooden one there now.

Friends of the Library financial contributions for May totaled \$1,222.

Paul Kageleiry donated \$300 to the Library on May 7.

Woodman Park 3rd graders donated \$402.75 to the Library on May 3, the result of their annual Read-A-Thon. The funds will be used to purchase book for that age group.

Captain Cunningham of Dover Fire & Rescue retired and had his last day on May 30th after 23 years of service.

Fire Department's Lieutenant Craig Chabot participated in the Dover Dancing with Stars fund raiser. This event supports the Dover Senior Center.

A local building developer donated a residential structure on Arch Street in Dover. This building enabled the shifts to train for many hours over the month.

PROFESSIONAL DEVELOPMENT

Fire & Rescue Members attended the Wentworth Douglass Hospital Trauma rounds in conjunction with Mass General Hospital. The topic was Mass Casualty incidents and highlighted efforts at the Boston Marathon bombing.

NFPA 1500 Mask fit testing was completed for the Fire Department this month. Self-Contained Breathing Apparatus SCBA masks and N-100 medical masks were completed for members as well.

The Assistant Chief attended the Incident Management Training for the Seacoast Chief's IMT. This team is the only state type III IMT that is certified.

Members of the Inspection Division attended a seminar on commercial energy code applications and also attended a seminar on Public Info Officer training.

Capital Improvement Projects Update

Community Services Department

May 2013

NORTH END PRESSURE

- Current: The top coat of paving has been installed on the driveway to the tank.
- Previous: The tank and booster pump station is online and the pressure zone is in effect. The top coat of paving will occur on the driveway to the tank in the spring.

BERRY BROOK WATERSHED MANAGEMENT

- Current: The City has prepared another grant application for a Green Infrastructure project in the Berry Brook watershed. The proposal is to construct a bio-swale that will treat stormwater runoff from Roosevelt Ave and surrounding properties and treat it to remove contaminants before it reaches Berry Brook. The grant is for \$8,000, with the City proving in-kind services of staff time and equipment as match for the grant.
- Previous: 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.

WASTEWATER TREATMENT PLANT FACILITIES PLAN

- Current: The design of the wastewater plant upgrade is proceeding on schedule with a goal of being ready to bid construction later in 2013. The City continues to work with the Coalition on permitting issues relating to nutrients. The NHDES has agreed to conduct a peer review in cooperation with the Coalition communities thanks to the help of Senator David Watters, Senator Jeb Bradley, and other Senators in the NH Senate.
- Previous: The final version of the Dover Wastewater Treatment Facility Plan has been received and a copy of the document is being sent to the EPA in Boston. A request for a meeting with the EPA will accompany the submittal.

Total Permits Issued: May 2013

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
12-106	PP D'ORAZIO, LLC	920	CENTRAL AVENUE	INT. RENOV. FOR AN ICE CREAM TAKE	C	38	16	3500	65
13-076	421 CENTRAL AVENUE, LLC	421	CENTRAL AVENUE	CONST. A ROOF TOP DECK FOR RESTUR	C	3	67	9600	125
13-081	AROMA JOES COFFEE SHOP	1	CHARLES STREET	CONST. A TAKE-OUT COFFEE KIOSK	c	16	13-08	150000	1525
13-111	WENTWORTH DOUGLASS HOS	789	CENTRAL AVENUE	RENOVATION TO EXISTING BATHROOM	C	37	1	8000	105
13-113	COCHECO MILL WITHOLDING	100	MAIN STREET	SUITE 1, DEMO AND ALTERATIONS FOR	C	2/27		27500	305
13-119	KOZLOWSKI	1	ORCHARD STREET	INSTALL EXT. DOOR TO DECK	C	2	44	2000	45
13-127	COCHECO MILL HOLDINGS	51	WASHINGTON STREET	MILL 5, FLR 5, STE 540, FIT-UP FOR OFFI	C	L		47300	505
13-055	THORNWOOD COMMONS, LLC	12	MADELYN DRIVE	NEW CONST. SFD WITH ATT. GARAGE	R	M	4-23	195000	1975
13-056	THORNWOOD COMMONS, LLC	4	MADELYN DRIVE	NEW CONST. SFD WITH ATT. GARAGE	R	M	4-24	195000	1975
13-057	THORNWOOD COMMONS, LLC	6	MADELYN DRIVE	NEW CONST. SFD WITH ATT. GARAGE	R	M	4-25	195000	1975
13-078	PAUL CAIN INVESTMENTS, LL	85	HIDDEN VALLEY DRIVE	NEW CONST. SFD WITH ATT. GARAGE	R	I	94C	160000	1625
13-084	D'AMBROSIO	58	CHERRYWOOD DRIVE	FINISHED BASEMENT	R	B	4-8	28000	305
13-085	BODWELL	13	CHARLES STREET	REPAIR/RENOV. A FIRE DAMAGED DWE	R	16	5	65000	675
13-087	THORNWOOD COMMONS LLC	24	JULIA DRIVE	NEW CONST. SFD WITH ATT. GARAGE	R	M	4-34	195000	1975
13-088	THORNWOOD COMMONS, LLC	28	JULIA DRIVE	NEW CONST. SFD WITH ATTACHED GA	R	M	4-35	195000	1975
13-097	GAGNON	18A	GLADIOLA WAY	CONST. A REAR DECK ADDITION	R	A	28-4	4500	75
13-099	YOUNG	23	OAK HILL DRIVE	TO CONST. A FRONT WHEELCHAIR ACC	R	36	25K	2000	45
13-102	EATON	61	OLD DOVER POINT ROAD	CONST. A SIDE DECK ADDITION	R	M	9	6000	85
13-106	CITY OF DOVER	16	DALEY DRIVE	CONST. AN ACCESSORY STRUCTURE (S	R	H	11-1	4000	0
13-108	STEPHENS	408	BLACKWATER ROAD	CONST. A REAR SUNPORCH ADD. ON E	R	A	26-2	34000	365
13-112	AVRETT	33	HARLANS WAY	REMOV. & REPLACE/CONST. A REAR D	R	I	50-8	18500	115
13-115	SIX HIGH STREET, LLC	25	SCHOONER DRIVE	NEW CONST. SFE W/ATT. GARAGE	R	M	96-A-	280000	2825

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
13-116	STOUT	8	MELODY TERRACE	FINISH BASEMENT FOR ADDITION LIVI	R	G	24J-1	12500	155
13-117	RITTER BUILDERS, LLC	5	WILLAND AVENUE	NEW CONST. SFD	R	40	38	130000	1325
13-118	SCHUMAN	5	ELM STREET	CONST./INSTALL A 1ST FLR BEDRM	R	12	75	8500	115
13-123	ORR	599	TOLEND ROAD	CONST. FRONT AND REAR DECK ADDIT	R	C	21R	4000	65
13-124	BROWN	105	STARK AVENUE	FRAME BATHROOM FOR PROPOSED AD	R	17	39-1	12000	145
13-126	YUSKAITIS	34	ARCH STREET	FINISH ATTIC FOR ADD. LIVING AREA	R	11	14B-1	29700	325
13-128	ROULLARD	4	OLD STAGE ROAD	CONST. A LEAN TO ADD. ONTO A GARA	R	G	36	3200	55
13-129	1519 PARK STREET, LLC	17-19	PARK STREET	REPAIR FIRE-DAMAGE TO PORCH & INT	R	27	19	20000	225
13-131	RUBEOR	26	HAWTHORN ROAD	REMOV./RENOV. A KITCHEN	R	K	18A-3	20700	285
13-132	PARADIS	2	NUTE ROAD	CONST. AN A DETACHED GARAGE/BAR	R	L	3	65000	675
13-133	BARBERIAN	76	OLD ROCHESTER ROAD	INT. RENOV. OF A SFD	R	A	13C	35000	375
13-135	DEVRIES	71	DOVER POINT ROAD	INSTALL A STORAGE SHED	R	M	22	3300	65
13-136	QUINTAL	364	TOLEND ROAD	CONST./INSTALL A STORAGE SHED	R	F	11C	2300	55
13-139	WOODARD	486	TOLEND ROAD	CONST./INSTALL A STORAGE SHED	R	C	33C	3500	65
13-151	MELLO	3	WHITTIER STREET	DEMO. & REMOVE AN ACC. STRUCTUR	R	E	1	0	50
13-153	SKOWRON	10	WOODLAND ROAD	INSTALL AN INGROUND POOL	R	17	95E	55000	575
13-154	WEATHERS, CHAD	24	WESTWOOD CIRCLE	CONST. A DETACHED SCREEN HOUSE	R	F	17N	3000	55
13-156	REDMAN	15	GRANDVIEW DRIVE	INSTALL AN IN GROUND SWIMMING PO	R	F	43-5	28000	305
13-157	LANDER	1	CULLEN BAY ROAD	RENOV./REMODEL A FAMILY RM FOR A	R	M	93A-4	52000	545
13-17	NARY	4	COOLIDGE AVENUE	CONST. A FRONT WHEELCHAIR ACCESS	R	27	246	4000	0

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map Lot	Construction Value	Fee
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Total Permits Issued: 42

Total Construction Value: \$2,316,600.00

Total Fees Collected: \$24,125.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	2	Change of Use	0
Commercial Renovations	4	Commercial	4
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	6
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	2
Single Family Dwelling	8	Single Family Dwellings	9
Renovations Dwelling Unit	19	Accessory Dwelling Unit	1
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	23

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	42	0	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	72	48	9/27/2005	9/27/2005	Site	P04-04	H	35C		9/27/2009	W	13.2
Total: Multi-family			335	193	142										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	9	0	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	4	6	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	3	7	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	20	52	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	16	1	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	20	5	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	196	133										128
TOTAL APPROVED UNITS			664	389	275										144
Elderly:															
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	48	40	8	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	66	45										
APPROVED + ELDERLY			775	455	320										144

* Built or permit issued and unit under construction

** Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS
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DAC	PO Date	PO No.	Vendor Name	Amount
Fire and Rescue	5/14/2013	201310662	STATE OF NH-DOT	\$5,052.01
Community Services Department	5/7/2013	201310333	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,142.92
Community Services Department	5/9/2013	201310495	VELLANO BROS., INC.	\$5,355.00
Executive	5/7/2013	201310264	DELL MARKETING L.P.	\$5,400.16
Recreation	5/6/2013	201310249	DENNIS MUNSON PLUMBING HEATING	\$5,600.00
Community Services Department	5/29/2013	201311119	C.N. WOOD CO., INC.	\$5,925.41
Recreation	5/14/2013	201310613	CITY OF DOVER-WATER~SEWER DEPT.	\$6,073.45
Community Services Department	5/9/2013	201310491	EJ PRESCOTT, INC	\$6,363.54
City Finance Office	5/21/2013	201310895	PUBLIC SERVICE CO OF NH-CITY	\$6,729.38
Recreation	5/20/2013	201310831	SIEMENS INDUSTRY, INC.	\$7,100.00
City Finance Office	5/29/2013	201311105	WILLDAN FINANCIAL SERVICES	\$7,600.00
City Finance Office	5/15/2013	201310734	PUBLIC SERVICE CO OF NH-CITY	\$7,770.44
Police	5/15/2013	201310745	STATE OF NH-DOT	\$8,215.09
Community Services Department	5/14/2013	201310655	STATE OF NH-DOT	\$8,645.65
Community Services Department	5/22/2013	201310995	C.N. WOOD CO., INC.	\$8,994.59
City Finance Office	5/14/2013	201310617	SANTA BUCKLEY ENERGY	\$9,277.10
City Finance Office	5/1/2013	201310177	BAYRING COMMUNICATIONS	\$9,727.48
City Finance Office	5/6/2013	201310258	BAYRING COMMUNICATIONS	\$9,728.35
Recreation	5/20/2013	201310824	FILLION ASSOCIATES	\$11,100.00
City Finance Office	5/6/2013	201310260	PUBLIC SERVICE CO OF NH-CITY	\$12,264.10
Community Services Department	5/7/2013	201310334	HANSCOMS TRUCK STOP, INC.	\$14,999.78
Community Services Department	5/23/2013	201311039	DUKES ROOT CONTROL, INC.	\$15,000.00
Community Services Department	5/9/2013	201310490	GRAPPONE FORD	\$15,195.00
Police	5/14/2013	201310618	COCHECO COMMUNICATIONS	\$16,562.75
Community Services Department	5/14/2013	201310656	HALL & ASSOCIATES, PLLC	\$19,154.59
City Finance Office	5/7/2013	201310331	PUBLIC SERVICE CO OF NH-CITY	\$20,367.01
Community Services Department	5/21/2013	201310966	SWEETSER FARMS, INC.	\$21,509.00
Community Services Department	5/1/2013	201310161	LANDTECH LANDSCAPING, LLC	\$23,770.00
City Finance Office	5/29/2013	201311101	PUBLIC SERVICE CO OF NH-CITY	\$32,202.90
Community Services Department	5/1/2013	201310168	HI-WAY SAFETY SYSTEMS,INC	\$34,551.00
Community Services Department	5/7/2013	201310336	VHB, INC	\$37,500.00

DAC	PO Date	PO No.	Vendor Name	Amount
Executive	5/7/2013	201310263	CCMSI	\$39,083.00
Community Services Department	5/14/2013	201310635	CITY OF DOVER-WATER~SEWER DEPT.	\$44,302.55
Executive	5/14/2013	201310528	SHEEHAN, PHINNEY, BASS & GREEN	\$44,330.99
Executive	5/23/2013	201311034	CCMSI	\$47,478.43
Community Services Department	5/1/2013	201310169	HI-WAY SAFETY SYSTEMS,INC	\$49,068.00
Community Services Department	5/23/2013	201311032	MAHER CORPORATION	\$49,900.00
Community Services Department	5/21/2013	201310963	EMERY & GARRETT	\$164,500.00
Community Services Department	5/23/2013	201311048	BROX INDUSTRIES, INC.	\$500,000.00

City of Dover

Bid Solicitation Report

For May 2013

6/5/2013

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				Custodial Services McConnell Center	
B13055	05/13/2013	06/12/2013			
Community Services				Laboratory Testing Services	
Q13-020	05/13/2013	06/11/2013			
Community Services				Tree Removal Services	
B13072	05/07/2013	05/29/2013			
Executive				Specialized Municipal Legal Services	
B13070	05/07/2013	05/30/2013			

City of Dover

Bid Solicitation Report

For May 2013

6/5/2013

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	
Fire				Medical Supplies Dover Fire	
B13056	05/08/2013	06/03/2013			
Community Services				Water Quality Report 2013	
Q13-019	05/07/2013	05/23/2013			
Community Services				Ford Replacement Parts	
B13062	05/08/2013	06/06/2013			
Community Services				Bituminous Concrete Asphalt Picked up	
B13067	05/07/2013	05/29/2013			
Community Services				Inspection and Cleaning of Garrison Hill Water Tower	
B13066	05/01/2013	05/30/2013			

City of Dover

Bid Solicitation Report

For May 2013

6/5/2013

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				On Site Grinding of Municipal Brush and Tree Waste	
B13071	05/07/2013	06/11/2013			
Community Services				Various Chemicals	
B13068	05/07/2013	06/04/2013			
Community Services				Chemical Aqueous Corrosion Inhibitor	
B13069	05/07/2013	06/05/2013			
Recreation				Recreation Summer Staff Uniforms	
Q13-021	05/21/2013	05/29/2013			
Finance				Financial Advisory Services	
B13074	05/23/2013	07/23/2013			

City of Dover
Bid Solicitation Report
For May 2013

6/5/2013

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	
Planning					Professional Consulting Services - Phase II Environmental Review
B13075	05/29/2013	06/18/2013			

Total for

Grand Total All Departments

City of Dover

Revenues of Major Funds May 31, 2013

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 66,315,793	\$ 22,176,916	\$ 57,973,606	87.0%	\$ 8,342,187	\$ -	\$ 8,342,187	(12.6)%
Licenses & Permits	4,220,905	463,603	4,281,606	101.0	(60,701)	-	(60,701)	(1.4)
Intergovernmental	1,981,930	84,118	1,948,086	98.0	33,844	-	33,844	1.7
Charges for Services	3,056,986	154,722	2,907,124	95.0	149,862	-	149,862	4.9
Miscellaneous Revenue	352,437	3,519	280,209	80.0	72,228	-	72,228	20.5
Education	12,515,976	760,088	11,679,065	93.0	836,911	(16)	836,926	6.7
Operating Transfers In	295,475	-	32,569	11.0	262,906	-	262,906	89.0
Sub-total : 1000 General Fund	\$ 88,739,502	\$ 23,642,966	\$ 79,102,266	89.0%	\$ 9,637,236	\$ (16)	\$ 9,637,252	10.9%
3213 Parking Activity Fund								
Licenses & Permits	\$ 121,320	\$ 10,883	\$ 91,163	75.0%	\$ 30,157	\$ -	\$ 30,157	24.9%
Parking Income	325,000	30,970	311,794	96.0%	13,206	-	13,206	4.1%
Parking Fines	168,000	10,273	128,478	76.0%	39,522	-	39,522	23.5%
Other Financing Sources	125,060	-	-	0.0	125,060	-	125,060	100.0
Sub-total : 3213 Parking Activity Fund	\$ 739,380	\$ 52,125	\$ 531,435	72.0%	\$ 207,945	\$ -	\$ 207,945	28.1%
3320 Residential Solid Waste Fund								
Charges for Services	\$ 950,663	\$ 89,900	\$ 814,946	86.0%	\$ 135,717	\$ -	\$ 135,717	14.3%
Miscellaneous Revenue	0	162	878	0.0	(878)	-	(878)	0.0
Sub-total : 3320 Residential Solid Waste	\$ 950,663	\$ 90,062	\$ 815,824	86.0%	\$ 134,839	\$ -	\$ 134,839	14.2%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 603,726	\$ 52,323	\$ 575,370	95.0%	\$ 28,356	\$ -	\$ 28,356	4.7%
Operating Transfers In	221,479	17,243	204,236	92.0	17,243	-	17,243	7.8
Sub-total : 3381 McConnell Center	\$ 825,205	\$ 69,566	\$ 779,606	94.0%	\$ 45,599	\$ -	\$ 45,599	5.5%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 436,278	\$ 28,020	\$ 275,995	63.0%	\$ 160,283	\$ -	\$ 160,283	36.7%
Miscellaneous Revenue	18,000	10,307	16,817	0.9	1,184	-	1,184	6.6
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	\$ 38,327	\$ 294,286	50.0%	\$ 294,592	\$ -	\$ 294,592	50.0%
5300 Water Fund								
Charges for Services	\$ 4,688,762	\$ 411,343	\$ 3,372,392	72.0%	\$ 1,316,370	\$ -	\$ 1,316,370	28.1%
Miscellaneous Revenue	21,000	13,808	86,262	411.0	(65,262)	-	(65,262)	(310.8)
Sub-total : 5300 Water Fund	\$ 4,709,762	\$ 425,150	\$ 3,458,654	73.0%	\$ 1,251,108	\$ -	\$ 1,251,108	26.6%
5320 Sewer Fund								
Intergovernmental	\$ 6,840	\$ -	\$ -	0.0%	\$ 6,840	\$ -	\$ 6,840	100.0%
Charges for Services	5,354,011	594,032	3,761,107	70.0	1,592,904	-	1,592,904	29.8
Miscellaneous Revenue	31,000	21,170	90,522	292.0	(59,522)	-	(59,522)	(192.0)
Other Financing Sources	1,012,476	-	-	0.0	1,012,476	-	1,012,476	100.0
Sub-total : 5320 Sewer Fund	\$ 6,404,327	\$ 615,202	\$ 3,851,628	60.0%	\$ 2,552,699	\$ -	\$ 2,552,699	39.9%
6100 Dovernet Fund								
Charges for Services	\$ 516,962	\$ 21,716	\$ 442,081	86.0%	\$ 74,881	\$ -	\$ 74,881	14.5%
Miscellaneous Revenue	25,000	-	25,000	1.0	-	-	-	0.0
Operating Transfers In	24,000	72,000	96,000	400.0	(72,000)	-	(72,000)	(300.0)
Other Financing Sources	130,387	-	-	0.0	130,387	-	130,387	100.0
Sub-total : 6100 Dovernet Fund	\$ 696,349	\$ 93,716	\$ 563,081	81.0%	\$ 133,268	\$ -	\$ 133,268	19.1%
Total : REVENUES	\$ 103,654,066	\$ 25,027,114	\$ 89,396,782	86.0%	\$ 14,257,284	\$ (16)	\$ 14,257,300	13.8%

City of Dover

Expenditures of Major Funds

May 31, 2013

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 461,065	\$ 23,766	\$ 363,372	79.0%	\$ 97,693	\$ 71,966	\$ 25,727	5.6%
Executive	787,229	52,345	684,395	87.0	102,834	36,226	66,608	8.5
Finance	1,587,765	131,230	1,383,514	87.0	204,251	110,208	94,043	5.9
Planning	463,527	40,572	420,155	91.0	43,372	27,031	16,341	3.5
Misc General Government	841,408	46,848	526,810	63.0	314,598	30,470	284,128	33.8
Police	6,918,903	563,387	6,140,071	89.0	778,832	434,440	344,391	5.0
Fire & Rescue	6,839,516	577,199	6,096,203	89.0	743,313	381,470	361,843	5.3
Community Service Public Works	5,397,091	314,998	4,114,041	76.0	1,283,050	770,959	512,091	9.5
Recreation	2,002,240	174,841	1,719,097	86.0	283,143	81,384	201,759	10.1
Public Library	1,056,273	88,348	928,109	88.0	128,164	75,019	53,146	5.0
Public Welfare	829,853	80,381	776,779	94.0	53,074	20,133	32,941	4.0
Debt Service	9,690,031	-	4,217,956	44.0	5,472,075	5,417,167	54,909	0.6
Other Financing Sources/Uses	2,122,757	-	1,794,807	85.0	327,950	-	327,950	15.4
School	42,264,590	3,795,692	33,650,492	80.0	8,614,098	6,888,182	1,725,916	4.1
Intergovernmental	7,521,254	-	7,521,254	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 88,783,502	\$ 5,889,606	\$ 70,337,055	79.2%	\$ 18,446,447	\$ 14,344,656	\$ 4,101,791	4.6%
3213 Parking Activity Fund								
Police	\$ 739,380	\$ 31,636	\$ 568,970	77.0%	\$ 170,410	\$ 85,443	\$ 84,967	11.5%
Sub-total : 3213 Parking Activity Fund	\$ 739,380	\$ 31,636	\$ 568,970	77.0%	\$ 170,410	\$ 85,443	\$ 84,967	11.5%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 950,663	\$ 54,363	\$ 677,062	71.0%	\$ 273,601	\$ 218,997	\$ 54,604	5.7%
Sub-total : 3320 Residential Solid Waste Fund	\$ 950,663	\$ 54,363	\$ 677,062	71.2%	\$ 273,601	\$ 218,997	\$ 54,604	5.7%
3381 McConnell Center Fund								
Recreation	\$ 825,205	\$ 22,546	\$ 370,454	45.0%	\$ 454,751	\$ 407,911	\$ 46,840	5.7%
Sub-total : 3381 McConnell Center Fund	\$ 825,205	\$ 22,546	\$ 370,454	44.9%	\$ 454,751	\$ 407,911	\$ 46,840	5.7%
3410 Recreation Special Revenue Fund								
Recreation	\$ 588,878	\$ 19,197	\$ 307,342	52.0%	\$ 281,536	\$ 9,746	\$ 271,790	46.2%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 588,878	\$ 19,197	\$ 307,342	52.2%	\$ 281,536	\$ 9,746	\$ 271,790	46.2%
5300 Water Fund								
Community Service Public Works	\$ 4,733,097	\$ 332,402	\$ 3,882,543	82.0%	\$ 850,555	\$ 324,223	\$ 526,332	11.1%
Sub-total : 5300 Water Fund	\$ 4,733,097	\$ 332,402	\$ 3,882,543	82.0%	\$ 850,555	\$ 324,223	\$ 526,332	11.1%
5320 Sewer Fund								
Community Service Public Works	\$ 6,577,918	\$ 468,529	\$ 5,329,685	81.0%	\$ 1,248,232	\$ 458,057	\$ 790,176	12.0%
Sub-total : 5320 Sewer Fund	\$ 6,577,918	\$ 468,529	\$ 5,329,685	81.0%	\$ 1,248,232	\$ 458,057	\$ 790,176	12.0%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 838,958	\$ 49,901	\$ 467,681	56.0%	\$ 371,277	\$ 48,489	\$ 322,789	38.5%
Sub-total : 6100 Dovernet Fund	\$ 838,958	\$ 49,901	\$ 467,681	55.7%	\$ 371,277	\$ 48,489	\$ 322,789	38.5%
Total : EXPENDITURES	\$ 104,037,602	\$ 6,868,179	\$ 81,940,792	78.8%	\$ 22,096,809	\$ 15,897,522	\$ 6,199,288	6.0%

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,307,885	26,392	1,199,887	91.7	107,998	0	107,998	8.3
Expenditures	940,627	85,058	828,557	88.1	112,070	32,618	79,453	8.4
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	(58,666)	371,331	729.8	(320,448)	(32,618)	(287,830)	(565.7)

CITY MANAGER'S REPORT



June 26, 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 expand modestly, according to business contacts. Most retailers cite slightly improving sales, and tourism has improved with the weather. Over half of responding manufacturers report demand improvements in the first quarter; the rest are less upbeat. Most consulting and advertising firms say business is strong. Reports from commercial real estate sources are more positive in this round than previously, with leasing activity increasing locally. In the residential sector, limited inventory seems to be constraining home sales, but median home prices are rising modestly. Hiring reflects demand growth so few firms are adding significantly to headcounts except in consulting. Price pressures are minimal. Most expect current trends to continue, leading to modest to moderate growth in the third quarter and last half of the year. Dover's current unemployment rate stands at 3.6%, down from 4.5% last month.

Retail and Tourism:

Retailers contacted report mixed results for Q1, 2013. In the last month, retail sales have picked with the growth in consumer confidence and the local declining unemployment rate.

Some attribute the improvement to warmer weather. Demand remains strong for clothing, shoes, and home furnishings. Inventories are in good shape and any price increases are moderate. Most expect 2013 sales increases in the modest single digits.

The tourism business softened in February and March regionally with some local bright spots doing better than the region in a year to year comparison. With the weather improvement locally, tourism here has improved markedly, particularly for restaurants and museums. First quarter is historically the slowest quarter for leisure travel and Q2 sales are beginning to improve. European tourism activity dropped 5% last quarter versus a year ago and some areas are being impacted by unrest, crime, and economic troubles. Corporate business travel and entertaining remain strong.

Manufacturing and Related Services:

Manufacturing in the Region continues to be a somewhat mixed picture. More than half report that demand for their products has improved in the first quarter versus the previous quarter or previous year with May sales trending upward. Strongest sales were in the healthcare sector with a few reporting spectacular growth. A firm in this sector but involving semi-conductors and/or analog devices reports languishing sales in a known cyclical market, but to an extent and duration not seen before. Hiring patterns mirror the sales growth with even splits between substantial hiring, hiring stability, and staff reductions. Healthcare hiring, as expected, leads the field and staff growth here is expected to rise annually at 15-18%.

In manufacturing sectors with weak demand, weakness is not yet translating into lower capital investment. Half the firms reported increasing in spending while the balance reported no change.

Looking ahead, only one-third of manufacturing respondents were negative about the outlook. Most of the rest were optimistic or "cautiously optimistic".

Selected Business Services:

Consulting and advertising companies in the region report a generally strong first quarter continuing in May and were generally positive about their firms' recent performance and near-

term outlook. Marketing and advertising contacts note a growth spike due to clients in stronger financial positions and cash to spend. Several contacts report robust sales demand for healthcare consulting services as the industry adapts to massive changes attributable in part to the Affordable Care Act. Economic consulting remains strong because of high levels of complex high-stakes litigation. Management and strategy consulting contacts cite improved business conditions as clients have become more optimistic and seem to believe that it is time to invest in future growth. Those working directly for the federal government have been heavily affected by the fear of fiscal contraction even more than by contraction experienced so far.

It is expected that cost increases are about 2% and most firms either have raised rates between zero and 5% or plan to do so later in the year. Several firms have held off on hiring either due to strong recent hiring or a desire to wait until stronger demand seems more established. Healthcare related services firms are hiring strongly as they expect growth to remain up or to pick up even more through the rest of 2013. Government consultants remain uncertain about future fiscal policy and offer no forecast. Others seem only minimally concerned about fiscal issues, the European debt crisis, and the state of the macro economy and are deciding to move forward with investment and business expansion rather than wait for more clarity.

Commercial Real Estate:

Regional reports in this sector contain some good news as Boston area commercial space absorption has taken off. Locally, we are still absorbing a large available leased commercial property inventory and are moving to the point rapidly that new build space will be needed. Two regional firms are negotiating to buy buildings locally. Office space remains available at moderate prices, but investment sales activity is beginning to rise. Small scale commercial real estate loan demand remains well below last year's pace. Construction materials cost is rising, putting pressure on profit margins at small firms in particular. It is expected that improvement in fundamentals here will be slow, particularly for office space. The fiscal threat to the defense industry locally remains real as a potential drag on commercial real estate locally. It is hoped that with the nuclear sub build and repair industry being labeled "critical" by the Navy, and the prospect for KC46 tankers being deployed at Pease in 2016, the local defense industry picture appears healthy and stable.

Residential Real Estate:

Strong consecutive months of year-over-year growth in single-family home sales paused in February, but has now rebounded with some continued growth in median priced homes locally. Buyer demand remains strong, but dwindling inventories have slowed sales growth. Median sale prices rose across the region from a year ago. Price rises may be somewhat attributable to the declining stock of distressed properties compared to a year ago, as well as the decline in supply relative to demand. Multiple bids on properties have become more common as inventory continues to shrink. We are now seeing a larger volume of spec homes being built. Apartment rentals build out continues strong with 67 out of 75 mill apartments reserved before they are ready for occupancy.

Contacts express some concern that low inventory levels in the next several months could discourage home buyers and continue to be a significant factor limiting the growth of sales. The advent of summer may help. In addition, rising prices will eventually lure sellers into the market who have been waiting for the value of their homes to rise before listing them.

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: May 2013

	Current Month	FY2013	FY2012	FY2011
Legal Matters/Questions Handled	19	289	360	245
Document Creation & Review	20	137	126	140
Right to Know Requests Processed	4	39	61	40
Resolutions	4	27	23	-
Ordinances	1	13	12	-

SIGNIFICANT DEVELOPMENTS, TRENDS AND MATTERS:

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

- Alton, NH – two School board meetings review
- Meredith, NH – contract protest
- Dover, NH – veterans credit

- Assistance to the City Council: drafting/review of resolutions and ordinance revisions; attendance at meetings; House bill
- Assistance to School: tuition
- Assistance to Community Services Department: parking lease extension

- Assistance to the Planning Department: City land purchase inquiry; zoning ordinance question, indemnification agreement; homeowners association bylaws; sign; development agreement
- Assistance to Finance Department: two foreclosures; outside attorney tax forms; Comcast price adjustment; office supply bid; liens; college tuition benefits
- Assistance to Executive: legal counsel transition; college tuition benefits
- 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: Council Chambers, City Hall
Meeting Date: **Wednesday, May 15, 2013**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Garrison led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Councilor Spuler arrived at 7:15 pm.

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

5. DISCUSSIONS

A. BUDGET PRESENTATIONS

1. COMMUNITY SERVICES

Community Services Director Douglas Steele gave a PowerPoint presentation to the Council regarding the Community Services proposed budget. The discussions included sidewalks and streets maintenance, and water and sewer utilities.

Mayor Trefethen gave an overview of the future workshops for the Council to have general discussions of the proposed budget.

Councilor Weeden started a discussion regarding the Waterfront Development project and the money the City is receiving from Dickinson.

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 Weston.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 22, 2013**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Carrier led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Trefethen, Deputy Mayor Carrier, Councilor Cheney, Councilor Crago, Councilor Garrison, Councilor Hooper, Councilor Weeden, and Councilor Weston. Councilor Spuler arrived at 7:11 pm.

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

5. PROCLAMATIONS/AWARDS – None

6. APPROVAL OF AGENDA

Councilor Cheney moved to add the Resolution: Council Rule Change – Ordinance Committee as Item 13.B.1.; seconded by Councilor Hooper.

Vote: 9/0.

Councilor Hooper moved to add two School Board Reports; seconded by Councilor Weston.

Vote: 9/0.

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

Vote: 9/0.

7. PUBLIC HEARINGS

A. FISCAL YEAR 2014 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) CITY BUDGET ONLY

SPONSORED BY MAYOR TREFETHEN BY REQUEST

Leif Gerjuoy, COAST Representative: He spoke in favor of Dover supporting COAST funding and the FastTrans system.

Ronald Huml, 199 Mast Road: He spoke about the Dover Arena's budget and the \$20,000 that was taken out of the proposed budget for capital improvements. He spoke in general about the budget and said when the City gets excess funds it should be used to reduce taxes or to save for future projects, and not spent. He said employees' salaries should be reviewed.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

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Meeting Location: **Council Chambers, City Hall**
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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.

Human, 55 Union Street: He spoke about the Police Facility Building conspiracy. He also spoke against the resolution on the agenda regarding professional consulting services for the development of tax increment finance & transit oriented development districts.

Mary Hebbard, 97 Spruce Lane: She spoke about the sewer line collapse for their neighbor's property and the ensuing cost to the owners, which she felt was the responsibility of the City. She said the owners have now received a shutoff notice from the City Clerk's office and a lien will be put on the property. She said the bill should go away.

Joyce Cynewski, 7 Tanglewood Drive: She spoke about the sewer line to her property. She said it was very upsetting because they're being charged for something being fixed in the street. She said they always pay their bills. She asked for the Council's help to resolve this issue.

Thomas Cynewski, 7 Tanglewood Drive: He spoke about receiving a water service termination notice. He asked the Council what he'll do without water. He didn't want to bring the City to court. He spoke with Attorney Schulte, but he is not his lawyer. He urged the Council not to shut his water off.

Richard Hebbard, 97 Spruce Lane: He begged the Council not to shut the Cynewskis water off. He spoke about the General Legal Counselor lying and felt it should be put in his personnel file.

David Goodwin, 27 Dover Neck Road, Arena Commission Chairperson: He spoke about how the Arena is doing well and how people from all over the Northeast come and spend money in Dover.

Donald Medbery, 3 Covered Bridge Lane: He said it was crazy that someone should have to beg the Council not to shut their water off. He spoke about the inappropriate appointment of Attorney Krans as Executive Director for the Dover Housing Authority because he wasn't qualified. He spoke about the Dover Housing Authority's problems.

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing, which covered legal and economic development activities in the City. He said General Legal Counselor Krans will be leaving the City to work for the Dover Housing Authority as Executive Director. He thanked him for his service to the City of Dover.

Councilor Weston started a discussion regarding the process for hiring a new General Legal Counselor. She then discussed the sewer line issue and that it should be reviewed.

Councilor Cheney asked if the Arena could use the extra funds for capital improvements.

City Manager Joyal explained how the Arena's funds were transferred from an enterprise fund



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to the General Fund at the suggestion of the auditors, and said the extra funds go toward paying off the \$2 million deficit.

Councilor Cheney said the Cynewskis have three requests: don't shut their water off, don't lien their property, and acknowledge that the sewer repairs are the responsibility of the City.

City Manager Joyal explained the rules and regulations of the Dover Utilities Commission (DUC), which explained the demarcation public to customer.

Councilor Cheney asked what the rule was in the 1960's.

City Manager Joyal said he will review it.

Councilor Weeden asked if the Cynewskis have counsel.

City Manager Joyal said the Cynewskis say they do not have counsel.

Councilor Weeden asked why the Council was told not to talk to them because they had counsel. He said the Council needs more accurate information.

City Manager Joyal said he needed to investigate it.

Councilor Weeden said he wanted a formal report and action taken.

Councilor Spuler started a discussion about the water shutoff notice process.

Councilor Hooper asked for a City official to contact the Cynewskis.

City Manager Joyal said as part of his investigation he will talk with the Cynewskis.

Councilor Weston asked about creating a capital reserve fund for the Arena.

City Manager Joyal said it was something the Council can do.

Councilor Weeden discussed saving money by hiring one more person for the police and fire departments instead of overtime.

City Manager Joyal said they look at this every year and benefits costs outweigh overtime costs.

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

Vote: 9/0.

10. APPROVAL OF MINUTES

A. May 1, 2013 – Workshop Session

B. May 8, 2013 – Regular Meeting

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

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Trefethen attended the Dover Dancing with the Stars event. He attended the State of the City Address.

Councilor Cheney talked about the media advertisement against Senator Ayotte sponsored by the Mayors Against Illegal Guns, and how the Mayor is a member.

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

Vote: 9/0.



CITY OF DOVER

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Meeting Location: **Council Chambers, City Hall**
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12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING – None

B. ORDINANCES IN THE 3rd READING – None

C. RESOLUTIONS – None

13. NEW BUSINESS

A. CONSENT CALENDAR

1. BLOCK PARTY – 1st Birthday Party
2. RAFFLE – Moses Paul Masonic Lodge #96
3. RAFFLE – Son of the American Legion Post 8
4. ROAD RACE – Garrison Elementary School
5. TAG – Dover Little Green Cheerleading

6. RESOLUTION: B07052 CHEMICAL ROOT CONTROL ADDITIONAL SERVICES
SPONSORED BY MAYOR TREFETHEN BY REQUEST

7. RESOLUTION: B13034 CALDERWOOD WELL CLEANING AND PUMP REPAIRS
ADDITIONAL SCOPE OF WORK.
SPONSORED BY MAYOR TREFETHEN BY REQUEST

8. RESOLUTION: B13053 AWARD OF BID TRAFFIC CONTROL FLAGGING
SPONSORED BY MAYOR TREFETHEN BY REQUEST

9. RESOLUTION: B13063 CATCH BASIN CLEANING SERVICES
SPONSORED BY MAYOR TREFETHEN BY REQUEST

10. RESOLUTION: B13064 PROFESSIONAL CONSULTING SERVICES FOR
DEVELOPMENT OF TAX INCREMENT FINANCE & TRANSIT ORIENTED
DEVELOPMENT DISTRICTS
SPONSORED BY MAYOR TREFETHEN BY REQUEST

11. RESOLUTION: TROJAN UV3000 PLUS LAMPS AND SLEEVE QUARTZ
SPONSORED BY MAYOR TREFETHEN BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 22, 2013**
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COMMITTEE REPORTS

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

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 Item 13.A.8 and the School Board Reports.

Councilor Spuler asked to pull Item 13.A.1.

Councilor Cheney asked to pull Item 13.A.10.

Mayor Trefethen pulled 13.A.7.

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

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of 13.A.1.; seconded by Councilor Spuler. Councilor Spuler said this was a fantastic idea.

Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of 13.A.7.; seconded by Councilor Weeden.

City Manager Joyal said this would be approved retroactively. It was to cover additional repairs.

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of 13.A.8.; seconded by Councilor Hooper.

Councilor Hooper discussed if it would save money to have temporary traffic lights instead of flaggers.

City Manager Joyal said they do look into it, but felt it was less obtrusive to have flaggers.

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of 13.A.10.; seconded by Councilor Cheney.

Councilor Cheney said she did not support Tax Increment Finance (TIF) districts, because she felt it benefitted the developer and bigger government, and harmed the school system.

City Manager Joyal said this resolution is in response to a Council Workshop to look into developing a TIF district.

Planning Director Parker said he agreed with Councilor Cheney that the City doesn't know a lot about TIF districts and this consultant will help the City make an educated decision.

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



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

B. RESOLUTIONS

1. COUNCIL RULE CHANGE – ORDINANCE COMMITTEE

SPONSORED BY COUNCILORS CHENEY, WEEDEN AND WESTON

Councilor Cheney moved to address this resolution on June 26, 2013; seconded by Councilor Weston.

Vote: 9/0.

C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE – None

15. COUNCIL MATTERS OF INTEREST

Councilor Weeden apologized for his tone earlier regarding the Cynewskis.
Mayor Trefethen reminded the Council that misinformation can be given during Citizen's Forum.
Councilor Spuler said the Arts Commission will be submitting new rules to add alternates members.
He asked the City Manager if he had created a list of costs of items to be removed or added to the budget.

City Manager Joyal said he had and he will be sending it out to the Council tomorrow.

Councilor Spuler discussed the Berry Brook Project and cleaning it up.

16. ADJOURNMENT

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

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 29, 2013**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Weston led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Weeden.

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

5. DISCUSSIONS

A. GENERAL BUDGET DISCUSSION

Mayor Trefethen referred to the handout created by the City Manager regarding Council suggested General Fund budget adjustments. He said he will use the list to start the discussions.

Item #1. Remove Impact Fees used to Offset Estimated School Debt Service

Councilor Weston discussed the \$34,682 in impact fees left from this year and putting it towards the \$200,000 for this year, which 165,318.

City Manager Joyal said they were doing that.

There was consensus to leave it as is and not do use impact fees.

Item #2. Adjust Waterfront Development Related Revenues

Mayor Trefethen explained that they were adding \$50,000 in revenue and removing the \$40,000 already included in the budget.

The Councilor discussed the impact and there was consensus to add the \$50,000 and leave the \$40,000.

Item #3: Remove Proceeds from Sale of Armory

City Manager Joyal said they are getting ready to list it. He said they are talking to someone that is interested first to avoid real estate agency fees. He said the odds are good that they will sell it within the year. He spoke about it going against the City's fiscal policies to use this one time revenue in the budget, because it will leave a hole in next year's budget.

Councilor Garrison said he was against this proposal.

Deputy Mayor Carrier said he didn't like this, but talked about the \$55.00 impact on the average home if it is taken out of the proposed budget.

Councilor Cheney asked about items in the budget that were adhering to the fiscal policies.



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City Manager Joyal said there were a few areas where they were trying to reach the target levels of the fiscal policies. Increasing contingency funding to 0.5%, this was reflected in the proposed budget as just shy of \$89,000. Capital reserves which had no increase. OPEB – target level is 15%, which would be \$579,518.

Mayor Trefethen said he felt the issue of the armory sale was a draw.

Item #4: Reduce School Building Aid

City Manager Joyal said the State has reduced the aid and the City has nothing to do with it.

Mayor Trefethen skipped #5 for the moment and continued on with the list.

Item #6: Reduce School Tax Levy to Conform to Tax Cap

City Manager Joyal talked about the updated assessments for new construction adding a value of \$4.2 million.

Business Administrator Limanni said he would leave the number alone.

Councilor Garrison said he did not support using City funds to offset the School's budget.

Councilor Hooper agreed that they should support the Schools and allow them to be over the tax cap, and not impact the City side of the budget to offset it.

Councilor Cheney discussed McConnell Center subsidies.

City Manager Joyal explained the decrease in subsidies.

Councilor Cheney discussed the energy efficiencies.

City Manager Joyal explained where the City has saved money with the energy efficiencies.

Mayor Trefethen referred back to Item #6.

City Manager Joyal said as the budget is currently proposed the Council would be removing \$274,548 to be in compliance with the tax cap.

Mayor Trefethen felt there was no consensus on this issue.

Item #7: Increase Pavement Management Program Funding

The Council discussed this item and item 8.a.

Community Services Director Steele discussed the impact of doing Item 8.a.

Mayor Trefethen said for paving it was the Council's consensus is to do 8.a.

Items #8.b. and 8.c.: Additional Misc. Budget Adjustment Options

There was consensus to accept these new figures.

Mayor Trefethen said they are at \$0.03 increase the tax rate, or \$6.00 to the average tax bill.

He said it also included at \$60,500 grant for the Youth to Youth.

City Manager Joyal recapped the Council's consensus.

1.a. no

2.a.&2.b. yes, 2.c. no.

3. no.

4a. yes.



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6.a. & 6.b. no.

7.a. & 7.b. no.

8.a., 8.b., and 8.c. yes.

Councilor Weston asked how much the City and School would have wanted without a tax cap. City Manager Joyal said it would have been a \$2.75 increase to the tax rate over the tax cap, or a total of a \$400 increase on the average tax bill, but he felt that would never have been approved.

Item #5: Increase Funding to Reflect Initial Department Request
Mayor Trefethen gave an overview of the items.

5.a. There was no consensus to add it back into the budget.

5.b. & 5.c. Council discussed increasing two officers for the police department and increasing the fire department budget for a full-time plumbing inspector and cover overtime.

Fire Chief Driscoll discussed the need for a full-time plumbing inspector.

There was no consensus to add the Fire Department funds into the budget.

5.d. Community Services Director Steele gave an overview of his requested increase, which involved a number a projects and two positions.

There was no consensus.

5.e. Recreation Department Director Bannon gave an overview of his requested increase, which was for the Capital Reserve, Arena improvement, and other small projects.

5.f. The Library Director had requested capital improvements.

5.g. City Manager Joyal said this was to address increase rental cost, but they felt the economy was doing better and they could lower this figure.

Mayor asked if there were any items in Item #5 the Council wanted to put back into the budget.

Councilor Crago asked to hear from the Police Chief and Fire Chief on their needs.

Police Chief Colarusso said with the growth of the City that they need the two police officers.

Councilor Crago asked if the risk is unacceptable at this point.

City Manager Joyal said the Police Chief and Fire Chief were both telling the Council that they need to increase their staff.

Councilor Hooper asked what the effect would be to add one police officer and one fireman.

City Manager said one police officer would be an additional \$70,000 would be \$0.03 on the tax rate and \$6.00 on the average tax bill. He said with the fire department it would be more cost effective to pay overtime.

Mayor Trefethen asked the Council again if there were any items in Item #5 they would like put in the budget.

Councilor Hooper said she was for adding the increase to the Police Department.



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There was consensus to add the Police Department request into the proposed budget.
There was consensus not to add any of the other items to the proposed budget.

Mayor Trefethen said they are now at \$0.06 increase to the tax rate over the tax cap, and an additional \$12.00, which would total an increase of \$123.00 to the average tax bill.

Councilor Garrison started a discussion to remove the Teen Center from the proposed budget, which was \$98,000.

Police Chief Colarusso talked about the benefits of the Teen Center and how he felt the program worked, but he couldn't measure what would happen if they didn't have the Teen Center.

Deputy Mayor Carrier talked about creating some sort of fee plan for the Teen Center.

Mayor Trefethen said there wasn't a consensus to remove this from the proposed budget.

Councilor Weston asked what the savings impact would be if it included the School's contract savings.

Mayor Trefethen reminded the Council that the School isn't recommending this reduction.

City Manager Joyal said they would save \$2.00 on the average tax bill.

Councilor Weston asked for a summary in a written format regarding what the Council had come to consensus on.

Mayor Trefethen asked the Council if they wanted the City Manager to create a new resolution that will be substituted as a whole.

Councilor Crago said he liked the idea of saving the \$2.00 on the average tax bill from the School contract savings.

Mayor Trefethen gave an overview of the changes.

Item #1.a. – no – leave the \$200,000 in the budget.

Item #2.a. – yes – add \$25,000 in revenue to the budget

Item #2.b. – yes – add \$25,000 in revenue to the budget

Item #2.c. – no – leave the \$40,000 in the budget

Item #3.a. – no – leave the \$650,000 in the budget

Item #4.a. – yes – remove \$10,202 from the budget

Item #5.b. – yes – add one police officer

Item #6 – do option b.

Item #8 – do option a

Item #8.d. - Accept Youth to Youth Grant.

Councilor Crago asked that they use any additional funds over the \$650,000, from the sale of the armory, to offset something in the budget.

Councilor Garrison asked that they don't do the budget change.



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Mayor Trefethen asked the Council if they wanted to deal with the resolution as is, or work with a new resolution to be substituted at the Special Meeting.

City Manager Joyal gave another option: to change the areas that are a given. Consensus was to use the City Manager's option.

6. CITIZEN'S FORUM

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

Amanda Russell, 5 Cranbrook Lane: She thanked the Council for their work on the proposed budget.

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

7. ADJOURNMENT

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

Handout has been archived with the Minutes.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, June 5, 2013**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Spuler 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 and City Clerk Lavertu.

5. DISCUSSIONS

A. GENERAL BUDGET DISCUSSION

Councilor Weeden asked if there was any discussion at the previous workshop about his request to increase the sewer fund to \$500,000, an additional \$40,000, so it meets the reserve level.

Mayor Trefethen said they didn't discuss that issue, but said that during the Special Meeting an amendment could be made.

Deputy Mayor Carrier asked about Fund balance, lowering it to an even 8%, and what the number would be.

City Manager Joyal explained the financial policy to have at least 8% fund balance. He asked the Finance Director what the numbers were at 8.2%.

Finance Director Lynch said based on the proposed budget it would be \$7,269,352, and the City ended fiscal year 2012 with \$7,285,806, a difference of around \$20,000.

Councilor Weston asked what the difference was between 8% and 8.2%.

Finance Director Lynch said .2% of the 2013 budget is \$177,000.

Councilor Cheney discussed the contingency fund and the issue that the budget is increasing greater than revenues, which push the dollar amount up.

City Manager Joyal explained that he proposed a 0.34% increase trying to get it to the 0.5% of General Fund expenditures. He said the primary reason for the increase is to achieve the financial policy level and receive a good bond rating. He said if the armory doesn't sell they will have the contingency fund to fall back on.

Councilor Cheney talked about the budget increasing faster than the tax cap. She asked what the increase would be if they used the tax cap.

Mayor Trefethen asked for clarification regarding her statement that the budget increasing faster than the tax cap, because the City's side of the budget conforms to the tax cap.

Councilor Cheney said the increase to the budget is 5.5%.

City Manager Joyal said it has always been a tax cap and not a spending cap.

Mayor Trefethen said revenues have always been part of the formula.



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Councilor Weeden asked what the percentage would be if the \$88,000 for the contingency fund wasn't added in the budget.

City Manager Joyal said this year's budget was \$187,268 in the contingency fund. He answered Councilor Cheney's question: with a 1.97 CPI the increase would be \$3,689. He said the \$88,000 was to try to meet the target level of the financial policy.

Councilor Spuler referred to discussions at the previous workshop at add a police officer for a \$6.00 increase, and a \$6.00 increase for the school. He asked if the Fire Chief could speak to the Council regarding what they would do with a \$4.00 increase.

City Manager Joyal clarified the question and asked the Fire Chief what his priorities would be if he had an additional \$60,000 in the Fire Department's budget.

Fire Chief Driscoll said he would put it towards overtime costs, which would allow him to have a 12 personnel staffing rotation. He said it would cover half of what he requested.

Deputy Mayor Carrier started a discussion on using the contingency fund until they sell the armory.

City Manager Joyal said the contingency fund is used to buffer his estimates that were presented in the proposed budget. He recommended the Council adopt his budget because he felt they were reasonable estimates. He said they are constantly evaluating the budget and making adjustments.

Councilor Weeden said they have \$276,204 in the proposed budget for contingency and said if the City didn't sell the armory it would impact that.

City Manager Joyal said that was true.

Councilor Weeden asked if the armory was up for sale.

City Manager Joyal said it is up for sale and they already have an interested buyer. He said if there isn't an agreement within the next few days they will list it with a real estate agent. He said he felt it was reasonable that the City will sell the armory this year.

Councilor Spuler asked if the City needed the contingency fund last year.

City Manager Joyal said he will be bringing forwarded a resolution next week to pay for the HVAC system, which wasn't budgeted for and funds were needed from the contingency fund.

Mayor Trefethen said anything left in the contingency fund goes into Fund Balance.

Councilor Cheney asked the percentages for the last two budgets.

Finance Director Lynch said in 2011 it was .12; 2012 it was .15; 2013 is was .25.

Mayor Trefethen said the proposed for 2014 is .34.

Councilor Weeden asked why they couldn't spend that money instead of putting it in the Fund Balance.

Mayor Trefethen said they could spend it.

Councilor Cheney referred to the Fee Schedule and asked about water investments fees going up 21%.

City Manager Joyal said it wasn't an impact fee, but an investment fee for a new customer to buy into the system. He said the formula is set by the Dover Utility Commission (DUC) rules. He discussed the fees.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, June 5, 2013**
Meeting Time: **7:00 pm**

6. ~~CITIZEN'S FORUM~~

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

The Citizen's Forum was held during the Special Meeting which immediately followed this Workshop.

7. ADJOURNMENT

Mayor Trefethen called for a four minute recess at which time the Council would convene for the Special Meeting. Meeting adjourned.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Special Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, June 5, 2013**
Meeting Time: **To immediately follow Workshop Session**

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

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

Also Present: City Manager Joyal and City Clerk Lavertu.

5. CITIZEN'S FORUM

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

Ronald Huml, 199 Mast Road: He referred to the \$650,000 for the sale of the armory and said the Council should never vote on anticipated funds. He referred to the three departments that requested double the tax cap in their budgets. He said Dover cannot afford any more.

Jan Nedelka, 169 Dover Point Road: He spoke about the budget being a hard job. He read Councilor Crago's comments in the newspaper. He said the Council shouldn't use the \$650,000 for the sale of the armory in the budget, because it digs a hole for next year and was a violation of fiscal management rules.

Donald Medbery, 3 Covered Bridge Lane: He spoke about the Council and doing their job. He said the City is loaded with debt. He said he's never seen a budget that couldn't be reduced. He said he's heard a rumor that the Mayor is leaving the State.

Mayor Trefethen interrupted and said it wasn't true.

Mr. Medbery continued with discussing the Superior Court hearing he attended.

Mayor Trefethen interrupted said the subject needs to pertain to the Budget.

Councilor Cheney asked to let him finish; seconded by Councilor Weeden.
Councilor Hooper said this was setting precedence.

Mr. Medbery continued with his discussion. He thanked the Council for letting him speak.

Betsey Andrews Parker, School Board Member, 34 Gladiola Way: She clarified a few items in the School Board's budget and other issues the School Board has been working on. She urged the Council to pass the budget as presented.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Special Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, June 5, 2013**
Meeting Time: **To immediately follow Workshop Session**

Amanda Russell, 20 Cranbrook Lane: She read her comments to the Council regarding the School Board's budget. She urged the Council to pass the budget as presented.

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

6. UNFINISHED BUSINESS

A. FISCAL YEAR 2014 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM

SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weeden.
Deputy Mayor Carrier moved to substitute as a whole; seconded by Councilor Weeden.
Vote: 9/0.

Councilor Weeden moved to increase the capital reserve for the sewer fund to \$500,000; seconded by Councilor Weston.

Councilor Weeden gave an overview of the amendment to the Council.

Finance Director Lynch explained that this would be a \$40,000 increase, which would increase the proposed sewer rate from to \$6.48 to \$6.53.

Mayor Trefethen asked Councilor Weeden if he wanted the new rate to be part of his motion.

Councilor Weeden said that was correct.

Councilor Weston also agreed.

Mayor Trefethen said the motion is to increase the capital reserve for the sewer fund to \$500,000, which would change the Fee Schedule sewer rate to \$6.53.

Vote: 8/1. Councilor Cheney was opposed.

Councilor Weeden moved to implement Item 8.A.: Reprioritize street capital maintenance funding (\$860,000 street paving, \$50,000 sidewalks, \$79.804 traffic signals); seconded by Councilor Cheney.

Councilor Weeden referred to his discussion with Community Services Director Steele and gave an overview of the changes to the Council.

Vote: 9/0.

Councilor Weeden asked for confirmation that at this point the City's side of the budget is \$101,282 under the tax cap; School's side is over \$274,750; to make a net gain of \$173,468 over the tax cap.

City Manager Joyal said that was correct.

Councilor Weston referred to Item 2.a. and 2.b., the Dickinson revenue of \$50,000, and moved to add it to the City's side of the budget as revenue; seconded by Councilor Weeden.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Special Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, June 5, 2013**
Meeting Time: **To immediately follow Workshop Session**

Councilor Weston referred to \$28,000 in savings from the paraprofessional contract and moved that it be applied as a credit to the School's budget; seconded by Councilor Weeden.
Vote: 5/4; Passed. (Mayor Trefethen, Deputy Mayor Carrier, Councilors Garrison and Hooper were opposed.

Councilor Weston moved to add \$126,282 to streets and sidewalks, earmarked for Chestnut Street; seconded by Weeden.

Mayor Trefethen said the Council just changed the funds for streets and sidewalks, and felt if Chestnut Street is made a priority then they didn't need to earmark these funds.

The Council discussed other funding options to pay for the Chestnut Street priority.

Councilor Weston asked to hold off on this motion and talked about using some of the money towards the School.

Councilor Weeden made a friendly amendment to reduce the amount to \$101,282.

Mayor Trefethen said a Councilor can't amend an amendment.

Deputy Mayor Carrier said he would like to take the whole \$151,282 and give it to the school and then dissecting the capital improvements projects (CIP) to find the money for Chestnut Street.

Councilor Spuler said he would recommend splitting it down the middle, \$75,000 to the School's budget and \$76,282 for Chestnut Street.

Vote: 0/9.

Councilor Weston moved to increase City's spending by \$75,641 for streets and roads, which would be earmarked for Chestnut Street; seconded by Councilor Weeden.

Vote: 4/5; Failed. Councilors Crago, Spuler, Weeden and Weston voted in favor.

Councilor Garrison moved to reduce the revenue \$650,000 from the sale of the Armory, reduce Item 8.a. by \$100,000, and use the \$151,282 in extra revenues...

City Manager Joyal interrupted and suggested Councilor Garrison start with the reduction of the \$650,000 for the sale of the armory first.

Councilor Garrison withdrew his motion.

Councilor Garrison moved to reduce the proceeds from the sale of the Armory, \$650,000; seconded by Councilor Cheney.

Vote: 2/7; Failed. Councilor Cheney and Garrison voted in favor.

Councilor Weeden moved to reduce the School's side of the budget by \$95,468; seconded by Councilor Spuler.

City Manager Joyal reminded the Council that they already reduced to School's budget by \$28,000 and this would change to the total reduction to \$123,468.

Councilor Weston referred to the \$60,500 reduction in the Police Department's budget because the City received a grant and asked Police Chief Colarusso how he wanted to use the money. Police Chief Colarusso said he would have hired another police officer, but he would probably need another \$10,000.

Vote: 0/9.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Special Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, June 5, 2013**
Meeting Time: **To immediately follow Workshop Session**

Councilor Cheney moved to reconsider the motion to increase streets and sidewalks by \$75,641, to be earmarked for Chestnut Street; seconded by Councilor Weeden.
Councilor Spuler wanted to see it split two-ways.
Councilor Cheney withdrew her motion.

Councilor Weeden moved to increase the City's side of the budget by \$75,641, to be split 3-ways equally between the Police Department, Fire Department, and Chestnut Street; seconded by Councilor Spuler.
City Manager Joyal said the School would need to reduce their budget by \$171,109 to meet the tax cap.
Vote: 6/3; Passed. (Deputy Mayor Carrier, Councilors Garrison and Hooper were opposed.)

Councilor Weeden moved to reduce the School's budget by \$171,109; seconded by Councilor Weston.
Deputy Mayor Carrier how much the amount the School wants to override would affect the average tax bill.
Finance Director Lynch said it would be \$14.41 for the average taxpayer.
Vote: 6/3; Passed. (Deputy Mayor Carrier, Councilors Garrison and Hooper were opposed.)

Councilor Weston moved to accept the resolution as amended; seconded by Councilor Weeden.

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

City Manager Joyal listed all the changes to the resolution which changed the total to \$115.1 million, and said it would require a simple majority vote of the Council since there is not a tax cap override.
Roll Call Vote: 8/1; Passed. Councilor Garrison was opposed.

7. NEW BUSINESS – None

8. ADJOURNMENT

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

CITY OF DOVER
13 MAY 13 AM 10:11



**APPLICATION
CITY OF DOVER, NEW HAMPSHIRE**

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

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

Organization Name: American Cancer Society - Making Strides Against Breast Cancer
Federal Tax ID number for Organization: 13-1788491
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Tara Dickey Day Time Telephone: 603 740 0340

Address: 2 Commerce Dr Suite 110 Bedford NH 03110 Email Address: tara.dickey@acancer.org

Purpose of Permit: Making Strides Against Breast Cancer - non competitive walk

Date of Event: 10-20-13 Specific Time: 9am reg. 11am walk start

Location of Event: Henry Law Park - stage area

(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://doi.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: Tara Dickey Date: 5-9-13

Licensing Board approval: (Signature) Date: 5/21/13
Revised 03/17/08

Traffic Bureau OK
(MCS)
No road closures.
All set -
D



Track up rewards points for every mile you walk or run.

GET STARTED

WALK

WALK

(myweb/run?)

(IMPROVE)

(IMPROVE)

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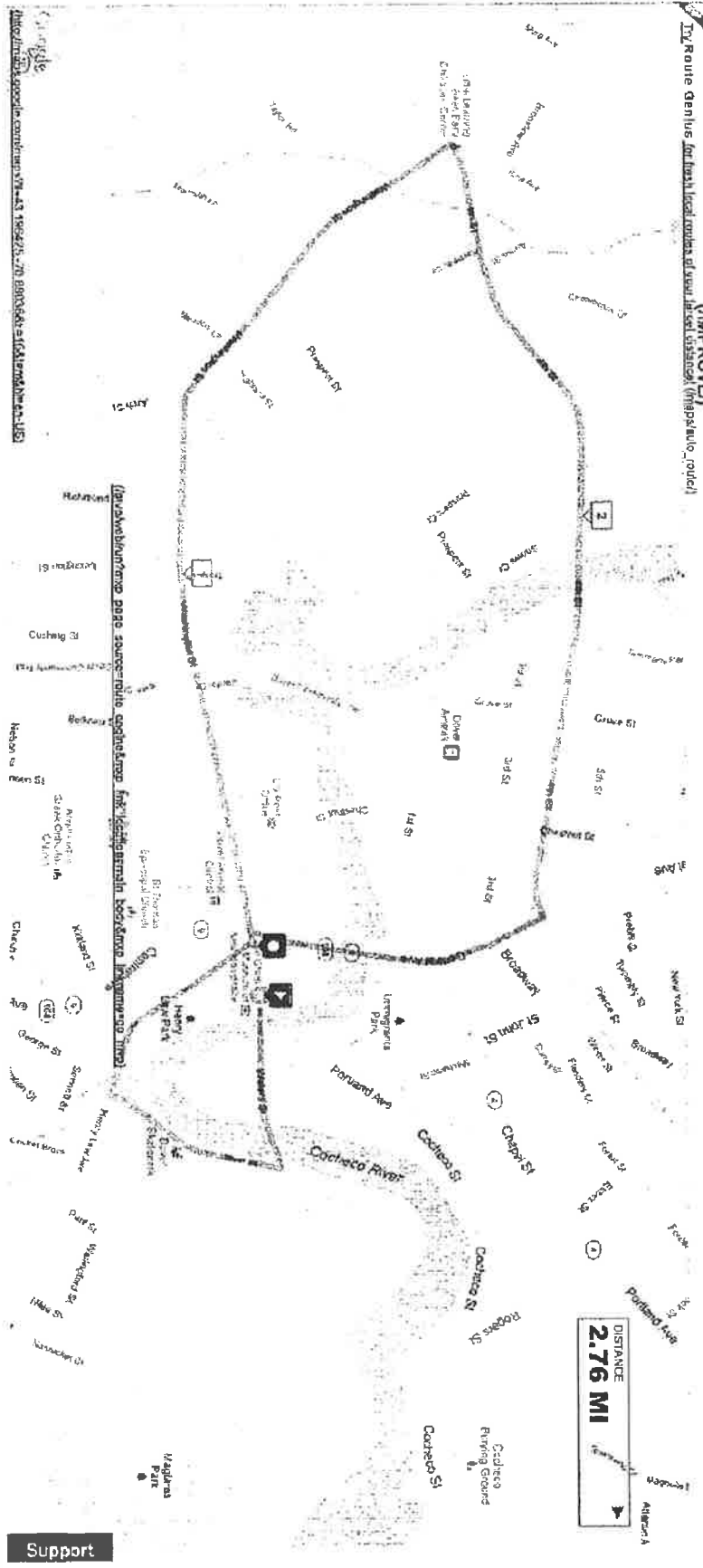
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DISTANCE 2.76 MI

Elevation Show elevation with grades

http://www.mapmywalk.com/routes/fullscreen/188153578/

5/8/2013

Support



**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: City of Dover Recreation Department

Federal Tax ID number for Organization: 02-6000230

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

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

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

Purpose of Permit: Fundraising/Donations

Date of Event: Varies **Specific Time:** July 1, 2013-June 30, 2014

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

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

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

Place of Drawing: _____


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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:  **Date:** 5/21/13

Licensing Board approval  **Date:** 6/4/13
Revised 03/17/08

due 7-13

RECEIVED
DOVER CITY CLERK
DOVER, NH



2013 MAY 20 A 10:08

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 Quilters Guild
Federal Tax ID number for Organization: 22-2534286
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Viki Champagne Day Time Telephone: 603-312-1061
Address: PO Box 1153
Dover, NH 03820 Email Address vikic@metrocast.net

Purpose of Permit: Apple Harvest Day

Date of Event: Oct. 5, 2013 Specific Time: 6:30 Am - end of event

Location of Event: Downtown Dover, NH 03820

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

Amount of Donation: 1.00 each or 6 for 5.00 Date of Drawing: October 13, 2013 Specific Time: 3:00 pm

Place of Drawing: Rochester Community Center

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

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Signature: Viki Champagne Date: May 20, 2013

Licensing Board approval [Signature] Date: 5/23/13
Revised 03/17/08

All set with
NH AG's
Charitable Trusts
unit.
DF



CITY OF DOVER
13 JUN -4 PM 5:12

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 Children's Home

Federal Tax ID number for Organization: 02-022 3323

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

Contact Person: Stacey Hager Day Time Telephone: 516-6528

Address: 207 Locust Street Dover NH Email Address shager175@live.com

Purpose of Permit: Raffle TV

Date of Event: 7-1-13 to 10-5-2013 Specific Time: on going

Location of Event: final event Apple Harvest Day (Rev. Sales of tickets)

(Raffle Permit only)
Prize (s) To Be Awarded: 65" TV

Amount of Donation: \$1,000 Date of Drawing: 10-5-13 Specific Time: 4p.m.

Place of Drawing: Apple Harvest Fest

* 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: 6.4.13

Licensing Board approval [Signature] Date: 6/7/13
Revised 03/17/08

All set with
NH AG's office
[Signature]



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Dover Little Green Football Inc.

Federal Tax ID number for Organization:

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

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

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

Purpose of Permit: Cash Calendar / Raffle

Date of Event: Month of October Specific Time: Month of 10 October

Location of Event:

Prize (s) To Be Awarded: Cash Prizes Daily

Amount of Donation: \$5 Date of Drawing: Daily Specific Time: 4:45 M-F

Place of Drawing: Dover High School Alternative Bldg, Parking lot

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Signature: [Signature] Date: 5/23/13

Licensing Board approval [Signature] Date: 6/4/13 Revised 03/17/08

All set within AG's office



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: My Breast Cancer Support
Federal Tax ID number for Organization: 43-2072206
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Wendy McCoole Day Time Telephone: 603-759-5640

Address: Po Box 1576, Portsmouth, NH Email Address: wendy@mybreastcancersupport.org

Purpose of Permit: To Sell Raffle Tickets to win a Pink Kioti UTV.
(see attached info)

Date of Event: Oct. 5, 2013 Specific Time: 9-4

Location of Event: Apple Harvest Festival, Dover, NH

(Raffle Permit only)
Prize (s) To Be Awarded: Pink Kioti UTV

Amount of Donation: \$10. Date of Drawing: 10/6/13 Specific Time: 6 pm

Place of Drawing: Seacoast Harley Davidson, N. Hampton

*** 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: Wendy McCoole Date: 5/20/13

Licensing Board approval [Signature] Date: 5/24/13
Revised 03/17/08

All set with Charitable Trusts.
DC

>> [Sign up to receive organization & event updates!](#)

[SUPPORT THIS EFFORT](#) * [Contact Us](#) * [Home](#)



Donate

Please consider making a tax-deductible donation to help Greater Seacoast are patients!



>> YOU COULD WIN A PINK KIOTI UTV!! <<

We are so excited to let you know that **Batchelder Tractor Sales** in Lebanon, ME and **Route 1 Tractor** in North Hampton, NH (and in partnership with **Kioti Tractor**), are raffling off a **pink Mechron 2200 UTV** (Ultimate Transport Vehicle) and **100% of the tickets sales will be donated to our organization!**

Tickets are \$10 each and will be available between now and October at the events and locations listed below.

Can't you just picture yourself in this tough, reliable and FUN UTV!



SPECIFICATIONS

- Engine Gross Power: 22 HP (16.4 KW)
- PTO Type: N/A
- Transmission Type: 2 speed CVT
- Shuttle: N/A
- CVT with 4WD
- 12" ground clearance
- Widest cargo bed in its class
- 1,500 lbs payload capacity
- 1,300 lbs towing capacity
- Front limited slip differential
- Rear mechanical actuated differential lock
- MacPherson strut type front suspension
- Adjustable wishbone type rear suspension
- Four wheel hydraulic disc brakes

TICKETS are available at the following locations / events. The actual UTV will be on display at those noted with a *

RETAIL LOCATIONS

Batchelder Tractor Sales
Lebanon, ME

Route 1 Tractor
North Hampton, NH

Joe's Meat Shoppe
North Hampton

*The UTV will be there
Memorial Day Weekend

EVENTS & FESTIVALS

N Bar H Versatility Fun Show*
6/1 in Barrington, NH

Market Square Day*
6/8 in Portsmouth, NH

Kittery Block Party*
6/15 in Kittery, ME

Women's Living Expo
7/13 in Portsmouth, NH

Flatbread Community Night
7/16 in Portsmouth, NH

East Eliot Tractor Show*
7/25-28 in Eliot, ME

Acton Fair*
8/22-24 in Acton, ME

CelebratePink 5K*
9/14 in Portsmouth, NH



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: Susan G Komen 3 Day
Federal Tax ID number for Organization: 75-1935298
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Kathleen Allen Day Time Telephone: 743-3238

Address: 43 Old Rochester Rd Dover Email Address: allenpk3@comcast.net

Purpose of Permit: Raffle/Auction

Date of Event: 6-6-13 Specific Time: 8PM

Location of Event: The Loft @ Stratford Farms

(Raffle Permit only)
Prize (s) To Be Awarded: Various - Sporting tickets, golf certificates, gift baskets

Amount of Donation: \$5 each / before \$20 Date of Drawing: 6-6-13 Specific Time: 8PM

Place of Drawing: The Loft @ Stratford Farms

* 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: Kathleen Allen Date: 5/20/13

Licensing Board approval [Signature] Date: 5/23/13
Revised 03/17/08

All set with NH AG's Charitable Trusts Unit. [Signature]



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Dover Little Green Football Inc

Federal Tax ID number for Organization: 20-4182629

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

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

Address: 38 Watson Rd Email Address: Dave.Akridge@greatamericanhg.com

Purpose of Permit: Tassins

Date of Event: August ~~23rd~~ 16th-17th Specific Time: 4:00 PM - 8:00 PM

Location of Event: Selected business by permission

(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: 5/23/13

Licensing Board approval [Signature] Date: 6/4/13
Revised 03/17/08

All set with
AG's office
[Signature]



CITY OF DOVER
13 MAY 13 AM 11:14

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 Youth Football League Inc.

Federal Tax ID number for Organization: 20-1507167

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

Contact Person: MARC NORMANDEAU Day Time Telephone: 603-817-2548
742-2471

Address: 94 DOVER NECK RD. DOVER Email Address: MARCN1@COMCAST.NET

Purpose of Permit: FUNDRAISING

Date of Event: SEPT. 5th 6th + 7th Specific Time: 5th + 6th 4-8 PM 7th 8 AM - 6 PM

Location of Event: DOVER

(Raffle Permit only)

Prize (s) To Be Awarded: _____

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

Place of Drawing: _____

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Signature: Marc Normandeau Date: 5-14-13

Licensing Board approval [Signature] Date: 5/14/13

Revised 03/17/08

All set with Charitable Trusts.
[Signature]



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 Area Religious Leaders Association
Federal Tax ID number for Organization:
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Maren Tirabassi Day Time Telephone: (603) 436-9352
Address: 18 Town Hall Road Email Address: mctirabassi@hotmail.com

Purpose of Permit: 3rd annual CROP Hunger Walk - sponsored by churches and synagogue to raise more for local, national and international concerns

Date of Event: October 13, 2013 Specific Time: 1:30 and following

Location of Event: route attached (same as last year)

(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: Maren Tirabassi Date: 5/16/13

Licensing Board approval [Signature] Date: 5/23/13
Revised 03/17/08

Traffic Bureau OK
(MES)
May 26

Route for Greater Dover CROP Hunger Walk

(same route as approved last year)

October 13, 2013

Registration 1:00 to 1:30

Groups walking on sidewalk and obeying all traffic signals 1:45 – 4:00

Congratulations and Food 2:45 – 4:15

Begin in front of St. Thomas Episcopal Church or Church of the Annunciation Greek Orthodox /Dover Public Library -- heading south on Locust

travel 0.4 mi and turn left onto Trakey Road

travel 0.1 mi and turn left onto Central Ave -- travel past Dover Friends Meeting, St. Joseph's and First Parish

travel 0.6 mi and turn right onto Washington Street -- in front of the Rotary Pavilion

travel 0.2 mi and turn left onto Main Street, which merges with Central Avenue once again at the top of the hill

travel 0.8 mi and turn left in front of Rite Aid Store, onto Reservoir St.

travel 0.2 mi and turn left onto Mt. Vernon

travel 0.4 mi and turn left onto Sixth St.

travel 0.1 mi and turn right onto Central Ave

travel 0.5 mi and turn right (right in front of City Hall) onto Hale Street

travel 0.1 mi and stop at the intersection of Hale and Locust

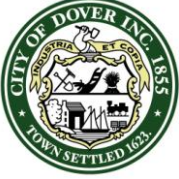
Bathroom / water / snacks at Dover Friends and Christian Science Church.

Total mileage is 3.3 miles.

Maren C. Tirabassi (Pastor Union Congregational of Madbury)

(603) 436-9352

mctirabassi@hotmail.com



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2013.06.26 – 49**
Resolution Re: Cassily Community Garden License

- WHEREAS: Interested citizens have created a Community Garden on the city owned parcel of land known as the Cassily parcel off Sixth Street and Whittier Street; and
- WHEREAS: Coordination and cooperation with the neighbors resulted in a positive experience during the past growing season.
- NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The City Manager is authorized to sign a License for gardeners for the 2013 and 2014 growing seasons for use of the Cassily parcel, said license to be consistent with the language contained in the Background of this resolution

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance:

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

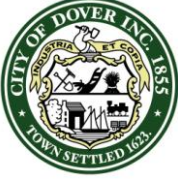
Resolution Number: **R – 2013.06.26 – 49**
Resolution Re: Cassily Community Garden License

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2013.06.26 – 49**
Resolution Re: Cassily Community Garden License

RESOLUTION BACKGROUND MATERIAL:

COMMUNITY GARDEN LICENSE

NOW COME the **CITY OF DOVER**, a municipal corporation, 288 Central Avenue, Dover, New Hampshire 03820 and the **CASSILY COMMUNITY GARDEN STEWARDS (hereinafter called the “Garden Stewards”)**, a not for profit group (contact person: Eric Kelsey, 26 Hemlock Forest, Dover, New Hampshire 03820 (603)742-5492) who for valuable consideration agree as follows:

1. **Purpose.** This license pertains to the use of city land for the development of a community garden on the parcel of City owned land known as the Cassily parcel located off Sixth Street in the City of Dover. In exchange for the good faith efforts of the Garden Stewards to create and manage a community garden for the use of citizens, pursuant to established rules and regulations, and to grow garden plants and vegetables on a non-profit basis, the City of Dover agrees to permit the use of city owned land by the members of the Cassily Community Garden Stewards for the 2013-2014 growing seasons. All citizens shall sign the waiver.
2. **Scope of the License.** The Garden Stewards shall have use of one-half (1/2) acre of land for the establishment of a community garden on the Cassily parcel. In addition, the Garden Stewards may construct and maintain a shed in the Beckwith Park parking lot for storage of garden equipment and materials.
3. **Cooperation with the Neighbors and the City of Dover:** The Garden Stewards shall cooperate with the neighbors to understand and positively address the concerns of the neighbors. The contact for the neighbors shall be Michael Busby of 5 Autumn Street. The following conditions to the license shall apply:
 - a. Access to the garden area shall occur only from the Beckwith Park parking lot.
 - b. Access to the garden area shall not occur using Autumn Street unless expressly authorized by the neighborhood contact person in advance on a case by case basis with reasonable notice.
 - c. Neighbors shall be encouraged to join and to participate in the community garden.
 - d. Neighbors shall be notified in writing of any meetings before governmental bodies including the City Council and the Conservation Commission with a minimum of forty-eight (48) hours notice.
 - e. The Garden Stewards shall comply with all requirements of the Dover Conservation Commission.
 - f. The community garden shall only be used during daylight hours.
 - g. Reasonable efforts shall be used to keep noise levels to levels associated with gardening.
 - h. Mowing and maintenance shall be conducted to discourage the use of Autumn Street as an access point for the community garden.
 - i. The Garden Stewards shall maintain the access trail.
 - j. The Garden Stewards shall develop, publish and distribute in hardcopy and electronic form rules and regulations for the use of the community garden. A hardcopy copy should be available in the Planning Department and the Legal Division. An electronic copy shall be available on the City webpage.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2013.06.26 – 49**
Resolution Re: Cassily Community Garden License

4. **Term.** The term of the license shall be the growing seasons for 2013 and 2014 ending on December 10th of each growing season. The start of the growing season shall be on March 15th of each year.
5. **Termination.** This license may be revoked or amended by the City of Dover with seven (7) days notice, or immediately for cause. All gardeners waive all rights to compensation in the event of a revocation of the license.
6. **Applicable law.** The law of the State of New Hampshire shall govern this agreement.

Cassily Community Garden Stewards

Eric Kelsey, Contact person

Date

CITY OF DOVER

Michael Joyal, City Manager

Date

APPROVED BY THE DOVER CITY COUNCIL on _____



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2013.06.26 – 49**
Resolution Re: Cassily Community Garden License

COMMUNITY GARDEN USER RELEASE OF LIABILITY

NOW COME the CITY OF DOVER, a municipal corporation, 288 Central Avenue, Dover New Hampshire 03820 and **THE UNDERSIGNED USER OF THE DOVER COMMUNITY GARDEN (hereinafter called “gardener”)** who for valuable consideration agree as follows:

1. The City of Dover agrees to allow the **UNDERSIGNED GARDENER** to use City owned land located off Whittier Street known as the “Cassily parcel” for the sole purpose of gardening. This license is intended to pertain to a portion of the Cassily parcel known as the Dover Community Garden subject to the following conditions unless expressly waived in writing by the Dover City Manager:
 - a. No use of pesticides or other chemicals on the property
 - b. No removal of dirt or other soils from the property
 - c. No importation of soils or other foreign materials to the property
 - d. No use of motorized or mechanized equipment on the property
 - e. No use of, or construction of, buildings or structures on the property
 - f. Compliance with all requirements of the Dover Conservation Commission
 - g. Compliance with all the rules and regulations of the Dover Community Garden.

All gardeners agree to maintain their names, current addresses and contact information on file with the organizers of the Dover Community Garden for the duration of the growing season. Only gardeners who sign this agreement are permitted to use the Dover Community Garden. **This license expires on December 10, 2013.**

2. **IMPORTANT: The gardener uses the property at his/her own risk understanding the risk of all injury, serious injury and possible death due to the activities of gardening. The gardener releases the City of Dover from liability for these risks. Specifically, the gardener recognizes the health risk of exposure to the sun, wind, rain, lightning and other elements of weather including but not limited to dehydration. The gardener acknowledges the risk of infection, bites and attacks by insects, birds and other animals. Specifically, the gardener acknowledges the risk of contracting the triple E virus. Gardeners are responsible for the actions, health and well being of family members and guests at all times.**
3. The gardener agrees to defend, indemnify and hold harmless the City of Dover, a municipal corporation, its respective successors and assigns, and each of its employees, councilors, officers, members, managers, and contractors ("Indemnified Parties") from and against any claim, liabilities or losses due to negligence, breach of obligations or warranties except losses caused by the gross negligence or willful misconduct of the City of Dover arising from:



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2013.06.26 – 49**
Resolution Re: Cassily Community Garden License

- (a) any bodily injury, property damage, accident, fire, loss, theft or other casualty to or involving the gardener his/her agents, employees, contractors or consultants or her property involving the use of the Dover Community Garden.
- (b) any breach by the gardener of his/her obligations regarding the use of the Dover Community Garden. The obligations of the gardener to indemnify, defend and hold harmless the City of Dover and other Indemnified Parties shall survive the expiration of this Agreement and shall continue to and until the last to occur of (i) the last date permitted by law for the bringing of any claim or action with respect to which indemnification may be claimed or (ii) the date on which all claims or actions for which indemnification may be claimed are fully and finally resolved and, if applicable, with respect to each such claim and action, any compromise thereof or judgment or award thereon is paid in full by the gardener and the City of Dover and other Indemnified Parties are reimbursed for any amounts paid and compromised thereof or upon a judgment or award thereon and in defense of such action or claim. The Indemnified Parties shall notify the gardener in writing within thirty (30) days upon receipt of any claim, or upon learning of any threatened or alleged claim that the indemnified Parties believe is subject to indemnification under this agreement and for which they seek indemnification hereunder. The gardener shall provide a defense to the Indemnified Parties with counsel reasonably acceptable to the Indemnified Parties. The Indemnified Parties shall cooperate with the gardener in defending any claims for which indemnification is sought and make available witnesses, documents and materials as may be reasonably necessary for the defense of the indemnified matter.

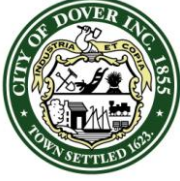
Gardener : I HAVE READ AND UNDERSTOOD THIS AGREEMENT.

Name

Date

Address

Print name



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2013.06.26 – 50**

Resolution Re: Dog Warrant

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

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

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

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved as to Legal Form:

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2013.06.26 – 50**
Resolution Re: Dog Warrant

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R - 2013.06.26 – 51**
Resolution Re: **B11075 Occupational Health Services**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R - 2013.06.26 – 51**
Resolution Re: **B11075 Occupational Health Services**

RESOLUTION BACKGROUND MATERIAL:

Requests for Proposal B11075 was issued and received for “as needed” Occupational Health Services on May 23, 2011 at 2:00 PM. Two proposals were received, Seacoast RediCare and the other from Core Medical Group of Salem NH. Core Medical Group is a national health staffing firm and does not meet the specifications of the request for proposal. The proposal deemed most financially advantageous and in the City’s best interest to accept was offered by Seacoast RediCare of Somersworth, NH in varying amounts for different services, as needed and required by City personnel. Award to Seacoast Redicare by council was issued via resolution R2011.06.08. The city has used this vendor with great success since 2003.

In June 2013, Seacoast RediCare offered pricing for year three of the possible three year term at the same rates as last year with some slight increases in certain services as highlighted in yellow on the results pages of this resolution. It is the recommendation to extend agreement for another year.

Bid Information:

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

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	10	Number of Responses:	2
Warranty:	na	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	June 30, 2014	Estimated Delivery:	As needed
Recommended Award to:	Seacoast RediCare	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Vendor Solicitation List:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R - 2013.06.26 – 51**

Resolution Re: **B11075 Occupational Health Services**

Results

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

SERVICE	SEACOAST REDICARE FY13 rates	Rates same unless noted FY14
1. Treatment of Workplace Injuries		
<i>Level 1 Initial Visit</i>	\$ 88.00	
<i>Level 2 Initial Visit</i>	\$ 104.00	
<i>Level 3 Initial Visit</i>	\$ 172.00	
<i>Level 4 Initial Visit</i>	\$ 194.00	
<i>Level 1 Follow-up Visit</i>	\$ 57.00	
<i>Level 2 Follow-up Visit</i>	\$ 58.00	
<i>Level 3 Follow-up Visit</i>	\$ 104.00	
<i>Level 4 Follow-up Visit</i>	\$ 172.00	
<i>Physical Therapy Evaluation</i>	\$ 194.00	
<i>Physical Therapy Treatment</i>	\$ 44.00 – 70.00 Per 15 Min	
Note: Supplies, radiology, & add'l services are billed separately	Above prices are discounted by CCMSI prior to payment	
2. Special Medical Evaluations	Hourly rates	Fy14 Increases
<i>Level 3 Exam by Medical Provider</i>	\$ 120.00	
<i>Physical Capacity Test</i>	\$ 58.00	
<i>Medical Provider Consult Service, if more than general & basic</i>	\$ 200.00	
3. Return to Work Examinations		
<i>Level 3 Exam by Medical Provider</i>	\$ 120.00	
<i>Physical Capacity Test</i>	\$ 58.00	
4. Pre-employment & Other Exams		
<i>Level 1 Exam - Non-DOT</i>	\$ 66.00	\$69.00
<i>Level 1 CDL / DOT exam</i>	\$ 72.00	\$74.00
<i>Level 3 Exam (ie. Firefighter)</i>	\$ 120.00	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R - 2013.06.26 – 51**

Resolution Re: **B11075 Occupational Health Services**

Add'l components to level 3 for		
Firefighter exam, if needed		
Urinalysis	included	
Comp Hlth Screen #1 Blood Work	\$ 99.00	* SRC's Hlth Screen #4 \$102.00
Heavy Metal Blood Test	\$ 199.00	
Hepatitis B Titer	\$ 59.00	
Hepatitis C Titer	\$ 83.00	
Varicella Titer	\$ 199.00	
MMR Titer	\$ 189.00	
Hepatitis B vaccine (inject: 3)	\$ 82.00	
Hepatitis A vaccine (inject: 2)	\$ 135.00	
MMR Vaccine	\$ 65.00	
TB Test	\$ 24.00	
Tetanus (Tdap)	\$ 81.00	
HIV Test	\$ 75.00	
Vision - full w/ color perception	\$ 15.00	
Audiogram	\$ 26.00	
OSHA Respirator Clearance	\$80 w/ exam; \$40 history review no exam	
Eval w/ PFT	\$ 120.00	
EKG	\$ 61.00	\$ 64.00
Chest X-Ray	\$ 70.00	
<i>Drug & Alcohol Testing:</i>		
Non-DOT rapid urine-pre-employ	\$ 39.00	
Lab Conf., if non-negative	included	
Non-DOT urine for reasonable	\$ 55.00	
suspicion (sent to lab)	\$ 55.00	
DOT Urine Test	\$ 55.00	
Breath Alcohol Test	\$ 29.00	
Confirmation, if non-negative	\$ 25.00	
<i>Physical Capacity Test, if req.</i>	\$ 58.00	
Upper extremity for dexterity & Strength	included	
Lower extremity for dexterity & Strength	included	
Functional Screening	included	
Combo Screening of upper, lower, & job-specific functional	included	
<i>Independent Medical Exam (IME) for Disability Purposes</i>	N/A	
Fee is per body part and the range is dependent on		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R - 2013.06.26 – 51**

Resolution Re: **B11075 Occupational Health Services**

Complexity of the case pre-authorized and pre-paid.		
<i>Functional Capacity Eval (FCE for Disability Purposes</i>	\$ 58.00	
<i>CDL Drug Testing</i>	\$ 55.00	
CDL/DOT Physical Exam	\$ 72.00	\$74.00
Urine Drug test	\$ 55.00	
Breath Alcohol Test	\$ 29.00	
Confirmation, if non-negative	\$ 25.00	
<i>Workplace Injury Prevention Prgms</i>	upon request	
<i>Onsite Ergonomic Analysis</i>	\$ 170.00 per hr	
<i>Wellness Services</i>	upon request	
<i>Advisory / Consult Service</i>	upon request	
<i>Optional Components to Any Examination, as needed</i>		
OSHA Respirator Clearance Eval & Pulmonary Function Test	\$ 80.00	
Respirator Mask Fit (empl must bring mask)	N/A	
Audiometric Exam	\$ 23.00	\$25.00
Lead / ZPP Testing	\$ 95.00	
Heavy Metal Testing	\$ 199.00	
TB Testing	\$ 22.00	\$24.00
Hepatitis B Vaccine (inject: 3)	\$ 82.00	
Tetanus Vaccine	\$ 81.00	
Chest X-Ray	\$ 65.00	\$70.00
EKG	\$ 56.00	\$64.00
Urinalysis	included	
Full Vision	\$ 15.00	
Functional Capacity Evaluation	\$ 58.00	
* Pricing subject to market adjustment as we cannot guarantee our associated with these services.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R - 2013.06.26 – 52**
Resolution Re: B12040 Miscellaneous Work Boots/Footwear

WHEREAS: Sealed request for bid B12040 was solicited and received for Miscellaneous work boots and footwear on March 1, 2012 @ 2:00pm; and

WHEREAS: Community Services, Police and Fire Department personnel are all entitled, by contract, to have the City provide them with work-related boots, shoes and/or fitness footwear in a not-to-exceed specified annual amount; and

WHEREAS: Three bid responses were received and evaluated. The city has deemed the bid reply most advantageous to the city as being received from Red's Shoe Barn of Dover, NH due to store location, diverse quality product selection and a favorably discounted pricing schedule; and

WHEREAS: Both the City and Red's Shoe Barn have found the “as needed” agreement to be mutually satisfactory and financially beneficial at the 20% discounted pricing structure presently in effect and would like to continue. Expenditure for last year was \$16,980.00

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Red's Shoe Barn of Dover, NH, given the rates and discounts provided in conjunction with B12040, as needed, for Miscellaneous Work Boots/Shoes and Fitness Footwear. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance FY14
xxxx.1.xxx.xxxxx.4615.xxxx.xx	Clothing and uniforms	110,993.00	110,993.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance:
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R - 2013.06.26 – 52**

Resolution Re: B12040 Miscellaneous Work Boots/Footwear

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R - 2013.06.26 – 52**

Resolution Re: B12040 Miscellaneous Work Boots/Footwear

BACKGROUND

Sealed request for Bid B12040 was mailed to three local vendors (Reds in Dover, Bootleggers in Gonic and Benjamin Walk in Barrington) and emailed to 75 vendors that have signed up on the Dover website under supplies code 15- clothing and accessories. The Dover purchasing agent also contacted safeshoes.com aka Vulcan Safety Shoes (a mobile shoe truck).

Certain City personnel are entitled to and are provided specific types of footwear at the City's expense in accordance with various union contract languages.

Red's Shoe Barn is local, convenient and has a very large inventory of quality footwear, thereby able to accommodate the needs of the City without requiring a second visit to the store to pick up items that had to be special-ordered.

Timely processing of monthly statements/invoices, allows a discount of 20% from the stated retail store prices on all items, even if the item is not on the list of most commonly purchased.

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	75 emailed 3 mailed	Number of Responses:	3
Warranty:	Per Manufacturer	Terms:	net 15, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	One (1) Year	Estimated Delivery:	As needed
Recommended Award to:	Red's Shoe Barn Dover, NH	Fund:	CS, Police, Fire
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waive Bid Process: Purchase exceeds \$10,000.00

Vendor Solicitation List and Results

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R – 2013.06.26 – 53**

Resolution Re: **B13017 Purchase Dovernet Integrated Library System**

WHEREAS: Sealed request for proposal B13017 was requested and received for the purchase a Dovernet Integrated Library System for Dover Public Library and Dover School Libraries (collectively known as Dovernet) on November 5, 2012 at 2:00 pm.; and

WHEREAS: Nine proposals were received and evaluated. The committee narrowed the list to three proposals and conducted interviews/demonstrations of the products offered from the three firms in January 2013. The proposal deemed most advantageous to the city and school was submitted by ByWater Solutions LLC. The total cost of the project consists of an installation amount of \$30,100 and \$11,000 annually for five years of hosting and licensing fees. These costs will be shared between the city and school.

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 ByWater Solutions LLC given the rates provided in conjunction with B13017. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance Fy14
1000.1.390.45500.4745.00000.00.000.000	Library Computers	15,050.00	15,050.00
1000.2.611.02222.4750.00000.00.025.000	GES School	1,744.72	1,744.72
1000.2.612.02222.4750.00000.00.025.000	HSS School	1,962.81	1,962.81
1000.2.614.02222.4750.00000.00.025.000	WPS School	2,300.56	2,300.56
1000.2.620.02222.4750.00000.00.025.000	DMS School	4,211.26	4,211.26
1000.2.630.02222.4750.00000.00.025.000	DHS School	5,766.84	5,766.84

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance:
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R – 2013.06.26 – 53**

Resolution Re: **B13017 Purchase Dovernet Integrated Library System**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R – 2013.06.26 – 53**

Resolution Re: **B13017 Purchase Dovernet Integrated Library System**

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested proposals for an Integrated Library System (ILS) for the Dover Public Library and Dover School Libraries (known collectively as Dovernet) that will provide improved access to the collection for patrons and streamline work processes for the staff. The ILS includes a customizable Online Public Access Catalog (OPAC) as well as circulation, cataloging, authority control, reports, acquisitions, serials, and administration modules. Proposals also include migration of our materials and patron data to the new system. The system will be hosted by the vendor.

The libraries in Dovernet comprise the Dover Public Library, Dover High School Library, Dover Middle School Library, Garrison School Library, Horne Street School Library, and Woodman Park School Library. These libraries currently share an ILS (SirsiDynix Horizon version 7.4.2, HIP version 3.10_74.02). The libraries share bibliographic records, and utilize the transit feature to transfer materials within Dovernet.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	9	Number of Responses:	9
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:	ByWater Solutions LLC	Fund:	City & school funds
Other Approvals Required:	city & school	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 and Bid Results

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.16.

Resolution Number: **R – 2013.06.26 – 54**

Resolution Re: **B13020 HVAC Design Build City Hall Finance Area**

WHEREAS: Sealed bid B13020 was requested and received for the design build of the Heating, Ventilation and Air Conditioning unit for the second floor finance office of City Hall on October 10, 2012 at 2:00 p.m.; and

WHEREAS: A mandatory pre-bid meeting was conducted on 9/26/2012. Responses were received from two vendors and interviews were conducted on 10/11/2012. The proposals offered varying options which allows the city to select part or the entire proposal. Proposals were reviewed and evaluated with the bid deemed most advantageous being submitted by PJ Labrie and Sons in the total amount of \$61,971.00 and

WHEREAS The work has been scheduled and will commence upon approval of this resolution.

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 PJ Labrie and Sons of Somersworth NH given the rates provided in conjunction with B13020 on October 10, 2012. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
1000.1.190.41991.4840.00000	Gen Gov Contingency	196,093.00	131,854.36

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance:
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.16.

Resolution Number: **R – 2013.06.26 – 54**

Resolution Re: **B13020 HVAC Design Build City Hall Finance Area**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.16.

Resolution Number: **R – 2013.06.26 – 54**
 Resolution Re: **B13020 HVAC Design Build City Hall Finance Area**

RESOLUTION BACKGROUND MATERIAL:

Vendors were instructed to Design and Install an adequately balanced mechanical heating, ventilating and air-conditioning system for the second floor Finance offices. Vendors are to provide a system that is compatible and able to be tied into the current BAS (building automation system). Contractor will assure that the systems are designed to meet the heating and cooling needs of each space respectively. The intent of this project is to have the most cost effective solution that will heat and cool all areas listed in the floor plan evenly. Proposals being awarded are I and II for a total of \$61,971.00

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	56	Number of Responses:	2 & 1 NB
Warranty:	None	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	No
Prices will hold for:	Until Complete	Estimated Delivery:	As needed
Recommended Award to:	PJ Labrie & Sons Inc	Fund:	contingency
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Vendor Solicitation List:

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

Bid Results

<i>Vendor</i>	<i>\$</i>
PJ Labrie & Sons Somersworth NH 03878	Proposal I. Rheem unit \$48,326.25 Proposal II. Air Zoning \$13,644.75 Proposal III. Radiant floor Heat \$54,265.05 Proposal IV. Radiator Isolation \$1,900.50 Proposal V. Duct Cleaning \$4,089.75 Cost to Tie in to BAS not included
Siemens Industries Scarborough ME	\$131,250 Deduct \$11,400 for Fintube radiation Deduct \$3,732 for ERV installation
Atlantic Comfort Systems Biddeford ME	No Bid



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.17.

Resolution Number: **R - 2013.06.26 – 55**

Resolution Re: B13055 Custodial Services @ McConnell Center

WHEREAS: A sealed Request for Proposal (RFP) B13055 was issued and received for a one year agreement with the option to renew two additional one year terms for Custodial Services at the McConnell Center on June 12, 2013 at 10:00 AM. Seven vendors replied with varying base and hourly rates; and

WHEREAS: On 5/30/2013 a mandatory walkthrough of the McConnell Center building was conducted with eight vendors attending. Seven vendors' submitted responses that were reviewed for necessary experience, organization, technical and professional qualifications, skills, project understanding, approach, ability to comply with proposed scope of services and required time of completion or performance, and possession of a satisfactory record of performance. Vendors were asked to submit a base price for tasks listed in the bid as well as an hourly rate for weekend cleaning during the winter months for the recreation offices; and

WHEREAS: It is the recommendation of the evaluating committee to award to low bid from Capital Contractors of Londonderry NH at the base rate and hourly rate provided in conjunction with Bid B13055.

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 Capital Contractors of Londonderry NH at rates given in conjunction with B13055 provided 6/12/13 for custodial services at the McConnell Center. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
3381.1.350.41941.4431.00000	McConnell Maint. Chrg. Bldg	48,500.00	48,500.00
3410.1.350.45121.4431.00000	REC Maint Chrg Bldg	2,000.00	2,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance:
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.17.

Resolution Number: **R - 2013.06.26 – 55**

Resolution Re: B13055 Custodial Services @ McConnell Center

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.17.

Resolution Number: **R - 2013.06.26 – 55**

Resolution Re: B13055 Custodial Services @ McConnell Center

RESOLUTION BACKGROUND MATERIAL:

A sealed Request for Proposal (RFP) B13055 was issued and received for Custodial Services at the Dover McConnell Center on 6/12/2013 at 10:00 AM with the seven vendors responding. These vendors submitted responses that were reviewed for necessary experience, organization, technical and professional qualifications, skills, project understanding, approach, ability to comply with proposed scope of services and required time of completion or performance, and possession of a satisfactory record of performance. Vendors were asked to submit a base price for tasks listed in the bid as well as an hourly rate for weekend cleaning during the winter months for the recreation offices. The City is offering a one year contract with option to renew for each two subsequent years contingent upon appropriation of funds.

Vendors are required to perform background checks on all employees as well as allowing Dover police to review and approve or disapprove potential cleaning personnel entering the McConnell center.

The evaluating committee is recommending award to low bid from Capital Contractors.

Bid Information:

The City of Dover solicited sealed Request for Proposals #B13055 for a Custodial Service at the McConnell Center.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes,
Invitations Mailed:	41	Number of Responses:	7
Warranty:	Na	Terms:	3 yrs
Work Bonded:	No	Contract:	yes
Prices will hold for:	Until Completion	Estimated Delivery:	weekly
Recommended Award to:	Capital Contractors	Fund:	McConnell Center 3381-
Other Approvals Required:	No	References Checked:	Recommended
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Results & Vendor Solicitation List:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.18.

Resolution Number: **R – 2013.06.26 – 56**
Resolution Re: B13067 Bituminous Concrete Asphalt Picked Up

WHEREAS: Sealed bid B13067 was requested and received for Bituminous Concrete /Asphalt (Picked Up as Needed) on May 29, 2013 at 3:00 pm; and

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

WHEREAS: Two bids were submitted for review. Pike Industries of Portsmouth in the amount of \$63.50 per ton for Base and \$66.50 for Top. The second bid response was from Brox Industries in the amount of \$64.55 per ton for Base and \$66.55 per ton for Top. The City of Dover tries to identify two vendors to utilize where circumstances make it financially prudent to do so depending on proximity of vendor plant to the location of work being performed as well as availability of product. The recommendation is to issue a purchase order to both Pike Industries and Brox Industries as needed.

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

The Purchasing Agent is hereby authorized to issue a Purchase order to both vendors as needed, given the rates provide in conjunction with B13067 dated May 29, 2013. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance Fy14
1000.1.300.43121.4715.00000.00	Street Improvments	380,000.00	380,000.00
1000.1.300.43121.4652.00000.00	Streets Maintenance supplies	40,000.00	40,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance:
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.18.

Resolution Number: **R – 2013.06.26 – 56**

Resolution Re: B13067 Bituminous Concrete Asphalt Picked Up

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.18.

Resolution Number: **R – 2013.06.26 – 56**
 Resolution Re: Bituminoous Concrete Asphalt Picked Up

RESOLUTION BACKGROUND MATERIAL:

Sealed bid B13067 was requested and received for Bituminous Concrete Asphalt to be picked up by city personnel or city authorized contractors at the vendor’s location as needed on May 29, 2013 at 3:00 pm. The city estimates purchases of 3500 tons annually.

Two bids were submitted for review. Pike Industries of Portsmouth in the amount of \$63.50 per ton for Base and \$66.50 for Top. The second bid response was from Brox Industries in the amount of \$64.55 per ton for Base and \$66.55 per ton for Top. The City of Dover tries to identify two vendors to utilize where circumstances make it financially prudent to do so depending on proximity of vendor plant to the location of work being performed as well as availability of product. The recommendation is to issue a purchase order to both Pike Industries and Brox Industries as needed.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	93	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One year	Estimated Delivery:	As needed
Recommended Award to:	Brox Industries and/or Pike Industries	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Results

<u>Vendor</u>	<u>Price for Base or Top per ton</u>	<u>Locations</u>
Pike Industries Inc 3 East Gate Park Lane Belmont, NH 03220	Base \$63.50 Top \$66.50	Portsmouth NH or Farmington NH
Brox Industries Inc 1471 Methuen Street Dracut, MA 01826	Base \$64.55 Top \$66.55	Old Rochester Neck Rd Rochester, NH

Vendor Solicitation List:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.19.

Resolution Number: **R - 2013.06.26 – 57**
Resolution Re: B13068 Various Chemicals

WHEREAS: Sealed bids B13068 were requested and received for various chemicals for various city departments on June 4, 2013 at 10:00 am with prices to hold through June 30, 2014; and

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

Borden Remington Corp Fall River MA
JCI Jones Chemicals Inc Merrimack NH
Fillion Associates Inc E. Providence RI
Harcross Chemicals Inc Nashua NH
Astro Chemicals Inc Springfield MA

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to each of the vendors identified above at rates provided in conjunction with B13068. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance Fy14
1000.1.350.45124.4612.00000.00	Indoor pool operating supplies	9,000.00	9,000.00
1000.1.350.45125.4612.00000.00	Thompson Pool op supplies	14,275.00	14,275.00
5300.1.300.43320.4612.00000.00	Water Operating supplies	32,500.00	32,500.00
5320.1.300.43250.4612.00000.00	Sewer Operating Supplies	70,000.00	70,000.00

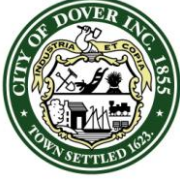
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance:
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.19.

Resolution Number: **R - 2013.06.26 – 57**
Resolution Re: B13068 Various Chemicals

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.19.

Resolution Number: **R - 2013.06.26 – 57**
Resolution Re: B13068 Various Chemicals

RESOLUTION BACKGROUND MATERIAL:

Sealed bids B13068 were requested and received for various chemicals for various city departments on June 4, 2013 @ 10:00 am with prices to hold through June 30, 2014. The low bids, meeting specifications, were submitted by the following vendors for chemicals referenced at unit prices specified in results page:

Borden Remington Corp Fall River MA
JCI Jones Chemicals Inc Merrimack NH
Fillion Associates Inc E. Providence RI
Harcross Chemicals Inc Nashua NH
Astro Chemicals Inc Springfield MA

Award Information:

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

Purchasing Information:

Type:	Purchase order	Advertised:	Yes
Invitations Mailed:	54	Number of Responses:	10 and 1 NB
Warranty:	Meets Specifications	Terms:	Net 30, FOB Dover
Work Bonded:	no	Contract:	No
Prices will hold for:	June 30, 2014	Estimated Delivery:	As needed
Recommended Award to:	Various Low bidders	Fund:	various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Cost estimated at \$25,000 or greater to some vendors

Results and Vendor Solicitation List:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.20.

Resolution Number: **R – 2013.06.26 – 58**
Resolution Re: B13070 Specialized Municipal Legal Services

WHEREAS: Sealed Request for Proposals B13070 was requested and received for “As Needed” Specialized Municipal Legal Services on May 30, 2013 at 10:00 am; and

WHEREAS: Six vendors responded with varying amounts of prior experience with the city, a wide spectrum of experience in municipally related legal issues, and varying rate structures for services rendered; and

WHEREAS: The vendors deemed most advantageous to the city are:

Mitchell Municipal Group PA	Laconia, NH
Sheehan, Phinney, Bass & Green	Manchester, NH
Drummond Woodsum	Portsmouth, NH
Donahue, Tucker & Ciandella	Portsmouth, NH
Wholey & Pelech	Portsmouth, NH
Hinkley Allen & Snyder LLC	Concord, NH

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 the vendors identified above given the rates provided in conjunction with B13070 dated May 30, 2013 for services as needed. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance fy14
xxxx.1.xxx.xxxxx.4334.xxxxx.xx.xxx	Legal Services	93,000.00	93,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance:
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.20.

Resolution Number: **R – 2013.06.26 – 58**
Resolution Re: B13070 Specialized Municipal Legal Services

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.20.

Resolution Number: **R – 2013.06.26 – 58**

Resolution Re: B13070 Specialized Municipal Legal Services

RESOLUTION BACKGROUND MATERIAL:

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

The vendors deemed most advantageous to the city are:

Mitchell Municipal Group PA	Laconia, NH
Sheehan, Phinney, Bass & Green	Manchester, NH
Drummond Woodsum	Portsmouth, NH
Donahue, Tucker & Ciandella	Portsmouth, NH
Wholey & Pelech	Portsmouth, NH
Hinkley Allen & Snyder LLC	Concord, NH

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	15	Number of Responses:	6
Warranty:	n.a	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	One year	Estimated Delivery:	Fy14
Recommended Award to:	All vendors as needed	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Vendor Solicitation List:

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

Results



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.21.

Resolution Number: **R – 2013.06.26 – 59**

Resolution Re: B13072 Tree Removal Services Award of Bid

WHEREAS: Sealed bids B13072 were requested and received for various Tree Removal Services on May 29, 2013 @10:00 am for one year agreement with option to renew for an additional one year term; and,

WHEREAS: Three bids were received with varying rates. It is the recommendation to award to low bidder Urban Tree at rates provided in conjunction with bid B13072. Rates for year two will remain same.

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 Urban Tree at rates provided in conjunction with B13072. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance Fy14
1000.1.300.43180.4432	F&G Maintenance	\$86,000.00	\$86,000.00

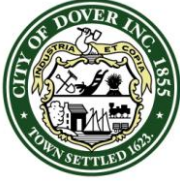
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance:
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.21.

Resolution Number: **R – 2013.06.26 – 59**

Resolution Re: B13072 Tree Removal Services Award of Bid

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.21.

Resolution Number: **R – 2013.06.26 – 59**

Resolution Re: B13072 Tree Removal Services Award of Bid

RESOLUTION BACKGROUND MATERIAL:

Sealed bid B13072 was requested and received for Tree removal Services on May 29, 2013 @ 10:00 am. It is anticipated that annual expenditures could exceed \$25,000 thereby requiring council approval. Quick and reliable response time is often required for safety reasons.

Purchasing Information:

Type:	Purchase order	Advertised:	Yes
Invitations Mailed:	58	Number of Responses:	3
Warranty:	Meets Specifications	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	June 30, 2015	Estimated Delivery:	As needed
Recommended Award to:	Urban Tree	Fund:	GF
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Cost estimated at \$25,000 or greater

Results and Vendor Solicitation List:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.22.

Resolution Number: **R - 2013.06.26 – 60**
Resolution Re: Purchase of Cab & Chassis for Patch Truck
2014 International 7400 SFA4x2

WHEREAS: Sealed request for bid 2012-00 was solicited by the State of NH in August 2012 for pricing of model year 2013 or newer for Truck Cab & Chassis with GVW from 36,000-55,000; and

WHEREAS: Bid meeting specifications for GVW of 36,000 was submitted by and awarded to Liberty International of Manchester NH for a 2014 International 7400SFA 4x2 in the base amount of \$93,269. Various options were outlined in the bid that the city is removing leaving the total price of \$79,220 .00 for the 2014 international 7400 SFA 4x2 truck cab and chassis of; and

WHEREAS: 3.29 B Purchases made through the State of New Hampshire, other governmental agencies, or cooperative buying groups: The Purchasing Agent may, with approval by the City Manager, waive bidding procedures when purchasing can be accomplished through the State of New Hampshire or at State bid prices, other governmental agencies or cooperative buying groups.

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 Liberty International in the amount of \$79,220.00 and corresponding rates provided in State of NH Contract 8001357. The amount of this authorization shall be limited so as not to exceed available funding.

Financing			
Account	Description	Appropriation	Balance
4013.1.300.43121.4743.03110.13	PW Heavy Equipment	200,000.00	144,441.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance:
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.22.

Resolution Number: **R - 2013.06.26 – 60**
Resolution Re: Purchase of Cab & Chassis for Patch Truck
2014 International 7400 SFA4x2

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.22.

Resolution Number: **R - 2013.06.26 – 60**
 Resolution Re: Purchase of Cab & Chassis for Patch Truck
 2014 International 7400 SFA4x2

RESOLUTION BACKGROUND MATERIAL:

Price adjustment consists of:

Front axle and suspension	16,000 lb	-1,200.00	12,000 lb
Right front air bag		-500.00	No Air bag
Engine Brake		-900.00	No Engine brake
PTO Installation		-2,561.00	No PTO Installation
Extended 7 Warranty		-9,200.00	not included
Software Package		-4,600.00	not included
Spare Wheel		-188.00	not included
Priced as spec	\$98,369.00	(\$19,149.00)	\$79,220.00

Bid Information:

State of NH bid 2012-00 contract # 8001357.

Purchasing Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.23.

Resolution Number: **R - 2013.06.26 – 61**
Resolution Re: Purchase of Cab & Chassis for Dump Truck
2014 Freightliner 114SD Truck

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.23.

Resolution Number: **R - 2013.06.26 – 61**
 Resolution Re: Purchase of Cab & Chassis for Dump Truck
 2014 Freightliner 114SD Truck

RESOLUTION BACKGROUND MATERIAL:

		truck revisions
Engine	237	upgrate to 450HP from 410HP
engine equipment	551	add flange for front PTO provision
engine equipment	116	add temro oil preheater
tires	110	upgrade tires from Goodyear G287 to G289
wheels	176	ugrade from 2 hand HD steel to 5 hand HD
wheels	-214	delete accuride
cab exterior	-57	deleted all units keyed alike
instrument control	-111	delete Dash Mounted PTO switch
chassis equipment	-90	delete wheel wrench
		Option Revisions
delete	-850	overload air suspension
delete	-3235	heated fender mirror
Net reduction	-3367	reduction from state bid pricing

Bid Information:

State of NH bid 2012-00 contract # 8001370.

Purchasing Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.24.

Resolution Number: **R – 2013.06.26 – 62**
Resolution Re: Generator Maintenance Southworth-Milton Inc

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

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

WHEREAS: Southworth-Milton Inc has offered a set price agreement in the amount of \$11,844 for November 2013 and May 2014 maintenance.

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

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Southworth-Milton Inc for the semi-annual maintenance in the annual amount of \$11,844. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance Fy14
5320.1.300.43250.4433.00000.00.00	Sewer Maint Charges Equip	31,200.00	31,200.00
5300.1.300.43320.4433.00000.00.00	Water Maint Charges Equip	31,250.00	31,250.00
1000.1.300.43180.4431.00000.00.00	F&G Maint Charges bldg	74,900.00	74,900.00
1000.1.220.42220.4434.00000.00.00	Fire Maint. Charges Vehicle	56,050.00	56,050.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance:
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.24.

Resolution Number: **R – 2013.06.26 – 62**
Resolution Re: Generator Maintenance Southworth-Milton Inc

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.24.

Resolution Number: **R – 2013.06.26 – 62**

Resolution Re: Generator Maintenance Southworth-Milton Inc

RESOLUTION BACKGROUND MATERIAL:

The Community Service and Fire Department has used Southworth-Milton Inc to maintain the caterpillar generators located though out the City of Dover since they were purchased from them. Southworth-Milton Inc is the only dealer/distributor for caterpillar in the New England region and the City of Dover has ten caterpillar generators at various wells, pump stations and fire departments. These ten generators need semi-annual (November and May) inspections and maintenance performed on them which has been done by Southworth-Milton Inc and their caterpillar trained technicians since the original purchases. Southworth-Milton Inc has offered an annual set price agreement for one year in the amount of \$11,844 annually for the semiannual inspections and maintenance for November 2013 and May 2014.

Generator Locations

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

Award Information:

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

Purchasing Information:

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



CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 13.A.25.

Bid Number: **R -2013.06.26 – 63**
Bid Description: Various Senior Center Trips

WHEREAS: The Senior Center Travel Supervisor has a schedule of possible trips for the remainder of calendar year 2013 through the beginning of 2014. A list and estimated costs are outlined in the background section of this resolution. The Senior Center Travel Supervisor obtains pricing information for these trips as scheduled; and

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

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

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

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

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

Financing

Account	Description	Appropriation	Balance FY14
3410.1.350.45126.4443.00000	McConnell Senior Programs	\$170,000.00	\$170,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance:
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 13.A.25.

Bid Number: **R -2013.06.26 – 63**
Bid Description: Various Senior Center Trips

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 13.A.25.

Bid Number: **R -2013.06.26 – 63**
Bid Description: Various Senior Center Trips

BACKGROUND MATERIAL:

This is a blanket resolution for the Senior Center trips using Fox Tours, Best of Times Travel and Yankee Tours as needed.

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

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

Fox Tours:

June 15th: “Chicago”/Reagle Players (~\$3500)
July 24th: Bass River/Cape Cod (~\$3500)
September 8-11th: Taj Mahal (~\$12K)
September 21st: Bourne Scallop Festival (~\$3500)
October 10-12th: Amish Country (~\$14K)
November 20th: White’s of Westport (~3K)
December TBD: Reagle Players Christmas Spectacular (~3K)
2014 trips are not out and confirmed yet

Best of Times Travel

TBD – 2 possible 2014 day trips – approx. (\$3K each)

Yankee Tours:

Daytona – Feb 2014 (Between \$20K & \$40K depending on traveler numbers)

Purchasing Information:

Type:	Purchase order	Advertised:	no
Invitations Mailed:	N/A	Number of Responses:	na
Warranty:	na	Terms:	Net 30,
Work Bonded:	No	Contract:	No
Prices will hold for:	Until Trip date	Estimated Delivery:	2013-2014
Recommended Award to:	Fox Tours and/or Yankee Tours	Fund:	3410
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for City Manager Approval:	Waive sealed bidding procedure



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.26.

Resolution Number: **R – 2013.06.26 – 64**

Resolution Re: FY13 Transfer of Appropriation – General Fund

- WHEREAS: The City Council adopted the FY13 Budget on June 6, 2012; and
- WHEREAS: Some non-school departments have incurred expenditures not originally anticipated as part of the budget; and
- WHEREAS: Unspent appropriations exist within some non-school department accounts; and
- WHEREAS: A transfer of appropriations is necessary to cover the expenditures not originally anticipated in the department budgets;

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

Pursuant to C6-8 of the City Charter, the City Manager is authorized to transfer unspent FY13 appropriations as deemed necessary between non-school departments within the General Fund to cover these unanticipated expenditures

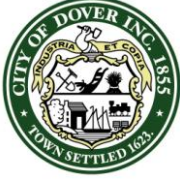
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance: General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.26.

Resolution Number: **R – 2013.06.26 – 64**

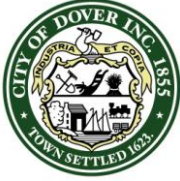
Resolution Re: FY13 Transfer of Appropriation – General Fund

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.26.

Resolution Number: **R – 2013.06.26 – 64**

Resolution Re: FY13 Transfer of Appropriation – General Fund

RESOLUTION BACKGROUND MATERIAL:

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

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

<u>Department</u>	<u>Projected Shortfall</u>
Human Services – General Assistance	
Rental of Land & Buildings	<u>20,000</u>
City Departments Total:	<u>\$20,000</u>

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

This resolution does not increase appropriations.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2013.06.26 – 65**

Resolution Re: Rehearing Request for Littleworth Road Rezoning

WHEREAS: The Dover City Council voted to deny a petition to re-zone a portion of Littleworth Road to B-4 (Hotel/Retail) on May 8, 2013; and

WHEREAS: Nikolas Mitropoulos, representing the George Mitropoulos Revocable Trust and Grammas Investment, LLC, have requested a re-hearing pursuant to RSA 677:3 by letter received on June 5, 2013 dated June 5, 2013; and

WHEREAS: The request for re-hearing from Mr. Mitropoulos and Mr. Grammas was timely filed.

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

The request for rehearing for the zoning change on Littleworth Road is granted.

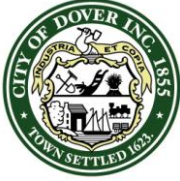
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance:
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2013.06.26 – 65**

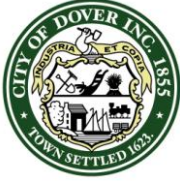
Resolution Re: Rehearing Request for Littleworth Road Rezoning

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2013.06.26 – 65**

Resolution Re: Rehearing Request for Littleworth Road Rezoning

RESOLUTION BACKGROUND MATERIAL:

On May 8, 2013 the City Council voted 5-4 to approve the requested rezoning of Assessor's Map H Lot 29A. This rezoning would have shifted the lot from Low Density Residential (R-20) to Hotel/Retail (B-4). The property owner had petitioned the Planning Board for this change. Owners of abutting lots had submitted a protest petition for the rezoning. Through this act, 2/3 of those Councilor's present were required to ratify the zoning change.

If a zoning amendment petition is denied by City Council, the petitioner may request a rehearing. RSA 677:2 provides that "[w]ithin 30 days after any... decision... of the local legislative body... in regard to its zoning... any party to the... proceedings, or any person directly affected thereby may apply for a rehearing" (emphasis added).

The motion for rehearing must specify the grounds upon which the request is being made (RSA 677:3 provides that the motion must "set forth fully every ground upon which it is claimed that the decision... complained of is unlawful or unreasonable.")

The local legislative body (i.e. City Council) may grant the rehearing "if in its opinion good reason therefor is stated in the motion." RSA 677:2.

The Council voted not to approve the rezoning on May 8th, so your 30 day window began then. Staff received the attached letter requesting the rehearing on June 5, 2013. The requests asserts three reasons the Council's decision was unreasonable (the petitioner was not able to present their case, the rezoning is in keeping with the character of Littleworth Road, and the petitioner's agent misunderstood the process, resulting in a lack of proper description of the proposed change).

Staff believes that the Council should grant the rehearing, to ensure proper due process. If granted, the rehearing must be held within 30 days, and must follow a public hearing, similar to the first hearing. This rehearing could be scheduled for July 24, 2013, following notice in the newspaper and to abutters as per Chapter 170.

The protest petition, previously submitted, still stands and a 2/3 affirmative vote by those Councilors present and voting is required.

To: J. Michael Joyal, City
Manager
From: Christopher G. Parker, AICP
Date: June 6, 2013
Re: Rehearing Request
CC: Planning Board

ISSUE:

The Council voted to not reaffirm the Planning Board's rezoning of lot H-29A from R-20 to B-4. The petitioner has requested a rehearing.

INTENT:

RSA 677:2 allows people who have been impacted by land use requests to the local legislative body to request a rehearing.

GOALS:

To review the allowances afforded residents/property owners under RSA 677, and review the process for a rehearing.

ATTACHMENTS:

Rehearing request (over)

On May 8, 2013 the City Council voted 5-4 to approve the requested rezoning of Assessor's Map H Lot 29A. This rezoning would have shifted the lot from Low Density Residential (R-20) to Hotel/Retail (B-4). The property owner had petitioned the Planning Board for this change. Owners of abutting lots had submitted a protest petition for the rezoning. Through this act, 2/3rds of those Councilor's present were required to ratify the zoning change.

If a zoning amendment petition is denied by City Council, the petitioner may request a rehearing. RSA 677:2 provides that "[w]ithin 30 days after any... decision... of the local legislative body... in regard to its zoning... any party to the... proceedings, or any person directly affected thereby may apply for a rehearing" (emphasis added).

The motion for rehearing must specify the grounds upon which the request is being made (RSA 677:3 provides that the motion must "set forth fully every ground upon which it is claimed that the decision... complained of is unlawful or unreasonable.")

The local legislative body (i.e. City Council) may grant the rehearing "if in its opinion good reason therefor is stated in the motion." RSA 677:2.

The Council voted not to approve the rezoning on May 8th, so your 30 day window began then. Staff received the attached letter requesting the rehearing on June 5, 2013. The requests asserts three reasons the Council's decision was unreasonable (the petitioner was not able to present their case, the rezoning is in keeping with the character of Littleworth Road, and the petitioner's agent misunderstood the process, resulting in a lack of proper description of the proposed change).

I will draft a resolution to place the rehearing request on the June 26, 2013 Council agenda. At that meeting I would urge the Council to grant the rehearing, to ensure proper due process. The rehearing will not occur that night, but must be held within 30 days, and must follow a public hearing, similar to the first hearing.

Additionally, the protest petition, previously submitted, still stands and a 2/3rds affirmative vote by those Councilor's present and voting is required.

RECEIVED
City Manager's Office

JUN 06 2013

Dover, New Hampshire

Honorable Mayor Dean Trefethen
Dover City Council
288 Central Ave.
Dover, NH 03820

June 5, 2013

Re: Motion for Rehearing of Littleworth Rd.

Dear Mayor and Councilors,

Please accept this request pursuant to RSA 677:2 and RSA 677:3 for a rehearing on the vote the Council took May 8, 2013. The vote denied my request to rezone my property located on Littleworth Rd.

I believe the City Council decision was unreasonable for the reasons:

(1) The petitioner was not able to present our case.

(2) The rezoning was inkeeping with character of the road with all of the commercial and industrial uses currently in place on abutting or very nearby lots, also the fact that this is a State of New Hampshire Highway. I feel the rezoning will help the traffic flow and it will be safer with plan the petitioner has to introduce to the Council.


(3) The petitioner and I were under the impression that he had to be a citizen of Dover when he was denied the opportunity to speak at the portion of the meeting that allowed the public to speak. We now realize that he could have spoken as he does own property in Dover.

I believe by not having the opportunity to present the case and the misunderstanding that he could have spoken as a property owner of Dover the Council members as well as the Citizens do not have a completer understanding of the Development plan. We now have a plan being prepared by civil engineer Bob Duval. The plan would only use 2-1/2 acres of the 6-1/2 acre lot. The intension is to have Bob Duval of TF Moran Civil Engineers present a plan to the Council members.


We are organizing a neighborhood meeting at the McConnell Center to show the plans and traffic flow to the abutters and other neighbors that may have concerns.

I give my permission to Grammas Investment, LLC to represent the Mitropoulos Family with matters of this property for the City of Dover, NH, Planning Board, Zoning Board and City Council meetings.

Sincerely,



Nicholas Mitropoulos



John Grammas



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2013.06.26 – 66**

Resolution Re: Amend City Financial Policies for Stabilization Funds –
School General Fund Budget Year End Surplus

WHEREAS: On December 12, 2012 the City Council established three capital reserve funds for the School Department (Curriculum, Technology, and Athletics Equipment); and

WHEREAS: On April 27, 2011 the City Council adopted a comprehensive set of financial policies designed to ensure the financial health of the municipal corporation; and

WHEREAS: The adopted City Financial Policies contain a sub-section addressing Stabilization Funds and the importance of maintaining adequate unassigned fund balance and other recommended stabilization funds; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The City Financial Policies are amended to include the following policy within the sub-section of Stabilization Funds:

The City shall utilize year-end School Department General Fund Budget surplus that exceeds the prior year percentage of unassigned General Fund balance, currently 8.2%, to be allocated in equal amounts to the School Curriculum Capital Reserve, School Technology Capital Reserve, and School Athletics Equipment Capital Reserve.

AND, FURTHER BE IT RESOLVED;

In accordance with NH RSA Chapter 34 any transfer to be appropriated from General Fund balance to these three capital reserves will be made after a public hearing and favorable vote of 3/4 of the City Council members.

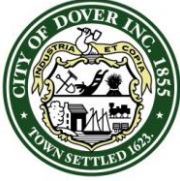
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Karen Weston
Councilor At Large

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2013.06.26 – 66**
Resolution Re: Amend City Financial Policies for Stabilization Funds –
School General Fund Budget Year End Surplus

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2013.06.26 – 66**

Resolution Re: Amend City Financial Policies for Stabilization Funds –
School General Fund Budget Year End Surplus

RESOLUTION BACKGROUND MATERIAL:

In April 2011 the City Council adopted a series of financial policies. The policies provide a comprehensive set of recommendations and measures designed to ensure the financial health of the municipal corporation. The financial policies contain a sub-section addressing Stabilization Funds and the importance of maintaining adequate unassigned fund balance and other recommended stabilization funds, to include funding of capital reserve funds.

In December 2012 the City Council created three separate capital reserves relative to the School Department: School Curriculum capital reserve, School Technology capital reserve, and School Athletics Equipment capital reserve.

Within the City financial policies it is identified that the City shall achieve and maintain a minimum unassigned General Fund balance of 8%. As of June 30, 2012 the City achieved an 8.2% unassigned General Fund balance.

This resolution seeks to maintain the 8.2% level of unassigned General Fund balance.

The resolution would result in the City financial policies being amended to include a new policy within the sub-section addressing Stabilization Funds, to recommend that the City shall utilize year-end School Department General Fund Budget surplus that exceeds the prior year percentage of unassigned General Fund balance, currently 8.2%, to be allocated in equal amounts to the School Curriculum Capital Reserve, School Technology Capital Reserve, and School Athletics Equipment Capital Reserve.

This resolution addresses amending City financial policies. This resolution does not authorize any appropriation. To authorize an actual transfer of unassigned General Fund balance into the capital reserve accounts would require separate action by City Council in accordance with NH RSA Chapter 34.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2013.06.26 – 67**
Resolution Re: **Rescind School FY13 CIP Appropriation for Media Center Equipment**

WHEREAS: There are existing FY13 CIP capital appropriations for bonding that are determined not to be needed for School capital improvement projects; and

WHEREAS: The Dover School Board has approved a resolution on June 11, 2012 requesting that City Council rescind the \$80,000.00 appropriation for Media Center Equipment; and

WHEREAS: The City Council desires to rescind the unneeded capital appropriation; and

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

The following school capital project appropriation is hereby rescinded:

<u>Account</u>	<u>Description</u>	<u>Appropriation Authorized</u>	<u>Rescind</u>
4013.1.550.49200.4745.01206.13	Media Center Equipment	\$80,000.00	\$80,000.00
Total CIP FY13 Appropriation Rescinded:		\$80,000.00	

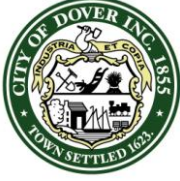
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2013.06.26 – 67**
Resolution Re: **Rescind School FY13 CIP Appropriation for Media Center Equipment**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2013.06.26 – 67**

Resolution Re: **Rescind School FY13 CIP Appropriation for Media
Center Equipment**

RESOLUTION BACKGROUND MATERIAL:

The Dover School Board has requested that this existing appropriation authorization for Media Center Equipment be rescinded. A copy of the School Board's adopted resolution is attached to this resolution.

The rescission of the appropriation authorization for capital outlay requires City Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2013.06.26 – 68**

Resolution Re: Sale of First St. Parking Lot Map 6 lot 3

WHEREAS: The City of Dover has requested proposals B13019 for the mixed use development & revitalization of First Street for parties interested in purchasing city owned property known as the First St Parking Lot identified as map 6 lots 3 on the Dover tax maps; and

WHEREAS: Two replies were received and evaluated with recommendation to award to First Street at Garrison LLC. Dover Code 79-11 specifics the procedure to be followed for disposing of city owned real-estate including the ability for exceptions to the procedure in cases of economic development. The city solicited requests for quote Q13-006 for an appraisal of the property and awarded to both Bergeron Commercial Appraisal and McManus & Nault Appraisal Company. Two appraisals were conducted with a value of \$500,000 from Bergeron and a value of \$820,000 from McManus being submitted to the city; and

WHEREAS: City staff has negotiated a Developers Agreement between the buyer (First Street at Garrison, LLC) for the sale and redevelopment of the property. The sale price is \$202,000, and the redevelopment of the site is projected to be valued at \$12,250,000; and

WHEREAS: The Developers Agreement includes sureties that the property will be developed in a manner consistent with the City’s Master Plan, and consistent with a pro-infill development policy endorsed by the Parking Commission, Dover Business and Industrial Development Authority and Planning Board.

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

The City Manger is authorized to sell city property First St Parking Lot identified as Map 6 lot 3 on the Dover Tax Map for the amount of \$202,000. A \$20,000 deposit shall be received to be applied to purchase. Funds are to be placed in the Parking Activity Capital Reserve Account.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance:
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2013.06.26 – 68**

Resolution Re: Sale of First St. Parking Lot Map 6 lot 3

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2013.06.26 – 68**

Resolution Re: Sale of First St. Parking Lot Map 6 lot 3

RESOLUTION BACKGROUND MATERIAL:

In 2012 the City requested proposals for redevelopment of First Street, Orchard Street, School Street and Third Street) within the urban core. One response was received, and presented to the City Council. Subsequently, it was determined that four separate requests for proposals should be drafted and released. An interested party approached the City about the First Street lot, so Bid B13019 was released in September of 2012, in accordance with Chapter 79. Two results were received and the City Council authorized staff to negotiate with First Street at Garrison, LLC in December of 2012. Staff negotiated the attached Developer's Agreement with the buyer over the winter of 2012/Spring 2013.

Award Information:

City Manager recommends that the property be sold to First Street at Garrison, LLC for the amount of \$202,000.

Purchasing Information:

Type:	Sales agreement	Advertised:	Yes
Invitations Mailed:	Email 229 mailed 41	Number of Responses:	2
Warranty:	NA	Terms:	In contract
Work Bonded:	Na	Contract:	Yes
Prices will hold for:	NA	Estimated Delivery:	NA
Recommended Sale to:	First Street @ Garrison LLC	Fund:	NA
Other Approvals Required:	NA	References Checked:	NA
Previously Worked for City:	NA	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Results and Vendor Solicitation List:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2013.06.26 – 69**
Resolution Re: Authorization for Conveyance of City Owned
Land Map 12 lot 29

WHEREAS: Margaret Guy is the property owner of property located on Central Avenue in Dover, being Lot 28, of Assessor’s Map 12; and

WHEREAS: Assessor’s Map 12 lot 29 is owned by the City and is .08 Acres of land between the building located on the Guy parcel, and the Silver Street Right of way; and

WHEREAS: The Silver Street right of way is over 50 feet wide allowing the City flexibility to utilize the roadway without the need for this parcel; and

WHEREAS: On June 25, 2013 the Dover Planning Board approved a site plan Guy property, which incorporates the City property in the redevelopment of the existing 16 unit building with the condition that approval be obtained by the City Council.

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

The City Manager is hereby authorized to convey by Quitclaim Deed to Margaret Guy, as the owner of parcel 12-28, 3,530 square feet as shown on the plan approved by the Dover Planning Board.

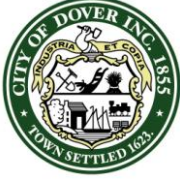
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance: General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2013.06.26 – 69**
Resolution Re: Authorization for Conveyance of City Owned
Land Map 12 lot 29

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2013.06.26 – 69**

Resolution Re: Authorization for Conveyance of City Owned
Land Map 12 lot 29

RESOLUTION BACKGROUND MATERIAL:

The City's Master Plan promotes infill development and encourages adaptive reuse of property. The property owner of Map 12 lot 28, commonly known as Tuttle Square Apartments, wishes to sell the property to a developer. This developer, First Rate Development, LLC intends on demolishing the existing 16 unit, five story brick structure, and replacing it with a four story 16 unit structure, with parking below grade. This project requires the acquisition of the City owned adjacent property to more efficiently redevelop this site.

The City parcel will be combined with the property owner's site to create a new development, in keeping with the historic character, look and feel that Dover's context sensitive zoning requires in downtown Dover.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2013.06.26 – 70**

Resolution Re: **The Walter W. Fischer 1993 Trust Land Donations**

WHEREAS: There are three parcels of land located at Lot 39B, Tax Map 8 (Dover Point Road), Lot 39B, Tax Map 32 (Cedarbrook) and Lot 36U, Tax Map 1 (Spruce Lane) owned by Walter W. Fischer; and

WHEREAS: Mr. Fischer is interested in donating all of these parcels to the City of Dover; and

WHEREAS: There are no conditions associated with the proposed donations, other than Mr. Fischer being able to claim a personal tax deduction as a charitable donation to the City of Dover.

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

The Spruce Lane, Cedarbrook and Dover Point Road properties donated by Walter W. Fisher, Trustee of the Walter W. Fischer 1993 Trust are accepted as quitclaimed in three separate deeds to the City of Dover according to the metes and bounds description.

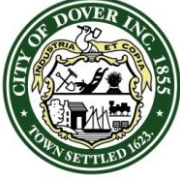
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Dean Trefethen
By request

Approved for Legal Compliance:

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2013.06.26 – 70**

Resolution Re: **The Walter W. Fischer 1993 Trust Land Donations**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2013.06.26 – 70**
Resolution Re: **The Walter W. Fischer 1993 Trust Land Donations**

RESOLUTION BACKGROUND MATERIAL:

On February 7, 2013, the City Manager received a letter from representatives of Walter Fischer offering to donate three parcels of land to the City of Dover. Staff reviewed the parcels, and the appraisals submitted for the parcels. In reviewing the parcels, staff reviewed documentation; approved subdivision plans and visited each site to determine if the City would be accepting a liability by accepting the donated parcels. Staff found none. The parcels are all undeveloped and are in a natural state. Staff comments on the parcels follow:

I - 36U



Map I lot 36U was created as part of the Partidge Lane Subdivision in 1972. According to the Assessors tax records, the lot is just under one half acre in area. It is bounded by Spruce Lane, Danielle Lane, and the rear of lots located off Partidge Lane.

The property is located in an R-12 district that allows single family homes to be constructed on lots that are a minimum lot size of 12,000 square feet. The frontage requirement is 100 feet.

The lot is depicted to the left. It is outlined in bold. Included are the parcel lines, any infrastructure in or around the lot, as well as any contour lines we have access to in the City Geographic Information System.

32 – 39B

Map 32 lot 39B was created as part of the Cedarbrook subdivision in 1958. According to the Assessors tax records, the lot is four and a quarter acres in area. It is bounded by the Cochecho River, and lots that front on Cedarbrook Drive, and Arcola Street. The property is land locked.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2013.06.26 – 70**

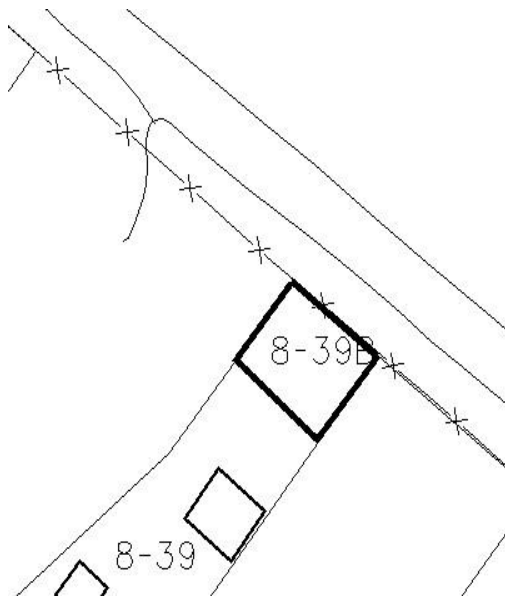
Resolution Re: **The Walter W. Fischer 1993 Trust Land Donations**



The property is located in an R-12 district that allows single family homes to be constructed on lots that are a minimum lot size of 12,000 square feet. The frontage requirement is 100 feet.

The lot is depicted to the left. It is outlined in bold. Included are the parcel lines, any infrastructure in or around the lot, as well as any contour lines we have access to in the City Geographic Information System. The contour lines indicate that the parcel slopes towards the Cochecho River, and may be at the same elevation as the river at places.

8 – 39B



According to the Assessors tax records, Map 8 lot 39B is 3000 square feet in area. It is bounded by the Spaulding Turnpike and a portion of right of way between the Spaulding Turnpike and Dover Point Road. The property is ostensibly land locked.

The property is located in a B-1 district that allows single family homes to be constructed on lots that are a minimum lot size of 10,000 square feet. The frontage requirement is 100 feet.

The lot is depicted to the left. It is outlined in bold. Included are the parcel lines, any infrastructure in or around the lot, as well as any contour lines we have access to in the City Geographic Information System.

buildable.

According to the City of Dover Code chapter 170-14, a lot is buildable as long as it is 5000 square feet or larger. This lot does not meet that requirement, and while it is a lot of record. At this time, from a regulatory stand point, staff believes the lot is non-

QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS THAT I,
WALTER W. FISCHER, TRUSTEE OF THE WALTER W. FISCHER 1993 TRUST, single, of 542 Central Avenue, Dover, County of Strafford, State of New Hampshire 03820, for consideration paid, grant to the **CITY OF DOVER, NH**, a municipal corporation, of 288 Central Avenue, Dover, County of Strafford, State of New Hampshire 03820, with **QUITCLAIM** covenants, the following:

A certain tract or parcel of land with the buildings thereon situated on the Easterly side of the Dover Point Road, also known as the Dover-Portsmouth Road, in said Dover, bounded and described as follows:

Beginning at the Southeasterly corner of the parcel herein conveyed and running thence Northwesterly along the Dover-Portsmouth Road, so called, seventy-five (75) feet, more or less to a point, being the same point referred to in a certain deed from Florence J. Roberts to the State of New Hampshire, reference being had to Strafford County Records, Book 639, Page 331; thence, running in a Northeasterly direction along land of the State of New Hampshire two hundred (200) feet, more or less, to the Westerly boundary of the right of way of the Spaulding Turnpike, so called; thence, Southeasterly along said right of way one hundred (100) feet, more or less, to land of A.W. Ramaika, et al; thence, running in a Southwesterly direction along said Ramaika land two hundred (200) feet, more or less, to the point of beginning.

The grantors also convey to the grantee herein all their right, title and interest in and to the proposed streets and a certain fourteen (14) foot right of way to the Cocheco River as shown on a plan entitled, "Property of Florence J. Breen, proposed development, Dover Point Road, Dover, N.H." dated October 16, 1948 and recorded in the Strafford County Records.

** Meaning also hereby to convey lot #39 as shown on Map 8 of the Assessors Map of the City of Dover, which said map shows that the course "Southeasterly along said right of way" to be fifty (50) feet rather than one hundred (100) feet.

Meaning and intending to convey PARCEL VI in Exhibit "C" as conveyed to WALTER W. FISCHER , TRUSTEE OF THE WALTER W. FISCHER 1993 TRUST by Quitclaim Deed of Walter W. Fischer dated December 19, 2008 and recorded at the Strafford County Registry of Deeds, Book 3700, Page 433.

This is a non-contractual transfer and therefore, tax stamps are not required.

Signed this _____ of May, 2013

Witness

Walter W. Fischer, Trustee of
THE WALTER W. FISCHER 1993 TRUST.

STATE OF NEW HAMPSHIRE

Strafford, ss.

May _____, 2013

The foregoing instrument was acknowledged before me by Walter W. Fischer.

Notary Public

My Commission Expires _____

QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS THAT I,
WALTER W. FISCHER, TRUSTEE OF THE WALTER W. FISCHER 1993 TRUST, single, of 542 Central Avenue, Dover, County of Strafford, State of New Hampshire 03820, for consideration paid, grant to the **CITY OF DOVER, NH**, a municipal corporation, of 288 Central Avenue, Dover, County of Strafford, State of New Hampshire 03820, with **QUITCLAIM** covenants, the following:

A certain parcel of land situate on the Southerly side of the Cocheco River in Dover, Strafford County and State of New Hampshire, shown on plan entitled "CEDARBROOK, Dover, N.H., dated Feb. 24, 1958, G.L. Davis Associates", a copy of which is recorded in Strafford County Records, Pocket #6, Folder #2, as Plan #37, further indicated as Lot #39B on Sheet #32 of the City of Dover Assessors Plans, and bounded and described as follows:

Beginning at an iron pipe at the junction of the Southwesterly corner of the within described premises with the Northwesterly corner of Lot #3 of Cedarbrook and Tolend Park; thence, N 18° 41' W by said Park a distance of two hundred seventy-two and four-tenths (272.4) feet to an iron pipe; thence, N 57° 05' E by said Park a distance of eighty-nine and seven-tenths (89.7) feet to an iron pipe; thence, continuing on the same bearing to the brook; thence, NORTHWESTERLY and NORTHEASTERLY by said brook to the Cocheco River; thence, SOUTHERLY, EASTERLY, SOUTHERLY, NORTHERLY and SOUTHEASTERLY by said River to Lot #15; thence, S 31° 28' W by Lot #15 a distance of thirty-five (35) feet, more or less, to Lot #14; thence, S 31° 28' W by Lots #14, to Lot #5 (in descending order) a distance of six hundred sixty-six and eight-tenths (666.8) feet; thence, S 40° 19' W by Lots #5 and #4 a distance of two hundred twenty-five and no-tenths (225.0) feet to the point of beginning.

Meaning and intending to convey PARCEL I in Exhibit "C" as conveyed to WALTER W. FISCHER, TRUSTEE OF THE WALTER W. FISCHER 1993 TRUST by Quitclaim Deed of Walter W. Fischer dated December 19, 2008 and recorded at the Strafford County Registry of Deeds, Book 3700, Page 433.

This is a non-contractual transfer and therefore, tax stamps are not required.

Signed this _____ of May, 2013

Witness

Walter W. Fischer, Trustee of
THE WALTER W. FISCHER 1993 TRUST.

STATE OF NEW HAMPSHIRE

Strafford, ss.

May _____, 2013

The foregoing instrument was acknowledged before me by Walter W. Fischer.

Notary Public

My Commission Expires _____

QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS THAT I,
WALTER W. FISCHER, TRUSTEE OF THE WALTER W. FISCHER 1993 TRUST, single, of 542 Central Avenue, Dover, County of Strafford, State of New Hampshire 03820, for consideration paid, grant to the **CITY OF DOVER, NH**, a municipal corporation, of 288 Central Avenue, Dover, County of Strafford, State of New Hampshire 03820, with **QUITCLAIM** covenants, the following:

A certain tract or parcel of land situate on the northeasterly side of Spruce Lane in Dover, County of Strafford, State of New Hampshire, and being Lot #20 shown on plan entitled "Partridge Lane" dated Mar. 1978, G.L. Davis & Associates, recorded at the Strafford County Registry of Deeds as Plan 17D – 120, also being Lot #36U on Sheet I of the City of Dover Assessors Plans.

Meaning and intending to convey PARCEL VIII in Exhibit "C" as conveyed to WALTER W. FISCHER, TRUSTEE OF THE WALTER W. FISCHER 1993 TRUST by Quitclaim Deed of Walter W. Fischer dated December 19, 2008 and recorded at the Strafford County Registry of Deeds, Book 3700, Page 433.

This is a non-contractual transfer and therefore, tax stamps are not required.

Signed this _____ of May, 2013

Witness

Walter W. Fischer, Trustee of
THE WALTER W. FISCHER 1993 TRUST.

STATE OF NEW HAMPSHIRE
Strafford, ss.

May _____, 2013

The foregoing instrument was acknowledged before me by Walter W. Fischer.

Notary Public
My Commission Expires _____

CIVILWORKS, INC.

Civil Engineers
Land Surveyors

P.O. Box 1166
Dover, NH 03821-1166

603-749-0443
(Facsimile) 603-749-7348

February 7, 2013

City of Dover
288 Central Avenue
Dover, NH 03820

Attn: Michael Joyal
City Manager

Re: Land of Walter W. Fischer
Dover Point, Off Fourth Street & Spruce Lane
Our Reference No. 13102

Dear Mr. Joyal:

Our firm represents Mr. Walter W. Fischer with regard to his ownership of the following real properties:

- Lot 39 B, Tax Map 8
Spaulding Turnpike
Area = 3,000 s.f. (more or less)
- Lot 39 B, Tax Map 32
Off Fourth Street
Area = 4.3 acres (more or less)
- Lot 36 U, Tax Map I
Spruce Lane
Area = 27,330 s.f. (more or less)

Enclosed herewith please find reports entitled: "APPRAISAL OF REAL PROPERTY", each dated August 5, 2010, as prepared by Bryan S. DuBois for each of the above referenced land parcels. All three (3) parcels are "vacant land" and are not presently being used for any purpose.

Mr. Fischer is interested in donating all of these parcels to the City of Dover. There are no conditions associated with the proposed donation, other than Mr. Fischer being able to claim a personal tax deduction as a charitable donation to the City of Dover in an amount equal to the stated "Opinion of Value" as set forth in the enclosed reports for each of the subject land parcels. Said stated "Opinion of Value" (OOV) for each of the referenced parcels are as follows:

- Lot 39 B, Tax Map 8: OOV = \$ 1,000.00
- Lot 39 B, Tax Map 32: OOV = \$15,000.00
- Lot 36 U, Tax Map I: OOV = \$15,000.00

We have recently discussed this matter with Chris Parker and Steve Bird of the City's Planning Department and as such, are copying them on this correspondence.

In advance, we appreciate your attention to this matter and thank you for your attention to same. Please feel free to call or email me (civilworksdoover@comcast.net) should you have any questions.

We look forward to the City's response to Mr. Fischer's proposal.

Very truly yours,
CIVILWORKS, INC.



Paul J. Connolly, P.E., P.L.S.

PJC/lrd

Enclosures

cc: Beth Fischer (via email)
Chris Parker (via email)
Steve Bird (via email)



APPRAISAL OF REAL PROPERTY

LOCATED AT:
Dover Point Road
Dover, NH 03820

FOR:
Walter W. Fischer
542 Central Avenue
Dover, NH 03820

AS OF:
August 05, 2010

Name: Bryan S. DuBois

Address: 11 Chestnut Street, Dover, NH 03820

STATEMENT OF ASSUMPTIONS & LIMITING CONDITIONS

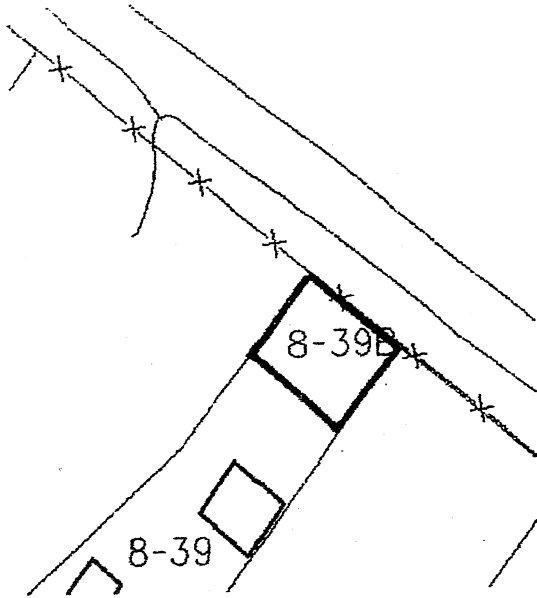
- The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis of it being under responsible ownership.
- The appraiser may have provided a plat and/or parcel map in the appraisal report to assist the reader in visualizing the lot size, shape, and/or orientation. The appraiser has not made a survey of the subject property.
- If so indicated, the appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
- The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
- The appraiser has noted in the appraisal report any adverse conditions (including, but not limited to, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property, or that he or she became aware of during the normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property, or adverse environmental conditions (including, but not limited to, the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of the property.
- The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
- The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and any applicable federal, state or local laws.
- An appraiser's client is the party (or parties) who engage an appraiser in a specific assignment. Any other party acquiring this report from the client does not become a party to the appraiser-client relationship. Any persons receiving this appraisal report because of disclosure requirements applicable to the appraiser's client do not become intended users of this report unless specifically identified by the client at the time of the assignment.
- The appraiser's written consent and approval must be obtained before this appraisal report can be conveyed by anyone to the public, through advertising, public relations, news, sales, or by means of any other media, or by its inclusion in a private or public database. Possession of this report or any copy thereof does not carry with it the right of publication.
- Forecasts of effective demand for the highest and best use or the best fitting and most appropriate use were based on the best available data concerning the market and are subject to conditions of economic uncertainty about the future.

The Scope of Work is the type and extent of research and analyses performed in an appraisal assignment that is required to produce credible assignment results, given the nature of the appraisal problem, the specific requirements of the intended user(s) and the intended use of the appraisal report. Reliance upon this report, regardless of how acquired, by any party or for any use, other than those specified in this report by the Appraiser, is prohibited. The Opinion of Value that is the conclusion of this report is credible only within the context of the Scope of Work, Effective Date, the Date of Report, the Intended User(s), the Intended Use, the stated Assumptions and Limiting Conditions, any Hypothetical Conditions and/or Extraordinary Assumptions, and the Type of Value, as defined herein. The appraiser, appraisal firm, and related parties assume no obligation, liability, or accountability, and will not be responsible for any unauthorized use of this report or its conclusions.

Additional Comments (Scope of Work, Extraordinary Assumptions, Hypothetical Conditions, etc.):

The extraordinary assumption was made that the lot is not buildable based on an interview with the client's daughter, physical inspection and city records. If it is found that the lot is buildable the value of the lot would be greatly impacted.

8-39B



Dover Point Loop #5
Land lock Neighbor is using land for drive

According to the Assessor's tax records, Map 8 lot 39B is 3000 square feet in area. It is bounded by the Spaulding Turnpike and a portion of right of way between the Spaulding Turnpike and Dover Point Road. The property is ostensibly land locked.

The property is located in a B-1 district that allows single family homes to be constructed on lots that are a minimum lot size of 10,000 square feet. The frontage requirement is 100 feet.

The lot is depicted to the left. It is outlined in bold. I have included the parcel lines, any infrastructure in or around the lot in the City Geographic Information System.

According to the City of Dover Code chapter 170-14, a lot is buildable as long as it is 5000 square feet or larger. This lot does not meet that requirement, and while it is a lot of record. At this time, from a regulatory stand point, staff believes the lot is non-buildable.

Who would be interested in this land?

SUBJECT

Assessor's Parcel #: Map 8 Lot 39-B Tax Year: 2009 R.E. Taxes: \$ 13.99 Special Assessments: \$ N/A
 Market Area Name: Spaulding Turnpike Map Reference: 40484 Census Tract: 0812.00
 Current Owner of Record: Walter W. Fischer Borrower (if applicable): N/A
 Project Type (if applicable): PUD De Minimis PUD Other (describe) HOA: \$ N/A per year per month
 Are there any existing improvements to the property? No Yes If Yes, indicate current occupancy: Owner Tenant Vacant Not habitable
 If Yes, give a brief description: N/A

ASSIGNMENT

The purpose of this appraisal is to develop an opinion of: Market Value (as defined), or other type of value (describe)
 This report reflects the following value (if not Current, see comments): Current (the Inspection Date is the Effective Date) Retrospective Prospective
 Property Rights Appraised: Fee Simple Leasehold Leased Fee Other (describe)
 Intended Use: The intended use of this report is for the possible donation of the land and an IRS tax deduction for the market value of the property.
 Intended User(s) (by name or type): The intended user is the client.

MARKET AREA DESCRIPTION

Client: Walter W. Fischer Address: 542 Central Avenue, Dover, NH 03820
 Appraiser: Bryan S. DuBois Address: 11 Chestnut Street, Dover, NH 03820

Characteristics	Predominant Occupancy		One-Unit Housing		Present Land Use		Change in Land Use	
	PRICE (\$000)	AGE (yrs)	One-Unit	98%	One-Unit	98%	Not Likely	Likely *
Location: <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban <input type="checkbox"/> Rural	125	Low 5	2-4 Unit	1%	Multi-Unit	%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Built up: <input checked="" type="checkbox"/> Over 75% <input type="checkbox"/> 25-75% <input type="checkbox"/> Under 25%	1,000	High 150	Comm'l	1%		%	<input type="checkbox"/>	<input type="checkbox"/>
Growth rate: <input type="checkbox"/> Rapid <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Slow	200	Pred 65		%		%	<input type="checkbox"/>	<input type="checkbox"/>
Property values: <input type="checkbox"/> Increasing <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Declining				%		%	<input type="checkbox"/>	<input type="checkbox"/>
Demand/supply: <input type="checkbox"/> Shortage <input checked="" type="checkbox"/> In Balance <input type="checkbox"/> Over Supply				%		%	<input type="checkbox"/>	<input type="checkbox"/>
Marketing time: <input type="checkbox"/> Under 3 Mos. <input checked="" type="checkbox"/> 3-6 Mos. <input type="checkbox"/> Over 6 Mos.				%		%	<input type="checkbox"/>	<input type="checkbox"/>

SITE DESCRIPTION

Factors Affecting Marketability

Item	Good	Average	Fair	Poor	N/A	Item	Good	Average	Fair	Poor	N/A
Employment Stability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequacy of Utilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Employment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property Compatibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Shopping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Protection from Detrimental Conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Schools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Police and Fire Protection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequacy of Public Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Appearance of Properties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreational Facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appeal to Market	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

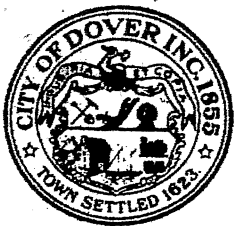
Market Area Comments: The subject's neighborhood is bounded by the Piscataqua River, the Bellamy River and Spaulding Turnpike on Ramp. The subject's neighborhood is located on the southern peninsula of Dover. The homes with River frontage are desirable because of their direct Ocean access. The interior homes that lack river frontage are primarily older entry level homes. Access to the Spaulding Turnpike is within the neighborhood boundaries and employment centers are within a short commute. The neighborhood is also located north of the Pease International runway. The commercial properties within the neighborhood are typical for the area and are not adverse to value or marketability.

Dimensions: Irregular see legal description. Site Area: _____ Acres
 Zoning Classification: B-1, Neighborhood Business Description: 10,000 square foot minimum lot size with 100' of road frontage
 Do present improvements comply with existing zoning requirements? Yes No No Improvements
 Uses allowed under current zoning: Single family residential, retail and office uses
 Are CC&Rs applicable? Yes No Unknown Have the documents been reviewed? Yes No Ground Rent (if applicable) \$ _____ /
 Comments:
 Highest & Best Use as improved: Present use, or Other use (explain) _____
 Actual Use as of Effective Date: Vacant lot Use as appraised in this report: Vacant lot
 Summary of Highest & Best Use: The highest and best use is its current use where most other uses are limited due to the lack of adequate access.

Utilities	Public	Other	Provider/Description	Off-site Improvements	Type	Public	Priv site	Frontage	Unknown
Electricity	<input type="checkbox"/>	<input type="checkbox"/>		Street	<u>State Road</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Topography	<u>Level</u>
Gas	<input type="checkbox"/>	<input type="checkbox"/>		Width	<u>varying</u>			Size	<u>.069 acre</u>
Water	<input type="checkbox"/>	<input type="checkbox"/>		Surface	<u>Paved Asphalt</u>			Shape	<u>Rectangular</u>
Sanitary Sewer	<input type="checkbox"/>	<input type="checkbox"/>		Curb/Gutter	<u>None</u>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage	<u>Appears adequate</u>

SUMMARY OF SALIENT FEATURES

Subject Address	Dover Point Road
Legal Description	Book 776 Page 339
City	Dover
County	Strafford
State	NH
Zip Code	03820
Census Tract	0812.00
Map Reference	40484
Sale Price	\$ N/A
Date of Sale	N/A
Owner	Walter W. Fischer
Client	Walter W. Fischer
Size (Square Feet)	.069 acre
Price per Square Foot	\$ N/A
Location	Average
Age	N/A
Condition	N/A
Total Rooms	N/A
Bedrooms	N/A
Baths	N/A
Appraiser	Bryan S. DuBois
Date of Appraised Value	August 05, 2010
Opinion of Value	\$ 1,000



City of Dover, NH

P.O. Box 818
Dover, NH 03821-0818

PROPERTY TAX

REMINDER FOR TAX YEAR 2011

Reference No. 113377
Prop ID 08039 B00000
Location:
DOVER POINT RD
Mailing Date: 05/01/2012

FISCHER WALTER TRUSTEE
FISCHER WALTER W 1993 TRUST
542 CENTRAL AVENUE
DOVER NH 03820

Tax Rate Information		
Tax Rate per \$1,000 OF NET ASSESSED VALUE		
City	9.54	\$5.72
County	2.82	\$1.69
Local School	10.26	\$6.16
State School	2.50	\$1.50
	25.12	

Property Tax and Credits
Net Property Tax \$15.07

Assessed Real Estate Values and Exemptions

Land	\$600
Net Assessed Value	\$600

Interest of 12% per annum accrues on unpaid balances after due date.

	Due Dates:	
	First Installment Dec 05, 2011	Second Installment Jun 04, 2012
Tax	\$7.54	\$7.53
Payments	(\$7.54)	\$0.00
Total Due	\$0.00	\$7.53

City Hall Hours of Operation:
Monday through Thursday 8:30am to 5:30pm
CLOSED ON FRIDAYS

This document with two notices is enclosed in a self-addressed envelope. Put in upper portion for your records.



APPRAISAL OF REAL PROPERTY

LOCATED AT:
Spruce Lane
Dover, NH 03820

FOR:
Walter W. Fischer
542 Central Avenue
Dover, NH 03820

AS OF:
August 05, 2010

BY:
Bryan S. DuBois
Certified General Appraiser

Subject Address Spruce Lane
Legal Description Book 1035 Page 40
City Dover
County Strafford
State NH
Zip Code 03820
Census Tract 0811.00
Map Reference 40484

2853/248

Sale Price \$ N/A
Date of Sale N/A

Owner Walter W. Fischer
Client Walter W. Fischer

Size (Square Feet) .449 acre
Price per Square Foot \$ N/A
Location Average
Age N/A
Condition N/A
Total Rooms N/A
Bedrooms N/A
Baths N/A

27,330

Appraiser Bryan S. DuBois
Date of Appraised Value August 05, 2010

Opinion of Value \$ 15,000

Client: **Walter W. Fischer**
Appraiser: **Bryan S. DuBois**

Address: **542 Central Avenue, Dover, NH 03820**
Address: **11 Chestnut Street, Dover, NH 03820**

STATEMENT OF ASSUMPTIONS & LIMITING CONDITIONS

- The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis of it being under responsible ownership.
- The appraiser may have provided a plat and/or parcel map in the appraisal report to assist the reader in visualizing the lot size, shape, and/or orientation. The appraiser has not made a survey of the subject property.
- If so indicated, the appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
- The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
- The appraiser has noted in the appraisal report any adverse conditions (including, but not limited to, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property, or that he or she became aware of during the normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property, or adverse environmental conditions (including, but not limited to, the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of the property.
- The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
- The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and any applicable federal, state or local laws.
- An appraiser's client is the party (or parties) who engage an appraiser in a specific assignment. Any other party acquiring this report from the client does not become a party to the appraiser-client relationship. Any persons receiving this appraisal report because of disclosure requirements applicable to the appraiser's client do not become intended users of this report unless specifically identified by the client at the time of the assignment.
- The appraiser's written consent and approval must be obtained before this appraisal report can be conveyed by anyone to the public, through advertising, public relations, news, sales, or by means of any other media, or by its inclusion in a private or public database. Possession of this report or any copy thereof does not carry with it the right of publication.
- Forecasts of effective demand for the highest and best use or the best fitting and most appropriate use were based on the best available data concerning the market and are subject to conditions of economic uncertainty about the future.

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Additional Comments (Scope of Work, Extraordinary Assumptions, Hypothetical Conditions, etc.):

The extraordinary assumption was made that the lot is not buildable based on an interview with the client's daughter, physical inspection and soil maps. If it is found that the lot is buildable the value of the lot would be greatly impacted.

SUBJECT

Assessor's Parcel #: **Map I Lot 36U** Tax Year: **2009** R.E. Taxes: \$ **1,138.01** Special Assessments: \$ **N/A**
 Market Area Name: **corner of Danielle Lane** Map Reference: **40484** Census Tract: **0811.00**
 Current Owner of Record: **Walter W. Fischer** Borrower (if applicable): **N/A** HOA: \$ **N/A** per year per month
 Project Type (if applicable): PUD De Minimis PUD Other (describe) Owner Tenant Vacant Not habitable
 Are there any existing improvements to the property? No Yes If Yes, indicate current occupancy:
 If Yes, give a brief description: **N/A**

ASSIGNMENT

The purpose of this appraisal is to develop an opinion of: Market Value (as defined), or other type of value (describe)
 This report reflects the following value (if not Current, see comments): Current (the Inspection Date is the Effective Date) Retrospective Prospective
 Property Rights Appraised: Fee Simple Leasehold Leased Fee Other (describe)
 Intended Use: **The intended use of this report is for the possible donation of the land and an IRS tax deduction for the market value of the property.**
 Intended User(s) (by name or type): **The intended user is the client.**

Client: **Walter W. Fischer** Address: **542 Central Avenue, Dover, NH 03820**
 Appraiser: **Bryan S. DuBois** Address: **11 Chestnut Street, Dover, NH 03820**

Characteristics				Predominant Occupancy	One-Unit Housing	Present Land Use	Change in Land Use
Location:	<input type="checkbox"/> Urban	<input checked="" type="checkbox"/> Suburban	<input type="checkbox"/> Rural	<input checked="" type="checkbox"/> Owner	PRICE	One-Unit 89%	<input checked="" type="checkbox"/> Not Likely
Built up:	<input checked="" type="checkbox"/> Over 75%	<input type="checkbox"/> 25-75%	<input type="checkbox"/> Under 25%	<input type="checkbox"/> Tenant	AGE	2-4 Unit %	<input type="checkbox"/> Likely * <input type="checkbox"/> In Process *
Growth rate:	<input type="checkbox"/> Rapid	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Slow	<input checked="" type="checkbox"/> Vacant (0-5%)	150 Low 1	Multi-Unit 10%	* To: _____
Property values:	<input type="checkbox"/> Increasing	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Declining	<input type="checkbox"/> Vacant (>5%)	425 High 100	Comm'l 1%	
Demand/supply:	<input type="checkbox"/> Shortage	<input checked="" type="checkbox"/> In Balance	<input type="checkbox"/> Over Supply		300 Pred 10	%	
Marketing time:	<input type="checkbox"/> Under 3 Mos.	<input checked="" type="checkbox"/> 3-6 Mos.	<input type="checkbox"/> Over 6 Mos.			%	

Item	Factors Affecting Marketability					Item	Factors Affecting Marketability				
	Good	Average	Fair	Poor	N/A		Good	Average	Fair	Poor	N/A
Employment Stability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequacy of Utilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Employment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property Compatibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Shopping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Protection from Detrimental Conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Schools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Police and Fire Protection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequacy of Public Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Appearance of Properties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreational Facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appeal to Market	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Market Area Comments: **The subject's neighborhood is bounded by Back River Road, Spruce Lane, Mast Road and Durham Road. Homes within the subject's neighborhood are mixed in age, style and condition. The location offers easy access to the downtown area and the Spaulding Turnpike. Employment centers are within a short commute. The neighborhood consists of primarily single family homes but there are a few multi-family complexes within the edges of the neighborhood. The commercial properties within the neighborhood are typical for the area and are not adverse to value or marketability. No adverse factors were noted at the time of the inspection.**

Dimensions: **Irregular see legal description.** Site Area: **.449 Acres**
 Zoning Classification: **R-12, Medium Density** Description: **12,000 square foot minimum lot size with 100' of road frontage.**
 Do present improvements comply with existing zoning requirements? Yes No No Improvements

Uses allowed under current zoning: **Primarily single family dwellings are the permitted use in the R-12 zone.**
 Are CC&Rs applicable? Yes No Unknown Have the documents been reviewed? Yes No Ground Rent (if applicable) \$ _____

Comments:
 Highest & Best Use as improved: Present use, or Other use (explain) _____

Actual Use as of Effective Date: **Vacant lot** Use as appraised in this report: **Vacant lot**
 Summary of Highest & Best Use: **The highest and best use is its current use where most other uses are limited due to the physical nature of the lot.**

Utilities	Public	Other	Provider/Description	Off-site Improvements	Type	Public	Private	Frontage	Topography
Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Street	City Road	<input checked="" type="checkbox"/>	<input type="checkbox"/>	306.80' & 191.90'	Sloping to roads
Gas	<input type="checkbox"/>	<input type="checkbox"/>		Width	varying			.449 acre	Size
Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Surface	Paved Asphalt				Shape
Sanitary Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Curb/Gutter	Granite	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Triangular
									Some wetlands
									Neighborhood

SITE DESCRIPTION



City of Dover, NH

P.O. Box 818
Dover, NH 03821-0818

PROPERTY TAX

REMINDER FOR TAX YEAR 2011

Reference No. 113372
Prop ID 10036 U00000
Location: SPRUCE LN
Mailing Date: 05/01/2012

FISCHER WALTER TRUSTEE
FISCHER WALTER W 1993 TRUST
542 CENTRAL AVE
DOVER NH 03820

Tax Rate Information		
Tax Rate per \$1,000 OF NET ASSESSED VALUE		
City	9.54	\$445.52
County	2.82	\$131.69
Local School	10.26	\$479.14
State School	2.50	\$116.75
	25.12	

Property Tax and Credits \$1,173.10
Net Property Tax

Assessed Real Estate Values and Exemptions

Land	\$46,700
Net Assessed Value	\$46,700

Interest of 12% per annum accrues on unpaid balances after due date.

	Due Dates:	
	First Installment Dec 05, 2011	Second Installment Jun 04, 2012
Tax	\$586.55	\$586.55
Payments	(\$586.55)	\$0.00

Total Due \$0.00 \$586.55

City Hall Hours of Operation:
Monday through Thursday 8:30am to 5:30pm
CLOSED ON FRIDAYS

Mail payment with lower portion in enclosed self-addressed envelope. Retain upper portion for your records.

WIL CORCORAN
City Assessor

DONNA LANGLEY
Assistant City Assessor



288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6014

City of Dover, New Hampshire

OFFICE OF THE CITY ASSESSOR

October, 2011

FISCHER WALTER TRUSTEE
FISCHER WALTER W 1993 TRUST
542 CENTRAL AVE
DOVER, NH 03820

NOTICE OF 2011 ASSESSMENT

Property: SPRUCE LN

Parcel#: I0036-U00000

Dear Property Owner,

This notice is intended to inform you of a change in your assessment for 2011. As you may be aware, the City has a policy of inspecting 20%^{+/-} of all properties each year on a rotating basis. In addition, the assessors review the sales occurring in the recent market and compare these verified sales prices to the assessments, City-wide, whether an inspection occurred or not. Also, if you have an active building permit, the changes occurring as of April 1, 2011 are reflected in the new assessment shown below.

As a result of these reviews and/or inspections, a change in your assessment has occurred for the upcoming 2011 tax bill. Referencing sales occurring in the City between October 1, 2010 and September 30, 2011, the estimated market value of the above referenced property as of April 1, 2011 is listed below. For your reference, the prior 2010 Assessment is listed to the left of the current 2011 assessment.

Tax Year	2010	2011
Land	\$48,800	\$ 46,700
Building	\$	\$
Total	\$ 48,800	\$ 46,700

The tax rate for this year is not yet known however will be published once it is set by the Department of Revenue Administration later this month.

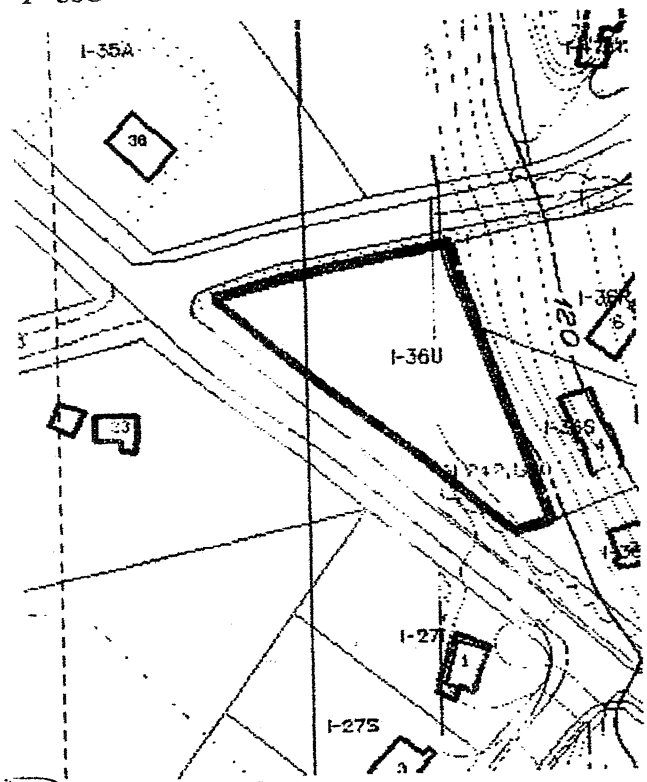
We have included additional information about the assessment update on the back of this letter. Sales that were utilized to establish this revised assessment can be accessed on the City Website (<http://www.dover.nh.gov/fintaxassess.htm>) with hard copies available at the Assessors Office. Please don't hesitate to contact us for further information; as always appraisal staff will be available to discuss your assessment and/or inspect your property.

Respectfully,

Wil Corcoran
City Assessor

#1 Spruce Lane

I-36U



Map I lot 36U was created as part of the Partidge Lane Subdivision in 1972. According to the Assessors tax records, the lot is just under one half acre in area. It is bounded by Spruce Lane, Danielle Lane, and the rear of lots located off Partidge Lane.

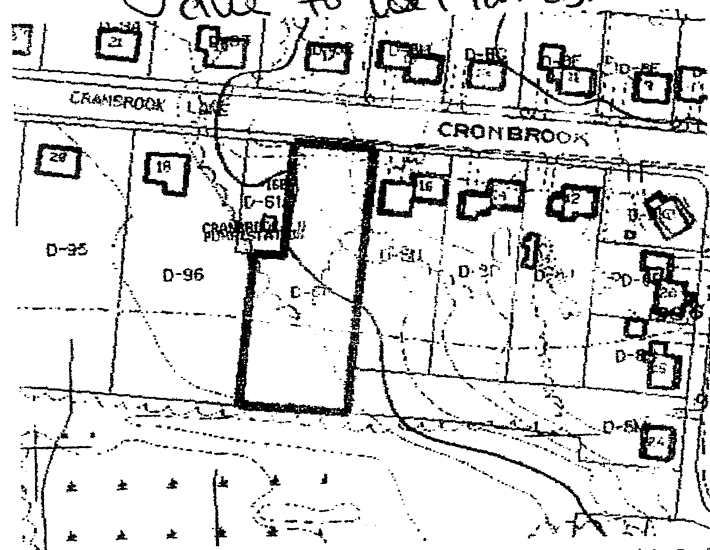
The property is located in an R-12 district that allows single family homes to be constructed on lots that are a minimum lot size of 12,000 square feet. The frontage requirement is 100 feet.

The lot is depicted to the left. It is outlined in bold. I have included the parcel lines, any infrastructure in or around the lot, as well as any contour lines we have access to in the City Geographic Information System.

The lot meets all current zoning requirements. It is a lot of record, thus at this time, from a regulatory stand point, staff believes the lot is buildable. Please be aware, staff has not walked the property and would suggest that a wetlands scientist be retained to conduct a wetland delineation, to assist you in determining the feasibility of construction on the property.

HAVE BEEN TOLD THAT THIS LOT IS NOT BUILDABLE DUE TO CITY DRAINAGE EASEMENT.

Paula Forbes could not get building permits due to wetlands.



Map D lot 61 was created as part of the Cranbrook Lane Subdivision in 1978. According to the Assessors tax records, the lot is just over one half acre in area. It is bounded by Cranbrook Lane, a sanitary sewer pump station, and the rear of a municipal lot located off Maplewood Avenue.

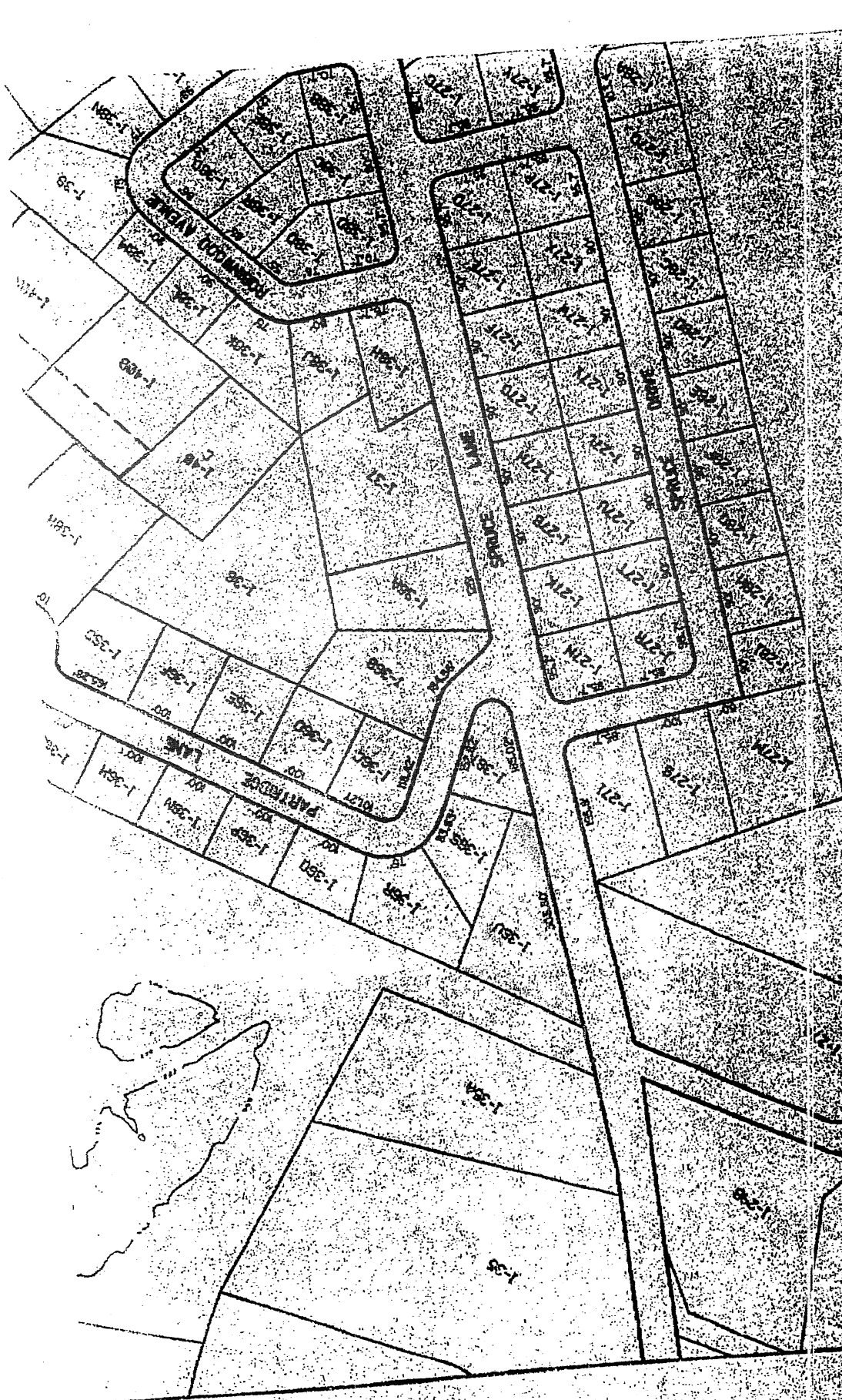
The property is located in an R-12 district that allows single family homes to be constructed on lots that are a minimum lot size of 12,000 square feet. The frontage requirement is 100 feet.

The lot is depicted to the left. It is outlined in bold. I have included the parcel lines, any infrastructure in or around the lot, as well as

any contour lines we have access to in the City Geographic Information System. The contour lines indicate that the parcel gradually slopes from Cranbrook Ln towards the rear of the property in a south westerly direction. Additionally, the GIS indicates that wetlands might be present on the front portion of the parcel.

The lot does not meet all current zoning requirements, due to a lack of frontage. The previous notwithstanding, it is a lot of record. At this time, from a regulatory stand point, staff believes the lot is buildable. Please be aware, staff has not walked the property and would suggest that a wetlands scientist be retained to conduct a wetland delineation, to assist you in determining the feasibility of construction on the property.

#2 Selling to Alcutt option?



CITY OF STAMFORD
 MAP BOUNDARY
 STREET LINE
 TYPED BY
 APPROVED BY
 FRONTAGE APPROXIMATELY

PLANNING DRAWING PREPARED BY
GEOP CORPORATION
 FROM AERIAL PHOTOGRAPH DATED APRIL 1987
 SCALE 1" = 100'

PREPARED BY
STONE & WEBSTER ENGINEERING CORPORATION
 DATE
 APPROVED BY
 DATE

NO.	DATE	BY	DATE
1	12/10/87	MS	
2	12/10/87	MS	
3	12/10/87	MS	
4	12/10/87	MS	
5	12/10/87	MS	
6	12/10/87	MS	
7	12/10/87	MS	
8	12/10/87	MS	
9	12/10/87	MS	
10	12/10/87	MS	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2013.06.26 – 71**
Resolution Re: Fiscal Year 2014 Budget Amendment #1 – Appropriation due to Anticipated Increase in State Adequacy Aid

- WHEREAS: The City Council adopted the FY14 Budget on June 5, 2013; and
- WHEREAS: The New Hampshire State legislature authorized through House Bill 2 an amendment to the cap on State Adequacy Aid effective for Fiscal Year 2014; and
- WHEREAS: The Dover School District has been informed that an anticipated increase in State Adequacy Aid will be \$151,288 for Fiscal Year 2014; and

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

Pursuant to C6-6 of the City Charter, the FY14 Budget is amended to appropriate the amount of \$151,288 to the Dover School District. The source of funding for this appropriation request is anticipated increase in state aid in Fiscal Year 2014. The FY14 budget is amended as follows:

<u>Account</u>	<u>Description</u>	<u>Adopted Budget</u>	<u>Amendment</u>	<u>Amended Budget</u>
1000.1.600.46900.4950.00000	Education	\$42,112,302	\$151,288	\$42,263,590
1000.1.600.46900.3700.00000	Education Revenues	\$11,558,744	\$151,288	\$11,710,032

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen

Approved for Legal Compliance:
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2013.06.26 – 71**

Resolution Re: Fiscal Year 2014 Budget Amendment #1 – Appropriation
due to Anticipated Increase in State Adequacy Aid

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2013.06.26 – 71**

Resolution Re: Fiscal Year 2014 Budget Amendment #1 – Appropriation
due to Anticipated Increase in State Adequacy Aid

RESOLUTION BACKGROUND MATERIAL:

On June 5, 2013 the City Council adopted the FY14 City budget. Subsequently, the City has received notice that the NH State legislature has agreed, as part of the state budget, to increase the cap on State Adequacy Aid formula. This change in the formula is estimated to result in the Dover School District receiving an additional \$151,288 in Adequacy Aid. This anticipated increase in aid was unknown at the time the City Council adopted the FY City Budget.

The objective of this resolution is to appropriate an additional \$151,288 for the School District. The supplemental appropriation will be financed from the increase projected for state aid. The School District was slated to receive \$6,384,377 in Adequacy Aid for FY14, the amended state formula projects that Dover will receive \$6,535,665, an increase of \$151,288.

This resolution does not increase the projected tax impact for the FY14 budget.

In accordance with City Charter C6-6, this resolution requires a duly advertised public hearing and a vote of 2/3rd of the City Council.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O –2013.06.26 – 011**
Ordinance Title: Arts Commission
Chapter: 5 Boards, Commissions and Committees

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 5, Section 5-13 titled Dover Arts Commission of the Code of the City of Dover, adjusting the existing Paragraph A. Membership to include 2 (two) alternate members.

2. AMENDMENT

5-13. Dover Arts Commission.

A. MEMBERSHIP: The Dover Arts Commission shall consist of nine (9) regular members and two (2) alternate members.

B. TERMS OF MEMBERS: Members shall be appointed to terms of three (3) years.

C. AUTHORITY AND DUTIES: The Arts Commission shall perform the following functions:

- (1) Study, consider and recommend to the City Council and the City Manager or designee, general policies for the arts in the City of Dover.
- (2) Develop and promote programs, forums and exhibits that highlight the talent and active art related venues currently existing within the City.

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Sponsored by: Councilor Edward Spuler
Finance Director

Approved as to Legal Form:

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O –2013.06.26 – 011**
Ordinance Title: Arts Commission
Chapter: 5 Boards, Commissions and Committees

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

This ordinance amendment establishes two (2) alternate positions as members of Arts Commission in addition to the existing nine (9) regular members.

TO THE CITY COUNCIL. /FOSTERS DAILY DEMOCRAT

ON MAY 12 I HAD PUBLISHED IN FOSTERS A LETTER ABOUT THE BRIDGE/PARK PLAN
THIS IS A CONTINUANCE OF INFORMATION ON THE PROJECT.

THERE IS A TIME LIMIT IMPOSED BY THE CITY MANAGER AS TO A DECISION ON THE
BRIDGE THAT HAS NOT BEEN ACTED ON.

THERE HAD ALSO BEEN A RECOMMENDATION REGARDING A COMMITTEE TO STUDY
THE PROBLEM

I AGREED TO JOIN ANY COMMITTEE THAT MAY BE SET UP.

IT IS AT THIS POINT THAT I WILL ADMIT THE CITY HAS DONE VERY LITTLE TO PROMOTE
THE PROJECT SOME OF THE EMPLOYEES HAVE BEEN HELPFUL BUT THIS IS NOT
ENOUGH TO AFFECT THE MAJOR PROJECT.F

THE COMPLAINT IS THAT WE HAVE NO MONEY FOR THE BRIDGE AND PARK THAT
AT BUDGET TIME OTHER ITEMS TAKE PRIORITYAND WELL THEY SHOULD ..
HOWEVER , IF WE WERE TO LOOK BACK SOME SUPPORT NOT COSTING TAXPAYER
COULD HAVE BEEN GIVEN.

NEW RESIDENTS COMING TO DOVER WOULD HAVE APPRECIATED THE AMENITIES IT
PROVIDED INCLUDING A CANOE AND KAYAK LAUNCH , THE ONLY ONE IN DOVER

TO HAVE THIS 1.9 ACRES OF LAND BORDERING ON THE COCHECHO RIVER FOR SO
MANY YEARS WITHOUT DEVELOPING IT IS UNBELIEVABLE...

ANY DEVELOPER WOULD PAY ANY AMOUNT FOR THIS RIVERFRONT PROPERTY

WE SHOULD NOT TAKE A CHANCE THE BRIDGE WILL BE TAKEN FOR THEIR OWN
PURPOSE

MY CONCERN IS THAT THE CITY COUNCIL WILL TAKE THE EAST WAY OUT AND ACCEPT
THE DEVELOPERS PROPOSAL

THIS NEW PARK WOULD BE A SMALL PERCENTAGE OF PARKS
THAT DOVER CARES FOR INCLUDING NEARBY HENRY LAW PARK

AS FORMER CITY COUNCILOR JAN NAJDELKA STATED

THE CITY SHOULD BE THE TRUSTEE FOR THE PARK /BRIDGE PROJECT AND HE MAY BE
CORRECT (IT IS THE LAND BETWEEN DICKINSONS AND MAGLARAS PARK COMPLEX)

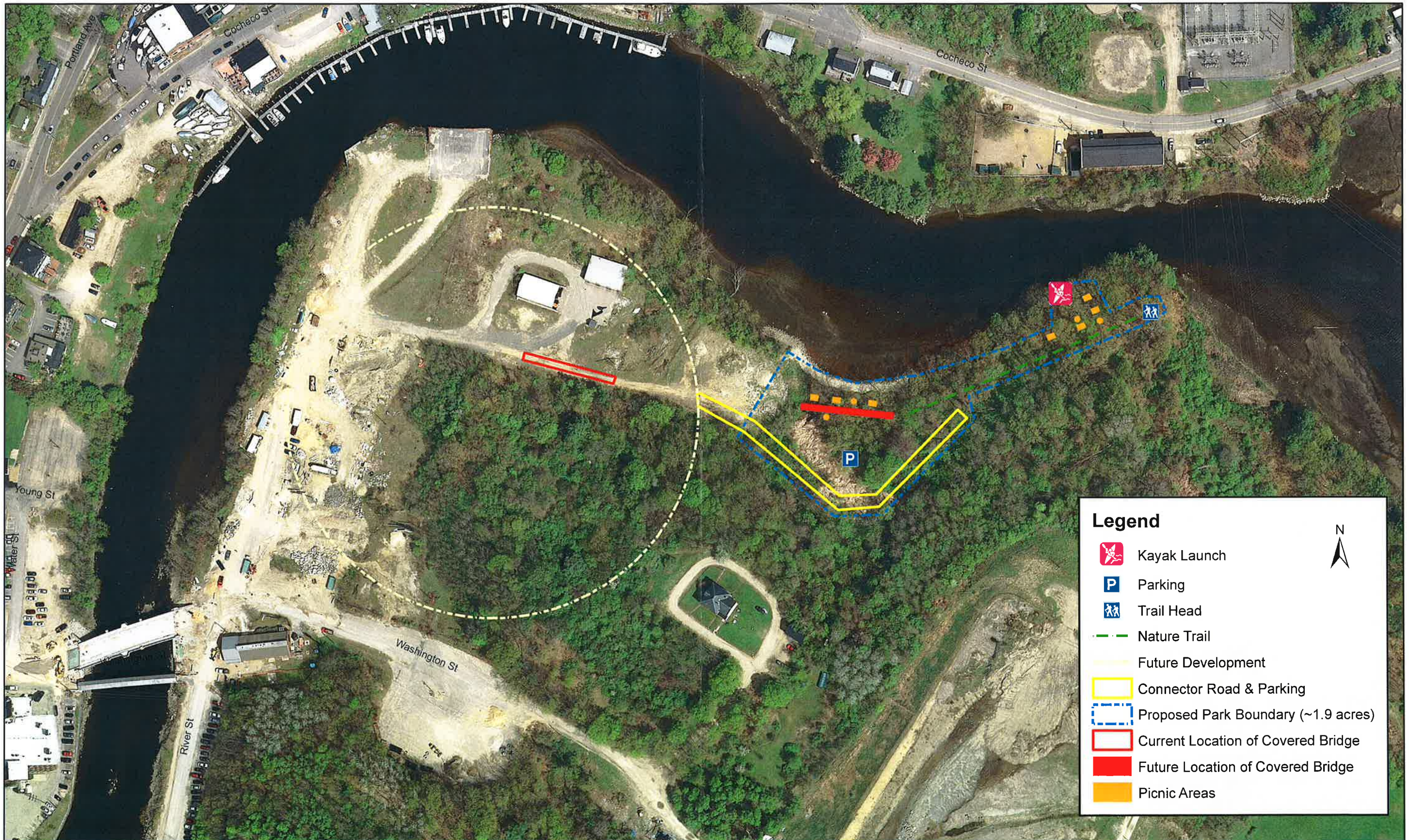
IF THIS PROJECT IS NOT COMPLETED NOW FUTURE GENERATIONS WILL WONDER WHY
WE MISSED THIS GOLDEN OPPORTUNITY .

AFTER TEN YEARS I HAVE RUN OUT OF IDEAS, TIME , MONEY, BINDERS AND READY TO
ACCEPT A COMMITTEE TO SUPPORT ME.



EARLE GOODWIN

Proposed Covered Bridge Park



Legend

- Kayak Launch
- Parking
- Trail Head
- Nature Trail
- Future Development
- Connector Road & Parking
- Proposed Park Boundary (~1.9 acres)
- Current Location of Covered Bridge
- Future Location of Covered Bridge
- Picnic Areas

N

1 inch = 150 feet 0 150 300 600 900 Feet

Earle Goodwin

Watson Fields
201 Watson Road
Dover, NH 0382

(603) 742-4136 • earlegoodwin@hotmail.com

**DEAR CITY COUNCIL MEMBER MAY 16 2013
THIS IS INFORMATION NOT INCLUDED IN THE WHITE BINDER
I RECENTLY GAVE YOU.
I THOUGHT IT MIGHT BE OF INTEREST TO YOU.**

**THE LETTER TO THE EDITOR HAS NOT BEEN PUBLISHED AS YET
BUT WILL BE GREAT HELP WHEN IT IS READ IN FOSTERS.
IT IS INCLUDED IN THE ATTACHED TWO PAGES .**

**ALSO INCLUDED IS AN INFORMATION SHEET * SUPPORT OF
THE PROJECT SHEET * TO MICHELLE KINGSTON OF FOSTERS.
EARLE GOODWIN**

**LETTER TO THE EDITOR OR COMMUNITY COMMENTARY
REGARDING THE COVERED BRIDGE AND PARK PROJECT**

THERE HAS BEEN AN ARTICLE IN FOSTERS ON SATURDAY MAY 5 BY MICHELLE KINGSTON= OUTLINING SOME OF ADVANTAGES OF THIS PROJECT

**SNCE THEN I HAVE DEVELOPED A PACKET THAT I WILL BE WILLING TO SEND YOU IT INCLUDES 1 A MAP SHOWING THE LOCATION OF THE PARK WHICH WILL CONTAIN THE COVERED BRIDGE AS A CENTER PIECE ,
2 A LETTER LISTING ALL THE FEATURES OF THE PARK
3. A LIST OF SUPPORTERS OF THE PROJECT**

SEND ME YOUR NAME AND ADDRESS TO WATSON FIELDS 201 WATSON ROAD DOVER NH 03820

ONE OF THE FEATURES OF MY PARK IS THE CANOE AND KAYAK LAUNCH INTO THE COCHECHO RIVER. THIS WILL BE THE ONLY ONE OF IT.S KIND IN DOVER.

THE RIVER HAS BEEN DREDGED FOR A DISTANCE TO THE OUTER RIVER THIS INCREASED THE VALUE OF THE 1.9 ACRES BY ABOUT \$500,000

THOSE THAT ARE COMING TO BUY A CONDO OR HOUSE SHOULD BE INTERESTED IN THE PARK .

THERE IS A BOY SCOUT TROUP THAT WILL DECORATE THE BRIDGE WITH SEASONAL LIGHTS , XMAS LIGHTS ETC. THE BRIDGE IS WIRED FOR ELECTRICITY

THE BRIDGE HAS BEEN SITTING FOR SOME TIME, BUT I BELIEVE THE INMATES WILL HELP BY PAINTING IT, I HAVE A COST FOR A VANDAL PROOF PAINT FOR THEM TO USE.

THIS PLAN CONFORMS TO THE SHORELING PROTECTION ACT AND WILL BE LOCATED WITHIN FEET OF HIGH WATER MARK

THERE IS A SURPLUS OF COVERED BRIDGES IN THE STATE ACCORDING TO A NEWS REPORT APPROXIMATELY 50 THAT ARE NOT SUPPORTED BY THE STATE ,WE ARE LUCKY TO HAVE FOUND A HOME FOR OURS IN DOVER AS THE CENTERPIECE OF THE PARK

THE BRIDGE IS 155 FEET LONG 10 FEET LENGTH AND WIDTH , 150 TONS IN WEIGHT AND REPRESENTATIVE OF OTHERS IN THE STATE

SUPPORTERS OF THE PROJECT ARE NUMEROUS SUCH AS MARK DICKENSON OF DICKENSON DEVELOPMENT TO HIS POTENTIAL TENANTS THERE IS A KAYAK AND CANOE LAUNCH NEARBY

ON APRIL 2008 I RESIGNED FROM THE WATER FRONT COMMITTEE WHICH I HAD SERVE SINCE 1991 TO DEVOTE FULLTIME TO THE COVERED BRIDGE AND PARK PROJECT IT IS THE FINAL EFFORT TO SERVE THE CITY OF DOVER AND I HOPE IT WILL BE SUCCESSFUL

CHECKS SHOULD BE MADE OUT TO THE CITY OF DOVER ON THE REMITTANCE ADVISE THE NOTATION TO SAVE THE BRIDGE PROJECT AND MAILED TO CITY HALL 288 CENTRAL AVENUE DOVER NH 03820

MY GOAL TO ACCOMPLISH WHAT IS NEEDED IS \$305,000 BUT ANY AMOUNT WILL BE APPRECIATED

MISSHELLE

A SEQUEL TO THE COVERED BRIDGE

THE AMOUNT OF LAND IS NOT 1.9 ACRES AS I FIRST THOUGHT

THE AMOUNT OF LAND IS DIFFICULT TO DETERMINE SEE LARGE MAP

THE BEST WAY TO DESCRIBE IT IS BETWEEN DICKENSONS DEVELOPMENT PROJECT AND MAGLARAS COMPLEX

THIS IS VALUABLE PROPERTY FACING THE COCHECHO RIVER, DREDGED AT GREAT EXPENSE PAID FOR BY THE GOVERNMENT AND NEGOTIABLE FOR MANY MILES

IT IS SO CLEAN THERE ARE SALMON SWIMING IN THE RIVER I UNDERSTAND

THE LAND NEEDS SOME ATTENTION. THERE ARE WETLANDS THAT THE CITY CAN FILL

AS DOUG STEELE HAD INTENDED TO DO AS THERE WERE NO SOLID WASTE LOCATION

THE TREES CAN BE TAKEN DOWN AT NO COST AND USED FOR WOOD. THOUGH CITY

MANAGER MIKE JOYAL HAS MENTIONED THE STATE REQUIRING NONE BE REMOVED A

CERTAIN DISTANCE FROM THE RIVER THOUGH HE HAS NOT DISCUSSED IT FURTHER

REGARDING THE COVERED BRIDGE AND PARK PROJECT

PAGE 2 COMMUNITY COMMENTARY

SUPPORTERS OF THE PROJECT ARE NUMEROUS SUCH AS MARK DICKENSON OF DICKENSON DEVELOPMENT TO HIS POTENTIAL TENANTS THERE IS A KAYAK AND CANOE LAUNCH NEARBY

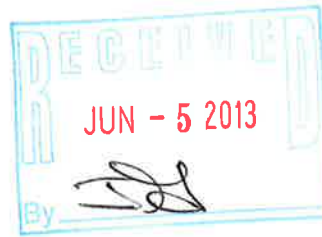
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Carl Godwin

Honorable Mayor Dean Trefethen
Dover City Council
288 Central Ave.
Dover, NH 03820



June 5, 2013

Re: Motion for Rehearing of Littleworth Rd.

Dear Mayor and Councilors,

Please accept this request pursuant to RSA 677:2 and RSA 677:3 for a rehearing on the vote the Council took May 8, 2013. The vote denied my request to rezone my property located on Littleworth Rd.

I believe the City Council decision was unreasonable for the reasons:

- (1) The petitioner was not able to present our case.
- (2) The rezoning was inkeeping with character of the road with all of the commercial and industrial uses currently in place on abutting or very nearby lots, also the fact that this is a State of New Hampshire Highway. I feel the rezoning will help the traffic flow and it will be safer with plan the petitioner has to introduce to the Council.
- (3) The petitioner and I were under the impression that he had to be a citizen of Dover when he was denied the opportunity to speak at the portion of the meeting that allowed the public to speak. We now realize that he could have spoken as he does own property in Dover.

I believe by not having the opportunity to present the case and the misunderstanding that he could have spoken as a property owner of Dover the Council members as well as the Citizens do not have a completer understanding of the Development plan. We now have a plan being prepared by civil engineer Bob Duval. The plan would only use 2-1/2 acres of the 6-1/2 acre lot. The intension is to have Bob Duval of TF Moran Civil Engineers present a plan to the Council members.

We are organizing a neighborhood meeting at the McConnell Center to show the plans and traffic flow to the abutters and other neighbors that may have concerns.

I give my permission to Grammas Investment, LLC to represent the Mitropoulos Family with matters of this property for the City of Dover, NH, Planning Board, Zoning Board and City Council meetings.

Sincerely,



Nicholas Mitropoulos



John Grammas