



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, July 10, 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**
 - A. **CHAPTER 5, BOARDS, COMMISSIONS AND COMMITTEES: ARTS COMMISSION SPONSORED BY COUNCILOR SPULER**
 - B. **FISCAL YEAR 2014 BUDGET AMENDMENT #1 – APPROPRIATION DUE TO ANTICIPATED INCREASE IN STATE ADEQUACY AID (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR TREFETHEN, DEPUTY MAYOR CARRIER, COUNCILOR CHENEY, COUNCILOR CRAGO, COUNCILOR GARRISON, COUNCILOR HOOPER, COUNCILOR SPULER, COUNCILOR WEEDEN, AND COUNCILOR WESTON.
8. **CITIZEN'S FORUM**

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
 - A. **June 26, 2013**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING**
 1. **CHAPTER 5, BOARDS, COMMISSIONS AND COMMITTEES: ARTS COMMISSION**
SPONSORED BY COUNCILOR SPULER



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B. ORDINANCES IN THE 3rd READING – None

C. RESOLUTIONS

1. FISCAL YEAR 2014 BUDGET AMENDMENT #1 – APPROPRIATION DUE TO ANTICIPATED INCREASE IN STATE ADEQUACY AID (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)

SPONSORED BY MAYOR TREFETHEN, DEPUTY MAYOR CARRIER, COUNCILOR CHENEY, COUNCILOR CRAGO, COUNCILOR GARRISON, COUNCILOR HOOPER, COUNCILOR SPULER, COUNCILOR WEEDEN, AND COUNCILOR WESTON

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – Dover Main Street**
- 2. BLOCK PARTY – Florence Street**

- 3. RESOLUTION: B13052 EMULSION POLYMER AWARD OF BID**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

- 1. ACCEPTANCE OF EMERALD DRIVE AS A PUBLIC WAY**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

- 2. AUTHORIZATION FOR CITY TO PARTICIPATE IN STATE CLEAN WATER STATE REVOLVING FUND FOR WASTEWATER TREATMENT FACILITY (WWTF) UPGRADE CAPITAL IMPROVEMENT PROJECT (CIP) (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON JULY 24, 2013)**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE – None

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT

CITY MANAGER'S REPORT



July 10, 2013

"Success is stumbling from failure to failure with no loss of enthusiasm."
— Winston Churchill

SUBMITTED BY:

J. MICHAEL JOYAL, JR.
CITY MANAGER

**CITY OF
DOVER, NH**

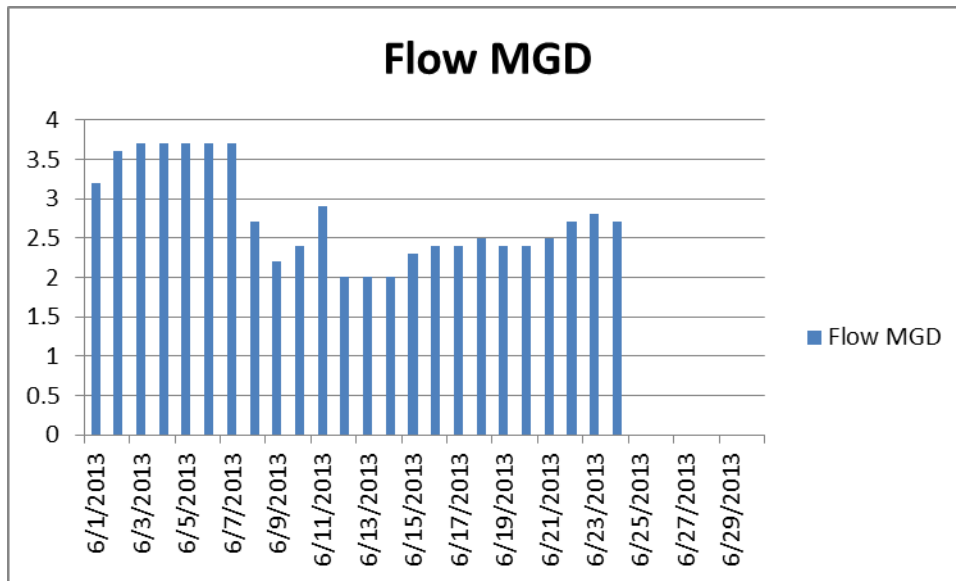
AVAILABLE ONLINE:

WWW.DOVER.NH.GOV

STREETS, WATER, SEWER UPDATES

Utilities: The City has received a leak detection grant from State of New Hampshire DES. The grant will be utilized to conduct a leak survey for the entire city which will be conducted throughout the summer. The contractor began leak detection services in June.

With the assistance of the leak detection contractor, staff located a major water leak, estimated at approximately one million gallons per day. The leak was found in the Pacific Mill on the fire line which is an original water line to the mill. With the assistance of the property owner, staff excavated the concrete floor, deep inside the mill and made the necessary repairs. The leak was detected on June 7th and repaired on June 8th. Staff has been working to identify this leak since March 2009.



As the graph shows, prior to finding the leak, the demand was at a high of 3.7 MGD (million gallons per day). After finding and repairing the leak, demand is averaging from 2.4 to 2.7 MGD.

The Utilities Division has been extremely busy working on leak detection through the month of June, and is currently in the North End area of the city. Three leaks have detected and one has been repaired. Remaining leaks will be repaired by Utilities crews.

As part of a grant from Homeland Security, the Community Services Department has purchased a new 'stand by' generator. The generator will be used to operate various city wells during power outages.

The Water Division has been working with the new Galaxy Meter Read System. Crews have installed six new meters to test the communication with the base software located in the Water & Sewer Billing Office. The new system will create a direct meter read to City Hall, eliminating the need for employees to do drive by meter readings in the future.

A temporary employee has been retained to paint all city fire hydrants. This will continue throughout the summer months.

Cleaning of the Calderwood Well is completed. Project completion is waiting on PSNH to install a new cable from the pole to the well.

Regarding the Smith Well replacement, the well has been drilled and the project is ongoing.

Streets/Stormwater: The Street and Stormwater Divisions continue to patch pot holes and shim street areas throughout the city. Crews work off a list that is created from citizen phone calls to the pothole hot line, as well as web contact forms and employee reports.

Employees have been aiding the town of Rollinsford in parking space and crosswalk painting. This is part of a mutual aid agreement between the Town of Rollinsford and the City of Dover. The Town of Rollinsford aided Community Service crews during the December 27, 2012 blizzard clean-up.

Spring street sweeping has concluded. All streets in the city have been swept and cleaned of debris. Street sweeping will continue throughout the summer in high traffic areas and downtown on Fridays.

A major drainage issue was discovered during a recent heavy rain at the Public Library parking lot, causing water to back-up into the Greek Orthodox Church. Stormwater crews bypassed the old system and installed a new system consisting of 130' of pipe and two manhole covers. A subcontractor was brought in to patch the trench area.

Curb repair took place on Adelle and Sylvan Drive. All broken asphalt curbing was removed and new asphalt curbing was installed. Two trip hazards on sidewalks (299 Central Avenue, and Chestnut Street in front of St. Mary's Church) were ground and repaired.

Street crews, with the aid of the Town of Barrington's grader, pulled debris from ditches and installed/graded new gravel on Spruce Lane Ext., Old Garrison Road, Bay View Road, McKone Lane, and Cold Springs Road.

Crews delivered gravel to the Liberty Mutual Walking Trail. Employees from Liberty Mutual's Community Care Volunteer Program spread the gravel throughout the trail. Another Community Care Volunteer Project took place at Henry Law Park. Street and Stormwater employees excavated an area and filled with loam while the Liberty volunteers planted a new flower garden. Employees and volunteers also worked together to cut and remove brush from overgrown areas.

Repairs to lawns from plow damage were completed on Mallard Lane and Horne Street. All lawn repairs have now been completed.

A tree on Nelson Street was removed by Urban Tree after falling during the June 24th Thunder Storms. Street crews finished clearing the wood from the site and cleaned the area.

Crews have been working in the gravel pit mixing reclaimed asphalt with gravel to be used on road projects throughout the year.

PROGRAMS AT CITY CENTERS/BUREAUS

Investigations/Legal Bureau: During the month of June 2013, there were two 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.

The Dover Police Department's Special Investigations Unit and Crime Scene Unit assisted Dover Fire and Rescue in the investigation into a significant structure fire that injured a sixteen year old female. The SIU and CSU routinely work together with Dover Fire investigators in such cases.

After Patrol Officers arrested a seventeen year old in connection with an early morning robbery on the Community Trail, SIU detectives conducted a follow-up investigation and were able to locate and arrest a sixteen year old juvenile who was also involved in the crime. Further investigation by SIU led to the seventeen year old being charged with a car theft in an unrelated case.

During the month of June, SIU detectives investigated the sexual assault of a thirteen year old female. Within days, a Dover man was arrested and charged with Aggravated Felonious Sexual Assault.

The SIU investigated one unattended death in the month of June.

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

Parking: Parking Manager Bill Simons is working closely with the Cocheco Mills management team as move-in day for the first 74 apartments nears, with the goal of minimizing impact on downtown customer/visitor parking. Special review will be given to

the period of 7 pm on Friday nights to 9 am on Monday mornings when there are no parking restrictions in place downtown and customer parking along Central Avenue may be more convenient to some Mill residents/visitors just as it is now for some downtown employees.

Parking Manager Bill Simons has been coordinating the proposed lease of the Transportation Parking Lot from Cocheco Mills. Having control of the 402 space lot would allow better management of the downtown parking capacity in the event of temporary or permanent displacement from in-fill development. The Parking Commission has reviewed the progress of the proposal at each of its last two meetings.

The Parking Manager has been assisting the Planning Department with evaluation of the proposal to purchase the School Street parking lot by Cocheco Mills. The Parking Commission has reviewed the progress of the proposal.

The Parking Manager has also assisted Planning Director Chris Parker with the proposal by First Street at Garrison, LLC to develop the First Street parking lot. A phase II environmental survey needs to be conducted to evaluate the presence and required remediation of any residual contaminants from a fueling station that was behind the current Earcraft building from 1941 to 1960.

A Request for Proposal to conduct a phase II environmental survey will be submitted by Parking Manager Bill Simons for the Orchard Street parking lot. The existence of a tannery in the lot and a nearby dry cleaning facility were identified as reasons for further evaluation to assist in determining reuse of the lot.

The Parking Commission voted to authorize overnight parking permits for the Library lot at \$15/month. This was in response to the request by the developers of the Tuttle Square Apartment project which needed additional offsite parking to meet Planning Board regulations. Any vehicle obtaining a paid overnight permit would be bound by the daytime restrictions of the lot. These permits will be available to any user and not limited to Tuttle Square residents. A resolution to add the new permits to the fee schedule will be submitted by the Parking Manager.

The Parking Commission agreed to establish two 2-stall, 15-minute parking spaces that do not require a meter receipt in the Orchard Street parking lot. One area is over by Waldron Court and the other in front of the building that houses Community Partners. This adjustment to the parking system was well received by the merchants as the last area of downtown that did not have nearby access to short visit exception (the 15 minute rule) spaces. After a period of evaluation, the Parking Manager will report back to the Parking Commission for a formal vote to make the change permanent with a proposed City Ordinance amendment.

Traffic Bureau: Sgt. Speidel performed 21 child passenger seat inspections during the month of June. This included several checks conducted on the evening of June 19 in partnership with Wentworth-Douglass Hospital's Childbirth Education Center to provide infant child safety seat inspections. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety

precautions specific to the age group. Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

On Saturday, June 1, Sgt. Speidel participated in the first annual Dover Main Street Children's Festival. At the Henry Law Park display area, Sgt. Speidel manned a Dover Police Department Community Safety display, handing out free materials related to youth bicycle safety, child seat safety, safe storage of in-home firearms and prescription drugs, and other general traffic safety items.

The Traffic Bureau provided equipment to facilitate an ongoing road closure on Sixth Street at the Seacoast Grower's Association's weekly Farmer's Market, in partnership with the Greater Dover Chamber of Commerce. This event will be held each Wednesday afternoon beginning on Wednesday, June 5 and will last through October.

Sgt. Speidel coordinated traffic control particulars for the annual Garrison School 5K Road Race on June 9 and for the Avis Goodwin Father's Day 5K on June 16th.

The 70th annual New Hampshire Soap Box Derby was held on Sunday, June 9. Sgt. Speidel worked closely with event organizers to hold this event at a new location, on Broadway between Oak and Hill Streets. Sgt. Speidel coordinated the scheduling of police personnel and the deployment of all the necessary equipment to facilitate the road closure for this event.

On Friday, June 14, 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 violations included following too closely, failure to signal lane changes, speeding, distracted driving, and other moving violations.

The Traffic Bureau is coordinating several federally funded traffic enforcement grants. One is a statewide initiative entitled "Join the NH Clique", modeled after the national "Click It or Ticket" program. In the month of June, Dover officers performed several stationary patrols targeting Bellamy Road, Durham Road, Dover Point Road, Garrison Road and Back River Road. These were intended to emphasize appropriate seat belt use for those associated with the Dover Middle and High Schools, Portsmouth Christian Academy, and St. Thomas Aquinas High School.

The Traffic Bureau is also coordinating an array of targeted patrols to enforce speeding violations on a number of secondary roadways, including Sixth Street, Old Rochester Road, Portland Avenue, Back River and Piscataqua Roads, Littleworth Road, Dover Point Road, and Middle Road. Additional grant-funded patrols to target red light and stop sign running, failure to yield, and other intersection-related violations have been conducted at several key locations. Finally, pedestrian related patrols have focused on several key downtown crosswalks, including those at the intersection of Chestnut and Third and Chestnut and Fourth Streets.

Patrol: During the month of June, officers handled a total of 2,375 incidents.

On June 10, 2013 Patrol Officers responded to the Community Trail for a report of a Robbery. It was reported that two males had assaulted the victim and took the victim's wallet. The responding officers were able to locate one of the suspects in the area shortly after the assault. The suspect was arrested and additional information was obtained regarding the identity of the second suspect who was subsequently arrested. Both suspects, a 17 year-old male from Farmington and a 16 year-old male from Dover were charged with Robbery. As a result of this investigation information was developed that led to the same two suspects being charged with the theft of a Jeep Wrangler from the garage of a Digby Lane residence which had occurred three days earlier.

Diversion Program: The Diversion Committee met on Wednesday, June 26, 2013. As a result of the June 2013 meeting, below is the current case breakdown:

- (6) cases in active Diversion Contracts
- (1) successful completion and release
- (1) new cases heard (now included w/active case count above)
- (0) new case awaiting review for August 4, 2013 meeting

The next planned meeting for the Dover Court Diversion Committee is: Thursday, August 4, 2013.

Dover Housing Authority: During the month, Officer Joslin met with Allan Krans, the new Director of the Dover Housing Authority. The meeting served as an opportunity for the two to get to know each other as Mr. Krans takes over leadership of the Dover Housing Authority. This meeting also served to continue to the practice of open communication between the Dover Housing Authority Liaison Officer and DHA staff.

Also during the month, Officer Joslin continued to register bikes, supply helmets as needed and supplied two families with Rx Lockers to better secure their medications.

Officer Joslin also met with the residents at Waldron Towers and Central Towers in an effort to determine any areas of concern. The residents that he met with stated that things were going well for the time being but were not sure what quality of life issues the warmer weather would bring.

Officer Joslin also recently attended Police Mountain Bike Training and will be putting that training to use by patrolling the Dover Housing Authority area on the bike beginning in July.

Community Service Program: The Community Service program tracked six active participants in the month of June 2013. Of the six subjects in the program, four participated during the month of June 2013. A total of 29.5 hours of community service work was completed with one participant finishing his/her allocated hours.

So far in 2013, 108 hours of community service have been completed.

Dover Coalition for Youth: On Friday June 7th the Coalition partnered with the ONE Voice Coalition and Bridging the Gaps Rochester Coalition to host a regional prescription drug

summit. The summit attracted 75 people from across Strafford County interested in learning more about the prescription drug abuse epidemic and strategies to solve the problem. The conference, hosted at Wentworth-Douglas Hospital, included a panel discussion as well as 7 different breakout sessions on topics ranging from school policy development to diversion trends.

The Coalition recently met with a group of bar owners to discuss ways that we can partner to help reduce underage drinking and the harms caused by excessive drinking. The bar owners expressed interest in being kept up to date on legislative changes, continuing to be able to access liquor commission trainings locally and the potential to receive support in forming a local restaurant association. The Coalition will continue to partner with this group over the coming months to increase collaboration.

Dover Youth to Youth: On June 4, 2013, Dover Youth to Youth conducted an all day workshop on Youth Advocacy at the New England Institute of Addiction Studies on June 4th on the campus of Eastern Connecticut State University in Willimantic, CT. Seven members of Youth to Youth taught the attendees about how Youth to Youth was organized, demonstrated how students are taught various advocacy skills and illustrated how those skills are applied. The audience consisted of all adult prevention professionals from all over New England.

Dover Youth to Youth held their annual banquet on June 19th. The event, attended by Youth to Youth members and their parents, was held at the Dover Elks Lodge and included skits, a recap of the group's accomplishments over the year, and presentation of scholarships to several graduating seniors.

The Dover Youth to Youth Summer program for new members will be held July 8-12 at the McConnell Center. Twenty-four prospective new Youth to Youth members have signed up to participate in this year's training. In addition, staff and students from other communities around New Hampshire have signed up to participate in the training.

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

For the month of June 2013 the Teen Center saw a total of 428 participants, on 19 days of programming, which yielded an average of just under 23 participants per day.

The TC saw a huge spike in attendance for the "School's Out BBQ" when 48 youth came through the doors and signed-in.

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

- TC Snack Special – "Hot Dogs" (6/5)
- TC Special Event – "Movie Afternoon" (6/7)
- TC Sports Event – "Frisbee Golf" (6/11)
- TC Trip! – "DoverPalooza – School's Out Show" (6/14)
- TC Special Program – "Community Buck\$ and Academic Challenge Raffle" (6/19)
- TC Special Event – "School's Out BBQ" (6/20)

- TC Trip – “Old Orchard Beach” (6/25)
- TC Trip – “Fisher Cat Baseball Night Game” (6/27)

There were four new registrations during the month of June. Beginning in July, the Dover Teen Center will begin its summer programming.

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:

- 22 pedestrian crosswalk warnings
- 18 assistance to public
- 20 MV cross walk warnings
- 4 MV one-way warnings
- 5 Stop sign warnings
- 6 Parking assist
- 10 Skateboard warnings
- 4 Bicycle warnings
- 2 Trespass warnings

Animal Control: During the month of June the Police Department handled a total of 82 animal calls. Of those 34 were handled by Police Officers, 16 were handled by Dispatch and 32 were handled by the Animal Control Officer. Of the 34 handled by officers, the Animal Control Officer followed up on 4. The ACO returned 58 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 and no callouts during the month of June.

Traffic Accident Reconstruction Unit: In June, members of the Dover Police Traffic Accident Reconstruction Unit responded to an all-terrain vehicle crash that occurred on New York Street. It was determined that the ATV operator was operating under the influence of alcohol when he collided with a parked vehicle.

Communications Bureau: During the month, the Communications Bureau handled 10,401 radio transmissions, 9,219 phone calls, 364 emergency calls, 77 alarms, and 314 customers in the Police Department’s lobby.

Recreation Programs: Registrations were ongoing for summer programs, including theater and summer camps. On-Track accepted more registrations and continued practices, and had 29 athletes at the Regional meet, held on June 22nd at the DHS track. Seven athletes qualified and competed at the State Meet held at Pelham HS on June 28th.

Playgrounds continued to accept registrations and began on June 24th. The program is now full and will continue for 7 weeks, and includes activities at the playgrounds, transportation to the Jenny Thompson Pool, and weekly field trips.

Fun on Stage is a theater and music camp that was held June 24th – June 28th at the City Hall Auditorium. The program filled quickly but the instructor was able to add some from the waitlist. Music Theater will begin on July 8th for the older kids and is also full.

Adult fitness classes continued with Interval Toning beginning an early morning summer session on Tuesdays & Thursdays at 7:30am. Yoga and Zumba® continued with new sessions beginning in June. Beginner Yoga and Interval Toning are both full.

Indoor Pool: The Jenny Thompson Pool opened to the public on June 17th and has been very busy with camps such as Berwick Academy, St. Mary's, Tri-Star, Kittery Recreation, Eliot Recreation as well as the City of Dover summer camps.

During the month of June the Jenny Thompson pool hosted three weekend long swim meets that were all well attended.

The indoor pool started swim lessons on June 24th and are 97% full at the moment. Hydrofitness has continued for the summer and regularly has about 15 participants.

Swim teams such as Seacoast Swimming, Oyster River, Exeter and Cannonball have been taking advantage of both facilities and practicing on a regular basis.

JT Pool-Adult Lap Swimmers: 20-30 swimmers daily
JT Pool-Adult Lap Swimmers: 75 swimmers daily
JT Pool-Rec Swim: 150 and 300 swimmers daily

Ice Arena: Activities have been reduced this month at the Dover Arena due to annual maintenance shut down. The annual shut down allows the arena to do all necessary preventive maintenance, general repairs, painting and overall cleanup of all areas.

A full slate of programs is scheduled for the summer with skating and hockey programs for all ages. Registrations are coming in for programs that will start July 7 for the summer.

Camp Kool is once again ready for the summer and is full again with 50 campers enjoying the arena facility, grassy areas around the arena and the Jenny Thompson Pool each week for the 8 week program.

The arena will be open for summer skating programs and events on July 7, 2013.

Senior Center: The Dover Community Senior Center (DCSC) continues their recurring daily activities as well as the recurring monthly activities.

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

Special Events for June: Yard Sale Fundraiser at the Loyal Order of the Moose in Dover N.H. that raised \$500.00 for the Senior Center. Gardening Club planted flowers outside the Senior Center on the first day of Summer, June 21st. Members of the center attended the Cocheco Valley Humane Society 19th annual dog walk fundraiser and the Decorating Committee created paper flower centerpieces for the Senior picnic on June 24th. Senior Center summer picnic was held on June, 26th at St. John's United Methodist Church.

15 Self-guided day trippers traveled to Newington Wood Burning Power Plant on June 3rd.
19 Self Self-guided day trippers traveled to Hackmatack Theater on June 27th.
14 Members traveled to see "Chicago".
43 Members traveled to Mohegan Sun

Senior Mystery Lunches: 28

Senior Social: 62

Senior Center Advisory Meeting: 11 Senior Center Advisory Meeting: 12

Library Programs: Program attendance at library programs totaled 158 in June. 136 craft projects were made at the Children's Room's "Make-It, Take-It" table. The Library hosted 83 public meetings and private tutoring sessions in its meeting rooms. The Public Library also provided 1,607 hours of free public Internet access in June (does not count wi-fi use), plus the Early Literacy computer station in the Children's Room was used 257 times. The "Book A Librarian" program instructed 6 appointment makers with e-reader help.

PLANNING & ZONING

This past July, the City of Dover was awarded a \$50,000 Community Planning Grant from the New Hampshire Housing Finance Authority to review the form and function of the corridors leading into the City of Dover's downtown area, and to suggest infrastructure and zoning amendments to continue the economic and community vitality of these areas. The grant funding is being used to hire a consultant to perform the work which includes defining the gateways to Dover's downtown, reinforcing the community's work on sustainability, reinforcing transit oriented development along Central and Portland Avenues and Broadway, and creating a positive environment of the development of affordable housing within walking distance of transit, employment and retail centers, etc.

In June, the consultant continued working on this project incorporating feedback from the Charettes as well as surveys and stakeholder meetings and synthesizing this into draft ordinance language. This language was communicated to staff. Meetings have been scheduled for July to discuss outcomes and potential language changes. Changes will be brought to the Planning Board in the fall of 2013 for consideration.

Planning Board

- Approved a Conditional Use Permit for Seacoast Kettlebell (Owner: Freetrade, Inc.) Assessor's Map 30, Lot 18, zoned I-1, located at 23 Horne Street; This allowed the relocation of a fitness center within the building located on the site.
- 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.
- Tabled a request for an impact fee waiver by Cocheco Mills Holdings, LLC, Assessor's Map 2, Lots 37 & 37A and Map 3, Lots 63, 63B & 66; This would waive all or part of the recreation impact fee due for 100 Main Street.
- Approved a request for Site Review by STF Development Corp., Assessor's Map 20, Lot 37, zoned RM-U; This would allow reduced parking spaces located at 3-5 George Street.
- Approved a Minor Subdivision for Helen Gagnon, Trustee/Gagnon Family Revocable Trust, Assessor's Map C, Lot 39A, zoned R-40; This allowed a 3 lot subdivision on French Cross Road
- Approved a Conditional Use Permit for South Dover Investment Group, LLC, Assessor's Map K, Lot 37, zoned R-12; This allowed reduced parking for site plan located at 35 Dover Point Road.
- Approved a Site Plan request for First-Rate Realty, LLC and the City of Dover, Assessor's Map 12, Lots 28 and 29, zoned CBD; This allowed the demolition and reconstruction of a building with 16 apartment units.
- Approved a Conditional Use Permit request for First-Rate Realty, LLC and the City of Dover, Assessor's Map 12, Lots 28 and 29, zoned CBD; This allowed residential uses on the first floor of the building, where non- residential is required.
- Posted a zoning request for adjustments to the RCM Overlay District for Varney Brook LLC; This would adjust the method used to calculate the use allocations within the concept plan for projects in the RCM.
- Did not post a zoning request for adjustments to the Sign Ordinance for Bentley Jessie; This would remove many of the provision of the sign ordinance.

Zoning Board

- Approved a variance request from Rensselaer Properties, Ltd, 142 Broadway, Tax Map 27, Lot 278, located in the Urban Density Multi-Residential (RM-U); This allowed an amendment to a previously approved variance to allow an office use where a beauty and barber shop had been approved.
- Approved a variance request from JNM Realty Trust, 54 Dover Point Road, Tax Map K, Lot 20, located in the Thoroughfare Business (B-3) District; This allowed an amendment to a prior variance approval to permit the second floor of the existing office building to be used for a maximum of two (2) residential units.
- Approved a variance request from Stephanie Vocell (Owner: Theresa D. Sherlock), 20 Roberts Road, Tax Map L, Lot 96-H, located in the Low Density Residential (R-20) District; This allows four (4) ducks on the property where the keeping of ducks is not

a permitted use in the R-20 District; and (c) the coop and fenced enclosure for the chickens and ducks to be located zero (0) ft. from the side lot line and sixteen (16) ft. from the rear property line where a minimum of twenty (20) ft. is required.

- Tabled a variance request from Robert F. Fisher (Owner: Anne E. Tucker Revocable Trust), 49 Littleworth Road (Tax Map G, Lot 29) located in the Low Density Residential (R-20) District; This request would allow a lunch cart on the property where lunch carts are not a permitted use in the R-20 District.

Conservation Commission

- Tabled a request for endorsement of a Conditional Use Permit for STF Development Corp. (Agent: Kevin McEaney, McEaney 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

Transportation Advisory Commission

- Reviewed options for a crosswalk on Chestnut Street at St. Mary's Church; The Commission endorsed an option which removed the mid-block crossing, improved other crosswalks, reduces lane widths and improves sidewalks.
- Reviewed the progress of the Silver Street reconstruction project

Energy Commission

- Discussed:
 - A. Community Action Project of Strafford County Energy Audit
 - B. Apple Harvest Day
 - C. Downtown tree-planting project
 - D. Solar Power Purchase Agreement Project

DEPARTMENTAL COLLABORATION & ENHANCEMENTS

The Dover High School Fire Fighter level 1 and Emergency Medical Technician classes finished up the school year usage of the North End Station training room. The NH State Fire Academy came in and proctored the written and practical tests. The students did outstanding. The EMT class finished up and completed the state practical skills exam proctored at the South End Fire Station.

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

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

The Fire Department utilized the new lean process for hiring. This tedious process had two days of interviews to narrow the selection process to six candidates. The six candidates participated in an assessment center that over 15 off duty personnel volunteered their day to help in the selection process of a new hire.

Fire's command staff sent a representative to attend and evaluate members at the state Candidate Physical Ability Test (CPAT). This is a State mandatory requirement for all new hires coming from outside of the professional fire service.

Dover Fire taught CPR and AED certifications to the library staff and to two new members of Dover Police Department.

As system administrators for the Dovernet libraries' automation system, public librarians aided the school libraries with 12 technical issues during June, plus loaned 29 items to the Dover schools and borrowed 106 items from them for library patrons.

The Library Director began set-up and data uploads in anticipation of new Dovernet Automated Library System installation in August.

Purchase and maintenance costs for the new Dovernet Library Automation System (installing August 2013) will be shared 50/50 with the Dover public schools. This new system will save approximately \$11,000 per year in annual maintenance costs.

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

- 726 Central Avenue
- Henry Law Park
- Thornwood Ln
- Lika Drive
- Childs Drive

A thorough briefing by former School Tech Services Manager on School projects was given to the City's IT Director prior to his departure. City IT staff will assist with Sophos FW installation at elementary schools and Dover Middle School firewall upgrade this summer.

CITY GROUNDS, FACILITIES & PARKS

Facilities, Grounds & Cemeteries fielded 241 work orders and 4 service calls for the month of June. There were 4 ash burials and 1 full burial in Pine Hill Cemetery this month.

The downtown area was cleaned-up and prepped for the summer season. Tree pits were cleaned- out, scuffed up to allow better water absorption and then received a top dressing of new mulch. Parks were raked and debris was cleared out to facilitate mowing. The First Street parking lot and River Walk area received attention but still need additional work. The Orchard Street lot was raked and the winter sand cleared and hauled away. Crews trimmed trees, cleaned-up sand and raked the grass area. City Hall was sprayed for poison ivy.

With the aid of volunteers from organizations such as the Dover Pride, Liberty Mutual, St Thomas Saints and the Dover Baptist Church compassion weekend, we were able to clean up, paint and in general spruce up many areas around town. Henry Law Park, the

McConnell Center, the Library and Public Works Facility all received attention.

Mowing of the public turf areas and ball fields is ongoing. There were two tournaments at Shaw's Lane this season. Leagues that utilize the field are considering installing dugouts on the B field, either this year or next.

Sign work continues in the posting of signs for new developments and replacement of existing signs and posts as needed. The new trend in the vandalism of signs involves pulling the posts out of the ground and removing the signs. The Fourth St, Lincoln St, Grove St areas have seen the most activity. Tagging also continues.

Three parties have come in to evaluate the City Hall roof membrane and make recommendations. Additional concerns remain about leaks due to water seeping in through masonry or penetrations through the roof for the ventilation system. Air conditioners at City Hall were installed where needed and the condensate drains were vacuumed out.

Facilities and Grounds employees conducted normal day-to-day building maintenance, clean-up and grounds maintenance of municipal facilities.

Twenty trees were planted in Pine Hill Cemetery, mainly in the old section to replace trees that have been removed. The columbarium niches continue to be popular and one side is almost completely purchased.

The concept plan for improvements to the Henry Law Park playground area is complete. The City and Children's Museum staff will be promoting the project over the summer to the many park users to help gain more support.

GENERAL UPDATES

The Fire Department successfully managed the overtime budget to provide the best protection of the citizens of Dover with the optimal personnel staffing of 12 personnel per shift. During this time, one shift made a rescue from a reported structure fire with a trapped occupant.

Dover's Public Library is participating as an exhibit site for the Cochecho Arts Festival "Arts Rock!" project.

The Department of Planning and Community Development reviewed opportunities for use of the State of New Hampshire Revolving Loan Fund for funding energy improvements to water and wastewater plants and infrastructure. This low interest rate program has been used by the City to fund improvements to various facilities. The Community Development Block Grant Coordinator attended two meetings with State representatives regarding this program and the processes associated with applications.

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.

Planning staff worked on the Community Trail in June. This work included working with

employees at Liberty Mutual to grade the trail behind Liberty Mutual, between Watson Road and the Spaulding Turnpike for Liberty Mutual's service day June 20th.

The Department of Planning and Community Development worked with the Massachusetts Institute of Technology to host a roll playing exercise designed to investigate climate adaptation and how it impacts communities.

Staff of the Inspection Division, as well as the Fire Chief, spent a significant amount of time during this month conducting final inspections @ 100 Main Street for the Cochecho Mills Apartments project. As a result, the objective of the July 1st occupancy deadline of the first phase (36 units) for the Mills Management Team was accomplished.

The Information Technology Division continues to swap out older UPSs with higher battery replacement costs, with newer more energy efficient UPSs with lower battery replacement costs where prudent.

CITY OUTREACH

- The on-duty shift (Engine Company and Ambulance) participated and stood by the Dover Main Streets Children's Festival across the City.
- Engine 8 participated in the Citizen's Corps of Strafford County recognition event at Henry Law Park.
- The North End Station hosted a two birthday parties.
- Dover Firefighters volunteered for the State Practical administered at Dover South Station for the National Registry testing of thirty students.
- The on-duty fire shift participated in the Wentworth Douglass Hospital Baby Sitting program by teaching fire safety to adolescents.
- The command staff taught fire safety to the residents of Cocheco Park Condominiums.
- Dover Fire supported Dover Middle School's science class physics class. Truck 1 provided a platform for their egg drop.
- Engine 8, Engine 7, Ambulance 1 and Command Staff participated in the Dover Children's Home Community barbeque.
- The South End Station hosted the Strafford County Health Coalition by providing space and personnel in the inspection of the Community POD resource trailers.
- The Dover Public Library has 1,380 subscribers to its e-newsletters, 1,095 Facebook fans, 486 Pinterest board followers, and 495 Twitter followers.
- The Department of Planning and Community Development continued to update its blog, face book page and twitter feed to communicate with the public. The

Department of Planning and Community Development has 222 Facebook (City of Dover NH Planning) friends and 409 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 495 fans), as well as a Sustainable Dover facebook fan page (with 154 fans).
- The Director of Planning and Community sent out 50 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 30 properties in the City.

ACKNOWLEDGEMENTS & EVENTS

After 33 years of service to the City of Dover and Pine Hill Cemetery, Nancy Gagne has given her notice of intent to retire effective July, 19, 2013. Her expertise and experience will be missed greatly.

A local building developer donated two residential structures on Arch Street in Dover. These buildings enabled the Fire Department shifts to train for many hours over the month.

The Friends of the Library paid \$286 for Summer Reading Program prizes.

Friends of the Library financial contributions for June totaled \$286. Income from the group's Cookbook Booksale (June 3-10) totaled \$658.

The Rotary Club of Dover donated \$350 to the library's Children's Room on June 21.

PROFESSIONAL DEVELOPMENT

The Library Director attended a workshop on "Succession Planning" at the Portsmouth Public Library on June 28th.

Inspection staff attended a training seminar on Legal Aspects of Code Administration sponsored by the New Hampshire Seacoast Code Officials Association.

A three day training course was attended by Inspection staff on Hazard Analysis Critical Control Point Programs sponsored by the UNH Cooperative Extension. This training is a system focused on the prevention of problems to ensure the production of safe food products.

Capital Improvement Projects Update

Community Services Department

June 2013

NORTH END PRESSURE

- Current: The project has been completed. Only a couple of punch-list items remain with Preload.
- Previous: The top coat of paving has been installed on the driveway to the tank.

BERRY BROOK WATERSHED MANAGEMENT

- Current: The Berry Brook III grant has been approved by Governor and Council and is now preparing to enter the planning and design phase. Once the BMP's from this grant are installed the effective impervious area in the watershed should be close to 10% down from 30% prior to any work in the watershed. The restoration and best management practices are expected to greatly improve water quality and conditions in Berry Brook.
- Previous: 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.

WASTEWATER TREATMENT PLANT FACILITIES PLAN

- Current: The peer review planning is proceeding with the establishment of charge questions and selection of the review participant experts. The peer review is scheduled to begin at the end of August.
- Previous: 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.

STREET IMPROVEMENTS

- Current: Brox Industries has begun grinding and raising structures on Broadway from Central Avenue to Hill Street.
- Previous: Brox Industries was awarded the bid and will continue paving for the City of Dover this summer.

Total Permits Issued: June 2013

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
13-100	COCHECHO COUNTRY CLUB	145	GULF ROAD	REPAIR AREAS DAMAGED BY FIRE	C	N	15	97000	995
13-164	CIOTTI	642	CENTRAL AVENUE	RENOV./REPAIR WATER DAMAGE IN A	C	30	133	30000	325
13-168	7TH SETTLEMENT BREWERY,	47	WASHINGTON STREET	RENOV. INT. FOR A CONVERSION TO A	C	2	37A	170000	1725
13-173	JEFFREY SEGIL	700	CENTRAL AVENUE	MINOR INT. RENOVATIONS	C	29	9	2000	45
13-185	LAM	914	CENTRAL AVENUE	INSTALL 3 EXT. WINDOW UNITS	C	38	20	5000	75
13-197	WENTWORTH DOUGLAS HOSP	10	MEMBERS WAY	CONST./INSTALL A CAFÉ, 2ND FLR OF M	C	D	17C	58000	605
12-430	ESTES	11	LABRADOR LANE	NEW CONST. SFD WITH ATT. GARAGE	R	A	51-9-2	375000	3775
13-064	MONUMENT GARDEN	14	LILAC LANE	NEW CONST. MULTI-FAMILY BLDG. 3 S	R	H	35D	2600000	26025
13-104	DR LEMIEUX TRUST OF 2012	163	SPUR ROAD	DEMO. & RMV. A GARAGE; CONST. AN	R	L	43	25000	275
13-109	PAUL W. CAIN INVESTMENTS,	86	HIDDEN VALLEY DRIVE	CONST. A SFD WITH GARAGE UNDER	R	I	94C-5	180000	1825
13-122	PANASIS	280A	DOVER POINT ROAD	CONST. A DETACHED GARAGE	R	L-10	F	64000	665
13-125	DEMERS	12	WOODLAND ROAD	CONST. A ONE-STORY SIDE SUNROOM	R	17	95F-1	36000	385
13-134	TOLEND ROAD PROPERTIES, L	38	MELODY TERRACE	CONST. A SFD WITH ATT. GARAGE	R	G	24J	134000	1365
13-137	PARKS	1	HILLCREST DRIVE	CONSTS. A REAR 1-STORY ADDITION	R	35	56-D	50000	575
13-138	MARINO	3	BRIARWOOD LANE	CONST. A FRONT DECK ADDITION	R	K-1	15	4000	65
13-140	BRANDT	40	ARCH STREET	DEMO A SFD	R	11	16	0	50
13-141	SALMON FALLS HOLDING, LL	46-48	ARCH STREET	DEMO. & REMOVE A MUTI-FAMIY DWE	R	11	15	0	50
13-150	LEMIEUX BUILDERS	22	PISCATAQUA ROAD	CONST. A SFD W/ GARAGE UNDER	R	I96	C	160000	1625
13-155	D.R. LEMIEUX BUILDERS, INC.	26	PISCATAQUA ROAD	NEW CONST. SFD WITH GARAGE UNDE	R	I96	D	175000	1775
13-159	PERKINS	575	TOLEND ROAD	RMV.&RPLC/CONST. A REAR DECK AD	R	C	21V	4800	75
13-162	PEGGY VAGTS	103	COCHECHO STREET	RENOV./REMODEL A KITCHEN	R	N	22A	7500	105
13-163	HOLDERBAUM	2	JACKSON BROOK TERRACE	INSTALL AN ABOVE GROUND POOL	R	B	18-15	7000	95

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
13-165	HENNINGER	23	NELSON STREET	CONST. A DECK EXPANSION W/STAIRW	R	9	72	1800	45
13-167	JAMES SEARS	3	ESSEX STREET	RENOV. TO A BATHRM, KITCHEN, RMV	R	24	93	30000	325
13-169	BOUDREAU	9	NORTHAM DRIVE	CONST. A ONE-STORY SIDE ADD. FOR A	R	36	15H	70000	725
13-170	CLIFFORD	7	BOSTON HARBOR ROAD	CONST/INSTALL A REC. DOCK	R	7	4	25000	275
13-172	NIESUCHOUSKI	7	PARTRIDGE LANE	GENERAL RENOVATIONS OF A SFD	R	I-X	36E	8000	105
13-174	DYSINGER	345	WASHINGTON STREET	CONST. A SIDE DECK ADDITION	R	32	15B	9000	115
13-175	MCALISTER	7	LISA BETH DRIVE	CONST. A REAR DECK ADDITION	R	H	66	7000	95
13-177	TRIPP	16	HIGHLAND STREET	CONST./INSTALL A STROAGE SHED	R	1-	14A	3100	55
13-178	TRAVIS	14	YOUNG STREET	INSTALL A ROOF MOUNTED SOLAR AR	R	23	9	15000	175
13-179	GARCIA	8	BERKSHIRE LANE	CONST. A FULL REAR DORMER ADDITI	R	I	99W	10000	125
13-180	AUTY	15B	HILLCREST DRIVE	RENO./RMDL THE KITCHEN	R	35	57A	32000	345
13-182	GOODWIN	210	COUNTY FARM ROAD	INSTLL ROOF-MOUNTED ELECTRIC SOL	R	C	3D-1	20000	225
13-183	KOELLMER	59	SPUR ROAD	CONST. A DETACHED BARN/STORAGE	R	L	14P	65000	675
13-188	REDDY	627	CENTRAL AVENUE	UNIT A, MINOR INT. RENOV.	R	27	145	3500	65
13-189	MOISAN	19	LEIGHTON ROAD	CONST. A REAR DECK	R	8	25-B	7000	95
13-190	RAFFERTY	18	PONDVIEW DRIVE	CONST. A FARMERS PORCH	R	I	51-A-	8300	115
13-192	LUGALLA	10	BROWNING DRIVE	REMOV/REPLC A READ DECK ADDITIO	R	21	83	4500	75
13-198	DOVER BLUFF	98	HENRY LAW AVENUE	REMOVE. & REPLACE/CONST. STAIR TO	R	22	9	8000	105
13-202	WILSON	12	FAIRWAY DRIVE	RENOV. SCREEN PORCH TO A 3-SEASO	R	N	14I	20000	225
13-203	GAGE	5	COUNTRY CLUB ESTATESA	SINGLE FAMILY DWELLING WITH AN	R	N	12I	0	50

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: \$4,531,500.00

Total Fees Collected: \$46,515.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	6	Change of Use	0
Commercial Renovations	0	Commercial	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	24	Industrial	0
Industrial	0	Renovations	2
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	25
Single Family Dwelling	6	Single Family Dwellings	9
Renovations Dwelling Unit	12	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	3		
Accessory Dwelling Unit	0		
		Total	18

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	7	9	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	25	47	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	202	127									128
TOTAL APPROVED UNITS			664	395	269									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	27	36	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			111	67	44									
APPROVED + ELDERLY			775	462	313									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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City of Dover

Bid Solicitation Report

For June 2013

7/2/2013

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				Asphalt Patcher	
B13076	06/05/2013	06/27/2013			

Community Services				Guard Rail Installation - Old Rochester Road	
B13078	06/12/2013	07/02/2013			

Total for

Grand Total All Departments

DAC	PO Date	PO No.	Vendor Name	Amount
City Finance Office	6/5/2013	201311418	PUBLIC SERVICE CO OF NH-CITY	\$5,173.93
City Finance Office	6/26/2013	201312215	GRAPHIC IMAGE, INC.	\$5,220.00
Executive	6/25/2013	201312162	PERCUSSION SOFTWARE, INC.	\$5,250.00
Community Services Department	6/5/2013	201311410	UNDERWATER SOLUTIONS INC	\$5,340.00
Fire and Rescue	6/19/2013	201311914	STATE OF NH-DOT	\$5,655.52
Community Services Department	6/4/2013	201311381	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,717.12
City Finance Office	6/5/2013	201311419	PUBLIC SERVICE CO OF NH-CITY	\$6,198.78
City Finance Office	6/18/2013	201311890	PUBLIC SERVICE CO OF NH-CITY	\$6,272.67
Community Services Department	6/12/2013	201311680	BORDEN REMINGTON	\$6,899.99
Executive	6/25/2013	201312174	SHEEHAN, PHINNEY, BASS & GREEN	\$7,500.00
City Finance Office	6/4/2013	201311271	PUBLIC SERVICE CO OF NH-CITY	\$7,568.81
Police	6/19/2013	201311923	STATE OF NH-DOT	\$7,611.73
Fire and Rescue	6/4/2013	201311327	COASTAL TRUCK & AUTO BODY, INC.	\$8,000.55
City Finance Office	6/4/2013	201311270	CITIZENS BANK-CREDIT CARD PAYMENT	\$8,932.00
Community Services Department	6/12/2013	201311710	HALL & ASSOCIATES, PLLC	\$9,255.65
City Finance Office	6/5/2013	201311416	BAYRING COMMUNICATIONS	\$9,725.19
Community Services Department	6/25/2013	201312157	STATE OF NH-DOT	\$10,092.09
City Finance Office	6/27/2013	201312373	SANTA BUCKLEY ENERGY	\$10,479.85
Executive	6/4/2013	201311326	CCMSI	\$10,653.62
City Finance Office	6/4/2013	201311272	SANTA BUCKLEY ENERGY	\$10,834.34
City Finance Office	6/5/2013	201311417	PUBLIC SERVICE CO OF NH-CITY	\$12,443.26
Executive	6/4/2013	201311328	SHI INTERNATIONAL CORP	\$14,229.00
City Finance Office	6/11/2013	201311614	PUBLIC SERVICE CO OF NH-CITY	\$19,542.52
Community Services Department	6/25/2013	201312158	TRI-STATE SEALCOATING & PAVING, INC.	\$28,088.00
Community Services Department	6/5/2013	201311388	TRI-STATE SEALCOATING & PAVING, INC.	\$28,914.00
Planning	6/19/2013	201311966	MONADNOCK ECONOMIC DEVELOPMENT CORP.	\$29,500.00
City Finance Office	6/26/2013	201312214	PUBLIC SERVICE CO OF NH-CITY	\$34,774.27
Executive	6/25/2013	201312155	SHEEHAN, PHINNEY, BASS & GREEN	\$39,494.68
Planning	6/19/2013	201311959	7TH SETTLEMENT BREWERY, LLC	\$50,000.00
Community Services Department	6/30/2013	201312457	P.J. LABRIE & SONS PLUMBING & HEATING	\$61,971.00
Community Services Department	6/30/2013	201312456	LIBERTY INTERNATIONAL TRUCKS, INC.	\$79,220.00
Community Services Department	6/30/2013	201312455	FREIGHTLINER OF NH, INC.	\$114,813.00

City of Dover

Revenues of Major Funds June 30, 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	\$ 6,749,517	\$ 66,358,741	100.0%	\$ (42,948)	\$ -	\$ (42,948)	(0.1)%
Licenses & Permits	4,220,905	431,053	4,710,854	112.0	(489,949)	-	(489,949)	(11.6)
Intergovernmental	1,981,930	5,164	1,953,250	99.0	28,680	-	28,680	1.4
Charges for Services	3,056,986	150,557	3,046,639	100.0	10,347	-	10,347	0.3
Miscellaneous Revenue	352,437	37,512	325,069	92.0	27,368	-	27,368	7.8
Education	12,515,976	287,864	11,967,414	96.0	548,562	(164)	548,727	4.4
Operating Transfers In	295,475	-	32,569	11.0	262,906	-	262,906	89.0
Sub-total : 1000 General Fund	\$ 88,739,502	\$ 7,661,668	\$ 88,394,536	100.0%	\$ 344,966	\$ (164)	\$ 345,130	0.4%
3213 Parking Activity Fund								
Licenses & Permits	\$ 121,320	\$ 15,340	\$ 106,503	88.0%	\$ 14,817	\$ -	\$ 14,817	12.2%
Parking Income	325,000	29,065	340,860	105.0%	(15,860)	-	(15,860)	- 4.9%
Parking Fines	168,000	8,195	136,673	81.0%	31,327	-	31,327	18.6%
Other Financing Sources	125,060	-	-	0.0	125,060	-	125,060	100.0
Sub-total : 3213 Parking Activity Fund	\$ 739,380	\$ 52,601	\$ 584,036	79.0%	\$ 155,344	\$ -	\$ 155,344	21.0%
3320 Residential Solid Waste Fund								
Charges for Services	\$ 950,663	\$ 68,303	\$ 883,250	93.0%	\$ 67,413	\$ -	\$ 67,413	7.1%
Miscellaneous Revenue	0	95	973	0.0	(973)	-	(973)	0.0
Sub-total : 3320 Residential Solid Waste	\$ 950,663	\$ 68,399	\$ 884,223	93.0%	\$ 66,440	\$ -	\$ 66,440	7.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 603,726	\$ (25,925)	\$ 549,445	91.0%	\$ 54,281	\$ -	\$ 54,281	9.0%
Operating Transfers In	221,479	17,243	221,479	100.0	(0)	-	(0)	(0.0)
Sub-total : 3381 McConnell Center	\$ 825,205	\$ (8,682)	\$ 770,924	93.0%	\$ 54,281	\$ -	\$ 54,281	6.6%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 436,278	\$ 44,656	\$ 320,651	73.0%	\$ 115,627	\$ -	\$ 115,627	26.5%
Miscellaneous Revenue	18,000	1,172	17,989	1.0	12	-	12	0.1
Operating Transfers In	15,500	-	8,030	52.0	7,470	-	7,470	48.2
Other Financing Sources	119,100	-	-	0.0	119,100	-	119,100	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 588,878	\$ 45,828	\$ 346,670	59.0%	\$ 242,208	\$ -	\$ 242,208	41.1%
5300 Water Fund								
Charges for Services	\$ 4,688,762	\$ 524,353	\$ 3,930,550	84.0%	\$ 758,212	\$ -	\$ 758,212	16.2%
Miscellaneous Revenue	21,000	19,572	106,035	505.0	(85,035)	-	(85,035)	(404.9)
Sub-total : 5300 Water Fund	\$ 4,709,762	\$ 543,925	\$ 4,036,585	86.0%	\$ 673,177	\$ -	\$ 673,177	14.3%
5320 Sewer Fund								
Intergovernmental	\$ 6,840	\$ 6,840	\$ 6,840	100.0%	\$ -	\$ -	\$ -	0.0%
Charges for Services	5,354,011	632,720	4,429,778	83.0	924,233	-	924,233	17.3
Miscellaneous Revenue	31,000	21,151	111,899	361.0	(80,899)	-	(80,899)	(261.0)
Other Financing Sources	1,012,476	-	-	0.0	1,012,476	-	1,012,476	100.0
Sub-total : 5320 Sewer Fund	\$ 6,404,327	\$ 660,712	\$ 4,548,517	71.0%	\$ 1,855,810	\$ -	\$ 1,855,810	29.0%
6100 Dovernet Fund								
Charges for Services	\$ 516,962	\$ 91,048	\$ 533,129	103.0%	\$ (16,167)	\$ -	\$ (16,167)	- 3.1%
Miscellaneous Revenue	25,000	-	25,000	1.0	-	-	-	0.0
Operating Transfers In	24,000	-	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	\$ 91,048	\$ 654,129	94.0%	\$ 42,220	\$ -	\$ 42,220	6.1%
Total : REVENUES	\$ 103,654,066	\$ 9,115,498	\$ 100,219,621	97.0%	\$ 3,434,445	\$ (164)	\$ 3,434,609	3.3%

City of Dover

Expenditures of Major Funds

June 30, 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	\$ 23,706	\$ 387,078	84.0%	\$ 73,987	\$ 71,253	\$ 2,734	0.6%
Executive	787,229	50,900	727,191	92.0	60,038	1,734	58,304	7.4
Finance	1,587,765	111,228	1,477,223	93.0	110,542	21,082	89,460	5.6
Planning	463,527	31,323	447,009	96.0	16,518	661	15,857	3.4
Misc General Government	841,408	42,789	532,417	63.0	308,991	82,328	226,663	26.9
Police	6,918,903	490,807	6,543,330	95.0	375,573	33,415	342,158	4.9
Fire & Rescue	6,839,516	499,369	6,513,042	95.0	326,474	4,715	321,759	4.7
Community Service Public Works	5,397,091	249,874	4,330,077	80.0	1,067,014	588,962	478,052	8.9
Recreation	2,002,240	143,776	1,853,389	93.0	148,851	29,560	119,291	6.0
Public Library	1,056,273	71,593	986,040	93.0	70,233	12,155	58,078	5.5
Public Welfare	829,853	64,248	837,987	101.0	(8,134)	16,169	(24,303)	(2.9)
Debt Service	9,690,031	5,407,743	9,625,698	99.0	64,333	-	64,333	0.7
Other Financing Sources/Uses	2,122,757	-	1,794,807	85.0	327,950	-	327,950	15.4
School	42,264,590	4,080,140	37,730,724	89.0	4,533,866	795,735	3,738,131	8.8
Intergovernmental	7,521,254	-	7,521,254	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 88,783,502	\$ 11,267,497	\$ 81,307,266	91.6%	\$ 7,476,236	\$ 1,657,770	\$ 5,818,466	6.6%
3213 Parking Activity Fund								
Police	\$ 739,380	\$ 89,897	\$ 655,338	89.0%	\$ 84,042	\$ 3,772	\$ 80,271	10.9%
Sub-total : 3213 Parking Activity Fund	\$ 739,380	\$ 89,897	\$ 655,338	88.6%	\$ 84,042	\$ 3,772	\$ 80,271	10.9%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 950,663	\$ 88,570	\$ 763,638	80.0%	\$ 187,025	\$ 130,774	\$ 56,251	5.9%
Sub-total : 3320 Residential Solid Waste Fund	\$ 950,663	\$ 88,570	\$ 763,638	80.3%	\$ 187,025	\$ 130,774	\$ 56,251	5.9%
3381 McConnell Center Fund								
Recreation	\$ 825,205	\$ 276,682	\$ 646,714	78.0%	\$ 178,491	\$ 73,562	\$ 104,929	12.7%
Sub-total : 3381 McConnell Center Fund	\$ 825,205	\$ 276,682	\$ 646,714	78.4%	\$ 178,491	\$ 73,562	\$ 104,929	12.7%
3410 Recreation Special Revenue Fund								
Recreation	\$ 588,878	\$ 25,212	\$ 325,618	55.0%	\$ 263,260	\$ (393)	\$ 263,653	44.8%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 588,878	\$ 25,212	\$ 325,618	55.3%	\$ 263,260	\$ (393)	\$ 263,653	44.8%
5300 Water Fund								
Community Service Public Works	\$ 4,733,097	\$ 506,003	\$ 4,373,420	92.0%	\$ 359,678	\$ 32,809	\$ 326,869	6.9%
Sub-total : 5300 Water Fund	\$ 4,733,097	\$ 506,003	\$ 4,373,420	92.4%	\$ 359,678	\$ 32,809	\$ 326,869	6.9%
5320 Sewer Fund								
Community Service Public Works	\$ 6,577,918	\$ 649,017	\$ 5,924,847	90.0%	\$ 653,071	\$ 93,462	\$ 559,608	8.5%
Sub-total : 5320 Sewer Fund	\$ 6,577,918	\$ 649,017	\$ 5,924,847	90.1%	\$ 653,071	\$ 93,462	\$ 559,608	8.5%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 838,958	\$ 64,433	\$ 528,105	63.0%	\$ 310,853	\$ 33,470	\$ 277,383	33.1%
Sub-total : 6100 Dovernet Fund	\$ 838,958	\$ 64,433	\$ 528,105	62.9%	\$ 310,853	\$ 33,470	\$ 277,383	33.1%
Total : EXPENDITURES	\$ 104,037,602	\$ 12,967,310	\$ 94,524,946	90.9%	\$ 9,512,656	\$ 2,025,226	\$ 7,487,430	7.2%

City of Dover

Arena - General Fund
Revenue & Expenditure Report
(Including Arena Debt Service attributed to the General Fund)
June 30, 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	22,937	1,222,824	93.5	85,061	0	85,061	6.5
Expenditures	940,627	47,696	870,864	92.6	69,763	14,198	55,565	5.9
Debt Service								
Principal	242,190	242,190	242,190	100.0	0	0	0	-
Interest	74,185	74,185	74,185	100.0	0	0	0	-
	50,883	(341,134)	35,586	69.9	15,297	(14,198)	29,495	58.0



CITY OF DOVER

CITY COUNCIL - MINUTES

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

Councilor Weeden led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Crago and Councilor Garrison.

Also Present: City Manager Joyal and City Clerk Lavertu.

5. PROCLAMATIONS/AWARDS – None

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to remove item 13.B.4.; seconded by Councilor Weston.

Vote: 7/0.

Deputy Mayor Carrier moved to add item 13.B.8., Transfer Funds to School Curriculum Capital Reserve Fund; seconded by Councilor Spuler.

Vote: 7/0.

Deputy Mayor Carrier moved to add item 13.B.9., Transfer Funds to School Facilities Capital Reserve Fund; seconded by Councilor Spuler.

Vote: 7/0.

Deputy Mayor Carrier moved to add 13.B.10., Transfer Funds to School Technology Capital Reserve Fund; seconded by Councilor Spuler.

Vote: 7/0.

Deputy Mayor Carrier moved to add 13.B.11., Transfer Funds to School Athletics Equipment Capital Reserve Fund; seconded by Councilor Weeden.

Vote: 7/0.

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

Vote: 7/0.

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

Vote: 7/0.

7. PUBLIC HEARINGS – None



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, June 26, 2013**
Meeting Time: **7:00 pm**

8. CITIZEN'S FORUM

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

Wendy Alley, 28A Cataract Avenue, Dover Democratic Committee Chairperson: She spoke about the Dover Democratic Committee and their work.

Diane Stowell, 5 Old Littleworth Road: She spoke against the resolution for the Littleworth Road Rezoning rehearing request.

Richard Weik, 12 Old Littleworth Road: He spoke against the resolution for the Littleworth Road Rezoning rehearing request.

Bernard Stillwagon, 20 Old Littleworth Road: He spoke against the resolution for the Littleworth Road Rezoning rehearing request.

Robert Sherwood, 55 Knox Marsh Road: He spoke in favor of the resolution for the Littleworth Road Rezoning rehearing request.

Mary Hebbard, 97 Spruce Lane: She asked for an explanation on why Item 13.B.4. was removed from tonight's agenda. She spoke against the resolution for the Littleworth Road Rezoning rehearing request. She urged the Mayor to remove his name from the Mayors Against Illegal Guns group.

Amanda Russell, 20 Cranbrook Lane. School Board Vice-Chairperson: She urged the Council to approve the four resolutions to Transfer Funds to the School's Capital Reserve Accounts. She urged the Council not to approve the resolution to Amend City Financial Policies for Stabilization Funds – School General Fund Budget Year End Surplus,

Rocky D'Andrea, 62 Mast Road, School Board Chairperson: He echoed Ms. Russell's comments and urged the Council to approve the four resolutions to Transfer Funds to the School's Capital Reserve Accounts. He urged the Council not to approve the resolution to Amend City Financial Policies for Stabilization Funds – School General Fund Budget Year End Surplus,

John Diamond, 90 Durham Road: He spoke in favor of the resolution for the Littleworth Road Rezoning rehearing request.

Human, 55 Union Street: He spoke about being stopped on Durham Road by Dover Police.

Jessica DeGraff, 40 Grove Street: He spoke about the proposed changes to the sign ordinance.

John Grammas, owner of 11 Court Street: He spoke in favor of the Littleworth Rezoning Rehearing request.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, June 26, 2013**
Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORT

- A. June 12, 2013**
- B. June 26, 2013**

City Manager Joyal said he has submitted both reports for the month in writing. He discussed the process for hiring a new General Legal Counselor and his belief that there will be a new Counselor by the end of the summer. He discussed his professional development activities. He said the First Street resolution was pulled because the City is still in negotiations with the developer.

Deputy Mayor Carrier moved for the approval of the City Manager's Report; seconded by Councilor Hooper.

Vote: 7/0.

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**

Deputy Mayor Carrier moved for the approval of the Minutes; seconded by Councilor Spuler.
Vote: 7/0.

11. MAYOR'S REPORT

Mayor Trefethen said he attended the Dover High School graduation, the Flag Day ceremony, the American Legion Baseball opening day, and the Dover Adult Learning Center graduation. He reminded the citizens of annual reading of the Declaration of Independence on July 4th at 10:00 am on the City Hall front steps.

Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Weeden.
Vote: 7/0.

12. UNFINISHED BUSINESS

- A. ORDINANCES IN THE 2nd READING – None**
- B. ORDINANCES IN THE 3rd READING – None**
- C. RESOLUTIONS – None**



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, June 26, 2013**
Meeting Time: **7:00 pm**

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, June 26, 2013**
Meeting Time: **7:00 pm**

- 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 (4)**
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

Deputy Mayor Carrier moved to adopt the Consent Calendar; seconded by Councilor Weeden. Mayor Trefethen asked the Council if they had items they would like pulled for further discussion. Councilor Weston pulled Item 13.A.22. Mayor Trefethen pulled Item 13.A.26. Councilor Hooper pulled the four School Board Reports. Mayor Trefethen asked for a roll call vote on the remaining items of the Consent Calendar. Roll Call Vote: 7/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.22.; seconded by Councilor Weston. Councilor Weston asked why the City didn't buy the spare wheel. City Manager Joyal said they already have a spare wheel. Roll Call Vote: 7/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.26.; seconded by Councilor Hooper. City Manager Joyal gave an overview of the resolution to the Council, which was the end of year routine to close the books. Councilor Weston asked about the unencumbered balance amount.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, June 26, 2013**
Meeting Time: **7:00 pm**

City Manager Joyal said right now it looks like it will be around \$219,000.
Roll Call Vote: 7/0.

Councilor Hooper gave an overview of the four School Board Reports.
Deputy Mayor Carrier moved to accept the four School Board Reports; seconded by Councilor Spuler.
Vote: 7/0.

B. RESOLUTIONS

1. REHEARING REQUEST FOR LITTLEWORTH ROAD REZONING SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weston.
Planning Director Parker gave an overview of this resolution to the Council. He said the owner has asked for a rehearing date of September 11, 2013, which will allow the developer to hold neighborhood meetings. He said they will expand notification to the neighborhood beyond the abutter law of 100 feet.
Councilor Weston asked about the John Deere dealership and if abutters were notified when their building was built.
Director Parker said the director abutters were notified.
Roll Call Vote: 6/1; Passed. Councilor Cheney was opposed.

2. AMEND CITY FINANCIAL POLICIES FOR STABILIZATION FUNDS – SCHOOL GENERAL FUND BUDGET YEAR END SURPLUS SPONSORED BY COUNCILOR WESTON

Councilor Weston moved for its adoption; seconded by Councilor Spuler.
Councilor Weston moved to add "School Facilities Capital Reserve Fund" to the second paragraph of the first Now, Therefore; seconded by Councilor Weeden.
Vote: 7/0.
Councilor Weston moved to strike in the second paragraph of the first Now, Therefore "in equal amounts" and add "as requested by the School Department"; seconded by Councilor Weeden.
Vote: 7/0.
Councilor Weston gave an overview of this resolution to the Council.
Mayor Trefethen said this was an amendment to the City's financial policies.
Councilor Weeden asked Business Administrator Limanni to give his opinion on this resolution.
Business Administrator Limanni talked about the four resolutions that the School Board has brought forward addressing the capital reserves. He said this resolution would reduce a step for the School Department.
Councilor Hooper started a discussion about tabling this resolution for a couple months to get the year-end figures.
Deputy Mayor Carrier moved to table to a date uncertain; seconded by Councilor Hooper.
Roll Call Vote: 7/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, June 26, 2013**
Meeting Time: **7:00 pm**

3. RESCIND SCHOOL FY2013 CIP APPROPRIATION FOR MEDIA CENTER EQUIPMENT

SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weeden.
Roll Call Vote: 7/0.

4. SALE OF FIRST STREET PARKING LOT, MAP 6 LOT 3

SPONSORED BY MAYOR TREFETHEN BY REQUEST

Councilor voted to remove from agenda.

5. AUTHORIZATION FOR CONVEYANCE OF CITY OWNED LAND MAP 12 LOT 29

SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weeden.
City Manager Joyal gave an overview of this resolution to the Council.
Director Parker gave an overview of the proposed development project.
Roll Call Vote: 7/0.

6. THE WALTER W. FISCHER 1993 TRUST LAND DONATIONS

SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weeden.
City Manager Joyal said this land was not buildable.
Mayor Trefethen said the City already has a drainage easement on this property.
Roll Call Vote: 7/0.

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

Deputy Mayor Carrier moved to refer to a public hearing on July 10, 2013; seconded by Councilor Cheney.

Mayor Trefethen gave an overview of this resolution to the Council. He said the State budget has been passed and they are expecting this money to come to the City.
Mayor Trefethen said the entire Council will be put on the resolution as sponsors.
Vote: 7/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, June 26, 2013**
Meeting Time: **7:00 pm**

8. TRANSFER FUNDS TO SCHOOL CURRICULUM CAPITAL RESERVE FUND SPONSORED BY MAYOR TREFETHEN BY REQUEST

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

Mayor Trefethen suggested that the Council should table these four resolutions until they have the year-end figures.

City Manager Joyal spoke about the process and how the Fund Balance number will not be set until the end of August.

Finance Director Lynch said the motion to table would end these resolutions because the fiscal year ends in four days.

Mayor Trefethen said that was correct. The process would then have to be a budget amendment.

School Board Vice Chairperson Russell talked about the School Board's decision to bring these resolutions forward. She said the School Board did what the Council has asked.

Roll Call Vote: 7/0.

9. TRANSFER FUNDS TO SCHOOL FACILITIES CAPITAL RESERVE FUND SPONSORED BY MAYOR TREFETHEN BY REQUEST

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

Roll Call Vote: 5/2; Passed. Councilors Spuler and Weston were opposed.

10. TRANSFER FUNDS TO SCHOOL TECHNOLOGY CAPITAL RESERVE FUND SPONSORED BY MAYOR TREFETHEN BY REQUEST

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

Roll Call Vote: 7/0.

11. TRANSFER FUNDS TO SCHOOL ATHLETICS EQUIPMENT CAPITAL RESERVE FUND SPONSORED BY MAYOR TREFETHEN BY REQUEST

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

Roll Call Vote: 7/0.

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

Councilor Spuler moved to refer to a public hearing on July 10, 2013; seconded by Councilor Weeden.

Vote: 7/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Media Access Center, McConnell Center**
Meeting Date: **Wednesday, June 26, 2013**
Meeting Time: **7:00 pm**

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**

Deputy Mayor Carrier moved to place correspondence on file; seconded by Councilor Spuler.
Vote: 7/0.

15. COUNCIL MATTERS OF INTEREST

Councilor Weeden thanked the Council for passing the four resolutions regarding the School's Capital Reserve accounts.

Councilor Weston said she believed in the School's Capital Reserve accounts. She feared that the City may not reach the 8.2% and will have to cut services. She spoke about the Chestnut Street RFP regarding moving the stop light or putting in a 4-way stop. She talked about School advertising and asked the City Manager if there were restrictions on advertising.

City Manager Joyal said he will look into that and get back to the Council.

Councilor Spuler asked about the process for having the Dover Mounted Patrol in the Christmas Parade. He said he attended the Horne Street Elementary School Olympics.

Mayor Trefethen reminded the Council it was time to give the City Manager's performance evaluation, and went over the timeframe for this process. He said the City Hall will be closed Thursday, July 4th and the Council needed to have agenda items in by noon on Tuesday, July 2nd. He asked the Ordinance Committee to have the Ordinances approved by the Council. He asked the City Manager about the pedestrian bridge.

City Manager Joyal said the Towns of Belmont and Colebrook have shown interest in the pedestrian bridge. He said he may have a resolution for the Town of Belmont's proposal on the agenda for the next regular Council meeting.

16. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn; seconded by Councilor Weston.
Vote: 7/0.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.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.

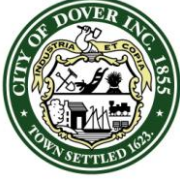
REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: *Daniel R. Lynch 7/3/13*
 Daniel R. Lynch Finance Director Sponsored by: Councilor Edward Spuler

Approved as to Legal Form:

Recorded by: Karen Lavertu
 City Clerk *Karen Lavertu*



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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:

Table with 5 columns: Account, Description, Adopted Budget, Amendment, Amended Budget. Rows include Education and Education Revenues.

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 7/3/13 Finance Director
Sponsored by: Mayor Dean Trefethen, Deputy Mayor Carrier, Councilor Cheney, Councilor Crago, Councilor Garrison, Councilor Hooper, Councilor Spuler, Councilor Weeden, Councilor Weston
Approved for Legal Compliance: General Legal Counsel
Recorded by: Karen Laverty City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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: 06/26/2013	Public Hearing Date: 07/10/2013
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#: 12.C.1.

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.



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 MAIN STREET

Federal Tax ID number for Organization: 20599406

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

Contact Person: ERIC HAGMAN Day Time Telephone: 603 978 6213

Address: 205 SILVER ST DOVER, NH Email Address eric.hagman@comcast.net

Purpose of Permit: DOVER IRISH FESTIVAL EVENT AT HENRY LAW PARK

Date of Event: 9/28/2013 Specific Time: 11 AM - 7 PM

Location of Event: HENRY LAW PARK / ROTARY PAVILLION

(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.

**NOTE: ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA

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

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

Signature: [Signature] Date: 6/20/13

Licensing Board approval [Signature] Date: 6/26/13

Revised 03/17/08

SEE POLICE CHIEF EMAIL APPROVING ROAD CLOSURE OF HENRY LAW AVENUE BETWEEN CENTRAL AVE & WILLIAM'S STREET.

Traffic Bureau OK. Henry Law Ave closure by the Rotary Arts Pavilion. MES

obs- [Signature]

XFINITY Connect

eric.hagman@comcast.net

+ Font Size

RE: Next Irish Festival 9/28/2013

From : Anthony Colarusso <A.Colarusso@dover.nh.gov> Thu, Jun 20, 2013 02:44 PM
Subject : RE: Next Irish Festival 9/28/2013
To : 'eric.hagman@comcast.net'
<eric.hagman@comcast.net>
Cc : Marn Speidel <M.Speidel@dover.nh.gov>, David A.
Terlemezian <D.Terlemezian@dover.nh.gov>

No problem Eric, still plenty of time left. Has the application been filled out yet? I have not seen it. I will certainly OK the street closure.
I hope all is well with you and your family.
Tony

From: eric.hagman@comcast.net [mailto:eric.hagman@comcast.net]
Sent: Thursday, June 20, 2013 2:31 PM
To: Colarusso, Anthony
Cc: Speidel, Marn; Terlemezian, David A.
Subject: Re: Next Irish Festival 9/28/2013

Hello Chief!

First - I hope your summer is going well and that all is good in your family...

Second - I realize I have overlooked a key thing today as I work on the Dover Main Street Irish Festival which is 9/28/2013. I need from the Police Department official approval to close Henry Law Avenue from Central Avenue to Williams Street as in past years on 9/28 during the day...the event runs from 11 AM through 7 PM. I was reminded of this by the City Clerk after she and I have gone back and forth on the Block Party Application.

I asked earlier today for the police detail, the tent that is now the Chamber of Commerce...but overlooked this.

Thanks as always...

- Eric Hagman

From: "eric hagman" <eric.hagman@comcast.net>
To: "David A. Terlemezian" <D.Terlemezian@dover.nh.gov>
Cc: "Marn Speidel" <M.Speidel@dover.nh.gov>



CITY OF DOVER
13 JUN 17 PM 3:58

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Florence St. Block Party

Federal Tax ID number for Organization: _____

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

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

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

Purpose of Permit: Block Party to close street

Date of Event: July 13 Specific Time: NOON - 10 PM

Location of Event: 14/16 Florence St.

(Raffle Permit only)

Prize (s) To Be Awarded: _____

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

Place of Drawing: _____

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

** NOTE: ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA

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

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

Signature: [Signature] Date: 6/17/13

Licensing Board approval [Signature] Date: 6/24/13
Revised 03/17/08

Traffic Bureau OK
MES
JLW - 26



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2013.07.10 – 76**
Resolution Re: **B13052 Emulsion Polymer Award of Bid**

WHEREAS: Sealed bids B13052 were requested and received for emulsion polymer on April 16, 2013 @2:00 pm; and

WHEREAS: Four bids were received with varying products and rates. After several months of testing each product, it is the recommendation based on performance and cost to award to Hercules Inc, Ashland Water Tech Division for the Ashland K274FLX at the rate of \$1.37 per pound provided in Request for Bid B13052.

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 Hercules Inc at rates provided in conjunction with B13052. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
5320.1.300.43256.4612	WWTP operating supply	\$70,000.00	\$70,000.00

AUTHORIZATION

Approved as to Funding: *Daniel R. Lynch 7/3/13*
Daniel R. Lynch
Finance Director

Sponsored by: Mayor Dean Trefethen
By request

Approved for Legal Compliance:
General Legal Counsel

Recorded by: *Karen Lavertu*
Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2013.07.10 – 76**
Resolution Re: B13052 Emulsion Polymer 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.3.

Resolution Number: **R – 2013.07.10 – 76**

Resolution Re: B13052 Emulsion Polymer Award of Bid

RESOLUTION BACKGROUND MATERIAL:

After a lengthy polymer trial we have found that the Ashland FLX 274 is the product that is most advantageous to the city to be using. The low bidder was Polydyne Inc. at \$1.08 per/Lb. This Polymer did not perform well at all. We had to dose double the amount and still got lower cake solids and unacceptable recovery off the filtrate.

The second low bid was Atlantic Coast Polymers at \$1.19 per/Lb. This product worked much better than the low bidder but in the end did not perform as well as the FLX 274. The trial showed poor recovery which re-circulates solids to the head of the facility. We had to dose between 52 and 57 lbs/ton for the ACP product -V- 40 lbs/ton for the FLX 274. This equals \$67.83 per ton for ACP and \$54.80 per ton for the FLX274 based on the \$1.37 per/Lb. It is the recommendation that the city award the bid to Hercules Inc, Ashland Water Tech Division for the FLX 274 based on the cost and performance.

Purchasing Information:

Type:	Purchase order	Advertised:	Yes
Invitations Mailed:	51	Number of Responses:	4 and 2 NB
Warranty:	Meets Specifications	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	June 30, 2014	Estimated Delivery:	As needed
Recommended Award to:	Hercules Inc	Fund:	WWTP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Cost estimated at \$25,000 or greater

Vendor Solicitation List:

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

B13052 Emulsion Polymer	Results	Cost
Vendor	Product	price per LB
Polydyne Inc	Clarifloc NE-1957	\$1.08
Atlantic Coast Polymer	AXP-918 or ACP917	\$1.19
Hercules Inc Ashland Water Tech	Praestol K274FLX	\$1.37
Monson Company	Aries 27407 or 27527	\$1.55
Coyne Chemical	no bid	
Kemier Water Solution	no bid	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2013.07.10 – 77**
Resolution Re: Acceptance of Emerald Drive as a Public Way

WHEREAS: Emerald Drive is ready for acceptance as a City street; and

WHEREAS: The Engineering Division has reviewed this street and determined that it meets City standards and specifications for street acceptance and has received a maintenance guarantee; and

WHEREAS: Emerald Drive meets all other criteria for acceptance.

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

Emerald Drive is accepted as a City Street according to the metes and bounds description.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch 7/3/13

Daniel R. Lynch
Finance Director

Sponsored by:

Mayor Dean Trefethen
By Request

Approved for Legal Compliance:

Recorded by:

Karen Lavertu
City Clerk

Karen Lavertu



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2013.07.10 – 77**

Resolution Re: Acceptance of Emerald Drive as a Public Way

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:

A street is created as an official public way in one of 4 ways as follows:

- Highway layout
- Prescription
- Dedication and acceptance
- Deed

Creation of this street as an official highway by dedication and acceptance will be accomplished with this resolution. The vast majority of highways in the modern age are created by dedication and acceptance.

The process is a two-step process. The most common act of dedication is the filing and recording of an approved subdivision plan. The second and final step is a formal vote of acceptance by the City Council.

The City of Dover maintains and provides services for city streets. Only streets meeting city specification are accepted.

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS that **Emerald Woods Development, LLC**, a New Hampshire limited liability company with a mailing address of 273 Corporate Drive, Suite 150, Portsmouth, New Hampshire 03801

for consideration paid, hereby grants to **City of Dover**, a municipal corporation with a principal place of business at 288 Central Avenue, Dover, New Hampshire 03820

with WARRANTY COVENANTS, the following described premises:

A certain tract or parcel of land located on the northerly side of Littleworth Road, in the City of Dover, County of Strafford, and the State of New Hampshire, being shown as the 50 Foot Wide Right-of-Way (Emerald Drive) on the plan entitled "Subdivision Plan, Emerald Woods, Littleworth Road, Dover, New Hampshire", dated January 25, 2002, revised September 22, 2004, prepared by Trittech Engineering Corporation, recorded at the Strafford County Registry of Deeds Plan 78-7; being more particularly bounded and described as follows:

Beginning at an iron pipe found on the northerly sideline of Littleworth Road; thence running along a curve to the left, having a radius of 30.00 feet, a distance of 34.14 feet to a granite bound set; thence turning and running North 24° 11' 00" East, a distance of 99.20 feet to a granite bound set; thence turning and running along a curve to the left having a radius of 475.00 feet, a distance of 153.10 feet to a granite bound set; thence turning and running North 05° 42' 56" East, a distance of 123.95 feet to a granite bound set; thence turning and running along a curve to the right, having a radius of 425.00 feet, a distance of 176.12 feet to a granite bound set; thence turning and running North 29° 27' 33" East, a distance of 235.58 feet to a granite bound set; thence turning and running along a curve to the left, having a radius of 275.00 feet, a distance of 228.38 feet to a granite bound set; thence turning and running North 18° 07' 24" West, a distance of 307.57 feet to a granite bound set; thence turning and running along a curve to the right having a radius of 225.00 feet, a distance of 110.94 feet to a rebar set; thence turning and running South 79° 52' 18" East, a distance of 50.00 feet to a point; thence turning and running along a curve to the left having a radius of 175.00 feet, a distance of 80.23 feet to a granite bound set; thence turning and running along a curve to the left having a radius of 30.00 feet, a distance of 48.65 feet to a granite bound set; thence turning and running North 70° 56' 35" East, a distance of 262.71 feet to a rebar set at the westerly terminus of Susanna's Crossing;

thence turning and running South 05° 09' 10" East, a distance of 51.58 feet to a rebar set; thence turning and running South 70° 38' 47" West, a distance of 252.38 feet to a granite bound set; thence turning and running along a curve to the left having a radius of 30.00 feet, a distance of 46.48 feet to a granite bound set; thence turning and running South 18° 07' 24" East, a distance of 201.21 feet to a granite bound set; thence turning and running along a curve to the right having a radius of 325.00 feet, a distance of 269.90 feet to a granite bound set; thence turning and running South 29° 27' 33" West, a distance of 235.58 feet; thence turning and running along a curve to the left having a radius of 375.00 feet, a distance of 155.41 feet to a granite bound set; thence turning and running South 05° 42' 56" West, a distance of 123.94 to a granite bound set; thence turning and running along a curve to the right having a radius of 525.00 feet, a distance of 169.22 feet to a granite bound set; thence turning and running South 24° 11' 00" West, a distance of 96.43 feet to a granite bound set; thence turning and running along a curve to the left having a radius of 30.00 feet, a distance of 47.12 feet to granite bound set on the northerly sideline of Littleworth Road; thence turning and running North 65° 49' 00" West, a distance of 97.42 feet to an iron pipe found on the northerly sideline of Littleworth Road; said iron pipe being the point of beginning. The above described Right-of-Way contains 88,725 square feet or 2.037 acres.

SUBJECT TO such matters as are delineated on the above-referenced plan recorded at the Strafford County Registry of Deeds at Plan 78-7, as they may be applicable.

SUBJECT TO all easements for utility services as may be applicable.

SUBJECT TO any other easements, covenants and restrictions of record which may be applicable.

Meaning and intending to describe and convey a portion of the premises conveyed to Emerald Woods Development, LLC by deed recorded in Book 3134, Page 238 at the Strafford County Registry of Deeds.

Signed this 20th of June, 2013.

Emerald Woods, LLC

By Eric S. Katz, Manager
Eric S. Katz, Manager, duly authorized

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this, the 20th of June, 2013, before me, the undersigned Officer, personally appeared Eric S. Katz, who acknowledged himself to be the Manager of Emerald Woods Development, LLC, a New Hampshire limited liability company, and that he, as such Manager, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the company by himself as Manager.

Kathleen M Sedlock

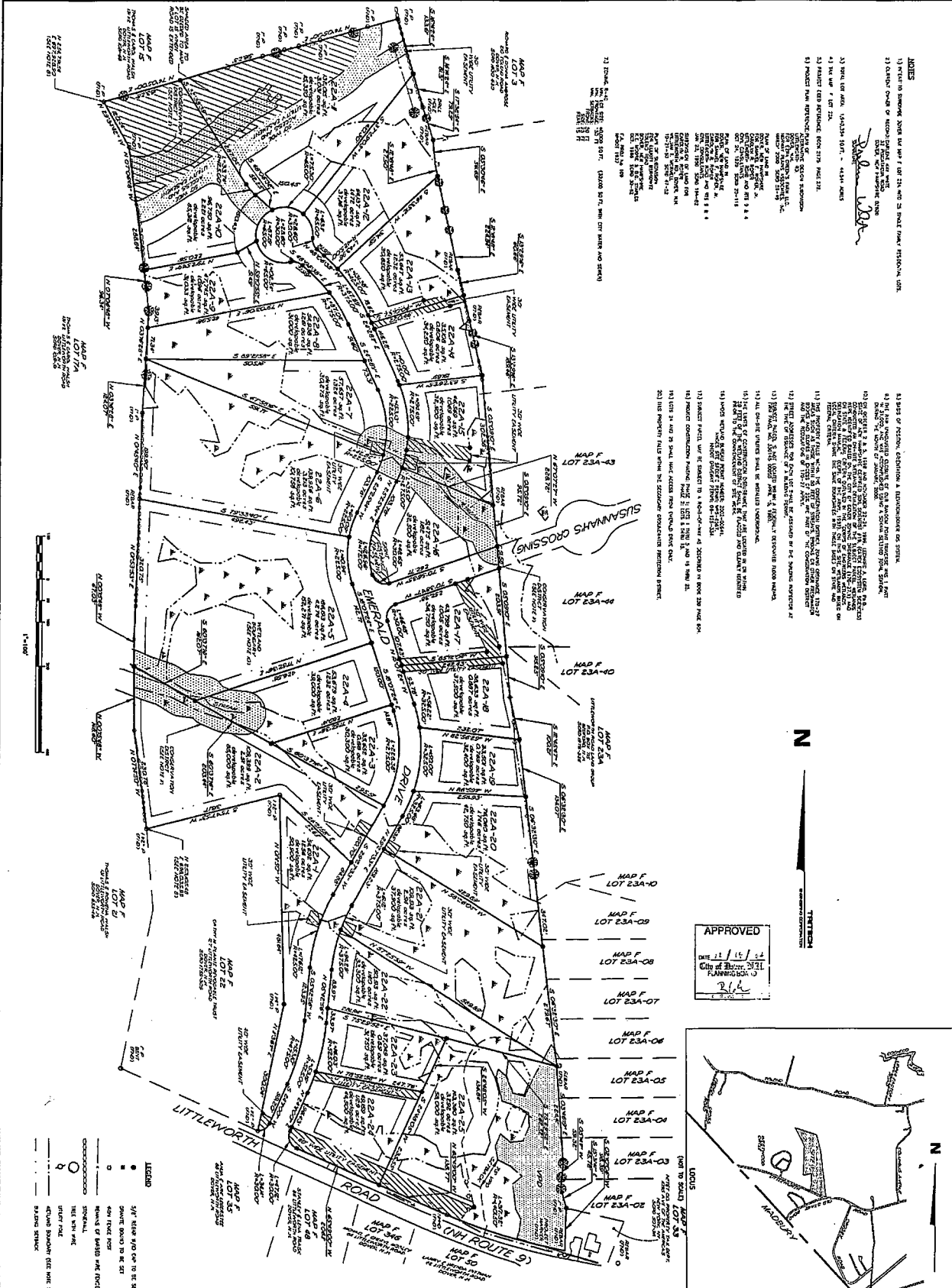
Notary Public / Justice of the Peace

My commission expires 4/15/14

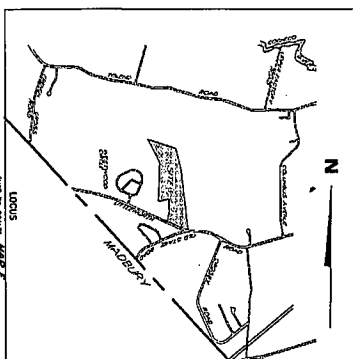


NOTES

- 1) REFER TO DRAWING 2008-04 MAP F LOT 23-01 & 2) TRAIL FROM WESTERN LOT.
- 3) CENTER POINT OF RECORD POINTS AND THE DATE OF PLANNING PERMITS.
- 4) SEE MAP F LOT 23-01.
- 5) PROJECT PERMIT NUMBER: 2008-0179. PROJECT NAME: EMERALD WOODS.
- 6) SEE MAP F LOT 23-01.
- 7) SEE MAP F LOT 23-01.
- 8) SEE MAP F LOT 23-01.
- 9) SEE MAP F LOT 23-01.
- 10) SEE MAP F LOT 23-01.
- 11) SEE MAP F LOT 23-01.
- 12) SEE MAP F LOT 23-01.
- 13) SEE MAP F LOT 23-01.
- 14) SEE MAP F LOT 23-01.
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APPROVED
 DATE: 11/16/07
 City of Dover, DE
 PLANNING DEPT.
 [Signature]



<p>SHEET NO.</p> <p style="font-size: 2em; font-weight: bold;">S-1</p>	<p>SUBDIVISION PLAN</p> <p>EMERALD WOODS</p> <p>LITTLEWORTH ROAD DOVER, NEW HAMPSHIRE</p> <p>JANUARY 25, 2002 JOB NO. 99181</p> <p>SCALE: 1" = 100'</p>	<p>TRITECH</p> <p>ENGINEERING CORPORATION</p> <p>1000 DOVER ROAD OFFICE BLDG DOVER, NEW HAMPSHIRE 03801 TELEPHONE: 603 742 0107 FAX: 603 742 3650</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>REVISIONS</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3/28/03</td> <td>REVISED PER THE COMMENTS</td> </tr> <tr> <td>2</td> <td>3/28/04</td> <td>REVISED PER PLANNING</td> </tr> <tr> <td>3</td> <td>6/22/04</td> <td>REV. PER COMM. OF APPROVAL</td> </tr> </tbody> </table>	REVISIONS	DATE	DESCRIPTION	1	3/28/03	REVISED PER THE COMMENTS	2	3/28/04	REVISED PER PLANNING	3	6/22/04	REV. PER COMM. OF APPROVAL
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3	6/22/04	REV. PER COMM. OF APPROVAL												

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PROJECT 10 PM 11:12
 REVISIONS: 07-0000
 SHEET: 033144



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2013.07.10 - 78**
Resolution Re: Authorization for City to participate in State Clean Water State Revolving Fund for WWTF Upgrade CIP Project

WHEREAS: The City Council desires to make public improvements and finance these improvements through the most cost efficient means available to the city; and

WHEREAS: On December 12, 2012 the City Council appropriated \$8,937,236 for Waste Water Treatment Facility Upgrades and authorized issuance of general obligation bonds to finance the project as part of the adoption of the FY2014 CIP; and

WHEREAS: The City has the opportunity to participate in the NH Clean Water State Revolving Fund to finance the WWTF Upgrade project at rates more advantageous to the City than general obligation bonds;

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

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover's participation in the NH Clean Water State Revolving Fund (CWSRF) Program is hereby authorized for financing the Waste Water Treatment Facility Upgrade project. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF Program and obtain loans through the program for the Waste Water Treatment Facility Upgrade project.

NOTE: This resolution requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage with the vote deferred until at least three (3) days after public hearing.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch 7/3/13
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 *Karen Lavertu*



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2013.07.10 – 78**

Resolution Re: Authorization for City to participate in State Clean Water
State Revolving Fund for WWTF Upgrade CIP Project

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 - 2013.07.10 – 78**

Resolution Re: Authorization for City to participate in State Clean Water
State Revolving Fund for WWTF Upgrade CIP Project

RESOLUTION BACKGROUND MATERIAL:

The purpose of this resolution is to authorize the City to participate in the NH Clean Water State Revolving Fund for the purpose of financing the Waste Water Treatment Facility upgrade project. The City believes that more favorable interest rates can be obtained through the CWSRF for financing the project in lieu of issuing General Obligation Bonds.

This resolution does not increase any amount of appropriations already adopted by the City Council for the project.

This resolution does not increase any amount of bonding authorization already adopted by the City Council.