



**CITY OF DOVER**

## CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**  
Meeting Location: **Media Access Center, McConnell Center**  
Meeting Date: **Wednesday, September 11, 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 170: ZONING, SECTION 28.2: RESIDENTIAL-COMMERCIAL MIXED USE (RCM) OVERLAY DISTRICT E) PROCEDURAL CONCEPTS**  
SPONSORED BY MAYOR TREFETHEN, PLANNING BOARD REPRESENTATIVE
8. **CITIZEN'S FORUM**

*Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.*
9. **CITY MANAGER'S REPORT**
  - A. **August 28, 2013**
  - B. **September 11, 2013**
10. **APPROVAL OF MINUTES**
  - A. **August 7, 2013 – Workshop Session**
  - B. **August 14, 2013 – Regular Session**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
  - A. **ORDINANCES IN THE 2<sup>nd</sup> READING**
    1. **CHAPTER 170: ZONING, SECTION 28.2: RESIDENTIAL-COMMERCIAL MIXED USE (RCM) OVERLAY DISTRICT E) PROCEDURAL CONCEPTS**  
SPONSORED BY MAYOR TREFETHEN, PLANNING BOARD REPRESENTATIVE
  - B. **ORDINANCES IN THE 3<sup>rd</sup> READING – None**
  - C. **RESOLUTIONS – None**



**CITY OF DOVER**

## CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, September 11, 2013**  
Meeting Time: **7:00 pm**

### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

1. **ROAD TOLL – Dover Professional Firefighters Local 1312 & MDA – held on August 31, 2013**
2. **TAG – Dover Little Green Cheerleading – held on September 5-8, 2013**
3. **TAG – American Legion Auxiliary Unit #8 – held on September 8, 2013**
4. **RAFFLE – Amy’s Treat**
5. **RAFFLE – Dover Women’s Health, PA**
6. **RAFFLE – Dover Main Street**
7. **RAFFLE – Zebra Crossings**
8. **TAG – Special Olympics New Hampshire**
9. **ROAD RACE – Dover Soccer Association**
10. **PARADE – Dover Knights of Columbus Council #807**
  
11. **RESOLUTION: SETTING VOTING HOURS FOR THE NOVEMBER 5, 2013 MUNICIPAL ELECTION**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST
  
12. **RESOLUTION: B08043 TRAFFIC SIGNAL PROGRAM SEBAGO TECHNICS - AWARD OF ADDITIONAL SCOPE OF SERVICES**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST
  
13. **RESOLUTION: B14005 CONSULTING SERVICES DOWNTOWN STREETSCAPE STUDY**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST
  
14. **RESOLUTION: B14006 CHESTNUT STREET SIDEWALK IMPROVEMENTS**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST
  
15. **RESOLUTION: HIGHWAY ROAD SALT STATE NH CONTRACT**  
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                     |                                       |



**CITY OF DOVER**

## CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, September 11, 2013**  
Meeting Time: **7:00 pm**

### **B. RESOLUTIONS**

- 1. HENRY LAW PARK PLAZA DONATION**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 2. APPROVAL OF COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY LEASE, McCONNELL CENTER ROOMS 238 AND 240**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 3. ESTABLISHMENT OF DOVER HIGH SCHOOL STUDENT TRANSPORTATION SCHOLARSHIP TRUST FUND**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 4. AMENDMENT OF FISCAL YEAR 2014 FEE SCHEDULE RELATED TO CEMETERY MARKER FEES (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 25, 2013)**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 5. MODIFICATION OF THE ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2014 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FUNDS (TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 25, 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



August 28, 2013

SUBMITTED BY:

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

**CITY OF  
DOVER, NH**

AVAILABLE ONLINE:

**[WWW.DOVER.NH.GOV](http://WWW.DOVER.NH.GOV)**

---

# Dover Business & Industrial Development Authority

## Economic Development Overview

Dan Barufaldi

### Summary:

Economic activity in the Region continues to expand at a moderate rate, according to business contacts. Retailers, tourism contacts, manufacturers and consulting and advertising contacts all report modest increases in sales. Commercial real estate conditions are improving or holding steady, depending on location. Residential real estate contacts report increases in both house prices and sales. Overall prices are rising at a modest pace, generally in line with cost increases. Most businesses are holding employment steady, with substantial staffing changes only at firms experiencing significant increases or decreases in sales. Contacts generally expect the recent trend of moderate growth to continue. The current unemployment rate in Dover is 3.8%.

### Retail and Tourism:

Retailers contacted for this round report year-over-year comp-store sales increases ranging between 1 and 5 percent. One contact had a low single digit decrease, but notes that sales trends are improving. Demand is strong for all apparel categories, furniture, sporting goods, and mobile technology. Consumer sentiment continues to pick up, albeit very slowly, and prices at the wholesale and retail levels remain steady. All the contacts expect continued slow growth of the U.S. economy.

Through May, hotel revenues are up 1.5% year-over-year. Restaurant revenues are up 2%, slightly better than expected, but one longtime Dover eatery is experiencing a double digit year-over-year decline and is moving to adapt its business model to reverse the decline. Those restaurants doing better, attribute the increase to strong corporate business travel and entertainment. There is some softness in domestic leisure travel as attendance at the NH Children's Museum and Woodman Institute Museum and other destinations has flattened. Some of this decrease may be due to the record breaking rainfall in Dover in June. It is expected from early July activity that New England leisure travel will increase during the remainder of the summer.

### Manufacturing and Related Services:

Most of the local manufacturers contacted report modest increases in sales. One is enjoying a strong market acceptance of a new product line with burgeoning sales. Europe remains a source of weakness and China continues to inject volatility for manufacturing exports. The insecurity surrounding government policies affecting interest rates and currency parity issues around a weakening U.S. dollar continue to cloud the export outlook and add insecurity re the real cost of capital goods and equipment. While several manufacturers say they expect modest growth, not many have raised their sales forecasts yet. Local gun parts manufacturers report a spike in sales. No major staff reductions in Dover have occurred or are expected. None of the manufacturers have pulled back on planned investments at this time. Pricing remains stable with the ability to pass costs through without major sales effect.

### Selected Business Services:

Local consulting and advertising contacts report a generally positive, but not exuberant second quarter. Economic consulting has experienced a very strong demand due to the growth of high stakes litigation. Healthcare and pharmaceuticals consulting contacts gave mixed reports, with several contacts reporting robust demand for services related to process efficiency, effectiveness analytics, and marketing support. Another reports a slowdown in IT adoption. Strategy consultants had mixed results with large firms doing better than small ones, largely due to the greater exposure to the booming private equity industry. Marketing and advertising

contacts report a slight uptick on top of a strong first quarter. A local government contractor reports flat revenue.

No cost growth, or cost growth in line with the 2% inflation is reported. Health and some business insurances are the exception. Half of the businesses report no net hiring with others increasing their workforce by 3-5%, largely through larger classes of entry-level workers this summer. Firms not hiring were split between those waiting for stronger sustained demand and those that hired rapidly in the recent past and are working the new arrivals into the system. Contacts in the services areas expect growth to pick up or at least continue to grow slowly. The services sector seems less concerned about Europe, China, and the macroeconomic issues worrying manufacturers.

### **Commercial Real Estate:**

Commercial real estate leasing and sales activity held roughly steady or improved slightly in recent weeks. There has been virtually no industrial construction and a flat industrial market. Regional reports in this sector contain some good news as Boston area commercial space absorption has taken off. Locally, we are still absorbing a large available leased commercial property inventory and are moving to the point rapidly that new build space will be needed. Two regional firms are negotiating to buy buildings locally. Office space remains available at moderate prices, but investment sales activity is beginning to rise. Small scale commercial real estate loan demand remains well below last year's pace. Construction materials costs are rising, putting pressure on profit margins at small firms in particular. It is expected that improvement in fundamentals here will be slow, particularly for office space. The fiscal threat to the defense industry locally remains real as a potential drag on commercial real estate locally. It is hoped that with the nuclear sub build and repair industry being labeled "critical" by the Navy, and the prospect for KC46 tankers being deployed at Pease in 2016, the local defense industry picture appears healthy and stable.

Multi-family sales demand remains strong with 75 downtown mill apartments filled just as soon as they became available. The spike in June treasury rates spooked some local commercial/residential real estate investors and this uncertainty will continue to dog real estate investors in the foreseeable future.

### **Residential Real Estate:**

Throughout most of the region, the median sales price of single-family homes and condos rose year-over-year in Q2 2013. Demand for homes remains strong due to low interest rates, relatively low prices, and improving confidence among buyers. Shrinking inventories continue to slow sales and place upward pressure on prices. Contacts anticipate that single-family home and condo prices will continue to rise over the next several months, with inventory levels a significant factor determining the degree to which sales can grow. Overall there is a feeling of optimism about the trajectory of the housing market and a belief that the market will continue to recover as general economic conditions improve and as rising interest rates spur buyers to "pull the trigger" to keep their monthly mortgage payments doable.

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

## Office of General Legal Counsel Summary of Matters

### GENERAL SUMMARY OF MATTERS OF THE OFFICE OF GENERAL LEGAL COUNSEL

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

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

### REVIEW OF LEGAL SUPPORT SERVICES FOR THE MONTH: July 2013

	Current Month	FY2014	FY2013	FY2012
<b>Legal Matters/Questions Handled</b>	9	9	302	360
<b>Document Creation &amp; Review</b>	9	9	145	126
<b>Right to Know Requests Processed</b>	3	3	43	61
<b>Resolutions</b>	4	4	31	23
<b>Ordinances</b>	1	1	14	12

### SIGNIFICANT DEVELOPMENTS, TRENDS AND MATTERS:

Right to Know requests pursuant to RSA 91-A for the month:

- Dover, NH – abatement information
- Albany, NY – property complaints, violations
- Baltimore, MD – property building code violations

- Assistance to the City Council: drafting/review of resolutions and ordinances
- Assistance to Community Services Department: drainage easements
- Assistance to Finance Department: city auditor outside legal services; foreclosures
- Assistance to Fire & Rescue: bankruptcy
- Assistance to Executive: online map disclaimer; outside legal fees
- Assistance to the City Manager: review of documents for signature; 91-A requests

The role of the Office of General Legal Counsel is to represent the corporation as a whole including the City Council, the City Manager and the Departments. The focus of the Office of

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

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

---

# CITY MANAGER'S REPORT



September 11, 2013

*"Be more concerned with your character than your reputation, because your character is what you really are, while your reputation is merely what others think you are."*  
— John Wooden

SUBMITTED BY:

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

**CITY OF  
DOVER, NH**

AVAILABLE ONLINE:

**[WWW.DOVER.NH.GOV](http://WWW.DOVER.NH.GOV)**

## STREETS, WATER, SEWER UPDATES

**Utilities:** The Utilities experienced numerous leaks during the month of August:

- 168 Littleworth Road – hole in the bottom of the 8" main. This was a very difficult repair due to two telephone conduits located over the main and 50 ft of main had to be exposed before locating the leak.
- 27 Whittier Street – This leak was on the city side at the corporation. The city replaced the service from the main to the curb stop.
- 7 Elmview Circle – This leak was on the city side. Staff found a pinhole in the copper service. Staff replaced from the main to the curb stop.
- 190 Locust Street – This leak is on the owner's side. Staff tied the building to the neighbor next door so that the service was able to be shut off.
- The Meadows – This leak was at the Meadow's complex. Water was shut off while their contractor repaired it.
- 56 Summer Street – This leak was on the owner's side. The city had to replace the curb stop because staff was not able to shut the water off.
- 9 Crestview Drive – This leak is on the owner's side. A letter was sent to the owner requesting the leak be repaired within fifteen days.
- Middleton Lumber – Staff is investigating a leak on their property. Crews are repairing the curb box so that water can be completely shut-off prior to repairs.
- 18A Roberts Road – This leak is on the city side. Repairs have not yet been completed.
- 108 Boxwood Lane – This leak is on the city side. This has a two year warranty bond from the developers. The city has requested repairs to be completed by the developer.
- Country Club Estates hydrant – The hydrant is leaking and will be replaced with a new hydrant.

Crews relocated a curb box at 5 Renaud Avenue; moving it from the street to the property line.

Gagnon Construction is excavating on Lisa Beth Circle replacing city side water services as part of that areas reconstruction project.

Calderwood Well had a variable frequency drive (VFD) failure and Horizon Solutions has been retained to perform repairs. The new well at Smith Well is completed. The city is now waiting for the pump and the electrical system to be completed before it can go online.

The city received an odor complaint at County Farm Road near the pump station. Staff added sodium hypochlorite (hypo) and will clean the sewer main from County Farm Cross Road to the pump station as well as clean the wet well. This should resolve any odor issue.

The second replacement pump for River Street is being shipped on September 7. It will be installed upon arrival. The number one pump, at the landfill, has failed again. The City has requested, from the contractor, a new pump as opposed to repairing the pump for the fourth time.

Crews repaired a sewer service at Whittier Street.

**Streets/Stormwater:** The Highway Division continues to patch various potholes throughout the city, as needed. Roadside brush cutting has been completed in the areas of County Farm Road, Henry Law Avenue, Morningside Drive and Dover Point Road. Gravel shoulder repairs were made on Columbus Avenue and Stormwater crews also installed a swale on Columbus Avenue as well.

The City wide Catch Basin Cleaning Program continued throughout the month of August. Crews worked to repair ramps and trip hazardous at the Library as well as repairing a sewer cover under the bleachers at Dover High School. Washed out areas along the tennis court at Garrison School were filled and repaired. Crews also disassembled a set of stairs on Shaw's Lane (Garrison School Lot) and installed a ramp. Sidewalk and entry way repairs were completed at St. Mary's School.

Street sweeping was performed in the downtown area and various areas throughout the city that were reported to have more than a normal amount of sand and debris.

Crews hauled gravel materials from the vendor to the stock bins located at the Public Works Facility on Mast Road.

An Old Rochester Road guardrail was repaired after being damaged from a vehicle accident.

Work continued to replace catch basins on Academy Street along with spot road repairs. Catch basins on the Third Street Lot were reset and pavement areas repaired as need. A failed catch basin frame on Portland Avenue was also repaired. New catch basins were installed on Old Rochester Road and Academy Street.

Paving was completed on Back River Road and then crews filled gravel shoulders, repaired driveway aprons and loamed and seeded sides of the road. Asphalt curbing was repaired on Crestview Avenue.

Tri-State Sealcoat & Paving performed cut and patch repairs on Portland and Atlantic Avenues. Tri-State also prepped and paved swales on Back River Road as part of the repaving of that area. Repairs to sidewalks at Garrison School were also completed.

Beaver dams continue to plague the drainage system. In August one damn was removed under the railroad tracks on Crosby Road.

## PROGRAMS AT CITY CENTERS/BUREAUS

**Investigations/Legal Bureau:** During the month of August 2013, there were no letters generated by the Dover Police Special Investigations Unit 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 ten 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, working in conjunction with patrol officers, investigated a motorcycle crash that resulted in the death of an 18-year-old Dover man. As a result of the investigation, one individual was charged with Prohibited Sales and another was charged with Facilitating a Drug or Underage Alcohol House Party.

During the month of August, SIU detectives arrested a Dover man on a felony level charge of receiving stolen property, in this case lottery tickets, in connection with a convenience store burglary in July.

The DPD's SIU also assisted the New Hampshire Attorney General's Drug Task Force with two search warrants for illegal drugs. As a result of the investigations, two men were charged with felony level narcotics offenses.

SIU also investigated four unattended deaths during the month of August.

**Parking:** Parking Manager Bill Simons continues to work with the Planning Department on the sale of the First Street parking lot to include the assessment and remediation of fuel oils found on the site from a gas station that was present from the 1940's to 1961.

At the request of an adjacent business owner, the Parking Commission voted to evaluate a change to the time limit on Broadway from Central Avenue to the fire station from a 2-hr to a 1-hr limit. Parking staff confirmed that these spaces were frequently used by employees of nearby businesses who would move their car back and forth throughout the day (shuffling). The goal is to keep these spaces available for frequent turnover customer parking. The shortened time limit will be evaluated over the coming months and a final recommendation will be made to the City Council.

The Parking Commission also voted to recommend that metering of Second Street be extended to Chestnut Street once the First Street parking lot is turned over for development. Currently, the metered zone stops at the exit of the Asia restaurant's parking lot. It is anticipated that Second Street and the Orchard Street parking lot will experience the majority of any parking needs displaced by the sale of the First Street lot that is not absorbed on First Street itself.

The Parking Bureau is in the final stages of evaluating improved lighting for the meters. One system from Parkeon, the meter manufacturer, will be evaluated in mid - September. The second system is being created in-house.

**Traffic Bureau:** Sgt. Speidel worked closely this month with representatives of Brox Industries, the City's current asphalt paving contractor, to coordinate traffic control issues

related to the resurfacing of Back River Road and a portion of Durham Road. Sgt. Speidel coordinated a traffic control and detour plan for the street closures.

On August 30, 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 and targeted violations included following too closely, failure to signal lane changes, speeding, distracted driving, and other moving violations.

Sgt. Speidel worked closely with organizers of the first annual Mini Maker Faire, hosted by the Children's Museum of New Hampshire on August 24. The Police Department provided an array of equipment to help facilitate this event, including event parking signs, cones, barriers and barricades to help cordon off portions of the park.

In addition to the events noted above, the Traffic Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or other traffic control particulars for the following events during the month August:

- Wedding ceremony on Emery Lane near Back Road, August 24
- Greek Festival at Hellenic Center, August 30-31
- Dover Professional Firefighter's Association's MDA benefit boot drive, Aug 30-31
- Seacoast Growers Association Farmer's Market on Sixth Street

**Patrol:** During the month of August, officers handled a total of 2,676 incidents resulting in the following activity / criminal charges:

1106	Traffic Stops
65	Total arrests
14	DWI arrests
2	Arrests for MV charges other than DWI
6	Drug related arrests
5	Arrests for Assault
8	Theft related arrests
13	Arrests for Criminal Mischief
14	Arrests for electronic bench warrants
4	Arrest for violation of court orders
5	Arrests for Criminal Trespass
2	Arrests for Resisting Arrest
3	Arrests for other agency warrants
2	Arrested were juveniles
6	Arrests for alcohol offenses

On August 14, 2013, officers responded to a single motor vehicle accident at the intersection of Middle and Back Roads involving a motorcycle. The operator of the motorcycle, an 18 year-old male from Dover was fatally injured and his passenger, also an 18-year-old male from Dover was treated at the scene for minor injuries. Although the accident remains under investigation it is believed that both speed and alcohol were

contributing factors. As a result of the investigation into the accident, investigators determined that an underage alcohol party had occurred at a residence at Bellamy Woods. The 18-year-old male resident has been arrested and charged with Facilitating an Underage Drug or Underage Alcohol House Party and his 21-year-old sister has been charged with crime of Prohibited Sales, for providing alcohol to persons under the age of 21.

Between August 25th and August 29<sup>th</sup>, Patrol Officers responded to multiple reports of gun shots being fired in various locations throughout the city to include the areas of Middle Road, Henry Law Avenue, Polly Ann Park, and Sixth Street. Officers responded to each incident but have been unable to identify the person or persons responsible. The department has enlisted the help of the local media in an effort to generate investigative leads.

**Diversion Program:** The Diversion Committee met on Thursday, August 8, 2013. As a result of the August 2013 meeting, below is the current case breakdown:

- (4) cases in active Diversion Contracts
- (1) successful completion and release
- (0) new cases heard
- (0) new case awaiting review for September 19, 2013 meeting

**Dover Housing Authority:** On August 12th, Officer Joslin assisted DHA staff by attending a meeting with a resident who wished to speak about several issues in the neighborhood. At the conclusion of the meeting, it was determined that issues that related to law enforcement have already been documented and would be monitored as necessary. Other issues the resident brought up would be followed up on by DHA staff.

On August 15th, the 23rd annual DHA Bike Parade was held within the Dover Housing Authority neighborhood. There were approximately 70 participants in the parade and at the end of the parade, the bike decorations were judged by Chief Colarusso and DHA staff. The top three kids in each category received a prize. After the parade, there was a bounce house for the younger children and food provided by the Hope Church. Approximately 250 individuals participated in the cookout.

On August 19th, Officer Joslin joined staff from the DHA, the SOCC and parents from the Cocheco Arts and Technology Academy for an informational forum. The Academy has recently agreed to rent the SOCC and the DHA Annex building for the upcoming school year. This meeting was to allow the parents of students attending the CATA to ask questions and pose any concerns they had about the neighborhood and the new location of the school.

**Community Service Program:** The Community Service program tracked four active participants in the month of August 2013. Of the four youths in the program, two participated during the month. A total of 8 hours of community service work was completed with none of the participants finishing his/her allocated hours.

So far in 2013, 124 hours of community service have been completed.

**Dover Coalition for Youth:** The Dover Coalition for Youth recently met with a group of bar owners to discuss ways that we can 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. There has been interest expressed in developing a restaurant association that would adopt best practices and policies that could address underage and problem drinking.

The Coalition has partnered with Strafford County Sheriff's Office to develop materials educating landlords and tenants on alcohol laws. Landlord guides, tenant guides, door hangers and magnets have been produced and will be distributed through landlord association meetings and UNH commuter service events in September.

**Dover Youth to Youth:** Youth to Youth's recently created 30-second alcohol awareness video ad called The Fridge aired during August on television. It appeared 6 times on WMUR channel 9's broadcast of Katie and once on the evening show NH Chronicle. It also aired 100 times on regional cable TV, including the Hallmark, NESN, and CNBC channels.

Youth to Youth students are also active in getting a positive message out to the community through the radio. In collaboration with the Strafford County Sheriff's Office underage drinking program, three radio PSAs created by Youth to Youth will play in August and September on radio stations WERZ and WSHK the Shark. All 3 spots focus on the danger and consequences of providing alcohol to a minor.

**Teen Center:** The Dover Teen Center calendar for August 2013 consisted of social programming for its youth participants through the "Summer Zone" Teen Summer Adventure Program.

For the month of August 2013 the Teen Center saw a total of 280 participants, on 19 days of programming, which yielded an average of just under 15 participants per day.

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

- TC Trip! – "NH Fisher Cats Baseball Game" (8/7)
- TC Trip! – "Wallis Sands Beach" (8/12)
- TC Trip! – "FunSpot Arcade" (8/13)
- TC Trip! – "Old Orchard Beach (8/15)
- TC Classic Trip! – "Clark's Trading Post" (8/20)
- TC Trip! – "York Beach" (8/22)
- TC Music Event! – "DoverPalooza's Hot Summer Night Show" (8/22)
- TC Trip! – "White Lake State Park" (8/27)

In September, the Dover Teen Center hours will shift to after-school (2:30-6:00 pm) and a new group of interns will be welcomed into the program.

During the month of August, there were two new registrations for the Dover Teen Center.

**Downtown Liaison Unit:** The Downtown Liaison Unit handled a variety of calls for service while patrolling in the downtown area and along the community trail. They took enforcement action on numerous traffic and city ordinance violations.

A breakdown of the enforcement activity of the Mounted Patrol is below:

- 20 Pedestrian crosswalk warnings
- 25 Public assistance calls
- 7 MV pedestrian right of way warnings
- 3 MV one way warning
- 3 Trespassing-RR Track
- 3 Speed warning
- 5 MV assist
- 6 Bicycle/Sidewalk warnings
- 15 Parking assist
- 1 Traffic Light warning
- 1 MV incident
- 17 Skateboarding Downtown warnings

**Animal Control:** During the month of August, the Police Department handled a total of 79 animal calls. Of those 44 were handled by police officers, 19 were handled by dispatch and 16 were handled by the Animal Control Officer. Of the 44 handled by officers, the Animal Control Officer followed up on 7.

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

Welfare checks	4
Found animals	2
Deceased animal	1
Lost cat/dog	6
Dog bites	2
Assistance	1

During the month, the Animal Control Officer received 101 voicemail 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 began physical training and light training this month.

On August 23rd, recently retired police K-9 "Norman" died due to numerous and progressive health issues. Norman was a 14 year old Golden Retriever trained in detecting narcotics. For over ten years Officer Tim Keefe and Norman worked together and were one of the most successful narcotic K-9 teams in the region.

During his career, Norman was responsible for the seizure of over one million dollars in illegal narcotics. Officer Keefe and Norman received numerous awards, including several narcotic K9 cases of the year awards from the Working Dog Foundation, and four top ten finishes in the United States Police Canine Association National Drug Dog Competitions. Norman worked with and was held in high regard by law enforcement agencies throughout the state. Norman was officially retired by the Dover Police in December of 2012 after the department obtained "Grinko".

Since his retirement, Norman has lived with Officer Keefe as a family pet.

**Traffic Accident Reconstruction Unit:** The Dover Police Department's Traffic Accident Reconstruction Team was called out on August 14th to the intersection of Middle and Back Roads for a fatal motorcycle accident. The accident remains under investigation.

**Communications Bureau:** During the month, the Communications Bureau handled 11,682 radio transmissions, 9,019 phone calls, 387 emergency calls, 72 alarms, and 317 customers in the police department's lobby.

**Recreation Programs:** The playgrounds program wrapped up with the last day on August 9th. The end of the year field trip was to Water Country on August 7th. 4 days were lost due to weather this summer, including the last day.

Registrations have begun for new fall sessions of Shape up with Lisa Muscle Power and Interval Toning classes along with Yoga and Zumba®. Beginner Yoga and Interval Toning are already full. All classes are held in the McConnell Center Dance Studio.

The gym was cleaned and the floor refinished to get ready for the upcoming season as well as the dance studio. The e-newsletter has made it to 800 recipients.

**Indoor Pool:** The Jenny Thompson Outdoor Pool has been very busy through the month of August due to the beautiful weather. Various groups continued to use the pools for swim practice such as Seacoast Swimming, Oyster River Otters, Great Bay Masters, Cannonball Swim and the Exeter Swim Team. Various camp programs used the outdoor pool such as the City of Dover summer camps, Birch Hill Camp, Rollinsford Rec, Somersworth Rec, Kittery Rec, York Rec, Barrington Rec, St. Mary's Academy, Tri-Star Gymnastics camp and The Good Shepherd School just to name a few. The last session of swim lessons were held at the outdoor pool. The summer staff is now mostly departing for school though some will be staying on for the school year as well. The Jenny Thompson Pool closed for the season on Labor Day.

The indoor pool finished with swim lessons at the beginning of the month. The indoor pool closed on August 19th to undergo annual maintenance and will reopen on Tuesday September 3rd.

ID Pool-Adult Lap Swimmers: 50 swimmers daily  
JT Pool-Adult Lap Swimmers: 25 swimmers daily  
JT Pool-Masters Swim Team: 30 swimmers daily  
JT Pool-Rec Swim: 300 swimmers daily

**Ice Arena:** The summer programs have come to a close for this season. The Arena ran a full slate of activities for recreational skaters and for the experienced hockey or figure skater as well. Programs were well attended. The CO ED hockey league, which is the largest league, had their playoff which was won by the Red team.

Camp Kool was once again very successful with over 50 campers every week. The camp ended their season with trips to Splash Town and Wallis Sands Beach in Rye, New Hampshire.

The Seacoast Roller Derby had another bout on August 24, 2013, and brought in a team from Vermont. There were about 400 people in attendance and that ended their season. They will be back next year for more Roller Derby action.

Adult and Youth Stick Practice: 564

**Senior Center:**

**Art & Craft Groups:** Craft group is held on Monday mornings at 9:00 a.m. The next group will meet on Monday, September 9<sup>th</sup>. Rubber stamping group meets on the third Friday of each month. Next group is scheduled for Friday, September 20<sup>th</sup>.

**Book Club:** The Book Club Meeting was held on Tuesday, August 27<sup>th</sup>. Next Group is scheduled for Tuesday, September 24<sup>th</sup>.

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

**Computers:** No Computer Class during the month of August. Session one of Basic Computer Class begins on Tuesday, September 10<sup>th</sup> at 10:00 a.m.

**Education:** Beginner Spanish Class is held on Tuesday mornings at 9:00 a.m. Next class meets on Tuesday, September 3<sup>rd</sup>. Intermediate Spanish Class is held on Tuesday mornings at 10:30am. The next class will be held on Tuesday, September 3<sup>rd</sup>.

**Exercise Classes:** Session five of exercise classes began on Monday, August 12<sup>th</sup>. Session six begins on September 30<sup>th</sup>.

**Fitness & Sports:** Dover Bowling Group was held on Tuesday, August 20<sup>th</sup>. Meeting next month on September 17<sup>th</sup>. Golf group meets at the Rochester Country Club on Thursday August 15<sup>th</sup>. Next Golf outing will be on Thursday, September 12<sup>th</sup>. Walking Group meets Tuesday and Thursday mornings at 9:30 a.m. Next walk will be on Tuesday, September 3<sup>rd</sup>.

**Health & Wellness:** Visiting Nurse was checking Blood Pressure on Monday, August 12<sup>th</sup>. Next month's visit will be on Monday, September 9<sup>th</sup> from 11:15 a.m. – 12 p.m.

**Monthly Events:** 52 members attended National Root Beer Float Day on Tuesday, August 6<sup>th</sup>. Detectives from the Dover Police Department presented a fraud prevention seminar on Friday, August 30<sup>th</sup>. 34 people attended this informative seminar.

**Music:** 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. Next group meeting will be held on Wednesday, September 3<sup>rd</sup>.

**Mystery Lunch:** Mystery Luncheons are held the 1<sup>st</sup> Wednesday, 2<sup>nd</sup> Tuesday, and 3<sup>rd</sup> Saturday of every month. It remains a popular program.

**Raffle:** Bruce Staples won our June 50/50 raffle. The 50/50 raffle is drawn at the end of each month.

**Senior Advisory Committee:** Senior Advisory Committee meeting was held on Friday,

August 9<sup>th</sup>. The next meeting will be on Friday, September 13<sup>th</sup>.

**Self-guided Day Trips:** 14 members traveled to see the Portland Sea Dogs play against the NH Fisher Cats on Wednesday, August 21<sup>st</sup>.

**Travel Department with Marcia:** 51 Members traveled to Foxwoods Casino on August 7<sup>th</sup>.

Senior Mystery Lunches: 43

Senior Social: 34

Senior Advisory Meeting: 10

National Root Beer Float Day: 52

**Library Programs:** Program attendance at library programs totaled 241 in August. A total of 862 children and teens enrolled in the Summer Reading Programs and read for a total of 6,908 hours! 454 craft projects were made at the Children's Room's "Make-It, Take-It" table. The library hosted 89 public meetings and private tutoring sessions in its meeting rooms. 1,814 hours of free public Internet access was provided by the Dover Library in August (does not count wi-fi use), plus the Early Literacy computer station in the Children's Room was used 290 times. The "Book A Librarian" program instructed 4 appointment makers with e-reader help.

## PLANNING & ZONING

### Planning Board

- Approved request for a Minor Lot Line Adjustment for Peter H. Russell and Sean R. LaFrance, Assessor's Map 39, Lots 93 and 79, zoned B-5. This will adjust a lot line between a vacant lot on New Rochester Road and 11 Old Rochester Road.
- Tabled a request for a Site Plan Review for STF Development (Owners: Everett Taylor, etc.), Assessor's Map I, Lot 12, zoned RM-SU & R-20, located at 72 Durham Road. This will create 12 dwelling units within 2 buildings & 36 parking spaces. A Site Walk was scheduled for September 3, 2013
- Tabled a request for a Conditional Use Permit for STF Development (Owners: Taylor Family), Assessor's Map I, Lot 12, zoned RM-SU & R-20, located at 72 Durham Road. This is for 11,934 sq. ft. of permanent and 1,000 sq. ft. of temporary impact to wetlands buffer for construction of driveway and retaining wall.
- Approved a Conditional Use Permit for Zone 5, LLC (Owner: Richard Conley), Assessor's Map N, Lot 8-3-2, zoned R-40, located at 24 Wisteria Drive. This will allow for the planting of tree and installation of 10 ft. by 24 ft. cobblestone pull-off area within wetlands buffer.
- Approved a Minor Lot Line Adjustment for David & Janet Goodwin (Owners: Janet Goodwin and Tim & Alisa Karwowski), Assessor's Map M, Lots 79 & 79-A, zoned R-40, located at 7 & 23 Dover Neck Road.
- Approved a Minor Subdivision for David & Janet Goodwin, Assessor's Map M, Lots 79-A & 79-B, zoned R-40, located at 23 & 37 Dover Neck Road. This subdivided 2 lots into 4 lots.
- Approved a Minor Lot Line Adjustment for David & Deborah Melitus, (Owners: David

& Deborah Melitus and Alex & William Mitchell), Assessor's Map 29, Lots 43 & 44, zoned R-12, located at 4 & 6 Roosevelt Avenue.

- Approved an Open Space Subdivision of land for John & Patricia Kemen, Assessor's Map B, Lot 1-D, zoned R-40, located on 500 Sixth Street. This subdivided one lot into two.

### **Zoning Board**

- Denied 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 have allowed a lunch cart on the property where lunch carts are not a permitted use in the R-20 District.
- Approved a variance request from New England Veterinary Cremation Services (Owner: Jewett Commercial Park LLC), 24 Crosby Road, Unit 3 (Tax Map G, Lot 31-3). This would allow a pet crematory where a pet crematory is not a permitted use in the I-2 District
- Approved a variance request from Todd & Denise Corley, 518 Sixth Street (Tax Map B, Lot 3) located in the Rural Residential (R-40) District. This request permits the construction of a 42 sq. ft. covered entry way to be located approximately 21 ft. from the front lot line where a minimum setback of 40 ft. from the front lot line is required.
- Approved a variance request from Parish of the Assumption (Owner: Roman Catholic Bishop of Manchester), 25 Chestnut Street a/k/a 31 Third Street (Tax Map 31, Lot 24) located in the Central Business District (CBD) – General. This request permits the replacement of an existing 17.2 sq. ft. nonconforming freestanding sign with a 16 sq. ft. freestanding sign where freestanding signs are not permitted in the CBD-General District.
- Approved a variance request Maribe Leah Zolli, 12 Leighton Road (Tax Map 8, Lot 22) located in the Low Density Residential (R-20) District. This requests permit the construction of (a) a single family dwelling to be located 6 ft. from each side lot line where minimum setbacks of 20 ft. are required, and (b) an accessory structure to be located approximately 5 ft. from the rear lot line where a minimum setback of 10 ft. is required, and approximately 2 ft. from the side lot line shared with 8 Leighton Road where a minimum setback of 10 ft. is required.
- Partially approved a variance request from Robert Dill, 30 Cushing Street (Tax Map 10, Lot 81) located in the Urban Density Multi-Residential (RM-U) District. The Board approved a request to permit the construction of a carport to be located approximately 1 ft. from the rear lot line where a minimum setback of 10 ft. is required, and denied a request for the carport to be constructed approximately 1 ft. from the side lot line shared with 26 Cushing Street where a minimum setback of 10 ft. is required.
- Denied a rehearing request from Stephanie Vocell, 20 Roberts Rd. The original request was related to amount of poultry allowed for a resident under the Farm Animals for Family Use provision of the ordinance.

### **Conservation Commission**

- Approved a request for endorsement of a Conditional Use Permit for STF Development Corp. (Agent: Kevin McEneaney, McEneaney Survey Associates, Inc.), Assessor's Map 20, Lot 37, zoned RMU. A proposed 6-unit residential building and parking lot will require 3,500 sq. ft. of grading within wetlands buffer for building, retaining wall, parking lot and pedestrian walkway and 4,500 sq. ft. of grading within 20% slopes at 3 – 5 George Street
- Tabled a request for endorsement of a Conditional Use Permit for STF Development, Owner: Taylor Family (Agent: Chris Berry, Berry Surveying & Engineering), Assessor's Map I, Lot 12, zoned R-20 & RM-SU. A proposed 12-unit residential development and parking lot will require 11,394 sq. ft. of permanent impact and 1,000 sq. ft. of temporary impact within the 50-foot wetlands buffer for a driveway and retaining wall.
- Approved a request for Richard Conley (Agent: Brian Creed, Zone 5, LLC), Assessor's Map N, Lot 8-3-2, zoned R-40. A proposed 35-foot Norway Spruce tree and proposes installation of a 10 ft. by 24 ft. cobblestone pull-off area, both within the 50-foot wetlands buffer.

### **Transportation Advisory Commission**

- Did not meet.

### **Energy Commission**

- Discussed:
  - Apple Harvest Day
  - Solar Power Purchase Agreement Project
  - Dover Climate Change Project
  - Commission Fundraising
  - Member Recruitment – Press Release
  - Meredith, NH Energy Committee Review

## **DEPARTMENTAL COLLABORATION & ENHANCEMENTS**

The new generator is operational at the South End Station. This new resource will enhance the operation at the South End Station by reducing fuel consumption from the prior resource while increasing the capacity of electrical output and reliability. This project was part of our 6 year CIP plan and was approved this year.

The Fire Department received new extrication equipment through the CIP and has been training on the Amkus hydraulic tools purchased. Along with the new equipment, staff is learning new extrication techniques that go along with it. Colony Auto Body on Central Avenue hosts the department and provides cars for all four shifts to receive this training. Colony donates the space and cars.

Library staff prepared for migration to new automated ILS (Integrated Library System) which will offer enhanced services for the public through the new online catalog. With installation of new automated system, there are myriad new opportunities for operational efficiencies and improved services. Some are being put in place at this time; others will debut over the coming months.

## CITY GROUNDS, FACILITIES & PARKS

The Facilities & Grounds Division continued the day-to-day maintenance and cleanup of municipal buildings, as well as handling daily requests for service at City Hall and the Police Department. Custodial duties were performed at the Public Works Facility, Train Station and City Hall, in addition to filling in at the Library and McConnell Center as needed. The doors at City Hall were opened for the public on a daily basis (Monday through Thursday) and supplies were delivered to various departments upon request. Crews responded to several reports of leaking air conditioners, particularly during the very hot days, and repaired or cleaned the drain lines as needed. Employees also conducted the required monthly fire extinguisher and elevator inspections. By the end of the month, most of the division's seasonal workers had been inactivated as they returned to school.

Facilities & Grounds personnel aided in moving the Water & Sewer Billing office the first floor conference room at City Hall. The gymnasium floor was screened and refinished at the McConnell Center and the floor in the dance studio has also been screened and should be completed by the end of the month. Two handicap lifts were installed at the indoor pool and another at the outdoor pool. Crews assisted other departments in the removal of their items from the armory building on Oak Street. Repairs were made to the old dumpster and gas tank enclosure at the cemetery maintenance barn. The rotting sections of the fence were replaced, the poles straightened, and a new concrete footing was poured.

The public turf areas and ball fields were mowed on a regular basis. The soccer field at the Shaw's Lane ball field was lined weekly. The field was also moved to an adjacent spot, requiring the new playing area to be re-measured and relined.

Overgrown brush along sidewalks was cut back and potentially hazardous trees along the City's right-of-way were trimmed or removed as necessary. Brush was also cleared on Garrison Hill as crews began to prep the sledding area. The regular watering schedule continued for all newly planted trees. Crews also assisted Public Works by watering areas they had recently patched and reseeded.

City benches were inspected and several were identified as needing repair. New slats were cut and sanded. All materials were prepped and readied for volunteers to make the repairs during the Day of Caring in September. The monthly playground inspections were also conducted at the beginning of the month. All equipment was checked and any broken or worn parts were replaced.

Street signs were posted for new developments and existing signs were replaced as needed. The division has experienced a rash of sign thefts throughout the city. Vandalism and the tagging of signs has been a continual problem. Several picnic tables were

targeted as well, particularly by the Riverwalk and in the downtown area. Graffiti was removed and the tables were repaired and re-stained.

All school zone lights were turned on and reset for the start of the school season. Traffic and décor bulbs were replaced as needed. Employees responded to several locations where motorists reported problems with light timing or sensitivity and minor adjustments were made when necessary. Any major issues were reported to Electric Light Company.

New grave lots were marked out within Pine Hill Cemetery and missing lot markers were replaced. Several gravestone markers were placed on the lots and set on new foundations. On Main Avenue, in the old section of the cemetery, two large monuments had to be reset after they were struck and knocked over in a hit-and-run incident.

Employees met with the City's IT Director Annie Dove and GIS Technician Kathleen Meyers to discuss updating the cemetery maps. Staff would also like to have all burial cards scanned and made available electronically. Annie has already created a test cabinet in Treeno, the City's document management program, and imported sample burial records. Kathleen has generated the initial maps, having added all avenues and road names, and will continue by adding in the groups and sections, followed by the lots, then individual graves. Inputting the information will be time-consuming, but extremely beneficial once completed.

At the Dover Public Library, the pump connected to furnace was repaired. The Historical Room telephone was relocated for better safety and security as well. A new access ramp was paved between the walkway and the portico outside the Children's Room of the library.

The City staff is working with the Rotary Club of Dover to renovate and expand the plaza in Henry Law Park at the corner of Washington St. and Henry Law Ave. to locate a base for the Christmas tree and a flag pole.

The Planning and Community Development staff worked with Johnson Controls to review options for installing HVAC improvements to the second floor of City Hall, where improvements were not made in 2011.

## GENERAL UPDATES

The building inspection staff responded to various concerns regarding the demolition of the Tuttle Square Apartment building.

Inspection personnel conducted Life Safety inspections of the various schools prior to and on opening day.

The Fire Department provided CPR and AED training to many City Hall employees.

Through the increased budgeting money that was approved the night the budget was approved, the Fire Department has maintained staffing at 12 to increase the safety of the citizens and property of Dover through the summer. The Chief will be reducing to 11 soon, which will reduce fire and life safety citywide and increase response times.

The Command Staff has been participating with the Dover Chamber for the response and security plan of the Apple Harvest Day event.

The Command Staff participated in a Department of Environmental Services meeting for an upcoming drill on the train transporting oil through our community.

Dover Fire hosted a community blasting meeting for Sixth Street. This was to address concerns for an area in the city that will have a company blast ledge for an upcoming parking lot project.

Hose testing has started to meet the NFPA standard 1962. This requires all hose to be inspected and have it pressure tested to meet the standard. This entails testing approximately 20,000 feet of hose in varying diameters and use.

Suppression training was performed to enhance operations at two houses donated to train at on Arch Street.

The Fire Department hosted an Easter Seals volunteer and worker at the North End Station. Once a week the volunteer helped with the duty shift or office staff to complete tasks such as washing vehicles or filing paperwork.

The City's Media Services Coordinator, Mike Gillis, was asked to attend the Rollinsford Board of Selectmen's meeting on Monday, Aug. 5, at 7 p.m., to discuss Dover's transparency initiatives and video delivery of public meetings.

## CITY OUTREACH

Fifteen citizen surveys were mailed out in August 2013 by the Police Department. One survey was returned.

A CPR and Fire Extinguisher Class were provided by fire personnel for citizens at the North End Fire Station.

The on-duty fire shift has participated in the Cochecho Arts Festival weekly concert series.

Engine 7 of the Fire Department participated in a Soccer Camp by providing interaction and spraying water on the kids.

Dover Fire participated in the MDA "fill the boot" campaign at Central Avenue and Oak Street. The community stepped up and donated approximately \$8,000.00 dollars.

Engine 7 participated in the back to school social at Woodman Park School.

The library has 1,384 subscribers to its e-newsletters, 1,149 Facebook fans, 551 Pinterest board followers, and 504 Twitter followers. These means of communication were used to publicize various library happenings.

The Dover Public Library is participating as an exhibit site, until Apple Harvest Day, for the Cochecho Arts Festival "Arts Rock!" project.

The Department of Planning and Community Development continued to update its blog, face book page and twitter feed to communicate with the public, as well as promoting the Dover Community Trail and Sustainable Dover via Facebook.

Planning and Community Development staff met with residents and property owners to discuss development or redevelopment of over 32 properties in the City.

Sgt. Speidel performed a total of 15 child passenger seat inspections during the month of August. Each safety check takes approximately 30 to 60 minutes and involves a review of the 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 August 22nd Dover Youth to Youth sponsored the Shark in the Park lunchtime concert at Henry Law Park. Twenty-two students attended the event to promote their Fridge Campaign to make parents aware of the need to monitor the alcohol in their home if they have young kids. The students had large visuals, handed out info sheets and staffed an information table.

On Saturday, August 24, Detective Travaglini assisted the Police Standards and Training Academy with instruction to the Part Time Officer Academy in his capacity as a firearms instructor.

On August 29th, Officer Joslin held a resident meeting at St. John's Apartments at the request of Lois Rich, the spokeswoman for the complex. The meeting was in reference to some concerns the residents have about an apartment building that abuts the DHA property. The concerns include outside drinking, loud music and people that frequent the residence coming and going at all hours. Officer Joslin encouraged the residents to call the police department when the activity is taking place so that we could respond and take appropriate action. He will continue to monitor the situation and have a follow-up meeting.

During the month of August, Special Investigations Unit personnel provided two crime prevention presentations to the public. One presentation was to a Widow/Widowers support group. The other crime prevention presentation was to members of the Dover Senior Center, with a focus on home security and fraud prevention.

Also during the month of August, Brian Estee, the department's Police Prosecutor, provided training to the recruits at the New Hampshire Police Standards Academy. He instructed them juvenile law.

## **ACKNOWLEDGEMENTS & EVENTS**

The Friends of the Library contributed a total of \$995 toward the Summer Reading Programs.

Please be advised that Mr. Anthony Blenkinsop has been selected as Dover's new General Legal Counsel. Anthony comes to the City of Dover with considerable experience in

providing legal counsel to public sector agencies. He has held progressively responsible positions in the Office of the Attorney General for the State of New Hampshire over the course of the past several years and also has experience serving previously as an appointed planning board member in the City of Portsmouth. Anthony is well respected and has developed successful working relationships with various state agencies providing counsel on matters pertaining to public education, the environment, contracts and general civil litigation. He received his law degree from Suffolk University, is admitted to the NH Bar and is a resident of the City of Portsmouth. Anthony is familiar with the City of Dover's needs and understands the importance of his role in assisting the Mayor and City Council, our various volunteer boards, and our City and School municipal administration in continuing to deliver the responsive and excellent services supporting and enhancing the quality of life in our community that our citizens expect and depend upon.

I have selected Anthony after completing final interviews and background checks over the course of the past several weeks. Anthony's selection follows a selection process that involved a review of qualifications, reference and background checks and interviews with a panel consisting of a citizen from the Dover Planning Board, the School Department administration, and department administrators. Anthony was recommended to me unanimously by the interview committee and comes with excellent recommendations not only from the Office of the Attorney General and State agency heads but also other municipal attorneys and managers. I have great confidence that Anthony will serve the City well as our General Legal Counsel not only for his knowledge and proven experience but also the energy and continuing commitment to public service that he brings to the position.

## PROFESSIONAL DEVELOPMENT

Beginning in late August and continuing into early September, a department-wide training was presented to all sworn officers. The topic of the training is the use of force. The training was in cooperation with the Rochester Police Department which allowed us to use their video simulator. The officers are confronted with 15-20 realistic law enforcement scenarios, many of which involve the use of some level of force in order to complete the scenario. The overtime costs for this training were paid for by a federal grant.

Officer John Tarmey, the Dover High School Resource Officer, attended a one day training that covered the topic of school shootings.

On August 4-9, 2013, four officers attended the International Association for Identification conference. Throughout the week, the attended several training sessions covering various topics related to evidence collection and analysis.

Staff from the public library and the five Dover school libraries participated in three days of vendor-supplied, hands-on training for the new Koha library system which will "go live" on September 16.

The Executive Assistant in the City Manager's Office is now a licensed Workers' Compensation Adjuster to aid in handling the City's Workers' Compensation Program.

# Capital Improvement Projects Update

## Community Services Department

### August 2013

#### **WASTEWATER TREATMENT PLANT FACILITIES PLAN**

- Current: The Appeal of the Newmarket NPDES permit by Dover and Rochester has been dropped. The Peer Review will provide the opportunity for objective independent experts to review the available data and conclusions reached by NHDES in the Numeric Nutrient Criteria document to weigh in on the issues. If the experts view is in line with the Coalition consultants then it should positively influence EPA and NHDES to rethink the need for limits of technology nitrogen permit limits at the WWTPs.
- 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. The Great Bay Municipal Coalition communities and NHDES have come to agreement on the Scope of work and the charge questions to be given the expert review panel during the peer review. Selection of the independent peer review experts is under way and should be completed by the end of August.

#### **STREET IMPROVEMENTS**

- Current: Brox Industries has completed paving for the 2013 season.
- Previous: Brox Industries completed paving on Broadway from Central Avenue to Hill Street. Grinding in the Back River Road area has been completed in preparation of paving.

#### **LISA BETH DRIVE RECONSTRUCTION**

- Current: Water services from the main to curb stop are being replaced by Gagnon Construction.
- Previous: none

# Total Permits Issued: August 2013

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
13-209	COCHECHO COUNTRY CLUB	145	GULF ROAD	REPAIR/RENOVATE FIRE DAMAGED BA	C	N	15	400000	4025
13-218	CROWN CASTLE USA	45	FINCH LANE	RMV & RPLCE ANTENNAS ON TELECO	C	M	13	15000	175
13-234	LEGS DIN	6	OLD ROCHESTER ROAD	UNIT 303, WELLNESS STUDIO	C	39	113B	1000	35
13-241	RIDGEWAY STABLES, LLC	203	COUNTY FARM CROSS ROAD	RMV & RPLC/CONST. A BARN, CONST A	C	B	17	82000	845
13-244	GLOBAL SIGNAL ACQUISITIO	38	PARSONS LANE	RMV & RPLCE ANTENNAS ON TELECO	C	A	36	15000	175
13-256	HODGETON	19	WEEKS LANE	RENOV./RMDL AN OFFICE SPACE	C	38	37	18000	205
13-266	FRANK CASSIDY	118	CENTRAL AVENUE	INT. RENO./REMODEL TO PHARMACY F	C	15	113	125000	1275
13-194	CROWN CASTLE (TOWER)	38	PARSONS LANE	RMV. & RPLC ANTENNA @ TELECOMM	I	A	36	20000	275
12-402	SPIRRDONDES	7	MAIN STREET	CONST. A DETACHED GARAGE	R	303	25G	3000	55
13-053	GUY, MARGARET	206	CENTRAL AVENUE	DEMO. & REMOVE A MULTI-FAMILY BL	R	12	28	0	50
13-074	PAOLINI	195	LONG HILL ROAD	CONST. A DETACHED GARAGE/BARN	R	A	18-M	36000	385
13-096	FURTNEY	24	OLD ROCHESTER ROAD	CONST. TWO SHED DORMER ADDITION	R	39	107	8000	105
13-121	HAYWARD	15	COTE DRIVE	CONST./INSTALL A BATHROOM	R	L	58G	18000	205
13-171	GILBERT CAMPBELL PROPER	53	NEW ROCHESTER ROAD	RPR/RSTR A FIRE DAMAGED DWLLNG	U R	40	18	30000	325
13-187	SARGEANT (HARTLEY)	22	RABBIT ROAD	RMV. & RPLC ROOFING (SHEATHING &	R	K	13-Q	8500	265
13-196	CASTALDO	12	EDUCATION WAY	CONST. AN ADD. & FOR RENO. OF A SFD	R	E	28	75000	775
13-205	HERON BAY PARTNERS	32	CIELO DRIVE	NEW CONST. SFD WITH ATT. GARAGE	R	H	4-32	125000	1275
13-227	MCLAUGHLIN	429	MIDDLE ROAD	RENOV./REMODEL THE KITCHEN & A B	R	M	61B	42000	445
13-228	BENNETT SOJA - PARKK TRUS	749	CENTRAL AVENUE	CONVERT AN OFFICE INTO A DWELLIN	R	28	11	12000	145
13-232	HERON BAY PARTNERS	43	CIELO DRIVE	NEW CONST. SFD WITH ATT. GARAGE	R	H	4-022	130000	1325
13-233	TOLEND ROAD PROPERTIES, L	12	STOCKLAN CIRCLE	CONST. A SFD W/ATT. GARAGE	R	G	24J	134000	1365
13-235	BENNET	13	RIVERSIDE DRIVE	CONST. A 2ND STORY ADDITION FOR A	R	L	92H	150000	1525

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
13-236	BROWN, STEVE	30	REYNERS BROOK DRIVE	MASTER BATHROOM REMODEL	R	A	47-29	40700	435
13-238	COOKE	16	BROWNING DRIVE	CONST./INSTALL AN ABOVE GROUND P	R	21	86	9000	115
13-239	SIX HIGH STREET, LLC	23	SCHOONER DRIVE	NEW CONST. SFD WITH ATT. GARAGE	R	M	96-A-	240000	2425
13-242	HUGHES, BRIAN	26	LABRADOR LANE	CONST. A REAR DECK ADDITION	R	A	51-9-4	5000	75
13-244	SCHADLER, JAY	359	OLD GARRISON ROAD	DEMO. & RMVED A SFD; CONST. SFD W/	R	J	15	325000	3275
13-245	WIEBOLD	289	TOLEND ROAD	CONST. A STORAGE SHED	R	E	38-6	4000	65
13-246	TOLEND ROAD PROPERTIES	38	MELODY TERRACE	NEW CONST. SFD W/ATT. GARAGE	R	G	24J34	134000	1365
13-247	GOODWIN	37	DOVER NECK ROAD	DEMO. A QUONSET HUT	R	M	79B	0	50
13-248	BLACK	19	EMERY LANE	FINISH SECTION OF BASEMENT FOR AD	R	M	102-9	15000	175
13-249	MERRY MEETING PROPERTIE	20	SAMUEL HANSON AVENUE	RENO./REMODEL THE KITCHEN	R	21	20	20000	225
13-250	CAMA, DOMENICK	119	COTTONWOOD DRIVE	CONST./INSTALL A STORAGE SHED	R	B	4-55	4600	75
13-252	MCGIVERN	56	CONSTITUTION WAY	CONST. A DETACHED GARAGE	R	K	21	9000	115
13-253	HARTMAN	7	LOCKE STREET	CONST. A REAR DECK ADDITION	R	19	6	7000	95
13-255	HYMAN	5	SAINT JOHN STREET	REPLACE EXISTING FRONT PORCH	R	24	34	1000	55
13-257	CLARK	40	HILL STREET	REMOVE & REPLACE SIDE PORCH & ST	R	27	117	3000	55
13-258	BROWN	6	ARBOR DRIVE	CONST. A REAR DECK ADDITION	R	I	74S	3000	55
13-260	THORNE	82	BROADWAY	CONST. A SIDE PORCH EXPANSION	R	27	73	5400	55
13-267	MURPHY	167	HENRY LAW AVENUE	REMODEL/RENOVATE A SFD & CONT. F	R	21	5B	70000	725

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

**Total Permits Issued:** 40

**Total Construction Value:** \$2,343,200.00

**Total Fees Collected:** \$24,690.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	0	Change of Use	0
Commercial Renovations	7	Commercial	1
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	4
Industrial Renovations	1	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	6	Single Family Dwellings	10
Renovations Dwelling Unit	20	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	14		
Accessory Dwelling Unit	0	<b>Total</b>	<b>15</b>

**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													
<b>Multi-Family:</b>														
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
<b>Total: Multi-family</b>			<b>335</b>	<b>193</b>	<b>142</b>									<b>15</b>
<b>Subdivisions:</b>														
<b>Child's Subdivision</b>	<b>Kings Highway</b>	<b>H</b>	<b>20</b>	<b>1</b>	<b>19</b>		<b>10/23/2012</b>		<b>P12-20</b>	<b>N</b>	<b>8A-1</b>		<b>H</b>	<b>7.4</b>
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	5	4	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	4	6	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	27	45	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
<b>Total: Single Family</b>			<b>329</b>	<b>206</b>	<b>123</b>									<b>128</b>
<b>TOTAL APPROVED UNITS</b>			<b>664</b>	<b>399</b>	<b>265</b>									<b>144</b>
<b>Elderly:</b>														
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	
<b>Total: Elderly</b>			<b>111</b>	<b>67</b>	<b>44</b>									
<b>APPROVED + ELDERLY</b>			<b>775</b>	<b>466</b>	<b>309</b>									<b>144</b>

\* Built or permit issued and unit under construction

\*\* Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS  
 C:\Users\bessettec.DOVERNET\Desktop\CM Report\2013\09 Sept Report\COPY of Subdivisions

DAC	PO Date	PO No.	Vendor Name	Amount
Community Services Department	8/14/2013	201401472	ELECTRIC LIGHT CO, INC.	\$5,377.40
Fire and Rescue	8/20/2013	201401666	STATE OF NH-DOT	\$5,611.75
City Finance Office	8/6/2013	201401097	PUBLIC SERVICE CO OF NH-CITY	\$6,178.52
Community Services Department	8/7/2013	201401221	KATHERINE N. AKRIDGE	\$6,435.00
City Finance Office	8/22/2013	201401773	PUBLIC SERVICE CO OF NH-CITY	\$6,440.62
Community Services Department	8/20/2013	201401664	PACE ANALYTICAL SERVICE, INC	\$6,850.00
City Finance Office	8/6/2013	201401095	PUBLIC SERVICE CO OF NH-CITY	\$7,249.46
Executive	8/28/2013	201401924	VUE WORKS, LLC.	\$7,868.10
Community Services Department	8/21/2013	201401727	STATE OF NH-DOT	\$7,953.51
Community Services Department	8/7/2013	201401222	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$8,072.71
City Finance Office	8/6/2013	201401096	PUBLIC SERVICE CO OF NH-CITY	\$8,278.77
Police	8/28/2013	201401923	STATE OF NH-DOT	\$8,318.38
Community Services Department	8/7/2013	201401220	HALL & ASSOCIATES, PLLC	\$9,086.68
City Finance Office	8/7/2013	201401223	BAYRING COMMUNICATIONS	\$9,882.69
Recreation	8/14/2013	201401504	FOX TOURS	\$9,955.05
Community Services Department	8/22/2013	201401774	ELECTRIC LIGHT CO, INC.	\$10,000.00
City Clerk Tax Collection	8/13/2013	201401363	INTERWARE DEVELOPMENT CO INC	\$10,886.85
Community Services Department	8/28/2013	201401920	NORMAN R. GAGNON CONSTRUCTION, LLC	\$12,417.00
Executive	8/14/2013	201401470	CCMSI	\$12,872.48
Executive	8/28/2013	201401973	CCMSI	\$15,126.85
City Finance Office	8/14/2013	201401522	PEOPLES UNITED BANK-BOND PAYMENTS	\$15,142.50
Police	8/7/2013	201401187	VERIZON WIRELESS	\$15,866.00
City Finance Office	8/1/2013	201401011	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$16,040.00
Community Services Department	8/7/2013	201401219	WOODARD & CURRAN INC.	\$20,000.00
Police	8/6/2013	201401039	GLOBE ELECTRIC CO., INC.	\$20,832.68
Community Services Department	8/13/2013	201401347	TRI-STATE SEALCOATING & PAVING, INC.	\$21,245.00
City Finance Office	8/14/2013	201401524	NH COMMUNITY DEV. FINANCE AUTHORITY	\$25,696.65
City Finance Office	8/6/2013	201401094	PUBLIC SERVICE CO OF NH-CITY	\$28,438.72
City Finance Office	8/14/2013	201401513	STATE OF NH-DES LAB ACCREDITATION PROG	\$32,186.80
Police	8/7/2013	201401188	PARKEON	\$37,800.00
Community Services Department	8/6/2013	201401087	H.D. INDUSTRIES, INC.	\$76,580.00
City Finance Office	8/14/2013	201401512	STATE OF NH-DES LAB ACCREDITATION PROG	\$87,776.53
Community Services Department	8/6/2013	201401085	PESCHEL CONSULTING, LLC	\$96,560.40
City Finance Office	8/14/2013	201401520	PEOPLES UNITED BANK-BOND PAYMENTS	\$146,502.50
Community Services Department	8/21/2013	201401688	DOVER LANDFILL REMEDIAL ACTION TRUST	\$149,380.00
City Finance Office	8/14/2013	201401517	US BANK NATIONAL ASSOCIATION	\$174,175.00
Community Services Department	8/28/2013	201401922	RESOURCE MANAGEMENT INC	\$210,000.00
City Finance Office	8/14/2013	201401514	STATE OF NH-DES LAB ACCREDITATION PROG	\$261,951.01
City Finance Office	8/14/2013	201401516	US BANK NATIONAL ASSOCIATION	\$954,175.00
City Finance Office	8/14/2013	201401521	PEOPLES UNITED BANK-BOND PAYMENTS	\$1,495,343.75
City Finance Office	8/14/2013	201401519	US BANK NATIONAL ASSOCIATION	\$1,889,663.77
City Finance Office	8/14/2013	201401518	US BANK NATIONAL ASSOCIATION	\$7,409,426.27

# City of Dover

## Bid Solicitation Report

### For August 2013

9/4/2013

Department	PO Date	PO No	Vendor	Description	PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No	PO Notes
	Approved By	Fund		Function/Division	

Community Services				Stand By Generator Maintenance	
Q14-005	08/13/2013	09/04/2013			

Community Services				Highway Signs and Posts	
Q14-003	08/15/2013	09/04/2013			

**Total for**

**Grand Total All Departments**

# City of Dover

## Revenues of Major Funds

August 31, 2013

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
<b>REVENUES</b>								
1000 General Fund								
Taxes	\$ 67,862,251	\$ 732,991	\$ 1,838,440	3.0%	\$ 66,023,811	\$ -	\$ 66,023,811	(97.3)%
Licenses & Permits	4,392,780	389,932	798,631	18.0	3,594,149	-	3,594,149	81.8
Intergovernmental	2,065,412	66	150,747	7.0	1,914,665	-	1,914,665	92.7
Charges for Services	3,159,253	167,037	317,780	10.0	2,841,473	-	2,841,473	89.9
Miscellaneous Revenue	1,316,805	(3,134)	30,273	2.0	1,286,532	-	1,286,532	97.7
Education	11,650,632	73,309	123,596	1.0	11,527,036	-	11,527,036	98.9
Operating Transfers In	327,688	-	-	0.0	327,688	-	327,688	100.0
Sub-total : 1000 General Fund	\$ 90,774,821	\$ 1,360,200	\$ 3,259,467	4.0%	\$ 87,515,354	\$ -	\$ 87,515,354	96.4%
3213 Parking Activity Fund								
Licenses & Permits	\$ 101,280	\$ 5,519	\$ 11,182	11.0%	\$ 90,098	\$ -	\$ 90,098	89.0%
Parking Income	310,000	28,343	59,741	19.0%	250,259	-	250,259	80.7%
Parking Fines	150,000	7,701	34,205	23.0%	115,795	-	115,795	77.2%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 561,280	\$ 41,562	\$ 105,127	19.0%	\$ 456,153	\$ -	\$ 456,153	81.3%
3320 Residential Solid Waste Fund								
Charges for Services	\$ 950,663	\$ 17,877	\$ 74,065	8.0%	\$ 876,598	\$ -	\$ 876,598	92.2%
Miscellaneous Revenue	0	32	128	0.0	(128)	-	(128)	0.0
Sub-total : 3320 Residential Solid Waste	\$ 950,663	\$ 17,909	\$ 74,193	8.0%	\$ 876,470	\$ -	\$ 876,470	92.2%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 625,628	\$ 20,479	\$ 80,964	13.0%	\$ 544,664	\$ -	\$ 544,664	87.1%
Operating Transfers In	168,110	-	17,814	11.0	150,296	-	150,296	89.4
Sub-total : 3381 McConnell Center	\$ 793,738	\$ 20,479	\$ 98,778	12.0%	\$ 694,960	\$ -	\$ 694,960	87.6%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 428,123	\$ 27,562	\$ 67,743	16.0%	\$ 360,380	\$ -	\$ 360,380	84.2%
Miscellaneous Revenue	18,000	210	420	0.0	17,580	-	17,580	97.7
Operating Transfers In	15,500	-	-	0.0	15,500	-	15,500	100.0
Other Financing Sources	119,100	-	-	0.0	119,100	-	119,100	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 580,723	\$ 27,772	\$ 68,163	12.0%	\$ 512,560	\$ -	\$ 512,560	88.3%
5300 Water Fund								
Charges for Services	\$ 4,828,014	\$ 400,194	\$ 641,802	13.0%	\$ 4,186,212	\$ -	\$ 4,186,212	86.7%
Miscellaneous Revenue	25,500	6,700	16,681	65.0	8,819	-	8,819	34.6
Sub-total : 5300 Water Fund	\$ 4,853,514	\$ 406,893	\$ 658,483	14.0%	\$ 4,195,031	\$ -	\$ 4,195,031	86.4%
5320 Sewer Fund								
Intergovernmental	\$ 6,240	\$ -	\$ -	0.0%	\$ 6,240	\$ -	\$ 6,240	100.0%
Charges for Services	5,692,809	416,189	692,370	12.0	5,000,439	-	5,000,439	87.8
Miscellaneous Revenue	36,000	5,019	15,239	42.0	20,761	-	20,761	57.7
Other Financing Sources	1,012,476	-	-	0.0	1,012,476	-	1,012,476	100.0
Sub-total : 5320 Sewer Fund	\$ 6,747,525	\$ 421,208	\$ 707,609	10.0%	\$ 6,039,916	\$ -	\$ 6,039,916	89.5%
6100 Dovernet Fund								
Charges for Services	\$ 513,481	\$ 25	\$ 23,794	5.0%	\$ 489,687	\$ -	\$ 489,687	95.4%
Miscellaneous Revenue	25,000	-	-	0.0	25,000	-	25,000	100.0
Operating Transfers In	24,000	-	-	0.0	24,000	-	24,000	100.0
Other Financing Sources	75,289	-	-	0.0	75,289	-	75,289	100.0
Sub-total : 6100 Dovernet Fund	\$ 637,770	\$ 25	\$ 23,794	4.0%	\$ 613,976	\$ -	\$ 613,976	96.3%
<b>Total : REVENUES</b>	<b>\$ 105,900,034</b>	<b>\$ 2,296,049</b>	<b>\$ 4,995,615</b>	<b>5.0%</b>	<b>\$ 100,904,419</b>	<b>\$ -</b>	<b>\$ 100,904,419</b>	<b>95.3%</b>

# City of Dover

## Expenditures of Major Funds August 31, 2013 (General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
<b>EXPENDITURES</b>								
1000 General Fund								
City Council	\$ 411,699	\$ 2,823	\$ 21,450	5.0%	\$ 390,249	\$ 20,915	\$ 369,334	89.7%
Executive	805,318	58,554	97,721	12.0	707,597	316,869	390,728	48.5
Finance	1,620,731	142,824	312,199	19.0	1,308,532	895,085	413,447	25.5
Planning	491,541	39,316	80,458	16.0	411,083	241,807	169,276	34.4
Misc General Government	903,358	37,030	96,886	11.0	806,472	99,581	706,891	78.3
Police	7,188,131	566,683	1,271,857	18.0	5,916,274	3,583,116	2,333,158	32.5
Fire & Rescue	7,285,481	635,100	1,319,040	18.0	5,966,441	3,168,891	2,797,550	38.4
Community Service Public Works	5,882,719	364,553	672,423	11.0	5,210,296	1,554,224	3,656,072	62.1
Recreation	2,008,829	137,910	303,813	15.0	1,705,016	407,373	1,297,643	64.6
Public Library	1,056,082	83,980	191,943	18.0	864,139	617,701	246,438	23.3
Public Welfare	843,167	65,302	113,796	13.0	729,371	135,029	594,342	70.5
Debt Service	9,785,929	-	224,444	2.0	9,561,485	9,013,742	547,743	5.6
Other Financing Sources/Uses	2,581,172	-	-	0.0	2,581,172	-	2,581,172	100.0
School	42,263,590	2,824,482	3,752,116	9.0	38,511,474	17,515,452	20,996,022	49.7
Intergovernmental	7,706,474	-	-	0.0	7,706,474	-	7,706,474	100.0
Sub-total : 1000 General Fund	\$ 90,834,221	\$ 4,958,558	\$ 8,458,145	9.3%	\$ 82,376,076	\$ 37,569,785	\$ 44,806,291	49.3%
3213 Parking Activity Fund								
Police	\$ 561,280	\$ 32,160	\$ 66,167	12.0%	\$ 495,113	\$ 264,917	\$ 230,196	41.0%
Sub-total : 3213 Parking Activity Fund	\$ 561,280	\$ 32,160	\$ 66,167	11.8%	\$ 495,113	\$ 264,917	\$ 230,196	41.0%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 972,726	\$ 87,566	\$ 98,025	10.0%	\$ 874,702	\$ 703,840	\$ 170,862	17.6%
Sub-total : 3320 Residential Solid Waste Fund	\$ 972,726	\$ 87,566	\$ 98,025	10.1%	\$ 874,702	\$ 703,840	\$ 170,862	17.6%
3381 McConnell Center Fund								
Recreation	\$ 793,738	\$ 38,609	\$ 66,117	8.0%	\$ 727,621	\$ 499,280	\$ 228,340	28.8%
Sub-total : 3381 McConnell Center Fund	\$ 793,738	\$ 38,609	\$ 66,117	8.3%	\$ 727,621	\$ 499,280	\$ 228,340	28.8%
3410 Recreation Special Revenue Fund								
Recreation	\$ 580,723	\$ 53,260	\$ 107,015	18.0%	\$ 473,708	\$ 61,867	\$ 411,841	70.9%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 580,723	\$ 53,260	\$ 107,015	18.4%	\$ 473,708	\$ 61,867	\$ 411,841	70.9%
5300 Water Fund								
Community Service Public Works	\$ 4,884,463	\$ 167,134	\$ 469,242	10.0%	\$ 4,415,222	\$ 1,150,188	\$ 3,265,033	66.8%
Sub-total : 5300 Water Fund	\$ 4,884,463	\$ 167,134	\$ 469,242	9.6%	\$ 4,415,222	\$ 1,150,188	\$ 3,265,033	66.8%
5320 Sewer Fund								
Community Service Public Works	\$ 6,833,751	\$ 203,042	\$ 657,990	10.0%	\$ 6,175,761	\$ 1,566,452	\$ 4,609,309	67.4%
Sub-total : 5320 Sewer Fund	\$ 6,833,751	\$ 203,042	\$ 657,990	9.6%	\$ 6,175,761	\$ 1,566,452	\$ 4,609,309	67.4%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 662,211	\$ 33,039	\$ 71,630	11.0%	\$ 590,581	\$ 236,502	\$ 354,079	53.5%
Sub-total : 6100 Dovernet Fund	\$ 662,211	\$ 33,039	\$ 71,630	10.8%	\$ 590,581	\$ 236,502	\$ 354,079	53.5%
<b>Total : EXPENDITURES</b>	<b>\$ 106,123,113</b>	<b>\$ 5,573,367</b>	<b>\$ 9,994,330</b>	<b>9.4%</b>	<b>\$ 96,128,783</b>	<b>\$ 42,052,830</b>	<b>\$ 54,075,952</b>	<b>51.0%</b>

# City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
<b>Revenue</b>	1,328,277	72,406	116,450	8.8	1,211,827	0	1,211,827	91.2
<b>Expenditures</b>	936,955	54,314	120,282	12.8	816,673	165,344	651,330	69.5
<b>Debt Service</b>								
<b>Principal</b>	215,000	0	0	-	215,000	0	215,000	100.0
<b>Interest</b>	60,336	0	0	-	60,336	0	60,336	100.0
	<b>115,986</b>	<b>18,092</b>	<b>(3,832)</b>	<b>(3.3)</b>	<b>119,818</b>	<b>(165,344)</b>	<b>285,162</b>	<b>245.9</b>



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

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

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Weston led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

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

**Absent:** Councilor Garrison and Councilor Weeden.

**Also Present:** City Manager Joyal and City Clerk Lavertu.

### 5. DISCUSSION

#### A. CITY MANAGER GOALS

Mayor Trefethen discussed the process for the workshop and the handouts they received to compile a new list of goals for the City Manager. The Council started with the handout labeled "Old FY2013 Goals and Expectations" and decided on whether to keep, delete, or change.

Item #1: Keep.

Item #2: Add "continue to develop a priority based budget process"

Item #3: Delete.

Item #4: Keep.

Item #5: Keep.

Item #6: Keep

Item #7: Add "also report on professional development of department heads"

Item #8: Keep.

Item #9: Keep.

Item #10: Keep.

Item #11: Delete.

Item #12: Keep. Change dates to February 26, 2014 and FY2015 budget.

Item #13: Keep. Change year to 2013.

Item #14: Keep. Change year to 2013.

The Council discussed the next handout: "FY2014 Expectations Suggested for the City Manager."

Item #1: Same as #9 from previous list.

Item #2: Same as #8 from previous list.

Item #3: Add.

Item #4: Combine with #10 from the previous list.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

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

Item #5: Same as #14 from previous list.

Item #6: Add.

Item #7: Add.

The Council discussed the next handout: "Dover City Council Workshop – August 7, 2013, Setting Goals and Expectations for FY2014." (Items are not numbered, but worked on in order and numbered by minute taker.)

1. Combine with #4 of the Old FY2013 Goals and Expectations.
2. Already covered.
3. Combine with #3 of the FY2014 Expectations Suggested for City Manager.
4. Yes. Consensus vote 4/3. Deputy Manager Carrier, Councilors Hooper and Crago were opposed.
5. Yes. Wording changed to "identify and pursue opportunities that are feasible the use of technology innovation to make the running of the City more efficient and effective that would also result in cost savings."

Mayor Trefethen said he would work with the City Manager on the wording for this goal.

6. Combine with #5 of this handout.
7. Combine with #4 of the FY2014 Expectations Suggested for City Manager.
8. Combine with #4 of the Old FY2013 Goals and Expectations.

The Council discussed the last handout, which had no heading (lists three goals).

1. Similar to #12 of the Old FY2013 Goals and Expectations. Mayor Trefethen said he would incorporate it.
2. Combine with #6 of the FY2014 Expectations Suggested for City Manager.
3. Mayor Trefethen said this was a task and not a goal.

Mayor Trefethen said he will compile the new list of goals for the City Manager.

City Manager Joyal gave an overview of the City/Town Manager Salary and Benefits Survey.

### **6. CITIZEN'S FORUM**

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

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

### **7. ADJOURNMENT**

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

Vote: 7/0.

Handouts have been archived with the minutes.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Media Access Center, McConnell Center**  
Meeting Date: **Wednesday, August 14, 2013**  
Meeting Time: **7:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Spuler led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

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

**Absent:** Councilor Garrison.

**Also Present:** City Manager Joyal and City Clerk Lavertu.

### 5. PROCLAMATIONS/AWARDS – None

### 6. APPROVAL OF AGENDA

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

Vote: 8/0.

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

Vote: 8/0.

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

Vote: 8/0.

### 7. PUBLIC HEARINGS – None

### 8. CITIZEN'S FORUM

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

**Human, 55 Union Street:** He said he had a few items to discuss. He was disappointed with the last regular meeting. He spoke about the letter of intent to the Strafford County Regional Planning Commission being part of the City Manager's Report, and said he felt it should have been on the agenda as a separate resolution. He spoke about the comments from the representative from the Strafford County Regional Planning Commission saying that the City has three projects and two were concerning the construction of parking garages. He spoke about his crystal ball telling him about several areas where the City is funding the parking garage instead of putting the money into the General Fund. His last comment was about the new police facility probably going over budget.

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, August 14, 2013**  
Meeting Time: **7:00 pm**

### 9. CITY MANAGER'S REPORT

City Manager Joyal highlighted a few items of his written report. He said the summer recreation programs were wrapping up. He said the Library summer reading program has also wrapped up with record attendance. He said the overlay paving projects are wrapping up. He spoke about the progression of the Tolend Road reconstruction project. He informed the Council that he will be proposing that Watson Road be moved up on the CIP because of potential savings. He also informed the Council that the water/sewer billing office has moved to the first floor in City Hall.

Councilor Crago asked for clarification of the Citizen's Forum comment about two parking garages.

City Manager Joyal said he can't comment on another person's remarks, but recommended that citizens go the July 18, 2012 City Council Workshop, which is available on the City's website. He said the workshop laid out a proposed strategy for the Downtown infill project.

Councilor Crago started a discussion about Enterprise Park II being actively pursued versus being considered.

Mayor Trefethen said they have been talking about this for the last year and a half.

Councilor Weeden referred to Page 10 of the City Manager's Report, and asked how the consultant identified who to meet with regarding TIF areas.

City Manager Joyal said the consultant had a suggested list of who to meet with.

Councilor Cheney talked about the three parking garages and said discussions were happening. She said the public has to be fully engaged.

Councilor Weston spoke about the Pool Advisory Committee requesting credit card swipe capability.

City Manager Joyal said they are working on it. He said they already have online use of credit card for motor vehicles registration renewals, dog licensing, and school lunches. He said they are working on Recreation Department uses. He said the biggest issue they're having is with accounting. He said it is coming.

Councilor Spuler asked about the Chestnut Street crosswalk.

City Manager Joyal said the design specifications for the improvements will be completed by next week, bids will be going out, and he expects it will be completed by winter.

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

Vote: 8/0.

### 10. APPROVAL OF MINUTES

- A. July 17, 2013 – Workshop Session**
- B. July 24, 2013 – Regular Session**
- C. July 31, 2013 – Non-Public Session**

Deputy Mayor Carrier moved to approve the minutes; seconded by Councilor Spuler.

Mayor Trefethen asked to separate item 10.C. from the vote. The first vote will reflect approving items 10.A. and 10.B.

Vote: 8/0.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Media Access Center, McConnell Center**  
Meeting Date: **Wednesday, August 14, 2013**  
Meeting Time: **7:00 pm**

Councilor Hooper moved to amend the July 31, 2013 minutes to include the Summary Sheet and Score Sheet; seconded by Councilor Weston.

Vote: 8/0.

### 11. MAYOR'S REPORT

Mayor Trefethen recommended the appointment of Councilor Cheney, Councilor Weeden, and Councilor Weston to the newly formed Ordinance Committee. He attended the opening day for the Cal Ripken Tournament. He said the Planning Board and Planning Department have created a climate adaptation exercise with MIT and they would like to know if the Council would like to participate.

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

Vote: 8/0.

### 12. UNFINISHED BUSINESS

**A. ORDINANCES IN THE 2<sup>nd</sup> READING – None**

**B. ORDINANCES IN THE 3<sup>rd</sup> READING – None**

#### **C. RESOLUTIONS**

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

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

City Manager Joyal gave an overview of the resolution to the Council.

Vote: 8/0.

### 13. NEW BUSINESS

#### **A. CONSENT CALENDAR**

- 1. RAFFLE – American Legion Post 8**
- 2. RAFFLE – Saint Mary Academy**
- 3. ROAD TOLL – American Cancer Society Relay for Life “Angels of Hope”**
- 4. RESOLUTION: B12085 BIO SOLIDS DISPOSAL SERVICES CONTRACT EXTENSION**  
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 5. RESOLUTION: B14003 DOVER DRAW STRING TRASH BAGS**  
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, August 14, 2013**  
Meeting Time: **7:00 pm**

### **6. RESOLUTION: OPERATING RULES FOR ARTS COMMISSION SPONSORED BY COUNCILOR SPULER**

#### **COMMITTEE REPORTS**

1. **School Board (3)**
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 for the adoption of the Consent Calendar; seconded by Councilor Crago.

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

Councilor Weston asked to pull Item 13.A.5.

Councilor Hooper asked to pull the three School Board Reports.

Deputy Mayor Carrier asked to pull the Appointments Committee Report.

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

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of 13.A.5.; seconded by Councilor Weston.

Councilor Weston asked if this was a price increase, and if it will affect the retail price to citizens.

City Manager Joyal said there would be no impact to the budget.

Roll Call Vote: 8/0.

Councilor Hooper gave an overview of the three School Board Reports.

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

Vote: 8/0.

Deputy Mayor Carrier gave an overview of the Appointments Committee Report. He recommended the following appointments:

- Brian Deguzis – COAST representative on the Transportation Advisory Commission
- Michael Joyce – Alternate member on the Conservation Commission

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

Vote: 8/0.

He listed all the current openings on the Boards and Commissions.

Deputy Mayor Carrier moved to approve the Appointments Committee Report; seconded by Councilor Weston.

Vote: 8/0.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Media Access Center, McConnell Center**  
Meeting Date: **Wednesday, August 14, 2013**  
Meeting Time: **7:00 pm**

### **B. RESOLUTIONS**

#### **1. B13057 AWARD OF DESIGN SERVICE FOR DOVER POLICE FACILITY SPONSORED BY DEPUTY MAYOR CARRIER**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Hooper.  
Deputy Mayor Carrier gave an overview of the resolution to the Council.  
Councilor Cheney asked about the contract.  
City Manager Joyal said it was a standard AIA contract.  
Councilor Crago discussed combining major construction projects and realizing savings for both projects.  
City Manager Joyal said there was a provision in the contract for looking at building both facilities, police and parking garage, at the same time.  
Roll Call Vote: 8/0.

#### **2. GENERAL LEGAL COUNSEL EMPLOYMENT AGREEMENT SPONSORED BY MAYOR TREFETHEN BY REQUEST**

Deputy Mayor Carrier moved its adoption; seconded by Councilor Weston.  
City Manager Joyal said he has appointed Anthony I. Blenkinsop as General Legal Counsel. He gave an overview of the employment agreement to the Council. He discussed hours, vacation time, and retirement plan.  
Roll Call Vote: 8/0.

#### **3. ESTABLISHMENT OF OTHER POST EMPLOYMENT BENEFITS (OPEB) IRREVOCABLE TRUST FUND SPONSORED BY MAYOR TREFETHEN BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Spuler.  
Mayor Trefethen gave an overview of the resolution to the Council.  
City Manager Joyal said 95% of the accumulated funds will be transferred to the trust fund.  
Roll Call Vote: 8/0.

#### **4. B13075 PHASE II ENVIRONMENTAL SITE ASSESSMENT FIRST STREET SPONSORED BY MAYOR TREFETHEN BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Spuler.  
Mayor Trefethen gave an overview of the resolution to the Council.  
Roll Call Vote: 8/0.

#### **5. MCCONNELL CENTER LEASE WITH COMMUNITY PARTNERS SPONSORED BY MAYOR TREFETHEN BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Spuler.  
Vote: 8/0.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Media Access Center, McConnell Center**  
Meeting Date: **Wednesday, August 14, 2013**  
Meeting Time: **7:00 pm**

### **6. CONTINUATION OF AUTHENTICATION AND CODIFICATION OF THE CITY ORDINANCES**

SPONSORED BY COUNCILORS CHENEY, WEEDEN, AND WESTON

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

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

Mayor Trefethen asked about the December 31, 2013 deadline.

Councilor Cheney said she doesn't think it will take that long, but they have been working hard and there are still unknown issues that may come up.

Councilor Weeden said they didn't want to have to ask the Council again for an extension.

Mayor Trefethen said the last meeting of this Council's term is early December, and the work of this committee would need to be brought before the Council for a first reading in November.

Councilor Cheney said the background information notes that.

City Manager Joyal said they might want to back it up to allow for second or third readings. He talked about the new General Legal Counsel not being up to speed to be able to help this committee. He understood they were done in April and doesn't feel the Council wants him staffing these meetings.

Councilor Cheney said they were trying to update 30 years of work. She just didn't want a drop dead date, even though they expect to have it completed earlier.

Mayor Trefethen said they will be voting on Chapter 1, which notates all the changes to the entire Code.

Councilor Cheney moved to amend the resolution's Now Therefore and change the date from December 31, 2013 to December 11, 2013.

Vote: 8/0.

Mayor Trefethen asked for a vote on the amended resolution.

Vote: 6:1:1; Passed. Councilor Hooper was opposed. Mayor Trefethen abstained.

### **C. ORDINANCES IN 1ST READING**

#### **1. CHAPTER 170: ZONING, SECTION 28.2: RESIDENTIAL-COMMERCIAL MIXED USE (RCM) OVERLAY DISTRICT E) PROCEDURAL CONCEPTS (TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 11, 2013)**

SPONSORED BY MAYOR TREFETHEN, PLANNING BOARD REPRESENTATIVE

Deputy Mayor Carrier moved to refer to a public hearing on September 11, 2013; seconded by Councilor Crago.

Councilor Weston moved to amend the ordinance to waive the public notice; seconded by Deputy Mayor Carrier.

Vote: 8/0.

Mayor Trefethen gave an overview of the Ordinance to the Council.

Mayor Trefethen asked for a vote to refer to a public hearing.

Vote: 8/0.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Media Access Center, McConnell Center**  
Meeting Date: **Wednesday, August 14, 2013**  
Meeting Time: **7:00 pm**

### **14. COUNCIL CORRESPONDENCE**

**A. LETTER FROM STATE OF NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION, dated July 10, 2013.**

**B. LETTER FROM COMCAST, dated July 18, 2013.**

Deputy Mayor Carrier moved to place on file; seconded by Councilor Spuler.  
Vote: 8/0.

### **15. COUNCIL MATTERS OF INTEREST**

Councilor Crago said he will be coming before the City Council with an Executive Summary. He said Dover will be the first in New Hampshire to receive the State Quality Award.

### **16. ADJOURNMENT**

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



**CITY OF DOVER**

# CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O-2013.08.14 – 12**  
 Ordinance Title: **Zoning**  
 Chapter: **170-28.2 Residential-Commercial Mixed Use (RCM) Overlay District E) Procedural Concepts**

All residential development must adhere to architectural design guidelines. Said standards will reflect a New England village motif and include STRUCTURES with peaked roofs, and architectural shingles. The guidelines for this development are included in Chapter 149, section 14.2.

All MANUFACTURED HOUSEs shall adhere to the standards outlined in Chapter 126, MANUFACTURED HOUSE PARKS, with the exception of Sections 126-3, 126-4, 126-5, 126-6, and 126-7.H which shall be controlled by the provisions hereof and unless noted below. Where there is a difference in the requirements between this Overlay District and the provisions of Chapter 126, “MANUFACTURED HOUSE PARKS”, the provisions of the Overlay District shall apply.

(2) Nonresidential Development Plan Guidelines

The general character of the nonresidential STRUCTURES within the development LOT is intended to be a pedestrian friendly setting, with emphasis on the natural characteristics of the site. The site design should create a sense of character and cohesiveness through landscaping, façade treatment, and SIGNAGE.

The guidelines for this development are included in Chapter 149, section 14.2.

**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*  
 Daniel R. Lynch  
 Finance Director

9/4/13

Sponsored by:

Dean Trefethen  
 Mayor, Planning Board  
 Representative

Approved for Legal Compliance:

*Anthony I. Blenkinsop*  
 Anthony I. Blenkinsop  
 General Legal Counsel

Recorded by: Karen Lavertu  
 City Clerk

*Austin Mastretta*  
 Deputy



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O-2013.08.14 – 12**  
Ordinance Title: **Zoning**  
Chapter: **170-28.2 Residential-Commercial Mixed Use (RCM) Overlay District E) Procedural Concepts**

The City of Dover Ordains:

### 1. PURPOSE

The purpose of this ordinance is to amend Chapter 170 of the Code of the City of Dover, entitled Zoning, adjusting the provisions of the RCM Overlay District to revise the calculations of uses.

### 2. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the Section 170-28.2 section E of said Chapter as follows:

#### E) Procedural Concepts

The developer shall prepare a Development Plan, which locates the proposed types of non-residential and residential development, utilities, access roads, and public ways. The parcels comprising the development may be under separate ownership, but shall be treated as one development and shall be bound by the approval granted for the entire Development Plan. If approval is granted, individual LOTS must be developed as part of the larger Development Plan and phasing outlined below, and not separately. The Development Plan must identify the percentage of the non-residential uses, residential uses and OPEN SPACE. Non-residential and/or mixed use uses must ~~exceed forty~~ comprise at least fifty-five percent (4055%) of the original tract total proposed FLOOR AREA for the development (outdoor display areas may be counted towards the minimum required FLOOR AREA); residential uses must not exceed ~~thirty-five~~ forty-five percent (35 45%) of the original tract, and a total proposed FLOOR AREA for the development. A building shall be considered "mixed use" provided that at least 50% of the FLOOR AREA of the first floor is reserved as commercial space, and provided that such commercial space is located roughly in the front half of the building and extends the length of the building façade. Residential accessory uses (e.g. mechanical, storage, laundry, etc.) are permitted to be located within the back half of the first floor of any mixed use building.

A minimum of twenty percent (20%) of the area of the original tract shall be reserved as OPEN SPACE and identified as such on the Development Plan. Fifty percent (50%) of the required OPEN SPACE (as defined in Chapter 155-60) must be usable uplands and reasonably accessible to all property owners in the project. Any OPEN SPACE provided above twenty percent (20%) may be mixed wetlands and upland.

Residential uses require that the calculation of permitted density shall be completed through the submission of a yield plan (as defined in Chapter 155-60) applied to the Development LOT and not individually to the Internal Dwelling LOTS.

For residential development that includes two (2) family, three (3) to four (4) family or MULTI-FAMILY DWELLINGS, density shall be based upon calculating one (1) unit per forty thousand (40,000) square feet of CONTIGUOUS upland, and using one hundred fifty (150) feet of FRONTAGE on a public roadway.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O-2013.08.14 – 12**  
Ordinance Title: **Zoning**  
Chapter: **170-28.2 Residential-Commercial Mixed Use (RCM)  
Overlay District E) Procedural Concepts**

For single family residential development, density shall be based upon calculating one unit per ten thousand (10,000) square feet of CONTIGUOUS upland, and using one hundred (100) feet of FRONTAGE on public a roadway.

The Development Plan may be phased for a term of five (5) years. The phasing plan shall contain provisions which promote the mixed use of the site consistent with Section 170-28.2 A. For the purposes of this section, development shall include:

- (1) construction of STRUCTURES;
- (2) environmental remediation;
- (3) site preparation or demolition;
- (4) roadway utility or recreation and common area design and construction; and
- (5) bonding or other security for site development.

The phasing plan shall provide that no more than fifty percent (50%) of the residential development may be occupied prior to completion of between twenty-five percent (25%) and fifty percent (50%) of the non-residential STRUCTURES as negotiated between the PLANNING BOARD and the Developer.

Provided that the developer is making reasonable efforts to develop the site, the PLANNING BOARD may extend the initial five-year phasing period provided a request for extension is submitted before the expiration of the initial five (5) year phasing term.

- (1) Residential Development Plan Guidelines

The developer shall be permitted to allocate permitted density among Internal Dwelling LOTS in a flexible and creative manner. The sum total of the permitted density shall not exceed the permitted density of the Development LOT or Legal LOT. Layouts may include individual LOTS or a cluster of units without LOT LINES.

Dwelling layouts shall be so designed that parking is screened from external roadways by garages, BUILDING locations, grading or screening. Major topographical changes or removal of existing trees shall be avoided wherever possible, and water, wetlands, and other scenic views from the external streets shall be preserved as much as possible.

Where possible, it is desirable and encouraged to mix residential and nonresidential uses. This may be achieved through situating the BUILDINGS close to each other, or though allowing STRUCTURES to house residential – preferably on the second or above floor, with non-residential on the first floor. Creativity and flexibility is encouraged and the development plan may offer another option for mixing uses. Units created through the TDR program are not required to be housing for the elderly, that term is defined under RSA 354-A:15 and 42 USCA §3607(b)(2).



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

**Agenda Item#: 12.A.1.**

Ordinance Number: **O-2013.08.14 – 12**  
 Ordinance Title: **Zoning**  
 Chapter: **170-28.2 Residential-Commercial Mixed Use (RCM) Overlay District E) Procedural Concepts**

All residential development must adhere to architectural design guidelines. Said standards will reflect a New England village motif and include STRUCTURES with peaked roofs, and architectural shingles. The guidelines for this development are included in Chapter 149, section 14.2.

All MANUFACTURED HOUSES shall adhere to the standards outlined in Chapter 126, MANUFACTURED HOUSE PARKS, with the exception of Sections 126-3, 126-4, 126-5, 126-6, and 126-7.H which shall be controlled by the provisions hereof and unless noted below. Where there is a difference in the requirements between this Overlay District and the provisions of Chapter 126, “MANUFACTURED HOUSE PARKS”, the provisions of the Overlay District shall apply.

(2) Nonresidential Development Plan Guidelines

The general character of the nonresidential STRUCTURES within the development LOT is intended to be a pedestrian friendly setting, with emphasis on the natural characteristics of the site. The site design should create a sense of character and cohesiveness through landscaping, façade treatment, and SIGNAGE.

The guidelines for this development are included in Chapter 149, section 14.2.

**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  
Finance Director

Sponsored by: Dean Trefethen  
Mayor, Planning Board  
Representative

Approved for Legal Compliance: Anthony I Blenkinsop  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O-2013.08.14 – 12**  
 Ordinance Title: **Zoning**  
 Chapter: **170-28.2 Residential-Commercial Mixed Use (RCM) Overlay District E) Procedural Concepts**

### DOCUMENT HISTORY:

First Reading Date: 08/14/2013	Public Hearing Date: 09/11/2013
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 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:		
Ordinance does   does not pass.		

### ORDINANCE BACKGROUND MATERIAL:

On June 12, 2013, Varney Brook Holdings LLC and Changing Places LLC, owners of property on Thornwood Lane, petitioned the City to amend certain provisions of the Residential-Commercial Mixed Use (RCM) Overlay District. The substance of the proposed amendments resulted from the work of a Planning Board subcommittee that met in the winter and spring to prepare updates to the RCM Overlay District.

The request appeared on the June 25, 2013 Planning Board agenda. The petitioners, as well as members of the Planning Board subcommittee and Planning Department staff, explained the purpose of the amendments which are designed to adjust the percentages of maximum permitted residential development and minimum required commercial development and to clarify ambiguities in the existing language. The Planning Board determined that a public hearing should be held and voted to post the amendments and notice abutters for a public hearing.

The Planning Board held a public hearing on July 23, 2013. At that meeting additional information was presented about the proposal. After the public hearing, by a vote of 7-2, the Planning Board approved the applicants' request to amend the RCM Overlay District, and forwarded the request to the City Council for ratification.

Attached is the application and information presented to the Planning Board, along with the required (per 170-53) report on impacts the zoning amendment would have on the community.

As per 170-53) G) 2), the Council may waive the abutter notice should an amendment be deemed "comprehensive in nature", which is defined as an amendment which "affects more than one (1) of the zoning districts". This amendment affects the ETP, B-4 and I-4 districts. All abutters were noticed for the Planning Board hearing, and no one attended the public hearing to speak on the item."

**To: Dover City Council**  
**From: Christopher Parker, AICP**  
**CC: J. Michael Joyal, City Manager**  
**Dover Planning Board**  
**Date: July 30, 2013**  
**Re: RCM Overlay District Amendment**

**ISSUE:**

On July 23, 2013, the City of Dover Planning Board by a vote of 7-2 approved a property owner request to amend certain provision of the Residential-Commercial Mixed Use (RCM) Overlay District.

**INTENT:**

This memo will briefly describe the findings of the Planning Board and ensure compliance with Chapter 170 section 53, subsection F of the City of Dover Code.

**GOALS:**

The proposed zoning amendment must meet certain criteria for the Planning Board to support its adoption. This memo will review the report criteria laid out in Chapter 170 to explain to the City Council the findings of the Planning Board.

**PROCESS:**

On June 7, 2013, staff received a petition from property owners of land on Thornwood Lane to amend certain provisions of the RCM Overlay District. The petition resulted from the work of a Planning Board subcommittee that met in the winter and spring to prepare updates to the RCM Overlay District. The Planning Board posted the amendment after consideration on June 25, 2013, and held a public hearing on July 23. On July 23, 2013, the Board approved the amendment and forwarded it to the City Council for ratification. The Board did not amend the petition and by a vote of 7-2 approved it as presented.

**ATTACHMENTS:**

- Rezoning Application
- Staff Memo to Planning Board

As per section 170-53 F), the Planning Board shall provide to the City Council a report on each proposed amendment that has been proposed and endorsed by it. This report shall include the Board's findings and recommendations on the following:

*The consistency of the proposed amendment with the Master Plan;*

The 2007 update to the City's Land Use Chapter of its Master Plan is entitled "It's All About Context." This chapter emphasizes the need for diverse economic development opportunities, and also promotes urban vibrancy and a mixture of uses.

The proposed amendments adjust the required mixture of non-commercial and residential uses in response to market conditions as they relate to those properties that qualify for the RCM Overlay. In this way, the amendments are designed to help ensure that the properties within the Overlay are actually developed. The RCM Overlay is specifically designed to further the Master Plan goals of promoting economic development, urban vibrancy and a mixture of uses. Therefore, by improving the viability of projects within the Overlay, the amendments are consistent with the Master Plan.

*The consistency of the proposed amendment with other plans, studies, or technical reports prepared by or for the Board and the City;*

This proposed amendment does not conflict with any other plans, studies or technical reports.

*The effect of the proposed amendment on the City's municipal services and capital facilities as described in the Capital Improvements Program;*

The Capital Improvements Program does not include any projects within this area of Dover. Through the site review process the applicant will be required to review existing infrastructure and make improvements, where necessary as part of the project development.

*The effect of the proposed amendment on the natural, environment, and historical resources of the City;*

The RCM Overlay requires that twenty percent (20%) of the tract to be developed remains open space. The proposed amendments retain this 20% minimum open space requirement.

*The effect of the proposed amendment on neighborhood including the extent to which nonconformities will be created or eliminated;*

The underlying zoning is not changing. Rather, the amendment adjusts the way the mixture of uses is calculated. As this is a modification to an existing mixed use zone, there should be minimal impact to existing abutters and the neighborhood. The amendments do not create any nonconformities.

*The effect of the proposed amendment on the City's economy and fiscal resources; and*

The proposed amendments will help to ensure that the areas of the City that qualify for the RCM District Overlay are developed with a strong and robust commercial component, which will serve to increase the City's tax base, provide new employment opportunities, and overall strengthen the City's general economic outlook.

*The recommendation of the Planning Board relative to whether the proposed amendment should be adopted or rejected, and any recommendations for modifications to the proposed amendment.*

The Planning Board approved the citizen petition by a vote of 7-2 and hereby submits it to the City Council for ratification.



**CITY OF DOVER**

## PLANNING BOARD - STAFF MEMO FILE #P13-31

Application Type:	Citizen Petition for Rezoning
Applicant(s):	Varney Brook Holdings, LLC and Changing Places, LLC
Owner(s):	Summit Development
Location:	Residential-Commercial Mixed Use Overlay District

**INTENT:** A request by the applicant to amend Chapter 170-28.2-E - Residential-Commercial Mixed Use Overlay District (RCM).

**LOTS/UNITS PROPOSED:** N/A

**AGENDA ITEM #:** 4-A

**ACREAGE:** N/A

**ZONING DISTRICT:** Residential-Commercial Mixed Use Overlay District (RCM)

**EXISTING LAND USE:** N/A

**PROPOSED LAND USE:** N/A

**SURROUNDING LAND USE:** N/A

**ZBA ACTION:** N/A

**ATTACHMENTS:** Rezoning application and letter; draft ordinance

**APPLICATION IS COMPLETE:** Yes

**NOTICES SENT:** Abutter notices were sent by first class mail for this meeting

**PERMITS REQUIRED:** N/A

**WAIVERS REQUESTED:** N/A

### Summary of Request and Background

The applicant is requesting to amend Chapter 170-28.2-E - Residential-Commercial Mixed Use Overlay District (RCM) to adjust the minimum percentage of non-residential development and the maximum percentage residential development, and to base those percentages on the total floor area proposed for the project instead of the area of the tract.

The proposed language is set forth on the attached draft ordinance, and is summarized as follows:

- Residential use shall be limited to no more than 45% of the total floor area proposed for the project (residential is currently limited to no more than 35% of the “original tract”).
- A minimum of 55% of the total floor area must consist of non-residential and or/mixed use (currently, a minimum of 40% of the “original tract” must be non-residential and/or mixed use).
- “Outdoor display areas” can be used to meet the minimum non-residential/mixed use percentage requirement.
- “Mixed use” means any building that has at least 50% of the floor area of the first floor reserved as commercial space, provided that:
  - such commercial space is located in the front half of the building; and
  - the commercial space extends the length of the building façade.
 The remainder upper floors of the building may be used for residential. Residential accessory uses (e.g. mechanical, storage, laundry, etc.) are permitted to be located within the back half of the first floor.

The process for handling the petitioned amendment is outlined in Chapter 170-53-C-3.

### STAFF RECOMMENDATION:

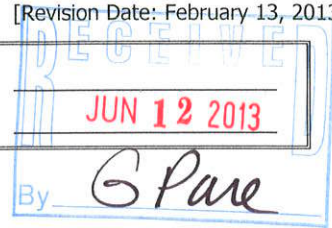
The Planning Board should hold a public hearing and approve the proposed amendment as set forth in the attached draft ordinance.



# City of Dover, New Hampshire ZONING AMENDMENT APPLICATION

[Revision Date: February 13, 2013]

Office Use Only	File #: <u>P13-31</u>	Date Received: _____
	Amount Paid: _____	Time Received: _____



### APPLICANT INFORMATION

Name of Applicant: Varney Brook Holdings LLC/Changing Places LLC

Address of Applicant: c/o SUMMIT DEVELOPMENT 340 Central Ave # 202 Dover NH

Telephone # (603) 749-2800

Email Address chad@summitlanddev.com

### DESCRIPTION OF PROPOSED AMENDMENT

Revise the method used to calculate the distribution of uses in the RCM district.

### AREA REZONING INFORMATION

Assessor's Map and Lot #s of all properties within the area proposed to be rezoned:

Map	Lot(s)
<u>M</u>	<u>4</u>
<u>K</u>	<u>19-1</u>
<u>K</u>	<u>19</u>
<u>K</u>	<u>19-2</u>

Current Zoning District(s) ETP/RCM OVERLAY Size of Area: \_\_\_\_\_

Existing Use(s) Within Area: RESIDENTIAL AND COMMERCIAL

Proposed Zoning District(s) ETP/RCM OVERLAY Proposed Use of Area: RESIDENTIAL / COMMERCIAL / MIXED USE

### ORDINANCE AMENDMENT INFORMATION

Article# VII\_ Section(s) # 28.2\_ Section Title(s) Residential-Commercial Mixed Use Overlay District

Current Provision(s) Language:

The developer shall prepare a Development Plan, which locates the proposed types of non-residential and residential development, utilities, access roads, and public ways. The parcels comprising the development may be under separate ownership, but shall be treated as one development and shall be bound by the approval granted for the entire Development Plan. If approval is granted, individual LOTS must be developed as part of the larger Development Plan and phasing outlined

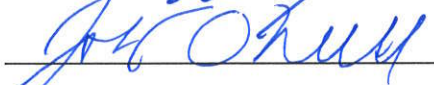
hundred (100) feet of the subject area. The list shall be current within ten (10) days of submittal;

- A non-refundable fee of eight dollars (\$8.00) per property owners and abutter required to be notified included on the lists of properties;
- A non-refundable fee of one hundred fifty dollars (\$150.00) to cover the cost of staff review and processing of the amendment;
- A non-refundable fee of eighty dollars (\$80.00) to cover the cost of the newspaper notice; and
- For district or citywide zoning map amendments, or for zoning ordinance text amendments, please contact the Planning Department for cost of mailing and abutter notice requirements.

**SIGNATURE OF APPLICANT(S)**

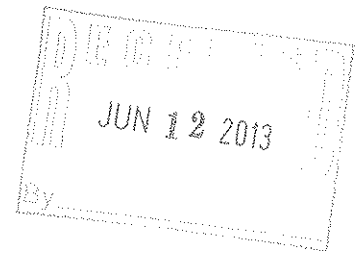
I /We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Signature of Applicant:  Date: 6/12/13

Signature of Applicant:  Date: 6-12-13



P/3-31



June 12, 2013

Mr. Christopher Parker, AICP  
Director of Planning and Community Development  
City of Dover  
288 Central Avenue  
Dover, NH 03820

RE: RCM Overlay District Zoning Amendments

Dear Chris,

As part of the attached Zoning Amendment Application I am hereby providing answers to questions on Page 2 of the application.

- The purpose and intent of the amendment;
  1. The purpose of this ordinance is to amend Chapter 170 of the Code of the City of Dover, entitled Zoning, adjusting the provisions of the RCM Overlay District to revise the calculations of uses. Consistency with RSA 674:17;
- Consistency with Dover's Master Plan:
  1. Dover's Master Plan supports a context sensitive mixture of uses and encourages flexibility in land uses and layouts. The RCM Overlay District brings these ideas to fruition.
- Consistency with other plans, studies, or technical reports prepared by, or for, the Planning Board and the City;
  1. This proposal does not conflict with other plans or reports prepared for, or by the City.
- Effect on the City's municipal services and capital facilities as described in the Capital Improvements Program;
  1. The utilities that would be installed per this project would handle any increased loads, and the trunk lines which would be tied into for sewer have capacity to accommodate any changes in intensity.
- Effect on the natural environment and historical resources of the City;
  1. This proposal requires that 20% of the parent parcel remain in a natural state. Additionally, a conservation easement was previously placed over a portion of the parcel.

- Effect on neighborhood including the extent to which non-conformities will be created or eliminated; and
  1. There would be no non-conformities created by this change.
- Effect on the City's economy and fiscal resources.
  1. This would allow for continued improvements to be made to this area of Dover Point, bringing in a diverse scope of businesses. The Economic Development Director has served on the committee which drafted this amendment and supports the ideas.
  2. Our forthcoming Economic Impact Study will confirm the proposed project has a positive financial effect on the City.

Thank you for your cooperation throughout this process.

Sincerely,



Chad Kageleiry

c: John O'Neill, Changing Places



50  
Already Issued

# 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 Professional Fire Fighters Local 1312 & MDA  
Federal Tax ID number for Organization: \_\_\_\_\_

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

Contact Person: Brian Jacques Day Time Telephone: 603-973-9577

Address: 299 Blackwater Rd Rochester NH Email Address b.jacques@dover.nh.gov

Purpose of Permit: MDA Boot Drive

Date of Event: 8/31/13 Specific Time: 0800 - 1600

Location of Event: Intersection Oak & Central Ave

\*\*\*\*\*

(Raffle Permit only)

Prize (s) To Be Awarded: \_\_\_\_\_

Amount of Donation: \_\_\_\_\_ Date of Drawing: \_\_\_\_\_ Specific Time: \_\_\_\_\_

Place of Drawing: \_\_\_\_\_

\* NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS: Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information. Please provide a way for us to contact you during the day so the request can expedited. Information on these requirements may be found at [http://doj.nh.gov/publications/charitable\\_forms.html](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: 8/15/13

Licensing Board approval \_\_\_\_\_ Date: \_\_\_\_\_

Revised 03/17/08

2013 AUG 20 A 10:19  
RECEIVED  
DOVER CITY CLERK  
DOVER, NH

516-6666  
49  
Already issued



### APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: Dover Little Green Cheerleading

Federal Tax ID number for Organization: 76-2543466

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

Contact Person: Diane McCombie Day Time Telephone: 566-1811  
436-6111 x132

Address: 8 Deepwood Drive Dover Email Address: dianemccombie@comcast.net

Purpose of Permit: Tagging

Date of Event: September 5th, 6th, 7th, 8th Specific Time: 5th 6th 7th 8th  
4-8 4-8 8-8 8-8

Location of Event: Various Location around Dover

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

Amount of Donation: \_\_\_\_\_ Date of Drawing: \_\_\_\_\_ Specific Time: \_\_\_\_\_

Place of Drawing: \_\_\_\_\_

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

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

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

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

Signature: Diane McCombie Date: 8/5/13

Licensing Board approval: [Signature] Date: 8/20/13  
Revised 03/17/08

00:48-90Y F107  
DOVER, NH  
DOVER CITY CLERK  
RECEIVED

Registered with  
the NH Charitable  
Trusts Unit  
DT



51  
Already Issued

CITY OF DOVER  
13 AUG 12 AM 5:43

### APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: American Legion Auxiliary Unit 8  
Federal Tax ID number for Organization: 02-18010289  
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political  
Contact Person: Lorna Jean Zucaro Day Time Telephone: 781-1948  
Address: 145 Colonial Village Email Address LJeanZ@comcast.net  
Purpose of Permit: Raise fund for Veterans Wounded Warriors  
Date of Event: Sept. 8, 2013 Specific Time: 10 AM - 2 PM  
Location of Event: Central Ave in front of American Legion Post 8

*(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](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: Lorna Jean Zucaro Date: 8.12.13

Licensing Board approval [Signature] Date: 8/20/13  
Revised 03/17/08

Registered in  
500 States with  
Charitable Trust



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: AMYS TREAT

Federal Tax ID number for Organization: 26-2350766

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

Contact Person: STEVE GOREN Day Time Telephone: 603-742-0977

Address: 12 SUNSET DR DOVER Email Address: VLGOREN@COMCAST.NET

Purpose of Permit: FUNDRAISER

Date of Event: 10.5.2013 Specific Time: 9AM TO 4 PM

Location of Event: DOWNTOWN DOVER

\*\*\*\*\*

(Raffle Permit only)  
Prize (s) To Be Awarded: RESTAURANT & SPORTS GIFT CERTIFICATES

Amount of Donation: \$500 Date of Drawing: 10.21.2013 Specific Time: 4 PM

Place of Drawing: DOVER CHAMBER OFFICE

\* 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](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: Steve Goren Date: \_\_\_\_\_

Licensing Board approval [Signature] Date: 8/12/13  
Revised 03/17/08

Registered as  
in good standing  
with NH  
Charitable Trusts  
Unit.  
[Signature]



RECEIVED  
DOVER CITY CLERK  
DOVER, NH

2013 AUG -8 P 1:04

### 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 Womens Health, PA

Federal Tax ID number for Organization: 20-0167333

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

Contact Person: Beth Voce Day Time Telephone: (603) 742-2424 ext. 13

Address: 700 Central Ave Dover NH 03820 Email Address: bvoce@doverwomenshealthpa.com

Purpose of Permit: Raffle I-Pad Mini for donation to non-profit (Goodwin Community Health)

Date of Event: 10/5/13 Specific Time: 4pm

Location of Event: Downtown Dover

(Raffle Permit only)

Prize (s) To Be Awarded: I-Pad Mini / Framed artwork

Amount of Donation: \$5 per tablet / 3 for \$10 Date of Drawing: 10/5/13 Specific Time: 4pm

Place of Drawing: At our Booth in Downtown Dover

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

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

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

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

Signature: [Signature] Date: 8/8/13

Licensing Board approval [Signature] Date: 8/21/13  
Revised 03/17/08

All set with  
Charitable Trusts  
Unit.  
DB

RECEIVED  
DOVER CITY CLERK  
DOVER, NH



2013 AUG 16 A 8:42

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: 030509406

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 street Email Address eric.hagman@comcast.

Purpose of Permit: raffle of Donated items from sponsors of Seacoast Irish Festival

Date of Event: 9/28/2013 Specific Time: 2 Noon to 6 PM

Location of Event: HENRY LAW PARK

*(Raffle Permit only)*

Prize (s) To Be Awarded: TRIP TO IRELAND & other Donations

Amount of Donation: \$1500 Date of Drawing: 9/28/2013 Specific Time: 5:30 PM

Place of Drawing: HENRY LAW PARK / ROTARY PAVILLION

**\* 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](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: 8/16/2013

Licensing Board approval [Signature] Date: 8/20/13  
*Revised 03/17/08*

The City has issued a permit for the holding of the IRISH FESTIVAL PREVIOUSLY...  
Thanks  
Resisted with NH Charitable Trusts Unit.  
DC



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: ZEBRA CROSSINGS
Federal Tax ID number for Organization: 80-0456257
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: ASTRID WIELENS Day Time Telephone: 603-312-2052

Address: 61 LOCUST ST, DOVER Email Address: ASTRID@ZEBRA-CROSSINGS.ORG

Purpose of Permit: RAFFLE CALENDAR

Date of Event: DECEMBER 2013 Specific Time: DAILY DRAWINGS AT 1PM

Location of Event: DOVER, NH

Prize (s) To Be Awarded: 31 PRIZES (ONE PER DAY). EST. VALUE \$1,200 TOTAL IN VARIOUS ITEMS

Amount of Donation: \$10 / CALENDAR Date of Drawing: DAILY IN DEC. 2013 Specific Time: 1 PM DAILY

Place of Drawing: MCCONNELL CENTER, DOVER (EXCEPT ON WEEKENDS / HOLIDAYS)

\* 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: 8/28/13

Licensing Board approval [Signature] Date: 8/30/13

Revised 03/17/08

All set with Charitable Trusts Unit.



Received 7/29/13  
Sent to Police 7/29/13

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: Special Olympics New Hampshire

Federal Tax ID number for Organization: 23-7207522

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

Contact Person: Patricia Messler Day Time Telephone: 624-1250 x 30

Address: 650 Elm Street Manchester, NH 03101 Email Address triciam@sonh.org

Purpose of Permit: "Change Day" - Tag Event

Date of Event: Nov. 2, 2013 Specific Time: 11:00 Am - 9:00 PM

Location of Event: Navik's Seabrook Restaurant Dover, NH

\*\*\*\*\*

(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](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: Patricia Messler Date: 8/19/13

Licensing Board approval (AT) Date: 8/22/13  
Revised 03/17/08

Registered and  
in good standing  
with Charitable Trusts.  
26



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 Soccer Association

Federal Tax ID number for Organization: 02-0392171

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

Contact Person: Marie Duncan Day Time Telephone: 603 988 4528

Address: 14 Shadow Dr Dover Email Address: duncan6pk@gmail.com

Purpose of Permit: 5K Road Race

Date of Event: Oct 27th Specific Time: 9-11am

Location of Event: Shaws Lane Route

Prize (s) To Be Awarded: NA

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: Marie Duncan Date: August 1 2013

Licensing Board approval [Signature] Date: 9/3/13 Revised 03/17/08

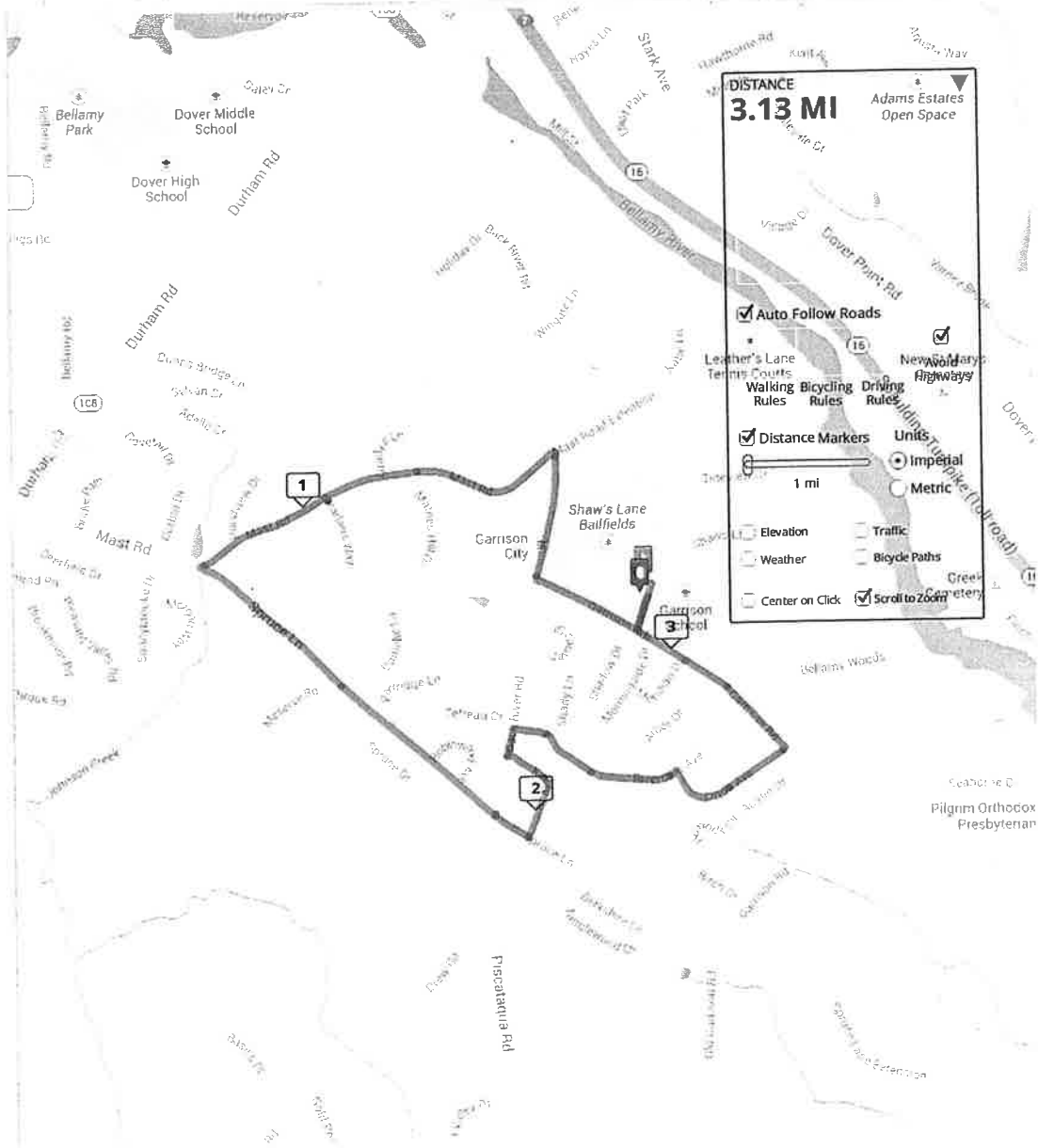
RECEIVED DOVER CITY CLERK

Traffic Bureau OK see attachment [Signature] Registered with Charisma Trusts unit.



Dover Soccer Assoc.  
**one month free**  
 Advanced tools built to improve your training.

**UPGRADE NOW**



## TRICK OR TROT 5K & KIDS FUN RUN FOR DSA

**DISTANCE**  
**3.13**  
 miles

**RUN**

### Trick or Trot 5K & Kids Fun Run for DSA

AVAIL. POINTS

**0** ?

**BEGINS IN:** Dover, NH

**CREATED BY:** [Donaldo Trejo \(/profile/37361007/\)](#)

**DESCRIPTION:** Start Shaws Lane, Right onto Garrison Road, Right onto Back River Rd, Left onto Mast Rd (Mile Marker 1 after Harlans Way), Left onto Spruce Lane, Left onto Kelley Drive (2nd Mile Marker on Kelley Drive), Right onto Back River Rd, Right onto Riverdale Ave, Right onto Linda Ave, Left onto Garrison Rd (3rd Mile marker in front of Garrison School), Finish line on Shaws Lane

**STARTS FROM:** school

**TAGS:**

**TYPE:** Run / Jog

RATE IT!

ROUTE PRIVACY: PUBLIC



## DOVER POLICE DEPARTMENT

Dover, New Hampshire

Memorandum

**TO:** Chief Anthony F. Colarusso, Jr.

**FROM:** Sgt. Marn Speidel, Traffic Bureau

**RE:** Dover Soccer Association "Trick or Trot 5K", Oct. 27, 2013

**DATE:** September 3, 2013

This is a new proposed 5K fundraising event for the Dover Soccer Association. I have been working with the organizers to provide logistical review of their proposed course routes. They have settled on the attached route, called the "Trick or Trot 5K".

The event will start and end in the area of the Shaws Lane fields. The 5K will be scheduled for Sunday, October 27 at 9 AM. Based on the anticipated brief road closures and traffic impacts, including two crossings of Back River Road, the organizers have agreed to reimburse the police department for a detail of four (4) police officers. Additionally, I will be working closely with the organizers to identify several other key locations where traffic volunteers – wearing safety vests – will be used to help manage the course.

The proposed course is as follows:

START on Shaws Lane  
Right on Garrison Road, right on Back River Road  
Left on Mast Road  
Left on Spruce Lane to cross Back River Road  
Left on Kelley Drive, right on Back River Road  
Right on Morningside Drive, continue onto Riverdale Avenue  
Right on Linda Avenue  
Left on Garrison Road  
Right onto Shaws Lane to FINISH



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 KNIGHTS OF Columbus Council #807

Federal Tax ID number for Organization:

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

Contact Person: PAUL K. McMANUS Day Time Telephone: (603) 742-3748

Address: 5 ARROWBROOK RD. DOVER NH Email Address: SURFERBUZZ@COMCAST.NET

Purpose of Permit: TO HOLD A "LIP CHAIN" FOR DEFENSE OF LIFE: SIGNS TO BE HELD WITH A PRO-LIFE MESSAGE.

Date of Event: OCTOBER 6, 2013 Specific Time: 2-3 PM

Location of Event: ST. CHARLES CHURCH & BEYOND (depends on the number of people who show)

(Raffle Permit only) ON SIDE-WALK IN BOTH DIRECTIONS IN FRONT OF CHURCH. LOCATED ON Central AVE.

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: Paul K. McManus Date: 8/27/13

Licensing Board approval: [Signature] Date: 9/3/13

Traffic Bureau OK (MES) No Conflicts



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2013.09.11 – 94**

Resolution Re: Setting Voting Hours for the November 5, 2013 Municipal Election

WHEREAS: In accordance with State RSA, the City Council must set voting hours in their respective communities; and

WHEREAS: The Municipal Election will be held on November 5, 2013.

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

The voting hours at all Wards in the City of Dover will be from 8:00 a.m. to 7:00 p.m. for The Municipal Election on November 5, 2013.

## AUTHORIZATION

Approved as to Funding:

*Daniel R. Lynch*  
Daniel R. Lynch  
Finance Director  
9/4/13

Sponsored by: Mayor Dean Trefethen  
By request

Approved as to Legal Form:

*Anthony I. Blenkinsop*  
Anthony I. Blenkinsop  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk

*Alice M. Jostutte*  
Deputy



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.11.**

Resolution Number: **R – 2013.09.11 – 94**

Resolution Re: Setting Voting Hours for the November 5, 2013 Municipal Election

### 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:

The Moderators and Supervisors of the Checklist have been contacted in regards to these hours and are in agreement. The City Clerk also concurs with these hours. Rules regarding absentee voting will allow people who work during these hours to vote via absentee ballot.



CITY OF DOVER

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R - 2013.09.11 - 95**  
Resolution Re: B08043 Traffic Signal Program Sebago Technics  
Award of Additional Scope of Services

WHEREAS: The City of Dover had solicited Request for Qualifications B08043 for design services in developing an Access/Safety/Efficiency Management Plan for the City of Dover and they were opened 2/1/08 @ 2:00PM and council awarded to Sebago Technics in the amount of \$39,849; and

WHEREAS: In March 2010, Sebago Technics, Inc forwarded an updated proposal outlining eight tasks for the next phase of the larger Central Ave corridor and other signals throughout the City project in the total amount of \$205,050.00. As there were limited funds available at the time, the recommendation was to complete tasks in the amount of \$72,650.00, known as Phase I; and


WHEREAS: FY12 CIP authorized \$206,000 appropriation for the Central Ave Corridor Signalization project and in August 2011, Sebago Technics forwarded an updated proposal outlining 13 tasks for the Phase II. The funding available allowed completion of Tasks 1-7; and


WHEREAS: FY14 available funds allow continuation of work in the amount of \$154,604 and Sebago Technics has forwarded a scope of work in the amount of \$154,604 for various areas throughout the city and is under separate attachment to this resolution in the online agenda materials.

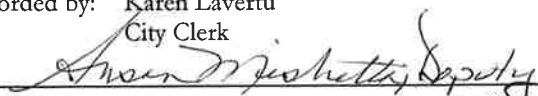
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:  
The Purchasing Agent is hereby authorized to issue a purchase order to Sebago Technics, Inc of Westbrook, ME in the amount of \$154,604 at corresponding rates provided 7/9/2013. The amount of this authorization shall be limited so as not to exceed available funding.

Financing			
Account	Description	Appropriation	Balance
4014.1.180.43122.4751.03112.14	TIP traffic Signal upgrades	75,000.00	75,000.00
1000.1.300.43121.4730.00000.00	CS streets	104,817.00	98,825.15

## AUTHORIZATION

Approved as to Funding:  Daniel R. Lynch 9/5/13 Finance Director  
Sponsored by: Mayor Dean Trefethen  
By request

Approved for Legal Compliance:  Anthony I. Blenkinsop  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk  




**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R - 2013.09.11 – 95**  
Resolution Re: B08043 Traffic Signal Program Sebago Technics  
Award of Additional Scope of Services

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.12.**

Resolution Number: **R - 2013.09.11 – 95**  
Resolution Re: B08043 Traffic Signal Program Sebago Technics  
Award of Additional Scope of Services

### RESOLUTION BACKGROUND MATERIAL:

The purpose of an access/safety/efficiency management plan is to increase capacity and improve safety. A corridor access/safety/efficiency plan can help insure that existing capacity can be preserved over the long term, while at the same time providing necessary coordinated vehicular access to new development along the hospital section of the Central Avenue corridor. Functional integrity and safety of the corridor must be maintained, while the public and private needs for service to adjacent land parcels can be accommodated as long as said service is well planned and coordinated among stakeholders.

When the initial “Hospital” corridor section along Central Avenue was completed by Sebago, it became apparent that the entire corridor and all adjunct signal groups in the City were in need of central coordination and optimization. Previously, a change order funded Phase I of the work required to undertake the City’s signal system upgrade program comprehensively was approved by the Council. The ultimate goal is to communicate with and manage, on a real-time basis, all signal facilities using the new central computer and MarcNX software, while eventually expanding existing Signal Groupings and creating new ones. In addition, each phase of the project has and will include providing telephone modem drops at all outlying isolated signals so that communications can also be achieved with these intersections, as well.

The proposal for Phase I dated August 18, 2010 from Sebago Technics in the amount of \$72,650 was approved via council resolution R2010.08.25. Tasks 1-4 contained in the Phase I agreement and contract has been substantially completed. The proposal for Phase II dated August 26, 2011 from Sebago Technics in the amount of \$206,000 was approved via council resolution R2011.09.14.

The city is now requesting approval for work to continue in the amount of \$154,604 with Sebago Technics.

Each of these phases was awarded to Sebago Technics based upon their intimate engineering knowledge of the City’s signal system, timings, phases, coordination plans and approach volumes at differing times of the day. These available data and plans makes it much more cost efficient to waive the bidding procedure process and award the continuing project phase to Sebago Technics, Inc. of Westbrook, Maine.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	56	<b>Number of Responses:</b>	8 and 6 nb
<b>Warranty:</b>	none	<b>Terms:</b>	Net 30, FOB Dover
<b>Prices will hold for:</b>	Until Completion	<b>Estimated Delivery:</b>	2014
<b>Recommended Award to:</b>	Sebago Technics Inc	<b>Fund:</b>	TIP
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid

## *Memorandum*

09109

**To:** Bill Boulanger, Doug Steele, Chris Parker  
**From:** Steve Sawyer  
**Date:** July 29, 2013  
**Subject:** Traffic Signal Program - FY 2014 Budget (Updated)

---

Now that we have entered a new fiscal year, we would like to commence work on the traffic signal improvements we outlined last fall in our memo dated November 7, 2012. At that time it appeared as though your budget figure for capital improvements to the system was \$187,000 and the operations budget was \$75,000. From conversations more recently, we understand that the figure for the capital improvement account has been reduced to \$79,604. As such, we have outlined the following reduced program for the coming year on the basis of a combined total figure of \$154,604.

### Capital Improvements

- 1 - Install new video detection at Back River Road and Durham Road to replace the existing loops that will be disturbed as part of a mill & fill paving project.
  
- 2 - Establish new wireless communications between City Hall and Garrison Hill. This includes antennas and radios at both locations. Conversations are currently in progress with the owner of the Garrison Hill Town for our attachment needs.
  
- 3 - Establish new wireless communications with Central at Morin, Central at Weeks Crossing, Old Rollinsford Road, Oak Street, and the Downtown System. This includes controller change outs to McCain for all locations - except for Central at Morin, which was completed last year - and the installation of antennas and radios for each system.
  
- 4 - Establish wireless communications with the Route 108 signal system and deploy programming refinements to this corridor. This includes controller change outs to McCain for both cabinets and the installation of antennas, radios, and Ethernet boosters for the high speed communications. This installation will also include the transmission of video back to central from the new camera at Back River Road.
  
- 5 - Change over traffic signal operating software for all existing signals and signal systems referenced in Items 3 and 4 above to the new McCain central system software, which has already been installed at City Hall on the new server.

5- Populate new software databases with existing signal operational information. Set up regular data collection at key intersections for on-going traffic operations monitoring.

6 - Provide training to City Staff on new software operations, as necessary.

Operations

1 - Create a Plan for regular cabinet maintenance inspections on a 2-year cycle to check operations, confirm timings, and report maintenance items.

2 - Review on-going data collection for changes in traffic patterns throughout the year and the need for timing adjustments.

3 - Attend two Traffic Signal Committee meetings to apprise staff of on-going progress.

4 - Respond to complaints and issues that may arise with the system during the year.

At the conclusion of this year we expect that the core of the City's traffic signal system will be changed over to McCain equipment utilizing a new Ethernet backbone for communications and the new McCain central system software. All existing phone modems (and monthly charges) will have been eliminated and new high-speed communications installed such that video viewing will be possible. We believe that the above program can be accomplished for the \$154,604 appropriated for this fiscal year. As in the past, we will provide you with individual quotes for each element of the work for your approval prior to proceeding. Can you work with the Finance Office to issue us a P.O. for the budget amount, so we can get underway in August? Thank you for your cooperation in this matter.



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2013.09.11 – 96**  
Resolution Re: B14005 Consulting Services Downtown Streetscape Study

WHEREAS: Sealed request for proposals were solicited and received on August 15, 2013 at 11:00 pm for professional consulting service for the Downtown Streetscape Study. Five responses were received and evaluated by city personnel from four departments; and

WHEREAS: All five vendors were selected for interviews and these were conducted on August 21<sup>st</sup> and 22<sup>nd</sup>. By unanimous vote of the interviewing committee, The Cecil Group of Boston Ma was selected and is recommend to be awarded this project.; and

WHEREAS: Cost for the Study Phase of this project shall not exceed \$120,500. The cost of construction design and bid documents shall not exceed 10% of construction cost and the Construction Phase services shall not exceed 2.5% of construction cost. \$200,000 was approved in FY14 CIP.


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


The purchasing agent is herby authorized to issue a purchase order the Cecil Group of Boston MA at rates provided in conjunction with RFP B14005. The amount of this authorization shall be limited so as not to exceed available funding

### Financing


Account	Description	Appropriation	Balance
4014.1.180.43122.4751.03340.14.	Downtown Traffic Improv	200,000	200,000

### AUTHORIZATION

Approved as to Funding:  Daniel R. Lynch *9/5/13* Finance Director  
Sponsored by: Mayor Dean Trefethen  
By request

Approved for Legal Compliance:  Anthony I. Blenkinsop  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk

  
Deputy



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2013.09.11 – 96**

Resolution Re: B14005 Consulting Services Downtown Streetscape Study

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.13.**

Resolution Number: **R – 2013.09.11 – 96**

Resolution Re: B14005 Consulting Services Downtown Streetscape Study

### RESOLUTION BACKGROUND MATERIAL:

The City of Dover CIP has included a Downtown Pedestrian and Vehicular Access Study for a number of years. In December 2012, the Council authorized the project. Staff developed a Request for Proposals from qualified firms for the study, which will evaluate pedestrian and vehicular traffic circulation patterns in the downtown core. This study will include an analysis of the ways in which vehicular and pedestrian traffic interacts with each other, as well as how the built environment impacts those interactions. The study area shall include all of Downtown Dover, but focus on the northern portion, primarily. The study will be used to assist the City in developing comprehensive transportation improvement strategies for the downtown roadway network, major access corridors, as well as be used to develop long term streetscape and street infrastructure improvements.

The top priority for the Study is clear, achievable action items that continue revitalization of Dover’s historic urban core. Contained within this goal, is a need to revamp Chestnut Street to be more pedestrian friendly and to increase street treatments and review crossings along the corridor. The City is looking for innovative as well as non-traditional solutions and improvement strategies as part of any study recommendations. These strategies will be proposed to the City for use in assessing transportation options for downtown. The Planning Department has been designated by the City as project manager and facilitator in charge of overall supervision for this project. The City’s Transportation Advisory Commission will provide input and host public meetings for the duration of the project.

The professional services required to undertake this project include, but are not limited to: Downtown Planning, Urban Design and Planning (Prime Firm); Landscape Architecture; Transportation Planning, Civil Engineering; Economic and Market Analysis; Community Engagement; Rendering/Illustrating/Digital Modeling, and Cost Estimation. Cecil Group was selected based upon their understanding of the project scope, and ability to provide the technical and design elements required.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	yes
<b>Invitations Mailed:</b>	225	<b>Number of Responses:</b>	5
<b>Warranty:</b>	NA	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	Until completion	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	The Cecil Group	<b>Fund:</b>	Fy14 CIP
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

### Results and Vendor Solicitation List:

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



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2013.09.11 – 97**  
Resolution Re: B14006 Chestnut Street Sidewalk Improvements

WHEREAS: Sealed request for proposals were solicited and received on August 27, 2013 at 11:00 pm for sidewalk improvements of Chestnut St. Three responses were received and evaluated by the city personnel; and

WHEREAS: Low bid meeting specification was submitted by JTI Site Development Inc of Lebanon ME and it is the recommendation to award project to JTI Site Development Inc at rates provided on 8/27/13 in the total amount of \$62,905.00

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

The purchasing agent is hereby authorized to issue a purchase order to JTI Site Development Inc at rates provided in conjunction with RFP B14006. The amount of this authorization shall be limited so as not to exceed available funding

### Financing

Account	Description	Appropriation	Balance
1000.1.300.43121.4715.00000	CS Streets	910,000	855,726
1000.1.300.43121.4730.00000	CS Streets	104,817	98,825

### AUTHORIZATION

Approved as to Funding: *Daniel R Lynch* 9/5/13  
Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Dean Trefethen  
By request

Approved for Legal Compliance: *Anthony I. Blenkinsop*  
Anthony I. Blenkinsop  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk

*Susan Minutella*  
Deputy



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2013.09.11 – 97**

Resolution Re: B14006 Chestnut Street Sidewalk Improvements

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.14.**

Resolution Number: **R – 2013.09.11 – 97**

Resolution Re: B14006 Chestnut Street Sidewalk Improvements

### RESOLUTION BACKGROUND MATERIAL:

The construction to take place within the scope of this bid will be to install a concrete sidewalk and curbing, reset curbing, patch along curbing, installing tipdowns, removing roadway markings and re-marking, loaming and associated work with-in the Chestnut St area. Work is scheduled to be completed by November 2013

### Award Information:

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

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	yes
<b>Invitations Mailed:</b>	222	<b>Number of Responses:</b>	3
<b>Warranty:</b>	NA	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	Until completion	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	JTI Site Development Inc	<b>Fund:</b>	Streets
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	No	<b>Reason for Council Approval:</b>	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

### Results and Vendor Solicitation List:

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



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R - 2013.09.11 – 98**  
Resolution Re: Highway Road Salt State NH Contract

WHEREAS: In June 2013, the State of NH conducted a bid solicitation for Highway Road Salt. The bid was awarded to International Salt Company LLC for the seacoast areas via contract # 8001439 at varying rates depending on the district location; and

WHEREAS: The City of Dover uses approximately 3500 tons of road salt and would like to utilize the State of NH contract at the bid price of \$48.37 per ton delivered to Dover; and

WHEREAS: International Salt Company will guarantee pricing to hold until April 15, 2014.

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

Per 3-29B, Exceptions to Competitive Bidding, of the Dover Purchasing Procedure, the purchasing Agent may, with approval of the city manager, waive bidding procedures when purchasing through the state of New Hampshire or at state bid prices.

The Purchasing Agent is hereby authorized to issue a Purchase Order to International Salt Company LLC for road salt at the rate of \$48.37 per ton delivered. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance
1000.1.300.43125.4612.00000	Snow Removal Op Supplies	\$183,352.00	\$183,352.00

### AUTHORIZATION

Approved as to Funding: *Daniel R Lynch*  
 Daniel R. Lynch  
 Finance Director  
 9/5/13

Sponsored by: Mayor Dean Trefethen  
 By request

Approved for Legal Compliance: *Anthony I. Blenkinsop*  
 Anthony I. Blenkinsop  
 General Legal Counsel

Recorded by: Karen Lavertu  
 City Clerk

*Aileen Justelle*  
 Deputy



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R - 2013.09.11 – 98**  
Resolution Re: Highway Road Salt State NH Contract

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.15.**

Resolution Number: **R - 2013.09.11 – 98**  
Resolution Re: Highway Road Salt State NH Contract

### RESOLUTION BACKGROUND MATERIAL:

In June 2012, the State of NH conducted a bid solicitation for Highway Road Salt. The bid was awarded International Salt Company LLC via contract # 8001439 at varying rates depending on the district location. The City of Dover uses approximately 3500 tons of road salt would like to take advantage of the State of NH contract at the Bid Price of \$48.37 per ton delivered to Dover.

International Salt Company LLC has agreed and will guarantee pricing to hold until April 15, 2014. The city has bid this out over the last few years in combination with Somersworth and Rochester needs for salt and the state NH pricing has been lower than or the same as the bids the city had received. The rate offered this year rate \$7.55 less than last year pricing.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	No
<b>Invitations Mailed:</b>	State NH Bid	<b>Number of Responses:</b>	0
<b>Warranty:</b>	Meets State NH Specifications	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	na	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	April 15, 2014	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	International Salt Company	<b>Fund:</b>	Snow Removal
<b>Other Approvals Required:</b>	Yes State NH	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Waived bid – Cost exceeds \$10,000.00



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2013.09.11 – 99**  
Resolution Re: **Henry Law Park Plaza Donation**

WHEREAS: The City of Dover takes pride in its parks and desires to constantly improve them with the assistance of the community; and

WHEREAS: Henry Law Park has long been a vibrant centerpiece of community events and programs and is in need of improvements to allow for better utilization of this asset; and

WHEREAS: The Rotary Club of Dover has generously supported projects in Henry Law Park in the past and has offered to construct a new entrance plaza and garden at the corner of Henry Law Avenue and Washington Street;

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

The contribution of the Rotary Club of Dover to the construction of this plaza be recognized as a sign of their great generosity and willingness to support the continued improvements to Henry Law Park and the City of Dover and is accepted with gratitude.

## AUTHORIZATION

Approved as to Funding:

*Daniel R. Lynch*  
Daniel R. Lynch  
Finance Director *9/5/13*

Sponsored by: Mayor Dean Trefethen  
By request

Approved for Legal Compliance:

*Anthony I. Blenkinsop*  
Anthony I. Blenkinsop  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk

*Susan M. Justicella*  
Deputy



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2013.09.11 – 99**

Resolution Re: **Henry Law Park Plaza Donation**

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2013.09.11 – 99**

Resolution Re: **Henry Law Park Plaza Donation**

### RESOLUTION BACKGROUND MATERIAL:

Henry Law Park has a large variety of uses and is the centerpiece of the City of Dover Parks. The upper section of the park is the location of the Rotary Arts Pavilion and the Rotary Garden and hosts many thousands of people for events each year.

One of the ongoing events each year was the lighting of the Living Christmas Tree for the last 27 years. Over the last decade it became clearer that eventually the living tree would outgrow the area and need to be replaced. Last year it was decided to remove the Christmas tree after the season and come up with a plan to replace it with either another living tree or an annual cut tree.

The Rotary Club of Dover expressed interest in the project and to help design and construct a new location for the tree as well as a Lower Square flagpole and sitting area. Once the discussion began new ideas for the project unfolded and the desire to also renovate the adjacent garden named after a former Rotarian, Kerry Forbes, was proposed.

This total project is now envisioned to reconstruct the garden and add a plaza that could be the new entrance point to the park and the location for both the Christmas tree seasonally and the flag pole the rest of the year.

The Rotary Club of Dover offered to partner with the City of Dover to complete this project and engaged a landscape architect to design and price out the costs. The Rotary has voted to expend up to \$58,000.00 to complete this project and the City of Dover will do the demolition, move utilities and other site work to prepare the area for the work engaged by the Rotary to build the plaza based on the approved plans.



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.2.**

Resolution Number: **R – 2013.09.11 – 100**  
Resolution Re: Approval of Community Action Partnership of Strafford  
County Lease, Rooms 238 And 240

WHEREAS: The Community Action Partnership of Strafford County seeks to enter into a lease agreement with the City of Dover; and

WHEREAS: The location the Leased Premises is to be at the McConnell Center, 30 St. Thomas Street, Dover, New Hampshire, Rooms 238 and 240 which contains 2,057 square feet.

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

The City Manager is authorized to sign a lease with the Community Action Partnership of Strafford County for a term of one (1) year.

## AUTHORIZATION

Approved as to Funding:

*Daniel R Lynch*  
Daniel Lynch  
Finance Director

9/5/13

Sponsored by:

Mayor Dean Trefethen  
By request

Approved as to Legal Form:

*ATB*  
Anthony T. Blenkinsop  
General Legal Counsel

Recorded by:

Karen Lavertu  
City Clerk

*Aileen Mustatta*  
Deputy



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2013.09.11 – 100**  
Resolution Re: Approval of Community Action Partnership of Stafford County Lease, Rooms 238 And 240

### 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, Karen Weston, At Large		
Councilor Robert Carrier, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Jan Nedelka, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Gina Cruikshank, Ward 6		
Councilor – vacant - , At Large		
Total Votes:		
Resolution does   does not pass.		

### RESOLUTION BACKGROUND MATERIAL:

The City of Dover leases space at the McConnell Center to non-profit organizations and state agencies.



CITY OF DOVER

288 CENTRAL AVENUE  
DOVER, NH 03820  
WWW.DOVER.NH.GOV  
603.516.6000

**THIS LEASE** made this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between **Community Action Partnership of Strafford County** of P.O. Box 160, Dover, New Hampshire 03821-0160 (hereinafter referred to as “LESSEE”), and The City of Dover, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire (hereinafter referred to as “LESSOR”).

**WITNESSETH:**

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the sufficiency of which is hereby acknowledged, in compliance with that certain Letter of Intent between LESSEE and LESSOR dated \_\_\_\_\_, 20\_\_, the parties agree as follows:

**1. Description and Term.**

That the LESSOR does hereby demise and lease to the LESSEE the Leased Premises within the City’s McConnell Center located at 30 St. Thomas Street, Dover, New Hampshire, intended to contain **2,057 square feet** and more particularly identified on the McConnell Center Plans dated February 6, 2006 as **Rooms 238 and 240.**

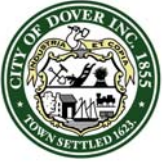
In conjunction with the use of the Leased Premises, LESSEE shall have the right to use parking spaces for its’ employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE’s normal operations between the hours of 8 am and 4 pm Monday through Friday. Additionally, visitor parking spaces are available in a parking lot created adjacent to the building on St. Thomas Street. Parking spaces will not be reserved and will be available on a first come first served basis with no signage designating spaces to the LESSEE. The parking spaces may be subject to relocation within the entire parking lot at the sole discretion of the City of Dover.

The term of this lease is **one (1) year** beginning on **August 31, 2013 and ending on August 31, 2014.**

Monthly rent shall be paid on the first of each month to the City of Dover. The first year of rent charges are based upon a space allocation for the Leased Premises of **2,057** square feet and calculated using the following components:

<u>Component</u>	<u>Rate</u>	<u>Annual</u>	<u>Monthly</u>
Fixed Rent	<b>\$ 6.50</b>	<b>\$ 13,370.50</b>	<b>\$ 1,114.21</b>
Capital Reserve	<b>\$ 0.40</b>	<b>\$ 822.80</b>	<b>\$ 68.57</b>
Utilities (*)	<b>\$ 5.26</b>	<b>\$ 10,819.82</b>	<b>\$ 901.65</b>
Total Rent Assessment	<b>\$12.16</b>	<b>\$25,013.12</b>	<b>\$2,084.43</b>

(\*) Utility costs are variable based upon actual costs as outlined in section 2.



CITY OF DOVER

288 CENTRAL AVENUE  
DOVER, NH 03820  
WWW.DOVER.NH.GOV  
603.516.6000

## 2. Utilities and Maintenance.

The LESSEE is responsible for payment of all operations and maintenance costs associated with the Leased Premises, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this lease are established at **\$5.26/sf**. Utilities and Maintenance costs shall be revised annually and prorated per square foot based upon the previous years actual cost of operating and maintaining the building. The total square footage of leased space is **54,784 square feet**. The annual revision of operation and maintenance costs shall occur in February and take effect the following July 1<sup>st</sup>.

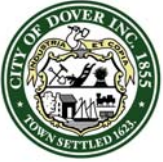
## 3. Condition of Premises.

The LESSOR leases the Leased Premises "AS IS". LESSEE is solely responsible for all associated costs for desired original and future build out of the Leased Premises. Plans and specifications for build out shall be reviewed and approved by the LESSOR prior to the start of construction.

LESSEE is solely responsible for insuring all improvements and contents of the Leased Premises, and shall name LESSOR as an additional insured. Proof of insurance coverage shall be provided to the LESSOR. The LESSEE'S policy shall contain a provision requiring thirty (30) days written notice of cancellation of coverage to the LESSOR.

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the Leased Premises, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its' expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they are at the date of the commencement of the term of this lease, reasonable wear and damage by accident, fire or other insured against casualty excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Premises prior to occupancy.

LESSOR agrees to maintain the Leased Premises in condition fit for their intended use and to make all necessary repairs of which LESSOR is aware, including adequate heat and water, and sound physical structure. Furthermore, LESSOR shall maintain the outside grounds, remove the common area rubbish, and maintain and keep the parking areas, sidewalks and entrances/exits to building reasonably free from snow and ice.



CITY OF DOVER

288 CENTRAL AVENUE  
DOVER, NH 03820  
WWW.DOVER.NH.GOV  
603.516.6000

#### **4. Access to Premises.**

The LESSOR shall also have the right to enter upon the Leased Premises at all reasonable times to inspect same. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the premises.

#### **5. Unavoidable Casualty and Eminent Domain.**

In the event of an unavoidable casualty including fire not arising as a result of the negligence or intentional conduct of the LESSEE whereby the premises or any portion of them are destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease. However, that in the event of total destruction or damage which is the equivalent of total destruction, this Lease shall automatically terminate.

#### **6. Use.**

The LESSEE shall only use the Leased Premises in compliance with the City's McConnell Center Reuse Steering Committee Report dated December 2004, and all applicable amendments thereto, all applicable City ordinances, rules and regulations. Additionally, the Leased Premise shall be used for non-profit purposes only. No residential use shall be permitted.

#### **7. Renewal of Lease.**

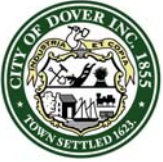
At least sixty (60) days, but no earlier than one hundred twenty (120) days, prior to the expiration of the initial term of this Lease or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to exercise its' option to extend the term of the Lease for an additional period and seek to continue its' Lease upon such terms and conditions as the parties may then agree.

#### **8. Subletting and Assignment.**

LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.

#### **9. Personal Property.**

In the event that at the end of the term or upon any earlier termination of this Lease, including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Leased Premises, the



CITY OF DOVER

288 CENTRAL AVENUE  
DOVER, NH 03820  
WWW.DOVER.NH.GOV  
603.516.6000

LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

#### 10. **Default/Early Termination.**

In the event the LESSEE fails to perform its' obligations under this Lease, this Lease is defaulted and the LESSOR is entitled to immediate occupation and possession of the Leased Premises and the associated parking spaces. If the LESSEE defaults in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this lease, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expense of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Leased Premises due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease may be immediately terminated at the option of the LESSOR.

Both the LESSEE and the LESSOR shall be bound to give a three (3) month vacancy notice if the terms of the Lease are to be broken by either party.

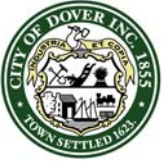
#### 11. **Indemnification.**

LESSEE agrees to pay, and to protect, defend, indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses, including all reasonable attorney's fees and expenses, causes of action, suits, claims, demands or judgments of any nature whatsoever arising from:

- (i) any injury to, or the death of, any person or any damage to property or to the Space;
- (ii) any act or omission of LESSEE or its agents, officers or employees;
- (iii) violation by LESSEE of any agreement or condition of this Lease; or
- (iv) violation by LESSEE of any law, ordinance or regulation affecting the Space or any part thereof or the ownership, occupancy or thereof.

#### 12. **Insurance.**

Casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its' expense, during the term of this lease agreement, and any extensions of such term, liability and property damage



CITY OF DOVER

288 CENTRAL AVENUE  
DOVER, NH 03820  
WWW.DOVER.NH.GOV  
603.516.6000

insurance for the Leased Premises to be considered primary coverage. LESSOR has no obligation for any loss to personal property. Proof of insurance shall be supplied to the LESSOR at the time of occupancy. The City of Dover shall be listed as 'Additional Insured' on the policy and proof of insurance certificate.

### **13. Liens and Encumbrances.**

LESSEE will not create or allow any lien, encumbrance or charge on the Leased Premises or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

### **14. Parties Bound.**

This Lease and its' addendums are binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

### **15. Notice.**

All notices by either party to be given with respect to this Lease shall be in writing and shall be given by first class mail to the addresses stated above.

### **16. Modification of Lease.**

This Lease contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

### **17. Section Headings.**

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

### **18. Severability.**

Any determination that any provision of this Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not effect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Agreement.



CITY OF DOVER

288 CENTRAL AVENUE  
DOVER, NH 03820  
WWW.DOVER.NH.GOV  
603.516.6000

**19. Laws Governing.**

The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease and determine all rights hereunder.

**20. Security Deposit.**

Upon execution of this Lease, LESSEE deposits with LESSOR \$0, as security for the performance by LESSEE of the terms of this Lease to be returned to LESSEE, with interest, following the full and faithful performance by LESSEE of this Lease. In the event of damage to the Leased Premises caused by LESSEE or LESSEE 's agents or visitors, LESSOR may use funds from the deposit to repair, but is not limited to this fund and LESSEE remains liable.

**21. Merger.**

This Lease contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this Lease shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease shall be in writing and signed by the parties hereto.

**22. Amendment.**

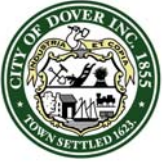
**This Lease amends and supersedes in its entirety the lease entered into by the Parties on \_\_\_\_\_.**

**IN WITNESS WHEREOF**, the parties have hereunto executed this Lease agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

\_\_\_\_\_  
Duly Authorized

DATE:



CITY OF DOVER

288 CENTRAL AVENUE  
DOVER, NH 03820  
[WWW.DOVER.NH.GOV](http://WWW.DOVER.NH.GOV)  
603.516.6000

## CITY OF DOVER

---

J. Michael Joyal, City Manager

DATE:

**APPROVED BY THE DOVER CITY COUNCIL ON 09.11.13**



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2013.09.11 - 101**  
Resolution Re: Establishment of Dover High School Student Transportation Scholarship Fund

WHEREAS: The City of Dover adopted FY2014 budget included fees being assessed for Dover High School student transportation; and

WHEREAS: On August 12, 2013, the Dover School Board approved a resolution seeking the establishment of a DHS Student Transportation Scholarship Trust; and

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

The City of Dover hereby establishes the Dover High School Student Transportation Scholarship Trust Fund. The purpose of the trust fund is to provide financial assistance to Dover High School students who are required to pay for transportation to and from the high school and have a financial hardship. The scholarship fund is established as an expendable trust fund, which allows for principal, any investment income and any additional donations to the trust to be disbursed for the purpose of the trust. The City of Dover Board of Trustees of Trust Funds will be trustees of these funds.

## AUTHORIZATION

Approved as to Funding:

*Daniel R. Lynch*  
Daniel R. Lynch  
Finance Director  
9/5/13

Sponsored by:

Mayor Dean Trefethen  
By Request

Approved for Legal Compliance:

*Anthony I. Blenkinsop*  
Anthony I. Blenkinsop  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk

*Aileen Mitchell*  
deputy



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2013.09.11 – 101**  
Resolution Re: Establishment of Dover High School Student  
Transportation Scholarship Fund

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2013.09.11 – 101**  
Resolution Re: Establishment of Dover High School Student  
Transportation Scholarship Fund

### **RESOLUTION BACKGROUND MATERIAL:**

Upon acceptance of the trust by the City Council, said moneys shall be turned over to the Trustees of Trust Funds, to be held as an expendable trust and invested in common with other funds held in trust.

The principal, any investment income and any additional donations for the trust will be dispersed for the purpose of providing scholarships to Dover High School students who are required to pay for transportation to and from DHS and are experiencing financial hardship. The student's family, or their designee, will work with the DHS scholarship committee to determine the recipients of the scholarships based on financial need. The Principal of DHS will provide written request to the Trustees for disbursement of scholarship funds.

All funds of the trust will be managed and reported on by the Trustees of Trust Funds in accordance with State law.

The creation of this scholarship trust fund is per the request of the Dover School Board. The August 12, 2013 resolution approved by the Dover School Board is attached to this resolution.

## RESOLUTION

### RE: Dover High School Student Transportation Scholarship Fund

**WHEREAS:** the Dover School Board approved policy IKG, Establishments of Scholarships, and

**WHEREAS:** this policy states, "Once the School Board authorizes the establishment of a scholarship, a resolution shall be submitted to the Dover City Council for approval and acceptance of the scholarship funds. Upon City Council approval, the donated scholarship funds will be immediately turned over to the City of Dover, Trustees of Trust Funds," and

**WHEREAS:** The intent of the scholarship fund is to provide financial assistance to Dover High School students who are required to pay for transportation to and from the Dover High School. The family, or their designee, will work with the Dover High School Scholarship Committee to determine the recipients of the awards based on financial need.

**NOW, THEREFORE, BE IT RESOLVED** that the Dover School Board request the Dover City Council accept the establishment of the **Dover High School Student Transportation Scholarship Fund** to be held in trust to provide financial assistance to Dover High School students who are required to pay for transportation to and from the Dover High School, and that said funds be held in common by the City of Dover Board of Trustees of Trust Funds. The principal, any investment income and any new donations to the trust will be disbursed for the purpose of providing assistance upon written request from the Principal of Dover High School to the Trustees.

**SUBMITTED BY:**

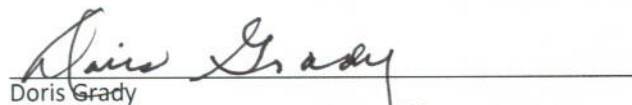
  
Rocky D'Andrea, Chairperson

  
Amanda Russell, Vice Chairperson

  
Betsey Andrews Parker, Secretary

  
Dr. Paul Butler

  
Kathy Baker

  
Doris Grady

  
Sarah Greenshields

August 12, 2013



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.4.**

Resolution Number: **R – 2013.09.11 – 102**  
Resolution Re: Amendment of FY14 Fee Schedule related to Cemetery  
Marker Fees

- WHEREAS: The City of Dover operates and maintains the Pine Hill Cemetery; and
- WHEREAS: The Dover Cemetery Board at their February 12, 2013 meeting voted to recommend the City Council increase the fee for cemetery markers from \$55.00 to \$100.00; and
- WHEREAS: The Current fee structure in place for Cemetery markers is not compatible with covering the staff time costs for placement of markers; and

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

The City Council of the City of Dover authorizes retro-active to July 1, 2013, changes to the Community Services – Cemetery section, p 19 of the approved FY14 Fee Schedule as follows:

**FOUNDATIONS**

Services	Current Fee	Amended Fee	Authorization	Authorizing Entity	Purpose of Fee
Marker (2 ft long or less)	\$55.00	\$100.00	Budget Resolution	City Council	The Fee Covers Staff time costs
Vet Marker	\$55.00	\$100.00	Budget Resolution	City Council	For placement Of markers

**REQUIRES PUBLIC HEARING WITH 2/3 MAJORITY VOTE OF CITY COUNCIL**

**AUTHORIZATION**

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

Sponsored by: Mayor Dean Trefethen  
By Request

Approved for Legal Compliance: *Anthony I. Blenkinsop*  
Anthony I. Blenkinsop  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk

*Aileen Mistretta,*  
Deputy



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2013.09.11 – 102**  
Resolution Re: Amendment of FY14 Fee Schedule related to Cemetery  
Marker Fees

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2013.09.11 – 102**  
Resolution Re: Amendment of FY14 Fee Schedule related to Cemetery  
Marker Fees

### RESOLUTION BACKGROUND MATERIAL:

At the February 12, 2013 meeting of the Dover Cemetery Board, the board members reviewed the cemetery list of fees. They compared the fees being charged to those costs of city personnel and other operating costs for providing services at the cemetery. A determination was made that the current fee of \$55.00 for the installation of markers was below the cost being incurred by the City. Therefore, the Board voted to recommend increasing the fee from \$55.00 to \$100.00 for the installation of markers. The Board did not recommend any other changes to the cemetery list of fees.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.5.**

Resolution Number: **R – 2013.09.11 – 103**  
Resolution Re: Modification of the Action Plan and Expenditures for Fiscal Year 2014 CDBG Entitlement Funds

- WHEREAS: The City of Dover will have available funds for appropriation from the 2014 CDBG Entitlement year, including program income; and
- WHEREAS: The Planning Department is required by HUD to prepare, and the Governing Body adopt the "Consolidated Plan" which is a needs assessment and detailed expenditure plan for the use of C. D. funds in meeting the needs of low and moderate income residents of Dover; and
- WHEREAS: The Planning Board has reviewed proposed projects for said funds and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the recommended expenditures; and
- WHEREAS: Administration and the Planning Board have reviewed the proposals and derived a recommended expenditure plan; and
- WHEREAS: The recommended disbursements of funds have been reviewed for compliance with HUD statutory requirements and for meeting national objectives.

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

The Consolidated Plan and attached Action Plan be adopted and the City Manager be authorized to enter into subrecipient contracts as part of this Annual Plan for expenditure of FFY13 Community Development Block Grant funds.

**Note: To be referred to public hearing and vote on September 25, 2013.**

<b>Financing</b>		
<b>Estimated Revenue</b>		
<b>Account</b>	<b>Description</b>	<b>Appropriation</b>
2100.1.180.46311.3311.06311.13.000.000.R30	Federal Grant	\$280,168.00
2120.1.180.46323.1715.xxxxx.00.000.000.A20	Housing Revolving Loan Income	\$6,876.00
2125.1.180.46525.1715.xxxxx.00.000.000.A20	DELP Revolving Loan Income	\$43,180.00
<b>TOTAL</b>		<b>\$330,224.00</b>



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2013.09.11 – 103**  
Resolution Re: Modification of the Action Plan and Expenditures for Fiscal Year 2014 CDBG Entitlement Funds

Financing Appropriations		
Account	Description	Appropriation
2100.1.180.46348.4835.06360.14.000.000.800	Welfare Security Deposit Assistance	\$8,000.00
2100.1.180.46348.4835.06333.14.000.000.800	Community Partners Security Deposits	\$7,500.00
2100.1.180.46348.4835.06377.14.000.000.800	Cross Roads House	\$5,000.00
2100.1.180.46348.4835.06367.14.000.000.800	AIDS Response	\$8,000.00
2100.1.180.46348.4835.06361.14.000.000.800	A Safe Place	\$3,000.00
2100.1.180.46348.4835.06380.14.000.000.800	Homeless Center For Strafford County	\$6,200.00
2100.1.180.46348.4835.06342.14.000.000.800	My Friend's Place (MFP)	\$7,000.00
2100.1.180.46348.4835.06334.14.000.000.800	My Friend's Place Transitional Housing	\$3,000.00
2100.1.180.46323.4835.06335.14.000.000.800	CAP Weatherization	\$25,000.00
2100.1.180.46341.4835.xxxxx.14.000.000.800	The Triangle Club	\$32,500.00
2100.1.180.46341.4835.xxxxx.14.000.000.800	My Friend's Place	\$42,034.00
2100.1.180.46341.4835.xxxxx.14.000.000.800	McConnell Center ADA Improvements	\$15,000.00
2100.1.180.46311.4xxx.06311.14.000.000.800	CDBG Administration	\$59,000.00
2120.1.180.00000.4xxx.06321.14.000.000.800	Housing Rehab. loan pool income	\$6,876.00
2100.1.180.46323.4xxx.06321.14.000.000.800	Housing Rehab. Admin	\$29,467.00
2125.1.180.00000.1715.xxxxx.14.000.000.800	DELP Income returned to loan pool	\$43,180.00
2100.1.180.46525.4xxx.06621.14.000.000.800	DELP Administration	\$29,467.00
TOTAL		\$330,224.00

## AUTHORIZATION

Approved as to Funding:

*Daniel R. Lynch*  
Daniel R. Lynch  
Finance Director  
9/5/13

Sponsored by: Mayor Dean Trefethen  
By request

Approved as to Legal Form:

*Anthony I. Blenkinsop*  
Anthony I. Blenkinsop  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk

*Aileen M. Lavertu*  
Aileen M. Lavertu  
Deputy



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.5.**

Resolution Number: **R – 2013.09.11 – 103**  
Resolution Re: Modification of the Action Plan and Expenditures for Fiscal Year 2014 CDBG Entitlement Funds

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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

### RESOLUTION BACKGROUND MATERIAL:

Attached is a brief synopsis of the Federal Fiscal Year 2013, Community Development Block Grant Program available funds, Goals and Objectives of the C. D. Program and a description of the agencies, organizations and Planning Department's use of requested funds.

The City of Dover is an Entitlement Community, which means we receive funds directly from HUD, rather than going through the State. The Planning Board acts in a citizens' advisory capacity, in determining how the C.D. funds should be spent after listening to all the requests from local agencies and the Planning staff. All of these funds must go toward one of HUD's 3 national objectives: 1) Low income benefit, 2) Elimination of slums or blight, 3) Urgent need.

After the Planning Board recommends where the CDBG funds should be spent, the City Council holds a public hearing on the Action Plan (One year use of funds.) This provides citizens and those affected by the funding decision the opportunity to comment on the proposed expenditures, before the Council votes on the Final Action Plan in April. Once approved by the Council, the Plan is forwarded to HUD for their final grant approval.

The FFY13 grant from HUD was increased over the anticipated amount by \$58,268.00 over the grant amount approved by the Council in May. The total funding for Public Service Agencies was able to be increased by \$8,700.00 but the sale of the School Street lot does not look like it will occur during this fiscal year which was a reduction of \$150,000.00 in program income for the year. Each activity is rated for their priority in the Consolidated Plan and Action Plan as a high, medium, or low priority. The Planning Board used these priorities in determining their recommendations for next years Community Development Block Grant expenditures.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2013.09.11 – 103**

Resolution Re: Modification of the Action Plan and Expenditures for Fiscal Year 2014 CDBG Entitlement Funds

### CDBG PROGRAM DESCRIPTION

**Dover Welfare: \$8,000.00**

Grant for security deposits for homeless or persons at risk of homelessness and aids people who cannot afford the down payment for rental housing in the City. The security deposits are set up as a revolving loan program with funds returned going back to the Welfare Department.

**Community Partners: \$7,500.00**

Grant for security deposit and rental assistance program for Behavioral Health clientele who are mentally ill and cannot afford security deposits or rental housing.

**My Friend's Place: \$7,000.00**

Grant for operational funds to run the only homeless shelter in Dover. (MFP)

**My Friend's Place Transitional Housing: \$3,000**

Grant for operational funds for MFP's transitional housing units.

**Cross Roads House: \$5,000.00**

Grant for direct care, staff and services at the homeless shelter for Dover residents.

**AIDS Response (ARS): \$8,000.00**

Grant to assist in case management and support services to persons living with HIV/AIDS. ARS provides vital emotional and practical support to people living with AIDS, their families and friends.

**A Safe Place: \$3,000.00**

Grant for shelter and services for abused spouses and their children. The shelter is located in Portsmouth and serves the entire area.

**Homeless Center for Strafford County: \$6,200.00**

Grant for operational funds to run the County's overflow emergency homeless shelter in Rochester.

**Strafford County Community Action Weatherization (CAP): \$25,000**

Grant for improvements and weatherization of homes occupied by very low income families.

**My Friends Place: \$42,034.00**

Grant for facility repairs at the homeless shelter and transitional housing units.

**Triangle Club: \$32,500.00**

Grant for facility improvements on Broadway Avenue.

**McConnell Center ADA Improvements: \$15,000.00**

Grant for 4 automatic door openers in the center.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2013.09.11 – 103**  
Resolution Re: Modification of the Action Plan and Expenditures for Fiscal Year 2014 CDBG Entitlement Funds

### ACTIVITIES NOT RECOMMENDED FOR FUNDING:

**Seymour Osman Community Center and Youth Safe Haven: \$3,500.00**

Grant for the drop-out prevention program at the DHA.

**Avis Goodwin Community Health: \$ 5,000.00**

Grant for preventive health care and uninsured and disadvantaged population.

### COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM GOAL STATEMENT

The City of Dover has articulated a goal of creating a viable urban environment through the improvement of housing and employment opportunities for low and very low income people and through improving and/or expanding public facilities and services.

Specific objectives:

1. To provide increased opportunities to residents of the City who require education, health, recreation, housing and related human services.
2. To rehabilitate and improve the housing stock of the City, especially for persons of low and very low income.
3. To plan and construct public improvements in areas populated by or used predominantly by low and very low income persons.
4. To provide increased employment opportunities for low and very low income persons.
5. Removal of architectural barriers to allow increased handicapped accessibility.