



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, October 9, 2013**
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS – None**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS – None**
8. **CITIZEN'S FORUM**

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

9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
 - A. **September 18, 2013 – Workshop**
 - B. **September 25, 2013 – Regular Session**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2nd READING – None**
 - B. **ORDINANCES IN THE 3rd READING – None**
 - C. **RESOLUTIONS – None**
13. **NEW BUSINESS**
 - A. **CONSENT CALENDAR**
 1. **RAFFLE – Cocheco Valley Humane Society (permit issued)**
 2. **RAFFLE – Disabled Veterans, Chapter 5 and State of NH Disabled Veterans (permit issued)**
 3. **RAFFLE – Dover High School Hockey Boosters (permit issued)**
 4. **RAFFLE – St. Thomas Episcopal Church (Playhouse) (permit issued)**
 5. **RAFFLE – St. Thomas Episcopal Church (Various items) (permit issued)**



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6. **PARADE – Kiwanis Club of Dover**
7. **PARADE – St. George Church**
8. **PARADE – St. Mary Academy**
9. **RAFFLE – St. Mary Academy**
10. **RAFFLE – First Parish Church Congregational, U.C.C.**
11. **TAG – Boy Scouts of America**
12. **TAG – The Shamrock Foundation, Inc.**

13. **RESOLUTION: AWARD OF ADDITIONAL SCOPE OF WORK – SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) DESIGN FOR CITY HALL GENERATOR**
SPONSORED BY DEPUTY MAYOR CARRIER BY REQUEST

14. **RESOLUTION: B14008 PLOW DUMP AND SANDING EQUIPMENT FOR 2014 FREIGHTLINER**
SPONSORED BY DEPUTY MAYOR CARRIER 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 | 12. Ordinance Codification and Verification Committee |

B. RESOLUTIONS

1. **NAMING OF TIM LITTLE FIELD**
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 23, 2013)
SPONSORED BY DEPUTY MAYOR CARRIER

C. ORDINANCES IN 1ST READING – None

1. **CHAPTER 1 – GENERAL PROVISIONS (et al)**
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 23, 2013)
SPONSORED BY COUNCILORS CHENEY, WEEDEN, AND WESTON

14. COUNCIL CORRESPONDENCE – None

- A. **Letter from Xfinity, dated September 26, 2013.**

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT

CITY MANAGER'S REPORT



October 9, 2013

"When one door of happiness closes, another opens; but often we look so long at the closed door that we do not see the one which has been opened for us."

— Helen Keller

SUBMITTED BY:

J. MICHAEL JOYAL, JR.
CITY MANAGER

**CITY OF
DOVER, NH**

AVAILABLE ONLINE:

WWW.DOVER.NH.GOV

STREETS, WATER, SEWER UPDATES

Utilities:

The Community Services Utilities Division will begin flushing fire hydrants throughout the City on Sunday, Sept. 29, 2013. Hydrant flushing is expected to take six weeks. Crews will work at night, from 7 p.m. to 5 a.m. Hydrant flushing is essential to maintain water quality and allow adequate fire flows throughout the distribution system. No disruption of water service is expected during this time. Consumers may notice some discoloration of the water. This is temporary and does not pose any threat to public health.

The Utilities Department responded to the Hampton Inn, after hours, for a water main issue. It was determined that a 3 inch, 90° bend, blew off, before the meter, on the second floor. This caused extensive damage to the hotel and a water loss in excess of 70,000 gallons.

City staff and Gagnon Construction have been working on Lisa Beth Circle. They are in the process of changing out water services, gates and hydrants. This work is in preparation of the reconstruction of the road next summer.

Due to the Tolend Road Reconstruction, the Utilities crew assisted American Excavating with the relocation of two fire hydrants.

A new water service was installed at the new rotary garden located at Henry Law Park. The previous one had a conflict with the new design.

Utilities staff conducted test pits to determine elevation grades, on the water main and sewer force main, in the Dover Point area. These were done for the next phase in the widening of the Spaulding Turnpike. The sewer jet was used to minimize the size of the pits.

A fire flow was conducted for the new building at 206 Central Avenue. A 2" water tap was completed at 536 Middle Road.

There was a sewer back up, on the city main, at Windshire Gardens. The backup originated at Plaza Drive. Staff is scheduled to clean the line and complete a TV inspection.

Streets/Stormwater:

New push button activated pedestrian warning signs with lights were installed at the intersection of Fourth and Chestnut Streets. These signs with yellow warning lights are solar powered and will now only flash whenever activated by a pedestrian before crossing in the designated crosswalk areas. A resolution to authorize the contract for constructing sidewalk improvements in that area will be going before council. This contract will provide for the installation of new sidewalks, remove the mid-block crosswalk, and reconfigure the entrance to the parking lot across from St. Mary's Church. The Community Services Department was unable to secure the cooperation of the landowners to move the parking lot entrance off Chestnut Street and onto Fourth Street between the two buildings. So therefore, the parking lot entrance will only be shifted away from the service window of Dover Delight where patrons congregate and moved more towards Third Street to lessen the pedestrian conflicts for vehicles entering and leaving the parking lot.

The Highway Division continues to patch various potholes throughout the city as needed. Roadside brush cutting has been completed in areas of Middle Road, Back Road, Colonial Avenue and the Dover Point area. Brush was also cut along the guardrail at Webb Place, around signs on Stark Ave, Jenness Street and Cherokee Street.

The City wide Catch Basin Cleaning Program continued throughout the month of September and has been completed for FY14 season.

Crews jetted lines to catch basins in front of Horne Street School. Catch basins were also cleaned of leaves and debris before and after rain storms. Catch basin and manhole repairs were completed on Roberta Drive, Quaker Lane and Nile Street. Drainage lines were jetted and TV inspected along Kirkland Street.

Crews worked in the pit mixing gravel materials. They also assisted in loading trucks for other division's projects.

Street & Stormwater Crews completed site work at Henry Law Park in preparation of the Rotary's planned improvements. Work included relocating the water service, installing conduit, relocating the irrigation system, and installing a structure to secure the flag pole and annual Christmas tree.

PROGRAMS AT CITY CENTERS/BUREAUS

Investigations/Legal Bureau: During the month of September 2013, there was one letter generated by the Dover Police Special Investigations Unit that was 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 fourteen registered sex offenders were processed during the month. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

The Dover Police Department's Special Investigations Unit and Crime Scene Unit continue the investigation into the murder of a University of New Hampshire student that occurred in Dover in October 2012. In September 2013, a Strafford County Grand Jury indicted the accused murderer in the case on an additional charge of conspiring to hinder his prosecution.

The Dover Police Department's Special Investigations Unit, working in conjunction with patrol officers, investigated an incident reported by a patient at Wentworth Douglass Hospital. As a result, a former hospital employee was arrested and charged with two counts of sexual assault.

During the month of September, Special Investigations Unit detectives met with local school administrators and reviewed the emergency response plans in place for local schools. The detectives also have visited local schools to observe and participate in various emergency drills conducted by school staff and students.

During the month of September, SIU detectives received an anonymous tip regarding the location of a local woman wanted on an outstanding warrant. The detectives were able to locate and arrest the woman within twenty-four hours.

Parking: The Parking Bureau has installed light systems on 31 meters in darker areas to improve the visibility of the instructions and buttons for the coming fall and winter seasons. After an evaluation period was conducted, lights that were designed and built by Parking Bureau staff were selected versus buying a light system from the meter manufacturer saving the city over \$200 a unit. The "pay meter here" signs were also moved to the back of the machine to create a much cleaner look for the system and accommodate the lights.

Manchester has joined the EasyPark in-vehicle parking meter program. Several other New Hampshire communities are considering joining the program.

Parking Manager Bill Simons has received several concerns about the growing number of food vendor trucks in the downtown. The Parking Commission will hear from downtown business owners and vendors at their October 10th meeting about the issue.

The Parking Commission met with developer Eric Chinburg at their September meeting to discuss downtown parking as it relates to his properties.

Monadnock Regional Development, which the city hired to conduct an evaluation of Tax Increment Financing (TIF) and Traffic Oriented Development (TOD) options, is continuing its interviews of business owners, developers, City Council members and other community leaders. Establishment of a TIF district would allow the City Council to designate funds from the increased tax value of designated properties for specific programs. A TIF district does not relieve any property owner or developer from paying their full share of property taxes.

Traffic Bureau: Sgt. Speidel worked closely with other city staff to coordinate a traffic pattern change at Ham and Park Streets, converting the intersection from a two-way to a four-way stop. This ordinance revision was recommended by the Planning Board as part of the Housing Partnership's conversion of the former auto parts warehouse to a multi-unit residential housing facility.

In response to a resident's concern forwarded through a member of the City Council, and in the aftermath of a recent fatal collision at the intersection of Middle and Back Roads, Sgt. Speidel performed a safety review of the intersection. This included an analysis of collision history over a ten year period, a sight distance evaluation, an analysis of traffic count data, and a review of the stop sign warrant requirements. His findings were also reviewed by Engineering and Planning Department staff, and were ultimately reported to the Transportation Advisory Commission at its monthly meeting on September 23.

Throughout the month of September, Dover Police Department personnel have worked to prioritize traffic enforcement in the area of Dover's ten (10) school zones, both in the morning and afternoon. These patrols have been performed with traditional resources in the Patrol Division and have been enhanced with additional personnel costs funded by grants from the New Hampshire Highway Safety Agency.

On September 19, Dover officers participated in the Operation Safe Commute statewide coordinated initiative. The date was selected by the New Hampshire Highway Safety Agency. Extra traffic patrols were performed during peak commuting hours under a contract from NHHSA which reimburses the agency's personnel costs. Targeted violations included following too closely, failure to signal lane changes, speeding, distracted driving, and other moving violations.

Sgt. Speidel worked closely with members of the Dover Main Street organization to facilitate the annual Seacoast Irish Festival on September 28. The Traffic Bureau provided an array of equipment to help facilitate this event, including event and disabled parking signs, cones, barriers and barricades to help cordon off portions of the Rotary Arts Pavilion. Sgt. Speidel also volunteered his time in working the festival to help this nonprofit organization raise money to run needed programs throughout the year.

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 September:

- Woodman Museum event, Aug. 30 – Sept. 2
- American Legion Auxiliary road toll fundraiser, Sept. 8
- Seacoast Growers Association Farmer's Market on Sixth Street
- Dover High School Homecoming event, Sept. 28

Patrol: During the month of September, officers handled a total of 2,559 incidents resulting in the following activity / criminal charges;

1123	Traffic Stops
75	Total arrests
8	DWI arrests
10	Arrests for MV charges other than DWI
7	Drug related arrests

- 12 Arrests for Assault
- 12 Theft related arrests
- 5 Arrests for Criminal Mischief
- 10 Arrests for electronic bench warrants
- 2 Arrest for violation of court orders
- 5 Arrests for Criminal Trespass
- 4 Arrests for Resisting Arrest
- 3 Arrests for other agency warrants
- 5 Arrests for Disorderly Conduct
- 1 Arrest for Reckless Conduct
- 1 Arrest for Hindering Apprehension
- 12 Juvenile arrests

On September 30, 2013, officers responded to a Northway Circle apartment for a reported assault. It was alleged that the male resident had struck a female in the head with a hammer and threatened her with a firearm. Responding officers were able to successfully evacuate the victim from the scene and set up a perimeter around the suspect's apartment. A short time later, the suspect fired at the officers, who returned fire.

The suspect remained barricaded within his apartment and the Strafford County Regional Tactical Operations Unit was called to the scene. Approximately 7 hours after the initial call to police, the suspect was determined to be deceased. The cause and manner of the suspect's death remains under investigation.

Diversion Program: The Diversion Committee made the decision to postpone the September 2013 meeting. Due to this action, the Committee will be meeting twice in October.

As a result of this action, the following case breakdown remains:

- (4) cases in active Diversion Contracts
- (1) successful completion and release
- (0) new cases heard
- (0) new case awaiting review for the October 3rd meeting.

The next planned meetings for the Dover Court Diversion Committee are: Thursday, October 3rd and Wednesday, October 23rd.

Dover Housing Authority: During the month of September, Officer Joslin assisted a local family in need of assistance. He learned that the daughter had made the Dover Middle School soccer team, but due to financial difficulties that the family was facing, the parents were unable to provide her with the necessary equipment. He requested and received a donation from the Dover Police Charities and family was able to obtain the needed equipment and the teen has been participating with the team.

Officer Joslin was approached recently by a tenant of the Dover Housing Authority who had an extra bicycle and wanted to donate it to a child in need. Officer Joslin was able to identify a child whose bicycle had been stolen last month and give it to him.

Officer Joslin recently met with staff at the Head Start facility in the Dover Housing Authority. The purpose of the meeting was to introduce himself to the staff, some of which are new, and to let them know that he is a resource to them.

Community Service Program: The Community Service program tracked four active participants in the month of September 2013. Of the four youths in the program, two participated during the month. A total of 4 hours of community service work was completed with none of the participants finishing his/her allocated hours.

So far in 2013, 128 hours of community service have been completed.

Dover Coalition for Youth: The Dover Coalition for Youth has been working with the Dover High School Athletic Department to review the code of conduct and discuss strategies to implementing the Life of an Athlete program. Life of an Athlete is a prevention/intervention based program used by athletes from youth to professional sports. It centers on educating athletes, coaches and parents about lifestyle issues that impact mental and physical performance.

Members of the Student Athletic Leadership Team have met and developed a list of activities they would like to do during the course of the year such as creating a poster campaign, mentoring younger students and having a sports related speaker during prom season.

Dover Youth to Youth:

Dover Y2Y completely revamped and launched its new web site. The large site describes programs, provides examples of media that others can view or download, assists other communities trying to engage youth in drug prevention, and provides resources to community members that want info on drug abuse.

The Dover Youth to Youth program was recently recognized by the State of New Hampshire as "evidence based" by a panel of national and statewide experts assigned to review innovative drug prevention programs and the research supporting their effectiveness. The expert panel is convened by the NH Center for Excellence and the Service to Science process is sponsored by the New Hampshire Bureau of Drug and Alcohol Services and the New Hampshire Charitable Foundation.

The evidence based designation means that the expert panel has reviewed the results of the research done to evaluate the effectiveness of the program and determined that significant results were shown. Placement on the list of designated programs provides easy access to other communities looking for a prevention program with documented prior success and opens the door to many funding opportunities. The next step is to apply for national recognition in February of 2014. If the national recognition is achieved, there will be even greater exposure to funding because some funders are required to consider evidence based programs for support and replication.

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

For the month of September 2013 the Teen Center saw a total of 656 participants on 20 days of programming, which yielded an average of just under 33 participants per day.

- TC Special Event – "Welcome Back BBQ" (9/5)
- TC Snack Special – "Pancakes" (9/6)
- TC Tournament – "8-Ball Billiards" (9/9)
- TC Classic Event – "BINGO" (9/12)
- TC Trip – "Apple Picking" (9/18)
- TC Movie Afternoon – "Now You See Me" (9/20)
- TC Music Event – "Karaoke Jam Party" (9/27)
- TC Music Event – DoverPalooza "Back To School Show" (9/27)

The Dover Teen Center is back into regular after-school hours program now, full with intern and volunteer staff. The numbers of daily participants rose throughout the month and averaged out to be 6 more participants per day than the same month last year.

Teen Center staff set-up information tables at the two Dover Middle School Open House Nights to answer questions and promote the program.

There were 18 new registrations during the month of September 2013.

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

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

21	pedestrian crosswalk warnings
14	public assist calls
12	MV pedestrian right of way warnings
7	MV one way warning
20	parking assistance
26	warning skateboard on sidewalk
11	warning bike on sidewalk
1	MV accident
1	roadway obstruction
3	traffic direction/signal

Animal Control: During the month of September, the Police Department handled a total of 83 animal calls. Of those, 38 were handled by police officers, 21 were handled by dispatch and 24 were handled by the Animal Control Officer. Of the 44 handled by officers, the Animal Control Officer followed up on 13.

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

Loose dogs	8
Found animal	1
Welfare checks	2
Bites	3
Nuisance (barking/at large)	3
Wildlife	4
Rabid bat	1
Vicious dog	1
Lost	1

During the month, the Animal Control Officer received 67 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. K-9 Grinko underwent surgery in May to repair an injured ligament. The surgery went well and Grinko continues with his weekly physical therapy and training.

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

Communications Bureau: During the month, the Communications Bureau handled 10,438 radio transmissions, 9,175 phone calls, 367 emergency calls, 77 alarms, and 361 customers in the Police Department's lobby.

Recreation Programs: Shape Up, Muscle Power and Interval Toning classes have commenced. Beginner Yoga and Zumba classes are back as well. Fall field scheduling is ongoing and Recreation staff is preparing for the upcoming basketball season.

Indoor Pool: The Indoor Pool opened back up after Labor Day weekend after being closed for two weeks for routine maintenance. Early Bird lap swim has been busy as usual with around 50-75 swimmers depending on the day. Rec Swim has been very slow due to the time of year and fall sports. Lesson sign up have begun and most of the classes are filled to capacity.

Seacoast Swim Association has resumed their season and practices at the pool on a daily basis. Birthday parties are starting to get very popular with the cold weather coming and are anticipating having between 8 and 10 parties booked for the month of October.

Great Bay Masters resumed practice at the Indoor Pool after a wonderful summer swimming at the Jenny Thompson Pool.

ID Pool-Adult Lap Swimmers: 50-75 swimmers daily
ID Pool-Rec Swim: 5-10 swimmers daily

Outdoor Pool: The Jenny Thompson pool closed on Labor Day much to the dismay of many swimmers. The winter pool cover has been applied to the pool and the facility is closed up until next spring. The final event at the Outdoor Pool was a swim benefit for a local 6 year old with cancer. The swimming community rallied around this youngster and together raised over \$18,000 for the family while swimming over 1 million meters as a group.

JT Pool-Masters Swim Team: 30 swimmers daily

Ice Arena: The Dover Arena has a full slate of skating programs starting in September. Programs such as Learn to Skate, Youth Introduction to Hockey and many leagues for youth and adults are all running with great popularity. Recreational skating has maintained lots of interest, especially the Rock Night skate for young children on Saturday nights.

The Dover Youth Hockey program has started and there are youth hockey practices almost every night with games every weekend.

The Coca Cola Kickoff Classic hockey tournament was held September 21 and 22, 2013. This tournament had 11 adult women hockey teams all playing games at the Dover Arena.

Adult and Youth Stick Practice: 332

Senior Center: The following events took place at the Dover Senior Center:

- Art & Craft Groups
- Rubber Stamping
- Book Club
- Cards & Games: Bingo, Bridge, Cribbage, Mahjongg, Scrabble, Pay Me and Whist
- Computer Class
- Beginner Spanish Class
- Exercise Classes
- Bowling Group
- Golf
- Walking Group
- Visiting Nurse – Blood Pressure checks
- Mystery Lunches
- Raffles

Travel Department with Marcia: 41 Members traveled to Atlantic City/Taj Mahal September 8 – 11th. 47 Members traveled to the Bourne Scallop Festival on Saturday, September 21st. 2 Members went to the French Riviera & Paris with Collette Vacations.

Senior Mystery Lunches: 44
Senior Social: 64
Senior Advisory Meeting: 12

Library Programs: 688 people attended a program at the library during September. 89 meetings were hosted at the library and 1660 hours of public Internet access (does not include Wi-Fi) were provided at the library during September.

PLANNING & ZONING

This past March, the City of Dover was awarded a \$29,500 Community Planning Grant from the New Hampshire Housing Finance Authority to review and develop basic elements for a Tax Increment Financing District and a Transit Oriented Development allowance in the central business district. An RFP was developed in March and in April 2 respondents were interviewed for the role. The Council awarded the bid to hire Monadnock Economic Development Corporation as a consultant to perform the work. To date, the consultant has interviewed stakeholders, including business owners, property owners, planning board members and members of the City Council. This work along with reviewing documents previously generated by legal and parking staff about the TIF was accomplished in August.

In September the consultant drafted the administrative and procedural guidelines for a potential TIF district and refined the options for the location of the district, downtown. Additionally, the consultant worked with staff to review the regulations for the Transit Oriented Development sub district to be proposed within the Central Business District downtown.

In June, the Department of Planning and Community Development worked with the Massachusetts Institute of Technology to host a roll playing exercise designed to investigate climate adaptation and how it impacts communities. During the month of September staff and MIT students worked on developing and education and outreach strategy to bring more participants to the project. On September 30th a session was held in the McConnell Center.

Planning Board

Approved an impact fee waiver request for Cocheco Mills Holdings, LLC - This endorses a request to the City Council to accept real property in lieu of payment of the Recreation Impact Fee.

Approved a request for a Conditional Use Permit by STF Development Corp., Assessor's Map 20, Lot 37, zoned RM-U - This would allow a 6 unit building to be built at 3-5 George Street, with wetland buffer and steep slope impacts)

Approved a request for Site Review by STF Development Corp., Assessor's Map 20, Lot 37, zoned RM-U – This would allow a 6 unit building to be located at 3-5 George Street.

Held a public hearing and endorsed changes to the CDBG Action Plan

Reaffirmed the City's position for the State's Ten Year Transportation Improvements Plan, including the addition of Exit 10 off the Spaulding Turnpike, as well as improvements to NH 108 between Week's Crossing and Rochester.

Approved a one-year extension and Wyndbrook at Dover Open Space Subdivision Plan for Eric S. Katz and Tolend Road Properties, LLC, Assessor's Map G, Lot 24J , zoned R-20 - This allows another year for completion of an approved Open Space Subdivision Plan off Tolend Road.

Zoning Board

Approved a variance request from Gregory S. Krise (Property Owner: Robert R. Romano & Ewald Wayne), 92 Long Hill Road (Tax Map A, Lot 53G-1), located in the Medium Density Residential (R-12) District - This would allow e construction of a single family dwelling located at a distance further than 25 ft. from the front lot line where principal buildings are required to be located no closer than 5 ft. and no greater than

25 ft. from the front lot line.

Approved a variance request from Laura I. Cursack, Trustee (Property Owner: Laura I Cursack Revocable Trust), 41 Spruce Lane (Tax Map I, Lot 27B), located in the Medium Density Residential (R-12) District - This will allow construction of an attached garage to be located 6 ft. from the side lot line shared with 39 Spruce Lane, where a minimum side yard of 10 ft. is required.

Conservation Commission

Did not meet.

Transportation Advisory Commission

Denied a request to make the intersection of Back Road and Middle Road an all-way stop - The criteria required by local and national standards for this conversion were not met.

Endorsed a request to convert the Yield sign at Glen Hill Road and Tolend Road to a Stop sign - This request was presented by the Police Department as a result of the current Tolend Road reconstruction project.

Endorsed a request to prohibit parking within 150 feet of Central Avenue, on both sides of Charles Street

This request was presented by the Planning Department as a result of the construction of the Aroma Joes at 1/3 Charles Street.

Energy Commission

Discussed:

Solar Power Purchase Agreement Project.

Dover Climate Change Project

Commission Mission

Commission Task List

DEPARTMENTAL COLLABORATION & ENHANCEMENTS

- The Dover High School classes for State of NH Firefighter 1 certification and Emergency Medical Technician program has started up. Every weekday morning, the two (2) classes are a part of the Career Technical Center. Off duty members of the Fire Department are committed to the education of the next generation of emergency responders.
- Inspection Services, along with Community Services Engineering Division, held three (3) pre-construction meetings at the North End. The meetings allow all interested parties to understand the needs of the developer and construction managers, along with ensuring the safety of the residents, are considered during the construction phase.
- A newly hired Police and Fire Dispatcher received training and performed eight hours of ride time with the Fire Department. This gives the dispatcher first-hand knowledge of specific issues and various scenarios that they will be sending fire personnel to.
- The ladder truck was utilized to help obtain a bid on chimney work for the Library. Contract individuals were brought to the roof to be able to assess what needs to be accomplished.
- The ladder truck was also utilized to aid Community Services personnel to access the roof of City Hall. They also used a thermal imager to inspect the roof.
- A new option allows monthly EasyPark permit holders to link their device. The City of

Manchester joined the EasyPark in-vehicle parking meter program on September 20, 2013. Current EasyPark users can add Manchester that day by connecting to the EasyPark web site and updating their device. New devices sold at the Dover Police Station will have all three cities pre-loaded. In addition, EasyPark will roll out an option for monthly permit holders to add their permit to the device. This will allow a permit holder to renew online, saving a trip to the police station each month. Authorized monthly business monthly or resident permits will be a dedicated zone within individual EasyPark devices. EasyPark will display the permit code and plate number to validate the permit. If the permit is not renewed, the option will not be available when the owner scrolls through the zones. EasyPark will send the owner a reminder e-mail one week before the permit is due to expire. In addition, EasyPark users are only charged for parking "by the minute," which takes the guesswork out of estimating how long a visit will last. Visitors can stay as long as needed, up to three hours at on-street parking spaces and all day in the parking lots in Dover. If a vehicle is parked more than three hours in an on-street parking zone, the device will display "time expired". If a motorist forgets to turn off EasyPark, an audible signal will sound every 60 seconds as a reminder. The EasyPark device must be clearly displayed on your dashboard, or on the driver's side window by using the clip provided. The EasyPark device can be turned on prior to meter start time and won't be charged until metered parking begins at 9 a.m. If visitors stay later than 7 p.m. when metered parking ends, the device will stop charging the account. EasyPark will not charge for parking on weekends or holidays. EasyParks are available for \$29.95 which includes \$10 in pre-paid parking. There is also a \$10/year membership fee which includes a free battery replacement and access to on-line usage reports and program support. Reload fees are \$2.95 for up to \$50; \$3.45 for \$75; and \$3.95 for \$100. Reloads can be completed online with a credit or debit card. The devices can be purchased by cash or check at the Dover Police Department, Monday through Friday, 8 a.m. to 3:30 p.m. or at the Greater Dover Chamber of Commerce during regular business hours, as well as online at www.EasyParkUSA.com.

- Chief Anthony F. Colarusso, Jr. wishes to remind the public that the Dover Police Department has a link on its website that allows people to report certain incidents and crimes online. The department's home page is www.dover.nh.gov/policehome.htm and those wishing to make an online report can click on the link in the center of the home page or on the left hand side under "Citizen Online Police Reporting". The citizen's Online Reporting System has been operational since March of 2012. Since that time, there have only been 30 reports made. Chief Colarusso believes that the online reporting system is a very convenient tool for the public to use. Filing an online report saves time for the citizen because it allows people to make certain report to the Dover Police Department without coming to the police department or having an officer come to them. In addition to increasing public convenience, the use of this system will also allow police officers to spend more time engaging in proactive patrols and addressing the needs of the citizens. It is very important for citizens to know that the online reporting system is not to be used to report an emergency. It is also not designed for crimes or incidents that are in progress, incidents that resulted in an injury to any person or incidents that occurred outside the City of Dover. Some examples of incidents that are appropriate for online reporting include animal complaints, lost property, disturbances that are no longer in progress, thefts, harassment and vandalism. The online reporting system also features links to NH laws and Dover City Ordinances so that citizens with questions about the incident that they are reporting can read the applicable statutes. Once the online report has been submitted, it will be reviewed by Dover Police Department staff. People who make an online report will be contacted via e-mail within 5 days of filing the report as a confirmation that the department received the report. If it is determined that more follow-up is necessary, the reporting party will be contacted by the police department for more information.

- With the five Dover public school libraries as partners, the public library migrated to a new automated integrated library system, Koha, on September 16. The public library's Systems & Technology Librarian is serving as System Administrator for all six facilities. There are many enhanced features, including one-stop keyword searching, and public tagging, ratings, suggestions, and comments.

- A new monthly Book Group for adults began in mid-September with an initial attendance of 16 people who read "The Age of Miracles". Meetings will be held on the 3rd Monday evening of each month, facilitated by librarian Denise LaFrance.
- The Library Director will serve, with other community members, on a newly-forming steering committee planning the development of several forthcoming "Education Conversations", sponsored by the Dover Listens group.

CITY GROUNDS, FACILITIES & PARKS

Facilities, Grounds and Cemeteries employees attended two full burials and 4 ash burials in Pine Hill Cemetery in the month of August. Several gravestone markers were placed on the lots and set on new foundations. Several more gravestones were placed upright and set back in place. At times the frost heaves and ground movement will cause them to fall over and other times it is vandalism.

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. Employees also conducted the required monthly fire extinguisher and elevator inspections.

A new HVAC unit was installed in the Finance department by PJ Labrie & Sons Plumbing & Heating.

Facility and Grounds crews assisted departments in the removal of their items from the armory building on Oak Street. Auction items were moved from various locations to the Public Works Facility for the auction on September 28th. Minor repairs were made to a shed at 56 Sixth Street and the power was turned on to it, so it can be used for temporary storage by the Police Department. Two windows were boarded over, the door threshold was beefed up and a new heavy duty hasp lock was installed.

Weekly mowing of the public turf areas and ball fields continued. The soccer field at the Shaw's Lane ball field was lined weekly. 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 repaired using slats that were made last month. Several benches in the First Street parking lot were repaired as well as benches on Central Avenue. Volunteers who worked on the River Walk in the Orchard Street Parking lot repaired several benches as well. The Day of Caring on September 11th went well with dozens of volunteers turning out to weed and freshen up planted areas around the McConnell Center, River Walk and downtown.

Pedestrian buttons were installed at the intersection of Fourth and Chestnut Streets, where the flashing pedestrian crossing signs had been posted previously. Existing signs were replaced as needed. Vandalism of picnic tables and graffiti in Henry Law and Rotary Park were issues this month. Graffiti was removed or covered over again, and three picnic tables were repaired. The benches had been torn off them and one slat on the top of a table removed.

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.

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

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 Avenue to locate a base for the Christmas tree and a flag pole. The Community Services Department did the major site work this month on the project and turned it over for the Rotary to complete.

GENERAL UPDATES

While construction continues on the Spaulding Turnpike Little Bay bridge and road work in Newington, the Dover Fire Department has changed their response plan to this area. Due to the lack of turnarounds, Newington is now covering calls on the Northbound roadway to Exit 5 (Hilton Park East), and covering calls southbound to Exit 4. This will ensure apparatus can quickly arrive on scene to reduce response times and provide services quicker.

The Fire Command Staff has been participating with the Dover Chamber regarding the response and security plan for the Apple Harvest Day event and specifically setting up the Dover Citizen Corps with the Chamber to help with the event.

The Fire Command Staff also participated in a DES meeting for an upcoming drill for a train transporting oil through the community. The State Homeland Security had a conference call dealing with the issue and Dover is preparing for a local drill.

The Inspection Division has been working on many large scale projects along with the everyday requests for inspection. These large scale projects include apartment conversions at the Cocheco Mills along with the former auto parts warehouse on Dover Street; the demolition of 2 houses on Arch Street as well as a 4 story apartment building on Central Avenue and major renovation projects at Liberty Mutual.

The Fire Department performed a promotional examination for Captain. This was a three day event involving a written test, a day of practical evolutions and finished with an oral board for the candidates.

The City of Dover, along with the towns of Rollinsford, Lee and Madbury, held a Hazardous Waste Collection Day on Saturday, Sept. 21, 2013. The goal of Hazardous Waste Collection Day is to allow for the proper disposal of household hazardous materials. Residents of the four communities can bring household hazardous waste to Community Services for safe disposal.

The City of Dover 2013 fall leaf collection will take place on during the week of October 21 – 25, October 28 – November 1, November 4 – 8, and November 11 – 15. Bagged leaves will be picked up on the same day as trash and recycling.

CITY OUTREACH

The City Manager attended an Open Mic session at WTSN to provide more specific detail to give confidence for concerned citizens that the Land Disposition Agreement was assembled and continues to serve to protect the best interests of Dover Citizens and Taxpayers. The public was told to keep in mind that the Land Disposition Agreement is applicable and enforceable in its entirety, and that the following bullets are just portions of the key sections from this agreement that relate to some of the more significant protections that remain in place. The existing Land Disposition Agreement can be accessed on the City web site.

5. Agreement to Buy/Sell/Develop - The City of Dover agrees to sell and convey by Warranty Deed to Developer, or a designated and approved assignee as allowed by Section 7 below, and the Developer,

for itself or any authorized assignee, agrees to purchase and develop, the Premises for the Purchase Price set out in Section 10 below, pursuant to all the contingencies, terms and conditions of this LDA...

7. Limitation on Developer's Right to Assign - The Developer has explained, and the City of Dover and DHA have acknowledged, Developer's expectation to fund or finance its continued pre-closing due diligence, permitting and approvals seeking, its purchase acquisition and initial phases of development, through continued equity capitalization of principals involved and/or equity partners, and/or other development financing typical of a project of this scope and expense. As a condition of such equity investment, with or without partners, and/or other financing, the parties acknowledge Developer's intent to create a special/single purpose entity for the purpose of taking title to the Premises, together with permits and approvals obtained for its development, so that equity capitalization and/or lender agreements, and related security agreements, can be related solely to said entity and its development rights and obligations with reference to the Premises alone...

Where a special purpose entity is required, Developer or Mark C. Dickinson shall use reasonable efforts to maintain a fifty percent (50%) or more ownership interest thereof and become its managing member. However, the lender or financing source may require the Developer to relinquish a greater interest in the special purpose entity in order to protect its interest therein, If that were to occur, the DHA and City of Dover shall authorize Developer's assignment of its rights hereunder to such a special purpose entity, so long as Developer shall remain fully obligated to all terms and conditions of this LDA prior to and through the Closing, and through completion of the Required Phase I Private Improvements, and Required Phase I Public Improvements, as same are defined below...

Nothing in this paragraph shall be interpreted to relieve Developer of responsibility, of the obligations of this Agreement as it pertains to said Phase I requirements. The parties agree to cooperate to assist Developer in obtaining financing...

8. Development Restrictions - The Premises, upon conveyance by warranty deed from the City of Dover to Developer, and upon any subsequent reconveyance, in whole or in part, shall be subject to the following restrictions: (a) Dover Waterfront Design Guidelines. The Premises shall be conveyed subject to the restriction that any development thereon be in accord with the Dover Waterfront Design Guidelines, adopted by CWDAC on November 10,2008 and by DHA on December 16, 2008, copy attached as Exhibit 8.1. An official copy of the Dover Waterfront Design Guidelines shall be recorded at the Strafford County Registry of Deeds prior to/contemporaneous with conveyance of the Premises to Developer, to clarify that the Premises is specifically encumbered by said guidelines. (b) Public Waterfront Park. The development of the Premises includes the development of a public waterfront park on land owned by the City of Dover.

9. Development Program - The Development Program is comprised of certain public and private improvements intended to be constructed in phases. Phase I shall start within thirty (30) days of Closing. Phase I shall include construction of the public waterfront park up to and including "the knuckle," which Developer shall complete within one (1) year of the start of Phase I construction, Subsequent phases shall not commence until completion of Phase I... The Developer shall be responsible for the cost of public streets, infrastructure and utility improvements necessary to sustain the private improvements without Developer receiving credit on the Purchase Price, detailed in Section 10, except to the extent the parties may, if at all, agree upon Supplemental Public Improvements being funded by a portion of the Purchase Price's Additional Redevelopment Project Investment for such purpose. The Developer shall be solely responsible for the cost of private improvements.

The Fire Department helped set up the Irish Festival facilities with the Dover Main Street Organization. An engine was present during the event. The department helped take down the set up for the logistical side of the event.

Off Duty members of the Fire Department escorted a motorcycle ride for charity. Car 4 ran as an escort for "Sarah's Ride"; a ride in support of cancer awareness.

The Fire Department and many other city entities participated in the "Hero Picnic" at Dover Rehabilitation Center. On September 11th, a Picnic was held for all Emergency Responders in local communities.

Ambulance 1 provides medical stand-by at all Dover High School Varsity Football events. While not on emergency calls they provide medical coverage for the game.

Engine 8 provided education to young teenagers at Wentworth Douglass Hospital for a babysitting class. The class teaches how to handle general, fire and medical emergencies at the appropriate level.

The Fire Department participated in two different block parties. An Engine Company attended the events to highlight a neighborhood youth assembly.

The Fire Department attended a birthday party for a neighborhood community as well.

Fire extinguisher training was provided by Dover Fire & Rescue for a local industrial business.

Dover Fire & Rescue was featured on WTSN with an interview on School Safety.

Dover Fire hosted a "Ready Strafford" public health meeting. Communities of Strafford County attended to bring everyone up to speed on Point of Distribution Centers and Sheltering issues.

The National Citizen Survey was commissioned by the City of Dover through the National Research Center, Inc. (NRC), in partnership with the International City/County Management Association (ICMA). Many residents have completed the mailed version of the survey and NRC is currently compiling the results. An electronic version of the survey has been placed on the City of Dover website and residents in the City of Dover are encouraged to participate. Survey results provide a snapshot of the community and also helps Dover measure service performance and quality, and assess community needs.

The filing period for the City of Dover municipal election, which will take place on Tuesday November 5th, occurred between September 9th through September 19th. The following candidates will be running for City Council:

- Mayor: Rocky D'Andrea, Karen Weston
- Ward 1: John O'Connor, Edward Spuler
- Ward 2: William Garrison
- Ward 3: Michael Crago, Deborah Thibodeaux
- Ward 4: Dorothea Hooper, Thomas Seiler
- Ward 5: Catherine Cheney
- Ward 6: Jason Gagnon, Michael Weeden
- At Large: Robert Carrier, Fergus Cullen, Anthony McManus

Letters have been sent to the above candidates by the City Manager, inviting each to meet with him to discuss topics of choice. The City Manager also asked each candidate to bring any citizen concerns or questions to him should they become aware of any while the candidates are out meeting with the public.

The library has established an Instagram account for the promotion of library events and services through photos. Short "Vine" videos are also being created and posted. The library has 1,159 "Likes" on Facebook, 507 Twitter followers, 583 Pinterest board followers, and 1,530 e-newsletter subscribers.

Chief Colarusso led the Pledge of Allegiance for Woodman Park School in honor of September 11th, 2001.

Sgt. Speidel performed a total of 16 child passenger seat inspections during the month of September. 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 September 26, 2013, Officer Joslin along with DHA and SOCC staff held a residents meeting. During the meeting, Officer Joslin offered a presentation on ATM Skimming. There was also an open forum discussion allowing tenants to ask questions and to air any concerns they might have about the neighborhood.

Also during the month of September, Brian Estee, the department's police prosecutor, provided training to the recruits at the New Hampshire Police Standards Part Time Academy. He instructed them juvenile law.

On September 25th, three members of Dover Youth to Youth conducted a national training webinar at the request of the Underage Drinking Enforcement Training Center (UDET) based in Washington, DC. The 90 minute session was broadcast from the McConnell Center and law enforcement and community prevention professionals from around the US signed up to view the presentation on line. The presenters for Youth to Youth were 3 Dover High School students. Their presentation explained how youth are organized and trained in Dover to combat underage drinking. The students described a variety of the group's media and community programs targeting underage drinking and the resources others can obtain through Dover Youth to Youth if they want to undertake similar initiatives.

On September 22nd, Dover Youth to Youth provided a day long training experience for youth advocates from Glastonbury, Connecticut. Seven members of Youth to Youth traveled there and provided training on presentation skills, advocacy techniques, project ideas and creating media. The Glastonbury program paid all of the expenses for lodging and food.

During the course of September, Special Investigations Unit personnel provided two crime prevention presentations to the staff at Federal Savings Bank, with a focus on response to bank robberies.

The Director of Planning and Community Development met with the Athletic Advisory Committee at St Thomas Aquinas High School to discuss plans for future improvements to their athletic fields.

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

ACKNOWLEDGEMENTS & EVENTS

Thank you to Wentworth Greenhouse for their continuing support with the beautiful and very generous flower and barrel donations. It is greatly appreciated.

The Dover Alternative School came in to assist the City by doing some weeding, cleaning, and planting beds in Rotary Park and Henry Law Park on Friday, September 27.

The Friends of the Library donated \$415 for the purchase of 500 plastic change purses for the Children's Room. These are supplied as welcome gifts when a child registers for his/her first library card at age 5.

The Friends of the Library agreed to fund the cost of new bike racks for the library, approximately \$350.

RECOGNITION

- ★ The City of Dover has been awarded the Granite State Quality Council (GSQC) Profile Recognition Award for 2013. The GSQC will hold its 2013 Recognition Event on Tuesday, October 1st in Concord from 4-6pm. The event will provide an opportunity to share with other member organizations the best practices being employed here in Dover and to learn of the quality service related achievements of other organizations from around the State of NH. The event also provides an opportunity to receive feedback from and recognize the work of the dedicated examiners and judges who participated in this year's Awards and Recognition Program.
- ★ The Dover Youth to Youth program has been recognized by the State of New Hampshire as "evidence based" by a panel of statewide experts assigned to review innovative drug prevention programs and the research supporting their effectiveness. This designation is a significant achievement and acknowledgement that the Youth to Youth initiative is a results oriented program making a measurable positive difference in our community.
- ★ For the ninth consecutive year, a Certificate of Achievement for Excellence in Financial Reporting has been awarded to the City of Dover by the Government Finance Officers Association of the United States and Canada (GFOA). This award is for the City's Fiscal Year 2012 Comprehensive Annual Financial Report (CAFR). Please join us in recognizing and congratulating our Finance Department staff as this recognition is a testament to their diligence ensuring leading practices for providing timely and accurate financial information for those interested in the operations of our City.
- ★ On a special note, the Community Service Department received a Utility of the Year award from the New England Waterworks Association. Bill Boulanger attended the three day conference to receive the award. The following were key items that were used in the nomination of Dover receiving this award:
 - ❖ Water Quality: Dover produces excellent quality of water. Its water main flushing program is second to none, and under Bill Boulanger's supervision, has gained recognition statewide.
 - ❖ Reliability: Through aggressive leak detection and repair program, Dover Water Department has not only maintained reliability, but also experienced significant chemical, electrical and other cost savings.
 - ❖ Source Protection: Dover Water Department has a progressive source water protection program.
 - ❖ Capital Investment: Dover continues to upgrade its system, concentrating in areas of standardization of hydrants and other components and pipe replacement.
 - ❖ Education Investment & Training: Dover has long recognized the importance of maintaining a competent, well informed and continually trained work force, investing in operator training for its entire staff. Staff members are encouraged to continually seek education opportunities in the areas of asset management, succession planning, and energy efficiency. Staff members provide training to operators from other water departments, providing expertise in the areas of iron and manganese treatment, flushing, hydrant and valve maintenance and pipe tapping.
 - ❖ Asset Management: Dover Water Department was one of the first New Hampshire water departments to embrace the concept of "asset management," investing financially and in time to a system which has improved operations and efficiency in a time when the public sector is asked to do more with less.

In the nomination closing statement, it is said that the Dover Water Department is truly an effective utility, one which in many ways is a model to other utilities and New Hampshire's drinking water community at large. Its commitment to continual improvement of operations, through embracing education and progressive thinking has made it a leader among New Hampshire's water utilities. The willingness of its staff, especially Supervisor Bill Boulanger, to share experience and knowledge through training and mentoring others in the industry, makes the Dover Water Department stand out.

- ★ Earlier in the year, the fire shift rescued and individual from a fire on Cushing Street and the rescued

individual was reunited with the shift in a low-key event. After extensive medical rehabilitation the individual is back, healthy and showed her appreciation for the shift that was working that night. She also met with the dispatcher that assisted her.

- ★ Sgt. Speidel was recently recognized by the Dover Main Street Board of Directors at its annual meeting for ongoing program support. This recognition was for his support both in his capacity as a city official and also for volunteering his time at several events over the course of the 2012-2013 season.
- ★ Dover Youth to Youth member Avery Munoz applied for and was accepted as a Teen Advisory Group (TAG) Member for the National Institute on Drug Abuse. NIDA established the group in 2010 to get authentic teen feedback on how to improve their web sites and materials for teens. TAG brings together teens from all over the country who meet once a month over the phone and online to give their feedback and opinions on the design and functionality of Web pages, activities, logos, names of NIDA awareness programs, characters in videos, scripts, and ways of reaching teens in social media.

CAPITAL IMPROVEMENT PROJECT UPDATE

TOLEND RECONSTRUCTION

- Current: Tolend Road has been base paved from the town line to just past Dean Drive. Tolend Road has also been base paved from the in-town side of Watson to 180 Tolend (Paradise farm). Construction is currently starting at the intersection of Watson and will work outward towards Dean Drive. The construction company will then work from 180 Tolend Road to Columbus Avenue to wrap up for the winter.
- Previous: American Excavating has started construction on Tolend Road. Additional information on this project has been made available on the City's website.

WASTEWATER TREATMENT PLANT FACILITIES PLAN

- Current: The EPA and Conservation Law Foundation objected to the dropping of the Newmarket permit appeal by Dover and Rochester. The Environmental Appeals Board (EAB) has rejected the motion to dismiss the appeal. It is expected that the EAB will render a decision shortly on the appeal of the Newmarket permit.
- Previous: 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.

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.

PROFESSIONAL DEVELOPMENT

CPR training for all fire shifts has been completed. Fire staff is trained to American Heart Association Healthcare Provider, which requires an annual written and practical exam.

One of the Command Staff participated in Allenstown Emergency Management Drill with the Seacoast Incident Management Team. This all-day event exercised a multi-day flood that extended past the Communities initial capabilities.

The Fire & Rescue Department now has two fire investigators that have national certifications. This certification is: "Certified Fire and Explosion Investigator". It is presented by the National Association of Fire Investigators. The program began in 1983 and has grown to be the largest Fire Investigator certification program in the world. The designation of CFEI is a confirmation of an investigators skills and experience.

Three librarians virtually attended an Overdrive webinar on recent features added to the vendor's downloadable books site.

The Library Director attended a day-long "Strategic Planning Bootcamp" session at the Manchester City Library, and an Urban Public Library Consortium meeting on the carrying of concealed weapons in libraries at the Laconia Public Library.

During the month of September, three members of the Dover Police Department's Crime Scene Unit attended Medicolegal Death Investigator Training. This intensive five day course takes place at the St. Louis School of Medicine and covers all aspects of death investigation.

Also during the month of September, one of the officers attended a five day training which covers Basic Crisis Negotiations.

Additionally, one of the Police Department's lieutenants attended a five day FBI-LEEDA Command Institute Training which was held in Hampton, NH. This training covers many management related topics and is designed for high ranking police officials.

On September 30th, Chief Colarusso and two staff members attended an Active Shooter Response training conducted by the FBI and United States Attorney's Office.

In early September, the Use of Force department-wide training concluded. The training was in cooperation with the Rochester Police Department which allowed us to use their video simulator. During the training, 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 Director of Planning and Community Development was on the organizational committee for the Northern New England American Planning Association regional conference. The conference took place in Meredith, NH on September 19th and 20th. The City Planner attended the Conference, which focused on changing elements in demographics, environment and general trends in New England Planning. The Director served as a member of the host committee on Friday welcoming guest from all over northern New England.

DAC	PO Date	PO No.	Vendor Name	Amount
City Finance Office	9/4/2013	201402163	PUBLIC SERVICE CO OF NH-CITY	\$5,511.81
City Finance Office	9/18/2013	201402813	PUBLIC SERVICE CO OF NH-CITY	\$5,988.31
City Finance Office	9/4/2013	201402162	PUBLIC SERVICE CO OF NH-CITY	\$6,033.45
Recreation	9/4/2013	201402186	NEW ENGLAND FACILITY SALES	\$6,141.00
Fire and Rescue	9/24/2013	201403086	STATE OF NH-DOT	\$6,257.77
Community Services Department	9/23/2013	201402895	GEOSPHERE ENVIRONMENTAL MANAGEMENT, INC.	\$6,282.00
Executive	9/3/2013	201402008	DONAHUE TUCKER & CIANDELLA, PLLC	\$6,563.41
Executive	9/11/2013	201402452	CCMSI	\$6,969.64
Community Services Department	9/17/2013	201402689	JWC ENVIRONMENTAL, LLC.	\$7,000.00
Community Services Department	9/11/2013	201402432	WRIGHT-PIERCE	\$7,500.00
Police	9/25/2013	201403149	STATE OF NH-DOT	\$7,558.64
Community Services Department	9/24/2013	201403091	STATE OF NH-DOT	\$8,098.97
Executive	9/25/2013	201403104	CCMSI	\$9,651.30
Community Services Department	9/25/2013	201403108	HALL & ASSOCIATES, PLLC	\$9,778.92
City Finance Office	9/10/2013	201402317	BAYRING COMMUNICATIONS	\$9,812.18
Community Services Department	9/24/2013	201403085	JM HAYDEN EQUIPMENT CO	\$9,847.55
Recreation	9/23/2013	201402891	FOX TOURS	\$10,148.85
Community Services Department	9/11/2013	201402433	HALL & ASSOCIATES, PLLC	\$10,242.32
City Finance Office	9/10/2013	201402336	PUBLIC SERVICE CO OF NH-CITY	\$11,292.58
Community Services Department	9/11/2013	201402429	HOLDEN ENGINEERING & SURVEYING, INC.	\$12,079.00
Community Services Department	9/24/2013	201403090	NORMAN R. GAGNON CONSTRUCTION, LLC	\$13,840.00
Community Services Department	9/17/2013	201402665	TRI-STATE SEALCOATING & PAVING, INC.	\$14,624.00
Community Services Department	9/11/2013	201402430	NORMAN R. GAGNON CONSTRUCTION, LLC	\$15,376.00
Executive	9/25/2013	201403107	STATE OF NH-DEPT OF LABOR	\$19,308.82
Community Services Department	9/4/2013	201402166	TRI-STATE SEALCOATING & PAVING, INC.	\$19,775.00
Community Services Department	9/16/2013	201402558	MXI ENVIRONMENTAL SERVICES, LLC	\$20,000.00
Executive	9/25/2013	201403106	SHEEHAN, PHINNEY, BASS & GREEN	\$20,525.00
City Finance Office	9/10/2013	201402337	PUBLIC SERVICE CO OF NH-CITY	\$29,516.53
Executive	9/3/2013	201402011	SHEEHAN, PHINNEY, BASS & GREEN	\$32,645.01
Community Services Department	9/11/2013	201402434	HALL & ASSOCIATES, PLLC	\$37,147.84
City Finance Office	9/4/2013	201402164	PUBLIC SERVICE CO OF NH-CITY	\$39,585.09
City Finance Office	9/24/2013	201403103	PUBLIC SERVICE CO OF NH-CITY	\$48,437.13
Community Services Department	9/16/2013	201402560	JTI SITE DEVELOPMENT, INC.	\$62,905.00
Community Services Department	9/4/2013	201402091	WASTEZERO, INC.	\$100,000.00
Community Services Department	9/16/2013	201402557	INTERNATIONAL SALT CO	\$169,295.00

Total Permits Issued: September 2013

Permit #	E Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
13-195	DUBE-CONSTRUCTION	11	WEEKS LANE	UNTI A, RENOV./REPAIR INT. WATER D	C	38	35	26000	285
13-261	WENTWORTH DOUGLASS HOS	789	CENTRAL AVENUE	MINOR INT. OFFICE RENOVATIONS, RM	C	37	1	23000	255
13-326	CLARK	294	DURHAM ROAD	CONST. A POLE BARN	C	I	22D	15000	175
13-285	FRESH CREEK FARM	31	SADDLE TRAIL DRIVE	CONST. A BARN/RIDING ARENA	FAR	N	8-1-10	230000	2325
13-005	CHANGING PLACES, LLC	10	WINTERBERRY DRIVE	NEW CONST. SFD W/ATT. GARAGE	R	N	8-0-5	285000	2875
13-114	KARALARSLCAS	29	SPRUCE LANE	CONST. AN INGROUND SWIMMING POO	R	I	29A	30000	325
13-130	7 SOUTH	6	CENTRAL AVENUE	DEMO SFD	R	15	2	4500	50
13-142	THORNWOOD COMMONS, LLC	7	MADELYN DRIVE	NEW CONST. SFE S/ATT. GARAGE	R	M	4-30	185000	1975
13-143	THORNWOOD COMMONS, LLC	3	MADELYN DRIVE	NEW CONST. SFD W/ATT. GARAGE	R	M	4-31	195000	1975
13-144	CHANGING PLACES	1	MADELYN DRIVE	NEW CONST. SFD W/ATT. GARAGE	R	M	4-32	195000	1975
13-145	THORNWOOD COMMONS, LLC	20	JULIA DRIVE	NEW CONST. SFD W/ATT. GARAGE	R	M	4-33	195000	1975
13-146	THORNWOOD COMMONS LLC	30	JULIA DRIVE	NEW CONST. SFD W/ ATT. GARAGE	R	M	4-36	195000	1975
13-147	THORNWOOD COMMONS LLC	36	JULIA DRIVE	NEW CONST. SFD W/ATT. GARAGE	R	M	4-37	195000	1975
13-184	GOLDFINE	148	OLD ROCHESTER ROAD	CONST. A SFD WITH ATT. GARAGE	R	A	15-1	180000	1825
13-216	RIVER VALLEY DEV. CORP.	29	CHILDS DRIVE	NEW CONST. SFD W/ATT. GARAGE	R	N	8A-J	185000	1875
13-222	KELLEY	37	NEW YORK STREET	INTERIOR RENOVATIONS 2ND FLR BAT	R	4	61	8000	105
13-231	KELLY	37	NEW YORK STREET	REPAIR/REPLACE FRONT PORCH & SIFD	R	4	60	3000	40
13-262	GOLDBLAT	9	HARTSWOOD ROAD	INSTALL A ROOF-MOUNTED SOLAR ELE	R	14	31	40000	425
13-264	PARADIS	180	TOLEND ROAD	CONST. A STORAGE BLDG. (POLE BARN	R	F	2	55000	575
13-269	RACIC	7	ROBINWOOD AVENUE	CONST. A ONE-STORY SIDE ADDITION	R	I	38	77000	795
13-270	EAGEN	61	BACK ROAD	CONST. A STORAGE SHED	R	K	10	2000	45
13-271	CANNON	29-31	NELSON STREET	REMOV. & REPLC./CONST. A SIDE DECK	A R	9	70	2800	55

Permit #	E Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
13-275	KELLY	392	CENTRAL AVENUE	UNIT 2, RENOV. & REMODEL BATHROO	R	2	50	16000	185
13-276	HEALY	67	HOUGH STREET	CONST. A REAR 3 SEASON ADDITION	R	35	44	31000	335
13-278	W.J. MILLER	24	BOSTON HARBOR ROAD	UNIT 13, INSTALL A MFG HOME	R	7	23	33000	
13-280	THOEL	14	MORIN STREET	RMV & RPLC DETACHED GARAGE ROO	R	38	25P	3800	65
13-282	SEELEY	2	VARNEY ROAD	CONST. A GARAGE ADDITION	R	A	18G	10000	125
13-284	DOVER BLUFF	98	HENRY LAW AVENUE	RMV & RPLC/CNSTRCT A STAIRWAY TO R		22	9	8000	105
13-286	MCCABE	24	RUTLAND STREET	CONST. A DETACHED POLE BARN	R	12	131A	9000	115
13-292	FERRELL	47	OVERLOOK DRIVE	CONST./INSTALL A INGROUND SWIMMI	R	M	83-9	20000	225
13-294	SKINNER	30	CIELO DRIVE	FINISH BASEMENT FOR ADDITIONAL LI	R	H	4-0-30	15000	175
13-296	GENTILE	256	DOVER POINT ROAD	UNIT A, CONST. A FRONT DECK/PORCH	R	L	96K	13000	155
13-297	LUTHER	27	VARNEY ROAD	CONST. A STORAGE SHED	R	A	I-19-4	12000	145
13-300	ALLARD	17	ROGERS STREET	FINISH AN ATT. GARAGE W/MUDRM AD	R	24	126		50
13-302	MACDONALD	1	CONSTITUTION WAY	CONST. A CARPORT ADDITION	R	K	21	10000	250
13-303	RUSSELL	5	TANGLEWOOD DRIVE	CONST. A REAR ONE-STORY ADDITION	R	I	81V	47000	495
13-305	WEBB	60	SPRUCE LANE	CONST. A REAR DECK ADDITION	R	I	79	1600	45
13-307	HUNT	281	BACK ROAD	REMOVE & REPLACE/CONST. FRONT PO	R	M	100	8500	115
13-308	NEWTON	71	STARK AVENUE	CONST. A REAR LANDING W/STAIRWAY	R	17	45	1100	35
13-315	CURLEY	518	SIXTH STREET	CONST. A FRONT PORCH ADDITION	R	B	3	8800	115
13-319	MEYER, AVIVA	1	PEBBLE HILL DRIVE	REMOVE & REPLACE/CONST. A REAR P	R	201	003	13600	165

<u>Permit #</u>	<u>E Owner's Last Name</u>	<u>Street #</u>	<u>Street</u>	<u>Description</u>	<u>Type</u>	<u>Map Lot</u>	<u>Construction Value</u>	<u>Fee</u>
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Total Permits Issued: 41

Total Construction Value: \$2,587,700.00

Total Fees Collected: \$26,780.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	0	Change of Use	0
Commercial Renovations	3	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	8
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	9	Single Family Dwellings	15
Renovations Dwelling Unit	18	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	1		
Accessory Dwelling Unit	0		
		Total	17

PLANNING BOARD APPROVED PROJECTS

NAME	STREET NAME	Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**		
Code	H = Homes A = Apts. C = Condos														
Multi-Family:															
Paolini	Sheffield Dr	A	8	8	0		9/11/2012	Site	P12-19	K	38		G	0.88	
Woodbury Mills	Dover St	A	42	42	0	10/26/2012	6/26/2012	Site	P12-07		27	20	10/26/2017	H	4.62
Cochecho Falls Mills	Central Ave	A	120	74	46	12/20/2011	11/28/2011	Site	P11-60		3	3	12/20/2015	H	13.2
Brick Road	Jefferson Dr	A	24	24	0	5/9/2012	10/25/2011	Site	P11-42		28	9-C	5/9/2017	H	2.64
Paolini	Appaloosa	C	11	11	0	12/7/2011	9/27/2011	Site	P11-13	I	18-1		12/7/2015	G	1.76
Sherman School	School Street	C	48	0	48	9/27/2011	10/26/2010	Site	P10-39		3	10	9/27/2016	G	7.68
Paolini	54 Dover Point Road	C	12	12	0	10/6/2009	7/22/2008	Site	P08-15	K	20		10/6/2013	G	1.92
New Meadows Inc	Knox Marsh Rd	A	120	72	48	9/27/2005	9/27/2005	Site	P04-04	H	35C		9/27/2009	W	13.2
Total: Multi-family			335	193	142										15
Subdivisions:															
Child's Subdivision	Childs Dr	H	20	8	12		10/23/2012		P12-20	N	8A-1		H	7.4	
Tidewater Farm	Winterberry Dr	H	7	6	1	6/16/2011	4/26/2011	6/20/2011	P10-51	N	8		6/16/2016	H	2.59
Olive Meadow	Olive Meadow Ln	H	9	9	0	7/19/2011	3/23/2010	7/19/2011	P10-50	A	45-A2		7/19/2016	H	3.33
Labrador Woods	Labrador Dr	H	9	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	5	5	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	8	8	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	15	3	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18		7/28/2011	H	6.66
Lionheart	Littleworth Rd.	H	4	2	2	2/24/2004	2/24/2004	3/8/2004	P03-66	G	28-1		2/24/2008	W	1.48
Ayer	McKone Ln	H	2	1	1	6/5/2003	6/5/2003	6/5/2003	P02-67	N	18		6/5/2007	G	0.74
Total: Single Family			329	209	120										128
TOTAL APPROVED UNITS			664	402	262										144
Elderly:															
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	48	40	8	7/2/2008	3/13/2007		P06-55	M	4		7/2/2011	G	
Arbor Woods	Cielo Dr	H	63	29	34	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4		2/20/2011	W	
Total: Elderly			111	69	42										
APPROVED + ELDERLY			775	471	304										144

* 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\10 Oct Report\COPY of Subdivisions

City of Dover

Bid Solicitation Report

For September 2013

10/1/2013

Department	PO Date	PO No	Vendor	Description	PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No	PO Notes
	Approved By	Fund		Function/Division	
Recreation				2013 Roof Replacement - Dover Indoor Pool	
B14004	09/10/2013	09/30/2013			
Community Services				Plow, Dump and Sanding Equipment for 2013	
B14008	09/10/2013	09/26/2013			
Police				Dover Police Facility Professional Construction Management Services	
B14007	09/10/2013	09/30/2013			
Community Services				Dumpster Enclosures	
Q14-006	09/12/2013	09/24/2013			

City of Dover

Bid Solicitation Report

For September 2013

10/1/2013

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				Snow Plow Cutting Edges	
B14010	09/16/2013	10/07/2013			
Community Services				Segregation and Recycling of Construction and demolition Debris	
B14009	09/17/2013	10/09/2013			
Recreation				Cooling Tower Water Treatment	
B14012	09/17/2013	10/17/2013			
Community Services				Snow Plowing/Hauling Services for City Streets, Parking lots and School Parking Lots	
B14011	09/23/2013	10/09/2013			

Total for

Grand Total All Departments

City of Dover

Revenues of Major Funds September 30, 2013

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 67,862,251	\$ 163,531	\$ 2,031,300	3.0%	\$ 65,830,951	\$ -	\$ 65,830,951	(97.0)%
Licenses & Permits	4,392,780	359,188	1,182,110	27.0	3,210,670	-	3,210,670	73.1
Intergovernmental	2,065,412	17,624	168,371	8.0	1,897,041	-	1,897,041	91.8
Charges for Services	3,159,253	240,585	695,118	22.0	2,464,135	-	2,464,135	78.0
Miscellaneous Revenue	1,316,805	106,443	631,311	48.0	685,494	-	685,494	52.1
Education	11,650,632	185,006	1,615,734	14.0	10,034,898	-	10,034,898	86.1
Operating Transfers In	327,688	-	-	0.0	327,688	-	327,688	100.0
Sub-total : 1000 General Fund	\$ 90,774,821	\$ 1,072,376	\$ 6,323,944	7.0%	\$ 84,450,877	\$ -	\$ 84,450,877	93.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 101,280	\$ 9,466	\$ 21,548	21.0%	\$ 79,732	\$ -	\$ 79,732	78.7%
Parking Income	310,000	22,857	82,598	27.0%	227,402	-	227,402	73.4%
Parking Fines	150,000	6,704	41,149	27.0%	108,851	-	108,851	72.6%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 561,280	\$ 39,027	\$ 145,294	26.0%	\$ 415,986	\$ -	\$ 415,986	74.1%
3320 Residential Solid Waste Fund								
Charges for Services	\$ 950,663	\$ 56,602	\$ 144,414	15.0%	\$ 806,249	\$ -	\$ 806,249	84.8%
Miscellaneous Revenue	0	25	154	0.0	(154)	-	(154)	0.0
Sub-total : 3320 Residential Solid Waste	\$ 950,663	\$ 56,627	\$ 144,567	15.0%	\$ 806,096	\$ -	\$ 806,096	84.8%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 625,628	\$ 52,741	\$ 153,280	25.0%	\$ 472,348	\$ -	\$ 472,348	75.5%
Operating Transfers In	168,110	12,795	52,958	32.0	115,152	-	115,152	68.5
Sub-total : 3381 McConnell Center	\$ 793,738	\$ 65,536	\$ 206,239	26.0%	\$ 587,499	\$ -	\$ 587,499	74.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 428,123	\$ 23,340	\$ 91,720	21.0%	\$ 336,403	\$ -	\$ 336,403	78.6%
Miscellaneous Revenue	18,000	332	762	0.0	17,238	-	17,238	95.8
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	\$ 23,672	\$ 92,482	16.0%	\$ 488,241	\$ -	\$ 488,241	84.1%
5300 Water Fund								
Charges for Services	\$ 4,828,014	\$ 552,400	\$ 1,234,061	26.0%	\$ 3,593,953	\$ -	\$ 3,593,953	74.4%
Miscellaneous Revenue	25,500	7,308	24,296	95.0	1,204	-	1,204	4.7
Sub-total : 5300 Water Fund	\$ 4,853,514	\$ 559,707	\$ 1,258,357	26.0%	\$ 3,595,157	\$ -	\$ 3,595,157	74.1%
5320 Sewer Fund								
Intergovernmental	\$ 6,240	\$ -	\$ -	0.0%	\$ 6,240	\$ -	\$ 6,240	100.0%
Charges for Services	5,692,809	589,487	1,313,026	23.0	4,379,783	-	4,379,783	76.9
Miscellaneous Revenue	36,000	7,055	22,503	63.0	13,497	-	13,497	37.5
Other Financing Sources	1,012,476	-	-	0.0	1,012,476	-	1,012,476	100.0
Sub-total : 5320 Sewer Fund	\$ 6,747,525	\$ 596,542	\$ 1,335,529	20.0%	\$ 5,411,996	\$ -	\$ 5,411,996	80.2%
6100 Dovernet Fund								
Charges for Services	\$ 513,481	\$ 94,459	\$ 142,022	28.0%	\$ 371,459	\$ -	\$ 371,459	72.3%
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	\$ 94,459	\$ 142,022	22.0%	\$ 495,748	\$ -	\$ 495,748	77.7%
Total : REVENUES	\$ 105,900,034	\$ 2,507,947	\$ 9,648,434	9.0%	\$ 96,251,600	\$ -	\$ 96,251,600	90.9%

City of Dover

Expenditures of Major Funds September 30, 2013 (General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 411,699	\$ 18,889	\$ 57,894	14.0%	\$ 353,805	\$ 19,244	\$ 334,560	81.3%
Executive	805,318	59,303	287,918	36.0	517,400	287,000	230,400	28.6
Finance	1,620,731	109,761	424,435	26.0	1,196,296	814,067	382,230	23.6
Planning	491,541	32,839	114,923	23.0	376,618	216,735	159,883	32.5
Misc General Government	903,358	34,717	138,547	15.0	764,811	93,926	670,885	74.3
Police	7,188,131	504,950	1,804,651	25.0	5,383,480	3,257,818	2,125,662	29.6
Fire & Rescue	7,285,481	537,928	1,871,694	26.0	5,413,787	2,905,138	2,508,649	34.4
Community Service Public Works	5,882,719	311,563	1,019,688	17.0	4,863,031	1,695,046	3,167,985	53.9
Recreation	2,008,829	133,475	439,371	22.0	1,569,458	389,969	1,179,490	58.7
Public Library	1,056,082	70,702	263,077	25.0	793,005	565,612	227,393	21.5
Public Welfare	843,167	64,537	177,348	21.0	665,819	120,042	545,777	64.7
Debt Service	9,785,929	-	312,220	3.0	9,473,709	8,925,966	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	2,827,094	6,595,296	16.0	35,668,294	30,966,760	4,701,534	11.1
Intergovernmental	7,706,474	-	-	0.0	7,706,474	-	7,706,474	100.0
Sub-total : 1000 General Fund	\$ 90,834,221	\$ 4,705,757	\$ 13,507,062	14.9%	\$ 77,327,159	\$ 50,257,322	\$ 27,069,837	29.8%
3213 Parking Activity Fund								
Police	\$ 561,280	\$ 31,148	\$ 97,755	17.0%	\$ 463,525	\$ 237,791	\$ 225,734	40.2%
Sub-total : 3213 Parking Activity Fund	\$ 561,280	\$ 31,148	\$ 97,755	17.4%	\$ 463,525	\$ 237,791	\$ 225,734	40.2%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 972,726	\$ 58,585	\$ 158,825	16.0%	\$ 813,901	\$ 747,726	\$ 66,176	6.8%
Sub-total : 3320 Residential Solid Waste Fund	\$ 972,726	\$ 58,585	\$ 158,825	16.3%	\$ 813,901	\$ 747,726	\$ 66,176	6.8%
3381 McConnell Center Fund								
Recreation	\$ 793,738	\$ 19,818	\$ 84,381	11.0%	\$ 709,357	\$ 492,080	\$ 217,277	27.4%
Sub-total : 3381 McConnell Center Fund	\$ 793,738	\$ 19,818	\$ 84,381	10.6%	\$ 709,357	\$ 492,080	\$ 217,277	27.4%
3410 Recreation Special Revenue Fund								
Recreation	\$ 580,723	\$ 29,298	\$ 136,897	24.0%	\$ 443,826	\$ 56,912	\$ 386,914	66.6%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 580,723	\$ 29,298	\$ 136,897	23.6%	\$ 443,826	\$ 56,912	\$ 386,914	66.6%
5300 Water Fund								
Community Service Public Works	\$ 4,957,872	\$ 257,098	\$ 851,357	17.0%	\$ 4,106,516	\$ 1,110,131	\$ 2,996,385	60.4%
Sub-total : 5300 Water Fund	\$ 4,957,872	\$ 257,098	\$ 851,357	17.2%	\$ 4,106,516	\$ 1,110,131	\$ 2,996,385	60.4%
5320 Sewer Fund								
Community Service Public Works	\$ 6,917,127	\$ 451,769	\$ 1,312,100	19.0%	\$ 5,605,027	\$ 1,470,934	\$ 4,134,093	59.8%
Sub-total : 5320 Sewer Fund	\$ 6,917,127	\$ 451,769	\$ 1,312,100	19.0%	\$ 5,605,027	\$ 1,470,934	\$ 4,134,093	59.8%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 781,661	\$ 39,013	\$ 113,638	15.0%	\$ 668,023	\$ 197,872	\$ 470,150	60.1%
Sub-total : 6100 Dovernet Fund	\$ 781,661	\$ 39,013	\$ 113,638	14.5%	\$ 668,023	\$ 197,872	\$ 470,150	60.1%
Total : EXPENDITURES	\$ 106,399,349	\$ 5,592,486	\$ 16,262,016	15.3%	\$ 90,137,333	\$ 54,570,767	\$ 35,566,566	33.4%

City of Dover

Arena - General Fund
Revenue & Expenditure Report
(Including Arena Debt Service attributed to the General Fund)
September 30, 2013

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,328,277	100,802	222,981	16.8	1,105,296	0	1,105,296	83.2
Expenditures	936,955	60,217	180,086	19.2	756,869	166,807	590,062	63.0
Debt Service								
Principal	265,063	0	0	-	265,063	0	265,063	100.0
Interest	60,336	0	0	-	60,336	0	60,336	100.0
	65,923	40,585	42,895	65.1	23,028	(166,807)	189,835	288.0



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, September 18, 2013**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Crago led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Mayor Trefethen and Councilor Weeden.

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

5. DISCUSSIONS

A. GRIFFIN WELL WATER SUPPLY STUDY

City Manager Joyal introduced Dean Peschel, Environmental Projects Manager, to discuss the challenges with the Griffin Well.

Mr. Peschel gave a PowerPoint presentation to the Council regarding the Griffin Well Water Supply Study.

Mr. Emery, of Emery and Garrett Groundwater, Inc., discussed the results of the survey with the Council.

B. DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY (DBIDA) ECONOMIC DEVELOPMENT SERVICES

Mr. Tim Dargan, DBIDA Chairperson, gave an overview of the last three years of DBIDA's and Economic Development Director Barufaldi's work to the Council.

Mr. Barufaldi discussed his requests for an increase to DBIDA's budget to cover the increases in expenses, such as for publishing costs.

The Council discussed all the good work DBIDA has done for the City, and thanked Mr. Dargan and DBIDA members, and Mr. Barufaldi for reporting to the Council.

City Manager Joyal said he will be bringing forth a resolution to the Council with a new contract for DBIDA.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, September 18, 2013**
Meeting Time: **7:00 pm**

6. CITIZEN'S FORUM

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

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

7. ADJOURNMENT

Councilor Weston moved to adjourn, seconded by Councilor Hooper.

Vote: 7/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, September 25, 2013**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Cheney led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. PROCLAMATIONS/AWARDS – None

6. APPROVAL OF AGENDA

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

Vote: 9/0.

Councilor Weeden moved to add a verbal Planning Board Report; seconded by Councilor Weston.

Vote: 9/0.

Deputy Mayor Carrier moved to add a verbal update on the Police Facility Committee Report; seconded by Councilor Garrison.

Vote: 9/0.

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

Vote: 9/0.

7. PUBLIC HEARINGS

A. AMENDMENT OF FISCAL YEAR 2014 FEE SCHEDULE RELATED TO CEMETERY MARKER FEES (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) SPONSORED BY MAYOR TREFETHEN BY REQUEST

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

B. MODIFICATION OF THE ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2014 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FUNDS SPONSORED BY MAYOR TREFETHEN BY REQUEST

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, September 25, 2013**
Meeting Time: **7:00 pm**

8. CITIZEN'S FORUM

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

Douglas DeDe, 143 Locust Street: He gave his best wishes to Mayor Trefethen and his family.

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

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing to the Council. He discussed the environmental issues they were addressing with the developer on the First Street Development Project.

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

Vote: 9/0.

10. APPROVAL OF MINUTES

A. September 11, 2013 – Non-Public Session

B. September 11, 2013 – Regular Session

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

Mayor Trefethen said he would abstain from the vote.

Vote: 8/0/1; Passed. Mayor Trefethen abstained.

11. MAYOR'S REPORT

Mayor Trefethen said he attended the official ground breaking at the Rotary Garden. He said he will officially resign at 11:59pm on Friday, September 27, 2013.

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

Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING – None

B. ORDINANCES IN THE 3rd READING – None



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, September 25, 2013**
Meeting Time: **7:00 pm**

C. RESOLUTIONS

- 1. AMENDMENT OF FISCAL YEAR 2014 FEE SCHEDULE RELATED TO CEMETERY MARKER FEES (REQUIRED A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

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

- 2. MODIFICATION OF THE ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2014 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FUNDS**
SPONSORED BY MAYOR TREFETHEN BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Spuler.
Planning Director Parker gave an overview of the resolution to the Council.
Roll Call Vote: 9/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – Cocheco Arts & Technology Academy**
- 2. ROAD RACE – Dover High School Unified Activities**
- 3. ROAD RACE – Horne Street School Parent Teacher Group**
- 4. ROAD RACE – Moms on the Run**
- 5. WALK – Wentworth-Douglass Hospital & Health Foundation**
- 6. RESOLUTION: AWARD OF ADDITIONAL SCOPE OF ENGINEERING SERVICES 2013 INFILTRATION AND INFLOW REDUCTION**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 7. APPROVAL OF COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY LEASE, McCONNELL CENTER, ROOM 240**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 8. APPROVAL OF MOUNT PROSPECT ACADEMY – D/B/A BECKET FAMILY OF SERVICES LEASE, ROOM 317**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 9. APPROVAL OF NORTHEASTERN BALLET THEATER LEASE, ROOM 239**
SPONSORED BY MAYOR TREFETHEN BY REQUEST
- 10. RESOLUTION: B13074 – FINANCIAL ADVISORY SERVICES**
SPONSORED BY MAYOR TREFETHEN BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, September 25, 2013**
Meeting Time: **7:00 pm**

COMMITTEE REPORTS

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

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

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

Councilor Garrison asked to pull Item 13.A.3.; seconded by Councilor Spuler.

Councilor Weeden asked to pull the Planning Board Report.

Councilor Cheney asked to pull Items 13.A.5., 13.A.8., 13.A.9., 13.A.10., and the Ordinance Codification and Verification Report.

City Manager Joyal said he would like to remove item 13.A.10 from the agenda.

Deputy Mayor Carrier asked to pull the Police Facility Building Committee Report.

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

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved to approve Item 13.A.3.; seconded by Councilor Spuler.

Vote: 9/0.

Deputy Mayor Carrier moved to approve Item 13.A.5.; seconded by Councilor Cheney.

Vote: 9/0.

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

Roll Call Vote: 9/0.

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

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.9.; seconded by Councilor Weeden.

Roll Call Vote: 9/0.

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

Councilor Cheney moved for the approval of the Ordinance Codification and Verification Report; seconded by Councilor Weston.

Vote: 9/0.

Councilor Weeden gave an overview of Planning Board activities to the Council.

Deputy Mayor Carrier moved to accept the Planning Board Report; seconded by Councilor Weston.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, September 25, 2013**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier read an overview of the Police Facility Building Committee, written by Police Chief Colarusso, to the Council.

Deputy Mayor Carrier moved to accept the Police Facility Building Committee Report; seconded by Councilor Weeden.

Vote: 9/0.

B. RESOLUTIONS

1. AUTHORIZATION FOR SALE OF OAK STREET ARMORY PROPERTY SPONSORED BY MAYOR TREFETHEN BY REQUEST

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

2. ESTABLISHMENT OF FY2014 EXPECTATIONS BY MAYOR AND CITY COUNCIL FOR CITY MANAGER SPONSORED BY MAYOR TREFETHEN

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

3. AUTHORIZATION TO ESTABLISH 457 PLAN FOR THE POSITION OF CITY MANAGER SPONSORED BY MAYOR TREFETHEN BY REQUEST

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

C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE –

- A. Friendship Force Letter from Mayor of Gifu City, Japan, dated September 3, 2013**
- B. Comcast Letter, dated September 16, 2013**

Deputy Mayor Carrier moved to place correspondence on file; seconded by Councilor Spuler.
Vote: 9.0

15. COUNCIL MATTERS OF INTEREST

Deputy Mayor Carrier reminded the Council and citizens of the Dover High School Homecoming to be held on Saturday, September 28, 2013.

Mayor Trefethen thanked his family and the citizen's of Dover.

Deputy Mayor Carrier read a proclamation to the Mayor for his service to the City.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, September 25, 2013**
Meeting Time: **7:00 pm**

City Manager Joyal presented the Mayor with flowers and a wooden chair that had the City of Dover seal and the Mayor's name.

The Councilors all thanked the Mayor for his dedication and service to the City.

16. ADJOURNMENT

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

Vote: 9/0.



64

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

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

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

Organization Name: Cocheco Valley Humane Society
Federal Tax ID number for Organization: 22-2561784

Check (✓) Nature of Organization:

Religious , Educational , Charitable , Civic , Sports , Veterans , Fraternal or Political , Other
(Describe) Animal Shelter

Contact Person: Alaina Goodnough Day Time Telephone: 603-749-5322 ext 113
Address: 262 County Farm Rd, Dover Email: devassist@cvhsonline.org
Purpose of Permit: holding raffle at Apple Harvest Day
Date of Event: Sat. Oct 5, 2013 Specific Time: 9am to 4pm
Location of Event: downtown Dover

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: 3 prizes -> Keurig, collection of rest. gift cards, and overnight hotel stay in Durham
Cost of Ticket: \$4 each / 7 for \$5 Date of Drawing: October 12th, 2013
Place of Drawing: Demeritt Hill Farm Lee, NH

* 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://www.doj.nh.gov/charitable-trusts/faq.htm>

Alaina

PARADE PERMITS & BLOCK PARTIES ONLY

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

Police Department Parade Route/Block Party Approval Signature: _____
Printed Name: _____ Check Here If Parade Route Is Attached: _____

ROAD TOLL ONLY

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

Road Toll Location: _____
Police Department Road Toll Approval Signature: _____
Printed Name: _____

Licensing Board Approval  Date: 10/1/13

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 the same.

SIGNATURE OF APPLICANT: Alaina Goodnough DATE: 9/25/13

Bellamy Chapter #5



Disable Veterans Dover N.H

65

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check the type of application: RAFFLE* [checked], TAG* [checked], PARADE** __, BLOCK PARTY** __, ROAD TOLL*** __, Fill In Completely and Return To City Clerk - PLEASE NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: Disable Veterans Chapter 5 and state of N.H Disable Veterans Federal Tax ID number for Organization: 02-6018937

Check Nature of Organization: Religious __, Educational __, Charitable __, Civic __, Sports __, Veterans [checked], Fraternal or Political __, Other (describe) __

Contact Person: Davide Wiggins commander Day Time Telephone: 603 834-3216

Address: 13 Cross Road Rochester N.H Email Address: wigatha@matrocast.net

Purpose of Permit: help raise money to support veterans programs for dover & state

Date of Event: Apple fest oct 5, 2013 Specific Time: 8:30 - 4:30 pm

Location of Event: Apple fest Central Ave Apple festival

(*Raffle Permit only) Prize (s) To Be Awarded: 4 Wheel ATV & mule and a 4 wheeler Both 2014

Amount of Donation: 10 ea 3 for 25 Date of Drawing: June 7 2014 Specific Time: __

Place of Drawing: AT state of N.H Disable Veterans Convention June 7 2014

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.

(Parade Permits and Block Parties only)

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

Police Department Parade Route/Block Party Approval Signature: __ Printed Name: __

Check Here If Parade Route Is Attached: [checked]

(Road Toll only)

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

Road Toll Location: __

Police Department Road Toll Approval Signature: __ Printed Name: __

Licensing Board Approval [Signature] Date: 9/23/13

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 the same.

SIGNATURE OF APPLICANT: [Signature] DATE: 9/11/2013

dur [Signature]

Free

66



CITY OF DOVER
SEP 25 AM 9:10

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check the type of application: RAFFLE*X, TAG* , PARADE** , BLOCK PARTY** , ROAD TOLL*** ,
Fill In Completely and Return To City Clerk - PLEASE NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: Dover High School Hockey Boosters
Federal Tax ID number for Organization: 01-0816464

Check Nature of Organization: Religious , Educational , Charitable , Civic , Sports , Veterans , Fraternal or Political , Other (describe)

Contact Person: Susan C. Martinen Day Time Telephone: 603-531-0069

Address: 256 Washington Street, Dover Email Address: martinensu@aol.com

Purpose of Permit: Raffle Items as Fundraiser at Apple Harvest Day

Date of Event: October 5, 2013 Specific Time: 9am - 4pm

Location of Event: Apple Harvest Day, Downtown Dover

(*Raffle Permit only)
Prize (s) To Be Awarded: various baskets, tickets, ^{Sports} apparel

Amount of Donation: \$5 each or 5 for \$20 Date of Drawing: 10/5 @ 12/7 Specific Time: 4pm

Place of Drawing: Apple Harvest Day @ DHS Hockey Jamboree

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

(Parade Permits and Block Parties only)

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

Police Department Parade Route/Block Party Approval Signature: _____ Printed Name: _____

Check Here If Parade Route Is Attached: _____

(Road Toll only)

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____ Printed Name: _____

Licensing Board Approval [Signature] - Active Date: 9/30/13

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 the same.

SIGNATURE OF APPLICANT: Susan C. Martinen DATE: 9/24/13
Revised 06/24/2013

68

CITY OF DOVER
13 SEP 19 AM 9:10



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: St Thomas Episcopal Church
 Federal Tax ID number for Organization: 02-0223750
 Nature of Organization: (Religious) Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political
 Contact Person: Joseph St George Day Time Telephone: (603) 953-3728
 Address: 5 Hale St Dover NH 03820 Email Address jpstgeorge@gmail.com
 Purpose of Permit: Raffle of Playhouse
 Date of Event: 10/19/13 Specific Time: 2⁰⁰ PM
 Location of Event: St Thomas Church, Dover NH (Parish Hall)

 (Raffle Permit only)
 Prize (s) To Be Awarded: Playhouse
 Amount of Donation: \$2 or 3 Date of Drawing: 10/19/13 Specific Time: 2⁰⁰ PM
 Place of Drawing: St Thomas Episcopal Church Parish Hall

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

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

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

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.
I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 37:91 and/or RSA 286 and I agree to abide by same.

Signature: Joseph St George Date: 9/16/13

Licensing Board approval (ATC) Date: 9/24/13

Revised 03/17/08

All set -
AR

67

CITY OF DOVER
18 SEP 19 AM 9:10



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: St Thomas Episcopal Church

Federal Tax ID number for Organization: 02-0223750

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

Contact Person: Josyhn St George Day Time Telephone: (603) 953-3728

Address: 5 Hale St Dover NH 03820 Email Address: jstgeorge@gmail.com

Purpose of Permit: Raffle of multiple items during church fair

Date of Event: 10/19/13 Specific Time: 2:00 PM

Location of Event: St Thomas Episcopal Church Parish Hall

(Raffle Permit only)
Prize (s) To Be Awarded: Multiple (ex Chocolate Basket, Food Basket, etc)

Amount of Donation: \$1000 for 5 Date of Drawing: 10/19/13 Specific Time: 2:00 PM

Place of Drawing: St Thomas Episcopal Church Parish Hall

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

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

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

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

Signature: Josyhn St George Date: 9/16/13

Licensing Board approval AD Date: 9/24/13

Revised 03/17/08

All set,
DC



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: Kiwanis Club of Dover, NH

Federal Tax ID number for Organization: 020194230

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

Contact Person: Grover L. Tasker, Sr. Day Time Telephone: 603-742-4961

Address: 621 Central Ave., Dover, NH 03820 Email Address grover@taskerfh.com

Purpose of Permit: Fund raiser for Kiwanis Club

Date of Event: Saturday Oct. 26, 2013 Specific Time: 9:00 a.m. to 11:00 a.m.

Location of Event: Downtown Dover - River Walk

Prize (s) To Be Awarded:

Amount of Donation: Date of Drawing: Specific Time:

Place of Drawing:

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

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

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

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

Signature: (s) Grover L. Tasker, Sr. Date: Sept. 10, 2013

Licensing Board approval Date: 9/18/13 Revised 03/17/08

RECEIVED DOVER CITY CLERK DOVER, NH 2013 SEP 10 10:19 AM Traffic Bureau OK MES All set with Charitable Trusts Unit.



RECEIVED
DOVER CITY CLERK
DOVER, NH

2013 SEP 23 A 11:19

APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

RAFFLE* _____, TAG* _____, PARADE** , BLOCK PARTY** _____, ROAD TOLL*** _____
Fill In Completely and Return To City Clerk -- PLEASE NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: _____ / St George Church
Federal Tax ID number for Organization: 5160-020385038 (020355038)e

Check (✓) Nature of Organization:

Religious , Educational _____, Charitable _____, Civic _____, Sports _____, Veterans _____, Fraternal or Political , Other _____
(Describe) Parade Permit (side walk use)

Contact Person: Lorraine Goupil Day Time Telephone: 603-692-3010-781-4288

Address: 40 Cemetery Rd Sim. Email _____

Purpose of Permit: Parade for Living Rosary

Date of Event: Sunday Oct 13 2013 Specific Time: 11:30 - 3:30

Location of Event: St George Church (chapel) St to St Mary's Church back to St George Church

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

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://www.doj.nh.gov/charitable-trusts/faq.htm> N/A

PARADE PERMITS & BLOCK PARTIES ONLY

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

Police Department Parade Route/Block Party Approval Signature: _____

Printed Name: Speidel (Traffic Bureau) Check Here If Parade Route Is Attached: _____

ROAD TOLL ONLY

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

Licensing Board Approval (ATP) Date: 9/28/13

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 the same.

SIGNATURE OF APPLICANT: Lorraine Goupil DATE: Sept. 23, 2013 Pos
Oct 13, 2013



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: Saint Mary Academy
Federal Tax ID number for Organization: 02-0342967
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political
Contact Person: Stephanie Bolduc Day Time Telephone: 742 3299 w/978. 4909 C
Address: 222 Central Ave Dover NH Email Address: luvbugs@comcast.net
Purpose of Permit: Parade - Dover Holiday
Date of Event: Sun, Dec 1 Specific Time: 2:45 pm starts / 10:00 am set up starts
Location of Event: Central Avenue

(Raffle Permit only)

Prize (s) To Be Awarded:
Amount of Donation: Date of Drawing: Specific Time:
Place of Drawing:

* NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS: Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application.
** 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: Stephanie Bolduc Date: 9/9/13

Licensing Board approval [Signature] Date: 9/18/13 Revised 03/17/08

RECEIVED DOVER CITY CLERK DOVER, NH SEP 12 11:41 AM Traffic Bureau OK



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: Saint Mary Academy

Federal Tax ID number for Organization: 02-0342967

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

Contact Person: Beth Evans + Steph Bolduc Day Time Telephone: 742.3299 w/ 1.860.930.1478 cell

Address: 222 Central Avenue Dover NH Email Address: bevans@stmaryacademy.org

Purpose of Permit: fundraiser

Date of Event: March 22, 2014 Specific Time: around 9pm

Location of Event: The Regatta - 28 Levesque Drive, Eliot, ME 03903

Prize (s) To Be Awarded: \$4000 bc for trip / Grocery Gift Cert / Gift cards

Amount of Donation: \$10- Date of Drawing: March 22 Specific Time: around 9pm

Place of Drawing: The SMA Auction @ The Regatta

* 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: Stephanie Bolduc Date: 9/12/13

Licensing Board approval [Signature] Date: 9/18/13 Revised 03/17/08

RECEIVED DOVER CITY CLERK DOVER, NH

All set with Charitable Trust Unit. DS



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

RAFFLE* [X], TAG* ____, PARADE** ____, BLOCK PARTY** ____, ROAD TOLL*** ____,
Fill In Completely and Return To City Clerk - PLEASE NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: First Parish Church Congregational, U. C. C.
Federal Tax ID number for Organization: 02-0240160

Check (✓) Nature of Organization:

Religious [X], Educational ____, Charitable ____, Civic ____, Sports ____, Veterans ____, Fraternal or Political ____, Other ____,
(Describe) Religious organization involved in community & world wide missions
Contact Person: Diane J. Fiske Day Time Telephone: 603-749-0933
Address: 218 Central Avenue Dover Email nonnagalfer@comcast.net
Purpose of Permit: Quilt Raffle + Raffle of donated goods at Holiday fair
Date of Event: Nov. 16, 2013 Specific Time: 9-3:00 (drawing at 3:00)
Location of Event: 218 Central Avenue

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: Quilt + donated goods + services
Cost of Ticket: \$1 or 6 for \$5.00 Date of Drawing: Nov. 16, 2013
Place of Drawing: First Parish Church, 218 Central Avenue

* 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://www.doj.nh.gov/charitable-trusts/faq.htm

PARADE PERMITS & BLOCK PARTIES ONLY

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

Police Department Parade Route/Block Party Approval Signature:
Printed Name: Check Here If Parade Route Is Attached:

ROAD TOLL ONLY

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

Road Toll Location:
Police Department Road Toll Approval Signature:
Printed Name:

Licensing Board Approval [Signature] Date: 9/25/13

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 the same.

SIGNATURE OF APPLICANT: Diane J Fiske DATE: 9/24/13

Handwritten initials 'dof' and '26'



CITY OF DOVER
13 OCT -1 AM 9:10

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

RAFFLE* , TAG* , PARADE** , BLOCK PARTY** , ROAD TOLL***
Fill In Completely and Return To City Clerk - PLEASE NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: Boy Scouts of America - Troop 175
Federal Tax ID number for Organization: _____

Check (✓) Nature of Organization:
Religious , Educational , Charitable , Civic , Sports , Veterans , Fraternal or Political , Other
(Describe) Popcorn Sales

Contact Person: Kathy Guphill Day Time Telephone: 603-502-4210

Address: 21 Tate's Brook Rd. Somersworth NH Email: Kathy@hamshirepewter.com

Purpose of Permit: sell popcorn

Date of Event: 10/12/13 Specific Time: 8-3

Location of Event: Shaw's - Central Ave

Prize (s) To Be Awarded: _____
Cost of Ticket: _____ Date of Drawing: _____
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://www.doi.nh.gov/charitable-trusts/faq.htm>

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

Police Department Parade Route/Block Party Approval Signature: _____
Printed Name: _____ Check Here If Parade Route Is Attached: _____

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

Road Toll Location: _____
Police Department Road Toll Approval Signature: _____
Printed Name: _____

Licensing Board Approval (Signature) Date: 10/2/13

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 the same.

SIGNATURE OF APPLICANT: (Signature) DATE: 9/1/13



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: The Sherman Rock Foundation, Inc
Federal Tax ID number for Organization: 46-3249251
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Geri Scullion Day Time Telephone: 603.343.8649

Address: 84A Fourth St. Email Address: gscullion@theshermanrockfoundation.org

Purpose of Permit: To raise money to provide basic needs of our veterans

Date of Event: 10.13.2013 Specific Time: 10-2

Location of Event: Shews, Central Ave, Dover, NH. 03830

(Raffle Permit only)

Prize (s) To Be Awarded:

Amount of Donation: Date of Drawing: Specific Time:

Place of Drawing:

* NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS: Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application.

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

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

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

Signature: Geraldine M. Scullion Date: 9.9.2013

Licensing Board approval [Signature] Date: 9/23/13 Revised 03/17/08

RECEIVED DOVER CITY CLERK DOVER, NH

All set with Charitable Trusts Unit.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R - 2013.10.09 - 112**
Resolution Re: Award of Additional Scope of Work SCADA Design for City Hall Generator

WHEREAS: Request for Proposal B98046 was solicited and received for Professional Services related to engineering services of the SCADA (Supervisory Control and Data Acquisition) system in 1998. After careful review of the proposals and interviews of top candidates, Woodard & Curran was recommended and approved by city council; and,

WHEREAS: Throughout the years, Woodard & Curran has provided professional services at many water and waste water locations in which the SCADA monitors and facilitates the most efficient operation of each location; and,

WHEREAS: Woodard & Curran has proposed City hall generator Monitoring SCADA Design, PLC Panel Procurement including radio hardware and integration services at the rate of \$16,990.

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

Per Purchasing Code 3-24 B the competitive bidding may be waived by a majority vote of the city council.

The Purchasing Agent is hereby authorized to issue Purchase order to Woodard & Curran in the amount not to exceed \$16,990.00. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
1000.1.300.43180.4431	F&G Building Maint	74,900.00	72,539.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Deputy Mayor Robert Carrier
By request

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

10/3/2013

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2013.10.09 - 112**
Resolution Re: Award of Additional Scope of Work SCADA Design for City Hall Generator

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2013.10.09 - 112**

Resolution Re: Award of Additional Scope of Work SCADA Design for City Hall Generator

RESOLUTION BACKGROUND MATERIAL:

Request for Proposal B98046 was solicited and received for Professional Services related to engineering services of the SCADA (Supervisory Control and Data Acquisition) system in 1998. After careful review of the proposals and interviews of top candidates, Woodard & Curran was recommended and approved by city council. Throughout the years, Woodard & Curran has provided professional services at many water and waste water locations in which the SCADA monitors and facilitates the most efficient operation of each location and is currently under contract with the city for annual maintenance.

Work consists of the following:

1. PLC Control Panel
2. PLC control panel design fabrication, procurement and delivery to site
3. Radio communication hardware, pre-configured and delivered with panel
4. PLC programming of City Hall Monitoring PLC for generators and power status
5. iFIX SCADA screen development displaying generator status, runtime hours and alarms
6. WIN-911 alarm programming for generator and power associated alarms
7. Reporting software programming for generator runtimes
8. As built drawings for control panel.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	As needed
Recommended Award to:	Woodard & Curran	Fund:	F&G
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waive competitive bidding requiring Council approval



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2013.10.09 – 113**
Resolution Re: B14008 Plow Dump and Sanding Equipment for 2014
Freightliner

WHEREAS: Sealed request for proposals B14008 were solicited and received on September 26, 2013 at 11:00 pm to provide and install plow, dump and sanding equipment on city owned 2014 Freightliner. Two responses were received and evaluated by the city personnel; and

WHEREAS: Bid meeting specification and deemed most advantageous was submitted by HP Fairfield LLC of Pembroke, NH and it is the recommendation to award project to HP Fairfield at rates provided on 9/26/13 in the amount not to exceed \$70,585.00

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 HP Fairfield NH at rates provided in conjunction with RFP B14008 not to exceed \$70,585. The amount of this authorization shall be limited so as not to exceed available funding

Financing

Account	Description	Appropriation	Balance
4014.1.300.43121.4743.03110.14	PW Heavy Equipment	200,000	83,208

AUTHORIZATION

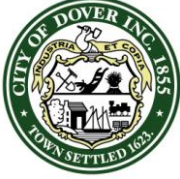
Approved as to Funding: *Daniel R. Lynch* 10/3/13
Daniel R. Lynch
Finance Director
Sponsored by: Deputy Mayor Robert Carrier
By request

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

Recorded by: Karen Lavertu
City Clerk

Susan M. Jostrette
Deputy

ATBL
10/3/2013



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2013.10.09 – 113**
Resolution Re: B14008 Plow Dump and Sanding Equipment for 2014
Freightliner

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2013.10.09 – 113**
 Resolution Re: B14008 Plow Dump and Sanding Equipment for 2014
 Freightliner

RESOLUTION BACKGROUND MATERIAL:

The intention of this bid is to have the successful vendor provide and install plow, dump and sanding equipment for a fully operation vehicle to the City of Dover within 45 days from the receipt of the cab and chassis which will be a 2014 Freightliner 114SD with a CT of 110.54”.

There are several items that do not meet the specifications outlined in the request for bid from Viking Cives (USA).

HP Fairfield is offering the same equipment that the city has on approximately 20 other trucks and is 100 % interchangeable with our existing equipment. The warrantee is three years as opposed to one and the facility is 80 miles (1 way) closer to Dover public work facility. The time frame for completion is an important factor as this vehicle needs to be in service for this winter. HP Fairfield can meet our timeline. The offer from Viking Cives (USA) does not meet timeline and disclaimer regarding the availability of materials from Viking Cives (USA) could extend completion date even further.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	169	Number of Responses:	2
Warranty:	Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	As needed
Recommended Award to:	HP Fairfield LLC	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Results and Vendor Solicitation List:

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

<i>Vendor</i>	<i>\$</i>		<i>Vendor</i>	<i>\$</i>
Viking Cives USA 40 Coles Crossing Sidney ME 04330	\$64,981.40		HP Fairfield 94 Sheep Davis Rd Pembroke NH	\$70,585.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2013.10.09 – 114**
Resolution Re: **Naming of Tim Little Field**

WHEREAS: The City of Dover owns an athletic field utilized in large part by the Dover Soccer Association and located on Shaws Lane that was designed by Tim Little at no cost; and

WHEREAS: The concession building at the Shaws Lane athletic facility was also designed at no cost by Tim Little; and

WHEREAS: The Board of Dover Soccer Association has proposed the field be named in honor of Tim Little, a Dover resident and dedicated volunteer who has performed years of volunteer work in the community and especially related to youth soccer.


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

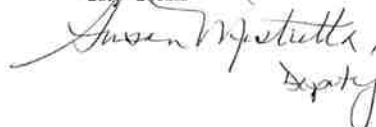
The soccer field that was recently designed by Tim Little and constructed at Shaws Lane is named the "Tim Little Field" to acknowledge Mr. Little's efforts supporting Youth Soccer for boys and girls in the City of Dover.

PUBLIC HEARING REQUIRED PURSUANT TO DOVER ORDINANCE 79-2

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  Finance Director Sponsored by: Deputy Mayor Robert Carrier

Approved for Legal Compliance: Anthony I. Blenkinsop  City Attorney 10/3/2013

Recorded by: Karen Lavertu  City Clerk Deputy



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2013.10.09 – 114**
Resolution Re: **Naming of Tim Little Field**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Tim Little has been involved with the Dover Soccer Association for over 11 years. He is the President of the Soccer Association and has also served as head of the House League for many years. He has donated his services as an engineer to design the Concession/Bathroom building and the newest soccer field at no cost.

Tim's volunteerism has extended past the time his own children were in the program so that a smooth transition could take place with new leadership. Tim is a recipient of the "Don Heyliger Award" which is the award given annually to valued City sports volunteers. He has also been awarded Dover Recreation Volunteer of the year and has been instrumental in establishing Dover Soccer Association as a model program for the region and the State. The Dover Recreation Advisory Board has voted at its meeting on September 23, 2013 to approve of the designation of the new soccer field as the "Tim Little Field".



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number **O-2013.10-09-013**
 Ordinance Title: **General Provisions (et al)**
 Chapter **1 (referencing therein Chapters 2 – 170)**

The City of Dover Ordains:

1. PURPOSE

An Ordinance adopting a codification and revision of the Ordinances of the City of Dover, County of Strafford, New Hampshire pursuant to Dover Charter C3-10; providing for the maintenance and adoption of said Code; except as noted therein; repealing and saving from repeal certain Ordinances not included therein; establishing a penalty for altering or tampering with Code, and making certain changes in previously adopted Ordinances.

2. AMENDMENT

Chapter 1 entitled "General Provisions," with subsequent referenced ordinance chapters through Chapter 170, is hereby adopted.

SEE ATTACHED ORDINANCE IN ITS ENTIRETY

3. TAKES EFFECT

This attached Ordinance in its entirety 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 *DL* Finance Director **Ordinance Verification and Authentication Committee**
 Sponsored by:
 Ward 5 Councilor Catherine Cheney, Chair
 Approved as to Legal Form: Anthony I. Blenkinsop *ATB* City Attorney **10/3/2013** At-Large Councilor Karen Weston, Co-Chair
 Ward 6 Councilor Michael Weeden, Clerk

Recorded by: Karen Lavertu
City Clerk

Aimee Mastretta
Deputy



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number **O-2013.10-09-013**
Ordinance Title: **General Provisions (et al)**
Chapter **1 (referencing therein Chapters 2 – 170)**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

The Dover Charter C3-10 requires codification of the ordinances of the City of Dover every ten years. Over the last year, in cooperation with Department Heads, the Ordinance Codification and Verification Committee reviewed all the ordinances of the City of Dover. Through the adoption of Chapter 1 some Chapters are being recommended for repeal and some amendments to Chapters are being recommended.

DOVER CODE

GENERAL PROVISIONS

CHAPTER 1

ARTICLE 1

ADOPTION OF CODE

- 1-1. Adoption of Code.**
- 1-2. Code Supersedes Prior Ordinances.**
- 1-3. Effective Date.**
- 1-4. Copy of Code on File.**
- 1-5. Distribution of Ordinances**
- 1-6. Ordinances and Resolutions Saved from Repeal; Matters not Affected.**
- 1-7. Changes in Previously Adopted Ordinances.**
- 1-8. Severability.**
- 1-9. Code Book to be Kept Up-to-Date.**
- 1-10. Sale of Code Book; Supplementation.**
- 1-11. Publication; Filing.**
- 1-12. Tampering with Code; Penalties for Offenses.**
- 1-13. Incorporation of Provisions into Code.**
- 1-14. Acknowledgment.**

ARTICLE II

CODIFICATION AUTHENTICATION

- 1-15. Preface.**
- 1-16. Contents of Code.**
- 1-17. Reserved Chapters.**
- 1-18. Division of Code.**

GENERAL PROVISIONS

- 1-19. Grouping of Ordinances and Arrangement of Chapters.**
- 1-20. Table of Contents.**
- 1-21. Pagination.**
- 1-22. Numbering of Sections.**
- 1-23. Chapter Histories.**
- 1-24. Additions, Amendments, Revisions, Repeals.**
- 1-25. General References.**
- 1-26. Standardized Changes and Style Guide.**
- 1-27. Summary of Chapter Specific Changes.**

ARTICLE III

MATTERS OF THE CODE

- 1-28. Legislation Adopted/Excluded During Codification Authentication Effort.**
- 1-29. Documents, Bylaws, Rules and Regulations.**
- 1-30. Green Book Header Page and Table of Contents**
- 1-31. Other Findings.**
- 1-32. Originating Official Ordinance with Voting Records.**

[HISTORY: Adopted by the City Council on November 13, 2013 as Ord. No. 2013.10.09-001]

DOVER CODE

ARTICLE I

ADOPTION OF CODE

1-1. Adoption of Code.

Pursuant to C3-10 of the Charter, the ordinances of the City of Dover of a general and permanent nature, adopted by the City Council, as revised, codified and consolidated into chapters and sections by the Ordinance Codification and Verification Committee and consisting of Chapters 1-170 each inclusive, are hereby approved, adopted, ordained and enacted as the “Code of the City of Dover”, herein known and referred to as the “Code”. The Code shall be treated and considered as a new and original comprehensive ordinance which shall completely supersede the Revised Ordinances of the City of Dover, 1983 and all other general ordinances passed by the City Council, prior to November 13, 2013, except as by reference thereto as expressly identified, saved from repeal or continued in force and effect for any purpose.

1-2. Code supersedes prior ordinances.

This ordinance and the Code shall supersede all other general and permanent ordinances enacted prior to the enactment of this Code, except such ordinances as are hereinafter expressly saved from repeal, continued in force, or identified.

1-3. Effective date.

All provisions of this ordinance and the Code shall be in full force and effect on and after November 13, 2013.

1-4. Copy of Code on file.

A copy of the Code in loose-leaf form has been filed in the office of the City Clerk and shall remain there for use and examination by the public until final action is taken on this ordinance; and if this ordinance shall be adopted, such copy shall be certified to by the Clerk of the City of Dover by impressing thereon the seal of the City, as provided by law, and such certified volume shall remain on file in the office of the Clerk, to be made available to persons desiring to examine the same during all times while the said Code is in effect. Per Charter C3-10 Codification of Ordinances the City Council and City Clerk will affix signatures and the City Seal to the certified volume.

1-5. Distribution of ordinances.

Printed copies of the certified volume of the Code shall be distributed by the Clerk to the members of the City Council. Such copies will receive periodic updates. Electronic representation of the Code shall be maintained on the City web-site.

GENERAL PROVISIONS

1-6. Ordinances and resolutions saved from repeal; matters not affected.

The repeal of ordinances and resolutions provided for in 1-2 of this ordinance shall not affect the following classes of ordinances, resolutions, rights and obligations, which are hereby expressly saved from repeal:

- A. Any ordinance or resolution adopted subsequent to November 13, 2013.
- B. Any right or liability established, accrued or incurred under any legislative provision of the City of Dover prior to the effective date of this ordinance or any action or proceeding brought for the enforcement of such right or liability.
- C. Any offense or act committed or done before the effective date of this ordinance in violation of any legislative provision of the City of Dover or any penalty, punishment or forfeiture which may result therefrom.
- D. Any prosecution, indictment, action, suit or other proceeding pending or any judgment rendered prior to the effective date of this ordinance brought pursuant to any legislative provision of the City of Dover.
- E. Any franchise, license, right, easement or privilege heretofore granted or conferred by the City of Dover.
- F. Any ordinance or resolution of the City of Dover providing for the laying out, opening, altering, widening, relocating, straightening, establishing grade, changing name, improvement, acceptance or vacation of any right-of-way, easement, street, road, highway, park or other public place within the City of Dover, or any portion thereof.
- G. Any ordinance or resolution of the City of Dover appropriating money or transferring funds, promising or guaranteeing the payment of money or authorizing the issuance and delivery of any bond of the City of Dover or other instruments or evidence of the City's indebtedness.
- H. Ordinances or resolutions authorizing the purchase, sale, lease or transfer of property, or any lawful contract or obligation.
- I. The levy or imposition of special assessments or charges.
- J. The dedication of property.
- K. Any ordinances or resolutions relating to salaries or employee health or retirement benefits.
- L. Any ordinance relating to the control of motor vehicles and traffic within the City of Dover.

DOVER CODE

1-7. Changes in previously adopted ordinances.

In compiling and preparing the ordinances for adoption and revision as part of the Code, pursuant to C3-10 Codification of Ordinances of the Charter, certain grammatical changes and other minor changes were made in one (1) or more of said ordinances. It is the intention of the City Council that all such changes be adopted as part of the Code as if the ordinances so changed had previously been formally amended to read as such.

1-8. Severability.

If any clause, sentence, paragraph, section, Article or part of this ordinance or resolution cited hereof shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section, Article or part thereof directly involved in the controversy in which such judgment shall have been rendered.

1-9. Code book to be kept up-to-date.

It shall be the duty of the City Clerk to keep up-to-date the certified volume of the book containing the Code of the City of Dover required to be filed in the Office of the Clerk for the use of the public. All changes in said Code and all ordinances adopted by the City Council subsequent to the enactment of this Chapter in such form as to indicate the intention of the City Council to be a part of said Code shall, when finally enacted or adopted, prompt the City Clerk to update the certified volume of the Code and maintain the integrity of the ordinances.

1-10. Sale of Code book; supplementation.

Copies of the Code book containing the Code of the City of Dover may be purchased from the Clerk of the City of Dover according to the fee as set in the Fee Schedule.

1-11. Publication; filing.

The Clerk of the City of Dover, pursuant to law, shall cause to be published, in the manner required, notice of the introduction and adoption of this Chapter in the official newspaper of the City. A copy of the Code of the City of Dover shall be maintained in the Office of the Clerk for inspection by the public at all times during regular office hours. The enactment and application of this Chapter, including publication as required by state law and the Charter, coupled with the availability of a copy of the Code for inspection by the public, shall be deemed, held and considered to be due and legal publication of all provisions of the Code for all purposes.

1-12. Tampering with Code; penalties for offenses.

Any person who, without authorization from the City Clerk, changes or amends, by additions or deletions, any part or portion of the Code of the City of Dover or who alters or tampers with such Code in any manner whatsoever which will cause the legislation of the City of Dover to be

GENERAL PROVISIONS

misrepresented thereby or who violates any other provision of this ordinance shall, upon conviction thereof, be subject to a fine of not more than five hundred dollars (\$500.00).

1-13. Incorporation of provisions into Code.

This ordinance and provisions of this ordinance are hereby made Chapter 1 of the Code of the City of Dover, to be entitled "General Provisions". The official Ordinance voted on by the City Council November 13, 2013 Ord. No. O-2013.10.09-001 pages 1&2 adopting this Chapter will also be included in this Chapter.

1-14. Acknowledgment.

The Ordinance Codification and Verification Committee acknowledges the efforts of numerous individuals, including the City Council, the City Manager, City General Legal Counsel, City Staff, Department Heads and the Public. Their diligence to the required tasks of research and review of legislation contributed the needed coordination of all communications involved. Ordinance Codification and Verification Committee Members, Councilor Catherine Cheney, Chair; Councilor Karen Weston, Co-Chair; Councilor Michael Weeden, Clerk; Councilor Dorothea Hooper; General Legal Counsel Allan Krans, ex officio; General Legal Counsel Anthony I. Blenkinsop, ex officio. The codification and authentication of the ordinances of the City of Dover reflects an appreciation of the needs of the community.

DOVER CODE

ARTICLE II

CODIFICATION AUTHENTICATION

1-15. Preface.

The City of Dover has passed through the struggles that characterized all American communities in history. While only a few simple laws were necessary at the time of the incorporation of the city, subsequent growth of the community, together with the complexity of modern life, has created the need for more detailed ordinances for the proper function and government of the city. The recording of local law is an aspect of municipal history, and as the community develops and changes, review and current trends must keep pace. The orderly collection of these records is an important step in this ever-continuing process. Ordinances must be more than mere chronological enactments reposing in the pages of old records. They must be available and logically arranged for convenient use and must be kept up-to-date. It was with thoughts such as these in mind that the City Council ordered the codification and authentication of the ordinances under C3-10 of the Dover City Charter, formed an Ordinance Codification and Verification Committee wherein their primary effort would be this effort of codification and authentication. This ordinance will be adopted in the Code of Dover as Chapter 1 to provide contiguity and access to history for a path to origins of all code changes from 1957 to 2013.

1-16. Contents of Code.

The various Chapters of the Code contain all currently effective ordinances of a general and permanent nature enacted by the City Council except as identified in this Chapter.

1-17. Reserved Chapters.

Reserved Chapters have been saved as such, indicating no new Chapters were added. Chapters that were repealed during the effort are now designated as “Reserved”.

1-18. Division of Code.

The Code is divided into parts. Part I, Administrative Legislation, contains all city ordinances of an administrative nature, namely those dealing with the administration of government. Including those establishing or regulating municipal departments and those affecting officers and employees of the municipal government and its departments. Part II, General Legislation, contains all other ordinances of a regulatory nature. Ordinances in this part generally impose penalties for violation of their provisions, whereas those in Part I do not.

1-19. Grouping of Ordinances and Arrangement of Chapters.

The ordinances are organized into chapters, their order being an alphabetical progression from one subject to another. Wherever there are two or more ordinances dealing with the same subject, they are combined into a single chapter. Thus, for example, all ordinances pertaining to alarm systems and security may be found in Part II, in the Chapter entitled “Alarms and

GENERAL PROVISIONS

Security.” In such Chapters the use of Article designations has preserved the identity of the individual ordinances.

1-20. Table of Contents.

The Table of Contents details the arrangement of material by Chapter as a means of identifying specific areas of legislation. Wherever two or more ordinances are combined titles of the several Articles are listed beneath the Chapter title in order to facilitate location of the ordinances.

1-21. Pagination.

The page-numbering system used in each Chapter forms an autonomous unit. On each page there is the letter “P” with the number of that Chapter followed by a “-“ (dash) and the page number within the Chapter. Thus Chapter 2 begins with page “*P 2-1*”, Chapter 41 on page *P 41-1*, etc.

1-22. Numbering of Sections.

A Chapter-related section-numbering system is employed, in which each section of every ordinance is assigned a number which indicates both the number of the Chapter and the location of the section within that Chapter. Taken separately, each describes the content of a particular section. For ease and precision of reference, the Scheme titles are repeated as section headings in the text.

1-23. Chapter Histories.

At the bottom of the Table of Contents in each Chapter is located the legislative history for that Chapter. This history indicates the specific ordinance source from which the chapter was derived, including the ordinance number and the date of adoption. In the case of Articles derived from more than one ordinance, the source of each Article is noted.

1-24. Additions, Amendments, Revisions, Repeals.

Ordinance sections added, amended, revised or repealed at the time of this codification are specifically enumerated in Chapter histories with reference to “Ch. 1, General Provisions (2013)” where the ordinance adopting this Code and making these revisions will appear after final enactment. Sections so amended or revised are also indicated in the text by means of editor’s notes referring to the Chapters cited in this Chapter. The history of other amendments to each Chapter appears where pertinent in the text.

1-25. General References.

In each Chapter containing material related to other Chapters in the Code, a table of General References is included to direct the reader’s attention to such related Chapters.

DOVER CODE

1-26. Standardized Changes.

These changes, amendments and revisions are found in Article II of this Chapter.

- A. The use of gender-neutral language where appropriate; where “Chairman” was found updated to “Chair”, where “his designee” found “designee”.
- B. Renumbering of sections and paragraphs as defined by the Codification effort; ie: 22.1-1 to 22.2 and 22.2 to 22.3 as appropriate; this was applied to all sections.
- C. Amended Statutory references in Chapters using “RSA” in place of “Revised Statutes Annotated” and Verifying reference accuracies; ie: Chapter 56 (56-2, 56-3.A).
- D. The use of “Reserved” for portions of the Code with articulation of the name of the Code section deleted either through this effort or as carried forward; use of the word “formerly” with the name of the Section or Chapter title and reference to the history in annotation for the Section/Chapter; ie: Chapter 30 Historic District “RESERVED (formerly ...)” also Chapter 63 Auto Courts and Trailer Camps.
- E. Footnotes were added/restored where through the Verification/Authentication effort they were applicable throughout the Chapters; ie: Chapters 9, 14, 22, 35, 45, 50, 53, 56, 60, 71, 77...
- F. Footnotes were not tied to sections where deleting a footnote would cause subsequent footnotes to change within a Chapter; for this change and reasoning, when Chapters are updated the entire Chapter must be republished and reprinted in its entirety.
- G. Standardization of format used for text in the Chapters using a Style Guide.
- H. Definition sections were relocated to the beginning of Chapters; ie: Chapter 113 Floodplain Development.
- I. Definition words used in Chapters were all changed to start with a Capital letter; the first letter to signify the word as a defined word within the Chapter.
- J. Annotations; Amended, Added, Repealed language, were researched and restored/added with appropriate content throughout all Chapters.
- K. Chapter 1 is generally applicable to all Chapters, but specific Chapters have the notation “see Ch. 1, General Provisions (2013)” inserted.
- L. Standardization on use of terms:
 - (1) For Definitions “As used in this Chapter the following terms mean:”

GENERAL PROVISIONS

(2) Use of the word “Chapter” versus Ordinance, Code

- M. References were checked to simplify Fees. The phrase “see Fee Schedule” was inserted as provided for in Chapter 9 Budget; verbose fee descriptions simplified and standardized; adopted annually by the City Council as part of the budget process the Fee Schedule can be updated without reviewing individual Ordinances; ie: Chapter 60-10 was “100” changed to “Fee Schedule”, Chapter 71-1 had no reference or amount needed “Fee Schedule”. Examples are:
- (1) Ch. 1 General Provisions 1-10 Fee for Code Book
 - (2) Ch. 60 Amusements and Arcades 60-10 \$100
 - (3) Ch. 68 Building Permits 68-16
 - (4) Ch. 86 Dances and Dance Halls 86-3
 - (5) Ch. 89 Dogs 89-10 (89-3 remain in Chapter as determined by state)
 - (6) Ch. 92-7 Driveways 92-7B \$2
 - (7) Ch. 33 Peddlers and Vendors 133-6
- N. Violations, Fines and Penalties were reviewed throughout the Code with appropriate Departments and as a Committee to ensure they were applicable and in amounts appropriate through both time change and State amounts.
- O. Use of the century ie: 2013 where the first digits are 20 to comply with turn of the century clarification.
- P. Use of 365 days versus 1 year where doing so provided clarity.
- Q. Appropriate Departments reviewed content and Chapters updated in accordance with recommendations, research and discussions with the Committee.
- R. **STYLE GUIDE** - the Ordinance Codification and Verification Committee used the Style Guide below for the effort. It created and supported consistency and is provided as a suggested beginning template for future updates or new Chapters.

STYLE GUIDE		
Item	Style	Example
Header	Text: Odd (first) page “Dover Code” Even (second) page: Code Title Font: Times New Roman Size: 12 point Format: <i>Italics</i> Bold ALL CAPS Centered	Odd page example: <i>DOVER CODE</i> Even page example: <i>ZONING</i>
Footer	Text: Page number Font: Times New Roman Size: 12 point Format: <i>Italics</i> Bold “P” Code number “-“ # Centered	<i>P 170-1</i>

DOVER CODE

Margins	Top: 0.5” Bottom: 0.5” Right: 1” Left: 1”	
Spacing	Format: Unless otherwise specified, Semi-Block formatting (single spaced with double spacing between paragraphs/all individual elements) tab 0.5” to begin each paragraph.	Element one text has single spacing between lines. Element two has single spacing between lines.
Chapter Title	Text: Chapter title with chapter number below Font: Times New Roman Size: 14 point for number 16 point for title Format: Bold ALL CAPS Centered	ZONING CHAPTER 170
Table of Contents	Text: Section number Font: Times New Roman Size: 12 point Format: Bold section “.” tab section title “.” 1 Column 1.25/1.75” inch indent/tab	170-1. Title.
History & General References	Text: “HISTORY:” with “Amendments noted where applicable.” with General References below Font: Times New Roman Size: 10 point Format: History enclose with [] all bold ALL CAPS for “GENERAL REFERENCES” - note Left aligned	[HISTORY: Adopted by the City Council of the City of Dover on 02-04-2010 by Ord. No. _____. Amendments noted where applicable.] GENERAL REFERENCES – Dover ordinances Chapter 116 Public Health.
Editor’s Notes	Text: Use symbols beginning with “*” to designate footnote Font: Times New Roman Size: 12 point Format: Left aligned to symbol at end of page	to secure a license. ¹
Article Title	Text: Article number roman numeral with Article title below Font: Times New Roman Size: 14 point Format: Bold ALL CAPS Centered	ARTICLE VII OVERRIDING DISTRICTS

¹ Editor's Note: Editor’s Notes appear in this form

GENERAL PROVISIONS

Chapter Definitions	Text: Code Font: Times New Roman Size: 12 point Format: Left Justified	The following definitions shall apply to this section EMPLOYEE - Any person who handles food
Section Title	Text: Section Number and title Font: Times New Roman Size: 14 point Format: Bold section # “.” tab section title “.”	170-1. Title.
Reserved Section Title Apply for Reserved Chapter Titles also	Text: Section Number and Reserved, followed by former title Font: Times New Roman Size: 14 Point Format: Bold section # “.” Tab section “Reserved.” (formerly “chapter name”)	135-5. Reserved. (formerly Disposition of Monies.)
Section Text	Text: Code Font: Times New Roman Size: 12 point Format: Semi block 0.5” tab left justified	This chapter shall be known and may be cited as the “Zoning Ordinance of the City of Dover, New Hampshire.”
Annotations [Amendments]	Text: Amendment, date and number Font: Times New Roman Size: 10 point Format: [Amended on Mo-Dy-Yr by Ord. No. _____] Bold	[Amended on 01-03-12 by Ord. No. _____] To be placed next to Section Title unless otherwise noted
Numbered Outline	Text: Capital. (number) (letter) (roman) No outline formatting on single subject entries Font: Times New Roman Size: 12 point Format: 0.25” Hanging indent aligned to text above	Code text appears normally above numbered outlines. A. Code text (1) Code text (a) Code Text (i) Code Text

DOVER CODE

1-27. Summary of Chapter Specific Changes.

In all Chapters Codified/Authenticated all the preceding provisions in this Chapter apply including: use of the Style Sheet, Changes (see 1-7), correcting/standardizing annotations, keeping, verifying, restoring annotations with language it pertains to, standardized verbiage, correcting footnotes, all modifications contained and some Chapter specific changes.

PART I - ADMINISTRATIVE LEGISLATION

Chapter 2 CITY COUNCIL ORIENTATION:

- 2-2 Preparation and Presentation of the Orientation Program – provide for review by existing Council for incoming Council
- 2-5 Video and Audio Recording – New, provide for recording of City Council Orientation proceedings

Chapter 3 ADMINISTRATIVE CODE:

- Description language verified/updated
- 3-4 clarification for City Council setting department head salaries
- RSA and Charter compliances checked and updated
- 3-41 Bidding amounts compliant with RSA
- This Chapter is recommended by Administration

Chapter 5 COMMITTEES, BOARDS AND COMMISSIONS:

- Description language verified/updated
- RSA and Charter compliances checked and updated
- O-2013.01.09-1 Parking Commission ordinance adopted/included through process
- O-2013.06.26-011 Arts Commission ordinance adopted/included through process

Chapter 9 BUDGET:

- 9-3 Schedule of Fees – standardize on Fee Schedule for all Chapters as reference
- Provide for Fee Schedule by the same deadline (April 15th) as the Budget

Chapter 14 CONSERVATION COMMISSION:

- 14-4 Membership; Terms; Removal; Vacancies – updated to include not less than three members
- Corrected Annotations

Chapter 22 CODE OF ETHICS:

- HISTORY: included Ordinance notation
- 22.1.1 → 22.2
- 22-2 → 22.3
- 22-10. Future Employment – updated (1) year to 365 days
- GENERAL REFERENCES: include Dover Charter Article X

GENERAL PROVISIONS

Chapter 26 FISCAL YEAR:

- 26-1 RSA notation standardized/updated

Chapter 30 HISTORIC DISTRICTS:

- Status Changed to RESERVED per Department

Chapter 35 LICENSING BOARD:

- Annotations, Footnotes

Chapter 41 PLANNING BOARD:

- 41-4 status changed to Reserved (formerly Advisory Committee) per department recommendation
- 41-5 status changed to Reserved (formerly Membership of Advisory Committees) per department recommendation
- 41-6 status changed to Reserved (formerly Approval and Recording of Plats) per department recommendation
- 41-7 status changed to Reserved (formerly Recording of Streets and Parks on Official Map) per department recommendation
- 41-8 status changed to Reserved (formerly Subdivision Regulations) per department recommendation
- 41-9 status changed to Reserved (formerly Standards for Subdivision Approval) per department recommendation
- 41-10 status changed to Reserved (formerly Conditional Approval of Plats) per department recommendation
- 41-11 status changed to Reserved (formerly Plat Submission Procedure) per department recommendation
- 41-12 status changed to Reserved (formerly Separate Acceptance of Streets and Open Space) per department recommendation
- 41-13 status changed to Reserved (formerly Street Acceptance Procedure) per department recommendation
- 41-14 status changed to Reserved (formerly Access to Public Streets) per department recommendation
- 41-15 status changed to Reserved (formerly Sale of Land Prior to Approval; Penalties) per department recommendation
- 41-1 Establishment – RSA notation standardized
- 41-2 Powers and Duties – updated per Department recommendation/review
- 41-3 Composition of Board – standardized language, clarified per Department recommendation/review
- 41-4 through 41-15 revoked department recommendation status Reserved (formerly...)

Chapter 45 FILING OF RULES AND REGULATIONS:

- Formatting verified
- HISTORY updated
- Footnotes fixed – previously referred to A172 no longer used

DOVER CODE

Chapter 50 SEAL:

- Formatting verified
- HISTORY updated

Chapter 53 SURETY LIMITATIONS:

- Formatting verified

PART II - GENERAL LEGISLATION

Chapter 56 ADULT BOOKSTORES:

- Statute language standardized (RSA)
- 56-3 RSA clarification
- 56-3 fine updated \$200 to \$300 dollar amount standardized
- Annotations (amended... restored)
- Formatting verified

Chapter 58 ALARMS AND SECURITY:

- TABLE OF CONTENTS ARTICLE IV TELEGRAPH FIRE ALARM – clarified Repealed Ordinance/Date
- 58-3 Definitions and Word Usage – standardized definition language
- 58-5 Enforcement and 58-6 Inspections– verbiage Article standardized to Chapter
- 58-7 Responsibility for Compliance and other sections of Chapter capitalized for proper reference to definitions
- 58-10 Exterior Doors... clarified references and definitions
- 58-16.1 → 58-17
- 58-17 → 58-18
- 58-18 → 58-19
- 58-19 → 58-20
- 58-20 → 58-21
- 58-21 → 58-22
- 58-22 → 58-23
- 58-23 → 58-24
- 58-24 → 58-25
- 58-25 → 58-26
- 58-26 → 58-27
- 58-27 → 58-28
- 58-28 → 58-29
- 58-29 → 58-30
- 58-30 → 58-31
- 58-31 → 58-32
- 58-32 → 58-33
- 58-33 → 58-34

GENERAL PROVISIONS

Chapter 60 AMUSEMENTS AND ARCADES:

- ARTICLE I title changed from BOXING to PROFESSIONAL FIGHTING SPORTS COMPETITIONS
- 60-1 Bouts changed to Professional Fighting Sports Competitions
- 60-11 Machine License Transfer Fee - \$10 changed to refer to Fee Schedule
- 60-12 Arcade License Transfer Fee – \$100 changed to refer to Fee Schedule
- Use of Chapter language standardized
- Clarified definition for MECHANICAL DEVICE
- 60-10 Referred to Fee Schedule (where fee was \$100.00) in Chapter

Chapter 63 AUTO COURTS AND TRAILER CAMPS:

- REPEALED - Status Changed to RESERVED per Department

Chapter 66 BICYCLES, SKATEBOARDS AND SCOOTERS:

- HISTORY added amended notations
- 66-1 Definitions – qualified Scooter
- 66-2 Bicycle Registration Required; Non Transferability – added Dover Residence as a qualifier
- 66-5 Violations and Penalties – standardized monies notation, qualified wording on violation

Chapter 68 BUILDING CONSTRUCTION:

- TABLE OF CONTENTS updated Reserved sections with formerly language
- HISTORY – included amended notation missing
- 68-1 Statutory Authority – standardized RSA notation
- 68-2 Adoption of Standards – included missing amended notation, clarified specific and general language in paragraph to Building Code
- 68-3 Office of the Building Official Established – clarified language
- 68-3 chief executive officer of the City of Dover → City Manager
- 68-13 Building Official – fixed footnote and amended language (done throughout Chapter as in others)
- 68-7 68-9 68-10 68-11 added repealed notations and formerly titles
- 68-11 REPEALED status changed to Reserved (formerly Fees)
- 68-14.D Building Permit Procedure – clarified/added
- 68-16 Building Permit Fees – clarified see Fee Schedule

Chapter 71 BUILDING WRECKING AND DEMOLITION:

- Corrected Footnotes

Chapter 74 CEMETERIES:

- TABLE OF CONTENTS updated Reserved sections with formerly language
- Corrected Footnotes
- 74-4 Certain Vehicles and Domestic Animals Restricted – corrected annotations, clarified motorcycles, bicycles with OHRV Off Highway Recreational Vehicles

DOVER CODE

Chapter 77 CITY MOTOR VEHICLES:

- Corrected Footnotes

Chapter 79 CITY PROPERTY:

- Corrected Footnotes
- Standardized RSA reference
- 78-7 Naming of City Property – standardized RSA reference
- 78-8 Violations and Penalties – standardized dollar notation
- 79-10 Storage of Sludge on City Property Prohibited - standardized dollar notation
- 79-11 Disposing of Tax Deeded and City Owned Real Estate changed to Disposing of City Owned Real Estate, paragraph language clarified/updated, amended notations corrected/added, dollar notation standardized
- 79-11(J) REMOVED
- 79-11(J) as Renumbered → Corrected referenced names for DBIDA – Dover Business and Industrial Development Authority (was Dover Economic Development Corporation)
- 79-12 Use of City Property – language clarified/updated
-

Chapter 82 CURFEW:

- Added Reserved and formerly language to Chapter (was REPEALED in 2008)

Chapter 86 DANCES AND DANCE HALLS:

- 86-3 Fees – moved to Fee Schedule
- 86-10 Closing Hours on Sunday – REMOVED added Reserved and formerly notation
- 86-11 Violations and Penalties – updated fine from \$100 to \$500 and standardized dollar notation

Chapter 89 DOGS:

- Corrected footnotes and amended notation language and placement, standardized Chapter reference
- Fees in 89-3 remain in chapter set by state
- 89-6 Penalty for Unlicensed Dog – verified fines with state amounts
- 89-7 Seizure of Unlicensed Dogs – clarified names and entities of organizations
- 89-9 Impoundment – clarified language
- 89-10 Notice to Owner; Redemption – clarified language, put in Fee Schedule reference

Chapter 92 DRIVEWAYS:

- Clarified language throughout, defined terms capitalized
- 92-2 Statutory Authority– standardized, verified and updated RSA
- 92-3 Applicability – clarified and changed language
- 92-4 Driveway definition changed
- 92-5 Construction Permits – standardized, verified and updated RSA
- 92-6 Standards – corrected format of defined terms

GENERAL PROVISIONS

- 92-7.B Paving Contractor's License – put in Fee Schedule reference was \$2
- 92-10 Modifications of Standards – clarified references
- 92-11 REMOVED “All abutters shall be notified of said hearing by certified mail.”
As language in 92-11(A) was updated to clarify requirement

Chapter 94 DRUG PARAPHERNALIA:

- REPEALED per department recommendation added Reserved and formerly reference

Chapter 97 TRASH AND RECYCLING COLLECTION:

- Clarified language throughout, defined terms capitalized
- History added amended language
- 97-1 Definitions added amended language, took out “means”
- 97-3.A Commercial Collections – updated
- 97-6 RSA updated
- 97-16.D Composting Operations – removed paragraph (b)
- 97-15 Fines updated

Chapter 99 EATING AND DRINKING ESTABLISHMENTS:

- Table of Contents 99-11 updated with Reserved
- 99-1 Definitions - updated
- 99-3 Fees – clarified Fee Schedule language
- 99-5 Inspection updated from 3 to 6 months
- 99-6.M Sanitation Requirements temperature from 50 to 40 degrees
- 99-11 put in Reserved formerly language

Chapter 100 ELECTIONS:

- 100-3 Candidates – updated RSA reference, clarified Chapter 137 reference
- 100-4 Conduct at Polls – clarified language 10 foot corridor
- 100-4(E) Added bi-annual election law class
- 100-5 Election Assistants – clarified language
- 100-6 Board of Supervisors of Elections – standardized RSA references
-

Chapter 102 ELECTRICAL STANDARDS:

- TABLE OF CONTENTS updated Reserved sections with formerly language
- Corrected HISTORY amended reference
- 102-3, 102-5, 102-8 added Reserved with formerly reference
- Restored amended notation
- 102-30 Fees – clarified language

Chapter 109 FIRE PREVENTION AND LIFE SAFETY:

- TABLE OF CONTENTS updated Reserved sections with formerly language
- Corrected HISTORY amended reference
- Clarified language throughout, defined terms capitalized

DOVER CODE

- 109-1 Statutory Authority – standardized RSA notation
- 109-3, 109-4, 109-12 added formerly language to Reserved title
- 109-15 Violations and Penalties – put in standardized dollar notation
- 109-19 Smoke Detection Requirements – clarified language reference to editions of NFPA guides
- 109-24 Violations and Penalties – clarified language
- 109-27 Oil Burners and Equipment clarified RSA 153 State Board of Standards reference
- 109-29 Violations and Penalties – clarified language
- 109-30 Installation of Sprinkler System Required – clarified language reference to editions
- 109-32 Violations and Penalties – clarified language
- 109-33.J Public Safety Amplification System Required in Large Facilities – Violations and Penalties - clarified language

Chapter 113 FLOODPLAIN DEVELOPMENT:

- TABLE OF CONTENTS **renumbering of Chapter (113-4 through 113-14)**, to move Definitions to beginning of Chapter
- Inserted Article II WORDS and PHRASES from Article V
- ARTICLE V → ARTICLE II
- ARTICLE II → ARTICLE III
- ARTICLE III → ARTICLE IV
- ARTICLE IV → ARTICLE V
- Clarified language throughout, defined terms capitalized, standard Chapter word use inserted
- 113-4 Definitions was 113-14 – new terms inserted, updated existing terms
- Annotations added/restored

Chapter 116 HEALTH, PUBLIC:

- TABLE OF CONTENTS updated Reserved sections with formerly language
- 116-2.1 Feeding of Wildlife on Public Property renumbered to 116-3
- 116-3 renumbered to 116-4 – Reserved with formerly reference
- 116-5 Household Drains replaced 116-5 Construction of Privies and Cesspools
- 116-6 Reserved with formerly language to include reference for 116-5 Construction of Privies and Cesspools and 116-6 Hours of Cesspool Cleaning
- 113-3 REMOVED (formerly Keeping of Animals) status changed to Reserved see Chapter 170 Zoning
- REMOVED Construction of Privies and Cesspools, Permitted Hours for Cesspool Cleaning
- 116-7.1 → 116-8
- 116-7.2 → 116-9
- 116-8 → 116-10
- 116-9 → 116-11
- 116-10 → 116-12

GENERAL PROVISIONS

- 116-11 → 116-13
- 116-12 → 116-14
- 116-13 → 116-15

Chapter 119 HOUSING STANDARDS:

- TABLE OF CONTENTS, combined Title and Statutory Authority sections to move Definitions to beginning of Chapter from 119-34 to 119-2
- Updated GENERAL REFERENCES section to put in Chapter 102 Electrical Standards
- 119-2 Definitions moved from 119-34
- 119-3 Purpose – language and RSA reference clarified
- 119-6 Defense of Officers and Employees – language clarified
- 119-8 Administration - language clarified
- 119-11 Basic Equipment and Facilities – removed footnote and annotated paragraph title, corrected paragraph C annotation
- 119-12.B(3) Occupancy Standards – inserted Chapter reference for clarification
- 119-13.B(3)(d) Space, Use and Location – clarified State Building Code and State Fire Code reference
- capitalization of defined terms throughout Chapter

Chapter 126 MANUFACTURED HOME PARK:

- Title of Chapter changed title from Mobile Home Parks
- Changed referenced to mobile homes to manufactured home
- Footnotes corrected
- 126-1 Definitions – updated
- 126-2 location in Manufactured Home Parks; Standards – clarified language and HUD reference
- 126-5 Site Requirements – updated/clarified
- 126-5.I update 3 to 5 feet
- 126-6 Streets, Walks and Parking – updated/clarified
- 126-6.C changed from 2 to 3 feet
- 126-7 Utilities – updated/clarified
- 126-9.C RSA notation standardized
- 126-12 Appeals – RSA language standardized

Chapter 127 MUNICIPAL RECORDS:

- HISTORY updated/clarified
- 127-1 Municipal Records Committee – clarified with State Statute, verbiage clarified specific to Dover
- 127-2 Definitions – updated
- 127-3.O powers, Duties, and Guidelines - clarified
- 127-4 Records Management Officer – section clarified, gender neutrality included

DOVER CODE

Chapter 131 OFFENSES:

- TABLE OF CONTENTS – updated, sections changed
- 131-1 Reserved – now Definitions – Definitions added to Chapter with formerly Loitering and Obstruction language
- 131-3 Prohibited Weapons – language updated
- 131-3.1 → 131-4 Safe Storage of Firearms formerly language added
Definitions removed
- 131-4 Reserved – struck out removed for renumbering of 131-3.1
- Amended notation corrected/restored
- 131-13 formerly language added
- 131-13.1 → 131-14 Fireworks – language added for clarification Chapter 109
Fire Prevention and life Safety
- 131-13.2 → 131-15 Operation of Boats and Vehicles on Willand Pond
Restricted
- 131-14 → 131-16 Violations and Penalties
- 131-15 → 131-17 Sale of Rolling Papers to Minors – language updated
- 131-16 → 131-18 School Truancy
- 131-17 → 131-19 Facilitation of a Drug or Underage Alcohol Party – dollar
amounts standardized, amended language corrected
- 131-18 → 131-20 Use of Tobacco Products in Henry Law Park, School
Grounds – title changed, language added/updated, clarified, dollar amount
standardized notation
- 131-19 → 131-21 Use of Tobacco Products on the Grounds of the McConnell
Center and Dover Public Library – amended language corrected, dollar amounts
standardized
- 131-20 → 131-22 Registered Sex Offender Restrictions – amended language
corrected, language updated/clarified, defined terms capitalized, paragraph
sequenced
- O-2013.01.09-002 Adopted during Codification

Chapter 132 ADULT ENTERTAINMENT PROHIBITIONS:

- REPLACED - This Chapter is recommended by Committee and Department through
advice and research by Department – updated to conform to State Statute, portions
removed and added/updated, also consistent with other communities.

Chapter 133 PEDDLERS AND VENDORS:

- 133-1 Purpose – standardized and verified RSA notation
- 133-2 License Required: Display of License – clarified language, capitalized defined
terms
- 133-3 Definitions – updated
- 133-6 Fees – Fee Schedule
- 133-7.B Exemptions – clarified for agricultural
- 133-8 Violations – dollar standard notation put in
- Amended language clarified and restored

GENERAL PROVISIONS

Chapter 135 PLUMBING:

- TABLE OF CONTENTS – added formerly references
- HISTORY – corrected ordinance reference
- Corrected/restored annotation references
- 135-24 Violations and Penalties – updated fine from \$100 to \$200

Chapter 137 POLITICAL CONTRIBUTIONS AND EXPENDITURES:

- HISTORY – corrected ordinance reference
- Corrected/restored annotation references
- Capitalized defined terms

Chapter 140 RESERVED:

- Verified added Reserved formerly Refuse and Annotation to ordinance reference language

Chapter 143 SCENIC ROADS:

- Fixed footnotes and annotations
- 143-1 Designation – clarified language
- 143-21 143-2 Effect of Designation – fixed RSA reference from 252:18 to 231:158, reference to City Council
- 143-4 Protection of Stonewalls – clarified language, City Council, reference to this Chapter

Chapter 147 SEWERS:

- Corrected table contents added formerly language to Reserved.
- Updated defined terms with Capitalization for clarity
- Fixed paragraph run-ons
- 147-3 Fee Schedule reference added
- City's authorized representative changed to Community Services Director, or designee,
- 147-6.E(2) changed Dover Utilities Commission to Director of Community Services, or designee,
- Corrected tables 147-6.E(10)
- Corrected CFR reference and other language 147-13
- 147-15.C(1)(b) language clarification

Chapter 148 WATER SYSTEM:

- REPLACED - This Chapter is recommended by Committee and Department through advice and research by Department – updated to conform with State Statute, portions removed and added/updated, also consistent with other communities.

Chapter 149 SITE REVIEW REGULATIONS:

- HISTORY – added reference to original City Council adoption 1978.

DOVER CODE

- Chapter 149 is administered and updated by the Planning Board by authority granted by RSA 673. The Planning Board utilizes that right and Chapter 149 and Chapter 155 exist as under Chapter 41 Planning Board.
- Fixed reference typing throughout (ie: 149-13(19), 149-14(2)(c)) reference changed to Chapter 147 Sewers (was rules and regulations of the Dover Sewer Ordinance)
- Fixed tables

Chapter 152 STREETS AND SIDEWALKS:

- TABLE OF CONTENTS – corrected to include PART(s), added formerly language, renumbered 152-6.1 to 152-6, removed Specific Areas of Five Year Prohibition, Waiver of Provisions,-152-6.1 Application; Denial; Appeal, Article XIV corrected to XIII, title updates for 152-28, 152-32
- HISTORY – fixed incorrect ordinance reference/added missing ordinance reference
- 153-3 Reserved – added formerly language
- clarified footnotes
- corrected/restored annotation references
- capitalized defined terms
- ARTICLE III-A changed to ARTICLE III formerly language added
- 152-11 Violations and Penalties – standard dollar notation put in
- 152-13 Violations and Penalties – standard dollar notation put in
- 152-15 Violations and Penalties – standard dollar notation put in
- 152-20 Interference with Vehicular or Pedestrian Traffic – language clarified
- 152-21 Violations and Penalties – standard dollar notation put in
- ARTICLE XII changed to ARTICLE III amended language added, Definitions language clarified
- 152-28.C Licensing of Location – News Rack Limited Exception – paragraphs fixed language clarified
- 152-31 hold Harmless and Insurance – language clarified – terms updated

Chapter 155 SUBDIVISION OF LAND:

- HISTORY – added reference to original City Council adoption 1978.
- Chapter 155 is administered and updated by the Planning Board by authority granted by RSA 673. The Planning Board utilizes that right and Chapter 149 and Chapter 155 exist as under Chapter 41 Planning Board.
- Added 4” and 16” to language 155-40.D(d)
- Minor language and syntax updates throughout

Chapter 161 TAXICABS:

- 161-1 Definitions – language standardized
- Defined terms Capitalized throughout Chapter
- Amended language restored

GENERAL PROVISIONS

Chapter 163 TREES AND VEGETATION:

- HISTORY – fixed added reference
- 163-2 Definitions – clarified terms, City Arborist
- Capitalized defined terms, clarified language

Chapter 165 MOTOR VEHICLE REGISTRATION EXEMPTION FOR PRISONERS OF WAR:

- HISTORY – fixed added reference

Chapter 166 VEHICLES:

- TABLE OF CONTENTS – corrected to include PART(s), added formerly language
- HISTORY – fixed incorrect ordinance reference, clarified history
- FOOTNOTES – corrected, clarified
- Formatted – corrected amended notations
- O-2013.04.10 -003, -004, -005, -006, -007 Adopted and included during Codification ordinances passed by City Council on 04-24-2013
- Included Department recommendations
- Included missing ordinances (ie: 2012.07.25-11)
- Most schedules were revised
- 166-47 Reserved corrected
- 166-53 Schedule F: Commercial Vehicle Travel Restricted – Department recommended extensive update as code was outdated.
- 166 Schedule H updated per department
- 166-56 Schedule I: No Parking Any Time – updates and clarifications

Chapter 170 ZONING:

- Updated annotation references (adding “20” to years after 2000)
- Capitalized Chapter
- Added “designee” removing gender specific language
- Standardizing on section references
- Verifying where indications to numbers were it was enumerated (ie: two (2))

DOVER CODE

ARTICLE III

MATTERS OF THE CODE

1-28. Legislation Adopted/Excluded During Codification Authentication Effort.

- A. Chapter 166 Vehicles and Traffic ordinances were presented and voted on April 24, 2013. These changes were included and placed into the Code with format changes, other conventions implemented during the codification.
- B. Chapter 5 Boards, Commissions and Committees ordinances were presented on January 09, 2013 and June 26, 2013. These changes were included and placed into Code with format changes, other conventions implemented during the codification.
- C. Chapter 170 Zoning ordinances were presented on April 10, 2013 and August 14, 2013. These changes were included and placed into Code with format changes, other conventions implemented during the codification.
- D. Chapter 131 Offenses ordinance was presented on January 9, 2013. These changes were included and placed into Code with format changes, other conventions implemented during the codification.
- E. Chapter 170 Zoning was reviewed by the Committee for formatting only, other standardization suggestions were forwarded to the Planning Board.
- F. Chapters 92, Driveways, Chapter 149 Site Review Regulations, and Chapter 155 Subdivision Regulations are included in the Code as regulations of the Planning Board.

1-29. Documents, Bylaws, Rules and Regulations.

Documents open to public inspection pertaining to municipal bylaws, rules and regulations are on file in the office of the City Clerk, where they may be examined during regular business hours or anytime on the City of Dover's website.

- A. City Council Rules and Regulations
- B. Merit Plan
- C. Budget
- D. Fee Schedule
- E. Municipal Records Retention Schedule
- F. All Boards, Commissions and Committees Rules and Regulations

GENERAL PROVISIONS

1-30. Green Book Header Page and Table of Contents.

The Green Book of Dover contains THE CHARTER and THE CODE inclusive. The codification standardized the three (3) sections of the Header section of the Green Book as:

- A. First Page:
 - (a) The Official Seal of Dover, NH
 - (b) The wording in Capitals, Bold and Large Font Centered

**CITY OF DOVER, NH
CODE BOOK**

PUBLISHED BY THE CITY CLERK'S OFFICE

- B. Next Page:
 - (a) The Official Seal of Dover, NH
 - (b) The wording in Capitals, Bold and Large Font Centered

OFFICIALS OF THE CITY OF DOVER, NH

**Municipal Building
288 Central Avenue
Dover, New Hampshire 03820
Tel: (603) 516-6021
Fax: (603) 516-6666
2013**

DOVER CITY COUNCIL

- (c) A table of the Dover City Councilors with the appropriate Ward

To Be Determined	Mayor
-------------------------	--------------

DOVER CODE

Edward Spuler	Ward 1
William Garrison	Ward 2
Michael Crago	Ward 3
Dorothea Hooper	Ward 4
Catherine Cheney	Ward 5
Michael Weeden	Ward 6
Robert Carrier	At Large/Deputy Mayor
Karen Weston	At Large

(d) Names and Titles of the City Clerk, General Legal Counsel and City Manager:

KAREN LAVERTU
City Clerk

ANTHONY I. BLENKINSOP
General Legal Counsel

J. MICHAEL JOYAL JR.
City Manager

C. Next Page:

(a) Table of Contents Containing:

- i. The Charter with the Articles of Such
- ii. The Code with the Parts of Such

1. PART 1 ADMINISTRATIVE LEGISLATION

2. PART 2 GENERAL LEGISLATION

1-31. Other Findings.

During the codification authentication of the Code there were instances where differences were found in electronic recording of the Ordinances, in the indexing and with the date of adoption and the ordinance numbers themselves. Ordinances will continue to be identified by the date of their first reading and a number for the agenda/docket ie: 2013.05.08-001 the date is the date of the vote ie: 11-13-2013. Thus this Ordinance is recorded as Added on 11-13-2013 by


GENERAL PROVISIONS

Ord. No. 2013.10.09-001. Online the reader will see an ‘O-‘ preceding the Ordinance number: O-2013.10.09-001.

1-32. Originating Official Ordinance with Voting Records.

The following is a copy of the Originating Ordinance O-2013.10.09-013 pages 1 & 2 for Adoption of this Chapter. The entire Ordinance with complete Code volume with strikeouts and underline presentation as required in Charter section C3-8 is available in the Clerk’s Office and online on the City of Dover’s Website.

DOVER CODE

 CITY OF DOVER	CITY OF DOVER - ORDINANCE		Agenda Item#:
	Ordinance Number	O-2013.10-09-001	
	Ordinance Title:	General Provisions (et al)	
	Chapter	1 (referencing therein Chapters 2 – 170)	

The City of Dover Ordains:

1. PURPOSE

An Ordinance adopting a codification and revision of the Ordinances of the City of Dover, County of Strafford, New Hampshire pursuant to Dover Charter C3-10; providing for the maintenance and adoption of said Code; except as noted therein; repealing and saving from repeal certain Ordinances not included therein; establishing a penalty for altering or tampering with Code, and making certain changes in previously adopted Ordinances.

2. AMENDMENT

Chapter 1 entitled "General Provisions," with subsequent referenced ordinance chapters through Chapter 170, is hereby adopted.

SEE ATTACHED ORDINANCE IN ITS ENTIRETY

3. TAKES EFFECT


This attached Ordinance in its entirety 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: Ordinance Verification and Authentication Committee
Approved as to Legal Form:	Anthony I. Blenkinsop City Attorney	Ward 5 Councilor Catherine Cheney, Chair At-Large Councilor Karen Weston, Co-Chair Ward 6 Councilor Michael Weeden, Clerk
Recorded by:	Karen Lavertu City Clerk	

GENERAL PROVISIONS

 CITY OF DOVER	CITY OF DOVER - ORDINANCE		Agenda Item#:
	Ordinance Number	O-2013.10-09-001	
	Ordinance Title:	General Provisions (et al)	
	Chapter	1 (referencing therein Chapters 2 – 170)	

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

The Dover Charter C3-10 requires codification of the ordinances of the City of Dover every ten years. Over the last year, in cooperation with Department Heads, the Ordinance Codification and Verification Committee reviewed all the ordinances of the City of Dover. Through the adoption of Chapter 1 some Chapters are being recommended for repeal and some amendments to Chapters are being recommended.

Document Created by: Legal	O-2013.10.09_General Provisions Chapter 1
Document Posted on:	Page 1 of 1



September 26, 2013

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

Re: Reactivation Fee

Dear Council Members:

In keeping with our ongoing efforts to provide regular updates regarding our service, I am writing to inform you that effective November 1, 2013, due to increases in operating costs, the Late Fee will increase from \$8.00 to \$9.50 and the Reactivation Fee will increase from \$5.00 to \$6.00 for service(s).

Please be advised customers are receiving notification, in advance via bill message, of this change.

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

Sincerely,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government & Regulatory Affairs

