



**CITY OF DOVER**

## CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, March 26, 2014**  
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS – None**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
  - A. CHAPTER 5: BOARD, COMMISSIONS, AND COMMITTEES  
SPONSORED BY COUNCILOR CHENEY**
- 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. March 5, 2014 - Workshop Session**
  - B. March 12, 2014 – Regular Meeting**
- 11. MAYOR’S REPORT**
- 12. UNFINISHED BUSINESS**
  - A. ORDINANCES IN THE 2<sup>nd</sup> READING**
    - 1. CHAPTER 5: BOARD, COMMISSIONS, AND COMMITTEES  
SPONSORED BY COUNCILOR CHENEY**
  - B. ORDINANCES IN THE 3<sup>rd</sup> READING – None**



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### C. RESOLUTIONS

- 1. AMENDMENT OF FY2014 FEE SCHEDULE TO ESTABLISH METER AND PERMIT RATES FOR THE TRANSPORTATION CENTER PARKING LOT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REMOVED FROM TABLE)  
SPONSORED BY MAYOR WESTON BY REQUEST**

### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

- 1. PUBLIC ARTS DISPLAY: Enchanted Gardens – approved by Arts Commission on 3/3/2014**
- 2. RAFFLE – America Legion Post #8**
- 3. RAFFLE – End 68 Hours of Hunger**
- 4. TAG – Dover Baseball**
- 5. RESOLUTION: B14004B INDOOR POOL ROOF REPLACEMENT  
SPONSORED BY MAYOR WESTON BY REQUEST**
- 6. RESOLUTION: PURCHASE OF TWO FORD F250 TRUCKS STATE OF NH CONTRACT  
SPONSORED BY MAYOR WESTON 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 Committee               |

#### B. RESOLUTIONS – None

#### C. ORDINANCES IN 1ST READING – None

### 14. COUNCIL CORRESPONDENCE

### 15. COUNCIL MATTERS OF INTEREST

### 16. ADJOURNMENT



City of Dover, New Hampshire

# City Manager's Report

March 26, 2014



J. Michael Joyal, Jr.  
City Manager



## INSIDE THIS REPORT

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Leadership Team	2
Utilities	3
Streets, Grounds, Facilities & Parks	5
Emergency Management	8
City Outreach	11
City Programs	15
Employee Spotlight	18
Capital Improvements Program	19
Recognition	20
Professional Development	21
Administrative Services	23
Parking & Traffic	25
Progression & Growth	27

Information contributing to this City Manager's Report is gathered on a monthly basis from all departments and is deciphered into various categories. You will find these departmental updates are governed by our core values; Customer-Focused Service, Integrity, Innovation, Accountability and Stewardship.

Monthly statistics are gathered and tracked by the City Manager. You will find charts and graphs throughout the City Manager's Report, depicting some of these statistics. Statistics in their entirety can be found on the City Manager's page of the City website: <http://www.dover.nh.gov/specialprojects.htm>

# City of Dover Leadership Team



Gary Bannon  
Recreation Director



Daniel Barufaldi  
DBIDA Director



Cathleen Beaudoin  
Library Director



Anthony Blenkinsop  
City Attorney



Anthony Colarusso  
Police Chief



Annie Dove  
Information  
Technology Director



Richard Driscoll  
Fire & Rescue Chief



Daniel Lynch  
Finance Director



Lena Nichols  
Public Welfare  
Director



Christopher Parker  
Planning Director



Douglas Steele  
Community Services  
Director



Alison Webb  
Human Resources  
Director



Michael Joyal  
City Manager

# Utilities

The Water/Sewer Billing Office billed for industrial usage only this month. Industrials are billed each month, residential on a quarterly basis.

February 2014	Records Billed	Meter Rent	Total Water Service Billed	Total Sewer Service Billed	Other Service Billed
Industrial Usage	734	\$2,317	\$133,276	\$188,436	\$5,580
** Other Service: Hydrant Winterization & Backflow Inspections					

**Water Rate: \$4.69**  
**Sewer Rate: \$6.53**

### The Utility Division Maintains:

3 Water Treatment Facilities

155 Miles of Water Mains

One 3,000,000 Gallon Water Storage Tank

One 713,000 Gallon Water Storage Tank

122 Miles of Sewer Pipe

23 Wastewater Pumping Stations

One Wastewater Treatment Facility

850,000,000 Gallons of Wastewater per Year

8 Wells:

- Griffin Well
- Ireland Well
- Calderwood Well
- Campbell Well
- Cummings Well
- Smith Well
- Hughes Well
- Bouchard Well

Twice a year, generally in April and September, the Utility Billing Office must face the challenging duty of sending overdue notices out to both residential and industrial accounts that have overdue balances. The office has begun to work on this.

The processing of overdue notices is done systematically. The first batch personnel in the Utility Billing Office works on are overdue notices where over \$1000 is overdue on an account. There were 175 letters mailed out.

Water and sewer overdue notices were just mailed out to 327 individuals that owe between \$500 - \$999 on their account.

The next and final batch the Utility Billing Office works on are the accounts where \$499 and under is overdue. Letters will be mailed to 1,548 individuals. Of course this will change should residents come in to pay on their account prior to the letters being mailed.

Collecting overdue money is not a simple task. Office personnel continually run reports to determine what account is overdue. Once determined, the overdue notices are printed, folded, stuffed into envelopes and then run through the mail machine by the City Clerk's Office. These then have to be picked up by the Post Office. The overdue notices have a deadline in which the property owner is to contact the Water/Sewer billing office to discuss their account/make a payment. If contact is not made by the owner, the Utility Billing Office has to take the next step which is to post the property for shut off.

To post an owner occupied dwelling, the city's utility crews must drive out to the property, place a door knocker on the door knob notifying the owner of the shut off and the date which the shut off will occur. To post a tenant occupied dwelling, the city's utility crews also drive out to the property to place a door knocker on the door knob to let the tenant know, and the Utility Billing Office also generates a letter to the owner of the dwelling advising them of the shut off and shut off date. Again, the printing, folding, etc takes place all over again.

While the process for collecting is taking place, the office personnel is also speaking to residents on the phone and helping residents at the counter. They are not only dealing with the typical day to day payments and inquiries, but also speaking to real estate agents on the buying and selling of properties and various banks on foreclosed properties.



**The Utility Billing Office is located on the first floor of City Hall.**

Staff received calls for four water breaks during the month of February. The first two were at Dover High School. A four inch cast iron line running from Bellamy Road to Dover High School had two ring cracks approximately 200 feet apart. Four crew members, a backhoe, dump truck and service truck responded taking 18 man hours to complete the repair. The third and fourth breaks occurred on Coolidge Avenue on a six inch cast iron pipe. Five crew members responded with one dump truck, two service trucks and a backhoe repairing the first of these breaks in 34 overtime man hours. When water was turned on, the second break occurred in the same main. This repair took crew members an additional 35 overtime man hours to repair. The main runs from Pearl Street to Oak Street and is approximately 500 feet long. This is the fifth break on Coolidge Avenue since 1996. Management has identified the line for potential replacement during the 2014 construction season.

Again this month, crews responded to three frozen meters and/or service line requests.

Crews cleared eight hundred and seventy nine city hydrants for fire department access. An additional two hundred and eighty one hydrants are cleared by private owners. Crews plowed out eight wells, three water treatment plants, twenty pump stations and the Tolend Road Landfill after each storm event.

Crews cleared a sewer backup in front of 80 Third Street and jetted the 23" clay pipe line on a dead end portion of the sewer main. Quick response limited damage to the property. Three crew members responded with the jet truck and a service truck and the backup was repaired in 3 man hours. Due to the backup, the line has been added to the Collection System trouble spot list. Crews responded to three other sewer backups resulting in property owner responsibility.

Pump Station Operators and Maintenance Mechanics continued the daily maintenance of eight wells, three water treatment plants and twenty-three pump stations. A check valve repair on the number two pump at River Street Pump Station was completed by an outside contractor while crews assisted with the uninstall/reinstall of the valve.

Superintendent of Public Works & Utilities has been working closely with Underwood Engineers on the City of Dover's Conservation Plan. The conservation plan must be complete to obtain the permits for well development at Willand Pond.

Water meter crews installed four new meters, responded to eighteen stopped meter appointments, conducted four back flow tests, three meter tests and fifteen final meter readings.



# City Streets, Grounds, Facilities & Parks

Crews repaired 205 pot holes during February using approximately 6 tons of performance cold patch. Cold patch is an asphalt product that is used as a temporary patch or remedy until hot asphalt becomes available. Hot top is made daily during the construction season and is laid in place while hot and then compacted. This is a permanent fix once it cools it becomes a hard tar material. Cold patch doesn't harden like the hot mix.

Administrative staff fielded 19 service requests for mailbox repairs or replacement. Crews repaired or replaced all 19 mailboxes.

Crews (Streets, Stormwater, Utilities, Environmental and Facility & Grounds) plowed and treated roads for eight snow storm events with an approximate snow accumulation of 33 inches, working 2,376.6 hours of overtime with 131.5 contractor hours and treating roads with 932 tons of salt, 1,554 yards of salt/sand combination and 4,320 gallons of salt brine. Salt brine is salt that is mixed with water to create a liquid salt brine. The solution ratio of salt and water has to be correct or the salt will settle out from the brine. The brine is sprayed on roads before snow events. The brine dries and adheres to the asphalt which helps prevent snow from sticking to the roadways. Other advantages to brine are that it can be applied before snow events during regular work hours, and assists crews knowing material is already on roadways when snow events begin.

Public Works personnel also worked two nighttime downtown cleanups. Downtown cleanup consists of removing the snow from the downtown area. On February 11<sup>th</sup>, eleven crew members, four loaders, one loader with blower attachment, two bobcats, two roll-off trucks, nine dump trucks and one sand truck worked 104 overtime hours with 72 contractor hours spreading 14 yards of salt/sand combination to complete the cleanup. On February 20<sup>th</sup>, twelve crew members, five loaders, one loader with blower attachment, two bobcats, two roll-off trucks, ten dump trucks, one light tower and one sand truck worked 113.7 overtime hours with 83.5 contractor hours spreading 6 yards of salt to complete the cleanup.



Loader with blower attachment blowing snow into roll-off container during downtown cleanup.

## Dover Maintains

- 62 miles of sidewalks
- 133 miles of streets
- 155 crosswalks
- 66 miles of drainage
- 1,120 fire hydrants
- 15 parks
- 13 playgrounds
- 20 municipal buildings
- 2 water treatment plants
- 7 well buildings
- 2 recharge pump stations
- 23 wastewater pump stations
- 1 Wastewater Treatment Facility
- 4 cemeteries



Bobcat pushing snow into Central Avenue, during downtown cleanup.

There were also several daytime snow removals: Winter Street, Durrell Street, School Street, School Street parking lot, Orchard Street parking lot, New York Street, Fifth Street, Cushing Street, Green Street, Chapel Street, Broadway, Chestnut Street, Stiles Lane and Cranbrook Lane.

Crews received 1,654 tons of road salt. Salt is pushed up into bin areas taking approximately 8 hours per 400 tons of salt. Crews also prepared 800 yards of salt/sand mix.

Crews delivered 20 tons of salt/sand mixture to the residential pickup area off Shaws Lane. Crews also filled 30 gallon containers with salt/sand located at Bay View Road hill, High Ridge Drive, Garrison Hill ski park, Piscataqua Road, Shaws Lane pedestrian ramp, City Hall police parking lot, McConnell Center, Second Street at Central Avenue, School Street, alley near Harvey's Bakery and the Orchard Street parking lot.

Truck chassis, sanders and frames were washed down and cleaned and inspected after plow and salt/sanding events.

The Facilities, Grounds and Cemeteries employees handled four service calls and one hundred twenty six work orders in the month of February. Employees attended five full burials and no ash burials in Pine Hill Cemetery during this month.

Winter burials require many more hours of manpower in the winter than they do in other seasons. A grave must first be located, access roads plowed (only the main paved roads are kept clear during the winter), the grave is then cleared of snow and if there is frost in the area it must be thawed through the use of a grave heater. This process can take 24 hours or more, depending on how deep the frost is in the ground. The grave is then opened and the burial conducted. In the spring additional work takes place to assure the grave is evenly graded and seeded. From start to finish, the process can take from 12 to 25 man hours, depending on varying conditions and the location of a grave.

Facilities and Grounds personnel assisted with four of the eight snow events. Inspections were completed on municipal building roofs for snow loads after snow/rain events. A snow accumulation on the metal roof at the Public Works Facility was reduced by shoveling portions of the drift from several areas. A contractor was hired to complete the shoveling taking 9 man hours.

In February, personnel spent 40 man hours removing snow from doorways, stairs and walkways at City facilities after snow storms. During the winter months, an employee is designated daily to open City Hall and to inspect the doorways, stairs and walkways around several of the public buildings for slip hazards and to treat as needed. Crews also spent fourteen hours shoveling out twenty eight traffic signal boxes.

PSNH had a scheduled power outage impacting the traffic signals at the intersection of Routes 155 & 9. Over the last few years, generator transfer switches were installed at major intersections in the City and two generators were purchased to power an intersection during emergency events. In conjunction with Police Department personnel, a generator was delivered to the site to run the traffic signals during the shut-down for a period of approximately four hours.

Electric Light Company was contracted to replace the loop amp at the intersection of Sixth Street and Liberty Way, to eliminate traffic backup in the mornings. Additionally they resolved a pedestrian crossing issue at Central Avenue and Broadway, replaced a traffic signal post at Mill Street and Route 108, and a pedestrian signal post base at Central Avenue and Locust Street. Crews repaired a pedestrian push button at Silver Street and a shield located at Central Avenue by Webb Place.

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, the Police Department and Fire Departments. Custodial duties were performed at the Public Works Facility, Train Station and City Hall, filling in at the Library and McConnell Center as needed.

Approximately 30 man hours of Facilities and Grounds were spent conducting the required monthly fire extinguisher and elevator inspections. Crews responded to 13 requests to deliver supplies, 36 hours delivering salt/sand/ice melt to various locations, 14 man hours locating and posting current boiler and pressure vessel certificates from the State and 6 man hours on snow blower maintenance.

Heating unit servicing and cleanings are ongoing. Inspection and servicing of heating units are contracted and conducted annually. Room temperature issues were reported at the indoor Pool. Air filters in the air exchange unit were replaced and Custom Air Solutions met with a Siemens technician to eliminate programming as the issue. A cooling condition at City Hall was also investigated to ensure it was not a programming issue as well.

Crews exercised the motors at the Jenny Thompson Pool. This is done periodically over the off season when the pool is shut down. Crews spent 30 man hours repairing and repainting a large wall in the first floor men's room at City Hall. Crews received a weekend call to the Recycling Center Trailer where a door had come unhinged and was reattached to the frame and more securely attached to the supporting wall.

Crews spent 14 man hours replacing several light bulbs throughout the Public Works Facility, including the paint booth. During a preliminary safety inspection at the Public Works Facility, it was determined that the emergency lighting did not have backup batteries in place. The contractor, who retrofitted the lights, was contacted and they responded promptly to rectify the issue. Lighting sensors were adjusted on the Public Library sign. Crews investigated an outdoor light at door 2 of the South Side Fire Station in need of repair. Fluorescent bulbs were replaced in the City Hall Conference Room and six floor indicator lights were replaced at the Public Library elevator.

Two décor light bulbs were replaced in the downtown area. Martineau Electric repaired six street lights in the parking lot of the Transportation Station and PSNH was contacted to repair two street lights in the Public Library parking lot.

Sign maintenance/replacement continued, with 7 sign repairs. Three signs were knocked down and cannot be repaired until spring. One sign and delineator post was taken down by a motor vehicle and crews investigated three other signs in response to service requests, no issues were found.

The Henry Law Park Improvement project received CIP funding and is now in the fundraising phase to gather the balance of funds necessary to complete the project in 2015.

The Indoor Pool roof replacement project is out to bid and will hopefully be awarded in March for a May construction schedule.

Bids were solicited for 15 new library lounge chairs; responses are due March 18. These chairs will replace the 26-year old upholstered chairs in the addition and on the mezzanine which are in decrepit condition. Badly soiled areas of the library's carpet were steam-cleaned on February 16.

### **Cemeteries:**

Austin-Tuttle Cemetery  
Pine Hill Cemetery  
Pinkham Cemetery  
Roberts/First Settlers Cemetery

### **Parks & Playgrounds**

Applevale \* Alden Woods \* Amanda  
Howard Overlook \* Garrison \*  
Garrison Hill, Guppy Hancock \*  
Henry Law \* Long Hill \* Maglaras  
Morningside \* Orchard Street River  
Walk Shaw's Lane \* Sullivan Drive \*  
Woodman

# Emergency Management



## Investigations/Legal Bureau

During the month of February 2014, there was one letter generated by the Dover Police Special Investigations Unit that was sent to a certain licensed liquor establishment in Dover. Each month, 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 11 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.

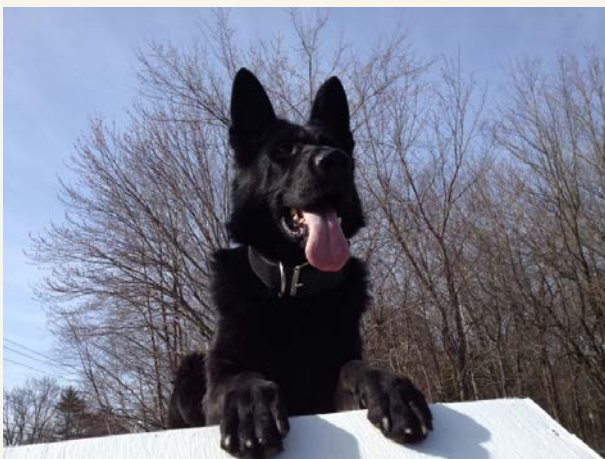
During the month, SIU detectives investigated a "peeping tom" incident at an apartment building in Dover. As a result of the investigation, a Lebanon Maine man was arrested on two counts of Loitering or Prowling.

SIU detectives and CSU officers also investigated a robbery of a convenience store that occurred during January 2014. In February, they have uncovered multiple leads and the investigation is on-going.

SIU detectives have also been working with agents of the Bureau of Alcohol, Tobacco, and Firearms in a lengthy investigation into stolen firearms from New Hampshire being transported to Massachusetts to be used in criminal activity there. This investigation is on-going and is expected to continue for some time.

## Communications Bureau

During the month, the Communications Bureau handled 9,405 radio transmissions, 8,011 phone calls, 382 emergency calls, 89 alarms, and 305 customers in the Police Department's lobby.



Dover Police K-9 "Grinko" during training.

## K-9 Unit

The Police Department has one K-9 handler, Officer Tim Keefe, who works his K-9 partner, Grinko.

During the month of February, the K-9 Unit conducted a total of 20 hours of training. Officer Keefe and Grinko were not called out during the month.

### **Animal Control**

For the month of February, there were a total of 46 animal calls. Of those, 17 were handled by the Animal Control Officer, 8 were handled by Dispatch and 21 by Patrol Officers, requiring the ACO to follow-up on 8 of them. The following is a breakdown of the calls handled by the Animal Control Officer: Welfare 7, Dog bites 2, Loose dogs 2, Lost dog 1, Nuisance 2

The Animal Control Officer responded to 38 voice mail messages.

### **Downtown Liaison Unit**

The Downtown Liaison Unit handled a variety of calls for service while patrolling in the downtown area and along the Community Trail. They took enforcement action on numerous traffic and city ordinance violations. A breakdown of the enforcement activity is below:

- 14 pedestrian crosswalk warnings
- 15 public assist calls
- 7 MV pedestrian right of way warnings
- 2 MV one way warning
- 3 MV assist
- 3 parking assist
- 4 roadway obstruction
- 2 MV warnings for traffic light violations

### **Patrol**

During the month of February, officers handled a total of 2,035 incidents resulting in the following activity / criminal charges:

803 Traffic Stops \* 56 Total arrests \* 8 DWI arrest \* 9 Arrests for MV charges other than DWI \* 6 Drug related arrests \* 6 Arrests for Assault \* 7 Theft related arrests \* Arrests for Criminal Mischief \* 6 Arrests for electronic bench warrants \* 2 Arrest for violation of court orders \* 5 Arrests for Criminal Trespass \* 8 Arrests for Resisting Arrest \* 3 Arrests for Disorderly Conduct \* 1 Arrest for Carrying a Firearm Concealed without a license \* 4 Arrests for Loitering and Prowling \* 5 Arrested were juveniles

On February 23, 2014, at approximately 10:30 PM, officers responded to Fern Court for a report of a man ramming his pickup truck into a parked car. When the officers arrived, the man attempted to drive away by placing his truck in reverse and backing down the narrow, dead-end street. The subject eventually stopped but had to be physically removed from the vehicle by the officers. He was charged with disobeying a Police Officer, resisting arrest, driving while intoxicated and criminal mischief. The investigation determined that the male had used his own vehicle to repeatedly ram his girlfriend's vehicle after the two had a verbal argument.

Off-duty Fire personnel built a training aid that will be used to help simulate self-survival skills on the fire ground. This prop will be essential in on-going safety and survival skills provided by the training division.



Fire & Rescue continually monitors the budget to manage spending as the fiscal year continues. The Deputy and Assistant Chief each covered one shift vacancy to help keep the over-time costs down.

The Fire Department received a request for assistance from a resident on Harlan's way. As the Fire Command Staff was arriving to assess the help needed, Community Services had the issue mitigated. Due to the snow amounts this year's water run-off was becoming a problem. Community Services Director and his staff were hard at working handling the issue.

Dover Fire & Rescue continues to support the Dover High School Career Technical Classes for State of NH Firefighter 1 certification and Emergency Medical Technician program. Every weekday morning the two classes participate in practical and lecture instruction at the North End Station. Off duty members of the Fire Department are committed to the education of the next generation of Emergency Responders in our community.

Dover Fire's North End Station hosted the City Council, Department Heads and the City Manager with goal setting exercise. This was a great opportunity to have the City leadership work with the elected officials and provide direction.

A Fire Department duty shift taught at Wentworth Douglass Hospital in their babysitting class. This was an opportunity to provide Customer-Focused Service supporting multiple customers to provide fire safety and emergency preparedness for the community.

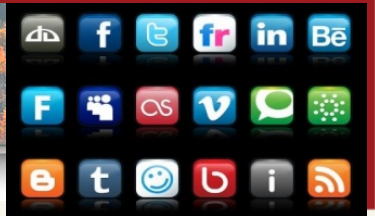
Fire & Rescue has provided tours to our community organizations to help meet their needs. The Red Hat Ladies visited the North End Fire Station and learned more about the Fire Department and the services that are provided.

The City of Dover has three fire stations.

Liberty North End Fire Station

Central Fire Station

South End Fire Station



The library has 4,246 social media followers: 1,277 on Facebook, 531 on Twitter, 25 on Instagram, 745 on Pinterest, and 1,668 subscribers to the library's two e-newsletters. The Library posted 44 items on Facebook, composed 47 Tweets, wrote 12 Blog posts, and sent out 5 press releases to media outlets during February.

The Public Library lent 227 items to the Dover school libraries and borrowed 132 items from those facilities. The Public Library's System and Technology Librarian Peggy Thrasher aided the school librarians with the shared DoverNet "Koha" system on 3 occasions during February.

The library has partnered with CoveringNH and CAP to host Affordable Care Act health insurance sign-ups and help sessions with counselors on Thursday afternoons through the end of March.

The Dover Planning Board and the Planning Department are seeking Dover residents interested in volunteering on a new committee assembled to update the 2007 Land Use chapter of the Dover Master Plan. As part of the process, the Planning Board is creating a steering committee to oversee the work and to ensure ample opportunity for public participation during the process. The steering committee will consist of five to seven members and will work closely with the Planning Department and the planning consultant hired by the City. The goal is to form a steering committee that is diverse in interests and areas of expertise. This process is expected to take approximately six months.

The Master Plan, which is a blueprint for the City's future development and acts as both a reference and policy document, is updated every five to 10 years by the Planning Board. The Master Plan is designed to help a community meet change responsibly, guiding its growth in an orderly manner.

The Fire & Rescue department hosted the local daisy troop and helped them earn their courage badge.

A local organization provided fly tying instruction for wounded warriors at the Dover North End Fire Station.

Tattoo Junkies, a local business received CPR training at the North End Fire Station for all their employees.

At the North End Station, Fire & Rescue hosted the Amateur Radio Emergency Services Meeting. They are an organization that are part of the City's Emergency Operations Center and test the Fire Department's Ham radio monthly.

The Command Staff of the Fire & Rescue department participated in the judging of the Young Inventors at Woodman Park School.



**Officer Joslin conducting an informational talk to DHA Senior Housing Residents**

On February 27<sup>th</sup>, Officer Joslin presented a power point presentation to the residents of St. John's Apartments and Waldron Towers in reference to identity theft and fraud. In January, Officer Joslin had met with several residents who had either been scammed or had received suspicious mail in an attempt to scam them for money or personal information. Those incidents prompted this presentation.



**Photo depicts Samantha Skunk with students at Horne Street School.**

Dover Youth to Youth conducted two 2nd grade assemblies to a total of almost 200 students in February – one at Horne Street School on February 21 and one at Woodman Park School on February 20. Both assemblies included Samantha Skunk and other costume characters who told a story about how smoking tobacco, or anything else, can hurt athletic performance.

During February 2014, Special Investigations Unit personnel provided a presentation on social media safety to a fifth grade class at Dover Middle School.

A team of 6 students from Dover Youth to Youth traveled to Long Beach, Long Island, NY in February to provide training to their youth advocates. Y2Y trained the Long Beach students on presentation skills, advocacy techniques, project ideas and creating media.

Dover Youth to Youth provided a presentation for the 6, 7, and 8th grades at Newmarket Middle/High School on February 19, 2014. The school hopes to start a youth advocacy group modeled after Dover Youth to Youth. The presentation focused on underage drinking consequences and prescription drug abuse - and how a youth advocacy group can combat these industries through various projects and activities. On February 20th Dover Y2Y gave a similar presentation to 150 middle School students at Nute MS/HS in Milton, NH. Nute is also planning to start a new Y2Y-style group modeled after the Dover program.

During February school vacation, nine members of Youth to Youth also traveled to Rutland, Vermont to provide three presentations at two different middle schools. The drug prevention coalition there is also planning to start a youth advocacy group modeled on Dover's program.

Dover Fire Chief Richard Driscoll urges residents and businesses to clear roofs of heavy snow and ice to help prevent roof collapses.

With the recent wet and heavy snow, and warmer temperatures, some roofs may be at a higher risk of collapsing. According to Driscoll, there are several warning signs:

- A sagging roof that is visually deformed;
- Severe or new roof leaks;
- Cracked or split wood members;
- Bends or ripples in metal supports;
- Recent cracks in drywall or masonry;
- Cracks in welds of steel construction;
- Buckling of interior walls;
- Sprinkler heads pushed down below ceiling tiles;
- Doors that pop open;
- Doors or windows that are difficult to open;
- Bowed utility pipes or conduit attached at ceiling;
- Creaking, cracking or popping sounds.

In some instances, the risks of accumulated snow on roofs can be mitigated by safely removing snow from roofs of both commercial buildings and homes.

Driscoll suggests clearing roofs of excessive snow and ice buildup, being careful not to damage gas and oil service to the building. Clearing the roof can be dangerous and should be left to professionals. Using a roof rake is recommended while keeping away from electrical lines. Keep all chimneys and vents clear to prevent carbon monoxide from backing up into the building. Some vents, such as pellet stove vents, may exit the building through a wall and are susceptible to being blocked by excessive snow buildup on the outside of the building. Keep all exits clear of snow, so that occupants can escape quickly if a fire, or other emergency, should occur. Keep in mind that windows should be cleared to allow a secondary means of escape in case the primary means of escape is blocked by fire. Keeping exits clear also allows emergency workers to access your building.

On February 16, 2014, Sgt. Speidel and Prosecutor Brian Estee participated in the annual Dover Children's Home Bowl-A-Thon. Their team, the Dover Police Charities team, raised \$4,679 in pledges and was recognized as the highest fundraiser for this event, helping to raise over \$33,000 to assist the home in bridging its funding gaps in operating costs.



A host of activities and events were planned for the Indoor Pool the week of March 3, 2014, to celebrate over 80 years of public swimming in Dover! During Dover Swims Week, individuals can visit the Indoor Pool for free swim technique advice, free hydrofitness classes, swim lesson testing, and a family fun swim party.

During this time, special rates will be in effect. From 2:30 to 4 p.m. each day, a child swims free with a paying adult.

Hydrofitness Water Aerobic classes are free all week. Classes will be held at the pool Monday, Wednesday and Friday from 8:30 to 9:30 a.m.

Stroke technique will be offered all week from 11 a.m. to 1 p.m. by the Dover aquatics staff.

For those parents unsure of their child's swim ability, free swim lesson testing will be offered during Dover Swims Week. Sign up for the free test and have an answer in five to 10 minutes.

Dover Swims Week will conclude with a Swim Party and Cannonball Contest on Friday, March 7, from 7-9 p.m.

January turned up some very interesting historic photographs in the library! Some were donated and others were re-discovered at the library while cleaning out a closet. Many of the photos were posted on Facebook for the public to enjoy and comment on.

The Recreation Advisory Board is working on the Annual Volunteer and Sponsor of the Year Awards Program. The award banquet will be held in March to honor the many volunteers and sponsors that keep the Recreation Affiliated Youth Sports Programs strong.

The library is the sole site in Dover where people may pick up print copies of IRS forms and instructions, or make copies of reproducible forms. During February, a large display of federal tax forms was set out; plus, the library hosts thrice weekly on-site tax filing sessions, staffed with volunteers from the AARP's Tax-Aide program.

Library Director Cathy Beaudoin hosted a meeting of the Urban Public Library Consortium on February 28. The group reviewed the participation process for the new, nation-wide "Edge Initiative" ([www.libraryedge.org](http://www.libraryedge.org)) to evaluate and strengthen public access technology services to achieve community goals. The Dover Library will be using this technology assessment tool.

Library staff worked with Pediment Publishing on editing and proofing the final draft of Foster's Daily Democrat's upcoming book "Tri-Cities Memories" which will be published in May.

The library has partnered with the Chamber of Commerce for the Lecture Hall to be their "rain site" for children's Tuesday morning shows during this summer's Cochecho Arts Festival.

The Department of Planning and Community Development continued to update its blog, face book page and twitter feed to communicate with the public. The Department of Planning and Community Development has 242 Facebook (City of Dover NH Planning) friends and 477 followers on Twitter (@DoverNHPlanning).

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 538 fans), as well as a Sustainable Dover Facebook fan page (with 157 fans).

The Planning Department mailed out 34 New Homeowner letters. These letters introduce new property owners to their zoning district and include other basic planning information, including links to the Dover Download.

The Director of Planning and Community Development attended the Government Affairs committee of the Greater Dover Chamber of Commerce to discuss the TIF District Plan, on February 10, 2014.

On February 18, 2014 the Director was a guest on WTSNs Open Mike to discuss the TIF with the Economic Development Director.

Additional work was completed with Inspections, and Community Services staff on several projects, and took the lead on reaching out to the developers. The plans/projects are as follows:

- 26 Horne Street
- Thornwood Ln
- Oak Street
- Picnic Rock Dr
- Tolend Road Properties

Planning and Community Development staff met with residents and property owners to discuss development or redevelopment of over 22 properties in the City.

# City Programs

## Gym

The Dover boys basketball program volunteered every Saturday this season with the Kindershots Basketball Program at Garrison Elementary School. The girls high school basketball teams volunteer their time to help with the Lil Shots Basketball Program at Woodman Park Elementary School.

Basketball all-star teams were formed for both girls and boys. The girls and boys competed in the Rollinsford/Somersworth "Frosty" Tournament over February vacation. These teams will compete in local tournaments during March as well, including Rochester, Marshwood, Seabrook & the Seacoast Basketball tournament in Portsmouth.

All three men's leagues will wrap up their regular seasons soon and enter the playoffs in March. All programs and facilities faced challenges with the weather as the McConnell Center closed early multiple days and several practices were cancelled.

Muscle Power, Interval Toning, Zumba® and Yoga registrations are currently being taken for Session IV. Beginner Yoga and Interval Toning are both already full while there are a few spots remaining in the rest of the classes. Recreation has begun the process of field scheduling for spring sports.

Badminton continued on Friday nights in February & Recreation will resume co-ed volleyball on Sundays in March. Coyote Club wrapped up Session I at Bellamy Park and began sign-ups for the second session. February vacation saw an increase in youth open gym times.

## Pool

High School swimming came to an end at the beginning of February with the Dover High girls' team placing third in their division at the state swim meet held at UNH in Durham. St. Thomas Aquinas placed second in both the boys and girls divisions at the State meet. With High School Swimming coming to an end, the Dover Indoor Pool afternoon rec swim has finally returned during vacation week. There were as many as 60 people in the pool during this time. Adult Lap Swim has also seen steady attendance; seeing a range of 75-100 people a day depending on the day of the week and the weather. Hydrofitness continues to draw in a great crowd with as many as 15-20 patrons at each class. Great Bay Masters has seen as many as 35 swimmers on their busy practices and the program is running very well. Winter swim lessons ended on a great note, the entire session was well attended and ran flawlessly. Indoor Pool personnel made a few changes by adding 4 additional classes to accommodate over 25 children that were on the waiting list. Seacoast Swimming continues to use the Indoor Pool facility through mid-March. Pool rentals have been heavy this month with 7 parties using the Indoor Pool during the weekends. The month of March will open with Dover Swims week and will also see the return of the Indoor Pool Homeschool swim group and spring swim lessons.



**Fun being had by all during a swim lesson at the Dover Indoor Pool.**

## Ice Arena

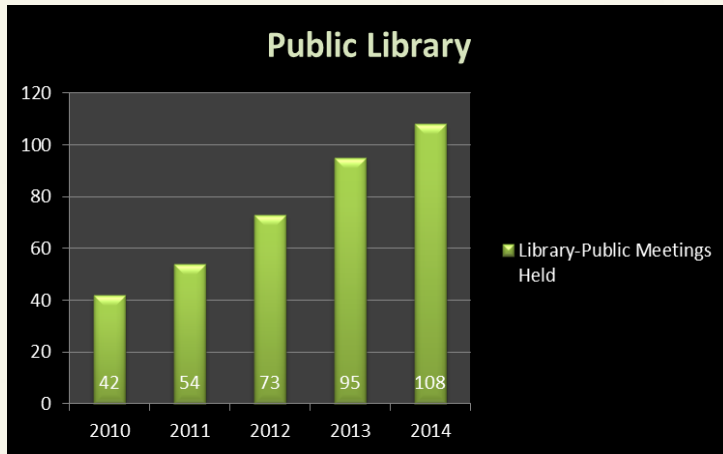
The winter months and snowy days continue to drive people to the arena for skating and hockey activities. Youth hockey league games and high school games make the arena a busy spot on weekends. Some Saturdays the arena hosts up to 5 high school hockey games. School vacations were also very busy with recreational public skate and stick practices. Saturday night Rock Night is continuing to be the busiest night of the week at the Dover Arena averaging about 180 skaters every Saturday. Adult and Youth Stick Practice had 365 skaters.

### Senior Center

In addition to all of the regular ongoing activities, the Senior Center members continue to use all fitness areas at Dover Recreation. Senior exercise and yoga classes are held Monday through Thursday mornings, Zumba classes on Friday mornings. There is also bowling once a month at Dover Bowl and a walking group Thursday mornings. The walking group looks forward to getting back outside in the springtime and once again participating in Walk NH. The Self-Guided Day Trippers enjoyed their annual Valentine dinner out at Granite Steak and Grill this month. In March they will be seeing On Golden Pond at the Leddy Center. DCSC members added to their lifelong learning options this month when Intro to German class began meeting Thursday mornings. This class is already very popular. The Senior Center travelers escaped the winter blues with 4 members taking Collette Vacations' Tropical Costa Rica tour and 13 seniors taking their "spring break" in Daytona, Florida.

### Public Library

There were 710 attendees at 25 library programs during February. These included: 68 attendees for a musical program; 313 children who made a craft at the Make-It, Take-It Craft Table; 150 children who attended story times; 38 participants on Lego Saturday, and 97 patrons at Saturday movie matinees.



Children at the Public Library enjoying the Make-It, Take-It Craft Table.

*National Institute of Drug Abuse Director Dr. Nora D. Volkow talks about the latest science on marijuana use and teens at CADCA's National Leadership Forum in Washington, DC.*

### Dover Coalition for Youth

Coalition Coordinator Vicki Hebert attended SAMHSA's National Prevention Day and the Community Anti-Drug Coalitions of America National Leadership Forum in Washington DC on February 3-6<sup>th</sup>.

While in Washington DC, Vicki had the opportunity to network with several partners and share information about the Dover Coalition's Youth Empowerment Program, Youth to Youth. She discussed the extensive evaluation that the program has conducted and its evidence based status in New Hampshire. One of the people that she met with was Janice Peterson who is the Chief of the Prevention Branch at the Office of National Drug Control Policy. ONDCP is interested in highlighting successful programs including Dover Youth to Youth.



### **Dover Youth to Youth**

Staff continued to work with the evaluation team to assess the impact of the Youth to Youth empowerment model. Initial results show that participants in the youth empowerment program show significant changes that are not being seen in the control group. The evaluation team had previously submitted an application highlighting the evaluation plan and these results to the NH Service to Science Expert Review Panel. The panel has endorsed the program as evidence based. A second evaluation report has been submitted to be nationally recognized through the National Registry of Evidence-based Programs and Practices (NREPP). Statewide and national recognition are expected to yield an increase in revenue opportunities as groups seeking to replicate the program hire Dover Youth to Youth staff for technical assistance.

### **Dover Teen Center**

For the month of February of 2014, the Teen Center saw a total of 417 participants, on 14 days of programming, which yielded an average of just under 30 participants per day. Some program highlights for the month of February included, but were not limited to the following:

- TC Snack Special – “Steamed Hot Dogs” (2/4)
- TC Trivia Special – “Team Trivia: Boys vs. Girls” (2/6)
- TC Sports Event – “TC B-Ball Team vs. Somersworth” (2/10)
- TC Holiday Event – “Valentine’s Crafts” (2/14)
- TC Holiday Event – “Valentine’s Day Party” (2/14)
- TC Academic Bowl V - “Progress Report Community Buck\$ Event” (2/17)
- TC Snack Special – “Pancake Madness” (2/18)
- TC Classic Program – “Bingo Mania” (2/21)
- February Vacation Week Programs (2/24-2/28)
- FUNSPOT ARCADE Trip (2/24)
- HOOKSETT REGAL CINEMAS Trip (2/25)
- FOXRUN MALL Trip (2/26)
- MAINE RED CLAWS NBA D-LEAGUE GAME Trip (2/27)

The Dover Teen Center received (4) new registrations in February of 2014

### **Community Service Program**

The Community Service program tracked two active participants during the month of February of 2014. A total of 7.5 hours of community service work was completed. None of the participants finished his/her assigned hours. So far in 2014, a total of 18 hours have been completed.

### **Diversion Committee**

The Diversion Committee met on Thursday, February 20, 2014. There are a total of 8 active Diversion cases. Below is the breakdown:

- 2 cases already in active Diversion Contracts
- 0 successful completions and releases
- 6 new cases heard
- 0 new case(s) awaiting review for next month’s meeting.

### Dover Housing Authority

On February 20, 2014, Officer Joslin, Officer Choi and several other City of Dover employees and volunteers took part in the Young Inventor project at the Woodman Park School as judges. The children were asked to invent a product that could be used to assist with daily activities. Each project was judged by several individuals and the winners from each age group being allowed to compete at the state level.



*WPS kindergarten student with his invention, step by step directions on tying shoes, at the February 20<sup>th</sup> Young Inventors event.*

## EMPLOYEE SPOTLIGHT

As an Information Technology Administrator, Matt Wentworth is one of the most well respected, genuine and accommodating employees that the City of Dover has. Matt has been an employee of the City of Dover for just over 10 years. He worked a couple of years, prior to becoming an employee, with the City's IT vendor prior to the City having an actual IT Division.

Matthew is a jack of all trades when it comes to anything IT related. He works with everything from firewall management, networking, server maintenance, data backup and archiving, and client and application support. The division also supports some systems outside of the internal city network such as the Dovernet Public Wifi and assists at the Dover Public Library with their public network and computers.

When asked what Matt likes about his job, it was the variety of technologies that he gets to work with. He said many IT Administrators have a specific focus in their job role. He gets to break up his day with a little bit of everything. He said it is also nice to work throughout all of the facilities so he can get to work with employees from all departments.

When asked what Matt thought the most challenging part of his job was, he said time management was the toughest. There is a fairly small IT staff and work involves prioritizing what work needs to be completed first.

Matt has been married for 11 years and has been together with his wife for 16 years. They have a three year old daughter and a beagle/Jack Russell rescue dog.

Matt has played golf for a number of years and says it is a nice activity where they can get three generations of the family out together and having fun at the same time. Matt also enjoys volleyball quite a bit. He says you might not expect him to play volleyball because he isn't tall but says he makes it up for it with his pretty good jump! He got started playing volleyball by participating at the Dover Rec Employee Volleyball Night. He then began playing several nights a week in leagues throughout the seacoast area, but most of his nights are now spent at home with his daughter. Matt has swapped to early morning workouts at the gym as his wife got him involved in a physique challenge there. Now that the challenge is over, he continues to try to get to the gym at least three times per week.

Matt works in the IT office on the first floor of City Hall. Be sure to stop by and say hi – if he isn't in the office, he is out taking good care of the rest of us!



# Capital Improvements Program

Fiscal Years 2015 through 2020

## Major Projects

PW Heavy Equipment  
General Streets Improvements  
Street Recon – Silver Street  
Street Recon – Watson Road  
Street Recon – Broadway RR Culvert  
TIP – Replace Oak Street Bridge  
Street Recon – Atlantic Avenue  
Street Recon – Piscataqua/Rabbit  
Street Ext – Washington Street

High School & Dunaway Field  
Regional Career Tech Improvement

Downtown Parking System Impr.  
Parking Deck Third Street  
Economic Development Park

Water Main – Spaulding Turnpike  
Water System Facilities Upgrade  
Water Main – Main St/Washington  
Water Main – Piscataqua/Drew Rds

Inflow/Infiltration Study & Migration  
Sewer Main – Spaulding Turnpike

The projects listed above represent the legitimate equipment and infrastructure needs supporting the diverse requirements of our community. I, as City Manager, have proposed a multi-year capital project schedule and developed a financial plan that will support the City's needs by using varied sources of funding that continue our ongoing need to migrate away from the use of debt. This program proposes to sustain a positive trend of including increased regular, recurring capital maintenance within our annual operating budgets including the ongoing funding and use of capital reserves in order to reach more appropriate levels for a community of our size and character.

The CIP document/schedule can be viewed on the City of Dover website.

## Project Updates

### STREET IMPROVEMENTS

**Current:** The City is currently finalizing the proposed 2014 street paving list for bidding.

**Previous:** Brox Industries has completed paving for the 2013 season. to provide the additional material needed to close the dredge cell.

### TOLEND RECONSTRUCTION

**Current:** Some pavement distresses have shown up in the new pavement and those are being investigated.

**Previous:** Tolend Road has been base paved from the town line to Columbus Ave. Road work has been finished and only minor side work is taking place. The project will resume in Mid April 2014 and continue from Columbus to Washington.

### LISA BETH DRIVE RECONSTRUCTION

**Current:** Approximately 200 ft of under drain near house number 7 was installed to alleviate ice buildup in that area.

**Previous:** Components of the drainage system are currently being replaced. The Gas main has been installed.

### WASTEWATER TREATMENT PLANT FACILITIES PLAN

**Current:** The peer review report of the NHDES Nutrient Criteria was delivered on February 13<sup>th</sup>. The report was a thorough and comprehensive review of the 2009 NHDES Numeric Nutrient Criteria document that established a 0.3 mg/l Total Nitrogen threshold for estuary waters for the protection of eelgrass. The four member peer review panel unanimously agreed that NHDES failed to use acceptable scientific methods in their analysis, did not account for numerous other confounding factors, and that the results presented in the Numeric Nutrient Criteria document are not reliable and should not be used. The report confirms the view that the Coalition communities and their consultants have been presenting during the past 4 years. The communities are currently meeting with NHDES to determine how to proceed in light of the peer review report findings. The wastewater treatment plant upgrade bids have been received and the selection process is completed. Resolutions to award the bids to construct the upgrades and engineering construction oversight will be on the March Council agenda.

**Previous:** The peer review report of the NHDES Nutrient Criteria is due on February 19<sup>th</sup>. The hydrodynamic model prepared by Hydroqual on behalf of Dover, Portsmouth and Rochester was presented to representatives of NHDES on January 21<sup>st</sup>. The model is a sophisticated computer simulation using Great Bay watershed data to predict water movement in the estuary allowing the calculation of dilution and retention time throughout the estuary. The model is scheduled to be presented to EPA on February 10<sup>th</sup>.

# Recognition



Fire & Rescue has hired Nicholas Deschamps. Nicholas has NH Firefighter Level II Certification and is an Advanced Emergency Medical Technician. He comes to us from Newbury, NH.

On February 20, 2014, the Dover Police Department held its annual awards ceremony. The awards included traffic and shooting awards as well as an award for exceptional service for Dispatcher John Nelson. The New Hampshire State Police (Troop A) was named the Dover Police Department's Outstanding Partner for their consistent support and assistance throughout the year as well as their response to the September 30, 2013 shooting at Northway Circle. Also related to that shooting, Lieutenant Brad Gould and Officer Andrew Choi were both presented with Medals of Valor. Lieutenant Gould was also named the Dover Police Department's Employee of the Year.

**Dover Police Department's Employee of the Year, Lieutenant Brad Gould**

Below is a photo of Lieutenant Brad Gould and Officer Andrew Choi with Chief Colarusso after receiving Medals of Valor for their heroic actions during the Northway Circle shooting.



# Professional Development

- ✓ The City Attorney attended a Leadership NH seminar regarding Environment and Sustainability.
- ✓ Members of the Inspection Services Division attended a training seminar on Fire Escape Awareness relative to Inspection, Certification and Load Testing.
- ✓ Inspectors attended a training seminar on Commercial Kitchen Hoods.
- ✓ The Inspection Services Division attended a series of Safety Training classes given by LGC.
- ✓ The Information Technology Director attended a Kayesa webinar regarding and IT Systems Management Application
- ✓ A member of Dover Fire & Rescue's Command staff and the New Hampshire Director of Homeland Security attended the Hurricane Preparedness for Decision Makers class from FEMA. This 40 hour course helps coastal communities prepare for flooding and evacuation planning.
- ✓ The Recreation Department provided access to the pool for Dover Fire Ice Rescue Training. All the shifts practiced techniques of victim rescue. The article below was in Fosters Daily Democrat:

*Wearing full-body orange suits made of foam rubber for warmth and buoyancy, 10 members of the Fire Department participated in an ice water rescue training at the city's indoor pool Monday.*

*Although the department has had only one call this year for children playing on the river's ice and nobody has broken through, training for the time when a person or animal falls through thin ice into frigid waters is essential, according to firefighter Jeff Hudick.*

*"It's something we have got to keep up with," Hudick said. "Being that there is ice only about a third of the year, you've got to brush the cobwebs off."*

*It is not as simple as just swimming out to the victim to save them in an ice water rescue, Capt. Troy Brown said. When a person goes through the ice, firefighters throw a rope or extend a ladder to them. Then they use other equipment to try to reach them, like a Zodiac style inflatable boat with no attached motor.*

*Using the skills that were being practiced Monday only come as a last resort for emergency personnel due to the extremely high risk, Brown said.*



**Firefighter Dale Spainhower suits up in water survival gear and trains rescuing fellow firefighter Dave Golding at the Dover Indoor Pool as Dover Fire and Rescue conducts water rescue training.**

(John Huff-Fosters Staff Photographer)

*Tied to a rope being held by the team on shore, the firefighter lowers himself into the water and swims backward to the victim. When he reached them, he tries to keep the person calm as they get ahold of the victim from behind. Then the firefighter signals to the crews it is time to be pulled in.*

*Getting out of the water can be dangerous, since the ice can break with the strain of someone pulling up onto it. That is why the suits are equipped with ice picks on the forearms to help rescue workers drag themselves out of the water, firefighter Mike Fercullo said.*

*Brown, who was in charge of the training, said the entire Fire Department will go through the simulation exercises. All of the engines and ambulances in the Garrison City are equipped with the specialized suits, he said.*



**Firefighter Nick Xenos suits up in water survival gear and trains rescuing fellow firefighter Dave Golding at the Dover Indoor Pool as Dover Fire and Rescue conducts water rescue training.**  
(John Huff-Fosters Staff Photographer)



The re-certification training continued in February for the Fire Department's medical personnel. The training encompassed Advance Life Support topics to meet the National Registry Requirements. Below is a picture of a Fire Department shift using the NH State EMS' newest advanced manikin. It is a computerized manikin to help simulate and change patient conditions as department personnel treat the victim.

During the month of February, two officers were recertified as firearms instructors at the NH Police Standards and Training Academy. At least two more will be recertified in March.

## ACKNOWLEDGEMENTS

The Friends of the Library renewed museum passes for the Museum of Fine Arts, Boston (\$475) and for Castle in the Clouds, Moultonborough (\$250). They also spent \$300 for musician Steve Blunt's performance for children during School Vacation Week.

The library was the recipient of a \$10,000 disbursement from the Richard W. Lord Revocable Trust. This is designated to be used to capital improvements to the building.

**The City Manager kept the City Council up to date on the following via email:**

- The City Manager submitted the Tax Increment Financing Report and recommendations from the consultant.
- Information on SB408 that was scheduled for hearing was submitted to the City Council urging all to consider supporting the bill.
- The City Manager kept the City Council up to date on four separate closings of municipal offices due to inclement weather.
- The City Manager monitored the weather and alerted the Council to the City Council Workshop being postponed due to weather conditions.
- An invitation to the City Council was extended by the City Manager for the Tri-Chamber Legislative Reception sponsored by Public Service of NH.
- Councilor Hooper's Legislative Update was provided to the City Council for inclusion in the agenda.
- Legislative updates 7 and 8, along with explanation on both were provided to the City Council.
- Councilor Hooper's School Board report was forwarded to Council by the City Manager for inclusion in the agenda.
- The City Manager forwarded background information pertaining to the acquisition of Property Liability Trust by Health Trust.
- Information on the Independent Peer Review of Great Bay Nutrient Criteria was provided to the Council.
- Revised Downtown Dover TIF District documents were provided to the City Council and explained by the City Manager.
- The joint media release regarding the Release of Peer Review Report of Great Bay was sent to the City Council.
- The City Manager sent out documents explaining the final calculation of the FY2015 Proposed Budget Property Tax Levy Limitation.
- Councilor Hooper's Legislative Update and School Board Report was sent to the Council for inclusion in the agenda.
- A commentary on the Peer Review Report was sent out by the City Manager.

The City Manager's Assistant assembled a Workers' Compensation Quarterly Report together for the Department Heads. This was reviewed together at the Department Head meeting. She also had a Work Comp review with the City's Third Party Administrator to go over each claim individually.

Although there were less residents overall needing Public Welfare assistance this past month, due to the cold temperatures there were more residents needing aid with fuel as their state fuel assistance ran out.

The City Clerk/Tax office is responsible for licensing approximately 3500 dogs in Dover. By State law, this needs to occur by April 30th each year. If not done by this date, late fees and additional notification fees are added.

Last Year the City Clerk Tax Collection Office worked with the City's third party motor vehicle registration vendor to start allowing renewal of dog licensing online with payment options of checking account or credit card. This system is designed to block renewals if the rabies is not up to date.

The City Clerk Tax Collector (CCTC) and Dover Parking Bureau have entered into a contract with Interware to assist in the collection of overdue parking tickets. State of New Hampshire law allows CCTC to prevent someone from registering a motor vehicle if they have an overdue parking ticket. Previously, to check for this, the staff had to query a pdf which could take several minutes and would lead to inaccurate results if mistyped.

Interware is currently the third party vendor used to register motor vehicles in Dover. They have created a program that will daily upload the motor vehicle database with information provided by the Parking Bureau on overdue parking tickets. This will automatically cause a flag to appear if someone on this list attempts to register a motor vehicle. The individual can then either pay the fine in the City Clerk Tax Collector's Office or go to the Police Department to dispute. The Parking Bureau will then be provided daily reports on the amount of money collected and the names of the people who did pay. Audit trails have also been established to ensure that a flag is not removed without payment being made. This upgrade to motor vehicle registrations will allow for a quicker, more accurate collection of overdue parking tickets.

### **Tuttle Square Building Naming Contest**

The developers of the Tuttle Square apartment building, through their realtor, Darlene Colwell-Ellis, approached the Dover business & industrial Development Authority about ideas to rename the new building and acquire some publicity for the new building designation.

It was suggested that the Career Technical Center students at Dover high School participating in the BizEd Connect Program (which was explained in the January 22, 2014 report), enter into a naming contest. It was suggested also that the contest receive some exposure in Fosters daily democrat. It was determined that the developers participate as judges in the contest, and that the student author of the winning name be awarded a scholarship to be used in college or in post-secondary skill training.

The naming contest has just been proposed to the Career Technical Center Program Coordinator, April O'Keefe, to work out the details and obtain the permission of the school authorities to enter into the naming contest proposal.

More information on this will be in the April 2014 City Manager's Report.

# Parking & Traffic

## Parking Bureau

Parking Manager Bill Simons has been working with the Planning Director and City Attorney in the drafting of documents for in-fill development of part of the Third Street parking lot. The documents will be discussed at the March Parking Commission meeting.

Parking Manager Bill Simons and the City Attorney have been researching the deeds for the privately controlled parking spaces in the Orchard Street parking lot to determine the legal requirements to relocate them within the lot in support of the police facility/parking garage project and future in-fill opportunities.

Parking Manager Bill Simons has been contacting parking lot owners in the Orchard Street area to discuss potential locations for displaced permit holders during the construction of the police facility/parking garage. Two key properties have verbally committed to allowing use of their lots and a third is still in discussions. All agreements will be reviewed by the Parking Commission before going to the City Manager/City Council as required. The plan is to move permit holders away from the lot to maximize customer parking during construction.

The February Parking Commission meeting was cancelled due to lack of a quorum. Items on the agenda that will be addressed at the March meeting include food vendor truck regulations, metering of the Transportation Center parking lot, and the FY15 fee schedule.

## Traffic Bureau

Sergeant Speidel worked with PSNH to coordinate maintenance work on electric transmission lines at the Littleworth and Knox Marsh Road intersection. While these traffic signals are maintained by the New Hampshire Department of Transportation, the responsibility for traffic control during prolonged power outages falls on the Police Department. The PSNH maintenance work was an opportunity to test a recently installed transfer switch which allows a back-up portable generator to be used to power the signals and minimize disruption to traffic. The City has installed these transfer switches at several key intersections. Dover's Facilities, Grounds and Cemeteries Division assisted.

Sergeant Speidel conducted 3 child passenger seat inspections during the month of February. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sergeant Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the Police Department provides this service free of charge.

On February 14, 2014, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. The date was selected by the New Hampshire Highway Safety Agency. Extra traffic patrols were performed during peak commuting hours under a contract which reimburses the agency's personnel costs using federal highway funds. Targeted violations included moving violations – including speeding - tending toward aggressive driving behavior or distracted driving.

## Traffic Accident Reconstruction Unit

Members of the Traffic Accident Reconstruction Team attended a training session on February 4, 2014. Topics included an overview and peer review of active reconstruction cases, along with technical training on a momentum analysis.

The TAR Team was activated to conduct follow-up investigation into a fatal collision that occurred on February 11<sup>th</sup> on Durham Road at the intersection of Grapevine Drive. A 95-year-old Dover resident succumbed to injuries sustained in the two-vehicle collision.

The Downtown Vehicular and Pedestrian Access Study began in October. Planning, Police, Facilities and Grounds and Engineering staff met with the Cecil Group to review the potential pedestrian flow changes, as well as identify areas of future growth and development within the urban core.

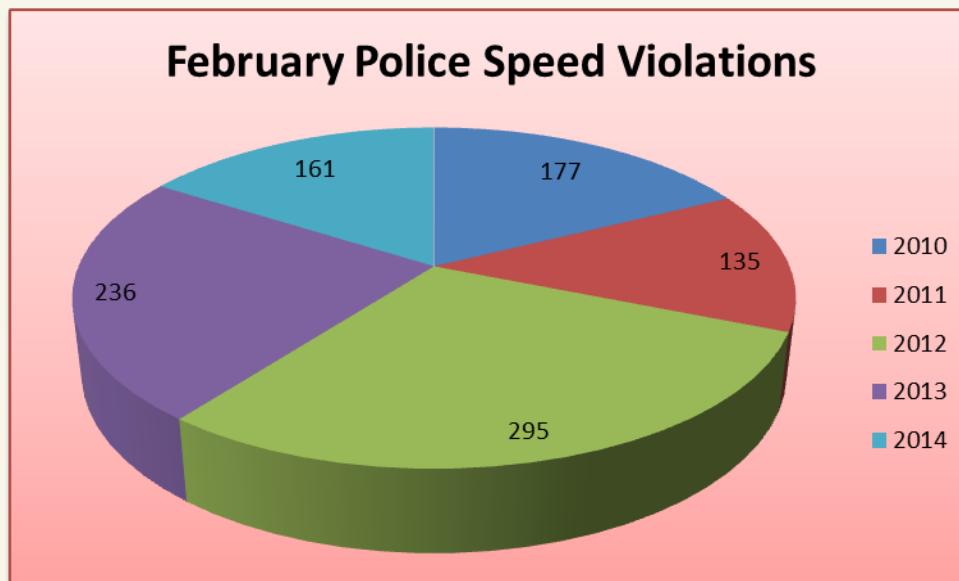
A second meeting for this project reviewed potential alternatives that are being reviewed and developed by the Cecil Group. These alternatives will be presented to the TAC at a public workshop in April.

The Department of Planning and Community Development continues to oversee the development of the First Street parking lot. In that role, the Department worked with the City's General Legal Counsel to draft license agreements for parking, as well as develop documents necessary for the City to close on the property in March or April. Deed research on limitations and title information was also reviewed and incorporated into new documents.

The Department of Planning and Community Development continues to develop further infill development strategies and work towards placing the Third Street parcel into private hands. To that end, an RFP has been developed to discuss with the Parking Commission. Additionally, staff assisted in researching the deeded parking spaces in the Orchard Street lot.

The Department of Planning and Community Development has been assisting the Police Department with the development of the police facility/parking garage. Work has included citizen outreach and education, as well as site plan development, utility relocation and identifying soil and geotechnical needs.

On February 26<sup>th</sup> Dover became the first community in New Hampshire to adopt a style of zoning known as Transit Oriented Development (TOD). This TOD district is centered on the Transportation Center and allows a higher density of residential use through a reduction in parking requirements. The goal is to promote development that is dependent on the mass transit options present at the Transportation Center (intercity bus, train, pedestrian etc).



## Progression & Growth

Some noteworthy information was recently provided by the City's Building Inspector, Tom Clark; there were 20 Building Permits issued for the construction of new homes during the months of January and February IN 2014. This volume has not occurred in over twenty years!

The Information Technology Division has been submersed in launching the City's new website. This new website further integrates use of Treeno, the City's online filing system, so that City Clerk and Finance Departments are not duplicating effort by posting meeting notices, city code and bids in two places. Each City department has a webmaster and all have direct access to manage web their department's documents. Webmasters have GUI-based application to manage web content so there is no need to know HTML coding. The new website is more efficient in structure, removes duplication, is more user-friendly on mobile devices, and utilizes a Google Search Engine for searching. There is automated left-hand navigation, with addition of bread crumbs, should allow for easier navigation. Links within the site allow access to web content without replication.

The Director of Planning and Community Development had a meeting with the Holiday Lighting Committee to discuss the Downtown Pedestrian and Vehicular Access and Streetscape Study. The lighting portion of that study will review seasonal as well as permanent lighting, and the meeting was useful to reach out and discuss ways to improve the downtown lighting with seasonal lighting in mind.

The Director of Planning and Community Development met with the Chamber of Commerce Director to discuss ways to incorporate Planning and Community Development efforts into the Chambers outreach and education documents.

On February 13, 2014 the Director of Planning and Community Development was the featured speaker at the monthly meeting of the Strafford County Board of Realtors. The Director discussed infill development, commercial growth and diversity of housing options in Dover. Questions from the Realtors involved the EPA requirements for wastewater, impact fees and overall development goals for the City.

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.

Following up on the Downtown Gateway zoning project, approved by the Council February 26th, Planning and Community Development staff began work on a zoning project reviewing the residential areas boarded by Silver Street, Locust Street and Woodman Park School. This work will be completed with a consultant and will be paid for through a \$10,000 Community Planning Grant from the New Hampshire Housing Finance Authority. Work is expected to be completed by July 1, 2014.

The City Council met 5 times in February to review feasibility study regarding how a TIF District might work in Dover. Planning Staff reviewed and revised the report and associated development plan, finance plan and administrative plan. Included in these revisions was work updating the resolution to approve the creation of the TIF and create an advisory board.

The Department of Planning and Community Development began work on an update to the Land Use Chapter of the Master Plan. This document will guide development and suggest changes to the communities land use regulations. This document will be guided by a steering committee appointed by the Planning Board chair, and will be drafted by a consultant. Work is expected to be complete over the summer of 2014.

The Assistant City Planner continues to work as part of a task force put together by the New Hampshire Planners Association to develop a conference for the late spring. Dover will be featured as one of optional sessions, to showcase the downtown infill work, new businesses and proposed police station/parking facility. Both the Assistant City Planner and Planning Director will be speakers for that event.

Planning Department staff worked with various departments to solicit applications for the FY15 Community Development Block Grant budget. These applications are for organizations who serve low to moderate income persons or facility improvements for organizations which serve a similar clientele. Annually, the City receives has over \$300,000 to spend on these types of services, and through a bid process, solicits grant awardees. The Planning Board reviews applications in March and forwards a recommendation to the City Council for review and approval by May 15.

Planning Department staff worked with the Economic Development Director to review and update economic and community development information for Strafford Regional Planning's COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGIES (CEDS) project through the US Department of Commerce's Economic Development Administration. Projects in the report include the parking facility, economic development park creation and other infill and business development measures.

The Planning Department hosted the Inspection Services Division, Engineering Division and Economic Development office in a meeting to discuss development of a "Redeveloper's Handbook" to complement the existing "Developer Handbook." This document would walk prospective developers through the process of redeveloping properties and recognizing the differences in development vs redevelopment. Topics included Impact Fees, Investment Fees and permit review.

#### **Planning Board:**

- Approved a Site Plan, a Subdivision Plat and 2 Conditional Use Permits for First Street at Garrison, LLC, (Owner: City of Dover), Assessor's Map 6, Lot 3, zoned Central Business District – General, located at First Street and Chestnut Street. This will allow the construction of a five story building with 9,158 sq. ft. of retail and restaurant space on the first floor and 32 residential units on the upper floors and 94 parking spaces.
- Had an update on downtown infill development, current DBIDA activities, flood plain management, and code enforcement.
- Approved a Conditional Use Permit for Susan Niedoroda (Owner: Russell T. & Frances V. Browne Living Revocable Trust of 1999), Assessor's Map A, Lot 23-2-1, zoned R-40, located on Blackwater Road. Proposal is to construct a 12-foot wide asphalt driveway to access a building lot in Somersworth. The work would fill 990 sq. ft. of wetlands and impact 6,870 sq. ft. within the 50-foot wetlands buffer.
- Accepted jurisdiction of an Open Space Subdivision for Tuck Realty Corp., (Owner: Paul & Maria Rouillard Revocable Trust), Assessor's Map G, Lot 36, zoned R-40, located at 4 Old Stage Road. (1 existing lot subdivided into 9 total lots)
- Posted a Citizen's Petition for a Zoning Amendment for White Dove Properties, LLC, Assessor's Map 20, Lots 33, 34, 35, 35-1, 35-2, 36, 37, 40, 41 & 42, located on Hanson, George & Sonnett Streets. (rezone 2.2 acres of land from Urban Density Multi-residential District (RM-U) to Central Business District – Residential (CDB-R))
- Approved a Conditional Use Permit for McEaney Survey Associates, Inc., (Owner: Susan McCooley Drady), Assessor's Map 8, Lot 34, zoned R-20, located at 9 Wentworth Terrace. Proposal is to replace a concrete rubble sea wall with a dry stone retaining wall, within the Conservation District adjacent to the Piscataqua River. The retaining wall is 436 sq. ft. and the area of fill behind the wall is 680 sq. ft.

### Conservation Commission:

- Discussed the development of a 9 hole disc golf course on the 24 acre Cochecho River Conservation Area (Cassily Property) by the Bellamy Park Disc Golf Club
- Endorsed a NHDES Wetlands Permit (Expedited Review) and City of Dover Conditional Use Permit for Susan Niedoroda, Owner: Russell & Frances Browne Living Revocable Trust of 1999 (Agent: McEaney Survey Associates, Inc.), Assessor's Map A, Lot 23-2-1, zoned R-40, located on Blackwater Road.
- Endorsed a NHDES Wetlands Permit and City of Dover Conditional Use Permit for McEaney Survey Associates, Inc. (Owner: Susan McCooley Drady), Assessor's Map 8, Lot 34, zoned R-20, located at 9 Wentworth Terrace.
- Reviewed NHDES Wetlands Permit and City of Dover Conditional Use Permit for McEaney Survey Associates, Inc. (Owners: Elbert Kelley Jr., Kevin Kelley, & Jerry Kelley), Assessor's Map 8, Lot 46, zoned R-20, located at 31 Wentworth Terrace.

### Zoning Board:

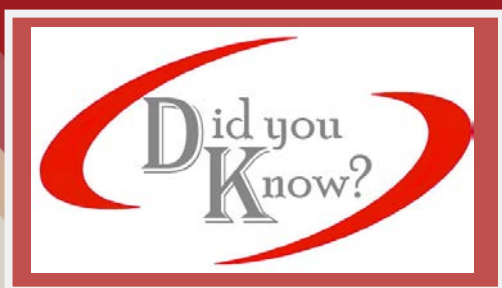
- Approved a use variance request for Mark G. Phillips, 385 Sixth Street (Tax Map D, Lot 16) (Property Owner: Weeden Family Revocable Trust) and 387 Sixth Street (Tax Map D, Lot 15) (Property Owner: Diane I. and Jeffrey A. Weeden), located in the Hotel/Retail (B-4) District. This variance allows a self-storage facility use to be located no closer than 500 ft. from the front property line where self-storage facilities are not permitted in the B-4 District.
- Approved a use variance request for Matthew Kozazcki/Tendercrop Farm, Dover Point Road (Tax Map M, Lot 52B) (former location of Tuttle's Red Barn), located in the Low Density Residential (R-20) District. This variance permits the installation of a four (4) ft. split rail fence adjacent to the parking lot for the retail center, in place of the seven (7) ft. screening that is required wherever parking spaces are provided for nonresidential structures and the parking area adjoins a residential use.

Transportation Advisory Commission: Did Not Meet.

### Energy Commission:

Met to discuss -

TIF District  
Downtown Pedestrian and Vehicular Access Study  
Film Series  
Solar Power Purchase Agreement  
Grant Opportunities  
Energy Commission Member Recruitment



Did you know that our very own Public Library houses 87,375 print books, 3,851 DVDs and 208 current magazine subscriptions? There are also 6,486 items on CD (spoken word books and music CDs) for a grand total of 97,920 items at your fingertips!



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, March 5, 2014**  
Meeting Time: **7:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Thibodeaux led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

**Present:** Mayor Weston, Deputy Mayor Carrier, Councilor Cheney, Councilor Gagnon, Councilor Garrison, Councilor Hooper, Councilor McManus, Councilor O'Connor, and Councilor Thibodeaux.

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

### 5. DISCUSSIONS

#### A. WASTEWATER TREATMENT PLANT (WWTP) AND STORMWATER PERMITTING

Mayor Weston introduced New Hampshire State Senator David Watters to the Council. Senator Watters gave an overview of SB110, which called the Department of Environmental Services (DES) to review their findings of Great Bay and the science behind nitrogen levels. City Manager Joyal introduced Dean Peschel of Peschel Consulting and Attorney John Pendleton of Dwyer, Donovan & Pendleton. He asked Mr. Peschel to give an overview of the Great Bay Estuary review to the Council.

Mr. Peschel gave a PowerPoint presentation updating the Council on the Great Bay Estuary and how the criteria and standards came to fruition and what is going to happen going forward.

Attorney Pendleton first thanked Senator Watters for supporting this initiative. He spoke about Dover's commitment to this issue and Peer Review that was completed.

#### ~~B. MASTER PLAN REVIEW~~

### 6. CITIZEN'S FORUM

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

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

### 7. ADJOURNMENT

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

Vote: 9/0.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, March 12, 2014**  
Meeting Time: **7:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor McManus led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

**Present:** Mayor Weston, Deputy Mayor Carrier, Councilor Cheney, Councilor Gagnon, Councilor Garrison, Councilor Hooper, Councilor McManus, Councilor O'Connor, and Councilor Thibodeaux.

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

### 5. PROCLAMATIONS / AWARDS

#### A. FRIENDSHIP FORCE INTERNATIONAL

Mayor Weston read the proclamation to the members of the Friendship Force International.

### 6. APPROVAL OF AGENDA

Councilor McManus moved to add the Library Board of Trustees.

Councilor Hooper moved to add the School Board Report and Legislative Liaison Report.

Deputy Mayor Carrier moved to add the Appointments Committee Report. He moved to substitute as a whole Item #13.C.1. Chapter 5.

Councilor Garrison moved to approve the agenda as amended; seconded by Councilor O'Connor.  
Vote: 9/0.

### 7. PUBLIC HEARINGS – None

### 8. CITIZEN'S FORUM

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

**Michael Crago, 11 Augusta Way:** He spoke against the Tax Increment Financing (TIF) district. He asked the Council to not approve the TIF or Parking Garage.

**Holly Woodhouse, 417 Middle Road:** She spoke against the TIF district.

**Timothy Dargan, Chairperson of the Dover Business and Industrial Development Authority:** He spoke in favor of the TIF district and Downtown projects. He said DBIDA supported the TIF district resolution.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, March 12, 2014**  
Meeting Time: **7:00 pm**

**John Mettee, 56 Rutland Road:** He spoke in favor of the TIF district.

**David Scott, 220 Back Road:** He spoke against the TIF district. He asked the Council not to pass the TIF resolution.

**Douglas DeDe, 143 Locust Street:** He said the City is managed very favorably. He said the TIF district doesn't favor anyone, but the low interest rates allow this project to be done now. He spoke in favor of the TIF district, and urged the Council to vote for it.

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

### 9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He said the City has over expended the snow budget, but doesn't see any problems with getting the funds from other departments. He gave an overview of his report. He said he will be having Economic Development Director Barufaldi give a quarterly report regarding Dover's Economic Development and the DBIDA's activities. He talked about the condition of the roads and potholes, and the limits at this time of year to fix them. He reappointed Barbara Caron to another term on the Dover Housing Authority. He gave an overview of the TIF district and how it's not funding the Police Station and Parking garage.

Councilor Cheney spoke about her concern about his appointment to the Dover Housing Authority and his authority to do this. She said she is hesitant to approve his report because of this.

City Manager Joyal said under State law he is allowed to appoint to the Dover Housing Authority.

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

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

### 10. APPROVAL OF MINUTES

- A. February 19, 2014 – Special Meeting**
- B. February 19, 2014 – Workshop Session**
- C. February 26, 2014 – Regular Meeting**
- D. February 26, 2014 – Workshop Session**

Deputy Mayor Carrier moved to approve the Minutes; seconded by Councilor O'Connor.

Mayor asked for the vote on 10.A. and 10.B., February 19, 2014 meetings.

Councilor Garrison moved to approve the February 19, 2014 meetings; seconded by Councilor McManus.

Vote: 9/0.

Mayor asked for the vote on 10.C. and 10.D., February 19, 2014 meetings.

Councilor McManus said he would abstain from the vote because he wasn't present at the meetings.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, March 12, 2014**  
Meeting Time: **7:00 pm**

Councilor Hooper moved to approve the February 26, 2014 meetings; seconded by Councilor O'Connor.

Vote: 8/0. Councilor McManus abstained.

### 11. MAYOR'S REPORT

Mayor Weston said she attended the Girl Scout Cupcake War, and handed out cupcakes to the Council. She said they have tentatively scheduled a Joint Fiscal Committee meeting for April 14, 2014 at 5:30 pm. She also formally appointed Councilor O'Connor as Council liaison to the Pool Advisory Committee.

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

Vote: 9/0.

### 12. UNFINISHED BUSINESS

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

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

#### **C. RESOLUTIONS**

##### **1. ESTABLISHING THE DOWNTOWN DOVER TAX INCREMENT FINANCING (TIF) DISTRICT**

**SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.

Councilor O'Connor moved to substitute in whole; seconded by Councilor Garrison.

Vote: 9/0.

Councilor O'Connor moved to substitute just the map and background materials with amendments; seconded by Councilor Gagnon.

Vote: 9/0.

Mayor Weston asked for a roll call vote on the resolution.

Vote: 7/2; Passed. Councilor Cheney and Councilor McManus were opposed.

Mayor Weston talked about organizing the committee.

### 13. NEW BUSINESS

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

- 1. BLOCK PARTY – New Hampshire Soap Box Derby, Inc.**
- 2. RAFFLE – Great Bay Figure Skating Club**
- 3. RAFFLE – Maine Coast Runners Flyball Team**
- 4. PARADE – Dover Interfaith Mobile Vigil Planning Committee**
- 5. ROAD RACE – Horne Street School Parent-Teacher Group**



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, March 12, 2014**  
Meeting Time: **7:00 pm**

**6. RESOLUTION: B14031 WASTEWATER TREATMENT PLANT (WWTP) PHASE I UPGRADE AND MODIFIED LUDZACK- ETTINGER (MLE) CONVERSION**  
SPONSORED BY MAYOR WESTON BY REQUEST

**7. RESOLUTION: B11001 WASTEWATER TREATMENT PLANT (WWTP) PHASE I UPGRADE AND MODIFIED LUDZACK- ETTINGER (MLE) CONVERSION**  
**ADDITIONAL SCOPE OF WORK - WRIGHT PIERCE**  
SPONSORED BY MAYOR WESTON BY REQUEST

### COMMITTEE REPORTS

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

Deputy Mayor Carrier moved to adopt the Consent Calendar; seconded by Councilor O'Connor. Mayor Weston asked the Council if they had items they would like pulled for further discussion. Councilor Hooper asked to pull the School Board Report and Legislative Liaison Report. Councilor McManus asked to pull the Library Board of Trustees Report. Deputy Mayor Carrier asked to pull the Appointments Committee Report. Councilor Cheney asked to pulled Items 13.A.6. and 13.A.7. Mayor Weston asked for a vote on the remaining items on the Consent Calendar.  
Vote: 9/0.

Deputy Mayor Carrier moved to adopt 13.A.6.; seconded by Councilor Garrison. Councilor Cheney asked for an explanation for the public. City Manager Joyal gave an overview of the resolution and the updates to the wastewater treatment plant to the Council.  
Roll Call Vote: 9/0.

Deputy Mayor Carrier moved to adopt 13.A.7.; seconded by Councilor Cheney.  
Roll Call Vote: 9/0.

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

Councilor Hooper gave an overview of the Legislative Liaison Report to the Council. Deputy Mayor Carrier moved to accept the Legislative Liaison Report; seconded by Councilor Gagnon.  
Vote: 9/0.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, March 12, 2014**  
Meeting Time: **7:00 pm**

Councilor McManus gave an oral committee report regarding the Library Board of Trustees. He gave an overview of the statistics for people using the Library. He said a request will be coming to the Council for a 3.5% increase to the Library budget over last year, which brings them up to the 2006 level.

Deputy Mayor Carrier moved to accept the Library Board of Trustees Report; seconded by Councilor Hooper.

Vote: 9/0.

Deputy Mayor Carrier gave an overview of the Appointments Committee Report to the Council, and made the following recommendations for appointments:

Appointments for another term:

Williams Knowles – Cemetery Board

Belinda Labourdette – Cemetery Board

Lee Skinner – Planning Board

Franklin Torr – Planning Board

Joshua Cote – Zoning Board of Adjustments, Alternate member

Jennifer Stone – Zoning Board of Adjustments – Regular member from her current alternate position, effective March 20, 2014.

Michael Joyce – Conservation Commission – Regular member from his current alternate position.

New Appointments:

Nicole Andrews – Conservation Commission – Alternate member

Rocky D'Andrea – Pool Advisory Committee

Bonnie Labrack – Energy Commission

Maurice Olivier – Dover Business and Industrial Development Authority

Jan Nedelka – Ethics Commission

Michael Weeden – Parking Commission and alternate position on the Transportation Advisory Commission

Deputy Mayor Carrier moved to accept the Appointments Committee Report; seconded by Councilor Hooper.

Vote: 8/1. Councilor McManus was opposed.

Deputy Mayor Carrier listed the vacancies to the citizens of Dover.

### **B. RESOLUTIONS**

#### **1. AMENDMENT TO THE POLICE FACILITY BUILDING COMMITTEE SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Cheney. Mayor Weston gave an overview of the resolution to the Council. She made a recommendation for appointment Council Liaison Jason Gagnon and Citizen Representative Otis Perry.

Vote: 9/0.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, March 12, 2014**  
Meeting Time: **7:00 pm**

### **2. FORMATION OF AND APPOINTMENTS TO JOINT BUILDING COMMITTEE REGARDING DOVER HIGH SCHOOL SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Cheney. Mayor Weston gave an overview of the resolution to the Council. She made a recommendation for appointment from the City Council: Deputy Mayor Carrier, Councilor Jason Gagnon, and Citizen Representative Wayne Coolidge.  
Vote: 9/0.

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

#### **1. CHAPTER 5: BOARD, COMMISSIONS, AND COMMITTEES (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 26, 2014) SPONSORED BY COUNCILOR CHENEY**

Deputy Mayor Carrier moved to refer to a public hearing on March 26, 2014; seconded by Councilor Cheney.  
Vote: 9/0.

Councilor Garrison said he will be bringing up in discussion the last paragraph where it mentions that any decisions of the committee require a 2/3 or super majority vote, and said he felt that was too restrictive.

Councilor Gagnon referred to 5-23b. and said "Council term" was changed to "term" and should be corrected.

Councilor McManus said he wanted clarification in that paragraph to clarify that the Councilor's term is different than the other 3-year terms.

Vote: 9/0.

### **14. COUNCIL CORRESPONDENCE**

- A. Letter from Greater Dover Chamber of Commerce, dated February 21, 2014**
- B. Letter from Dover Main Street, dated February 25, 2014.**
- C. Letter to Council and School Board Members concerning Joint Building Committee for High School, dated March 4, 2014.**

Deputy Mayor Carrier moved to place on file; seconded by Councilor Hooper.  
Vote: 9/0.

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

Councilor Cheney gave the pot hole hotline number to the public.  
Councilor Garrison said he was interested in serving on the TIF Advisory Board.

### **16. ADJOURNMENT**

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



**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O-2014.03.12-002**  
Ordinance Title: Chapter 5, Boards, Commissions and Committees  
Chapter: 5

The City of Dover Ordains:

### 1. PURPOSE

The purpose of this ordinance is to amend Chapter 5 entitled “Boards, Commissions and Committees”

### 2. AMENDMENT

Chapter 5 entitled “Boards, Commissions and Committees” is hereby amended as follows:

## **BOARDS, COMMISSIONS AND COMMITTEES**

### **CHAPTER 5**

- 5-1. Establishment.**
- 5-2. Board of Health.**
- 5-3. Cemetery Board.**
- 5-4. Library Board of Trustees.**
- 5-5. Recreation Advisory Board.**
- 5-6. Dover Arena Commission.**
- 5-7. Personnel Advisory Board.**
- 5-8. Planning Board.**
- 5-9. Dover Utilities Commission.**
- 5-10. Zoning Board of Adjustment.**
- 5-11. Trustees of the Trust Funds.**
- 5-12. Solid Waste Advisory Commission.**
- 5-13. Dover Arts Commission.**
- 5-14. Transportation Advisory Commission.**



**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O-2014.03.12-002**  
Ordinance Title: Chapter 5, Boards, Commissions and Committees  
Chapter: 5

- 5-15. Joint Fiscal Committee.**
- 5-16. Dover Business and Industrial Development Authority.**
- 5-17. McConnell Center Advisory Committee.**
- 5-18. Parking Commission.**
- 5-19. Conservation Commission.**
- 5-20. Dover Pools Advisory Committee.**
- 5-21. Dover Housing Authority.**
- 5-22. Energy Commission.**
- 5-23. Downtown Dover TIF Advisory Board.**

**[HISTORY: Adopted by the City Council of the City of Dover on 11-13-2013 by Ord. No. 2013.10.09-10 on 11-13-2013, derived from Article IV Ch. 3, Administrative Code, Generally Amended by the City Council of the City of Dover on 07-14-10 by Ord. No. 2010.06.23-10; Other amendments noted where applicable.]**

GENERAL REFERENCES – Conservation Commission – See Ch. 14; Licensing Board – See Ch. 35; Planning Board – See Ch. 41

### **5-1. Establishment.** [Amended 04-27-83 by Ord. No. 10-83]

A. There shall be the following boards, commissions and committees in the City of Dover:

- (1) Board of Health
- (2) Cemetery Board
- (3) Library Board of Trustees
- (4) Recreation Advisory Board
- (5) Dover Arena Commission
- (6) Personnel Advisory Board



**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

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

Ordinance Number: **O-2014.03.12-002**  
Ordinance Title: Chapter 5, Boards, Commissions and Committees  
Chapter: 5

- (7) Planning Board
- (8) Dover Utilities Commission
- (9) Zoning Board of Adjustment
- (10) Trustees of the Trust Funds
- (11) Building Code Board of Appeals
- (12) Solid Waste Advisory Commission
- (13) Dover Arts Commission
- (14) Transportation Advisory Commission
- (15) Joint Fiscal Committee
- (16) Dover Business and Industrial Development Authority
- (17) McConnell Center Advisory Committee
- (18) Parking Commission
- (19) Conservation Commission
- (20) Dover Pools Advisory Committee
- (21) Dover Housing Authority
- (22) Energy Commission
- (23) Downtown Dover TIF Advisory Board



**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O-2014.03.12-002**  
Ordinance Title: Chapter 5, Boards, Commissions and Committees  
Chapter: 5

- B. All boards and commissions shall serve in an advisory capacity only, unless otherwise empowered by state statute, City Charter or ordinance.
- C. All appointments to boards, commissions and committees shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any board or commission member is absent for four (4) consecutive meetings or four (4) regular meetings in any consecutive twelve (12) month period, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority for the remainder of the term. Conditions for removal of any board member shall be defined by statute, ordinance or the Charter. [Amended 03-28-79 by Ord. No. 6-79; Amended 06-20-2001 by Ord. No. 15-2001]
- D. Any appointments made to fill a vacancy in an unfulfilled term will be for the remainder of that term.
- E. All board and commission members shall be residents of the City of Dover except for those members presently serving. All exceptions shall be approved by the City Council. [Added 06-30-99 by Ord. No. 08-99]
- F. All boards, commissions and committees shall adopt rules subject to the approval of the City Council. Rules may contain provisions for the establishment of subcommittees consisting of members appointed by the City Council.
- G. The City Council may appoint a City Councilor as an ex-officio non-voting liaison to any board, commission or committee to report to the City Council on a periodic basis unless otherwise stated.
- H. The City Council shall appoint members to boards, commissions and committees to achieve a membership consisting of staggered terms to assure continuity in the functioning of boards, commissions and committees. Exceptions to the length of the term of appointment may be made by the City Council at the time of appointment to achieve staggered terms.
- I. Staff members may be assigned as liaisons to assist the board, commission or committee at the discretion of the City Manager.
- J. The City Council may appoint ad hoc committees for special projects for limited durations.
- K. All appointments of City councilors as regular or alternate members of a board, commission or committee shall be on an ex-officio non-voting basis, unless otherwise stated in this



**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O-2014.03.12-002**  
Ordinance Title: Chapter 5, Boards, Commissions and Committees  
Chapter: 5

Chapter, said appointment shall not exceed the two-year term of office. This provision applies prospectively.

- L. All appointments to Committees, Boards and Commissions are made by the City Council unless otherwise stated in this Chapter or law.
- M. **RECORDING OF MEETINGS:** All public meetings of the City Council and all boards, commissions, committees and subcommittees of the City shall be video or audio recorded. This paragraph shall not apply to site walks, tours conducted by public bodies, special events and emergency meetings. In the event a recording is not an option for any reason, a public meeting shall continue without recording. A notation shall be made in the minutes of the meeting detailing the nature of the equipment failure. Written notice of the equipment failure shall be supplied to the City Manager within five (5) business days of the meeting. Recordings shall be available for public inspection not more than five (5) business days after the public meeting. Recordings shall be retained permanently or as long as the media used for the recordings permit.

### **5-23. Downtown Dover TIF Advisory Board.**

- A. **MEMBERSHIP.** The Downtown Dover TIF Advisory Board shall consist of seven (7) voting members including: one (1) City Councilor; two (2) Citizen Representatives, who do not own or occupy real property within or adjacent to the Downtown Dover TIF district; and four (4) Citizen Representatives who are owners or occupants of real property within or adjacent to the Downtown Dover TIF district, one (1) who shall be recommended by the Greater Dover Chamber of Commerce, and one (1) who shall be recommended by Dover Main Street. The City Manager (or designee) shall be an ex-officio non-voting member. All members shall reside in Dover.
- B. **TERMS OF MEMBERS:** Members shall be appointed to terms of three (3) years. City Council Member will serve for their term and shall be appointed by the Mayor with the approval of the City Council.
- (1) The Board shall sunset upon expiration of the Downtown Dover TIF District.
- C. **AUTHORITY AND DUTIES:** The duties and functions of the Downtown Dover TIF Advisory Board shall be in accordance with RSA 162-K:14 and as defined herein. All actions of the Advisory Board shall be authorized by resolutions of the Board passed on the affirmative votes of at least 2/3 of the Board members present and voting.



**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

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

Ordinance Number: **O-2014.03.12-002**  
Ordinance Title: Chapter 5, Boards, Commissions and Committees  
Chapter: 5

- (1) The Board shall advise the City Council and the District Administrator on the recommended policies and actions for the administration and operation of the Downtown Dover TIF District.
- (2) The Board shall advise the City Council and the District Administrator regarding the planning, construction and implementation of the Development Program and the operation and maintenance of the District after the Development Program is completed.
- (3) The Board shall submit quarterly oral and written reports to the City Council.

### 3. TAKES EFFECT

This ordinance shall take effect upon passage and publication of notice as required by RSA 47:18.

### REQUIRES A PUBLIC HEARING

### AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Councilor Catherine Cheney
Approved as to Legal Form:	Anthony Blenkinsop City Attorney		
Recorded by:	Karen Lavertu City Clerk		



**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

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

Ordinance Number: **O-2014.03.12-002**  
Ordinance Title: Chapter 5, Boards, Commissions and Committees  
Chapter: 5

### DOCUMENT HISTORY:

First Reading Date: 03/12/2014	Public Hearing Date: 03/26/2014
Approved Date:	Effective Date:

### DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothy Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does   does not pass.		

### ORDINANCE BACKGROUND MATERIAL:

The Dover City Council wishes to define the Downtown Dover TIF Advisory Board as part of their Boards, Commissions and Committees to aid the Council in their required obligations of the oversight and process of the goals of the Council in the administration of the City's TIF District.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2013.12.11 – 140**  
Resolution Re: Amendment of FY2014 Fee Schedule to Establish Meter and Permit Rates for the Transportation Center Parking Lot

WHEREAS: The City Council will be voting on Resolution 2013.12.11-139 to amend the School Street Parking Lot Lease Agreement which includes expanded control of the 402 spaces in the Transportation Center Parking Lot on Chestnut Street, and;

WHEREAS: If the above amendment is accepted, the proper regulation of the Transportation Center Parking Lot is necessary as part of the comprehensive downtown parking program, and;

WHEREAS: The Transportation Center Parking Lot is distinctive in its use and location within the downtown, and;

WHEREAS: If accepted, the parking token rate needs to be redefined to accommodate different meter rates.

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

The City Council of the City of Dover authorizes changes to the Police section, p. 9 of the approved FY 2014 Fee Schedule to become effective April 1, 2014 as follows:

**ADD**

**Parking Meter Rates:**

Transportation Center Lot      \$0.25/hour

**ADD**

**Parking Permit Monthly Fees**

Transportation Center Lot      \$15/month

**AMEND**

**Parking Meter Fees**

Parking Tokens                      \$5.00/roll of 30

The City Manager recommends that this resolution be adopted.

NEED PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL

**AUTHORIZATION**

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Karen Weston  
By request

Approved as to Legal Form and Compliance: Anthony I. Blenkinsop  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk

Document Created by: Police  
Document Posted on: March 20, 2014

Amendment of FY2014 Fee Schedule to Establish Meter and Permit Rates for the Transportation Center Parking Lot Resolution.2013.12.11



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2013.12.11 – 140**  
Resolution Re: Amendment of FY2014 Fee Schedule to Establish Meter and Permit Rates for the Transportation Center Parking Lot

### DOCUMENT HISTORY:

First Reading Date:	12/11/2013	Public Hearing Date:	
	12/11/2013	Effective Date:	April 1, 2014

### DOCUMENT ACTIONS:

Deputy Mayor Carrier moved to refer to a public hearing on January 8, 2013; seconded by Councilor Garrison. Vote: 6/0.

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison, III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor, Anthony McManus, At Large		
Total Votes:		
Resolution does   does not pass.		

### RESOLUTION BACKGROUND MATERIAL:

It is recommended that the Transportation Center lot be metered and authorized for low cost monthly permits through the Police Department. The Parking Manager recommends a meter rate of 25 cents per hour and monthly daytime passes at \$15. Hours of operation would be regulated under C.O. 166-37. Parking would be free from 7pm to 9 am each weekday, on holiday and weekends.

The current parking token rate is listed at \$0.50/hr and would not be compatible with a meter rate of \$0.25/hr. The recommended parking token rate of \$5.00 per roll is the same cost to users as they are now. Three tokens buy an hour's worth of parking for 50 cents. 30 tokens will still buy 10 hours of parking for \$5.00.

Document Created by: Police	Amendment of FY2014 Fee Schedule to Establish Meter and Permit Rates for the Transportation Center Parking Lot Resolution.2013.12.11
Document Posted on: March 20, 2014	Page 2 of 2



**CITY OF DOVER**

## PUBLIC ART INSTALLATION APPLICATION

Proposed Public Art **Enchanted Gardens**  
Project Name:

Proposed Location: Henry Law Park, Upper Section

### ***Applicant Information***

Applicant Name (person or organization)	Mark Cuddy from The Children's Museum of New Hampshire
Street Address	6 Washington Street
City ST ZIP Code	Dover, NH 03820
Home Phone	
Work Phone	603-742-2002
E-Mail Address	mark@childrens-museum.org

### ***Location of Proposed Public Art Installation***

Identify the facility and the exact area upon or within the facility where the installation is proposed to be located. Include pictures, schematics and/or other visual materials depicting the location of the project installation (attach additional sheets, if needed)

We are planning to have various sculptures displayed in the upper section of Henry Law Park. There will be some sculptures on the ground, as well as sculptures hanging from tree's or off of the light posts. No damage will be done to the tree's or light posts.

### ***Description of Proposed Public Art Installation***

Describe the nature of the public art installation including specific details regarding materials, size, weight and attachment mechanism. Include pictures, schematics and/or other visual materials depicting the nature of the project (attach additional sheets, if needed)

We are planning to have this show run from mid May through Labor Day.

This is a group show that the Children's Museum of New Hampshire will be curating, so we do not know what the individual pieces are yet. The museum will decide whether the sculptures will be safe to have out in the park around people and families. Sculptures that are deemed unsafe or too fragile will not be accepted into the show. The artists will submit proposals for their individual works to the museum, including where and how the pieces will be mounted. The museum will oversee installation of these pieces.



**CITY OF DOVER**

## PUBLIC ART INSTALLATION APPLICATION

Proposed Public Art **Enchanted Gardens**  
Project Name:

Proposed Location: Henry Law Park, Upper Section

### ***Person Responsible For Installation/Maintenance (if different than applicant)***

Name	Mark Cuddy (oversee installation of individual artists)
Street Address	6 Washington Street
City ST ZIP Code	Dover, NH 03820
Home Phone	
Work Phone	603-742-2002
E-Mail Address	mark@childrens-museum.org

### ***Agreement and Signature***

By submitting this application, I affirm that I am authorized on behalf of the applicant to commit to complete the installation and assume all responsibility related to the continuing maintenance, care and removal of the proposed public art project described herein.

Name (printed)	Mark Cuddy
Signature	
Date	2/19/2014

### ***Policy Concerning Requests for Public Art Installations***

It is the policy of the City of Dover to accept and review all applications from area artists proposing to install public art within or upon public facilities owned and maintained by the City of Dover. Applications are reviewed by both the Dover Arts Commission and the City Manager. Upon the recommendation of the Arts Commission and City Manager, applications are forwarded to the City Council for final approval.

Thank you for completing this application form. Your proposal for the installation of public art will be submitted for review and consideration for approval per the above policy. You will be contacted should additional information be needed and to provide the status of your application.



OFFICE OF THE CITY CLERK  
CITY OF DOVER  
MAY 17 AM 9:10

# APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: AMERICA LEGION Post #8 DOVER NH

Federal Tax ID number for Organization: 02-0215228

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

Contact Person: MAURICE LECHERC Day Time Telephone: 603-833-9260

Address: 640 CENTRAL AVE Email Address \_\_\_\_\_

Purpose of Permit: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Specific Time: \_\_\_\_\_

Location of Event: \_\_\_\_\_

\*\*\*\*\*

(Raffle Permit only)

Prize (s) To Be Awarded: SMOKER GRILL

Amount of Donation: 1-100 6K500 Date of Drawing: MAY 30<sup>th</sup> Specific Time: 8:00 PM

Place of Drawing: DOVER AMERICAN LEGION Post #8

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

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

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

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

Signature: Maurice Leclerc Date: 3-17-2014

Licensing Board approval (Signature) Date: 3/19/14

Revised 03/17/08

*(Handwritten initials)*



CITY OF DOVER

14 MAR 10 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: End 68 Hours of Hunger
Federal Tax ID number for Organization: 45-0998251

Check (✓) Nature of Organization:

Religious \_\_, Educational \_\_, Charitable X, Civic \_\_, Sports \_\_, Veterans \_\_, Fraternal or Political \_\_, Other \_\_
(Describe) End Childhood hunger during weekend hours
Contact Person: Carrie Swienton Day Time Telephone: 603-343-5663
Address: 10 Sandpiper Dr. Dover, NH Email: Brianandcarrie@mac.com
Purpose of Permit: Raffle @ fundraiser @ margaritas
Date of Event: April 22, 2014 Specific Time: 5-8pm
Location of Event: Margaritas - 25 members way Dover, NH

Prize (s) To Be Awarded: Small baskets + gift cards
Cost of Ticket: \$1.00 Date of Drawing: April 22, 2014
Place of Drawing: Margaritas 25 members way Dover, NH 03820

\* 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

\*\* 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: 3/13/14

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: 3/11/14

CITY OF DOVER  
14 MAR 17 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: Dover Baseball  
Federal Tax ID number for Organization: 02-0514051  
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Michelle Dulac Day Time Telephone: 603-767-6289

Address: 9 Ivans lane Email Address mommydulac@gmail.com

Purpose of Permit: Fundraising - Tagging

Date of Event: May 9 & 10 Specific Time: all day

Location of Event: local Dover business's

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

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

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

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

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

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

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

Signature: Michelle Dulac Date: 3/17/14

Licensing Board approval [Signature] Date: \_\_\_\_\_  
Revised 03/17/08

*[Handwritten initials]*



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2014.03.26 - 021**  
Resolution Re: B14004B Indoor Pool Roof Replacement

WHEREAS: Sealed request for qualifications/proposal B14004B were solicited and received on February 25, 2014 at 11:00 pm to provide and install a new roof on the Indoor Pool building. A mandatory pre-bid meeting was conducted at the indoor pool on February 4, 2014 @ 9:00am with sixteen vendors attending; and

WHEREAS: Nine responses were received and evaluated by the city personnel and the city contracted roof consultant. A short list of the top three candidates was generated and cost proposals were opened and further evaluated; and

WHEREAS: The low bid meeting specification and deemed most advantageous was submitted by Skyline Roofing Inc of Manchester NH at a rate not to exceed \$120,800.

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 Skyline Roofing Inc at rates provided in conjunction with RFP B14004B. The amount of this authorization shall be limited so as not to exceed available funding

## Financing

Account	Description	Appropriation	Balance
4014.1.350.45124.4725.05112.14	Roof replacement indoor pool	110,000	101,200
1000.1.190.41991.4840.00000.00	GF Contingency	276,204	253,480

## AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Karen Weston  
By Request

Approved as to Legal Form and Compliance: Anthony Blenkinsop  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2014.03.26 - 021**  
Resolution Re: B14004B Indoor Pool Roof Replacement

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

<b>VOTING RECORD</b>		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does   does not pass.		



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2014.03.26 - 021**  
Resolution Re: B14004B Indoor Pool Roof Replacement

### RESOLUTION BACKGROUND MATERIAL:

Then indoor pool has a rubber membrane roof that was put over a tar and gravel roof in 1995. This roof has had several leaks and a series of deterioration of the wooden roof where the leaks occurred. The entire roof needs to be stripped and repaired and a new layer of insulation added along with a new rubber membrane, gutters and a proper roof drainage system.

### Award Information:

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

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	yes
<b>Invitations Mailed:</b>	53	<b>Number of Responses:</b>	9
<b>Warranty:</b>	Manufacturer	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	Until completion	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	Skyline Roofing	<b>Fund:</b>	CIP
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	yes	<b>Reason for Council Approval:</b>	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

### Vendor Solicitation List & Results:

[https://online.dover.nh.gov/Documents.aspx?public=1&deptnum=3&cab=Bids and Requests for Proposal&index=open\\_date&desc=1](https://online.dover.nh.gov/Documents.aspx?public=1&deptnum=3&cab=Bids and Requests for Proposal&index=open_date&desc=1)



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.6.**

Resolution Number: **R - 2014.03.26 – 022**

Resolution Re: Purchase of two Ford F250 trucks State of NH Contract

WHEREAS: The sealed request for bid 2011-40 was solicited by the State of NH in August 2013 for pricing of various vehicles, including 2014 Ford F250 Pickup trucks; and

WHEREAS: A low bid meeting the specifications for the Ford F250 pickup was submitted by and awarded to Grappone Ford of Bow NH in the base amount of \$20,494.00. Various options were outlined in the bid request, including the price of the heavy duty tow package for \$200.00, resulting in a total price of \$20,694.00 per vehicle; and

WHEREAS: The city would like to purchase (2) two Ford F250 pickup trucks for a total of \$41,388.00; and

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

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

The purchasing agent is hereby authorized to issue a purchase order to Grappone Ford for the purchase of two (2) Ford F250 pickup trucks with heavy duty tow package at the corresponding rates provided in State of NH Contract. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance
5320.1.300.43250.4742.92	Sewer light vehicles/trucks	5,421.01	4,092.02
5320.1.300.43250.4742.93	Sewer light vehicles/trucks	2,005.99	2,005.99
5320.1.300.43250.4742.00	Sewer light vehicles/trucks	15,195.00	12,500.00
5300.1.300.43320.4742.91	water light vehicles/trucks	10,000.00	10,000.00
5300.1.300.43320.4742.92	water light vehicles/trucks	12,500.00	12,500.00
5300.1.300.43320.4742.00	water light vehicles/trucks	25,000.00	12,500.00

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Karen Weston  
By Request

Approved as to Legal  
Form and Compliance: Anthony Blenkinsop  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2014.03.26 – 022**  
Resolution Re: Purchase of two Ford F250 trucks State of NH Contract

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does   does not pass.		



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.6.**

Resolution Number: **R - 2014.03.26 – 022**

Resolution Re: Purchase of two Ford F250 trucks State of NH Contract

### RESOLUTION BACKGROUND MATERIAL:

This is a continuation of the city’s plan to replace vehicles that have reached their useful life. It is essential to maintain safe vehicle operation and limited maintenance costs. This purchase will replace two pickups that are over 15 years old.

The trucks are four wheel drive, gasoline engine, 8 cylinder, 2014 Ford F250’s The base amount of each vehicle is \$20,494 with the optional heavy duty tow package including complete class IV, 2” receiver type hitch with wireless harness and 2” ball, and heavy duty cooling at a cost of \$200 per truck. Total cost per truck is \$20,694.00

### Bid Information:

State of NH bid 2011-40

### Purchasing Information:

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