



**CITY OF DOVER**

## CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, April 23, 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 147: SEWERS**

SPONSORED BY MAYOR WESTON BY REQUEST

**B. CHAPTER 166: VEHICLES AND TRAFFIC - CHARLES STREET PARKING RESTRICTION**

SPONSORED BY MAYOR WESTON

**C. CHAPTER 166: VEHICLES AND TRAFFIC - GLEN HILL ROAD STOP SIGN**

SPONSORED BY MAYOR WESTON

**D. CHAPTER 166: VEHICLES AND TRAFFIC - UPPER FACTORY ROAD STOP SIGN**

SPONSORED BY MAYOR WESTON

**E. CHAPTER 170: ZONING – ZONING MAP**

SPONSORED COUNCILOR GARRISON, PLANNING BOARD REPRESENTATIVE

**F. REPROGRAMMING OF UNSPENT LIBRARY CAPITAL BUDGET APPROPRIATIONS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)**

SPONSORED BY MAYOR WESTON BY REQUEST

**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. April 2, 2014 - Workshop**

**B. April 9, 2014 – Regular Meeting**



**CITY OF DOVER**

## CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, April 23, 2014**  
Meeting Time: **7:00 pm**

### 11. MAYOR'S REPORT

### 12. UNFINISHED BUSINESS

#### A. ORDINANCES IN THE 2<sup>nd</sup> READING

##### 1. CHAPTER 147: SEWERS

SPONSORED BY MAYOR WESTON BY REQUEST

##### 2. CHAPTER 166: VEHICLES AND TRAFFIC - CHARLES STREET PARKING RESTRICTION

SPONSORED BY MAYOR WESTON

##### 3. CHAPTER 166: VEHICLES AND TRAFFIC - GLEN HILL ROAD STOP SIGN

SPONSORED BY MAYOR WESTON

##### 4. CHAPTER 166: VEHICLES AND TRAFFIC - UPPER FACTORY ROAD STOP SIGN

SPONSORED BY MAYOR WESTON

##### 5. CHAPTER 170: ZONING – ZONING MAP

SPONSORED BY COUNCILOR GARRISON, PLANNING BOARD REPRESENTATIVE

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

#### C. RESOLUTIONS

##### 1. REPROGRAMMING OF UNSPENT LIBRARY CAPITAL BUDGET

APPROPRIATIONS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)

SPONSORED BY MAYOR WESTON BY REQUEST

### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

##### 1. PARADE – Dover Knights of Columbus Council 807 “Our Lady of the Rosary”

##### 2. ROAD RACE – Goodwin Community Health

##### 3. ROAD RACE – Triangle Club

##### 4. RAFFLE – Disabled Veterans, Dover Chapter #5

##### 5. RAFFLE – First Parish Church Congregational, United Church of Christ

##### 6. RAFFLE – St. Mary Academy

##### 7. RESOLUTION: B14040 AWARD OF BID SEWER DRAIN SUPPLIES

SPONSORED BY MAYOR WESTON BY REQUEST



**CITY OF DOVER**

## CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, April 23, 2014**  
Meeting Time: **7:00 pm**

- 8. RESOLUTION: B14041 AWARD OF BID WATER DRAIN SUPPLIES**  
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. RESOLUTION: B14043 AWARD OF BID FOR SAND & GRAVEL PRODUCTS**  
SPONSORED BY MAYOR WESTON BY REQUEST
- 10. RESOLUTION: B14046 AWARD OF BID TRAFFIC CONTROL/FLAGGING SERVICES**  
SPONSORED BY MAYOR WESTON BY REQUEST
- 11. RESOLUTION: PURCHASE OF GENERATOR FOR COMMUNITY SERVICES**  
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. Ordinance Committee

### B. RESOLUTIONS

- 1. RELEASE OF LEGAL MEMORANDUM**  
SPONSORED BY COUNCILOR CHENEY
- 2. ACCEPTANCE OF THE ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2015 CDBG ENTITLEMENT FUNDS**  
**(TO BE REFERRED TO A PUBLIC HEARING ON MAY 14, 2014)**  
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. FISCAL YEAR 2015 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM**  
**(TO BE REFERRED TO A PUBLIC HEARING AS FOLLOWS:**  
**SCHOOL DEPARTMENT BUDGET HEARING TO BE HELD ON MAY 14, 2014**  
**CITY BUDGET HEARING TO BE HELD ON MAY 21, 2014)**  
SPONSORED BY MAYOR WESTON BY REQUEST

### C. ORDINANCES IN 1ST READING

- 1. CHAPTER 66: OPERATION OF BICYCLES ON SIDEWALKS**  
**(TO BE REFERRED TO A PUBLIC HEARING ON MAY 14, 2014)**  
SPONSORED BY MAYOR WESTON BY REQUEST



**CITY OF DOVER**

## CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, April 23, 2014**  
Meeting Time: **7:00 pm**

14. **COUNCIL CORRESPONDENCE**
  - A. **Notification of Sworn Ethics Complaint**
15. **COUNCIL MATTERS OF INTEREST**
16. **ADJOURNMENT**



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Workshop Session  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, April 2, 2014**  
Meeting Time: **7:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Gagnon 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. MASTER PLAN REVIEW

Planning and Community Development Director Parker gave a PowerPoint presentation to the Council regarding the Master Plan review.

#### B. DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY (DBIDA) UPDATE

Economic Development Director Barufaldi gave an overview of Dover's Economic Development activities to the Council. He discussed business retention and expansion, outreach, tourism, BizEd Connect program, transportation, and other special projects.

He said Dover had 50 new or expanding companies with 840 new jobs.

City Manager Joyal said the credit goes to Dover's leadership decisions, vision, and their willingness to make the tough decisions.

Director Barufaldi added that Dover businesses donate sponsorships, which brings the community together.

### 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 O'Connor.

Vote: 9/0.

Director Parker's presentation has been archived with these minutes.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, April 9, 2014**  
Meeting Time: **7:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Garrison led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

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

**Absent:** Councilor Cheney.

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

### 5. PROCLAMATIONS/AWARDS – None

### 6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved for the approval of the Agenda.

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

Deputy Mayor Carrier moved to add an Appointments Committee Report. He moved to substitute as a whole Item #12.B.1. Chapter 5, Boards and Commission. He moved to substitute the map for Item #13.B.1. He moved pull Item #13.C.1., Chapter 79 from the Agenda.

Mayor Weston asked for a vote to approve the Agenda as amended.

Vote: 8/0.

### 7. PUBLIC HEARINGS

#### A. CHAPTER 5: BOARD, COMMISSIONS, AND COMMITTEES SPONSORED BY COUNCILOR CHENEY

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

### 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.*

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

### 9. CITY MANAGER'S REPORT – Fiscal Year 2015 Proposed Budget Presentation

City Manager Joyal gave a PowerPoint presentation regarding the Fiscal Year 2015 Proposed Budget to the Council.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, April 9, 2014**  
Meeting Time: **7:00 pm**

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

Vote: 8/0.

### 10. APPROVAL OF MINUTES

#### A. March 26, 2014 – Regular Meeting

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

Vote: 8/0.

### 11. MAYOR'S REPORT

Mayor Weston said she read to the children at the Dover Children's Center, and they read to her. She attended the Planning Department's meet and greet event. She recognized the passing of former Councilor Gary Cyr. She spoke about the outpouring from folks that the City Hall be opened 5 days a week.

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

Vote: 8/0.

### 12. UNFINISHED BUSINESS

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

#### B. ORDINANCES IN THE 3<sup>rd</sup> READING

##### 1. CHAPTER 5: BOARD, COMMISSIONS, AND COMMITTEES

###### SPONSORED BY COUNCILOR CHENEY

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

Councilor Garrison gave an overview of the minor changes made to the ordinance. He said the current substituted ordinance has a typographical error; 5-23.C. is indented incorrectly. He started a discussion from the RSA 162-K: 14 that states there should be a mechanism of appeal.

General Legal Counsel Blenkinsop said he felt the language in the Ordinance covers this issue.

Councilor Garrison moved to add the word "current" where it's talking about the Councilor's term on the commission; after the word "their" and before "term."; seconded by Councilor Hooper.

Councilor Gagnon suggested "one Council term."

Councilor Garrison suggested "Councilor's two-year term." He also had another choice: "the City Councilor shall be appointed by the Mayor, with the approval of the Council, and their membership shall terminate at the end of their two-year Council term."

Councilor Gagnon suggested the following: "the City Council member shall be appointed by the Mayor, with the approval of the City Council, and will serve for their current Council term with an option to get reappointed."



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, April 9, 2014**  
Meeting Time: **7:00 pm**

Councilor O'Connor said this is done anyways. He asked why this commission is any different.

Councilor Hooper said they were over thinking this.

Mayor Weston said she liked just added the word "current". She asked for a vote on the motion to add the word "current."

Vote: 6/2; Passed. Councilor Gagnon and Councilor O'Connor were opposed.

Councilor Thibodeaux asked if Councilor's term should be capitalized.

Mayor Weston asked for a roll call vote on the amended ordinance.

Roll Call Vote: 8/0.

### **C. RESOLUTIONS – None**

## **13. NEW BUSINESS**

### **A. CONSENT CALENDAR**

- 1. WALK – Portsmouth Christian Academy**
- 2. RESOLUTION: APPROVAL OF GREAT BAY ROWING LEASE, BUTLER BUILDING**  
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. RESOLUTION: B11001 WASTEWATER TREATMENT PLANT (WWTP) DESIGN PHASE ADDITIONAL SCOPE OF WORK - WRIGHT PIERCE**  
SPONSORED BY MAYOR WESTON BY REQUEST
- 4. RESOLUTION: B12038 SAFE ROUTES TO SCHOOL –ADDITIONAL SCOPE OF WORK, WOODMAN PARK SIDEWALK IMPROVEMENTS**  
SPONSORED BY MAYOR WESTON BY REQUEST
- 5. RESOLUTION: B14032 SAFE ROUTES TO SCHOOL – WOODMAN PARK SCHOOL INFRASTRUCTURE PROGRAM**  
SPONSORED BY MAYOR WESTON BY REQUEST
- 6. RESOLUTION: B14034 AWARD OF BID HAND PAVEMENT MARKINGS**  
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. RESOLUTION: B14035 PAVEMENT MARKINGS LONG LINE REFLECTORIZED**  
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. RESOLUTION: B14042 AWARD OF BID FOR CONSTRUCTION EQUIPMENT RENTAL**  
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. RESOLUTION: B14052 AWARD OF BID PRECAST CONCRETE STRUCTURES**  
SPONSORED BY MAYOR WESTON BY REQUEST



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, April 9, 2014**  
Meeting Time: **7:00 pm**

**10. RESOLUTION: PURCHASE OF ONE FORD F150 TRUCK - STATE OF NH CONTRACT**

SPONSORED BY MAYOR WESTON BY REQUEST

**11. RESOLUTION: PURCHASE OF ONE FORD EXPLORER - STATE OF NH CONTRACT**

SPONSORED BY MAYOR WESTON BY REQUEST

### COMMITTEE REPORTS

- |  |                                       |
|--|---------------------------------------|
| 1. <b>School Board</b>                 | 7. Solid Waste Advisory Commission    |
| 2. Planning Board                      | 8. Transportation Advisory Commission |
| 3. <b>Appointments Committee</b>       | 9. <b>Legislative Liaison</b>         |
| 4. Recreation Advisory Board           | 10. Pool Advisory Committee           |
| 5. McConnell Center Advisory Committee | 11. Parking Commission                |
| 6. Arts Commission                     | 12. Ordinance Committee               |

Deputy Mayor Carrier moved for the adoption of 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. Deputy Mayor Carrier asked to pull the Appointments Committee Report. Mayor Weston asked for a roll call vote on the remaining items of the Consent Calendar. Roll Call Vote: 8/0.

Councilor Hooper gave an overview of the School Board Report and the Legislative Liaison Report to the Council.

Councilor McManus moved to accept the School Board Report and the Legislative Liaison Report; seconded by Councilor Garrison.

Vote: 8.0

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

Chris Keeley – Energy Commission

Walter King – Energy Commission

George Reagan – Alternate to the Zoning Board of Adjustments

John Whitcomb – Energy Commission

Kim Schuman – appointed to another term on the Arts Commission

Elizabeth Goldman – appointed to another term on the Energy Commission

Joseph Nicolella – appointed to another term on the Solid Waste Advisory Commission

Deputy Mayor Carrier moved to accept the Appointments Committee Report and the recommendations for appointment; seconded by Councilor O'Connor.

Vote: 8/0.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, April 9, 2014**  
Meeting Time: **7:00 pm**

Deputy Mayor Carrier said they also received a letter from previous Councilor Callaghan withdrawing his application to serve on the Ethics Commission, because he wished to continue serving on the Willand Pond Ad-Hoc Committee.

Councilor Thibodeaux moved to reconsider the vote Consent Calendar and pull Item #13.A.8.; seconded by Councilor O'Connor.

Vote: 8/0.

Mayor Weston asked for a vote on the Consent Calendar minus Item 13.A.8.

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved to adopt Item 13.A.8.; seconded by Councilor Garrison.

Councilor Gagnon said he would abstain from the vote.

Roll Call Vote: 7/0. Councilor Gagnon abstained.

### **B. RESOLUTIONS**

#### **1. DOVER LOT LINE ADJUSTMENT REQUEST – PSNH SPONSORED BY MAYOR WESTON BY REQUEST**

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

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

Vote: 8/0.

#### **2. REPROGRAMMING OF UNSPENT LIBRARY CAPITAL BUDGET APPROPRIATIONS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON APRIL 23, 2014) SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on April 23, 2014; seconded by Councilor O'Connor.

Vote: 8/0.

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

#### **~~1. CHAPTER 79: CITY PROPERTY – HUNTING, DISCHARGE OF FIREARMS, TRESPASSING AND/OR USE OF MOTORIZED VEHICLES ON CITY PROPERTY (TO BE REFERRED TO A PUBLIC HEARING ON APRIL 23, 2014) SPONSORED BY MAYOR WESTON BY REQUEST~~**

The item was pulled from the Agenda.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, April 9, 2014**  
Meeting Time: **7:00 pm**

**2. CHAPTER 147: SEWERS  
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 23, 2014)  
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on April 23, 2014; seconded by Councilor O'Connor.  
Vote: 8/0.

**3. CHAPTER 166: VEHICLES AND TRAFFIC - CHARLES STREET PARKING  
RESTRICTION  
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 23, 2014)  
SPONSORED BY MAYOR WESTON**

Deputy Mayor Carrier moved to refer to a public hearing on April 23, 2014; seconded by Councilor O'Connor.  
Vote: 8/0.

**4. CHAPTER 166: VEHICLES AND TRAFFIC - GLEN HILL ROAD STOP SIGN  
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 23, 2014)  
SPONSORED BY MAYOR WESTON**

Deputy Mayor Carrier moved to refer to a public hearing on April 23, 2014; seconded by Councilor Garrison.  
Vote: 8/0.

**5. CHAPTER 166: VEHICLES AND TRAFFIC - UPPER FACTORY ROAD STOP SIGN  
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 23, 2014)  
SPONSORED BY MAYOR WESTON**

Deputy Mayor Carrier moved to refer to a public hearing on April 23, 2014; seconded by Councilor Hooper.  
Vote: 8/0.

**6. CHAPTER 170: ZONING – ZONING MAP  
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 23, 2014)  
SPONSORED BY COUNCILOR GARRISON, PLANNING BOARD  
REPRESENTATIVE**

Deputy Mayor Carrier moved to refer to a public hearing on April 23, 2014; seconded by Councilor Thibodeaux.  
Vote: 8/0.

**14. COUNCIL CORRESPONDENCE – None**



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Council Chambers, City Hall**  
Meeting Date: **Wednesday, April 9, 2014**  
Meeting Time: **7:00 pm**

### 15. COUNCIL MATTERS OF INTEREST

Councilor O'Connor talked about the water main break on Horne Street, and how Community Services did a great job.

Deputy Mayor Carrier said his son was home safely after six months in Afghanistan.

### 16. ADJOURNMENT

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

The following items have been archived with these minutes.  
The Fiscal Year 2015 Proposed Budget  
The Fiscal Year 2015 Proposed Budget Presentation  
Fiscal Year 2013 Citizen Survey

DRAFT



CITY OF DOVER

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2014.04.09 – 004  
Ordinance Title: Sewers  
Chapter: 147

The City of Dover Ordains:

### 1. PURPOSE

The purpose of this ordinance is to amend Chapter 147 entitled “Sewers”.

### 2. AMENDMENT

Chapter 147 entitled “Sewers” is hereby amended as follows:

#### 147-18. Categorical Pretreatment Standards.

- A. Notification: The City Manager Community Services Director, or designee, shall provide timely notification to appropriate industries of applicable ~~e~~Categorical ~~p~~Pretreatment ~~s~~Standards.
- B. Deadline for Compliance with Categorical Standards. As defined in 40 CFR 403.6(b).  
**[Amended on 12-16-92 by Ord. No. 33-92]**
- C. Amendment to IDP Required: An industrial user subject to ~~e~~Categorical ~~p~~Pretreatment ~~s~~Standards shall not discharge to wastewater facilities after the compliance date of such standards unless an Amendment to its IDP has been issued by the ~~Dover Utilities Commission~~ Community Services Director, or designee.
- D. Application for IDP Amendment: Within ~~1280~~ days after the effective date of a ~~e~~Categorical ~~p~~Pretreatment ~~s~~Standards, an industry subject to such standards shall submit an application for an IDP Amendment. The Application shall contain the information noted under Section ~~2 (B)~~ G (2) below of the Article.
- E. Categorical Compliance Schedule Reports: Each user subject to a compliance schedule as required under, 40 CFR 403.8(f)(1)(iv) or 147-14.B(9) shall report on progress to include 403.12(c) toward meeting compliance with these regulations as follows: **[Amended on 12-16-92 by Ord. No. 33-92; Amended on 05-17-95 by Ord. No. 08-95.]**
- (1) Not later than fourteen (14) days following each date in the schedule, and the final date for compliance, the industrial user shall submit a progress report to the ~~Dover Utilities Commission~~ Community Services Director, or designee, indication whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply, the reason for the delay, and the steps being taken by the industrial user to return the progress to the schedule established.

Formatted: Strikethrough



CITY OF DOVER

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2014.04.09 – 004  
Ordinance Title: Sewers  
Chapter: 147

(2) The time for any increment in the schedule, or the interval between reports required in paragraph 1), shall not exceed nine (9) months. An increment is the time between the dates for commencement and completion of major events leading to the construction and operation of pretreatment facilities necessary to achieve compliance with this ordinance and ~~national~~ ~~e~~Categorical ~~p~~Pretreatment ~~s~~Standards.

F. Report on Compliance with Categorical Standard Deadline: Within 90 days following the date for final compliance with applicable ~~e~~Categorical ~~p~~Pretreatment ~~s~~Standards, or in the case of a new industrial user following introduction of wastewater into city sewer, any industrial user subject to ~~p~~Pretreatment ~~s~~Standards and requirements shall submit to ~~Dover Utilities Commission~~ Community Services Director, or designee, a report indicating the nature and concentration of all pollutants in the discharge from the regulated process which are limited by ~~p~~Pretreatment ~~s~~Standards and the average and maximum daily flow for these process lines. The report shall state whether the applicable ~~p~~Pretreatment ~~s~~Standards are being met on a consistent basis, and, if not, what additional operation and maintenance and/or pretreatment is necessary to bring the industrial user into compliance with the applicable ~~p~~Pretreatment ~~s~~Standards. This statement shall be signed by an authorized representative (see Section 2(C) (4) (B) and certified by a qualified professional engineer.

G. Baseline Monitoring Reports: reporting requirements for I.U.s upon effective date of Categorical Pretreatment Standard baseline report shall be in accordance with 40CFR403.12(b). **[Added on 12-16-92 by Ord. No. 33-92]**

~~H.~~ (1) Within either one hundred eighty (180) days after the effective date of a ~~e~~Categorical Pretreatment Standard, or the final administrative decision on a category determination under 40 CFR 403.6(a)(4), whichever is later, existing Categorical Industrial Users currently discharging to or scheduled to discharge to the POTW shall submit to the City's authorized agent a report which contains the information listed in paragraph ~~B2~~, below. At least ninety (90) days prior to commencement of their discharge, New Sources, and sources that become Categorical Industrial Users subsequent to the promulgation of an applicable ~~e~~Categorical Standard, shall submit to the City's authorized agent a report which contains the information listed in paragraph ~~B2~~, below. A New Source shall report the method of pretreatment it intends to use to meet applicable ~~e~~Categorical Standards. A New Source also shall give estimates of its anticipated flow and quantity of pollutants to be discharged (403.12(b)(4),and(5)). **[Added 12-16-92 by Ord. No. 33-92]**

Formatted: Indent: Left: 0.75", No bullets or numbering



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2014.04.09 – 004**

Ordinance Title: Sewers

Chapter: 147

(+) (2) Users described above shall submit the information set forth below.

- (a) Identifying Information: The name and address of the facility, including the name of the operator and owner.
- (b) Environmental Permits: A list of any environmental control permits held by or for the facility.
- (c) Description of Operations: A brief description of the nature, average rate of production including each product produced by type, amount, processes, and rate of production, and standard industrial classifications of the operation(s) carried out by such User. This description should include a schematic process diagram, which indicates points of discharge to the POTW from the regulated processes.
- (d) Flow Measurement: Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined wastestream formula set out in 40 CFR 403.6(e).
- (e) Measurement of Pollutants:
  - (i) The Categorical Pretreatment Standards applicable to each regulated process and any new categorically regulated processes for Existing Sources.
  - (ii) The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the Standard or by [the Superintendent], of regulated pollutants in the discharge from each regulated process.
  - (iii) Instantaneous, Daily Maximum, and long-term average concentrations, or mass, where required, shall be reported.
  - (iv) The sample shall be representative of daily operations and shall be analyzed in accordance with 40 CFR Part 136. Where the Standard requires compliance with a BMP or pollution prevention alternative, the User shall submit documentation as required by the City's authorized agent or the applicable Standards to determine compliance with the Standard.

Formatted: Indent: Left: 1", No bullets or numbering



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number: **O – 2014.04.09 – 004**

Ordinance Title: Sewers

Chapter: 147

- (v) The User shall take a minimum of one representative sample to compile that data necessary to comply with the requirements of this paragraph.
- (vi) Samples should be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If other wastewaters are mixed with the regulated wastewater prior to pretreatment, the User should measure the flows and concentrations necessary to allow use of the combined wastestream formula in 40 CFR 403.6(e) to evaluate compliance with the Pretreatment Standards. Where an alternate concentration or mass limit has been calculated in accordance with 40 CFR 403.6(e) this adjusted limit along with supporting data shall be submitted to the Control Authority;
- (vii) Sampling and analysis shall be performed in accordance, and as outlined, in the user's control mechanism (permit);
- (viii) The City's authorized agent may allow the submission of a baseline report which utilizes only historical data so long as the data provides information sufficient to determine the need for industrial pretreatment measures;
- (ix) The baseline report shall indicate the time, date and place of sampling and methods of analysis, and shall certify that such sampling and analysis is representative of normal work cycles and expected pollutant Discharges to the POTW.
- (f) Compliance Certification: A statement, reviewed by the User's Authorized Representative and certified by a qualified professional, indicating whether Pretreatment Standards are being met on a consistent basis, and, if not, whether additional operation and Standards and Requirements.
- (g) Compliance Schedule: If additional pretreatment and/or O&M will be required to meet the Pretreatment Standards, the shortest schedule by which the User will provide such additional pretreatment and/or O&M must be provided. The completion date in this schedule shall not be later than the compliance date established for the applicable Pretreatment Standard. A compliance schedule pursuant to this Section must meet these requirements as set forth:
  - (i) The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the



CITY OF DOVER

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2014.04.09 – 004  
Ordinance Title: Sewers  
Chapter: 147

construction and operation of additional pretreatment required for the User to meet the applicable Pretreatment Standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);

- (ii) No increment referred to above shall exceed nine (9) months;
- (iii) The User shall submit a progress report to the -Community Services Director, or designee, no later than fourteen (14) days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the User to return to the established schedule; and
- (iv) In no event shall more than nine (9) months elapse between such progress reports to the City's authorized agent.
  - a. Signature and Report Certification. All baseline monitoring reports must be certified in accordance with 40CFR 403.6(a)2ii and signed by an authorized representative.

Formatted: Space After: 12 pt

~~F.I.~~ For the POTW developing a pretreatment program pursuant to 40 CFR Subsection 403.8 specific discharge limits on pollutant(s) shall be developed and continue to be developed as necessary and effectively enforced by the City. [Added on 12-16-92 by Ord. No. 33-92]

~~F.I.~~ Where specific prohibitions or limits on pollutants or pollutant parameters are developed by a POTW in accordance with paragraph (H) above, such limits shall be deemed Pretreatment Standards for the purposes of section 307(d) of the clean water act. [Added on 12-16-92 by Ord. No. 33-92]

~~F.I.~~ By the legal authority obtained through the Dover Sewer Use Ordinance, compliance with applicable Pretreatment Standards and requirements by Industrial Users shall be enforced. [Added on 12-16-92 by Ord. No. 33-92]

### 3. TAKES EFFECT

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

### TO BE REFERRED TO A PUBLIC HEARING

Document Created by: Legal  
Document Posted on: March 18, 2014

O-2014.04.08-Chapter 147 Sewers  
Page 5 of 6



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number: **O – 2014.04.09 – 004**  
Ordinance Title: Sewers  
Chapter: 147

### 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 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.		

### ORDINANCE BACKGROUND MATERIAL:

These amendments are intended to clarify and simplify certain provisions of Section 147-18 regarding wastewater pretreatment standards.

Document Created by: Legal  
Document Posted on: March 18, 2014

O-2014.04.08-Chapter 147 Sewers

Page 6 of 6



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2014.04.09 – 005**  
Ordinance Title: **Charles Street Parking Restriction**  
Chapter: **166, Vehicles and Traffic**

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to amend Chapter 166, entitled “Vehicles and Traffic” by restricting parking on a segment of each side of Charles Street.

**2. AMENDMENT**

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-56 “SCHEDULE I: No Parking at Any Time” as follows:

THE FOLLOWING ARE ADDED TO SCHEDULE I:

**STREET:**

**LOCATION:**

**CHARLES STREET**

**NORTHERLY SIDE, FROM CENTRAL AVENUE  
EASTERLY FOR A DISTANCE OF 150 FEET**

**CHARLES STREET**

**SOUTHERLY SIDE, FROM CENTRAL AVENUE  
EASTERLY FOR A DISTANCE OF 240 FEET**

**3. TAKES EFFECT**

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

### REQUIRES PUBLIC HEARING

#### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Karen Weston  
Mayor

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2014.04.09 – 005**  
Ordinance Title: **Charles Street Parking Restriction**  
Chapter: 166, Vehicles and Traffic

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

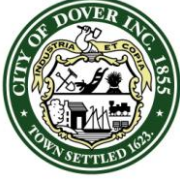
<b>VOTING RECORD</b>		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor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

### ORDINANCE BACKGROUND MATERIAL:

This ordinance revision was recommended by the Transportation Advisory Commission.

With the recently opened Aroma Joe's drive-thru coffee shop located at 1 Charles Street, residents have expressed concerns about vehicle traffic parked or standing on Charles Street near the business and creating traffic problems. A formal parking restriction in this area will ensure that the travel and turning lanes remain clear, to reduce the propensity for bottlenecks here.

The proposed restriction on the northerly (Aroma Joe's) side will extend to the edge of the adjacent property line. The proposed restriction on the southerly side will extend to the far edge of the Sullivan Tire property.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O – 2014.04.09 – 006**  
Ordinance Title: **Glen Hill Road Stop Sign**  
Chapter: 166, Vehicles and Traffic

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to amend Chapter 166, entitled “Vehicles and Traffic” by changing a Yield sign to a Stop sign at the intersection of Glen Hill and Tolend Roads.

**2. AMENDMENT**

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-50 “SCHEDULE C: Stop Intersections” and Section 166-51 “SCHEDULE D: Yield Intersections” as follows:

a. THE FOLLOWING IS ADDED TO SCHEDULE C:

<u><b>STOP SIGN ON:</b></u>	<u><b>AT INTERSECTION OF:</b></u>
<b>GLEN HILL ROAD</b>	<b>TOLEND ROAD</b>

b. THE FOLLOWING IS REPEALED FROM SCHEDULE D:

<u><b>INTERSECTION:</b></u>	<u><b>DIRECTION OF TRAVEL:</b></u>	<u><b>YIELD SIGN ON:</b></u>
<b>GLEN HILL AND TOLEND ROADS</b>	<b>WEST</b>	<b>GLEN HILL ROAD</b>

**3. TAKES EFFECT**

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

### REQUIRES PUBLIC HEARING

#### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Karen Weston  
Mayor

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

**Agenda Item#: 12.A.3.**

Ordinance Number: **O – 2014.04.09 – 006**  
Ordinance Title: **Glen Hill Road Stop Sign**  
Chapter: **166, Vehicles and Traffic**

### 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.		

### ORDINANCE BACKGROUND MATERIAL:

This ordinance revision was recommended the Transportation Advisory Commission after evaluation of a resident's concern for traffic safety in this location, and in light of the ongoing Tolend Road reconstruction project. Based on the design of the intersection, motorists on Glen Hill Road already need to come to a full stop in order to properly observe and yield to approaching traffic on Tolend Road.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.4.

Ordinance Number: **O – 2014.04.09 – 007**  
Ordinance Title: **Upper Factory Road Stop Sign**  
Chapter: **166, Vehicles and Traffic**

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to amend Chapter 166, entitled “Vehicles and Traffic” by adding a stop sign at the intersection of Upper Factory and Tolend Roads.

**2. AMENDMENT**

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-50 “SCHEDULE C: Stop Intersections” as follows:

**a. THE FOLLOWING IS ADDED TO SCHEDULE C:**

**STOP SIGN ON:**

**AT INTERSECTION OF:**

**UPPER FACTORY ROAD**

**TOLEND ROAD**

**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: Karen Weston  
Mayor

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.4.

Ordinance Number: **O – 2014.04.09 – 007**  
Ordinance Title: **Upper Factory Road Stop Sign**  
Chapter: **166, Vehicles and Traffic**

### 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.		

### ORDINANCE BACKGROUND MATERIAL:

This ordinance revision was recommended by the Transportation Advisory Commission. In recent years, a number of new homes were constructed off Upper Factory Road which has increased the number of vehicles using this intersection. There has never been a stop sign here, but with the Tolend Road reconstruction project nearing completion and with additional traffic using this intersection, City staff recommends that motorists entering Tolend Road from Upper Factory Road be controlled by a stop sign.



**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

**Agenda Item #: 12.A.5.**

Ordinance Number: **O –2014.04.09 – 008**  
Ordinance Title: Updating the Dover Zoning Ordinance  
Chapter: 170, Section 170-8 Zoning Map

The City of Dover Ordains:

### 1. PURPOSE

The purpose of this ordinance is to amend Chapter 170 of the Code of the City of Dover, entitled Zoning adjusting the existing boundaries of the CBD and RMU districts to promote the existing character of the land located on the western side of Hanson Street.

### 2. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Urban Density Multi-Residential (RM-U) District to Central Business District Residential (CBD) an area of approximately 2 acres located along Hanson Street, consisting of Lots 20-33, 20-34, 20-35, 20-36, 20-37, 20-40, 20-41, and 20-42”

### 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 William Garrison City Council Planning Board Representative
Approved as to Legal Form and Compliance:	Anthony I. Blenkinsop City Attorney		
Recorded by:	Karen Lavertu City Clerk		



**CITY OF DOVER**

## CITY OF DOVER – ORDINANCE

**Agenda Item #: 12.A.5.**

Ordinance Number: **O –2014.04.09 – 008**  
Ordinance Title: Updating the Dover Zoning Ordinance  
Chapter: 170, Section 170-8 Zoning Map

### 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		
Councilor John O'Connor, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony MacManus, At Large		
Total Votes:		
Resolution does   does not pass.		

### ORDINANCE BACKGROUND MATERIAL:

On January 20<sup>th</sup>, the Planning Department received a citizen petition requesting that the area between Hanson Street and George Street be rezoned from RM-U (Residential Multi-Family) to CDB - R Central Business District Residential. This change will reduce setbacks and parking requirements but allow approximately the same uses.

The Planning Board posted the amendment on February 25, 2014, and held a public hearing on March 25, 2014. After the public hearing, the Board unanimously approved the request.

Attached is the citizen request, as well as background materials submitted by the citizen.



# City of Dover, New Hampshire ZONING AMENDMENT APPLICATION

[Revision Date: February 13, 2013]

Office Use Only	File #:	<u>14-05</u>	Date Received:	<u>JAN 30 2014</u>
	Amount Paid:	<u>\$526.-</u>	Time Received:	_____

Or # 8735 + 2745

### APPLICANT INFORMATION

Name of Applicant: White Dove Properties, LLC

Address of Applicant: 32 Piscataqua Road, Dover, New Hampshire 03820

Telephone # (603) 749-7528

Email Address jwhite0971@yahoo.com

### DESCRIPTION OF PROPOSED AMENDMENT

See attached.

### AREA REZONING INFORMATION

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

Map	Lot(s)
20	33, 34, 35, 35-1, 35-2, 36, 37, 40, 41 & 42

Current Zoning District(s) RMU Size of Area: \_\_\_\_\_

Existing Use(s) Within Area: Residential

Proposed Zoning District(s) CBD (R) Proposed Use of Area: Residential

### ORDINANCE AMENDMENT INFORMATION

Article# \_\_\_\_\_ Section(s) # \_\_\_\_\_ Section Title(s) \_\_\_\_\_

Current Provision(s) Language See attached.

Proposed Provision(s) Language See attached.

In a separate narrative, please describe how your proposed amendment(s) addresses the following elements:

- The purpose and intent of the amendment;
- Consistency with RSA 674:17;
- Consistency with Dover’s Master Plan;
- Consistency with other plans, studies, or technical reports prepared by, or for, the Planning Board and the City;
- Effect on the City’s municipal services and capital facilities as described in the Capital Improvements Program;
- Effect on the natural, environment, and historical resources of the City;
- Effect on neighborhood including the extent to which nonconformities will be created or eliminated; and
- Effect on the City’s economy and fiscal resources.

**REQUIRED ATTACHMENTS**

Fifteen (15) hard copies and one digital copy of the following:

- This application;
- A properly drafted ordinance containing the amendment in a form meeting the requirements of the City Clerk (please see attached for example);
- A statement of the purposes and intent of the proposed amendment
- For zoning map amendments:
  - A map showing the existing zoning districts of the area to be rezoned and the proposed changes to these districts;
  - The names, addresses, and telephone numbers of those submitting the petition and of any agents or representatives of the same;
  - A list and address labels including the name, address, and tax map number of each property owner of the area proposed for rezoning and each property owner within one hundred (100) feet of the subject area. The list shall be current within ten (10) days of submittal;
  - A non-refundable fee of eight dollars (\$8.00) per property owners and abutter required to be notified included on the lists of properties;
- A non-refundable fee of one hundred fifty dollars (\$150.00) to cover the cost of staff review and processing of the amendment;
- A non-refundable fee of eighty dollars (\$80.00) to cover the cost of the newspaper notice; and
- For district or citywide zoning map amendments, or for zoning ordinance text amendments, please contact the Planning Department for cost of mailing and abutter notice requirements.

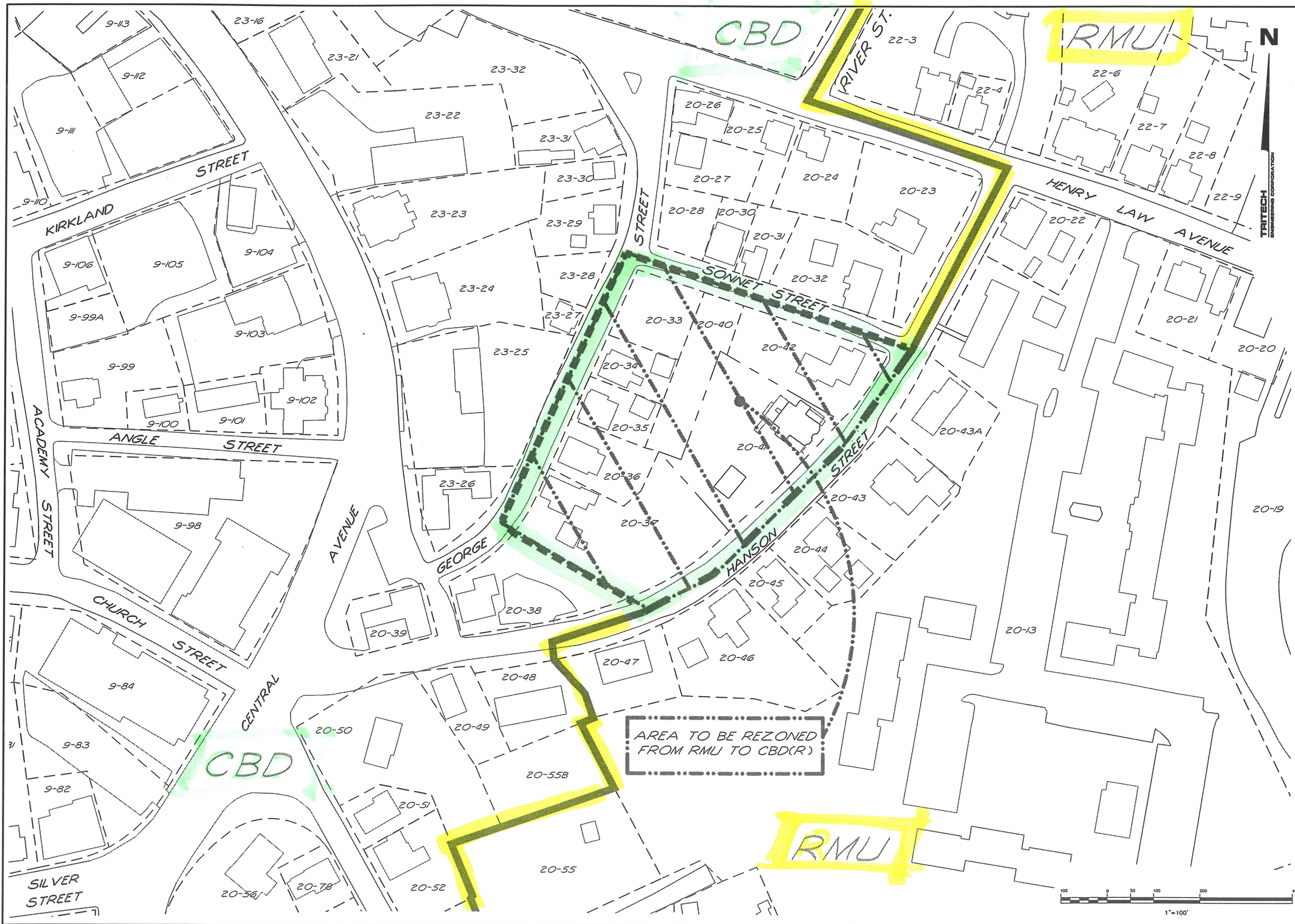
**SIGNATURE OF APPLICANT(S)**

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

Signature of Applicant:  Date: 1-30-14

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_





SHEET NO.

ZONING AMENDMENT EXHIBIT PLAN

**ZAEP**

**WHITE DOVE PROPERTIES**  
 HANSON STREET  
 DOVER, NEW HAMPSHIRE  
 JANUARY 30, 2014 JOB No. 1128  
 SCALE: 1" = 50'

REVISIONS DATE:	DESCRIPTION:

**TRITECH**  
 ENGINEERING CORPORATION

765 CENTRAL AVENUE  
 DOVER, NEW HAMPSHIRE 03820  
 TELEPHONE 603 742 8107  
 FAX 603 742 3600

N

TRITECH  
 ENGINEERING CORPORATION

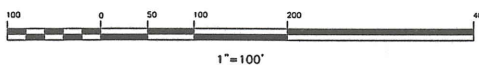
RMU

RMU

AREA TO BE REZONED  
 FROM RMU TO CBD(R)

CBD

CBD



This application for zoning amendment is filed on behalf of White Dove Properties, LLC, the entity who owns the parcel of land identified as City of Dover Tax Map 20, Lot 41. The parcel owned by the Applicant is one of the parcels that would be rezoned and contains approximately 18,084 square feet, with road frontage along Hanson Street. The parcels subject to this request are identified as Map 20, Lot 33; Map 20, Lot 34; Map 20, Lot 35; Map 20, Lot 35-1; Map 20, Lot 35-2; Map 20, Lot 36; Map 20, Lot 37; Map 20, Lot 40; Map 20, Lot 41 and Map 20, Lot 42 (the "Subject Lots").

While a majority of the lots on the easterly side Hanson Street are located in the RM-U Zone, the lots subject to this requested zoning change are all on the westerly side of Hanson Street, including the Applicant's lot, and represent the only lots on the westerly side of Hanson Street that are in the RM-U Zone. The rest of the lots on the westerly side of Hanson Street are in the CBD general zone.

Currently, the boundary of the two zoning districts, as it pertains to the area where the Subject Lots are located, runs from the point where Hanson Street intersects with Henry Law Avenue, then continues along Hanson Street, then along Sonnet Street along the Subject Lots, then along a portion of George Street along the Subject Lots, and finally along the boundary line of the lot identified as Map 20, Lot 37, one of the Subject Lots, and Map 20, Lot 38 before it again continues along Hanson Street. The development contained within in this area, on the westerly side of Hanson Street, is multi-family residential.

**Purpose and intent of the Amendment:**

The purpose and intent of the amendment is to rezone the Subject Lots from the RM-U Zone to the CBD Residential Zone. It would appear that the Subject Lots were "left-out" of the zone designation when the CBD zone was created. The request would create a more unified zone boundary, and would allow the Subject Lots to be developed in the same context as the other lots along the easterly side of Hanson Street. Although the surrounding CBD Zone is the General Zone, the request is that the Subject Lots be zoned CBD Residential, as the area is entirely residential, not commercial. If the Subject Lots are rezoned to CBD Residential, any development would be in character with the surrounding properties, which is residential.

**Consistency with RSA 674:17:**

The proposed amendment is consistent with RSA 674:17 as the surrounding area in question is already zoned CBD, which provides for regulations that adequately address the health and general welfare of the residents in the area, especially in light of the context of the surrounding existing residential uses in the area already zoned CBD.

**Consistency with Dover's Master Plan:**

The 2007 update to the City's Land Use Chapter of its Master Plan is entitled, "It's All about Context." This chapter emphasized the need for new development to be in keeping with

the existing conditions in a neighborhood. Rezoning this area would allow the Subject Lots to be developed in a way that would reflect the existing development.

**Consistency with other plans, studies, or technical reports prepared by, or for, the Planning Board and the City:**

After discussion with the Planning Department, it is understood that this proposed amendment does not conflict with any other plans, studies or technical reports.

**Effect on the City's municipal services and capital facilities as described in the Capital Improvements Program:**

It is understood that the Capital Improvements Program does not include any projects within this area of Dover.

**Effect on the natural, environment and historical resources of the City;**

This proposed amendment proposes to allow residential units at a density consistent with the zoning on immediately adjacent properties. The purpose of the CBD Residential zone is to mimic the placement, scale and building materials of the older surrounding homes. By mimicking the existing development, the rezoning of the Subject Lots to CBD Residential would have no adverse effect on the natural, environmental and historic resources of the City.

**Effect on neighborhood including the extent to which nonconformities will be created or eliminated:**

The rezoning to CBD Residential will not negatively impact the neighborhood, as the existing CBD General Zone already surrounds the Subject Lots. Also, the RM-U zone permits 2 family dwellings, or up to 4 family dwellings by special exception. Lots within the Subject Lots contain (or will contain, as a result of a recently granted variance) more than 4 dwelling units. As such, the Amendment will decrease nonconformities, as the CBD Residential Zone does not limit the number of units.

**Effect on the City's economy and fiscal resources:**

The rezoning relates to a minimal number of lots, and thus it is believed that the rezoning will have no impact upon the City's economy and fiscal resources.

**ABUTTERS LIST**  
**for**  
**WHITE DOVE PROPERTIES, LLC**  
**Map 20, Lot 41**  
24 - 26 Hanson Street  
Dover, New Hampshire

January 30, 2014

Map/Lot                      Name/Address

---

OWNER/APPLICANT/AMENDEE:

Map 20, Lot 41              White Dove Properties, LLC  
32 Piscataqua Road  
Dover, New Hampshire 03820

AMENDEE:

20-33                      Odile B. Moss  
20-34                      PO Box 1061  
Dover, NH 03820

20-35                      9 - 11 George Street, LLC  
32 Depot Square, Suite 2  
Hampton, NH 03842

20-35-1                    Joseph T. Rhodes and Jennifer Rhodes  
9 George Street  
Dover, NH 03820

20-35-2                    Paul & Rebecca Summers  
3331 US Route 3  
Thornton, NH 03285

20-36                      Vincent A. Duffy  
20-40                      PO Box 301  
Dover, NH 03820

20-37                      STF Development Corp.  
242 Central Avenue  
Dover, NH 03820

20-42                      Robert D. Callan, Jr. and Kelly A. Callan  
30B Hanson Street  
Dover, NH 03820

ABUTTERS within 100 feet:

20-13                      Guard House LLC  
670 N. Commercial Street, Suite 303  
Manchester, NH 03101

Map/Lot	Name/Address
20-23	John E. Liatsis 271 Nimble Hill Road Newington, NH 03801
20-24	Rob Roy MacGregor and Alice MacGregor 28 Hampton Town Estates Hampton, NH 03842
20-25	William H. Paul, Jr. and Charlene Paul 71 Henry Law Avenue Dover, NH 03820
20-27	David D. Squier 27 George Street Dover, NH 03820
20-28	Michael Fritz 25 George Street Dover, NH 03820
20-30	Michael Fritz 35 Myrica Avenue Rye, NH 03870
20-31	Vincent L. Stripto and Stephen J. Stripto 9 Sonnett Street Dover, NH 03820
20-32	Michael J. Russell and Nancy Doyle 32 ½ Hanson Street Dover, NH 03820
20-38	Patrick J. Kelly 44 Summer Street Dover, NH 03820
20-43	Gerald W. & Elizabeth Small And Scott and Deidre D. Whall 33 Hanson Street Dover, NH 03820
20-43A	Nicole M. Desmarais and Chad E. Desmarais 35 Hanson Street Dover, NH 03820

Map/Lot	Name/Address
20-44	Nancy B. McAtavey, Trustee Nancy B. McAtavey Revocable Trust 7 Hanson Street Dover, NH 03820
20-45	Glenn M. Fernald 27 Hanson Street Dover, NH 03820
20-46	Erik A. Cain and Susan R. Cain 22 Dover Neck Road Dover, NH 03820
20-47	Brian & Kathryn A. LaPierre & Mona and Lew LaPierre-McCutcheon 2795 York Street W. Linn, OR 97068
20-48	Berr- Par Incorporated C/o Garrison City Management 7 Hanson Street Dover, NH 03820
23-24	Siegel Limited Partnership PO Box 5600 Portsmouth, NH 03801
23-25	A L Prime Energy Consultant, Inc. 18 Lark Avenue Saugus, MA 01906
23-26	Robert B. F. Shaw, Jr. 26 Rogers Street Dover, NH 03820
23-27 23-28	Jason L. Baron and Katelyn A. Baron 14 George Street Dover, NH 03820
23-29	Carol Reusswick 26 George Street Dover, NH 03820
23-30	William G. Dubois 30 George Street Dover, NH 03820

Map/Lot                      Name/Address

---

Condo Association: Cricket Brook Condominium Association  
93 Henry Law Avenue  
Dover, NH 03820

Cricket Brook Condominium Association  
c/o Shawmut Property Management  
Andrew Raynor  
200 Merrimack Street  
Haverhill, MA 01830

**Condominium Owners for Notice by Regular Mail:**

20-13-1	Lance Brandt 1 Cricket Brook Condominiums Dover, NH 03820
20-13-2	Edward Hause 93 2 Henry Law Avenue Dover, NH 03820
20-13-3 20-13-8 20-13-10	Baccus Real Estate Holdings, LLC 200 Merrimack Street Haverhill, MA 01830
20-13-4	Theresa Murphy 93 Henry Law Avenue, Unit #4 Dover, NH 03820
20-13-5	Chad Ouellett 93 Henry Law Avenue #5 Dover, NH 03820
20-13-6	Casey Shingleton 19 Cricket Brook Dover, NH 03820
20-13-7	Cynthia C. Lewis 93 Henry Law Avenue, Unit 7 Dover, NH 03820
20-13-9	Adam K. Marcello 93 Henry Law Avenue Unit 9 Dover, NH 03820

<u>Map/Lot</u>	<u>Name/Address</u>
20-13-11	Richard Bombard 10 Drake Drive Greenland, NH 03840
20-13-12	James Murphy 12 Cricket Brook Road Dover, NH 03820
20-13-13	Simeon & Nancy Broughton And Matthew John Broughton 14 Mendum Avenue Kittery, ME 03904
20-13-14	Jennifer M. Gianforte 56 Sandybrook Drive Durham, NH 03824
20-13-15	Nikolai Kozulin 8 New Bellamy Lane Dover, NH 03820
20-13-16	Heather L. Robison 151 Eastwood Drive Portsmouth, NH 03801
20-13-17	Aaron C. Cortina 93 Henry Law Avenue, Unit 17 Dover, NH 03820
20-13-18	Shawn P. Rainsford and Ann M. Rainsford 10 Oak Road Hampton, NH 03842

PROFESSIONALS:

Attorney: Francis X. Bruton, III, Esquire  
Bruton & Berube, PLLC  
798 Central Avenue  
Dover, NH 03820

Engineer/Surveyor: Trittech Engineering Corporation  
755 Central Avenue  
Dover, New Hampshire 03820



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2014.04.09 – 034**  
Resolution Re: **Reprogramming of Unspent Library Capital Budget Appropriations**

WHEREAS: Annually the City Council desires to make public improvements and finance these improvements with capital reserve funds; and

WHEREAS: The City has identified certain Public Library CIP projects that have been completed under budget and therefore there are unspent appropriations financed with capital reserve funds to be utilized towards other Public Library capital projects; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL, THAT:  
The following capital budget appropriations, financed by General Fund Capital Reserve Account, is reprogrammed from the following CIP projects to the identified CIP project as follows:

Project Number	Description	Available		Adjusted
		Balance	Adjustment	Balance
45500.4727.01109	Public Library Roof Improvements	14,500	(3,000)	11,500
45500.4725.01205	Public Library Carpet Replacement	9,073	(9,073)	0
45500.4744.01144	Public Library Furniture & Fixtures	0	12,073	12,073
Totals		23,573	0	23,573

**Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the Charter.**

## AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Councilor Name  
Councilor

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#: 12.C.1.

Resolution Number: **R – 2014.04.09 – 034**  
Resolution Re: **Reprogramming of Unspent Library Capital Budget Appropriations**

### 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#: 12.C.1.

Resolution Number: **R – 2014.04.09 – 034**  
Resolution Re: **Reprogramming of Unspent Library Capital Budget Appropriations**

### RESOLUTION BACKGROUND MATERIAL:

This resolution does not increase the amount of appropriations previously adopted by the City Council.

The City has identified certain Public Library CIP projects that have been completed under budget and therefore there are unspent appropriations, financed with capital reserve funds, to be utilized towards other Public Library capital projects.

The Public Library has identified the need to purchase some furniture and fixtures, to consist mostly of new chairs for the facility.



CITY OF DOVER

APPLICATION  
CITY OF DOVER, NEW HAMPSHIRE

14 APR - 2 AM 9:10

Check (✓) the type of application:

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

Organization Name: DOVER KNIGHTS OF COLUMBUS Council 807 "OUR LADY OF THE ROSARY"  
Federal Tax ID number for Organization: \_\_\_\_\_

Check (✓) Nature of Organization:

Religious ✓, Educational \_\_\_\_\_, Charitable \_\_\_\_\_, Civic \_\_\_\_\_, Sports \_\_\_\_\_, Veterans \_\_\_\_\_, Fraternal or Political \_\_\_\_\_, Other \_\_\_\_\_  
(Describe) OUR LADY OF FATIMA MAY PROCESSION START: ST MARY'S ASSUMPTION Church - TO - ST GEORGE'S on CHAPEL ST - RETURN

Contact Person: PAUL K. McMANUS Day Time Telephone: (603) 953-4260

Address: 5 ARROWBROOK RD. DOVER, NH 03820 Email: SUNFENBUZZ@COMCAST.NET

Purpose of Permit: TO PROCESS A STATE OF THE BLESSED MOTHER IN HER HONOR (S: DE WALTERS).

Date of Event: SUNDAY, MAY 25 Specific Time: 12:15 - 1:45 PM

Location of Event: START ST MARY'S CHURCH on CHRISTY ST - 4th ST - Central Ave - CHAPEL ST  
*Return on CHAPEL ST - TO - 3rd ST - TO Chestnut ST ST MARY'S see attached Flyer.*

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

Cost of Ticket: \_\_\_\_\_ Date of Drawing: \_\_\_\_\_

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

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

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

\*\* 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: Sgt. Marn Speidel 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: 4/9/14

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: Paul K. McManus DATE: 4/03/2014



## **Our Lady of Fatima May Procession: Sunday, May 25<sup>th</sup>, 2014**

**Start:** 11am Mass at St Mary's Church on Chestnut St. in Dover.

12:15pm Crowning of Mary at outside Statue of Mary next to St Mary's Church Hall.

12:25pm Begin Procession from St Mary's Church to St George's Maronite Church on Chapel St. in Dover.

12:45 pm Arrive at St George's Maronite Church: Attend Litany of Mary and Benediction of The Most Blessed Sacrament.

1:20 pm Begin march back to St Mary's Church.

**End:** 1:35 pm End Procession: Refreshments at St Mary's Church Hall



### APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

RAFFLE\* \_\_\_\_\_, TAG\* \_\_\_\_\_, PARADE\*\* ✓, BLOCK PARTY\*\* \_\_\_\_\_, ROAD TOLL\*\*\* \_\_\_\_\_,

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

Organization Name: Goodwin Community Health  
Federal Tax ID number for Organization: 02-0304203

Check (✓) Nature of Organization:

Religious \_\_\_\_\_ Educational \_\_\_\_\_ Charitable ✓ Civic \_\_\_\_\_ Sports \_\_\_\_\_ Veterans \_\_\_\_\_ Fraternal or Political \_\_\_\_\_ Other \_\_\_\_\_  
(Describe) Provide healthcare to the under/insured families in community

Contact Person: Samantha Pelrin Day Time Telephone: (603) 264-6670

Address: 311 Route 108 Somersworth Email: spellenin@goodwinch.org

Purpose of Permit: Permission for Road Race to occur

Date of Event: 4/15/14 Specific Time: Race starts at 9:00am

Location of Event: Margaritas in Dover (23 members way)

RAFFLE PERMIT ONLY

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

Cost of Ticket: \_\_\_\_\_ Date of Drawing: \_\_\_\_\_

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

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

<http://www.doi.nh.gov/charitable-trusts/faq.htm>

PARADE PERMITS & BLOCK PARTIES ONLY

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

Police Department Parade Route/Block Party Approval Signature: \_\_\_\_\_

Printed Name: Sgt. Mark Speidel Check Here If Parade Route Is Attached:

ROAD TOLL ONLY

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

Road Toll Location: \_\_\_\_\_

Police Department Road Toll Approval Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Licensing Board Approval (APC) Date: 4/14/14

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: 4/9/14



# Goodwin Community Health FATHER'S DAY

# 5K



Dover, New Hampshire

**Note:**  
Runners may use the sidewalk on 6th Street.

**Restriction**  
Runners must keep to the northwest and west side of Indian Brook Drive.

Place Cones 10 ft. from curb.

**Certified Course**



**NH11033RF**

Certificate Effective:  
4/31/2011 - 12/31/2021

Measured May 10, 2013  
by: Ron Fitzpatrick  
603.731.3349  
rjfitz@worldpath.net



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: TRIANGLE CLUB
Federal Tax ID number for Organization: 22-2533853
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: MICHAEL LILLY Day Time Telephone: 603 315 8766

Address: PO BOX 592, 120 BROADWAY, DOVER Email Address: MPLILLY@AOL.COM

Purpose of Permit: 5TH ANNUAL 5K RUN/WALK

Date of Event: 5-18-2014 Specific Time: 10:00 AM

Location of Event: LIBERTY MUTUAL

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

Amount of Donation: Date of Drawing: Specific Time:

Place of Drawing:

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

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

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

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

Signature: [Signature] Date: 3-31-14

Licensing Board approval [Signature] Date: 4/2/14
Revised 03/17/08

Traffic Bureau OK
MES
[Signature]

# Spirit of Recovery 5k

## Dover, New Hampshire

**Start:** The Start Line is located on the N side of Liberty Way 125'4" W of UP#10 and 59' E of UP#9. Marked in red painted "S" with arrow and line. One P-K nail.

**Mile 1:** is on Education Way on the NE side of road 17'6" W of UP#6.

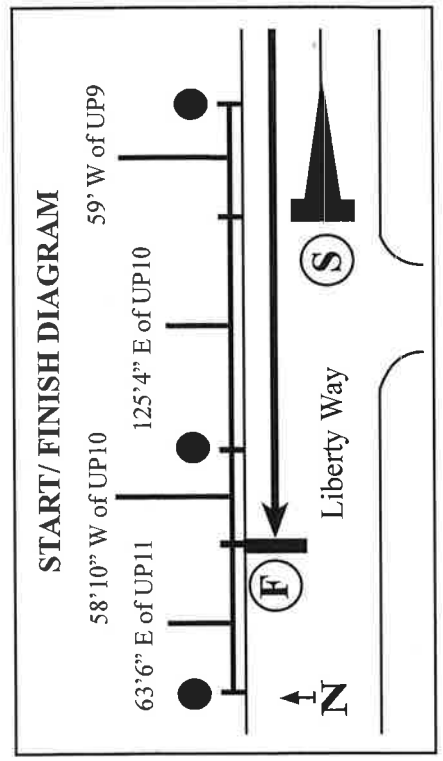
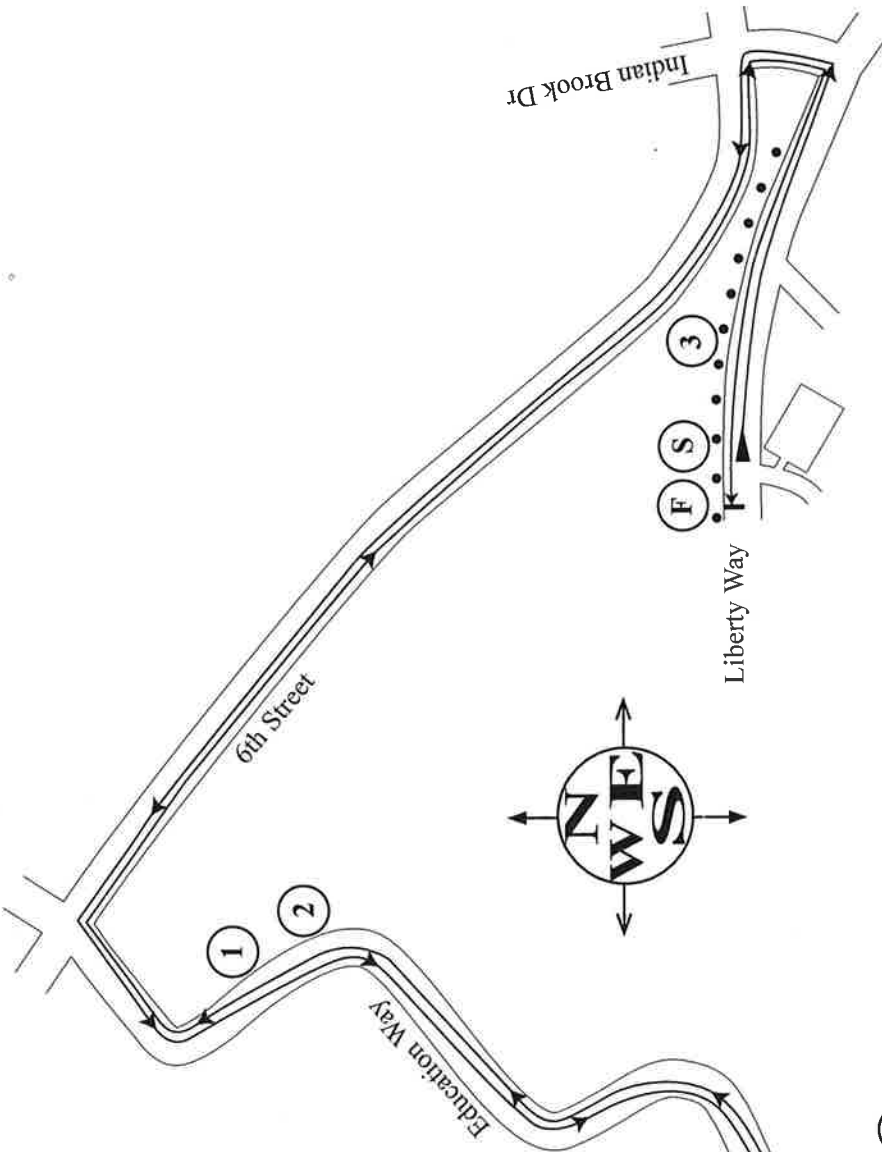
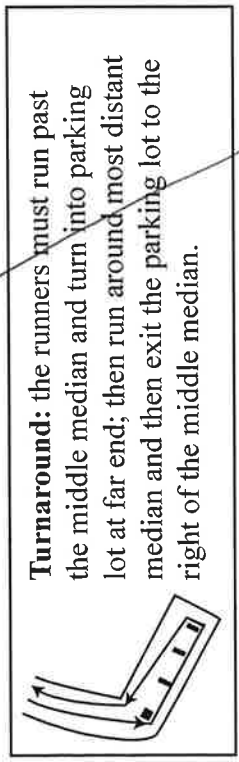
**Mile 2:** is on Education Way on the NE side of road 9'10" SW of UP#9.

**Mile 3:** is on the N side of Liberty Way 72'3" E of UP#7.

**Finish:** is on N side of Liberty Way 63'6" E of UP#11 and 58'10" W of UP #10. Marked in red painted "F" with arrow and line. One P-K nail.

**Note:** The race is restricted to the SW side of 6th Street at all times and in both directions.

All mile markers are in red paint with number and line above number.



Measured by Dave Abbett, Sub5 Race Management on April 27, 2013 [dave.abbett@gmail.com]

• Police note: in 2014, race will cross to NE side of Sixth Street on the first pass. *Spidel, Marn*



CITY OF DOVER

APPLICATION  
CITY OF DOVER, NEW HAMPSHIRE

14 APR -9 AM 9:10

Check (✓) the type of application:

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

Organization Name: Disable Veterans Dover Chapter #5  
Federal Tax ID number for Organization: \_\_\_\_\_

Check (✓) Nature of Organization:

Religious \_\_\_\_\_, Educational \_\_\_\_\_, Charitable \_\_\_\_\_, Civic \_\_\_\_\_, Sports \_\_\_\_\_, Veterans , Fraternal or Political \_\_\_\_\_, Other \_\_\_\_\_  
(Describe) Dover Home Show 26, 27 Dover Home Show April 2014

Contact Person: DAVIDE WIGGIN Day Time Telephone: 834-3216

Address: 13 Cross Road Rochester N.H Email wiggetha@metrocast.net

Purpose of Permit: Selling raffle tickets (two) give away (2) 4 wheeler to raise money

Date of Event: 26-27 April 2014 Specific Time: 9-5 each day

Location of Event: Dover Ice Arena Portland Street

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: (2) 4 wheelers

Cost of Ticket: \$10 ea (3) for \$25.00 Date of Drawing: June 7, 2014

Place of Drawing: Disable Veterans convection Gorham N.H

\* 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>

dy  
ds

PARADE PERMITS & BLOCK PARTIES ONLY

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

Police Department Parade Route/Block Party Approval Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Check Here If Parade Route Is Attached: \_\_\_\_\_

ROAD TOLL ONLY

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

Road Toll Location: \_\_\_\_\_

Police Department Road Toll Approval Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Licensing Board Approval (Signature) Date: 4/16/14

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: 10 April 2014



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: First Parish Church Congregational, United Church of Christ
Federal Tax ID number for Organization: 02-0240160

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

Contact Person: Diane Fiske Day Time Telephone: 603-749-0933

Address: 218 Central Ave, Dover Email Address: nonnagolfer@comcast.net

Purpose of Permit: Quilt Raffle to benefit our campaign to replace the slate roof of our building

Date of Event: June 15, 2014 Specific Time: 1:00 pm

Location of Event: 218 Central Avenue

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

Amount of Donation: \$1.00 per ticket Date of Drawing: June 15, 2014 Specific Time: 1:00 pm

Place of Drawing: First Parish Church Annual Meeting, 218 Central Avenue

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

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

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

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

Signature: Diane J. Fiske Date: 3/31/2014

Licensing Board approval [Signature] Date: 4/2/14

[Handwritten initials]



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

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

Organization Name: St. Mary Academy
Federal Tax ID number for Organization: 02-0342967

Check (✓) Nature of Organization:

Religious \_\_\_\_\_, Educational [checked], Charitable \_\_\_\_\_, Civic \_\_\_\_\_, Sports \_\_\_\_\_, Veterans \_\_\_\_\_, Fraternal or Political \_\_\_\_\_, Other \_\_\_\_\_
(Describe) St. Mary School for school production educational purpose

Contact Person: Kristin St. Hilaire Day Time Telephone: 970-1248

Address: 222 Central Ave Email: ksthilaire@stmaryacademy.org

Purpose of Permit: 50/50 raffle during productions on May 15th + 16th (2 shows) 1pm each day
Date of Event: May 15 + 16 Specific Time: 6:30-8:00

Location of Event: St. Mary Academy - Mercy Hall

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: depends on amount earned (estimated \$100)

Cost of Ticket: Arr length \$10/\$5 for 6 Date of Drawing: May 15 + 16

Place of Drawing: St. Mary Academy

\* 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

Handwritten initials/signature

PARADE PERMITS & BLOCK PARTIES ONLY

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

Police Department Parade Route/Block Party Approval Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Check Here If Parade Route Is Attached: \_\_\_\_\_

ROAD TOLL ONLY

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

Road Toll Location: \_\_\_\_\_

Police Department Road Toll Approval Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Licensing Board Approval [Signature] Date: 4/9/14

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: Kristin St. Hilaire DATE: 4/4/14

14 APR - 7 4M 9:10
CITY OF DOVER



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2014.04.23 – 35**

Resolution Re: **B14040 Award of Bid Sewer Drain Supplies**

WHEREAS: Sealed request for bid # B14040 was requested and received for Sewer Drain Supplies on April 2, 2014 at 11:30 AM EST.; and

WHEREAS: Rates will hold for one year unless noted by responding vendor and vendors providing low bid on the supply will be utilized, as needed, depending upon their different types of products. There are some items that must to stay together such as Frames and Covers and these will both be awarded to one vendor; and

WHEREAS: The bids meeting specifications were submitted for 202 different types of products with varying rates from seven vendors.

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

The purchasing agent is hereby authorized to issue purchase orders to various vendors identified in the back ground section, as needed, for various sewer drain supplies given the rates provided in conjunction with B14040. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	balance
xxxx.1.300.xxxxx.4652.xxxxx	CS Maintenance Supplies Imp. o/t Bldg FY14	306,582.00	127,584.00
xxxx.1.300.xxxxx.4652.xxxxx	CS Maintenance Supplies Imp. o/t Bldg FY15	330,250.00	anticipated

### 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.7.

Resolution Number: **R - 2014.04.23 – 35**

Resolution Re: **B14040 Award of Bid Sewer Drain Supplies**

### 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.7.

Resolution Number: **R - 2014.04.23 – 35**

Resolution Re: **B14040 Award of Bid Sewer Drain Supplies**

### RESOLUTION BACKGROUND MATERIAL:

The sealed bid B14040 bids were requested and received for Sewer Drain Supplies on April 2, 2014 at 11:30 AM EST. The following vendors submitted pricing in varying amounts for 202 different products:

Ti-Sales, Sudbury MA  
EJ Prescott, Concord NH  
Vellano Brothers, Raymond NH  
HD Supply, Manchester NH

John Hoadley & Sons, Rockland MA  
The Pipe Connection, Ashland MA  
Concord WinWater, Concord NH

### Award Information:

Purchase Orders will be issued to various vendors' at lowest rates submitted on Bid #B14040 to authorize expenditures.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	Yes
<b>Invitations emailed:</b>	116	<b>Number of Responses:</b>	7
<b>Warranty:</b>	Per manufacturer	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	no
<b>Prices will hold for:</b>	1 yr unless otherwise noted by vendor	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	Various	<b>Fund:</b>	various
<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\\_f\\_or\\_Proposal&index=open\\_date&desc=1](https://online.dover.nh.gov/Documents.aspx?public=1&deptnum=3&cab=Bids_and_Requests_f_or_Proposal&index=open_date&desc=1)



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2014.04-23 - 36**

Resolution Re: **B14041 Award of Bid Water Drain Supplies**

WHEREAS: The sealed request for bid # B14041 was requested and received for Water Drain Supplies on April 2, 2014 at 12:00 PM EST,; and

WHEREAS: Rates will hold for one year unless noted by the vendor and vendors providing low bid on the item will be utilized, as needed, depending upon their different types of product; and

WHEREAS: The bids meeting specifications were submitted for 678 different types of products with varying rates from eight vendors.

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

The purchasing agent is hereby authorized to issue Purchase Orders to various vendors identified in back ground section, as needed, for water drain supplies given the rates provided in conjunction with B14041. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance
xxxx.1.300.xxxxx.4652.xxxxx	CS Maint Supplies Improv o/t bldg FY14	306,582.00	127,584.00
xxxx.1.300.xxxxx.4652.xxxxx	CS Maint Supplies Improv o/t bldg FY15	330,250.00	anticipated

### 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.8.

Resolution Number: **R - 2014.04-23 - 36**

Resolution Re: **B14041 Award of Bid Water Drain Supplies**

### 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.8.

Resolution Number: **R - 2014.04-23 – 36**  
Resolution Re: **B14041 Award of Bid Water Drain Supplies**

### RESOLUTION BACKGROUND MATERIAL:

Sealed bids # B14041 were requested and received for Water Drain Supplies on April 2, 2014 at 12:00 PM EST. Bids were submitted in varying amounts for 678 different products by the following nine vendors:

Ti-Sales, Sudbury MA  
EJ Prescott, Concord NH  
John Hoadley & Sons, Rockland MA  
Ferguson Water Works, Raymond NH

Stiles Company, Norwood MA  
Vellano Brothers, Raymond NH  
The Pipe Connection, Ashland NH  
HD Supply, Dedham MA

### Award Information:

Purchase Orders will be issued as needed to various vendors' at lowest rates submitted on Bid #B14041 to authorize expenditures.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	Yes
<b>Invitations emailed:</b>	116	<b>Number of Responses:</b>	8
<b>Warranty:</b>	Per manufacturer	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	no
<b>Prices will hold for:</b>	1 yr unless otherwise noted by vendor	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	Various	<b>Fund:</b>	various
<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 f or Proposal&index=open\\_date&desc=1](https://online.dover.nh.gov/Documents.aspx?public=1&deptnum=3&cab=Bids and Requests f or Proposal&index=open_date&desc=1)



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.9.**

Resolution Number: **R - 2014.04.23 – 37**

Resolution Re: **B14043 Award of Bid for Sand & Gravel Products**

WHEREAS: The sealed bids # B14043 was requested and received for fifteen different sand & gravel products on April 1, 2014 at 11:30 AM EST.; and

WHEREAS: Five vendors submitted varying rates for the 15 different types of products outlining costs for delivered products and picked up products. Rates will hold for one year and vendors will be utilized, as needed; and

WHEREAS: The recommendation is to award on item by item basis and as needed to the low bidders for the pick up or the delivered products. Due to the fact Pike Industries and R. Pepin & Sons charges tax for products picked up in Maine, the city will not utilize them for these products. Due to plant distance from Dover, Plourde Sand and Gravel, Northeast Mechanics and R. Pepin & Sons will not be used for picked up items.

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

The purchasing agent is hereby authorized to issue a purchase order to each of the low bidders identified in the background section, as needed, given rates provided April 1, 2014 in conjunction with Bid B14043 for sand and gravel products. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance
xxxx-x-300-xxxx-4612-xxxx	CS-Operating Supplies FY14	541,018.00	14,559.00
xxxx-x-300-xxxx-4612-xxxx	CS-Operating Supplies FY15	532,905.00	Anticipated

### 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.9.

Resolution Number: **R - 2014.04.23 – 37**

Resolution Re: **B14043 Award of Bid for Sand & Gravel Products**

### 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.9.

Resolution Number: **R - 2014.04.23 – 37**

Resolution Re: **B14043 Award of Bid for Sand & Gravel Products**

### RESOLUTION BACKGROUND MATERIAL:

The bids, meeting specifications, were submitted in varying amounts for fifteen different products by five companies.

Brox Industries Gonic NH  
Pike Industries Madbury NH and Eliot ME  
Plourde Sand & Gravel Hooksett NH  
Northeast Earth Mechanics, Pittsfield NH  
R. Pepin & Son Sanford ME

Depending upon the specific need at a certain time, the availability of the product, the product costs, the location of the vendor's pit(s) and the proximity to an on-going city project, the City may elect either to pick up the sand/gravel required from the closest location if travel distance offsets cost inefficiency of driving to a more distant location or it may choose to have the product delivered.

### Purchasing Information:

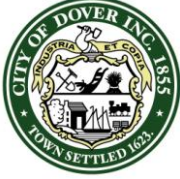
<b>Type:</b>	Purchase Order	<b>Advertised:</b>	Yes
<b>Invitations emailed:</b>	99	<b>Number of Responses:</b>	5
<b>Warranty:</b>	na	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	no
<b>Prices will hold for:</b>	2014 construction season	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	Various	<b>Fund:</b>	Various
<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

Products purchased in Maine are subject to Maine State taxes so pickups will not be utilized at these locations. Deliveries to NH are not subject to Maine taxes.

Due to proximity to Dover, several vendors will not be utilized for pick up items.

**Vendor Solicitation List and Bid Results List available at:**

[https://online.dover.nh.gov/Documents.aspx?public=1&deptnum=3&cab=Bids\\_and\\_Requests\\_f or\\_Proposal&index=open\\_date&desc=1](https://online.dover.nh.gov/Documents.aspx?public=1&deptnum=3&cab=Bids_and_Requests_f or_Proposal&index=open_date&desc=1)



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2014.04.23 – 38**

Resolution Re: **B14046 Award of Bid Traffic Control/Flagging Services**

WHEREAS: The sealed request for bid #B14046 was requested and received for traffic control/flagging services on April 3, 2014 at 11:00 AM EST.; and

WHEREAS: Five replies were received with rates to hold for one year. Low bid meeting specifications was submitted by American Flagging and Traffic Control Inc of Hudson NH with hourly rates depending upon when the services are rendered; and

WHEREAS: Depending on the magnitude of the City's construction work schedule, there is often a need for a secondary vendor to provide back up traffic control services. For this, White Mountain Traffic Control Inc of Concord NH is the second low bidder. It is the recommendation to award this service to both vendors on an as needed basis.

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

The purchasing agent is hereby authorized to issue Purchase orders to American Flagging and Traffic Control Inc as primary vendor and White Mountain Traffic Control as back up vendor "as needed" given the rates provided in conjunction with bid B14046 and dated 4/3/2014. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance
xxxx.1.300.xxxxx.4715.xxxxx.xx	Various CS Streets Land Improv	14,904,439.00	12,202,679.00

### 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.10.

Resolution Number: **R - 2014.04.23 – 38**

Resolution Re: **B14046 Award of Bid Traffic Control/Flagging Services**

### 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.10.

Resolution Number: **R - 2014.04.23 – 38**

Resolution Re: **B14046 Award of Bid Traffic Control/Flagging Services**

### RESOLUTION BACKGROUND MATERIAL:

The low bids, meeting specifications, were submitted in varying amounts for different hourly rates by five companies.

Depending upon the specific need at a certain time and availability of the vendor, the City will utilize American Flagging and Traffic Control as the primary vendor and White Mountain Traffic Control as back up vendor. It is possible that the 2014 season will exceed \$25,000 threshold, therefore requiring city council approval.

### Bid Information:

Sealed bids # B14046 were requested and received for Traffic Control Flagging Services on April 3, 2014 at 11:00 AM EST.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	Yes
<b>Invitations Mailed:</b>	17	<b>Number of Responses:</b>	5
<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>	2013 construction season	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	American Flagging and Traffic Control Inc and White Mountain Traffic Control	<b>Fund:</b>	Various 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 may 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.11.**

Resolution Number: **R - 2014.04.23 – 39**

Resolution Re: Purchase of Generator for Community Services

WHEREAS: The National Joint Powers Alliance (NJPA) is a Municipal Government Service Cooperative that has established several procurement contracts through bid solicitations. One such contract is for generators of various makes and models; and

WHEREAS: The NJPA has awarded an agreement with Caterpillar Inc until September 2017. The pricing terms and conditions are extended to non-profits, counties, cities, towns, schools, colleges and universities but does not lock them into exclusive buying with CAT; and

WHEREAS: Southworth Milton Caterpillar is the authorized CAT distributor for such equipment for the New England region and currently maintains all city and school CAT generators. Based on the NJPA rates this distributor will provide an outdoor CAT generator model APS60 rated at 60KW to the Community Services Department in the amount not to exceed \$67,451.55. Price includes delivery and one day of onsite training. In an effort to obtain standardization, reliability, best costs, best return policies and ongoing support after maintenance expiration, the City wishes to utilize this NJPA agreement with CAT; and

WHEREAS: Per 3-29B, Optional Purchasing, of the Dover Purchasing Procedure, the purchasing agent may, with approval of the city manager, waive bidding procedures when purchasing through the state of New Hampshire or at state bid prices, 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 Southworth Milton Cat for one outdoor CAT generator model APS60 in the amount not to exceed \$67,451.55. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4741.03580.11.	Water machinery & equipment	\$75,513.00	\$68,558.00

### 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.11.

Resolution Number: **R - 2014.04.23 – 39**

Resolution Re: Purchase of Generator for Community Services

### 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.11.**

Resolution Number: **R - 2014.04.23 – 39**

Resolution Re: Purchase of Generator for Community Services

### RESOLUTION BACKGROUND MATERIAL:

The National Joint Powers Alliance is a Municipal Government Service Cooperative that has established several procurement contracts through bid solicitations. One such contract is for generators of various makes and models. The NJPA has awarded an agreement with Caterpillar Inc until September 2017. The pricing and terms and conditions are extended to non-profits, counties, cities, towns, schools, colleges and universities but does not lock them into exclusive buying with CAT.

Southworth Milton Caterpillar is the authorized distributor for such equipment for the New England region and currently maintains all city and school CAT generators. Based on the NJPA rates this vendor will provide an outdoor CAT generator model APS60 in the amount not to exceed \$67,451.55. In an effort to obtain standardization, reliability, best costs, best return policies and ongoing support after maintenance expiration, the City wishes to utilize this NJPA agreement with Caterpillar Company.

Under Dover City Administrative Code Chapter III, Article III Purchasing Code, Optional Purchasing #3-29B, the Purchasing Agent may, with approval of the city manager, waive bidding procedures when purchasing through the state of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	No
<b>Invitations Mailed:</b>	None	<b>Number of Responses:</b>	0
<b>Warranty:</b>	Full manufacturers standard	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	na	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	Until delivered	<b>Estimated Delivery:</b>	As needed
<b>Recommended Award to:</b>	CAT Generators, Southworth Milton Cat	<b>Fund:</b>	CIP FY11
<b>Other Approvals Required:</b>	No	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Expenditure exceeds \$25,000 threshold.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2014-04-09 – 40**  
Resolution Re: **Release of Legal Memorandum**

- WHEREAS: A confidential four-page legal memorandum dated December 11, 2013 was sent from the Office of General Legal Counsel by City Attorney Anthony I. Blenkinsop to the Dover City Council with a copy to the Dover School Board regarding ratification of multi-year tuition contracts entered into by the School Board; and
- WHEREAS: The legal memorandum is confidential as it constitutes a confidential attorney/client communication and is therefore not subject to disclosure under RSA 91-A:5 unless released by the City Council; and
- WHEREAS: The School Board and City Council met in a Joint Fiscal Committee Meeting on January 29, 2014 and were not able to discuss the specific content of the confidential legal memorandum related to ratification of multi-year tuition contracts entered into by the School Board in full view of the public; and
- WHEREAS: The School Board and City Council will meet again as a Joint Fiscal Committee and may be required and/or wish to discuss this and other fiscal matters openly in public consistent with ideals of open and transparent government set forth in the New Hampshire Constitution and State statutes; and
- WHEREAS: The subject matter and content of the legal memorandum at issue is not of such a nature that the City should be exposed to any increased liability or claims should it be released to the public

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

The City Council shall waive the attorney/client privilege regarding the confidential four-page legal memorandum from the Office of General Legal Counsel, City Attorney Anthony I. Blenkinsop, dated December 11, 2013, to the City Council regarding ratification of multi-year tuition contracts entered into by the School Board, and otherwise make the legal memorandum publicly available.

AND:

The waiver by the City Council shall be of a limited nature and shall only apply to the specific confidential four-page legal memorandum from the Office of General Legal Counsel, City Attorney Anthony I. Blenkinsop, dated December 11, 2013, and shall not apply to any other communications between the City Council and its legal counsel regarding this or any other matters.

AND:

If adopted, the confidential four-page legal memorandum from the Office of General Legal Counsel, City Attorney Anthony I. Blenkinsop, dated December 11, 2013, shall become part of, and be attached to, this Resolution.

### AUTHORIZATION

Document Created by: Catherine Cheney  
Document Posted on: April 3, 2014

R-2014.04.09\_Release of Legal Memorandum  
Page 1 of 3



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2014-04-09 – 40**  
Resolution Re: **Release of Legal Memorandum**

Approved as to Funding: Daniel R. Lynch Finance Director      Sponsored by: Councilor Catherine Cheney Ward 5 City Councilor

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

Recorded by: Karen Lavertu City Clerk

### 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 Anthony McManus, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Total Votes:		
Resolution does   does not pass.		

### RESOLUTION BACKGROUND MATERIAL:

Matters regarding municipal spending and budgeting are of significant public concern. Each year the City and School Departments craft budgets, which are ultimately approved by the City Council. Additionally, the City and School Department enter into contractual relationships with third parties consistent with budget appropriations. In the instance of multi-year contracts the issue of appropriation of funds necessary to fulfill the contractual obligations beyond the current approved budget cycle is a matter of importance to the School Board, City Council, and the citizens of Dover as a whole. Public release of the confidential legal memorandum regarding City Council ratification of multi-year tuition contracts entered into by the School Board would assist in public discourse and decision-making on these important spending and budgetary matters.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2014-04-09 – 40**  
Resolution Re: **Release of Legal Memorandum**

### Section 91-A:5

**91-A:5 Exemptions.** – The following governmental records are exempted from the provisions of this chapter:

- I. Records of grand and petit juries.
- II. Records of parole and pardon boards.
- III. Personal school records of pupils.
- IV. Records pertaining to internal personnel practices; confidential, commercial, or financial information; test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examinations; and personnel, medical, welfare, library user, videotape sale or rental, and other files whose disclosure would constitute invasion of privacy. Without otherwise compromising the confidentiality of the files, nothing in this paragraph shall prohibit a public body or agency from releasing information relative to health or safety from investigative files on a limited basis to persons whose health or safety may be affected.
- V. Teacher certification records in the department of education, provided that the department shall make available teacher certification status information.
- VI. Records pertaining to matters relating to the preparation for and the carrying out of all emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- VII. Unique pupil identification information collected in accordance with RSA 193-E:5.
- VIII. Any notes or other materials made for personal use that do not have an official purpose, including but not limited to, notes and materials made prior to, during, or after a governmental proceeding.
- IX. Preliminary drafts, notes, and memoranda and other documents not in their final form and not disclosed, circulated, or available to a quorum or a majority of the members of a public body.

**Source.** 1967, 251:1. 1986, 83:6. 1989, 184:2. 1990, 134:1. 1993, 79:1, eff. June 22, 1993. 2002, 222:4, eff. Jan. 1, 2003. 2004, 147:5, eff. Aug. 1, 2004; 246:3, 4, eff. Aug. 14, 2004. 2008, 303:4, eff. July 1, 2008.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2014.04.23 – 41**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2015 CDBG Entitlement Funds

WHEREAS: The City of Dover will have available funds for appropriation from the 2015 CDBG Entitlement year, including program income; and

WHEREAS: The Planning Department is required by HUD to prepare, and the Governing Body adopt the "Consolidated Plan" which is a needs assessment and detailed expenditure plan for the use of C. D. funds in meeting the needs of low and moderate income residents of Dover; and

WHEREAS: The Planning Board has reviewed proposed projects for said funds and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the recommended expenditures; and

WHEREAS: Administration and the Planning Board have reviewed the proposals and derived a recommended expenditure plan; and

WHEREAS: The recommended disbursements of funds have been reviewed for compliance with HUD statutory requirements and for meeting national objectives; and

WHEREAS: The Federal burden of operating the City's Housing Rehabilitation program has become too great and costly to administer.

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

The Consolidated Plan and attached Action Plan are adopted and the City Manager is authorized to enter into sub-recipient contracts as part of this Annual Plan for expenditure of FFY14 Community Development Block Grant funds.

**AND, FURTHER BE IT RESOLVED;**

The funds currently in the City's Housing Rehabilitation loan fund and all future loan repayments be put into the Dover Economic Loan Program loan fund for business lending in Dover.

**Note: To be referred to public hearing and vote on May 14, 2014.**

<b>Financing</b>		
<b>Estimated Revenue</b>		
<b>Account</b>	<b>Description</b>	<b>Appropriation</b>
2100.1.180.46311.3311.06311.15.000.000.R30	Federal Grant	\$284,090.00
2100.1.180.46311.3421.06311.15.000.000.R40	School Street Parking Income	\$3,240.00
2120.1.180.46323.3933.00000.00.000.000.R90	Housing Partnership Loan Income	\$210,000.00
2125.1.180.46525.3933.00000.00.000.000.R90	DELP Revolving Loan Income	\$39,305.00
<b>TOTAL</b>		<b>\$536,635.00</b>



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2014.04.23 – 41**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2015 CDBG Entitlement Funds

<b>Financing Appropriations</b>		
<b>Account</b>	<b>Description</b>	<b>Appropriation</b>
2100.1.180.46348.4835.06360.15.000.000.800	Welfare Security Deposit Assistance	\$8,000.00
2100.1.180.46348.4835.06333.15.000.000.800	Community Partners Security Deposits	\$8,000.00
2100.1.180.46348.4835.06377.15.000.000.800	Cross Roads House	\$5,200.00
2100.1.180.46348.4835.06367.15.000.000.800	AIDS Response	\$8,000.00
2100.1.180.46348.4835.06361.15.000.000.800	A Safe Place	\$3,000.00
2100.1.180.46348.4835.06380.15.000.000.800	Homeless Center For Strafford County	\$6,200.00
2100.1.180.46348.4835.06342.154.000.000.800	My Friend's Place (MFP)	\$7,000.00
2100.1.180.46348.4835.06334.15.000.000.800	My Friend's Place Transitional Housing	\$3,000.00
2100.1.180.46323.4835.06335.15.000.000.800	CAP Weatherization	\$25,000.00
2100.1.180.46341.4835.06345.15.000.000.800	Dover Children's Center	\$33,500.00
2100.1.180.46341.xxxx.xxxxx.15.000.000.800	Dover Housing Authority	\$175,000.00
2100.1.180.46341.xxxx.xxxxx.15.000.000.800	Southeastern NH Services	\$17,500.00
2100.1.180.46311.6311.xxxxx.15.000.000.800	CDBG Administration	\$83,135.00
2100.1.180.46311.6311.xxxxx.15.000.000.800	Master Plan	\$23,405
2125.1.180.00000.1715.xxxxx.15.000.000.800	DELP Income returned to loan pool	\$39,305.00
2100.1.180.46525.6621.xxxxx.15.000.000.800	DELP Administration	\$30,063.00
2100.1.180.xxxxx.xxxx.xxxxx.15.000.000.800	DELP Funding	\$61,327.00
<b>TOTAL</b>		<b>\$536,635.00</b>

## 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.B.2.

Resolution Number: **R – 2014.04.23 – 41**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2015 CDBG Entitlement Funds

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor 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.B.2.**

Resolution Number: **R – 2014.04.23 – 41**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2015 CDBG Entitlement Funds

### **RESOLUTION BACKGROUND MATERIAL:**

Attached is a brief synopsis of the Federal Fiscal Year 2014, Community Development Block Grant Program available funds, Goals and Objectives of the C. D. Program and a description of the agencies, organizations and Planning Department's use of requested funds.

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

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

The FFY14 grant from HUD has been increased by \$3,962.00 over the current years grant. The grant amount was disclosed after the Planning Board voted to recommend the allocations to the Council. The Planning Office is suggesting that the increased amount go into the Dover Economic Loan Fund for business lending, thereby increasing that amount to \$61,327.

As always, the requests exceeded the available funds and tough decisions had to be made on which agencies would be recommended for funding under next years grant. The total funding requests from Public Service Agencies came in at \$72,640.00 while the maximum allowed under the grant is \$48,400.00, a difference of \$24,240.00. Each activity is rated for their priority in the Consolidated Plan and Action Plan as a high, medium, or low priority. The Planning Board used these priorities in determining their recommendations for next years Community Development Block Grant expenditures.

The City has been operating the Housing Rehab program for some time. Federal changes to the program make it more costly for homeowners taking out a loan to do needed repairs than conventional financing. The lead rules implemented by HUD have greatly reduced the demand for the program and in some instances would require de-leading, regardless of whether the units contained children or not. The Planning Office and HUD have agreed to eliminate this program due to the low volume and high cost to operate. Dover is following suit with four (4) of the five (5) entitlement communities in the state, as well as the State CDBG program.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2014.04.23 – 41**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2015 CDBG Entitlement Funds

### CDBG PROGRAM DESCRIPTION

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

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

**Community Partners: \$8,000.00**

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

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

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

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

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

**Cross Roads House: \$5,200.00**

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

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

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

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

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

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

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

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

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

**Dover Children's Center: \$33,500.00**

Grant for accessible playground equipment and kitchen renovations.

**Dover Housing Authority: \$175,000.00**

Grant for expansion of the Seymour Osmond Community Center.

**Southeastern NH Services: \$17,500.00**

Grant for installing a handicap ramp to the building.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2014.04.23 – 41**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2015 CDBG Entitlement Funds

### ACTIVITIES NOT RECOMMENDED FOR FUNDING:

**CASA: \$2,000.00**

Grant for the Court Appointed Special Advocate Program.

**Tri City Consumer's Action: \$ 3,000.00**

Grant for Tri City's holistic health approach.

### COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM GOAL STATEMENT

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

Specific objectives:

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



**CITY OF DOVER**

# CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2013.04.23 – 42**  
Resolution Re: Fiscal Year 2015 Budget Appropriations, Fees and Capital Improvements Program

WHEREAS: The City Manager submitted his budget for next fiscal year to the City Council on April 9, 2014; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2015, (July 1, 2014 through June 30, 2015);

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

1. The annual budget for the City of Dover for Fiscal Year 2015, submitted to the City Council by the City Manager and on file with the City Clerk, is adopted to raise the following estimated revenues (including any Budgetary Use of Fund Balance) and appropriate the following appropriations:

<b>Fund</b>	<b>Fund Description</b>	<b>Est Revenue</b>	<b>Appropriations</b>	<b>Fund Type</b>
1000	General Fund	94,264,390	94,264,390	General Fund
2100	Community Development Fund	536,635	536,635	Special Revenue
2210	Drug Investigation Fund	101,173	101,173	Special Revenue
2220	Dover Housing Auth Policing	109,347	109,347	Special Revenue
2245	DHHS Assistance Programs	188,157	188,157	Special Revenue
2800	School Cafeteria Fund	1,524,919	1,524,919	Special Revenue
2820	School Dept. of Education Grants	2,736,174	2,736,174	Special Revenue
2900	School Special Programs Fund	48,000	48,000	Special Revenue
3207	Public Safety Special Details	310,181	310,181	Special Revenue
3213	Parking Activity Fund	627,936	627,936	Special Revenue
3320	Residential Solid Waste Fund	992,113	992,113	Special Revenue
3381	McConnell Center Fund	808,150	808,150	Special Revenue
3410	Recreation Programs	485,276	485,276	Special Revenue
3455	Library Fines Fund	58,852	58,852	Special Revenue
3500	OPEB Liability Fund	1,564,477	1,564,477	Special Revenue
3810	School Tuition Program Fund	147,044	147,044	Special Revenue
3825	School Alternative Education Fund	663,682	663,682	Special Revenue
3830	School Facilities Fund	172,131	172,131	Special Revenue
5300	Water Fund	4,852,957	4,852,957	Enterprise
5320	Sewer Fund	7,196,422	7,196,422	Enterprise
6100	DoverNet Fund	644,402	644,402	Internal Service
6110	Central Stores Fund	105,154	105,154	Internal Service
6310	Fleet Maintenance Fund	796,579	796,579	Internal Service
6800	Workers Compensation Fund	670,772	670,772	Internal Service
	<b>Totals</b>	<b>119,604,923</b>	<b>119,604,923</b>	



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.3.**

Resolution Number: **R – 2013.04.23 – 42**

Resolution Re: Fiscal Year 2015 Budget Appropriations, Fees and Capital Improvements Program

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2014 as provided by law for the departments to perform their functions, transfers to and from reserves and between other funds, and for public purposes not foreign to or incompatible with the mission of the City. General Fund Appropriations include \$32,240,178 for City operations, \$44,131,355 for School Department operations, \$9,912,389 for Debt Service and \$7,980,468 for County Tax.
3. There is no Budgetary Use of Fund Balance included in the General Fund for the purpose of offsetting property taxes.
4. In accordance with RSA 76:6, the City Tax Assessor shall revise and report to the Department of Revenue Administration the amount required for Tax Overlay to provide for the issuance of property tax abatements for tax year 2014 (Fiscal Year 2015).
5. In accordance with RSA 21-J:34, the City Manager shall revise and report to the Department of Revenue Administration the estimated amount of all non-property tax revenues for Fiscal Year 2015 .
6. For water consumption per hundred cubic feet (HCF) effective July 1, 2014, the Water and Sewer User Fees will be \$4.69 and \$7.28, respectively.
7. Effective July 1, 2014, the City Manager is authorized to enter into agreements with, and make payments to, the various agencies receiving Grants/Subsidies and Membership Dues as contained within the budget.
8. Effective July 1, 2014, the City Manager is authorized to enter into agreements with, and make payments to, various vendors supplying computer hardware and software annual maintenance services and support contracts as contained within the budget.
9. Effective July 1, 2014, any new funds represented in the budget are established for the purposes enumerated within the budget.
10. Effective July 1, 2014, the Finance Director is authorized to make transfers between funds for the purposes prescribed, including special, capital and other reserve funds, including transfers to or from the City and School Employee Benefits Reserves.
11. Effective July 1, 2014, all fees and charges represented within the budget and the associated schedule of fees is adopted.
12. Effective July 1, 2014, the City Manager is authorized to sign all grant applications and any such funding awarded during the fiscal year is appropriated for such purpose. The City Manager, within the parameters of City Charter provision C6-8, is authorized to transfer funds within a department to provide for local match as required by grant awards.
13. Effective July 1, 2014, revenues from the sale of city property are appropriated for their established and intended use.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2013.04.23 – 42**  
Resolution Re: Fiscal Year 2015 Budget Appropriations, Fees and Capital Improvements Program

14. Effective July 1, 2014, revenues from the fees collected for Recreation Special Programs are appropriated for their established and intended use.
15. Effective July 1, 2014, the City Manager is authorized during the fiscal year to initiate Recreation Special Programs fee discount promotional events to generate revenue and program participation.
16. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.
17. In accordance with RSAs 674:8 and 674:21-V(b), the FY15-20 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.
18. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2015 shall be Citizens Bank and the New Hampshire Public Deposit Investment Pool (NHPDIP). The City Treasurer is authorized to utilize, in addition to Citizens Bank and NHPDIP, other banks located within the City of Dover if deemed most advantageous to the City and in compliance with the City's adopted investment policy.
19. The sum of \$870,632 representing budgeted transfers to fund 20% of the OPEB Annual Required Contribution as identified per the City's adopted financial policies is to be transferred to the OPEB Trust.
20. The sum of \$152,828 collected as Transportation Improvement Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Transportation Improvement Reserve is hereby appropriated for use by the City of Dover for payments to COAST for Fiscal Year 2015 COAST Bus grant subsidy.
21. The sum of \$200,000 collected for school impact fees by the Dover Planning Department currently held in custody by the City of Dover Board of Trustees of Trust Funds is hereby appropriated for use by the Dover School District for Fiscal Year 2015 Debt Service payments associated with Woodman Park School and Horne Street School expansion projects.

**Note: This Resolution requires a two- thirds majority vote to adopt pursuant to Dover Charter C6-3.1, unless school General Fund revenues are increased or school General Fund appropriations are decreased to result in school property tax levy being in compliance with budget limitation tax cap. This Resolution requires an advertised public hearing for each of the City and School budgets to be separated by at least 24 hours and held at least seven days in advance of final adoption. Final adoption of the budget by the City Council shall occur not later than June 15th prior to the beginning of the next fiscal year.**

**Resolution to be referred to Public Hearings as follows:**

**School Department Budget hearing Wednesday May 14, 2014**

**City Budget hearing Wednesday May 21, 2014**



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.3.**

Resolution Number: **R – 2013.04.23 – 42**  
Resolution Re: Fiscal Year 2015 Budget Appropriations, Fees and Capital Improvements Program

### 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

### 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.B.3.**

Resolution Number: **R – 2013.04.23 – 42**

Resolution Re: Fiscal Year 2015 Budget Appropriations, Fees and Capital Improvements Program

### **RESOLUTION BACKGROUND MATERIAL:**

This resolution adopts the budget for various funds for the next fiscal year, as well as setting utility rates, authorizing grant, subsidy and membership payments, computer maintenance contracts, transfers between funds, setting fees for various services, authorizing signing of grant applications and appropriations thereof, approval of the investment policy and adopting the six year Capital Improvements Program, as required by State Statute to support assessment of impact fees.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2014.04.23 – 9**  
Ordinance Title: **Operation of Bicycles on Sidewalks**  
Chapter: **66, Bicycles, Skateboards and Scooters**

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to permit the riding of bicycles – especially by young children - on sidewalks outside the downtown area.

**2. AMENDMENT**

Chapter 66 entitled “Bicycles, Skateboards and Scooters” is hereby amended by revising Section 66-3, “Operations of Bicycles” as follows:

a. THE FOLLOWING IS ADDED

**66-3 Operation of Bicycles.**

All bicycles shall be ridden or operated in accordance with all pertinent chapters of the New Hampshire Revised Statute Annotated.

In accordance with the provisions of NH RSA 265:148, bicycles shall be permitted on sidewalks outside the compact part of the City. For purposes of this section, the compact part of the City of Dover includes the same streets as listed in Section 66-4.A. of this Chapter.

A bicyclist, while riding on any sidewalk outside the compact part of the City, shall yield the right of way to any pedestrian encountered on the sidewalk, slowing or stopping as necessary to allow safe passage for the pedestrian, and when overtaking and passing any pedestrian traveling in the same direction, shall do so only under conditions permitting such movement in safety. At any street crossing between sidewalks, a bicyclist shall slow or stop as necessary and shall yield the right of way to all vehicles upon the way, or shall dismount and walk the bicycle to assume the same rights and responsibilities as a pedestrian when crossing the way.

**3. TAKES EFFECT**

This ordinance shall take effect on June 1, 2014 to allow for the publication of notice as required by RSA 47:18 and RSA 265:148.

### REQUIRES PUBLIC HEARING

#### 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 - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2014.04.23 – 9**  
Ordinance Title: **Operation of Bicycles on Sidewalks**  
Chapter: **66, Bicycles, Skateboards and Scooters**

### 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 - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2014.04.23 – 9**  
Ordinance Title: **Operation of Bicycles on Sidewalks**  
Chapter: **66, Bicycles, Skateboards and Scooters**

### ORDINANCE BACKGROUND MATERIAL:

This ordinance revision was recommended by the Transportation Advisory Commission.

State law provides that bicyclists have all the rights and duties applicable to the driver of a motor vehicle, which means that they must be driven in the road and not upon a sidewalk. The current version of Chapter 66 of the Dover City Code defers to State law.

According to the National Highway Traffic Safety Administration, children under 10 years old are not consistently able to make the decisions necessary to safely ride unsupervised in the street. Therefore, they are safer riding away from traffic. [www.nhtsa.gov/staticfiles/nti/pdf/811557.pdf](http://www.nhtsa.gov/staticfiles/nti/pdf/811557.pdf)

Bicycle riding - especially by children - is promoted as an appropriate means to achieve health and recreation. Both the Woodman Park and the Garrison Elementary Schools have annually participated in the National Bike to School Day events, which are designed to promote healthier habits, to reduce congestion and air-polluting emissions, and to improve neighborhood connections boosting the overall sense of community. Such “green” transportation is mentioned in both the Recreation and Transportation chapters of the City of Dover Master Plan.

State law does allow a municipality to permit bicyclists on sidewalks outside its compact area. An excerpt from NH RSA 265:148, as part of the section pertaining to rules for bicycles, is as follows:

**265:148 Sidewalks Outside Compact Area.** – Upon petition of 5 or more legal voters, the selectmen of a town or the mayor of a city, upon notice and hearing, shall have the power to include within the foregoing provisions, sidewalks outside the compact part of the town or city that are built or improved by said town or city or by the abutters;

In conjunction with Woodman Park Elementary School’s 2013 Bike to School Day event, a petition of more than five residents and legal voters was signed and subsequently delivered to the Transportation Advisory Commission (copy attached).

To define the “compact area” of Dover, this ordinance revision would use the same definition as in 66-4 Operation of Skateboards and Scooters (copy attached). Bicycle riding on sidewalks will still be prohibited in the downtown area, where pedestrian use of sidewalks is substantially greater than in other areas of the City. This revision would allow bicyclists to use sidewalks outside the compact area, but would not necessarily require it. Notice of this proposed ordinance shall be posted in accordance with the purpose and intent of the applicable statute.

While considering this petition, the Transportation Advisory Commission discussed the merits of establishing an age limit for this ordinance (children only to be allowed to use sidewalks, adults to remain in the street). It was noted, however, that parents and guardians often accompany their children on bike rides. It may be counterproductive to require a parent who is teaching a child to ride safely to be unable to lead by example. If enacted, notice of this Ordinance shall be provided pursuant to RSA 265:148 prior to its effective date.

We, the undersigned, as residents and legal voters in the City of Dover, New Hampshire, hereby petition the City of Dover to allow the riding of bicycles on sidewalks outside the compact part of the City, in accordance with the provisions of New Hampshire RSA 265:148. The compact part of the City should include the downtown streets as defined in Dover City Code Chapter 66, Section 4.

Print name:

Address:

Signature:

Debbie Caritos	42 Elm Street Dover	<i>[Signature]</i>
Amy Wentworth	1 Abbey Lane #26 Dover	<i>[Signature]</i>
Shelby Brewer	73 Furber St Dover	<i>[Signature]</i>
Michael Brewer	73 Fourth St. Dover	<i>[Signature]</i>
Nicole Cickhan	4 Arch St. Dover	<i>[Signature]</i>
Matthew Cox	33 Fisher Street	<i>[Signature]</i>
Heather Smith	25thcrest Dr	<i>[Signature]</i>
Jill Hennell	3 Lisa Beth Dr	<i>[Signature]</i>
Katy Cox	101 Belknap St	<i>[Signature]</i>
Lisa Ray	12 Old Littleworth Rd	<i>[Signature]</i>
Diana Carpinone	43 Nelson St	<i>[Signature]</i>
Kristen Crosier	45 Willow St.	<i>[Signature]</i>
John Crosser	45 Willow St	<i>[Signature]</i>
Lon Nollet	48 Wallace Drive	<i>[Signature]</i>
Cara Cals	23 Mount Hill	<i>[Signature]</i>
Samit Patel	33 Emerald Lane	<i>[Signature]</i>
Steve Lesniak	234 Central Ave	<i>[Signature]</i>
Rebecca Moreland	234 CENTRAL AVE	<i>[Signature]</i>
Pamela Clements	38 Academy St	<i>[Signature]</i>
Ellen Everest	17 Eras Way	<i>[Signature]</i>
Shannon Duggott	1413 East Concord St.	<i>[Signature]</i>
Jill Brooks	60 Cushing St.	<i>[Signature]</i>
Kristie Ranky	36 Taylor Rd	<i>[Signature]</i>
Tanya Regner	32 Taylor Rd	<i>[Signature]</i>
Carolyn Williams	60 Tolens Rd	<i>[Signature]</i>
Tim McEly	325 Washington St.	<i>[Signature]</i>

**66-3. Operation of Bicycles** [Amended 05-16-2001 by Ord. No. 11-01]

All bicycles shall be ridden or operated in accordance with all pertinent chapters of the New Hampshire Revised Statute Annotated.

**66-4. Operation of Skateboards and Scooters** [Amended 02-17-99 by Ord. No. 22-98; added 09-17-97 by Ord. No. 18-97]

- A) The operation of skateboards and scooters shall be permitted within the City of Dover except on the ways and sidewalks and other public areas in the downtown vicinity specifically defined as follows:

Central Avenue from New York Street southerly to Silver Street  
Washington Street from Belknap Street easterly to Main Street  
First Street  
Second Street  
Third Street from Central Avenue westerly to Chestnut Street  
Fourth Street from Central Avenue westerly to Chestnut Street  
Fifth Street from Central Avenue westerly to Chestnut Street  
Sixth Street from Central Avenue westerly to Chestnut Street  
Chestnut Street  
Locust Street from Washington Street southerly to Silver Street  
Henry Law Avenue from Washington Street southerly to George Street  
River Street  
Young Street  
Main Street  
Portland Avenue from Main Street to Cochecho Street  
School Street  
Mechanic Street  
Chapel Street  
St. John Street  
Broadway from Central Avenue northerly to St. John Street  
Pierce Street  
Franklin Court  
Preble Street  
Trombley Street  
William Street  
Hale Street  
St. Thomas Street  
Orchard Street  
Waldron Court  
Fayette Street  
Green Street  
The entire Cochecho Riverwalk  
All City Parking Lots  
Henry Law Park

**City of Dover, NH Ethics Commission**  
City Hall  
288 Central Avenue  
Dover, NH 03820

**Notification of Sworn Ethics Complaint**

Respondent(s):  
City of Dover Ethics Subcommittee

Complainant:  
Jeffrey Thomas Clay  
53 Mallard Drive  
Alton, NH 03809

RE: Ethics Complaint Dated 03/24/14

Dear Mr. Clay:

On March 24, 2014 Mr. Clay (“Complainant”) swore an Ethics Complaint against the listed Respondents at the City Clerk’s office in the City of Dover, a copy of which is attached.

In accordance with Chapter 22-13 of the Dover Code, the Complaints were forwarded to the Ethics Commission.

On April 3, 2014, the Ethics Commission met to conduct an initial screening of the Complaints.

The Commission has determined by unanimous vote to take the action as set forth below.

Dismiss the Complaint, based upon the finding:

Under Section 22-A of the Dover Code – “Complaints shall only be received from residents of Dover, property owners in Dover and vendors who engage in business with the City of Dover.”

Thank you for your time and consideration in this matter.

Sincerely,

Dana Lariviere  
Chairman  
City of Dover Ethics Commission

Encl.

Cc: Ethics Commission



### CITY OF DOVER, NEW HAMPSHIRE ETHICS COMPLAINT

Please type or print legibly and attach additional pages, if necessary.

Date Filed: MARCH 25, 2014

Your Name: Jeffrey T. Clay

Address: 53 MAILLARD DR. ALTON, NH 03809

Your Telephone Number 603-534-1963

Name of person about whom you are filing. Dover City Ethics Sub Committee  
MICHAEL O'CONNOR

Type of Allegation(s). Check the appropriate box(es) below indicating the type of allegation(s) stated in this complaint.

#### ARTICLE X OF THE DOVER CITY CHARTER

- ELIGIBILITY FOR ELECTIVE OFFICE (10-1)
- CONFLICTS OF INTEREST (C10-2)
- DISQUALIFICATION FROM DECISION MAKING PROCESS(C10-3)
- PRIVATE USE OF CITY PROPERTY (C10-4)
- ACCEPTANCE OF GIFTS AND GRATUITIES (C10-5)
- DISPOSITION OF FEES (C10-6)
- MISUSE OF INFORMATION (C10-7)
- FUTURE EMPLOYMENT (C10-10)

#### CHAPTER 22 OF THE CITY CODE

- CONFLICTS OF INTEREST (22-2)
- REPRESENTATION OF PRIVATE INTERESTS BEFORE CITY AGENCIES(22-3)
- REQUIRED DISCLOSURE BY COUNCIL MEMBERS; RECUSAL (22-4)
- REQUIRED DISCLOSURE BY OFFICERS AND EMPLOYEES; RECUSAL (22-5)
- GIFTS (22-6)
- DISCLOSURE OF CONFIDENTIAL INFORMATION (22-7)
- INVESTMENTS IN CONFLICT WITH OFFICIAL DUTIES (22-8)
- INCOMPATIBLE EMPLOYMENT(22-9)
- FUTURE EMPLOYMENT (22-10)

***If your complaint alleges some form of misconduct that does not fall within the jurisdiction of the Ethics Commission, then your complaint will be forwarded to the City Manager, the Police Department or the City Council for processing.***

**Description of Facts.**

Provide a specific description of the facts constituting the alleged violation(s), including dates or approximate dates.

*Please see attached letter.*

---

---

---

---

---

---

---

---

**Witness Information.**

Provide the name(s), business address(es) and telephone number(s) of person(s) you believe may have information that would assist the Commission in its evaluation of this complaint. Also, describe the information that you believe each of the persons listed can provide to support the allegations stated in this complaint.

*The ethics sub committee / Recording of their meetings.*

---

---

---

---

---

**Documentation.**

Attach copies of any documents in your possession that relate to the allegations stated in this complaint. In addition, indicate below whether there are other records, not in your possession, that you believe may assist the Commission in its evaluation of this complaint.

*City Charter / Ordinances / Code - meeting min / Recordings.*

---

---

---

Additional Information.

Provide any additional information that you believe may assist the Ethics Commission in its evaluation of this complaint.

The ethics subcommittee had no authority to hear the complaint. NO authority to disseminate / fail to investigate -

CERTIFICATIONS: (Please initial each certification)

- I CERTIFY THAT I AM A RESIDENT OF THE CITY OF DOVER, A PROPERTY OWNER IN DOVER OR I AM A VENDOR WHO HAS RESPONDED TO A BID SOLITICATION \_\_\_\_\_ (initials)
- THIS ETHICS COMPLAINT IS A PUBLIC DOCUMENT. I UNDERSTAND THAT I SHOULD HAVE NO EXPECTATION OF PRIVACY REGARDING THIS DOCUMENT OR THE PROCEEDINGS OF THE ETHICS COMMISSION. ZTC (initials)
- I UNDERSTAND THAT KNOWINGLY MAKING WRITTEN FALSE STATEMENTS WHICH I DO NOT BELIEVE TO BE TRUE MAY SUBJECT ME TO CRIMINAL SANCTIONS PURSUANT TO RSA 641:3. ZTC (initials)

DATE: MM 25 2014

Signature

NOW COMES Jeffrey T. Clay who after being duly sworn states that the above statements are true and accurate.

Notary Public

SUSAN M. MISTRETТА, Notary Public  
My Commission Expires September 18, 2018

-----OFFICIAL USE ONLY-----

Received by the City Clerk's office 3/25/14

Received by the Ethics Commission \_\_\_\_\_

Completed form should be returned to:

City of Dover Ethics Commission  
c/o City Clerk  
288 Central Avenue  
Dover, NH 03820

Please accept this letter as my formal complaint of reprehensible behavior engaged in by the City of Dover's Ethics Sub Committee.

The willful violation of the City Charter, Code, and Ordinances constitutes unethical and unlawful actions and is therefore proper for investigation, even if not listed as a specific ethics violation.

It's my belief that the Ethics Sub Committee violated their responsibilities, as well as provisions of the City of Dover's Charter, Code, and Ordinances through their actions and in-actions regarding an ethics violations filed against the city's Ethics Commission.

Dover's Charter specifically states: "The (Ethics) Commission will investigate complaints filed against members of the City Council, School Board, and members of standing city boards and commissions. This the Ethics Sub-Committee did not do.

The Ethics Sub-Committee dismissed the complaints for "Failure to state sufficient facts for establishing a reasonable basis to believe that an ethical violation may have occurred" and because I am not a resident...of Dover.

It was alleged, in the complaint, that the Ethics Commission violated the City Charter, Code, and Ordinances. If true, these allegations warrant an investigation as they surely would constitute ethical violations despite not being listed in chapter 22 of the city's ordinances on ethics.

Dover's Code states: "Acceptance of the ethics complaint shall occur upon the determination by the Ethics Commission that there is a reasonable basis to believe the facts in the complaint may constitute an ethics violation."

Additionally, by dismissing the complaint based upon my residency status, the Sub-Committee was violating my rights under the New Hampshire Constitution to petition for redress of grievances. This also is unethical and reprehensible.

In addition to the unethical violations listed above, the Sub-Committee acted reprehensibly in other ways, to include the following:

The ethics form states that if a complaint is not listed...the complaint will be forwarded to the City Council for processing. This did not happen.

The original complaint contained allegations of violations of state law, and despite the directive contained in the administrative code for the sub-committee to notify the police, they failed to do so.

The Sub-Committee also violated provisions of city ordinance chapter 22 by opening, reviewing, discussing and making determinations regarding the complaint against the ethics commission, during their first meeting, which was identified as "organizational."

Likewise, city ordinance provides that in the case of ethics violations being filed against members of the ethics commission, alternates of the ethics commission will hear the complaints.

Likewise, it specifically states that NO members of standing boards or commissions will hear complaints. This committee was composed entirely of standing board members.

Whereas these individuals were in fact precluded from hearing the complaint but did so anyway, they violated city ordinances regarding recusal.

A handwritten signature in black ink, appearing to read "J. T. Clay", written in a cursive style.

Thank you for your assistance in this matter.

Sincerely,

Jeffrey T. Clay