



CITY OF DOVER

CITY COUNCIL – AGENDA

REVISED

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 14, 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 66: OPERATION OF BICYCLES ON SIDEWALKS**
SPONSORED BY MAYOR WESTON BY REQUEST
 - B. **FISCAL YEAR 2015 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) SCHOOL DEPARTMENT BUDGET ONLY**
SPONSORED BY MAYOR WESTON BY REQUEST
 - C. **ACCEPTANCE OF THE ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2015 CDBG ENTITLEMENT FUNDS**
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 16, 2014 – Workshop Session**
 - B. **April 23, 2014 – Regular Meeting**
 - C. **April 23, 2014 – Workshop Session**
 - D. **April 30, 2014 – Workshop Session**
11. **MAYOR'S REPORT**



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12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. **CHAPTER 66: OPERATION OF BICYCLES ON SIDEWALKS**
SPONSORED BY MAYOR WESTON BY REQUEST

B. ORDINANCES IN THE 3rd READING – None

C. RESOLUTIONS

1. **ACCEPTANCE OF THE ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2015 CDBG ENTITLEMENT FUNDS**
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **BLOCK PARTY – Florence Street Block Party**
2. **FIREWORKS – City of Dover Recreation Department**
3. **RAFFLE – City of Dover Recreation Department**
4. **RAFFLE – Volunteers for the Dover Dog Park**
5. **ROAD RACE – Garrison School Boot Camp**
6. **TAG – American Legion Post 8 Baseball**
7. **WALK – Dover Area Religious Leaders Association**

8. **RESOLUTION: ESTABLISHMENT OF ANTONIA (TONI) KRETSEPES MEMORIAL SCHOLARSHIP TRUST FUND**
SPONSORED BY MAYOR WESTON BY REQUEST

9. **RESOLUTION: WATER FRANCHISE**
SPONSORED BY MAYOR WESTON BY REQUEST

10. **RESOLUTION: B13075 PHASE II ENVIRONMENTAL SITE ASSESSMENT FIRST STREET ADDITIONAL SCOPE OF WORK**
SPONSORED BY MAYOR WESTON BY REQUEST

11. **RESOLUTION: B14029 PROFESSIONAL MUNICIPAL AUDITING SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST

12. **RESOLUTION: B14045 ASPHALT TRENCH PATCHING SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST

13. **RESOLUTION: B14053 HOT BITUMINOUS PAVING – ASPHALT LAID IN PLACE**
SPONSORED BY MAYOR WESTON BY REQUEST



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14. RESOLUTION: PROPERTY & LIABILITY, WORKERS COMPENSATION AND UNEMPLOYMENT INSURANCE
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS – None

C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE

- A. Letter from Councilor McManus**
- B. Notification of Sworn Ethics Complaint from Ethics Subcommittee**
- C. Notification of Sworn Ethics Complaint from Ethics Commission (to be removed from the table)**

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.B.

School Department Public Hearing Only

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:

Fund	Fund Description	Est Revenue	Appropriations	Fund Type
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
	Totals	119,604,923	119,604,923	



CITY OF DOVER

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Agenda Item#: 7.B.

School Department Public Hearing Only

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#: 7.B.

School Department Public Hearing Only

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#: 7.B.

School Department Public Hearing Only

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#: 7.B.

School Department Public Hearing Only

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.

THE CITY MANAGER'S REPORT

May 14, 2014

Month Reporting on: April 2014

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."

John Quincy Adams

J. Michael Joyal, Jr.
City Manager



Legal Department

by Anthony Blenkinsop

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

Right to Know Requests, pursuant to RSA 91-A:

- Glenville, NY – Bid results (2)
- Alton – Listing of superintendent candidates
- Alton – Commission minutes
- Alton – Application documents for superintendent candidates
- Durham – Bodyguards
- Durham – City web documents
- Durham – Agenda materials (5)
- Durham – Authenticated copy of City Charter & City Code, Recording of committee meeting
- Durham – Rebroadcast of City Police & Parking Facility Meeting
- Durham – City Council handouts; ethics complaint, release legal opinion
- Dover – Speed limit issue on Central Avenue

Assistance to City departments and/or offices:

City Council: drafting/review of resolutions and ordinances;

City Manager: review of documents for signature, 91-A requests

Executive: Energy Commission appointment; Social media

Community Services: Public Arts Display Guidelines; Storm drain overflow; Welfare question; Tree issue; Non-Dover residents on water/sewer.

Finance: Contracts; Change orders; Legal reviews; Liens/discharges; Foreclosure; Copier Lease; Bid protest

Fire & Rescue: Homeland Security Grant

Planning: Conservation Easement; Ordinances; Restrictive Covenants; Abatement request; Easement abandonment

Recreation: Licensing fees

Schools: Scholarship Fund

Review of Legal Support Services:

The use of outside counsel to handle specialty matters continues and consists of environmental matters and labor negotiations. There are a small number of attorneys hired on a variety of smaller matters.

	For Month	FY14	FY13	FY12
Legal Matters/ Questions Handled	20	190	302	360
Document Creation/Review	18	127	145	126
Right to Know Requests Processed	16	62	43	61
Resolutions	2	41	31	23
Ordinances	1	12	14	12

Economic Development

by Dan Barufaldi

Summary: Regional contacts continue to report modest increases in revenues and sales. Several sectors, including low end retail and residential housing sales report negative effects of severe winter weather. Companies locally report minimal increases in hiring while regional hiring remains flat. Wage increases are in the 1.5-2% range with 2.1% increases in benefits. Price pressures remain minimal but a few contacts report specific items for which prices are rising or expected to rise including oil, natural gas, gasoline, beef and some dairy and produce items due to the California drought. The outlook remains cautiously optimistic despite a first quarter national GDP growth in the 1.1% range. The outlook for Q2, 2014 is more positive. Dover's unemployment rate now stands at 3.9%.

Software and Information

Services: Regional software and information technology services report stronger- than- anticipated business activity, with revenue growth exceeding earlier forecasts. Those involved with payment and banking software are experiencing double digit growth as smaller banks rush to gain operating efficiencies to remain cost competitive with the larger banks.

Wages remain steady with merit increases in the low single digit range. Selling prices and capital and technology spending are largely unchanged. The outlook in these services is for cautious optimism through the second quarter. Most express some concern about the general macroeconomic

conditions and the uncertainty surrounding healthcare reform and the ACA.

Commercial Real Estate:

Commercial real estate activity was mixed across the region, but leasing fundamentals were stable for the most part in recent weeks. Land sales continue to have momentum locally. Investment demand for commercial real estate remains strong. Leasing fundamentals maintained a very slow pace of improvement in recent weeks, consistent with minimal-to-slow employment growth. A small amount of speculative office construction as part of mixed use building is now being done. The lending environment remains highly favorable to borrowers, with historically low interest rates and increasingly looser standards. Abundant investment capital continues to flow into commercial properties across the Seacoast, sourced from private equity firms, pension funds, foreign investors, REITS and high net worth individuals. Leverage ratios are on the rise among some investors, but remain low in absolute terms. Local multi-family and mixed use construction remains at a very healthy pace as does health care construction. The latter could be slowed by the uncertainty of healthcare reform in the near future. The outlook remains cautiously optimistic across the region. Forecasts call for more slow improvement in fundamentals moving forward, pending steady (if slow) employment growth. Fiscal policy and uncertainty around the business and employment effects of the ACA are producing uncertainty at both the state and federal levels and this is mentioned by some as a down side risk to employment growth that produces improvement in leasing and construction activity.

While contacts are mostly optimistic about the outlook in local and regional markets, some down-side risks are noted including some macroeconomic uncertainty from weak employment reports nationally, the

uncertain future of interest rates, the fallout from the unrest in the Ukraine, Venezuela, and Syria. Other restraining factors include rising construction and maintenance costs, and the NH mid-term elections.

Residential Real Estate: The region experienced a downturn for sales of single family houses and condo's at the end of 2013. NH experienced a decline in sales. Scarce inventory is the most likely culprit in the NH decline in this category, but uncertainty about new qualified mortgage rules and an anticipated huge increase in flood insurance premiums are also probable factors in making potential buyers cautious about making buy offers. Median sale prices in NH and in Dover increased again in the period.

Pending sales strongly suggest the market for single family houses and condo's is off to a good start in 2014. While Dover sales look good going forward, it is clear that winter weather in Q1 depressed near-term sales.

Manufacturing & Related Services: A few local manufacturers are reporting lower sales than the same period a year ago due to a fall off in export sales. Sales to DOD are up vs. Q1. Some electrical component manufacturers report a slowing of sales as residential and commercial building was hampered by the severe weather. The direct effect of the storms cost a few days of production and outdoor building activity. Semiconductor sales continued strong. Locally, it appears that residential construction use of manufactured components will increase as the weather constraint abates because one of the factors slowing local home sales is the lack of inventory. The news on manufacturers' inventories is mixed. Virtually all local manufacturing firms report stable sales during the period, with one advanced manufacturing firm expanding sales so fast they are borrowing working capital to keep up with orders. Some commodity manufacturers report

some softening of sales, particularly those exporting to China and India. Medical equipment manufacturers are still doing well. A semi-conductor firm reports strengthening sales after recent declines. A few local firms that reported being materially affected by sequestration are relieved that some DOD expenditures are back in the budget. The recently reported defense budget cuts being proposed by Defense Secretary Hagel are too new to have any local effects yet, but are expected to affect several local firms if upheld by Congress. Many manufacturers are reducing inventories and those in aerospace component manufacturing are experiencing strong cost reduction pressure from aerospace OEMs. NASA business appears back on track. The recently formed NH aerospace/ advanced manufacturing (AHEDEC0 is putting together a working consortium with Montreal aerospace and supplier companies with our own companies in those categories. A signing ceremony with the DRED Commissioner and the Mayors of Dover, Portsmouth, Rochester, Somersworth, and the Executive Director of Pease Tradeport with the head of the Quebec Aerospace Consortium has been initiated.

No local manufacturers report any major pricing pressures except for the lack of natural gas pipeline capacity which is driving up both natural gas and electrical energy costs. Lack of investment in this infrastructure in New England will increasingly impinge on the cost of doing business in NH.

Very few manufacturers are growing staff with the uncertainty about healthcare reform costs and the optimal permanent/ temporary employment ratio with the Affordable Care Act (ACA) structure being imposed. One electronics firm plans to hire only contract workers saying the ACA is drastically increasing healthcare costs for the firm.

Most respondents are trying to keep inventories low but one expanding

electronics firm has to increase inventories substantially to handle anticipated higher sales. No major capital spending actions across the sector, but three local manufacturers are contemplating new expanded buildings for their businesses. Regional manufacturers are guardedly optimistic.

Retail & Tourism: This round retail contacts report 2013 fiscal year-ends in December or February. Most report 2013 year-over-year sales increases ranging from 3% to mid-single digits. Several report continued positive results so far in 2014, but many more local merchants and restaurants report significant slowing during the last month due to the severe winter weather. Home furnishing sales continued strong. Downtown parking transactions continue at a moderately high rate. Local prices remain steady overall with some increases in apparel prices as a rise in foreign material and labor costs are being experienced. Local retailers expect continued improvement in economic conditions and consumer sentiment in 2014 after a Q1 pause, but all feel the situation is still fragile.

Local hotels, back on track after major room sets off-line due to water damage or other renovations are doing moderately well. Our one downtown inn has been sold, will go through major renovation, a partial split into condo-ization and a major rebranding. The downtown hotel continues to do quite well. Museums, restaurants and other tourism venues were adversely affected during the severe weather during Q1 and part of Q2, 2014. This is true for the whole eastern seaboard.

Staffing Services: Business conditions in this industry sector have softened in the last few months due to the holiday season and the large number of storms in our area.

While revenues are up slightly year-over-year, they are down on a quarter-to-

quarter basis. Despite the recent problems, labor demand remains strong across most industries, particularly in software, engineering, legal, specialty manufacturing, and healthcare sectors. Demand has softened in the defense sector. There is a shortage of qualified candidates to fill positions in nursing, specialized manufacturing, and IT. This reflects a mismatch of skills exacerbated by the weather and the holidays. Firms are now using social media to reach more candidates. The temporary to permanent conversion rate remains moderately strong but did taper off in Q1. Bill and pay rates have generally held steady with a few upticks in both categories. Staffing contacts are optimistic that growth will accelerate as the weather improves. Most expect mid-single-digit revenue growth through the next months. Several firms are concerned about the continued uncertainty surrounding healthcare reform and the ACA.

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

Total Permits Issued: April 2014

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
13-428	MONUMENT GARDEN LLC	1800	LILAC LANE	CONST. THREE SELF-STORAGE UNIT BL	C	H	35-D	333000	3355
14-055	WOODS	17	SECOND STREET	CONST. A SHED ROOF OVER A FLAT RO	C	6	34	11000	135
14-069	SALEMA	1	LONG HILL ROAD	INT. REMODELING OF A DUNKIN DONU	C	A	1	30000	325
14-077	CITY OF DOVER	273	MAST ROAD	REMOVE/REPLACE TELECOMMUNICATI	C	H00	000L5	12500	150
13-149	HAVILAND	2	HOMESTEAD LANE	CONST. A REAR DECK ADDITION/EXPA	R	L	49	4500	75
13-152	BARRETTO	83	COUNTY FARM ROAD	RENOV./REMODEL AND EXPAND KITCH	R	B	23-D	11500	140
13-412	GORMAN	11	OLIVE MEADOW LANE	CONST./INSTALL A STORAGE SHED	R	A	45A-2	3500	65
13-442	GOLDFINE	44	PICARD LANE	CONST. A SFD W/ATT. GARAGE	R	A	19-8	180000	1825
14-001	HAWKINS	212	DOVER POINT ROAD	RENOVATE KITCHEN & REPLACE WIND	R	L	92J	17000	195
14-007	CHANGING PLACES LLC	15	TERESA DRIVE	NEW CONST. SFD W/ATT. GARAGE	R	K	19-1-5	195000	1975
14-015	THORNWOOD COMMONS LLC	4	TERESA DRIVE	NEW CONST. SFD W/ATT. GARAGE	R	K	19-1-1	195000	1975
14-056	OWENS	25	AUGUSTA WAY	REMODEL KITCHEN	R	K	49A-3	27000	295
14-058	LEBORGNE	348	WASHINGTON STREET	RENO. A SFD & CONVERT. TO A TWO FA	R	G	14	75000	775
14-059	SCHNABLE	29	PROSPECT STREET	REMOVE & CONST. A FRONT PORCH &	R	10	4	5000	75
14-060	SOHANSSON	64	GLENWOOD AVENUE	CONST. A REAR ROOFED ADD. FOR STO	R	E	1B	1500	45
14-061	GOODMAN	27	HEMLOCK FOREST	REPLACE 2ND FLOOR CEILING GYPSUM	R	I	16A-2	1700	45
14-063	BOREN	29	CORNERSTONE DRIVE	INSTALL A ROOF-TOP SOLAR ARRAY SY	R	B	18-33	24000	265
14-064	DELISLE	20	LEIGHTON ROAD	RENOVATE AN SFD & CONST. A 2ND ST	R	8	17	175000	1775
14-065	RIVER VALLEY DEV.	74	CHILDS DRIVE	NEW CONST. SFD W/ATT. GARAGE	R	N	8A-Q	185000	1875
14-067	REED	77	COURT STREET	CONST. REAR PORCH ADD & RENOV./R	R	19	12	33600	365
14-068	DYSINGER	345	WASHINGTON STREET	REPLACE A WINDOW & CONST. INSTAL	R	32	15-B	4000	65
14-071	KOSKI	17	SUNNYBROOKE DRIVE	CONST./INSTALL A STORAGE SHED	R	I	30B-9	5000	75

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
14-072	JEACOPELLO	100	PARK STREET	RMV/RPLC ROOF SHEATHING & COVERI	R	27	233	11000	135
14-079	LEICHTHAMMER	15	COTE DRIVE	ENCLOSE PORTION OF A REAR COVERE	R	L	58G	4800	75
14-086	LEMIRE	25	TUTTLE LANE	REMOVE REAR DECK & CONST. A ONE	R	M	68D	14000	165
14-087	BURNETTE-KURIE	321	BACK ROAD	ENCLOSE SIDE PORCH FOR ADD. LIVIN	R	M01	2	10000	125
14-088	RIVER VALLEY DEVELOPMEN	77	CHILDS DRIVE	CONST. A SFD W/ATT. GARAGE & DETA	R	N	8A-P	244000	2465
14-093	ESTATE OF RITA DUNCAN	7	CLOVERDALE CIRCLE	REMOVE A MOBILE HOME UNIT	R	I	22	0	50
14-101	CAIN	25	HANSON STREET	RENOV. 3RD FLOOR LIVING AREA	R	20	46	10000	125
14-13	CHANGING PLACES, LLC	10	TERESA DRIVE	NEW CONST. SFD W/ATT. GARAGE	R	K	19-1-1	195000	1975

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 30

Total Construction Value: \$2,018,600.00

Total Fees Collected: \$20,985.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	1	Change of Use	0
Commercial Renovations	3	Commercial	2
Convert 1 to 2 Fmly Dwlg	1	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	10
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	42
Single Family Dwelling	6	Single Family Dwellings	6
Renovations Dwelling Unit	15	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	1		
Accessory Dwelling Unit	0		
		Total	19

PLANNING BOARD APPROVED PROJECTS

NAME	STREET NAME	Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**	
Code	H = Homes A = Apts. C = Condos													
Multi-Family:														
First Street @ Garrison	First Street	A	32	0	32		2/25/2014	Site	P14-03	6	3		H	3.52
First Rate Realty	Silver/Central	A	16	16	0	9/24/2013	6/25/2013	Site	P13-20	12	28	9/24/2018	W	1.76
Field and Foster	Central Ave	A	18	0	18	2/11/2014	11/12/2013	2/13/2014	P13-60	3	42	2/11/2019	H	1.98
Cochecho Falls Mills	Central Ave	A	120	74	46	12/20/2011	11/28/2011		P11-60	3	3	12/20/2015	H	13.2
Sherman School	School Street	C	48	0	48	9/27/2011	10/26/2010		P10-39	3	10	9/27/2016	G	7.68
Paolini	Clancy Drive	C	12	12	0				P13-	I	12		G	1.92
New Meadows Inc	Knox Marsh Rd	A	120	72	48	9/27/2005	9/27/2005		P04-04	H	35C	9/27/2009	W	13.2
Total: Multi-family			334	174	160									15
Subdivisions:														
Foster's Way	Dover Point Rd	H	5	0	5		12/17/2013		P13-49	L	89-1		G	1.85
Kemen	Sixth St	H	1	0	1		8/27/2013		P13-43	B	1D		H	0.37
Child's Subdivision	Childs Dr	H	20	4	16	4/9/2013	3/28/2013	3/29/2013	P12-20	N	8A-1	3/28/2018	H	7.4
Fresian Drive	Arch St	H	11	0	11	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	4.07
Tidewater Farm	Winterberry Dr	H	7	6	1	6/16/2011	4/26/2011	6/20/2011	P10-51	N	8	6/16/2016	H	2.59
Labrador Woods	Labrador Dr	H	9	6	3	7/19/2010	5/25/2010	7/19/2010	P10-19	A	51-9	7/19/2014	H	3.33
Hidden Valley Drive	Hidden Valley Dr	H	10	7	3	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.7
Harbor Hills	Shore Rd	H	16	10	6	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.92
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	3	6	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	G	3.33
Picnic Rock	Back River Rd	H	21	6	15	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.77
Schooner Landing	Schooner Dr	H	10	4	6	7/19/2007	4/10/2007	7/25/2007	P06-54	M	96A	7/19/2011	G	3.7
Pacific Landing	Pacific/Nye	H	15	14	1	2/8/2007	7/25/2006	2/8/2007	P05-72	E	49	2/18/2011	W	5.55
Goldberg/Tolend Rd Prop.	Stocklan Dr, etc	H	72	35	37	10/5/2006	7/14/2005	11/2/2006	P03-36	G	24	10/5/2010	W	26.64
Stern Subdivision	Lika Dr	H	3	0	3	3/23/2006	2/28/2006	3/23/2006	P05-71	E	45	3/23/2013	W	1.11
StoneCroft	Carriage Hill Ln	H	11	9	2	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	4.07
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	25	7	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.84
Waldron Falls	Lennon/Cardinal	H	10	8	2	5/10/2005	1/11/2005	5/17/2005	P04-54	E	35	5/10/2009	W	3.7
Emerald Woods I & II	Emerald Ln	H	25	20	5	12/6/2004	9/28/2004	12/10/2004	P02-01	F	27	12/6/2008	W	9.25
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.48
Cornerstone Crossing III	Conerstone Dr	H	18	15	3	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18	7/28/2011	H	6.66
Lionheart	Littleworth Rd.	H	4	2	2	2/24/2004	2/24/2004	3/8/2004	P03-66	G	28-1	2/24/2008	W	1.48
Ayer	McKone Ln	H	2	1	1	6/5/2003	6/5/2003	6/5/2003	P02-67	N	18	6/5/2007	G	0.74
Total: Single Family			278	174	104									103
TOTAL APPROVED UNITS			612	348	264									118
Elderly:														
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	62	55	7	7/2/2008	3/13/2007		P06-55	M	4	7/2/2011	G	
Arbor Woods	Cielo Dr	H	63	30	33	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			125	85	40									
APPROVED = ELDERLY			737	433	304									118

* Built or permit issued and unit under construction

** Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS
 C:\Users\bessettec.DOVERNET\Desktop\CM Report\2014\2014.05.14 Report\COPY of subdivisions apr 14

DAC	PO Date	PO No.	Vendor Name	Amount
City Finance Office	04/07/2014	201409964	PUBLIC SERVICE CO OF NH-CITY	\$5,048.73
Executive	04/09/2014	201410183	DELL MARKETING L.P.	\$5,315.06
Fire and Rescue	04/15/2014	201410246	STATE OF NH-DOT	\$5,446.57
Community Services Department	04/16/2014	201410319	NORMAN R. GAGNON CONSTRUCTION, LLC	\$5,565.00
Community Services Department	04/15/2014	201410235	WRIGHT-PIERCE	\$6,000.00
City Finance Office	04/07/2014	201409963	PUBLIC SERVICE CO OF NH-CITY	\$6,060.23
City Finance Office	04/16/2014	201410320	PUBLIC SERVICE CO OF NH-CITY	\$6,097.59
Executive	04/28/2014	201410607	DRUMMOND WOODSUM	\$6,123.14
Community Services Department	04/07/2014	201409988	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$6,158.08
Community Services Department	04/29/2014	201410718	NORMAN R. GAGNON CONSTRUCTION, LLC	\$6,510.00
Executive	04/01/2014	201409788	SHI INTERNATIONAL CORP	\$6,545.00
Fire and Rescue	04/30/2014	201410743	D.T. DAVIS ENTERPRISES, LTD.	\$6,788.92
Fire and Rescue	04/17/2014	201410345	AD-WEAR & SPECIALTY OF TEXAS, INC.	\$6,941.20
Police	04/14/2014	201410225	STATE OF NH-DOT	\$7,249.87
Community Services Department	04/02/2014	201409913	NORRIS INC	\$7,680.00
Executive	04/09/2014	201410184	ESRI CORP.	\$7,700.00
Police	04/28/2014	201410612	TRANSCOR-INFORMATION TECHNOLOGIES	\$8,162.57
Community Services Department	04/02/2014	201409914	PISCATAQUA LANDSCAPING & TREE SERVICE	\$8,232.00
City Finance Office	04/01/2014	201409908	PUBLIC SERVICE CO OF NH-CITY	\$8,277.48
Fire and Rescue	04/28/2014	201410617	STRYKER MEDICAL	\$9,349.80
City Finance Office	04/08/2014	201410017	BAYRING COMMUNICATIONS	\$9,445.11
Executive	04/09/2014	201410186	SENSOURCE, INC.	\$9,625.00
City Finance Office	04/29/2014	201410722	SANTA BUCKLEY ENERGY	\$9,698.58
Community Services Department	04/23/2014	201410469	NORMAN R. GAGNON CONSTRUCTION, LLC	\$9,973.00
Recreation	04/17/2014	201410352	DAVIS MECHANICAL SERVICES, INC.	\$10,000.00
Public Library	04/29/2014	201410652	BERKSHIRE BUSINESS EQUIPMENT CO. INC.	\$11,891.25
Community Services Department	04/09/2014	201410088	HALL & ASSOCIATES, PLLC	\$11,981.87
Executive	04/23/2014	201410467	CCMSI	\$12,759.94
City Finance Office	04/08/2014	201410018	PUBLIC SERVICE CO OF NH-CITY	\$12,894.62
Community Services Department	04/16/2014	201410321	STATE OF NH-DOT	\$13,045.37
Community Services Department	04/10/2014	201410199	ROBERT H. IRWIN MOTORS, INC.	\$15,295.00
Police	04/08/2014	201410047	TMC SERVICES, INC. dba TMC ENVIRONMENTAL	\$15,375.00
Executive	04/30/2014	201410739	SHEEHAN, PHINNEY, BASS & GREEN	\$20,115.94
City Finance Office	04/01/2014	201409909	SANTA BUCKLEY ENERGY	\$20,282.12
Community Services Department	04/08/2014	201410048	SWEETSER FARMS, INC.	\$22,209.00
City Finance Office	04/08/2014	201410019	PUBLIC SERVICE CO OF NH-CITY	\$22,278.37
Community Services Department	04/03/2014	201409934	GRAPPONE FORD	\$24,188.00
Executive	04/01/2014	201409786	SHEEHAN, PHINNEY, BASS & GREEN	\$33,109.16
Community Services Department	04/28/2014	201410609	HI-WAY SAFETY SYSTEMS, INC	\$34,848.00
Police	04/30/2014	201410737	CMA ENGINEERS, INC.	\$35,654.00
Community Services Department	04/02/2014	201409912	GRAPPONE FORD	\$41,388.00
Planning	04/03/2014	201409935	MY FRIENDS PLACE-CDBG GRANTS/SUBSIDYS	\$42,034.00
City Finance Office	04/29/2014	201410721	PUBLIC SERVICE CO OF NH-CITY	\$43,905.58
Community Services Department	04/28/2014	201410608	HI-WAY SAFETY SYSTEMS, INC	\$51,492.00
Police	04/29/2014	201410642	FAIRPOINT COMMUNICATIONS, INC.	\$64,380.76
Community Services Department	04/29/2014	201410720	SOUTHWORTH-MILTON INC	\$67,451.55
Police	04/29/2014	201410643	PSNH	\$119,082.00
Recreation	04/15/2014	201410234	SKYLINE ROOFING, INC	\$120,800.00
Police	04/30/2014	201410740	SUR CONSTRUCTION, INC.	\$225,290.00

City of Dover

Bid Solicitation Report

For April 2014

5/1/2014

Department	PO Date	PO No	Vendor	Description	PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No	PO Notes
	Approved By	Fund		Function/Division	
Recreation	04/02/2014	04/29/2014		Portable Toilet Rental and Cleaning Service	
Q14-017					
Recreation	04/02/2014	04/30/2014		Dover Recreation Transportation Services	
B14047					
Police	04/10/2014	05/07/2014		Police Clothing and Equipment	
B14048					
Community Services	04/10/2014	04/29/2014		T-Shirts, Polo Shirts and Baseball Hats for C/S	
B14019					

City of Dover

Bid Solicitation Report

For April 2014

5/1/2014

Department	PO Date	PO No	Vendor	Description	PO Amount
Bid Number	Bid Date	Bid Due	CC Meeting	Item No	PO Notes
	Approved By	Fund		Function/Division	
Planning				Automatic Interior Door Openers at	
B14057	04/15/2014	05/20/2014		McConnell Center	
Finance				Tax-Water-Sewer-MV Envelopes	
Q14-020	04/16/2014	05/08/2014			
Executive				Occupaitonal Health Services	
B14058	04/29/2014	05/22/2014			
Fire and Rescue				Fire Department Uniforms and	
B14050	04/29/2014	05/21/2014		Clothing	
Finance				Appraisal Services for 371 Tolend	
Q14-021	04/30/2014	05/21/2014		Road Dover	

City of Dover

Revenues of Major Funds April 30, 2014

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 68,454,813	\$ 401,422	\$ 37,325,482	55.0%	\$ 31,129,331	\$ -	\$ 31,129,331	(45.5)%
Licenses & Permits	4,292,780	349,480	4,056,823	95.0	235,957	-	235,957	5.5
Intergovernmental	2,016,440	1,337	1,850,908	92.0	165,532	-	165,532	8.2
Charges for Services	3,009,253	154,362	2,737,845	91.0	271,408	-	271,408	9.0
Miscellaneous Revenue	1,221,805	8,108	888,783	73.0	333,022	-	333,022	27.3
Education	11,650,632	2,451,409	9,640,413	83.0	2,010,219	(7,349)	2,017,568	17.3
Operating Transfers In	327,688	75,000	75,000	23.0	252,688	-	252,688	77.1
Sub-total : 1000 General Fund	\$ 90,973,411	\$ 3,441,118	\$ 56,575,254	62.0%	\$ 34,398,157	\$ (7,349)	\$ 34,405,506	37.8%
3213 Parking Activity Fund								
Licenses & Permits	\$ 101,280	\$ 7,693	\$ 82,589	82.0%	\$ 18,691	\$ -	\$ 18,691	18.5%
Parking Income	310,000	17,451	279,295	90.0%	30,705	-	30,705	9.9%
Parking Fines	150,000	11,282	123,262	82.0%	26,738	-	26,738	17.8%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 561,280	\$ 36,426	\$ 485,145	86.0%	\$ 76,135	\$ -	\$ 76,135	13.6%
3320 Residential Solid Waste Fund								
Charges for Services	\$ 950,663	\$ 69,955	\$ 751,225	79.0%	\$ 199,438	\$ -	\$ 199,438	21.0%
Miscellaneous Revenue	0	3	401	0.0	(401)	-	(401)	0.0
Sub-total : 3320 Residential Solid Waste	\$ 950,663	\$ 69,958	\$ 751,627	79.0%	\$ 199,036	\$ -	\$ 199,036	20.9%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 625,628	\$ 39,910	\$ 503,326	80.0%	\$ 122,302	\$ -	\$ 122,302	19.5%
Operating Transfers In	168,110	12,795	142,526	85.0	25,584	-	25,584	15.2
Sub-total : 3381 McConnell Center	\$ 793,738	\$ 52,706	\$ 645,852	81.0%	\$ 147,886	\$ -	\$ 147,886	18.6%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 428,123	\$ 30,746	\$ 291,594	68.0%	\$ 136,529	\$ -	\$ 136,529	31.9%
Miscellaneous Revenue	18,000	313	3,970	0.2	14,030	-	14,030	77.9
Operating Transfers In	15,500	-	1,540	10.0	13,960	-	13,960	90.1
Other Financing Sources	119,100	-	-	0.0	119,100	-	119,100	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 580,723	\$ 31,058	\$ 297,104	51.0%	\$ 283,619	\$ -	\$ 283,619	48.8%
5300 Water Fund								
Charges for Services	\$ 4,828,014	\$ 200,372	\$ 3,810,752	79.0%	\$ 1,017,262	\$ -	\$ 1,017,262	21.1%
Miscellaneous Revenue	25,500	10,696	101,137	397.0	(75,637)	-	(75,637)	(296.6)
Sub-total : 5300 Water Fund	\$ 4,853,514	\$ 211,068	\$ 3,911,889	81.0%	\$ 941,625	\$ -	\$ 941,625	19.4%
5320 Sewer Fund								
Intergovernmental	\$ 6,240	\$ -	\$ -	0.0%	\$ 6,240	\$ -	\$ 6,240	100.0%
Charges for Services	5,692,809	220,881	4,177,202	73.0	1,515,607	-	1,515,607	26.6
Miscellaneous Revenue	36,000	10,126	82,795	230.0	(46,795)	-	(46,795)	(130.0)
Other Financing Sources	1,012,476	-	-	0.0	1,012,476	-	1,012,476	100.0
Sub-total : 5320 Sewer Fund	\$ 6,747,525	\$ 231,008	\$ 4,259,996	63.0%	\$ 2,487,529	\$ -	\$ 2,487,529	36.9%
6100 Dovernet Fund								
Charges for Services	\$ 513,481	\$ 23,769	\$ 450,647	88.0%	\$ 62,834	\$ -	\$ 62,834	12.2%
Miscellaneous Revenue	25,000	-	25,000	1.0	-	-	-	0.0
Operating Transfers In	24,000	-	-	0.0	24,000	-	24,000	100.0
Other Financing Sources	75,289	-	-	0.0	75,289	-	75,289	100.0
Sub-total : 6100 Dovernet Fund	\$ 637,770	\$ 23,769	\$ 475,647	75.0%	\$ 162,123	\$ -	\$ 162,123	25.4%
Total : REVENUES	\$ 106,098,624	\$ 4,097,110	\$ 67,402,515	64.0%	\$ 38,696,109	\$ (7,349)	\$ 38,703,458	36.5%

City of Dover

Expenditures of Major Funds

April 30, 2014

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 411,699	\$ 93,526	\$ 329,784	80.0%	\$ 81,915	\$ 42,062	\$ 39,853	9.7%
Executive	805,318	43,025	650,639	81.0	154,679	79,747	74,933	9.3
Finance	1,620,731	116,838	1,272,218	78.0	348,513	201,443	147,070	9.1
Planning	491,541	33,356	384,478	78.0	107,063	74,276	32,788	6.7
Misc General Government	1,036,623	31,123	399,765	39.0	636,858	73,899	562,959	54.3
Police	7,188,131	653,010	5,870,509	82.0	1,317,622	802,050	515,572	7.2
Fire & Rescue	7,285,481	501,992	6,023,201	83.0	1,262,280	740,095	522,185	7.2
Community Service Public Works	5,882,719	318,788	3,974,703	68.0	1,908,016	694,882	1,213,134	20.6
Recreation	2,008,829	122,211	1,528,790	76.0	480,039	150,778	329,261	16.4
Public Library	1,056,082	78,665	868,672	82.0	187,410	146,268	41,143	3.9
Public Welfare	843,167	54,290	601,640	71.0	241,527	41,770	199,757	23.7
Debt Service	9,785,929	692,970	4,038,145	41.0	5,747,784	5,197,217	550,567	5.6
Other Financing Sources/Uses	2,581,172	-	575,000	22.0	2,006,172	-	2,006,172	77.7
School	42,263,590	3,650,132	31,031,616	73.0	11,231,974	10,053,853	1,178,121	2.8
Intergovernmental	7,771,799	-	7,771,799	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 91,032,811	\$ 6,389,926	\$ 65,320,958	71.8%	\$ 25,711,853	\$ 18,298,340	\$ 7,413,513	8.1%
3213 Parking Activity Fund								
Police	\$ 561,280	\$ 29,811	\$ 370,501	66.0%	\$ 190,779	\$ 99,300	\$ 91,479	16.3%
Sub-total : 3213 Parking Activity Fund	\$ 561,280	\$ 29,811	\$ 370,501	66.0%	\$ 190,779	\$ 99,300	\$ 91,479	16.3%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 972,726	\$ 56,919	\$ 625,351	64.0%	\$ 347,375	\$ 300,533	\$ 46,842	4.8%
Sub-total : 3320 Residential Solid Waste Fund	\$ 972,726	\$ 56,919	\$ 625,351	64.3%	\$ 347,375	\$ 300,533	\$ 46,842	4.8%
3381 McConnell Center Fund								
Recreation	\$ 793,738	\$ 28,469	\$ 377,771	48.0%	\$ 415,967	\$ 375,262	\$ 40,704	5.1%
Sub-total : 3381 McConnell Center Fund	\$ 793,738	\$ 28,469	\$ 377,771	47.6%	\$ 415,967	\$ 375,262	\$ 40,704	5.1%
3410 Recreation Special Revenue Fund								
Recreation	\$ 580,723	\$ 25,932	\$ 341,202	59.0%	\$ 239,521	\$ 16,148	\$ 223,373	38.5%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 580,723	\$ 25,932	\$ 341,202	58.8%	\$ 239,521	\$ 16,148	\$ 223,373	38.5%
5300 Water Fund								
Community Service Public Works	\$ 4,957,872	\$ 259,657	\$ 3,587,620	72.0%	\$ 1,370,253	\$ 422,155	\$ 948,098	19.1%
Sub-total : 5300 Water Fund	\$ 4,957,872	\$ 259,657	\$ 3,587,620	72.4%	\$ 1,370,253	\$ 422,155	\$ 948,098	19.1%
5320 Sewer Fund								
Community Service Public Works	\$ 6,917,127	\$ 413,623	\$ 4,999,346	72.0%	\$ 1,917,781	\$ 570,027	\$ 1,347,754	19.5%
Sub-total : 5320 Sewer Fund	\$ 6,917,127	\$ 413,623	\$ 4,999,346	72.3%	\$ 1,917,781	\$ 570,027	\$ 1,347,754	19.5%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 781,661	\$ 35,313	\$ 374,658	48.0%	\$ 407,003	\$ 62,782	\$ 344,221	44.0%
Sub-total : 6100 Dovernet Fund	\$ 781,661	\$ 35,313	\$ 374,658	47.9%	\$ 407,003	\$ 62,782	\$ 344,221	44.0%
Total : EXPENDITURES	\$ 106,597,939	\$ 7,239,650	\$ 75,997,407	71.3%	\$ 30,600,532	\$ 20,144,547	\$ 10,455,986	9.8%

City of Dover

Arena - General Fund
Revenue & Expenditure Report
(Including Arena Debt Service attributed to the General Fund)
April 30, 2014

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,328,277	58,705	1,186,767	89.4	141,510	0	141,510	10.7
Expenditures	936,955	56,811	735,290	78.5	201,665	75,631	126,034	13.5
Debt Service								
Principal	265,063	26,600	50,063	18.9	215,000	0	215,000	81.1
Interest	70,759	5,366	10,423	14.7	60,336	0	60,336	85.3
	55,500	(30,072)	390,990	704.5	(335,490)	(75,631)	(259,859)	(468.2)



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, April 16, 2014**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Carrier 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 Deputy City Clerk Mistretta.

5. DISCUSSIONS

A. BUDGET PRESENTATIONS

1. SCHOOL DEPARTMENT

Superintendent Fernandes gave a PowerPoint presentation regarding the School Department's budget to the Council. He said they have amended the proposed budget and are at the tax cap. He said it was a sustainable budget. He said they were adding 11 new positions.

2. EXECUTIVE

City Manager Joyal went over the budget for the Executive Department, which included the City Council, City Manager's Office, Legal Department, and Human Resources. He spoke about changes in benefits that affected all departments. He said the cost for health and dental insurance has actually gone down this year. He also went over the proposed Organizational charts, which included two new police officers, and other hourly changes.

3. FINANCE DEPARTMENT

Finance Director Lynch gave a PowerPoint presentation regarding the Finance Department's budget, which included Finance, Assessing, and the City Clerk and Tax Collection offices.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, April 16, 2014**
Meeting Time: **7:00 pm**

4. PLANNING AND COMMUNITY DEVELOPMENT

Planning and Community Development Director Parker gave a PowerPoint presentation regarding the Planning and Community Development Department to the Council.

DoverNet Director Dove gave a PowerPoint presentation regarding the DoverNet Department.

6. CITIZEN'S FORUM

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

7. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn; seconded by Councilor O'Connor.

The following presentation and handouts have been archived with these minutes:
School Department Proposed Operating Budget Request
Proposed FY2015 Organizational Charts
Finance Department FY2015 Proposed Budget
Planning and Community Development FY2015 Proposed Budget
DoverNet FY2015 Proposed Budget



CITY OF DOVER

CITY COUNCIL – MINUTES

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

Councilor Cheney led of the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Garrison

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

5. PROCLAMATIONS/AWARDS – None

6. APPROVAL OF AGENDA

Councilor Gagnon moved to add the Solid Waste Advisory Commission report.

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

Councilor Cheney moved to add a verbal Ordinance Committee report. She also moved to substitute as a whole Item #'s 12.A.1., 12.A.2., 12.A.3., and 12.A.4.

Deputy Mayor Carrier moved to add Item 13.A.12.

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

Councilor McManus referred to Item 13.A.12. and said he felt Council Rules required that the agenda be submitted on the Thursday prior to the Council meeting.

Mayor Weston said this resolution was completed today and time sensitive to get to the State. She said there are exceptions to the rule.

Councilor Gagnon moved to suspend the rules and allow this resolution to be added to the agenda; seconded by Councilor O'Connor.

Roll Call Vote: 7/1; Passed. Councilor McManus was opposed.

Mayor Weston asked for a vote on the amended agenda.

Vote: 7/1; Passed. Councilor McManus was opposed.

7. PUBLIC HEARINGS

A. CHAPTER 147: SEWERS

SPONSORED BY MAYOR WESTON BY REQUEST

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



CITY OF DOVER

CITY COUNCIL – MINUTES

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

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

SPONSORED BY MAYOR WESTON

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

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

SPONSORED BY MAYOR WESTON

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

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

SPONSORED BY MAYOR WESTON

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

E. CHAPTER 170: ZONING – ZONING MAP

SPONSORED COUNCILOR GARRISON, PLANNING BOARD REPRESENTATIVE

F.X. Bruton: He spoke on behalf of the applicant in favor of the ordinance change. He said the Planning Board unanimously supported this zoning change. He asked for the Council's support.

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

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

SPONSORED BY MAYOR WESTON BY REQUEST

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.

Ronald Huml, 199 Mast Road: He spoke about the proposed budget. He said the cost of living increase for Social Security and military is 1½%. He spoke about the City Hall hours and the survey he conducted of area cities hours. He felt the employees should not be paid for a ½ hour lunch if they are away from their desks. He didn't understand why the hours couldn't go back to the 8:00 to 4:30 with a ½ hour unpaid lunch. He spoke about the health insurance the City pays for retired employees. He spoke about changing the Charter regarding the parking garage and that it should go to the citizens to vote. He felt the Council wasn't enough people to make this decision.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

New Hampshire State Senator David Watters: He spoke about the resolution for the Career Technical Education funding for Dover. He said the Senate passed the amendment.

Mary Hebbard, 97 Spruce Lane: She spoke about common core education and how it affects the students both in school and how the federal government is involved.

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his agenda separately from the agenda packet, but was submitted Monday in the Council's mailboxes. He spoke about Spring work that is being done around the City; street sweeping, line striping on the roads, and road paving projects. He said Dover Main Street's Clean Up Day is Saturday, May 10th. He went over his professional development.

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

Vote: 8/0.

10. APPROVAL OF MINUTES

- A. April 2, 2014 - Workshop**
- B. April 9, 2014 – Regular Meeting**

Deputy Mayor Carrier moved to approve the minutes; seconded by Councilor McManus.
Vote: 8/0.

11. MAYOR'S REPORT

Mayor Weston said she went to opening day for Dover Baseball. She referred to the Transportation Advisory Commission meeting and said they reviewed the Downtown traffic study. She said the third meeting on the topic will be held May 15th, 6:00 to 8:00 pm at the McConnell Center. She said she will be attending the Dover Main Street Clean Up Day. She said she is appointing Councilor Garrison for the TIF Advisory Committee.

Councilor McManus moved to accept the Mayor's Report; 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 23, 2014**
Meeting Time: **7:00 pm**

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 147: SEWERS

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Cheney. Councilor Cheney moved to make a friendly amendment to clarify the third paragraph's acronym "IDP" as "Industrial Discharge Permit (IDP)"; seconded by Councilor Gagnon. General Legal Counsel Blenkinsop said this change was discussed and brought to Community Services. He said they decided against because it is defined earlier in the Chapter in the definition section. He said it was inconsistent to define it here where IDP is used throughout the Chapter.

Councilor Cheney withdrew her motion.

Councilor Gagnon withdrew his second.

Roll Call Vote: 8/0.

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

SPONSORED BY MAYOR WESTON

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor. Councilor McManus said this is something Planning should be looking into. Planning and Community Develop Director Parker said this was an issue brought forward by the Planning Board. He said the Planning Board does not have the authority to make this change.

Roll Call Vote: 8/0.

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

SPONSORED BY MAYOR WESTON

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

Roll Call Vote: 8/0.

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

SPONSORED BY MAYOR WESTON

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

Roll Call Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

5. CHAPTER 170: ZONING – ZONING MAP

SPONSORED BY COUNCILOR GARRISON, PLANNING BOARD REPRESENTATIVE

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.
Director Parker gave an overview of the ordinance change to the Council.
Roll Call Vote: 8/0.

B. ORDINANCES IN THE 3rd 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

Deputy Mayor Carrier moved for its adoption; seconded by Councilor McManus.
City Manager Joyal said there is a resolution to replace furniture and these funds will be used for that purpose.
Roll Call Vote: 8/0.

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

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



CITY OF DOVER

CITY COUNCIL – MINUTES

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

**11. RESOLUTION: PURCHASE OF GENERATOR FOR COMMUNITY SERVICES
SPONSORED BY MAYOR WESTON BY REQUEST**

**12. RESOLUTION: ACCEPTANCE OF STATE GRANT FOR CAREER AND
TECHNICAL EDUCATION CENTER CONSTRUCTION
SPONSORED BY MAYOR WESTON**

COMMITTEE REPORTS

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

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.

Councilor McManus asked to pull Items 13.A.9. and 13.A.12.

Councilor Cheney asked to pull the Ordinance Committee Report.

Councilor Gagnon asked to pull the Solid Waste Advisory Commission Report.

Mayor Weston asked for a roll call vote on the remaining items of the Consent Calendar.

Roll Call Vote: 8/0.

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

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

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.12.; seconded by Councilor O'Connor.

Councilor McManus asked if the approval of this resolution commit the City to spending the money.

City Manager Joyal said it does require the City to commit. This resolution acknowledges that the City accept those and monies and use it.

Councilor McManus said he hasn't seen anything that shows Dover needs a new Career Technical Center. He said they also have no plans, no location, or the estimated costs for a new building.

Roll Call Vote: 7/1; Passed. Councilor McManus was opposed.

Councilor Hooper gave an overview of the School Board report to the Council.

Deputy Mayor Carrier moved to accept the School Board report; seconded by Councilor Gagnon.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

Councilor Hooper gave an overview of the Legislative Liaison report to the Council. Deputy Mayor Carrier moved to accept the Legislative Liaison report; seconded by Councilor Gagnon.
Vote: 8/0.

Councilor Gagnon gave a verbal report on Solid Waste Advisory Commission to the Council. He referred to the two employees who work for the Recycling Center, and said the Council should increase their budget for safety concerns. He also spoke about a user fee being added to the price of paint and companies having to take old paint cans back. Councilor Hooper discussed the bill, and said it passed in the House and is now in the Senate. Deputy Mayor Carrier moved to accept the Legislative Liaison Report; seconded by Councilor Thibodeaux.
Vote: 8/0.

Councilor Cheney gave a verbal report regarding the Ordinance Committee. She said most of the issues have already been discussed with the ordinances voted on tonight. Mayor Weston asked if the Ordinance Committee can meet immediately when an Ordinance is brought forward. Councilor Cheney said she gets to it as soon as they can. She suggested that as soon as the Ordinance is thought up it should be brought the attention of the Ordinance Committee. Deputy Mayor Carrier moved to accept the Legislative Liaison report; seconded by Councilor Gagnon.
Vote: 8/0.

B. RESOLUTIONS

1. RELEASE OF LEGAL MEMORANDUM SPONSORED BY COUNCILOR CHENEY

Councilor Cheney moved for its adoption; seconded by Councilor Thibodeaux. Councilor Cheney gave an overview of the memorandum that she would like released. Councilor Hooper asked for General Legal Counsel Blenkinsop's opinion. General Legal Counsel Blenkinsop said ultimately it is up to the Council. He doesn't see a problem with releasing this memorandum, because it's not taking a position.
Vote: 8/0.

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

Deputy Mayor Carrier moved to refer to a public hearing on May 14, 2014; seconded by Councilor Hooper.
Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

**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**

Deputy Mayor Carrier moved to refer to the separate public hearings on May 14, 2014 and May 21, 2014; seconded by Councilor Hooper.
Vote: 8/0.

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**

Deputy Mayor Carrier moved to refer to a public hearing on May 14, 2014; seconded by Councilor O'Connor.
Vote: 8/0.

14. COUNCIL CORRESPONDENCE

A. Notification of Sworn Ethics Complaint

Mayor Weston said before they vote to place this correspondence on file she requested that the three members of the Ethics Subcommittee recuse themselves and leave the room.

Councilor Cheney, Councilor McManus, and Councilor O'Connor left the room.

Mayor Weston said they have not received the report from the subcommittee, and asked that they delay the vote to place on file until the next regular meeting in order to get the report. Deputy Mayor Carrier moved to table the vote to place correspondence on file until the next regular meeting; seconded by Councilor Thibodeaux.
Vote: 5/0.

15. COUNCIL MATTERS OF INTEREST

Councilor O'Connor mentioned that he attended the Monday meeting for Disabled American Veterans (DAV), Dover Chapter #5, and said they will be holding a raffle this weekend.

Deputy Mayor Carrier spoke about the Police and Parking Facility Building Committee meeting, and said they had a public meet to talk about any part of the project.

Mayor Weston said she would like the report of the Ethics Subcommittee.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

16. ADJOURNMENT

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, April 23, 2014**
Meeting Time: **To immediately follow Regular Meeting**

1. CALL TO ORDER

~~2. MOMENT OF SILENCE~~

~~3. PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Garrison

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

5. DISCUSSIONS

A. BUDGET PRESENTATION

1. RECREATION DEPARTMENT

Recreation Department Director Bannon gave a PowerPoint presentation to the Council regarding the Recreation Department's proposed budget.

6. CITIZEN'S FORUM

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

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

7. ADJOURNMENT

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

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, April 30, 2014**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor McManus led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. DISCUSSIONS

A. BUDGET PRESENTATIONS

1. PUBLIC WELFARE

Human Services Director Nichols gave an overview of the budget to the Council.

2. PUBLIC LIBRARY

Library Director Beaudoin gave a PowerPoint presentation regarding the proposed Library Department budget to the Council.

3. POLICE DEPARTMENT

Police Chief Colarusso gave a PowerPoint presentation regarding the proposed Police Department budget to the Council.

4. FIRE DEPARTMENT

Fire Chief Driscoll gave a PowerPoint presentation regarding the proposed Fire Department budget to the Council.

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.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, April 30, 2014**
Meeting Time: **7:00 pm**

7. ADJOURNMENT

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

The following handouts have been archived with these minutes:

- Public Welfare budget presentation
- Public Library budget presentation
- Police Department budget presentation
- Fire Department budget presentation



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2014.04.23 – 009**
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

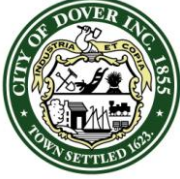
AUTHORIZATION

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#: 12.A.1.

Ordinance Number: **O – 2014.04.23 – 009**
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:

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 - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2014.04.23 – 009**
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

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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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.

Financing		
Estimated Revenue		
Account	Description	Appropriation
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
TOTAL		\$536,635.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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

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

Financing Appropriations		
Account	Description	Appropriation
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.xxxxx.xxxxx.15.000.000.800	Dover Housing Authority	\$175,000.00
2100.1.180.46341.xxxxx.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
TOTAL		\$536,635.00

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#: 12.C.1.

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#: 12.C.1.

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#: 12.C.1.

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#: 12.C.1.

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.



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: FLORENCE STREET BLOCK PARTY
Federal Tax ID number for Organization: _____

Check (✓) Nature of Organization:

Religious ____, Educational ____, Charitable ____, Civic ✓, Sports ____, Veterans ____, Fraternal or Political ____, Other __
(Describe) Family block party

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

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

Purpose of Permit: Block Party - Close Street

Date of Event: 7-19-14 Specific Time: Noon - 10 pm

Location of Event: 14-16 Florence St

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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: _____ 4/29/14

Printed Name: Sgt. Marc 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 (A) Date: 4/29/14

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: _____ DATE: 4/17/14

CITY OF DOVER
14 APR 24 AM 9:10



CITY OF DOVER
14 APR 21 AM 9:10

**APPLICATION
CITY OF DOVER, NEW HAMPSHIRE**

Fireworks

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

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

City of Dover Recreation Department

Organization Name: _____

Federal Tax ID number for Organization: 02-6000230

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

Contact Person: Gary S Bannon Day Time Telephone: 516-6410

Address: 61 Locust St, Suite 124, Dover, NH Email Address g.bannon@dover.nh.gov

Purpose of Permit: Fireworks Display

Date of Event: July 4, 2014 / July 5, 2014 Rain Date Specific Time: Dusk

Location of Event: Maglaras Park

(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:  Date: 4/18/14

Licensing Board approval  Date: 4/23/14

Revised 03/17/08

CITY OF DOVER
14 APR 24 AM 9:10



CITY OF DOVER
APR 21 AM 9:10

APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

City of Dover Recreation Department

Organization Name: _____

Federal Tax ID number for Organization: 02-6000230

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

Contact Person: Gary S Bannon Day Time Telephone: 516-6410

Address: 61 Locust St, Suite 124, Dover, NH Email Address g.bannon@dover.nh.gov

Purpose of Permit: Fundraising/Donations

Date of Event: Varies Specific Time: July 1, 2014 - June 30, 2015

Location of Event: Throughout Year-Playgrounds, 4th of July, Senior Center, Arena, Pools, etc.

(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: 4/18/14

Licensing Board approval [Signature] Date: 4/24/14

Revised 03/17/08

[Handwritten mark]

The Raffle will only be part of a larger fund raise approved by Parks + Rec...



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: Volunteers for the Dover Dog Park
Federal Tax ID number for Organization: N/A
Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Peg Purcell Day Time Telephone: 603-767-3467

Address: 9A Lexington, Dover Email Address: peg1945@live.com

Purpose of Permit: to raise money for a shelter/gazebo at the Dog Park

Date of Event: 6-21-14 Specific Time: 4:30 - 8:30

Location of Event: Long Hill Park

Prize (s) To Be Awarded: 50/50 raffle + whatever gift baskets we can select from pet stores

Amount of Donation: \$1.00 Date of Drawing: 6-21-14 Specific Time: 7:30-8PM

Place of Drawing: Long Hill Park

* 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: Peg Purcell Date: 4-30-14

Licensing Board approval [Signature] Date: 5/2/14

Revised 03/17/08

NOTE: all proceeds from our fund raiser go to Gary Bannon @ Parks + Rec. with chs. made out to City of Dover - money parks + rec/dover dog park - he has agreed to let-mark it for us - park improvements.

Vertical handwritten notes on the right side of the page, including 'Verified w/ Rec. Director'.

CITY OF DOVER
14 APR 24 AM 9:10



APPLICATION CITY OF DOVER, NEW HAMPSHIRE

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

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

Organization Name: AMERICAN LEGION POST & BASEBALL

Federal Tax ID number for Organization: 02-0215228

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

Contact Person: LARRY GARDIS Day Time Telephone: 207 438 2808

Address: 24 CEDARBROOK DR Email Address WECO.HAMET@COMCAST.NET

Purpose of Permit: RAISE MONEY FOR POST & BASEBALL TEAMS

Date of Event: 15 MAY - 15 JULY 14 Specific Time: 5 PM

Location of Event: POST 8

(Raffle Permit only)

Prize (s) To Be Awarded: 3 \$250.00 GIFT CERTIFICATE.

Amount of Donation: 500 Date of Drawing: 15 JULY 14 Specific Time: 5:30-6 PM

Place of Drawing: POST 8 OR DUNAWAY FIELD AFTER GAME WEATHER PERMITTING

* 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.

dy

** 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: 16 April 2014

Licensing Board approval [Signature] Date: 4/24/14
Revised 03/17/08



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: Garrison School Boat Camp Federal Tax ID number for Organization: _____

Check (✓) Nature of Organization:

Religious _____, Educational ✓, Charitable _____, Civic _____, Sports ✓, Veterans _____, Fraternal or Political _____, Other _____ (Describe) 6th Annual Garrison 5K

Contact Person: Greg Brown Day Time Telephone: 603-312-1140

Address: 50 Garrison Rd Email: g.brown@dover.k12.nh.us

Purpose of Permit: 6th Annual Garrison 5K * FREE Road Race

Date of Event: 6/8/14 Specific Time: 9am

Location of Event: Garrison School

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. Marn 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 (Signature) Date: 5/2/14

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: 5/1/14



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: Dover Area Religious Leaders Association (DARLA)
Federal Tax ID number for Organization: _____

Check (✓) Nature of Organization:

Religious ✓, Educational __, Charitable __, Civic __, Sports __, Veterans __, Fraternal or Political __, Other __
(Describe) _____

Contact Person: Mark Monson Alley Day Time Telephone: 603.742.3046
Address: 28 Cataract Ave, Dover, NH Email MarkMonsonAlley@gmail.com
Purpose of Permit: CROP Walk - walk-a-thon
Date of Event: October 12, 2014 Specific Time: 1-4 PM
Location of Event: See attached sheet

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: _____
Cost of Ticket: _____ Date of Drawing: _____
Place of Drawing: _____

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

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

ok

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: _____ 4/29/14
Printed Name: Sgt. Marn 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 _____ Date: 4/29/14

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: Mark Monson Alley DATE: 4/28/2014

Path of the 2014 DARLA CROP Walk

Beginning at the Greek Orthodox Church of the Annunciation

Travel south on Locust – turn left onto Trakey Street – turn left onto Central Avenue

At the lower square, turn right onto Washington – turn left onto Main Street, and go up the hill

Merge onto Central Avenue, North – turn left onto Reservoir Street – left onto Mt Vernon, South

Turn left onto Sixth Street – right onto Central Avenue, South

Go through both upper and lower squares and turn right onto Hale Street

Turn left onto Locust Street, and complete the walk at the Church of the Annunciation

The total walk is 3.4 miles – there will be two shorter “loops” which will not take the walkers on any other streets.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2014.05.14 - 043**
Resolution Re: Establishment of Antonia (Toni) Kretsepes Memorial
Scholarship Trust Fund

WHEREAS: The family and friends of Antonia (Toni) Kretsepes wish to create a memorial scholarship; and

WHEREAS: On April 14, 2014 the Dover School Board approved a resolution requesting establishment of the Antonia Kretsepes Memorial Scholarship Fund; and

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

The City of Dover hereby establishes the Antonia Kretsepes Memorial scholarship trust fund, for the purpose of awarding an annual scholarship in the amount of \$500.00 to a graduating Dover High School senior who plans to continue their education and meets the award conditions noted in the attached scholarship trust agreement. The scholarship fund is established as an expendable trust fund, which allows for principal, any investment income and any additional donations to the trust to be disbursed for the purpose of the trust. The City of Dover Board of Trustees of Trust Funds will be trustees of these funds.

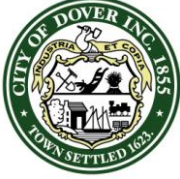
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
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#: 13.A.8.

Resolution Number: **R – 2014.05.14 - 043**
Resolution Re: Establishment of Antonia (Toni) Kretsepes Memorial
Scholarship Trust Fund

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.8.

Resolution Number: **R – 2014.05.14 - 043**
Resolution Re: Establishment of Antonia (Toni) Kretsepes Memorial
Scholarship Trust Fund

RESOLUTION BACKGROUND MATERIAL:

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

The principal, any investment income and any additional donations for the trust will be dispersed for the purpose of providing an annual scholarship to a Dover High School graduating senior who intends to continue their education beyond high school level at an accredited community college or 4 year college or university in the United States. The recipient must have experienced a financial hardship, be graduating with a GPA of 3.0 or higher and be the first generation in their family to attend college.

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

The creation of this scholarship trust fund is per the request of the Dover School Board. The April 14, 2014 resolution approved by the Dover School Board is attached to this resolution, along with a signed copy of the trust agreement.

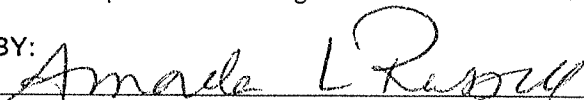
RESOLUTION

RE: Antonia Kretsepes Memorial Scholarship Fund

- WHEREAS:** the Dover School Board approved policy IKG, Establishments of Scholarships, and
- WHEREAS:** this policy states, "Once the School Board authorizes the establishment of a scholarship, a resolution shall be submitted to the Dover City Council for approval and acceptance of the scholarship funds. Upon City Council approval, the donated scholarship funds will be immediately turned over to the City of Dover, Trustees of Trust Funds," and
- WHEREAS:** in memory of Antonia (Toni) Kretsepes, one of eight children, born in Biddeford, Maine in 1938 to Greek immigrant parents, a scholarship will be granted in accordance with the attached trust agreement. She married Peter Kretsepes and moved to Dover, New Hampshire where she was actively engaged in many community events and charitable organizations. She passed away on January 4, 2014. Her family would like to honor her memory with this scholarship, and award a deserving, graduating senior who intends to contribute to the community and leave a lasting impact on the people he/she touches in life.

NOW, THEREFORE, BE IT RESOLVED that the Dover School Board requests the Dover City Council accept the establishment of the Antonia (Toni) Kretsepes Memorial Scholarship Fund to be held in trust, for the purpose of awarding one annual scholarship in the amount of five hundred dollars (\$500), and said funds to be held in common by the City of Dover Board of Trustees of Trust Funds. The principal, any investment income and any new donations to the trust will be disbursed for the purpose of one annual scholarship upon written request from the Principal of Dover High School to the Trustees.

SUBMITTED BY:



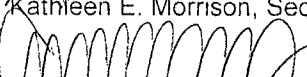
Amanda L. Russell, Chairperson



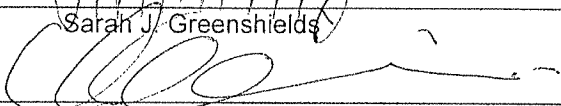
Betsey Andrews Parker, Vice Chairperson



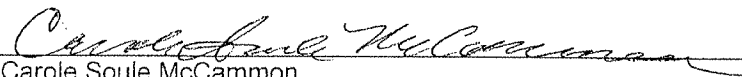
Kathleen E. Morrison, Secretary



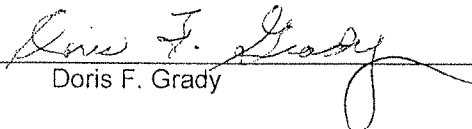
Sarah J. Greenshields



Michelle Muffett-Lipinski

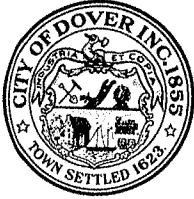


Carole Soule McCammon



Doris F. Grady

~~March~~ 2014
April



Dover School District
SAU #11
McConnell Center
Suite 409
61 Locust Street
Dover, NH 03820
603.516.6800

Contribution to the Antonia (Toni) Kretsepes Memorial Scholarship

We, Virginia Cotsis, James Peacock, Theodore Peacock and John and Lori Cotsis (as Honorary donors for Mary Ann Cotsis) hereby grant to the Dover School District and City of Dover Trustees of the Trust Funds, the amount of seven hundred fifty dollars (\$750).


Additional funding may follow for future years at the discretion of family members and interested friends of Antonia Kretsepes.

Proceeds of monies donated either in memory of Antonia (Toni) Kretsepes and/or for the purpose of scholarships acknowledge the following:

- The principal, any investment income and any new donations to the trust will be disbursed for the purpose(s) of: Scholarships
- Upon acceptance of the trust by the Dover School District, said monies shall be turned over to the Trustees of Trust Funds, to be held as an expendable trust and invested in common with other funds held in Trust.
- All funds of the trust will be managed and reported on by the Trustees of the Trust Funds in accordance with state law.

For Scholarship Purposes:

- A Resolution will be established and presented to the Dover School Board for approval.
- Required essay topic: Describe your college objective and discuss your desired future achievements. (500-750 words) The family will review the submitted essays and select three finalists. The DHS Principal shall make the final decision. The family of Antonia Kretsepes or their designee may revise this requirement at a later date.
- An annual scholarship will be disbursed upon written request from the Principal of the Dover High School to the Trustees. The award of the scholarship shall be determined as follows:
Demonstrates financial need, will be the first generation to attend college, possesses a GPA of 3.0 and enrolls at an accredited community college or an accredited 4-year college or university in the United States. College Major: Any
- The dollar amount of the yearly scholarship will be five hundred (500).


Witness

BY:

Virginia Cotsis 3/25/2014
Signature of Grantor Date

Virginia Cotsis
Name of Grantor (please print)

1545 Santa Barbara Street, Ventura, CA 93001
Address

805-340-9056
Telephone Number

Witness

Signature of Grantor Date

James Peacock
Name of Grantor (please print)

33 McCusker Drive, Apt. 9, Braintree, MA 02184
Address

781-964-0272
Telephone Number

Witness

Signature of Grantor Date

Theodore Peacock
Name of Grantor (please print)

33 McCusker Drive, Apt. 9, Braintree, MA 02184
Address

Telephone Number

John W. Cotsis 3-31-14
Signature of Grantor Date

Lori Cotsis 3-31-14
Signature of Grantor Date

John Cotsis & Lori Cotsis
Name of Grantors (please print)

41447 Bristlecone Drive, Palmdale, CA 93551
Address

661-690-9180
Telephone Number


Witness

Witness



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2014.05.14 – 044**
Resolution Re: **Water Franchise**

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.		

RESOLUTION BACKGROUND MATERIAL:

In order for the City of Somersworth to continue providing water services to three residences in Dover, the Public Utilities Commission must approve a Petition to Extend Water Service. Given the longstanding provision of water to these residences by the City of Somersworth both the City of Somersworth and the City of Dover are in agreement to the continued service. There will be no cost to the City of Dover as the City of Somersworth will use their attorneys to file the Public Utilities Commission petition.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2014.05.14 – 045**
Resolution Re: B13075 Phase II Environmental Site Assessment First Street
Award of Additional Scope of Work

WHEREAS: Sealed Request for Proposals #B13075 were requested and received for professional consulting services for the Phase II Environmental Site Assessment for the First Street parking lot on June 18, 2013 @ 10:00 am. An additional scope of service and cost was also requested for the development of an action plan contingent upon the results of the site assessment; and

WHEREAS: Fifteen proposals were received and evaluated for qualifications. Three vendors were shortlisted and cost proposals opened. Low bid meeting specification for the phase II environmental site assessment was received from Ransom Environmental Consultants in the amount of \$13,900 and award was made in this amount. Change orders #1-#7 have been previously approved by council; and

WHEREAS: Since last council approval there have been several other discoveries which have generated six more changes orders #8-#15 as outlined in the background section totaling over \$25,000 thereby requiring further council approval.

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

The Purchasing Agent is hereby authorized to issue Purchase Order revisions to Ransom Environmental Consultants, Inc at rates provided in conjunction with B13075 and additional change orders. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
4011.1.210.42130.4741.02380.11	Pay & Display	268,902.87	16,579.36
4014.1.210.42130.4720.02390.14	Parking Facility	100,000.00	35,619.24
4015.1.210.42130.4720.02390.15	Parking Facility	11,500,000.00	10,787,779.00

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 – 2014.05.14 – 045**
Resolution Re: B13075 Phase II Environmental Site Assessment First Street
Award of Additional Scope of Work

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 – 2014.05.14 – 045**
Resolution Re: B13075 Phase II Environmental Site Assessment First Street
Award of Additional Scope of Work

RESOLUTION BACKGROUND MATERIAL:

Bid Pricing Phase II Environmental Site Assessment \$13,900 Optional (if needed) Action plan \$11,300
Change order #1 additional testing \$2,060.00
Change order #2 soil management plan \$4,600
Revised action plan \$8,050
Total project \$28,610.00 approved by council R-2013.08.14

Change order #3 RCRA Metals groundwater test and SPLP or TC-P lead-arsenic soils test totaling \$1,615
Change order #4 Subsequent site investigations and soils management \$2,100
Change order #5 Predisposal soil characterization and reporting \$15,200
Change order #6 Additional Pre-disposal soil characterization and reporting \$4,230
Change order #7 Orchard St Geotechnical engineering \$11,375 and
Phase II Environmental Site Assessment \$12,385
Total of change orders #3 - #7 in the amount of \$46,905 approved resolution 2014.02.12

Change order #8 First St Remedial Implementation AOC2 \$13,345
Change order #9 First St additional analyses and sampling \$1,850
Change order #10 Orchard St additional monitoring of well installation \$1,640
Change order #11 First St Environmental Construction oversight \$6,235
Change order #12 Orchard St groundwater quality, NHDES meetings & project management \$5,790
Change order #13 First St TCLP Lead-contaminated soils excavation consulting \$1,690
Change order #14 Orchard St Assess Soils for Arsenic, reporting and DES meetings \$5,875
Change order #15 Orchard St Cone penetrometer testing, surface seismic testing and reporting \$13,000
Total of change orders #8-15 - in the amount of \$49,425

This project is associated with the development of the First and Orchard Street parking lots. During the sales process, with First Street at Garrison, LLC, it became apparent that there was potential for petroleum buried under the lot. The City went out to bid to have a Phase II Environmental Study conducted, to supplement the Phase I completed in 2011. As part of the ongoing work for the Phase II, staff has determined that a soil management plan and remedial action plan are necessary to further the process along.

Purchasing Information:

Type:	Purchase order	Advertised:	Yes
Invitations Mailed:	225	Number of Responses:	15 shortlisted 3
Warranty:	Meets Specification	Terms:	Net 30
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until delivered	Estimated Delivery:	weeks
Recommended Award to:	Ransom Environmental	Fund:	Police
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	yes	Reason for Council Approval:	Cost estimated at \$25,000 or greater



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2014.05.14 – 046**
Resolution Re: B14029 Professional Municipal Auditing Services

WHEREAS: In accordance with NH RSA 41:31-c, *Town Auditors*, which provides that all municipalities shall annually conduct an audit of the accounts of any officer or agent handling funds of the municipality; and in accordance with City Charter C6-12, *Independent Audit*; and

WHEREAS: The sealed request for proposal B14029 was issued and received for professional municipal auditing services on April 1, 2014 at 11:00am. The City requested qualifications, availability and pricing structures for a term of three years beginning with fiscal year ending June 30, 2014 with the option to extend two additional one year terms; and

WHEREAS: Three proposals were received and evaluated with one proposal not meeting the mandatory elements of the RFP. The two vendors meeting specifications were further evaluated when the cost proposals for both were opened and added to the ranking. The proposal that scored highest, provided the overall lowest hourly rate and therefore was deemed most advantageous to the City was submitted by MacPage LLC of So. Portland ME.

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 MacPage LLC of Portland ME for municipal auditing services given the rates provided in conjunction with RFP B14029. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
xxxx.x.xxx.xxxxx.4335.xxxx.xx	Auditing Services Fy15	55,000	55,000
1000.1.190.41991.4840.00000	Gen Gov Contingency Fy15	311,510	311,510

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 – 2014.05.14 – 046**
Resolution Re: B14029 Professional Municipal Auditing 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 – 2014.05.14 – 046**
 Resolution Re: B14029 Professional Municipal Auditing Services

RESOLUTION BACKGROUND MATERIAL:

In accordance with City Charter provision C6-12 *Independent Audit*, an independent audit shall be made of all accounts of the city government at least annually and such audit shall be made by certified public accountants experienced in municipal accounting or by the State of NH Department of Revenue Administration (DRA). At least once every five years, the Council shall request that such audit be made by NH DRA or a designated auditor selected by the NH DRA. Since NH DRA is not in the practice of performing municipal audits or specifically recommending one auditing firm over another firm, the NH DRA formulated rules to provide guidance to cities, towns, school districts, and counties regarding *Requirements of Auditors* (Rev 1904) and *Auditor Option Filing and Reporting* (Rev 1907). In 2010 the NH Legislature adopted RSA 41:31-c *Duties – Town Auditors* which requires all municipalities shall annually conduct an audit of the accounts of any officer or agent handling funds of the municipality. This audit is required to be completed by a CPA.

Per managerial and financial best practices and in accordance with the provisions of the City Charter, NH Statutes, and NH DRA Regulatory Rules the City engaged in an RFP process to select an auditing firm for the next five years.

The sealed request for proposal B14029 was issued and received for professional municipal auditing services on April 1, 2014 at 11:00am. The City requested qualifications, availability and pricing structures for a term of three years beginning with fiscal year ending June 30, 2014 with the option to extend two additional one year terms. Three proposals were received and evaluated with one proposal not meeting the mandatory elements of the RFP.

The two vendors meeting specifications were evaluated by a team consisting of City and school personnel, based on mandatory elements of the RFP including but not limited to professional experience, technical qualifications, audit approach and cost. The RFP responses were evaluated based upon accuracy of firm in estimating time and cost requirements, ability to supply all of the major auditing disciplines necessary to perform the City’s auditing requirements (Financial and A-133 Single Audit), specific experience and background of the staff assigned to perform the audit, and availability and proposed work schedule to complete the audit in a timely manner.

The proposal that rated the highest, provided the overall lowest hourly rate and therefore being deemed most advantageous to the City was submitted by MacPage LLC of South Portland ME.

MacPage LLC					
	Year 1	Year 2	Year 3	Year 4	Year 5
Position	Hours	Hours	Hours	Hours	Hours
Director/Partner	126	126	126	126	126
Manager	40	40	40	40	40
Supervisor	190	190	190	190	190
Senior Auditor	204	204	204	204	204
Staff Auditor	170	170	170	170	170
Total Hours	730	730	730	730	730
Annual Audit Fee	\$59,500	\$60,700	\$61,900	\$63,100	\$64,400
Rate per Hour	\$81.51	\$83.15	\$84.79	\$86.44	\$88.22

Melanson Heath & Company LLC					
	Year 1	Year 2	Year 3	Year 4	Year 5
Position	Hours	Hours	Hours	Hours	Hours
Director/Partner	63	63	63	63	63
Manager	100	100	100	100	100
Supervisor	130	130	130	130	130
Senior Auditor	0	0	0	0	0
Staff Auditor	320	320	320	320	320
Total Hours	613	613	613	613	613
Annual Audit Fee	\$53,500	\$54,500	\$55,500	\$56,500	\$57,500
Rate per Hour	\$87.28	\$88.91	\$90.54	\$92.17	\$93.80



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2014.05.14 – 046**
Resolution Re: B14029 Professional Municipal Auditing Services

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	52	Number of Responses:	6 total / 3 no bids
Warranty:	Na	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Five years	Estimated Delivery:	As needed
Recommended Award to:	MacPage LLC	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Vendor Solicitation List

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.12.

Resolution Number: **R - 2014.05.14 – 047**

Resolution Re: **B14045 Asphalt Trench Patching Services**

- WHEREAS: The sealed request for bid #B14045 was requested and received for asphalt trench patching services on April 17, 2014 at 11:30 AM EST.; and
- WHEREAS: Eight (8) different types of construction-related applications were identified for which these trench patching service might be utilized in the upcoming construction season; and
- WHEREAS: Five vendors replied with varying rates per application. Two vendors submitted pricing of \$.50 difference on the most commonly used applications. One vendor is Tri-State Sealing & Paving, Inc of Dover who the City has used since June 2005 with great success. The other vendor is Shoem Roadway of So. Berwick., ME who the City has used for other services but not trench patching. The evaluating team recommends awarding to Tri-State Sealing & Paving and use Shoem Roadway on a trial basis at pricing offered in conjunction with bid B14045.

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 Tri-State Sealing and Paving and Shoem Roadway for asphalt trench patching services, as needed, given the rates provided in conjunction with Bid B14045 dated April 17, 2014. This authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
xxxx.1.300.43121.4715.xxxxx.xx	Streets Various Land Improv	4,233,337	1,596,291

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.12.

Resolution Number: **R - 2014.05.14 – 047**
Resolution Re: **B14045 Asphalt Trench Patching 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.12.

Resolution Number: **R - 2014.05.14 – 047**

Resolution Re: **B14045 Asphalt Trench Patching Services**

RESOLUTION BACKGROUND MATERIAL:

Eight (8) different types of construction-related applications were identified for which trench patching services might be utilized in the upcoming construction season with the most utilized applications being items 2, 3, 4 and 6.

1. Per hour via hand PAVE application
2. Per hour via Hand PREP & Hand PAVE application
3. Per hour via Machine PREP & Hand PAVE application
4. Per hour via Machine PREP & Machine PAVE application
5. Per hour via Machine PAVE application
6. Per Foot Saw Cutting of trench in preparation for paving
7. Per LF Placement of Asphalt Curb
8. Per Sq Ft. Infrared Paving

Award Information:

It is the recommendation to award to tri-State Sealing and Paving Inc, as primary contractor for as needed trench patching services as submitted for a 5-6 man crew with various types of equipment and varying rates. The City will use Shoem Roadway as secondary vendor on a trial basis.

Bid Information:

Sealed bids # B14045 were requested and received for Asphalt Trench Patching Services on April 17, 2014 at 11:30 AM EST

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	38	Number of Responses:	5
Warranty:	na	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	yes
Prices will hold for:	2014 construction season	Estimated Delivery:	As needed
Recommended Award to:	Tri-State Sealing and Shoem Roadway	Fund:	CIP Streets
Other Approvals Required:	No	References Checked:	Yes
Previously Worked for City:	Yes	Reason for Council Approval:	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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R - 2014.05.14 – 048**

Resolution Re: B14053 Hot Bituminous Paving –Asphalt Laid in Place

WHEREAS: The sealed request for bid #B14053 was requested and received for Hot Bituminous paving (asphalt) laid in place on April 17, 2014 at 2:00 PM. The bid requested unit pricing on various scopes of services and products for paving various streets; and

WHEREAS: This was a cooperative solicitation conducted by the City of Dover in conjunction with the City of Somersworth in an effort to save cost for paving of the area of Indian Brook Dr/Central Ave in Dover and High St in Somersworth. The Dover and Somersworth locations extend from each other and savings in the forms of equipment mobilization can be recognized; and

WHEREAS: Two bids were received with the low bid being submitted by Brox Industries, Inc in the total base amount of \$942,313.25 and alternative A-where City retains grinding at a cost of \$88,000 or Alternative B-where vendor retains grindings at a cost of \$59,840. It is the recommendation to award to Brox Industries, Inc. at the per item rates as outlined in the results page with base amount of \$942,313.25 and Alt B where vendor retains grindings in the amount of \$59,840 for a total of \$1,002,153.25.

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 Brox Industries Inc for laid in place asphalt paving services given the per unit rates provided in conjunction with B14053. The amount of this authorization shall be limited so as not to exceed available finding.

Financing

Account	Description	Appropriation	Available
xxxx.1.300.43121.4715.xxxxx	CS Street Improvements	4,233,337	1,596,291

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.13.

Resolution Number: **R - 2014.05.14 – 048**

Resolution Re: B14053 Hot Bituminous Paving –Asphalt Laid in Place

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.13.

Resolution Number: **R - 2014.05.14 – 048**

Resolution Re: B14053 Hot Bituminous Paving –Asphalt Laid in Place

RESOLUTION BACKGROUND MATERIAL:

The sealed request for bid B14053 was requested and received for Hot Bituminous paving (asphalt) laid in place on April 17, 2014 at 2:00 PM. Two bids were received with the low bid being submitted by Brox Industries, Inc at the per item rates outlined in the results page. It is the recommendation to award to Brox Industries, Inc at total cost of \$1,002,153.25.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	75	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	As needed
Recommended Award to:	Brox Industries	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2014.05.14 – 049**
Resolution Re: Property & Liability, Workers Compensation and Unemployment Insurance

WHEREAS: The City departments have been insured through the Property Liability Trust for property and liability insurance while the School Department has been insured through the NH Public Risk Management Exchange (Primex) for many years. In an effort to consolidate coverage with the School Department and possibly recognize cost savings, the City requested a package price for combining P&L, Workers Compensation and Unemployment insurances for all municipal departments with Primex; and,

WHEREAS: Primex has offered a three year property and liability policy for City departments at a package cost for year one of \$371,555 with maximum increase of no more than 7% for year two and three. This is approximately a \$4,000 cost savings from the current vendor used for City department coverage. Primex has also offered a reduction to the School Department’s existing P&L policy of approximately \$12,237 for a total savings of \$16,237 if coverage’s are packaged and combined between all municipal departments; and

WHEREAS: Primex has offered a three year policy for Workers Compensation at a packaged cost for year one of \$452,108 for City departments and \$149,328 for the School Department for a total of \$601,436 with maximum increase of no more than 8% for year two and three. This is a reduction of approximately \$69,336 however this amount will not be realized immediately as savings since these funds will still be needed and retained for costs related to run off (existing) claims; and

WHEREAS: Primex has offered the City departments an Unemployment policy at the packaged cost of \$9,210 which is a savings of approximately \$10,800.

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

The Purchasing Agent is hereby authorized to issue a purchase orders to Primex for property & liability insurance, workers compensation insurance and unemployment compensation insurance as outlined above. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
xxxx.x.xxxxx.4521.xxxxx	Property Insurance	209,110	209,110
xxxx.x.xxxxx.4522.xxxxx	Vehicle Insurance	90,628	90,628
xxxx.x.xxxxx.4523.xxxxx	Police Liability	59,065	59,065
xxxx.x.xxxxx.4524.xxxxx	Public Liability	177,979	177,979
6800.1.550.49200.4260.09100	Workers compensation	601,436	601,436
1000.1.190.41991.4250.00000	Unemployment Benefits	20,000	20,000



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2014.05.14 – 049**
Resolution Re: Property & Liability, Workers Compensation and Unemployment Insurance

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.A.14.

Resolution Number: **R – 2014.05.14 – 049**
Resolution Re: Property & Liability, Workers Compensation and Unemployment Insurance

RESOLUTION BACKGROUND MATERIAL:

The City departments have been insured through the Property Liability Trust for property and liability insurance while the School Department has been insured through the NH Public Risk Management Exchange (Primex) for many years. In an effort to consolidate coverage with the School Department and possibly recognize cost savings, the City requested a package price for combining P&L, Workers Compensation and Unemployment insurances for all municipal departments with Primex.

Award Information:

A purchase order will be issued to Primex to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	0	Number of Responses:	0
Warranty:	Na	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	3 yrs	Estimated Delivery:	As needed
Recommended Award to:	Primex	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

To: Mayor Weston and City Council
From: Tony McManus

I would like to offer what I hope are some constructive observations in view of what we learned recently about the status of the police station/garage project and comments made by the architects at the presentation of the plans for the buildings on the 22nd.

When members of the public questioned what seemed to be limitations in the design of the garage the answer was "we have to stay within the budget and there's only so much money available". In other words---as several people pointed out---Dover is going to end up with a building, that will be there for the next 50 to 75 years, that will be less attractive and perhaps less serviceable, because there's not enough money to do a proper job.

I'd like to suggest that the reason we're at this point is because what we did was approve the expenditure of a fixed sum----11.5 million for the garage---before we knew what the actual cost of a quality project was going to be. I think I'm correct that the vote was taken even before the city had the final result of the test borings or had the final figure for the cost of moving utilities. Now we learn that there may be substantial additional costs associated with land acquisition and/or improvements. Even as of the presentation on the 22nd the architects had no landscaping plan, so we are yet to learn the costs there. It should be obvious that every dollar that is spent on what I would call "up front" expenses is money that's no longer available for the building itself.

As you recall, I was opposed to the police station/garage project for several reasons, but once it was approved I believe we have an obligation to the people of Dover to build something that will not detract from what is now a relatively attractive downtown, and it is distressing to me to hear the architects saying that they cannot recommend a proper brick façade, for example, because, in effect, we are "running out of money".

I'm concerned because I see the same thing happening with the Technical Center upgrade. We have committed the city to accepting---and spending---13.5 million (more, if that's to be a 75% match) when we don't have the faintest idea of what a proper facility is going to cost, once again because we are voting before there are any final plans, designs, cost estimates, etc.

This is not the way I believe we should be planning and spending money on expensive capital projects, and I'm hoping that we, as stewards of our city's future, can begin to deal with these proposals in a more thoughtful manner.



CITY OF DOVER

14 JAN -2 AM 9:10

**CITY OF DOVER, NEW HAMPSHIRE
ETHICS COMPLAINT**

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

Date Filed: 14 JANUARY 2014

Your Name: Jeffrey T. Clay

Address: 53 mallard dr. ALTON, NH 03809

Your Telephone Number 603-534-4906

Name of person about whom you are filing. CITY OF DOVER, NH ETHICS COMMISSION

Type of Allegation(s). Check the appropriate box(es) below indicating the type of allegation(s) stated in this complaint. *Violations of City Charter, Code, Ordinance.*

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.

Violations of City Charter, code - and
- Responsibilities.

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.

Please see attached letter
City manager - City Council - City Attorney,

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.

See attached letter City Charter - code - and
original complaint filed by me.
ETHICS commission decision of Dec 11, 2013.

Additional Information.

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

See attached letter.

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. nc (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. nc (initials)

DATE: 14 JAN 2013

[Signature]
Signature

[Signature]

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

Kam Hante NP
exp 2/5/2015
Notary Public

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

Received by the City Clerk's office 1/14/15 C

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

City of Dover Ethics Commission:

Please accept this letter as my formal ethics violation complaint against the City of Dover, NH Ethics Commission.

It's my belief that the City of Dover Ethics Commission violated their responsibilities as well as provisions of the City of Dover's Charter, Code, and Ordinances through their decisions regarding an ethics violations complaint properly before them on December 11, 2013.

The willful violation of the City Charter, Code, and ordinances constitutes unethical and unlawful actions and is therefore proper for investigation.

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 they did not do.

Additionally, the complaint filed in this case identified ten witnesses who could have helped the Commission evaluate the complaint and nine documents in possession of the City of Dover which would have assisted the Commission in evaluating the complaint. Yet the Ethics Commission failed in their responsibility to properly evaluate the complaint by not reviewing the documents or contacting the witness identified.

The Ethics Commission dismissed the complaints for "Failure to state sufficient facts for establishing a reasonable basis to believe that an ethical violation may have occurred."

The complaint in fact contained more than sufficient facts for establishing a reasonable basis that an ethical violation ***may have occurred*** (please see original complaint).

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." This is a far cry from the clear and convincing evidence provision invoked by the Commission in dismissing the complaint.

In support of their decision to dismiss the complaint, the Commission invoked a burden of proof clause contained in the City Code which states: "The burden of proof rests with the Complainant, and the standard of proof for Ethics Commission shall be clear and convincing evidence.

In basing their decision to dismiss the complaint upon the burden of proof clause, the Commission was violating the City ordinance pertaining to the initial screening process for ethics violations.

According to Dover's Code, the initial screening of any ethics complaint does not require clear and convincing evidence for the Commission to hold a hearing on the allegations contained in the complaint; nor does it provide the opportunity for a complainant to put forth clear and convincing evidence in order to meet the burden of proof requirement during this initial screening process. These opportunities are only provided for during a hearing on the matter.

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

Finally, in each case where the Commission voted to dismiss the complaint, but allowed it to move forward, the Commission's decisions were in error and not supported by the facts.

For these and other reasons, I believe the Commission has committed numerous unethical and unlawful violations of the City of Dover's Charter, Code, and ordinances and I am requesting their actions be investigated.

Thank you for your assistance in this matter.

Sincerely,

Jeffrey T. Clay

A handwritten signature in black ink, appearing to read "Jeffrey T. Clay", written over a horizontal line.



CITY OF DOVER

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

Dover City Council
Ethics Sub-committee
Decision and Recommendation

BACKGROUND:

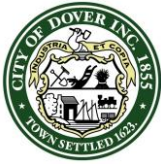
Via Resolution R-2014.02.12-11 the Dover City Council established an Ethics Sub-committee to consider the ethics complaint filed in January 2014 by Jeffrey Clay of Alton, New Hampshire against the Dover Ethics Commission (see attached complaint). The Ethics Commission could not hear the complaint as its members had recused themselves due to a conflict of interest. Councilors McManus, O'Connor, and Cheney were selected for the Sub-committee. The Sub-committee conducted an organizational meeting on February 26, 2014. Councilor McManus was elected Chair of the Sub-committee. The Sub-committee scheduled its Initial Screening per the provisions of Dover Code Chapter 22 for March 7, 2014. The Sub-committee met on March 7, 2014 but rescheduled its Initial Screening due to lack of audio recording equipment and its desire to ensure a complete record of its proceedings. The Initial Screening was rescheduled to March 20, 2014, at 5:15 p.m.

The Ethics Sub-committee met on March 20, 2014 to conduct its Initial Screening of Jeffrey Clay's January 2014 ethics complaint against the Dover Ethics Commission. Chairman McManus, Councilor O'Connor and Councilor Cheney were all in attendance. The Sub-committee had the following complaint documents to consider: the January 2014 ethics complaint against the Ethics Commission with attached letter from Jeffrey Clay; Mr. Clay's November 2013 ethics complaint against certain School Board members and the former Superintendent; and the Ethics Commission's December 2013 decision on the November 2013 ethics complaint.

DISCUSSION, FINDINGS, AND CONCLUSIONS:

The Ethics Commission and the ethics complaint process is governed by the Dover Charter, specifically Article X and Article XI, section 11-4, and the Dover Code, Chapter 22. The Ethics Commission acts in an advisory role to the City Council and the City Council is not bound to accept the decision of the Ethics Commission. See Dover Charter C11-4; Dover Code 22-12, A, 22-14, A.

Dover Code 22-13, A, provides that ethics complaints shall only be received from residents of Dover, property owners in Dover and vendors who engage in business with the City of Dover. The complainant, Jeffrey Clay, did not check the box in his complaint that he satisfies this standing/jurisdictional requirement. Furthermore, Mr. Clay affirmatively stated in his complaint that he is a resident of Alton, New Hampshire. Based on the plain language of the Code and the content of Mr. Clay's complaint, the Sub-committee concludes that Mr. Clay does not satisfy the residency requirement of Chapter 22 and, therefore, does not have standing to file, and the Sub-committee does not have jurisdiction to hear, the complaint. As such, the Sub-committee dismisses the complaint for lack of standing/jurisdiction given Mr. Clay is not a resident of or property owner in Dover, nor is he a vendor engaged in business with the City of Dover.



CITY OF DOVER

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

Notwithstanding the foregoing, given any potential question about the applicability of the residency requirement, the Sub-committee considered the factual allegations of Mr. Clay's ethics complaint against the Ethics Commission as if he satisfied the residency requirement in order to determine if there was a reasonable basis to believe the facts in the complaint may constitute an ethical violation. The Sub-committee concludes they do not.

The Dover Charter and Code set forth the applicable ethical standards in Article X of the Charter and Article I of Chapter 22 of the Code. The complaint at issue alleges the Ethics Commission violated these ethical provisions by failing to investigate his complaint against certain Dover School Board members, including not reviewing documents and interviewing witnesses listed in the complaint, by dismissing the complaint for failing to state sufficient facts for establishing a reasonable basis to believe an ethical violation may have occurred, for improperly invoking a clear and convincing evidence standard, by not notifying the Police of the complaint, and by noting the complaint could be dismissed on certain grounds.

The Sub-committee is not an appellate body set up to consider complaints by people who disagree with a decision of the Ethics Committee. Rather, it must determine whether there is a reasonable basis to believe the facts in the complaint may constitute an ethical violation. The ethical requirements of the Dover Charter and Code are plainly stated. Here, the complainant alleges certain failures of the Ethics Commission in considering his original complaint against the School Board members and former Superintendent. While, if true, the allegations may demonstrate that the Ethics Commission failed to follow certain procedures, they do not constitute an ethical violation of the Charter or Code. For that reason, the complaint should be dismissed pursuant to Dover Code 22-13, C (4).

As such, for the reasons set forth herein, the Ethics Sub-Committee dismisses the January 2014 ethics complaint filed by Jeffrey Clay of Alton, New Hampshire against the Dover Ethics Commission and recommends that the City Council accept this advisory decision.

Dated this 24th day of April, 2014

Ethics Subcommittee,

Anthony McManus, Chair

John O'Connor

Catherine Cheney

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 -

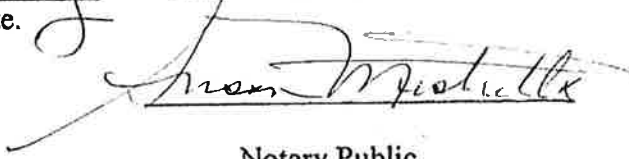
CERTIFICATIONS: (Please initial each certification)

- 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 Clay who after being duly sworn states that the above statements are true and accurate.


Notary Public

SUSAN M. MISTRETTA, 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 "Jeffrey T. Clay". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Thank you for your assistance in this matter.

Sincerely,

Jeffrey T. Clay