



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 24, 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 – None**
8. **CITIZEN’S FORUM**

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

9. **CITY MANAGER’S REPORT**
10. **APPROVAL OF MINUTES**
 - A. **September 3, 2014 – Workshop Session**
 - B. **September 10, 2014 – Regular Meeting**

11. **MAYOR’S REPORT**

12. **UNFINISHED BUSINESS**

A. **ORDINANCES IN THE 2nd READING**

1. **CHAPTER 131 – OFFENSES**
SPONSORED BY MAYOR WESTON BY REQUEST

B. **ORDINANCES IN THE 3rd READING – None**

C. **RESOLUTIONS – None**



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13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE – Cocheco Valley Humane Society**
2. **RAFFLE – Dover Main Street**
3. **RAFFLE – Dover Shockwave Robotics**
4. **RAFFLE – Dover Women’s Health PA**
5. **RAFFLE – Zebra Crossings**
6. **RAFFLE & TAG – Dover Disabled Veterans, Chapter #5**

7. **B14062 – AWARD OF RFP FOR PERFORMANCE APPRAISAL SOFTWARE
SPONSORED BY MAYOR WESTON BY REQUEST**

COMMITTEE REPORTS

- | | |
|--|--|
| 1. School Board | 9. Legislative Liaison |
| 2. Planning Board | 10. Pool Advisory Committee |
| 3. Appointments Committee | 11. Parking Commission |
| 4. Recreation Advisory Board | 12. Ordinance Committee |
| 5. McConnell Center Advisory Committee | 13. Police and Parking Facility Building Committee |
| 6. Arts Commission | 14. Joint Building Committee – Dover High School
and Regional CTC |
| 7. Solid Waste Advisory Commission | |
| 8. Transportation Advisory Commission | |

B. RESOLUTIONS

1. **AUTHORIZATION TO COMMIT FUNDS TO THE NUTRIENT CRITERIA, GREAT BAY ESTUARY COALITION**
SPONSORED BY MAYOR WESTON BY REQUEST

2. **AUTHORIZATION FOR THE PURCHASE OF A CONSERVATION EASEMENT BY THE CITY OF DOVER CONSERVATION COMMISSION**
SPONSORED BY COUNCILOR GAGNON

3. **TRANSPORTATION ALTERNATIVE PROGRAM (TAP)**
SPONSORED BY MAYOR WESTON BY REQUEST

4. **2014-2015 CITY COUNCIL RULES CHANGE – ORDER OF BUSINESS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL, WITH CITY COUNCIL VOTE OCCURRING ON OCTOBER 8, 2014)**
SPONSORED BY MAYOR WESTON



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6. ADVANCED REFUNDING FOR CITY OF DOVER JUNE 15, 2005 GENERAL OBLIGATION BONDS AND AUTHORIZATION TO ISSUE REFUNDING BONDS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (TO REFERRED TO A PUBLIC HEARING ON OCTOBER 8, 2014, WITH A CITY COUNCIL VOTE TO OCCUR ON OCTOBER 22, 2014) SPONSORED BY MAYOR WESTON BY REQUEST

7. AUTHORIZATION FOR PARTICIPATION IN STATE OF NEW HAMPSHIRE DRINKING WATER STATE REVOLVING LOAN FUND FOR WILLAND POND WATER MAIN IMPROVEMENT FY2014 CIP PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (TO REFERRED TO A PUBLIC HEARING ON OCTOBER 8, 2014, WITH A CITY COUNCIL VOTE TO OCCUR ON OCTOBER 22, 2014) SPONSORED BY MAYOR WESTON BY REQUEST

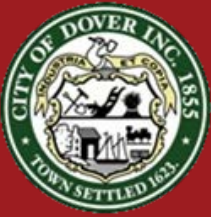
C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE

A. Two letters from Councilor Catherine Cheney, dated September 17, 2014.

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



City Manager's Report

City of Dover, New Hampshire

September 24, 2014



J. Michael Joyal, Jr.
City Manager



INSIDE THIS REPORT

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

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

City of Dover Leadership Team



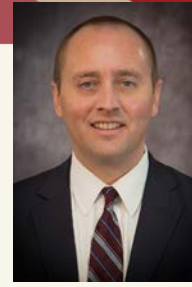
Gary Bannon
Recreation Director



Daniel Barufaldi
DBIDA Director



Cathleen Beaudoin
Library Director



Anthony Blenkinsop
City Attorney



Anthony Colarusso
Police Chief



Annie Dove
Information
Technology Director



Richard Driscoll
Fire & Rescue Chief



Daniel Lynch
Finance Director



Lena Nichols
Public Welfare
Director



Christopher Parker
Planning Director



Douglas Steele
Community Services
Director



Alison Webb
Human Resources
Director



Michael Joyal
City Manager

Utilities

The Water/Sewer Billing Office bills for industrial usage on a quarterly basis and residential usage on a monthly basis.

	Records Billed	Meter Rent	Total Water Service Billed	Total Sewer Service Billed	Other Service Billed
2 nd Quarter Industrial Usage	7,865	\$33,302	\$628,286	\$807,810	\$4,412 (Firelines, parts/labor, turn on/off)
Residential Usage July 2014	741	\$2,303	\$158,395	\$220,415	\$953 Labor, Parts & Backflows

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

The Utility Division Maintains:

3 Water Treatment Facilities

158 Miles of Water Mains

One 3,000,000 Gallon Water Storage Tank

One 713,000 Gallon Water Storage Tank

123 Miles of Sewer Pipe

23 Wastewater Pumping Stations

One Wastewater Treatment Facility

850,000,000 Gallons of Wastewater per Year

8 Wells:

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

The city has hired a contractor to replace the water main on Rogers Street. One thousand feet of main and one hydrant will be replaced during this construction project. The main is being replaced after experiencing 16 water breaks in its lifespan.

Utility crews worked with the contractor 51.5 man hours cutting and capping the water main, installing a temporary feed and filling the water main.



Crews aided the IT Department by excavating and installing 700 feet of 4" electrical conduit for fiber optic cable on St. Thomas Street from Atkinson Street to Belknap Street.

Three water leaks were investigated this month. One Truck Driver, one Heavy Equipment Operator and one Maintenance Mechanic worked 4.5 hours to repair three curb boxes on Heather Lane. One Maintenance Mechanic responded to an after-hours call for a water leak on Maple Street. After investigating the cause, it was determined the leak was on the resident's side of the water service and was repaired by a private contractor hired by the resident. Crews were called in after-hours for water bubbling out of the ground on Elm Street. One Working Foreman, Two Heavy Equipment Operators, and two Truck Drivers worked 30 man hours utilizing one backhoe, two dump trucks and two service trucks to repair the hole that was discovered in the water main.

One Working Foreman and one Maintenance Mechanic worked 7 overtime man hours conducting a fire flow test on Central Avenue adjacent to Sanel Auto Parts and Planet Fitness. The fire flow test will determine if the new north end pressure zone will allow the elimination of fire pumps and utilize only static pressure.

During a Unitol gas main installation on Main Street, an old iron water service was discovered. Crews worked 24 man hours utilizing one back hoe and three dump trucks to cut service off at the main. Another service required being cut at the main on Central Avenue and Merry Street after a house was demolished.

Interviews have been conducted for a design engineer to upgrade the city's water facilities.

Sewer lines were grouted and sealed on Lisa Beth and 1,000 feet on Bellamy Road, as part of the Lisa Beth road reconstruction and the City's Inflow and Infiltration project.

Water meter crews attended to 47 final readings, 11 stopped meters, 5 high usage reports, 4 abatement and meter tests, 3 meter installs, 3 turn ons and 1 turn off. Crews also completed 78 back flow tests.

Hydrant painting continued with all hydrants in the downtown area being completed as well as a portion of the Littleworth Road area.

Crews further investigated sewer lines that were TV'd during July on Park Street by jetting the line to try and clean the blockage. Additional TV'ing took place and tree roots in the main were discovered approximately nine feet out of the manhole as well as grease build-up. A private contractor will be hired to treat the main with root control.

Administrative staff received a phone call from a resident on Pine Crest Lane indicating that sewage was pooling in their yard. Two Heavy Equipment Operators, One Maintenance Mechanic and two Truck Drivers worked 19 man hours to repair the leak found in the sewer main. Crews returned to clean the sewer main of any remaining gravel working 2 man hours to complete.

Pump station operators replaced two existing pumps at the County Farm Pump Station. The new pumps will aid in conducting efficiency testing on the pumps.



City Streets, Grounds, Facilities & Parks

What is Stormwater? Stormwater is rainwater or meltwater that travels across rooftops, roads, parking lots and other impervious surfaces. This is where it becomes a problem!

As stormwater passes over these surfaces it picks up oil, heavy metals, chemicals, road salt, and nutrients before ending up in local surface waters.

According to the New Hampshire Department of Environmental Services:

On undisturbed sites, much of the stormwater is intercepted by natural ground cover or is absorbed into the ground. Land clearing and development reduce the capacity of the land to absorb rainwater and snowmelt, which leads to more water flowing over the land and into surface waters

What is Stormwater Management?

Stormwater management is the method of directing rainfall toward a treatment area, an appropriate body of water, or an identified outfall. Traditionally stormwater has been treated as a problem that needs to be exported from the property as quickly as possible. When exported from a site it runs over many different surfaces and into surface waters.

Unable to handle the increased water volume and pollutants, these waterbodies often experience eroded banks, loss of habitat and aquatic life, and increased flooding and property damage. We now understand that stormwater needs careful management onsite to avoid flooding, pollution, and water shortages which can negatively affect the City of Dover and its residents.

Historically, stormwater in Dover was managed through the use of an underground storm sewer system and direct outfalls to surface waters. The existing stormwater infrastructure is a mix of new structures installed as part of development during the last 25 years, and very old structures and pipes that served as a combined sewer system until the 1970's.

Using Low Impact Stormwater Management Practices in Dover

In developed areas roofs, decks, patios, pavement, and other impervious surfaces prevent stormwater from soaking into the ground.

Using low impact stormwater management practices involves retaining as much stormwater as possible on the property rather than letting it run into storm drains. This can help keep harmful volumes of stormwater and pollutants out of our surface waters while recharging Dover's groundwater supplies. This reduces the impact on natural resources and contributes to Dover's future sustainability as a community, and as part of the Seacoast Region. This is accomplished by conserving forests and other natural areas, and stormwater controls that retain runoff such as:

Rain Barrels – capture rainwater and store it for use later.

Rain Gardens – landscaped areas designed to capture and filter stormwater.

Dripline Trenches – control erosive runoff from rooftops.

Dry Wells – collect and infiltrate runoff from downspouts.

Infiltration Steps and Trenches – built to slow and infiltrate runoff.

Paths and Walkways – direct foot traffic and prevent soil erosion.

Water bars – intercept runoff to prevent erosion.

Dover Maintains

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



The City had received a grant to purchase Rain Barrels, pictured to the left, and have been selling them at a reduced cost to residents. There are only a few left. If interested, please call the Public Works Facility at 603-516-6450.

Catch basins are part of the City's stormwater sewer system. They are located in city streets along the curb and are recognized by their metal grate. The grate allows water that collects as run-off during rain storms and snow melt to drop into the storm sewer pipes and be carried away. During the fall after leaves have dropped, leaves often collect on the grates blocking water from entering the catch basin. When that happens, sections of roads can become flooded.

Keeping these catch basins free of debris is a challenging task! City crews clean half of the city owned catch basins each year. Residents can help by removing leaves that collect around catch basins in front of their homes and businesses, and also to never rake their leaves into the street.

A "No Smoking" sign has been installed near the picnic bench on the library's walkway and library staff is trying to more strictly enforce this City ordinance (131-21) all over the property.

The Henry Law Park Improvement project received CIP funding and is now in the fundraising phase to gather the balance of funds necessary to complete the project in 2015. A major anonymous donor committed \$100,000 to help fund the project. The Friends of Dover Recreation 501 © 3 is acting as the charity to accept funds for the Henry Law park Project brought in by a Go Fund Me link at <http://www.gofundme.com/c8ebd4> With the lease of the Butler Building on River St. to Great Bay Rowing Club rowing activity on the Cocheco River has started this month and is getting a lot of positive comments from rowers.

Administrative staff at Public Works fielded 12 service calls requesting pothole repairs. Crews repaired 130 potholes applying 10.44 tons of asphalt on various areas throughout the city completing the repairs in 64 man hours.

Crews continued to sweep the downtown area as needed and areas around the city that accumulated excessive debris.

Truck drivers spent 5 man hours hauling 147.78 tons of gravel and stone to fill the stock bins at the Public Works Facility. Crews also spent 8 man hours mixing gravel materials in the pit.



Street crews worked 109 man hours prepping roads in Pine Hill Cemetery for paving. Transition joints were ground, broken asphalt removed and 58.86 tons of gravel was spread. Crews also prepped the downhill lane of Jenness Street working 177 hours removing broken asphalt, widening the roadway, prepping for curbing, applying 133.87 tons of asphalt overlaying the area prior to paving. Crews worked 201 hours and the city's trench patching contractor worked 37 hours grinding bad areas of pavement and applying 63.89 tons of asphalt patching areas prior to Sixth Street being paved.

One Working Foreman and three Truck Drivers repaired a berm on South Pine Street working 7 hours utilizing a backhoe/loader, dump truck and patch truck applying 7 yards of gravel and 2 tons of asphalt. Crews also worked 3 hours applying 4 yards of crushed gravel to Piscataqua Road repairing a washed out gravel shoulder. Gravel shoulders were also repaired on Progress Drive and Summer Street.

Repairs were completed on Cocheco Street, repairing catch basins and sidewalks as well lowering sewer covers utilizing one Working Foreman, two Truck Drivers, two Heavy Equipment Operators and one Maintenance Mechanic for 151.9 man hours.

Crews worked 56 man hours completing roadside brush cutting in the Henry Law Avenue, Back River Road and Morningside Drive areas. Crews also hand trimmed brush and branches on Twombly Street against a wall.

One Working Foreman and one Maintenance Mechanic worked 4 man hours removing the beaver damn on Crosby Road. A private party has been hired to trap the beaver(s) and release in another location.



POLICE FACILITY AND PARKING GARAGE PROJECT

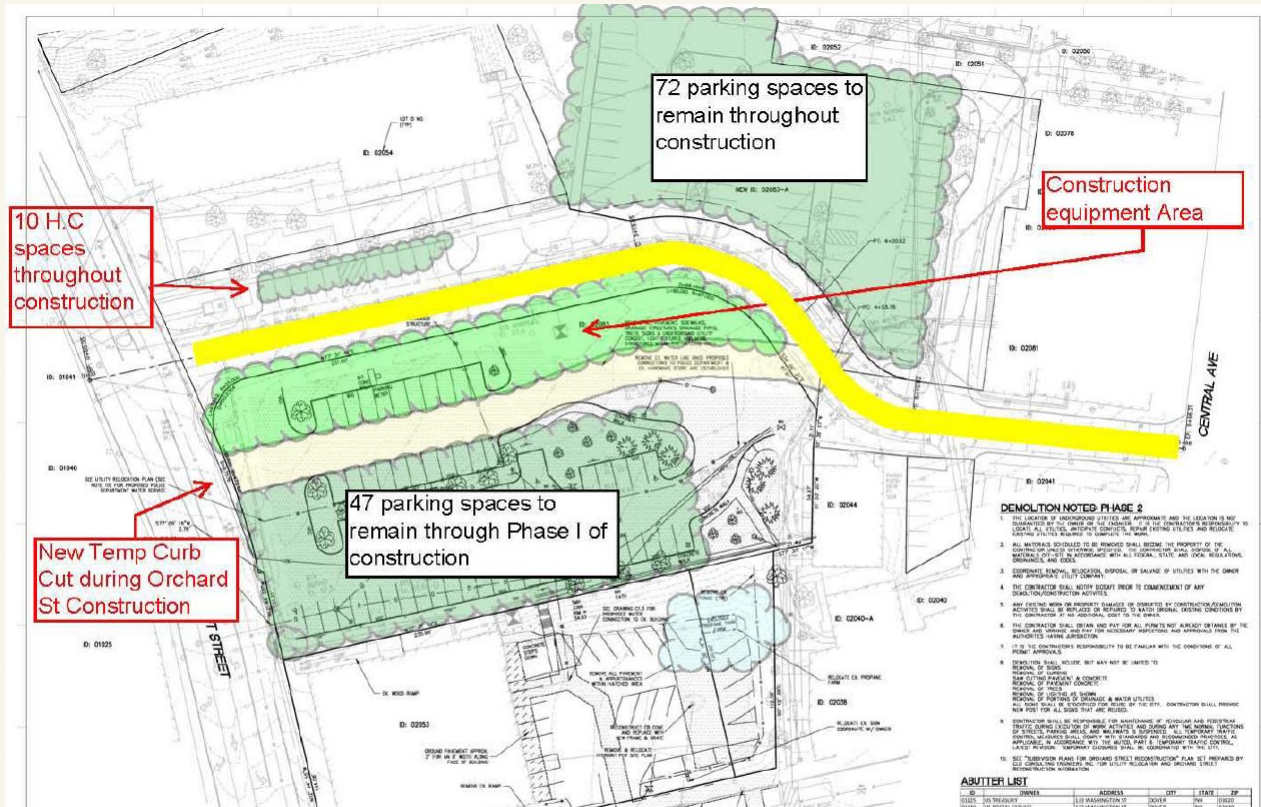
The Police Station and Parking Garage project continues through the design process. The project architect Lavallee Brensinger Architects, the project construction management firm, Harvey Construction, police architect specialist Architects Design Group, parking garage specialist Walker Parking, police department staff and city staff continue to work together to finalize overall design of both the police facility and parking garage.

The Design has reached the 100% Design Development stage, meaning that the architects are now completing construction documents. Additionally, SUR Construction has been selected to conduct all excavation and road improvements for the project. It is anticipated that SUR will begin phase I of construction in early September. Phase I of construction includes:

- Preparation of the lot for construction
- Removal of trees
- Removal of light poles
- Removal of some grass islands
- Reconstruction of Orchard Street
- Relocation of underground utilities
- Brief / scheduled power shut off

During phase 1 approximately 130 parking spaces will remain in the Orchard Street lot.

Phase I construction map



The Facilities, Grounds and Cemeteries employees handled 11 service calls and 175 work orders in the month of August. Employees attended 3 full & 4 ash burials in Pine Hill Cemetery during this month.

Facilities, Grounds & Cemeteries personnel worked with Public Works crews devoting over 100 man-hours prepping the pavement for overlay in the area of Main Avenue and sections of Avenue M in Pine Hill Cemetery. This includes treating and removing all the weeds and grass that springs up in the cracks in the pavement, cleaning out the edges of the road so there is clearance between the pavement and the grass and resolving any other issues that need to be resolved before the new pavement is applied.

Three leaks were repaired in the waterline that feeds the various spigots throughout the Cemetery. The lines were repaired and water service was restored. Thirty hours were spent chasing and repairing these issues. Various lots were reseeded in the cemetery and the spoils pile was pushed back to make more room in that area for storage. Areas of dense brush around the cemetery were attended to with the brush hog, as well. Four trees were planted in the Cemetery this month, with more to follow. Many of the mature trees are very old and showing signs of decay and deterioration.

The McConnell Center/Butterfield Gym floors were refinished in August. Fifty-four man hours were spent, over three days, sanding, cleaning and applying a high gloss polyurethane to the floor. This work is completed annually by Facilities, Grounds & Cemetery employees.



Painting continued at the Transportation Station, which is anticipating the installation of new signage in early September. Two employees have approximately 80 hours into this project to date. The shrubbery around the building was also attended to, being pruned as needed.

The Fire Department assisted contractors in getting a better view of the Library roof and the chimney, both of which require some repair. Two roofing contractors were given a lift up to examine and photograph potential trouble spots needing attention.

Painting continued at the Transportation Station, which is anticipating the installation of new signage in early September. Two employees have approximately 80 hours into this project to date. The shrubbery around the building was also attended to, being pruned as needed.

The Fire Department assisted contractors in getting a better view of the Library roof and the chimney, both of which require some repair. Two roofing contractors were given a lift up to examine and photograph potential trouble spots needing attention.

A small drain gutter was attended to on the River Walk where recent construction was underway to install a conduit for the electrical service to the new river fountain. This drain had been installed to keep the stone dust path from washing out during heavier rainfall.

Approximately seventy-five hours were spent watering the whiskey barrels, recently planted trees, graves that have been re-loamed and seeded and other turf areas. Fifty hours were spent weeding in various mulched beds downtown and around municipal buildings. A leak in the irrigation system was repaired in Rotary Park and one sprinkler head was replaced. We ask that those using the park be aware of the irrigation system when driving stakes for tents, art forms or other items that can damage the system. Six hours were spent chasing stinging insects to try to identify nesting areas with limited success.

The Facilities & Grounds Division continued the day-to-day maintenance and cleanup of municipal buildings, as well as handling daily requests for service at City Hall, the Police Department and Fire Departments. Ten and a half hours were spent delivering supplies to various locations. Approximately 21 man hours were spent conducting the required monthly fire extinguisher inspections and elevator inspections. Forty-five work orders addressed building maintenance issues including 16 hours spent replacing light bulbs, 4 hours caulking joints in the elevator enclosure at City Hall, issuing keys, changing filters in HVAC units, repairing a leaking toilet at the Library and various other issues. Employees filled in at the Library attending to custodial duties as needed. Man hours to attend to these tasks numbers over 180.

Forty hours were spent fixing decor lights in Rotary Park and the downtown area. Nine work orders regarding traffic signals were processed, most were complaints that were unfounded or not able to duplicate. One motor vehicle took down a signal post and Electric Light was called in to replace the post. One green ball was replaced and the school zone lights were re-activated for the upcoming school year. Dig Safe requests were responded to, taking 12 man-hours to mark utilities.

Thirteen work orders regarding signs were handled including replacement of several signs, 3 signs were made up and installed, and 2 signs were taken down. Sign work this month involved 23 man hours.

Flags were lowered this month to honor of journalist James Foley, of Rochester.

Cemeteries:

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

Parks & Playgrounds

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

Emergency Management



The Emergency Operations Center participated in the second drill for Seabrook Power Station Hostile Action Based Exercise. The command staff manned and coordinated efforts to simulate opening its reception center to assist the State's response to an emergency.

Fire & Rescue's command staff participated in a planning meeting with the Strafford County coalition on sheltering. This meeting was planning to meet all of Strafford County's needs for emergency that displaces our residents.

The Fire & Rescue's Truck 1 assisted Community Services twice this past month. The first was to gain access to the Library's roof. The size of the building makes access to the roof difficult and interagency cooperation helps keep costs down. The second was to help plan the size of a tower at the Waste Water Treatment Plant to be able to send information to Mast Road.

Fire & Rescue shift personnel have participated in multiple community events. Fire Engines and Ambulances were sent to the following community events to support other civic members and citizens:

- A Fire & Rescue Ambulance provided in-service coverage for Rachael's Legacy 5K race.
- Fire & Rescue Engine 8 participated in a local civic organization doing a backpack give away to school children. They provided a presence and education opportunities with the truck.
- Fire & Rescue Engine 8 visited a local birth day party on Henry Law Avenue.
- Fire & Rescue supported the Chamber of Commerce with a free Fire Truck Ride raffle and provided a local family with interaction and station tour.
- Fire & Rescue Duty shift participated in the Dover children's home thank you cook out. A way of interacting and supporting the important work they provide to the youth of the city.

A Fire & Rescue Chief Officer spoke at Dover's local chapter of the ROMEIO's on items of interest to our over 55 communities in Dover. This educational talk on the City of Dover's Safety philosophy and service the Fire & Rescue Department provides was a huge success.



The ARES (Amateur Radio Emergency Service) Club utilized the North End Station training room to foster a relationship with this agencies asset to assist in community wide emergencies.

The Strafford County Response Tactical Unit trained with Dover Fire Department Medics locally this month for standard tactics and EMS concepts.

The Fire & Rescue paramedic members precept an EMT student from McGregor EMS and one Engine 8 rider to a local resident trying to get involved in the fire service.

Inspection Services conducted Life Safety inspections and follow up to all school's to ensure they were ready for the influx of students.

Inspection Services worked with the schools to provide their first fire drills. This simple drill is important to bring safety to the staff and students of our local schools.

Communications Bureau

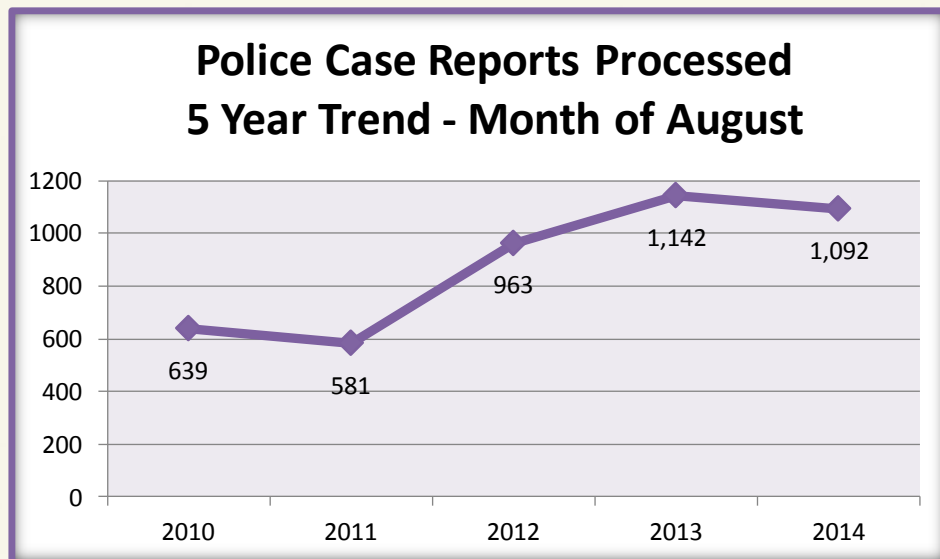
Communications Bureau statistics for August are:

Radio Transmissions	12,573
Phone calls	9,244
911 calls	438
Police Alarms	120
Lobby Traffic	414

K-9 Unit:

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

During the month of August, the K-9 Unit conducted a total of 20 hours of training and there were no callouts.



Collision Investigation Team:

There were no callouts for the Collision Investigation Team during the month of August.

Special Investigations Unit:

During the month of August 2014, there were four letters generated by the Dover Police Special Investigations Unit that were sent to certain licensed liquor establishments in Dover. Letters are sent as a result of analysis of police reports involving overly intoxicated persons. When it is determined an overly intoxicated person had been over-served, a letter is sent from the police department to the establishment. The letter, along with the police report, is also sent to the NH Liquor Commission’s Bureau of Enforcement.

A total of twelve registered sex offenders were processed during the month of August. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

During the month of August, detectives charged a male subject with violation of the sex offender registry statute. In this case, the subject failed to register as required by law and failed to update changes to his personal information.

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

SIU detectives investigated a reported strong arm robbery of a female in the downtown area. The investigation revealed that the reporting person had fabricated the story and she will likely be charged with filing the false report.

Throughout the month of August, SIU detectives assisted the Strafford County Drug Task Force with multiple investigations into illegal narcotics traffic in Dover. These investigations have led to numerous arrests and the seizure of approximately \$10,000 in US currency.

During August 2014, SIU personnel also investigated two unattended deaths that occurred in Dover.

Patrol

During the month of August, officers handled a total of 2,755 incidents resulting in the following activity / criminal charges shown to the right:

1106	Traffic Stops
58	Total Arrests
6	DWI Arrests
7	Arrests-MV Charges other than DWI
6	Drug Related Arrests
8	Arrests for Assault
7	Theft related Arrests
1	Criminal Mischief Arrests
14	Arrests for Electronic Bench Warrants
4	Arrests for Violation of Court Order
1	Arrest for Failing to Register as a Sexual Offender
2	Arrests for Unlawful Possession of Alcohol
1	Arrest for Another Agency
4	Arrested were juveniles
3	Arrest for Criminal Trespass
1	Arrest for Harassment
5	Resisting Arrest
3	Arrests for Disorderly Conduct

Animal Control:

The Police Department responded to a total of 103 calls for service regarding animals during the month. Patrol officers handled 46 of the calls, requiring the Animal Control Officer to follow up on 14 of them. Additionally, 28 animal complaints were handled by dispatch and 29 were handled by the Animal Control Officer. The following is a breakdown of the complaints handled by the ACO:

5 welfare checks, 4 dog bites, 5 found animals, 5 loose dogs, 6 lost dogs, 1 deceased cat and 3 wildlife issues. The Animal Control Officer also returned 60 voicemail messages.



This Snapping Turtle was found wondering in the lot of Pizzeria Uno. He was safely returned to the waters of Willand Pond.



This dog, "Dutch" found himself stuck on a roof after knocking out a window screen. The dog's owner was contacted and the dog was safely returned inside.

Downtown Liaison Unit

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

The City of Dover has three fire stations.

Liberty North End Fire Station

Central Fire Station

South End Fire Station



[NHDOT held informational meeting on General Sullivan Bridge, Turnpike widening](#)

The New Hampshire Department of Transportation (NHDOT) held a Public Informational Meeting on August 6th at City Hall to review the results of the structural evaluation of the existing General Sullivan Bridge and the NHDOT's recommended action to be taken for limiting access over portions of the old bridge until full rehabilitation evaluation can be completed and long-term action plan developed.

In addition, the Department provided an update on the overall status of design and the construction for the widening of the 3.5 mile section of the Spaulding Turnpike (NH 16), beginning north of Exit 1 in Newington and running northerly to the Dover toll plaza, located just north of Exit 6 (US 4) in Dover.

[Volunteers sought for downtown Dover TIF advisory board](#)

The Dover City Council is now seeking volunteers for the recently formed Downtown Dover TIF Advisory Board. The board is tasked with advising the City Council and City staff on recommended policies and actions for the administration and operation of the Downtown Dover TIF District.

A feasibility study initiated by the City Council in 2013 identified a TIF district as a viable method to help fund and stimulate economic development in downtown Dover. The feasibility study was followed by an extensive effort to seek consensus from property owners and residents, which resulted in the City Council establishing the Downtown Dover TIF District in March 2014.

The advisory board is expected to meet quarterly, or at the request of the mayor or city manager, and will review the policies, procedures, construction and administration required to operate a successful TIF district in downtown Dover, and will advise elected and appointed City officials. The City Council is currently looking to fill four citizen positions: two property owners within the established TIF district and two citizens who do not own property within or adjacent to the TIF district.

The Downtown Dover TIF District consists of property north of St. Thomas Street and Williams Street; south of Sixth Street; west of Chestnut Street, and Cocheco and River streets; and east of Main Street. Individuals interested in volunteering for the advisory board are encouraged to view the Downtown Dover TIF District map located on the City's official website via the "Planning and Community Development" page.

Interested individuals are encouraged to submit an application for City Council consideration. Applications can be picked and submitted in person at the City Clerk's office located in City Hall, or online by visiting the "Boards and Commissions" section of the City's official website.

[City of Dover and surrounding towns to hold Hazardous Waste Collection Day](#)

The City of Dover, along with the towns of Rollinsford, Lee and Madbury, are planning to hold a Hazardous Waste Collection Day on Saturday, Sept. 20, 2014, from 8:30 a.m. to 12:30 p.m., at the City's Community Services facility, 271 Mast Road. The goal of Hazardous Waste Collection Day is to allow for the proper disposal of household hazardous materials. Residents of the four communities can bring household hazardous waste to Community Services for safe disposal.

The library has 4,886 social media followers: 1,448 on Facebook, 567 on Twitter, 49 on Instagram, 868 on Pinterest, and 1,954 subscribers to the library's two e-newsletters. The library website received 135,372 hits during August. The Library posted 64 items on Facebook, 15 on Instagram, and 19 on Twitter. Staff wrote 5 Blog posts, and sent two press releases to media outlets during August.

The public library borrowed 64 items from the school libraries and sent 3. The public library's System and Technology Librarian Peggy Thrasher aided the school librarians with Koha library system issues on 10 occasions during August.

Library Director Cathy Beaudoin worked as a tour guide for the Woodman Institute's "Night at the Museum II" during the weekend of August 22-24.

The Fire & Rescue Chief and Health Inspector actively worked with local businesses during a sewer leak in the mill area to help minimize disruption.

Sergeant Speidel performed 10 child passenger seat inspections during the month of August. All were conducted at police headquarters; no checks were scheduled this month by Wentworth-Douglass Hospital's Childbirth Education Center. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sergeant Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

On August 14th, Officers Joslin and Feliciano participated in the 25th annual Dover Housing Authority Bike Parade. This year's event consisted of the bike parade, cookout, ice cream sundaes and field games. Additionally, the bikes were decorated and the participants wore costumes that were judged for prizes.



On Saturday, August 2, 2014, the Imago Day Church held a backpack giveaway at Dover Bowl for some of Dover's needy children. During the event, they gave away dozens of backpacks in time for the kids to get back to school. Officer Juel Cooper stopped by the event to greet the kids and show them the police cruiser.



Officer Juel Cooper shows a group of kids her cruiser at the backpack giveaway event at the Dover Bowl.

The Department of Planning and Community Development continued to update its blog, Facebook page and Twitter feed to communicate with the public. The Department of Planning and Community Development has 262 Facebook (City of Dover NH Planning) friends and 604 followers on Twitter (@DoverNHPlanning).

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail which has 765 fans.

The Department of Planning and Community Development mailed out 85 New Homeowner letters. These letters introduce new property owners to their zoning district and include other basic planning information, including links to the Dover Download.

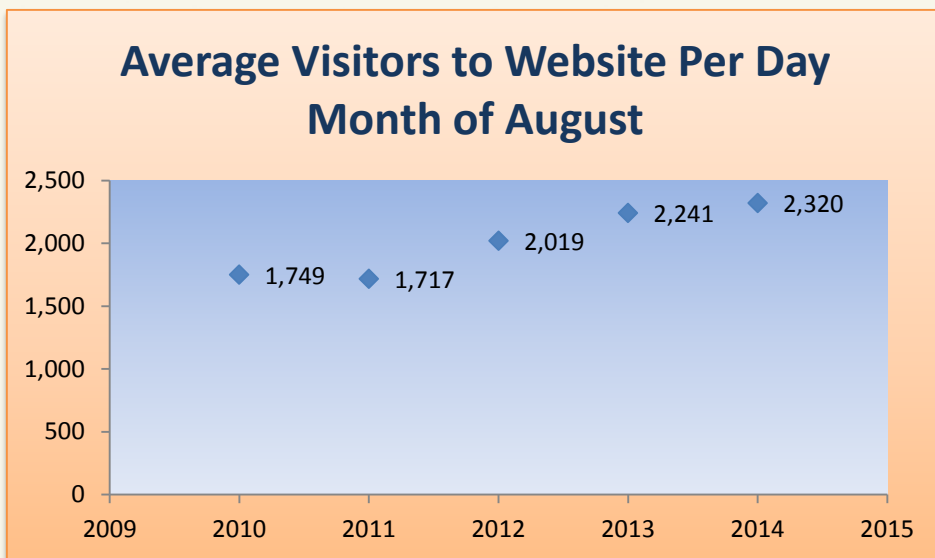
Planning and Community Development staff continued to update the new City website with presentations and reports regarding updates to the waterfront development and master plan work. The site is seen as a repository of data and information relative to land use and quality of life in Dover. Maps have been added to the Reports and Documents page, which document land cover, groundwater sources, zoning and other planning related features. Since April over 200 reports, presentations or maps have been added to the page. This data can be found at <http://www.dover.nh.gov/government/city-operations/planning/planning-documents/index.html>

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

- 2 Silver Street
- Picnic Rock Drive
- Tolend Road Properties
- Silver Street
- Tolend Road Properties

Planning and Community Development staff met with residents and property owners to discuss development or redevelopment of over 15 properties in the City.

Planning and Community Development staff attended two pre-construction meetings with members of the Engineering and Fire Departments.





Gym

The playgrounds program wrapped up with last day on August 8th. Two days were lost to weather this summer. Staff began taking registrations for the new fall sessions of Shape up with Lisa, Muscle Power and Interval Toning classes along with Yoga and Zumba®. All classes are held in the McConnell Center Dance Studio. The gym was cleaned and the floor refinished to get ready for the upcoming season.

Pool

The Jenny Thompson outdoor pool has been very busy through the month of August; with all of the beautiful weather, staff has had some of the busiest days of the summer. The indoor pool finished swim lessons at the beginning of the month and finished the last session of summer swim lessons by holding the last session at the outdoor pool. Various groups continued to the pools for swim practice such as Seacoast Swimming, Oyster River Otters, Great Bay Masters, Cannonball Swim and the Exeter Swim Team. Also had various camp programs use the outdoor pool such as the City of Dover summer camps, Birch Hill Camp, Rollinsford Rec, Somersworth Rec, Kittery Rec, York Rec, Barrington Rec, Tri-Star Gymnastics camp and The Leach Hockey Camp just to name a few. Most of the summer staff is departing for school though some will be staying on for the school year. The indoor pool closed on August 16th to undergo its annual maintenance and will reopen on Tuesday September 2nd. Overall it was a very good and busy summer with no other major problems. The Jenny Thompson Pool closed for the season on Labor Day. Attendance for the month of August includes an average of 300 patrons at the Jenny Thompson Pool every day for Rec Swim as well as 25 Lap swimmers and 30 Masters swim team participants. The indoor pool saw an average of 50 patrons taking advantage of our lap swim.

Ice Arena

August at the Dover Arena was busy with youth hockey camps and adult leagues, games and instructional programs. Parent Tot and Youth Stick Practices seem to be some of the most popular activities this time of year. Rock Night continues to be popular even in the summer months with an average over 90 skaters each Saturday night. On Saturday, August 30th Roller Derby held their final home bout of the season on the Foster Arena floor. The sport is growing in popularity and arena staff is hoping to attract them back next summer. Another final event for the season was Camp Kool which ended a very successful season on Friday, August 15th. Camp Kool averaged about 53 campers each week this summer in the Foster Arena. Adult and youth stick practice: 452 participants

Senior Center

In addition to all ongoing activities, the Senior Center members continue to use all fitness areas at Dover Recreation. Senior exercise and yoga classes are held Monday through Thursday mornings. The Senior Center began serving lunches on Wednesdays. 64 seniors joined in for home-made community meals that included Mac & Cheese, Lasagna, Beef Stew, and Pulled Pork Sandwiches. 50 Senior Center members took a trip to Gloucester for a scrumptious lobster lunch and sightseeing trip. 47 seniors enjoyed a day at Mohegan Sun. Senior Center also saw 11 member's jet out West on our Northern National Parks tour, including Salt Lake City, Yellowstone National Park, the Grand Tetons and Jackson Hole. September is shaping up to be exciting with lots of new health and educational opportunities like CPR, computer class, balance testing, a dental clinic and the long-awaited introduction of Pickleball -- plus lots of new trips for fall and winter. Senior Advisory Board meeting: 8 participants, Mystery Lunch: 57 participants



Public Library

Several new volunteers have been recruited for the library's ongoing Inventory project.

Weeding of the library's Adult Fiction collection continued in August.

An interview was conducted with an MLS graduate student at the University of Rhode Island who is seeking to complete a 115-hour Library Field Experience course in Dover. Michaela Pugh will start at the library in September for the semester.

The library is moving from its free Mail Chimp email marketing service to the City's service, Constant Contact, because the subscriber database is fast approaching 2000 customers, the threshold for free service from Mail Chimp. The October e-newsletters from the library will look slightly different in format.

Staff trained in August to implement a new online Museum Pass Reservation system for the library's 16 museum passes which are available for borrowing. Patrons will be able to check our website to see which museums are available on the date they wish to visit and reserve that date with their library card number.

The library's two Summer Reading Programs ("Fizz, Boom, Read!" for children and "Spark A Reaction!" for teens) ended on Tuesday, August 5 with a final Readers' Party in the Lecture Hall and a performance by popular magician Norman Ng, (funded by a donation from Measured Progress). 143 attendees enjoyed prizes, refreshments, and popcorn (funded by a Rotary Club donation). Total readers enrolled over the summer were 825: 168 Pre-K; 184 K-Grade 1; 363 Grades 2-6; and 110 teens. Total time the participants spent reading during the 5-week programs totaled 5,636 hours.

Other library programs during August had an attendance of 183.



Dover Coalition for Youth

During the month of August, the Dover Coalition for Youth Coordinator, Vicki Hebert attended the Partnership for a Drug-Free NH's Using Data to Tell Your Story training in Concord on August 6th.

Dover Youth to Youth

Dover Youth to Youth staff provided a 3-hour training program for the advisers of the youth advocates in Franklin NH. Three advisers of the Franklin Youth Initiative and 3 members of the Franklin Coalition received the training on August 18, 2014. Attendees were given instruction on setting up a youth program, administering the program and how to design activities for youth participants to engage in.

Dover Youth to Youth provided a 90 minute webinar for the State of Georgia on August 14, 2014 on how to design media to address underage drinking.

Youth to Youth students took time out of their school vacation on August 19, 2014 to begin training on the prescription safety Samantha Skunk presentation that will be provided to all three elementary schools in Dover during the school year.

The York County Maine prevention coalition traveled to meet with Dover Youth to Youth staff in August. Two adult staff and 3 students from York, Maine received information and guidance on the development of a media campaign. The two organizations will be looking for ways to have the two groups collaborate in the future.

Dover Housing Authority:

During the month of August, Officer Joslin visited Waldron Towers multiple times in an attempt to address an ongoing complaint of loud music on the third floor. Officer Joslin and other officers have been dispatched to the area in the past but have never located any loud music. While there, he had was able to meet with several residents in the Community Room and he was told that they had no major concerns at this time for him to address.

On August 31, 2014, Officer Jason Feliciano took over as the Dover Housing Authority Liaison Officer. Officer Joslin leaves the position after several years and an appreciation day is being planned for him by the Dover Housing Authority staff.

Dover Teen Center

The Dover Teen Center calendar for August 2014 consisted of educational and social programming for its youth participants. For the month of August 2014 the Teen Center saw a total of 231 participants, on 18 days of programming, which yielded an average of just under 13 participants per day.

Some program highlights for the month of August 2014 included, but were not limited to the following:

- TC Trip! – “Movie Matinee @ Hooksett Regal Cinemas” (8/7)
- TC Trip! – “Wallis Sands Beach” (8/12)
- TC Classic Trip! – “Portland Sea Dogs Baseball Game” (8/14)
- TC Trip! – “Old Orchard Beach (8/15)
- TC Classic Trip! – “Clark’s Trading Post” (8/19)
- TC Trip! – “Old Orchard Beach” (8/20)
- TC Trip! – “York Beach” (8/25)
- TC Trip! – “Alton Bay Swim & Picnic” (8/26)
- TC Classic Trip!- “NH Fisher Cats Baseball Game” (8/28)
- TC Event – “Welcome Back Day – 1st Day of School” (8/29)

For September, the Dover Teen Center returns to its school year schedule of afternoon programming.

Community Service Program

The Community Service program tracked two active participants during the month of August of 2014. A total of 11 hours of community service work was completed. One of the participants finished his/her assigned hours.

So far in 2014, a total of 153 hours of Community Service have been completed.

The Dover Court Diversion Committee

The Diversion Committee met on Thursday, August 27, 2014. There were a total of 5 active or pending Diversion cases. Below is the breakdown:

- 2 cases already in active Diversion Contracts
- 3 successful completion and release
- 0 new case heard
- 0 new case(s) awaiting review for the next meeting.

The next planned meeting for the Dover Court Diversion Committee is: Thursday, September 18, 2014. In addition to case updates, the Dover Diversion Committee will also be meeting with representatives from the Dover Rotary Club to continue to explore a mentorship program.



Above, two Dover Teen Center participants take in the Portland Sea Dogs game on August 14, 2014.



Several Dover Teen Center Participants pose for a photo at Clark’s Trading Post during the August 19, 2014 trip.

Capital Improvements Program

Fiscal Years 2015 through 2020

Major Projects – FY2015

Cemetery Improvements
City Hall Roof Repairs
Police Cruiser Replacement Program
PW Heavy Equipment
General Streets Improvements
General Sidewalk Improvements
Bridge Improvements
Drainage System Improvements
Traffic Calming Improvements
Traffic Signal Upgrades
Old Colony Road Drainage
Railroad Crossing Improvements
Street Recon – Silver Street
Street Recon – Watson Road
Street Recon – Oak/Broadway Area
Street Recon – Tanglewood Drive
Bunker Gear Replacement
Replace South End Station Roof
Breathing Apparatus Replacement
Arena Locker Room & Foster Rink Impr.
Guppy Park Field Improvements
Henry Law Park Improvements
Library Books & Collections
Garrison Elementary Roof Replacement
High School & Dunaway Field
Regional Career Tech Improvement
Economic Development Park
Downtown Parking System Impr.
Water Main – Spaulding Turnpike
Water System Facilities Upgrade
Water & Sewer Heavy Equip Repl.
Water & Sewer Main Replacement-City
Water Meter Replacement
WWTF & Well Equip.
Water & Sewer Light Vehicle Repl.
Wellhead Protection
Water Main Repl: Oak/Broadway, Silver
Inflow/Infiltration Study & Migration
Sewer Main – Spaulding Turnpike
Pump Station Equip Replace-Maint.
Force Main Charles St .Pump Station
Sewer Main-Oak,Broadway

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

Project Updates

SILVER STREET RECONSTRUCTION

Current: Construction started in August and will continue as long as weather permits. The stormwater rain garden has been installed by Woodman Park School and curbing has been removed on the first section from Arch to Spaulding Turnpike Ramps.

TOLEND RECONSTRUCTION

Current: The City is working with AEC and Brox on remedying the pavement issues on the base pavement.

Previous: The Roadway has been base paved and the contractor is working on installing the sidewalk from Whittier Street to Columbus Avenue on Tolend Road. The City is working with AEC and Brox on remedying the pavement issues on the base pavement.

STREET IMPROVEMENTS

Current: Lisa Beth has been base paved. Jenness Street has been patched. Curbing will be installed on both streets and then top coat installed.

Previous: Contract has been awarded to Brox and work will begin on Lisa Beth and Jenness Street first.

WATSON RECONSTRUCTION

Current: Construction started September 3rd on Watson Road on the County Farm Road side and will continue as long as weather permits.

WASTEWATER TREATMENT PLANT UPGRADE

Current: The Appeal of the Newmarket NPDES permit by Dover and Rochester has been dropped. The Peer Review will provide the opportunity for objective independent experts to review the available data and conclusions reached by NHDES in the Numeric Nutrient Criteria document to weigh in on the issues. If the experts view is in line with the Coalition consultants then it should positively influence EPA and NHDES to rethink the need for limits of technology nitrogen permit limits at the WWTPs.

Previous: The Coalition has asked UNH to provide a cost and schedule to perform a sampling effort in the Cocheco and Piscataqua Rivers during August and September this summer. The work scope was prepared for the Coalition by Hydroqual following recommendations of the peer reviewers in their February report and in subsequent communications with them

SAFE ROUTES TO SCHOOL SIDEWALK

Current: SUR has completed the project and is working on minor punch list items.

Previous: SUR was awarded the contract and have installed the curbing and gravels for the sidewalk on parts of Rutland Street, Clifford Street, Woodman Park Drive and Parker Street. They will be pouring the concrete sidewalks shortly.

Recognition



This month Dover Fire & Rescue welcomed two new employees. Firefighter Stephen Thunstrom was working at the Seabrook Power Station and was a Newmarket Fire Department member. Stephen is a technical climbing and cycling enthusiast. Welcome Firefighter Thunstrom if you see him on duty!



Firefighter Benjamin Noyes started this month and came to Dover from Atkinson Fire Department. Ben is a paramedic and had been working in Haverhill Massachusetts on an ambulance. His interests are Hiking and Kayaking. Welcome Firefighter Noyes to the City of Dover the next time you see him on duty.

There are two new hires in the Police Department. (pictures are unavailable at the time of this report)

Officer Andrew Courter is a veteran of the US Army who comes to us with several years of experience with the Fairfax County Police Department in Virginia. He is a native of New York and has moved to Northwood with his wife and their son. He has a Bachelor's Degree in Criminal Justice from Empire State College. Officer Courter will begin with two weeks of familiarization, observation and ride-alongs before beginning his formal training, law package, and field training.

Officer Nathan Howard is a native of Durham and a graduate of St. Thomas Aquinas High School. He graduated from St. Lawrence University with a Master's Degree in Educational Leadership. While an undergrad at St. Lawrence, Officer Howard played football for the school. He then served as an assistant coach for the team both during and after his graduate studies.

Professional Development

Library personnel attended an Event Keeper webinar on how to use and administer TixKeeper, an online museum pass reservation system the library will debut for the public in early September to facilitate ease of booking for the library's 16 museums.

A webinar on Koha administration and one on Overdrive Streaming Video were also virtually attended by professional library staff.

Fire & Rescue Deputy Chief attended a state class on Hurricane response.

Fire & Rescue Chief attended the International Fire Chief conference that highlighted an educational track of fire & ems based departments and current issues associated with them.

Bill Boulanger, Superintendent of Public Works & Utilities, Joseph Boucher, Public Works Supervisor and Utility Division crew members Jamie Stevens and Michael Nadeau, all attended the Technical Meeting hosted by New Hampshire Water Works Association.

Dave White, City Engineer, attended the 2014 APWA International PW Congress & Exposition, hosted by APWA at the Toronto Convention Center, Toronto, Ontario Canada.

All members of the Police Department that are certified to carry the TASER were recertified during the month of August 2014. The recertification process involves a one hour classroom session that includes the latest information on the device as well as a practical exercise during which the user demonstrates his or her proficiency.

ACKNOWLEDGEMENTS

The City is grateful to Kennebunk Savings Bank for their donation of \$200 to the library from their Community Giveback program.

Thank you to the library staff who collaborated on their own "Arts & Crafts" show for August after the scheduled artist dropped out at the last minute. Called "Librarians Do More Than Just Read", it featured paintings, photography, jewelry and fabric crafts by our own City staff members.

EMPLOYEE SPOTLIGHT

Brian Bortz. Quick witted, quiet in the hallways of City Hall, but always a person with a fast smile for you. Brian has worked for the City of Dover for 26 years! He has held 4 positions within the city and all have been with the Police Department.

Brian was first hired by the Police Department as a Public Safety Dispatcher in 1989 and was promoted in 1996 to the Communications Bureau Commander. During that year, Brian and his family moved away but ended up missing the seacoast and returned to Dover. Upon arriving, he once again became a dispatcher for Dover which was in 1997. In 1999, Brian was assigned to assist with the transition to the new CAD/RMS software within the Police Department. As soon as he had a taste of that, Brian went back to school to certify as a Microsoft System Engineer and eventually finished an Associate's degree in Network Administration. Brian continued with the Information Technology assignment until he was promoted to Records Bureau Supervisor in 2004 while still maintaining his IT responsibilities. In 2005, Brian was reassigned to MIS Coordinator/IT Administration for the Police Department and has been doing this ever since.

Brian primarily administers and supports the Police Department's computer hardware and software and assists his fellow employees with their technology needs.



When Brian was asked what he liked most about his job, he said he enjoys the smiles during those 'ah ha' moments when he can show someone something new that will make their job a bit easier. He also likes keeping the old computers running with the parts and pieces he hordes in his office.

When Brian was asked what he dislikes about his job, he said he's not very happy when stuff breaks at 4:00 pm on a Friday or any day in the middle of the night. But regardless of his dislikes, he still enjoys being the guy who gets to fix it!

Brian was born and raised in what was then rural Pennsylvania...which he says is not so rural anymore. He says he still enunciates the letter R when speaking and back in Pennsylvania, his family got milk from the Amish farmers – which according to him tasted horrible.

Brian says he has been married to the lovely Elizabeth (Liz) for 26 years. They met in high school in Pennsylvania. They have two children, Max and Alyson. Max just graduated from Dover High School. He capped off a long and successful soccer career as a captain on the varsity soccer team. Brian said their "little boy" is leaving for Army National Guard Boot Camp in October and plans to start at UNH in the fall of 2015. Max is wicked good on the trampoline. Alyson is soon to be 9 years old. She loves pink, American Girl dolls and has no fear of roller coasters. She is effervescent and empathetic. She is pretty good on the trampoline too. Brian and Liz enjoy sushi; it is their favorite date night treat. They can't wait for the next seasons of Walking Dead and Downton Abbey. Liz is not good on the trampoline but she makes wicked good salsa. Brian tends to say "yar", like a pirate, when answering yes to questions from Liz. He suspects she is tired of it.

Brian enjoys getting out and being active from running, taking a rare road bike trip or walking in Downtown Portsmouth with Liz. Brian has enjoyed coaching soccer since Max was little and has since started with Alyson. Brian is hooked on zombie apocalypse Kindle books and he highly recommends the Slow Burn series by Bobby Adair. He will often talk like the Queen of England when driving Alyson to school. He suspects she is tired of it.

As you can surmise, Brian is one of a kind. If you'd like to stop in and say hi to Brian, he is located in the back of the IT Office in City Hall. Brian makes those he encounters feel like he'd help them out with anything – and we sure do appreciate that! Don't ever change Brian.

The City Manager kept the City Council up to date with various emails. Most are highlighted below:

- The City Manager advised the City Council that the Strafford County Superior Court dismissed the case of Hebbard v. Steele and the City of Dover due to lack of standing by the Hebbards.
- The Council was advised that Dickenson Development released development rights for the waterfront.
- The City Manager sent the Council his FY2014 list of achievements pertaining to the goals set by the City Council for him last year.
- The City Manager sent the Council an overview of a sewer over flow which occurred on 8/13 and advised that the contractor was placed on notice of their responsibility.
- The Manager thanked the City Council for sharing their comments and support toward him during his annual review.
- A picture of the new decorative water fountain (front cover) and details pertaining to this generous donation by Mr. McManus was sent by the City Manager to the Council.
- The City Manager advised that Strafford County Superior Court denied Mr. Clay's Motion for Reconsideration regarding Clay v. Dover School Board.
- The City Council was made aware of a Waterfront Development Public Forum being scheduled the City Manager also encouraged citizen participation and input.
- The City Manager provided the Council with a document to be included in their agenda packets.
- An invitation was extended to Council members by the City Manager for an open house at the new building on the corner of Central and Silver streets.
- The City Manager gave a history on employee COLA and step/merit increases to the City Council.
- The City Manager also responded to various public requests as well as individual councilor questions.

The City Manager's Assistant participated in Workers Compensation file review this month. This occurs every quarter.

The City Manager's Assistant took part in an ICMA webinar focused on ICMA's new cutting-edge performance management and analytics platform.

The City of Dover flu shot clinics were set up by the City Manager's Assistant for all eligible City of Dover employees and their spouses. There is also one clinic which will be open to the public. All four clinics are in September and October.

Parking & Traffic

Parking Bureau

Parking Manager Bill Simons coordinated memorandums of agreement with 33 of the 45 Orchard Street parking lot deeded space holders who agreed to convert their deeded parking spaces into permits during the garage/PD construction period. These agreements benefit the city tremendously as they free up underused parking spaces for use by customers to Orchard Street area businesses.

Parking Manager Bill Simons has been working closely with current Orchard Street parking lot permit holders to move them to nearby locations to maximize the available parking for customers/visitors in the lot. Eighty permit holders will be moved out of the lot prior to the start of construction.

At their September meeting, the Parking Commission will be reviewing options for the types of meters to be used in the garage when it is complete. One system being considered is a *Pay by Space* system which allows a customer to pay for parking without having to return to their vehicle to put the receipt on the dashboard. Users will simply input their parking space number into the meter and purchase the amount of time they plan to stay for. They will get a receipt to validate the purchase, but it does not need to be displayed. A *Pay by Space* system also allows users to add time to their visit by cell phone. *Pay by Space* meter systems work well in garage settings because space numbers can be easily displayed.

During their past several meetings, the Parking Commission has reviewed and been updated on the pending request for proposal to develop part of the Third Street parking lot.

The Parking Commission has created a subcommittee to review the current rules on downtown resident parking permits which were created by resolution in 1988.

Traffic Bureau

Sergeant Speidel coordinated all traffic control particulars for the Baby Rachel's Legacy 5K run/walk event on August 2, 2014. This included the deployment of directional signs, barricades and cones to facilitate road closures and traffic diversions, scheduling and assignment of police personnel, and coordinating with event organizers on other logistical matters. Additionally, the Traffic Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or other traffic control particulars for the Seacoast Grower's Association's Farmer's Market and the Greek Festival at the Hellenic Center.

Sergeant Speidel attended a Public Informational Meeting on August 6, 2014 facilitated by the New Hampshire Department of Transportation's Bureau of Highway Design, to review the results of the structural evaluation of the existing General Sullivan Bridge and the State's recommended action for limiting access on the bridge until the full rehabilitation plan is decided. The entire Newington-Dover Little Bay Bridge reconstruction project was reviewed.

Sergeant Speidel worked closely with organizers of the second annual Mini Maker Faire, hosted by the Children's Museum of New Hampshire on August 23, 2014 at Henry Law Park. The Traffic Bureau provided an array of equipment to help facilitate this event, including event parking signs, cones, barriers and barricades to help cordon off portions of the park.

Sergeant Speidel assisted with the production of the "Night at the Woodman" event to benefit the Woodman Museum, August 22 – 24 by providing event parking signs and other equipment. The event was a weekend-long series of guided tours, in the spirit of the "Revealed" series, facilitated by volunteer actors in period costume to provide a taste of the many features contained at the museum.

The Speed Monitoring and Awareness RADAR trailer was deployed in several different locations during the month of August, including Dover Point Road, Central Avenue, Littleworth Road, Stark Avenue, Middle Road, Portland Avenue and Sixth Street.

On August 29, 2014, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. The date was selected by the New Hampshire Highway Safety Agency. Extra traffic patrols were performed during peak commuting hours under a contract which reimburses the agency's personnel costs using federal highway funds. Officers targeted moving violations tending toward aggressive driving behavior or distracted driving.

With supplemental funding through grants provided by the NH Highway Safety Agency, the Traffic Bureau continued to coordinate several targeted patrols during the month of August to enforce traffic violations in the following key areas: speeding, traffic control device violations (red light / stop signs), crosswalk and pedestrian related violations, and DWI enforcement.

Progression & Growth

The Downtown Vehicular and Pedestrian Access Study continued in August, with work being completed by the consultant on finalizing components of the preferred alternative. Staff reviewed the lane striping for Chestnut Street, as well as reached out to Pan Am/Guilford Rail regarding proposed changes to the intersection of Third Street and Chestnut Street. The Cecil Group, and RSG are finalizing suggestions for lane striping, landscape, and hardscape improvements for the major intersections in downtown Dover. A presentation will be made to the TAC on September 22 regarding final proposals.

The Department of Planning and Community Development continues to work with the developer of the First Street parking lot to address lighting and landscaping improvements. In addition, staff is interacting with the developer to plan out and implement the public improvements required by the Land Development Agreement. In addition, staff coordinated documentation of work eligible for reimbursement by the NH Department of Environmental Services, and staff is working with the Finance Department to coordinate proper documentation and will follow up with the State.

The Department of Planning and Community Development has been assisting the Police Department with the development of the Police Facility/Parking Garage. In August, Planning staff worked with the Police Department and City Manager to negotiate a Purchase and Sales agreement for the purchase of 4000 + square feet of land on Washington Street. Work continues on ensuring that the developer agreement and purchase and sale agreement meet the terms approved by the Council.

The Department of Planning and Community Development continues to work with a citizen committee to oversee an update to the Land Use Chapter of the Master Plan. This document guides development and suggests changes to the community's land use regulations. Work is on target to be completed in early October 2014. In August, staff reviewed the draft text created for the chapter, and worked with the consultant to create survey questions for stakeholders to assess future land use regulation changes.

Work on the 2016-2021 Capital Improvement's Program continued in August. Planning staff prioritized project request forms from departments. The Director of Planning and Community Development met with the School Administrative staff and the Joint Building Committee for the CTC/High School to review the High School/CTC submission to update past numbers. The Planning Board and Council will review the CIP beginning in October.

The Director of Planning and Community Development spent time in August reviewing options for tracking and illustrating performance measurement trends within the City operations. This review included investigation of integrating performance measures into the City's web site.

The Director of Planning and Community Development and the department's MPA Fellow worked to develop a framework for the administration of the City's Downtown Dover TIF. A press release was drafted and released. Information was added to the City's web site relative to the TIF and updated to those in the community.

The Director of Planning and Community Development was invited to be a panelist at the NH Alt Energy Summit in September. This event is geared towards opportunities with electric modes of transportation.

Planning Board:

- Approved a Minor Lot Line Adjustment for the City of Dover and One Twenty Five Washington Street, Inc., Assessor's Map 2, Lots 83 and 53, zoned CBD-G, located at 125 Washington Street, Chestnut Street and Orchard Street
- Approved a Minor Subdivision and Transfer of Development Rights Sketch Plan for Mark Phillips & The Storage Barn, LLC, (Owner: Diane & Jeff Weeden & The Storage Barn, LLC), Assessor's Map D, Lots 15 & 16, zoned B-4, located at 385 & 387 Sixth Street. This subdivided 2 lots subdivided into 3 lots.
- Approved a Conditional Use Permit for Paul Delisle, Assessor's Map 8, Lot 17, zoned R-20, located at 20 Leighton Road. This allows construction of approximately 200 sq. ft. of additional porch to an existing house within the Conservation District adjacent to the Bellamy River.
- Approved a Conditional Use Permit for Aimee & Jeremy Dion, Assessor's Map 40, Lot 12, zoned R-12, located at 3 Earle Street. This allows construction of a 482 sq. ft. addition to a house that would be no closer than 50 feet to Willand Pond in the Conservation District.
- Approved a Conditional Use Permit for John S. Lomastro, Assessor's Map L, Lot 43, zoned R-20, located at 163 Spur Road. This allows construction of a patio, retaining wall, walkway, steps and landscaping within the Conservation District adjacent to the Bellamy River, with 1,026 sq. ft. of permanent impact and 1,920 sq. ft. of temporary impact for construction access.
- Approved a Minor Subdivision for STF Development Corp., Assessor's Map B, Lot 1A, zoned R-40, located at 480 Sixth Street. 1 lot subdivided into 2 lots.
- Approved a Minor Subdivision for Jeffrey & Anne Bean, Assessor's Map A, Lot 45, zoned R-40, located at 12 Olive Meadow Lane & Sixth Street. 1 lot subdivided into 2 lots.
- Approved a Conditional Use Permit for reduced parking per Chapter 170-44-I for International Cars Limited, (Owners: M & E Jespersen Realty, LLC & Mario & Janet Dimambro), Assessor's Map K, Lots 40, 40A, 40C & Assessor's Map 17, Lot 15, zoned B-3 & R-12, located at 5 Dover Point Road & 4 Elliot Park.
- Approved a Site Plan for International Cars Limited, (Owners: M & E Jespersen Realty, LLC & Mario & Janet Dimambro), Assessor's Map K, Lots 40, 40A, 40C & Assessor's Map 17, Lot 15, zoned B-3 & R-12, located at 5 Dover Point Road & 4 Elliot Park. This allows for the demolition of an existing building and to construct a new 46,483 sq. ft. building with 308 parking spaces.
- Accepted and tabled a Conditional Use Permit per Chapter 170-20-B for The Housing Partnership, (Owner: Roman Catholic Bishop of Manchester, NH), Assessor's Map 27, Lots 2, 3, 4 & 15, zoned CBD-General, located at 577 Central Avenue. This would grant relief from 75% building coverage requirement and from requirement that the building be 24 feet or less from side property line.
- Accepted and tabled a Conditional Use Permit for reduced parking per Chapter 170-44-I for The Housing Partnership, (Owner: Roman Catholic Bishop of Manchester, NH), Assessor's Map 27, Lots 2, 3, 4 & 15, zoned CBD-General, located at 577 Central Avenue.
- Accepted and tabled a Conditional Use Permit per 170-20-B for The Housing Partnership, (Owner: Roman Catholic Bishop of Manchester, NH), Assessor's Map 27, Lots 2, 3, 4 & 15, zoned CBD-General, located at 577 Central Avenue. This would give relief from prohibition of residential on first floor.
- Accepted and tabled a Site Plan for The Housing Partnership, (Owner: Roman Catholic Bishop of Manchester, NH), Assessor's Map 27, Lots 2, 3, 4 & 15, zoned CBD-General, located at 577 Central Avenue. This would permit construction of a mixed use 5-story building (60,918 sq. ft.) with 41 residential units and 14,018 sq. ft. of commercial space and one 21,170 sq. ft. 2-story building with 6 residential units.
- Approved a Conditional Use Permit for Littleworth Road Solar LLC, (Owner: Bruce Caswell), Assessor's Map G, Lot 31, zoned I-2, located at 68 Littleworth Road. This will allow 2,400 sq. ft. of impact to 50 foot wetlands buffer.
- Approved a Site Plan for Littleworth Road Solar LLC, (Owner: Bruce Caswell), Assessor's Map G, Lot 31, zoned I-2, located at 68 Littleworth Road. This will allow construction of 35,620 sq. ft. of solar arrays.
- Approved a Minor Lot Line Adjustment for Gary & Lois Winters and Carl & Catherine Aichele, Assessor's Map 12, Lots 41 & 45, zoned RM-U, located at 50 Silver Street & 31 Summer Street.

Zoning Board:

- Approved dimensional and use variance requests for STF Development Corp., 35 Dover Point Road (Tax Map K, Lot 37), located in the Medium Density Residential (R-12) District. The variances allowed (a) 28 multi-family units where multi-family is not a permitted use in the R-12 District, (b) office uses in the proposed building at the front of the lot where office is not a permitted use, (c) a building height of forty (40) ft. where thirty-five (35) ft. is the maximum permitted, and (d) one (1) sign for the office use that would conform to the requirements of the Thoroughfare Business (B-3) District; and from Section 170-6, definition of "Lot", to permit more than one (1) principal building on the lot.
- Approved a dimensional variance for Robert C. Carrier, 2-4 Florence Street (Tax Map 27, Lot 171), located in the Medium Density Residential (R-12) District. This variance permits the construction of an attached carport within 5 feet of the rear lot line where a minimum setback of 30 feet is required.
- Denied a variance for Barlo Signs/Convenient MD (Property Owner: Prime Circle LLC), 15 Webb Place (Tax Map D, Lot 2A), located in the Thoroughfare Business (B-3) District. This variance would have allowed (a) a 147 sq. ft. wall sign where the maximum size wall sign permitted is approximately 75 sq. ft., based on the tenant's linear business frontage of approximately 75 ft., (b) total sign area of 241.6 s.f. where approximately 149 s.f. is permitted by right, and (c) a total of three (3) signs where only two (2) are permitted by right per tenant.
- Approved a variance request for FMX LLC, 1 Education Way (Tax Map E, Lot 31), located in the Executive Technology Park (ETP) District. This allows two (2) signs where only one (1) sign is permitted by right.

The Housing Standards Board

Did not meet.

Energy Commission

- Met to discuss:
 - Littleworth Road Solar Array Update
 - Evaluation of City owned buildings and properties for PPA/Community Solar Project
 - Update on Presentation to City Council re: letter providing comments on State Energy Draft Plan
 - Grant Application Update
 - Energy Commission Goal Setting

Conservation Commission

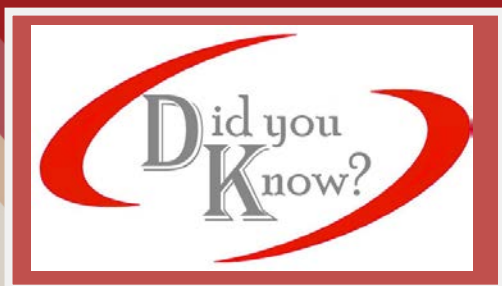
- Tabled a NHDES Wetlands Permit and City of Dover Conditional Use Permit for Adam, Jade and Cheryl Fogg, Assessor's Map L, Lot 13, zoned R-20, located at 25 Nute Road. Proposal is to replace an existing house and garage with a new house and garage in a single structure, within the Conservation District adjacent to the tidal Bellamy River. The total permanent impact is 3,900 square feet.
- Approved a Forest Management Plan for Timber Harvest on Conservation Easement Lots – Tender Crop Farms, Dover Point Road, Assessor's Map L, Lot 1; Map M, Lots 52, 53-A, and 54. Conservation easement (98.8 acres) obtained in 2006 and 2007, held by City of Dover Conservation Commission, Strafford Rivers Conservancy and NH Department of Transportation.
- Endorsed a City of Dover Conditional Use Permit for Littleworth Road Solar LLC (Owner: Bruce Caswell), Assessor's Map G, Lot 31, zoned I-2, located at 68 Littleworth Road. Proposal is to install a community solar garden within the Wetland Protection District 50-foot buffer. The total permanent impact is 2,400 square feet.

Transportation Advisory Commission

Did not meet.

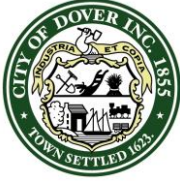
The Community Trail Committee

Did not meet



Did you know that the City has 3,500 catch basins?

The City maintains approximately 2,400 of them and the rest are privately owned and maintained.



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Workshop Session**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 3, 2014**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Hooper 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. COCHECO WATERFRONT DEVELOPMENT ADVISORY COMMITTEE UPDATE

Mr. Jack Mettee, Chairperson of Cochecho Waterfront Development Advisory Committee (CWDAC), gave a PowerPoint presentation to the Council regarding the background of CWDAC and where to go at this point.

The Council thanked Mr. Mettee for the Committee's hard work and discussed options for the next step.

B. LEGISLATIVE POLICY POSITIONS

Councilor Garrison gave an overview of the handouts and the process to the Council. He went over the list of 2015-2016 and discussed the items that the Council pulled for further discussion.

Referring to the 2015-2016 Legislative Policy Recommendations. The Council discussed the following items, and a support/opposed vote was taken.

Item 1: Support 4; Opposed 5.

Item 5: Support 2; Opposed 7.

Item 8: Support 4; Opposed 5.

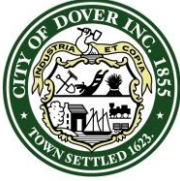
Mayor Weston suggested amending the policy recommendation and scratch "choice" and to have it read as follows: "all public notice requirements to allow electronic notification and newspaper print, as well as posting in public places, for official public legal notification.

Councilor Cheney seconded that amended.

City Manager Joyal said the amendment would require the town to post it electronically, which some towns might not have the capability.

Councilor Cheney said they should just stick with the no vote.

Mayor Weston retracted her amendment.



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Workshop Session**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 3, 2014**
Meeting Time: **7:00 pm**

Item 10: Support 6; Opposed 3.
Item 11: Support 5; Opposed 4.
Item 13: Support 8; Opposed 1.
Item 17: Support 8; Opposed 1.
Item 18: Support 9.
Item 24: Support 7; Opposed 2.

The Council continued to the Finance and Revenue Action Policy Recommendations.

Item 7: Support 7; Opposed 1; No position 1.
Item 8: Support 8; No position 1.
Item 22: Support 9.

The Council continued to the Infrastructure, Development, and Land Use.
The Council did not pull any for further discussion and all were supported as written.

The Council discussed the Floor Policy Proposals.

Councilor Garrison discussion appointing a voting delegate.
Councilor Cheney nominated Councilor Garrison.
Vote: 9/0.

City Manager Joyal said there will be a resolution next week regarding this issue.

6. CITIZEN'S FORUM

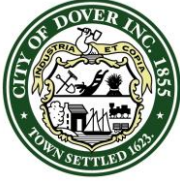
Citizens are invited to speak on the subject matter of the Workshop. Statements shall be limited to five minutes.

Donald Medbery, 3 Covered Bridge Lane: He spoke about needing new people on a committee regarding the Waterfront.

7. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn; seconded by Councilor Gagnon.
Vote: 8/1; Passed. Councilor McManus was opposed.

All handouts and PowerPoint presentations have been archived with these minutes.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 10, 2014**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor O'Connor led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Cheney, Councilor Gagnon (arrived at 7:37pm), Councilor Garrison, Councilor Hooper, Councilor McManus, Councilor O'Connor, and Councilor Thibodeaux.

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

5. PROCLAMATIONS/AWARDS

A. DOVER 9-YEAR-OLD CAL RIPKEN ALL STAR BASEBALL TEAM

Mayor Weston presented the proclamation to the team.

6. APPROVAL OF AGENDA

Councilor Hooper moved to add the School Board Report.

Councilor Cheney moved to add the Ordinance Committee Report.

Councilor McManus moved to add the Library Board of Trustees Report.

Deputy Mayor Carrier moved to approve the Agenda as amended; seconded by Councilor Thibodeaux.

Vote: 9/0.

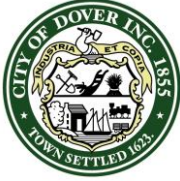
7. PUBLIC HEARINGS – None

8. CITIZEN'S FORUM

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

Jeffrey Brissette, 11 Fieldstone Drive: He spoke about the condition of Tolend Road and how the paving was done incorrectly. He spoke about the need to complete the bidding process. He said it cost the City more money and it is already cracking.

Donald Medbery, 3 Covered Bridge Lane: He agreed with Mr. Brissette. He spoke about the need to complete the bidding process.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 10, 2014**
Meeting Time: **7:00 pm**

Thomas Levasseur, 8 Harvest Drive: He spoke about the flood damage to Kelley's Row and Blue Latitudes. He said the owners of these businesses are always helping and contributing to the City and the City's charitable organizations. He asked for the City's help in getting these businesses opened again.

Brian Kelley, 48 Picard Lane, co-owner of Kelley's Row: He spoke about his business and how nothing is being done to help them get back to business. He asked for the City's input to help them get this resolved.

Raylene O'Neil, 128 Henry Law Avenue: She spoke in support of Kelley's Row and Blue Latitudes.

Shannon O'Neil, 128 Henry Law Avenue: He spoke in support of Kelley's Row and Blue Latitudes.

Eddie Edwards, 57 Clearwater Drive: He talked the lack of leadership of the Council. He asked the Council to help these businesses.

Raymond Masse, 7 Fieldstone Drive: He spoke in support of Kelley's Row and Blue Latitudes. He said he was present when the flooding happened.

Tony Christopher, 17 School Street: He spoke in support of Kelley's Row and Blue Latitudes. He asked for the Council's input to get this resolved.

Larrie Upton, 4 Oak Hill Drive: He spoke in support of Kelley's Row and Blue Latitudes.

Jamie Stevens, 7 Drew Road: He spoke in support of Kelley's Row and Blue Latitudes.

Nathan Dickey, 43 Cushing Street: He spoke in support of Kelley's Row and Blue Latitudes.

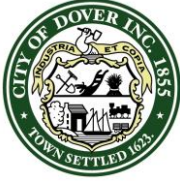
Mayor Weston, seeing no one else wishing to speak, closed the Citizen's Forum.

9. CITY MANAGER'S REPORT

City Manager Joyal thanked the citizens for supporting Kelley's Row and Blue Latitudes. He said all the citizen's forum comments have been taken to heart. He said they are trying to be creative and solve this issue legally. He said it is the City's primary goal to get these businesses back on their feet.

Mayor Weston said the leadership of this community is working on this issue. She asked the City Manager if the City is responsible to determine who is responsible.

City Manager Joyal said the City has conducted an initial engineering report. He said legal action has started and ultimately it's the courts that will determine responsibility. He said they plan to have engineers meet with insurance adjusters to get this resolved quickly. He said the City is named in the suit, but he is working with the businesses to get this resolved.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 10, 2014**
Meeting Time: **7:00 pm**

Councilor Cheney moved to suspend the rules to reopen Citizen's Forum; seconded by Councilor O'Connor.
Roll Call Vote: 9/0.

Mayor Weston reopened Citizen's Forum.

Larry Gormley, Hoefle Phoenix Gormley & Roberts, P.A.: He said he represents Kelley's Row and Blue Latitudes. He discussed why the businesses initiated the lawsuit, and the process the lawsuit needs to go through. He said the purpose of speaking tonight with the Council is these businesses need money to rebuild now.

Michael Cartelli, owner of Cartelli's Bar and Grill: He spoke in support of Kelley's Row and Blue Latitudes.

Michael Steinberg, owner of Relyco: He spoke in support of Kelley's Row and Blue Latitudes.

Raymond Masse, 7 Fieldstone Drive: He spoke in support of Kelley's Row and Blue Latitudes. He asked the City to contact their insurance company to pressure them to pay for the damages now and then fight it out between the insurance companies.

Thomas Lévasseur, 8 Harvest Drive: He said he was surprised that it took the City two weeks to find out something was going on at these businesses.

Wayne Gower, 23 Jefferon Drive: He spoke in support of Kelley's Row and Blue Latitudes. He asked the Council to pull the permits for this construction site until the issue is resolved.

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

City Manager Joyal said the City can withhold the certificate of occupancy, but not to stop the construction. He said he was at the site as soon as he realized there was a problem, and he takes the blame that it wasn't sooner.

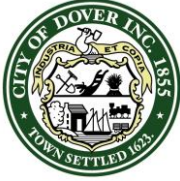
Councilor O'Connor referred to the Tolend Road paving project, and asked if it was constructed correctly.

City Manager Joyal said this situation is being dealt with Statewide and the specifications for pavement. He said they are working with the contractor.

Councilor Hooper asked for clarification regarding comments made about the City's insurance. City Manager Joyal said they no longer use the insurance company mentioned, but now have Primex. He added that he was never on the board for the Local Government Center (LGC).

Councilor Cheney questioned that he was on the board of the New Hampshire Manager's Association.

City Manager Joyal agreed, but added that it had nothing to do with the New Hampshire Municipal Association.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 10, 2014**
Meeting Time: **7:00 pm**

Councilor Cheney asked about the costs for paving Tolend Road and Watson Road. City Manager Joyal said there are fixed costs and that the total cost is not based on the length of road being paved.

Mayor Weston talked about doing a feasibility study for the Waterfront area. City Manager Joyal said that would be his recommendation.

Deputy Mayor Carrier moved to accept the City Manager's Report; seconded by Councilor Gagnon.
Vote: 9/0.

10. APPROVAL OF MINUTES

A. August 27, 2014 – Regular Meeting

Deputy Mayor Carrier moved to approve the minutes: seconded by Councilor O'Connor.
Vote: 9/0.

11. MAYOR'S REPORT

Mayor Weston said she attended the DBIDA retreat. She spoke about the dedication of a new sign for the Dover Middle School. She attended the Dover BizEd meeting. She talked about the CTC funding from the State, and thanked Senator Watters for his work.

Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Garrison.
Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING – None

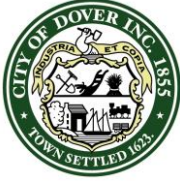
B. ORDINANCES IN THE 3rd READING – None

C. RESOLUTIONS – None

13. NEW BUSINESS

A. CONSENT CALENDAR

1. RAFFLE – Amy's Treat
2. RAFFLE – Farmington Parks & Recreation
3. RAFFLE – St. Thomas' Episcopal Church
4. ROAD RACE – Dover High School Unified
5. ROAD TOLL – Muscular Dystrophy Association of N.H. & Dover Fire
6. TAG – Seacoast Titans Football and Cheer



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 10, 2014**
Meeting Time: **7:00 pm**

COMMITTEE REPORTS

1. **School Board**
2. Planning Board
3. Appointments Committee
4. Recreation Advisory Board
5. McConnell Center Advisory Committee
6. Arts Commission
7. Solid Waste Advisory Commission
8. Transportation Advisory Commission
9. Legislative Liaison
10. Pool Advisory Committee
11. Parking Commission
12. **Ordinance Committee**
13. Police and Parking Facility Building Committee
14. Joint Building Committee – Dover High School and Regional CTC
15. **Library Board of Trustees**

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

Councilor Hooper asked to pull the School Board Report.

Councilor Cheney asked to pull the Ordinance Committee Report.

Councilor McManus asked to pull the Library Board of Trustees Report.

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

Vote: 9/0.

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

Vote: 9/0.

Councilor Cheney gave an overview of the Ordinance Committee Report to the Council. She spoke about adding a line to the Ordinance Template to have the section.

Vote: 9/0.

Councilor McManus gave an overview of the Library Board of Trustees Report to the Council.

Vote: 9/0.

B. RESOLUTIONS

1. **ADDITIONAL SCOPE OF WORK FOR DREDGE CELL CLOSURE, GEOINSIGHT INC.**

SPONSORED BY MAYOR WESTON BY REQUEST

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

Environmental Project Manager Peschel gave an overview of this resolution to the Council regarding the dredge cell.

Roll Call Vote: 9/0.

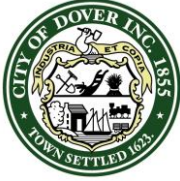
2. **UNH COCHECO AND UPPER PISCATAQUA RIVER SAMPLING PROJECT**

SPONSORED BY MAYOR WESTON BY REQUEST

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

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

Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 10, 2014**
Meeting Time: **7:00 pm**

3. NEW HAMPSHIRE MUNICIPAL ASSOCIATION LEGISLATIVE POLICY +CONFERENCE SPONSORED BY COUNCILOR GARRISON

Councilor Garrison moved for its adoption; seconded by Councilor O'Connor.
Vote: 9/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 131 – OFFENSES (TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 24, 2014) SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on September 24, 2014;
seconded by Councilor O'Connor.
Vote: 9/0.

14. COUNCIL CORRESPONDENCE – None

15. COUNCIL MATTERS OF INTEREST

Councilor McManus talked about the Waterfront development project and starting the process for creating the TIF district for the waterfront to cover the costs.

Councilor Thibodeaux said the second Saturday of the month she will be holding a "Coffee with the Councilor" session.

Councilor Gagnon said Hazardous Waste Day for Dover is set for September 29, 2014, 8:30 – 12:30.

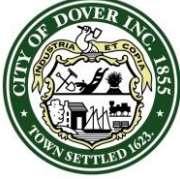
City Manager Joyal said there is a list of items they will take on the City's website.

Councilor McManus said the Irish Festival is September 27, 2014, 12:00 – 4:00 pm, in Henry Law Park.

Councilor Weston spoke about the Council considering to change the timing of the Citizen's Forum segment during a workshop session to be in the beginning.

16. ADJOURNMENT

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2014.09.10 – 17**
Ordinance Title: Offenses
Chapter: 131

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 131 entitled “Offenses”.

2. AMENDMENT

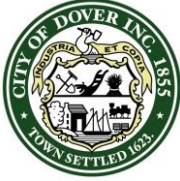
Chapter 131 shall be amended to include Section 131-23, “Hunting on City Property,” as follows:

131-23. Hunting on City Property.

A. No person shall hunt wildlife in or on the City owned land comprising and/or abutting the following properties, unless authorized in writing by the City Manager:

- (1) All Dover Public School facilities
- (2) Willand Pond Recreation Area
- (3) Dover Community Trail
- (4) Tolend Landfill
- (5) Pine Hill Cemetery
- (6) Guppey Park
- (7) Dover Community Services facilities on Mast Road
- (8) Wastewater Treatment Plant
- (9) Bellamy Park
- (10) Maglaras Park
- (11) Garrison Hill Park

B. The City Manager may provide for the posting of these City owned properties against hunting pursuant to RSA 635:4.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2014.09.10 – 17**

Ordinance Title: **Offenses**

Chapter: **131**

C. Penalties

(1) Any person violating the provisions of this section shall be subject to a fine of up to one thousand dollars (\$1,000.00) per offense.

3. TAKES EFFECT

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

TO BE REFERRED TO A PUBLIC HEARING

DOCUMENT HISTORY:

First Reading Date: 09/10/2014	Public Hearing Date: 09/24/2014
Approved Date:	Effective Date:

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

Approved as to Legal Form
and Compliance:

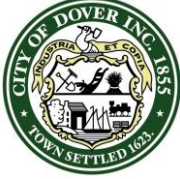
Anthony I. Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk

DOCUMENT 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 – 2014.09.10 – 17**

Ordinance Title: Offenses

Chapter: 131

ORDINANCE BACKGROUND MATERIAL:

The City of Dover owns numerous parcels of property throughout the City, some of which are maintained as open space and parks, and some of which are adjacent to schools and/or City infrastructure. The hunting of wildlife on City property is incompatible with the use of these specified public properties and has the potential to cause damage to City residents, assets and infrastructure.



APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

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

Organization Name: Cocheco Valley Humane Society Federal Tax ID number for Organization: 22-257617849

Check (✓) Nature of Organization:

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

Contact Person: Mary Goyette or Alaina Goodnough Day Time Telephone: 749-5322 ext 111

Address: 262 County Farm Rd, Dover Email outreach@cvhsonline.org

Purpose of Permit: holding raffle & donation drive event

Date of Event: 9/20/14 Specific Time: 10am to 5pm

Location of Event: Petco in Dover

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: collection of gift cards and pet supplies

Cost of Ticket: \$1 each/6 for \$5 Date of Drawing: 9/20/14

Place of Drawing: Petco in Dover

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

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

Handwritten initials

PARADE PERMITS & BLOCK PARTIES ONLY

PARADE PERMITS ONLY

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

Police Department Parade Route/Block Party Approval Signature: _____

Printed Name: _____ Check Here If Parade Route Is Attached: _____

ROAD TOLL ONLY

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

Licensing Board Approval [Signature] Date: 9/10/14

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: Alaina Goodnough DATE: 9/4/14



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

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

Organization Name: DOVER MAIN STREET
Federal Tax ID number for Organization: 20509406

Check (✓) Nature of Organization:

Religious _____, Educational _____, Charitable _____, Civic [X], Sports _____, Veterans _____, Fraternal or Political _____, Other _____
(Describe) DOVER MAIN ST. PROMOTES A VIBRANT + ECONOMIC DOWNTOWN
Contact Person: ERIC HAGMAN Day Time Telephone: 60397810213
Address: 205 SILVER ST - DOVER Email eric.hagman@comcast.net
Purpose of Permit: 2014 SEACOAST IRISH FESTIVAL
Date of Event: 9/27/2014 Specific Time: 9AM - 9PM
Location of Event: HENRY LAW PARK + ROTARY ARTS PAVILION

Prize (s) To Be Awarded: TRIP TO IRELAND AND OTHER IRISH THEMED
Cost of Ticket: \$1 TO \$10 Date of Drawing: 9/27/2014 PRIZES + 50/50 RAFFLE
Place of Drawing: ROTARY ARTS PAVILION

* 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

RAFFLE PERMIT 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: [Signature]
Printed Name: ANTHONY COLARUSSO Check Here If Parade Route Is Attached: [X]

PARADE PERMITS & BLOCK PARTIES 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: _____

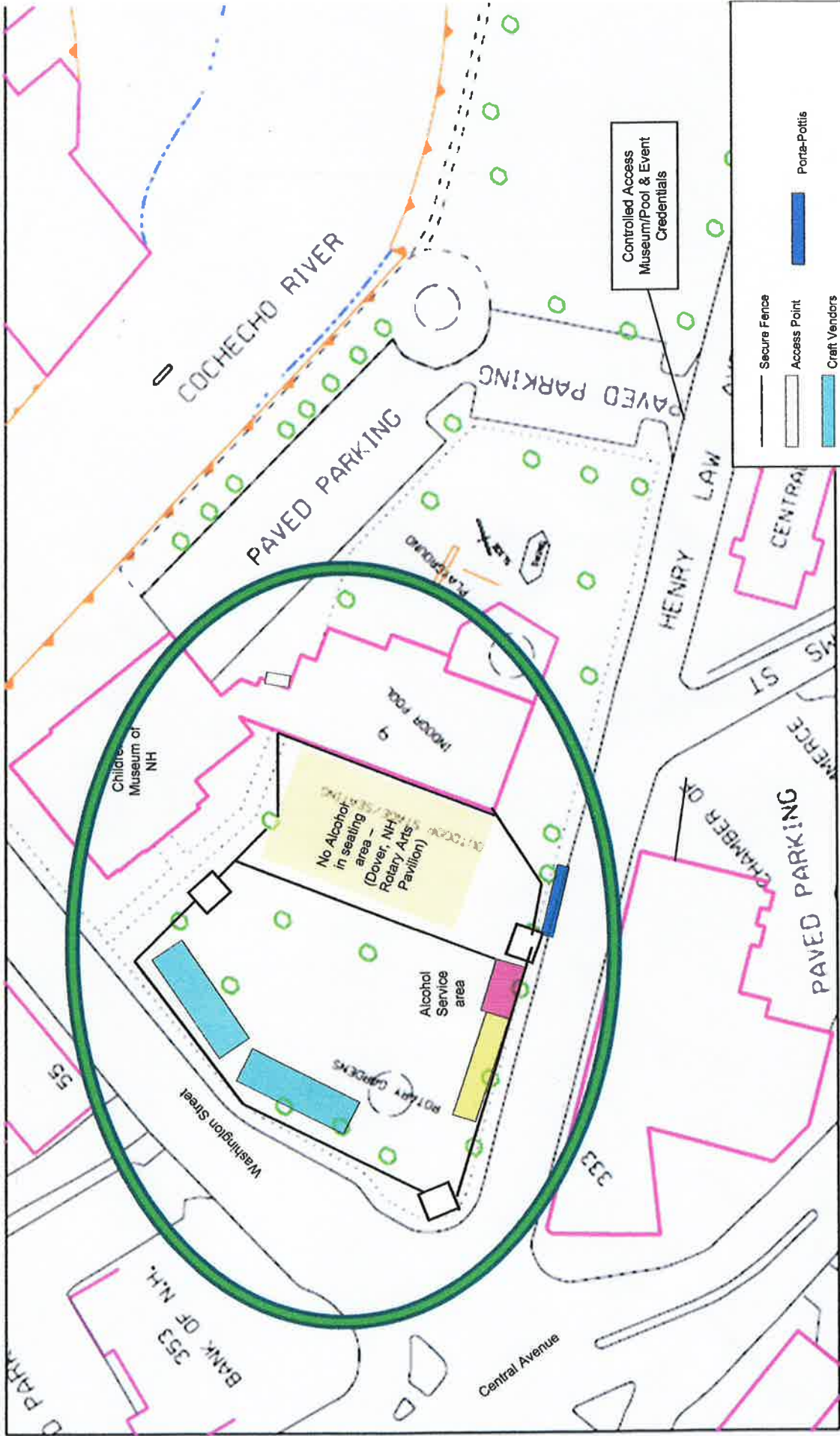
ROAD TOLL ONLY

Licensing Board Approval [Signature] Date: 8/25/14

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: Eric Hagman DATE: 7/28/2014
ERIC HAGMAN

2014 Seacoast Irish Festival Site Layout



basemap.dgn 8/28/2009 9:30:43 AM

NO ROAD CLOSURES - JUST

THE CLOSING/USE OF PARKING SPOTS ON HENRY LAW ADJACENT TO PARK FOR FESTIVAL SETUP LIKE LAST YEAR + OPERATION

J. MICHAEL JOYAL, JR.
City Manager
m.joyal@dover.nh.gov



288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6023
Fax: (603) 516-6049
www.dover.nh.gov

City of Dover, New Hampshire

OFFICE OF THE CITY MANAGER

July 21, 2014

Mr. Brian Kelley
Dover Main Street
288 Central Avenue
Dover NH 03820

Dear Brian:

As the City Manager, pursuant to Dover ordinance 131-8, I hereby waive the prohibition against the serving/consumption of alcohol on city property during the **2014 Seacoast Irish Festival on September 27, 2014 between the times of 12:00 pm to 7:00 pm**. This allows for the serving/supplying/consuming of alcoholic beverages on city property located in the **designated area at the Rotary Arts Pavilion** upon the following conditions:

1. The server/supplier/user of alcoholic beverages and the sponsoring agency for the scheduled event agree to indemnify the City of Dover for bodily injury, property damage, accident, fire, loss, theft or other casualty arising from the sale or service of alcoholic beverages.
2. The server/supplier/user of alcoholic beverages and the sponsoring agency for the scheduled event agree to abide by all rules and regulations promulgated by the City of Dover for the rental/use of city property.
3. The server/supplier/user of alcoholic beverages obtains all state licenses for serving and supplying alcoholic beverages.

If you have any questions, please feel free to give my office a call. I wish you much success during this event!

Sincerely,


J. Michael Joyal, Jr.
City Manager

JMJ:cb

Cc: Anthony Colarusso, Police Chief
Gary Bannon, Recreation Director



APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

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

Organization Name: Dover Shockwave Robotics Federal Tax ID number for Organization: 02-6000230

Check (✓) Nature of Organization:

Religious _____, Educational X, Charitable _____, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____ (Describe) Supports the Dover High School Robotics group.

Contact Person: James Cole Day Time Telephone: 617-279-7842 Address: 6 Cranbrook Ln Email: colejd@comcast.net

Purpose of Permit: Fundraising

Date of Event: Oct 4 2014 Specific Time: 4:00 pm

Location of Event: Apple Harvest Day

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: Painting

Cost of Ticket: \$5.00 Date of Drawing: Oct 4, 2014

Place of Drawing: Apple Harvest Day Booth

* 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

PARTIES ONLY

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

Police Department Parade Route/Block Party Approval Signature: _____

Printed Name: _____ Check Here If Parade Route Is Attached: _____

ROAD TOLL ONLY

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

Licensing Board Approval [Signature] Date: 9/17/14

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: Sep 17, 2014



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 Womens Health PA Federal Tax ID number for Organization: 20-0167333

Check (✓) Nature of Organization:

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

Contact Person: Maureen Raiche Day Time Telephone: 603-742-2424 Address: 700 Central Ave. Dover, Email mraiche@DoverWomensHealth.com Purpose of Permit: Raffle Date of Event: 10/4/14 Specific Time: 8-5 pm Location of Event: Apple Harvest Fest (Booth)

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: T-Pad / cratched Baby Items Cost of Ticket: attached sheet Date of Drawing: 10/4/14 4pm Place of Drawing: at Booth Apple Harvest Fest

* 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

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

ROAD TOLL ONLY

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

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

Licensing Board Approval [Signature] Date: 9/11/14

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: 8/24/14

Clarification on raffle application for Dover Women's Health for Apple Harvest Day Saturday 10/ 4/2014.

We will be raffling off a I Pad Mini for the price of \$5 per ticket or 3 for \$10.00

We will be also raffling off some hand knitted baby outfits \$2 per ticket or 3 for \$5.00

All proceeds will go to Goodwin Community Health Center



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: ZEBRA CROSSINGS
Federal Tax ID number for Organization: 80-0456257

Check (✓) Nature of Organization:

Religious _____, Educational _____, Charitable ✓, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____

(Describe) PROGRAMS FOR YOUTH WITH CHRONIC HEALTH CONDITIONS

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

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

Purpose of Permit: RAFFLE CALENDAR FUNDRAISER

Date of Event: DECEMBER 2014 Specific Time: DAILY DRAWINGS IN DECEMBER 2014

Location of Event: MCLONNELL CENTER, DOVER

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: VARIOUS PRIZES DAILY - TOTAL VALUE APPROX. \$1,000 - \$1,200

Cost of Ticket: \$10.00 Date of Drawing: DAILY DRAWINGS DECEMBER 2014

Place of Drawing: MCLONNELL CTR DOVER

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

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

21 86

PARADE PERMITS & BLOCK PARTIES ONLY

PARADE PERMITS ONLY

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

Police Department Parade Route/Block Party Approval Signature: _____

Printed Name: _____ Check Here If Parade Route Is Attached: _____

ROAD TOLL ONLY

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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: 8/28/14



Apple Harvest Day
Oct 4, 2014

They want the option of doing both

APPLICATION
CITY OF DOVER, NEW HAMPSHIRE



Not sure? yes

Check (✓) the type of application:

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

Organization Name: Dover Disable Veterans chapter #5
Federal Tax ID number for Organization: 02-6018937

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

Contact Person: Daide Wiggan Day Time Telephone: 603 834-3216
Address: 13 Cross Road Rochester N.H Email: withthewigatha@myfairpoint.net
Purpose of Permit: Apple Harvest Day 03868
Date of Event: 4 Oct 2014 Specific Time: 9:00 AM - 4 PM
Location of Event: down town dover N.H

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: Not if we are doing a 50/50
Cost of Ticket: would be \$1.00 ea Date of Drawing: 4 Oct 2014
Place of Drawing: at the End of day at Apple Harvest Day
* NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS: Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information. Please provide a way for us to contact you during the day so the request can expedited. Information on these requirements may be found at
<http://www.doj.nh.gov/charitable-trusts/faq.htm>

PARADE PERMITS & BLOCK PARTIES ONLY

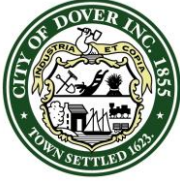
** NOTE: ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA
Police Department Parade Route/Block Party Approval Signature: _____
Printed Name: _____ Check Here If Parade Route Is Attached: _____

ROAD TOLL ONLY

***NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT
Road Toll Location: _____
Police Department Road Toll Approval Signature: _____
Printed Name: _____

Licensing Board Approval [Signature] Date: 9/16/14

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by the same.
SIGNATURE OF APPLICANT: [Signature] DATE: 10 Sept 2014



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2014.09.24 – 94**
Resolution Re: B14062 – Award of RFP for Performance Evaluation
Application Software

WHEREAS: The sealed request for proposal B14062 was issued and received for an Employee Performance Evaluation Application Suite on May 28, 2014 at 11:30am. The objective of this RFP was for vendors to submit qualifications and cost proposals to provide and support an automated employee performance evaluation application; and

WHEREAS: Three vendors replied and interviews were conducted on June 16, 2014 and again for follow up information on August 11, 2014. After careful evaluation it is the recommendation of the evaluating committee to award the project to Halogen Software Inc in the amount of \$39,367.89 for year one which includes the subscription, onetime set up fees and training. Year two fees are contingent upon appropriated funds and will include subscription and continuous advancement services in the amount of \$29,782.89.

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 Halogen Software Inc of ON Canada for the implementation the employee performance evaluation application suite in the amount of \$39,367.89. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
1000.1.190.41991.4840.00000.00.	Misc Gen Gov Contingency	311,510	271,815

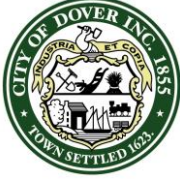
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

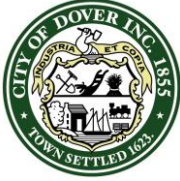
Resolution Number: **R – 2014.09.24 – 94**
Resolution Re: B14062 – Award of RFP for Performance Evaluation
Application Software

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.7.

Resolution Number: **R – 2014.09.24 – 94**
Resolution Re: B14062 – Award of RFP for Performance Evaluation
Application Software

RESOLUTION BACKGROUND MATERIAL:

The City undertook an employee survey in the winter of 2012, through which we identified areas for improvement. In an effort to follow through on the City's core values, the department heads and some staff members carried out a series of LEAN trainings with the State of NH to eliminate waste from our hiring process and employee performance evaluation system and make them more effective and efficient. This is the next step of the value stream, in which we are looking to implement a tool that will continue to improve upon these two processes.

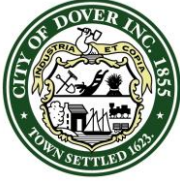
Effective performance management will assist the administration and departments with objective metrics, strategic alignment to the City's core values and mission, as well as provide the direction for targeted training and development. The eAppraisal software will allow us to take the practices of our current process and fully streamline it. It has the capability to notify supervisors, department heads, City Manager, and employees of the upcoming and past due evaluations to ensure a high completion rate. Along with the Department specific evaluation options, they also have reporting capabilities beneficial to department training and budget needs.

The eLearning Manager will assist department heads and staff in identifying and tracking development activities, and licenses and certifications. As state and federal requirements for our Police, Fire and Community Services change and evolve; this tool will help the City measure and demonstrate the impact of training on employee performance.

Finally, eRecruitment will provide the City the ability to accept and track online applications. This was identified as a necessity for Customer-Focused Service as part of the City's hiring process, which aims to hire the best candidate for each position in order to continue to deliver customer service excellence and fulfill our overall strategic management goals. Through this LEAN process we identified our customers as the applicants, the current employees and the City as an organization. This module will give applicants the opportunity to create a profile making it easier to submit and re-submit City applications and resumes, as well as tracking their application status and streamlining the on boarding process for departments. The City will still accept hard copy applications, but will now be able to accept them electronically as well.

The City of Dover is on a continuous journey of striving for performance excellence as outlined in the Strategic Management plan. This can be found online at <http://www.dover.nh.gov/government/city-operations/executive/city-manager/strategic-management>.

In the spring of 2013, City of Dover staff engaged in LEAN process improvement. Staff was split into two teams with the goals of "leaning" two key processes in the City of Dover, Hiring and Performance Evaluations. City staff was able to identify, refine and document the steps for each of these processes. As an outcome of the LEAN process, a common base performance evaluation for use by all City departments was also created. This performance evaluation rates employees on functional work responsibilities and core values. It also includes the ability to set and assess goals and training recommendations.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2014.09.24 – 94**
Resolution Re: B14062 – Award of RFP for Performance Evaluation
Application Software

With a common evaluation tool in hand, the City of Dover's next step is to provide an efficient way to implement this LEAN process. The City of Dover is looking for a method to conduct performance evaluations that is easy to use, both for employees and supervisors in completing evaluations as well as for department heads, human resources personnel and the city manager in retrieving relevant metrics. The application should also allow the organization to set, delegate and track common goals.

Several municipalities in New Hampshire were contacted to learn how they managed performance evaluations. We also researched the capabilities, limitations and potential integration points with our current Financial Management System. Request for Proposal B14062, Employee Performance Evaluation Application was created and sent out by our Purchasing Agent in May 2014.

An evaluation team of the Human Resources Director, Information Technology Directory, Police Chief, Fire Chief and Purchasing Agent participated in web-based and in-person demonstrations from vendors on June 16th, 2014. Presentations from these vendors, Netchemia, Halogen and Kronos focused on their proposed performance evaluation applications. As all vendors also provided modules for web-based job posting and job application tracking and training/certification tracking, we scheduled a follow-up meeting on August 11th to get a better understanding of each company's product suite as a whole.

We did find that Kronos was unable to deliver the reporting based on employee evaluation metrics required. This left the remaining two vendors of Netchemia and Halogen. We also determined that integration with our current financial management system was both cost-prohibitive and unnecessary. As all solutions proposed were cloud-based, we decided to forego the single sign-on feature. This made sense from both a cost and security perspective. Overall, in both demonstrations the Halogen product appeared further developed and refined. It allowed for a single annual evaluation per employee rather than two in order to obtain metrics desired. As Halogen offered a strong proposal with competitive pricing, the consensus of the committee was to award the bid to Halogen.

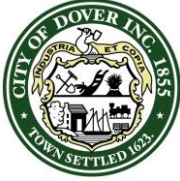
Our Human Resources Director also received a strong recommendation from current Halogen customer, the City of Keene, which confirmed our decision.

Bid Information:

Sealed Request for Proposal was solicited and received on May 28, 2014 at 11:30am

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

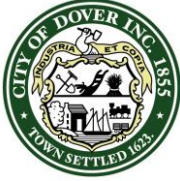
Resolution Number: **R – 2014.09.24 – 94**
Resolution Re: B14062 – Award of RFP for Performance Evaluation
Application Software

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	89	Number of Responses:	3 and 1 late bid
Warranty:	Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	2014-2015
Recommended Award to:	Halogen Software Inc	Fund:	Contingency
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	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.B.1.

Resolution Number: **R – 2014.09.24 – 95**
Resolution Re: Authorization to Commit funds to the Nutrient Criteria,
Great Bay Estuary Coalition

WHEREAS: In 2010 the cities of Dover, Portsmouth and Rochester entered into a memorandum of agreement relative to reducing uncertainty in nutrient criteria for the Great Bay/Piscataqua River Estuary to assist with regulatory challenges as well as improve the NHDES numeric nutrient criteria for the states estuaries; and

WHEREAS: These initial efforts have evolved and additional items such as the UNH sampling efforts, the development of a hydrodynamic model of the estuary, and the completion of a Peer Review, have been completed. Additional work require funds beyond the initial commitment; and

WHEREAS: The Projected funding needed to complete the hydrodynamic model, presentations to the Southeast Watershed Science Symposium, the NHDES and EPA in Boston, and continued efforts to challenge the regulatory requirements through October 2014 is \$41,200 per city.

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 HDR Engineering Inc for the City of Dover share of \$41,200 for continued WWTP permit support. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
5320.1.300.43256.4725.04590.13	WWTP Facility Upgrade	2,744,803	2,259,026
5320.1.300.43256.4725.04590.14	WWTP Facility Upgrade	8,500,000	1,250,695

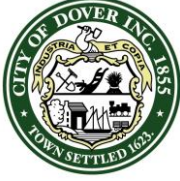
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

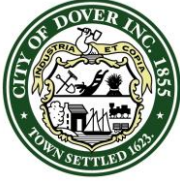
Resolution Number: **R – 2014.09.24 – 95**
Resolution Re: Authorization to Commit funds to the Nutrient Criteria,
Great Bay Estuary Coalition

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2014.09.24 – 95**
Resolution Re: Authorization to Commit funds to the Nutrient Criteria,
Great Bay Estuary Coalition

RESOLUTION BACKGROUND MATERIAL:

The City of Dover owns and operates a waste water treatment plant which discharges to the Piscataqua River and is reliant on a NPDES permit issued by the US Environmental Protection Agency (EPA). Dover's permit expired in October 2011. A new draft permit was issued in December of 2011 and a public Hearing was held by EPA in February 2012 to receive comments.

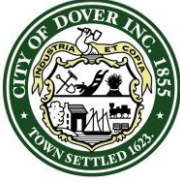
Nutrients have been identified as pollutants adversely impacting the water quality and natural habitat of the Great Bay Estuary, and that the NH Department of Environmental Services (NHDES) published a Numeric Nutrient Criteria document which established water quality limits for nitrogen in the estuary that NHDES believed to be necessary to protect the resource.

The communities of Dover, Portsmouth, and Rochester all of which operate waste water treatment plants in the watershed, have formed a coalition to review the findings and conclusions of the Nutrient Criteria. The coalition communities' technical consultants concluded that some of the methods of analysis and assumptions used in development of the Nutrient Criteria are inappropriate and the conclusions drawn in the report are unreliable.

The EPA issued a draft NPDES permit to Dover which includes "limits of technology" nitrogen permit limits based on the NHDES Nutrient Criteria, and which will cost the communities tens of millions of dollars in waste water plant upgrades. The remaining coalition communities will soon be receiving new NPDES permits from the EPA with nitrogen limits. In light of the concerns over the efficacy of the Nutrient Criteria findings and the extraordinary costs associated with upgrades to the waste water treatment plants, the coalition communities with their consultants raised questions to NHDES about the Nutrient Criteria. The coalition communities want to be sure that the investments they will be required to make in nutrient reduction are warranted and will produce the desired benefits to the natural resources of the estuary..

The Coalition tried to meet with NHDES and present findings from the work completed by the Coalition's consultants that dispute the conclusions drawn in the Numeric Nutrient Criteria without success. With help from Senators Watters and Bradley NHDES agreed to participate with the coalition to conduct an independent peer review of the 2009 Numeric Nutrient Criteria document which includes all of the available data and research used in the document as well as data collected after the issuance of the Numeric Nutrient Criteria. The Final Peer Review report issued by the four technical experts in February 2014 strongly challenged the methods and conclusions of the Nutrient Criteria document and as a result NHDES has entered into a settlement agreement in the NH Supreme Court case that says NHDES will no longer use the 2009 Nutrient Criteria document and the nitrogen water quality limits established.

HDR Hydroqual, a NJ water resource engineering firm, that has been performing technical analysis for the Coalition recently completed a hydrodynamic model of the estuary on behalf of the Coalition. The model results showed that dilution from the ocean tidal exchange and flow from the tidal rivers was much greater than previously estimated and that the retention time of nutrients is very short as they are essentially flushed out daily in the Piscataqua River. Once the modeling results were completed presentations were made to share the results with the State, EPA and other interested parties. NHDES requested that the model analysis of nutrient loading be expanded from the initial analysis of nutrient loading which included only the Coalition wastewater treatment plants to include all the wastewater plants discharging in the watershed.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2014.09.24 – 95**

Resolution Re: Authorization to Commit funds to the Nutrient Criteria,
Great Bay Estuary Coalition

The Change Order before you cover's Dover's share of the additional work completed on behalf of the Coalition communities including Dover, Portsmouth, and Rochester. HDR made three presentations of the modeling results. A presentation at the Southeast Watershed Alliance Symposium with many stakeholders in attendance, a presentation to NHDES in Concord, and a presentation at EPA Region 1 in Boston.

HDR continues to be a primary technical consultant and adviser. Future work will be to have HDR prepare a water quality model to evaluate nitrogen's influence on dissolved oxygen levels in the estuary using sampling data collected this summer. The work scope and budget for the water quality modeling will be brought before the City Council for review and approval soon. The results from this modeling effort will be presented to NHDES and EPA later this year.

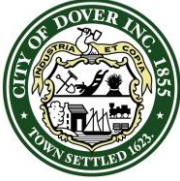
All of the completed scientific work and analysis, the major upgrade under way at Dover's wastewater treatment plant, and the implementation of non point source controls in Berry Brook and throughout the city illustrates to EPA and NHDES that Dover is committed to the Adaptive Management approach it presented four years ago as the most appropriate method to address the nutrient issue.

Award Information:

Purchase order will be issued to the vendor selected by the Great bay Municipal Coalition to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	na
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Na	Estimated Delivery:	As needed
Recommended Award to:	HDR Engineering Inc	Fund:	WWTP
Other Approvals Required:	NHDES	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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2014.09.10 – 96**
Resolution Re: **Authorization for the Purchase of a Conservation Easement by the City of Dover Conservation Commission**

Whereas: Subject to approval of the Dover City Council, the City of Dover has a purchase and sales agreement with Kathleen H. Hodnett (Harry), Trustee of the Kathleen Hodnett Revocable Living Trust, for the purchase of a conservation easement on a portion of a parcel, totaling 12.2 acres at 151 County Farm Cross Road, known as Tax Map B, Lot 11: and

Whereas: The purchase price for the conservation easement is \$160,000, which will be expended from Conservation Fund in accordance with RSA 36-A:4 and RSA 36-A:5; and

Whereas: RSA 36-A:4-I Authorizes the Conservation Commission to acquire, in the name of the City, by purchase, the fee simple or lesser interest in land within the boundaries of the municipality, subject to the approval of the City Council.

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

- A. The Dover City Manager and the Dover Conservation Commission are authorized to purchase a conservation easement from Kathleen H. Hodnett (Harry), Trustee of the Kathleen Hodnett Revocable Living Trust, for \$160,000, on behalf of the City of Dover. The amount of \$160,000 will be expended from the Conservation Fund to purchase development rights in the name of the City of Dover for a 12.2 acre portion of a property known as Tax Map B, Lot 11.
- B. The Conservation Commission is also authorized to expend additional funds from the Conservation Fund to pay for recording fees, easement monitoring fees, surveys, title research, title policy and legal work to accomplish the acquisition of the conservation easement on the property. The total amount of these fees shall not exceed \$15,000.
- C. The Dover City Manager is authorized to sign all closing documents pertaining to the above-described transfers.

Account	Description	Appropriation	Balance	Charge
3290.1.180.46100.4710.00000.00.000.000.700	Land	N/A	\$728,690.76	\$175,000.00
			Total	\$175,000.00

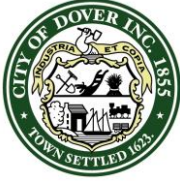
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Jason Gagnon
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

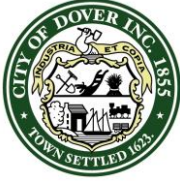
Resolution Number: **R – 2014.09.10 – 96**
Resolution Re: **Authorization for the Purchase of a Conservation Easement by the City of Dover Conservation Commission**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2014.09.10 – 96**
Resolution Re: **Authorization for the Purchase of a Conservation Easement by the City of Dover Conservation Commission**

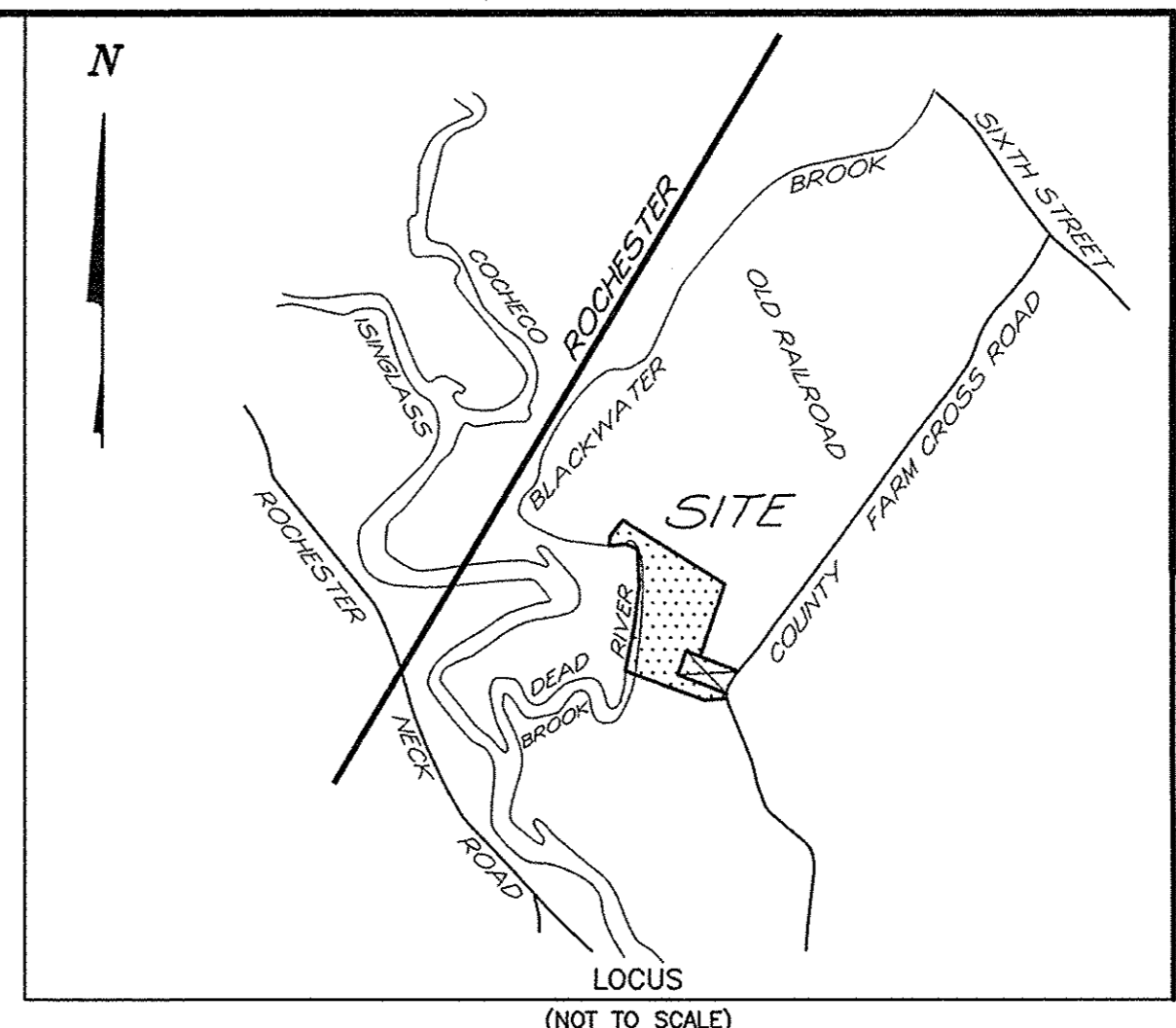
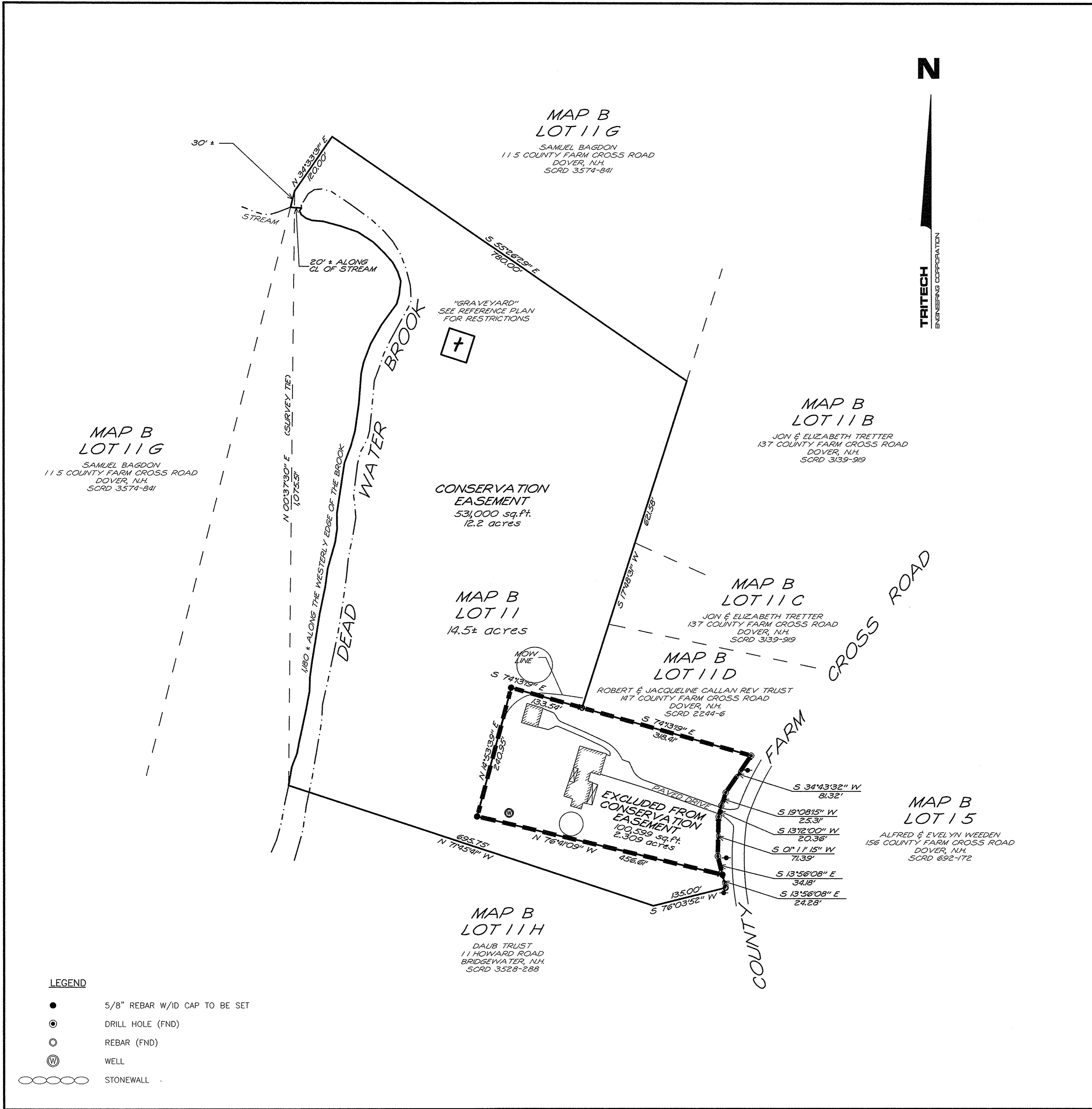
BACKGROUND MATERIAL:

The City has a purchase and sale agreement to purchase a conservation easement on a 12.2 acre portion of a parcel located at 151 County Farm Cross Road (P&S attached). The parcel is owned by Kathleen H. Hodnett (Harry), Trustee of the Kathleen Hodnett Revocable Living Trust. The parcel is known as Map B, Lot 11 on the Dover tax maps. The City has an agreement to purchase a conservation easement on the property for the cost of \$160,000. This expenditure would have no impact on taxpayers. The Conservation Fund is funded by the Land Use Penalty Tax paid by landowner's that develop land that had been in the Current Use Program.

The Dover Conservation Commission held a public hearing on July 28, 2014 (see abutter letter and map attached) in accordance with RSA 36-A:5 and voted unanimously to authorize the expenditure of \$160,000, plus closing costs from the Conservation Fund. The Open Lands Committee has voted to support the expenditure and recommend that the City Council approve the purchase. As of August 31, 2014, the Conservation Fund had a balance of \$728,690.76.

As part of the due diligence process, the Open Lands Committee and the Conservation Commission had a Natural Resources Assessment done of the property (copy attached). The assessment was performed by Chris Kane in August of 2014.

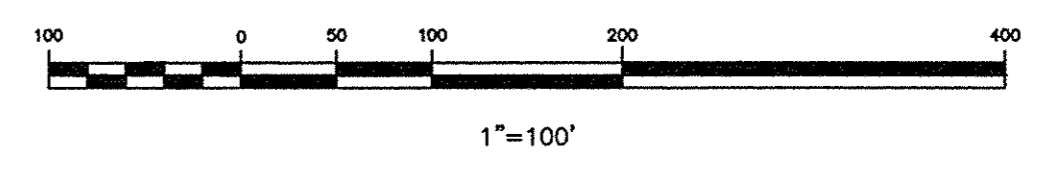
The purchase price is supported by an October 14, 2013 appraisal performed by Vern J. Gardner, Jr., Certified General Appraiser, of Horizon Associates. This appraiser was hired by the City to prepare the appraisal to meet the Uniform Standards of Professional Appraisal Practice (USPAP). The appraisal determined the value of the development rights to be \$200,500 and the owner agreed to a price \$40,500 less than the appraised value.



- NOTES**
- INTENT TO SHOW THE PROPOSED CONSERVATION EASEMENT FOR LAND OWNED BY THE KATHLEEN H. HODNETT REV. TRUST LOCATED IN DOVER AND SHOWN AS TAX MAP B LOT 11.
 - CURRENT OWNER OF RECORD: KATHLEEN H. HODNETT REVOCABLE TRUST
151 COUNTY FARM CROSS ROAD
DOVER, N.H.
 - SUBJECT PARCEL IS LOCATED IN THE TOWN OF DOVER, COUNTY OF STRAFFORD AND THE STATE OF NEW HAMPSHIRE.
 - TOTAL LOT AREA: 14.5± ACRES
 - TAX MAP B LOT 11.
 - PROJECT DEED REFERENCE: SCRD BOOK 3928 PAGE 412.
 - PROJECT PLAN REFERENCE: SUBDIVISION PLAN OF LAND
COUNTY FARM CROSS ROAD
COUNTY OF STRAFFORD
DOVER, NEW HAMPSHIRE
CIVILWORKS
11-05-93 SCRD 43-52
 - ZONING: R-40
MIN. LOT SIZE: 40,000 SQ.FT.
MIN. LOT FRONTAGE: 150 FT
MIN. LOT SETBACKS:
FRONT: 50 FT
SIDE: 25 FT
REAR: 15 FT
 - BASIS OF BEARING: SUBDIVISION PLAN OF LAND
COUNTY FARM CROSS ROAD
COUNTY OF STRAFFORD
DOVER, NEW HAMPSHIRE
CIVILWORKS
11-05-93 SCRD 43-52
 - CONSERVATION EASEMENT BOUNDARIES AND PHYSICAL FEATURES THEREON ARE BASED ON THE REFERENCE PLAN.
 - MAP B LOT 11 RETAINS THE RIGHT TO PASS AND REPASS OVER DEAD WATER BROOK.

"I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.

DATE: _____ ROBERT J. STOWELL LLS #884



TRITECH ENGINEERING CORPORATION	765 CENTRAL AVENUE DOVER, NEW HAMPSHIRE 03880 TELEPHONE 603 742 8107 FAX 603 742 3630	
	REVISIONS	DESCRIPTION:
CONSERVATION EASEMENT PLAN KATHLEEN H. HODNETT REVOCABLE TRUST 151 COUNTY FARM CROSS ROAD DOVER, NEW HAMPSHIRE AUGUST 20, 2014 JOB No. 14118 SCALE: 1" = 100'		
SHEET NO.	B-1	



**CITY OF DOVER, NEW HAMPSHIRE
CONSERVATION COMMISSION
288 Central Avenue
Dover, NH 03820**

Date: July 15, 2014

To: Property Owners Abutting the Kathleen Hodnett (Harry) Property at 151 County Farm Cross Road

From: Bill Hunt, Conservation Commission Chair

RE: Invitation to Attend July 28, 2014 Public Hearing

The Dover Conservation Commission will hold a **Public Hearing at 6:00 PM on Monday, July 28, 2014, in Room 306 of the McConnell Center at 61 Locust Street**, for the purpose of receiving public input on a proposal to utilize the Conservation Fund to purchase a conservation easement totaling 11.8 acres on the parcel. The parcel is located at 151 County Farm Cross Road and is owned by Kathleen Hodnett (Harry), Trustee of the Kathleen Hodnett Revocable Living Trust. The parcel is known as Map B, Lot 11 on the Dover tax maps. As an abutter to the property, you are invited to attend the public hearing.

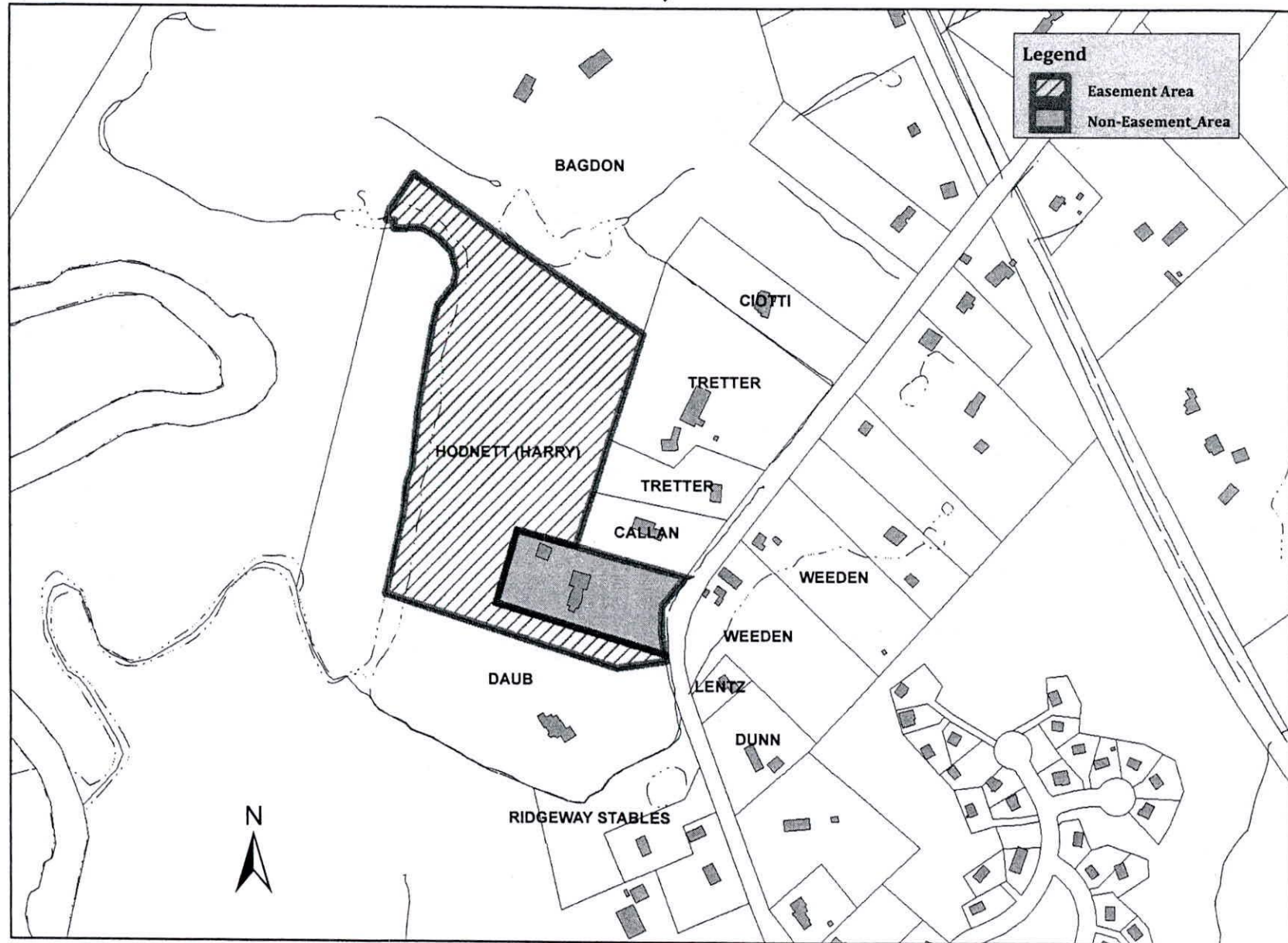
The City has an agreement to purchase a conservation easement on the property for the cost of \$160,000. If the Conservation Commission approves the expenditure, the funding request will be sent to the Dover City Council for approval.

The property includes 1,180 feet of undeveloped, scenic frontage along both sides Dead Water Brook, a tributary to the Cochecho River. As part of the "Land Conservation Plan for New Hampshire's Coastal Watersheds" (August, 2006), this property was identified as being part of the Rochester Neck Focus Area. The focus area includes intact forested land that helps to maintain water quality and wildlife habitat. In the 2010 Wildlife Action plan prepared by the NH Fish and Game Department, this parcel was identified as being among the highest ranked wildlife habitat. The parcel directly abuts a property of 105 acres that is already conserved. This easement would create one contiguous block of unfragmented habitat containing 165 acres.

For additional information, please contact Steve Bird, City Planner at 516-6008 or via e-mail at s.bird@dover.nh.gov.

Attachment – Map of Hodnett/Harry property and neighboring parcels

Hodnett (Harry) Conservation Easement Dover, NH



1 inch = 400 feet

Note: This is not a survey. Locations shown are for general information purposes only.

Natural Resources Assessment of Hodnett property

151 County Farm Cross Road, Dover, NH

Report

Chris Kane, 8/4/2014

Property Description and Project Scope

This report aims to provide information about the natural resources on and in the vicinity of a certain parcel in Dover, NH under consideration for a potential conservation easement acquisition by the City of Dover. The goal for this field and research-based assessment of natural resources is to inform land conservation decisions relative to the subject property, as well as to provide specifics of conservation values that could be used in the development of a future conservation easement document.

Specifically, the subject parcel is City of Dover Tax Map B lot 11, located at 151 County Farm Cross Road, Dover, NH. The property is owned by Kathleen H. Hodnett (Harry), Trustee of the Kathleen Hodnett Revocable Living Trust. The study area is a proposed easement area which excludes the house and garage area, leaving a residual easement area of approximately 12.46 acres that includes a short frontage on the road (see attached aerial map). Significant portions are open hayfields, with a forested buffer that fronts on Dead Water Brook, a tributary to the Cochecho River. The north property line is the north/northwest side of the brook. A survey of the entire lot is recorded at Strafford County Registry of Deeds Plan Drawer 43, Sheet 52.

This Natural Resources Assessment consists of three components: Landscape Analysis and Research, Field Assessment, and Documentation and Interpretation. The property was visited in the field on July 23, 2014.

The following natural / cultural resources were researched using stock GIS imagery and vector data for the subject property:

Soils - hydric; special productive class

Topographical Features - (steep slopes, bedrock exposures, etc.) wildlife habitat, natural communities

Wetlands - wildlife habitat, natural communities, water resource protection

Aquifers, Wellhead protection zones - ground water drinking supplies

Perennial streams - wildlife corridors, habitat, water resource protection

Land Cover Type - wildlife habitat and corridors, natural communities, scenic vistas

Conservation and public lands - opportunities for enhancement, connection

Wildlife Action Plan - priority habitats, conservation priority areas

Recreation - mapped trails, recreation access

New Hampshire Natural Heritage Bureau - data on rare or threatened plant and animal species and natural communities / systems.

Results and Interpretation

General Cover Description and Natural Resources of Property

The property is predominantly open fields that are maintained in an open condition by mowing 3-4 times annually. Approximately 1.5 acres of planted fir trees that were originally intended for sale as Christmas trees are now reaching maturity in the middle of the fields to the NE of the house. This area is frequently used by a family of deer according to the owner. A second open field area occurs along the eastern property boundary, where the field extends into the adjacent property.



Open hayfield with old Christmas tree plantation

A forested margin along the N side of the large field extends downslope to the bank of the Dead Water Brook, which at the time of the field visit was virtually still and ponded. The brook is connected to the Cochecho River and presumably has its level controlled by the river. The brook supports emergent and aquatic plants of still water conditions, including cow lily, bladderwort and duckweed. The forest is composed of relatively mature, mixed-age hardwoods and conifers, with a sparse shady understory. Dominants include hemlock, red maple, red oak and white pine, with lesser amounts of shagbark hickory and white ash. At the eastern / northeastern end of this forested margin some forested herbaceous seeps and a small area of red maple floodplain forest occurs.



Forested herbaceous seep along bank of brook

Invasive species were observed mostly along the field margins. Species include glossy buckthorn, autumn olive, oriental bittersweet, common buckthorn, winged euonymus and multiflora rose. The most infested area is the vegetated stone-wall line the separates the large field from the field at the east end of the property.

Wildlife observed include beaver (sign), great blue heron, white-tailed deer (sign), gray catbird, song sparrow and gray squirrel.

Conservation Values of Subject Property

Water Resources

Property has 1,180 feet of undeveloped, wooded frontage on, and contains a portion of Dead Water Brook, a tributary to the Cochecho River.

The majority of property is underlain by the Cochecho River aquifer.

Wildlife Habitat

Fields on the property are mapped as Grassland habitat by the NH Wildlife Action Plan, a critical and declining habitat defined as contiguous areas of 10 hectares or greater.

Wildlife observations by the property owner include deer, coyote (home range), bald eagle, turkey, nesting barred owls, nesting red-tailed hawks and moose.



Dead Water Brook

Productive Capacity

Property contains 10.26 acres of Buxton silt loam (3 to 8 percent slopes), a Prime Agricultural Soil and 0.54 acres of Suffield silt loam (8 to 15 percent slopes), a Soil of Local Significance.

Property contains 8 acres of productive hayfield which is harvested several times per year, as part of a larger hayfield area that extends to both adjacent properties.

Enhancement of Existing Conservation Lands

Protection of this property will enhance and add to the existing conservation lands in the area. The Property is adjacent to the Gabriel easement, and is in the vicinity of other conservation land including The Skeels Open Space, County Farm Crossing Open Space, and the Strafford County Farm easement.

Recreation

The property's fields are used annually as part of a fox and hounds hunt course by a local hunting club. The property is not posted.

Scenic Value

The property provides scenic view to the general public of open field, wooded areas and several very large specimen trees, all visible from County Farm Cross Road, a public road.



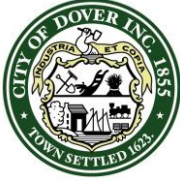
View from County Farm Cross Road of proposed easement “panhandle”, with specimen trees in easement area.

Map Attachments:

Aerial Photo Map

Topographic Map with Conservation / Public Lands

Natural Resources Map



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2014.09.24 – 97**
Resolution Re: **Transportation Alternative Program**

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:

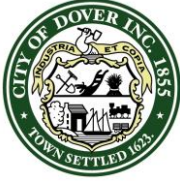
In 2000 the Transportation Chapter of the Master Plan recommended that the former Newington/Dover railroad line right of way be transformed into a multimodal Community Trail. Since that time work has been completed acquiring right of way, clearing debris and installing the trail from Fisher Street to the Transportation Center, as well as from Beckwith Park across Whittier Street, under the Spaulding Turnpike and along the Cochecho River, parallel to Sixth Street. The Trail ends at a trailhead on Watson Road.

The trail provides public access to protected greenways along the Cochecho and Bellamy Rivers. The in-town section of the trail provides a pedestrian and bicycle friendly connection between downtown, (with a trailhead at the City's Transportation Center) the Dover Middle and High School campuses and Bellamy Park.

Rural extensions of the trail provides opportunities for bicycling, hiking, bird watching, and fishing where the trail follows the Cochecho and Bellamy Rivers. A portion of the trail runs parallel Sixth Street providing an alternative transportation linkage to Liberty Mutual, Measured Progress.

The City has received grant funds for a large portion of the work completed from the NH Department of Transportation. Currently, NHDOT is soliciting funding requests for the Transportation Alternative Program (TAP). In August Staff submitted letters of support for three projects, enhancing downtown streetscapes, sidewalks along Spur Road and the Community Trail. This program funds projects that meet the following guidelines.

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2014.09.24 – 97**
Resolution Re: **Transportation Alternative Program**

- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- Eligible Safe Routes to School program infrastructure activities under § 1404 of SAFETEA- LU

Upon review, it was determined that of the three potential projects, the Community Trail project had the greatest chance of success in receiving grant funding. This was based upon the fact that it meets all four eligible categories, completes a larger project, can be completed within the required timeframe (2018), and does not bind federal rules to adjacent projects..

The Community Trail has two final portions to be completed:

- Construction at the Fourth Street Bridge adjacent to the Down east Energy property to get multi-purpose trail users up/down a slope;
- Construction of required railings, signage and clearing in the Fisher Street to Central Avenue section of the Community Trail, along the former railroad bed.

The estimated cost for construction is \$400,000. This estimate includes engineering design work, construction, and oversight of the construction work. Limited access easements are required, and are being negotiated.

The City is seeking 80% federal funds in the amount of \$320,000 for the project. The local match of \$80,000 would come from funds already allocated to the Community Trail project as well as reallocating funds set aside for the Arch Street Railroad bridge project which will not occur.

The application requires that a letter of support from the local governing body committing to actively engaging and leading the project. This resolution seeks to authorize the Mayor to sign the letter. The letter and application are due September 26th.

If awarded, the Community Trail committee would work with staff to draft an RFP for construction and engineering services, and provide a venue for public input on the design and installation of the trail work, similar to the role the committee played in the past phases of work. This work will be completed over the next two years, with grant funding available in 2015.

September 24, 2014

Mr. Thomas Jameson, P.E. TAP Program Manager
NHDOT Bureau of Planning & Community Assistance
John O. Morton Building
7 Hazen Drive
P.O. Box 483
Concord, NH 03302-0483

RE: Transportation Alternatives Program - Letter of Support

Dear Mr. Jameson:

Please accept this letter from the City of Dover in support of our application to the Transportation Alternatives Program funds for the recently announced funding round.

Over the past 14 years the City has worked to create a multimodal transportation option along the former Portsmouth and Dover railroad line through Dover. This Community Trail ultimately links Dover High School and Dover Middle School through downtown and north along the Cochecho River to a trailhead at Watson Road. This four and a half (4.5) mile trail will link the rural, suburban and urban portions of Dover together and provides recreation as well as transportation options for users, and a safer route for students to reach the middle and high schools from the heavily populated urban core.

The Transportation chapter of Dover's Master Plan recommended this project, in 2000, and through CMAQ and TE funding rounds, Phases I and II have been completed. In addition to these grant funds, local dollars generous donations of money, in kind elements and volunteer hours have been utilized.

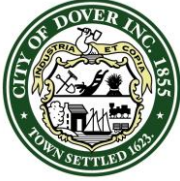
The City's application is for Phase III of the Trail. This work will construct a trailhead at the Fourth Street Bridge to allow multi-purpose trail users up/down a slope; and construct required railings, signage and clearing in the former railroad right of way between Fisher Street and Central Avenue.

The City's Community Trail Committee is actively engaged in the continuation and utilization of the trail, and will work with City Staff to complete this project.

Thank you very much for your consideration Dover looks forward to completing this important project.

Sincerely,

Karen Weston
Mayor



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2014.09.24 – 98**
Resolution Re: **2014-2015 City Council Rules Change – Order of Business**

WHEREAS: Under 2014-2015 City Council Rules, Section VII. Order of Business, D. Workshop Meeting, Citizen's Forum is listed as item vi before item vii Adjournment; and

WHEREAS: Citizens have requested that the order of items be changed to allow Citizen's Forum to be listed as item v after item iv Roll Call Attendance to allow citizens to speak at a workshop at the beginning of the workshop instead of having to wait until the end.

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

That **Section VII. Order of Business** of the 2014-2015 City Council Rules currently reads as follows:

D. Workshop Meeting – The order of business to come before the Council during Workshop Meetings shall include, at a minimum, the following items (items ii and iii below may be eliminated if they have already occurred during a prior Council meeting held on the same date):

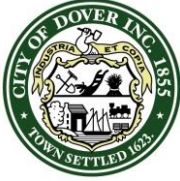
- i. Call to Order
- ii. Moment of Silence
- iii. Pledge of Allegiance
- iv. Roll Call Attendance
- v. Discussion/Presentation – Pertaining to a matter(s) of Council interest
- vi. Citizen's Forum - in accordance with provisions of Sections IV-A(iii) and V-E above.
- vii. Adjournment

That **Section VII. Order of Business** of the 2014-2015 City Council Rules shall be amended to read as follows:

D. Workshop Meeting – The order of business to come before the Council during Workshop Meetings shall include, at a minimum, the following items (items ii and iii below may be eliminated if they have already occurred during a prior Council meeting held on the same date):

- i. Call to Order
- ii. Moment of Silence
- iii. Pledge of Allegiance
- iv. Roll Call Attendance
- v. Citizen's Forum – in accordance with provisions of Sections IV-A(iii) and V-E above.
- vi. Discussion/Presentation – Pertaining to a matter(s) of Council interest
- vii. Adjournment

REQUIRES 2/3 MAJORITY VOTE OF THE CITY COUNCIL TO BE VOTED UPON AT THE NEXT REGULAR MEETING.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2014.09.24 – 98**
Resolution Re: **2014-2015 City Council Rules Change – Order of Business**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Sponsored by: Mayor Karen Weston
Finance Director

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

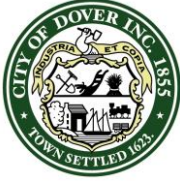
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Reason for this change is to allow citizens to speak at a workshop at the beginning of the workshop instead of having to wait until the end. The action would eliminate the long wait, sometimes up to three hours, until the end of the meeting. This council has tried very hard to keep the public involved during our council meetings, and this change will allow more citizens to come and speak at a citizen forum earlier rather than later. The Mayor has been approached by parents, citizens and business owners about the rule.

Document Created by: Legal	R_2014.09.24 – 2014-2015 City Council Rules Change – Order of Business
Document Posted on: September 17, 2014	Page 2 of 2



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2014.09.24 – 99**
Resolution Re: **Advanced Refunding for City of Dover June 15, 2005
General Obligation Bonds and Authorization to Issue
Refunding Bonds**

- WHEREAS: The City of Dover issued \$10,740,000 of General Obligation Bonds on June 15, 2005 to finance public improvements; and
- WHEREAS: The City, through financial advisors Public Financial Management, has estimated that an advanced refunding of the June 15, 2005 bonds would result in significant budgetary savings for the City of Dover; and
- WHEREAS: The City Council desires to authorize the issuance of refunding bonds for the purpose of refinancing certain outstanding bonds of the City in order to achieve debt service savings on account of previously issued bonds of the City; and

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

In accordance with the City Charter and the New Hampshire Municipal Finance Act (RSA Chapter 33) and any other enabling authority, hereby authorize the issuance and sale of general obligation refunding bonds of the City of Dover in a principal amount of \$4,500,000 required for the purpose of paying the principal and interest of and any redemption premium on outstanding City of Dover June 15, 2005 General Obligation Bonds in order to achieve debt service savings. The full faith and credit of the City is hereby pledged for the principal and interest on said refunding bonds. The refunding bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the refunding bonds.

NOTE: This resolution requires a Public Hearing and the public hearing must be duly advertised in a local newspaper 7 days prior to the public hearing. A 2/3 favorable vote of all members of the City Council is required for passage with the vote deferred until at least three (3) days after public hearing.

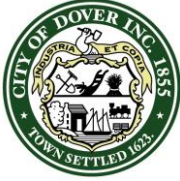
AUTHORIZATION

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 - RESOLUTION

Agenda Item#: 13.B.6.

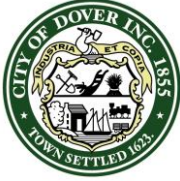
Resolution Number: **R – 2014.09.24 – 99**
 Resolution Re: **Advanced Refunding for City of Dover June 15, 2005
 General Obligation Bonds and Authorization to Issue
 Refunding Bonds**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2014.09.24 – 99**
Resolution Re: **Advanced Refunding for City of Dover June 15, 2005
General Obligation Bonds and Authorization to Issue
Refunding Bonds**

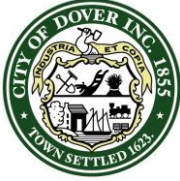
RESOLUTION BACKGROUND MATERIAL:

On June 15, 2005 the City of Dover issued \$10,740,000 in General Obligation Bonds to finance public capital improvements.

Public Financial Management, the financial advisors that coordinate our bond sales, provided calculations for the refunding of the 2005 bonds. By moving now to refund these bonds and therefore benefit from current low market rates, the General, Water and Sewer Funds can realize a total estimated savings of \$353,000 over the next 11 years. The annual savings in debt service is estimated at approximately \$32,000 through the remaining life of the bonds.

In accordance with NH RSA 33:3-d *Refunding Bonds*, a municipality may authorize the issuance of refunding bonds in order to pay all or part of any issue of bonds called or to be called for redemption. The authorization and issuance of refunding bonds shall be subject to the same requirements and provisions of RSA 33:8-a.

In accordance with City Charter C6-14, the City Council, by resolution, may authorize the borrowing of money for any purpose within the scope of the powers vested in the city and the issuance of bonds of the city and may pledge the full faith, credit and resources of the city for the payment of the obligation created thereby.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R - 2014.09.24 - 100**
Resolution Re: Authorization for Participation in State of NH Drinking Water State Revolving Loan Fund for Willand Pond Water Main Improvement FY14CIP Project

WHEREAS: Annually the City Council desires to make public improvements and finance these improvements through sources deemed most advantageous to the City; and

WHEREAS: On December 12, 2012 the Dover City Council approved the FY14-FY19 six-year Capital Improvements Program (CIP), which included an appropriation in FY14 for Willand Pond Water Main Improvements and authorized issuing \$1,416,367 in bonds to finance the project; and

WHEREAS: The City has been notified by the State of NH Department of Environmental Services (NH DES) that funding is available through the Drinking Water State Revolving Fund in conjunction with Federal funding; and

WHEREAS: The City has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-C 510, which relate to loans from the Drinking Water State Revolving Fund and deems it to be in the public interest to file a loan application in lieu of issuing general obligation bonds to finance the FY14 CIP appropriation for the Willand Pond Water Main Improvements project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover's participation in the NH Drinking Water State Revolving Fund (DWSRF) Program is hereby authorized for financing the Willand Pond Water Main Improvements project. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH DWSRF Program and obtain loans through the program for the Willand Pond Water Main Improvements project.

NOTE: This resolution requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage with the vote deferred until at least three (3) days after the public hearing.

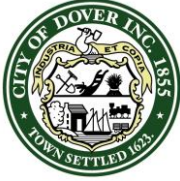
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Weston
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

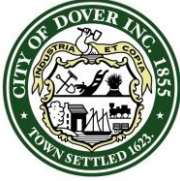
Resolution Number: **R - 2014.09.24 - 100**
 Resolution Re: Authorization for Participation in State of NH Drinking
 Water State Revolving Loan Fund for Willand Pond Water
 Main Improvement FY14CIP Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R - 2014.09.24 - 100**

Resolution Re: Authorization for Participation in State of NH Drinking Water State Revolving Loan Fund for Willand Pond Water Main Improvement FY14CIP Project

RESOLUTION BACKGROUND MATERIAL:

Annually the Dover City Council approves a six-year Capital Improvements Program (CIP). Annually the City Council desires to make public improvements and finance these improvements through sources deemed most advantageous to the City.

On December 12, 2012 the Dover City Council approved the FY14-FY19 six-year Capital Improvements Program (CIP), which included an appropriation in FY14 for Willand Pond Water Main Improvements and authorized issuing \$1,416,367 in bonds to finance the project.

The City of Dover has been informed that the Willand Pond Water Main Improvements project is an eligible project for loan funding through the NH Drinking Water State Revolving Fund (DWSRF) Program (RSA 486:14). Recently, the DWSRF Program has notified the City that funding may be available through the DWSRF Program, to include the potential of a portion of the funding coming from Federal funds. In the event utilization of the DWSRF is most advantageous to the City of Dover, the City Manager, Finance Director and Treasurer will, on behalf of the City, file and participate in the DWSRF in lieu of issuance and sale of general obligation bonds.

An SRF loan (binding commitment) will be required for the total eligible cost of the project. Loan funds will be disbursed throughout the duration of the project by means of disbursement requests submitted to the DWSRF Program by the City. Upon completion of the project, a Supplemental Loan Agreement (SLA) will establish the final terms of the loan and include an amortization schedule for loan repayment. The amortization schedule will also establish the amount of principal forgiveness based on Federal funding committed to the project. The DWSRF Program has currently estimated 15% level of principal forgiveness is available for the project; this would result in an estimated \$212,455 savings for the City.

This resolution does not authorize an appropriation. The City Council previously authorized the appropriation of \$1,416,367 for this project in the FY14 CIP. This resolution does not authorize an increase in the indebtedness of the City's Water Fund. The City Council previously authorized debt financing the \$1,416,367. This resolution authorizes the City to utilize a different form of debt financing for the project and be eligible for 15% principal forgiveness.

Date: September 17, 2014

To: Dover City Council

From: Councilor Catherine Cheney

Dear Fellow Councilors,

An application has come to the Appointments Committee for the Downtown Dover Tax Increment Financing (TIF) Advisory Board (DDTAB). The applicant is the Executive Director of the Dover Housing Authority (DHA). DHA projects do not participate in payment of taxes.

The DHA is primarily funded by Federal Tax Dollars and interests include parameters of pecuniary, development, committee, planning, construction, operation, maintenance and other interests under RSA 203¹.

TIF Districts are based on local property tax dollars and interests include parameters of pecuniary, development, committee, planning, construction, operation, maintenance and other interest under RSA 162².

DDTAB Dover Ordinance Chapter 5-23.C(2) AUTHORITIES AND DUTIES for DDTAB has parameters of pecuniary, development, committee, planning, construction, operation, maintenance and other interests for planning, construction, operation, maintenance with local property tax money³. DDTAB is based on local property taxes.

Allocations of local property tax dollars and federal tax dollars are very serious. It seems logical that, if appointed to DDTAB, the Executive Director of DHA would voluntarily have to recuse himself on many, if not all, discussions or if he chooses not to voluntarily recuse himself, would participate, with an inherent overshadow of conflict of interests.

I feel the Executive Director of DHA has a conflict if appointed to this board and if the Council appoints the Executive Director we are complicit in contributing to that conflict. We would severely limit representation of the Citizens of Dover, Main Street, the Chamber of Commerce, the TIF district and all projects in general.

It is noteworthy that the Mayor initiated a request¹ as she objectively looked at the specific position of the Executive Director of DHA, DDTAB, TIF, CWDAC... the long term big picture.

Sincerely,

Catherine.

¹ <http://www.gencourt.state.nh.us/rsa/html/xvii/203/203-mrg.htm>

² <http://www.gencourt.state.nh.us/rsa/html/xii/162-K/162-K-mrg.htm>

³

https://online.dover.nh.gov/Documents.aspx?public=1&deptnum=0&cab=City_of_Dover_Code&index=chapter&asc=1

ⁱ From: Weston, Karen
Sent: Tuesday, August 26, 2014 4:05 PM
To: Blenkinsop, Anthony
Cc: Joyal, Michael; Carrier, Robert; Cheney, Catherine
Subject: TIF appot.

Anthony,

We have an applicant for a position on the TIF district committee.

Allan Krans....

Do you see a problem with him being appointed to this committee?

He is the DHA Ex. Director;

He is a member of CWDAC and has the authority to oversee the waterfront development.

Now he is applying for a seat on the TIF advisory board that abuts this property plus owns 4 parcels within the district.

Karen Weston
Mayor
City of Dover, NH

Date: September 17, 2014

To: Dover City Council

From: Councilor Catherine Cheney

Dear Fellow Councilors,

Mayor Weston submitted an email for an opinionⁱ. The request is specific to the Executive Director of the Dover Housing Authority (DHA) and the possible appointment of the Executive Director of DHA to the Downtown Dover Tax Increment Financing (TIF) Advisory Board (DDTAB).ⁱⁱ There has not been a reply to this request.

I have appended a sampling of snippets from past requests for legal opinions, which historically, start with "Councilor Scott has asked this, or Deputy Mayor Carrier inquired, or I have reviewed Councilor Mike Crago's email...". Up until this most recent request the City Attorney has readily responded to the City Council with a response specific to the request, and identifying which Councilor(s) initiated it. Since 2005, the City Manager reasoned with the Councilors that we were paying for a City Attorney and if we needed an opinion to just ask him for one. Any Councilors requesting opinions from the NHMA (LGC) were discouraged from doing so by the City Manager. The NHMA (LGC) told Councilors they were asked to loop us back to our Legal Department.

The City Manager's report, containing the department report for Legal Counsel, stated: *"The focus of the Office of City Attorney is to avoid legal problems for the City by advising staff members, reviewing legal documents, addressing citizen concerns proactively, providing guidance to the boards, commissions and committees of the City and assisting City Councilors in the performance of their duties."*

It seems to me that we are taking a step in a different direction, hopefully not back to 2005-2006, where opinions & memorandums came unsolicited to the Council and the Council did not know all the important details of who, what, where, when or even why these opinions were initiated.

When we first got a City Attorney we received many unsolicited confidential legal opinions directed to the Council, and it got so that Legal owned an ear of the City Council. These opinions would reference issues and resolutions that were on the agenda for Council consideration and action. Between January and August 2006 over 44 opinions were received. The Council acted to stop this practice and released all but a few of the 44 opinions.

Up until now, Councilors have been able to get opinions from our Legal Department. The action of Councilors cannot be based on a foundation of vagueness. One cannot afford it is o.k. to act one way or another when documents presented are not pertinent to the issue at hand. The question was not addressed, an actual opinion to these specific data that the Mayor requested has not been provided.

If we cannot instigate our own specific questions, we are taking a step back when others' instigations yielded an influence in Councilors process. The Council's ear will be owned again.

Sincerely,

Catherine.

Here are the Samples Snippets from a few prior requests:

01-14-2010:

Councilor Nedelka called earlier in the week. His question was whether councilors are restricted from appearing before other boards, commissions and committees and voicing their opinions due to their election as City Councilors

03-10-2012:

Councilor Weston asked me to search the files of the Legal Division and provide various legal opinions from the archives regarding the composition of Joint Building Committees.

05-15-2009:

Councilor Weston asked me to review her idea of establishing a Tax Assessing Review Board. I have reviewed the Charters and ordinances of New Hampshire cities.

06-09-2009:

I have received the same question from Councilors Karen Weston and Rick Callaghan.

08-13-2009:

Councilor Scott has inquired about the voting requirements for Council action on recommended zoning amendments submitted to the City Council by the Planning Board.

08-13-2009:

Councilor Scott has inquired about the use of Land Use Change Tax funds in the Operating Budget.

08-24-2012:

Dear Honorable Chair, Vice Chair and Councilors:

Chair Cheney requested legal research on the following language which she proposes to add to Chapter 9 Budget:

09-04-2009:

Councilor Callaghan has inquired about the ability of the City Council to remove members of boards, commissions and committees.

11-13-2013:

I have reviewed Councilor Mike Crago's email of November 12, 2013, in which he asks "when does our incumbent City Council term end and the newly elected City Councilors' term begin?"

12-11-2012:

Deputy Mayor Carrier inquired about whether citizens who volunteer for boards, commissions and committees for the City of Dover are required to take an oath of office.

ⁱ From: Weston, Karen
Sent: Tuesday, August 26, 2014 4:05 PM
To: Blenkinsop, Anthony
Cc: Joyal, Michael; Carrier, Robert; Cheney, Catherine
Subject: TIF appot.

Anthony,

We have an applicant for a position on the TIF district committee.

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Now he is applying for a seat on the TIF advisory board that abuts this property plus owns 4 parcels within the district.

Karen Weston
Mayor
City of Dover, NH

ii

The DHA has parameters of pecuniary, development, committee and other interests under RSA 203
<http://www.gencourt.state.nh.us/rsa/html/xvii/203/203-mrg.htm>.

TIF Districts have parameters of pecuniary, development, committee and other interest under RSA 162
<http://www.gencourt.state.nh.us/rsa/html/xii/162-K/162-K-mrg.htm>.

Dover Ordinance Chapter 5-23.C(2) AUTHORITIES AND DUTIES for the Downtown Dover TIF Advisory Committee (DDTAB) has parameters of pecuniary, development, committee and other interests for planning, construction, operation, maintenance with local property tax dollars
https://online.dover.nh.gov/Documents.aspx?public=1&deptnum=0&cab=City_of_Dover_Code&index=chapter&asc=1

Waterfront Legal Land Development Agreement (LDA), though no longer a consideration is mentioned in the request to Legal
<http://www.dover.nh.gov/government/city-operations/planning/cochecho-waterfront-development/disposition-agreement/index.html>