

CITY OF DOVER

CITY COUNCIL – AGENDA

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

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL ATTENDANCE

5. PROCLAMATIONS/AWARDS – None

6. APPROVAL OF AGENDA

7. PUBLIC HEARINGS

A. HEALTH TRUST REBATES PLACED IN CITY OPEB (OTHER POST EMPLOYMENT BENEFITS) TRUST FUND
SPONSORED BY COUNCILOR CHENEY

B. MAINTAIN REGULAR CONTRIBUTIONS TO CITY EMPLOYEE BENEFITS RESERVE
SPONSORED BY COUNCILOR CHENEY

8. CITIZEN'S FORUM

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

9. CITY MANAGER'S REPORT

- A. November 26, 2014**
- B. December 10, 2014**

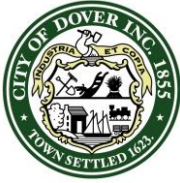
10. APPROVAL OF MINUTES

- A. October 29, 2014 – Workshop Session**
- B. November 5, 2014 – Workshop Session**
- C. November 12, 2014 – Regular Meeting**

11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

- A. ORDINANCES IN THE 2nd READING – None**
- B. ORDINANCES IN THE 3rd READING – None**



CITY OF DOVER

CITY COUNCIL – AGENDA

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

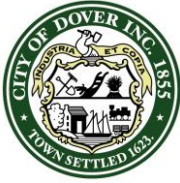
C. RESOLUTIONS

- 1. HEALTH TRUST REBATES PLACED IN CITY OPEB (OTHER POST EMPLOYMENT BENEFITS) TRUST FUND**
SPONSORED BY COUNCILOR CHENEY
- 2. MAINTAIN REGULAR CONTRIBUTIONS TO CITY EMPLOYEE BENEFITS RESERVE**
SPONSORED BY COUNCILOR CHENEY

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – Seymour Osman Community Center**
- 2. RESOLUTION: B15015 MCCONNELL CENTER CUSTODIAL SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. RESOLUTION: B15016 VARIOUS FIRE EQUIPMENT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 4. RESOLUTION: B15017 TRAFFIC SIGNAL REPAIRS & MAINTENANCE**
SPONSORED BY MAYOR WESTON BY REQUEST
- 5. RESOLUTION: ASSET MANAGEMENT & FINANCIAL PLANNING GRANT CONSULTING SERVICES WITH UNDERWOOD ENGINEERS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 6. RESOLUTION: APPROVAL OF COMMUNITY PARTNERS LEASE, ROOM 340**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. RESOLUTION: APPROVAL OF WORKFORCE HOUSING COALITION OF THE GREATER SEACOAST LEASE**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. RESOLUTION: BARBARDOES POND LEASE AGREEMENT WITH NH FISH & GAME FOR PUBLIC ACCESS**
SPONSORED BY MAYOR WESTON BY REQUEST



CITY OF DOVER

CITY COUNCIL – AGENDA

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

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. **B15007 CONSULTANT FOR WATERFRONT DEVELOPMENT REAL-ESTATE MARKET ANALYSIS**
SPONSORED BY MAYOR WESTON BY REQUEST
2. **AMENDMENT TO CLASSIFICATION PLAN**
SPONSORED BY MAYOR WESTON BY REQUEST
3. **AUTHORIZING THE ISSUANCE OF TAX ANTICIPATION NOTES FOR THE CURRENT FISCAL YEAR (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST
4. **ESTABLISHING THE WATERFRONT TAX INCREMENT FINANCE DISTRICT (TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 14, 2015)**
SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

1. **CHAPTER 5: BOARDS, COMMISSIONS, AND COMMITTEES**
SECTION 24: WATERFRONT TIF ADVISORY BOARD
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 14, 2015)
SPONSORED BY MAYOR WESTON BY REQUEST

14. COUNCIL CORRESPONDENCE

- A. Letter from xfinity, dated November 6, 2014.

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



City Manager's Report

City of Dover, New Hampshire

November 26, 2014

Reporting on October 2014



J. Michael Joyal, Jr.
City Manager



INSIDE THIS REPORT

Leadership Team	2
Utilities	3
Streets, Grounds, Facilities & Parks	5
Emergency Management	10
City Outreach	14
Current Special Project Highlights	21
City Programs	22
Capital Improvements Program	27
Recognition	29
Professional Development	30
Employee Spotlight	32
Administrative Services	33
Parking & Traffic	35
Progression & Growth	37

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.

City of Dover Leadership Team



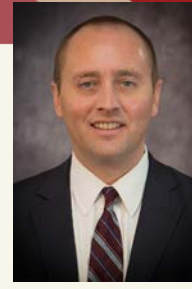
Gary Bannon
Recreation Director



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 monthly basis and residential usage on a quarterly basis.

	Records Billed	Meter Rent	Total Water Service Billed	Total Sewer Service Billed	Other Service Billed
Monthly Industrial Usage	743	\$2,275	\$180,574	\$264,195	\$10,010
2 nd Quarter Residential Usage	7,865	\$33,302	\$628,286	\$807,810	\$4,412
** Other Service: Backflow Inspections, Hydrants, Firelines & Service Charges					

Crews conducted unidirectional hydrant flushing throughout October. Flushing is an annual event to help ensure water quality to all residents in the City of Dover. During the flushing event, administrative staff fielded 10 service calls for leaking hydrants or low pressure issues which were responded to and resolved. One water break at Central Avenue and Henry Law Avenue was also experienced during flushing events. Two Heavy Equipment Operators, one Working Foreman, one Maintenance Mechanic and two Truck Drivers responded working 44.5 overtime man hours utilizing one backhoe, three dump trucks and two service trucks to repair the leak.

A fire hydrant on Hull Avenue was replaced. One Maintenance Mechanic, one Heavy Equipment Operator and one Truck Driver replaced the hydrant in 22 man hours. Two hydrants on Watson Road were repaired. Two Heavy Equipment Operators and two Maintenance Mechanics responded repairing both hydrants in 16 man hours. Crews also spent 16 man hours preparing fire hydrants for winter. This process will continue through November and takes crews approximately 6 weeks to complete.

The curbing has been installed as well as 112.4 tons of asphalt base coat on Roger Street. Final top coat of asphalt will be laid in November.

Crews also spent six man hours lowering a curb box, installing a gate box riser and conducting a water tap.

Administrative staff fielded two service calls for sewer backups on Berkshire Lane and Oak Street. After being inspected by the crew, it was found that the backup was being caused on the resident's side of the service. A sewer service repair was conducted on Silver Street. One Heavy Equipment Operator and one Maintenance Specialist worked 3 man hours to repair. The Working Forman responded to Mount Vernon Street where a private utility company had hit the sewer main. Repairs were completed in one hour.

Water Rate: \$4.69

Sewer Rate: \$7.24

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

Crews also assisted the City of Somersworth with the jet truck to remove solids from a man hole. Crews also conducted a sewer tap on Pearl Street.

Water meter crews attended to 26 final readings, 17 stopped meters, 9 water service turn ons and 1 shut off as well as 4 meter tests for abatements. Staff also completed 104 back flow tests and the usual monthly water meter readings.

Bill Boulanger, Superintendent of Public Works and Utilities and Doug Steele, Community Services Director volunteered their time along with a representative from the Department of Environmental Services promoting water conservation at Apple Harvest Day. Displays of water saving shower heads and handouts of dye tables for toilet leak detection were just part of the booth's attractions.



City Streets, Grounds, Facilities & Parks

Since the mid-1990's, the City of Dover has been actively planning and acquiring right-of ways for the Community Trail Project. Adopted in 2000, the Transportation Chapter of the Dover Master Plan recommended that a community trail, to provide both recreation and alternative transportation opportunities for Dover's citizens, be implemented through the community. The trails full route will connect Dover's Bellamy Park, between Bellamy Road and Knox Marsh Road (NH Route 155), and Watson Road, which is close to 4.5 miles total.

Today there are three portions completed. These portions all have a distinct feel to them and can be used as one longer trail, or as smaller trails. The southernmost portion of the trail runs from Fisher Street to the Transportation Center on Chestnut Street, where there is a trailhead.

This portion of the trail is the urban portion and it follows a former railroad bed through much of Downtown Dover's urban neighborhoods. This in-town section of the trail provides a pedestrian and bicycle friendly connection between downtown, the Dover Middle and High School campuses and Bellamy Park via sidewalk along Rutland Avenue and Central Avenue/Durham Road.

Rural extensions of the trail provide opportunities for bicycling, hiking, bird watching, and fishing where the trail follows the Cochecho River. This rural section picks up at Beckwith Park, off Hillside Drive and is parallel to Sixth Street all the way to Watson Road, crossing under the Spaulding Turnpike at Whittier Falls Way. This rural portion of the trail provides an alternative transportation linkage to Liberty Mutual, Measured Progress, and other employment centers in the Enterprise Park area.

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



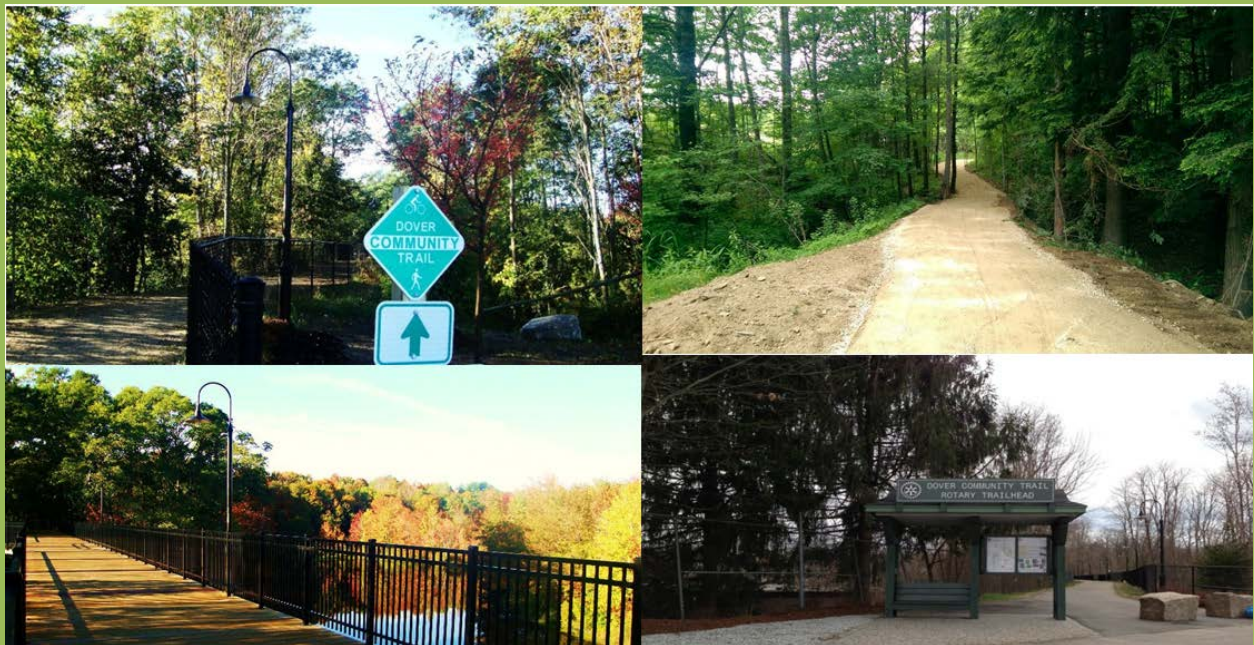
The first portion of the trail to be constructed connected the Dover Transportation Center (train station) to Fisher Street. Ultimately, this portion of the trail will connect through to Route 108 (Central Avenue/Durham Road) near the intersection with the Spaulding Turnpike. The trail follows the bed of the former Newington Branch railway between and parallel to Locust and Rutland Streets. Because this portion of the trail is close to neighborhoods on Belknap, Fisher, Cushing and Folsom Streets, the City organized a citizen's advisory group to provide input on the design and use of the trail to lessen its impact on abutters.

A federal Transportation Enhancements grant was applied for in 1999 under the auspices of the City Transportation Improvement Program (TIP). The project was approved for 80% federal funding in 2000, and a municipal agreement was signed on June 21, 2000 to manage, design and construct the first portion of the trail between the Transportation Center and Route 108. Local match funding was been appropriated out of the TIP portion of the City's Capital Improvements Program. An additional source of money for land and right-of way acquisition is the Conservation Fund. Money in this fund comes from change of use penalties assessed to developers when they take undeveloped land out of the Current Use program.

The two sections of the rural portion of the trail, connected by the Spaulding Turnpike, were developed on a parallel track from the urban portion. The rural portions have the added benefit of protecting natural habitat or greenways along the Cochecho River, which has been a Dover Master Plan goal since the 1970's. With the establishment of a Conservation Fund in 1999, the City of Dover provided a source of money to actively protect, either through purchase of land or development rights (through the use of conservation easements), land with significant natural resource value.

Portions of the greenway and the associated trail system, between Fourth Street and Watson Road, have been either acquired by land purchase or negotiated with landowners. This includes the Cochecho River Conservation Area, located along the northern side of the river between Whittier Street and Beckwith Park (off Hillside Drive). This property was purchased by the City with assistance from the New Hampshire Land and Community Heritage Investment Program. The northern portion of the trail along the Cochecho adjacent to Liberty Mutual and Measured Progress was assembled through easements along those properties and both companies have donated employee time to maintain the trails as well as funds for improvements.

"like" the Community Trail on Facebook



The Facilities, Grounds and Cemeteries employees handled 6 service calls and 204 work orders in the month of October. Employees attended 1 full & 5 ash burials in Pine Hill Cemetery during this month.

Apple Harvest Day festivities took place on October 4th. Eighteen hours were devoted to maintenance in Rotary Park preparing for this event. Mowing, trimming, delivering picnic tables, trash cans, filling small holes in the park and trimming branches for the placement of food service trailers were required in preparation.

Twelve hours were spent in Immigrants Park pressure washing and scrubbing to remove black mildew from the surfaces of the park, as well as removing leaves and debris. The planted area is an Adopt-a-Spot, but some weeding was needed to remove overgrown vegetation.

F,G&C crews spent 20 hours watering of flower barrels downtown and recently planted trees through the middle of the month. Barrels were picked-up by the end of the month, cleaned out and stored for the winter, taking 9 man hours. Water has been turned off and irrigation systems winterized in Long Hill Park and all other parks with irrigation systems taking 48 man hours to complete. Winterization at the Jenny Thompson pool was also completed.



Historical markers were removed from sidewalks to allow space for sidewalk plows through the winter months.

Crews spent 3 hours lining of the soccer field at Shaw's Lane for end of the season games.

Sixteen complaints concerning trees were handled by employees. Trimming was conducted on River Street to clean up the area for the gundalow to be removed from the river and stored for the winter. Crews spent approximately 18 hours removing trees, limbs and pruning trees that complaints were received on. Several trees were referred to Urban Tree Service for removal. Branches overhanging the walking track at Woodman Park were removed and debris was brought to the recycling center taking 32 man hours to complete.

Forty man-hours were spent working with and assisting with the volunteers who came in on October 17th from Saint Thomas Aquinas. Approximately 45 students cleaned up trash and debris along the Community Trail, and removed grass from areas that are to be mulched in Hancock Street and Applevale Parks. Students also trimmed and hauled out brush in the park areas. New "kid safe" playground mulch was spread in Applevale, while Hancock Park will have mulch spread in the spring.

At the end of the month, employees met with volunteer coordinator Beth Fischer to go over planned improvements along the Joe B. Parks portion of the River Walk. Volunteers have coordinated the replacement of benches that are deteriorating along the walkway. Vocational students from Somersworth High School are lending their talents by welding new frames for the benches and the building trades are assisting with the wooden slats needed for the seating.

Three bids for architectural design and construction supervision services for the repair/reconstruction of the library's 110-year-old chimney were received and are currently being evaluated.

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 the Public Library. Fourteen hours were spent delivering supplies to various locations. Twenty three work requests for miscellaneous issues were responded to, with seven of those being lighting issues. Sixteen man-hours were spent obtaining and changing ballasts and lights out at the stable office on Cocheco Street. Offices in City Hall and at the Public Works facility also had lighting issues needing attention. Employees participated in pre-bid meetings with firms interested in the design and oversight of construction for the replacement of the roof at City Hall. Replacement of the roofing materials and repairs to the masonry around the perimeter of the roof should resolve the leakage issues and the restoration of the ceiling in the auditorium will then be addressed.

Filters were changed at several locations, including the traffic signal boxes and the air handling unit at the Indoor pool. Hinges were changed on the overhead door of the wash bay at Public Works. The air conditioners at the Library and the few remaining in use at City Hall were removed and put in storage. Johnson Controls worked at City Hall to install new ac / heat units in the Utility Billing and Treasurer's offices, as well as the lunch room. These units will be functional as soon as the electrical work is completed. Boilers were serviced through City buildings and the heat was turned on in anticipation of colder weather.

Forty five work orders were handled regarding miscellaneous issues. These include picking up blowing trash or overloaded trash cans, opening municipal buildings, issuing keys, and installing a new outlet. Fourteen hours were spent assembling various items for delivery to different municipal buildings.

Staff accompanied fire safety equipment inspectors to various buildings. Fire extinguishers, sprinkler systems, alarm panels, smoke and heat detectors were all examined and tested to be sure they are charged and working properly. Approximately 24 man hours were spent conducting the required monthly fire extinguisher and elevator inspections.

Eleven work orders regarding traffic signals were processed and the areas were inspected and repaired if needed. Six lenses were replaced this month. Two hours were spent repairing a decorative light downtown.

Ten hours were spent responding to fifteen Dig Safe requests and marking underground utilities as needed.

Ten signs were made up, 6 signs were replaced with like signage, five poles with signs were installed and two signs were removed. Other signs were relocated in keeping the public aware of changes made due to the construction in the immediate downtown areas of First Street and Orchard Street.

Employees met with the donor of a Christmas tree for the lower square in Rotary Park this holiday season. The tree will be moved during the third week of November. The flag pole will be removed and stored until spring, allowing for the placement of the tree.

Administrative staff fielded 9 service calls requesting pothole repairs. Crews repaired 177 potholes and 19 shims applying 42.24 tons of asphalt on various areas throughout the city completing the repairs in 88 man hours.

One Heavy Equipment Operator worked 8 hours sweeping Bellamy Road, George Street, Henry Law Avenue, Floral Avenue, Oak Street, West Concord Street, Partridge Lane, and the downtown area.

One Heavy Equipment Operator and two Truck Drivers worked 6 man hours hauling and filling the Mast Road bins with 21 yards of crushed gravel. Two Truck Drivers worked 8 man hours hauling 169 yards of winter sand while one Heavy Equipment Operator worked 6 man hours mixing the winter sand with salt to prepare for winter storm events.

One Working Foreman, four Truck Drivers and two Heavy Equipment Operators worked 28 over time man hours and 16 regular man hours removing leaves from street edges and catch basins in the downtown area, Fisher Street and Belknap Street. An additional 38 man hours were spent removing leaves and debris from catch basins to prevent flooding throughout the city.

Two Heavy Equipment Operators and four Truck Drivers worked 87.4 man hours assisting a City of Dover private contractor repairing various areas of asphalt on Fifth Street. Crews also spent 6 man hours spreading 4 yards of loam and 2 man hours removing debris on Fifth Street. Crews worked 7.5 man hours removing old structures from Fourth Street before paving was completed. Crews also worked 36 man hours pouring cement on the sidewalks on Jenness Street to install ADA pads as well as spreading loam and seeding.

One Heavy Equipment Operator and three Truck Drivers worked 8 man hours disassembling and disposing of debris from the beaver dam on Crosby Road. One Working Foreman also spent 8 man hours removing dead animals from the roadsides.

Brush cutting continued for 48 man hours in the areas of Tolend Road, Industrial Park and River Street.



Crews spent 29 man hours posting no hunting signs around the City's portion of the Willand Pond Recreation Area.

Crews installed three catch basins, one on Spruce Lane, one on Long Hill Road and one on Lakeview Drive taking 134 man hours. Working with a city hired contractor, crews spent 22.6 hours removing and reinstall a new catch basin on Chestnut Street. Three Truck Drivers, one Working Foreman and one Heavy Equipment Operator worked 39 hours repairing a catch basin on Grove Street. Crews also spent 3 man hours jetting a drain line on Central Avenue.

The Skate Park on River Street is undergoing an update with the addition of a half pipe skating ramp. There is a crew of volunteers that are building the ramp. The materials were purchased with funds paid to the City of Dover by the previous waterfront developer. The ramp should be complete by the end of October or early November.

The Gundalow Captain Edward Adams was donated to the City of Dover. The vessel was delivered to the City via the Cocheco River on October 27th and lifted out of the water by crane to be temporarily stored on River Street. Crews cut and trimmed an area of River Street to prepare the site for the storage of the Gundalow. It will have a permanent home created in Henry Law Park next summer.

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



October presented many opportunities for Emergency Management in the City. Fire & Rescue started off, in conjunction with the Chamber of Commerce and the Police Department, manning the City Command Van coordinating all efforts at Apple Harvest Day. The City invites thousands of guests and residents to our downtown and the Emergency Manager coordinates a unified command to handle any possible issue in preparation for this Seacoast premier event. There are many planning dates that culminated in this successful Dover Event.

There have been two public health events across the country as of late. Enterovirus D68 and Ebola have been in the news the entire month of October. The Emergency Manager has directed the Fire & Rescue personnel to train and prepare for both issues. The command staff has participated in telephone conferences with the CDC and New Hampshire Homeland Security on a weekly basis to prepare and establish a program to protect residents and emergency responders. The Ebola current event is still evolving and the Fire & Rescue personnel are adjusting with each new update. Each employee has trained on each outbreak including treatment best practices. Department leaders have identified Personnel Protective Equipment (PPE) and instructed all members where it is stored. The Fire Department has high risk kits with PPE on apparatus and training will commence in November for each shift on its use.

Without a doubt, Ebola is a very serious matter. It's a deadly virus with a 70% mortality rate and no cure. Though not minimizing the potential threat of this illness, some perspective is warranted. The truth is that we've been through this before and will again. In the Fire and Rescue industry, they have dealt with threats just as dangerous as Ebola, such as HIV, hepatitis, tuberculosis, various strains of the flu and more. The department encounters these on a daily basis; Ebola is just the latest on an ever-increasing list. Fire and Rescue has implemented safe work practices, employed the appropriate PPE and adhered to sound exposure-control protocols.

The month of October had Emergency Operations Center "EOC" Drills for Seabrook Power plant. Fire & Rescue participation in this event exercised the Fire Department's communication ability through the State of New Hampshire Web EOC program and filling out the EOC positions. The department utilized their Emergency Operations Plan by notifying all members by email and having them respond with their availability.

The State of New Hampshire Bureau of Emergency Medical Services inspected the city's three Advance Life Support ambulances. They come in bi-annually to ensure that the city meets the safety standards and required EMS equipment on each vehicle and passed successfully with no issues.

Each shift is responsible for testing a portion of supply of fire hose annually. The Fire Department breaks this down by the different sizes and apparatus. Hose needs to be filled with water, tested at pressure, cleaned, dried and either replaced on the apparatus or rolled on replaced on the hose racks at the South End Station. This follows the national standard of NFPA 1962. Here are the approximate amounts by type and size tested this year:

Forestry 1 ½" hose	-12 lengths for 1200'
Attack 1 ¾" hose	-107 lengths for 5350'
Attack 2 ½" hose	-59 lengths for 2950'
Supply 3" hose	-45 lengths for 2250'
Supply 4" hose	-77 lengths for 7700'

October was the month that Fire & Rescue's C shift tests all of the ground ladders. This process falls under NFPA 1932. Each ladder goes through a rigorous inspection and tested with the department's testing equipment. Engines carry two ground ladders and the ladder truck carries multiple ground ladders.

Fire & Rescue crews have been training students on the Ambulance. EMT students were invited to some of the medical residency rides to get the street perspective. The high caliber individuals that provide care to the residences are well regarded in the pre-hospital field.

Fire & Rescue Inspection Services and the Fire Chief held one housing standards meeting. This provides citizens an opportunity to resolve community issues in relation to properties.

The Fire & Rescue Chief held a meeting soliciting information on creating an open burning ordinance. Multiple members of the City attended with the beginning stages of this process.

Communications Bureau:

Communications Bureau statistics for October are:

Radio Transmissions	12,383
Phone calls	9,277
911 calls	446
Police Alarms	11
Lobby Traffic	409

K-9 Unit:

The Police Department has one K-9 handler, Officer Tim Keefe, who works with his K-9 partner, Grinko. During the month of October the K-9 Unit conducted a total of 20 hours of training including successful certification as a Patrol Dog. There were no callouts.

Collision Investigation Team:

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

Special Investigations Unit:

During the month of October 2014, there were two letters generated by the Dover Police Special Investigations Bureau 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.

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

SIU detectives continue investigating multiple residential burglaries that occurred in one night in September in the same neighborhood. Detectives have solid leads and the case is progressing.

SIU detectives investigated when the same business was burglarized twice within a matter of weeks in September and October. The investigation led to the arrest of a Somersworth man, who in addition to those two burglaries, was also charged with burglarizing the business in 2013.

SIU detectives also investigated two daytime residential burglaries that occurred in October 2014. As a result of the investigation, two Somersworth men were arrested and charged in those incidents.

Along with Patrol Officers, SIU detectives are also investigating a separate residential burglary where four firearms were stolen. One man has been arrested as a result and all four stolen firearms have been recovered.

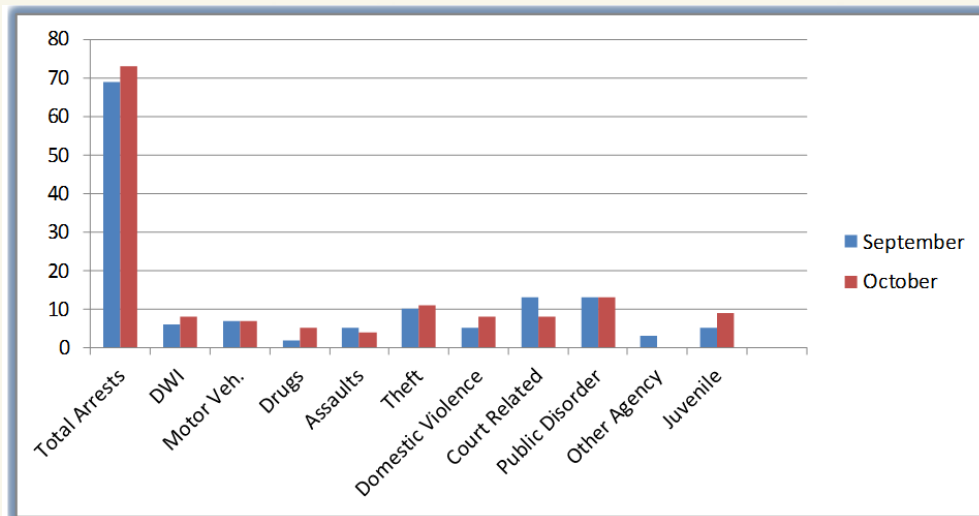
SIU detectives continue to investigate a robbery of a convenience store that occurred during the month.

Throughout October, SIU detectives assisted the Strafford County Drug Task Force with multiple investigations into illegal narcotics traffic in Dover.

SIU personnel also investigated three unattended deaths that occurred in Dover. One of these deaths is a suspected heroin overdose.

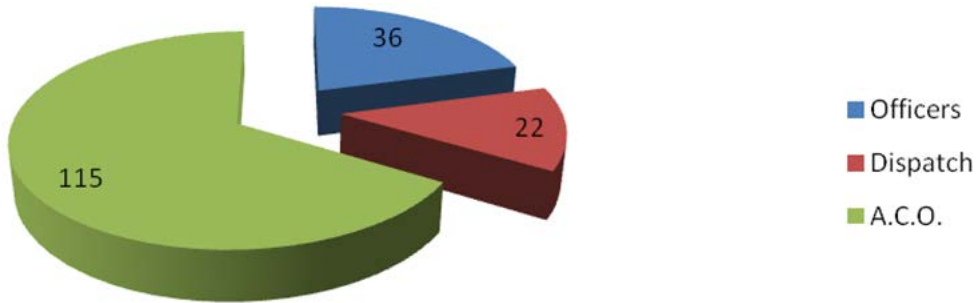
Patrol

During the month of October, the Dover Police Department responded to **2975** incidents throughout the city. Police officers made a total of **877** car stops and issued a warning or a summons. The above chart depicts arrests made in general areas of enforcement when arrests were made. Theft covers all types of thefts and burglaries. Court related covers Electronic Bench Warrants issued by the court, and Violations of Court orders. Public Disorder arrests include Criminal Mischief, Resisting Arrest, Disorderly Conduct, Criminal Trespass and Unlawful Possession of Alcohol.



Animal Control:

Animal Calls



There was a significant increase in calls for service this month due to registration enforcement of all dogs within the City of Dover.



An alarming call came in to the Police Department about a runaway.....rooster. The Animal Control Officer was called out to apprehend the suspected runaway (left). The rooster was left in the custody of family and is now safe and unharmed, although is now restricted to the roost.

Downtown Liaison Unit

During the month, the Dover Police Department's Downtown Liaison Officers engaged in the following enforcement activity and citizen contacts during their patrols of downtown Dover including crosswalks and parking lots, the Community Trail, Henry Law Park, the Skate Park, Maglaras Park, and the railroad yards.

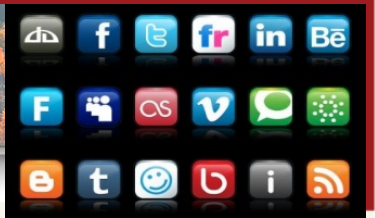
- 25 - Pedestrian crosswalk warnings
- 22 - Public assistance calls
- 14 - MV pedestrian right of way warnings
- 4 - MV one way warning
- 9 - Parking assistance calls
- 16 - Warning bike on sidewalk
- 17 - Skateboard warnings
- 3 - Roadway obstructions
- 7 - Warning Criminal Trespass
- 1 - MV accident

The City of Dover has three fire stations.

Liberty North End Fire Station

Central Fire Station

South End Fire Station



A meeting took place in October for residents on Preparing for Climate Change in Dover - Gaining Insights and Charting a Course. During the workshop, residents learned about regional climate change, how it might affect Dover, and specific actions that can help the city prepare. The workshop was open to all, including residents and businesses, City board and commission members, and City staff and elected officials.

The workshop follows role-play simulation sessions held earlier this year. These sessions presented residents with hypothetical climate-related problems that needed to be solved together.

The October workshop was the first in a series planned through the winter of 2015.

The workshops are led by a steering committee, which includes representatives from City staff, boards, and residents.

The project is funded by a federal grant from the National Oceanic and Atmospheric Administration, awarded to the New Hampshire Coastal Program, and managed by the University of New Hampshire Cooperative Extension and NH Sea Grant.

The 2014 Citizens Leadership Academy took place during the month of October. The program aims to help residents better understand their community and local government, and foster civic participation as a foundation for leadership.

Participants were provided with an up-close look at local government and municipal operations, as well as the tools needed to help shape the future of the City of Dover, including how to volunteer for various boards, commissions and civic organizations.

This program is sponsored by the Dover Chamber of Commerce and the City of Dover. The Citizens Leadership Academy is held at least once each year and is intended to bring together, from diverse segments of the community, residents of Dover who are interested in meeting and working with others to address key issues critical to maintaining and improving upon our city's quality of life. Citizens participating in the Leadership Academy are encouraged to initiate discussions with other residents, business and government leaders and contribute their knowledge, imagination and energy towards the betterment of the community.

The Friends of the Library presented a program by Zip Zamarchi of Eliot, Maine. Zip is a collector of a wide variety of bicycles and talked about the development and social importance of bicycles.

His collection, which he has been building for nearly 40 years, consists of approximately 70 bicycles, some of which was on display in the library's Lecture Hall the evening of the program. He believes his most interesting bike is an 1889 Elliot Hickory.

The library has 5,109 social media followers: 1,505 on Facebook, 579 on Twitter, 72 on Instagram, 912 on Pinterest, and 2,041 subscribers to the library's two e-newsletters. The library website received 154,767 hits during October. The Library posted 102 items on Facebook, 16 on Instagram, and 56 on Twitter. Staff wrote 4 Blog posts, and sent two press releases to media outlets during October.

The public library borrowed 103 items from the school libraries and sent 86. The public library's System and Technology Librarian Peggy Thrasher aided the school librarians with Koha library system issues on 9 occasions during October.

Dover Police Chief announced the Dover Police Department will once again be offering a special drug prevention program for the parents of fifth-grade students, known as the Dover PACT (Parents and Community Together) Program. This excellent program is free of charge.

As part of the overall prevention strategy of the Police Department, the PACT program serves to provide parents with the most up to date information about current drug and alcohol abuse trends, music and media related influences in their child's life, as well as strategies used in the D.A.R.E. curriculum.

The PACT will be offered in the months of November, December, and January. The three sessions, which last approximately two hours each, will be offered three times within each of the months to make it easier for the parents to attend. Childcare will also be available if requested. Each session will be held in the McConnell Center cafeteria which is accessed through door 7, adjacent to St. Thomas Street.

If a parent is unable to participate, any other responsible adult involved with the student's life may participate. Two parents from the same household can split the responsibilities for attending the training sessions. Participating parents will be provided with a Drug Free Dover sweatshirt and a PACT coffee mug. Students of participating parents will receive a T-shirt and their Drug Free Dover ID.

Information sheets and registration forms were sent home with fifth-grade students during the last two weeks of September.

The City Clerk Tax Collection Office spent the month gearing up for the 2014 General Election, which includes candidates for the New Hampshire Congressional delegation and state representative. Throughout the process, the City of Dover maintained an online election guide with information about the upcoming general election, including polling places, a ward map and sample ballots.

The Friends of the Library, annual, two-week-long, gigantic fall booksale began on Friday, October 24th. Only library cardholders were able to purchase items on the first day of the sale and the sale opens to non-cardholders and the general public on Saturday, Oct. 25.

Thousands of paperbacks, hardcover books, and media items for all ages were available at prices from 50 cents to \$2. Many of the sale items are books donated to the library while others are items discarded from the library's collections.

All proceeds benefit the Friends of the Library, a 501(c)3 charitable organization which last year donated over \$15,000 to the library for museum passes, children's and adult programs, furnishings and equipment.

The Supervisors of the Checklist met on Saturday, October 25th at the City Clerk's office. During this session, supervisors registered new voters, changed party affiliations, addresses and names, and made other necessary corrections to the checklist.

Planning and Community Development staff met with residents and property owners to discuss development or redevelopment of over 19 properties in the City.

Planning and Community Development staff represented the City at the Strafford Metropolitan Planning Organization meeting on October 3rd. Topics at the meeting included regional transportation projects and programs.

City of Dover offered free downtown valet service the last weekend in October.

In anticipation of a busy weekend for downtown Dover businesses, the City of Dover provided complimentary valet parking service in the area of the Cocheco Mill Courtyard. Visitors to any downtown business, including bars, restaurants and stores, are welcome to enjoy this free service.

Atlantic Parking Services will had a team of valets stationed in the loading area in front of Blue Latitudes and Orange Leaf from 5 p.m. to 11 p.m. each night. There was no cost to motorists. Tipping valet drivers is optional.

This weekend's complimentary valet service is the first of several the City will offer in the Orchard Street parking lot area this holiday season. The service is part of the "Get to It!" initiative, which aims to keep visitors informed about available parking throughout the downtown during the construction of a new police station and public parking garage on Orchard Street.

The City of Dover would like to thank Janetos Market for providing parking space for the valet service. The City of Dover also extends its thanks to Foster's Daily Democrat, Bagel Grounds and Sarnia Properties for supporting the "Get to It!" program.

During the construction of the new police facility and parking garage, which is expected to conclude in November 2015, residents and visitors can stay up to date on downtown parking options and traffic flow by visiting a website created specifically for that purpose, www.drivingdover.com. The website and valet service are both part of the "Get To It!" initiative, which is funded solely by parking revenue.



Fire & Rescue personnel provide in-service standby for the Varsity High School Football home games. They did two Friday night games and one Saturday.

Each year, a couple of daycares bring their little ones to trick or treat at City Hall. The employees like this as much as the kids. In the spirit of Halloween, a handful of employees, to the left, also dressed up to hand out candy.



The Library Director participated in the "Culture, Recreation and Quality of Life" portion of the Citizens Leadership Academy on October 23.

The Library Director joined two Dover Police Detectives on a building-wide Safety Walk-through of the library on October 10. Several new security measures were suggested.

The Library posted 102 items on Facebook, composed 56 Tweets, wrote 4 Blog posts and 16 Instagram posts, and sent out two press releases to media outlets during October. The library has 5,109 social media followers.

Officer Feliciano assisted the NH Police Standards & Training Council (NH Police Academy) by instructing police recruits in defensive tactics. Officer Feliciano taught ground fighting techniques and he gave the recruits detailed instruction while also correcting any issues observed while the techniques were being demonstrated by the recruits.

Dover Police Chief announced road closures and parking restrictions for the inaugural Cocheco Challenge Half Marathon footrace. The 13.1-mile footrace began on Central Avenue in front of the First Parish Church and ended on nearby Church Street. The event is organized by the First Parish Church, the oldest parish in Dover, and funds raised are to maintain and repair the 1829 church building, which is on the National Register of Historic Places. The course is USA Track and Field Certified and includes a footbridge crossing over the Cocheco River.

The fall leaf collection schedule was announced. The City of Dover 2014 fall leaf collection will take place during the following weeks:

- Oct. 27-31
- Nov. 3-7
- Nov. 17-21
- Nov. 24-28

Bagged leaves will be picked up on the same day as trash and recycling.

The Department of Planning and Community Development continued to update its blog, face book page and twitter feed to communicate with the public. The Department of Planning and Community Development has 265 Facebook (City of Dover NH Planning) friends and 637 followers on Twitter @DoverNHPlanning).

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 835 fans).

The Department of Planning and Community Development mailed out 55 New Homeowner letters. These letters introduce new property owners to their zoning district and include other basic planning information, including links to the Dover Download.

The Director of Planning and Community Development attended the October 2nd Leadership Seacoast Recruitment and Scholarship breakfast. The Director is an alumnus from the 2013 class. He spoke with the class about the value the program has in his daily professional life. Specifically he highlighted Health and Human Service Day.

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 by Planning Staff with the Inspection Division 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 and Tolend Road Properties.

The Director of Planning Development spoke at the HEAL NH Conference on October 16th in Meredith. HEAL stands for Healthy Eating Active Living, and the group promotes integration of healthy activities into normal everyday activities. The Director spoke about Dover's Complete Streets policy and its integration into the CIP.

The Dover Public Library was thrilled to host a book talk by bestselling novelist LISA GARDNER in October. Lisa signed copies of her latest thriller, "Fear Nothing" (Dutton, January 2014) which sold over 35,000 copies during its first two months in publication.

October has been Fire Prevention month. Fire Prevention Week was established to commemorate the Great Chicago Fire, the tragic 1871 conflagration that killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures and burned more than 2,000 acres. The fire began on October 8, but continued into and did most of its damage on October 9, 1871.

Most communities host an open house and target residents to come and get a fire prevention message on one day. The Fire & Rescue Department takes a different approach. They bring the message to the children of Dover. During the month, Fire & Rescue targeted grade schoolers and preschoolers with fire safety messages that are appropriate for the age group.

Members from Inspection Services and the command staff conducted safety presentations at Garrison Elementary, Horne Street School, Woodman Park, Portsmouth Christian Academy and St. Mary's Academy. The SAFE Trailer focuses on all children, kindergarten through second grade. Important safety messages such as stop drop and roll, 911, exit drills in the home and meeting place is re-enforced with a practical exercise of crawling low in smoke to a simulated meeting place. The trailer creates a safe simulated smoke filled environment that kids can safely put these skills to the test in a non-threatening training place.

Fire & Rescue duty shifts visited over 10 preschools and daycares with similar messages but with a fire truck tour. They prep kids to understand what a firefighter looks like in all his equipment and to "stay low in smoke". The duty shift also has performed many station tours with these messages. Day cares visited our stations to watch Sparky's ABC's education video, tour the station and tour the department vehicles. Members use these important events to educate the younger children on safety messages that could save their life in the future.



SAFE Trailer at Woodman Park School



There were two fundraisers that members of Fire & Rescue started; one being Operation Warm. Providing the gift of warmth to children in the communities they protect, Dover Firefighters have become ambassadors of Operation Warm. Through this invaluable partnership, Dover Firefighters are revolutionizing the expansion of their important mission and impacting the lives of children throughout their community. This fundraiser is helping provide new winter coats to children in need K-4th grade and also supporting jobs in the USA. The members have started to visit each school for fitting the children. The schools have had very positive reviews.

Fire & Rescue training division hosted the seacoast area paramedic refresher training. This is 48 hours of focused training to keep paramedics up to date with current trends and medication being utilized in the industry. The class was held at Wentworth Douglass Hospital with over 40 area paramedics attending. Guest speakers from Mass General Hospital, Boston Children's Hospital, as well as many local medical professionals provided outstanding classes as well as recertifying in Advance Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS).

The Seacoast Fire Chiefs Association brought in a national speaker to Dover Elks. Dover hosted this class and supported the classroom that had a hundred fire professionals in a class "Firefighter & Fire Officers Survival" by Deputy Fire Chief Billy Goldfeder. This nationally renowned Fire Chief spoke to Fire & Rescue duty shift and fifteen other Dover Fire members on current trends that keep firefighter safety at the forefront.



Fire & Rescue Team at Henry Law Park supporting the Breast Cancer Awareness Walk.

Fire & Rescue sponsored a team in a walk to support Breast Cancer awareness. This was to support current members, retirees and residents that may have been afflicted with this disease.



Sergeant Speidel walks to the Woodman Park School with some of the children

On October 14, 2014, Detective Travaglini presented to the Dover Middle School Parent Teacher Association on the topic of social media in an effort to make parents more aware of the social media outlets available to their children. (picture to the right)



Detective Travaglini conducting the presentation on social media at the Dover Middle School.

On October 25, 2014, Detective Travaglini attended the Dover Children's Museum "Not So Spooky Halloween" event. While there, he spoke to children and parents about Halloween safety. (picture below)



Detective Travaglini discusses Halloween safety at the Dover Children's Museum "Not so Spooky Halloween" event.

On October 9, 2014, Captain Terlemezian, Detective Travaglini, Officer Feliciano, Officer Dunne and Officer Gaudreault went to the Garrison School and read to several groups of elementary grade students for the, "Fall into a Good Book!" event. (picture below)



Officer Adam Gaudreault reading to students at the Garrison School

Current Special Project Highlights – as of 11/17/2014

Police Facility / Parking Garage

The project design team of Lavallee Brensinger Architects, Architects Design Group and Walker Parking Consultants continue to work on completing construction documents. Final construction documents are expected to be completed by December 2014.

Phase I of construction continues. The work is being performed by SUR Construction, the firm selected to conduct all excavation and road improvements for the project.

During the month of October, SUR Construction and Harvey Construction, and the project's Construction Manager has completed the installation of five underground utility vaults, installation of underground utility conduit, and the installation of drainage pipe and drainage structures. The lot has been open during construction and parking has been available in approximately 130 parking spaces.



Crews install utility conduit along Chestnut Street.

Silver Street Reconstruction 2014 Construction Season

Road Re-Construction: MONDAY-WEDNESDAY: Roadway excavation and gravel placement and final paving preparations will take place in the Arch/Towle Intersection and proceed to approximately House #136 Silver St. Crews are expected to work to 6pm and Periodic delays can be anticipated throughout the day – motorists are encouraged to seek alternate routes. Also, Vibratory equipment will be running to compact gravels in roadway.

Road Paving: THURSDAY: Paving within the limits of excavation described above. Motorists are encouraged to seek alternate routes. **FRIDAY:** Layout out work for pavement striping

Curbing: None anticipated

Sidewalks: MONDAY-FRIDAY: Placement of sidewalk gravels for sidewalk construction

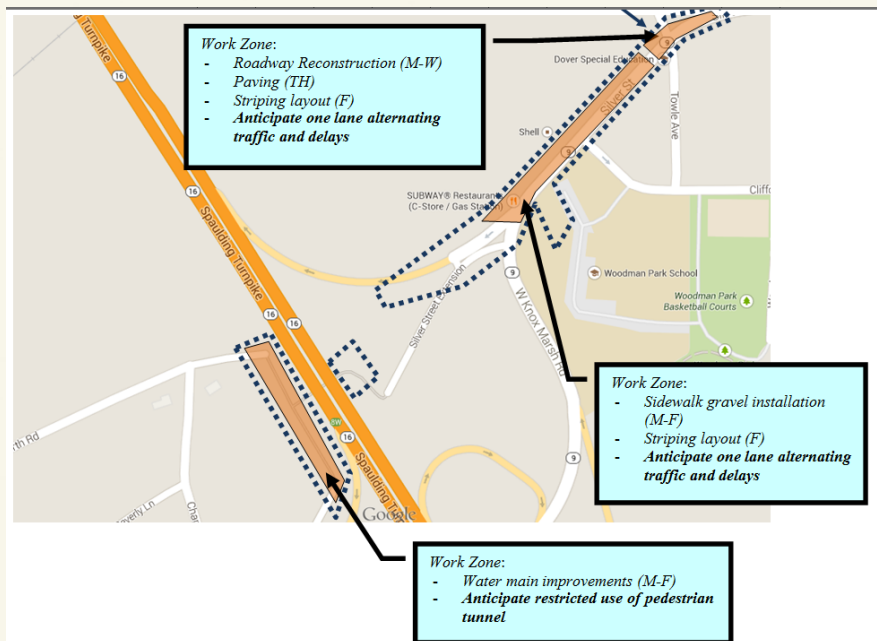
Water: MONDAY-FRIDAY: Continue work on water improvements between the pedestrian tunnel and Old Littleworth Road

Drain: None anticipated

Sewer: None anticipated

Water and Sewer Service Interruptions: A water shutdown may be required to complete required water main work. Residents affected will be notified in advance by using yellow door knob hangers provided by the City.

Road Closures: Although the road extending through the work zone will not be closed. Traffic delays can be expected and it is recommended that motorists seek alternate routes.



Parking: Please be aware of NO PARKING signs that may be erected within or adjacent to the working areas. No parking times will be from 6:30am – 6pm, Monday thru Friday. Barricades will be placed on a daily basis as needed by the contractor, but please be alert to material and equipment stored on the side of roads.

Pedestrian Tunnel: It is anticipated the pedestrian tunnel and sidewalks from Silver Street Ext to Old Littleworth Road and West Knox Marsh Road will not be accessible when work is being completed in these areas. It is recommended that residents who frequently use the tunnel make alternate arrangements when this work is taking place.

(M) = Monday (T) = Tuesday (W) = Wednesday (TH) = Thursday (F) = Friday (TBD) = To Be determined (specific day not known)

City Programs

Gym

Sign-ups have begun and are ongoing for many basketball leagues, from the Kinder-Shots program through the 50+ Men's League. Many youth basketball programs have open registration to non-residents that attend a Dover school on November 1st. All youth programs still have openings available. Those that signed up before October 31st saved \$10 per child on basketball registrations. Recreation has also been running a pre-season program on Saturday mornings for those in grades 5-8 to get ready for the basketball season. The 18+ Men's basketball league began scrimmages on October 19th. The league is currently full and will begin games in November. Muscle Power & Interval Toning classes wrapped up the first session. The second session of Interval Toning began on October 27th. Yoga wrapped up their first session of the fall for both beginners and advanced and went right into session two as did Zumba®. Co-ed volleyball wrapped up their Thursday nights and will continue for Sunday afternoons in November. If possible, Recreation will keep a Sunday time slot throughout the winter and resume Thursday nights in the spring. Badminton players continue to play on Friday nights.

Pool

The month of October brought about the beginning of fall swim lessons with 96% of all available spots being filled. Lessons came to an end the weekend of November 9^h. Seacoast Swimming continues to practice during the afternoon hours and is hard at work preparing for their upcoming meets. Great Bay Masters are still practicing at the Indoor Pool with as many as 30 swimmers per practice. Mighty Seals commenced their season with practice beginning on October 19th, they will be preparing throughout the winter for their spring swim meet that will take place in April. The Making Strides Against Breast Cancer Walk was held at Henry Law Park on October 18th and again, was very successful. Apple Harvest Day took place at the beginning of October with crowds flooding the streets of downtown Dover despite the windy and wet conditions. The Dover Pool Advisory Committee hosted a booth while also having a raffle; all in all it was advertising and there was a lot of community involvement. Lap Swim: 75-90 swimmers daily, Rec Swim: 10-20 swimmers daily

Ice Arena

Recreational skating and stick practices continue to be popular activities at the Dover Arena. As the colder months arrive, we should begin to see even more activity with these skates. Youth hockey practices and games are busy and are in full swing this past month. The Dover Arena was part of a very large Midget tournament in the region and several games were played at the arena October 17 and 18. These were boys' teams ages 16 – 20, from all over the United States. It made for some great hockey. The High School hockey season starts in mid-November with practices and the High School Jamboree will be held in late November. Adult and youth stick practice: 374 participants

Senior Center

In addition to all of 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. This month seniors began playing a new game: Pickleball! Pickleball combines elements of tennis and ping pong on a badminton sized court, using a wiffle ball. Pickleball will be held Friday mornings at 9am. In October, 66 people enjoyed learning and playing this new lifetime sport! 95 seniors joined in for lunch this month. The Senior Center hosted flu shots in October and 32 people came to be vaccinated at the clinic. Senior Travel was busy again this month! 50 seniors visited Castle in the Clouds, 45 went to Washington DC and 37 to Mohegan Sun. The center saw 7 seniors off to Switzerland, Bavaria and Austria, and revisited the Northern National Parks trip with a slideshow travelogue open to all. The day trippers saw some beautiful horses at a trip to the Budweiser Brewery. Senior Advisory Board meeting: 8 participants, Mystery Lunch: 46 participants.

Public Library

UNH intern, Henry Ma, began work in the library's IT department under the supervision of Systems Librarian Peggy Thrasher. The five Dover school librarians, with whom we share our ILS "Koha", met here with our professional staff on Teachers' Workshop Day Oct. 10 to discuss common concerns.

New Internet session-timing software for the public stations was introduced in October. It ties in with the ILS system and can restrict users with expired cards or who owe the library money.

The library's MLS intern, Michaela Pugh, is making great progress in scanning and digitizing historic Dover photographs from volumes held in the library's Historical Room. These will be posted online in the near future. Other volunteers continue to work on the library inventory project.

In addition to the Museum Pass reservation system which is now online and very popular, staff has initiated the Program Registration feature of the software as well. This will allow people to register online for library programs that have limited space.

Staff has engaged a vendor to bring an Ethernet connection to the wall opposite the circulation desk in anticipation of the installation of the new Self Checkout Unit for patrons wanting to use that option. Hardware and a stand-up kiosk have also been ordered.

Library programs during October included a well-attended talk by bestselling author Lisa Gardner, a most interesting program on bicycle history, 14 preschool story times, 4 movie showings, 354 craft sessions, a Book Group meeting, kids' pumpkin decorating, and a "Paws for Reading" session with Murphy the dog. Staff also proctored 8 exams for the public and consulted on 2 "Book-A-Librarian" appointments. October attendance at 30 total library programs was 786.

Public Library's System and Technology Librarian aided the Dover school librarians with nine automation system issues during October.



Dover Youth to Youth:

Dover Youth to Youth was recently selected by the New Hampshire Association of Broadcasters (NHAB) to receive its Media Campaign of the Year Award. The students were recognized for their series of 3 radio public service announcements that encouraged quitting tobacco and promoted the 800 number and web site that provides free quitting resources to smokers.

The award was presented October 18th at the annual "Granite Mikes" award ceremony held this year at Southern NH University. It was presented jointly to the student group and their media partner, radio station WOKQ and its affiliated stations WPKQ, The SHARK WSHK and WSAK. The students created and acted in the radio spots. The station provided professional production services and studio time in their facility to record the 30-second and 60-second PSAs.

The radio spots recognized by the NHAB all have a consistent theme of "ending a bad relationship with tobacco" where characters in the PSAs use common "break up lines" before the listener realizes that the actor is actually referring to, and "breaking up with" tobacco.

Dover Youth to Youth created and delivered a webinar broadcast live from the McConnell Center to 10 locations around the US. The webinar instructed other communities how to develop media messages, such as radio PSAs and videos, using the process developed by Dover. The 1-hour webinar was delivered by 3 older student-members of Youth to Youth. The broadcast included an extensive PowerPoint and frequent use of examples of public service media to illustrate the process of creating media. Listeners were provided with copies of scripts that they can record in their own communities.

This was the first in a series of 4 webinars this school year. Communities can sign up for the presentations for \$50 each. The funds will be used to help defray the expenses of the Dover Youth to Youth program. The next webinar will be broadcast in early January.

During the month of October, Dover Youth to Youth provided trainings to various groups. A student member of Y2Y travelled to Newport Rhode Island to present the History of Lies to a youth advocacy group. The History of Lies presentation demonstrates how the tobacco industry has been lying about the dangers of tobacco use in advertisements for years. Also in October, a prescription drug presentation was provided to one kindergarten classroom at Garrison Elementary and Dana Mitchell provided Boy Scout troop 168 with an alcohol presentation at St. Marys church in Dover.

Dover Coalition for Youth

The Coalition is working with the Strafford County Rx Taskforce and the Strafford County Sheriff's Office to host an amnesty/recovery day. The event would provide community members struggling with drug addiction a central location to dispose of their drugs and get connected to local treatment resources. The group is tentatively planning an event at Wentworth-Douglass Hospital in December.



Y2Y members Emily Simons and Nick Piscitello receiving the award for Media Campaign of the Year from Mark Williams at WOKQ.

Dover Teen Center

The Dover Teen Center calendar for October 2014 consisted of educational and social programming for its youth participants. For the month of October 2014 the Teen Center saw a total of 649 participants on 22 days of programming, which yielded an average of just under 30 participants per day. There were 14 new registrations.

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



TC Sports Event – “Frisbee Golf” (10/2)
Apple Harvest Day Event – “McConnell Arts Pavilion” (10/4) (TC Staff)
TC “Get-To-Know-You” Event – “HUMAN BINGO” (10/8)
TC Teacher Workshop Day Trip – “FUNSPOT Arcade” (10/10)
TC Snack Special Day – “Grilled Cheese & Soup” (10/15)
TC Annual Trip – “Canobie Lake Park – Screeemfest” (10/17)
TC Snack Special – “Make Your Own... Trail Mix” (10/21)
TC Monthly Meeting – “Girl’s Group” (10/22)
TC Halloween Week Event – “Pumpkin Carving & Pumpkin Pancakes” (10/27)
TC Annual Event – “Halloween Costume Party w/ Y2Y” (10/28)
TC Halloween Program – “TC Murder Mystery Game” (10/29)
TC Halloween Week Event – “Scary Movie Matinee – THE BURBS” (10/30)
TC Halloween Week Event – “Halloween Games w/Community Buck\$” (10/31)
McConnell Center Annual Event – “Toddler Trick-or-Treat @ MC” (10/31)

Dover Teen Center participants with a UNH Intern during the pumpkin carving event on October 27, 2014.

The Dover Court Diversion Committee

The Diversion Committee met on Thursday October 16, 2014. There were a total of 7 active or pending Diversion cases. Below is the breakdown:

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

The next planned meeting for the committee is in November 2014. This meeting will include members of the Dover Rotary Club who have become part of the Diversion process as they institute a mentoring program that will be integrated with the Dover Diversion Program.

Community Service Program

The Community Service program tracked four active participants during the month of October of 2014. A total of 14 hours of community service work was completed. None of the participants finished his/her assigned hours.

In 2014, a total of 179 hours of Community Service have been completed.

Dover Housing Authority:

On October 1, 2014, DHA Director Allan Krans, Captain David Terlemezian, and Officer Feliciano met with Kimberly Haas, a reporter with the Fosters Daily Democrat. She wrote a spotlight article (shown below) featuring Officer Feliciano and highlighting his work as the newly assigned DHA Liaison Officer and the importance of the relationship between the Dover Police Department and the Dover Housing Authority.

Foster's Daily Democrat Article by Kimberly Haas

Police Officer Jason Feliciano has only been working as the Dover Housing Authority liaison for a month, but he has already looked to make improvements to the quality of life for the people he serves.

Feliciano, who has been with Police Department since 2007, said that when he started working his new beat a few weeks ago he noticed a family who did not have enough to wear. So he gathered a bunch of donated clothing and started putting it out for residents to take from outside his office near Whittier Street.

On Wednesday, Feliciano showed off some of the children's clothing he has collected, as well as a few car seats, after explaining the philosophy behind his new role with the Police Department.

"When you do what we call community policing, it is a more direct approach," Feliciano said. "You can see the behavior changes that start at a young age. A lot of families will follow suit."

Feliciano, who taught physical education in Boston before becoming a police officer, is a natural for the job, according to DHA Executive Director Allan Krans.

Krans said he saw Feliciano walking hand-in-hand with a small child and woman just a few days ago.

Feliciano said the three-year-old boy had a plastic police car and was making his way to DiCicco's Market on Washington St. with his grandmother.

"He just grabbed onto my finger so I held his hand and walked to the store," Feliciano said.

The DHA liaison is an important position for the Police Department, according to Capt. David Terlemezian. Before the position was established in 1989, much more crime occurred in the community located where the DHA office is located.

"What the guys used to say is if there was a call that required the response of two officers, we would send a third to guard the police cars so they would not be damaged," Terlemezian said. "That is how rough the neighborhood was."

Krans said that now the 200 units in this location have an average amount of crime, considering the population size. Domestic violence and criminal trespassing are the main problems in the area, Krans said.

Overall, there are 526 units that make up DHA. Central Towers and Waldron Towers are also locations Feliciano is responsible for, even though his focus is a little different when dealing with the elderly and disabled. Residents in those locations want to make sure their buildings are secure and that everyone inside them is a tenant or invited guest.

"I am trying to immerse myself in the community as a resource, as something that is positive role model in a uniform," Feliciano said when explaining the many different hats he now wears.

Many of the people Feliciano serves just want someone they can trust to talk to, he said.

Plans are for Feliciano to start teaching the DARE program to students in the schools. He may even start a martial arts class for interested children at DHA.

Feliciano takes over the job for Off. Bobby Joslin, who had the beat for four years, Terlemezian said.



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 between Arch Street and Exist 8. Utilities have been installed on the first section and it has been base paved. Curbing and sidewalks will be installed before construction ends for the season. Traffic patterns will change daily as work moves along.

Previous: 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 LANDFILL REMEDIATION

Current: Unitil has completed the construction of the gas line over the pedestrian bridge to service the County complex.

Previous: Unitil and the Landfill Group have reached an agreement to allow Unitil to attach a gas line to the pipe bridge which the Group constructed over the Cochecho River on Covered Bridge Lane to complete installation of a sewer line. The construction began at the end of September and is expected to be completed in early October. An agreement is currently being drafted between the Landfill Group and the City which will transfer ownership of the bridge from the Landfill Group to the City. The bridge, while being constructed as a pipe bridge for a sewer line, also serves as a pedestrian bridge.

STREET IMPROVEMENTS

Current: Paving has ended for the season and will resume in the spring

Previous: Lisa Lisa Beth, Jenness Street and Sixth Street paving is complete. Fourth Street is being paved the first week in October.

WASTEWATER TREATMENT FACILITY PLAN

Current: The Coalition met with the EPA Region 1 Administrator, Curt Spalding, and his staff in Boston on October 28th. The purpose of the meeting was update EPA on all the work the Coalition communities have been doing during the past 6 months including sewer treatment plant upgrades, estuary monitoring and hydrodynamic modeling results. The Coalition plan to develop a water quality was also presented. EPA expressed appreciation for sharing the coalition's efforts and the meeting concluded with an agreement to meet again next spring to update EPA on coalition efforts.

PREP has commissioned a committee to plan future study needs for eelgrass and macroalgae in the Great Bay estuary. Dean Peschel was invited to serve on the committee as representative of the Coalition communities.

Progress on the wastewater treatment plant upgrade construction continues and the modifications to allow nitrogen removal are on schedule to be online by the late spring.

Previous: The Coalition's 2014 water quality sampling event in the Cocheco and Piscataqua Rivers was conducted by UNH in September. The Coalition is waiting for the lab analytical results of the sampling. The Coalition has a meeting scheduled with EPA at the end of October to share the results and further discuss the progress. Coalition communities have made science and infrastructure improvements that are under way.

WATSON RECONSTRUCTION

Current: The section of Watson Road from County Farm Road to the Cocheco River and from Cardinal Drive to Tolend Road has been base paved and all drainage in that section has been installed. The section from Cardinal Drive to the Cocheco River will be completed in the spring.

Previous: Construction started September 3rd on Watson Road, on the County Farm Road side, and will continue as long as weather permits. Work has taken place from County Farm Road to the Cocheco River and from

COCHECHO RIVER DREDGING

Current: Soil from the Orchard Street project is beginning to be placed in the dredge cell for use later as a capping material. The major excavation at Orchard Street is scheduled to take place over the winter and the soil will be placed in the dredge cell and stored until needed to cap and close the facility.

GZA the engineering firm that completed the environmental characterization of the River Street property has provided a work scope to oversee the removal and backfilling of the approximately 13,000 cubic yards of unsuitable soil left at the former DPW site. NHDES has approved disposal of this soil in the dredge cell for disposal. A contract with GZA will be presented to the Council for approval once a funding source has been identified.

Previous: The redevelopment of River Street will require the removal of unsuitable material which NHDES has given the city a waiver to place in the dredge cell. A portion of the material was placed in the dredge cell during the first dredge season to provide a stable base for equipment to manage incoming dredge spoils. An estimated 13,000 cubic yards of additional material remains to be placed in the cell. An engineering firm will be needed to plan and oversee the removal and manage the backfilling of the excavated area to insure all unsuitable material is removed from the site and backfill is properly compacted to facilitate redevelopment of the property.

Recognition



Vinny Turcotte has retired after twenty-six years of service to the City. Vinny is known to many through his work at the recycling center, but he has also worked with the Utilities Division, in the Highway Division and most recently with Facilities, Grounds & Cemeteries Division.

ACKNOWLEDGEMENTS

The Library staff would like to thank participants from Strafford County Jail's Work Release Program who helped haul 100s of boxes of heavy books from the basement to the top floor in advance of the Friends' booksale. We'd also like to thank the Friends of the Library who donated approximately 350 volunteer hours this month to set-up and staff the annual booksale.

Professional Development

- ✦ Ann Legere, CPPB, Purchasing Agent, recently obtained her five year recertification as a Certified Professional Public Buyer, issued by the Universal Public Procurement Certification Council.
- ✦ The City Manager's Assistant attended a webinar: Visio - Hidden in the corners - All of the Visio diagrams you didn't know you could make. She also attended a webinar on Lowering Workers' Comp Costs – Best Practices, and went to a seminar on HR Best Practices – EEO Laws: Emerging Topics.
- ✦ Members of the Finance Department attended a session on Customer Service training on October 21st. The training was provided by Primex. The remainder of the Finance Department employees will attend the next scheduled session.
- ✦ The Finance Director, Purchasing Agent and Senior Accountant attended an 'Effective Performance Evaluation' Seminar provided by Primex.
- ✦ Warren Hilton and Eric Poitras, Community Services Truck Drivers, attended Manual on Uniform Control Devices and the Culvert Maintainer Certification hosted by UNH T².
- ✦ William Frank, Maintenance Mechanic, attended the Backflow Refresher Course hosted by New Hampshire Water Works Association.
- ✦ Fulton Mountain, Eric Aucella and Robert Seawards, Heavy Equipment Operators, Bill Purpura, Inventory Coordinator, Marc LaFlamme, Heavy Equipment Mechanic, and Boe Green, Heavy Equipment Mechanic all attended the NHDOL Fork lift Training.
- ✦ Joseph Boucher, Public Works Supervisor, Dean Truax, Working Foreman, and Eric Aucella, Heavy Equipment Operator all attended the 8 Hour OSHA Class II Asbestos Cement Pipe Worker Safety Training and Asbestos Pipe Workers Safety-Safety Training for Supervisors.
- ✦ Cheryl Ward and Meghan Moisan, Secretary II, both attended the City of Dover Sponsored Customer Service Training.
- ✦ Jamie Stevens, PS Operator and Jason Lavoie, Working foreman and Brian Landry, Truck Driver all took the NHDES Operator Certification Exam.
- ✦ Stacey Hager, Public Works Office Manager, attended the first of 5 core classes in the Art of Coaching: Becoming an Exceptional Career and Life Coach Certification Program at the University Of New Hampshire.
- ✦ Bill Boulanger, Gretchen Young, Alan Mandigo, Alan Pimental, Eric Acuella, Fulton Mountain, Ed Young and Ryan Grass all attended the 2014 NH Water Drinking Water Exposition & Trade Show.
- ✦ Alan Johnstone, PS Operator and Raymond Vermette, WWTF Supervisor, attended Advanced Active Sludge Process Control & Optimization Class hosted by NHWPCA
- ✦ Tim Pine, PS Operator attended Asset Management "Get the Wheels Turning" workshop sponsored by NH DES
- ✦ Arnold Powers, WWTP Lab/Industrial Pretreatment Coordinator, attended the 16th Annual EPA Newland Pretreatment Coordinators Workshop hosted by New England Regional Pretreatment Coordinators Association.

- ✧ Adult Services Librarian Susan Dunker attended an Evernote workshop at the NH State Library in Concord.
- ✧ Reference Librarian Carrie Tremblay virtually attended a “Digitization and Libraries” webinar online.
- ✧ Four members of the library staff attended Customer Service Training at the McConnell Center on Oct. 21.
- ✧ Recreation Director Gary Bannon attended the New Hampshire Parks and Recreation Department training for Grant applications for Recreation Trails as well as the Land and Water Conservation grant program in Concord.
- ✧ Each Fire & Rescue shift received an on duty class from Unitil Natural Gas Company. This timely class provided information on how to handle gas leaks in a building or street side. The community has a robust natural gas supply system underground and there is a large portion of the public that utilize propane. Though Unitil does not utilize propane, they covered both gases as it was a timely, informative class with the winter months approaching.



Unitil Natural Gas Training

- ✧ Coalition Coordinator Vicki Hebert attended the Youth to Youth International “Making the Way Easy” training for adult advisors of youth drug prevention programs in Scottsdale Arizona October 9-11. While at the conference, she taught two workshops on engaging youth in advocacy and participated in a panel presentation where the 90 participants were able ask questions of experts currently working with youth groups.
- ✧ On October 3rd Vicki Hebert participated in half a day of training at the NH Center for Non-Profits around board development. The training was a part of the Partnership for a Drug-Free NH board retreat.
- ✧ During October, Officers Pieniazek and Collis attended a week long school to be trained as field training officers. Once their training was completed, they immediately began training new officers.
- ✧ Also in October, some officers attended training on the management of critical incidents. This included Chief Colarusso who attended Critical Incidents for Executives, Lieutenant Martinelli who attended Critical Incidents for Supervisors and Officers Khalsa and Mitrushi who attended Critical Incidents for Officers. The classes were all held at UNH.
- ✧ Chief Colarusso attended the annual International Association of Chiefs of Police Conference held in Orlando, Florida from October 25-28.
- ✧ Sergeant Speidel successfully completed all training and service requirements for recertification as a National Child Passenger Safety Technician, which is awarded by the Safe Kids Worldwide organization. Sergeant Speidel has been recertified for another two year cycle through October 2016.
- ✧ All sworn officers participated in low light firearms training as well as training on use of force.

EMPLOYEE SPOTLIGHT

Bill Purpura....also known to some as “Purp”, has been working for the City of Dover for 15+ years. Bill has held positions as a Laborer and Maintenance Mechanic, both for the Utilities Division. He is currently the Inventory Control Coordinator at the Public Works Facility.

Bill's handles maintaining inventory for everything from gloves and shovels to precast manholes and ductile iron for water, sewer, streets and drains. He processes work orders and charge billing for the same. Bill provides support for contracted jobs such as the Nute Road Sewer Force Main Project and the Roger's Street Water Project. He also handles getting the irrigation meters for residents and contractors together for purchase. Bill deals with vendor representatives, various contractors as well as other municipalities for related items. Of course Bill also plows snow, works water main breaks, sewer backups and is on call for any other Community Services emergency as well. Fellow coworkers know that Bill knows where everything is at the Public Works Facility – if you are looking for it and can't find it, just ask Bill!

What Bill likes about his job are his coworkers at the Public Works Facility. He feels everyone at Mast Road helps one another out and according to Bill they make each other feel like they make a difference. He says they aren't showing up to punch a clock to go do something that they don't like. Bill feels everyone at the Public Works Facility feels what they do is important to the City and they take pride in what they do.

What Bill likes least about his job is the fiscal year end audit – not a favorite of his! The year end audit consists of the Senior Accountant and a member of the auditing firm coming to Bill's office each year to verify the dollar value of his inventories. It starts with counting about 70 pages of inventory for the fleet garage, 40 pages of water products, 10 pages of sewer, and 5 of streets and drains. All that takes around a month to do while trying to do other duties and keeping track of anything coming in and going out in the middle of the construction season. With 30-40 employees having access to all these items it really makes it difficult to keep the counts correct over that time period. Another of Bill's least favorite things is getting hauled out of bed in the middle of the night to go plow snow which can be “kind of a drag at times”.

Bill was born and raised in Dover and attended Dover High. He currently lives in Somersworth and has lived there since 1989. Bill is “married to the greatest chick on the planet”. His wife Cheryl is the Deputy Tax Collector for the City of Somersworth. Bill just can't say enough good things about her; she is an awesome cook, great mother and loves hanging out with Bill. They ride motorcycles together too! They have two kids, Matthew and Laura and two grandkids, Jacob and Adrianna. One thing that Bill really looks forward to when finances allow is going to the Cayman islands to go snorkeling, walk the beach, play shuffle board and drink island rum. In the summer time on Sundays, they sit out back by their pool, put on Jimmy Buffett and start happy hour at 9:00 am. When the race comes on, they drag the TV out back and watch NASCAR while enjoying the weather. Recently, he was in a low speed head on collision while riding his motorcycle. He feels he was very lucky to have walked away from it and is really hoping the crew at Rochester Harley can fix his ride.

The only real hobby Bill says he has is working out. He spends most afternoons after work at the McConnell Center with one or more coworkers working out. It has been good for him over the years and most recently, Krista from the Recreation Department, got his coworker Dean Truax and himself to run in a 5K that took place on Mother's Day. Bill enjoys watching the Bruins play hockey and watching NASCAR racing.

Now that you know Bill a little better, stop by Public Works to say hi to him. Let him know that he and the rest of the crew at Public Works are appreciated by the rest of us as well.



Bill Purpura

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

- The City Manager provided a link to an article pointing out why the low bid would not have been advantageous to the City.
- An update on the Waterfront Marketing Analysis and Action Plan was given to the City Council by the City Manager.
- The City Manager updated the Council on the First Street power issue and cause of outage.
- An update was provided by the City Manager on possible city financial support for Blue Latitudes.
- The City Manager provided an explanation and documents to the City Council regarding the Dover Main Street Grant Resolution.
- Councilor Hooper's School Board Report was forwarded by the City Manager, to be included in Council agenda packets.
- The City Manager forwarded a letter which residents have been receiving in the mail regarding water service. This mailing is from a private entity and has nothing to do with the City of Dover.
- The City Manager forwarded to the Council, a response to a Right to Know request on the full compensation cost of his position.
- The City Council was updated that the 2014 Citizens Leadership Academy will be underway soon.
- The City Manager advised the Council that he was present when a Dover Main Street representative presented Blue Latitudes with the \$50,000 grant check and they have committed to opening
- Regarding the Kelley's Row suit, the City Manager provided a copy of the original amended complaint and the City of Dover response filed by the City's attorney.
- The City Manager provided documents to the Council regarding the Watson Road Workshop.
- The Council received the FY2015 MuniCast Forecast from the City Manager which was requested during a recent Joint Fiscal Committee Meeting.
- The City Manager sent a reminder email to the City Council urging all to attend the Citizen Leadership Academy for the final presentation and graduation.
- The City Council received a tax assessment update from the City Manager.
- The City Manager forward to the City Council the expectations set for him last year to be referred to when setting expectations for him this year.
- A Superior Court decision was forwarded by the City Manager to the Council with explanation regarding human v Carrier.
- Along with the above updates to the City Council, the City Manager provided follow up and responses to individuals where the City Manager was included in the initial correspondence to Council members.

The month of October was very active for the Public Welfare Office. All of the staff went to the PSNH/Unitil meeting to learn about the new regulations for the winter season. They were also updated about the expectations for Fuel Assistance.

The Public Welfare Director was one of the presenters for the annual state conference on Homelessness. The director discussed the Coordinated Intake Program that Strafford County is piloting. This will become the basis for all shelters receiving state and federal funds.

On October 31st, the Public Welfare Department participated in the annual Trick or Treat for preschool and kindergartens in the McConnell Center. There were lot of children who got treats and no tricks!

There was an increase of 8 Public Welfare cases in October as well as an increase in expenses of \$6011. Electric shut offs were again part of the problem. The rents in Dover have been going up across the board and this is the reason for the majority of the increase. Most of these cases needed help with rent but several needed help with electricity. The office was also able to assist with two burials.

The Planning Director and Finance Director worked together to prepare the draft proposal for the Waterfront TIF district.

The City and School Department have submitted all the necessary forms for the Tax Rate Setting and is waiting for the Certified Tax Rate from the DRA.

The Tax Assessment Office has set the Tax Year 2014 (FY15) property valuations. The office has mailed out Notice of Change in Values to all property owners.

The Finance Department has been working with the Bond Council Financial Advisors to advance refund the 2005 GOB. This is estimated to be a savings of \$500,000 in interest savings costs.

Standard and Poor's reaffirmed the City's AA+ Credit Rating as part of their review of the advanced refunding bond offering.

Parking Bureau

The Parking Commission met on October 18th and reviewed a request for time-limited parking in front of 652 Central Avenue. The Commission decided it would be best to incorporate this request into a review of the entire area to see if there was a need to enact a time limit on one side of Central Avenue from Chestnut Street to Oak Street. A few days after the meeting, the requesting party withdrew their interest and preferred the parking not be time limited since it would expand beyond just in front of their particular building.

At their October meeting, the Parking Commission heard a request from trustees from the Woodman Institute about permanently creating “museum visitors only” parking on Summer Street. During the construction of the Tuttle Square development, a temporary restriction was put in place to dissuade construction workers from taking up museum visitor parking. Once the development opens, the trustees are concerned that residents will do the same. The Commission decided that it would be better to place these spaces on Central Avenue and also requested that the Traffic Advisory Committee conduct a review of Summer Street due to concerns about it not being wide enough for emergency vehicles if cars continue to park on both sides of the street up near Central Avenue. An ordinance will be presented to the City Council reference the museum parking spaces on Central Avenue.

The Parking Commission is scheduled to discuss Saturday parking regulations during their November meeting. There have been several comments received about downtown residents and employees taking up customer/visitor parking spaces all day and night. Since there are no regulations currently in place, a vehicle can remain in the same parking space from 7 PM on Friday night to 9 AM on Monday morning. The only current exception to this would be during the Winter Parking Ban.

Parking Manager Bill Simons and the City Attorney continue to work with two nearby parking lot owners that have expressed interest in making their lots available for use by the City during the Orchard Street construction project. Moving monthly permit parking pass holders out of the Orchard Street lot to these private lots opens up more spaces for customers of downtown businesses.

Parking Manager Bill Simons continues to work with the marketing team hired by the city to create a desk card that merchants can give to their customers that highlights available parking areas that may not be thought of when visiting downtown. They are also creating a web page that each business can link to with the same information.

Traffic Bureau

Sergeant Speidel performed 7 child passenger seat inspections during the month of October. This included several checks conducted on the evening of October 15 in partnership with Wentworth-Douglass Hospital's Childbirth Education Center to provide infant child safety seat inspections. 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. Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

Sgt. Speidel coordinated traffic control for the Greater Dover Chamber of Commerce's annual Apple Harvest Day festival on October 4. This included the annual Apple Harvest 5K race, which attracted over 900 registered participants. Sgt. Speidel worked closely with Chamber staff and committee members and handled various festival and 5K race logistics involving the police department. This included the advance deployment of barricades and signs to facilitate temporary parking restrictions, traffic diversions, and safe traffic flow, and the assignment of police officers to key intersections to manage the heavy flow of traffic.

Sgt. Speidel helped coordinate construction detours and posted temporary parking restrictions for several projects during the month of October. These included Roger Street utility work, natural gas main upgrades in the downtown area, Orchard Street Lot and Chestnut Street work.

Sgt. Speidel coordinated all traffic control particulars for the Dover Soccer Association "Trick or Trot" 5K run/walk event on October 26. 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. This event was part of the Dover Race Series and benefits the Dover Soccer Association. There were more than 500 registered participants in this event.

Sgt. Speidel fulfilled Planning Board Technical Review Committee responsibilities for a meeting on October 9, which included review of proposed site plans and technical input on traffic and security concerns on behalf of the police department for a mixed use residential development project off Dover Point Road.

In addition to the events noted above, the Traffic Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or other traffic control particulars for the following events during the month October:

American Cancer Society road toll fundraiser, Oct. 5
Seacoast Growers Association Farmer's Market on Sixth Street (Oct. 1, 8, 15)
Dover area Religious Leaders Association Crop Walk for Hunger, Oct. 12
Dover Parents Music Club (DHS) Marching Band Show, Oct. 18
American Cancer Society Making Strides Against Breast Cancer walk, Oct. 18
Restoration Church carnival at 80 Rutland Street, Oct. 26

During the month of October, the Dover Police Department provided officers each weekend to assist the University of New Hampshire Police Department. Dover officers were paired up with UNH police to perform directed patrols and fill crowd control and security positions for various athletic events, including activities during Homecoming and on Halloween weekend. Personnel costs for these overtime patrols will be reimbursed by the university. All of the extra patrols were scheduled through the Traffic Bureau.

Progression & Growth

The City of Dover's Capital Improvements Program (CIP) for fiscal years 2016 through 2021 was presented to the City Council and Planning Board at a joint workshop session. The Planning Board and City Council will continue to review the CIP over the next several weeks. The City Council is expected to vote on the proposed CIP in November.

The CIP is a tool which outlines a schedule for the next six years for capital projects and purchases over \$25,000 to maintain and improve the community infrastructure. The CIP is updated annually and involves input sessions with the Planning Board and City Council, including public hearings. The Planning Board will forward its recommendations to the City Council, after which the City Council will discuss and ultimately approve the CIP in November.

In November 2013, the Department of Planning and Community Development was awarded a \$7,500.00 grant for a floodplain management community outreach project through the Northeast Regional Ocean Council (NROC) New England Coastal Community Resilience Initiative. The grant provided the funding for the design and printing of informational pamphlets regarding the City's floodplain management program, flood prevention tips, and the updated Preliminary Flood Insurance Rate Maps (FIRMs) which will replace the current floodplain maps in 2015. In an effort to raise awareness about floodplain management, the pamphlet will be mailed in November to approximately 1,000 City property owners in or near the floodplain. The grant provides funding for a second mailing in August 2015 as well as the printing of additional brochures to have on hand for the public. It is anticipated that there will also be enough funding for the design and printing of additional floodplain outreach media based on the pamphlet content.

Following up on the Downtown Gateway zoning project, approved by the Council on February 26th, staff has been working on a zoning project reviewing the residential areas bordered by Washington Street, Fisher Street, Locust Street and Woodman Park School. A substantial amount of feedback from area residents was received at neighborhood meetings held in the spring and summer. The purpose of these meetings was to discuss proposed zoning boundaries for the new "Heritage Residential" zoning district, as well as dimensional regulations (height, setbacks etc), basic use requirements, and architectural design standards for new construction. The Planning Board approved the posting of the draft zoning amendments at their meeting on September 23rd and held public hearings on October 14th and 28th. A third public hearing is expected in December. Information on the project can be found at <http://www.dover.nh.gov/government/city-operations/planning/special-projects/heritage-residential-district/index.html>

Planning and Community Development staff worked with the Cecil Group, Economic Development Director, Mayor and Media Services Coordinator to develop a video overview of the Downtown Vehicular and Pedestrian Access Study in October. The video highlights the preferred alternative plan including reconfiguring lanes along Chestnut Street, and Main Street, as well as reworking the intersections at the Lower and Upper Square. In total the project reduces pedestrian crossings, improves streetscape and adds wayfinding and other elements to improve the urban street network. A public hearing on this project is scheduled for November.

In July of 2013 RSA 126-X went into effect. This State Statute allows 4 "Alternative Treatment Centers" in New Hampshire. These centers will dispense medical marijuana to those with prescriptions. To be proactive, Planning and Community Development staff has been drafting proposed amendments to the I-4 and B-4 zoning districts, to contemplate placement of these facilities. These amendments will be brought to the Planning Board for review in December.

The Planning Department 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 expected to be completed in November 2014. In October, the committee and staff met to review the draft text and a future land use map created for the chapter and began work on a recommendations section.

The First Street project continues with the Department of Planning and Community Development working with the developer and the Community Services Department to address lighting and landscaping improvements. These improvements need to be approved by the Planning Board before a Certificate of Occupancy can be issued.

The Department of Planning and Community Development received word from HUD that the FY14 CDBG grant was approved by HUD. Grant agreements were sent out the recipients of the funding so public facilities project can be put out to bid and construction begin.

Planning and Community Development staff have worked with the Finance Department and Economic Development Director to review opportunities for a Tax Increment Financing (TIF) District, similar to the one located in Dover's downtown, centered on the River Street parcel the City has slated for development. This TIF would pay for site cleanup and basic improvements to get the parcel into a readily developable condition. This work could include engineering and permitting soil cleanup, closure of the dredge spoil cell, excavating the bluff areas and stabilization of the shore land.

In October, Planning and Community Development staff assisted the Police Department with a review and completion of the Project Area Review form with the NH Department of Historic Resources. This review is required for the Police Station/Parking Facility project, and involves a detailed review of the documents and history related to the lots in the Orchard Street area. The review included a visit to State Historic Archives in Concord to review records as well as a review of the National Register of Historic Places.

Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Commission in its pursuit of developing the City's River Street parcel. Work included refining a work plan for CWDAC with CWDAC members, drafting and amending an RFP for a market analysis and providing administrative assistance to CWDAC at their October 20th meeting.

Planning and Community Development staff worked with Dover Main Street and the City Attorney to draft and review a license agreement allowing Dover Main Street to place historic markers within the City's Right of Way. Many of these markers have existed in the Right of Way for over 10 years. This license clarifies maintenance responsibilities and ownership of the markers. It also allows for new markers to be installed. This license was approved by the City Council on October 22nd.

Planning and Community Development staff worked with the Parking Manager and City Attorney to draft a 25 year license for parking spaces located within the Portland Avenue "Grimes" parking lot. The license allows the abutter to have exclusive use of 26 parking spaces. In exchange, the abutter will pay a monthly fee per space, as well as maintain, stripe and plow snow from the lot. The City Council approved the license on October 8th.

The Director of Planning and Community Development attended the Parking Commission meeting to update the Commission on the CIP, infill development projects and other planning related activities.

Planning and Community Development staff worked with Recreation and Community Services and the City Attorney to plan out the acceptance of the donation of the Captain Adams, a replica gundalow. The Adams was donated by the Gundalow Company of Portsmouth, and will reside at Henry Law Park.

Planning and Community Development staff worked with the School Department to develop a joint request for proposals seeking qualified vendors interested in working with the City and Schools to develop solar arrays or similar infrastructure on municipal property. The Energy Commission will review and approve the RFP to release it out to bid.

In addition to the day to day work in the Planning and Community Development office, staff attended a pre-construction meeting with members of the Engineering and Fire Departments, a Sign Committee meeting, an Open Lands Committee meeting, a Coastal Risks and Hazards Legislative Committee meeting, a preparing for Climate Change in Dover Workshop, and assisted the Open Lands Committee and Community Trails Committee set up and staff a booth on Apple Harvest Day.

Technical Review Committee:

- ✓ **Reviewed and discussed:**
Site Plan Review for STF Development, Assessor's Map K, Lot 37 & 38, located at Sheffield Drive.
(Proposed 6,000 sq. ft. mixed use building with 10 residential units on the second & third floor with 18 single family townhouse style condominiums with associated parking)

Cochecho Waterfront Development Advisory Commission:

- ✓ **Reviewed and discussed:**
The Work Plan
A Site Constraints Map
A proposed Waterfront Tax Increment Financing (TIF)
Appointment a Review Team for Marketing Analysis RFQ Proposals
Reviewed opportunities for a Brownfields Assessment Grant

The Housing Standards Board

- Held a Public Hearing and then issued an order to demolish for 726 Central Avenue
- Met to discuss:
 - ✓ 179 Locust Street
 - ✓ 11 Court Street
 - ✓ 36 Forest Street

Planning Board:

- Held two public hearings on a posted a zoning ordinance amendments for the Heritage Residential District.
- 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 Conditional Use Permit for Changing Places, LLC (Owner: Robert Mairs & Bellamy Management), Assessor's Map 24, Lots 104 & 104A, zoned CBD-G, located at Portland Avenue. Alteration within the 20% steep slope area.
- Approved a Conditional Use Permit for Changing Places, LLC (Owner: Robert Mairs & Bellamy Management), Assessor's Map 24, Lots 104 & 104A, zoned CBD-G, located at Portland Avenue. Lot coverage.
- Approved a Conditional Use Permit for reduced parking per Chapter 170-44-I for Changing Places, LLC (Owner: Robert Mairs & Bellamy Management), Assessor's Map 24, Lots 104 & 104A, zoned CBD-G, located at Portland Avenue.
- Approved a Conditional Use Permit for Changing Places, LLC (Owner: Robert Mairs & Bellamy Management), Assessor's Map 24, Lots 104 & 104A, zoned CBD-G, located at Portland Avenue. Residential on the first floor.
- Approved a Site Plan Review for Changing Places, LLC (Owner: Robert Mairs, Bellamy Management & Cammar Properties, LLC), Assessor's Map 24, Lots 104, 104A & 103, zoned CBD-G, located at Portland Ave. (construct 21,730 sq. ft. mixed use building with 7,260 sq. ft. of commercial space on first floor with 10 residential units above, and one 6,912 sq. ft. building with 9 residential units).
- Accepted and tabled a Conditional Use Permit for Changing Places, LLC (Owner: Jeffrey & Darlene White), Assessor's Map F, Lot 15, zoned R-40, located at Emerald Lane. Proposal is to build a subdivision road and associated utilities that will impact 7,000 sq. ft. of the 50-foot wetlands buffer.
- Accepted and tabled a Consideration and acceptance of an Open Space Subdivision for Changing Places, LLC (Owner: Jeffrey & Darlene White), Assessor's Map F, Lot 15, zoned R-40, located at Emerald Lane. (49 lots) A site walk was held October 18th on Emerald Lane
- Discussed, held a public hearing on, and endorsed the City's Capital Improvements Program as presented by the City Manager.
- Approved an amended Conditional Use Permit for Aimee & Jeremy Dion, Assessor's Map 40, Lot 12, zoned R-12, located at 3 Earle Street. Proposal is to construct a 564 sq. ft. addition to a house that would be no closer than 50 feet to Willand Pond in the Conservation District.
- Approved a Consideration and acceptance of a Minor Subdivision of land for Chad Kageleiry/Summit Land Development, Assessor's Map K, Lot 19, zoned ETP and RCM, located at Thornwood Lane. (3 lots)
- Accepted and tabled a request for a Site Plan Review for Chad Kageleiry/Summit Land Development, Assessor's Map K, Lot 19, zoned ETP and RCM, located on Thornwood Lane. Private road with 33 single family homes and associated drainage and utility improvements.
- Approved a Minor Lot Line Adjustment for STF Development, Assessor's Map K, Lots 37 & 38, zoned R-12, located at Sheffield Drive and 35 Dover Point Road.
- Accepted and tabled a request for a Site Plan Review for STF Development, Assessor's Map K, Lots 37 & 38, zoned R-12, located at Sheffield Drive & 35 Dover Point Rd. (Proposed 6,000 sq. ft. mixed use building with 10 residential units on the second & third floor with 18 single family townhouse style units with associated parking)
- Approved a Conditional Use Permit for STF Development (Owner: Debra Shevelin), Assessor's Map C, Lot 39B, zoned R-40, located at Tolend Road.
- Approved a Conditional Use Permit for Nathan Riggs, Assessor's Map G, Lot 29A, zoned R-20, located at 53 Littleworth Road. (septic system in 75' wetland buffer)

- Approved a Minor Lot Line Adjustment for Patrick Murray & Nancy Murray 1995 Trust, Assessor's Map 35, Lots 56N & 56Q at 19 & 21 Hillcrest Drive.
- Approved a Minor Lot Line Adjustment for STF Development, Assessor's Map E, Lots 45-2 & 45-3, zoned R-40, located at Lika Drive.
- Consideration and acceptance of a Minor Lot Line Adjustment for STF Development & Lika Drive Owners, Assessor's Map E, Lots 45-3 & 45-4, located at Lika Drive.
- Approved a Minor Subdivision of land for Christopher & Melissa Snow, Assessor's Map I, Lot 4, zoned R-12, located at Back River Road & 10 Leathers Lane. (3 lots)

Zoning Board

- Approved a request by Aimee and Jerry Dion, 3 Earle Street (Tax Map 40, Lot 12), located in the Medium Density Residential (R-12) District, for a variance from Section 170-12.A of the Zoning Ordinance and the R-12 District Table of Use and Dimensional Requirements to permit the construction of an addition to be located 5 ft. from the side lot line where a minimum setback of 15 ft. is required.
- Approved a request by Margaret E. and William F. Green, 124 Dover Neck Road (Tax Map M, Lot 95B), located in the Rural Residential (R-40) District, for a variance from Section 170-12.A of the zoning Ordinance and the R-40 District Table of Use and Dimensional Requirements to permit the construction of a single family dwelling to be located 23 ft. from the front lot line where a minimum setback of 40 ft. is required.
- Approved a request by Patrick M. Murray, 19 Hillcrest Drive (Tax Map 35, Lot 56N), located in the Medium Density Residential (R-12) District. The subject property's current frontage is 90 ft. where 100 ft. is the minimum required. The variance was from Section 170-12.A of the Zoning Ordinance and the R-12 District Table of Use and Dimensional Requirements to permit a lot line adjustment which would transfer 10 ft. of frontage from 19 Hillcrest Drive to 21 Hillcrest Drive thereby decreasing 19 Hillcrest Drive's frontage to 80 ft. and increasing its non-conformity.
- Approved a request by Christopher and Melissa Snow, 10 Leathers Lane (Tax Map I, Lot 4), located in the Medium Density Residential (R-12) District. The applicant proposes to subdivide the subject property into three lots and requested a variance from Section 170-12.A of the Zoning Ordinance and the R-12 District Table of Use and Dimensional Requirements to permit the lots to have a minimum front setback of 30 ft., in place of the required build to line of 115 ft., which is equal to the average front setback for all properties within the R-12 District within 500 ft. of the subject property.

Energy Commission

- Met to discuss:
 - ✓ Providing Comments on US Environmental Protection Agency's Proposed Clean Power Plan
 - ✓ Energy Commission Goal Setting
 - ✓ Draft PPA/Community Solar RFP
 - ✓ Grant Application Update/Film Series Planning
 - ✓ Comments on Draft EPA Carbon Pollution Emission Guidelines
 - ✓ Energy Commission outreach to City boards and commissions
 - ✓ Energy Commission Goal Setting
 - ✓ Review 2008 Dover Climate & Energy Action Plan

Conservation Commission

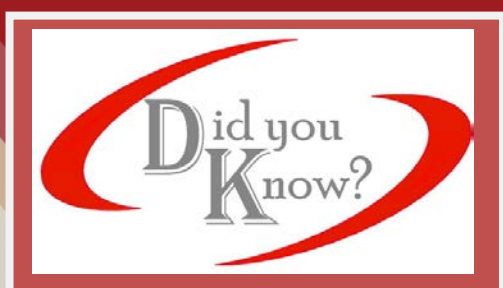
- Endorsed an amendment to City of Dover Conditional Use Permit for Aimee & Jeremy Dion, Assessor's Map 40, Lot 12, zoned R-12, located at 3 Earle Street. Proposal is to increase the size of the house addition from 482 sq. ft. to 564 sq. ft. The addition would be no closer than 50 feet to Willand Pond, in the Conservation District.
- Endorsed a NHDES Permit by Notification for Robert & Ann Marie Gregerson (Agent: Riverside & Pickering Marine Contractors), Assessor's Map L, Lot 58-Q, zoned R-20, located at 25 Cote Drive. Proposal is to conduct work adjacent to the Piscataqua River in a tidal wetland to replace an existing permanent pier (204 sq. ft.) and 12 pilings in the same locations and to replace the gangway (40 sq. ft) and float (200 sq. ft.) in the same location.
- Tabled a City of Dover Conditional Use Permit for Changing Places, LLC (Owner: Jeffrey & Darlene White), Assessor's Map F, Lot 15, zoned R-40, located at Emerald Lane. Proposal is to build a subdivision road and associated utilities that will impact 7,000 sq. ft. of the 50-foot wetlands buffer. A site walk was held October 18th.
- Endorsed a City of Dover Conditional Use Permit for STF Development Corp. (Agent: Chris Berry) regarding a proposal to build a single family house on a vacant lot on Tolend Road, owned by Debra Shevelin, Assessor's Map C, Lot 39-B. The driveway would have 101 sq. ft. of 50-foot wetlands buffer impact and the septic system is within the 75-foot wetlands buffer.
- Endorsed a City of Dover Conditional Use Permit for Nathan Riggs (Agent: Norway Plains Associates) regarding a proposal to build a replacement septic system at 53 Littleworth Road, Assessor's Map G, Lot 29-A. The septic system is within the 75-foot wetlands buffer.

Transportation Advisory Commission

- Received an update on the Downtown Pedestrian and Vehicular Access and Streetscape Study
- Tabled a request to review on street parking on Summer Street
- Tabled a request for a crossing at the Cocheco Country Club on Gulf Road
- Took no action on a Crosswalk safety concern on Garrison Road at Morningside/Meridian
- Endorsed a reduction of speed limits on Watson Road from 35 to 30 MPH

The Community Trail Committee

- Met and reviewed
 - ✓ The recently submitted TAP grant application for the trail
 - ✓ The Phenology Trail
 - ✓ The Washington Street Crossing



Did you know that the Community Trail, when complete, will be 5.25 miles long?



THE CITY MANAGER'S REPORT

December 10, 2014

Month Reporting on: November 2014

*"The greatest weapon against stress is our ability to choose
one thought over another."*

-- William James

J. Michael Joyal, Jr.
City Manager

Legal Department

by Anthony Blenkinsop

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

Right to Know Requests, pursuant to RSA 91-A

- Durham – Agenda materials (4 requests fulfilled)
- New Jersey – Ambulance Billing/Collection Services Contract
- Deerfield Beach, FL – Purchase Orders dated 05.30.2014 to current
- Deerfield Beach, FL – School Department Purchase Orders

Assistance to City Departments and/or Offices

City Council: Drafting/review of resolutions and ordinances

City Manager: Review of documents for signature, 91-A requests; resolution

Executive: DBIDA Biz-Ed Connect, United Way, Tolend Landfill Hunting

Community Services: Tree Trimming Services (3), Welfare lien, abandoned property, no hunting sign, McConnell Center Reuse Report, Barbadoes Pond Lease

Finance: Liens, Discharges; resolution process changes, FY16 Budget Utilities information, Notice of Foreclosure, MacPage Audit

Police: Ordinance

Planning: Storage barn, citizen meeting

Recreation: McConnell Center Certificate for Municipalities, McConnell Center panic button, McConnell Center Piano Agreement

School: Steam Academy, School Board Meeting and safety

Fire & Rescue: Fire & Safety Waiver

Other: Litigation – human v. Robert Carrier hearing in Superior Court – dismissal of case

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

	For Month	FY15	FY14	FY13
Legal Matters/ Questions Handled	27	114	251	302
Document Creation/Review	13	70	175	145
Right to Know Requests Processed	6	43	78	43
Resolutions	5	27	48	31
Ordinances	1	7	14	14

Economic Development

by Dan Barufaldi

Summary: There is a mixed picture of economic activity for this most recent period. Manufacturing has flattened slightly and retail is flat or growing only slightly with Black Friday retail sales down 11% versus last year. Tourism/ hospitality continue to do well. Consulting and advertising companies have done well during the political campaigns. Commercial real estate markets are either level or improving. Residential real estate contacts report a small decline in sales and a leveling of prices. Hiring locally picked up slightly. Price pressures remain minimal with manufacturers and retailers reporting only selective and slight price increases. Gasoline prices locally have dropped below \$2.75/ gallon. Dover's unemployment rate is at 3.3% with some holiday employment underway.

Selectd Business Services: Demand for consulting and advertising is up strongly over last year at this time. Software and IT services providers report strong demand through August. Year-over-year growth for a few local firms in this sector have sales up 15% in the last quarter. These services to the healthcare sector have recently declined as subsidies for recordkeeping and retrieval modernization have run out. Many firms in the non-healthcare portion of the sector have added to their headcount recently in sales, R&D and marketing. Wages while up slightly in critical skill areas remain flat, as do prices. Uncertainty regarding the Affordable Care Act, the slowing Chinese economy/ housing bubble, and the macro-economic effects of Middle Eastern wars and the Ukraine/Russia

effect on the European economies continues to produce a prevailing air of caution in this and several other sectors with real local economic effect. The Russian ruble has lost 40% against the US dollar and the Russian economy is projecting a recession in 2015.

Commercial Real Estate: Commercial real estate activity was unchanged over the month regionally with sustained strength in the Boston and Portland markets. There is some indication that some of the high end apartments and office space newly built in Boston are experiencing some resistance to achieving their occupancy goals at the rental prices hoped for. Demand locally has remained positive with a few local projects coming to fruition. Land sales continue to have momentum locally. Investment demand for commercial real estate remains strong. Leasing fundamentals maintained a very slow pace of improvement in recent weeks, consistent with minimal-to-slow employment growth. A small amount of speculative office construction as part of mixed use building is now being done. The lending environment remains highly favorable to borrowers, with historically low, slowly rising interest rates and increasingly looser standards. Abundant investment capital continues to flow into commercial properties across the Seacoast, sourced from private equity firms, pension funds, foreign investors, REITS and high net worth individuals. The end of "quantitative easing" is beginning to trigger a gradual rise in interest rates. Leverage ratios are on the rise among some investors, but remain low in absolute terms. Local multi-family and mixed use construction remains at a very healthy pace with local inventory in this category rising rapidly. The outlook remains cautiously optimistic across the region. Forecasts call for more slow improvement in fundamentals moving forward, pending steady (if slow) employment growth. Fiscal policy and uncertainty around the business and

employment effects of the ACA and Medicaid expansion costs are producing uncertainty at both the state and federal levels and this is mentioned by some as a down side risk to employment growth that produces improvement in leasing and construction activity.

Residential Real Estate: Closed sales of both single family homes and condominiums declined year-over-year. Scarce inventory is having some effect in the NH decline in this category, but uncertainty about new qualified mortgage rules and an anticipated huge increase in flood insurance premiums are also probable factors in making potential buyers cautious about making buy offers. Median sale prices in NH and in Dover increased again in the period. Pending sales suggest the market for single family houses and condo's is off to a good start in 2014 while slowing recently in the short term. While Dover sales look good going forward, it is clear that winter weather and inventory constraints in Q2 depressed near-term sales and another severe winter weather experience could dampen sales locally going forward. Sale prices and rental rates in Dover that continued to rise over the last year have begun a slight decline at present.

Manufacturing & Related Services: Manufacturers are now reporting some weakness in sales. A few local manufacturers are reporting lower sales than the same period a year ago due to a falloff in export sales. A local publisher reports a falloff in sales due to the shift to digital media advertising over the last decade. Exporters to both Europe and China are concerned with the macro-economics they're seeing in both markets. The recent upheaval in Iraq and Syria, Ukraine and Russia and the energy effects it will cause in world-wide markets and economies is a growing

uncertainty and concern. Crude oil at the moment is in free fall at around \$70 per barrel and may go as low as \$40/ barrel. The Chinese housing bubble and economic slowdown are often mentioned. Aerospace industry suppliers are concerned about an "order bubble" where airlines order planes to get a place in the queue and then cancel if business doesn't materialize. Automotive parts suppliers have been doing well.

Firms reporting on inventory levels are split with half citing flat inventory levels and half citing higher levels. Most state the higher levels are due to more new product introductions and are not concerned about current inventory levels. Most contacts in the manufacturing sector indicate that both staffing levels and wage growth remain modest except for select scarce high demand skill sets. Some major capital spending projects are underway and some about to be announced. Three manufacturing buildings in Enterprise Park are available or about to be available. A number of projects are currently underway or about to be underway during this building season. Outlook for the balance of the year remains positive.

Price pressures remain moderate except for rare metals sourced in Russia. Most recently energy prices have declined. Suppliers to the military are seeing new orders rise. Regional manufacturers are guardedly optimistic.

Retail & Tourism: Retailers contacted for this period report comparable store sales ranging from flat to up by single digits year-over-year. As stated above, Black Friday retail sales were down 11% year-over-year with online sales increasing as a percentage of total retail sales. Sales of household items, sporting goods, apparel and home improvement goods are selling well. Prices are up slightly (2-3%) and inventories appear well

controlled. Minor amounts of selective hiring have been done for the holidays. 2014 goals for low single digit growth are expected to be realized. Their outlook for the U.S. economy ranges from "mixed" to moderate.

Hotel revenues are up smartly locally and doing well all over the Boston region. Regional restaurants activity is mixed with some doing well. The local restaurant scene shows some doing exceedingly well and a few struggling with outmoded business models and older facilities in the face of new more competitive arrivals. Our two downtown restaurants that suffered the sewer backup during the recent rain storm are either reopening in the same location (one) or reopening in another location in Somersworth. City Staff has pursued every possible assistance mode to help them weather this setback and survive. Two new restaurants are set up to occupy the former Kelley's Row and Spaghetti Stain spaces. Local museum attendance has improved as the weather warmed up and new and innovative and creative programs were offered. Local hotels are projecting a 7% revenue increase for 2015 over 2014, largely through increased room rates.

Staffing Services: Business conditions in this industry sector have improved in the last month with the exception of the healthcare sector. Year-over-year growth is between 4% and 20% depending on the industry sector being served. Labor demand is strong in IT, software, aerospace, nursing, electronics, engineering, quality assurance techs and legal. Most firms in the field have added to headcount with wages and prices remaining flat. To attract highly skilled workers in growing industries these firms are expanding their social media and technological attraction efforts. Increased health insurance costs remain a concern with the onset the Affordable Care Act and the challenge of being able to increase pricing to cover the

increased cost. Overall the sector is optimistic and expecting high single digit growth over the next quarter.

Downtown Marketing Report:

During this period the Scavenger Hunt was launched at the first three parking locations corresponding with drop off locations for LaFesta, Adelle's Coffee Shop and the Color Bar.

Santa Selfie promotional content and materials were prepared (\$1,000 shopping spree giveaway) Contest rules were placed on www.drivingdover.com web site.

Radio interviews with Mike Pomp and Kelly Brown were done by Dan Barufaldi and Bill Simons on the program. The Giving Tree promotional content and materials were prepared, including donations from several local businesses whose logos appear on the web site.

Promotional and general branding campaigns were launched on WTSN, The Bay, WOKQ, The Shark and iHeart Media.

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

FY15 Storm Management Summary Report

[illegible]

Total Permits Issued: November 2014

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
14-191	COCHECHO COUNTRY CLUB	145	GULF ROAD	REPAIRS TO DECK, STAIRS & RAILINGS	C	N	15	30000	325
14-254	PRIME CIRCLE , LLC	15	WEBB PLACE	INT DEMO/RENOV BY LANDLORD FOR	C	D	2A	80000	825
14-288	MAST LANDING, LLC	250	MAST ROAD	CONST. A CONGREGATE CARE FACILIT	C	H	4-3	7500000	75025
14-359	GAGE	887	CENTRAL AVENUE	INSTALL EXPANSION OF ROOF MOUNTE	C	38	9-A	5000	75
14-379	PRINCETON PROPERTIES	306	PLAZA DRIVE	ADD. ON & RENO. OF A POOL HOUSE	C	D	81	100000	1025
14-404	CHINBURG PROPERTIES	1	WASHINGTON STREET	UNIT 457, CONST. A SEPARATION WALL	C	23	14	6000	85
14-411	421 CENTRAL AVENUE, LLC	421	CENTRAL AVENUE	REPAIR/RENOV. A FLOOD DAMAGED RE	C	3	67	78000	0
14-364	LEE ANN BURNS REVOCABLE	100	CENTRAL AVENUE	RENOV. 2ND FLR. OF OFFICE BLDG. FOR C&		15	79	10000	125
14-397	PAN AM RAIL	35	CHESTNUT STREET	CONST. LP TANK FILLING STATION	I	31	4	11500	145
14-307	MACBRIDE	23	SCHOONER DRIVE	INSTALL A STORAGE SHED	R	M	96A-7	4200	75
14-330	FOGG	25	NUTE ROAD	CONST. A SFD WITH IN-LAW (ADU)	R	L	13	650000	6525
14-339	SHEEHAN	28	BROADWAY	RENOVATE A FIRE DAMAGED SFD	R	4	10	40000	425
14-341	TRAVAGLINI	122	HENRY LAW AVENUE	ENCLOSE A 3-SEASON PORCH, INSTALL	R	22	27	12000	145
14-352	WEIK	12	OLD LITTLEWORTH ROAD	CONST. ADD. ONTO A DETACHED GARA	R	H	24J	36500	395
14-353	PAUL W. CAIN INVESTMENTS,	79	HIDDEN VALLEY DRIVE	NEW CONST. SFD	R	I	94C8	260000	2625
14-361	SCROGGINS	38	WISTERIA DRIVE	FINISH BASEMENT SPACE FOR ADD. LVI	R	N	8-3-3	14000	165
14-363	BAUREGARD	33	LUCY LANE	INSTALL AN INGROUND SWIMMING PO	R	G	26-9	27000	295
14-366	BRAYEN	7	DEER CREEK RUN	INSTALL AN ABOVE GROUND SWIMMIN	R	25	66-5	7000	95
14-367	CACARILLO	8	SOUTH WATSON LANE	RENO./RMDL AN ACCESSORY BLDG. FO	R	19	72	20000	225
14-372	GOTHAM HOLDINGS, LLC	9	FIFTH STREET	DEMO ROOMING HOUSE & ATT. BARN	R	5	15	0	50
14-375	KELLER	12	ROSANNA DRIVE	FINISH BASEMENT FOR ADD. LIVING AR	R	I	3-3	20000	225
14-377	GREGERSON	25	COTE DRIVE	REPLACE RESIDENTIAL PIER	R	L	58Q	43500	460

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
14-384	WEBBER	254A	DOVER POINT ROAD	CONST. A DETACHED GARAGE	R	L	96-M	125000	1275
14-385	DOUGLAS DODD GENERAL CO	1	LENNON DRIVE	NEW CONST. SFD WITH ATT. GARAGE	R	E	35-G	300000	3025
14-393	DICKINSON	29	COTE DRIVE	REPLACE PATIO DOORS, CONST. BALCO	R	L	58V	8400	115
14-394	MACBRIDE	23	SCHOONER DRIVE	CONST. A REAR DECK ADDITION	R	M	96A-7	13000	155
14-395	FIRST RATE REAL ESTATE GR	11	COURT STREET	DEMO. DUPLEX FOR PARKING LOT	R	20	76	0	50
14-398	PRINCTON PROPERTIES	306	PLAZA DRIVE	INSTALL NEW WINDOWS	R	D	79-1	107400	1105
14-402	FERGUSON	16	ARCH STREET	KITCHEN REMODEL	R	11	12	22000	245
14-403	MORGAN	5	NUTE ROAD	KITCHEN REMODEL	R	L	4A	51500	535
14-406	REYNOLDS	82	FOURTH STREET	CONST./INSTALL TWO 3RD FLR EGRESS	R	32	4	6800	93
14-412	FARMER	338A	WASHINGTON STREET	CONST. A REAR ONE STORY ADDITION	R	G	11-1	42000	445
14-415	DEINSTADT	5	OLD STAGE ROAD	KITCHEN REMODEL	R	F	34B	20000	225
14-416	MOORE	25	MALLARD LANE	CONST./INSTALL A STORAGE SHED	R	N	20-6	5600	85
14-420	COOK	8	BENJAMINS WAY	ENCLOSE COVERED FRONT PORCH	R	I	47-4	7200	105
14-422	DOVER CHILDRENS HOME	207	LOCUST STREET	RENOVATE THE PILOT HOUSE	R	15	43	49000	515
14-424	WHITE	85	GLEN HILL ROAD	CONST. A SFD WITH ATT. GARAGE	R	C	21-B	532400	5350
14-426	SKEELS	3	OSPREY LANE	INSTALL AN INGROUND SWIMMING PO	R	L	95Z	85000	875

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee

Total Permits Issued: 38

Total Construction Value: \$10,330,000.00

Total Fees Collected: \$103,533.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	1	Change of Use	0
Commercial Renovations	7	Commercial	1
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	3
Industrial Renovations	1	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	4	Single Family Dwellings	2
Renovations Dwelling Unit	23	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	2		
Accessory Dwelling Unit	1		
		Total	6

November 2014
Purchase Order Report

DAC	PO Date	PO No.	Vendor Name	Amount
Community Services Department	11/12/2014	201504822	SHANNON CHEMICAL CORPORATION	\$5,082.00
Executive	11/12/2014	201504865	SHI INTERNATIONAL CORP	\$5,108.00
Planning	11/4/2014	201504562	CROSS ROADS HOUSE, INC.	\$5,200.00
Community Services Department	11/17/2014	201504894	VERMONT RECREATION SURFACING & FENCING	\$5,591.00
Recreation	11/4/2014	201504597	FOX TOURS	\$5,829.20
Fire and Rescue	11/24/2014	201505256	STATE OF NH-DOT	\$5,888.97
Police	11/19/2014	201505058	STATE OF NH-DOT	\$6,127.77
Planning	11/4/2014	201504565	HOMELESS CENTER FOR STRAFFORD COUNTY	\$6,200.00
Recreation	11/4/2014	201504591	CITY OF DOVER-WATER~SEWER DEPT.	\$6,279.82
Public Library	11/25/2014	201505319	EBSCO INFORMATION SERVICES	\$6,557.06
Community Services Department	11/3/2014	201504470	BROX INDUSTRIES, INC.	\$6,887.45
Executive	11/19/2014	201505037	CCMSI	\$6,891.64
Planning	11/4/2014	201504566	MY FRIENDS PLACE-CDBG GRANTS/SUBSIDYS	\$7,000.00
City Finance Office	11/20/2014	201505133	PUBLIC SERVICE CO OF NH-CITY	\$7,372.85
City Finance Office	11/4/2014	201504536	PUBLIC SERVICE CO OF NH-CITY	\$7,600.47
Planning	11/4/2014	201504559	AIDS RESPONSE OF SEACOAST	\$8,000.00
Planning	11/4/2014	201504561	COMMUNITY PARTNERS	\$8,000.00
Community Services Department	11/3/2014	201504485	PISCATAQUA LANDSCAPING & TREE SERVICE	\$8,091.20
Fire and Rescue	11/26/2014	201505331	FIRE TECH & SAFETY OF NEW ENGLAND, INC.	\$8,103.00
City Finance Office	11/12/2014	201504874	STANDARD & POORS FINANCIAL SERVICES, LLC	\$8,925.00
Community Services Department	11/24/2014	201505244	STATE OF NH-DOT	\$9,429.26
Community Services Department	11/24/2014	201505243	FISHER SCIENTIFIC	\$9,443.90
City Finance Office	11/5/2014	201504617	BAYRING COMMUNICATIONS	\$9,516.07
Fire and Rescue	11/18/2014	201505019	ELLIOT HOSPITAL	\$9,845.00
Community Services Department	11/18/2014	201505023	MADBURY NH, TOWN OF-TAX COLLECTOR	\$11,206.00
City Finance Office	11/12/2014	201504873	PUBLIC SERVICE CO OF NH-CITY	\$11,862.49
Community Services Department	11/3/2014	201504471	BROX INDUSTRIES, INC.	\$12,598.85
Recreation	11/20/2014	201505132	D.M. BURNS SECURITY, INC	\$15,850.00
Planning	11/4/2014	201504568	SOUTHEASTERN EMERGENCY EQUIPMENT	\$17,500.00
Recreation	11/4/2014	201504595	CITY OF DOVER-WATER~SEWER DEPT.	\$18,103.40
Executive	11/20/2014	201505131	DEVINE, MILLIMET & BRANCH, PA	\$20,000.00
Community Services Department	11/3/2014	201504475	JP TOWLE CONSTRUCTION CORP	\$20,847.50
Community Services Department	11/3/2014	201504472	CITY OF DOVER-WATER~SEWER DEPT.	\$22,929.24
Executive	11/12/2014	201504864	NEW HAMPSHIRE MUNICIPAL ASSOCIATION	\$24,284.00
Planning	11/4/2014	201504569	STRAFFORD CAP-CDBG GRANTS & SUBSIDYS	\$25,000.00
Planning	11/4/2014	201504563	DOVER CHILDRENS CENTER	\$33,500.00
Fire and Rescue	11/3/2014	201504476	NE FIRE EQUIPMENT & APPARATUS CORP.	\$38,758.14
Community Services Department	11/19/2014	201505096	UNDERWOOD ENGINEERS, INC.	\$50,900.00
City Finance Office	11/25/2014	201505321	PUBLIC SERVICE CO OF NH-CITY	\$65,144.19
Community Services Department	11/3/2014	201504477	WASTEZERO, INC.	\$100,000.00
Planning	11/4/2014	201504564	DOVER HOUSING AUTHORITY	\$175,000.00
City Finance Office	11/24/2014	201505245	STRAFFORD COUNTY COMMISSIONERS	\$8,057,565.00

City of Dover
Bid Solicitation Report
For November 2014

12/1/2014

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Executive Q15-010	11/04/2014	11/19/2014	Employee Holiday Luncheon	
Community Services B15018	11/05/2014	11/26/2014	High Performance Cold Patch and or Hot Patch	
Community Services B15017	11/05/2014	11/25/2014	Traffic Signal Repairs/Maintenance	
Community Services Q15-012	11/05/2014	11/25/2014	Resident Recycling Stickers	

City of Dover
Bid Solicitation Report
For November 2014

12/1/2014

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Community Services Q15-009	11/06/2014	11/25/2014	Yard Waste Disposal	
Community Services B15020	11/10/2014	12/17/2014	Design Consultant for Leighton Way Pump Station Replacement	
Community Services Q15-013	11/13/2014	12/01/2014	Peer Review for the Emerald Woods III Subdivision Drainage	
Recreation Q15-014	11/18/2014	12/10/2014	Zamboni Blade Sharpening	

City of Dover
Bid Solicitation Report
For November 2014

12/1/2014

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Recreation B15021	11/18/2014	01/06/2015	LED Lighting for Dover Arena	

City of Dover

Revenues of Major Funds November 30, 2014

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 71,224,707	\$ 220,265	\$ 2,628,744	4.0%	\$ 68,595,963	\$ -	\$ 68,595,963	(96.3)%
Licenses & Permits	4,829,480	567,959	2,371,281	49.0	2,458,199	-	2,458,199	50.9
Intergovernmental	2,100,826	2,739	156,023	7.0	1,944,803	-	1,944,803	92.6
Charges for Services	3,239,483	244,753	1,134,602	35.0	2,104,881	-	2,104,881	65.0
Miscellaneous Revenue	588,625	26,446	596,163	101.0	(7,538)	-	(7,538)	(1.3)
Education	12,585,100	784,740	2,881,345	23.0	9,703,755	(3,413)	9,707,168	77.1
Operating Transfers In	350,553	-	-	0.0	350,553	-	350,553	100.0
Sub-total : 1000 General Fund	\$ 94,918,774	\$ 1,846,902	\$ 9,768,158	10.0%	\$ 85,150,617	\$ (3,413)	\$ 85,154,029	89.7%
3213 Parking Activity Fund								
Licenses & Permits	\$ 96,120	\$ 5,742	\$ 33,912	35.0%	\$ 62,208	\$ -	\$ 62,208	64.7%
Parking Income	371,408	31,712	161,920	44.0%	209,488	-	209,488	56.4%
Parking Fines	160,408	9,257	47,039	29.0%	113,369	-	113,369	70.7%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 627,936	\$ 46,711	\$ 242,871	39.0%	\$ 385,065	\$ -	\$ 385,065	61.3%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,556	\$ -	\$ -	0.0%	\$ 9,556	\$ -	\$ 9,556	100.0%
Charges for Services	930,000	54,537	390,025	42.0%	539,975	-	539,975	58.1%
Miscellaneous Revenue	0	0	64	0.0	(64)	-	(64)	0.0
Other Financing Sources	52,557	-	-	0.0	52,557	-	52,557	100.0
Sub-total : 3320 Residential Solid Waste	\$ 992,113	\$ 54,537	\$ 390,089	39.0%	\$ 602,024	\$ -	\$ 602,024	60.7%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 670,081	\$ 53,241	\$ 274,779	41.0%	\$ 395,302	\$ -	\$ 395,302	59.0%
Operating Transfers In	138,069	10,292	51,460	37.0	86,609	-	86,609	62.7
Sub-total : 3381 McConnell Center	\$ 808,150	\$ 63,533	\$ 326,238	40.0%	\$ 481,912	\$ -	\$ 481,912	59.6%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 366,855	\$ 23,335	\$ 160,507	44.0%	\$ 206,348	\$ -	\$ 206,348	56.2%
Miscellaneous Revenue	15,500	736	1,552	0.1	13,948	-	13,948	90.0
Operating Transfers In	15,500	-	-	0.0	15,500	-	15,500	100.0
Other Financing Sources	87,421	-	-	0.0	87,421	-	87,421	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 485,276	\$ 24,071	\$ 162,059	33.0%	\$ 323,217	\$ -	\$ 323,217	66.6%
5300 Water Fund								
Charges for Services	\$ 4,782,457	\$ 605,773	\$ 2,006,055	42.0%	\$ 2,776,402	\$ -	\$ 2,776,402	58.1%
Miscellaneous Revenue	70,500	5,292	39,807	56.0	30,693	-	30,693	43.5
Sub-total : 5300 Water Fund	\$ 4,852,957	\$ 611,065	\$ 2,045,862	42.0%	\$ 2,807,095	\$ -	\$ 2,807,095	57.8%
5320 Sewer Fund								
Intergovernmental	\$ 5,688	\$ -	\$ -	0.0%	\$ 5,688	\$ -	\$ 5,688	100.0%
Charges for Services	6,153,201	655,567	2,299,944	37.0	3,853,257	-	3,853,257	62.6
Miscellaneous Revenue	59,414	3,393	40,294	68.0	19,119	-	19,119	32.2
Other Financing Sources	942,687	-	-	0.0	942,687	-	942,687	100.0
Sub-total : 5320 Sewer Fund	\$ 7,160,990	\$ 658,960	\$ 2,340,238	33.0%	\$ 4,820,752	\$ -	\$ 4,820,752	67.3%
6100 Dovernet Fund								
Charges for Services	\$ 544,113	\$ 23,162	\$ 189,365	35.0%	\$ 354,748	\$ -	\$ 354,748	65.2%
Miscellaneous Revenue	25,000	-	-	0.0	25,000	-	25,000	100.0
Operating Transfers In	-	-	-	0.0	0	-	0	#DIV/0!
Other Financing Sources	75,289	-	-	0.0	75,289	-	75,289	100.0
Sub-total : 6100 Dovernet Fund	\$ 644,402	\$ 23,162	\$ 189,365	29.0%	\$ 455,037	\$ -	\$ 455,037	70.6%

City of Dover

Revenues of Major Funds

November 30, 2014

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
Total : REVENUES	\$ 110,490,598	\$ 3,328,941	\$ 15,464,880	14.0%	\$ 95,025,718	\$ (3,413)	\$ 95,029,131	86.0%

City of Dover

Expenditures of Major Funds

November 30, 2014

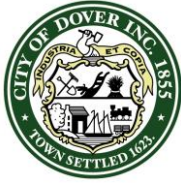
(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 372,192	\$ 68,594	\$ 183,980	49.0%	\$ 188,212	\$ 129,809	\$ 58,403	15.7%
Executive	810,105	48,482	291,680	36.0	518,425	289,006	229,419	28.3
Finance	1,632,713	111,984	651,341	40.0	981,372	671,949	309,423	19.0
Planning	512,334	34,319	189,545	37.0	322,789	173,729	149,061	29.1
Misc General Government	1,184,962	40,378	180,035	15.0	1,004,927	123,496	881,431	74.4
Police	7,420,749	533,134	2,884,765	39.0	4,535,984	2,736,747	1,799,237	24.2
Fire & Rescue	7,502,246	517,052	2,935,154	39.0	4,567,092	2,406,032	2,161,060	28.8
Community Service Public Works	6,036,576	696,060	2,040,381	34.0	3,996,195	1,947,310	2,048,885	33.9
Recreation	2,073,584	134,788	770,145	37.0	1,303,439	311,047	992,392	47.9
Public Library	1,109,966	78,686	406,243	37.0	703,723	453,242	250,480	22.6
Public Welfare	843,870	45,183	287,044	34.0	556,826	108,160	448,666	53.2
Debt Service	10,118,839	-	194,019	2.0	9,924,820	-	9,924,820	98.1
Other Financing Sources/Uses	3,006,318	119,143	595,714	20.0	2,410,604	-	2,410,604	80.2
School	44,236,755	2,820,592	13,537,607	31.0	30,699,148	28,464,978	2,234,171	5.1
Intergovernmental	8,057,565	-	-	0.0	8,057,565	8,057,565	-	0.0
Sub-total : 1000 General Fund	\$ 94,918,774	\$ 5,248,396	\$ 25,147,653	26.5%	\$ 69,771,121	\$ 45,873,070	\$ 23,898,051	25.2%
3213 Parking Activity Fund								
Police	\$ 627,936	\$ 40,335	\$ 159,568	25.0%	\$ 468,368	\$ 198,919	\$ 269,449	42.9%
Sub-total : 3213 Parking Activity Fund	\$ 627,936	\$ 40,335	\$ 159,568	25.4%	\$ 468,368	\$ 198,919	\$ 269,449	42.9%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,097,856	\$ 68,465	\$ 302,978	28.0%	\$ 794,879	\$ 633,727	\$ 161,152	14.7%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,097,856	\$ 68,465	\$ 302,978	27.6%	\$ 794,879	\$ 633,727	\$ 161,152	14.7%
3381 McConnell Center Fund								
Recreation	\$ 808,150	\$ 23,314	\$ 118,414	15.0%	\$ 689,736	\$ 62,894	\$ 626,841	77.6%
Sub-total : 3381 McConnell Center Fund	\$ 808,150	\$ 23,314	\$ 118,414	14.7%	\$ 689,736	\$ 62,894	\$ 626,841	77.6%
3410 Recreation Special Revenue Fund								
Recreation	\$ 485,276	\$ 21,583	\$ 185,850	38.0%	\$ 299,426	\$ 47,270	\$ 252,156	52.0%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 485,276	\$ 21,583	\$ 185,850	38.3%	\$ 299,426	\$ 47,270	\$ 252,156	52.0%
5300 Water Fund								
Community Service Public Works	\$ 4,870,339	\$ 262,088	\$ 1,433,096	29.0%	\$ 3,437,243	\$ 496,289	\$ 2,940,954	60.4%
Sub-total : 5300 Water Fund	\$ 4,870,339	\$ 262,088	\$ 1,433,096	29.4%	\$ 3,437,243	\$ 496,289	\$ 2,940,954	60.4%
5320 Sewer Fund								
Community Service Public Works	\$ 7,252,711	\$ 464,281	\$ 2,264,420	31.0%	\$ 4,988,291	\$ 904,079	\$ 4,084,212	56.3%
Sub-total : 5320 Sewer Fund	\$ 7,252,711	\$ 464,281	\$ 2,264,420	31.2%	\$ 4,988,291	\$ 904,079	\$ 4,084,212	56.3%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 656,958	\$ 48,447	\$ 203,131	31.0%	\$ 453,827	\$ 158,150	\$ 295,677	45.0%
Sub-total : 6100 Dovernet Fund	\$ 656,958	\$ 48,447	\$ 203,131	30.9%	\$ 453,827	\$ 158,150	\$ 295,677	45.0%
Total : EXPENDITURES	\$ 110,717,999	\$ 6,176,909	\$ 29,815,109	26.9%	\$ 80,902,890	\$ 48,374,399	\$ 32,528,491	29.4%

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,294,907	126,315	460,711	35.6	834,196	0	834,196	64.4
Expenditures	948,232	57,499	341,113	36.0	607,119	137,427	469,692	49.5
Debt Service								
Principal	265,063	0	0	-	265,063	0	265,063	100.0
Interest	70,759	0	2,500	3.5	68,259	0	68,259	96.5
	10,853	68,817	117,097	1,078.9	(106,244)	(137,427)	31,182	287.3



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, October 29, 2014**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Cheney led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Garrison.

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

5. CITIZEN'S FORUM

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

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

6. DISCUSSIONS

A. CAPITAL IMPROVEMENTS PROGRAM (CIP)

City Manager Joyal gave an overview of the handout regarding proposed revisions to the CIP and its impact to the taxpayers.

The Council discussed the High School project.

Councilor McManus asked if they could bond to have enough in 2016 to do the feasibility and design work and push the rest out a year.

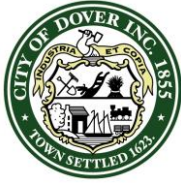
City Manager

Mayor Weston asked the City Manager to produce a timeline on the high school project.

Mayor Weston asked Community Director Steele about road construction projects. She asked for an estimate on the road construction projects.

City Manager Joyal said if the high school project goes online the Council has to realize they will not be able to budget within the tax cap.

The Council discussed the police and fire vehicle purchases.



CITY OF DOVER

CITY COUNCIL - MINUTES

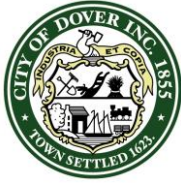
Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, October 29, 2014**
Meeting Time: **7:00 pm**

City Manager Joyal gave an overview of the agenda for November 5, 2014 City Council Workshop.

Recreation Director Bannon gave an update on the Aquatic Center.

7. ADJOURNMENT

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



CITY OF DOVER

CITY COUNCIL - MINUTES

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

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor McManus led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

Deputy Mayor Carrier moved to move Item #6.B. to follow Citizen's Forum, and then discuss Item 6.A. and 6.C.; seconded by Councilor O'Connor

Vote: 9/0.

5. CITIZEN'S FORUM

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

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

6. DISCUSSIONS

B. WATERFRONT TAX INCREMENT FINANCING (TIF) PROPOSAL

City Manager Joyal gave an overview of this discussion to the Council. He asked Planning and Community Development Director Parker to go over the proposal with the Council. Director Parker gave an overview of the Waterfront TIF proposal to the Council.

City Manager Joyal asked the Council if there was consensus to continue researching a Waterfront TIF district.

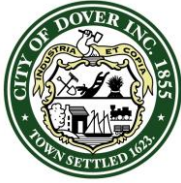
There was consensus of the Council.

City Manager Joyal asked if the map for the proposed Waterfront TIF district is acceptable or change the outline.

There was consensus of the Council to leave it for now.

City Manager Joyal asked if there was consensus for the proposed plan and phases for the land to be developed.

There was consensus of the Council.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

City Manager Joyal asked if there was consensus on the makeup of the Advisory Board. There was consensus of the Council.

City Manager Joyal gave an overview on the next steps for this proposal.

Dana Lynch, Cocheco Waterfront Development Advisory Committee Chairperson, spoke to the Council in support of the Waterfront TIF.

A. CAPITAL IMPROVEMENTS PROGRAM (CIP)

Director Parker gave an overview of the proposed changes to the CIP handout regarding street projects.

Mayor Weston asked the Council if the consensus was to update the resolution with these proposed changes.
There was consensus of the Council.

City Manager Joyal said three resolutions regarding the CIP projects and debt financing will be updated next week and the Council will need to amend the resolutions. He said there were no changes to the non-debt financing resolution and will be voted on as presented.

C. FISCAL YEAR 2015 CITY MANAGER GOALS

Mayor Weston spoke about the list for City Manager goals. She went over the list and made a decision on whether to keep or remove them.

Item #1. – keep – change 2014 to 2015

Item #2. – remove

Item #3. – keep

Item #4. – keep

Item #5. – keep

Councilor Thibodeaux asked about “reasonable”

Mayor Weston asked about adding a timeframe of no longer than seven days.

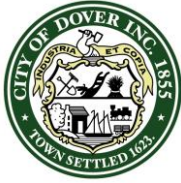
Councilor Thibodeaux said it’s not measureable and subjectable. She recommended that this goal be removed and be replaced with a different question.

Councilor Hooper understood the problem with this goal, but it has worked in the past.

City Manager Joyal suggested the following wording:

“Keep response time to citizen concerns reasonable and follow-up pro-actively on what has been done by departments to meet their needs”

Item #6. – keep



CITY OF DOVER

CITY COUNCIL - MINUTES

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

Item #7. – keep

City Manager Joyal suggested the following wording:

“Attend workshops and participate in other education opportunities to support ongoing professional development. Inform City Council of City Manager’s professional development activities as completed, verbally via City Manager’s Report. Also, inform City Council of department head professional development activities via written City Manager’s Report.”

Item #8. – remove

Item #9. – remove

Item #10. –

City Manager Joyal suggested the following wording.

“Develop, pursue and implement strategies to reduce energy consumption and costs.”

Item #11. – remove

Councilor Garrison moved to suspend the rules to continue the meeting past 10:30 pm; seconded by Councilor Thibodeaux.

Vote: 9/0.

Item #12. – remove

Item #13. – remove

Item #14. – keep

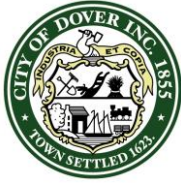
City Manager Joyal suggested the following wording.

“Continue to participate with Great Bay Coalition Communities in advocating and pursuing an appropriate means of ensuring water quality throughout the Great Bay estuary via an adaptive management approach that supports responsible and scientifically justified permit requirements for the operation of the wastewater treatment plant and stormwater management. Provide periodic reports via City Council workshops.”

Item #15. – keep

Item #16. – keep

Develop and coordinate an initial orientation program for the incoming City Council and School Board, when applicable, in accordance with the requirements of the City Charter and Chapter 2. Incorporate current City Council and School Board input in developing program materials and content.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

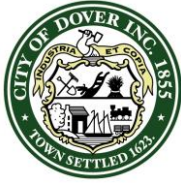
Item #17. – keep

Item #18. – remove

Item #19. – remove

7. ADJOURNMENT

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, November 12, 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. PROCLAMATIONS/AWARDS – None

6. APPROVAL OF AGENDA

Councilor Cheney moved to add to Council Correspondence the Health Trust meetings from October 22, 2014 and October 30, 2014.

Councilor Hooper moved to add a second School Board report.

Councilor O'Connor moved to add the Arts Commission report and his handout.

Deputy Mayor Carrier moved to add two raffles to the Consent Calendar as Item 13.A.8. First Parish Church and Item 13.A. 9. Dover High School Girls' Basketball Team.

Deputy Mayor Carrier moved to accept the agenda as amended; seconded by Councilor O'Connor.

Vote: 9/0.

7. PUBLIC HEARINGS – None

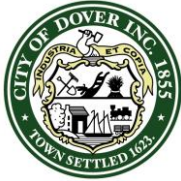
8. CITIZEN'S FORUM

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

Mary Hebbard, 97 Spruce Lane: She about Councilor McManus' correspondence to the Council. She strongly supported Councilor Cheney's nomination to Health Trust. She spoke about Monday's School Board meeting.

Deputy Mayor Carrier interrupted and said Ms. Hebbard's comments were unacceptable.

Ms. Hebbard continued with her comments and discussed her 2nd Amendment rights and asked why the information was released that she and her husband have concealed weapons permits. She said this was about protecting Doris Grady on the School Board.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

Richard Hebbard, 97 Spruce Lane: He spoke in support of Doris Grady on the School Board. He showed his tape measure which was mistaken for a gun during the School Board meeting on Monday..

Robert Prutier, Shady Lane: He spoke about their 1st Amendments Rights to speak at the School Board's meeting.

Arthur Burke, 2 Union Street: He spoke about the services held on Veterans' Day at City Hall. He spoke about the lack a memorial for the veterans of World War II.

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

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He spoke about revenues and expenditures. He said the City is still waiting for the tax rate to be set, and the need to start getting the revenues in to pay the County taxes in December. He said the Leadership Academy has completed and hopes to see new citizens volunteer for boards and commissions. He spoke about his professional development activities. He spoke about his conversations with the New Hampshire Department of Transportation (DOT) and increasing the speed limit north of Ext 9 on the Spaulding Turnpike to 65 miles per hour.

Mayor Weston asked for an explanation on the process to have a World War II Veterans memorial created.

City Manager Joyal said it would be what the City wanted and where, fundraising, and creating it. He said he did believe there was a World War II monument in Henry Law Park, but it doesn't list the names of veterans. He will check into it.

Mayor Weston asked how much is owed to the County.

City Manager Joyal said the City budgeted for \$7,980,468, but the actual amount won't be set until the warrant has been created.

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

Vote: 9/0

10. APPROVAL OF MINUTES

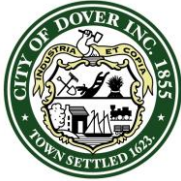
A. October 15, 2014 – Workshop Session

B. October 22, 2014 – Regular Meeting

Deputy Mayor Carrier moved to accept the Minutes.

Councilor Cheney referred to the October 22, 2014 minutes and moved to amend Page 7/7 to add that she mentioned that she brought forward her request to be nominated on October 8th; seconded by Councilor Hooper.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

Mayor Weston asked for a vote on accepting the minutes as amended.

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Weston said she attended the McConnell Center candidates forum. She attended the Leadership Academy graduation. She spoke at the Veterans' Day services on Tuesday. She reminded the public about the Lip-sync concert this Friday.

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

Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING – None

B. ORDINANCES IN THE 3rd READING – None

C. RESOLUTIONS

1. ADOPTION OF FY2016-2021 CAPITAL IMPROVEMENTS PROGRAM SPONSORED BY MAYOR WESTON BY REQUEST

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

Mayor Weston gave an overview of the resolution to the Council. She asked about the changes.

City Manager Joyal said there was a revised plan on the Council's desk, and gave an overview of the changes. He said it would be appropriate to substitute the background list to the resolution.

Councilor Garrison moved to substitute the list of CIP projects with the revised list; seconded by Councilor Hooper.

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

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

Roll Call Vote: 8/1; Passed. Councilor McManus was opposed.

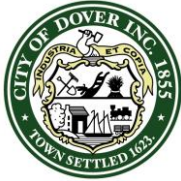
2. APPROPRIATION FOR FY2016 CAPITAL IMPROVEMENTS PROGRAM – NON-DEBT FINANCED PROJECTS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) SPONSORED BY MAYOR WESTON BY REQUEST

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

Mayor Weston gave an overview of the resolution to the Council. She said it did not impact the tax rate.

Councilor McManus disagreed with the statement that it didn't affect the tax rate. He said spending money affects the tax rate.

Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

**3. APPROPRIATION FOR FY2016 CAPITAL IMPROVEMENTS PROGRAM AND
AUTHORIZATION FOR BONDING
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Thibodeaux.
Mayor Weston said they would go through the items one by one to amend them.

Item #1 – Intersection reconstruction of Sixth Street and Venture Drive
Councilor Thibodeaux moved to amend the number to \$0.00; seconded by Councilor Garrison.
Vote: 9/0.

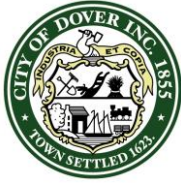
Item #2 – Street reconstruction – Bellamy Road
Councilor Thibodeaux moved to amend the number to \$0.00; seconded by Councilor Gagnon.
Vote: 9/0.

Item #4 – Reconstruction of Floral Avenue and Brick Street
Councilor Garrison moved to amend the number to \$0.00; seconded by Councilor Thibodeaux.
Vote: 9/0.

Item #8 High School & Dunaway Field Improvements
Deputy Mayor Carrier gave an overview of the project to the Council.
Council discussed the amounts needed to assure State funding.
Councilor Cheney discussed having another workshop on this project and vote on this resolution on December 10, 2014.
Mayor Weston said they needed to give the Joint Building Committee some money, but she didn't want to have this project held off for another building season
Councilor O'Connor moved to amend to \$16,000,000; seconded by Councilor Gagnon.
Councilor Cheney asked about the timing issue and if the City would risk the State funding.
City Manager Joyal said it's two separate funding projects that is being treated as one project. He spoke about the important of approving this resolution at this time.
Vote: 9/0.

Item #14 Sewer Main Floral Ave/High Ridge
Councilor Thibodeaux moved to amend to \$0.00 (Zero Dollars); seconded by Councilor Gagnon.
Vote: 9/0.

Mayor Weston said the new total the Council is authorizing for bonding has been amended to \$30,875,000.
Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE – Cocheco Valley Humane Society**
2. **RAFFLE – Great Bay Figure Skating Club (1)**
3. **RAFFLE – Great Bay Figure Skating Club (2)**
4. **OPERATING RULES FOR PARKING COMMISSION**
SPONSORED BY MAYOR WESTON BY REQUEST
5. **AWARD OF BID B14074 PROFESSIONAL ENGINEERING SERVICES FOR WATER SYSTEMS FACILITY UPGRADES**
SPONSORED BY MAYOR WESTON BY REQUEST
6. **B15011 SNOW PLOWING/HAULING SERVICES FOR CITY STREETS AND PARKING LOTS**
SPONSORED BY MAYOR WESTON BY REQUEST
7. **ESTABLISHMENT OF FISCAL YEAR 2015 EXPECTATIONS BY MAYOR AND CITY COUNCIL FOR CITY MANAGER**
SPONSORED BY MAYOR WESTON
8. **RAFFLE – First Parish Congregational Church**
9. **RAFFLE – Dover High School Girl's Basketball Team**

COMMITTEE REPORTS

1. **School Board (2)**
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**

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

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

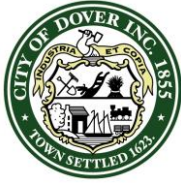
Councilor Hooper pulled the School Board Report.

Councilor McManus pulled the Item #13.A.4.

Councilor O'Connor pulled the Arts Commission Report.

Councilor Gagnon pulled Item #13.A.6.

Deputy Mayor Carrier asked to pull the Appointments Committee Report.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

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

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved to adopt Item 13.A.4.; seconded by Councilor O'Connor.

City Clerk Lavertu gave an overview of the reason for amending the rules to change Chapter 3 to Chapter 5.

Deputy Mayor Carrier moved to change the language in the Parking Commission operating rules to: "...Chapter 5, Boards, Commissions and Committees, including Sections 5-1. and 5-18."

Vote: 9/0.

Mayor Weston talked about changing consecutive absences from three to four; seconded by Councilor O'Connor.

City Manager Joyal suggested striking the first sentence because it's part of the City Code.

Councilor Garrison move to strike the current language under Article 3, and replace it with "Refer to Code 5-1.c.; seconded by Councilor O'Connor.

Vote: 9/0.

Councilor Cheney asked about the process. Does Chapter 5 state that the chairperson will attempt to contact the member regarding absences.

Mayor Weston asked the Council to vote on the rules as amended.

Vote: 9/0.

Deputy Mayor Carrier moved to adopt Item 13.A.6.; seconded by Councilor Thibodeaux.

Councilor Gagnon recused himself from the vote and left the Chambers

City Manager Joyal gave an overview of the process to the Council, stating that the City is still looking for more contractors for snowplowing.

Roll Call Vote: 8/0. Councilor Gagnon recused.

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

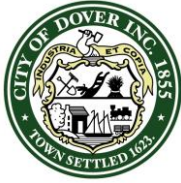
Deputy Mayor Carrier moved to accept the School Board Report; seconded by Councilor McManus.

Vote: 9/0.

Councilor O'Connor gave an overview of the Arts Commission Report to the Council.

Deputy Mayor Carrier moved to accept the School Board Report; seconded by Councilor Thibodeaux.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

Deputy Mayor Carrier gave an overview of the Appointments Committee Report to the Council. They recommended the following appointments:
Cyrus Esmareili – Energy Commission
Yulia Rothenberg – alternate position on the Arts Commission
Mayor Weston asked for vote from the Council.
Vote: 9/0.

B. RESOLUTIONS

1. HUMAN SERVICES (WELFARE) GUIDELINES FOR THE CITY OF DOVER SPONSORED BY MAYOR WESTON BY REQUEST

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

2. B10040 MUNICIPAL SOLID WASTE COLLECTIONS, RECYCLING AND DISPOSAL SERVICES WITH PINARD WASTE SYSTEMS INC SPONSORED BY COUNCILOR GAGNON BY REQUEST

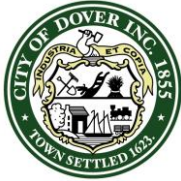
Councilor Gagnon moved for its adoption; seconded by Deputy Mayor Carrier.
Councilor Gagnon gave an overview of the resolution to the Council. He stated that the Solid Waste Advisory Commission recommended extending this contract.
Community Services Director Steele said it was an advantageous contract for the City.
Councilor Cheney said she didn't support not going out to bid.
Councilor O'Connor said he also didn't support not going out to bid.
The Council discussed the merits of going out to bid or extending the current contract.
Roll Call Vote: 7/2; Passed. Councilor Cheney and Councilor O'Connor were opposed.

3. AUTHORIZATION FOR CATHERINE CHENEY TO VOTE AT 2014 HEALTHTRUST ANNUAL MEETING SPONSORED BY COUNCILOR CHENEY

Councilor Cheney moved for its adoption; seconded by Councilor Garrison.
Councilor Cheney gave an overview of the resolution to the Council.
Deputy Mayor Carrier said he was uncomfortable with picking one Councilor over another.
He suggested that they send the City Manager to represent the Council.

Councilor Garrison moved to suspend the rules to continue the meeting past 10:30 pm to complete the agenda; seconded by Councilor McManus.
Roll Call Vote: 9/0.

Councilor McManus moved to move the question; seconded by Councilor Garrison.
Vote: 6/3; Passed. Councilors Cheney, Gagnon, and O'Connor were opposed.
Mayor Weston asked for a vote on the resolution.
Vote: 3/5; Failed. Mayor Weston and Councilors Cheney and O'Connor voted in favor.
Councilor Gagnon abstained.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

Councilor Thibodeaux moved to reconsider the vote to allow ...
Councilor McManus called for a point of order. He asked if this motion can take place since he moved the question.
Mayor Weston said the Council can still have a motion to reconsider.

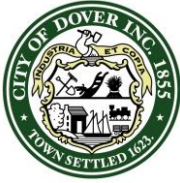
Councilor Thibodeaux moved to reconsider the vote.
There was no second.

4. AUTHORIZATION FOR DOROTHEA HOOPER TO VOTE AT 2014 HEALTHTRUST ANNUAL MEETING **SPONSORED BY COUNCILOR HOOPER**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Thibodeaux.
Councilor Hooper gave an overview of the resolution to the Council.
Deputy Mayor Carrier against suggested that the City Manager to attend the meeting on the Council's behalf.
Councilor Cheney moved to amend the resolution replacing Councilor Hooper's name with the City Manager to represent the Council; seconded by Councilor O'Connor.
Councilor Hooper said she didn't have a problem with that suggestion. She said they should vote her down first.
Mayor Weston asked for a vote on the amendment.
Councilor Thibodeaux said it was her opinion that they should vote the current resolution down first.
Councilor Cheney said if they do vote this resolution down, then by default the City Manager goes to represent the Council.
Mayor Weston said they have a motion on the floor.-
Councilor Garrison supported the amendment.
Mayor Weston asked for a vote on the amendment.
Vote: 9/0.
Mayor Weston asked for a vote on the amended resolution.
Vote: 9/0.

5. AMELIA COEN REVOCABLE TRUST DONATION **SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.
Mayor Weston gave an overview of the resolution to the Council.
General Legal Counsel Blenkinsop showed the Council that the land donation abuts City-owned land.
Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

6. HEALTH TRUST REBATES PLACED IN CITY OPEB (OTHER POST EMPLOYMENT BENEFITS) TRUST FUND SPONSORED BY COUNCILOR CHENEY

Councilor Cheney moved for its adoption; seconded by Councilor Thibodeaux.
Councilor Cheney gave an overview of the resolution to the Council.

Councilor McManus said this resolution and the following resolution were interconnected enough that both should be referred to a public hearing.
Councilor Cheney moved that the resolution be referred to a public hearing on December 10, 2014.
Vote: 9/0.

7. MAINTAIN REGULAR CONTRIBUTIONS TO CITY EMPLOYEE BENEFITS RESERVE (TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 10, 2014) SPONSORED BY COUNCILOR CHENEY

Councilor Cheney moved to refer to a public hearing on December 10, 2014; seconded by Councilor Garrison.
Vote: 9/0.

8. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE

- A. Letter from Councilor McManus, dated October 28, 2014.**
- B. Health Trust meetings from October 22, 2014 and October 30, 2014.**

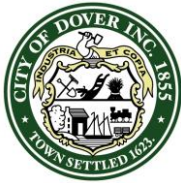
Deputy Mayor Carrier moved to place correspondence on file; seconded by Councilor Gagnon.
Vote: 9/0.

15. COUNCIL MATTERS OF INTEREST

Councilor O'Connor wished Councilor Hooper a Happy Birthday. He spoke about the street light on Chestnut Street. He congratulated Officer Brad Gould on receiving a Hero in Action award.

Councilor Thibodeaux stated that she would not be holding a Coffee with the Council session this weekend. She attended and congratulated Dover Honda for their groundbreaking ceremony.

Councilor Cheney attended the Legal Issue sessions at the New Hampshire Municipal Association (NHMA). She gave an overview regarding the Health Trust resolutions since the Council won't have a meeting before the vote on December 10, 2014. She also recommended that the Council not support Zach Taylor on the Board because he has a conflict by working for a director competitor..



CITY OF DOVER

CITY COUNCIL – MINUTES

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

Mayor Weston asked for a consensus from the Council to direct the City Manager not endorse Mr. Taylor's nomination.

There was consensus from the Council.

Councilor Cheney talked about the new articles of incorporation that she will send to the Council.

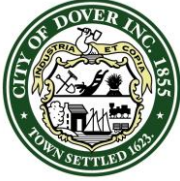
Mayor Weston gave an update on the repairs to Tolend Road.

Councilor Gagnon spoke about a 6-month old child who was being treated for a very rare form of cancer. He said a fund has been set up to help them and asked people to contact him. He also asked for good thoughts.

16. ADJOURNMENT

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

Vote: 9/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2014.11.12 – 128**

Resolution Re: Health Trust Rebates Placed into City OPEB Trust Fund

WHEREAS: The City is a participating member of Health Trust for the purpose of providing health and dental insurance benefits to eligible city employees; and

WHEREAS: Health Trust, per the NH Bureau of Securities Regulation (NH BSR) regulatory proceedings, is required to rebate a certain amount of annual risk pool surplus to municipalities participating in the Health Trust risk pool; and

WHEREAS: The City of Dover has an actuarial determined Other Post Employment Benefits (OPEB) liability of approximately \$45.4 million that will need to be funded; and

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

All Health Trust risk pool surplus rebates will be placed in the City's OPEB Trust Fund to offset the liability and reduce current and future budget impacts

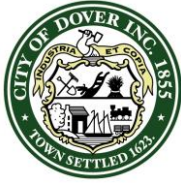
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Catherine Cheney
Ward 5

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2014.11.12 – 128**

Resolution Re: Health Trust Rebates Placed into City OPEB Trust Fund

DOCUMENT HISTORY:

First Reading Date: 11/12/2014

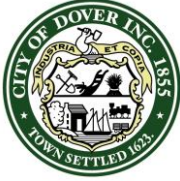
Public Hearing Date: 12/10/2014

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2014.11.12 – 128**

Resolution Re: Health Trust Rebates Placed into City OPEB Trust Fund

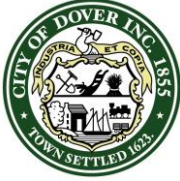
RESOLUTION BACKGROUND MATERIAL:

In accordance with City Council adopted financial policy #2, the City shall establish a dedicated fund and maintain sufficient annual contributions to offset the liability associated with OPEB obligations.

On August 14, 2013, the City Council approved the creation of an OPEB Irrevocable Trust Fund to pre-fund the City's actuarial determined OPEB liability of \$45.4 million. On an annual basis the City's Annual Required Contribution (ARC) to fund the OPEB liability is determined to be \$3.9 million.

Prior to FY2011 the City operated under a "pay-as-you-go" funding mechanism; paying approximately \$1.3 million per year in insurance premiums for retirees. Since FY2011 the City has budgeted an incremental amount of funding through the operating budget to be transferred into the OPEB Trust. This additional funding is an attempt to pre-fund the City's OPEB liability while still making annual "pay-as-you-go" insurance premium payments for eligible retirees. The City's FY2015 "pay-as-you-go" amount is projected as \$1.56 million.

The purpose of this resolution is to direct the Health Trust rebates into the OPEB Trust to further pre-fund the City's OPEB obligations in an effort to reduce current and future budget impacts related to retirees' insurance premium costs.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R - 2014.11.12 – 129**

Resolution Re: Maintain Regular Contributions to City Employee Benefits Reserve

WHEREAS: The City is a participating member of Health Trust for the purpose of providing health and dental insurance benefits to eligible City employees and Health Trust provides the City with an annual Guaranteed Maximum Rate (GMR) premium for health and dental plans to assist with budgeting insurance premium costs in the City's annual operating budget; and

WHEREAS: There have been years when the actual insurance plans' premium rates finalized by Health Trust are less than the budgeted GMR plan premium rates; and

WHEREAS: The City Council adopted financial policy #4 recommending to establish and maintain regular contributions into a health insurance stabilization fund to be used to offset fluctuations in actual benefit premium expenses from year to year; and

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

In accordance with RSA 34:1-a, a Health Insurance Stabilization Reserve is hereby created. The difference between the GMR budgeted insurance plans' premiums and the finalized actual insurance plans' premiums will be budgeted and transferred into the Health Insurance Stabilization Reserve to be utilized for future insurance premium costs.

AND FURTHER BE IT RESOLVED THAT:

In accordance with RSA 34:10, the City Manager is designated as the agent of the City to carry out the approved purposes of the reserve fund. The utilization of this reserve fund is limited so as not to withdraw an amount in any given year greater than 25% of its balance.

In accordance with RSA 34:2 a public hearing must be held on this resolution prior to vote of the City Council.

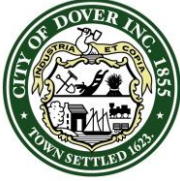
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Catherine Cheney
Ward 5

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R - 2014.11.12 – 129**

Resolution Re: Maintain Regular Contributions to City Employee Benefits Reserve

DOCUMENT HISTORY:

First Reading Date: 11/12/2014

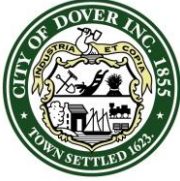
Public Hearing Date: 12/10/2014

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R - 2014.11.12 – 129**

Resolution Re: Maintain Regular Contributions to City Employee Benefits Reserve

RESOLUTION BACKGROUND MATERIAL:

In accordance with City Council adopted financial policy #4, the City shall establish and maintain regular contributions into a health insurance stabilization fund to be used to offset fluctuations in actual benefit premium expenses from year to year and the budget impact of those fluctuations.

This resolution, per RSA 34:1-a, authorizes the establishment of a Health Insurance Stabilization Reserve Fund. The resolution designates the City Manager as agent to carry out the purpose of the reserve.

The City is a participating member of Health Trust for the purpose of providing health and dental insurance benefits to eligible City employees. Each year Health Trust provides the City with an annual Guaranteed Maximum Rate (GMR) premium for health and dental plans to assist the City with budgeting insurance premium costs in the annual operating budget. There have been years when the actual insurance plans' premium rates finalized by Health Trust are less than the budgeted GMR plan premium rates.

This resolution seeks to budget the difference between Health Trust finalized actual plans' premium rates and the GMR, and transfer this funding into the Health Insurance Stabilization Reserve.



CITY OF DOVER
14 NOV 12 AM 9:10

APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

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

Organization Name: Seymour Osman Community Center
Federal Tax ID number for Organization: _____

Check (✓) Nature of Organization:

Religious _____, Educational ✓, Charitable _____, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
(Describe) 21st Century Community Learning Center Afterschool Program
Contact Person: Brandy Barshaw Day Time Telephone: 516-6782
Address: 40 Hampshire Circle Dover Email b.barshaw@dover.k12.nh.us
Purpose of Permit: Craft Fair / Silent Auction / raffle
Date of Event: 12-7-14 Specific Time: 9-3
Location of Event: Woodman Park School

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: Gift Certificates, items, cash
Cost of Ticket: varies Date of Drawing: 12-7-14
Place of Drawing: Woodman Park School

* 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>

dkg

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: _____

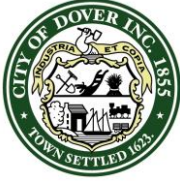
Police Department Road Toll Approval Signature: _____

Printed Name: _____

Licensing Board Approval APR Date: 11/13/14

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

SIGNATURE OF APPLICANT: Brandy Barshaw DATE: 11/10/14



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R - 2014.12.10 – 130**
Resolution Re: B15015 McConnell Center Custodial Services

WHEREAS: A sealed Request for Proposal (RFP) B15015 was issued and received for a six month agreement with the option to renew for three additional one year terms for Custodial Services at the McConnell Center on November 26, 2014 at 11:00 AM; and

WHEREAS: On November 13, 2014 @ 9:00am a mandatory walkthrough of the McConnell Center building was conducted with three vendors attending. Two vendors' submitted responses that were reviewed for necessary experience, organization, technical and professional qualifications, skills, project understanding, approach, ability to comply with proposed scope of services and required time of completion or performance, and possession of a satisfactory record of performance. Vendors were asked to submit a base price for tasks listed in the bid as well as an hourly rate for weekend cleaning during the winter months for the recreation offices; and

WHEREAS: It is the recommendation of the evaluating committee to award the project to SJ Services Inc of Danvers MA at the base rate and hourly rate provided in conjunction with Bid B15015.

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 SJ Services Inc of Danvers MA at rates given in conjunction with B15015 provided November 26, 2014 for custodial services at the McConnell Center. The amount of this authorization shall be limited so as not to exceed available funding.

The City Manager, or designee, is hereby authorized to finalize contract language with the vendor, consistent with the Purchase Order authorized herein, for the City Manager's signature.

Financing			
Account	Description	Appropriation	Balance
3381.1.350.41941.4431.00000	McConnell Maint. Chrg. Bldg	69,500.00	38,082.00
3410.1.350.45121.4431.00000	REC Maint Chrg Bldg	2,000.00	1,281.00

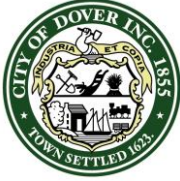
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R - 2014.12.10 – 130**

Resolution Re: B15015 McConnell Center Custodial Services

DOCUMENT HISTORY:

First Reading Date:

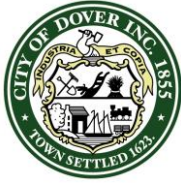
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R - 2014.12.10 – 130**

Resolution Re: B15015 McConnell Center Custodial Services

RESOLUTION BACKGROUND MATERIAL:

A sealed Request for Proposal (RFP) B15015 was issued and received for Custodial Services at the Dover McConnell Center on 11/26/14 at 11:00am with two vendors responding. These vendors submitted responses that were reviewed for necessary experience, organization, technical and professional qualifications, skills, project understanding, approach, ability to comply with proposed scope of services and required time of completion or performance, and possession of a satisfactory record of performance. Vendors were asked to submit a base price for tasks listed in the bid as well as an hourly rate for weekend cleaning during the winter months for the recreation offices. The City is offering a six month contract with option to renew for three subsequent one year terms contingent upon appropriation of funds.

Vendors are required to perform back ground checks on all employees as well as allowing Dover police to review and approve or disapprove potential cleaning personnel entering the McConnell center.

Bid Information:

A sealed Request for Proposal (RFP) B13055 McConnell Center Custodial Services

Award Information:

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

A draft contract is attached hereto; City staff will work with the vendor to finalize the terms of the contract following City Council approval.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes,
Invitations Mailed:	53	Number of Responses:	2 and 1 late bid
Warranty:	Na	Terms:	3.5 yrs
Work Bonded:	No	Contract:	yes
Prices will hold for:	Until Completion	Estimated Delivery:	weekly
Recommended Award to:	SJ Services Inc	Fund:	McConnell Center 3381-
Other Approvals Required:	No	References Checked:	Recommended
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

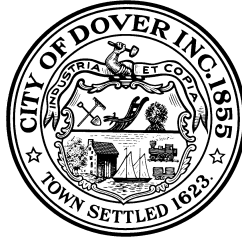
Exhibit A – Bid Results

Exhibit B – Vendor Solicitation List

Exhibit C – Draft Contract Documents with Vendor Reply

DANIEL R. LYNCH
Finance Director
d.lynch@dover.nh.gov

ANN M LEGERE, CPPB
Purchasing Agent
a.legere@dover.nh.gov



288 Central Avenue
Dover, New Hampshire 03820-4169

(603) 516-6030
Fax: (603) 516-6097
www.dover.nh.gov

City of Dover, New Hampshire
OFFICE OF THE FINANCE DIRECTOR

Bid Results
Custodial Services McConnell Center
#B15015

<i>Vendor</i>	<i>Base Monthly Price</i>	<i>Rates for as requested services</i>
Pro City Facilities Services Inc 100 Willon St Bus 2 Ste 8 Manchester NH 03103	\$3,500.00 6 months \$3,560.00 yr 1 \$3,560.00 yr 2 none listed yr 3	Steam & full Steam carpet \$.13 sq ft Floor stripping \$.22 /recoat \$.15 sq ft Furniture/fabric shampoo ??? sq ft Labor \$16.00 hr
SJ Services Inc 235 Newbury St Danvers MA 01923	\$3,488.00 6 months \$3,548.00 yr 1 \$3,609.00 yr 2 \$3,717.00 yr 3	Carpet shampooing \$.14 sq ft Tile Refinishing \$.23 sq ft Furniture & Fabric \$.50 sq ft Extra & weekend \$20.00 hr
Care America Property Services Inc 5 Industrial Park Dr Dover NH 03820	Late bid	

B150015 Janitorial Services		Email address - other
First name	Last name	Company
DIANE	DYER	4 Corners Clean
Adam	Reeves	A.R.P.S. Adam Reeves Property Services
Riza	Abdat	Abdat's Cleaning Service
Craig	Bell	Advanced Microbial Solutions, LLC
JACK	TURNER	ARROW PAPER CORP
Arthur	Talano	Arthur's Always Clean, LLC
Todd	Markusic	ARTT Remodeling and Property Maintenance LLC
Brendan	Mendro	Black Rock Technology Group
Keith	Bolton	Bolton Property Maintenance
Trish	Martin	BurrellesLuce
Bruce	Beaupre	C. C. Cleaners
Scott	Smarse	Capital Contractors Inc.
Jonathan	McCall	Capital Contractors Inc.
George	Philbrick	Care America Property Services
Eddie	Casella	Casella Cleaning Services Inc.
Sharon	Tebbetts	Chemsearch
Ann	Legere	City of Dover
Christine	Thorne	Cocheco Falls Janitorial
Matthew	Tomkowicz	Construction Journal
Ted	Blaicher	Construction Journal
Mark	Mondello	Coverall Health Based Cleaning
doug	corbridge	D.C.S. construction corp.
Darin	Sabin	DS SABINE LLC
Bert	Ouellette	DTZ, a UGL company
alex	filopoulos	EcoSource LLC
john	higgins	express janitorial service group
Judith	McBride	Georgetown Professionals LLC
Samantha	Richwine	isqft
Jonathan	McCall	ISS Facility Services Inc.
Danilo	Dias	Jani-King
Philip	Stevens	Jani-King of Boston
Joseph	Goffredo	Jani-King of Boston, Inc.
Keith	Jang	KeeClean Management Inc
wilmer	giraldo	like you want it llc
Jimmy	Lyndes	Lyndes Carpet & Upholstery Cleaning
Marcello	Pompa	M & M Cleaning, Inc
thomas	adem	makrotech
Arthur	Henebury	Martins Maintence
Marcel	Frankel	Metropolitan Home Health Products
Peter	Johnson	North and South LLC
Ray	Ladebush	professional commercial cleaning
Ray	Ladebush	professional commercial cleaning
Paul	Mausteller	Roycroft Property Management, LLC
Lynn	Gagne	Security Construction Services, Inc
Ellen	Hayden	Superco Specialty Products
christina	mason	T & T Janitorial Services
Greg	Halsey	Tighe & Bond Consulting Engineers
Tim	Knowles	UGL Unicco
Matt	Cullen	Vescom Corp
James	Welch	Welch Auto Group Inc
Agatha	Cadena	Young PS Acquisitions DBA Plak Smacker
Greg	Cormier	Zampell Building Services



CITY OF DOVER

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

[STANDARD CITY] AGREEMENT

THE CITY OF DOVER, a municipal corporation, 288 Central Avenue, Dover, New Hampshire 03820 and _____ (state the legal entity of the Vendor)(registered to do business in the State of New Hampshire, ***if applicable***)(address) _____(the "Vendor"), who for valuable consideration agree as follows (the "Agreement"):

1. **Purpose.** This Agreement refers to and incorporates the provisions of a Request for Proposal RFP #B_____ entitled "_____" issued by the City of Dover. Specifically, this Agreement is to provide (*insert description of the project*)
2. **Agreement Documents.** The Agreement shall include and consist of the following documents (the "Agreement Documents"):
 - a. Agreement (5 pages);
 - b. RFP #B_____ issued by the City of Dover;
 - c. Response of the Vendor dated _____, 2014;
 - d. Schedules A and B (2 pages).
3. **Scope of Services.** The Vendor shall perform all work specified and required by the Agreement Documents listed in section 2. Should there be inconsistencies between the terms of any of the Agreement Documents, precedence shall be as follows: 1) the Agreement; 2) the terms of RFP #B_____ ; 3) response of the Vendor; and 4) any schedules.
4. **Changes in the Cost of the Work and the Scope of Services.** Changes to the cost of the work and the Scope of Services shall be made in writing by mutual agreement prior to the performance of the work.
5. **Term.** The Vendor shall commence work upon the execution of this Agreement and issuance of a Purchase Order by the City of Dover. All services to be performed under this Agreement shall become effective upon _____. This Agreement shall end on (*insert date or if no specific date "completion of all work required under the Scope of Services and payment therefore."*).
6. **Cost and Payment.** The City of Dover shall pay the Vendor an amount not to exceed _____ DOLLARS (\$) _____ (*based on Unit Pricing, if applicable*) for services within the Scope of Services. The City of Dover



CITY OF DOVER

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

shall pay the Vendor within thirty (30) days upon performance and presentation of an invoice supplied by the Vendor detailing the work performed.

7. Insurance.

- a. The Vendor shall secure and maintain for the duration of this Agreement a General Liability Insurance policy or policies at no cost to the City of Dover. The coverage of said insurance policy shall be in an amount of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. An insurance certificate shall be supplied to the City of Dover by the Vendor. The City of Dover shall be named as an additional insured on the policy. A condition of the insurance coverage shall be thirty (30) days notice to the City of Dover upon cancellation of the policy. The Vendor shall also provide the City of Dover certificates of renewal for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.
- b. The Vendor shall secure and maintain for the duration of this Agreement Automobile Liability Insurance covering the operation of all motor vehicles, including those hired and borrowed, used by the Vendor in connection with this Agreement at no cost to the City of Dover. The coverage of said insurance policy shall be in the amount of not less than Five Hundred Thousand Dollars (\$500,000) for all damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total limit of at least One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of two or more persons in any one accident or occurrence. An insurance certificate shall be supplied to the City of Dover by the Vendor. The Vendor shall also provide the City of Dover certificates of renewal for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.
- c. By signing this Agreement, the Vendor agrees, certifies, and warrants that the Vendor is in compliance with, or exempt from, the requirements of New Hampshire RSA Chapter 281-A, regarding workers' compensation insurance. The Vendor shall maintain statutory workers' compensation insurance coverage for all of its employees as required by said law.

- 8. Indemnification.** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the City of Dover from any claims, losses, damages or expense (including reasonable attorneys' fees) arising out of the death or, injuries, or damages to any person, or damage or destruction of any property, in connection with the Vendor's services, in whole or in part, under this Agreement to the extent caused by, or alleging, the negligent acts, errors, or omissions of the



CITY OF DOVER

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

Vendor or its officers, directors, employees, agents or independent professional associates, or any of them. This covenant shall survive the termination of this Agreement.

9. **Warranty:** The Vendor shall perform the work within the Scope of Services commensurate with the standard of the trade/industry involved in the performance of this Agreement. In connection with the performance of the Scope of Services, the Vendor shall comply with all statutes, laws, regulations, and applicable orders, whether federal, state, or local.
10. **Ownership of documents.** The City of Dover shall retain ownership of the documents and designs, if any, prepared for the City of Dover by the Vendor pursuant to the provisions of this Agreement to the extent the Vendor has been paid for the services to prepare the documents and designs.
11. **Dispute resolution.** Both parties are entitled to all available legal and equitable remedies within the jurisdiction of the courts of the State of New Hampshire. Venue shall be Strafford County.
12. **Termination.** The City of Dover may terminate this Agreement without cause upon thirty (30) days written notice subject to an obligation to pay for services satisfactorily rendered. Warranties shall not be subject to termination.
13. **Binding.** This Agreement shall be binding upon all parties, their heirs, executors, administrators, successors and assigns.
14. **Waiver of breach.** No failure by the City of Dover to enforce any provisions of this Agreement shall be deemed a waiver of its rights under this Agreement.
15. **Applicable law.** This Agreement shall be deemed to have been entered into in the State of New Hampshire and shall be construed in accordance with the laws of the State of New Hampshire.
16. **Third parties.** Nothing in this Agreement, expressed or implied, is intended to or shall be construed to confer upon or to give to any person or entity other than the City of Dover and the Vendor any rights, remedies or claims under or by reason of this Agreement or any covenants, conditions or stipulations hereof, and all covenants, conditions, promises and agreements in this Agreement contained by or on behalf of the City of Dover or the Vendor shall be for the sole and exclusive benefit of the City of Dover and the Vendor.



CITY OF DOVER

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

17. **Review.** The parties to this Agreement acknowledge that they enter into this Agreement voluntarily and have had the opportunity to review this Agreement with legal counsel prior to signing.
18. **Personnel.** The Vendor shall at its own expense provide all personnel necessary to perform the work under this Agreement. The Vendor warrants that all personnel shall be qualified to perform the work under the Scope of Services and shall be properly licensed and otherwise authorized to do so under all applicable laws.
19. **Assignment/Delegation/Subcontracts.** The Vendor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the City of Dover. None of the services shall be subcontracted by the Vendor without the prior written consent of the City of Dover.
20. **Contractor's Relation to the City of Dover.** In the performance of this Agreement the Vendor is in all respects an independent contractor and is neither an agent nor an employee of the City of Dover. Corporations must be in good standing with the Secretary of State's Office in the state of incorporation and registered to conduct business in the State of New Hampshire.
21. **Confidentiality.** Confidentiality of information/data held by the City of Dover under this Agreement shall be governed by New Hampshire RSA Chapter 91-A.
22. **Amendment.** This Agreement may be amended, waived, or discharged only by an instrument in writing signed by the parties hereto.
23. **Construction and Headings.** The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. The headings throughout this Agreement are for reference purposes only, and the words contained therein shall in no way be used to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of this Agreement.
24. **Notice.** Any notice by a party hereto to the other party to this Agreement shall be provided as follows:

To City of Dover
J. Michael Joyal, Jr., City Manager
288 Central Avenue
Dover, NH 03820

To Vendor
(insert contact and address)



CITY OF DOVER

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

25. **Severability.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement shall remain in full force and effect. The parties agree to reform this Agreement to replace any such invalid or unenforceable provision with a valid enforceable provision that comes as close as possible to the intention of the stricken provision.

26. **Entire Agreement.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties and supersedes all prior agreements and understandings relating hereto.

Signatures To Follow.

VENDOR

[name], Duly Authorized

Date

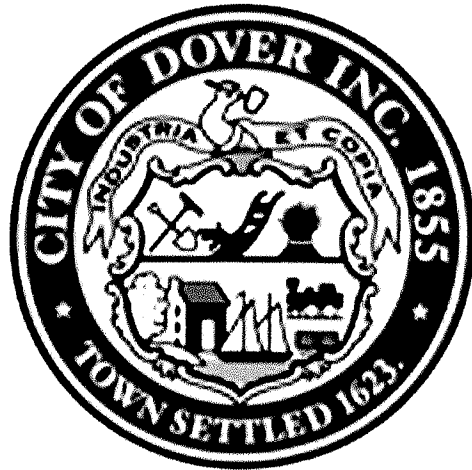
CITY OF DOVER

J. Michael Joyal, Jr., City Manager

Date

ORIGINAL

City of Dover



RFP #B15015 -

Custodial Services McConnell Center

November 26, 2014

S.J. SERVICES, INC.
235 NEWBURY ST.
DANVERS, MA 01923



November 26, 2014

Ms. Ann M. Legere
Purchasing/Finance Office
City of Dover
288 Central Ave, 2nd Floor
Dover, NH 03820

RE: RFP #B15015 - Custodial Services McConnell Center

Dear Ms. Legere,

Please find enclosed our proposal to provide contract cleaning services to the McConnell Center of the Town of Dover.

S. J. Services Inc. is a leading contract cleaner of many public agencies and municipalities in New England. We understand the unique needs of our clients and have the expertise to service them in a timely and effective manner. Our contracts have been repeatedly renewed.

Our employees are union members and undergo criminal background checks as well as extensive training prior to being placed in any facility. We believe this is why we have one of the highest contract retention rates in our industry.

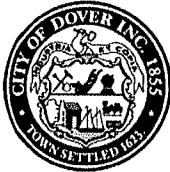
S. J. Services Inc. is fully insured and bonded.

We are very experienced in Green cleaning programs and will partner with you in these efforts, which will bring extra value and a healthier indoor environment for the Town of Dover.

Sincerely,

David J. Shea
President
(978) 360-1229 (c)
dshea@sj-services.com





CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Bid Number: **B15015**
Title **Custodial Services McConnell Center**
Date October 28, 2014

Licenses and Permits (if any)

All State of NH & local codes, permits and licensing requirements must be met by anyone performing work on city property. Vendor will be required to obtain permits prior to commencing any work. Local permit fees will be waived by city. Copies of such permits and licenses will be forwarded to the Purchasing Agent for the file prior to work commencing

VII SELECTION

Vendor selection shall be based on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, project understanding, approach, ability to comply with proposed or required time of completion or performance, and possession of a satisfactory record of performance as well as cost.

The City of Dover supports the concept of purchasing products that are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

CONTACT INFORMATION: SIGNATURE REQUIRED:

Official Entity Name	S. J. Services, Inc.	FOB Information:	City of Dover
Address:	235 Newbury Street		
City, State, Zip	Danvers, MA 01923	Availability:	24/7
Email address:	dshea@sj-services.com	State of Incorporation	MA
Warranty/guarantee:	See price page	Price holds for:	60 days
Date:	11/26/2014	SSN or EIN:	043214662
Telephone #:	978-360-1228	Fax #:	978-560-1162
Signature:		Title:	President

Check here if appropriate: _____ (X) NO BID

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations. The FOB point is always to be Dover unless otherwise stated by the bidder. A FOB point other than the City of Dover must be so stipulated by the bidder.



Town of Dover
RFP #B15015 - Custodial Services
McConnell Center

Statement of Project Requirements:

S. J. Services shall perform all of the cleaning tasks as described in Attachment A.

In addition to the tasks described in Attachment A, SJS shall:

- Monitor outside areas within 50 feet of entrance ways for litter daily.
- Be on call for emergency service 24/7/365 and can be on site to the McConnell Center within 1.5 hours of notification with fully equipped, trained and background check cleared employees.





Town of Dover
RFP #B15015 - Custodial Services
McConnell Center

Scope of Services:

The cost of all of the staffing listed is included on our submitted pricing.

SJS shall provide the following staffing at the McConnell Center. Staffing shall cover the following areas;

1. Monday thru Friday evening cleaning,
2. Specified Periodic tasks including carpet shampooing, floor refinishing, and other items. (These projects shall be performed by additional staff and not by the regularly assigned staff thereby increasing the value to the City of Dover.)

All employees shall be uniformed, trained, background check and credit check cleared.

1. Monday - Friday

<u>Position</u>	<u>Assignment</u>
Working Supervisor	10:00 pm to 2:00 am
Cleaner	10:00 pm to 2:00 am

2. Periodic Work Projects

The contract specifies several quarterly, semi-annual and annuel projects including carpet shampooing and floor refinishing. SJS shall assign additional personnel for these projects. This additional labor is over and above the daily labor specified above which brings additional value to the City of Dover. These projects shall be performed at a time frame requested and approved by the City of Dover.

Annual budgeted labor hours for periodic work projects: **225 Labor Hours**

3. Area Manager

Our Area Manager, Carlos Lima, shall be assigned to the facility, and shall meet with McConnell Center staff at a minimum of once per week to review the cleaning program.





**Town of Dover
RFP #B15015 - Custodial Services
McConnell Center**

Firm Information

Our Mission Statement:

"S. J. Services Inc. is a leading building service contractor providing excellent building services to our clients while providing to our associates a safe, honest and healthy work place."

S. J. Services Inc. specializes in full service contract cleaning including all tasks required in this contract. We have over 30 years of continuous operations and day-to-day management by our founding principles. Our management team has more than 120 years of combined experience managing cleaning and maintenance programs for our clients.

We provide contract-cleaning services in many types of facilities but the majority of the accounts in our client portfolio are public buildings and municipalities. We understand the unique needs presented by these kinds of clients. Contracts of similar scope and size to that of the McConnell Center currently underway include Town of Danvers. Our accounts have been repeatedly renewed.

On a daily basis, we employ over 1,000 cleaners cleaning in over 30 million sq. ft. of floor space. Our cleaners are members of the cleaners union (SEIU) and receive all of the benefits of the union contract.

As a leader in our industry within the Northeast region, we maintain one of the best contract retention rates in the industry as a result having a productive, cost effective and consistent program of service. We believe our strong client satisfaction levels are a direct result of our continual training programs.

As a result of the many public facilities that we clean, S. J. Services Inc. has been certified to access Criminal Background Check Information. All employees undergo these checks including all cleaners, managers, executive staff and special service crews.





Other screening procedures:

1. All applicants must fill out a written application.
2. All applicants must present original documents including photo identification from recognized government agency and Social Security Card.
3. Social Security numbers checked with Social Security Administration.
4. An S. J. Services manager personally interviews all candidates.
5. All work and personal references are checked.
6. Federal I-9 and W-4 forms must be filled out.

S. J. Services' maintains four emergency service crews that are available 24 hours a day, 7 days per week to respond to virtually any cleaning situation. We can be on site at within 1 hour.

Memberships in Professional and Related Associations

S. J. Services Inc. is a member of the following organizations;

- ISSA
- Building Services Contractors Association International (BSCAI)
- Maintenance Contractors of New England Association
- Cleaning Contractors Association





Town of Dover
RFP #15015 - Custodial Services
McConnell Center

Team

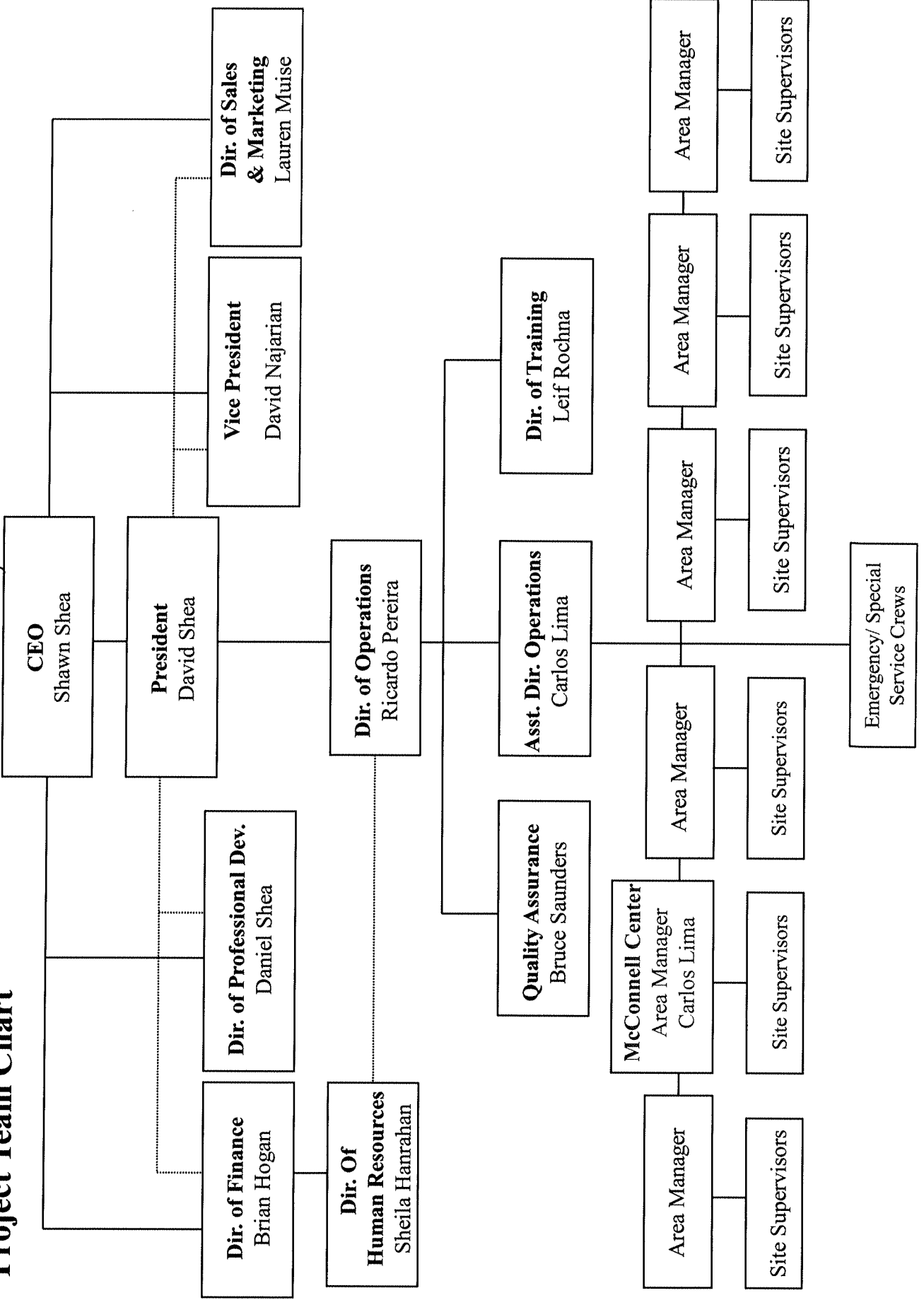
Please see the attached Project Team Chart that lists the names of the individuals that shall be responsible for the contract upon its award. SJS has also included the resume of the key personnel that shall be involved in the contract.

S. J. Services, Inc. shall not use any subcontractors for the contract.



Project Team Chart

S. J. Services, Inc.



Carlos Lima
20 Locust Street
Danvers, MA 01923

Experience:

2008-Present S.J. Services

Assistant Director of Operations

- Responsible for overseeing account in the Metro West Area
- Hiring and training new employees
- Payroll
- Re-order supplies for each location I oversee
- Weekly site visit to each location I oversee
- Special projects for S.J. Services
- Acquire new clients

2005-2008 S.J. Services

Area Manager

- Responsible for the daily cleaning program in several educational facilities
- Attend weekly meeting with Facility Managers
- Perform Quality Control inspections
- Schedule periodic floor refinishing, restroom sanitizing, carpet cleaning, window cleaning, and other special projects

2005-2005 S.J. Services

Cleaner

Day Porter/Night Porter

- Cleaned Littleton Elementary School
- Maintained building during vacations
- Special Projects
- Responsible for locking up school building at night

Ricardo Pereira
20 Locust Street
Danvers, MA 01923

Work History

2004-Present Director of Operations - S.J. Services, Inc.

- Responsible for overseeing all aspects of the operations for S.J. Services, Inc.
- Coordinating the Special Projects, and School cleaning programs, including; Summer, Winter and Vacation cleanings.
- Working with all S. J. Area Managers, to maintain the quality of service.

1998 – 2004 Area Manager for Educational Institutions - S. J. Services Inc.

- Responsible for the daily cleaning programs in several educational facilities including all Danvers schools, Medford High School, Melrose High School, Belmont High School and Belmont Middle School.
- Attend weekly meetings with Facility Managers.
- Performs Quality Control Inspections, payroll and schedules employee training.
- Schedule periodic floor refinishing, restroom sanitizing, carpet cleaning window cleaning and other periodic tasks.
- Orders supplies and equipment.
- Oversee building supervisors.

1997 –1998 Head of Housekeeping Services - Charles River Hospital Wellesley

- Oversee all aspects of daily housekeeping program.
- Supervise cleaning staff.
- Performed daily inspections

1994 -1996 Cleaner, Acme Cleaning Company Whidden Memorial Hospital

- Responsible for the cleaning of patient rooms, restrooms and common areas.

Other Skills

I regularly attend seminars in the cleaning industry relative to floor care, carpet care, restroom sanitation, proper handling of equipment and safety procedures.
I also have two years of college in civil engineering.

David J. Shea
1 Dibiase Street
Salem, MA 01970

Professional

1997 to present

President - S. J. Services Inc.

- Responsible for overall company policies, client quality control and marketing.
- Extensive training in floor care, safety procedures, proper hiring procedures

1989 to 1997

Chief of Staff to Mayor - City of Salem

- Managed Mayors Office.
- Managed department head teams.
- Member of several public building teams including new schools and police headquarters.

1983 to 1989

Senior Policy Analyst - Commonwealth of Massachusetts

- Executive Office of Human Services, Office of Criminal Justice Policy.
- Managed several feasibility studies for new correctional facilities Participated in several correctional facility design teams.
- Managed County Operational Grant Program.

Education

Assumption College, BA

Shawn Shea
108 Broadway
Salem, MA 01970
Phone 978-750-1033 x 202

Professional

1983 to Present Founder and CEO - S. J. Services Inc.

- Responsible for all company activities and policies.
- Experienced in all types of facility services.
- Management of all types of cleaning programs.
- Established Quality Control and Training Programs at S.J. Services Inc.

Member of Building Service Contractors Association, Inc.

Member of North Shore Chamber of Commerce

Member of Assabet Valley Chamber of Commerce

Member of Salem State College Alumni Association

Education

Salem State College, BA



Town of Dover
RFP #15015 - Custodial Services
McConnell Center

Price Page

S. J. Services Inc. proposes provide all tasks specified in the bid documents to the McConnell Center.

S. J. Services shall provide the required insurance certificates and the background information of all cleaners and supervisors assigned to this facility.

S. J. Services Inc. shall provide all labor, equipment, supplies, materials, insurance and supervision necessary to meet the requirements of this program.

Dates	Monthly Fee
January 1, 2015 - June 30, 2015	\$3,488.
July 1, 2015 - June 30, 2016	\$3,548.
July 1, 2016 - June 30, 2017	\$3,609.
July 1, 2017 - June 30, 2018	\$3,717.

Additional Requirements	Cost
Weekend Labor	\$20. Per Hour
Hourly Rate for Additional Carpet and Tile Cleaning	\$20. Per Hour
Rate per square feet for Tile Refinishing	\$0.23 per square foot
Rate per square feet for Carpet Shampooing	\$0.14 per square foot
Rate per square feet for furniture/fabric shampooing	\$0.50 per square foot





Town of Dover
RFP #B15015 - Custodial Services
McConnell Center

Insurance

S. J. Services Inc. agrees to abide by all insurance requirements in this bid. We have attached an illustration of our current coverage.



Hartford, CT

235 Newbury Street
Danvers, MA 01923
978.750.1033
www.sj-services.com

Manchester, NH

ACORD TM **CERTIFICATE OF LIABILITY INSURANCE**
PRODUCER (978) 745-6464

PRODUCER (978) 745-6464

Rose Insurance
66 Loring Avenue
P.O. Box 958

Salem MA 01970-

INSURED

S. J. Services, Inc.
20 Locust Street
Suite #202

Danvers MA 01923-

DATE (MM/DD/YYYY)

05/08/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION
ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE
HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR
ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Argonaut

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L TR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE

INSR ADD'L LTR INSRD		TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	GENERAL LIABILITY	TAN9378456	05/06/2014	05/06/2015	EACH OCCURRENCE	\$ 1000000
		X COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300000
		CLAIMS MADE X OCCUR				MED EXP (Any one person)	\$ 5000
		GEN'L AGGREGATE LIMIT APPLIES PER:				PERSONAL & ADV INJURY	\$ 1000000
		POLICY X PRO-JECT LOC				GENERAL AGGREGATE	\$ 2000000
		AUTOMOBILE LIABILITY				PRODUCTS - COMP/OP AGG	\$ 2000000
		ANY AUTO				NOMD	
		ALL OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
		SCHEDULED AUTOS				BODILY INJURY (Per person)	\$
		HIRED AUTOS				BODILY INJURY (Per accident)	\$
		NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		ANY AUTO				OTHER THAN AUTO ONLY: EA AGG	\$
		EXCESS/UMBRELLA LIABILITY				AGG	\$
		OCCUR CLAIMS MADE				EACH OCCURRENCE	\$
		DEDUCTIBLE				AGGREGATE	\$
		RETENTION \$					\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					\$
		NY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				YES/NO/OTHER	
		yes, describe under SPECIAL PROVISIONS below				E.L. EACH ACCIDENT	\$
		OTHER				E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
NON OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS							
ation of coverage							
DATE HOLDER							
CANCELLATION							

CATE HOLDER

For S.J. Services Inc.'s records

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

'2001/08)

.06

© ACORD CORPORATION 1988

Page 1 of 2

DATE (MM/DD/YYYY)
5/8/2014

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Strategic Resource Group
27 Water Street, Suite 107

Wakefield MA 01880

INSURED

S.J. Services Inc.
20 Locust Street

Danvers **MA 01923**

CONTACT NAME: Kerri Bowden

PHONE (A/C No. Ext): (781) 246-9002

FAX
(A/C No): (781) 246-9007

TEL. NO. EXO: 1-800-240-9002 FAX: (A/C. No.): (78)
E-MAIL: kbowden@strategicresourcegroup.net
ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER Travelers Insurance Company

INSURER B: Torus National Insurance Co.

INSURER C :

INSURER D :

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER:CL145601178

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

SR	TR	TYPE OF INSURANCE	ADDL	SUBR	REVISED	REVISION NUMBER:

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

IFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jody Crowther/MROSE

Judy K. Conlton

25 (2010/05)

010051 01

© 1988-2010 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD



**Town of Dover
RFP #15015 - Custodial Services
McConnell Center**

Commitment

S. J. Services, Inc. has over 30 years of experience providing the tasks specified in the bid document. We have successfully completed dozens of contracts in similar scope and size to that of the McConnell Center and are familiar with all required tasks needed to complete the project in an adequate and timely manner. Please refer to our "Firm Information" and "Team" sections of our proposal for our overall capabilities.

S. J. Services, Inc. has never defaulted on a contract nor left a contract before successful completion.





Town of Dover
RFP #15015 - Custodial Services
McConnell Center

References

Client: Town of Danvers
Address: 1 Sylvan Street, Danvers, MA 01923
Contact Name: Paul McGonagle
Phone Number: 978-777-0007
Details: Daily cleaning of town buildings and public schools. Total square footage of 1,000,000 square feet. Total value of contact is \$684,000.

Client: Massachusetts Department of Public Health
Address: 5 Randolph Street, Canton, MA 02021
Contact Name: Karyn Beacham
Phone Number: 781-774-6007
Details: Daily cleaning of facility. Total square footage is 70,000 square feet. Total value of contract is \$85,000.

Client: Massachusetts State Lottery Commission
Address: 60 Columbian Street, Braintree, MA 02184
Contact Name: James Mello
Phone Number: 781-849-5588
Details: Daily cleaning of six secure lottery facilities. Total square footage is over 200,000 square feet. Total contract value is \$305,000.





Town of Dover
RFP #15015 - Custodial Services
McConnell Center

Employee Screening

S. J. Services Inc. agrees to conduct comprehensive screening of all applicants and meet all requirements for background checks listed in the bid document.

We are certified for conducting criminal background checks.

We have been doing this for many years and have a designated officer to perform all background checks. All employees undergo these checks including all cleaners, managers, executive staff and special service crews.

Other screening procedures:

1. All applicants must fill out a written application.
2. All applicants must present original documents including photo identification from recognized government agency and Social Security Card.
3. Social Security numbers checked with Social Security Administration.
4. An S. J. Services manager personally interviews all candidates.
5. All work and personal references are checked.
6. Federal I-9 and W-4 forms must be filled out.





Town of Dover
RFP #B15015 - Custodial Services
McConnell Center

Green Cleaning

S. J. Services Inc. has a strong ongoing commitment to Green Cleaning and continues to take a leadership position in this regard. We have made this an integral and key part of the service we provide to our clients. The techniques and procedures that make up this program are not treated as an “add-on” or an extra option. They are a core element of our service and benefit all the people who work in or visit the buildings we service.

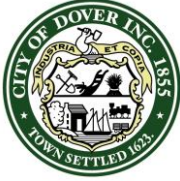
The most critical part of this lies in employee training. The best techniques and equipment available are of no use if they are not utilized correctly. Our continuing training programs ensure that all employees are aware of their responsibilities in this regard and how to carry them out.

Some of the equipment and techniques that are a part of this program include:

- Automatic Dispensing Control Units
These units dispense a preselected amount of concentrated cleaning solution to be diluted and used. This eliminates over use of chemicals, reducing waste and exposure.
- Water Recycling Carpet Extractors
By filtering and reusing the same water during operation, less water is used overall. Also energy costs are reduced since the water is already heated for use.
- Green Seal Certified Cleaning Products
Certified by laboratory testing as having reduced toxicity and are environmentally friendly.
- Color Coded Mops & Cleaning Cloths
These reusable items prevent cross-contamination between different areas, reducing chemical exposure.
- Recycled Paper Products
Includes both use of recycled paper products such as restroom towels, and also recycling paper waste generated by offices.

There is no extra charge for these services as they are part of our standard program.





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2014.12.10 – 131**
Resolution Re: B15016 Various Fire Equipment

WHEREAS: Sealed Request for Bid B15016 was solicited and received for various fire equipment to outfit the new 2014 Smeal fire apparatus on October 28, 2014 @ 11:30AM; and

WHEREAS: Four vendors replied with varying prices. The City will be purchasing all items on the list and awarding to the low bidder for each item. Total purchase of all items is \$50,536.92.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to each of the vendors at prices provided in conjunction with Bid B15016 for a total cost of \$50,536.92. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
4011.1.220.42220.4743.02251.11	Fire Equipment	10,777.23	6,473.16
4013.1.220.42220.4741.02251.13	Fire Equipment	35,000.00	6,976.54
4014.1.220.42220.4743.02251.14	Fire Equipment	500,000.00	57,161.00

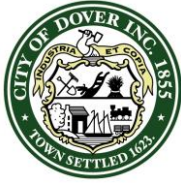
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

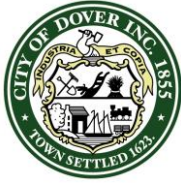
Resolution Number: **R – 2014.12.10 – 131**
Resolution Re: B15016 Various Fire Equipment

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.3.

Resolution Number: **R – 2014.12.10 – 131**
Resolution Re: B15016 Various Fire Equipment

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested pricing and availability of various pieces of equipment for our new 2014 Smeal Pumper. Prices include delivery to Dover. The equipment list is a list of items the City would like to purchase and the purchase is based on available funds and prices offered. The City reserved the right to accept one or more items of the bid, all items or any combination of items.

The City reserved the right to split the award of bid between more than one vendor if it is financially advantageous to do so and will award to low bidder on each item for a total purchase of \$50,536.92.

Bid Information:

Sealed Request for Bid B15016 was solicited and received for various fire equipment for the new 2014 Smeal fire apparatus on October 28, 2014 @ 11:30AM

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	234	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No-just a PO
Prices will hold for:	Until delivered	Estimated Delivery:	As needed
Recommended Award to:	various	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Exhibit A – Bid Results
Exhibit B – Vendor Solicitation List
Exhibit C – Draft Contract Documents - None

B15016 Attachment A Equipment List

Couplings and Threads on existing Dover equipment		Harrison Shruder Ent. 13 Westminster Street Lewiston, ME 04240		Fire Tech & Safety of New England Inc 90 Progress Ave Tyngsborough, MA 01879		New England Fire Equip & Apparatus Corp 10 Stillman road North Haven, CT 06473		Body Armor Outlet 26 Ermer Road Salem, NH 03079	
NPSH or IPT – National Pipe/Hose Thread									
All Dover Fire 1-1/2” couplings/connection									
NH or NST – National Hose or National Fire Tread									
All Dover Fire 2-1/2” couplings/connections									
Quantity	Description of tool/equipment	Price Per Unit	Extended Price	Price Per Unit	Extended Price	Price Per Unit	Extended Price	Price Per Unit	Extended Price
<u>Nozzles</u>									
4	TFT 1-1/2” Automatic Nozzle w/pistol grip (100psi) (NPSH)	832.00	3328.00	725.00	2900.00	895.50	3582.00		0.00
2	TFT 1-1/2” Mid-Force Automatic Nozzle w/pistol grip (100psi) (NPSH)	845.00	1690.00	830.00	1660.00	1170.00	2340.00		0.00
2	TFT 2-1/2” Dual Force Automatic Nozzle 95-300gpm w/play pipe grip (NH)	910.00	1820.00	966.00	1932.00	1350.00	2700.00		0.00
1	TFT 2-1/2” Dual Force Nozzle with Triple Stack Tips w/play pipe grip (NH)	757.25	757.25	749.00	749.00	774.00	774.00		0.00
1	TFT Crossfire XFT-NJ 175 psi max w/ ground monitor base & stacked tip	2850.25	2850.25	2825.00	2825.00	5895.00	5895.00		0.00
1	TFT Master Stream Automatic Fog Nozzle 150-1250gpm	845.00	845.00	825.00	825.00	1170.00	1170.00		0.00
1	Blitz-fire Monitor Package (base, stacked tips, fog, bracket, Etc.)	2925.00	2925.00	2899.00	2899.00	4050.00	4050.00		0.00
1	Cellar Nozzle (250 flow at 100psi)		0.00		0.00	597.24	597.24		0.00
3	1-1/2” Lexan Combination Forestry (NPSH)		0.00	20.00	60.00	28.56	85.68		0.00
<u>Appliances, Devices, etc</u>									
2	1-1/2” Double Male (pyrolite) (NPSH)	10.22	20.44	13.00	26.00	95.91	191.82		0.00
2	1-1/2” Double Female (pyrolite) (NPSH)	17.65	35.30	22.00	44.00	134.78	269.56		0.00
2	2-1/2” Double Male (pyrolite) (NH)	14.31	28.62	18.00	36.00	95.91	191.82		0.00
2	2-1/2” Double Female (pyrolite) (NH)	23.60	47.20	30.00	60.00	158.11	316.22		0.00
1	2-1/2” Male (NH) to 1-1/2” Female (pyrolite) (NPSH)	16.77	16.77	21.00	21.00	21.30	21.30		0.00
1	2-1/2” Female (NH) to 1-1/2” Male (pyrolite) (NPSH)	16.33	16.33	22.00	22.00	68.04	68.04		0.00
2	1-1/2” Female (NH) to 1-1/2” Male (pyrolite) (NPSH)	14.31	28.62	19.00	38.00	20.34	40.68		0.00
2	1-1/2” Female (NPSH) to 1-1/2” Male (pyrolite) (NH)	14.31	28.62	19.00	38.00	20.34	40.68		0.00
1	1-1/2” gated wye (NPSH) (pyrolite)	143.00	143.00	150.00	150.00	336.31	336.31		0.00
1	2-1/2” (NH) to 2 – 1-1/2” (NPSH) gated wye (pyrolite)	308.75	308.75	337.00	337.00	326.59	326.59		0.00
2	2-1/2” (NH) gate hydrant gate valve (pyrolite)	187.50	375.00	239.00	478.00	478.87	957.74		0.00
3	2-1/2” (NH) female to 4” Stortz (pyrolite)	110.24	330.72	95.00	285.00	58.86	176.58		0.00
1	2-1/2” (NH) male to 4” Stortz (pyrolite)	83.21	83.21	95.00	95.00	63.18	63.18		0.00
1	4.5” (NH) Gate Valve w/ 4” locking Stortz (light aluminum)	563.83	563.83	765.00	765.00	1247.70	1247.70		0.00
1	4.5” (NH) Male to 4” Stortz (aluminum alloy)	100.87	100.87	125.00	125.00	97.74	97.74		0.00
2	4” Stortz to 5” Stortz (aluminum alloy)	132.33	264.66	165.00	330.00	120.42	240.84		0.00
1	6” (NH) Female to 4.5” (NH) Female (aluminum alloy)	174.44	174.44	225.00	225.00	185.48	185.48		0.00
1	4” Stortz cap w/ air chuck adaptor (aluminum alloy)		0.00	75.00	75.00	52.74	52.74		0.00
1	4” Stortz Cap (aluminum alloy)	39.62	39.62	50.00	50.00	52.56	52.56		0.00
2	TFT Jumbo Ball Intake Valve (AB3SP-NX)	1295.00	2590.00	1275.00	2550.00	1140.00	2280.00		0.00
1	LDH Hydrant Valve (Harrington # AS151 4” Stortz X 4.5” (NH))	1093.27	1093.27	1384.00	1384.00	1129.14	1129.14		0.00
1	TFT Jumbo Siamese 4” Stortz (#AS4SP-SP)	780.00	780.00	775.00	775.00	864.00	864.00		0.00
1	TFT 1-1/2” (NPSH) Foam Eductor 95gpm	523.25	523.25	510.00	510.00	738.00	738.00		0.00
1	TFT Foam-jet Low Expansion Foam Attachment (#FJ-HM)	211.25	211.25	245.00	245.00	292.50	292.50		0.00

B15016 Attachment A Equipment List

Couplings and Threads on existing Dover equipment		Harrison Shruder Ent. 13 Westminster Street Lewiston, ME 04240		Fire Tech & Safety of New England Inc 90 Progress Ave Tyngsborough, MA 01879		New England Fire Equip & Apparatus Corp 10 Stillman road North Haven, CT 06473		Body Armor Outlet 26 Ermer Road Salem, NH 03079	
NPSH or IPT – National Pipe/Hose Thread									
All Dover Fire 1-1/2”couplings/connection									
NH or NST – National Hose or National Fire Tread									
All Dover Fire 2-1/2” couplings/connections									
Quantity	Description of tool/equipment	Price Per Unit	Extended Price	Price Per Unit	Extended Price	Price Per Unit	Extended Price	Price Per Unit	Extended Price
<u>Hooks, Tools, Equipment, etc</u>									
4	Hose/Ladder Strap		0.00	60.00	240.00	109.20	436.80		0.00
1	4” Spanner Wrench Set (includes 4 wrenches and holder) (Aluminum)	72.05	72.05	99.00	99.00	79.43	79.43		0.00
2	4” Spanner Wrench (Aluminum)	32.49	64.98	22.00	44.00	17.78	35.56		0.00
1	Hydrant and Spanner Set (includes 2 spanners, 1 Hydrant Wrench & Holder)	81.60	81.60	125.00	125.00	89.96	89.96		0.00
3	Spanner Wrench (aluminum)	10.95	32.85	15.00	45.00	11.90	35.70		0.00
2	Hydrant Wrench	24.54	49.08	35.00	70.00	69.53	139.06		0.00
1	10’ Pike Pole (fiberglass w/straight handle)	191.67	191.67	257.00	257.00	86.94	86.94	53.00	53.00
1	3’ Closet Hook (fiberglass w/”D” Handle)	79.49	79.49	110.00	110.00	87.91	87.91	40.00	40.00
1	6’ All-Purpose Hook (fiberglass with gas shutoff on handle)	79.49	79.49	110.00	110.00	74.40	74.40		0.00
1	6’ Universal Hooks (fiberglass)	88.46	88.46	110.00	110.00	90.00	90.00	43.00	43.00
1	6’ Trash Hook (fiberglass w/ regular straight handle)	96.15	96.15	130.00	130.00	90.00	90.00	62.00	62.00
1	6’ Drywall Hook (fiberglass w/ regular straight handle)	96.15	96.15	130.00	130.00	90.00	90.00	66.00	66.00
1	4’ Boston Rake (fiberglass w/ gas shutoff on handle)	72.00	72.00	125.00	125.00	74.40	74.40		0.00
1	6’ Boston Rake (fiberglass w/ gas shutoff on handle)	83.35	83.35	130.00	130.00	90.00	90.00		0.00
2	Pick Head Fire Axe (fiberglass handle)	56.41	112.82	60.00	120.00	52.80	105.60	42.00	84.00
2	Flat Head Fire Axe (fiberglass handle)	49.00	98.00	60.00	120.00	48.00	96.00	38.00	76.00
1	36” Compound Lever Bar		0.00	100.00	100.00	240.00	240.00	13.00	13.00
1	52” Fire Department Crowbar	38.40	38.40	120.00	120.00	37.80	37.80		0.00
1	28” Cable Cutter	40.39	40.39	50.00	50.00	37.80	37.80		0.00
1	24” Fire Service Bolt Cutters	70.51	70.51	50.00	50.00	90.00	90.00		0.00
2	Roof Pro-Bar w/rings & strap	243.00	486.00	275.00	550.00	240.00	480.00		0.00
2	Steal Fire Rake		0.00		0.00	90.80	181.60		0.00
2	Long Handle Firefighting Shovel (forestry)	37.18	74.36	65.00	130.00	37.13	74.26		0.00
1	Foam Bucket Wrench (aluminum)	13.28	13.28	27.00	27.00	12.43	12.43		0.00
1	Pro-Pak Foam System w/piercing Nozzle & 25’ Hose	1014.00	1014.00	1014.00	1014.00	1010.40	1010.40		0.00
1	Bullard T-4 Thermal Imager Camera		0.00	11500.00	11500.00	17084.21	17084.21		0.00
1	Hydra-Ram II w/carrying Bag	1925.00	1925.00	1475.00	1475.00	1920.00	1920.00		0.00
1	20” Blade Electric Smoke Ejector (9500cfm & explosion proof)	2371.25	2371.25	2300.00	2300.00	3575.94	3575.94		0.00
1	Stihl 036 18” Chainsaw		0.00		0.00		0.00		0.00
1	K-Tool Kit	134.62	134.62	125.00	125.00	126.00	126.00		0.00
1	Elevator Key Set	185.90	185.90	175.00	175.00	174.00	174.00		0.00
1	Deluxe Master Emergency Entry Tool Kit (motor Vehicle kit)		0.00		0.00	152.39	152.39		0.00
1	Big Easy Glo / Easy Wedge Kit		0.00		0.00	78.00	78.00		0.00
2	Connection Mallet (fiberglass handle)	15.39	30.78	18.00	36.00	14.40	28.80		0.00
2	Aluminum Scoop Shovel	37.18	74.36		0.00	51.07	102.14		0.00
4	Survivor C4 LED Rechargeable Flash Light w/ 12v Charger	160.45	641.80	150.00	600.00	157.20	628.80	132.00	528.00
2	Kappler CPF 3 Level B Suit		0.00		0.00	262.80	525.60		0.00

B15016 Attachment A Equipment List

Couplings and Threads on existing Dover equipment		Harrison Shruder Ent. 13 Westminster Street Lewiston, ME 04240		Fire Tech & Safety of New England Inc 90 Progress Ave Tyngsborough, MA 01879		New England Fire Equipt & Apparatus Corp 10 Stillman road North Haven, CT 06473		Body Armor Outlet 26 Ermer Road Salem, NH 03079	
NPSH or IPT – National Pipe/Hose Thread									
All Dover Fire 1-1/2”couplings/connection									
NH or NST – National Hose or National Fire Tread									
All Dover Fire 2-1/2” couplings/connections		Price Per Unit	Extended Price	Price Per Unit	Extended Price	Price Per Unit	Extended Price	Price Per Unit	Extended Price
1	Salvage-Master Wet Vacuum		0.00	1650.00	1650.00	1979.94	1979.94		0.00
1	12x14 Salvage Cover (Red Vinyl)	88.46	88.46	175.00	175.00	174.00	174.00		0.00
1	12x18 salvage cover (red Vinyl)	107.69	107.69	175.00	175.00	216.00	216.00		0.00
1	6x18 Hall Runner (Red Vinyl)	56.49	56.49	150.00	150.00	90.00	90.00		0.00
1	Stearns – 1596 Ice & Cold Water Rescue Suit		0.00		0.00	876.00	876.00		0.00
1	300’ Nylon/Polypropylene 9.5mm Throw line (yellow)		0.00		0.00	259.20	259.20		0.00
4	DOT Approved Traffic Vests		0.00	75.00	300.00	38.40	153.60	17.00	68.00
2	Coast Guard Approved Life Vests (x-large adjustable)		0.00		0.00	102.00	204.00		0.00
1	Rope Hose Tool		0.00		0.00	75.54	75.54		0.00
1	KMP High Rise Pack (KMP Fire Products #HR215)		0.00		0.00	144.00	144.00		0.00
1	Plug and Wedge Kit (Haz-mat)	396.56	396.56		0.00	276.00	276.00		0.00
2	Smoke Ejector Holder	215.39	430.78	125.00	250.00	40.80	81.60		0.00
2	Portable 500watt Lights		0.00		0.00	24.00	48.00		0.00
2	50’ Fire Power Extension Cords		0.00		0.00	378.00	756.00		0.00
2	Fire Power to 110v Adaptor		0.00		0.00	106.80	213.60		0.00
2	110v to Fire Power Adaptor		0.00		0.00	106.80	213.60		0.00
1	Fire Power Wye		0.00		0.00	285.60	285.60		0.00
1	Fire Power to 3 way Fire Power Adaptor		0.00		0.00	285.60	285.60		0.00
1	50’ ½” Utility Rope		0.00		0.00	48.00	48.00		0.00
1	Rubble Bag w/handles		0.00		0.00	72.71	72.71		0.00
1	Forestry Bag (300’ Forestry Hose)		0.00		0.00	235.91	235.91		0.00
1	200’ Satic-Pro Lifeline w/ storage bag		0.00		0.00	283.79	283.79		0.00
2	75’ Water Rescue Throw Bags		0.00		0.00	51.11	102.22		0.00
1	Hot Stick (AC Volt detector)		0.00		0.00	405.60	405.60		0.00
1	Q-RAE II 4 Gas Meter (part#020-1111-2A0)		0.00		0.00	1014.00	1014.00		0.00
1	Sensit (gas sensor) (Model# HXG-2d)		0.00		0.00	645.60	645.60		0.00
1	Raytec Heat Gun (Raynger ST 20)		0.00		0.00	354.00	354.00		0.00
	SUM	31498.04		45431.00		69131.18		1033.00	
	see bids for exceptions and options								
	NE Emergency Equipment Late Bid								

B15016 Fire Equipment

First name	Last name	Company
Curran Pac	Paolucci	A. H. HARRIS
David	Walker	Acadia Environmental Technology
Tiffanie	Crocker	Adamson Industries
Steve	Contarino	Adamson Industries Corp
David	Petry	Almetek Industries
Russell	Croteau	Applied Industrial Technologies
william	doherty	aran trading ltd
John	Ruccolo	Armchem International Corporation
Glenn	Johnson	AutoBeGreen, LLC
Jeff	Twarog	AutoServ Dealerships
Jennifer	Stinson	B&B Manufacturing, Inc.
Carl	Beauregard	Beauregard Equipment Inc.
Chris	Lussier	Bill Dube Ford Toyota Scion
Michael	Metzdorf	Bill Dube Ford Toyota Scion
Jeffrey	Mazza	Bulldog Fire Apparatus Inc.
Trish	Martin	BurrellesLuce C&S Specialty
Kathleen	Camerota	Camerota Truck Parts
Michael	White	Capital Filtrations Inc
Ted	Madore	Carbone Ford Mercury of New England
richard	cavarretta	Cavarretta Lawn Services
Ray	Southwort	Centilla Corporation
Sharon	Tebbetts	Chemsearch
Rebecca	Anderson	CHIEF SUPPLY
Ann	Legere	City of Dover
Mark	Woodhous	Classic Automobile Co Inc
Eric	Uliano	Colonial Chevrolet
Tim	Mullins	Contractor
AL	MORRISON	CUES, INC.
George	LaPorta	CUES, INC.
Debra	Anderson	CUES, INC.
CURT		DIPRIZIO GMC TRUCKS
Bob	Bhutto	Donovan Equipment Co., Inc.
Stephen	Ishihara	Dyar Sales and Machinery Company
Jerry	McKay	Eastern Fire Apparatus, LLC
Mark	Fraser	Epsom Tool Rental LLC
jim	mullen	equipment east
Jim	Mullen	equipment east
Eric	Hagman	Eric Hagman
BARRY	MOSES	EUROPEAN IMPORTS
Chris	Newcomb	EZ Solutions
Pete	Pierson	Federal Contracts Corp
Ed	Pollard	Ferrara Fire Apparatus, Inc.
Thomas	Dunn	Freightliner Of New Hampshire
Joe	Clements	Galls
Karen	Holland	GHA Technologies
LARRY	SCOTT	GPS ZONE
Donna	Rinaldi	Greater Dover Chamber of Commerce
Lisa	Cohen	Green Mountain Communications, Inc.
Mark	MacDonald	Greenwood Emergency Vehicles, Inc.

Class Code 65 MV Equipment

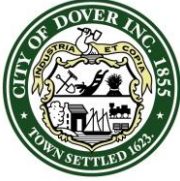
Email address - other
curran.paolucci@ahharris.com
dwalker@acadiaenvironmental.com
tcrocker@adamsonindustries.com
sales@adamsonindustries.com
dpetry@almetek.com
sc0607@applied.com
arantrading@hotmail.com
john_ruccolo@yahoo.com
glenn@autobegreen.com
twarogj@autoservnh.com
jennifer_stinson@bnbmfg.com
carlb@beauregardequip.com
clussier@billdube.com
mmetzdorf@billdube.com
jmazza@bulldogfa.com
tmartin@burrellesluce.com
info@csspecialty.com
kcamerota@camerota.com
info@capitalfiltrations.com
tmadore@carbonecaers.com
richardcavarretta@gmail.com
ray@centilla.net
Chemsearchsharon@gmail.com
rebecca@chiefsupply.com
a.legere@doover.nh.gov
copcarsonline@msn.com
ericu@colonialautomotive.com
tpmullins1952@yahoo.com
alanmorrison@cuesequip.com
george@cuesequip.com
debra@cuesequip.com
service@dipriziogmc.com
bbhutto@donovancompany.com
smishihara@gmail.com
info@easternfireapparatus.com
mark@epsomtoolrental.com
jmullen.dirt@verizon.net
jmullen@equipmenteast.com
eric.hagman@comcast.net
oldneatstuff@aol.com
chrisnewcomb@live.com
pete@federalcontractscorp.com
ed.pollard@ferrarafire.com
tomd@fnh.com
clements-joe@galls.com
karen.holland@gha-associates.com
lascott@gpszone.com
info@dovernh.org
w.solutions@greenmtncomm.com
mmacdonald@greenwoodev.com

Bob	Hackett	H.P. Fairfield, LLC	bobhackett@hpfairfield.com
Hammad	Saleem	Hajjii Auto Sales inc	hammadmsaleem@gmail.com
Stuart	Wucher	Hampton Ford Hyundai	swucher@hamptonford.com
AL	NIGHTENG	HILLSBORO FORD	dsroberts@mcttelecom.com
Alan	Nightingale	Hillsboro Ford Inc.	hillsborofleet@hotmail.com
Patrick	Hawkins	Ironhawk Industrial Distribution LLC	sales@ironhawkindustrial.com
Samantha	Richwine	isqft	boston@isqft.com
Dan	Donoghue	Jennifer M Cook Company Inc.	dan@cookfpi.com
Chris	Pappas	John Grappone Ford	fleet@grappone.com
Dana	Cabana	Jordan Equipment Company	danac_manager@jordanequipmentne.com
Terry	Manway	Kennametal Inc.	terry.manway@kennametal.com
Paul	Folino	Keystone Automotive	pfolino@lkqcorp.com
BRIAN	TOMSETT	LACAL EQUIPMENT, INC.	brian@lcal.com
James	Ramsay	Liberty International Trucks Of NH	jim@libertyinternationaltrucks.com
Bill	MacKinnor	MacKinnon and Sons Excavating LLC	mackinnonnsons@yahoo.com
thomas	adem	makrotech	thomasadem@gmail.com
Jim	Lagana	McDevitt Trucks, Inc.	jlagana@mctrucks.com
Bill	Kestner	McFarland Ford	wkestner@mcfarlandford.com
TOM	SHAW	MESSER TRUCK EQUIPMENT	sales@messertruckequipment.com
David	Brown	MHQ Municipal Sales	dbrown@mhq.com
Debi	Kueppers	MHQ Municipal Vehicles	dkueppers@mhq.com
Marc	McCullock	Mulkin Automotive	mmccullock@mulkincars.com
Larry	Wilcox	Mulkin Automotive	lwilcox@mulkincars.com
Normand	Maurice	Mulkin Automotive Capital Solutions Group	nmaurice@mulkincars.com
Allen	Cusano	New England Barricade Co.	newenglandbarricade@comcast.net
Jim	Feehan	New England Fire Equipment	nefea@aol.com
TONY	MACOMBE	NEW HAMPSHIRE PETERBILT	tony@nhpeterbilt.com
Terry	McCart	North Eastern Rescue Vehicles	terry@nervinc.com
Jeff	Timberlake	Northland Holder Inc.	jtimberlake_us@yahoo.com
Raymond	Moore	Parts Associates, Inc.	rmoore@pai-net.com
Gabriel	Price	Plece of Mind Clothing	gabriel.pieceofmind@gmail.com
Vincent	Michaud	Portsmouth Ford	vmichaud@portford.com
Dennis	Douville	R H Irwin Motors	dennis.douville@irwinzone.com
Steve	Heavisides	Ralph L Osgood Inc.	steve.heavisides@earthlink.net
Joseph	Howes	RBG, Inc.	joeh@raymondbucketguys.com
William	Renaud Jr.	Renaud Trucking, Inc.	renaud5111@comcast.net
hulk		ROCHESTER TRUCK inc	hulk@rochestertruck.com
Paul	Mausteller	Roycroft Property Management, LLC	pmausteller@gmail.com
Robert	Calabrese	Seabrook Truck Center inc	robert@seabrooktruckcenter.com
Lisa	Chase	Seasons Screenprinting Smeal Fire Apparatus	lisa@seasonsprint.com sales@smeal.com
Joe	Wilson	STONEHAM FORD MOTOR CO	joewilson@stonehamford.com
Joseph	Howard	Stoneham Motor Co Inc.	jhoward@stonehamford.com
Timothy	Dow	TBEI	tdow@tbei.com
Bob	Donnelly	Tenco New England Inc.	robd@tenconewengland.com
Greg	Halsey	Tighe & Bond Consulting Engineers	GWHALSEY@TIGHEBOND.COM
Dave	Plourde	Transcor Information Technologies	davep@transcor-it.com
Tom	Staab	United Rotary Brush Corporation	toms@united-rotary.com
Mary	Troain-Ger	Valk Manufacturing Company	ap@valkmfg.com
Mike	Perry	Varsity Ford	mikep@varsityford.com
Timothy	Ireland	Viking Cives	tireland@vikingcives.com
Stan	Tagarelis	Watertown Ford Inc	stan@watertownford.com

Larry	Wick	Wick's Car Service	kmenter@maine.rr.com
Rayanna	Modzelew	Winter Equipment Company	rayanna@winterequipment.com
Dan	Zaikowski	Wood's Crw Corp of NH	dan.z@woodscrwnh.com
		Yankee Fire	sales@centralfire.com
		Yankee Fire	yankeeres@aol.com
Dan	Zaikowski	Yankee Kenworth	danz@yankeetrucks.com
		EW Sleeper	info@ewsleeper.com
Class Code 81 Police-Fire Equipment			
Carl	Thibodeau	2-Way Communications Service, Inc	cthibodeau@2-way.biz
Nicholas	Hamel	2-Way Communications Service, Inc.	nhamel@2-way.biz
Matt	Brinkerhof	Action Target	mbrink@actarg.com
Tiffanie	Crocker	Adamson Industries	tcrocker@adamsonindustries.com
Steve	Contarino	Adamson Industries Corp	sales@adamsonindustries.com
Roger	Boisvert	Al Seasons Promotions	info@allseasonspromotions.com
Carrie	Brush	All Safe Industries Inc.	sales@allsafeindustries.com
Tim	OBrien	American Fire Equipment	tim@amfire.net
Diane	MacMillan	Aramark Uniform Services	diane.macmillan@wearguard-crest.com
william	doherty	aran trading ltd	arantrading@hotmail.com
John	Ruccolo	Armchem International Corporation	john_ruccolo@yahoo.com
Bill	Plamondon	ASAP Alarm & Electrical	bill@asapfire.com
Jill	Skethway	Atlantic Tactical, Inc	jskethway@atlantictactical.com
Jack	Brace	Ben's Uniforms, Inc.	jack@bensuniforms.com
Maureen	Gnecco	Bergeron Protective Clothing	maureen@bergeronprotectiveclothing.com
Chris	Lussier	Bill Dube Ford Toyota Scion	clussier@billdube.com
Raymond	Bellia	Body Armor Outlet	ray@bodyarmoroutlet.com
Bethany	Moore	Bound Tree Medical	customerservice@boundtree.com
Trish	Martin	BurrellesLuce	tmartin@burrellesluce.com
Buckley	Simmons c	Cabela's Inc	egovpro@cabelas.com
Ray	Southwort	Centilla Corporation	ray@centilla.net
Jean	Cole	Central Equipment	centralequipment@verizon.net
Ed	Frisch	CF Medical, Inc	ed@cfmedical.com
Rebecca	Anderson	CHIEF SUPPLY	rebecca@chiefsupply.com
Ann	Legere	City of Dover	a.legere@doover.nh.gov
Mark	Woodhous	Classic Automobile Co Inc	copcarsonline@msn.com
Parks	Christenbu	Cocheco Communications	skip@cochecocommunications.com
Carla	Calk	CompuCom	carla.calk@compucom.com
Mike		Consolidated Cordage Corp.	info@consolidatedcordage.com
ERIN	DUNHAM	CONSOLIDATED CORDAGE CORPORATION	sales@consolidatedcordage.com
John		continental fire an safety	john@continentalfireandsafety.com
Peter	Doering	Doering Equipment Co., Inc.	pete@doeringeq.com
Paul	Richard	E TECHNOLOGY SYSTEMS	paul@etechnologysystems.com
M. Evelyn	Allen	Eagle Corps Services, LLC	eaglecorpsserve@aol.com
Jerry	McKay	Eastern Fire Apparatus, LLC	info@easternfireapparatus.com
Mark	Fraser	Epsom Tool Rental LLC	mark@epsomtoolrental.com
Eric	Hagman	Eric Hagman	eric.hagman@comcast.net
BARRY	MOSES	EUROPEAN IMPORTS	oldneatstuff@aol.com
Russell	Johnson	Fastener Warehouse	sales@fastener-warehouse.com
Brian	Hansen	Fire Protection Team	bhansen@fireprotectiontesting.com
matthew	wicks	Fire Tech	MWicks@fts-ne.com
		Fire Tech and Safety	sales@fts-ne.com
Kyle	Bauer	First Choice Communication Services	kbauer@fccsinc.com
Bill	Sukerman	FTS	bsukerman@yahoo.com

Joe	Clements	Galls	clements-joe@galls.com
Karen	Holland	GHA Technologies	karen.holland@gha-associates.com
dale		Golden Cross Amb	dale@goldencrossamb.com
Donna	Rinaldi	Greater Dover Chamber of Commerce	info@dovernh.org
Lisa	Cohen	Green Mountain Communications, Inc.	w.solutions@greenmntncomm.com
Mark	MacDonald	Greenwood Emergency Vehicles, Inc.	mmacdonald@greenwoodev.com
Bob	Hackett	H.P. Fairfield, LLC	bobhackett@hpfairfield.com
Hammad	Saleem	Hajjii Auto Sales inc	hammadmsaleem@gmail.com
Sonie	Fenick	Hamilton Uniforms	bids@hamiltonuniforms.com
Vicki	Beaudoin	Hawkins Safety Equipment Sales LLC	vicki@hawkinssafety.com
Rick	Kunz	Helmet Pro	helmetpro@hotmail.com
natalie	dibiase	henry frank wholesale ltd	hfrankltd@aol.com
Scott	Bruner	Henry Schein	scott.bruner@henryschein.com
Kevin	Michel	Higgins Corporation	kmichel@higgins3.com
Alan	Nightingale	Hillsboro Ford Inc.	hillsborofleet@hotmail.com
Ed	Hirsch	Hirsch's Uniforms	hirschs.lebanonnh@gmail.com
Tom	Anderson	Huntress Uniforms	tom@huntressuniforms.com
cindy	murphy	industrial protection services	cmurphy@ipp-ips.com
Margie	Fuchs	InterAct Public Safety Systems	margie.fuchs@interact911.com
Susan	Ferri	Interstate Arms Corp	lesales@interstatearms.com
Samantha	Richwine	isqft	boston@isqft.com
Daniel	McKrell	Karl Storz Endoscopy	daniel.mckrell@karlstorz.com
Shawn	Grierson	Keane Fire & Safety	sgrierson@keanefire.com
Shawn	Kelley	Kelley Solutions, Inc.	skelley@kelleysolutions.com
Cheri	Lucero	Laser Technology, Inc.	clucero@lasertech.com
David	Hathaway	Law Enforcement Resources, LLC	daveh@lawenforcementresources.com
Gail	Walker-Ke	Lawmen's & Shooters' Supply, Inc.	bids@lawmens.net
Melissa	Dutkevitch	Linear Systems	melissa@linear-systems.com
thomas	adem	makrotech	thomasadem@gmail.com
Mark	Sampson	Marathon Computer Inc.	mark@marathonlaptop.com
Randy	Cherubino	MES Fire and Lawmen Supply	rcherubino@mesfire.com
Customer	Service	Metalcraft, Inc.	metalcraft@idplate.com
Marcel	Frankel	Metropolitan Home Health Products	marcel@metrostardme.com
David	Brown	MHQ Municipal Sales	dbrown@mhq.com
Debi	Kueppers	MHQ Municipal Vehicles	dkueppers@mhq.com
Julia	Onesto	Midwest Medical Supply Co., LLC	julia.onesto@mmsmedical.com
Diane	Salvi	National Law Enforcement Supply	diane.salvi@nlescorp.com
Myron	Cohen	Neptune Uniforms & Equipment, Inc.	neptune@mva.net
Allen	Cusano	New England Barricade Co.	newenglandbarricade@comcast.net
Tom	Ball	New England Emergency Equipment	tball@neemergency.com
Dorothy	O'Connor	Northeast Rescue Systems	info@northeastrescue.com
Wayne	Whippie	Oakpoint Associates	wayne.r.whippie@gmail.com
Tom	Tilton	Ossipee Mountain Electronics	tom@omesbs.com
Brian	Vastine	Ossipee Mountain Electronics, Inc.	sales@omesbs.com
Lisa	Miller	P H & S Products, LLC	sales@phs-products.com
Doug	Surette	PAtrol PC	dsurette@patrolpc.com
Frederick	Parmelee	PERSONAL PROTECTION GROUP, LLC	feparmelee@personalprotectiongroup.com
Gabriel	Price	Piece of Mind Clothing	gabriel.pieceofmind@gmail.com
Gretchen	Rosentrato	Propper International Sales	gretchenr@propper.com
Raymond	Morits	Protective Products Int.	rmorits@body-armor.com
Cory	Provenzan	Protective Products International	cprovenzano@body-armor.com
Lisa	Sagal	Protective Products International	bids@body-armor.com

Herbert	Raphael	Raphael's Uniforms	ianjack@verizon.net
Joseph	Howes	RBG, Inc.	joeh@raymondbucketguys.com
Richard	Norris	Ready2Protect	rnorris@ready2protect.com
Bruce	Klein	Red the Uniform Tailor	bruce.klein@rtut.com
Ernie	Shipman	Renaissance Signs, Inc.	redwood@metrocast.net
Wyatte	Stier Jr.	Renco Corporation	wyatte@rencogloves.com
L/E	SALES	RILEY'S SPORT SHOP INC.	rileysle@comcast.net
Lynn	Cox	Rocky Coast Brand-Identity	lynnc@rockycoast.com
Adrienne	Scherzer	Rosen's Uniforms	a@rosensuniforms.com
Chelsea	Choate	Sarkar Defense, LLC.	chelsea@sarkardefenseusa.com
Lisa	Chase	Seasons Screenprinting	lisa@seasonsprint.com
Brian	Giles	Smyrna Police Distributors	briangiles@spdist.com
Deborah	DeToro	Southeastern Emergency Equipment	deb.deltoro@seequip.com
Kaile	Rizzo	Southeastern Emergency Equipment	bids@seequip.com
ZURI	ROBLES	STROUD SAFETY APPAREL	zuri@stroudsafetyapparel.com
Harrington	Wills /Owr	Stuff 2 Go Inc	thebigguy212@aol.com
Terry	Schofield	T & T Promotions	tschofield13@yahoo.com
Dan	Dumais	T&T Promotions	dumaisdan@yahoo.com
John	Domfort	Tactical Defense Solutions LLC	info@tds-us.com
Jason	Decker	TAPCO	jason.decker@tapconet.com
Greg	Halsey	Tighe & Bond Consulting Engineers	GWHALSEY@TIGHEBOND.COM
Dave	Plourde	Transcor Information Technologies	davep@transcor-it.com
Dick	Baynes	Tri State Fire Protection / Tri State Hood & D	richard@getfireprotection.com
Andrea	Broughton	Vermed	abroughton@vermed.com
Gaye	Judson	Video Security Specialists, Inc	gaye@vsscctv.com
Mary-Beth	Perri	Whelen Engineering Company, Inc.	mbperri@comcast.net
Donna	Brazell	Witmer Public Safety Group	dbrazell@officerstore.com
Janet	Dieffenbac	Witmer Public Safety Group, Inc	janetd@officerstore.com
James	Averso	Worcester County Police Equipment, Inc	jawcpe@verizon.net



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2014.12.10 – 132**

Resolution Re: B15017 Traffic Signal Repairs & Maintenance

WHEREAS: A sealed request for bid B15017 was issued and received for Traffic Signal Repairs on November 25, 2014 at 11:30 AM for a one year agreement with option to renew an additional three subsequent years contingent upon funding appropriation and vendor satisfaction; and

WHEREAS: One response was received and reviewed for necessary experience, skills, project understanding, approach and ability to comply with proposed scope of services. An hourly rate was offered of \$95.00 per hour; and

WHEREAS: Due to the nature and function of the Traffic Signals, The City of Dover is requiring a vendor that is reliable and has a prompt response time to insure safe vehicular and/or pedestrian flow. It is the recommendation to award to current vendor Electric Light Company Inc at the rates provided in conjunction with B15017.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to Electric Light Company Inc for Traffic Signal Repairs as needed given the rates provided November 25, 2014. This Authorization shall be limited so as not to exceed available funding.

The City Manager, or designee, is hereby authorized to finalize contract language with the vendor, consistent with the Purchase Order authorized herein, for the City Manager's signature.

Financing

Account	Description	Appropriation	Balance
xxxx.1.300.xxxxx.4432.xxxxx.xx	CS Maint. Charges Improv. O/T Bldgs	438,208.00	323,089.00

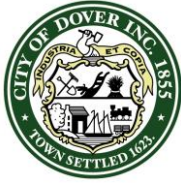
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2014.12.10 – 132**

Resolution Re: B15017 Traffic Signal Repairs & Maintenance

DOCUMENT HISTORY:

First Reading Date:

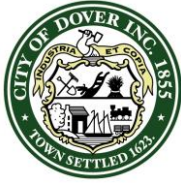
Public Hearing Date:

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.4.

Resolution Number: **R - 2014.12.10 – 132**

Resolution Re: B15017 Traffic Signal Repairs & Maintenance

RESOLUTION BACKGROUND MATERIAL:

It is the recommendation that the bid be awarded to Electric Light Company Inc. The City of Dover has a long time working relationship with this vendor and they have a proven track record of reliability and knowledge. The previous four year contract with this vendor yielded an hourly rate of \$80 that has remained the same throughout the entire life of the contract. Most of the time, a bucket truck is required this cost is included in the hourly rates from Electric Light Co. Inc. Electric Light Co. Inc is so familiar with our traffic light system that they will often, in the middle of the night and at no charge, give city staffs advise on a repair over the phone without charging the City of Dover. When Electric Light Co. Inc is called to the scene they often train the city staff on how to resolve the problem themselves. Electric Light Co. Inc provides many valuable services and knowledge to the City of Dover at no charge. The city often incurs losses that are filed as insurance claims and this vendor waits for payment until the claim is resolved. Annual expenses typically exceed \$25,000 council threshold, thereby requiring council approval.

Bid Information:

A sealed request for bid B15017 was issued and received for Traffic Signal Repairs on November 25, 2014 at 11:30 AM

Award Information:

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

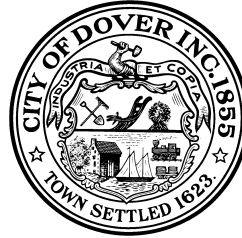
A draft contract is attached hereto; City staff will work with the vendor to finalize the terms of the contract following City Council approval. The agreement will be revisited annually for each of three (3) subsequent years and renewal will be based upon negotiated rates, funding availability and vendor performance.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	36	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	12/31/2015 then negotiated	Estimated Delivery:	As needed
Recommended Award to:	Electric Light Company Inc	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Exhibit A – Bid Results
Exhibit B – Vendor Solicitation List
Exhibit C – Draft Contract Documents

DANIEL R. LYNCH
Finance Director
d.lynch@dover.nh.gov



288 Central Avenue
Dover, New Hampshire 03820-4169

ANN M. LEGERE CPPB
Purchasing Agent
a.legere@dover.nh.gov

(603) 516-6030
Fax: (603) 516-6097
www.dover.nh.gov

City of Dover, New Hampshire
OFFICE OF THE FINANCE DIRECTOR

Bid Results - Intersection Traffic Signal Repairs #B15017

Company	Normal Response time to a call for service	Normal Mark up on materials used	Technician Rate	Min # call hours	Misc Labor	Bucket Truck	Misc Equipment	Do you have NH certified flaggers in your employment
Electric Light Company 1 Morgan Way Cape Neddick, ME 03902	1	15%	95.00	2	95.00	43.00 Included	80.00 Crane 65.00per hr/day	no

B15017

First name	Last name	Company	Email address - other
Andrew	Karwocki	ADA Traffic Control/ADA Sales & Rentals	andy@adavt.com
Jim	Beaulieu	American Flagging & Traffic Control	jim@americanflagging.com
Joseph	Dunlap	American Flagging and Traffic Control Inc	joe@americanflagging.com
Trish	Martin	BurrellesLuce	tmartin@burrellesluce.com
Sharon	Hansbury	CHA Consulting, Inc.	shansbury@chacompanies.com
Ann	Legere	City of Dover	a.legere@dover.nh.gov
Ted	Blaicher	Construction Journal	Ted.Blaicher@constructionjournal.com
Stephen	Ishihara	Dyar Sales and Machinery Company	smishihara@gmail.com
MaryAnn	Fisher	East Coast Signals, Inc.	maryann@eastcoastsignals.com
Kenneth	Miller	Electric Light c.o.	ken@electriclightcoinc.com
Peter	Howe, P.E	Fay, Spofford & Thorndike, LLC	phowe@fstinc.com
Molly	Casto	Gorrill Palmer	mcasto@gorrillpalmer.com
Donna	Rinaldi	Greater Dover Chamber of Commerce	info@dovernh.org
Lisa	Cohen	Green Mountain Communications, Inc.	w.solutions@greenmtncomm.com
Emil	Skoglund,	Greenman-Pedersen, Inc.	eskoglund@gpinet.com
John	Mercauto	HiWay Safety Systems, Inc	jmercauto@hiwayss.com
Cheryl	McCormac	Hi-Way Safety Systems, Inc.	cmccormack@hiwayss.com
Donna	Holden	Holden Engineering & Surveying, Inc.	hes@holdenengineering.com
Keri	Pyke	Howard/Stein-Hudson Associates, Inc.	kpyke@hshassoc.com
lenny	ehrhart	isqft	newhampshire@isqft.com
Samantha	Richwine	isqft	boston@isqft.com
Vanessa	Jette	Jones & Beach Engineers, Inc.	jbe@jonesandbeach.com
CRAIG	BARNARD	LIDDELL BROTHERS INC	craig@liddellbrothers.com
Sally	Turner	Louis Berger Group, Inc.	seturner@louisberger.com
John	Adams, P.	Milone & MacBroom	johna@miloneandmacbroom.com
David	Saladino, F	Resource Systems Group	dsaladino@rsginc.com
Paul	Mausteller	Roycroft Property Management, LLC	pmausteller@gmail.com
Matthew	Bourque	Sign Me Up	signmeupnh@yahoo.com
Sylvie	Racine	Signal Services Inc.	sracine@signal.ca
ZURI	ROBLES	STROUD SAFETY APPAREL	zuri@stroudsafetyapparel.com
Jason	Decker	TAPCO	jason.decker@tapconet.com
Robert	Duval, PE,	TFMoran Inc.	rduval@tfmoran.com
Greg	Halsey	Tighe & Bond Consulting Engineers	GWHALSEY@TIGHEBOND.COM
Martin	Kennedy	Vanasse Hangen Brustlin, Inc. (VHB)	mkennedy@vhb.com
Heidi	Batchelder	VHB/Vanasse Hangen Brustlin, Inc.	hbatchelder@vhb.com
Michele	MacEache	White Mountain Traffic Control	wmstc@metrocast.net



CITY OF DOVER

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

[STANDARD CITY] AGREEMENT

THE CITY OF DOVER, a municipal corporation, 288 Central Avenue, Dover, New Hampshire 03820 and _____ (state the legal entity of the Vendor)(registered to do business in the State of New Hampshire, **if applicable**)(address) _____(the "Vendor"), who for valuable consideration agree as follows (the "Agreement"):

1. **Purpose.** This Agreement refers to and incorporates the provisions of a Request for Proposal RFP #B_____ entitled "_____" issued by the City of Dover. Specifically, this Agreement is to provide (*insert description of the project*)
2. **Agreement Documents.** The Agreement shall include and consist of the following documents (the "Agreement Documents"):
 - a. Agreement (5 pages);
 - b. RFP #B_____ issued by the City of Dover;
 - c. Response of the Vendor dated _____, 2014;
 - d. Schedules A and B (2 pages).
3. **Scope of Services.** The Vendor shall perform all work specified and required by the Agreement Documents listed in section 2. Should there be inconsistencies between the terms of any of the Agreement Documents, precedence shall be as follows: 1) the Agreement; 2) the terms of RFP #B_____ ; 3) response of the Vendor; and 4) any schedules.
4. **Changes in the Cost of the Work and the Scope of Services.** Changes to the cost of the work and the Scope of Services shall be made in writing by mutual agreement prior to the performance of the work.
5. **Term.** The Vendor shall commence work upon the execution of this Agreement and issuance of a Purchase Order by the City of Dover. All services to be performed under this Agreement shall become effective upon _____. This Agreement shall end on (*insert date or if no specific date "completion of all work required under the Scope of Services and payment therefore."*).
6. **Cost and Payment.** The City of Dover shall pay the Vendor an amount not to exceed _____ DOLLARS (\$) _____ (*based on Unit Pricing, if applicable*) for services within the Scope of Services. The City of Dover



CITY OF DOVER

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

shall pay the Vendor within thirty (30) days upon performance and presentation of an invoice supplied by the Vendor detailing the work performed.

7. Insurance.

- a. The Vendor shall secure and maintain for the duration of this Agreement a General Liability Insurance policy or policies at no cost to the City of Dover. The coverage of said insurance policy shall be in an amount of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. An insurance certificate shall be supplied to the City of Dover by the Vendor. The City of Dover shall be named as an additional insured on the policy. A condition of the insurance coverage shall be thirty (30) days notice to the City of Dover upon cancellation of the policy. The Vendor shall also provide the City of Dover certificates of renewal for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.
- b. The Vendor shall secure and maintain for the duration of this Agreement Automobile Liability Insurance covering the operation of all motor vehicles, including those hired and borrowed, used by the Vendor in connection with this Agreement at no cost to the City of Dover. The coverage of said insurance policy shall be in the amount of not less than Five Hundred Thousand Dollars (\$500,000) for all damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total limit of at least One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of two or more persons in any one accident or occurrence. An insurance certificate shall be supplied to the City of Dover by the Vendor. The Vendor shall also provide the City of Dover certificates of renewal for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.
- c. By signing this Agreement, the Vendor agrees, certifies, and warrants that the Vendor is in compliance with, or exempt from, the requirements of New Hampshire RSA Chapter 281-A, regarding workers' compensation insurance. The Vendor shall maintain statutory workers' compensation insurance coverage for all of its employees as required by said law.

- 8. Indemnification.** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the City of Dover from any claims, losses, damages or expense (including reasonable attorneys' fees) arising out of the death or, injuries, or damages to any person, or damage or destruction of any property, in connection with the Vendor's services, in whole or in part, under this Agreement to the extent caused by, or alleging, the negligent acts, errors, or omissions of the



CITY OF DOVER

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

Vendor or its officers, directors, employees, agents or independent professional associates, or any of them. This covenant shall survive the termination of this Agreement.

9. **Warranty:** The Vendor shall perform the work within the Scope of Services commensurate with the standard of the trade/industry involved in the performance of this Agreement. In connection with the performance of the Scope of Services, the Vendor shall comply with all statutes, laws, regulations, and applicable orders, whether federal, state, or local.
10. **Ownership of documents.** The City of Dover shall retain ownership of the documents and designs, if any, prepared for the City of Dover by the Vendor pursuant to the provisions of this Agreement to the extent the Vendor has been paid for the services to prepare the documents and designs.
11. **Dispute resolution.** Both parties are entitled to all available legal and equitable remedies within the jurisdiction of the courts of the State of New Hampshire. Venue shall be Strafford County.
12. **Termination.** The City of Dover may terminate this Agreement without cause upon thirty (30) days written notice subject to an obligation to pay for services satisfactorily rendered. Warranties shall not be subject to termination.
13. **Binding.** This Agreement shall be binding upon all parties, their heirs, executors, administrators, successors and assigns.
14. **Waiver of breach.** No failure by the City of Dover to enforce any provisions of this Agreement shall be deemed a waiver of its rights under this Agreement.
15. **Applicable law.** This Agreement shall be deemed to have been entered into in the State of New Hampshire and shall be construed in accordance with the laws of the State of New Hampshire.
16. **Third parties.** Nothing in this Agreement, expressed or implied, is intended to or shall be construed to confer upon or to give to any person or entity other than the City of Dover and the Vendor any rights, remedies or claims under or by reason of this Agreement or any covenants, conditions or stipulations hereof, and all covenants, conditions, promises and agreements in this Agreement contained by or on behalf of the City of Dover or the Vendor shall be for the sole and exclusive benefit of the City of Dover and the Vendor.



CITY OF DOVER

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

17. **Review.** The parties to this Agreement acknowledge that they enter into this Agreement voluntarily and have had the opportunity to review this Agreement with legal counsel prior to signing.
18. **Personnel.** The Vendor shall at its own expense provide all personnel necessary to perform the work under this Agreement. The Vendor warrants that all personnel shall be qualified to perform the work under the Scope of Services and shall be properly licensed and otherwise authorized to do so under all applicable laws.
19. **Assignment/Delegation/Subcontracts.** The Vendor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the City of Dover. None of the services shall be subcontracted by the Vendor without the prior written consent of the City of Dover.
20. **Contractor's Relation to the City of Dover.** In the performance of this Agreement the Vendor is in all respects an independent contractor and is neither an agent nor an employee of the City of Dover. Corporations must be in good standing with the Secretary of State's Office in the state of incorporation and registered to conduct business in the State of New Hampshire.
21. **Confidentiality.** Confidentiality of information/data held by the City of Dover under this Agreement shall be governed by New Hampshire RSA Chapter 91-A.
22. **Amendment.** This Agreement may be amended, waived, or discharged only by an instrument in writing signed by the parties hereto.
23. **Construction and Headings.** The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. The headings throughout this Agreement are for reference purposes only, and the words contained therein shall in no way be used to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of this Agreement.
24. **Notice.** Any notice by a party hereto to the other party to this Agreement shall be provided as follows:

To City of Dover
J. Michael Joyal, Jr., City Manager
288 Central Avenue
Dover, NH 03820

To Vendor
(insert contact and address)



CITY OF DOVER

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

25. **Severability.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement shall remain in full force and effect. The parties agree to reform this Agreement to replace any such invalid or unenforceable provision with a valid enforceable provision that comes as close as possible to the intention of the stricken provision.

26. **Entire Agreement.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties and supersedes all prior agreements and understandings relating hereto.

Signatures To Follow.

VENDOR

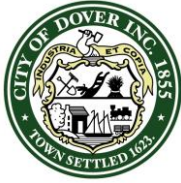
[name], Duly Authorized

Date

CITY OF DOVER

J. Michael Joyal, Jr., City Manager

Date



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2014.12.10 – 133**

Resolution Re: Asset Management & Financial Planning Grant Consulting Services with Underwood Engineers

WHEREAS: The City has been awarded a grant from NH DES for the Water Asset Management Plan in the amount of \$15,000 with 50% matching city amount; and

WHEREAS: In early 2014 Underwood Engineers of Portsmouth NH assisted the City in the 2013-2014 Asset Management & Financial Planning Grant and submitted a proposal for the scope of work with the application. In September 2014 the City received approval from NHDES to move forward with the project as outlined in the grant; and

WHEREAS: Underwood Engineers has performed several successful projects for the City of this nature such as, assisting in preparing a Water Conservation Plan submitted to NHDES and all of the North End Pressure Zone work as well as most recently the award for the water systems facility upgrades bid. Based on their knowledge and experience in the field of water management; and the fact they assisted the City in obtaining this grant and their scope was approved by NHDES, we are recommending award of this work to Underwood Engineers in the amount of \$30,000; and

WHEREAS: Per 3-36.B. The sealed competitive bid procedure may be waived by a majority vote of the City Council.

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 Underwood Engineers of Portsmouth NH in the amount of \$30,000 for asset management and financial planning initiatives for the water systems. The amount of this authorization shall be limited so as not to exceed available funding.

The City Manager, or designee, is hereby authorized to finalize contract language with the vendor, consistent with the Purchase Order authorized herein, for the City Manager's signature.

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4339.03585.15	Water Consulting	30,000.00	30,000.00

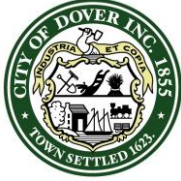
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2014.12.10 – 133**

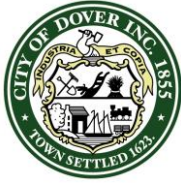
Resolution Re: Asset Management & Financial Planning Grant Consulting
Services with Underwood Engineers

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.5.

Resolution Number: **R – 2014.12.10 – 133**

Resolution Re: Asset Management & Financial Planning Grant Consulting Services with Underwood Engineers

RESOLUTION BACKGROUND MATERIAL:

In early 2014 Underwood Engineers of Portsmouth NH assisted the City in the 2013-2014 Asset Management & Financial Planning Grant and submitted a proposal for the scope of work with the application. In September 2014 the City received approval from NHDES to move forward with the project as outlined in the grant. The grant from NHDES is for the Water Asset Management Plan in the amount of \$15,000 with a 50% matching city amount.

Bid Information:

Per 3-36.B. The sealed competitive bid procedure may be waived by a majority vote of the City Council.

Award Information:

A purchase order will be issued to the vendor selected to authorize future expenditures. A draft contract is attached hereto; City staff will work with the vendor to finalize the terms of the contract following City Council approval.

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	n/a	Number of Responses:	n/a
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	2014-2015
Recommended Award to:	Underwood Engineers	Fund:	
Other Approvals Required:	Yes State NH DES	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval

Exhibit A - Grant and Approval Documents NHDES

Exhibit B – Agreement Draft

Exhibit C - Scope of Services from Underwood Engineers



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

Thomas S. Burack, Commissioner



September 10, 2014

City of Dover
Doug Steele
288 Central Avenue
Dover, NH 03820

SUBJECT: 2013-2014 Asset Management & Financial Planning Grant
City of Dover Public Water System: PWS ID: 0651010

Dear Doug,

Enclosed is a copy of the approved Grant Agreement. The project must be completed and all award funds requested and disbursed by May 31, 2015. As the work is completed, please submit the enclosed *Request for Award* form along with invoices and other documents confirming the work was performed in accordance with the conditions of the grant.

Documentation should, at a minimum, include a copy of the asset inventory with condition assessment, financial planning/funding strategy report, and communication plan with outreach materials. Additional items noted as tasks in Exhibit B should also be provided at the time of request for funds. Any changes to the scope of services or reallocation of grant funds among tasks require DES approval in advance. Please be sure that the consultant receives a copy of the exhibits.

Please contact me if you have any questions.

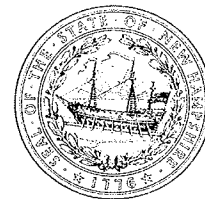
Sincerely,

Luis Adorno
Drinking Water and Groundwater Bureau

Attachments: Grant Agreement
Request for Award Form



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

August 4, 2014

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

APPROVED G & C

DATE 9/3/14
 ITEM # 90

REQUESTED ACTION

Authorize the Department of Environmental Services to award an Asset Management grant to the City of Dover, (VC #177380-B001), Dover, NH in the amount of \$15,000 to improve public water system management, effective upon Governor and Council approval through May 31, 2015. 100% Federal Funds.

Funding is available in the account as follows.

03-44-44-441018-4718-072-500574
 Dept Environmental Services, DWSRF Administration, Grants Federal

FY 2015
\$15,000

EXPLANATION

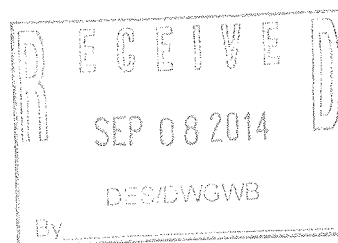
The Department of Environmental Services issued a request for proposals for 2013/2014 Asset Management and Financial Planning Grants. These grants are funded by set-asides under the Drinking Water State Revolving Loan Fund. They can be used to develop and implement asset management plans for public water systems. Twenty one proposals were received, then evaluated and ranked based on criteria included in the request for proposals, such as whether the project completes a condition assessment on all assets, that a financial plan is developed and addresses investment priorities, and that the plan is communicated to customers and decision-makers. Based on the available federal funding, the Department determined that it could offer grants to thirteen of the twenty one applicants. See attachment A for the project rankings and list of reviewers.

The City of Dover will use the grant funds for asset management planning for the City's drinking water system.

In the event that federal funds no longer become available, general funds will not be requested to support this program. This agreement has been approved by the Attorney General's Office as to form, substance and execution.

We respectfully request your approval.

Thomas S. Burack
 Thomas S. Burack
 Commissioner



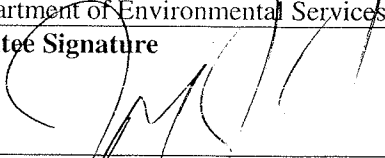
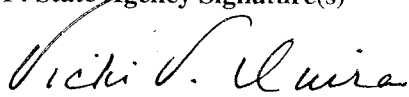
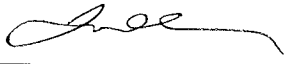
Subject: City of Dover

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby mutually agree as follows:

GENERAL PROVISIONS

1. Identification.

1.1 State Agency Name NH Department of Environmental Services		1.2 State Agency Address 29 Hazen Drive, Concord, NH 03301	
1.3 Grantee Name City of Dover		1.4 Grantee Address 288 Central Avenue, Dover, NH 03235	
1.5 Effective Date Upon G&C Approval	1.6 Completion Date May 31, 2015	1.7 Audit Date N/A	1.8 Grant Limitation \$15,000
1.9 Grant Officer for State Agency Luis Adorno, Drinking Water & Groundwater Bureau, NH Department of Environmental Services		1.10 State Agency Telephone Number 603-271-2472	
1.11 Grantee Signature 		1.12 Name & Title of Grantee Signor J. Michael Jajal Jr. City manager	
1.13 Acknowledgment: State of <u>NH</u> , County of <u>Stratford</u> On <u>7/23/14</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [SEAL] 			
1.13.2 Name & Title of Notary Public or Justice of the Peace Colleen E. A. Bessette, Executive Asst. COLLEEN E. A. BESSETTE, Notary Public My Commission Expires September 18, 2018			
1.14 State Agency Signature(s)  for		1.15 Name/Title of State Agency Signor(s) Thomas S. Burack, Commissioner NH Department of Environmental Services	
1.16 Approval by Attorney General (Form, Substance and Execution) By:  On: <u>8-7-2014</u>			
1.17 Approval by the Governor and Executive Council By: On:			

2. **SCOPE OF WORK.** In exchange for grant funds provided by the state of New Hampshire, acting through the agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-O, the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being referred to as "the Project").

3. **AREA COVERED.** Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.

4. **EFFECTIVE DATE: COMPLETION OF PROJECT.**

4.1 This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as the "Effective Date").

4.2 Except as otherwise specifically provided for herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as the "Completion Date").

5. **GRANT AMOUNT: LIMITATION ON AMOUNT: PAYMENT.**

5.1 The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.

5.2 The manner of, and schedule of payment shall be as set forth in EXHIBIT B.

5.3 In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4 The payment by the State of the Grant amount shall be the only, and the complete, compensation to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.

5.5 Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

6. **COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.**

In connection with the performance of the Project, the Grantee shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities, which shall impose any obligations, or duty upon the Grantee, including the acquisition of any and all necessary permits.

7. **RECORDS AND ACCOUNTS.**

7.1 Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2 Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records or personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.

8. **PERSONNEL.**

8.1 The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2 The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform such Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3 The Grantee officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grantee Officer, and his/her decision on any dispute, shall be final.

9. **DATA: RETENTION OF DATA: ACCESS.**

9.1 As used in this Agreement, the word data shall mean all information and things developed or obtained during the performance of, or acquired or developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3 No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4 On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5 The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. **CONDITIONAL NATURE OR AGREEMENT.**

Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

11. **EVENT OF DEFAULT; REMEDIES.**

11.1 Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

11.1.1 failure to perform the Project satisfactorily or on schedule; or

11.1.2 failure to submit any report required hereunder; or

11.1.3 failure to maintain, or permit access to, the records required hereunder; or

11.1.4 failure to perform any of the other covenants and conditions of this Agreement.

11.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

11.2.1 give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and

11.2.2 give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the grant amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and

11.2.3 set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and

11.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

12. **TERMINATION.**

12.1 In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.

12.3 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no

Grantee Initials *colby*
Date *7/23/14*

event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.

12.4 Notwithstanding anything in this Agreement to the contrary, either the State or except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.

13. **CONFLICT OF INTEREST.** No officer, member or employee of the Grantee and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interests or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

14. **GRANTEE'S RELATION TO THE STATE.** In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workers' compensation or emoluments provided by the State to its employees.

15. **ASSIGNMENT AND SUBCONTRACTS.** The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.

16. **INDEMNIFICATION.** The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee of Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this Agreement.

17. **INSURANCE AND BOND.**

17.1 The Grantee shall, at its sole expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:

17.1.1 statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and

17.1.2 comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$2,000,000 for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and

17.2 The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.

18. **WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.

19. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.

20. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.

21. **CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the law of the State of New

Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.

22. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

23. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

Grantee Initials

Date

City of
Grantee Initials *CB for m*
Date *7/23/14*

EXHIBIT A
SCOPE OF SERVICES

City of Dover

The City of Dover will use these funds for asset management and financial planning initiatives for the water system. Specifically, the following task(s), as described in the application submitted to DES, will be accomplished including invitation for DES participation in meetings and workshops.

1. Develop level of service statement and conduct management workshop. Conduct criticality analysis of assets and rank according to priority.

Deliverable: Submit level of service statement and criticality assessment results to DES.

2. Conduct life-cycle costing. Develop long-term funding plan.

Deliverable: Submit long-term funding plan to DES.

3. Prepare asset management plan. Develop brochure for distribution. Present asset management plan and provide training in asset management principles to City Council and Utilities Commissioners.

Deliverable: Submit asset management plan and brochure to DES.

EXHIBIT B
BUDGET & PAYMENT METHOD

All services shall be performed to the satisfaction of the Department of Environmental Services before payment is made. All payments shall be made upon receipt and approval of stated outputs and upon receipt of associated invoices. **Grant award is a 50% grant up to \$15,000. If invoice is less than initial estimate only the amount on the invoice will be paid.**

Task Number/Description	Asset Management Grant
Task 1: Level of Service and Criticality	\$10,000
Task 2: Financial Planning	\$2,500
Task 3: Plan Presentation, Implementation, Communication and Training	\$2,500
TOTAL	\$15,000

EXHIBIT C
SPECIAL PROVISIONS

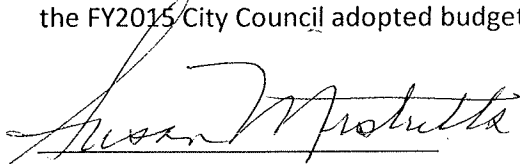
Changes to the Scope of Services or reallocation of grant funds require DES approval in advance. Payments will be made based on submitted invoices. Work must be completed and request for reimbursement must be made by the completion date listed on the grant agreement (section 1.6).

Federal Funds paid under this agreement are from a Grant to the State from the U.S. Environmental Protection Agency, Drinking Water State Revolving Fund Set-Asides under CFDA #66.468. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant are hereby adopted in full force and effect to the relationship between this Department and the grantee.

Paragraph 17.1.2 of the Grant Agreement is amended to read as follows: "comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 for bodily injury or death in any one incident, and \$500,000 for property damage in any one incident, and"

CERTIFICATION OF VOTE OF AUTHORIZATION

I, Susan Mistretta, Deputy City Clerk for the City of Dover, New Hampshire, do hereby certify that at the Wednesday June 4, 2014 meeting of the Dover City Council, the Council voted to adopt the Fiscal Year 2015 budget resolution. The City Council, as part of the adoption of the FY2015 budget resolution under budget provision #12, authorized the City Manager to sign all grant applications and any said grant funding is appropriated for such grant purpose. I have attached to this certification, a certified copy of the FY2015 City Council adopted budget resolution.

A handwritten signature in cursive script, reading "Susan Mistretta", written over a horizontal line.

Susan Mistretta, Deputy City Clerk



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member:		Member Number:	Company Affording Coverage:	
City of Dover 288 Central Avenue Dover, NH 03820		156	NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	

Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply
☒ General Liability (Occurrence Form) Professional Liability (describe) ☐ Claims Made ☐ Occurrence	7/1/2014	7/1/2015	Each Occurrence \$ 1,000,000
			General Aggregate \$ 2,000,000
			Fire Damage (Any one fire) \$
			Med Exp (Any one person) \$
☐ Automobile Liability Deductible Comp and Coll: \$1,000 ☐ Any auto			Combined Single Limit (Each Accident) \$ Aggregate \$
☐ Workers' Compensation & Employers' Liability			☐ Statutory
			Each Accident \$
			Disease - Each Employee \$
			Disease - Policy Limit \$
☐ Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)

Description: In regards to the Grant Agreement, the certificate holder is named as Additional Covered Party, but only to the extent liability is based solely on the negligence or wrongful acts of the member, its employees, agents, officials or volunteers. This coverage does not extend to others. Any liability resulting from the negligence or wrongful acts of the Additional Covered Party, or their employees, agents, contractors, members, officers, directors or affiliates is not covered.

CERTIFICATE HOLDER:	☒	Additional Covered Party	☐	Loss Payee	Primex ³ - NH Public Risk Management Exchange
NH Department of Environmental Services 29 Hazen Drive Concord, NH 03301					By: <i>Tammy Denver</i>
					Date: 7/23/2014 tdenver@nhprimex.org
					Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

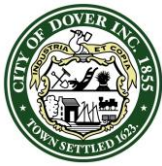
The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member:	Member Number:	Company Affording Coverage:
City of Dover 288 Central Avenue Dover, NH 03820	156	NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624

Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limit - NH Statutory Limits May Apply, If Not
☐ General Liability (Occurrence Form) ☐ Professional Liability (describe) ☐ Claims Made ☐ Occurrence			Each Occurrence \$ General Aggregate \$ Fire Damage (Any one fire) \$ Med Exp (Any one person) \$
☐ Automobile Liability Deductible Comp and Coll: ☐ Any auto			Combined Single Limit (Each Accident) Aggregate
☒ Workers' Compensation & Employers' Liability	7/1/2014	7/1/2015	☒ Statutory Each Accident \$2,000,000 Disease - Each Employee \$2,000,000 Disease - Policy Limit \$
☐ Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)
Description: Proof of Primex Member coverage only.			

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ - NH Public Risk Management Exchange
			By: <i>Tammy Denver</i>
NH Department of Environmental Services 29 Hazen Drive Concord, NH 03301			Date: 7/23/2014 tdenver@nhprimex.org
			Please direct inquiries to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax



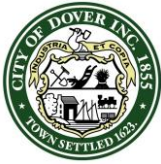
CITY OF DOVER

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

ENGINEERING SERVICES AGREEMENT WATER ASSET MANAGEMENT PLAN

THE CITY OF DOVER, a municipal corporation, 288 Central Avenue, Dover, New Hampshire 03820 and **UNDERWOOD ENGINEERS, INC.** (the Consultant), a New Hampshire corporation of 25 Vaughan Mall, Portsmouth, New Hampshire 03801 who for valuable consideration agree as follows (the “Agreement”):

1. **Purpose.** This Agreement refers to and incorporates the Grant Agreement for the Asset Management Study for the City of Dover water system.
2. **Agreement Documents.** The Agreement shall include and consist of the following documents (the “Agreement Documents”):
 - a. Agreement (5 pages);
 - b. Exhibit A Scope of Services dated September 11, 2014 (5 pages);
 - c. Exhibit B Standard Billing Rates dated February 12, 2014 (1 page);
 - d. Exhibit C Additional Provisions (2 pages)
3. **Scope of Services.** The Consultant shall perform all work specified in Exhibit A. referred to in section 2 above. Should there be inconsistencies between the terms of any of the Agreement Documents, precedence shall be as follows: 1) the Agreement; 2) Exhibit A Scope of Services.
4. **Changes in the Cost of the Work and the Scope of Services.** Changes to the cost of the work and the Scope of Services shall be made in writing by mutual agreement prior to the performance of the work.
5. **Term.** The Consultant shall commence work upon the execution of this Agreement and issuance of a Purchase Order by the City of Dover. All services to be performed under this Agreement shall become effective upon the signing of the Agreement to be completed by May 31, 2015.
6. **Cost and Payment.** The City of Dover shall pay the Consultant an amount not to exceed THIRTY THOUSAND (\$30,000.00) DOLLARS. The City of Dover shall pay the Consultant within thirty (30) days upon performance and presentation of an invoice supplied by the Consultant detailing the work performed.



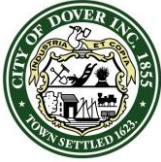
CITY OF DOVER

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

7. Insurance.

- a. The Consultant shall secure and maintain for the duration of this Agreement a General Liability Insurance policy or policies at no cost to the City of Dover. The coverage of said insurance policy shall be in an amount of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. An insurance certificate shall be supplied to the City of Dover by the Consultant. The City of Dover shall be named as an additional insured on the policy. A condition of the insurance coverage shall be thirty (30) days notice to the City of Dover upon cancellation of the policy. The Consultant shall also provide the City of Dover certificates of renewal for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.
- b. The Consultant shall secure and maintain for the duration of this Agreement Automobile Liability Insurance covering the operation of all motor vehicles, including those hired and borrowed, used by the Consultant in connection with this Agreement at no cost to the City of Dover. The coverage of said insurance policy shall be in the amount of not less than Five Hundred Thousand Dollars (\$500,000) for all damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total limit of at least One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of two or more persons in any one accident or occurrence. An insurance certificate shall be supplied to the City of Dover by the Consultant. The Consultant shall also provide the City of Dover certificates of renewal for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.
- c. By signing this Agreement, the Consultant agrees, certifies, and warrants that the Consultant is in compliance with, or exempt from, the requirements of New Hampshire RSA Chapter 281-A, regarding workers' compensation insurance. The Consultant shall maintain statutory workers' compensation insurance coverage for all of its employees as required by said law.

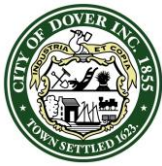
8. **Indemnification.** To the fullest extent permitted by law, the Consultant agrees to indemnify and hold harmless the City of Dover from any claims, losses, damages or expense (including reasonable attorneys' fees) arising out of the death or, injuries, or damages to any person, or damage or destruction of any property, in connection with the Consultant's services under this Agreement to the extent caused by the negligent acts, errors, or omissions of the Consultant or its officers, directors, employees, or independent professional associates, or any of them. This covenant shall survive the termination of this Agreement.



CITY OF DOVER

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

9. **Warranty:** The Consultant shall perform the work within the Scope of Services commensurate with the standard of the trade/industry involved in the performance of this Agreement. In connection with the performance of the Scope of Services, the Consultant shall comply with all statutes, laws, regulations, and applicable orders, whether federal, state, or local.
10. **Ownership of documents.** The City of Dover shall retain ownership of the documents and designs, if any, prepared for the City of Dover by the Consultant pursuant to the provisions of this Agreement to the extent the Consultant has been paid for the services to prepare the documents and designs.
11. **Dispute resolution.** Both parties are entitled to all available legal and equitable remedies within the jurisdiction of the courts of the State of New Hampshire. Venue shall be Strafford County.
12. **Termination.** The City of Dover may terminate this Agreement without cause upon thirty (30) days written notice subject to an obligation to pay for services satisfactorily rendered. Warranties shall not be subject to termination.
13. **Binding.** This Agreement shall be binding upon all parties, their heirs, executors, administrators, successors and assigns.
14. **Waiver of breach.** No failure by the City of Dover to enforce any provisions of this Agreement shall be deemed a waiver of its rights under this Agreement.
15. **Applicable law.** This Agreement shall be deemed to have been entered into in the State of New Hampshire and shall be construed in accordance with the laws of the State of New Hampshire.
16. **Third parties.** Nothing in this Agreement, expressed or implied, is intended to or shall be construed to confer upon or to give to any person or entity other than the City of Dover and the Consultant any rights, remedies or claims under or by reason of this Agreement or any covenants, conditions or stipulations hereof, and all covenants, conditions, promises and agreements in this Agreement contained by or on behalf of the City of Dover or the Consultant shall be for the sole and exclusive benefit of the City of Dover and the Consultant.
17. **Review.** The parties to this Agreement acknowledge that they enter into this Agreement voluntarily and have had the opportunity to review this Agreement with legal counsel prior to signing.



CITY OF DOVER

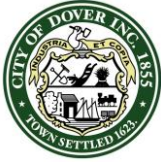
288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

18. **Personnel.** The Consultant shall at its own expense provide all personnel necessary to perform the work under this Agreement. The Consultant warrants that all personnel shall be qualified to perform the work under the Scope of Services and shall be properly licensed and otherwise authorized to do so under all applicable laws.
19. **Assignment/Delegation/Subcontracts.** The Consultant shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the City of Dover. None of the services shall be subcontracted by the Consultant without the prior written consent of the City of Dover.
20. **Contractor's Relation to the City of Dover.** In the performance of this Agreement the Consultant is in all respects an independent contractor and is neither an agent nor an employee of the City of Dover. Corporations must be in good standing with the Secretary of State's Office in the state of incorporation and registered to conduct business in the State of New Hampshire.
21. **Confidentiality.** Confidentiality of information/data held by the City of Dover under this Agreement shall be governed by New Hampshire RSA Chapter 91-A.
22. **Amendment.** This Agreement may be amended, waived, or discharged only by an instrument in writing signed by the parties hereto.
23. **Construction and Headings.** The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. The headings throughout this Agreement are for reference purposes only, and the words contained therein shall in no way be used to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of this Agreement.
24. **Notice.** Any notice by a party hereto to the other party to this Agreement shall be provided as follows:

To City of Dover
J. Michael Joyal, Jr., City Manager
288 Central Avenue
Dover, NH 03820

To Underwood Engineers, Inc.
Keith A. Pratt, President
25 Vaughan Mall
Portsmouth, NH 03801

25. **Severability.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement shall remain in full force and effect. The parties agree to reform this Agreement to replace any such invalid or



CITY OF DOVER

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

unenforceable provision with a valid enforceable provision that comes as close as possible to the intention of the stricken provision.

26. Entire Agreement. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties and supersedes all prior agreements and understandings relating hereto.

Signatures To Follow.

UNDERWOOD ENGINEERS, INC.

Keith A. Pratt, President, Duly Authorized

Date

CITY OF DOVER

J. Michael Joyal, Jr., City Manager

Date

N2460

September 11, 2014

Mr. Douglas Steele, II
Community Services Director
288 Central Avenue
Dover, NH 03820

**Re: Grant Agreement and Engineering Services Contract
Water Asset Management Plan
Dover, NH**

Dear Mr. Steele:

We are in receipt of a copy of the approved Grant Agreement for the Asset Management Study for the Dover water system. Attached is a copy of our scope of work to complete the work. The fee is \$30,000 and we understand NHDES will reimburse the City 50% of the cost.

We also understand the City will prepare an engineering services contract or an amendment to the Conservation Plan contract (PO # 201408524).

Please let us know if you have any questions.

Very truly yours,

UNDERWOOD ENGINEERS


Keith A. Pratt, P.E.
President


Michael C. Unger, P.E.
Senior Project Engineer

Encl.

KAP/VF

EXHIBIT “A”

SCOPE OF SERVICES *ASSET MANAGEMENT PLAN*

INTRODUCTION

The NHDES has announced a Public Water System Asset Management Planning Grant program to promote asset management and assist community water systems in developing an asset management plan.

Asset management is often presented as a framework of 5 Core Components:

- Asset Inventory
- Level of Service
- Critical Assets
- Life Cycle Costing
- Long-term Funding Strategy

Addressing these core components will allow water systems to better understand the condition of their assets, current and future deficiencies and needs, and the financial resources necessary to rehabilitate and replace assets when necessary.

The benefits of an asset management plan include:

- Establishing appropriate budgets
- Increased system knowledge
- Increased asset life when appropriate maintenance is performed
- More efficient allocation of capital funds
- Compliance with new regulations
- Reduced overall costs
- Improved system reliability/security
- Reduced service interruptions
- More efficient maintenance and replacement activities

SCOPE OF WORK

Underwood Engineers (UE) will provide the following professional engineering services related to development of an asset management plan.

Task 1 – Level of Service and Criticality

Assess Criticality

- Attend one (1) kick-off meeting with client staff to discuss the goals of the project and collect additional information to supplement what client has already provided to UE. (See list of requested information below.)

- Develop a scoring system (matrix) to rank water main assets based on their probability of failure. Consider material, age, condition, and other factors as appropriate.
- Develop a scoring system (matrix) to rank water main assets based on the impact their failure would have on the system's ability to meet the desired level of service. Consider remaining useful life, protection of public health and welfare, importance of the asset to operation of the system, and redundancy or lack thereof.
- Rank water main assets in order of importance (priority) based on a combination of probability and consequence of failure.

Level of Service

- Assist with development of a Level of Service Statement. The Level of Service Statement defines the way in which the water system owners, managers, and operators want the system to perform over the long term. Typical Level of Service Statements include items relating to water quality, frequency of main breaks, interruptions in service, etc.
- Prepare a draft Level of Service Statement based on UE's experience and knowledge of the water system for review and comment by the client.
- Conduct a management workshop with officials to discuss the draft Level of Service Statement and client comments. To be coordinated with the meeting to review the draft Asset Management Plan as part of this scope of work (see below).
- Respond to client comments and finalize the Level of Service Statement in the final Asset Management Plan.

Task 2 – Financial Planning

Life Cycle Costing

- For water main assets determined to be high priority based on the work of Task 1, prepare an opinion of probable cost to repair or replace. The opinions of cost will be planning level. Using the "top down" approach, opinions of cost will be developed for each asset type and will include all work assumed for full replacement of the asset. (For example, water main costs will include hydrants, services, and restoration.)

Long-Term Funding Strategy

- Develop a plan and schedule for the rehabilitation and replacement of assets including an estimate of money needed each year for 10 years into the future.

Task 3 – Plan Presentation, Implementation, Communication and Training

Asset Management Plan

- Prepare a written Asset Management Plan presenting the results of the above tasks. Submit a draft for review.
- Attend one (1) meeting to review the draft Plan with the client and receive comments.

- Revise the Plan in response to comments and submit up to five (5) copies of the final Plan.

Implementation / Communication Plan and Training

- The Asset Management Plan will include recommendations for implementation and communication to customers.
- Prepare a flyer or brochure summarizing the Asset Management Plan for distribution to customers.
- Attend up to one (1) meeting of the water system's governing body to present the Asset Management Plan and provide training in asset management principles.

Deliverables

1. Probability of failure matrix and asset scoring (Task 1)
2. Consequence of failure matrix and asset scoring (Task 1)
3. Asset Management Plan (Task 3), including:
 - a. Level of service statement
 - b. Life-cycle costing
 - c. Long-term funding strategy
 - d. Implementation/Communications plan
4. Public outreach brochure (Task 3)

Meetings

1. Kick-off and site visits (Task 1)
2. Level of service workshop and review draft report (Tasks 1 and 3)
3. Present plan and provide training to governing body (Task 3)

Limitations / Assumptions

- The asset inventory will be based on information, records, and reports to be supplied by the client.

Information Requested from the Client

- Existing studies, drawings, tie sheet information, service or repair records, NHDES sanitary surveys.
- Access to water system facilities.

Work Not Included

- Developing a GIS.
- Condition assessment or inspection except as specifically noted above.
- Water rate study. Cost of service.

Schedule

Award of Grant	Winter 2014
Authorization to Proceed*	Winter 2014
Kick-off and Site Visits	Spring 2014
Develop Plan	Summer 2014
Level of Service Workshop and Review Draft Plan	Fall 2014
Present Final Plan	Fall 2014
Public Outreach	Winter 2014-15

*Pending authorization of City funds.

Exhibit B

UNDERWOOD ENGINEERS, INC.
Portsmouth & Concord, New Hampshire
STANDARD BILLING RATES
Effective through December 31, 2014

Labor Rates:

Principal-in-Charge	\$160 to	\$200 per hour
Senior Project Manager	\$130 to	\$180 per hour
Project Manager	\$100 to	\$150 per hour
Senior Project Engineer	\$90 to	\$125 per hour
Project Engineer	\$70 to	\$110 per hour
Resident Engineer	\$70 to	\$110 per hour
Resident Engineer II	\$50 to	\$90 per hour
Technician	\$50 to	\$90 per hour
Clerical	\$50 to	\$70 per hour

Reimbursables

Mileage	IRS Reimbursable Rate
Prints	\$1.50 each
Copies	\$0.10 each
Telephone	\$1.85 per call
Fax	\$1.00 per call
Field Supplies	At Cost
Postage	At Cost
Food & Lodging	At Cost
Subcontractors	At Cost
Miscellaneous Job Related Expenses	At Cost

Approved by Board of Directors:

Date: 2/12/14

KAP
WSC
CAM

KAP
WSC
CAM

EXHIBIT C

ADDITIONAL PROVISIONS

Attached and made a part of a LETTER AGREEMENT dated _____ between the City of Dover, NH (OWNER) and Underwood Engineers, Inc. (ENGINEER) in respect to the project (Project) described herein.

Part 1- ADDITIONAL SERVICES OF ENGINEER

1.1. Normal and customary engineering services do not include services in respect to the following categories of work which are usually referred to as Additional Services. If OWNER wishes ENGINEER to perform any Additional Services, he shall so instruct ENGINEER in writing, and ENGINEER will be paid therefore as provided in the Letter Agreement. Additional services include tasks not specifically identified in the Plan/Scope of Work and may also include, but not necessarily be limited to, the following:

- Services resulting from significant changes in the extent of the Project or major changes in documentation previously accepted by OWNER where changes are due to causes beyond control.
- Providing renderings or models.
- Detailed consideration of operations, maintenance and overhead expenses; and the preparation of rate schedules, earnings and expense statements, cash flow and economic evaluations, feasibility studies, appraisals and valuations.
- Services during out-of-town travel other than visits to the site.
- Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) a significant amount of defective or neglected work of Contractor(s), (3) prolongation of contract time, (4) Contractor(s) overtime work, and (5) Contractor(s)' defaults.
- Services after completion of the Construction Phase.
- Preparing to serve or serving as a consultant or witness in any legal or administrative proceeding or public hearing.
- Providing services normally furnished by OWNER.

Part 2 - OWNER'S RESPONSIBILITIES

2.1. The OWNER will furnish or make available to ENGINEER any or all of its records, maps, reports, or other data which, in the judgment of ENGINEER, are pertinent to his work. The OWNER will authorize and assist ENGINEER in obtaining any such pertinent information from other public and private sources. When requested by ENGINEER, the OWNER will furnish all reasonable manual assistance of OWNER's forces in performing investigations requiring such assistance.

2.2. OWNER shall provide all criteria and full information as to OWNER's requirements for the Project; designate a person to act with authority on OWNER's behalf in respect of all aspects of the Project; examine and respond promptly to ENGINEER's submissions; and give prompt written notice to ENGINEER whenever he observes or otherwise becomes aware of any defect in the work. The city's designated Project Manager is: Bill Boulanger, Superintendent of Public Works and Utilities.

2.3. NOT USED.

PART 3 – NOT USED

PART 4 – NOT USED

PART 5 – NOT USED

PART 6 – NOT USED

PART 7 – SUCCESSORS AND ASSIGNS

- 7.1. OWNER and ENGINEER each binds himself and his partners, successors, executors, administrators, assigns and legal representatives to the other party of this Agreement, and to the partners, successors, executors, administrators, assigns and legal representatives of such other party in respect to all covenants, agreements and obligations of this Agreement.

Neither OWNER nor ENGINEER shall assign, sublet or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the other except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent ENGINEER from employing such independent consultants, associates and subcontractors as he may deem appropriate to assist him in the performance of services hereunder.

Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than OWNER and ENGINEER.

PART 8 – INSURANCES

- 7.1. In addition to specified and statutory insurances, ENGINEER will carry professional liability insurance in the amount of \$1,000,000/\$2,000,000 (copy attached).

N2460

September 11, 2014

Mr. Douglas Steele, II
Community Services Director
288 Central Avenue
Dover, NH 03820

**Re: Grant Agreement and Engineering Services Contract
Water Asset Management Plan
Dover, NH**

Dear Mr. Steele:

We are in receipt of a copy of the approved Grant Agreement for the Asset Management Study for the Dover water system. Attached is a copy of our scope of work to complete the work. The fee is \$30,000 and we understand NHDES will reimburse the City 50% of the cost.

We also understand the City will prepare an engineering services contract or an amendment to the Conservation Plan contract (PO # 201408524).

Please let us know if you have any questions.

Very truly yours,

UNDERWOOD ENGINEERS


Keith A. Pratt, P.E.
President


Michael C. Unger, P.E.
Senior Project Engineer

Encl.

KAP/VF

EXHIBIT “A”

SCOPE OF SERVICES *ASSET MANAGEMENT PLAN*

INTRODUCTION

The NHDES has announced a Public Water System Asset Management Planning Grant program to promote asset management and assist community water systems in developing an asset management plan.

Asset management is often presented as a framework of 5 Core Components:

- Asset Inventory
- Level of Service
- Critical Assets
- Life Cycle Costing
- Long-term Funding Strategy

Addressing these core components will allow water systems to better understand the condition of their assets, current and future deficiencies and needs, and the financial resources necessary to rehabilitate and replace assets when necessary.

The benefits of an asset management plan include:

- Establishing appropriate budgets
- Increased system knowledge
- Increased asset life when appropriate maintenance is performed
- More efficient allocation of capital funds
- Compliance with new regulations
- Reduced overall costs
- Improved system reliability/security
- Reduced service interruptions
- More efficient maintenance and replacement activities

SCOPE OF WORK

Underwood Engineers (UE) will provide the following professional engineering services related to development of an asset management plan.

Task 1 – Level of Service and Criticality

Assess Criticality

- Attend one (1) kick-off meeting with client staff to discuss the goals of the project and collect additional information to supplement what client has already provided to UE. (See list of requested information below.)

- Develop a scoring system (matrix) to rank water main assets based on their probability of failure. Consider material, age, condition, and other factors as appropriate.
- Develop a scoring system (matrix) to rank water main assets based on the impact their failure would have on the system's ability to meet the desired level of service. Consider remaining useful life, protection of public health and welfare, importance of the asset to operation of the system, and redundancy or lack thereof.
- Rank water main assets in order of importance (priority) based on a combination of probability and consequence of failure.

Level of Service

- Assist with development of a Level of Service Statement. The Level of Service Statement defines the way in which the water system owners, managers, and operators want the system to perform over the long term. Typical Level of Service Statements include items relating to water quality, frequency of main breaks, interruptions in service, etc.
- Prepare a draft Level of Service Statement based on UE's experience and knowledge of the water system for review and comment by the client.
- Conduct a management workshop with officials to discuss the draft Level of Service Statement and client comments. To be coordinated with the meeting to review the draft Asset Management Plan as part of this scope of work (see below).
- Respond to client comments and finalize the Level of Service Statement in the final Asset Management Plan.

Task 2 – Financial Planning

Life Cycle Costing

- For water main assets determined to be high priority based on the work of Task 1, prepare an opinion of probable cost to repair or replace. The opinions of cost will be planning level. Using the "top down" approach, opinions of cost will be developed for each asset type and will include all work assumed for full replacement of the asset. (For example, water main costs will include hydrants, services, and restoration.)

Long-Term Funding Strategy

- Develop a plan and schedule for the rehabilitation and replacement of assets including an estimate of money needed each year for 10 years into the future.

Task 3 – Plan Presentation, Implementation, Communication and Training

Asset Management Plan

- Prepare a written Asset Management Plan presenting the results of the above tasks. Submit a draft for review.
- Attend one (1) meeting to review the draft Plan with the client and receive comments.

- Revise the Plan in response to comments and submit up to five (5) copies of the final Plan.

Implementation / Communication Plan and Training

- The Asset Management Plan will include recommendations for implementation and communication to customers.
- Prepare a flyer or brochure summarizing the Asset Management Plan for distribution to customers.
- Attend up to one (1) meeting of the water system's governing body to present the Asset Management Plan and provide training in asset management principles.

Deliverables

1. Probability of failure matrix and asset scoring (Task 1)
2. Consequence of failure matrix and asset scoring (Task 1)
3. Asset Management Plan (Task 3), including:
 - a. Level of service statement
 - b. Life-cycle costing
 - c. Long-term funding strategy
 - d. Implementation/Communications plan
4. Public outreach brochure (Task 3)

Meetings

1. Kick-off and site visits (Task 1)
2. Level of service workshop and review draft report (Tasks 1 and 3)
3. Present plan and provide training to governing body (Task 3)

Limitations / Assumptions

- The asset inventory will be based on information, records, and reports to be supplied by the client.

Information Requested from the Client

- Existing studies, drawings, tie sheet information, service or repair records, NHDES sanitary surveys.
- Access to water system facilities.

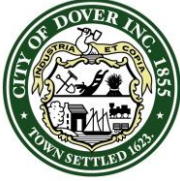
Work Not Included

- Developing a GIS.
- Condition assessment or inspection except as specifically noted above.
- Water rate study. Cost of service.

Schedule

Award of Grant	Winter 2014
Authorization to Proceed*	Winter 2014
Kick-off and Site Visits	Spring 2014
Develop Plan	Summer 2014
Level of Service Workshop and Review Draft Plan	Fall 2014
Present Final Plan	Fall 2014
Public Outreach	Winter 2014-15

*Pending authorization of City funds.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2014.12.10 - 134**

Resolution Re: **Approval of Community Partners Lease, Room 340**

WHEREAS: Community Partners is a current tenant in the McConnell Center in Rooms 246, 247 and 248; and

WHEREAS: Community Partners seeks to change its location within the McConnell Center to Room 340 as it is more suited to their needs; and

WHEREAS: The current Lease runs for five (5) years from August 19, 2013 to August 18, 2018; and

WHEREAS: The parties wish to amend the Lease to change the room location from Rooms 246, 247 and 248 to Room 340; the square footage from 768 to 697; the lease rate for square footage from \$12.16 to \$13.06; and the annual rent from \$9,338.88 per year to \$9,102.82. All other provisions of the Lease to remain the same.

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

The City Manager is authorized to sign an amended lease with Community Partners for the remainder of the current Lease term of five (5) years ending on August 18, 2018 with the new location, square footage, lease rate and annual rent as set forth herein.

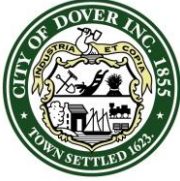
AUTHORIZATION

Approved as to Funding: Daniel 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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2014.12.10 - 134**

Resolution Re: **Approval of Community Partners Lease, Room 340**

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:

The City of Dover leases space at the McConnell Center to non-profit organizations and state agencies.

See current Lease Agreement and draft Amended Lease attached hereto.

AMENDED LEASE AGREEMENT

THIS AMENDED LEASE ("the Lease") made this ____ day of December, 2014 by and between **Community Partners**, a non-profit corporation located at 113 Crosby Road, Suite 1, Dover, New Hampshire 03820 (hereinafter referred to as "TENANT"), and The City of Dover, New Hampshire, of 288 Central Ave., Dover, County of Strafford and State of New Hampshire (hereinafter referred to as "LANDLORD"). This Amended Lease Agreement supplants and replaces the Lease Agreement between the parties dated August 26, 2013, with an effective date of August 19, 2013, which, pursuant to paragraph 16 of that agreement may be modified by the parties in writing.

WITNESSETH:

1. Description and Term.

That the LANDLORD does hereby demise and lease to the TENANT the space within the City's McConnell Center located at 30 St. Thomas Street, Dover, NH, which space is intended to contain 697 square feet and more particularly identified on the McConnell Center Plans dated February 6th, 2006 as Room 340.

In conjunction with the use of the Premises, TENANT shall have the right to use three (3) parking spaces for its' employees in the adjacent City Parking lot to the rear of the Public Library during Tenant's normal operations between the hours of 8 am and 4 pm Monday through Friday. Additionally, visitor spaces are available in the parking lot created adjacent to the building on St. Thomas Street. It is agreed the spaces will not be reserved and only used on a first come first served basis with no signage designating spaces to the TENANT. The parking spaces may be subject to relocation within the entire parking lot at the sole discretion of the City of Dover.

The term of the Lease shall commence on December 15, 2014 and end on August 18, 2018. The parties agree to negotiate in good faith for an additional term.

Monthly rent shall be paid the first of each month to the City of Dover Finance Director, 288 Central Avenue, Dover, NH 03820. Your first year's rent charges are based upon space allocation of 697 square feet and calculated using the following components:

Component	Rate	Assessment	
		Annual	Monthly
Fixed Base Rent	\$ 6.50	\$ 4,530.50	\$377.54
Capital Reserve	\$ 0.40	\$ 278.80	\$ 23.23
Utilities (*)	\$ 6.16	\$ 4,293.52	\$357.79
Other as agreed	\$ 0.00	\$ 0.00	\$ 0.00
<i>Total Rent Assessment</i>	<i>\$13.06</i>	<i>\$ 9,102.82</i>	<i>\$758.57</i>

(*) Utility costs are variable based upon actual costs as outlined in section 2.

Either party may terminate this Lease Agreement upon providing a written notice with 3 Months advance notice of the termination.

AMENDED LEASE AGREEMENT

2. Utilities and Maintenance

The TENANT shall be responsible for payment of all operations and maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this lease is established at current rates. Thereafter these costs shall be revised annually and prorated per square foot based upon the previous year's actual cost of operating and maintaining the building. The total square footage of leased space is 697 square feet. The annual revision of operation and maintenance costs shall occur and tenants will be notified in February of the current budget year in time to prepare for the July 1 budget.

3. Condition of Premises.

The LANDLORD leases the Space "as is". TENANT shall be solely responsible for all associated costs for desired original and future build out of the Space; and plans for such build out must be reviewed for potential approval by LANDLORD. TENANT shall be solely responsible for insuring all improvements and contents of the Space, and shall name LANDLORD as an additional insured.

LANDLORD shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LANDLORD shall, at its own expense, make normal repairs and maintain performance of the leased Premises, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LANDLORD shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they are at the date of the commencement of the term of this lease, reasonable wear and damage by accident, fire or other insured against casualty excepted. TENANT and LANDLORD will perform a walk through to evaluate condition of the Premises prior to occupancy.

LANDLORD agrees to maintain the Premises in condition fit for their intended use and to make all necessary repairs of which LANDLORD is aware, including adequate heat and water, and a sound physical structure. Furthermore, LANDLORD will maintain the grounds and remove the rubbish, and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LANDLORD shall also have the right to enter upon the premises at all reasonable times to inspect same and to expel the TENANT if the TENANT shall fail to comply with or breach in any way this Lease. The LANDLORD shall provide the TENANT with reasonable notice of any inspections of or visits to the premises.

AMENDED LEASE AGREEMENT

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty including fire not arising as a result of the negligence or intentional conduct of the TENANT whereby the premises or any portion of them are destroyed or damaged so as to be unfit for use or occupancy, the LANDLORD specifically reserves the option of terminating this Lease. However, that in the event of total destruction or damage which is equivalent of total destruction, this Lease shall automatically terminate.

In the event these premises shall be taken either under threat of eminent domain or by eminent domain proceedings in whole then this Lease shall be terminated and the rent shall be pro-rated and returned to the TENANT as of the date of such taking. A condemnation award shall belong exclusively to the LANDLORD.

6. Use.

The TENANT shall only use the Space in compliance with the City's McConnell Center Reuse Steering Committee Report dated December 2004, and all applicable amendments thereto, all applicable City ordinances, rules and regulations. Additionally, the Space shall be used for non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease. The parties shall negotiate in good faith for an additional term.

8. Subletting and Assignment.

TENANT shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LANDLORD.

9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease, including, but not limited to, termination for failure of the TENANT to perform as required hereunder, there remains personal property of the TENANT in the Space, the LANDLORD is authorized to dispose of said property after giving written notice of its intent to do so to the TENANT at the last known address of the TENANT.

10. Default/Early Termination.

In the event the TENANT fails to perform its obligations under this Lease, this Lease is defaulted and the LANDLORD is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the TENANT shall default in the observance or performance of any conditions or covenants on TENANT's part to be observed or performed, under or by virtue of any provisions of this lease, the LANDLORD, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expenses of the TENANT. If the LANDLORD makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LANDLORD as additional rent. In the event that there is damage to the Space due to the TENANT's actions or inactions, or the TENANT fails to make any utility payments when due, the Lease may be immediately terminated at the option of the Landlord.

AMENDED LEASE AGREEMENT

Both the TENANT and the LANDLORD shall be bound to give a 3 month vacancy notice if the terms of the Lease are to be broken by either party.

11. Indemnification.

TENANT agrees to pay, and to protect, defend, indemnify and save harmless LANDLORD from and against any and all liabilities, losses, damages, costs, expenses, including all reasonable attorney's fees and expenses, causes of action, suits, claims, demands or judgments of any nature whatsoever arising from:

- (i) any injury to, or the death of, any person or any damage to property or to the Space;
- (ii) any act or omission of TENANT or its agents, officers or employees;
- (iii) violation by TENANT of any agreement or condition of this Lease; or
- (iv) violation by TENANT of any law, ordinance or regulation affecting the Space or any part thereof or the ownership, occupancy or thereof.

12. Insurance.

Casualty and property insurance shall continue to be maintained on the subject property by the LANDLORD. TENANT shall procure and maintain in force, at its expense, during the term of this lease agreement, and any extensions of such term, liability and property damage insurance for the Tenant's leased space to be considered primary coverage. LANDLORD has no obligation for any loss to personal property. Proof of insurance shall be supplied to the LANDLORD at the time of occupancy. The City of Dover shall be listed as 'Additional Insured' on the policy and proof of insurance certificate.

13. Liens and Encumbrances.

TENANT will not create or allow ally lien, encumbrance or charge on the TENANT Space or on the McConnell Center or on the rents or income there from which may be superior to the LANDLORD's rights hereunder.

14. Parties Bound.

This Lease and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease.

This Lease contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

AMENDED LEASE AGREEMENT

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not affect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Agreement.

19. Laws Governing.

The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease and determine all rights hereunder.

20. Security Deposit.

Upon execution of this Lease, TENANT deposits with LANDLORD \$0 as security for the performance by TENANT of the terms of this Lease to be returned to TENANT, with interest, following the full and faithful performance by TENANT of this Lease. In the event of damage to the House caused by TENANT or TENANT's agents or visitors, LANDLORD may use funds from the deposit to repair, but is not limited to this fund and TENANT remains liable.

21. Merger.

This Lease contains all terms and conditions agreed upon by the parties hereto and not other agreements or representations, oral or otherwise, regarding the subject matter of this Lease shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease shall be in writing and signed by the parties hereto.

IN WITNESS WHEREOF, the parties have hereunto executed this Lease agreement this ____ day of _____, 2014, intending to supplant and replace the Lease Agreement between the parties dated August 26, 2013.

COMMUNITY PARTNERS

Witness

Duly Authorized

CITY OF DOVER

Witness

J. Michael Joyal
Duly Authorized



CITY OF DOVER

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

LEASE AGREEMENT

THIS LEASE made this 26th day of Aug, 2013, by and between **Community Partners**, a non-profit corporation located at 113 Crosby Road, Suite 1, Dover, New Hampshire 03820 (hereinafter referred to as "TENANT"), and The City of Dover, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire (hereinafter referred to as "LANDLORD").

WITNESSETH:

1. Description and Term.

That the LANDLORD does hereby demise and lease to the TENANT the space within the City's McConnell Center located at 30 St. Thomas Street, Dover, New Hampshire, which space is intended to contain 768 square feet and more particularly identified on the McConnell Center Plans dated February 6, 2006 as Rooms 246, 247 and 248.

In conjunction with the use of the Premises, TENANT shall have the right to use three (3) parking spaces for its' employees in the adjacent City Parking lot to the rear of the Public Library during Tenant's normal operations between the hours of 8 am and 4 pm Monday through Friday. Additionally, visitor spaces are available in the parking lot created adjacent to the building on St. Thomas Street. It is agreed the spaces will not be reserved and only used on a first come first served basis with no signage designating spaces to the TENANT. The parking spaces may be subject to relocation within the entire parking lot at the sole discretion of the City of Dover.

The term of the Lease shall be for five (5) years beginning on August 19, 2013 through August 18, 2018. The parties agree to negotiate in good faith for an additional term.

Monthly rent shall be paid the first of each month to the City of Dover Finance Director, 288 Central Avenue, Dover, NH 03820. Your first year's rent charges are based upon space allocation of 768 square feet and calculated using the following components:

Component	Rate	Assessment	
		Annual	Monthly
Fixed Base Rent	\$ 6.50	\$ 4,992.00	\$416.00
Capital Reserve	\$ 0.40	\$ 307.20	\$ 25.60
Utilities (*)	\$ 5.26	\$ 4,039.68	\$336.64
Other as agreed	\$ 0.00	\$ 0.00	\$ 0.00
Total Rent Assessment	\$12.16	\$ 9,338.88	\$778.24



CITY OF DOVER

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

LEASE AGREEMENT

(*) Utility costs are variable based upon actual costs as outlined in section 2.

Either party may terminate this Lease Agreement upon providing a written notice with three (3) months advance notice of the termination.

2. Utilities and Maintenance

The TENANT shall be responsible for payment of all operations and maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this lease is established at current rates. Thereafter these costs shall be revised annually and prorated per square foot based upon the previous year's actual cost of operating and maintaining the building. The total square footage of leased space is 768 square feet. The annual revision of operation and maintenance costs shall occur and tenants will be notified in February of the current budget year in time to prepare for the July 1 budget.

3. Condition of Premises.

The LANDLORD leases the Space "as is". TENANT shall be solely responsible for all associated costs for desired original and future build out of the Space; and plans for such build out must be reviewed for potential approval by LANDLORD. TENANT shall be solely responsible for insuring all improvements and contents of the Space, and shall name LANDLORD as an additional insured.

LANDLORD shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LANDLORD shall, at its own expense, make normal repairs and maintain performance of the leased Premises, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LANDLORD shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they are at the date of the commencement of the term of this lease, reasonable wear and damage by accident, fire or other insured against casualty excepted. TENANT and LANDLORD will perform a walk through to evaluate condition of the Premises prior to occupancy.

LANDLORD agrees to maintain the Premises in condition fit for their intended use and to make all necessary repairs of which LANDLORD is aware, including adequate heat and water, and a sound physical structure. Furthermore, LANDLORD will maintain the grounds and remove the rubbish, and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.



CITY OF DOVER

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

LEASE AGREEMENT

4. Access to Premises.

The LANDLORD shall also have the right to enter upon the premises at all reasonable times to inspect same and to expel the TENANT if the TENANT shall fail to comply with or breach in any way this Lease. The LANDLORD shall provide the TENANT with reasonable notice of any inspections of or visits to the premises.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty including fire not arising as a result of the negligence or intentional conduct of the TENANT whereby the premises or any portion of them are destroyed or damaged so as to be unfit for use or occupancy, the LANDLORD specifically reserves the option of terminating this Lease. However, that in the event of total destruction or damage which is equivalent of total destruction, this Lease shall automatically terminate.

In the event these premises shall be taken either under threat of eminent domain or by eminent domain proceedings in whole then this Lease shall be terminated and the rent shall be pro-rated and returned to the TENANT as of the date of such taking. A condemnation award shall belong exclusively to the LANDLORD.

6. Use.

The TENANT shall only use the Space in compliance with the City's McConnell Center Reuse Steering Committee Report dated December 2004, and all applicable amendments thereto, all applicable City ordinances, rules and regulations. Additionally, the Space shall be used for non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease. The parties shall negotiate in good faith for an additional term.

8. Subletting and Assignment.

TENANT shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LANDLORD.

9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease, including, but not limited to, termination for failure of the TENANT to perform as required hereunder, there remains personal property of the TENANT in the Space, the LANDLORD is authorized to dispose of said property after giving written notice of its intent to do so to the TENANT at the last known address of the TENANT.



CITY OF DOVER

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

LEASE AGREEMENT

10. Default/Early Termination.

In the event the TENANT fails to perform its obligations under this Lease, this Lease is defaulted and the LANDLORD is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the TENANT shall default in the observance or performance of any conditions or covenants on TENANT's part to be observed or performed, under or by virtue of any provisions of this lease, the LANDLORD, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expenses of the TENANT. If the LANDLORD makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LANDLORD as additional rent. In the event that there is damage to the Space due to the TENANT's actions or inactions, or the TENANT fails to make any utility payments when due, the Lease may be immediately terminated at the option of the Landlord.

Both the TENANT and the LANDLORD shall be bound to give a three (3) month vacancy notice if the terms of the Lease are to be broken by either party.

11. Indemnification.

TENANT agrees to pay, and to protect, defend, indemnify and save harmless LANDLORD from and against any and all liabilities, losses, damages, costs, expenses, including all reasonable attorney's fees and expenses, causes of action, suits, claims, demands or judgments of any nature whatsoever arising from:

- (i) any injury to, or the death of, any person or any damage to property or to the Space;
- (ii) any act or omission of TENANT or its agents, officers or employees;
- (iii) violation by TENANT of any agreement or condition of this Lease; or
- (iv) violation by TENANT of any law, ordinance or regulation affecting the Space or any part thereof or the ownership, occupancy or thereof.

12. Insurance.

Casualty and property insurance shall continue to be maintained on the subject property by the LANDLORD. TENANT shall procure and maintain in force, at its expense, during the term of this lease agreement, and any extensions of such term, liability and property damage insurance for the Tenant's leased space to be considered primary coverage. LANDLORD has no obligation for any loss to personal property. Proof of insurance shall be supplied to the LANDLORD at the time of occupancy. The City of Dover shall be listed as 'Additional Insured' on the policy and proof of insurance certificate.



CITY OF DOVER

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

LEASE AGREEMENT

13. Liens and Encumbrances.

TENANT will not create or allow any lien, encumbrance or charge on the TENANT Space or on the McConnell Center or on the rents or income there from which may be superior to the LANDLORD's rights hereunder.

14. Parties Bound.

This Lease and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease.

This Lease contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

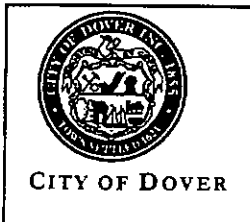
The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not affect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Agreement.

19. Laws Governing.

The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease and determine all rights hereunder.



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

LEASE AGREEMENT

20. Security Deposit.

Upon execution of this Lease, TENANT deposits with LANDLORD \$0 as security for the performance by TENANT of the terms of this Lease to be returned to TENANT, with interest, following the full and faithful performance by TENANT of this Lease. In the event of damage to the House caused by TENANT or TENANT's agents or visitors, LANDLORD may use funds from the deposit to repair, but is not limited to this fund and TENANT remains liable.

21. Merger.

This Lease contains all terms and conditions agreed upon by the parties hereto and not other agreements or representations, oral or otherwise, regarding the subject matter of this Lease shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease shall be in writing and signed by the parties hereto.

IN WITNESS WHEREOF, the parties have hereunto executed this Lease agreement this ____ day of ____, 2013.

Matthew Green
Witness 8/15/13

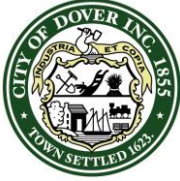
Robert E. Bessette
Witness

COMMUNITY PARTNERS

Peter Sincay CFO
Duly Authorized 8/15/13

CITY OF DOVER

J. Michael Joyal
Duly Authorized 8/20/13



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2014.12.10 – 135**

Resolution Re: Approval of Workforce Housing Coalition of the Greater Seacoast Lease

WHEREAS: The Workforce Housing Coalition of the Greater Seacoast, a New Hampshire non-profit corporation, seeks to enter into a Lease Agreement with the City of Dover; and

WHEREAS: The location the Leased Premises is to be at the McConnell Center, 30 St. Thomas Street, Dover, New Hampshire, Room 302A, which contains 345 square feet.

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

The City Manager is authorized to sign a Lease Agreement between the City of Dover and Workforce Housing Coalition of the Greater Seacoast for a term of eighteen (18) months, with a two (2) year renewal option, for Room 302A in the McConnell Center.

AUTHORIZATION

Approved as to Funding: Daniel Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

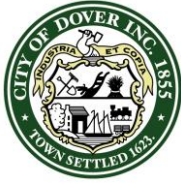
Approved as to Legal Form
and Compliance: Anthony I. Blenkinsop
City Attorney

Recorded by: Karen Lavertu
City Clerk

R-2014.12.10_Approval of Workforce Housing Coalition of the
Greater Seacoast Lease,

Document Created by: Legal Division
Document Posted on: November 25, 2014

Page 1 of 2



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2014.12.10 – 135**

Resolution Re: Approval of Workforce Housing Coalition of the Greater Seacoast Lease

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:

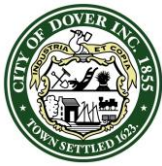
The City of Dover leases space at the McConnell Center to non-profit organizations and state agencies.

See attached Lease Agreement

R-2014.12.10_Approval of Workforce Housing Coalition of the
Greater Seacoast Lease,

Document Created by: Legal Division
Document Posted on: November 25, 2014

Page 2 of 2



CITY OF DOVER

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

LEASE AGREEMENT

THIS LEASE made this ____ day of _____, 20__, by and between **WORKFORCE HOUSING COALITION OF THE GREATER SEACOAST** of One Middle Street, Suite 211, P.O. Box 4772, Portsmouth, New Hampshire 03802-4772 (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, of 288 Central Avenue, Dover, New Hampshire 03820 (hereinafter referred to as “LESSOR”).

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the parties agree as follows:

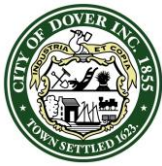
1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the space within the City’s McConnell Center located at 30 St. Thomas Street, Dover, New Hampshire, which space is intended to contain 345 square feet and more particularly identified on the McConnell Center Plans dated February 6th, 2006 as Room 302A (“the Space”).

In conjunction with the use of the Space, LESSEE shall have the right to use ten (10) parking spaces for its employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE’s normal operations between the hours of 8 am and 4 pm Monday through Friday. Additionally, visitor spaces are available in a parking lot created adjacent to the building on St. Thomas Street. It is agreed the spaces will not be reserved and used on a first come first served basis with no signage designating spaces to the LESSEE. The parking spaces may be subject to relocation within the entire parking lot at the sole discretion of the City of Dover.

The term of LESSEE’s Lease shall be for eighteen (18) months beginning on **January 1, 2015 and ending on June 30, 2016**. There shall be an option to renew this lease for an additional 2 year term at the LESSEE’S request pursuant to Paragraph 7. Any additional term shall be separately negotiated.

Monthly rent shall be paid the first of each month to the City of Dover. LESSEE’S first year’s rent charges are based upon space allocation of 345 square feet and calculated using the following components:



CITY OF DOVER

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

LEASE AGREEMENT

Component	Rate	Assessment	
		Annual	Monthly
Fixed Rent	\$ 6.50	\$2,242.50	\$186.88
Capital Reserve	\$ 0.40	\$ 138.00	\$ 11.50
Operation (*)	\$ 6.16	\$2,125.20	\$177.10
Other as agreed	\$ 0.00	\$0.00	\$0.00
<i>Total Rent Assessment</i>	<i>\$13.06</i>	<i>\$4,505.70</i>	<i>\$375.48</i>

(*) Operation costs are variable based upon actual costs as outlined in section 2.

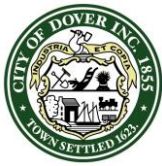
2. Utilities and Operations

The LESSEE shall be responsible for payment of all operations and maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this lease is as set forth above established at \$6.16/sf. initially. Thereafter these costs shall be revised annually and prorated per square foot based upon the previous year's actual cost of operating and maintaining the building. The total square footage of leased space is 54,348 square feet. The annual revision of operation and maintenance costs shall occur in February and take effect the following July 1st.

3. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future build out of the Space; and plans for such build out must be reviewed for potential approval by LESSOR. LESSEE shall be solely responsible for insuring all improvements and contents of the Space, and shall name LESSOR as an additional insured on its general and property liability insurance policy.

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Premises, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they are at the date of the commencement of the term of this lease,



CITY OF DOVER

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

LEASE AGREEMENT

reasonable wear and damage by accident, fire or other insured against casualty excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Premises prior to occupancy.

LESSOR agrees to maintain the Premises in condition fit for their intended use and to make all necessary repairs of which LESSOR is aware, including adequate heat and water, and a sound physical structure. Furthermore, LESSOR will maintain the grounds and remove the common area rubbish, and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LESSOR shall also have the right to enter upon the Space at all reasonable times to inspect same and to expel the LESSEE if the LESSEE shall fail to comply with or breach in any way this Lease. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the Space.

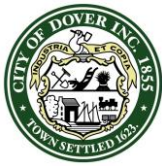
5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty, including fire, not arising as a result of the negligence or intentional conduct of the LESSEE whereby the Space or any portion of them are destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease. However, that in the event of total destruction or damage which is equivalent of total destruction, this Lease shall automatically terminate.

In the event these premises shall be taken either under threat of eminent domain or by eminent domain proceedings in whole then this Lease shall be terminated and the rent shall be pro-rated and returned to the LESSEE as of the date of such taking. A condemnation award shall belong exclusively to the LESSOR.

6. Use.

The LESSEE shall only use the Space in compliance with the City's McConnell Center Reuse Steering Committee Report dated December 2004, and all applicable amendments thereto, and all applicable City ordinances, rules and regulations. Additionally, the Space shall be used for non-profit purposes only. No residential use shall be permitted.



CITY OF DOVER

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

LEASE AGREEMENT

7. Renewal of Lease.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease or the expiration of an applicable additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to exercise its option to extend the term of the Lease for an additional period and seek to continue its Lease upon such terms and conditions as the parties may then agree.

8. Subletting and Assignment.

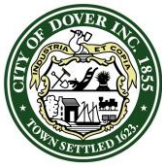
LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.

9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease, including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

10. Default/Early Termination.

In the event the LESSEE fails to perform its obligations under this Lease, this Lease is defaulted and the LESSOR is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the LESSEE shall default in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this lease, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expenses of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Space due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease may be immediately terminated at the option of the LESSOR.



CITY OF DOVER

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

LEASE AGREEMENT

11. Indemnification.

LESSEE agrees to pay, and to protect, defend, indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses, including all reasonable attorney's fees and expenses, causes of action, suits, claims, demands or judgments of any nature whatsoever arising from:

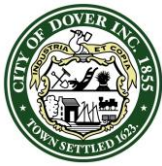
- (i) any injury to, or the death of, any person or any damage to property or to the Space;
- (ii) any act or omission of LESSEE or its agents, officers or employees;
- (iii) violation by LESSEE of any agreement or condition of this Lease; or
- (iv) violation by LESSEE of any law, ordinance or regulation affecting the Space or any part thereof or the ownership, occupancy or thereof.

12. Insurance.

Casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense, during the term of this lease agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary coverage. LESSOR has no obligation for any loss to personal property. Proof of insurance shall be supplied to the LESSOR at the time of occupancy. The City of Dover shall be listed as 'Additional Insured' on the policy and proof of insurance certificate.

13. Liens and Encumbrances.

LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE Space or on the McConnell Center or on the rents or income there from which may be superior to the LESSOR's rights hereunder.



CITY OF DOVER

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

LEASE AGREEMENT

14. Parties Bound.

This Lease and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease.

This Lease contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

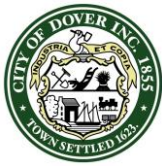
Any determination that any provision of this Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not effect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Agreement.

19. Laws Governing.

The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease and determine all rights hereunder.

20. Security Deposit.

Upon execution of this Lease, LESSEE deposits with LESSOR \$0 as security for the performance by LESSEE of the terms of this Lease to be returned to LESSEE, with interest, following the full and faithful performance by LESSEE of this Lease. In the



CITY OF DOVER

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

LEASE AGREEMENT

event of damage to the Premises caused by LESSEE or LESSEE 's agents or visitors, LESSOR may use funds from the deposit to repair, but is not limited to this fund and LESSEE remains liable.

21. **Merger.**

This Lease contains all terms and conditions agreed upon by the parties hereto and not other agreements or representations, oral or otherwise, regarding the subject matter of this Lease shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease shall be in writing and signed by the parties hereto.

22. **Amendment.**

This Lease amends and supersedes in its entirety the lease entered into by the Parties on ____NA____.

IN WITNESS WHEREOF, the parties have hereunto executed this Lease agreement this ____ day of _____, 2014.

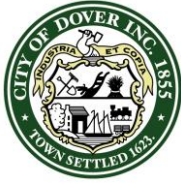
LESSEE
WORKFORCE HOUSING COALITION
OF THE GREATER SEACOAST

Duly Authorized

Witness
Date

LESSOR
THE CITY OF DOVER
J. Michael Joyal, Jr., City Manager
Duly Authorized

Witness
Date



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2014.12.10 – 136**
Resolution Re: Authorization for the City Manager to Enter in a Lease Agreement with NH Fish and Game for Barbadoes Pond

- WHEREAS: In the late 1990's, the Grandview Drive Subdivision was developed on property along the eastern shore of Barbadoes Pond and essentially eliminated public access to Barbadoes Pond; and
- WHEREAS: The City of Dover owns a large parcel of land in Madbury which has frontage on Barbadoes Pond; and
- WHEREAS: NH Fish and Game requested permission to establish a public access to the pond on the City's property; and
- WHEREAS: For a number of years the City and State have been parties to a Lease Agreement whereby Fish & Game provides public access to Barbadoes Pond over City land. The current Lease expires in January 2015; and
- WHEREAS: A continued agreement between the City and State regarding public access is a benefit to the residents of Dover and the State at large.

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

The City Manager is authorized to enter into a further Lease Agreement regarding public access to Barbadoes Pond with NH Fish and Game.

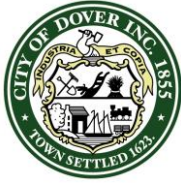
AUTHORIZATION

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
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

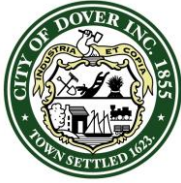
Resolution Number: **R – 2014.12.10 – 136**
Resolution Re: Authorization for the City Manager to Enter in a Lease Agreement with NH Fish and Game for Barbadoes Pond

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2014.12.10 – 136**
Resolution Re: Authorization for the City Manager to Enter in a Lease Agreement with NH Fish and Game for Barbadoes Pond

RESOLUTION BACKGROUND MATERIAL:

Barbadoes Pond has provided area residents a place to canoe and fish for many years. NH Fish and Game stocks the pond annually to enhance the fishery. In the late 1990's, the Grandview Drive Subdivision was developed on property along the eastern shore of Barbadoes Pond and essentially eliminated public access to Barbadoes Pond. The City of Dover owns a large parcel of land in Madbury which has frontage on Barbadoes Pond. The property also has a public water supply well on it. NH Fish and Game approached the Community Services Department shortly after access to the pond was lost. They requested permission to establish a public access to the pond on the City's property. The City agreed to allow public access on a conditional basis. The City was concerned about potential vandalism which could compromise water system assets or water quality.

The practice of allowing public access at the Barbadoes property has been successful and without incident. NH Fish and Game has lived up to its obligations providing trash pick up, sanitary services and policing the access.

A five year Lease Agreement between the City and State expires in January 2015. NH Fish and Game and the City have negotiated another a five year lease for the Barbadoes Pond access.

Please see draft Lease Agreement attached.

STATE OF NEW HAMPSHIRE
Lease Agreement for Dover, N.H Public Access Facility
2015 Renewal

1. PARTIES TO THE LEASE

The Lessor (hereinafter referred to as the "City") is:

City of Dover incorporated in the State of New Hampshire with a Business Address of 288 Central Avenue, Dover, NH, 03820 and a phone number of (603) 516-6000 having been granted authority to enter into this lease by the City of Dover City Council on December 10, 2014, as evidenced by the Resolution attached hereto as Appendix A,

The Lessee (hereinafter referred to as the "State") is:

The State of New Hampshire acting by and through its Fish and Game Department, 11 Hazen Drive, Concord, NH 03301 with a phone number of 603-271-3511.

The indenture of this Lease Agreement for **Dover**, New Hampshire canoe/cartop and walk in public access facility at Barbadoes Pond (hereinafter the "Lease") shall be effective on the date of the Lease's approval by the New Hampshire Governor and Executive Council (the "Effective Date"). This Lease is to be recorded by the State in the **Strafford** County Registry of Deeds within thirty (30) days after approval of Governor and Executive Council.

WITNESSETH THAT:

2. DEMISE OF PREMISES

For and in consideration of the mutual covenants and agreements herein contained, the City hereby demises to the State and the State hereby leases from the City, the following Premises (hereinafter called the "Premises") for the Term (as defined herein) and upon the terms and conditions hereinafter set forth:

Parking Easement

Beginning at a New Hampshire Fish and Game aluminum bound, said point being the most westerly corner of the within described parcel; thence, N 35°00'10" E a distance of 50.00 feet to a New Hampshire Fish and Game aluminum bound; thence, S 54°59'50" E a distance of 195.00 feet to a New Hampshire Fish and Game aluminum bound; thence, S 35°00'10" W a distance of 50.00 feet to a point; thence, N 54°59'50" W a distance of 195.00 feet to the point of beginning. Containing 9,750 square feet or 0.22 acres

Access Easement

Beginning at a point on the most northwesterly line of the previously described parcel at the approximate centerline of an existing 10 foot wide trail, more or less, said point being further described as being N 35°00'10" E a distance of 12 feet, more or less, from a New Hampshire Fish and Game aluminum bound; thence, following said trail centerline in a Northwesterly direction, Westerly direction and again in a Northwesterly direction for a total distance of 850 feet, more or less, to the edge of Barbadoes Pond.

Shoreline Easement

A 150 foot wide by approximately 245+/- feet along the shore of said Barbadoes Pond, said premises being over and upon a portion of land owned by the City identified as Tax Map F-1, Lot F-42, also known as the Hughes Well lot.

The demise of the Premises consists of an area of land described in a Plan entitled Easement Plat prepared for F.S.T. Inc. of Barbadoes Pond, Dover, New Hampshire dated October 10, 2008 and added to the Lease as Appendix B (hereinafter called the "Plan"). The State will be responsible for the costs of preparing the Plan. Said Plan may be amended by the State during project development and construction by mutual agreement of the State and the City.

3. PURPOSE OF THE LEASE

Pursuant to this Lease, the State intends to maintain, manage, operate, inspect, and enforce an access facility (hereinafter called the "Facility") on the banks of the **Barbadoes Pond** on land owned by the City of Dover for the benefit of the general public. The State shall record, after review and written approval by the City, a Notice of Completion including final design in the Strafford County Registry of Deeds (the "Registry"), which shall include the Effective Date and the Term of this Lease, as hereinafter defined, and shall incorporate the terms and conditions of this Lease by reference.

4. TERM; DELAY IN OCCUPANCY; EXTENSION OF TERM

A. Term: The State shall have and hold the Premises for five (5) years, commencing on the Effective Date (the "Term").

- B. **Delay in Occupancy:** If for any reason, the City fails to complete preparations of the Premises for occupancy by the State, or the City is unable to deliver possession of the Premises on the Effective Date of this Lease, all conditions and covenants of the State hereunder shall, at the State's option, be postponed until possession of the Premises is given, or until such reasonable time as the City shall complete all necessary preparations.
- C. **Extension of Term - General:** The State, subject to approval by the Governor and Executive Council, and the City, subject to approval by the City Council, may agree to extend the Term to a mutually agreeable additional term, upon the same terms and conditions as set forth herein. Either the City or the State must initiate discussions regarding extension at least one (1) year in advance of the termination of this Lease in order to allow all necessary approvals to be obtained before the Lease expires. In such event, the Lease shall be amended and a corrective notice shall be recorded at the Registry to memorialize the additional term.
- D. **Extension of the Term - Capital Improvements at Request of City:** If, at the request of the City, additional capital improvements are made to the site by the State during the Term of this Lease, this Lease shall be extended by the life of the additional improvements made, said additional life of improvements to be determined by the State with the assistance of the Federal Funding Agency at the time the improvements are planned. In such event, the Lease shall be amended and a corrective notice shall be recorded at the Registry to memorialize the extension of the Term. Notwithstanding the forgoing, and notwithstanding anything to the contrary in this Lease, if the condition of the Facility jeopardizes the health or safety of the public, the State may make all necessary repairs to the Facility including, but not limited to, in-kind replacement of capital improvements.
- E. **Conditions on the Extension of Term:** It is hereby understood and agreed by the parties that any extensions of this Lease are conditional upon mutual approval by the New Hampshire Governor and Executive Council and the City. If an extension request is denied by either party, this Lease shall terminate pursuant to the original Term as set forth above; unless the parties agree that the Lease should terminate sooner. In the event that the Term shall be amended, a corrective Notice shall be recorded at the Registry to memorialize the amended Term.

5. CONSIDERATION

There shall be no monies paid by the State to the City as rent. In lieu of rent, the State shall maintain, manage, operate, inspect and enforce a public access Facility, as depicted on the Plan, during the Term of the Lease for the benefit of City residents and the non-resident general public.

6. CONDITIONAL OBLIGATION OF THE STATE

Notwithstanding the provisions of Sections 4 and 5 or anything contained in this Lease to the contrary, it is hereby expressly understood and agreed by the Parties hereto that the existence

and continuance of this Lease and the obligations of the State hereunder, with the exception of actions required of the State to protect the public health and safety at the Premises which shall remain a State obligation so long as this Lease is in effect, are contingent upon the availability of State funds appropriated by the General Court of New Hampshire, and that the State shall not be responsible for carrying out the obligations under this Lease except to the extent such funds are available. In the event that any portions of such funds are not available, the State may, at its option, terminate the Lease by serving thirty (30) days written notice to the City of its intention to terminate the Lease. Termination shall occur subject to the requirements of Section 22. The City agrees to waive all claims for damages, injunctive relief, or other relief arising from the State's termination of this Lease pursuant to this Section 6.

7. USE OF FACILITY

The State shall use the Premises for the purpose of providing cartop/canoe and walk-in access to the **Barbadoes Pond**

8. PLANNED CAPITAL IMPROVEMENTS AND TITLE TO IMPROVEMENTS

The State shall provide, at its sole cost, the specific capital improvements to the Premises as set forth in Appendix C. All improvements constructed or installed by the State, including but not limited to structures, equipment, and machinery, shall be owned by the State so long as this Lease is in effect. See Section 22 regarding changes to title upon termination of the Lease.

A. **Subsequent Alterations or Additions:** The State may provide, at its sole cost, such other capital improvements, in addition to those set forth in Appendix C, as may be mutually agreed upon by the parties. Mutual agreement by the parties of any such alterations, additions, or improvements shall be evidenced in writing, signed by both the State and the City, kept on file with the State and the City. The State may conduct a "Public Open House" to collect public comment in the event of any such alterations or additions.

9. CONSTRUCTION OF THE PUBLIC ACCESS FACILITY

The State shall, at its own expense, make any alterations, additions, or improvements to the Premises in order to maintain and operate a Public Access Facility as shown on the Plan.

A. **Manner of Work:** All alterations, additions or improvements to the Premises shall be performed in a good workmanlike manner, and when completed shall be in compliance with all Federal and State statutes. Any permits required by law or rule shall be obtained by the State. All alterations, additions, or improvements shall be made in accordance with the Plan or shall be mutually agreeable between the State and the City under the procedure described above in Section 8.

B. **Subsequent Alterations:** Any alterations to the Facility after initial construction shall not weaken or impair the structure of the Facility, substantially lessen its value, or change the

purpose for which it is used. No alteration shall be undertaken which decreases or has the effect of decreasing the usefulness of the Premises for a Public Access Facility.

10. MAINTENANCE, MANAGEMENT, OPERATION, INSPECTION AND ENFORCEMENT

For the duration of the Term, the State shall be responsible for the maintenance, management, operation, inspection, and enforcement of the Facility, including but not limited to grounds maintenance and trash and litter removal. State laws and rules, such as those in effect at the Commencement of this Lease (see Appendix D attached hereto), will be enforced by the State. Such laws and rules may be amended from time to time, and laws and rules in effect during this Lease will be enforced. The City may, with approval of the State, post and enforce additional rules that will not interfere with the intent and operation of the Public Boat Access Facility. The State shall be responsible for policing and enforcing all State rules and regulations concerning the use of the Facility. The City shall be responsible for enforcing its rules and regulations.

11. REPAIRS, REPLACEMENTS AND/OR RECONSTRUCTION OF CAPITAL IMPROVEMENTS

- A. **Ordinary Repairs:** The State shall be responsible for and shall undertake any repairs, replacements, and/or reconstruction of any capital improvement to the Facility as may be made necessary by the effects of weather or normal usage and wear by the public. Necessity for such repairs shall be determined by the State. Such repairs, replacements, and/or reconstruction shall be dependent upon the appropriation of adequate funds by the New Hampshire Legislature, Federal Funding, and/or Governor and Council approval.
- B. **Extraordinary Repairs or Major Improvements:** If substantial repairs or construction of capital improvements, not including routine maintenance, are needed to protect public health and safety as determined by the State, and if such repairs or improvements would extend the life of the Facility beyond the term of the Lease, the State will consult with the City as to whether the Lease should be extended by the life of the anticipated new improvements or the Lease should terminate pursuant to the original Term. An extension of the Term of the Lease shall require City approval, as described above in Section 4(E). At the State's sole discretion, the State may permit the City to perform the necessary repairs or construction of capital improvements, to an equal or better standard than what would normally be provided by the State.

12. USE AS A PUBLIC ACCESS SITE

The City covenants and agrees that the public's use of the Boat Facility shall not be disturbed or interfered with by the City, or any person claiming by, through or under the City. The State agrees and covenants that in the event of an emergency requiring the City to gain immediate access to the Facility, access shall not be denied.

13. SIGNS

The State shall have the right to erect, and maintain a sign or signs on the Premises identifying the Facility, listing rules and regulations and posting educational materials that would be helpful to Facility users. All signs shall be removed by the State at the State's expense, at the end of the Term or any extension thereof. All damage due to such removal shall be repaired by the State as described in Section 22 herein.

14. PUBLIC ACCESS

The Facility shall be subject to 24-hour public use for the purpose of providing access to the Barbadoes Pond, and the use thereof for recreational purposes, it being expressly understood by the parties that use of the Facility may not be restricted exclusively to City of **Dover** residents.

15. CITY ROAD TO FACILITY

The City shall also grant to the State a right-of-way easement over and upon its existing driveway from Old Stage Road to the Premises. This term of this easement shall coincide with the term of this Lease.

The City shall maintain this driveway, leading from Old Stage Road to the Premises, in a condition suitable to handle public ingress and egress to the Facility.

Snow removal on the Premises will not be provided by the State.

16. TEMPORARY CLOSURE OF FACILITY

If conditions at the Facility pose a health or safety hazard, and when construction, maintenance, or enforcement activities require, the State may temporarily close the Facility or any portion of it to public use.

17. INSURANCE

Upon the Effective Date and throughout the Term of this Lease, and any extension thereof, the City shall at its sole cost and expense, maintain with respect to the Premises and the property of which the Premises are a part, comprehensive general liability insurance against all claims of bodily injury, death, or property damage occurring on (or claimed to have occurred on) in or about the Premises and caused by, or claimed to have been caused by, the City's negligent acts or omissions. All such insurance shall cover the City against liability and name the State as "additionally insured" within the policy for claims caused by the City's negligence in limits of not less than One million dollars (\$1,000,000.00) per occurrence and Two million dollars (\$2,000,000.00) aggregate.

The first certificate of such insurance is attached hereto as Appendix E and is incorporated herein by reference. The City will in subsequent years send the insurance certificate(s) to the Business Division of the Fish and Game Department upon request.

18. OTHER CONSISTENT USES

Nothing contained herein shall be deemed to limit the authority of the City to make use of the Premises and its surrounding area for other public or municipal purposes, provided that such other uses do not interfere with the public's use of the Facility for access to the Barbadoes Pond for recreational uses.

19. ASSIGNMENT AND SUBLEASE

This Lease shall not be assigned by the City or State without the prior written consent of the other, nor shall the State sublet the Premises or any portion thereof without the City's written consent which consent shall not be unreasonably withheld, and provided, further, that any such resulting assignee or sublessee shall have given written certification to the City to accept and perform all of the terms, covenants and conditions of this Lease to be kept and performed by the State, and that the assignee or sublessee agrees to comply with and be bound by said terms, covenants and conditions. Consent by the City to any assignment or sublease shall not waive the necessity for consent to any subsequent assignment or sublet.

In the case of any assignment or sublease of this Lease, the same shall be evidenced in writing with a Notice of Lease that is duly recorded in the Registry. In the event of an assignment of this Lease or any interest therein to a private party, or a sublease of all or any part of the Premises of this Lease to a private party, or if there is a new tenant that is a private party for the balance of this Lease or any extension, the City shall have the right to negotiate a reasonable rent, to require the new tenant to maintain insurance policies to the City's satisfaction, to require payment of real property taxes if the new party is not eligible for a tax exemption, and to make such other changes reasonably related to a typical commercial lease that are being waived for the State.

Notwithstanding the foregoing, the State may sublet the Premises or any portion thereof to a government agency under the auspices of the State without the City's prior consent but will inform the City of its intentions at least 30 days prior to the sublease.

20. INDEMNIFICATION

Except as described in Sections A and B below, the City will to the full extent of the City's liability insurance coverage defend and indemnify the State from and against any and all losses suffered by the State, and from and against any and all claims, liabilities or penalties asserted by, or on behalf of, any person, firm, corporation or public authority on account of, or based upon, any injury to a person or loss or damage to property, sustained or occurring, or which is claimed to have been sustained or to have occurred, on or about the Premises, on account of, based upon, or resulting from the negligent acts or omissions, or other misconduct, of the City, its officials, and/or employees.

- A. **State's Acts or Omissions Excepted:** Notwithstanding the foregoing, nothing contained in this section shall be construed to require the City to indemnify the State for any loss or damage resulting from the acts, omissions, fault, negligence or misconduct of the State or its agents, servants, and employees.
- B. **Sovereign Immunity:** Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State and of the City as a subdivision of the State, which immunity is hereby reserved.

21. FIRE, CASUALTY AND EMINENT DOMAIN

Should a substantial portion of the Premises or of the property of which they are a part, be substantially damaged by fire or other causality, or be taken by eminent domain, the City or the State may elect to terminate this Lease, only if the State is not willing or able to replace the Facility as described in Section 11(B).

22. TERMINATION OF LEASE AND TITLE TO ALTERATIONS, ADDITIONS OR IMPROVEMENTS

Subject to the sub-paragraph immediately below, title to all improvements constructed or installed by the State, including but not limited to structures, equipment, and machinery, shall be in the State so long as this Lease is in effect.

- A. **Removal of State Property:** The State may, no later than 120 days after the termination or expiration of this Lease or any extension thereof, remove from the Premises any and all personal property installed by it, such as signs, materials and equipment, provided that doing so does not cause any substantial damage to the Premises. Any structures or other permanent improvements that were constructed by the State but are not in a safe condition for use by the public shall be removed without unnecessary damage to the land, unless the City agrees in writing to accept title to such improvements. All permanent improvements with useful life remaining, and all other property not so removed, shall become the property of the City at the end of the 120-day period after the termination or expiration of the Lease.
- B. **Condition of Premises at Termination:** The State shall leave the Premises in good order and condition, and shall repair any and all damage caused by removal of its property, ordinary wear and tear of the Premises excepted.

23. BREACH BY CITY

In the event that the City defaults in the observance of any of the City's covenants, agreements and obligations hereunder, and if such default materially impairs the habitability and use of the Premises by the State, which is not corrected within thirty (30) days of the date of the written notice by the State to the City specifying such default and requiring it to be remedied, then the State may serve a written five (5) day notice of cancellation of this Lease

upon the City, and upon the expiration of such a five (5) day period, the Lease shall terminate.

If any such default of the City does not materially impair the habitability and use of the Premises by the State, the City shall cure such default within thirty (30) days of the date on the written notice or within such reasonable alternative amount of time agreed upon in writing by the State, failing which, the State may terminate this Lease upon ten (10) days written notice to City.

If the City believes that activities on the Premises constitute a threat to the public water supply the City may, at its option, terminate the Lease by serving thirty (30) days written notice to the State of its intention to terminate the Lease. Termination shall occur subject to the requirements of Section 22.

Rights Hereunder: The rights granted under this Section are in addition to, and not in substitution for, any rights or remedies granted herein to the parties, or any rights or remedies at law, or in equity.

24. CONDITIONS PRECEDENT OF THE STATE

The State's obligations under this Lease, including its obligation to maintain the Facility, are subject to each of the following conditions, which run to the State's exclusive benefit:

- A. The State may perform, at its cost, any necessary activities to assure that the Premises meets the Department's programmatic objectives. These objectives include, but are not limited to the following:
 - a. Acceptable level of hazardous waste that meet or exceed public safety and health standards;
 - b. Protection of federal and state endangered/threatened and rare plant & animals species and their critical habitats;
 - c. Protection of state historic/prehistoric resources;
 - d. Protection of essential fish habitats (EFH) for marine, estuarine and anadromous finfish, mollusks and crustaceans;
 - e. Floodplain, flood storage and wetland protection;
 - f. Shoreland protection of public waters consistent with the Shoreland Protection Act;
 - g. Protection of navigation in navigable waters;
 - h. Farmland protection policies; and
 - i. Coastal zone management policies.

If the Premises fail, in the State's sole discretion, to meet any of the above objectives, the State's obligations under this Lease shall be void.

- B. The State must obtain approval from the Governor and Executive Council to enter into the Lease and to make capital improvements on the Premises. The State shall provide notice to the City within 14 days of receipt of such approval.

In the event that the conditions precedent cannot be satisfied by the State, then this Lease shall terminate without recourse by or against either party.

25. SURRENDER OF THE PREMISES

In the event that the Lease, and any extension thereof, shall have expired or terminated, the State shall peacefully quit and surrender the Premises to the City, consistent with the terms in Section 22. The State's obligations to observe or perform the covenants contained herein shall survive the expiration or termination of this Lease.

26. NOTICE

Any notice sent by a party hereto to the other party shall be delivered by registered or certified mail, postage prepaid, in a United States Post Office, addressed to the parties at the addresses provided in Section 1 above.

27. MISCELLANEOUS

- A. **Extent of Instrument, Choice of Laws, Amendment, etc.:** This Lease, which may be executed in a number of counterparts, each of which shall have been deemed an original but which shall constitute one and the same instrument, is to be construed according to the laws of the State of New Hampshire. It is to take effect as a sealed instrument, is binding upon, inures to the benefit of, and shall be enforceable by, the parties. It can be amended only by a written instrument executed and approved by the City and the State.
- B. **No Waiver or Breach:** No assent by either party, whether express or implied, shall act as a waiver of a right of action for damages as a result of a breach of covenant, condition or obligation by the other party, nor shall it be construed as a waiver of any subsequent breach of the covenant, condition, or obligation.
- C. **Unenforceable Terms:** If any terms of this Lease, or any application thereof, shall be invalid or unenforceable, the remainder of this Lease and any application of such terms shall not be affected thereby.
- D. **Meaning of "City" and "State":** Where the context so allows, the meaning of the term "City" shall include the employees and officials of the City, and the term "State" shall include the agencies, departments, employees, agents, contractors, servants, and licensees of the State.
- E. **Headings:** The headings of this Lease are for purposes of reference only, and shall not limit or define the meaning hereof.

- G. **Entire Agreement:** This Lease embodies the entire agreement and understanding between the parties hereto, and supersedes all prior agreements and understandings relating to the subject matter hereof.
- H. **No Waiver of Sovereign Immunity:** No provision of this Lease is intended to be, nor shall it be, interpreted by either party to be a waiver of sovereign immunity.
- I. **Third Parties:** The parties hereto do not intend to benefit any specific third parties, and this agreement shall not be construed to confer any such benefit.
- J. **Incompatible Use:** The City will not rent, lease, or otherwise furnish or permit the use of the Premises, to any enterprise or activity whereby the efficient daily operation of the Facility would be adversely affected by the subsequent increase in traffic, parked vehicles, noise, odors, or any other objectionable condition or activity.

DRAFT

IN WITNESS WHEREOF:

The parties hereto have set their hands on the following three signature pages:

STATE OF NEW HAMPSHIRE

The State of New Hampshire, acting through its Fish and Game Department on this day ____ of _____, 2014.

Glenn Normandeau, Executive Director

State of New Hampshire
County of _____

Personally appeared on this _____ day of _____, 2014, Glenn Normandeau, who acknowledges himself to be the Executive Director for the New Hampshire Fish and Game Department, and as such is duly authorized to executed the foregoing instrument for the purposes therein contained, by signing his name on behalf of the State of New Hampshire.

Notary Public/Justice of the Peace [seal]
My Commission Expires: _____

CITY OF DOVER

APPROVED: On this _____ day of _____, 2014.

City Manager

State of New Hampshire
County of _____

Personally appeared on this _____ day of _____, 2014, the undersigned officer who acknowledged themselves to be the Mayor of the City of Dover and that as such , he/she are duly authorized to execute the foregoing instrument for the purposes therein contained, by signing their names on behalf of the City of Dover.

Notary Public/Justice of the Peace [seal]
My Commission Expires: _____

APPROVALS:

Approved by the Department of Justice as to form, substance, and execution on this ____ day of _____, 2014;

Assistant Attorney General

Approved by the Governor and Executive Council:

Approval Date: _____ Item #: _____

The date of approval by the Governor and Executive Council shall constitute the Effective Date of this Lease.

DRAFT

APPENDIX A
RESOLUTION OF CITY OF DOVER CITY COUNCIL

DRAFT

APPENDIX B
STATEWIDE PUBLIC BOAT ACCESS PROGRAM
BARBADOES POND, DOVER, NH SITE PLAN

RECORDED STRAFFORD COUNTY REGISTRY OF DEEDS

DATE: FEBRUARY 1, 2010

PLAN #: 98-75

DRAFT

APPENDIX C

LIST of ACCESS AREA IMPROVEMENTS to be made by NH FISH AND GAME

The New Hampshire Fish and Game Department will:

- Continue placement and maintenance of portable toilets seasonally for the life of the lease.

DRAFT

APPENDIX D
NH FISH AND GAME BOAT ACCESS AREA
RULES and REGULATIONS

CHAPTER Fis 1600 STATEWIDE PUBLIC ACCESS PROGRAM

PART Fis 1601 CHAPTER DEFINITIONS - RESERVED

PART Fis 1602 DEPARTMENT CONTROLLED BOAT ACCESS FACILITIES

Fis 1602.01 Rules for Department Controlled Boat Access Facilities.

(a) Department controlled boat access facilities shall be subjected to the following:

- (1) There shall be no bathing, washing or swimming permitted;
- (2) No person shall remove, destroy, or damage any tree, shrub, vine or plant or any part thereof;
- (3) No person, except a law enforcement officer acting under proper authority, shall obstruct any other individual from launching a watercraft;
- (4) No person shall park any vehicle or moor a watercraft in such a manner as to obstruct any avenue of ingress or egress, except for the purpose of launching. After launching, vehicles shall be parked in designated parking spaces
- (5) There shall be no fires or burning materials on the ground unless they are in designated fireplaces that are provided;
- (6) There shall be no camping;
- (7) No person shall leave or store watercraft unless otherwise posted;
- (8) No person shall discharge human waste from recreational vehicles;
- (9) No person shall discharge a firearm, fireworks or other explosive devices;
- (10) No person shall consume alcoholic beverages or possess an open container of alcoholic beverage;
- (11) Commercial use of the facilities shall be prohibited;
- (12) No person shall dispose of any trash except where trash receptacles are provided;

(13) No person shall attach, affix or mount any commercial or private advertisement to a department owned kiosk, building or to any other area of the public access facility;

(14) The access facilities shall be open to the public 24 hours a day except that between 10:00 pm and 5:00 am, the access sites shall be used solely for the purpose of launching and retrieval of watercraft and/or fishing from shore. No other use of the access sites shall be allowed;

(15) No person shall park any vehicle and/or trailer in an area which has been posted to prohibit parking;

(16) No person shall park any vehicle without an attached trailer, or trailer alone, in an area which has been designated for the parking of vehicles with attached trailers;

(17) No vehicle and/or trailer shall be left for a period of greater than 24 continuous hours;

(18) Vehicles and/or trailers parked contrary to this section may, at the discretion of a law enforcement officer acting under proper authority, be towed at the owners expense;

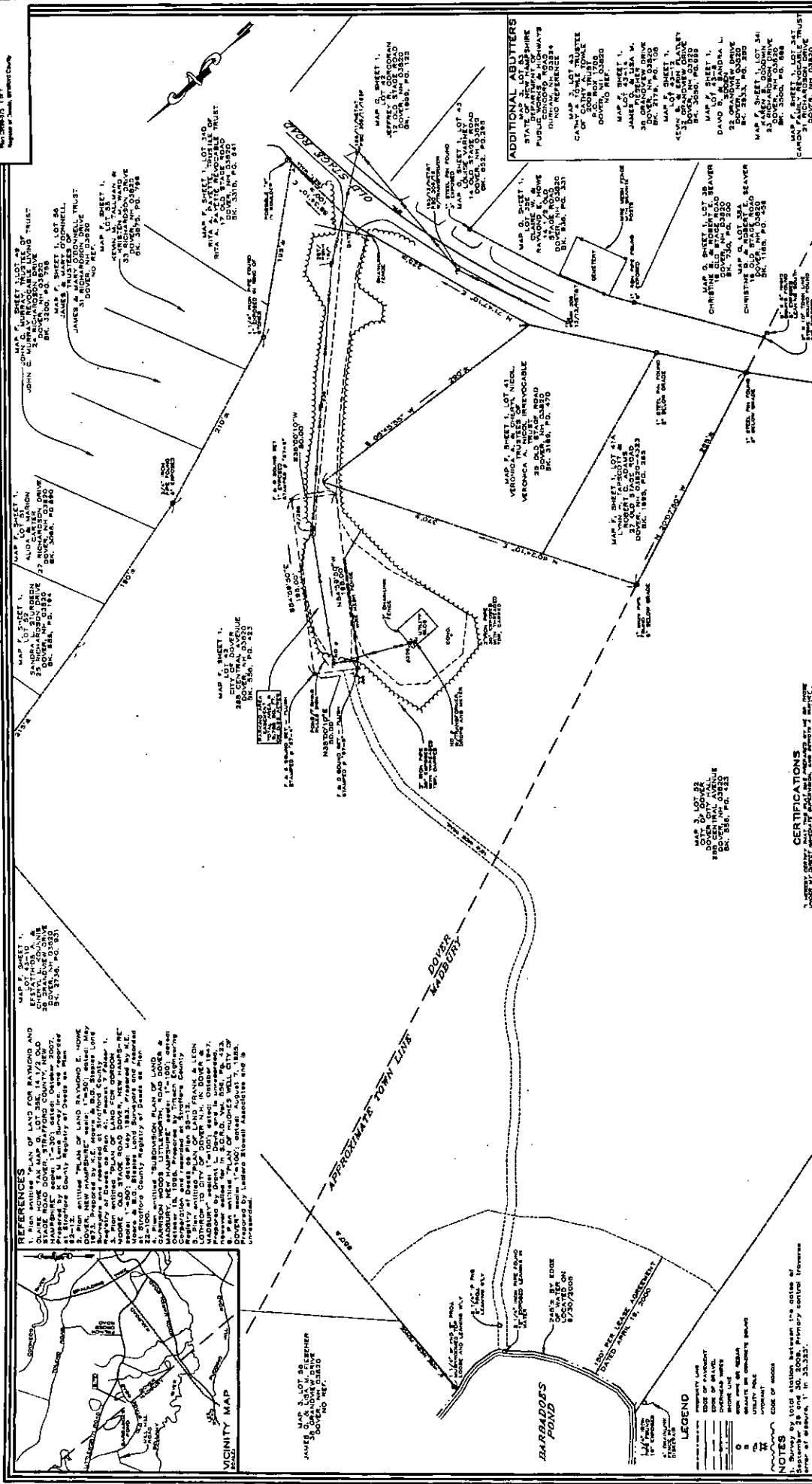
(19) If the access facility is filled to capacity, the facility shall be closed to entry by additional vehicles and trailers until such time as additional parking is available and the safety of all individuals can be ensured;

(20) The access facility shall be closed to all public use during periods of time for activities such as, but not limited to, repair and maintenance or an emergency when the safety of all users cannot be maintained.

Source, #6436, eff 1-22-97; ss by #6877, eff 10-31-98

APPENDIX E
CITY'S CERTIFICATE OF INSURANCE

DRAFT



Schedule

[illegible]

MAP 3, LOT 38
JAMES G & LSA M. KEESEH
3800 SUNDOWN DRIVE
SOUTH ANDOVER, MASS

248.2' BY EDGE
OF WATER
LOCATED ON
8/30/2008

150' PER LEASE AGREEMENT
DATED APRIL 18, 2000

LEGEND

NOTES

3. The right of way for Old Stage Road is a road or easement 100 feet wide per 1750 layout described in Vol 18, pg 632.

2. The purpose of this plan is when the new agreement is made, the money from the parking area to the city of Cambridge and the existing roads to the city of Cambridge.

CERTIFICATIONS

[illegible]

FOR THE OFFICE OF THE ATTORNEY GENERAL
STATE OF NEW YORK
IN SENATE,
JANUARY 10, 1967.
REPORT OF THE
COMMISSIONER OF LABOR

Col. W. H. Ki. 872 6/20/69
BOSTON MASS

NEARBY CITIES THAT I HAVE BEEN A PART OF THIS PLAN WITH
THE RUNNING BOARD OF THE CITY OF COVINGTON AND THE
LAWYER IN ASSOCIATION WITH R.E.A.-27612 OVL.

872 12/26/09
BY: [Signature] DATE: 12/26/09

**RICHARD D. BARTLETT
* ASSOCIATES, LLC**
214 North State Street
Concord, N.H. 03301
Tel: (603) 226-8770
Fax: (603) 226-0287

prepared for F.S.T. INC.
of BARBADOES POND
DOVER, NEW HAMPSHIRE

DATE: OCT. 12, 2008
JOB NO.: 708.158
SHEET 1

Small, inexpensive, portable, open
World Wide Web Page
www.worldwideweb.org
LICENSED LAND SURVEYOR



DR. HOWARD D. BARTLETT
of ALBANY, N. Y.

DATE: OCT. 12, 2008
JOB NO.: 708.158
SHEET 1

To: Dover City Council

From: Dorothea Hooper, Councilor, Ward 4

Re: School Board Report

The Dover School Board met in Special Session on November 19, 2014.

Student Representative Report: This was moved up on the agenda. Michael Hoeing reported on fall sports at DHS, the “Yes I Can” 5K race, a Student Council dance and canned food drive. He offered congratulations to the DHS Band and Color Guard for earning a gold medal in a recent competition. He also noted the success of the recent CAP Lip Sync Contest at the high school to fund varied assistance to county programs.

Citizen’s Forum: Several people spoke. One resident questioned the proposed physical restraint policy asking several questions she felt were unanswered in this policy. Other speakers came out in support of the School Board and thanked them for doing a challenging job for the district.

The Consent Agenda passed without discussion but with two board members abstaining due to their children’s participation in one of the activities.

Tim Corwin, Dover Assistant Planner, introduced a possible plan of exploring solar energy for city facilities. The Planning Department has drafted a RFP to be sent to solar companies to recommend what would be best for Dover. If any of the school district’s buildings are recommended the Board and Dr. Arbour, Superintendent of Schools, would be included in the process. Ultimately the City Council would have final approval of any plan. The hope is that the city would see a cost savings.

Policy Changes/Proposals: The first proposal was to have schools closed the day after Christmas so that teachers/administrators would have time off for their families. This passed on the first reading. The second policy was on physical restraint. This was tabled. The superintendent is examining the policy coming out of the NHSBA before approving a policy for the district.

Old Business: Dr. Arbour reported that there are variety of small appliances in use in classrooms. She is concerned with safety and energy conservation. She would like to have the use of appliances restricted to certain areas.

New Business: 1) The Board discussed the IT issue in the district. Dr. Arbour stated she would like to put out an RFP for an IT audit. Our current technology plan is currently very minimal. An audit would give a better idea of what is needed to be more efficient and help the technology plan. The current high school would not be included in the audit since no decision has yet been made about rehabbing the current high school or building a new school. 2) Dr. Arbour gave an update on the superintendent goals. Board member Lipinski met with the superintendent and confirmed that she had met her 90 day plan with the exception of Formal Communication with the School Board. Board member Grady had some questions concerning the Carsey School of Public Policy that the superintendent uses as a resource of research, leadership development, and engaged scholarship. Mrs. Lipinski suggested that a 360 evaluation might be something to look at. 3) Dr. Arbour informed the Board that an increase in the NH Retirement employer portion for teachers will increase as will health insurance rates. Step and COLA increases for staff will also increase the budget. A question was raised about the ALT school (expenses have actually decreased) and could more students be recruited for more revenue? 4) The superintendent requested that the SAU offices be closed for the holiday break. Employees could work if they chose to but would need to take a personal or vacation day if they decided not to work. 5) Ms. Taylor, Business Administrator, gave a report on the accounts for October. She also submitted bills to be paid.

Superintendent's Report: 1) Transportation: the district is developing some transportation procedures that include buses for field trips, discipline issues, rerouting of buses due to infrastructure repairs, and safety during winter weather. 2) Communication: Paula Glynn will be sending out a committee newsletter to staff and the superintendent is sending out regular notes on the website as well as linking JBC and Health news on the website. 3) School Building Aid: The NHDOE will likely resume school board building aid in July 2015. 4) Donation of Supplies: Teachers are asked to be frugal. While parents may still donate to the classes, teachers are no longer allowed to send home lists of requested school supplies nor are they expected to use their own funds. The district should be ordering needed supplies based on teacher needs.

Committee Reports: 1) Board member Greenshields reported on the JBC. A contract is currently being negotiated with a Cambridge firm. There will be four

visioning days for DHS where a mixed group of 40 people will listen to the recommendations of educational consultants. 2) Secretary Kathy Morrison reported on the technology meeting. Chrome books and Google Apps were discussed. The committee has developed a survey for staff and students on how teachers are using technology in the classroom. 3) Ms. Greenshields reported on the Math presentation given to the Curriculum Planning Committee.

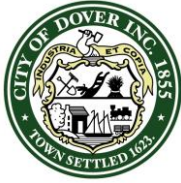
Superintendent Arbour requested the Board re-address an item on the Consent Agenda (Moms on the Run) and require payment of a rental and custodial fee. Also the time of the rental would interfere with the recreation department and local church service. The Board reconsidered the item.

School Board Matters of Interest: There was a discussion concerning how to help the Board work together more productively. Suggestions included having someone come from NHSBA to talk on Board culture, a mediator, someone to talk about Board roles and responsibilities, a review of the materials left by Attorney Barrett Christina, and developing a Code of Conduct.

Board Chair Russell commended DHS cosmetology students for their services. A couple of the board members had successful manicures. The public might want to take advantage of what they have to offer.

Board members reflected on the challenges of serving the public. They noted the hours spent as volunteers and the sense of responsibility involved in their decisions.

The meeting was adjourned.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2014.12.10 – 137**
Resolution Re: B15007 Consultant for Waterfront Development
Real-Estate Market Analysis

WHEREAS: A sealed Request for Qualifications (RFQ) B15007 was issued and received for professional consulting services for a waterfront development real estate market analysis on November 5, 2014 @ 11:00am: and

WHEREAS: The City and the Cocheco Waterfront Development Advisory Committee (CWDAC) invited firms to submit qualifications and five firms responded. The evaluating team made up of city staff and CWDAC sub-committee members met on November 12, 2014 and shortlisted the replies to the top two candidates. The evaluating team conducted interviews with these two firms on November 24, 2014 and selected a vendor to begin negotiations on a cost proposal. A recommendation by the evaluating team was made to the CWDAC on December 1, 2014; and

WHEREAS: It is the recommendation of the CWDAC to award to Abramson and Associates Inc at the agreed upon cost of \$30,000.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Abramson and Associates Inc for professional consulting services at rates provided in conjunction with Bid B15007. The amount of this authorization shall be limited so as not to exceed available funding.

The City Manager, or designee, is hereby authorized to finalize contract language with the vendor, consistent with the Purchase Order authorized herein, for the City Manager's signature.

Financing			
Account	Description	Appropriation	Balance
1000.1.190.41991.4312.00000	Misc Gen Gov Management Svs	66,700	36,043
1000.1.190.41991.4840.0000	Misc Gen Gov Contingency	311,510	302,234

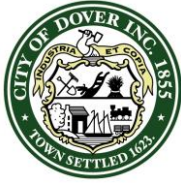
AUTHORIZATION

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.

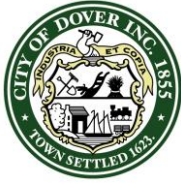
Resolution Number: **R – 2014.12.10 – 137**
Resolution Re: B15007 Consultant for Waterfront Development
Real-Estate Market Analysis

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 – 2014.12.10 – 137**
Resolution Re: B15007 Consultant for Waterfront Development
Real-Estate Market Analysis

RESOLUTION BACKGROUND MATERIAL:

The City of Dover and the Cocheco Waterfront Development Advisory Committee invited firms to submit qualifications for consideration to provide professional consulting services for a waterfront development real estate market analysis. A marketing analysis was completed on the approximate 29 acre parcel in 1991. Since its completion, the real estate market in Dover has changed significantly in Dover's downtown. A fresh, updated analysis is needed to optimize site development and articulate the waterfronts value to the citizens of Dover.

This study will provide guidance in the formation of a real estate development program for the subject waterfront parcel. The City and the Committee will be evaluating the preference for various uses of this parcel. It is understood that some portion will be retained as public open space (likely formalized as park land) and some portion conveyed to real estate developers for development (likely mixed use development).

Bid Information:

A sealed request for Qualifications (RFQ) B15007 was issued and received for professional consulting services for a waterfront development real estate market analysis on November 5, 2014 @ 11:00am:

Award Information:

A purchase order will be issued to the vendor selected to authorize future expenditures. A draft contract is attached hereto; City staff will work with the vendor to finalize the terms of the contract following City Council approval.

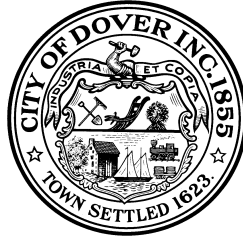
Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	252	Number of Responses:	5 - shortlisted to 2
Warranty:	na	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	January 2015
Recommended Award to:	Abramson and Associates Inc	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Exhibit A – Bid Results
Exhibit B – Vendor Solicitation List
Exhibit C – Draft Contract Documents
Exhibit D – Cost Proposal and Conceptual Approach

DANIEL R LYNCH
Finance Director
d.lynch@dover.nh.gov

ANN M. LEGERE, CPPB
Purchasing Agent
a.legere@dover.nh.gov



288 Central Avenue
Dover, New Hampshire 03820-4169

(603) 516-6030
Fax: (603) 516-6097
www.dover.nh.gov

City of Dover, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

November 20, 2014

RESULTS **RFQ B15007**

Consultant for Waterfront Development Market Analysis

Vendor	Vendors Short Listed
RKG Associates Inc Economic, Planning and Real Estate Consultants 634 Central Avenue Dover, NH 03820	
Abramson & Associates, Inc Real Estate Advisory Services 113 Chestnut Street Newton, MA 02465	Abramson & Associates, Inc Real Estate Advisory Services 113 Chestnut Street Newton, MA 02465
RedGate 265 Franklin Street, 6 th Floor Boston, MA 02110	
Federal Appraisal and Consulting 460 US Highway 22 West, Suite 403 Whitehouse Station, NJ 08889	
Urban Partners 829 Spruce Street, Suite 204 Philadelphia, PA 19017	Urban Partners 829 Spruce Street, Suite 204 Philadelphia, PA 19017

B15007	Waterfront Market Analysis			Email address - other
First name	Last name	Company		
Paul	Fowler	adaptDESIGN		paul@adapdesignonline.com
Steven	Burns	Advanced Roof Management Associates, I		info@armroofs.com
Nathan	Johnson	AECOM		nathan.johnson@aecom.com
Art	Guadano	AG Architects, PC		art@agarchitects.com
Philip	Bennett	Alba Architects LLP		pbennett@albaarchitects.com
Georgann	Lieb	Allen Lieb Architects & Associates		glieb@liebarchitects.com
John	Chagnon	Ambit Engineering		jrc@ambitengineering.com
		Anderson Economic		info@andersoneconomicgroup.com
Kevin	Madden	Appledore Engineering		aeigovt@appledoreeng.com
Gregg	Mikolaities, P.E.	Appledore Engineering, Inc.		gmik@appledoreeng.com
Gregg	Mikolaities, P.E.	Appledore Engineering, Inc.		gmik@appledoreeng.com
Katy	Gronert	Architects Design Group		katyg@adgusa.org
Stuart	Arnett	Arnett Development Group LLC		info@arnettdevelopmentgroup.com
Stuart	Arnett	Arnett Development Group LLC		info@arnettdevelopmentgroup.com
Thomas	Toye	Arthur Thomas Properties		ttoye4@arthurthomasproperties.com
Kenneth	Wood, PE, CWS	Attar Engineering, Inc.		ken@attarengineering.com
Jennifer	Radford	Banwell Architects		jennifer@banwellnh.com
Kyle	Barker	Barker Architects		civic@barkerarchitects.com
Christian	Smoth	Beals Associates PLLC		csmith@bealsassociatesnh.com
Christian	Smoth	Beals Associates PLLC		csmith@bealsassociatesnh.com
Todd	Neal	Becker Structural Engineers, Inc.		todd@beckerstructural.com
Stephen	Bergeron, MAI	Bergeron Commercial Appraisal		bcappraisal@aol.com
Stephen	Bergeron	Bergeron Commercial Appraisal		steve@bergeronappraisal.com
Kenneth	Berry, LLS	Berry Surveying & Engineering		kberry@berrysurveying.com
		BF J Planning		info@bfjplanning.com
Randy	Remick	Bonnette, Page & Stone Corp		rremick@bpsnh.com
Michael	McLaughlin	Bread Loaf Corporation		mikemcl@breadloaf.com
Rob	Miller	Buzton Co		rmiller@buztonco.com
Christopher	Carley	C.N. Carley Associates		design@cncarley.com
Raja	Khanna	California Porperty Management		raja.r.khanna@gmail.com
Raja	Khanna	California Porperty Management		raja.r.khanna@gmail.com
		Camoin Associates		info@camoinassociates.com
Hilary	Nieukirk	Cannon Design		hnieukirk@cannondesign.com
Michael	Castagna	Castagna Consulting group, LLC		michael@castagnaconsultinggroup.com
Michael	Castagna	Castagna Consulting group, LLC		michael@castagnaconsultinggroup.com
mark	bezold	CBRE		mark.bezold@cbre.com
David	Polcari	CDM		polcaridg@cdm.com
Dave	Polcari	CDM		cookinhamrd@cdm.com
Kevin	Gendreau	CES, Inc.		kgendreau@ces-maine.com
Matthew	Barrett	ChicagoMicro		matthew.barrett@chicagomicro.com
Donna	Ulbricht	Christopher Williams Architects		dulbricht@cpwarchitects.com
Kimberly	Nunan	City of Dover NH		k.nunan@doover.nh.gov
Kimberly	Nunan	City of Dover NH		k.nunan@doover.nh.gov
Glen	Cote	Civil and Environmental Consultants, Inc.		gcote@cecinc.com
Glen	Cote	Civil and Environmental Consultants, Inc.		gcote@cecinc.com
Randi	DuBois	CIVIL CONSULTANTS		randi@civcon.com
Denise	Harrison	CMK Architects		dhcmk@aol.com
Tony	Nazaka	CMK Architects		tnazaka@cmkarch.com
Ralph	Pope	Coldwell Banker RB		ralph.pope@nemoves.com
Ralph	Pope	Coldwell Banker RB		ralph.pope@nemoves.com
Dave	Choate	Colliers Intl		dave.choate@colliers.com
Patricia	Soucy	ColorShed, L.L.C.		pschofield@metrocast.net
Peter	Sanborn	Community Opportunities Group, Inc.		psanborn@cogincorp.com
Matthew	Tomkowicz	Construction Journal		matthewt@thecj.com
Ted	Blaicher	Construction Journal		Ted.Blaicher@constructionjournal.com
Bob	Morin	Construction Summary Of NH		info@constructionsummary.com
Marc	Jacobs	Consulting Environmental Scientist		jacobs2wetsoil2004@yahoo.com
Marc	Jacobs	Consulting Environmental Scientist		jacobs2wetsoil2004@yahoo.com
Steven	Migrdichian	Corporate Environmental Advisors, Inc.		smigrdichian@cea-inc.com

Bill	Hopper	Corporate Environmental Advisors, Inc.	whopper@cea-inc.com
scott	coruth	Coruth Design Architects	scott@coruthdesign.com
Gary	Goudreau	Cowan Goudreau Architects, PLLC	gary@cgarchs.com
John	Crafts	Crafts Appraisal Associates	admin@craftsappraisal.com
Danielle	Smith	CSI Engineering	danielle@csi-engineers.com
Keith	Cannizzaro	CSI Engineering, LLC	kcannizzaro@csi-engineers.com
Dale	Sprague	Dale R. Sprague Construction Co., Inc.	dale.sprague@comcast.net
		Danter Company	info@danter.com
William	Davis AIA	Davis Goudreau Architects Inc.	kelly@davisgoudreau.com
Gary	Goudreau	Davis Goudreau Architects, Inc.	gary@davisgoudreau.com
Robert	Savage	DeFelice Corporation	dcorp@defelicecorp.com
Alissa	Del Tufo	Del Tufo Corporation	adeltufo@comcast.net
REIN	BANAS	DELTEK	BidsInbound@deltek.com
Peggy	Favreau	Dennis Mires The Architects	peggy@thearchitects.net
Adam	Wagner	DeStefano Architects	awagner@destefanoarchitects.com
D	Filleul	Devine, Millimet & Broth, P.A.	dfilleul@devinemillimet.com
Taylor	Woodward	DEW Construction	twoodward@dewcorp.com
Taylor	Woodward	DEW Construction	twoodward@dewcorp.com
Richard	Dahl	DNC Flooring	u6277@bellsouth.net
nancy	brown	Dodge Report	nancy.brown@mhfi.com
William	Doucet	Doucet Survey, Inc.	bill@doucetsurvey.com
		Doug Kennedy	info@dougkennedyadvisors.com
Debra	Polomarenko	Drummey Rosane Anderson, Inc.	debrap@draws.com
Doug	McCallum	Duncan Douglas McCallum, Architect	douglasmccallum@comcast.net
Kenneth	Knowles	Eaglebrook Engineering & Survey LLC	kknowles@eaglebrookeng.com
Kenneth	Knowles	Eaglebrook Engineering & Survey LLC	kknowles@eaglebrookeng.com
Preston	Hunter	Eckman Construction	hunterp@eckmanconstruction.com
Trish	Densham	Engineering Ventures, PC	trishd@engineeringventures.com
Todd	Greenwood	Enviro North American Consulting	tag@metrocast.net
Monica	Blair	Environmental Compliance Services, Inc.	mblair@ecsconsult.com
Monica	Blair	Environmental Compliance Services, Inc.	mblair@ecsconsult.com
Aaron	Gagne	Environmental Solutions	agagne@environmentalsolutions.us.com
Robert	Francis	EnviroSense, Inc.	rfrancis@envirosense.com
leo	lavin	everett j. prescott inc	leo.lavin@ejprescott.com
Peter	Howe, P.E.	Fay, Spofford & Thorndike, LLC	phowe@fstinc.com
Dennis	Duffy	Foley Buhl Roberts & Associates, Inc.	dduffy@fbra.com
Joseph	Freneau	Freneau Appraisal, Inc.	ann@freneau.com
Buddy	Harris	General Manager	harris.buddy@aeromix.com
Michael	Bramhall	GeoInsight	mlbramhall@geoinc.com
Michael	Webster	GeoInsight, Inc.	mjwebster@geoinc.com
Michael	Penney, P.E.	GeoInsight, Inc.	info@geoinc.com
peter	frank	GeoInsight, Inc.	pdfrank@geoinc.com
Cheryl	Ballou	Gilbane	cballou@gilbaneco.com
Darren	Blood, P.E.	GM2 Associates, Inc.	dblood@gm2inc.com
Molly	Casto	Gorrill Palmer	mcasto@gorrillpalmer.com
Joseph	Minai	Granite State Electronics	jminai@gs-elect.com
		Great American HG	info@greatamericanhg.com
Donna	Rinaldi	Greater Dover Chamber of Commerce	info@dovernh.org
Joseph	Johnson	Greenman-Pedersen, Inc.	jjohnson@gpinet.com
Greg	West	Greg West Photography	greg@gregwestphotography.com
David	Choate	Grubb & Ellis Northern New England	dfc@grubbellisnne.com
Karen	Schacht	Harriman	kschacht@harriman.com
Rob	Prunier	Harvey Construction Corporation	rprunier@hccnh.com
William	Hammer	HKT Architects Inc.	whammer@hktarchitects.com
Staci	Villa	HKT Architects, Inc.	svilla@hktarchitects.com
Susan	Elmore	HMFH Architects, Inc.	selmore@hmfh.com
Donna	Holden	Holden Engineering & Surveying, Inc.	hes@holdenengineering.com
Donna	Holden	Holden Engineering & Surveying, Inc.	hes@holdenengineering.com
vern	gardner	horizon associates	verngardner@comcast.net
Stephen	LaFrance	Horizons Engineering, Inc.	jwarzocha@horizonsengineering.com
Stephen	LaFrance	Horizons Engineering, Inc.	jwarzocha@horizonsengineering.com

Kristopher	Houle	Horsley Witten Group	khoule@horsleywitten.com
Kristopher	Houle	Horsley Witten Group	kmhoule@gmail.com
Andrea	Seddon	Horsley Witten Group, Inc.	aseddon@horsleywitten.com
Andrea	Seddon	Horsley Witten Group, Inc.	aseddon@horsleywitten.com
Rick	Marriott	Howard Systems	rmarriott@howardsystems.net
Keri	Pyke	Howard/Stein-Hudson Associates, Inc.	kpyke@hshassoc.com
T	Dolan	HVS Global Hospitalty	tdolan@hvs.com
Claude	Cormier	HydroSource Associates, Inc.	ccormier@teamhydrosorce.com
Eric	Lavoie	Infinite Imaging	repro@infiniteimaging.com
Robert	Loch	Infinite Imaging	bob@infiniteimaging.com
Jeffrey	Hyland	Ironwood design group	jhyland@fewood.com
Nicholas	Isaak	Isaak Design PLLC	nick@isaakdesign.com
lenny	ehrhart	isqft	newhampshire@isqft.com
Samantha	Richwine	isqft	boston@isqft.com
Samantha	Richwine	isqft	boston@isqft.com
Chet	Rogers	J Chet Rogers LLC	chetrogers@tds.net
Bob	Pepper	J.R.Pepper Electric	pepperelectric@gsinet.net
Michael	Desrochers, P.E.	Jacobs Engineering Group, Inc.	mike.desrochers@jacobs.com
Jeffrey	Taylor	Jeffrey H. Taylor & Associates	jtaylor@jhtplanning.com
Daniel	O'Neil	JMMO Company,LLC	dponeil@myfairpoint.net
John	Brennan	John T Brennan & Associates, Architects	jbrennan@jtbarchitects.com
Curtis	Morrill	John Turner Consulting	curtism.consultjtc@gmail.com
John	Turner	John Turner Consulting, Inc.	johnt@consultjtc.com
Wm. Paul	Joyce	Joyce Design Partnership	pjoyce@jdpdesign.net
Hossein	Salehkhoul	JSN Associates, Inc.	hossein@jsneng.com
Suzy	Schuck	Kaestle Boos Associates, Inc.	sschuck@kba-architects.com
Kenneth	Costello	Ken Costello Design, LLC	kennethdcostello@gmail.com
Staci	Bisset	Lavallee Brensinger Architects	staci.bisset@lbpa.com
Melissa	Bruneau	Lavallee Brensinger Architects	melissa.bruneau@lbpa.com
Bryan	DuBois	Lawrence E. DuBois Associates	bryan@duboisappraising.com
Zachary	Taylor	Libby & Taylor Development	zach@libbyandtaylor.com
Michael	Redding	Loureiro Engineering Associates, Inc.	mjredding@loureiro.com
Michael	Redding	Loureiro Engineering Associates, Inc.	mjredding@loureiro.com
Christian	Smith	Macpage LLC	cas@macpage.com
thomas	adem	makrotech	thomasadem@gmail.com
thomas	adem	makrotech	thomasadem@gmail.com
Laura	Malloy	Malloy Interiors Inc.	laura@malloyinteriors.com
Kim	Peirce	Martini Northern	kpeirce@martininorthern.com
Jim	Pereira	Martini Northern, LLC	jpereira@martininorthern.com
Kevin	McEneaney	McEneaney Survey Associates, inc	kev425@aol.com
Kevin	McEneaney	McEneaney Survey Associates, inc	kev425@aol.com
Brandon	Holben	McHenry Architecture	brandon@mchenryarchitecture.com
Jeremiah	Johnson	McHenry Architecture	jeremiah@mchenryarchitecture.com
kevin	mcmanus, peter	McManus & Nault Appraisal Co	kevinamcmanus@comcast.net
Mike	Hammer	Meridian Land Services, Inc.	MJHammer@MeridianLandServices.com
Bryan	Massa	META Environmental	bmassa@metaenv.com
Frank	Monteiro	MHF Design Consultants, Inc.	fcm@mhfdesign.com
Mark	Arenberg P.E.	Middleton Building Supply	mark.arenberg@comcast.net
Angel	Hackney	Morgan Construction Management	admin@morgancml.com
Steven	Granese	N. Granese & Sons, Inc	info@ngranese.com
Randall	Shuey	New England Environmental, Inc.	rshuey@neeinc.com
Andrew	O'Dwyer	New England Scaffolding	aodwyer@nescaffold.com
marc	bouvier	nobis engineering	mbouvier@nobiseng.com
marc	bouvier	nobis engineering	mbouvier@nobiseng.com
Shelley	Ryan	Nobis Engineering, Inc.	sryan@nobisengineering.com
Ralph	Noblin	Noblin & Associates, L.L.C.	rnoblin@noblinassoc.com
Stephen	Lee	Normandeau Associates, Inc.	slee@normandeau.com
Stephen	Lee	Normandeau Associates, Inc.	slee@normandeau.com
Peter	Johnson	North and South LLC	pete@northsouthnh.com
Rob	Dapice	North Branch Construction	rdapice@northbranch.net
Jim	Fisher	Northeast Civil Solutions, Inc.	jim.fisher@northeastcivilsolutions.com

Kevin	Leonard, P.E.	Northpoint Engineering, LLC	kevin@northpointeng.com
John	Ambrose	Northway Builders, Inc.	jtrambrose@comcast.net
Devon	Tillotson	Oak Point Associates	dtillotson@oakpoint.com
Kim	Roseberry	Oak Point Associates	krseberry@oakpoint.com
Lynn	Lamontagne	Oak Point Associates	llamontagne@oakpoint.com
Wayne	Whippie	Oakpoint Associates	wayne.r.whippie@gmail.com
Scott	Tompkins	PC Construction	stompkins@pcconstruction.com
Erica	Croker	PC Construction Company	ecroker@pcconstruction.com
Susan	Ransom	PDT Architects	ransom@pdtarchs.com
Kyle	McCann	Property Solutions Inc.	bids2@propertyolutionsinc.com
Erik	Wiberg	R.W. Gillespie & Associates	ewiberg@rwg-a.com
Steven	Rickerich	Ransom Environmental Consultants, Inc.	srickerich@ransomenv.com
Jody	kahn	realestate consulting	jkahn@realestateconsulting.com
Judy	Jobin	realestate consulting	jjobin@realestateconsulting.com
A	Blythe	Revpar International	a.blythe@revparintl.com
John	Ricci,	Ricci Construction Co., Inc.	jricci@ricciconstruction.com
Meredith	Vidman	RICOH U.S.A.	meredith.vidman@ricoh-usa.com
Pamela	Merrill	Rist-Frost-Shumway Engineering, P.C.	pmerrill@rfsengineering.com
Michael	Patenaude	River Valley Development Corp	rvdc1501@comcast.net
craig	seymour	RKG Associates	crs@rkgassociates.com
Travis	Michaud	Ross Engineering	travis@ross-engineering.com
Travis	Michaud	Ross Engineering	travis@ross-engineering.com
Paul	Mausteller	Roycroft Property Management, LLC	pmausteller@gmail.com
Paul	Mausteller	Roycroft Property Management, LLC	pmausteller@gmail.com
Dennis	Francoeur	RPF Environmental	dennisf@airpf.com
Larry	Furey	RPF Environmental	larry@airpf.com
Thom	Marshall	S E A Consultants	thomas.marshall@seacon.com
Tom	Huot	S&H Land Services, LLC	tomh@shlandservices.com
Matt	Beatrice	SCD	matt@surfcitydesign.com
Eric	Palson	Sheerr McCrystal Palson Architecture, Inc.	sheerr@sheerr.com
		Simithendaz	trisha@smithendaz.com
Allison	O'Neill	Simpson Gumpertz & Heger	aeoneill@sgh.com
		smithendaz	tmeva14@gmail.com
Eric	Palson	SMP Architecture	adruke@sheerr.com
Leann	Fisher	SMRT	lfisher@smrtinc.com
Kathy	Dionne	SMRT Architects and Engineers	kdionne@smrtinc.com
T. Andrew	Hatcher	T.A. Hatcher architects, P.L.L.C.	andy-hatcher@earthlink.net
Paul	Cote	Tata & Howard, Inc	pcote@tataandhoward.com
thomas	pelletier	tbd	rescue4life13@gmail.com
Sarah	Cusack	Tecta America	scusack@tectaaamerica.com
robyn	minella	tecton architects	robynm@tectonarchitects.com
TERRENCE	PARKER	TERRA FIRMA LANDSCAPE ARCHITECT	admin@terrafirmalandarch.com
terrence	parker	terrafirma landscape architecture	terrence@terrafirmalandarch.com
Robert	Duval, PE, LEED	TFMoran Inc.	rduval@tfmoran.com
Valerie	Conyngham	The Cecil Group	vconyngham@cecilgroup.com
Valerie	Conyngham	The Cecil Group	vconyngham@cecilgroup.com
Jessie	Merck	The H.L. Turner Group Inc.	jmerck@hlturner.com
Kathleen	Porter	The H.L. Turner Group Inc.	kporter@hlturner.com
James	Spaulding	The HL Turner Group Inc	jspaulding@hlturner.com
Greg	Halsey	Tighe & Bond Consulting Engineers	GWHALSEY@TIGHEBOND.COM
Greg	Halsey	Tighe & Bond Consulting Engineers	GWHALSEY@TIGHEBOND.COM
David	Titcomb	Titcomb Associates	dtitcomb@titcombsurvey.com
David	Titcomb	Titcomb Associates	dtitcomb@titcombsurvey.com
Jinger	Micciche	Topline Granite Design	jingermicciche@toplinegranitedesign.com
Laura	Memeger	Urban Partners	lmemeger@urbanpartners.us
Laura	Memeger	Urban Partners	lmemege@urbanpartners.us
Martin	Kennedy	Vanasse Hangen Brustlin, Inc. (VHB)	mkennedy@vhb.com
Heidi	Batchelder	VHB/Vanasse Hangen Brustlin, Inc.	hbatchelder@vhb.com
Jim	Babbin	W.C.Cammett Engineering, Inc	jbabbin@cammett.com
Lindsay	O'Connell	Warrenstreet Architects, Inc.	lo@warrenstreet.coop
J Brud	Weger	Weger Architects LLC	bweger@maine.rr.com

J Brud	Weger	Weger Architects LLC	bweger@maine.rr.com
Jeff	McClure	Weston & Sampson	mcclurej@wseinc.com
Brian	White, MAI	White Appraisal	brianwmai@aol.com
Jessica	Smith	Winsor Brook Property Advisors	jsmith@winsorbrook.com
john	Valyo	Winsor Brook Property Advisors	johnvalyo@me.com
Candy	Shea	Woodburn & Company	candy@woodburnandcompany.com
Vicky	Breed	Woodburn & Company Landscape Architecture	vicky@woodburnandcompany.com
Richard	Davee	Wright-Pierce	marketing@wright-pierce.com
Robert	Dixon	YourSpace Home Improvement	nick@yourspaceenh.com



CITY OF DOVER

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

[STANDARD CITY] AGREEMENT

THE CITY OF DOVER, a municipal corporation, 288 Central Avenue, Dover, New Hampshire 03820 and _____ (state the legal entity of the Vendor)(registered to do business in the State of New Hampshire, ***if applicable***)(address) _____(the "Vendor"), who for valuable consideration agree as follows (the "Agreement"):

1. **Purpose.** This Agreement refers to and incorporates the provisions of a Request for Proposal RFP #B_____ entitled "_____" issued by the City of Dover. Specifically, this Agreement is to provide (*insert description of the project*)
2. **Agreement Documents.** The Agreement shall include and consist of the following documents (the "Agreement Documents"):
 - a. Agreement (5 pages);
 - b. RFP #B_____ issued by the City of Dover;
 - c. Response of the Vendor dated _____, 2014;
 - d. Schedules A and B (2 pages).
3. **Scope of Services.** The Vendor shall perform all work specified and required by the Agreement Documents listed in section 2. Should there be inconsistencies between the terms of any of the Agreement Documents, precedence shall be as follows: 1) the Agreement; 2) the terms of RFP #B_____ ; 3) response of the Vendor; and 4) any schedules.
4. **Changes in the Cost of the Work and the Scope of Services.** Changes to the cost of the work and the Scope of Services shall be made in writing by mutual agreement prior to the performance of the work.
5. **Term.** The Vendor shall commence work upon the execution of this Agreement and issuance of a Purchase Order by the City of Dover. All services to be performed under this Agreement shall become effective upon _____. This Agreement shall end on (*insert date or if no specific date "completion of all work required under the Scope of Services and payment therefore."*).
6. **Cost and Payment.** The City of Dover shall pay the Vendor an amount not to exceed _____ DOLLARS (\$) _____ (*based on Unit Pricing, if applicable*) for services within the Scope of Services. The City of Dover



CITY OF DOVER

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

shall pay the Vendor within thirty (30) days upon performance and presentation of an invoice supplied by the Vendor detailing the work performed.

7. Insurance.

- a. The Vendor shall secure and maintain for the duration of this Agreement a General Liability Insurance policy or policies at no cost to the City of Dover. The coverage of said insurance policy shall be in an amount of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. An insurance certificate shall be supplied to the City of Dover by the Vendor. The City of Dover shall be named as an additional insured on the policy. A condition of the insurance coverage shall be thirty (30) days notice to the City of Dover upon cancellation of the policy. The Vendor shall also provide the City of Dover certificates of renewal for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.
- b. The Vendor shall secure and maintain for the duration of this Agreement Automobile Liability Insurance covering the operation of all motor vehicles, including those hired and borrowed and by the Vendor in connection with this Agreement at no cost to the City of Dover. The coverage of said insurance policy shall be in the amount of not less than Five Hundred Thousand Dollars (\$500,000) for damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total limit of at least One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of two or more persons in any one accident or occurrence. An insurance certificate shall be supplied to the City of Dover by the Vendor. The Vendor shall also provide the City of Dover certificates of renewal for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.
- c. By signing this Agreement, the Vendor agrees, certifies, and warrants that the Vendor is in compliance with, or exempt from, the requirements of New Hampshire RSA Chapter 281-A, regarding workers' compensation insurance. The Vendor shall maintain statutory workers' compensation insurance coverage for all of its employees as required by said law.

8. **Indemnification.** To the fullest extent permitted by law, the Vendor agrees to defend, indemnify, and hold harmless the City of Dover from any claims, losses, damages or expense (including reasonable attorneys' fees) arising out of the death or, injuries, or damages to any person, or damage or destruction of any property, in connection with the Vendor's services, in whole or in part, under this Agreement to the extent caused by, or alleging, the negligent acts, errors, or omissions of the



CITY OF DOVER

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

Vendor or its officers, directors, employees, agents or independent professional associates, or any of them. This covenant shall survive the termination of this Agreement.

9. **Warranty:** The Vendor shall perform the work within the Scope of Services commensurate with the standard of the trade/industry involved in the performance of this Agreement. In connection with the performance of the Scope of Services, the Vendor shall comply with all statutes, laws, regulations, and applicable orders, whether federal, state, or local.
10. **Ownership of documents.** The City of Dover shall retain ownership of the documents and designs, if any, prepared for the City of Dover by the Vendor pursuant to the provisions of this Agreement to the extent the Vendor has been paid for the services to prepare the documents and designs.
11. **Dispute resolution.** Both parties are entitled to all available legal and equitable remedies within the jurisdiction of the courts of the State of New Hampshire. Venue shall be Strafford County.
12. **Termination.** The City of Dover may terminate this Agreement without cause upon thirty (30) days written notice subject to an obligation to pay for services satisfactorily rendered. Warranties shall not be subject to termination.
13. **Binding.** This Agreement shall be binding upon all parties, their heirs, executors, administrators, successors, and assigns.
14. **Waiver of breach.** No failure by the City of Dover to enforce any provisions of this Agreement shall be deemed a waiver of its rights under this Agreement.
15. **Applicable law.** This Agreement shall be deemed to have been entered into in the State of New Hampshire and shall be construed in accordance with the laws of the State of New Hampshire.
16. **Third parties.** Nothing in this Agreement, expressed or implied, is intended to or shall be construed to confer upon or to give to any person or entity other than the City of Dover and the Vendor any rights, remedies or claims under or by reason of this Agreement or any covenants, conditions or stipulations hereof, and all covenants, conditions, promises and agreements in this Agreement contained by or on behalf of the City of Dover or the Vendor shall be for the sole and exclusive benefit of the City of Dover and the Vendor.



CITY OF DOVER

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

17. **Review.** The parties to this Agreement acknowledge that they enter into this Agreement voluntarily and have had the opportunity to review this Agreement with legal counsel prior to signing.
18. **Personnel.** The Vendor shall at its own expense provide all personnel necessary to perform the work under this Agreement. The Vendor warrants that all personnel shall be qualified to perform the work under the Scope of Services and shall be properly licensed and otherwise authorized to do so under all applicable laws.
19. **Assignment/Delegation/Subcontracts.** The Vendor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the City of Dover. None of the services shall be subcontracted by the Vendor without the prior written consent of the City of Dover.
20. **Contractor's Relation to the City of Dover.** In the performance of this Agreement the Vendor is in all respects an independent contractor and is neither an agent nor an employee of the City of Dover. Corporations must be in good standing with the Secretary of State's Office in the state of incorporation and registered to conduct business in the state of New Hampshire.
21. **Confidentiality.** Confidentiality of information/data held by the City of Dover under this Agreement shall be governed by New Hampshire RSA Chapter 91-A.
22. **Amendment.** This Agreement may be amended, waived, or discharged only by an instrument in writing signed by the parties hereto.
23. **Construction and Headings.** The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. The headings throughout this Agreement are for reference purposes only, and the words contained therein shall in no way be used to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of this Agreement.
24. **Notice.** Any notice by a party hereto to the other party to this Agreement shall be provided as follows:

To City of Dover
J. Michael Joyal, Jr., City Manager
288 Central Avenue
Dover, NH 03820

To Vendor
(insert contact and address)



CITY OF DOVER

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

25. **Severability.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement shall remain in full force and effect. The parties agree to reform this Agreement to replace any such invalid or unenforceable provision with a valid enforceable provision that comes as close as possible to the intention of the stricken provision.

26. **Entire Agreement.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties and supersedes all prior agreements and understandings relating hereto.

Signatures To Follow.

VENDOR

[name], Duly Authorized

Date

CITY OF DOVER

J. Michael Joyal, Jr., City Manager

Date

November 26, 2014

Ms. Anne Legere
Purchasing Agent
City of Dover
288 Central Ave 2nd Floor
Dover, NH 03820
via email: A.Legere@dover.nh.gov

Re: RFQ #B15007 Price Proposal for Waterfront Development Real Estate Market Analysis

Dear Anne and Other Members of the Evaluation Committee:

Abramson & Associates, Inc. is pleased to present this price proposal for the above-referenced project.

The scope of services is as defined in our proposal and expanded upon in the Conceptual Approach outline handed out at the presentation on November 24. The Conceptual Approach outline is attached hereto with the only adjustments from that handed out being: letter sub-heads have replaced bullets for easier reference; Tasks 11 Reports and 12 Public Presentations have been added to the 10 analysis tasks in the original.

The proposed price for the project, including all fees and expenses, is thirty thousand dollars (\$30,000.00).

We propose the compensation be staged in line with a deliverable schedule corresponding to our analysis approach. As I emphasized in the presentation, the analysis of alternate uses will be dynamic in nature, with many of the tasks outlined in the Conceptual Approach being inter-related and performed in overlapping time-frames, with more in-depth/detailed analyses proceeding for uses that results of preliminary analysis indicate warrant ongoing examination. Accordingly, the analysis does not lend itself to as clean a break-out of sequential completed tasks and interim reports as contemplated in the RFQ. Also, the ambitious time frame argues for focusing efforts on analysis supplemented by a limited number of concise interim reports.

The proposed compensation staging, deliverables, and preliminary schedule are presented on the following page. Implicit in our approach is the assumption that we will coordinate with you at appropriate junctures apprise you of preliminary conclusions, how they have been arrived at, and the indicated emphasis of ongoing work. We reiterate that while we are prepared to hit the ground running upon authorization, the fulfillment of the schedule will depend upon timely input from and coordination on the part of the City, CWDAC, and other information sources.

Ms. Anne Legere
November 26, 2014
Page 2

Milestone 1 – Interim Report 1: conclusions of Task 1, primary conclusions of Task 3, and preliminary conclusions of Tasks 2 and 4 – 7:

Scheduled delivery date..... December 24, 2014

Payment upon receipt of report..... \$7,000

Milestone 2 – Interim Report 2: conclusions of Task 3, preliminary conclusions of Tasks 2 and 4 – 7, and preliminary conclusions of Tasks 8 – 10

Scheduled delivery date..... January 16, 2014

Payment upon receipt of report..... \$9,000

Milestone 3 –Final Report: conclusions of all tasks

Scheduled delivery date..... January 22, 2014

Payment upon receipt of report..... \$10,000

Milestone 4 – Public Presentation 1: including preparation and translation to powerpoint

To be scheduled

Payment following presentation..... \$2,000

Milestones 5 and 6 – Public Presentations 2 and 3

To be scheduled

Payment following presentations..... \$1,000 each x 2 = \$2,000

We look forward to finalizing an agreement with the City and getting to work on the project.

Sincerely,
ABRAMSON & ASSOCIATES, Inc.



Barry M. Abramson
President

cc. Steve Bird

Abramson & Associates, Inc.
Cochecho Waterfront Development
Real Estate Market Analysis
Conceptual Approach
Nov 24, 2014
(revised Nov 26, 2014 to add Tasks 11 & 12)

Approach – Guiding Principles

- Commitment to meaningful analysis and end results
- Looking ahead to how analysis will be used rather than a study for its own sake
- Real world rather than academic
- No canned analyses
- Extensive interviews of real estate and other relevant sources
- Meaningful data collection and analysis
- Dynamic analysis – responding to what is learned at each step

Integrated Tasks – partly sequential, partly overlapping

Proposed Analyses

- Market Analysis
- Development Potentials Analysis
- Development Implications Analysis

Market Analysis

- What uses/product types/amounts are viable from a market perspective?
- Potential market performance of those uses

Development Potentials Analysis

- Site Capacity for Alternate Uses/Product Types/M-U Programs
- Financial Feasibility – for uses with sufficient market viability and as useful
- Reasonable Anticipated Supportable Land Pricing – based on above and market input

Development Implications (Cost-Benefit) Analysis

- Likelihood / Timing
- Feasibility / Realistic Potential Land Pricing
- Property Tax Implications
- Required Site improvements / Public Assistance
- Other Benefits – Fulfillment of Community Objectives
- Cost- Benefit

Integration of Above in Comparative Matrix / Matrices
to facilitate client understanding and decision-making

Approach to analysis integrates following conceptual elements

- 1 – Understand Site
- 2 – How Does Site Meet Locational Preferences and Prerequisites of Alternate Uses?
- 3 – Understand Downtown Market for Alternate Uses
- 4 – Real Estate Market Interviews re. Market Comparables, Potentials
- 5 – Real Estate Data Collection and Analysis
- 6 – Demand Data Collection and Analysis
- 7 – Site Capacity Analysis
- 8 – Financial Feasibility Analysis and Reasonable Supportable Land Pricing
- 9 – Development Implications (Cost-Benefit) Sensitivity Analysis
- 10 – Recommendations

1 – Understand Site

- a. Physical/locational characteristics – topo, environmental, access, nearby anchors, etc.
- b. Update on recent history – past development effort
- c. Update on planning objectives/issues, City resources to support development

Based on site/area inspection, interviews with City, CWDAC, Dickinson

2 – How Does Site Meet Locational Preferences and Prerequisites of Alternate Uses?

Based on:

Consultant experience – provides theories, will be tested by:

Interviews with real estate and other relevant sources

3 – Understand Downtown Market for Alternate Uses

- a. What's there? – inventory major use, type, character
- b. What's under construction and planned?
- c. Land/zoning capacity
- d. What are rents/sales prices, vacancies, absorption?
- e. Are there other factors that could impact downtown/waterfront market?
 - e.g. economic drivers/opportunities/any game changers?

Based on:

Information provided by City

Interviews with City staff, local civic, business, real estate and any other relevant stakeholders

4 – Real Estate Market Interviews re. Market Comparables, Potentials

- a. Market info for projects in comparable/impacting areas
- b. Industry source input:
 - Competitive position, marketability, development potential of site for alternate uses
 - Economic drivers/opportunities/any game changers
 - Market areas, target markets, market cycle timing
 - Potential rents/sales prices, expenses, development costs, return requirements, typical/reasonable supportable land pricing
 - Requirements for attracting developer interest and successful development

Based on Interviews with real estate sources in local area and beyond, as relevant

5 – Real Estate Data Collection and Analysis

- a. Define appropriate market areas – based on above steps
- b. Published market data for
 - Market info for comparable residential rentals and sales
 - Office leasing – rents, vacancies, absorption
 - Relevant land sales
 - Other as determined relevant by previous steps

Sources: NERJ, Brokerage Reports, MLS, Rent.com/Trulia, Costar Comps, tax assessor

6 –Demand Data Collection and Analysis

- a. Define appropriate market areas
- b. Demographic data – historic and projected household and income growth
- c. Economic data – historic and projected employment, unemployment rate
- d. Other as determined relevant by previous steps
- e. Implications for market support of new development at site

Sources: Census, ERSI, State

7 – Site Capacity Analysis

- By use, product type/form

Based on:

Consultant knowledge of parameters for building form / land utilization

Input from market interviews

Input from City/CWDAC re. park or other site improvements

8 – Financial Feasibility Analysis and Reasonable Supportable Land Pricing

- a. For Alternate uses and product types – as helpful
- b. Feasibility analysis integrates development costs, operating expenses, return requirements
- c. Indicates feasibility gap or residual supportable land price
- d. Calibrate with market input, relevant comparable land sales to determine reasonable supportable land pricing
 - Illustrative and relative in nature
- e. Ability to fund public improvements – cost-benefit

9 – Development Implications (Cost-Benefit) Sensitivity Analysis

- a. Sensitivity for market change, alternate program mix/density scenarios
- b. Likelihood / Timing
- c. Feasibility / Relative Potential Land Pricing
- d. Property Tax Implications
- e. Required Site improvements / Public Assistance
- f. Other Benefits – Fulfillment of Community Objectives
- g. Cost-Benefit

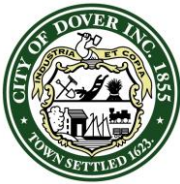
10 – Recommendations

- a. Programming and phasing
- b. Flexibility for market response and evolution
- c. Public infrastructure improvements
- d. Implementation strategy for marketing and structuring

11 – Reports

- a. Interim Report 1 - Conclusions Task 1, Most of Task 3, +Preliminary Conclusions of Tasks 2, 4-7
- b. Interim Report 2 - Conclusions of Tasks 1-7 + Preliminary Conclusions of Tasks 8-10
- c. Final Report - Conclusions of All Tasks

12 - Public Presentations



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2014.12.10 – 138**

Resolution Re: **Amendment to Classification Plan**

WHEREAS: The City Charter requires that the City Manager submit any amendments to the Merit Plan to the Council as an item on a regular Council meeting agenda; and,

WHEREAS: The Council shall within sixty days after having received the amendments take action to approve or disapprove them at a regular Council meeting; and,

WHEREAS The Merit Plan includes as a specific attachment the Classification Plan which establishes authorized position classifications and grade levels for each class of position in the City's Administrative Service; and,

WHEREAS The City Manager has identified and proposes to reclassify and amend certain position classifications in the City's Administrative Service;

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

The City Council accepts the attached amendment to the Merit Plan as submitted by the City Manager specific only to reclassifying and adding certain position classifications to the Classification Plan.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

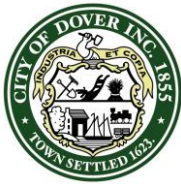
Mayor Karen Weston
By request

Approved as to Legal Form
and Compliance:

Anthony I. Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2014.12.10 – 138**

Resolution Re: **Amendment to Classification Plan**

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:

The Merit Plan includes a Classification Plan document which establishes position classifications and grade levels for each class of position in the City's Administrative Service. The City Manager proposes to make the following changes to the Classification Plan:

1. Reclassify the existing Assistant City Manager classification by reducing the pay grade from 34 to 32 and amending title to "Assistant City Manager – Director of Planning and Strategic Initiatives"
2. Establish a "Deputy City Manager – Director of Community Services" classification with pay grade of 34
3. Establish a "Deputy Information Technology Director" classification with pay grade of 29
4. Establish a "Media Services Manager" classification with pay grade of 26

The amended classification plan and supplemental position descriptions associated with these changes are attached as background.

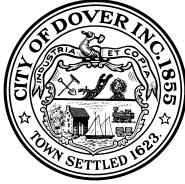
All other provisions of the attached Merit Plan remain unchanged and are not affected.

FY2015 Dover Classification Plan

Dover Classification Plan	Pay Plan Grade	Union
ACCOUNT CLERK I	11	DMEA
ACCOUNT CLERK II	13	DMEA
ACCOUNTANT I	18	DMEA
ACCOUNTANT II	28	DMEA
ADMINISTRATIVE ASSISTANT	19	non-union
ADMINISTRATIVE CLERK/CEMETERY COORDINATOR	15	DMEA
ANIMAL CONTROL OFFICER	10	DPA
AQUATIC FACILITY MANAGER	22	DPEA
ARENA FACILITY MANAGER	23	DPEA
ARENA PROGRAM & MARKETING SUPERVISOR	21	DPEA
ASSISTANT CITY CLERK	13	DMEA
ASSISTANT CITY ENGINEER	24	DPEA
ASSISTANT CITY MANAGER	34 32	non-union
ASSISTANT CITY PLANNER	24	DMEA
ASSISTANT LIBRARY DIRECTOR	26	DMEA
ASSISTANT RECREATION DIRECTOR	23	DPEA
ASSISTANT TAX ASSESSOR	23	DMEA
BOOKKEEPER	14	DMEA
BUILDING OFFICIAL	28	DMEA
CDBG PROGRAM COORDINATOR	27	DMEA
CITY CLERK/TAX COLLECTOR	26	non-union
CITY ENGINEER	29	DPEA
CITY TREASURER	24	non-union
CLERK TYPIST I	9	DMEA
CLERK TYPIST II	11	DMEA
CONSTRUCTION MANAGER	26	non-union
CROSSING GUARD	8	non-union
CUSTODIAN	9	DMEA
DEPUTY CITY CLERK	15	DMEA
DEPUTY CITY MANAGER	34	non-union
DEPUTY COMMUNITY SERVICES DIRECTOR	30	non-union
DEPUTY INFORMATION TECHNOLOGY DIRECTOR	29	non-union
DEPUTY TAX COLLECTOR	15	DMEA
DIRECTOR OF BUSINESS ASSISTANCE	23	non-union
DIRECTOR OF COMMUNITY SERVICES	33	non-union
DIRECTOR OF FINANCE	32	non-union
DIRECTOR OF HUMAN RESOURCES	29	non-union
DIRECTOR OF INFORMATION TECHNOLOGY	33	non-union
DIRECTOR OF MAIN STREET PROGRAM	23	non-union
DIRECTOR OF PLANNING & CDBG	31	non-union
DIRECTOR OF PUBLIC LIBRARY	29	non-union
DIRECTOR OF PUBLIC WELFARE	26	non-union
DIRECTOR OF RECREATION	26	non-union
ELECTRICAL INSPECTOR	22	DMEA
ENGINEERING TECHNICIAN	20	DPEA
ENVIRONMENTAL PROJECTS MANAGER	27	DPEA
EXECUTIVE SECRETARY	18	non-union
FACILITIES, GROUNDS & CEMETERY SUPERVISOR	23	DPEA
FIRE & RESCUE CHIEF	33	non-union
FIRE ASSISTANT CHIEF	29	DPFOA
FIRE CAPTAIN	25	DPFOA
FIRE DEPUTY CHIEF	27	DPFOA
FIRE LIEUTENANT	23	DPFOA
FIRE MECHANIC	11	non-union
FIRE/HEALTH INSPECTOR	22	DMEA
FIRE/LIFE SAFETY INSPECTOR	22	DMEA
FIREFIGHTER ON CALL	17	non-union
FIREFIGHTER/EMT	17	IAFF
FIREFIGHTER/EMT-I	18	IAFF
FIREFIGHTER/PARAMEDIC	20	IAFF
FLEET SUPERVISOR	25	DPEA
GENERAL LEGAL COUNSEL	33	non-union
GROUNDSCKEEPER I	14	AFSCME
GROUNDSCKEEPER II	16	AFSCME
HEAVY EQUIPMENT MECHANIC I	15	AFSCME
HEAVY EQUIPMENT MECHANIC II	16	AFSCME
HEAVY EQUIPMENT OPERATOR I	16	AFSCME
HEAVY EQUIPMENT OPERATOR II	17	AFSCME
INFORMATION TECHNOLOGY ADMINISTRATOR	22	non-union
INVENTORY COORDINATOR	17	AFSCME
LABORER I	12	AFSCME
LABORER II	13	AFSCME
LIBRARIAN I	17	DMEA
LIBRARIAN II	22	DMEA

FY2015 Dover Classification Plan

Dover Classification Plan	Pay Plan Grade	Union
LIBRARY ASSISTANT I	11	DMEA
LIBRARY ASSISTANT II	13	DMEA
LIBRARY PAGE	7	DMEA
MAINTENANCE MECHANIC I	14	AFSCME
MAINTENANCE MECHANIC II	15	AFSCME
MAINTENANCE MECHANIC III	22	AFSCME
MAINTENANCE SPECIALIST I	15	AFSCME
MAINTENANCE SPECIALIST II	18	AFSCME
MAINTENANCE SPECIALIST III	22	AFSCME
MANAGEMENT ANALYST	17	non-union
MEDIA SERVICES MANAGER	26	non-union
OFFICE MANAGER	15	DMEA
PARKING CONTROL OFFICER	10	DPA
PARKING MANAGER	24	non-union
PAYROLL & BENEFITS ADMINISTRATOR	15	DMEA
PERSONNEL ASSISTANT	15	DPAAII
PLANNER	27	DMEA
PLANT & PUMP STATION SUPERVISOR	23	DPEA
PLUMBING INSPECTOR	22	DMEA
POLICE CAPTAIN	30	DPAAII
POLICE CHIEF	33	non-union
POLICE COMMUNICATIONS SUPERVISOR	21	DPAAII
POLICE DISPATCHER	17	DPA
POLICE LIEUTENANT	27	DPAAII
POLICE OFFICER I	21	DPA
POLICE OFFICER II (Advanced Career Track)	22	DPA
POLICE PREVENTION COORDINATOR	22	non-union
POLICE PREVENTION PROGRAMMER	16	non-union
POLICE PROSECUTOR	27	DPAAII
POLICE RECORDS SUPERVISOR	21	DPAAII
POLICE SERGEANT	24	DPAAII
POLICE VICTIM/WITNESS ADVOCATE	20	non-union
PUBLIC WELFARE TECHNICIAN I	18	DMEA
PUBLIC WELFARE TECHNICIAN II	19	DMEA
PUBLIC WELFARE TECHNICIAN III	20	DMEA
PUBLIC WORKS SUPERVISOR	23	DPEA
PUMP STATION OPERATOR I	16	AFSCME
PUMP STATION OPERATOR II	18	AFSCME
PUMP STATION OPERATOR III	22	DPEA
PURCHASING AGENT	26	DMEA
RECREATION PROGRAM ASSOCIATE I	2	non-union
RECREATION PROGRAM ASSOCIATE II	3	non-union
RECREATION PROGRAM ASSOCIATE III	4	non-union
RECREATION PROGRAM SPECIALIST I	5	non-union
RECREATION PROGRAM SPECIALIST II	7	non-union
RECREATION PROGRAM SPECIALIST III	9	non-union
RECREATION PROGRAM SPECIALIST IV	15	non-union
RECREATION PROGRAM SUPERVISOR	17	DPEA
SEASONAL MAINTENANCE WORKER I	3	non-union
SEASONAL MAINTENANCE WORKER II	5	non-union
SEASONAL MAINTENANCE WORKER III	7	non-union
SECRETARY I	13	DMEA
SECRETARY II	14	DMEA
SOLID WASTE ASSISTANT	18	AFSCME
SOLID WASTE COORDINATOR	23	DPEA
SUPERINTENDENT OF FACILITIES, GROUNDS & CEMETERY	28	DPEA
SUPERINTENDENT OF PUBLIC WORKS & UTILITIES	29	DPEA
TAX ASSESSING DATA TECHNICIAN	15	DMEA
TEEN CENTER COUNSELOR	22	non-union
TELEVISION BROADCAST OPERATOR	15	non-union
TRUCK DRIVER	14	AFSCME
UTILITIES SYSTEM SUPERVISOR	26	DPEA
WORKING FOREMAN	22	DPEA
WWTP CHIEF OPERATOR	23	DPEA
WWTP LAB TECHNICIAN	17	DPEA
WWTP LAB/INDUSTRIAL PRETREATMENT COORDINATOR	22	DPEA
WWTP OPERATOR I	18	AFSCME
WWTP OPERATOR II	22	AFSCME
WWTP SUPERVISOR	26	DPEA



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Director of Planning & ~~CDBG~~ Strategic Initiatives	Position Control No: XX-XXXX
Classification-Series: ~~Director~~ Assistant City Manager	FLSA Status: Exempt-Regular FT 40hr/wk
Occupational Grouping: Professional & Managerial Services	Union - Grade: Non Union – Grade ~~34~~ 32
Organizational Unit: Planning and CDBG	Primary Job Location: City Hall, 288 Central Ave.

JOB SUMMARY: Performs highly responsible administrative, technical and professional work in development and implementation of community development plans, programs and services, current and long range planning programs of the City related to the development and implementation of land use and related municipal plans and policies, and issuance of building and electrical permits. Provides technical and staff assistance to the Planning Board, ~~Industrial~~ Economic Development Authority, Zoning Board of Adjustment and City Council. Serves as a member of the Housing Standards Board. Assists City Manager in managing and completing assigned strategic initiatives.

ACCOUNTABILITY: Work is performed with independence under the general supervision of the City Manager, with general policy supervision exercised by the Planning Board. Issues work assignments, evaluates employee performance, and resolves departmental conflicts, as needed.

SUPERVISION EXERCISED: Outlines operating policies, issues work assignments and areas of responsibility to technical, administrative, and clerical personnel. Evaluates completed work for effectiveness and conformity to established procedures, practices, workplan or other instructions.

TYPICAL EQUIPMENT USED: Computer; telephone; calculator; copy and facsimile machines; mobile radio; pager; cell phone, motor vehicle.

TYPICAL WORK ENVIRONMENT: Inside: 98% Outside: 2%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Supervise the development and implementation of growth management, land use, economic development, utility, housing, transportation, park and open space, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
2. Supervises the evaluation of land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and make recommendations.
3. Evaluate land use proposals to insure compliance with applicable city, state or federal laws. Approves shoreline development permits, sign permits, short subdivision plats, boundary line adjustments, and minor land development proposals within scope of authority and responsibility.
4. Administer the Community Development Block Grant (CDBG) and other state and federal grant programs as assigned.
5. Oversees special projects in organization planning and performance measurement.
6. Oversee the enforcement of a variety of codes, including BOCA Building Code, BOCA Plumbing Code,

National Electrical Code, Life Safety Code, etc., and local codes such as sprinkling, nuisance, clearing, grading, filling, and zoning, etc.

7. Oversee the permitting functions of the department, including application, fee assessment and collection, application and plan review, permit issuance, inspection, and occupancy.
8. Prepares, presents and administers, after adoption, the annual department operating budget. Develop the Capital Improvement Plan for all city departments.
9. Ensure the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.
10. Provide technical and staff assistance to the Planning Board, Industrial Development Authority, Zoning Board of Adjustment and City Council. Serves as a member of the Housing Standards Board.
11. Reviews all subdivision proposals for technical sufficiency, and recommend action on proposals before the Planning Board.
12. Evaluate environmental information and recommends mitigation measures to reduce adverse impacts of development.
13. Prepare a variety of studies, reports and related information for decision-making purposes.
14. Respond to local citizens inquiring about community development, planning and zoning regulations and ordinances; resolves complex disputes between planners, program manager and applicants, as required.
15. Monitor inter-governmental decisions and legislative affecting department operations and takes appropriate action. Attend professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
16. Prepare and write grant applications.
17. Oversee the development and maintenance of the City's Master Plan, Geographic Information System (GIS), and data base of information for planning and community development purposes.
18. Negotiate, coordinate and manage professional service contracts.
19. Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
20. Establish and maintain effective relations with other city department and employees, state and federal agencies, private organizations, and the general public.
21. Familiar with and executes safe work procedures associated with assigned work.

21-22. Plans, organizes and directs strategic initiatives within the City as assigned by the City Manager.

22-23. Performs other related duties as directed.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. REACH: -above shoulder height: Rarely required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.	PUSH/PULL: Rarely required. TWISTING: Rarely required. BENDING: Occasionally required. CRAWLING: Not required. SQUATTING: Rarely required. KNEELING: Not required. CROUCHING: Rarely required. CLIMBING: Occasionally required. BALANCING: Rarely required. GRASPING: Occasionally required. HANDLING: Occasionally required.

	TORQUING: Rarely required. FINGERING: Frequently required.

DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS: Sit: 2 hours Stand: 1 hour Walk: 1 hour	TOTAL HOURS: Sit: 5 hours Stand: 2 hour Walk: 1 hour

COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others

HEARING: Necessary for receiving instructions and information.

SIGHT: Necessary for performing job effectively.

TASTING & SMELLING: Not necessary for performing job effectively.

TYPICAL WORK SURFACE(S): Standard office desk and chair; tables; computer work stations; carpet, tile, concrete and wood floors; outside surfaces including flat, sloped and uneven ground.

TYPICAL CONTROLS & EQUIPMENT: Key board/pad, computer mouse, electronic controls.

SUMMARY OF OCCUPATIONAL EXPOSURES: Work is usually performed in an office environment. May be exposed to extremes of climate and temperature, noxious and poisonous substances and fumes, dust and other airborne particles and stinging and biting insects in the course of inspections and field work.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Comprehensive knowledge of principles and practices of city planning; comprehensive knowledge of state laws and city ordinances pertaining to city and regional planning, zoning, housing codes, building regulations, and urban redevelopment; considerable knowledge of civil engineering, architecture and graphic presentation as applied to planning; considerable knowledge of economic, sociological and environmental aspects of planning; ability to plan, organize, assign, supervise, inspect and coordinate the work of professional and technical personnel engaged in preparing comprehensive research studies, analyze problems, preparing technical reports, and formulating recommendations; ability to speak and write effectively; ability to establish and maintain effective working relationships with the employees, officials and the public; and ability to prepare annual operating budgets.

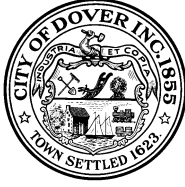
EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Master's Degree in Community or Urban Planning or related field, with coursework in public administration, project management, architectural design and/or civil engineering; or a Bachelor's degree with at least seven years of progressively responsible experience in planning, engineering, public administration, project management and/or architecture, OR any combination of education and experience which demonstrates possession of the required knowledge, skills and ability.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None. ☐ 2. Short demonstration up to 30 days. ☐ 3. 30-90 days. ☐ 4. 91-180 days. ☐ 5. 181 days to 1 year.	☐ 6. 1 to 2 years. ☐ 7. 2 to 4 years. ☐ 8. 4-10 years. ☒ 9. Over 10 years.

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. The duties and responsibilities of this position are also governed by statutes, policies, rules and regulations.

Classification Established: 07/01/1996
Job Description Developed: 04/07/1997
Revised: 11/25/2014
Revised: 12/10/2014



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Director of Community Services	Position Control No: XX-XXXX
Classification-Series: ~~Director~~ Deputy City Manager	FLSA Status: Exempt-Regular FT 40hr/wk
Occupational Grouping: Professional & Managerial Services	Union - Grade: Non Union – Grade 3334
Organizational Unit: Community Services Department	Primary Job Location: Public Works Facility, Mast Road

JOB SUMMARY: Performs highly responsible managerial administrative and technical work in directing the operations of the Community Services Department which includes the divisions of facilities, grounds & cemetery, engineering, environmental programs, fleet services, wastewater treatment plant, and public works and water and sewer utilities. Serves and acts on behalf of City Manager as assigned.

ACCOUNTABILITY: Work is performed with considerable independence under the general administrative direction of the City Manager and is reviewed through conferences, reports and observation of program results.

SUPERVISION EXERCISED: Provides general administrative direction and supervision to all division superintendents, supervisors and staff. Outlines operating policies and issues work assignments and areas of responsibility. Evaluates completed work for effectiveness and conformity to established procedures, practices, work plan or other instructions.

TYPICAL EQUIPMENT USED: Computer; telephone; calculator; typewriter; copy and facsimile machines; microfilm/fiche readers; mobile radio; pager; motor vehicle.

TYPICAL WORK ENVIRONMENT: Inside: 95% Outside: 5%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Plan, organize, direct and coordinate the activities of the Community Services Department.
2. Review, establish, and implement comprehensive programs for the construction, maintenance and repair of city street, water, sewer, drainage, cemetery and park assets, including formulating and assisting in coordinating a capital improvement program.
3. Work independently and as a member of a team on activities of uncertain duration.
4. Attend to many projects and items simultaneously, or in sequence.
5. Gather, interpret, and prepare data for studies, reports and recommendations; evaluate issues and options regarding municipal public works and make recommendations.
6. Establish program and project policies; prescribes general rules, regulations and administrative policies for the Department; direct the preparation and maintenance of necessary records and reports.
7. Supervise division managers and department support staff, either directly or through subordinates. Confer frequently with division superintendents and supervisors in indicating work, assessing work progress, and resolving work problems of an administrative and professional nature.

8. Supervise the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
9. Supervise the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
10. Perform project management duties for the construction of the municipal public works projects. Review and inspect assigned projects to ensure contractor compliance with time and budget parameters for the project.
11. Coordinates the preparation of reviews and updates to the sanitary sewer, water, storm drainage, and street system maps, data base and comprehensive plans.
12. Meet with other department administrators, contractors, engineers, utility companies, and federal and state agency officials to discuss current and proposed work, work problems and work procedures; meets with various civic organizations as City Representative to discuss public works progress, needs and problems, serves on planning, cemetery, water and special assessment boards.
13. Plans, prepares, and implements, after adoption, the annual budget for all operating costs, equipment purchases, and construction and maintenance projects.
14. Participates in the collective bargaining process with the unions and associations in the department.
15. Confer with city officials in determining plans and policies to be observed in the conduct of public works operations.
16. Respond to inquiries from council members, city employees, public and private organizations and agencies and the public regarding department policies, procedures, activities and services. Resolve citizen complaints when necessary.
17. Assists and coordinates the activities of the department, in mitigating the effects of natural and man-made emergencies.
18. Organize, maintain and administer the personnel policies and procedures of the city and the department.
19. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
20. Maintain familiarity with and executes safe work procedures associated with assigned work.
- ~~20,21.~~ Performs duties on behalf of and serves in acting capacity for City Manager when specifically assigned by City Manager.
- ~~21,22.~~ Performs related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. REACH: -above shoulder height: Rarely required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.	PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Not required. SQUATTING: Rarely required. KNEELING: Not required. CROUCHING: Rarely required. CLIMBING: Occasionally required. BALANCING: Rarely required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.

DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS: Sit: 2 hours Stand: 1 hour Walk: 1 hour	TOTAL HOURS: Sit: 5 hours Stand: 2 hour Walk: 1 hour

COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others

HEARING: Necessary for receiving instructions and information.

SIGHT: Necessary for performing job effectively.

TASTING & SMELLING: Necessary for performing job effectively.

TYPICAL WORK SURFACE(S): Standard office desk and chair; tables; computer work stations; carpet, tile, concrete and wood floors; ladders, stairs and scaffolding; outside surfaces including flat, sloped and uneven ground; within above and below ground confined spaces; within and above trenches.

TYPICAL CONTROLS & EQUIPMENT: Key board/pad, computer mouse, electronic controls.

SUMMARY OF OCCUPATIONAL EXPOSURES: Work is usually performed in an office environment. May be exposed to extremes of climate and temperature, noxious and poisonous substances and fumes, dust and other airborne particles and stinging and biting insects in the course of inspections and field work.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Extensive knowledge of public works construction and maintenance methods, materials and equipment; extensive knowledge of the principles and practices of Civil Engineering as applied to municipal public works; thorough knowledge of administrative practices and procedures as related to engineering and public works management; thorough knowledge of current literature, sources of information, trends, and developments in municipal public works administration; ability to plan for municipal needs, to delegate and distribute personnel, and to direct, coordinate and review the work of operating divisions; ability to establish and maintain effective working relationships with city officials, employees, officials of other governmental jurisdictions, professional employees, consultants, constructors, and the public; ability to express ideas effectively, orally and in writing.

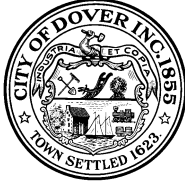
EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Master's degree with major study in civil engineering, business and/or public administration plus ten years progressively responsible experience in municipal public works or related engineering operations, including at least five years of progressively responsible supervisory and administrative experience; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☐ 8. 4-10 years.
☐ 4. 91-180 days.	☒ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. The duties and responsibilities of this position are also governed by statutes, policies, rules and regulations.

Classification Established: 07/01/1996
Job Description Developed: 07/01/1996
Revised: 02/09/2006
Revised: 12/10/2014



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Deputy Information Technology Director	Position Control No: XX-XX-XX-XX
Classification-Series: Deputy Information Technology Director	FLSA Status: Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Professional & Managerial Services	Union - Grade: NON-UNION - Grade 29
Organizational Unit: Executive Department	Primary Job Location: City Hall, 288 Central Avenue

JOB SUMMARY: Performs highly responsible work administering and maintaining the operation of the City's information systems. This includes the responsive and accurate administration of municipal core systems (including network devices, servers and applications) as well as user account management. Assists Director of Information Technology in managing and completing assigned information technology projects.

ACCOUNTABILITY: Works under the direction of the Director of Information Technology. Assigned duties are carried out independently. Work is reviewed through reports, conferences and observation of results.

SUPERVISION EXERCISED: Provides general supervision through work assignments, instruction, training, technical knowledge, and work review with collaborative information technology positions throughout the City and Schools. Coordinates and leads activities of Information Technology Administrator (s) and Technician(s) in completing and supporting City-wide information and telecommunication projects.

TYPICAL EQUIPMENT USED: Computer; telephone; calculator; typewriter; dictation & transcribing equipment; video and audio equipment; copy and facsimile machines; electronic diagnostic equipment; small hand and power tools.

TYPICAL WORK ENVIRONMENT: Inside: 98% Outside: 2%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Monitoring and proactive maintenance of current City information systems, with a focus on network devices (i.e. firewall, router, switch), servers and server-based applications.
2. Implementation and management of City's data storage rotation and retention policy.
3. Creation, maintenance and deletion of requested accounts for access to the overall City network and the services it provides. Development and maintenance of auditing policy for this work, incorporating the City Acceptable Use Policy.
4. Tracking, management and evaluation of reactive service calls to clients throughout the City and affiliate organizations.
5. Oversight and management of up-to-date and accurate inventory of City information systems and telecommunications equipment, i.e. network devices, servers, client machines, UPS systems, laser printers, data lines and phone lines.
6. Assists in the development, implementation and management of an integrated City-wide information systems infrastructure to include hardware, software and network equipment supporting all municipal department operations (including Schools).

7. Evaluates trends in information and telecommunication technology, hardware, software and networking and makes recommendations to Director of Information Technology regarding appropriate hardware, software and system needs.
8. Works as the technical lead, or in conjunction with the Director of Information Technology and vendors, in the implementation, ongoing maintenance and upgrade of information systems within all City departments.
9. Supervises assigned personnel and assists in implementing and maintaining information systems.
10. Available after-hours (outside Monday - Friday 8am – 4pm and holidays) during critical network outages or for pre-scheduled information systems maintenance as needed.
11. Attends to many items requiring attention simultaneously, and/or in sequence.
12. Attends conferences and other education meetings and reviews professional literature to keep current on modern trends and practices.
13. Exercises discretion and maintains appropriate confidentiality concerning municipal related matters.
14. Performs or assists subordinates in performing duties; adjusts errors and complaints.
15. Advises the Director of Information Technology regarding questions of procedures and information related to the City's information and telecommunication systems.
16. Coordinates activities with other employees, departments or agencies.
17. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
18. Maintains familiarity with and executes safe work procedures associated with assigned work.
19. Performs duties on behalf of and serves in acting capacity for Director of Information Technology when specifically assigned by City Manager or designee.
20. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Rarely required. -over 50 lbs.: Rarely required. CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Rarely required. -over 50 lbs.: Not required. REACH: -above shoulder height: Rarely required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.	PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Rarely required. SQUATTING: Occasionally required. KNEELING: Rarely required. CROUCHING: Occasionally required. CLIMBING: Rarely required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.

DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS: Sit: 2 hours Stand: 1 hour Walk: 1 hour	TOTAL HOURS: Sit: 5 hours Stand: 2 hour Walk: 1 hour

COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others

HEARING: Necessary for receiving instructions and information.

SIGHT: Necessary for performing job effectively.

TASTING & SMELLING: Not required.

TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter; tables; computer work stations; carpet, tile, concrete and wood floors.

TYPICAL CONTROLS & EQUIPMENT: Keyboard/pad, computer mouse, electronic controls.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to copier and printer toner. Possible electrocution hazard.

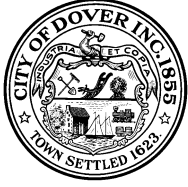
KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Well-developed skills to troubleshoot, prioritize, escalate and find technical solutions quickly and effectively, often using online and vendor resources; Extensive knowledge of networking equipment, and computer hardware and software, including firewalls, switches, operating systems, applications and programming. Extensive knowledge of techniques in information technology system analysis and design; Extensive knowledge of the capabilities and requirements of information technology equipment; Knowledge of the principles and techniques of systems documentation; Knowledge of the principles of computer programming; Knowledge of the functions and organization of municipal government. Demonstrated ability to plan, organize, document and supervise the work of others; ability to make accurate arithmetic calculations; demonstrated oral and written communication; ability to maintain electronic and written records and prepare reports. Ability to maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully. Ability to prepare and deliver oral and written reports in public meetings.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Graduation from a college/university with a Bachelor's degree in Computer Science, Information Technology, or a closely-related field, plus at least four years progressively responsible experience in information systems management, support, or related information systems work; OR any equivalent combination of education and experience which demonstrates possession of required knowledge, skills and abilities. Must maintain valid NH motor vehicle operator's license. Microsoft, Cisco and other Information System specific certifications preferred.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☒ 8. 4-10 years.
☐ 4. 91-180 days.	☐ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Media Services Manager	Position Control No: XX-XX-XX-XX
Classification-Series: Media Services Manager	FLSA Status: Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Professional & Managerial Services	Union - Grade: NON-UNION - Grade 26
Organizational Unit: Executive Department	Primary Job Location: City Hall, 288 Central Avenue

JOB SUMMARY: Performs a variety of duties related to integrating public information dissemination with the community's available media services. Coordinates and effectively utilizes available communication tools and manages the operations of the city's website, social media and cable access television facilities (CATV) to inform the public regarding governmental and educational related matters. Works and interacts with different employees, public officials, and citizens of the community. Handles administrative and supervisory functions pertaining to media services related functional responsibility.

ACCOUNTABILITY: Works under the direction of the Director of Information Technology. Assigned duties are carried out independently. Work is reviewed through reports, conferences and observation of results.

SUPERVISION EXERCISED: Supervises employees as assigned

TYPICAL EQUIPMENT USED: Computer, telephone, calculator, copy and FAX machine, dictating equipment, video cameras, video and audio recording equipment, video and audio editing equipment, CATV broadcast equipment, and other related equipment.

TYPICAL WORK ENVIRONMENT: Inside: 90% Outside: 10%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Administers and coordinates the operation of the community's web site, social media and cable television (CATV) governmental and educational access facilities and channels.
2. Identifies and creates opportunities for new and recurring public information programs by developing audio, visual and written materials for use with CATV governmental and educational access channels and other media resources including website and social media to educate the public regarding the operations and services of government including schools as well as particular community events.
3. Develops relationships within the community and works with municipal officials, teachers, students, and volunteers to encourage, coordinate and assist with the production of governmental and educational programming content for use on website, social media and the CATV access channels.
4. Identifies and recommends improvements to the community's website, social media presence and CATV communication infrastructure and is responsible for developing, in conjunction with the Director of Information Technology, the annual media services operations and capital budgets.
5. Develops recommendations and ensures compliance with policies concerning appropriate programming content and use of the community's website, social media and CATV facilities and channels.
6. Records and responds to citizens' complaints concerning CATV franchise and works with the CATV provider to seek resolution of citizen concerns, as appropriate.

7. Responsible for organizing and assigning video recording and/or broadcast equipment and ensures that it is in proper working order.
8. Coordinates an equipment inventory and maintenance program for the community's access facilities including video recording, editing and broadcast equipment.
9. Keeps current with applicable laws, rules and regulations related to cable television, access television, video recording and related issues.
10. Monitors and arranges for maintenance of website, social media and CATV access operations and broadcast capabilities 24/7, as needed.
11. Makes self available for recall and responds to assist the public communication function as assigned during emergency events.
12. Establishes and maintains effective working relationships and coordinates activities with employees, other departments and agencies.
13. Maintains familiarity with and executes safe work procedures associated with assigned work.
14. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Occasionally required.	PUSH/PULL: Occasionally required. TWISTING: Rarely required. BENDING: Occasionally required. CRAWLING: Not required. SQUATTING: Rarely required. KNEELING: Not required. CROUCHING: Not required. CLIMBING: Not required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Occasionally required. FINGERING: Frequently required.

DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS: Sit: 3 hours Stand: 2 hour Walk: 1 hour	TOTAL HOURS: Sit: 5 hours Stand: 2 hour Walk: 1 hour

COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.

TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter; tables; computer/video work stations; carpet, tile, concrete and wood floors.

TYPICAL CONTROLS & EQUIPMENT: Key board/pad, computer mouse, electronic controls.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to copier and printer toner. Possible electrocution hazard.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Comprehensive knowledge and skills in the field of television production and broadcasting. Knowledge of media production, communication, and dissemination techniques and methods including alternative ways to inform via written, oral, and visual media. Knowledge of new media for the Internet, Wi-Fi, video blogging, podcasting, and other evolving technologies. Proven leadership skills in technical and creative areas. Strong administrative, written and oral communication skills. Audio/visual technical expertise. Proven interpersonal abilities. Ability to maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Bachelor's degree or any combination of a lesser degree and three (3) years experience in related field. Any equivalent combination of education and experience which demonstrates possession of required knowledge, skills and abilities.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☐ 8. 4-10 years.
☒ 4. 91-180 days.	☐ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

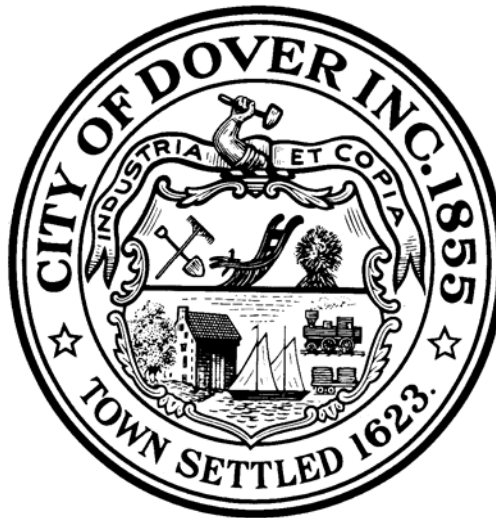
Classification Established: 12/10/2014

Job Description Developed: 12/10/2014

Revised:

MERIT PLAN

CITY OF DOVER
New Hampshire



Submitted by

Michael Joyal, City Manager

Effective October 4, 2011

TABLE OF CONTENTS

Article	Page
Article I. Purpose	1
Article II. Amendment of Merit Plan	1
Article III. Definitions	1
Article IV. Implementation and Administration	4
Article V. Classification Plan	4
Article VI. Pay Plan	5
Article VII. Recruitment and Appointment	5
Article VIII. Seniority and Length of Service Awards	7
Article IX. Political Activity	7
Article X. Hours of Employment, Attendance and Leave	8
Article XI. Retirement and Other Benefits	11
Article XII. Separations and Demotions	12
Article XIII. Separability	14

MERIT PLAN OF THE CITY OF DOVER, NH

ARTICLE I. PURPOSE

It is the purpose of this Merit Plan to give effect to the provisions of the Dover, New Hampshire City Charter. The rules and regulations that comprise the Merit Plan and are contained herein shall be applied in accordance with the purpose of section C7-2 of the City Charter, which is interpreted and declared to be as follows:

- Section 1: To provide for an efficient system of modern personnel administration based on the principles of merit and designed to ensure sound and consistent employment practices.
- Section 2: To provide for the selection, appointment, promotion, training, transfer, lay off, discipline, and removal of City of Dover employees on the basis of merit.
- Section 3: To provide for a position classification system within the Administrative Service of the City, to be known as the Classification Plan.
- Section 4: To provide for a compensation system for City of Dover employees holding positions in the Classified Service of the City, to be known as the Pay Plan.
- Section 5: To provide for City of Dover employees a definite policy regarding annual leave, personal illness leave, and other leaves of absence.
- Section 6: To provide for City of Dover employees a definite policy regarding eligibility for participation in a retirement plan and other benefits.
- Section 7: To provide for City of Dover employees a procedure for appeals related to the application of these rules and regulations.
- Section 8: To provide for other matters necessary to ensure the maintenance of efficient service and the improvement of working conditions.

ARTICLE II. AMENDMENT OF MERIT PLAN

The City Manager may amend the rules and regulations contained within this Merit Plan from time to time as deemed suitable and necessary to carry out the provisions of the City Charter by submission of such amendments to the City Council. An amendment shall become effective pursuant to the provisions of the Dover City Charter C7-2. The Classification Plan and the Pay Plan are appended to and made a part of this Merit Plan. All amendments to the Classification Plan and all amendments to the Pay Plan shall become effective only after approval of the Dover City Council through the use of the procedure contained in Dover City Charter C7-2

ARTICLE III. DEFINITIONS

For the purpose of the rules and regulations contained herein, the following words and terms shall have the meaning indicated below:

- Definition 1: ADMINISTRATIVE SERVICE shall mean the entire body of employees holding positions in the Classified Service, all of whom serve under the appointive powers of the City Manager and/or department heads.
- Definition 2: APPOINTING AUTHORITY shall mean the City Manager or department head, who shall have the authority to hire and/or terminate the employment of persons for the City of Dover in accordance with the duties and powers conferred by the City Charter and these rules and regulations.
- Definition 3: APPOINTMENT shall mean the selection and hiring by the Appointing Authority of a person to fill a position in the Classified Service of the City. Appointments shall be of the following types: Original, Temporary, Re-Employment, Transfer, Promotion, Demotion.
- Definition 4: CLASSIFICATION, OR CLASS OF POSITIONS shall mean a position or grouping of positions in the Classified Service of the City having similar duties and responsibilities and requiring similar qualifications.
- Definition 5: CLASSIFICATION PLAN shall mean the overall organization of positions into groups or classes on the basis of the duties and responsibilities of the position and knowledge, skill and ability necessary for adequate performance of the essential functions of the position.
- Definition 6: CLASSIFIED SERVICE shall mean the collection of all full-time and part-time positions included in the Classification Plan of the City which are subject to the appointing authority of the City Manager and/or department heads.
- Definition 7: DEMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a lower maximum salary rate.
- Definition 8: DISCRETIONARY AND PROFESSIONAL SERVICE shall mean department heads or other employees who are immediate subordinates and report directly to the City Manager. Such employees are particularly qualified and regularly and routinely as part of their duties, exercise discretion and judgment over the performance of their functions. These employees are considered part of the Classified Service, but shall not always be subject to all provisions of the Merit Plan. As such, for the purposes of recruitment and retention of this type of personnel, the City Manager may provide these employees with additional benefits or incentives. The City Manager may enter into employment and severance agreements with employees who are members of the Discretionary and Professional Service. A Resolution for each agreement shall be placed as a separate item on the next regular Council agenda prior to the execution of the agreement by the City Manager. The proposed written agreement shall be available to the Council and to the public. The City Council shall review and approve or disapprove the cost items of all employment and severance agreements at the first available regular council meeting or within thirty (30) days whichever is less. Persons employed as part of the Discretionary and Professional Service shall be appointed by reason of their particular training and experience as determined by the City Manager to be the best qualified and available person for the job. Such persons shall not necessarily be appointed or promoted according to standard promotional procedures as applicable for all other employees of the Classified Service. Discretionary and Professional

Service employees shall receive a salary in compensation for their services rendered, irrespective of their regular hours of employment. Discretionary and Professional Service employees shall include, but not necessarily be limited to the Assistant City Manager, City Attorney, City Clerk and the department heads or other administrative staff as may be defined in the Administrative Code.

- Definition 9: EMPLOYEE shall mean any person who has been appointed to a position in the Classified Service of the City in accordance with the provisions of the City Charter and these rules and regulations.
- Definition 10: ENTRANCE EXAMINATION shall mean a standard examination which may be given to all applicants for appointment to a position in the Classified Service of the City, to determine their general qualification for service with respect to the particular position for which they are applying.
- Definition 11: HOURLY EMPLOYEE shall be any employee compensated for each hour of work performed at an hourly rate as stipulated in the Pay Plan of the City of Dover for their particular position and pay step. Hourly employees are Fair Labor Standards Act non-exempt employees and are distinguished from salaried employees.
- Definition 12: ORIGINAL APPOINTMENT shall mean the appointment of a person having never been previously employed by the City to a position in the Classified Service of the City.
- Definition 13: PROBATIONARY PERIOD shall mean an evaluation period following appointment to a position in the Classified Service of the City which shall be utilized as fully as possible to determine the ability of the employee to satisfactorily fulfill the requirements of the position to which they were appointed. All employees appointed to positions in the Classified Service whose employment is intended to exceed four (4) months in a single calendar year shall be subject to a probationary period.
- Definition 14: PROMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a higher maximum salary rate.
- Definition 15: PROMOTIONAL EXAMINATION shall mean a qualifying examination which may be given to all applicants for appointment to a higher classified position in the Classified Service of the City, to determine their general qualification for service with respect to the particular position for which they are applying.
- Definition 16: PROVISIONAL APPOINTMENT shall mean a non-competitive appointment of a person to a position in the Classified Service of the City made on a temporary basis pending the completion of a selection and appointment process.
- Definition 17: RE-EMPLOYMENT shall mean the appointment of a person having been previously employed by the City to a position in the Classified Service of the City.
- Definition 18: REGULAR FULL-TIME EMPLOYEE shall mean an employee who works thirty (30) or more hours per week for twelve (12) or more consecutive calendar months in any position classification included in the Classification Plan of the City.

- Definition 19: REGULAR PART-TIME EMPLOYEE shall mean an employee who works less than thirty (30) hours per week and who is retained to work twelve or more consecutive calendar months in any position classification included in the Classification Plan of the City.
- Definition 20: SALARIED EMPLOYEE shall be any employee receiving a salary as stipulated in the Pay Plan of the City of Dover for their particular position and pay step as compensation for their services rendered, irrespective of their regular hours of employment. Salaried employees are Fair Labor Standards Act exempt employees and are distinguished from hourly employees.
- Definition 21: SEASONAL OR TEMPORARY FULL-TIME EMPLOYEE shall mean an employee who works thirty (30) or more hours per week for less than twelve (12) consecutive calendar months in any position classification included in the Classification Plan of the City.
- Definition 22: SEASONAL OR TEMPORARY PART-TIME EMPLOYEE shall mean an employee who works less than thirty (30) hours per week for less than twelve (12) consecutive calendar months in any position classification included in the Classification Plan of the City.
- Definition 23: TRANSFER shall mean a change of the employment status of an employee from a position in one class to a position in another class having an equal maximum salary rate.

ARTICLE IV. IMPLEMENTATION AND ADMINISTRATION

- Section 1: Status of Present Employees: Any person holding a position of employment in the City's service, upon the adoption and subsequent amendment of these rules and regulations, shall assume the status of the position held, and shall be presumed to have been appointed in accordance with the rules and regulations contained herein.
- Section 2: Personnel Officer: The City Manager shall be the Personnel Officer of the City of Dover, except as he/she may delegate such duties to another specific individual. Further, the City Manager may delegate limited aspects of the personnel function to other officers, department heads, or agents of the City. Duties of the Personnel Officer shall include the administration of all rules and regulations contained herein.
- Section 3: Applicability: The Merit Plan rules and regulations apply to all employees in the Classified Service of the City except, however, certain parts of these rules and regulations shall be superseded by any conflicting provision contained within an agreement executed pursuant to State Statute between the City of Dover and an authorized employee bargaining unit whose wages, benefits and conditions of employment are embodied in such agreement.
- Section 4: Regulatory Compliance: The City Manager shall have the authority to establish Administrative Regulations and such other administrative policies and procedures consistent with the intent and purpose of the Merit Plan as may be necessary to ensure ongoing compliance with federal and/or state employment regulations. The City Manager shall notify the City Council of proposed

changes and shall provide the City Council with a written copy of the regulations and policies by placing a copy in the City Clerk's office.

ARTICLE V. CLASSIFICATION PLAN

- Section 1: There shall be a Classification Plan for all positions of service in the City. For each class of positions within the City, this Plan shall establish a class title, a statement of purpose and general duties, authority and responsibility thereof, and the qualifications necessary or desirable for the satisfactory performance of the duties of said class. Any changes shall be approved by the City Council pursuant to the procedure stated in the City Charter C 7-2.
- Section 2: In maintaining the Classification Plan, the Personnel Officer shall approve and allocate to its appropriate class each position to be included in the Classified Service. In making such allocations, the Personnel Officer shall administer and provide for the uniform and equitable application of the Classification Plan to all positions of service in the City.
- Section 3: The class titles set forth in the Classification Plan shall be used to designate positions in the Classified Service of the City in all official records, vouchers and communications, and no person shall be appointed or employed in a position in the Classified Service under any class title which has not been first approved and allocated by the Personnel Officer. This requirement shall not exclude the use of statutory or working titles that may be used informally as appropriate or expedient.

ARTICLE VI. PAY PLAN

- Section 1: The Personnel Officer shall be responsible for the development and maintenance of a uniform and equitable Pay Plan, which shall consist of minimum and maximum rates of pay for each class of position and such intermediate steps or increments as considered necessary and equitable. Any changes shall be approved by the City Council pursuant to the procedures stated in the City Charter C7-2.
- Section 2: The Pay Plan shall be linked directly with the Classification Plan and shall be established and amended with due regard to ranges of pay for each class of positions; requisite qualifications for each class; prevailing rates of pay for comparable work in other private and public employment within the Dover area, or other comparable municipalities; cost of living factors; suggestions from department heads; other benefits received by employees; the financial condition of the City; and other economic considerations.
- Section 3: The compensation of each employee shall be reviewed annually by the City Manager and/or each department head for the purpose of determining which employee shall receive a wage adjustment. Wage adjustments shall mean an increase in the rate of pay, which will result in a move to the next higher step or increment of the established wage scale for the particular position of employment. Said increases in rate of pay shall be made in conjunction with the employee's annual performance evaluation, and shall be awarded on the anniversary date of the employee's appointment to their current position.

- Section 4: Wage increases shall be based upon merit. An annual performance appraisal shall be completed for each employee by their supervisor(s) relating generally to their work habits, performance, and other related factors. Employees found to be performing satisfactorily by their supervisor(s) shall be recommended for a wage adjustment to the next higher pay step or increment on an annual basis. The performance review shall be made in order that employees who perform satisfactorily shall be rewarded, thus providing incentive for continued efficient work. All personnel records, including an annual performance evaluation, tardiness, and absences from work, and length of service to the City, shall be considered when making recommendations for wage adjustments.
- Section 5: All other pay increases received by employees shall be limited to salary adjustments or increases in the Pay Plan itself as a result of those adjustments considered necessary and equitable.

ARTICLE VII. RECRUITMENT AND APPOINTMENT

- Section 1: Equal Employment Opportunity: Individuals shall be selected for employment with the City from the best qualified persons applying for said employment without discrimination as to sex, age, race, color, national origin, creed, religion, political affiliations or any other non-merit based factors; preference being given to citizens of the City of Dover when all other qualifications are equal.
- Section 2: Recruitment: Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as is practical. The character of such search will vary from position to position, but normally shall include posting of notices of vacancy, advertising, and contact with State and other employment offices.
- Section 3: Selection: After completing all candidate evaluation procedures as the Appointing Authority may determine as relevant, necessary, and within the limits of the law, selection shall be made by the Appointing Authority from among those persons who have qualified for appointment.
- Section 4: Promotion: Present employees shall be given maximum opportunity for advancement in the service of the City. Present employees shall be given first consideration in filling a vacancy and shall be afforded training opportunities to qualify for promotion. It is recognized that from time to time, the good of the service may require that a vacancy be filled from outside the current service of the City.
- Section 5: Probation: The probationary period shall be regarded as an integral part of the appointment process and shall be utilized for closely observing an employee's work, ensuring the most effective adjustment of a new employee to his/her position, and for rejecting any employee whose performance does not meet the required work standards. All original and promotional appointments shall be for a probationary period of twelve (12) consecutive calendar months which may be extended by the Appointing Authority as may be required, but not for a period of more than four (4) additional consecutive months. At a minimum, each probationary employee shall receive a six (6) month performance evaluation. In cases of original employment with the City, during the

probationary period, an employee may be dismissed at any time without the right of appeal or hearing in any manner. An employee dismissed during the probationary period from a position to which he/she was promoted, may be reinstated to the position from which he/she was promoted, unless such dismissal is the result of a disciplinary action. Any employee may be placed on probation for a period not exceeding twelve (12) months for cause after having completed probation, in which case the employee may be dismissed at any time without the right of an appeal or hearing in any manner. The provisions of this section apply to employees appointed to fill regular full-time and part-time positions in the Classified Service of the City.

Section 6: Training: In order that employees may perform their work more efficiently and be able to qualify for positions of increasing difficulty and responsibility, the Personnel Officer shall develop and implement educational training programs whenever possible.

Section 7: Transfer: If an employee, possessing the qualifications necessary to fill a vacant position within the Classified Service of the City, wishes to be transferred from his/her present department to another department, she/he shall be afforded an opportunity to apply and be considered for the position.

ARTICLE VIII. SENIORITY AND LENGTH OF SERVICE AWARDS

Section 1: When an employee transfers from one department to another, or is promoted within the Classified Service of the City, the date of original employment with the City shall count as the starting date for purposes of calculating seniority as it applies to longevity awards, vacation leave and other benefits. Classification seniority shall apply from the date of appointment to the most current position. Classification seniority and/or department seniority shall be distinguished from overall longevity or employment with the City. Employees who leave the employ of the City for a period greater than twenty-four (24) consecutive hours, and who do not work at least one (1) normal work day by reason of their termination of employment with the City, shall be considered permanently severed from employment with the City. Should a former employee of the City return to the employ of the City in either his/her former department or another department within one (1) year from the date of termination, he shall be entitled to consideration for the purposes of longevity pay and vacation benefits only. In all other respects, the re-employment of a former employee shall be considered as a new employment subject to all rules and regulations for new employees as of the date of their most current appointment.

Section 2: Longevity awards paid to employees for length of service shall be calculated on an annual basis from the date of first employment by the City and continuous employment thereafter. Longevity awards shall be paid to each employee on an annual basis as follows:

Five (5) years up to Ten (10) years	\$400/yr
Ten (10) years up to Fifteen (15) years	\$800/yr
Fifteen (15) years up to Twenty (20) years	\$1,200/yr

Twenty (20) years and greater

\$1,600/yr

The provisions of this section shall apply only to regular full-time employees and on a pro rata basis to regular part-time employees.

ARTICLE IX. POLITICAL ACTIVITY

- Section 1: No person holding a position in the Classified Service of the City shall seek or accept election, nomination or take an active part in, or make a contribution or donation to any municipal campaign or serve as a member of a committee of such club or organization or seek signatures to any petition provided for by any law, or act as a worker at the polls or distribute badges or pamphlets, or handbills of any kind favoring or opposing any candidate for election or for nomination to a municipal office. Nothing in this ordinance shall be construed to prevent any such employee or officer from becoming or continuing to be a member of a political organization, or from attendance at a political meeting, or enjoying entire freedom from all interference in casting his/her vote. Any person who wishes to accept or seek election or appointment to municipal office shall resign from the City Service upon indicating such intention by formal declaration or other evidence of candidacy. Any violation of this rule shall be sufficient grounds for the discharge of any officer or employee determined guilty of such violation.
- Section 2: Solicitation of Contributions: No officer or employee in the City service shall directly or indirectly contribute, solicit or receive, or be in any manner concerned in contributing, soliciting, or receiving any assessment, subscription, contribution, whether voluntary or involuntary, for any municipal political purpose whatever.

ARTICLE X. HOURS OF EMPLOYMENT, ATTENDANCE AND LEAVE

- Section 1: The City Manager and/or department heads shall establish hours of employment and work schedules of employees with due consideration for the varying requirements of the different City operations. Whenever possible, hours of employment for employees in the same class of the same work shall be uniform. The City Manager and/or department heads may, for temporary periods, change the work schedule to accommodate business needs.
- Section 2: Holidays: The following paid holidays shall be provided for employees by the City of Dover:
- | | |
|------------------------|------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Columbus Day |
| Washington's Birthday | Veterans' Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Day after Thanksgiving |
| Christmas Day | |

When a holiday falls on a Sunday, the following Monday shall be declared a holiday for City Employees. When a holiday falls on a Saturday, the preceding

Friday shall be declared a holiday. The provisions of this section shall apply to regular full-time employees and on a pro rata basis to regular part-time employees.

Section 3: Annual Leave: Annual leave shall be afforded to regular full-time employees and on a pro rata basis to regular part-time employees. Annual leave shall accrue from the date of original hire. An Employee may take annual leave only after the end of the probationary period. If an employee is terminated from employment with the City for any reason during the probationary period, no payment of annual leave will be made by the City. The posting of accrued leave shall occur each pay period in hourly units based on the employee's normal work day, or as otherwise prescribed by the City Manager. Normal work day shall be based on the number of hours usually assigned to an employee. This shall exclude overtime, call-ins or other unusual work assignments. For employees who work varying number of hours per day, the average hours per day over the pay cycle may be used as their normal work day. Annual leave, not to exceed six (6) weeks, may be carried forward from one fiscal year to the next, excepting when upon application by an employee, the City Manager shall have granted an exception to this limitation. Any Annual leave to be taken shall be taken at the discretion of the employee's department head, and for department heads shall be taken at the discretion of the City Manager. The taking of annual leave will not be unreasonably denied. Accrual rates and other provisions related to the application for and usage of annual leave are as specified in the appropriate collective bargaining agreements or as may be prescribed by the City Manager for each class of position in the Classified Service.

Section 4: Personal Illness and Disability Leave: Personal illness and disability leave shall be afforded to regular full-time employees and on a pro rata basis to regular part-time employees. Personal illness and disability leave shall be considered a matter of grace and not a privilege and shall be allowed only in case of necessity and actual sickness, or disability of the employee. Employees who find it necessary to meet dental or doctor appointments or other illness prevention measures, including maternity, may also utilize personal illness leave time for such purposes, excepting when prior written City Manager and/or department head approval has been obtained, in which case no personal illness leave shall be charged. Personal illness leave, at the discretion of the City Manager and/or department head, may be granted in the instance of illness of a member of the employee's immediate family. At the discretion of the department head, a doctor's certificate may be required for absences due to illness or disability in excess of three (3) days. If the department head has a reasonable basis to believe or suspect an employee has abused personal illness leave privileges, he/she may require a doctor's certificate for an illness of less than three (3) days. Proof of illness or disability may be required at any time by the City Manager, department head or division head. Abuse of personal illness and disability leave privileges may be cause of dismissal. Personal illness and disability leave shall be recorded regularly in the personnel records and the Personnel Officer shall review all illness and disability related leave records periodically and shall investigate any cases which indicate abuse of the

privilege. Accrual rates and other provisions related to the application for and usage of personal illness and disability leave are as specified in the appropriate collective bargaining agreements or as may be prescribed by the City Manager for each class of position in the Classified Service.

- Section 5: Injury Leave: All employees of the City who become injured while in the performance of their duties shall receive their regular salary while on injury leave, provided, however, that those who are covered by Workers' Compensation shall receive only the difference between Workers' Compensation and their regular rate of pay chargeable to personal illness leave after ninety (90) normal work days. After expiration of the first ninety (90) day calendar period, the City Manager and/or department head shall at once order a complete physical and/or mental examination of said employee by two registered physicians. If the report of their examination establishes the injury as one that permanently incapacitates said employee, application shall be made for retirement under the provisions of the New Hampshire Retirement Law. The commencement of payments under the New Hampshire Law shall end the Employer's obligation of payment on annual and/or accumulated personal illness leave and/or Workers' Compensation payments. Further, if it is determined by two registered physicians selected by the department head immediately after the employee is injured that said employee will not be able to return to his/her regular duties at any time in the future, the Employer shall not be obligated to pay the difference between Workers' Compensation and the employee's regular salary for the first ninety (90) calendar days of injury in compliance with this section. There will be a free exchange of medical data and reports during the period of incapacity and while such determinations are being made, and to facilitate such exchange, an incapacitated employee shall execute medical authorization directing his/her physician to release reports concerning the medical condition of the employee. Copies of such reports shall be provided to the employee.
- Section 6: Emergency Leave: Emergency leave may be granted by the City Manager without loss of pay for emergency purposes, which shall include: critical illness or death in the immediate family; if an employee is subpoenaed to appear before a court, public body or commission; and such other situations considered meritorious by the City Manager who shall certify allowance or disallowance of the emergency leave sought. Emergency leave shall be supplementary to, and not in restriction of, personal illness leave, annual leave or other eligible leave authorizations as herein provided. For the purpose of this section, immediate family shall be considered as spouse, children of either the member or spouse; mother, father, brother or sister of either the employee or spouse; grandchildren or grandparents of either the employee or spouse; or person residing in the same household, providing said person is not solely related to the member as a commercial tenant.
- Section 7: Military Leave: Any employee who is a member of the National Guard or Military Reserves, and is required to undergo field training therein, shall be entitled to a leave of absence with pay for the period of such training, but not to exceed two (2) weeks in any one year, and any such leave shall not affect the

member's annual vacation leave. The amount of compensation paid to such employee for such leave of absence shall be the difference between the employee's compensation for military activities as shown by a satisfactory statement by military authorities giving the employee's rank, base pay and the amount of the employee's regular weekly pay. If the employee's base pay for military service is equal to or greater than the pay due as a City employee for the period covered by such military leave, then no payment shall be made.

Section 8: Other Leave: The City may grant other leaves of absence for employees with or without pay and/or benefits and/or service credit at the discretion of the City Manager.

Section 9: Care of Newborn Child (CNC): Each employee will be eligible for a leave of absence for care of a newborn child for a period of up to ninety (90) calendar days at any time within twelve (12) months from the date of birth inclusive of any period of disability, if applicable, associated with delivery. CNC Leave will be without pay, subject to any disability payments due but with full service credit and benefits. An employee may apply to the City Manager for an extension of CNC prior to expiration of the initial ninety (90) calendar days leave provided that: a) the employee will exhaust all vacation time prior to the start of any extended leave; and b) the request is substantiated by evidence that the child has a certified medical condition requiring extended parental attention and/or the operating needs of the City permit an extension of the leave; and c) that the total period of the initial CNC, vacation and the extended leave will not exceed 120 days from date of birth inclusive of any period of disability, if applicable, associated with delivery. Upon completion of the CNC leave, the employee shall return to work or be subject to disciplinary action. Upon completion of the CNC leave, the employee shall be reinstated to his/her position prior to his/her leave or other comparable position, except that in the event of a force reduction or reorganization, such employee will be treated in accordance with the layoff provisions contained herein. An employee on leave for CNC shall not be eligible to collect unemployment compensation. In the event a member applies for unemployment compensation during the period of CNC leave, he/she will be considered as having resigned. Nothing above will preclude a member from taking such leave by utilization of previously accrued and grandfathered personal illness leave and/or annual leave.

Section 10: Jury Duty: An Employee called as a juror will be paid the difference between the fee received for such service and the amount of straight-time earnings lost by reason of such service. Satisfactory evidence of such service must be submitted to the employee's immediate supervisor. Employees who are called to jury duty and are excused from jury duty for a day(s) shall report to their regular work assignment as soon as possible after being excused.

Section 11: Storm Days: When due to weather conditions, the City Manager determines that City services will be curtailed and/or limited, the affected employees so notified shall not be required to report to work, or employees who have reported for work shall be relieved without loss of pay. When an employee is unable to report to work due to weather conditions, and the City Manager has not curtailed and/or limited City services in accordance with the preceding

paragraph, the employee may draw from his/her annual leave time or take a personal day as provided for above in this Article. Employees who are not working due to other leaves of absence, injuries, or choice, shall not be compensated for storm days. All other personnel will receive pay on an hour for hour basis. The provisions of this Article shall apply to regular full-time and seasonal/temporary full-time employees, and on a pro rata basis to regular part-time and seasonal/temporary part-time employees.

ARTICLE XI. RETIREMENT AND OTHER BENEFITS

- Section 1: The Personnel Officer shall take the steps necessary to provide employees in the Classified Service of the City with membership in the State of New Hampshire Retirement System.
- Section 2: All regular full-time and regular part-time employees shall be eligible for participation in the City's health, dental and life insurance programs and other benefit offerings. Provisions related to types of coverage, eligibility and premium contributions are as specified in the appropriate collective bargaining agreements or as may be prescribed herein for each class of position in the Classified Service.
- Section 3: All employees of the City shall be subject to the benefits of Workers' Compensation regardless of their status in the City's service; whether an employee is considered regular, seasonal or temporary or full-time or part-time.

ARTICLE XII. SEPARATIONS AND DEMOTIONS

- Section 1: Demotions: The City Manager and/or a department head may reduce the wage rate of an employee within the range provided in the Pay Plan, or demote an employee for cause. A written statement for the reasons for any such action shall be filed with the Personnel Officer and a copy shall be filed in the employee's personnel folder. No disciplinary demotion shall be made to a lower class of position if such action would cause an employee in the lower class to be laid off as a result of such action.
- Section 2: Layoffs: The City Manager and/or a department head may lay off an employee in the Classified Service of the City by reason of shortage of work and/or funds, abolition of the position(s), other material changes in the organization, or for other reasons beyond the employee's control and which do not reflect discredit upon the service of an employee. No employee shall be laid off while another person in the same class in the department is employed on a probationary or temporary basis. Layoff of employees shall be made in inverse order of employment in the class and department involved. The City Manager and/or a department head shall give written notice to the employee of any proposed layoff and reasons therefore, two weeks before the effective date of the action. A copy of such notice shall be filed with the Personnel Officer.
- Section 3: Disciplinary Action: The City Manager, department head, or designated supervisory person may reprimand, orally or in writing; suspend, with or without pay; demote or dismiss an employee due to inefficiency, incompetence,

misconduct, negligence, insubordination, or other sufficient cause. All disciplinary action shall be handled in a fair manner and shall be consistent with the infractions for which the disciplinary action is being taken. All suspensions and discharges must be stated in writing and the reasons shall be communicated to the employee at the time of the suspension or discharge. Disciplinary actions will normally be taken in the following order:

- a) A documented Verbal Warning or supervisory counseling
- b) Written Warning
- c) Suspension With or Without Pay
- d) Demotion or Discharge

Notwithstanding the above, however, the above sequence need not be followed if an infraction is sufficiently severe to merit immediate suspension or discharge.

Section 4: Resignations: The resignation of an employee, once submitted, shall be deemed to have been accepted by the City and shall not be subject to the grievance procedure afforded herein.

ARTICLE XIII: GRIEVANCE PROCEDURE

A grievance shall be defined as an alleged violation, misinterpretation of and/or misapplication of the provisions of this Merit Plan with respect to one or more City employees covered by the rules and regulations contained herein. Grievances regarding the terms and conditions of this Merit Plan shall be processed in the following manner:

- Step #1: Any grievance shall be filed by the employee, in writing, within ten (10) calendar days from the date of the occurrence of the violation. Such filing shall be made to the department head and shall contain an abbreviated statement as to the nature of the grievance and shall state specifically the areas which the employee, or a designated representative, feels have been violated. The employee shall be required to sign the original grievance filed with the department head. Within ten (10) calendar days of receipt of the grievance, the department head shall conduct an informal inquiry concerning the grievance and render a decision, in writing, by no later than the close of the normal business day of the tenth day. The time requirements under this step may be extended by mutual consent of the department head and the employee and/or the designated representative.
- Step #2: If the aggrieved employee is not satisfied with the decision of the department head, or if no decision has been rendered within the ten (10) calendar day period as defined above, said employee may appeal his/her grievance, in writing, to the Personnel Officer within ten (10) calendar days of the receipt of the department head's decision, or that date upon which such decision should have been rendered, provided however, that the aggrieved employee sets forth the specific reasons for such appeal and the terms and conditions of this plan and the specific areas which the employee feels have been violated. The Personnel Officer or a designated representative, shall hold an administrative hearing concerning the grievance within ten (10) calendar days of receipt of the aggrieved employee's appeal. The Personnel Officer or designated

representative shall decide the grievance based upon the information supplied and any further information that he/she may request during or subsequent to the hearing. The Personnel Officer or designated representative shall render a decision, in writing, within ten (10) calendar days from the close of the hearing, said procedure to take not more than thirty (30) calendar days from receipt of the original grievance by the Personnel Officer. The time limitations under Step #2 may be extended by mutual consent of the Personnel Officer and the aggrieved Employee, or his/her designated representative.

Step #3: If the decision of the Personnel Officer, or the designated representative, is found to be unsatisfactory, or if no decision has been rendered during the time period specified above, said employee may within ten (10) calendar days appeal, in writing, the decision of the Personnel Officer setting forth an abbreviated statement as to why said decision has been found unsatisfactory and those specific areas which have been violated to the Personnel Advisory Board. The Personnel Advisory Board shall conduct their first hearing session regarding the grievance within fifteen (15) calendar days from the date of its receipt, and shall render their decision, in writing, within fifteen (15) calendar days from the close of their final hearing date. The written report, which shall be advisory only in nature, containing the Personnel Advisory Board's findings and recommendation, shall be issued to the City Manager. The Personnel Advisory Board shall have no power to reinstate an employee unless it finds, after investigation, that the action was taken against the employee for discrimination as to sex, age, race, color, national origin, creed, religion, or political affiliations or other non-merit based factor. The City Manager, after consideration of said report and other pertaining information, shall file a written statement of his/her decision within ten (10) calendar days, and such decision shall be final.

ARTICLE XIV. SEPARABILITY

If any portion of these rules and regulations, or the application thereof, to any person or circumstance, should be held invalid or unenforceable, the remainder these rules and regulations shall remain in full force and effect.

FY2012 Dover Classification Plan

Dover Classification Plan	Pay Plan Grade	Union
ACCOUNT CLERK I	11	DMEA
ACCOUNT CLERK II	13	DMEA
ACCOUNTANT I	18	DMEA
ACCOUNTANT II	28	DMEA
ADMINISTRATIVE ASSISTANT	19	non-union
ADMINISTRATIVE CLERK/CEMETERY COORDINATOR	15	DMEA
ANIMAL CONTROL OFFICER	10	DPA
AQUATIC FACILITY MANAGER	22	DPEA
ARENA FACILITY MANAGER	23	DPEA
ARENA PROGRAM & MARKETING SUPERVISOR	21	DPEA
ASSISTANT CITY CLERK	13	DMEA
ASSISTANT CITY ENGINEER	24	DPEA
ASSISTANT CITY MANAGER	34	non-union
ASSISTANT CITY PLANNER	24	DMEA
ASSISTANT LIBRARY DIRECTOR	26	DMEA
ASSISTANT RECREATION DIRECTOR	23	DPEA
ASSISTANT TAX ASSESSOR	23	DMEA
BOOKKEEPER	14	DMEA
BUILDING OFFICIAL	28	DMEA
CDBG PROGRAM COORDINATOR	27	DMEA
CITY CLERK/TAX COLLECTOR	26	non-union
CITY ENGINEER	29	DPEA
CITY TREASURER	24	non-union
CLERK TYPIST I	9	DMEA
CLERK TYPIST II	11	DMEA
CONSTRUCTION MANAGER	26	non-union
CROSSING GUARD	8	non-union
CUSTODIAN	9	DMEA
DEPUTY CITY CLERK	15	DMEA
DEPUTY COMMUNITY SERVICES DIRECTOR	30	non-union
DEPUTY TAX COLLECTOR	15	DMEA
DIRECTOR OF BUSINESS ASSISTANCE	23	non-union
DIRECTOR OF COMMUNITY SERVICES	33	non-union
DIRECTOR OF FINANCE	32	non-union
DIRECTOR OF HUMAN RESOURCES	29	non-union
DIRECTOR OF INFORMATION TECHNOLOGY	33	non-union
DIRECTOR OF MAIN STREET PROGRAM	23	non-union
DIRECTOR OF PLANNING & CDBG	31	non-union
DIRECTOR OF PUBLIC LIBRARY	29	non-union
DIRECTOR OF PUBLIC WELFARE	26	non-union
DIRECTOR OF RECREATION	26	non-union
ELECTRICAL INSPECTOR	22	DMEA
ENGINEERING TECHNICIAN	20	DPEA
ENVIRONMENTAL PROJECTS MANAGER	27	DPEA
EXECUTIVE SECRETARY	18	non-union
FACILITIES, GROUNDS & CEMETERY SUPERVISOR	23	DPEA
FIRE & RESCUE CHIEF	33	non-union
FIRE ASSISTANT CHIEF	29	DPFOA
FIRE CAPTAIN	25	DPFOA
FIRE DEPUTY CHIEF	27	DPFOA
FIRE LIEUTENANT	23	DPFOA
FIRE MECHANIC	11	non-union
FIRE/HEALTH INSPECTOR	22	DMEA
FIRE/LIFE SAFETY INSPECTOR	22	DMEA
FIREFIGHTER ON CALL	17	non-union
FIREFIGHTER/EMT	17	IAFF
FIREFIGHTER/EMT-I	18	IAFF
FIREFIGHTER/PARAMEDIC	20	IAFF
FLEET SUPERVISOR	25	DPEA
GENERAL LEGAL COUNSEL	33	non-union
GROUNDSKEEPER I	14	AFSCME
GROUNDSKEEPER II	16	AFSCME
HEAVY EQUIPMENT MECHANIC I	15	AFSCME
HEAVY EQUIPMENT MECHANIC II	16	AFSCME
HEAVY EQUIPMENT OPERATOR I	16	AFSCME
HEAVY EQUIPMENT OPERATOR II	17	AFSCME
INFORMATION TECHNOLOGY ADMINISTRATOR	22	non-union
INVENTORY COORDINATOR	17	AFSCME
LABORER I	12	AFSCME
LABORER II	13	AFSCME
LIBRARIAN I	17	DMEA
LIBRARIAN II	22	DMEA

FY2012 Dover Classification Plan

Dover Classification Plan	Pay Plan Grade	Union
LIBRARY ASSISTANT I	11	DMEA
LIBRARY ASSISTANT II	13	DMEA
LIBRARY PAGE	7	DMEA
MAINTENANCE MECHANIC I	14	AFSCME
MAINTENANCE MECHANIC II	15	AFSCME
MAINTENANCE MECHANIC III	22	AFSCME
MAINTENANCE SPECIALIST I	15	AFSCME
MAINTENANCE SPECIALIST II	18	AFSCME
MAINTENANCE SPECIALIST III	22	AFSCME
MANAGEMENT ANALYST	17	non-union
OFFICE MANAGER	15	DMEA
PARKING CONTROL OFFICER	10	DPA
PARKING MANAGER	24	non-union
PAYROLL & BENEFITS ADMINISTRATOR	15	DMEA
PERSONNEL ASSISTANT	15	DPAAII
PLANNER	27	DMEA
PLANT & PUMP STATION SUPERVISOR	23	DPEA
PLUMBING INSPECTOR	22	DMEA
POLICE CAPTAIN	30	DPAAII
POLICE CHIEF	33	non-union
POLICE COMMUNICATIONS SUPERVISOR	21	DPAAII
POLICE DISPATCHER	17	DPA
POLICE LIEUTENANT	27	DPAAII
POLICE OFFICER I	21	DPA
POLICE OFFICER II (Advanced Career Track)	22	DPA
POLICE PREVENTION COORDINATOR	22	non-union
POLICE PREVENTION PROGRAMMER	16	non-union
POLICE PROSECUTOR	27	DPAAII
POLICE RECORDS SUPERVISOR	21	DPAAII
POLICE SERGEANT	24	DPAAII
POLICE VICTIM/WITNESS ADVOCATE	20	non-union
PUBLIC WELFARE TECHNICIAN I	18	DMEA
PUBLIC WELFARE TECHNICIAN II	19	DMEA
PUBLIC WELFARE TECHNICIAN III	20	DMEA
PUBLIC WORKS SUPERVISOR	23	DPEA
PUMP STATION OPERATOR I	16	AFSCME
PUMP STATION OPERATOR II	18	AFSCME
PUMP STATION OPERATOR III	22	DPEA
PURCHASING AGENT	26	DMEA
RECREATION PROGRAM ASSOCIATE I	2	non-union
RECREATION PROGRAM ASSOCIATE II	3	non-union
RECREATION PROGRAM ASSOCIATE III	4	non-union
RECREATION PROGRAM SPECIALIST I	5	non-union
RECREATION PROGRAM SPECIALIST II	7	non-union
RECREATION PROGRAM SPECIALIST III	9	non-union
RECREATION PROGRAM SPECIALIST IV	15	non-union
RECREATION PROGRAM SUPERVISOR	17	DPEA
SEASONAL MAINTENANCE WORKER I	3	non-union
SEASONAL MAINTENANCE WORKER II	5	non-union
SEASONAL MAINTENANCE WORKER III	7	non-union
SECRETARY I	13	DMEA
SECRETARY II	14	DMEA
SOLID WASTE ASSISTANT	18	AFSCME
SOLID WASTE COORDINATOR	23	DPEA
SUPERINTENDENT OF FACILITIES, GROUNDS & CEMETERY	28	DPEA
SUPERINTENDENT OF PUBLIC WORKS & UTILITIES	29	DPEA
TAX ASSESSING DATA TECHNICIAN	15	DMEA
TEEN CENTER COUNSELOR	22	non-union
TELEVISION BROADCAST OPERATOR	15	non-union
TRUCK DRIVER	14	AFSCME
UTILITIES SYSTEM SUPERVISOR	26	DPEA
WORKING FOREMAN	22	DPEA
WWTP CHIEF OPERATOR	23	DPEA
WWTP LAB TECHNICIAN	17	DPEA
WWTP LAB/INDUSTRIAL PRETREATMENT COORDINATOR	22	DPEA
WWTP OPERATOR I	18	AFSCME
WWTP OPERATOR II	22	AFSCME
WWTP SUPERVISOR	26	DPEA

TABLE A - Pay Plan as of 07/01/2010

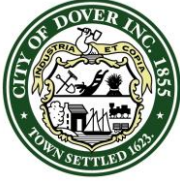
(Employees Hired On or Before 12/31/05)

Grade/Step	Hourly Step Rates											
	1	2	3	4	5	6	7	8	9	10	11	12
1	7.42	7.76	8.10	8.47	8.85	9.25	9.67	10.10	10.20	10.30	10.40	10.51
2	7.79	8.14	8.51	8.89	9.30	9.70	10.15	10.61	10.71	10.82	10.93	11.04
3	8.18	8.55	8.93	9.34	9.75	10.20	10.66	11.14	11.25	11.36	11.48	11.59
4	8.59	8.98	9.39	9.81	10.25	10.71	11.19	11.68	11.80	11.92	12.04	12.16
5	9.02	9.42	9.86	10.29	10.76	11.24	11.75	12.27	12.39	12.52	12.64	12.77
6	9.48	9.89	10.34	10.81	11.29	11.80	12.33	12.89	13.02	13.15	13.28	13.42
7	9.94	10.39	10.86	11.34	11.86	12.40	12.96	13.53	13.66	13.80	13.94	14.08
8	10.44	10.91	11.41	11.91	12.45	13.01	13.60	14.21	14.35	14.50	14.64	14.79
9	10.96	11.46	11.98	12.51	13.07	13.67	14.28	14.92	15.07	15.22	15.38	15.53
10	11.51	12.03	12.57	13.13	13.73	14.34	14.99	15.66	15.82	15.98	16.13	16.30
11	12.09	12.64	13.20	13.79	14.42	15.06	15.74	16.45	16.61	16.78	16.95	17.12
12	12.69	13.26	13.86	14.48	15.14	15.81	16.52	17.27	17.45	17.62	17.80	17.97
13	13.32	13.92	14.56	15.20	15.89	16.61	17.35	18.14	18.32	18.50	18.69	18.87
14	14.00	14.62	15.28	15.97	16.69	17.44	18.23	19.04	19.23	19.42	19.62	19.81
15	14.70	15.36	16.04	16.77	17.51	18.31	19.13	19.99	20.19	20.39	20.60	20.80
16	15.43	16.12	16.84	17.60	18.39	19.23	20.09	20.99	21.20	21.42	21.63	21.85
17	16.19	16.93	17.69	18.48	19.32	20.18	21.10	22.05	22.27	22.49	22.72	22.94
18	17.01	17.77	18.57	19.41	20.28	21.20	22.15	23.14	23.37	23.61	23.84	24.08
19	17.86	18.66	19.50	20.39	21.30	22.25	23.26	24.30	24.54	24.79	25.03	25.28
20	18.75	19.60	20.47	21.40	22.37	23.37	24.42	25.52	25.77	26.03	26.29	26.55
21	19.69	20.58	21.50	22.47	23.48	24.54	25.64	26.80	27.07	27.34	27.61	27.89
22	20.68	21.60	22.57	23.59	24.65	25.76	26.93	28.13	28.41	28.70	28.99	29.28
23	21.71	22.68	23.70	24.77	25.88	27.05	28.27	29.54	29.84	30.14	30.44	30.74
24	22.80	23.81	24.89	26.01	27.18	28.40	29.68	31.02	31.33	31.64	31.96	32.28
25	23.93	25.01	26.14	27.31	28.54	29.82	31.17	32.57	32.89	33.22	33.55	33.89
26	25.12	26.27	27.45	28.68	29.96	31.32	32.72	34.19	34.53	34.88	35.23	35.58
27	26.38	27.57	28.82	30.11	31.46	32.88	34.36	35.91	36.26	36.63	36.99	37.36
28	27.70	28.95	30.25	31.61	33.04	34.52	36.08	37.70	38.07	38.45	38.84	39.23
29	29.09	30.39	31.77	33.20	34.69	36.25	37.89	39.59	39.98	40.38	40.79	41.20
30	30.55	31.92	33.35	34.85	36.43	38.07	39.78	41.57	41.99	42.41	42.83	43.26
31	32.07	33.52	35.02	36.60	38.25	39.97	41.77	43.65	44.08	44.52	44.97	45.42
32	33.68	35.19	36.78	38.43	40.16	41.97	43.86	45.83	46.29	46.75	47.22	47.69
33	35.36	36.95	38.62	40.35	42.17	44.07	46.05	48.12	48.60	49.09	49.58	50.08
34	37.13	38.80	40.55	42.37	44.28	46.27	48.35	50.53	51.03	51.54	52.06	52.58
35	38.99	40.74	42.57	44.49	46.49	48.58	50.77	53.05	53.58	54.12	54.66	55.21
36	40.93	42.78	44.70	46.71	48.82	51.01	53.31	55.71	56.26	56.83	57.39	57.97
37	42.98	44.92	46.94	49.05	51.26	53.56	55.97	58.49	59.08	59.67	60.26	60.87
38	45.13	47.16	49.28	51.50	53.82	56.24	58.77	61.42	62.03	62.65	63.28	63.91
39	47.39	49.52	51.75	54.08	56.51	59.05	61.71	64.49	65.13	65.78	66.44	67.11
40	49.76	52.00	54.34	56.78	59.34	62.01	64.80	67.71	68.39	69.07	69.76	70.46

TABLE B - Pay Plan as of 07/01/2010

(Employees Hired After 12/31/05)

Grade/Step	Hourly Step Rates											
	1	2	3	4	5	6	7	8	9	10	11	12
1	7.42	7.62	7.83	8.04	8.48	8.71	8.95	9.19	9.44	9.96	10.23	10.51
2	7.79	8.00	8.22	8.44	8.90	9.15	9.40	9.65	9.91	10.46	10.74	11.04
3	8.18	8.40	8.63	8.86	9.35	9.61	9.87	10.14	10.41	10.99	11.28	11.59
4	8.59	8.82	9.06	9.30	9.82	10.08	10.36	10.64	10.92	11.53	11.84	12.16
5	9.02	9.26	9.51	9.77	10.31	10.59	10.87	11.17	11.47	12.10	12.43	12.77
6	9.48	9.73	10.00	10.27	10.83	11.12	11.43	11.73	12.05	12.72	13.06	13.42
7	9.94	10.21	10.49	10.77	11.37	11.67	11.99	12.31	12.65	13.34	13.70	14.08
8	10.44	10.72	11.01	11.31	11.94	12.26	12.59	12.94	13.29	14.02	14.40	14.79
9	10.96	11.26	11.56	11.88	12.53	12.87	13.22	13.58	13.95	14.72	15.12	15.53
10	11.51	11.82	12.14	12.47	13.15	13.51	13.88	14.25	14.64	15.45	15.86	16.30
11	12.09	12.42	12.76	13.10	13.82	14.19	14.58	14.97	15.38	16.22	16.66	17.12
12	12.69	13.03	13.39	13.75	14.51	14.90	15.31	15.72	16.15	17.04	17.50	17.97
13	13.32	13.69	14.06	14.44	15.23	15.65	16.07	16.51	16.96	17.89	18.37	18.87
14	14.00	14.38	14.76	15.16	16.00	16.43	16.88	17.33	17.80	18.78	19.29	19.81
15	14.70	15.09	15.50	15.92	16.80	17.25	17.72	18.20	18.69	19.72	20.25	20.80
16	15.43	15.85	16.28	16.72	17.64	18.12	18.61	19.11	19.63	20.71	21.27	21.85
17	16.19	16.63	17.09	17.55	18.52	19.02	19.54	20.07	20.61	21.75	22.34	22.94
18	17.01	17.47	17.94	18.43	19.44	19.97	20.51	21.06	21.64	22.82	23.44	24.08
19	17.86	18.34	18.84	19.35	20.41	20.97	21.53	22.12	22.72	23.96	24.61	25.28
20	18.75	19.26	19.78	20.31	21.43	22.01	22.61	23.22	23.86	25.17	25.85	26.55
21	19.69	20.22	20.77	21.33	22.51	23.12	23.75	24.39	25.05	26.43	27.15	27.89
22	20.68	21.24	21.81	22.40	23.63	24.28	24.93	25.61	26.30	27.75	28.50	29.28
23	21.71	22.30	22.90	23.52	24.81	25.49	26.18	26.89	27.62	29.14	29.93	30.74
24	22.80	23.42	24.05	24.70	26.06	26.76	27.49	28.23	29.00	30.59	31.42	32.28
25	23.93	24.58	25.24	25.93	27.35	28.10	28.86	29.64	30.45	32.12	32.99	33.89
26	25.12	25.80	26.50	27.22	28.72	29.50	30.30	31.12	31.97	33.72	34.64	35.58
27	26.38	27.10	27.83	28.59	30.16	30.98	31.82	32.68	33.57	35.41	36.38	37.36
28	27.70	28.45	29.22	30.02	31.67	32.52	33.41	34.31	35.24	37.18	38.19	39.23
29	29.09	29.87	30.69	31.52	33.25	34.15	35.08	36.03	37.01	39.05	40.11	41.20
30	30.55	31.37	32.23	33.10	34.92	35.87	36.84	37.84	38.86	41.00	42.11	43.26
31	32.07	32.94	33.84	34.75	36.66	37.66	38.68	39.73	40.81	43.05	44.22	45.42
32	33.68	34.59	35.53	36.49	38.50	39.54	40.61	41.72	42.85	45.20	46.43	47.69
33	35.36	36.32	37.30	38.32	40.42	41.52	42.65	43.80	44.99	47.46	48.75	50.08
34	37.13	38.14	39.17	40.23	42.44	43.60	44.78	45.99	47.24	49.84	51.19	52.58
35	38.99	40.04	41.13	42.24	44.57	45.77	47.02	48.29	49.60	52.33	53.75	55.21
36	40.93	42.04	43.18	44.36	46.79	48.06	49.37	50.71	52.08	54.94	56.43	57.97
37	42.98	44.15	45.34	46.57	49.13	50.47	51.84	53.24	54.69	57.69	59.26	60.87
38	45.13	46.35	47.61	48.90	51.59	52.99	54.43	55.90	57.42	60.58	62.22	63.91
39	47.39	48.67	49.99	51.35	54.17	55.64	57.15	58.70	60.29	63.60	65.33	67.11
40	49.76	51.11	52.49	53.92	56.88	58.42	60.01	61.63	63.30	66.78	68.60	70.46



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2014.12.10 – 139**

Resolution Re: **Authorizing the Issuance of Tax Anticipation Notes
for the Current Fiscal Year**

WHEREAS: In accordance with authorizations provided in RSA 33:7 and RSA 33:9, the City may authorize the issuance tax anticipation notes; and

WHEREAS: The City Council desires to authorize the issuance of tax anticipation notes in order to pay expenses of the current fiscal year, in advance of the receipt of property taxes for the current fiscal year; and

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

There is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation tax anticipation notes of the City of Dover in the amount of \$5,000,000.00 (Five Million Dollars) for the purpose of paying expenses of the current fiscal year, in advance of the receipt of taxes for the current fiscal year. The full faith and credit of the City is hereby pledged for the principal of and interest on said tax anticipation notes. The tax anticipation notes 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 such tax anticipation notes.

NOTE: This resolution requires a 2/3 favorable vote of all members for passage.

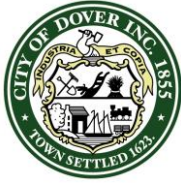
AUTHORIZATION

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.3.

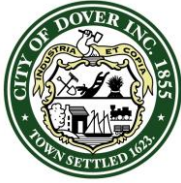
Resolution Number: **R – 2014.12.10 – 139**
Resolution Re: **Authorizing the Issuance of Tax Anticipation Notes
for the Current Fiscal Year**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2014.12.10 – 139**

Resolution Re: **Authorizing the Issuance of Tax Anticipation Notes
for the Current Fiscal Year**

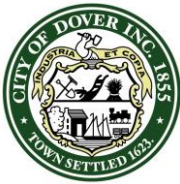
RESOLUTION BACKGROUND MATERIAL:

In accordance with authorizations in RSA 33:7 and RSA 33:9, the Dover City Council may authorize the issuance of Tax Anticipation Notes.

Property tax bills were issued later than in prior years due to a delay in obtaining a certified property tax rate. This has resulted in tax bills being due on December 29th, which is 20 days later than in prior years.

The City's payment for debt service of \$1,761,283 is due on December 15th and the City's payment to Strafford County of \$8,057,565 is due on December 17th. These obligations place a challenge on the City's cash flow since the timing of property tax receipts is unknown at this time.

Therefore, the City is looking to have in place the necessary approval to issue Tax Anticipation Notes if necessary to pay the City's obligations.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2014.12.10 – 140**
Resolution Re: **Establishing the Waterfront Tax Increment Finance District**

WHEREAS: The City Council of the City of Dover has adopted the provisions of RSA 162-K, Local Option for Tax Increment Financing District, as per Resolution R-2010.09.08-123, passed by City Council, October, 10, 2012; and

WHEREAS: The Planning Board of the City of Dover adopted the Master Plan Visioning Chapter on August 28, 2012 which specifically identifies the need for waterfront redevelopment and continued development in the downtown area; and

WHEREAS: The City of Dover's 2007 Master Plan's Land Use Chapter recommends the designation of "areas as Business Investment Districts to improve infrastructure and streetscape by taking advantage of income created by an increased tax assessment"; and

WHEREAS: The City Council of the City of Dover finds that the issuance of general obligation bonds, issued for the purposes as outlined in the Waterfront Infrastructure Improvements Development Plan provides a general public use and fulfills a public purpose; and

WHEREAS: The City Council of the City of Dover finds that the financing of site improvements to create a clean and developable site along the Cochecho River and other infrastructure improvements serve a public purpose and are consistent with the City's long-term recognition of the importance and unique nature of the waterfront area and its desire to develop the waterfront.

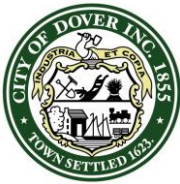
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL:

That a municipal economic development and revitalization district is hereby designated as shown on the attached Proposed TIF District Street Plan. The district shall be named the "Waterfront Tax Increment Financing District" ("the District"), and parcels included are documented on the attached Proposed Waterfront TIF District Map.

That the attached Waterfront TIF District Development Program ("the Program") is hereby adopted in its entirety by the City Council of the City of Dover and that the District and the Program, as proposed, meet the requirements of RSA 162-K.

That the attached Waterfront TIF Financing Plan ("the Plan") is hereby adopted for use in accordance with said Program in the District, consistent with the requirements of RSA 162-K.

That in accordance with the provisions of RSA 162-K:5 and consistent with the attached Waterfront TIF District Limitations, the City Council hereby resolves that the total assessed value of taxable real property in the District shall not exceed eight (8%) percent of the most recent total assessed value of all taxable assessed value in the City and that



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2014.12.10 – 140**

Resolution Re: **Establishing the Waterfront Tax Increment Finance District**

the total assessed value of taxable real property within all development districts for which bonds remain outstanding shall not exceed sixteen (16%) percent of the most recent total assessed value of all taxable real property in the City (attached). Furthermore, the land area within the District shall not encompass more than five percent (5%) of the City's land area.

That the attached Waterfront TIF District Administration Plan is hereby adopted and that, consistent with that Plan, the City Manager is designated as the District Administrator and a five (5) member Advisory Board is hereby created for the District. Consistent with this Resolution and attached Waterfront TIF District Administration Plan, via separate ordinance the City Council may establish roles and responsibilities for the Advisory Board to be known as the "Waterfront TIF District Advisory Board." A majority of the members of the Waterfront TIF District Advisory Board shall be owners or occupants of real property within or adjacent to the District. The duties of the Waterfront TIF District Advisory Board shall be in accordance with the provision of RSA 162-K:14, the attached Waterfront TIF District Administration Plan, and the applicable provisions of the Dover Code. Any conflicts that may arise between the policies established by the District Administrator and the Waterfront TIF District Advisory Board shall be considered and resolved by resolution through the City Council.

TO BE REFERRED TO A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

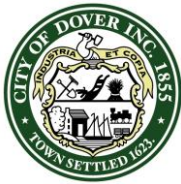
Mayor Karen Weston
By request

Approved as to Legal Form
and Compliance:

Anthony I. Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2014.12.10 – 140**
Resolution Re: **Establishing the Waterfront Tax Increment Finance District**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

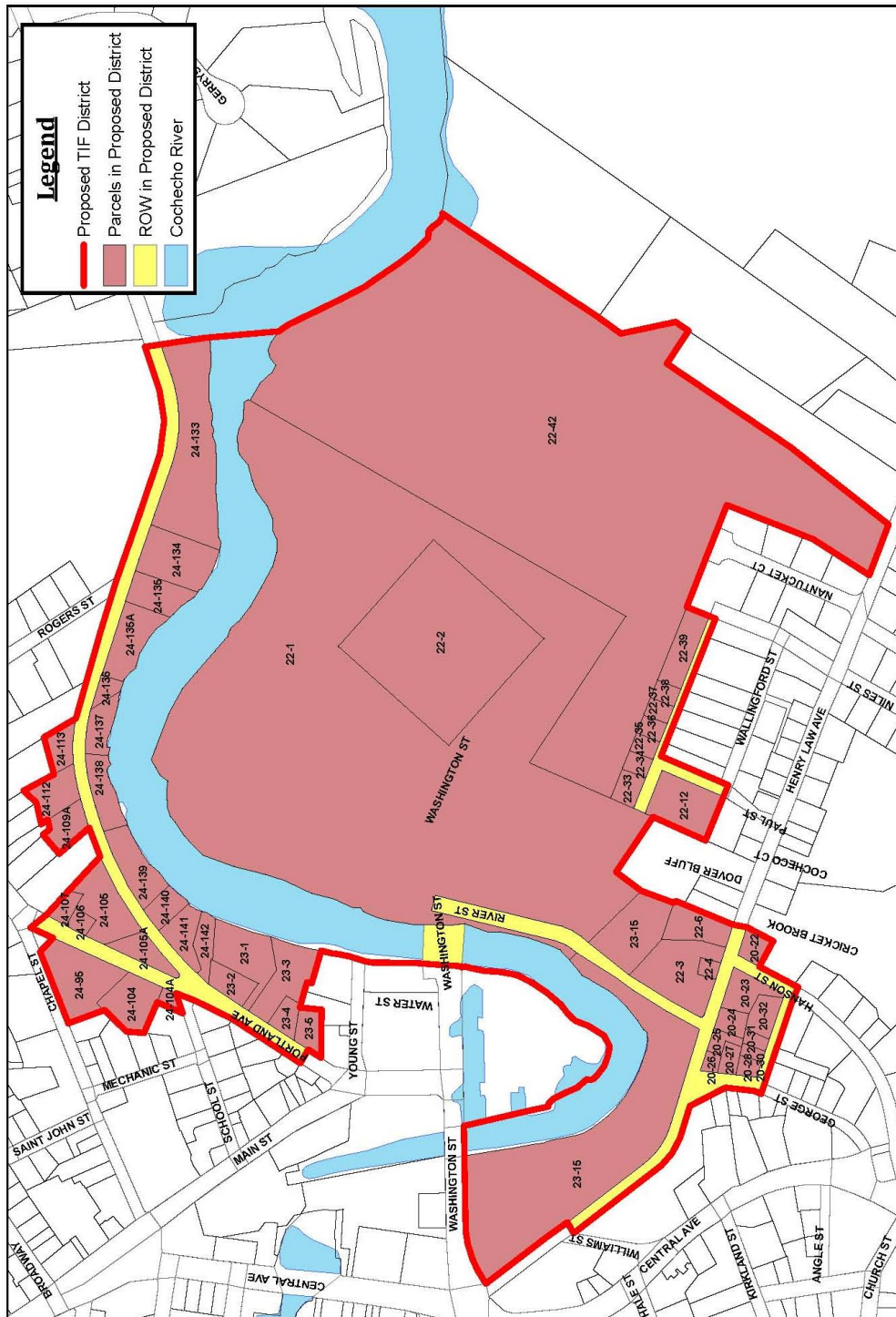
VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison, III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason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

RESOLUTION BACKGROUND MATERIAL:

See attached: Proposed Waterfront TIF District Map, Waterfront TIF District Development Program, Waterfront TIF District Financing Plan, Waterfront TIF District Limitations, Waterfront TIF District Administration Plan, Existing Conditions in Proposed TIF District – Estimate of Original Assessed Valuation, Revenue Analysis and Debt Service Coverage Assumptions.

Pursuant to RSA 162-K:4, the public hearing shall be held at least 15 days prior to the date on which action on the proposal is scheduled to take place. Notice of the hearing, including a description of any proposed district, shall be posted in two appropriate places in the municipality or published in a newspaper of general circulation in the municipality at least seven days prior to the hearing.

Proposed Waterfront TIF District Map



Waterfront TIF District Development Program

The following Development program will guide development that occurs within the Waterfront Tax Increment Finance District (TIFD) as per RSA 162-K:6.

The City's initial activities in developing the WTIFD will include the creation of a clean and readily developable site along the Cochecho River. It may include public infrastructure development, marketing and promotion of the District, negotiation of development agreements, and the sale of property for commercial and/or residential infill development.

Property Disposition & Reuse of Private Property

The City may convey all or a portion of publicly owned parcels located within the WTIFD to private developers under the terms of specific development agreements designed to promote the objectives of the Development Program. It is anticipated that of the 29 acre parcel, 9 would be retained by the City as right of way, utilities or the park. The terms of development agreements pertaining to properties transferred by the City must be approved by the City Council. Although not anticipated, should the City acquire private property within the WTIFD, it shall be accomplished only with approval of the City Council as required by law.

Public Improvements to be Constructed

The initial public improvements to be constructed include removing unsuitable building soils and/or urban fill to the dredge cell, installing needed infrastructure, such as stabilizing the river bank along the Cochecho River, and closing the River Dredge Spoil Cell, which was opened as a result of the dredging of the Cochecho River, over the past decade. Once closed, the cell site can be reused as a surface parking lot serving the waterfront and nearby Maglaras Park. Infrastructure improvements, associated with this work may include street lighting, traffic control devices, utilities and road systems anticipated for the completion of future development.

Following the capital investment in the riverbank stabilization and site clean-up, future public infrastructure within the WTIFD, as outlined in the City's Capital Improvement's Program and subject to final approval by the City Council, may include the following elements, which center on improvements necessary to encourage positive economic development in Dover's urban core:

- Relocating existing private utility transmission lines underground;
- Expansion or replacement of public utility infrastructure;
- Improvements to public streetscape and lighting, seasonal and permanent;
- Upgrading existing portions of sidewalk and road way infrastructure;
- Establishment of public open space including public parks, pathways and access to the River;
- Maintenance and administrative costs.

In addition to the guidelines already described, the construction of the public facilities will adhere and comply with the following guidelines:

- All relevant rules and regulations related to environmental controls;
- Facilities constructed are anticipated to be operated and maintained by the City of Dover during and following the completion of capital improvements within the WTIFD.

Public Utilities

The City of Dover operates and maintains municipal water, wastewater and storm water utilities within Dover's downtown, including the waterfront.

Private Utilities

In addition to the above referenced Public Utilities, natural gas service is provided to Dover's waterfront by Unil, which has a policy of extending service lines at its own cost to provide service to new development sites. Public Service Company of New Hampshire (PSNH) is the provider of electric service to all areas of the City of Dover. Comcast, Fairpoint, and Bayring are some of the competitive local exchange carriers providing cable broadband and telecommunication services.

The City's land development regulations require new development to place all utilities underground. The Master Plan encourages the City to look at placing existing utilities underground as well. Furthermore, the 2008 Waterfront Design Guidelines note Dover's desire to place any new utilities underground to create an attractive streetscape. All public facility programs will meet this goal.

Land Use Regulations

As established by the City's development practices, public and private property within the WTIFD, consistent with the City's Master Plan, shall be developed or redeveloped in accordance with the goals, objectives, and standards set by the following City documents, as amended:

- Zoning ordinance;
- Subdivision of land and Site Plan Review regulations;
- Waterfront Charettes, Development Guidelines and Concept Plans;
- Building and life safety codes;
- All applicable state and federal laws.

Relocation of persons, businesses or others:

The City's proposed development of public infrastructure, does not anticipate the displacement of any persons, businesses or others. The area of initial and planned future public infrastructure development is municipal owned property, therefore, no plan for relocation is necessary.

Powers and authorities:

In conformity with the Development Program within the district, the City, via the City Council, may invoke the various powers and authorities as set forth in RSA 162-K: 6 III.

District changes and modifications:

The area of the WTIFD may be amended following the date of the designation, subject to further public hearings and vote of the City Council, in accordance with RSA 162K: 5.

The tax increment financing plan may be modified by the approval of the City Council in accordance with 162-K:9 IV.

Waterfront TIF District Financing Plan

New Hampshire's Revised Statutes Annotated (RSA) govern the State's wellbeing and authorities granted to local communities. RSA 162-K:9 requires that the City of Dover adopt a Tax Increment Financing Plan (TIFP), prior to establishing a TIF district.

Objective

It is the objective of the City of Dover to use the Waterfront Tax Increment Finance District (WTIFD) to support economic development on the city's waterfront by providing public infrastructure, including a park, roadway network and removing unsuitable building soils and/or urban fill to the dredge cell. In order to assist in that endeavor, it is necessary that the City of Dover fund public improvements to attract private investors to the waterfront. In turn, those private investors and their projects will provide needed taxable assessment, business revenue, and cultural and social activities to the downtown and the community as a whole. With the development of the proposed WTIFD, the City will create a clean and attractive site for developers to utilize in creating a development which meets the vision of the community. Without the creation of the WTIFD, the long standing community vision of developing the waterfront into a vibrant and functioning part of the community will be more difficult. Once in place, this development will provide the benefit of millions of dollars of private investments and the City will benefit from the additional taxable value those private investments generate, which will fund the aforementioned park, site clean-up and infrastructure improvements.

Additionally, the creation of the WTIFD is contemplated by the Master Plan Visioning Chapter adopted by the Planning Board on August 28, 2012 as well as the recommendation from the Land Use Chapter of the Master Plan from 2007 that specifically states the City of Dover should "Designate areas as Business Investment Districts to improve infrastructure and streetscape by taking advantage of income created by an increased tax assessment." The Master Plan also endorses the need to develop the waterfront.

Sale of City-Owned Real Estate within the TIF District

As part of the Development Program the City may subdivide the 29.1 acre parcel and convey any or all of the parcel to private entities for the purposes of development consistent with the purposes of the WTIFD. The City shall retain the land beneath the River Street Pump Station, the waterfront park, and any right of ways or other uses as may be negotiated as part of a developer agreement.

As part of the sale of public property for redevelopment, the City shall enter into a development agreement with the purchaser. At a minimum a development agreement will document:

- An agreed construction timeline
- A minimum post development value for the property
- Requirements for a payment in lieu of taxes should the assessed value for the project fall below an agreed upon value

In 2013, the City of Dover entered into a similar agreement with First Street at Garrison, LLC for the sale and redevelopment of the First Street parking lot. The agreement calls for the construction of a ten million one hundred thousand dollar (\$10,100,000.00) development, over two phases. Said development includes tax guarantees for both phases of development.

Cost of Public Improvements

The Fiscal Year 2016 – 2021 Capital Improvement's Program included the following projects within the WTIFD:

- Riverbank stabilization
- Riverfront park development

- Site work, including excavating the “bluffs” and soil remediation and dredge cell closure
- Retaining a consultant for designing, engineering, permitting and overseeing activities

Future public improvements may include reconstruction of Henry Law Avenue, and removal of other construction obstacles that appear on the site. As outlined in the Development Plan, streetscape and utility work may occur on streets within the WTIFD as well.

The table below shows projects prioritized with an estimated timeline and estimated budgets:

PROJECT DESCRIPTION	2016	2017	2018	2019	2020	2021	Total
Cochecho Bank Stabilization	\$600,000						\$600,000
Soil Remediation	\$250,000						\$250,000
Dredge Cell Closure	\$300,000						\$300,000
Site Work/Bluff Excavation	\$500,000	\$500,000					\$1,000,000
Design Engineering	\$550,000						\$550,000
Riverfront Park Development		\$300,000			\$1,000,000		\$1,300,000
Roadway/Utility Construction					\$2,000,000		\$2,000,000
TOTAL	\$2,200,000	\$800,000			\$3,000,000		\$6,000,000

Prior to undertaking these projects, the City Council would authorized the issuance of General Obligation bonds, pledging the City’s full faith and credit in accordance with New Hampshire RSA 33, to finance the improvements. The cost of the infrastructure improvements has been estimated to be approximately \$6 million. The amount financed will be \$6 million. It is expected that two separate bonds would be issued, one for initial work (2016-2017) totaling \$3,000,000, and a second bond for the additional projects totaling \$3,000,000 (2020). The initial work will stabilize and clean up the site, while the later work will create the roadway network and the finish the park. This work would be financed after developer agreements have been secured with purchasers of the property, and may be expedited or slowed, and have costs adjusted, dependent upon when development agreements are entered into providing tax guarantees.

The infrastructure improvements included in the \$6 million project cost encompass street lighting, traffic control devices, water, wastewater, storm water infrastructure and roadway systems. The debt service for the first five (5) years of the site clean-up and stabilization will be limited to interest-only payments. These payments would be made by transferring funds from the General Fund to the WTIFD to pay the debt service for first three years of the district. It is anticipated that these payments will be approximately \$150,000 per year. For the remaining twenty (20) years of the bond, the anticipated payments, including principal and interest, will be approximately \$300,000 per year. The same scenario would be created by issuing the second bond in 2020. For forecasting purposes, the Revenue Analysis and Assumptions for the facility financing utilizes an interest rate of five percent (5%) over the life of the twenty five (25) year bond.

As part of the annual development of the City’s Capital Improvement’s Program, further public improvements will be analyzed and approved by the City Council in accordance with existing and future financial policies (as adopted by the City Council). Said public improvements will be tied to the overall growth and enhancement of Dover’s waterfront. These improvements should contribute to the economic viability and health of the City. Improvements to be funded by the WTIFD will be within the parameters of revenue generated by the district. Financing for such improvements, whether through future bond issuances or other sources of financing funded by WTIFD revenues, will be scheduled as increment becomes available, and as the City Council approves.

Revenue Potential from Captured Assessed Valuation in District

A Revenue Analysis and Assumptions is attached in Appendix C that demonstrates how the plan would finance cleaning up the site and creating a development ready parcel or parcels. As described above, the

project will be financed with a twenty-five (25) year general obligation bond backed by the full faith and credit of the City. The repayment of the bond will include five (5) years of interest only payments and twenty (20) years of principal and interest payments to fully amortize the debt. The debt is structured with interest only being paid for the first five (5) years, to allow for a period of development to occur to create the incremental revenue needed to finance the ongoing principal and interest payments. The attached Revenue Analysis and Assumptions documents the anticipated the cost to repay the debt along with ongoing administration, maintenance and capital improvement costs will be satisfied each year from a combination of sources including new tax increment derived from new captured assessed value within the WTIFD and the sale of the City-owned parcel.

The TIF Administrative Plan shall govern the computation of the Captured Assessed Valuation.

Annual TIF District Revenues

Tax Increment Financing revenues will be generated by property taxes levied on the incremental assessed valuation within the District after the date of its creation. Long term projections of waterfront development build-out within the WTIFD indicate the following annual tax revenue potential generated by one hundred percent (100%) retention of captured assessed value.

Tax Year Ending	Annual Tax Revenue Potential From Incremental Assessed Valuation
2020	\$286,556
2025	\$723,928
2030	\$772,255
2035	\$823,047
2039	\$865,539
2044	\$921,089

The above revenue estimates rely on assumptions that include development commitments and an assumed annual pace of growth in assessed value ranging from one percent (1%) to two percent (2%) growth in annual assessments due to market forces for the initial seven years. After year 7 the assumed percentage of growth is estimated at a value of one percent (1%). Various factors, including the actual pace and character of new development within the WTIFD, actual valuations assigned to WTIFD properties, and property tax rate may alter the captured assessed valuation. Furthermore, the assumptions utilize a fixed tax rate of twenty five dollars and ninety seven cents (\$25.97), the current tax rate, over the life of the Revenue Analysis and Assumptions. Actual increments shall be calculated based upon the adopted tax rate, as certified by the New Hampshire Department of Revenue Administration.

Although the assumptions above do not anticipate the use of grant funding, or the allocation of unexpended bond proceeds to offset development program costs within the WTIFD, should grant funding or unexpended bond proceeds become available, the City Council may allocate them to offset development program costs within the WTIFD. The Revenue Analysis and Assumptions includes conservative estimates on the sale price of public land, and does not reflect any anticipated redevelopment of specific private property in the WTIFD which would generate increased tax incremental revenue. As future development agreements are negotiated as part of the sale of public land, specific tax revenue expectations will be built into the agreement allowing for redevelopment of the property.

Annual Allocation of Captured Value

Where annual tax increment revenues from the WTIFD, together with unexpended balances of such revenues from prior years exceed the amount necessary for annual debt service payments, such revenues will accumulate within a special revenue fund to be used to retire bond debt incurred for public improvements within the WTIFD. Through the annual adoption of the Capital Improvements Program and the adoption of the annual municipal budget, the City Council may also authorize their use for future public improvements, secured by developer agreements.

Subject to current and future debt obligations being satisfied, the balance of any unobligated tax increment revenues may be allocated for the operation, maintenance replacement and/or upgrades of public infrastructure within the WTIFD or returned in whole or part to the General Fund following a vote of the City Council and adoption of the annual municipal budget.

Impact of RSA 162-K TIF District on Related Taxing Jurisdictions

In accordance with RSA 162-K:10, all property tax revenues generated by the baseline assessed value (base value) of the WTIFD will continue to accrue to the City's General Fund.

In accordance with RSA 162-K:9, Strafford County and Dover School Board were notified of the potential establishment of the WTIFD and provided an opportunity to meet with the City Council, the governing body of the City of Dover, so they also can be informed of the TIF plan and proposed district prior to adoption. They were also allowed to contribute comments during the public hearing on the establishment of the proposed WTIFD.

Operation and Maintenance

The City will be responsible for the operation and maintenance of all public infrastructure (roadways etc). The funding of maintenance and operating expenses for the infrastructure will be provided for with adoption of the annual municipal budget adopted by the City Council.

Duration

The Waterfront Tax Increment Financing District will expire at the conclusion of the bond repayment schedule associated with the planned public improvements within the WTIFD which currently consists of creating a clean and developable waterfront and related infrastructure improvements. This bond repayment is anticipated to be complete in no more than twenty-five (25) years. Upon expiration of the WTIFD, all incremental valuation that has been created within the WTIFD becomes available as new property tax revenues for the City's general fund.

Waterfront TIF District Limitations

Dover's Waterfront Tax Increment Financing District (WTIFD) must meet certain guidelines and restrictions in its formation, and utilization. There are statutory limitations on taxable valuation and acreage allowed within the City. The State of New Hampshire has created requirements which determine a maximum allowable base valuation of any individual Tax Increment Financing District. This valuation must not be more than eight percent (8%) of the City's taxable value. Furthermore, there are limits on the land area within a WTIFD, as the WTIFD must encompass no more than five percent (5%) of the City's land area.

Dover's Waterfront TIF District is proposed to meet the following guidelines:

This proposed plan has a total valuation that is just over three percent (3%), thus below the mandated eight percent (8%) of the City's taxable value. The proposed land area of 58 acres, is less than one percent (1%) of the City's land area, thus the TIFD conforms to the requirement not be more than five percent (5%).

	<i>Taxable Valuation</i>	<i>Land Area in Acres</i>
City Total 2014	\$2,794,717,920	18,857
Maximum Allowable - Individual TIF District <i>(8% of Taxable Value; 5% of Acreage)</i>	\$223,577,434	942.85
Waterfront TIF Baseline <i>As Percent of City Total</i>	\$8,604,700 0.31%	83.7 0.44%
Maximum Cumulative TIFs Allowable <i>(16% of Taxable Value; 10% of Acreage)</i>	\$447,154,868	1,885.70
Waterfront TIF	\$6,000,000	83.7
Downtown TIF	\$11,600,000	59.1
Total Cumulative District Values 2013 <i>As Percent of City Total</i>	\$17,600,000 0.63%	142.8 0.76%

This proposed plan has a total valuation that is less than one percent (0.31%), thus below the mandated eight percent (8%) of the City's taxable value. The proposed land area of eighty three (83) acres, is less than half of one percent (0.44%) of the City's land area, thus the WTIFD conforms to the requirement not be more than five percent (5%).

The statute also limits the cumulative land area and taxable valuation within all TIF districts of a municipality to sixteen percent (16%) of assessed valuation and ten percent (10%) of total land area. Dover has one existing (Downtown) TIF district, which is 59 acres. The total of the two (2) TIF Districts would be 142.8 acres, thus the proposed point sixty three percent (0.63%) and point seventy six (0.76%) allotments meet this cumulative requirement.

Waterfront TIF District Administration Plan

Proper administration of the Tax Increment Financing District (WTIFD) is of paramount importance. Strict adherence to the Development and Financing Plan as well as proper fiscal controls, and oversight of the use of a TIF to promote economic activity must be consistent and constant. In accordance with RSA 162-K, the following administrative processes shall govern the WTIFD.

Administrator

By designation of the City Council, and consistent with the responsibilities for municipal administration established by the Dover City Charter, the Administrator of the WTIFD shall be the City Manager, who shall be granted the powers and duties outlined in 162-K:13, subject to approvals required by the City Council. Additionally, the Administrator shall make an annual financial report to the City Council, as per RSA 162-K:11.

Advisory Board

In accordance with RSA 162-K:14, the Dover City Council creates an Advisory Board for the WTIFD, which shall have operating rules in conformance with Chapter 5 of the City of Dover Code. The Advisory Board shall consist of five (5) voting members including: one (1) City Councilor; one (1) Citizen Representative, who does not own or occupy real property within or adjacent to the WTIFD; and three (3) Citizen Representatives who are property owners or occupants of real property within or adjacent to the WTIFD, one (1) of whom shall be recommended by the Dover Chamber of Commerce, and one (1) of whom shall be recommended by the Dover Business Industrial Development Authority. The City Manager (or designee) shall be an ex-officio non-voting member. The Advisory Board shall be known as the “Waterfront TIF Advisory Board.”

The Board shall operate under the provisions of 162-K:14 which governs the powers and authority of the Advisory Board. The purpose of the Advisory Board shall be to advise the City Council and District Administrator on the recommended policies and actions for the administration and operation of the District, and to advise the City Council and District Administrator regarding the planning, construction and implementation of the Development Program and the operation and maintenance of the District after the program is completed.

The Advisory Board shall meet either as determined by the chair of the Board or by request of the Mayor or the City Manager to examine operation and maintenance of the WTIFD. The Advisory Board shall provide quarterly reports to the City Council.

The Advisory Board shall have 30 days to appeal any decision of the District Administrator to the City Council for review and appropriate action.

Amendments

Amendments to the boundaries of the WTIFD, the Development Program or Financing Plan shall be undertaken in accordance with the public hearing process set forth within RSA 162-K:4, including its requirements for reasonable notification to the Dover School District and Strafford County Commissioners, in accordance with RSA 162-K:9.

Duration of Program

The Waterfront Tax Increment Financing District will expire at the conclusion of the bond repayment schedule associated with public improvements made within the WTIFD including that associated with the parking facility structure and related improvements which is anticipated to be twenty-five (25) years.

Computation of tax increments:

Upon formation of a development district, the Dover Tax Assessor shall determine the current assessed value of the real property within the District in conformity with RSA 162-K:10. The current assessed value shall be known as the "Original Assessed Value." Each year thereafter, the Assessor(s) shall determine the amount by which the assessed value has increased or decreased from the Original Assessed Value. Any amount by which the current assessed value of the district exceeds the original assessed value will be referred to as the "Captured Assessed Value." This amount will be determined annually.

Captured assessed value dedication:

The City of Dover shall expend the tax increments received in accordance with the tax increment financing plan. Tax increments shall be used only to pay the costs (including debt service) and administrative expenses incurred in developing and maintaining the public facilities and infrastructure to be constructed within the WTIFD.

City of Dover
Existing Conditions in Proposed TIF District - Estimate of Original Assessed Valuation
October 2014

								TY2014	Total		
								Land	Building	Baseline	
Parcel ID	Owner	St#	St Name	zone	use	cl	acres	Value	Value	Assessment	
20022-000000	ROTHWELL ANDREW C	47	HANSON ST	RM-U	104	R	0.17	63,400	74,400	137,800	
20023-000000	LIATSI JOHN E	36	HANSON ST	CBD	111	A	0.30	102,100	137,800	239,900	
20024-000000	MACGREGOR ROB ROY	73	HENRY LAW AV	CBD	104	R	0.17	63,400	68,000	131,400	
20025-000000	PAUL WILLIAM H JR	71	HENRY LAW AV	CBD	101	R	0.12	65,900	78,300	144,200	
20026-000000	SHAW ROBERT B F JR	65	HENRY LAW AV	CBD	303	C	0.07	94,100	215,700	309,800	
20027-000000	SQUIER DAVID D	27	GEORGE ST	CBD	104	R	0.12	62,600	71,800	134,400	
20028-000000	FRITZ MICHAEL	25	GEORGE ST	CBD	101	R	0.10	59,100	196,000	255,100	
20030-000000	FRITZ MICHAEL	11	SONNETT ST	CBD	104	R	0.06	58,500	103,300	161,800	
20031-000000	STRIPTO VINCENT L &	9	SONNETT ST	CBD	101	R	0.08	58,700	75,200	133,900	
20032-000000	RUSSELL MICHAEL J &	32	HANSON ST	CBD	104	R	0.25	64,600	96,100	160,700	
22001-000000	CITY OF DOVER	31	RIVER ST	CWD	903	E	29.00	0	0	0	
22002-000000	DENNIS ELEANOR MARY	1	RIVER ST	CWD	101	R	3.92	309,600	206,500	516,100	
22003-000000	DUBOIS FAMILY 2003 REV TRUST	80	HENRY LAW AV	RM-U	101	R	1.03	76,200	98,600	174,800	
22004-000000	CLARK PAULA M	84	HENRY LAW AV	RM-U	101	R	0.07	65,100	75,100	140,200	
22006-000000	PETERSON CATHERINE A	89	HENRY LAW AV	RM-U	111	A	0.45	111,400	180,200	291,600	
22012-000000	TRUEMAN MAN M TRUSTEE	6	PAUL ST	R-12	101	R	0.69	75,100	129,600	204,700	
22033-000000	MCENEANEY CATHERINE	12	PAUL ST	R-12	132	R	0.20	1,400	0	1,400	
22034-000000	MCENEANEY KEVIN		WALLINGFORD ST	R-12	132	R	0.11	800	0	800	
22035-000000	DUFFY DIANE M &		WALLINGFORD ST	R-12	132	R	0.11	800	0	800	
22036-000000	TAYLOR WAYNE R & PATRICIA TRUSTEES		WALLINGFORD ST	R-12	132	R	0.11	800	0	800	
22037-000000	TAYLOR WAYNE R & PATRICIA P TRUSTEES		WALLINGFORD ST	R-12	132	R	0.11	800	0	800	
22038-000000	TAYLOR WAYNE & PATRICIA TRUSTEE		WALLINGFORD ST	R-12	132	R	0.11	800	0	800	
22039-000000	MCENEANEY CATHERINE		WALLINGFORD ST	R-12	132	R	0.44	3,200	0	3,200	
22042-000000	CITY OF DOVER (BASEBALL PARK)		TOWNE DR	R-12	903	E	29.00	0	0	0	
23001-000000	MAIRS ROBERT S		PORTLAND AV	CBD	337	C	0.53	188,400	2,600	191,000	
23002-000000	MAIRS ROBERT S	33	PORTLAND AV	CBD	111	A	0.32	117,800	351,700	469,500	
23003-000000	MAIRS ROBERT S	25	PORTLAND AV	CBD	111	A	0.61	156,900	413,900	570,800	
23004-000000	MAIRS ROBERT S	17	PORTLAND AV	CBD	302	C	0.19	106,400	356,300	462,700	
23005-000000	FRANGOS JAMES C &	13	PORTLAND AV	CBD	340	C	0.27	126,900	216,900	343,800	
23015-000000	CITY OF DOVER (INDOOR POOL/OLD GYM)	6	WASHINGTON ST	CBD	903	E	6.50	0	0	0	
24095-000000	CITY OF DOVER (PARKING LOT)		PORTLAND AV	CBD	903	E	0.84	0	0	0	
24095-000LS1	LEASE PORTLAND AVE PARKING LOT		PORTLAND AV	CBD	903	C	0.00	0	0	0	
24104-000000	MAIRS ROBERT S	44	PORTLAND AV	CBD	105	R	0.50	93,000	116,100	209,100	
24104-A00000	BELLAMY MANAGEMENT CORP	26	SCHOOL ST	CBD	101	R	0.11	85,700	46,400	132,100	
24105-000000	MAGLARAS GEORGE	22	COCHECO ST	CWD	316	I	0.85	66,000	48,500	114,500	
24105-A00000	CITY OF DOVER (PUMP STATION)	20	COCHECO ST	CWD	903	E	0.39	0	0	0	
24106-000000	BOUCHER CAROL &	55	PORTLAND AV	CWD	101	R	0.11	85,300	128,800	214,100	
24107-000000	MINOT FRANCINE M	59	PORTLAND AV	CWD	101	R	0.18	75,500	89,000	164,500	
24109-A00000	AVON HOLDINGS LLC		COCHECO ST	CWD	131	R	0.28	40,600	0	40,600	
24112-000000	PRINTY RITA C IRREV TRUST		COCHECO ST	CWD	130	R	0.40	101,100	0	101,100	
24113-000000	PRINTY RITA C IRREV TRUST	46	COCHECO ST	CWD	111	A	0.24	105,800	240,200	346,000	
24133-000000	PUBLIC SERV CO OF N H	75	COCHECO ST	CWD	422	U2	1.11	69,300	19,100	88,400	
24134-000000	TURGEON ROBERT & EVA GEN PART	73	COCHECO ST	CWD	104	R	0.71	205,100	98,300	303,400	
24135-000000	WAKABAYASHI DAVID & REIKO TRUSTEES	67	COCHECO ST	CWD	105	R	0.28	187,500	113,800	301,300	
24135-A00000	MAGLARAS GEORGE	65	COCHECO ST	CWD	101	R	0.37	132,800	110,000	242,800	
24136-000000	MAGLARAS GEORGE		COCHECO ST	CWD	315	C	0.17	72,700	63,600	136,300	
24137-000000	MAGLARAS GEORGE		COCHECO ST	CWD	315	C	0.23	74,200	90,800	165,000	
24138-000000	MAGLARAS GEORGE	33	COCHECO ST	CWD	307	C	0.33	76,400	159,100	235,500	
24139-000000	MAGLARAS GEORGE	31	COCHECO ST	CWD	384	C	0.52	79,200	186,000	265,200	
24140-000000	MAGLARAS GEORGE &	11	COCHECO ST	CWD	315	C	0.19	72,300	35,500	107,800	
24141-000000	MAIRS ROBERT S	5	COCHECO ST	CBD	390	C	0.39	96,000	32,000	128,000	
24142-000000	MAIRS ROBERT S		COCHECO ST	CBD	390	C	0.25	93,900	32,300	126,200	
								83.66	3,847,200	4,757,500	8,604,700

City of Dover, NH

Waterfront TIF District

Revenue Analysis and Debt Service Coverage Assumptions

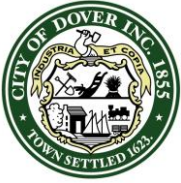
Per Proposed TIF Plan

Description	Projected Total	Fiscal Year					
		Estimated					
		14	15	16	17	18	19
Anticipated Increment By Year				201,447	333,539	512,304	694,644
@ FY2014 Tax Rate				25.97	25.97	25.97	25.97
Tax Revenue on Incremental Valuation	19,525,990		-	5,232	8,662	13,305	18,040
Transfer From General Fund	450,000		-	150,000	150,000	150,000	
Sale of City Waterfront Parcel	1,000,000						500,000
Net Sources of Funds	20,975,990	-	-	155,232	158,662	163,305	518,040
Less Net Debt Service	(10,650,000)	-	-	(150,000)	(150,000)	(150,000)	(150,000)
Projected Resources Exceed (Short)							
Debt Service Coverage	10,325,990	-	-	5,232	8,662	13,305	368,040
All revenue projections reflect unadjusted 2014 dollars							

Fiscal Year Estimated					Fiscal Year Estimated				
20	21	22	23	24	25	26	27	28	29
11,034,134	26,452,120	26,802,688	27,156,762	27,514,376	27,875,567	28,240,370	28,608,820	28,980,956	29,356,812
25.97	25.97	25.97	25.97	25.97	25.97	25.97	25.97	25.97	25.97
286,556	686,962	696,066	705,261	714,548	723,928	733,402	742,971	752,635	762,396
500,000									
786,556	686,962	696,066	705,261	714,548	723,928	733,402	742,971	752,635	762,396
(300,000)	(450,000)	(442,500)	(435,000)	(427,500)	(570,000)	(555,000)	(540,000)	(525,000)	(510,000)
486,556	236,962	253,566	270,261	287,048	153,928	178,402	202,971	227,635	252,396

Fiscal Year									
Estimated									
30	31	32	33	34	35	36	37	38	39
29,736,427	30,119,839	30,507,084	30,898,202	31,293,231	31,692,210	32,095,179	32,502,178	32,913,247	33,328,426
25.97	25.97	25.97	25.97	25.97	25.97	25.97	25.97	25.97	25.97
772,255	782,212	792,269	802,426	812,685	823,047	833,512	844,082	854,757	865,539
772,255	782,212	792,269	802,426	812,685	823,047	833,512	844,082	854,757	865,539
(495,000)	(480,000)	(465,000)	(450,000)	(435,000)	(420,000)	(405,000)	(390,000)	(375,000)	(360,000)
277,255	302,212	327,269	352,426	377,685	403,047	428,512	454,082	479,757	505,539

Fiscal Year				
Estimated				
40	41	42	43	44
33,747,758	34,171,282	34,599,042	35,031,079	35,467,437
25.97	25.97	25.97	25.97	25.97
876,429	887,428	898,537	909,757	921,089
876,429	887,428	898,537	909,757	921,089
(345,000)	(180,000)	(172,500)	(165,000)	(157,500)
531,429	707,428	726,037	744,757	763,589



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O -2014.12.10 – 018**
Ordinance Title: Boards, Commissions and Committees
Chapter: 5
Section: 24

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 5 entitled “Boards, Commissions and Committees”, by adding a new Section 5-24 entitled “Waterfront TIF Advisory Board”.

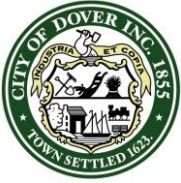
2. AMENDMENT

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

BOARDS, COMMISSIONS AND COMMITTEES

CHAPTER 5

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O -2014.12.10 – 018**
Ordinance Title: Boards, Commissions and Committees
Chapter: 5
Section: 24

- 5-15. Joint Fiscal Committee.
- 5-16. Dover Business and Industrial Development Authority.
- 5-17. McConnell Center Advisory Committee.
- 5-18. Parking Commission.
- 5-19. Conservation Commission.
- 5-20. Dover Pools Advisory Committee.
- 5-21. Dover Housing Authority.
- 5-22. Energy Commission.
- 5-23. Downtown Dover TIF Advisory Board.
- 5-24. Waterfront TIF Advisory Board.

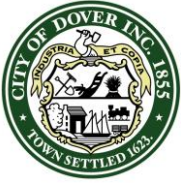
[HISTORY: Adopted by the City Council of the City of Dover on 11-13-2013 by Ord. No. 2013.10.09-10 on 11-13-2013, derived from Article IV Ch. 3, Administrative Code, Generally Amended by the City Council of the City of Dover on 07-14-10 by Ord. No. 2010.06.23-10; Other amendments noted where applicable.]

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

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

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

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

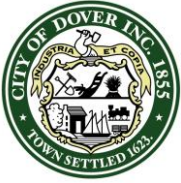
Agenda Item#: 13.C.1.

Ordinance Number: **O -2014.12.10 – 018**
Ordinance Title: Boards, Commissions and Committees
Chapter: 5
Section: 24

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

5-24. Waterfront TIF Advisory Board.

- A. MEMBERSHIP. The Waterfront TIF Advisory Board shall consist of five (5) voting members including: one (1) City Councilor; one (1) Citizen Representative, who does not own or occupy real property within or adjacent to the Waterfront TIF District; and three (3) Citizen Representatives who are property owners or occupants of real property within or adjacent to the Waterfront TIF District, one (1) of whom shall be recommended by the Dover Chamber of Commerce, and one (1) of whom shall be recommended by the Dover Business Industrial Development Authority. The City Manager (or designee) shall be an ex-officio non-voting member.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O -2014.12.10 – 018**
Ordinance Title: Boards, Commissions and Committees
Chapter: 5
Section: 24

B. TERMS OF MEMBERS: Members shall be appointed to terms of three (3) years. The City Council Member will serve for their current council term and shall be appointed by the Mayor with the approval of the City Council.

(1) The Board shall sunset upon expiration of the Waterfront TIF District.

C. AUTHORITY AND DUTIES: The duties and functions of the Waterfront TIF Advisory Board shall be in accordance with RSA 162-K:14 and as defined herein. All actions of the Waterfront TIF Advisory Board shall be authorized by resolutions of the Board passed on the affirmative votes of at least 2/3 of the Board members present and voting.

(1) The Board shall advise the City Council and the District Administrator on the recommended policies and actions for the administration and operation of the Waterfront TIF District.

(2) The Board shall advise the City Council and the District Administrator regarding the planning, construction and implementation of the Development Program and the operation and maintenance of the District after the Development Program is completed.

(3) The Board shall submit quarterly reports to the City Council.

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

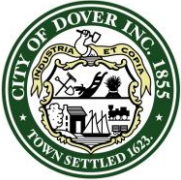
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
by request

Approved as to Legal Form:
and Compliance Anthony Blenkinsop
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O -2014.12.10 – 018**
Ordinance Title: Boards, Commissions and Committees
Chapter: 5
Section: 24

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, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothy Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does does not pass.		

ORDINANCE BACKGROUND MATERIAL:

The Dover City Council wishes to define the Waterfront TIF Advisory Board as one of its Boards, Commissions and Committees in order to aid the Council in its oversight of the City's Waterfront TIF District.



November 6, 2014

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

RECEIVED
City Manager's Office

NOV 10 2014

Dover, New Hampshire

Re: Installation Rates

Dear Council Members:

In keeping with our ongoing efforts to provide regular updates regarding our services, I am writing to inform you of the following changes to our installation rates which will be effective January 1, 2015:

Hourly Service Charge from \$33.20 to \$35.80

Additional Outlet (Initial Installation of Service) from \$13.35 to \$14.40

Additional Outlet (After Initial Installation of Service) from \$32.15 to \$33.20

Activate Pre-Existing Additional Outlet (Initial Installation of Service) from \$5.60 to \$6.10

Activate Pre-Existing Additional Outlet (After Initial Installation of Service) from \$22.05 to \$22.95

Relocate Additional Outlet (Initial Installation of Service) from \$13.35 to \$14.50

Relocate Additional Outlet (After Initial Installation of Service) from \$28.55 to \$30.30

Connect VCR/DVD (Initial Installation of Service) from \$7.90 to \$7.75

Connect VCR/DVD (After Initial Installation of Service) from \$16.35 to \$19.00

Upgrade of Service from \$26.30 to \$28.45

Downgrade of Service from \$12.05 to \$12.40

In-Home Service Visit (Video, per occurrence) from \$32.10 to \$37.05

Please be advised Customers are receiving notification, in advance via bill message, of these changes. Should you have any questions, please do not hesitate to contact me at 603-224-1871, ext. 202.

Sincerely,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government & Regulatory Affairs