



**CITY OF DOVER**

## CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, February 11, 2015**  
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
  - A. CHAPTER 166, SECTION 19 – WINTER PARKING BAN ON FIRST STREET  
SPONSORED BY MAYOR WESTON BY REQUEST**
  - B. CHAPTER 166, SECTION 30 – WINTER PARKING CHRONIC OFFENDER  
SPONSORED BY MAYOR WESTON BY REQUEST**
  - C. CHAPTER 166, SECTION 56 – NO PARKING ANYTIME – WOODMAN INSTITUTE  
SPONSORED BY MAYOR WESTON BY REQUEST**
  - D. CHAPTER 166, SECTION 57 – 572 – 574 CENTRAL AVENUE  
SPONSORED BY MAYOR WESTON BY REQUEST**
  - E. AMENDMENT TO FISCAL YEAR 2015 FEE SCHEDULE – ON-STREET PARKING  
SPACES – CHAPEL STREET AND MAIN STREET (REQUIRES A 2/3 MAJORITY OF  
THE CITY COUNCIL)  
SPONSORED BY MAYOR WESTON BY REQUEST**
  - F. AMENDMENT TO FISCAL YEAR 2015 FEE SCHEDULE – UPDATED RESIDENT  
PARKING PASS PROGRAM (REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)  
SPONSORED BY MAYOR WESTON BY REQUEST**
  - G. REPROGRAM AUTHORIZATION FOR WILLAND POND WATER MAIN  
IMPROVEMENT FISCAL YEAR 2014 CAPITAL IMPROVEMENTS PROGRAM (CIP)  
PROJECT TO WATER SYSTEM FACILITIES UPGRADE PROJECT AND  
AUTHORIZE PARTICIPATION IN DRINKING WATER STATE REVOLVING FUND  
(DWSRF) PROGRAM (REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)  
(CITY COUNCIL VOTE TO OCCUR ON FEBRUARY 25, 2015)  
SPONSORED BY MAYOR KAREN WESTON BY REQUEST**



**CITY OF DOVER**

## CITY COUNCIL – AGENDA

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Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, February 11, 2015**  
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**H. ADDITIONAL APPROPRIATION FOR WATER SYSTEM FACILITIES UPGRADE AND AUTHORIZATION FOR PARTICIPATION IN DRINKING WATER STATE REVOLVING FUND (DWSRF) PROGRAM (REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL) (CITY COUNCIL VOTE TO OCCUR ON FEBRUARY 25, 2015)**  
SPONSORED BY MAYOR KAREN WESTON BY REQUEST

### **8. CITIZEN'S FORUM**

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

### **9. CITY MANAGER'S REPORT**

### **10. APPROVAL OF MINUTES**

**A. January 28, 2015**

### **11. MAYOR'S REPORT**

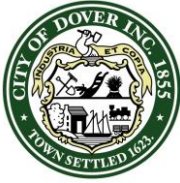
### **12. UNFINISHED BUSINESS**

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

- 1. CHAPTER 166, SECTION 19 – WINTER PARKING BAN ON FIRST STREET**  
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. CHAPTER 166, SECTION 30 – WINTER PARKING CHRONIC OFFENDER**  
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. CHAPTER 166, SECTION 56 – NO PARKING ANYTIME – WOODMAN INSTITUTE**  
SPONSORED BY MAYOR WESTON BY REQUEST
- 4. CHAPTER 166, SECTION 57 – 572 – 574 CENTRAL AVENUE**  
SPONSORED BY MAYOR WESTON BY REQUEST

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

- 1. CHAPTER 5: BOARDS, COMMISSIONS, AND COMMITTEES**  
**SECTION 23: DOWNTOWN DOVER TAX INCREMENT FINANCE ADVISORY BOARD AND SECTION 24: WATERFRONT TAX INCREMENT FINANCE ADVISORY BOARD**  
SPONSORED BY MAYOR WESTON BY REQUEST



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### C. RESOLUTIONS

1. **ESTABLISHING THE WATERFRONT TAX INCREMENT FINANCE DISTRICT  
SPONSORED BY MAYOR WESTON BY REQUEST**
2. **AMENDMENT TO FISCAL YEAR 2015 FEE SCHEDULE – ON-STREET PARKING  
SPACES – CHAPEL STREET AND MAIN STREET (REQUIRES A 2/3 MAJORITY  
OF THE CITY COUNCIL)  
SPONSORED BY MAYOR WESTON BY REQUEST**
3. **AMENDMENT TO FISCAL YEAR 2015 FEE SCHEDULE – UPDATED RESIDENT  
PARKING PASS PROGRAM (REQUIRES A 2/3 MAJORITY OF THE CITY  
COUNCIL)  
SPONSORED BY MAYOR WESTON BY REQUEST**

### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

1. **ROAD RACE – First Parish Church**
2. **ROAD TOLL – American Cancer Society Relay for Life**
3. **RESOLUTION: APPROVAL OF UNITY OF THE SEACOAST LEASE,  
ROOMS 317 AND 321  
SPONSORED BY MAYOR WESTON BY REQUEST**
4. **RESOLUTION: B13075 PHASE II ENVIRONMENTAL SITE ASSESSMENT FIRST  
STREET – AWARD OF ADDITIONAL SCOPE OF WORK  
SPONSORED BY MAYOR WESTON BY REQUEST**

#### COMMITTEE REPORTS

- |  |  |
|--|--|
| 1. School Board                        | 9. Legislative Liaison   |
| 2. Planning Board                      | 10. Pool Advisory Committee  |
| 3. <b>Appointments Committee</b>       | 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<br>and Regional CTC |
| 7. Solid Waste Advisory Commission     |  |
| 8. Transportation Advisory Commission  |  |

#### B. RESOLUTIONS

1. **UNDERWOOD ENGINEERS - TOLEND ROAD PEER REVIEW AND CONSULTING  
SERVICES FOR POTENTIAL LITIGATION/CLAIMS  
SPONSORED BY MAYOR WESTON BY REQUEST**



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- 2. COLLECTIVE BARGAINING AGREEMENT – DOVER POLICE ASSOCIATION (DPA)  
SPONSORED BY MAYOR WESTON BY REQUEST**
- 3. ADVANCED REFUNDING FOR CITY OF DOVER JUNE 2006 AND JUNE 2007  
GENERAL OBLIGATION BONDS AND AUTHORIZATION TO ISSUE REFUNDING  
BONDS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)  
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 25, 2015, WITH A  
COUNCIL VOTE TO OCCUR ON MARCH 11, 2015)  
SPONSORED BY MAYOR WESTON BY REQUEST**

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

- 1. CHAPTER 5, SECTION 23 – DOWNTOWN DOVER TAX INCREMENT FINANCE  
ADVISORY BOARD  
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 25, 2015)  
SPONSORED BY MAYOR WESTON, DEPUTY MAYOR CARRIER AND  
COUNCILOR CHENEY**
- 2. CHAPTER 5, SECTION 24 – WATERFRONT TAX INCREMENT FINANCE  
ADVISORY BOARD  
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 25, 2015)  
SPONSORED BY MAYOR WESTON, DEPUTY MAYOR CARRIER AND  
COUNCILOR CHENEY**
- 3. CHAPTER 166, SECTION 47 – TOLEND ROAD WEIGHT LIMIT  
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 25, 2015)  
SPONSORED BY MAYOR WESTON BY REQUEST**

**14. COUNCIL CORRESPONDENCE – None**

**15. COUNCIL MATTERS OF INTEREST**

**16. ADJOURNMENT**



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.G.  
Public Hearing Only**

Resolution Number: **R - 2015.01.28 – 012**  
Resolution Re: Reprogram Authorization for Willand Pond Water Main Improvement FY14CIP Project to Water System Facilities Upgrade Project and Authorize Participation in DWSRF Program

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

WHEREAS: At this time the City has determined through discussions with Underwood Engineers and NH Department of Environmental Services to defer work on Willand Pond Water Main project to future years; and

WHEREAS: The City was notified by the State of NH Department of Environmental Services (NH DES) that funding is available through the Drinking Water State Revolving Fund in conjunction with Federal funding in an amount up to \$6 Million for City's Water System Facilities Upgrade project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:  
The following capital budget appropriation for Willand Pond Water Main Improvements, to be financed by a loan from DWSRF program, is reprogrammed to Water System Facilities Upgrade CIP project as follows:

<b>Project Number</b>	<b>Description</b>	<b>Available Balance</b>	<b>Adjustment</b>	<b>Adjusted Balance</b>
5300.1.300.43320.4757.03581.14	Willand Pond Water Main	1,416,367	(1,416,367)	0
5300.1.300.43320.4725.03550.14	Water System Facilities Upgrade	0	1,416,367	1,416,367
	<b>Totals</b>	<b>1,416,367</b>	<b>0</b>	<b>1,416,367</b>

AND FURTHER BE IT RESOLVED:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover's participation in the NH Drinking Water State Revolving Fund (DWSRF) Program is hereby authorized for financing the City's Water System Facilities Upgrade project. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH DWSRF Program and obtain loans through the program for the Water System Facilities Upgrade project.

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

### AUTHORIZATION

Document Created by: Finance Department  
Document Posted on: February 5, 2015

R-2015.01.28 Reprogram Willand Pond Water Main to  
Water System Improvements  
Page 1 of 4



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Karen Weston  
By request

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

Recorded by: Karen Lavertu  
City Clerk

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.G.  
Public Hearing Only**

Resolution Number: **R - 2015.01.28 – 012**  
Resolution Re: Reprogram Authorization for Willand Pond Water Main Improvement FY14CIP Project to Water System Facilities Upgrade Project and Authorize Participation in DWSRF Program

### **RESOLUTION BACKGROUND MATERIAL:**

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

Through recent discussions with Underwood Engineers and the NH Department of Environmental Services (NHDES), the determination was made to defer work on Willand Pond Water Main project and focus resources on Water System Facilities Upgrade project. This decision was made based on new information from NHDES and Underwood Engineers.

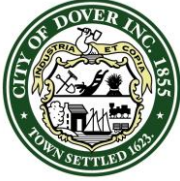
Recently, the DWSRF Program (RSA 486:14) notified the City that funding in the amount of \$6 Million is available for City of Dover drinking water projects through the DWSRF Program. Participation in the DWSRF program also makes the City potentially eligible for a portion of the funding to come from Federal funds resulting in up to 15% of loan principal forgiveness. This could result in up to a \$900,000 savings. However, the City needs to have any projects under this funding authorization completed within two years of the City signing the binding SRF loan commitment.

Discussions with Underwood Engineers determined that the Willand Pond Water Main project could not be completed in the two year timeframe provided by the DWSRF program, and that there was not enough funding currently authorized to complete the Willand Pond Water Main project. Therefore, the City has determined that it is better to reprogram the existing funding for Willand Pond Water Main to the Water System Facilities Upgrade. The Water System Facilities Upgrade is eligible for DWSRF funding. Phase 1 of the upgrade project is estimated to cost \$6 Million and could be completed within the two year DWSRF timeframe. Funding for the Willand Pond Water Main project would be requested in future CIP request.

The City has determined utilization of the DWSRF is most advantageous to the City of Dover, the City Manager, Finance Director and Treasurer will, on behalf of the City, file and participate in the DWSRF in lieu of issuance and sale of general obligation bonds.

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

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation of \$1,416,367 for the Willand Pond Water Main project in the FY14 CIP. This resolution does not authorize an increase in the indebtedness of the City's Water Fund. The City Council previously authorized debt financing the \$1,416,367. This resolution reprograms funding to the Water System Facilities



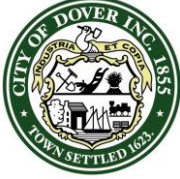
**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.G.  
Public Hearing Only**

Resolution Number: **R - 2015.01.28 – 012**  
Resolution Re: Reprogram Authorization for Willand Pond Water Main  
Improvement FY14CIP Project to Water System Facilities  
Upgrade Project and Authorize Participation in DWSRF  
Program

Upgrade project, authorizes the City to utilize a different form of debt financing for the project and be eligible for 15% principal forgiveness.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.H.  
Public Hearing Only**

**REVISED**

Resolution Number: **R - 2015.01.28 – 013**  
Resolution Re: Additional Appropriation for Water System Facilities Upgrade Project and Authorization for Participation in DWSRF Program

**WHEREAS:** In January 2014 the City Council approved the FY15 CIP, which included \$3 Million in funding for the Water System Facilities Upgrade and authorized participation in the Drinking Water State Revolving Fund program; and

**WHEREAS:** The City is seeking City Council approval to reprogram \$1,416,367 from the Willand Pond Water Main project to the Water System Facilities Upgrade project under a separate resolution submitted to City Council on January 28, 2015; and

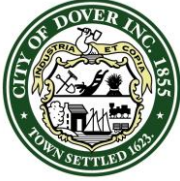
**WHEREAS:** The City was notified by the State of NH Department of Environmental Services (NH DES) that funding is available through the Drinking Water State Revolving Fund in conjunction with Federal funding in an amount up to \$6.5 Million for City's Water System Facilities Upgrade project with potential eligibility for up to 15% in loan principal forgiveness, contingent upon the City completing initial DWSRF program application by early April 2015; and

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:**  
A capital budget appropriation in the amount of \$2,083,633 is authorized for Water System Facilities Upgrade CIP project.

**AND FURTHER BE IT RESOLVED:**

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover's participation in the NH Drinking Water State Revolving Fund (DWSRF) Program is hereby authorized for financing the City's Water System Facilities Upgrade project. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH DWSRF Program and obtain loans through the program for the Water System Facilities Upgrade project.

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.H.  
Public Hearing Only**

**REVISED**

Resolution Number: **R - 2015.01.28 – 013**  
Resolution Re: Additional Appropriation for Water System Facilities Upgrade Project and Authorization for Participation in DWSRF Program

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Karen Weston  
By request

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

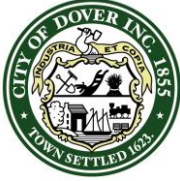
Recorded by: Karen Lavertu  
City Clerk

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.H.  
Public Hearing Only**

**REVISED**

Resolution Number: **R - 2015.01.28 – 013**  
Resolution Re: Additional Appropriation for Water System Facilities Upgrade Project and Authorization for Participation in DWSRF Program

### **RESOLUTION BACKGROUND MATERIAL:**

Recently, the DWSRF Program (RSA 486:14) notified the City that funding in the amount of \$6.5 million is available for City of Dover drinking water projects through the DWSRF Program. Participation in the DWSRF program also makes the City potentially eligible for a portion of the funding to come from Federal funds resulting in up to 15% of loan principal forgiveness. This could result in up to a \$975,000 savings. However, the City needs to have any projects under this funding authorization completed within two years of the City signing the binding SRF loan commitment.

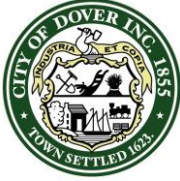
Currently the City has \$3 Million in funding approved for the Water System Facilities Upgrade project through adoption of the FY15 CIP. In a separate resolution, the City is seeking City Council approval to reprogram \$1,416,367 from Willand Pond Water Main project to Water System Facilities Upgrade. This reprogramming would result in \$4,416,367 being available for the Water System Facilities Upgrade. Therefore, to take full advantage of the available funding of \$6.5 million from DWSRF and up to 15% of loan principal forgiveness, the City is seeking the additional \$2,083,633.

The Water System Facilities Upgrade is eligible for DWSRF funding. Phase 1 of the upgrade project is estimated to cost \$6.5 Million and could be completed within the two year DWSRF required timeframe. The City has determined utilization of the DWSRF is most advantageous to the City of Dover, the City Manager, Finance Director and Treasurer will, on behalf of the City, file and participate in the DWSRF in lieu of issuance and sale of general obligation bonds.

### **Debt Authorization versus Debt Retirement**

The following table compares the tentative authorization amount to the amount of debt being retired:

<b>Description</b>	<b>Water Fund</b>
FY16 CIP Authorization	550,000
This Authorization	2,083,633
FY16 Debt Retirement	<u>1,154,737</u>
Net Change	<u>1,478,896</u>



**CITY OF DOVER**

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Resolution Re: Additional Appropriation for Water System Facilities  
Upgrade Project and Authorization for Participation in  
DWSRF Program

### Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2014 and this authorization, against the legal debt limits. Legal debt limit for the Water Fund is based on 10% of equalized assessed value.

<b>Description</b>	<b>Water Fund</b>
Debt Outstanding	12,358,176
Authorized - Unissued	<u>4,966,367</u>
Total Issued & Unissued	17,324,543
This Authorization	<u>2,083,633</u>
Grant Total	19,408,176
Legal Debt Limit	<u>284,742,677</u>
Unused Capacity	265,334,501
Percent Unused	93.18%

### Rate Impacts

The appropriation of \$2,083,633 financed through the DWSRF program over a 20 year period is estimated to have a \$0.15 Water rate impact. For a single family home with an average water usage of 75 HCF, the annual increase in user fees would be \$11.25. The total change after 3 years, for an average single family home for water user fees, based on the average water usage of 75 HCF is \$33.75.



# THE CITY MANAGER'S REPORT

*February 11, 2015*

*Month Reporting on: January 2015*

*"Snowflakes are one of nature's most fragile things,  
but just look what they can do when they stick together.*

*Vesta M. Kelly*

**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 (6 requests fulfilled)
- Concord – Sex offender information
- Durham – Orchard Street bids for construction materials/services
- New York – Environmental violations on 24, 32 Crosby Road
- Rochester – Recycling Agreement
- Des Moines, IA – Delinquent taxes
- Dover – Tolend Road test results

## 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; resolutions, legal memos

**Executive:** Bankruptcies, Fireworks RSA, Goals for 2015, C-PACE Financing Program

**Community Services:** Lease and resolution

**Finance:** Liens, Discharges, Legal Mission Statement, Outstanding water/sewer balance, Outstanding Promissory Note balance, Property refinance documents, Foreclosure Notice, Vendor invoice dispute, GSIL/City Agreement

**Police:** Ordinances, Resolutions, City permit applications, Pistol Permit, Parking Commission Virtual Meetings, Right to Know

**Planning:** Memorandum of Understanding, ZBA Rules of Procedure, Tree cutting, Zoning enforcement

**School:** Complaint regarding use of Roberts Rules, Background research on land donation

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
<b>Legal Matters/ Questions Handled</b>	22	162	251	302
<b>Document Creation/Review</b>	10	90	175	145
<b>Right to Know Requests Processed</b>	12	65	78	43
<b>Resolutions</b>	1	35	48	31
<b>Ordinances</b>	4	15	14	14

# Economic Development

by Dan Barufaldi

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**S**ummary: Reports from local and regional businesses indicate the economy here is continuing to grow. The rate of growth is sector dependent. Retailers and manufacturers are seeing moderate increases while consulting and advertising firms report faster growth in revenues. Residential real estate markets continue to improve with apartments and condos enjoying the highest demand and pricing growth. New and existing single family home sales are growing with demand and prices beginning to flatten. With the exception of consulting, most companies are doing little or no hiring yet. Prices remain unchanged. Companies doing business with the government are beginning to see some growth. The K46 tanker run at Pease Air Guard base and the projected 700 new jobs between now and September 2015 at the Naval Shipyard will bolster DOD supplier prospects locally. Plunging gasoline, oil and natural gas prices are putting dollars in local consumer pockets in the short term. Negative macroeconomic factors continue to present some longer term risk. Gasoline prices locally have dropped below \$2.00/ gallon. Dover's unemployment rate is at 3.1% with some holiday employment going away.

**S**electd 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 Q4. 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 situation 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 over 40% against the US dollar and the Russian economy is projecting a recession in 2015.

**C**ommercial 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 several 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 projected end of "quantitative easing" over time 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 unit sales of both single family homes declined slightly year-over-year but price increases evened the dollar sales figures for the period. 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. Condo sales, in moderate decline for several quarters, have now begun to improve. 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 Q3 depressed near-term sales and another severe winter weather event as the JUNO storm could dampen sales locally going forward. Sale prices and rental rates in Dover that continued to rise over the last year and had begun to flatten somewhat are now on the rise again at present.

**Manufacturing & Related Services:** Manufacturers are now reporting some sustained strength in sales. A few local manufacturers are reporting lower sales than the same period a year ago due to a fall-off in

export sales. A local publisher reports a fall-off 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 although the Chinese economy has slowed somewhat. The recent upheaval in Iraq and Syria, Ukraine and Russia and the 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 \$40 per barrel. The Chinese housing bubble and economic slowdown are often mentioned but appears to be managed by government intervention. 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 car, truck and parts suppliers have been doing well through the model changeover period. 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 with one of the buildings about to be sold. 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 7% year-over-year.

Holiday retail sales were up slightly year-over-year with online sales increasing as a percentage of total retail sales. Lower energy costs contributed to higher retail spending. Sales of household items, sporting goods, and home improvement goods are selling well. Apparel sales are off slightly. Prices are up slightly (2-3%) and inventories appear well controlled. Minor amounts of selective hiring done for the holidays are beginning to fade. 2014 goals for low single digit growth are expected to be realized. The outlook, now buoyed by reduced energy costs, 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. The City has pursued every possible assistance mode to help them weather this setback and survive including a multi-month Merchant Marketing Promotion, parking assistance and valet parking for downtown merchants and restaurants on weekends over 5 weeks.. 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 3 months 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 of 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.

## **D**owntown Marketing Report:

During this period the Scavenger Hunt was completed at the all five alternative parking locations corresponding with drop off locations for five local merchants. Mayor Weston drew the winning ticket from over 100 participants at Jewelry Creations on December 22<sup>nd</sup> providing the lucky winner with \$500 in Dover Dollars for Christmas shopping in Dover. Santa Selfie promotional content and materials were prepared (\$1,000 shopping spree giveaway) Contest rules were placed on [www.drivingdover.com](http://www.drivingdover.com) web site.

Several 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. The Get To It coupon tree was auctioned off for \$300 for the Food Pantry and contained \$1,000 worth of value coupons.

Promotional and general branding campaigns were launched on WTSN, The Bay, WOKQ, The Shark and iHeart Media with over 300 30 second spots urging and encouraging the region to shop in Dover.

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

# Total Permits Issued: January 2015

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
114-455	WOODMAN INSTITUTE	182	CENTRAL AVENUE	CONSTRUCT A CEILING, INSTALL JOINT	C	12	25	12000	145
14-425	SOJOURN PROPERTY MANAG	495	CENTRAL AVENUE	INT. RENO. TO WATER DAMAGED SPAC	C	030	00000	3500	65
14-443	VISHAY	140	CROSBY ROAD	CONST. AN ENTRY ADDITION & RENOV.	C	G	1G	75000	775
14-452	851 CENTRAL AVENUE, LLC	873	CENTRAL AVENUE	SUBDIVIDE OCCUPANCY TO CREATE A	C	38	6A	100000	1025
14-475	COBB	42	DOVER POINT ROAD	UNIT I, RENO. SPACE FOR A COMMERCI	C	K	24-A2	45000	475
14-479	DOUBLE DIAMOND HOLDINGS	273	LOCUST STREET	IMPROVEMENTES OF A PROPOSED OFFI	C	15	21-22	62500	650
14-486	JENKS	250	CENTRAL AVENUE	MINOR INT. RENO. OF DOMINO'S PIZZA	C	9	104	15000	175
14-380	MEYRELES	11	HIGHLAND STREET	KITCHEN RENOATION, INSTALL A BATH	r	10	19	67000	695
14-413	ROWELL	13	WILBROD AVENUE	RMDL 1ST FLR OF SFD, KITCHEN & BAT	R	D	18N	20000	225
14-427, PH	JACQUES	6	ARROWBROOK ROAD	ADD'L RENOVATION TO ORIGN PERMIT	R	I	22-14	25000	275
14-437	HAWKINS	55-57	FOURTH STREET	RENOVATE/REMODEL A TWO FAMILY	R	31	58	25000	275
14-461	LEAVER	10	FINCH LANE	CONST. AN ENTRANCE ROOF	R	M	15	8000	105
14-463	TOWLE	379	TOLEND ROAD	REPLACE A LANDING AND STAIRWAY	R	C	47	1000	35
14-465	LOWELL	3	BROWNING DRIVE	CONST. A REAR SUNRM ADDITIONON	E R	21	101	21000	235
14-467	KAVALAUSKAS	29	SPRUCE LANE	CONST. A SIDE DECK ADDITION	R	I	29A	11000	135
14-468	STANDIG	53	TOLEND ROAD	RENOV./RMDL THE SECOND FLOOR BA	R	E	65B	14000	165
14-469	BECKER	34	SHORE LANE	FINISH RM OVER GARAGE FOR ADD. LI	R	L	89G-1	9000	115
14-470	N. MILLS COOK III TRUST	70	CONSTITUTION WAY	CONST. A SIDE CARPORT ADDITION	R	K	21-35	6000	85
14-478	LEICHTHAMMER	15	COTE DRIVE	REAR DECK EXPANSION, STORAGE CA	R	L	58-G	3000	55
15-001	WOOD	9	REDDEN STREET	RMDL/RENO. THE BATHROOM	R	36	8A	7000	95

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map Lot	Construction Value	Fee
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**Total Permits Issued:** 20

**Total Construction Value:** \$530,000.00

**Total Fees Collected:** \$5,805.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	1	Change of Use	0
Commercial Renovations	6	Commercial	2
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	4
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	0	Single Family Dwellings	4
Renovations Dwelling Unit	13	Accessory Dwelling Unit	2
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		<b>Total</b>	<b>12</b>

**PLANNING BOARD APPROVED PROJECTS**

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	L0T	EXPIRATION DATE	SCHOOL	Students**
Code	H = Homes	A = Apts.	C = Condos											
<b>Multi-Family:</b>														
Yacht Club	Portland Ave	A	19	0	19	12/23/2014	10/14/2014	Site	P14-45	24	104	12/23/2019	H	2.09
Bradley Commons	Central Ave	A	47	0	47	9/23/2014	9/23/2014	Site	P14-34	27	2/3		H	5.17
First Street @ Garrison	First Street	A	32	32	0	6/12/2014	2/25/2014	Site	P14-03	6	3	6/12/2019	H	3.52
First Rate Realty	Silver/Central	A	16	16	0	9/24/2013	6/25/2013	Site	P13-20	12	28	9/24/2018	W	1.76
Field and Foster	Central Ave	A	18	18	0	2/11/2014	11/12/2013	2/13/2014	P13-60	3	42	2/11/2019	H	1.98
Cochecho Falls Mills	Central Ave	A	120	74	46	12/20/2011	11/28/2011	Site	P11-60	3	3	12/20/2015	H	13.2
Sherman School	School Street	C	48	0	48	9/27/2011	10/26/2010	Site	P10-39	3	10	9/27/2016	G	7.68
Paolini	Clancy Drive	C	12	12	0	1/9/2014	10/22/2013	Site	P13-37	I	12	1/9/2019	G	1.92
New Meadows Inc	Knox Marsh Rd	A	120	72	48	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2009	W	13.2
<b>Total: Multi-family</b>			<b>432</b>	<b>224</b>	<b>208</b>									<b>50.52</b>
<b>Subdivisions:</b>														
Kelly Brook Meadows	Old Stage Road	H	9	4	5	4/29/2014	3/25/2014	5/9/2014	P14-01	G	36	4/29/2019	W	3.33
Foster's Way	Fosters Dr	H	5	1	4	9/17/2014	12/17/2013		P13-49	L	89-1	9/17/2019	G	1.85
Kemen	Sixth St	H	1	0	1	4/29/2014	8/27/2013	5/1/2014	P13-43	B	1D	4/29/2019	H	0.37
Child's Subdivision	Childs Dr	H	20	8	12	4/9/2013	3/28/2013	3/29/2013	P12-20	N	8A-1	3/28/2018	H	7.4
Fresian Drive	Arch St	H	11	2	9	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	4.07
Tidewater Farm	Winterberry Dr	H	7	6	1	6/16/2011	4/26/2011	6/20/2011	P10-51	N	8	6/16/2016	H	2.59
Labrador Woods	Labrador Dr	H	9	6	3	7/19/2010	5/25/2010	7/19/2010	P10-19	A	51-9	7/19/2014	H	3.33
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.7
Harbor Hills	Shore Rd	H	16	12	4	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.92
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	4	5	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	G	3.33
Picnic Rock	Back River Rd	H	21	7	14	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.77
Schooner Landing	Schooner Dr	H	10	9	1	7/19/2007	4/10/2007	7/25/2007	P06-54	M	96A	7/19/2011	G	3.7
Pacific Landing	Pacific/Nye	H	15	14	1	2/8/2007	7/25/2006	2/8/2007	P05-72	E	49	2/18/2011	W	5.55
Goldberg/Tolend Rd Prop.	Stocklan Dr, etc	H	72	40	32	10/5/2006	7/14/2005	11/2/2006	P03-36	G	24	10/5/2010	W	26.64
StoneCroft	Carriage Hill Ln	H	11	9	2	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	4.07
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	25	7	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.84
Emerald Woods I & II	Emerald Ln	H	25	20	5	12/6/2004	9/28/2004	12/10/2004	P02-01	F	27	12/6/2008	W	9.25
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.48
Cornerstone Crossing III	Conerstone Dr	H	18	17	1	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18	7/28/2011	H	6.66
<b>Total: Single Family</b>			<b>305</b>	<b>195</b>	<b>110</b>									<b>112.85</b>
<b>TOTAL APPROVED UNITS</b>			<b>737</b>	<b>419</b>	<b>318</b>									<b>163</b>
<b>Elderly:</b>														
Pointe Place	Pointe Place	H	33	0	33		11/19/2014		P14-77	K	19		G	
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	62	55	7	7/2/2008	3/13/2007		P06-55	M	4	7/2/2011	G	
Arbor Woods	Cielo Dr	H	63	38	27	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
<b>Total: Elderly</b>			<b>158</b>	<b>93</b>	<b>67</b>									
<b>APPROVED + ELDERLY</b>			<b>895</b>	<b>512</b>	<b>385</b>									<b>163</b>



DAC	PO Date	PO No.	Vendor Name	Amount
Executive	1/29/2015	201507267	HINCKLEY, ALLEN & SNYDER LLP	\$5,029.97
Fire and Rescue	1/21/2015	201507043	STATE OF NH-DOT	\$5,200.44
Community Services Department	1/13/2015	201506755	CHADWICK BAROSS, INC.	\$5,215.24
Community Services Department	1/28/2015	201507226	PIKE INDUSTRIES, INC.	\$5,264.67
Community Services Department	1/7/2015	201506543	HALL & ASSOCIATES, PLLC	\$5,542.63
City Finance Office	1/29/2015	201507270	UNITIL NH	\$6,676.33
City Finance Office	1/6/2015	201506507	PUBLIC SERVICE CO OF NH-CITY	\$7,241.82
Police	1/7/2015	201506542	GOVCONNECTION, INC.	\$8,407.29
Executive	1/29/2015	201507292	DELL MARKETING L.P.	\$8,448.65
City Finance Office	1/26/2015	201507151	PUBLIC SERVICE CO OF NH-CITY	\$8,946.81
Executive	1/13/2015	201506716	PRIMEX-P/C GROUP	\$9,210.00
City Finance Office	1/6/2015	201506381	BAYRING COMMUNICATIONS	\$9,253.30
Community Services Department	1/21/2015	201507041	STATE OF NH-DOT	\$10,245.96
City Finance Office	1/6/2015	201506509	SANTA BUCKLEY ENERGY	\$13,448.44
Community Services Department	1/22/2015	201507096	DUKES ROOT CONTROL, INC.	\$15,000.00
Community Services Department	1/21/2015	201507044	SUR CONSTRUCTION, INC.	\$15,382.00
City Finance Office	1/13/2015	201506779	PUBLIC SERVICE CO OF NH-CITY	\$17,139.06
Community Services Department	1/21/2015	201507034	BOBCAT OF NH	\$23,926.00
Community Services Department	1/29/2015	201507283	CMA ENGINEERS, INC.	\$29,500.00
Executive	1/5/2015	201506368	ABRAMSON & ASSOCIATES, INC.	\$30,000.00
Community Services Department	1/21/2015	201507045	COLONIAL FORD AUTOMOTIVE	\$32,485.00
City Finance Office	1/6/2015	201506506	PUBLIC SERVICE CO OF NH-CITY	\$35,868.67
Police	1/29/2015	201507293	TEXAS STATE UNIVERSITY	\$41,250.00
Executive	1/13/2015	201506715	CCMSI	\$60,492.72
City Finance Office	1/29/2015	201507269	PUBLIC SERVICE CO OF NH-CITY	\$61,633.73
Police	1/21/2015	201507046	ROBERT H. IRWIN MOTORS, INC.	\$109,512.00
Planning	1/12/2015	201506699	KATHLEEN E. HARRY	\$160,000.00

**City of Dover**  
**Bid Solicitation Report**  
**For January 2015**

2/3/2015

<b>Department</b>	<b>Bid Date</b>	<b>Bid Due</b>	<b>Description</b>	<b>PO Notes</b>
<b>Bid Number</b>				
Executive B15008	01/13/2015	03/17/2015	Mixed Use Development of Third Street Parking Lot	
Recreation B15025	01/22/2015	02/12/2015	Arena Concession Food land Snacks	

# City of Dover

## Revenues of Major Funds January 31, 2015

(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>
<b>REVENUES</b>								
1000 General Fund								
Taxes	\$ 71,224,707	\$ 1,329,664	\$ 36,635,321	51.0%	\$ 34,589,386	\$ -	\$ 34,589,386	(48.6)%
Licenses & Permits	4,829,480	289,255	3,037,441	63.0	1,792,039	-	1,792,039	37.1
Intergovernmental	2,100,826	1,473	1,662,987	79.0	437,839	-	437,839	20.8
Charges for Services	3,239,483	165,501	1,784,725	55.0	1,454,758	-	1,454,758	44.9
Miscellaneous Revenue	588,625	13,976	642,154	109.0	(53,529)	-	(53,529)	(9.1)
Education	12,585,100	3,255,859	6,772,125	54.0	5,812,975	(427)	5,813,403	46.2
Operating Transfers In	350,553	-	-	0.0	350,553	-	350,553	100.0
Sub-total : 1000 General Fund	\$ 94,918,774	\$ 5,055,729	\$ 50,534,752	53.0%	\$ 44,384,022	\$ (427)	\$ 44,384,449	46.8%
3213 Parking Activity Fund								
Licenses & Permits	\$ 96,120	\$ 7,942	\$ 51,068	53.0%	\$ 45,052	\$ -	\$ 45,052	46.9%
Parking Income	371,408	31,084	225,429	61.0%	145,979	-	145,979	39.3%
Parking Fines	160,408	16,580	83,685	52.0%	76,723	-	76,723	47.8%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 627,936	\$ 55,606	\$ 360,182	57.0%	\$ 267,754	\$ -	\$ 267,754	42.6%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,556	\$ -	\$ 6,986	73.0%	\$ 2,570	\$ -	\$ 2,570	26.9%
Charges for Services	930,000	50,548	539,047	58.0%	390,953	-	390,953	42.0%
Miscellaneous Revenue	0	19	84	0.0	(84)	-	(84)	0.0
Other Financing Sources	52,557	-	-	0.0	52,557	-	52,557	100.0
Sub-total : 3320 Residential Solid Waste	\$ 992,113	\$ 50,567	\$ 546,117	55.0%	\$ 445,996	\$ -	\$ 445,996	45.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 670,081	\$ 54,446	\$ 383,455	57.0%	\$ 286,626	\$ -	\$ 286,626	42.8%
Operating Transfers In	138,069	10,292	72,043	52.0	66,026	-	66,026	47.8
Sub-total : 3381 McConnell Center	\$ 808,150	\$ 64,737	\$ 455,498	56.0%	\$ 352,652	\$ -	\$ 352,652	43.6%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 366,855	\$ 38,950	\$ 219,056	60.0%	\$ 147,799	\$ -	\$ 147,799	40.3%
Miscellaneous Revenue	15,500	450	3,147	0.2	12,353	-	12,353	79.7
Operating Transfers In	15,500	-	1,405	9.0	14,095	-	14,095	90.9
Other Financing Sources	87,421	-	-	0.0	87,421	-	87,421	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 485,276	\$ 39,400	\$ 223,608	46.0%	\$ 261,668	\$ -	\$ 261,668	53.9%
5300 Water Fund								
Charges for Services	\$ 4,782,457	\$ 177,499	\$ 2,652,655	55.0%	\$ 2,129,802	\$ -	\$ 2,129,802	44.5%
Miscellaneous Revenue	70,500	3,635	51,877	74.0	18,623	-	18,623	26.4
Sub-total : 5300 Water Fund	\$ 4,852,957	\$ 181,134	\$ 2,704,532	56.0%	\$ 2,148,425	\$ -	\$ 2,148,425	44.3%
5320 Sewer Fund								
Intergovernmental	\$ 5,688	\$ -	\$ -	0.0%	\$ 5,688	\$ -	\$ 5,688	100.0%
Charges for Services	6,153,201	244,850	3,079,488	50.0	3,073,713	-	3,073,713	50.0
Miscellaneous Revenue	59,414	3,090	47,127	79.0	12,287	-	12,287	20.7
Other Financing Sources	942,687	-	-	0.0	942,687	-	942,687	100.0
Sub-total : 5320 Sewer Fund	\$ 7,160,990	\$ 247,940	\$ 3,126,615	44.0%	\$ 4,034,374	\$ -	\$ 4,034,374	56.3%
6100 Dovernet Fund								
Charges for Services	\$ 544,113	\$ 23,544	\$ 238,362	44.0%	\$ 305,751	\$ -	\$ 305,751	56.2%
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	\$ 23,544	\$ 238,362	37.0%	\$ 406,040	\$ -	\$ 406,040	63.0%

# City of Dover

## Revenues of Major Funds January 31, 2015

(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	\$ 5,718,657	\$ 58,189,667	53.0%	\$ 52,300,931	\$ (427)	\$ 52,301,358	47.3%

# City of Dover

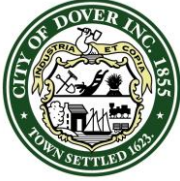
## Expenditures of Major Funds January 31, 2015 (General Fund Includes County, School and Debt Service)

	<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>
<b>EXPENDITURES</b>								
1000 General Fund								
City Council	\$ 372,192	\$ 54,723	\$ 255,533	69.0%	\$ 116,659	\$ 86,754	\$ 29,905	8.0%
Executive	810,105	76,695	583,896	72.0	226,209	171,916	54,293	6.7
Finance	1,632,713	111,930	924,553	57.0	708,160	464,451	243,708	14.9
Planning	512,334	39,669	277,598	54.0	234,736	126,806	107,930	21.1
Misc General Government	1,184,962	42,555	312,962	26.0	872,000	124,180	747,821	63.1
Police	7,420,749	574,733	4,205,713	57.0	3,215,036	1,836,679	1,378,357	18.6
Fire & Rescue	7,502,246	568,581	4,416,405	59.0	3,085,841	1,523,123	1,562,718	20.8
Community Service Public Works	6,036,576	414,672	2,983,065	49.0	3,053,511	1,488,716	1,564,795	25.9
Recreation	2,073,584	156,602	1,112,294	54.0	961,290	228,525	732,765	35.3
Public Library	1,109,966	84,128	604,064	54.0	505,902	309,960	195,942	17.7
Public Welfare	843,870	64,270	421,417	50.0	422,453	67,621	354,832	42.0
Debt Service	10,118,839	-	194,019	2.0	9,924,820	8,417,336	1,507,484	14.9
Other Financing Sources/Uses	3,006,318	119,143	1,409,000	47.0	1,597,318	-	1,597,318	53.1
School	44,236,755	5,286,166	22,073,143	50.0	22,163,612	20,429,840	1,733,772	3.9
Intergovernmental	8,057,565	-	8,057,565	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 94,918,774	\$ 7,593,866	\$ 47,831,228	50.4%	\$ 47,087,546	\$ 35,275,907	\$ 11,811,640	12.4%
3213 Parking Activity Fund								
Police	\$ 627,936	\$ 45,649	\$ 257,759	41.0%	\$ 370,177	\$ 190,459	\$ 179,719	28.6%
Sub-total : 3213 Parking Activity Fund	\$ 627,936	\$ 45,649	\$ 257,759	41.0%	\$ 370,177	\$ 190,459	\$ 179,719	28.6%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,097,856	\$ 64,299	\$ 446,994	41.0%	\$ 650,862	\$ 486,394	\$ 164,468	15.0%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,097,856	\$ 64,299	\$ 446,994	40.7%	\$ 650,862	\$ 486,394	\$ 164,468	15.0%
3381 McConnell Center Fund								
Recreation	\$ 808,150	\$ 31,757	\$ 187,560	23.0%	\$ 620,590	\$ 469,760	\$ 150,830	18.7%
Sub-total : 3381 McConnell Center Fund	\$ 808,150	\$ 31,757	\$ 187,560	23.2%	\$ 620,590	\$ 469,760	\$ 150,830	18.7%
3410 Recreation Special Revenue Fund								
Recreation	\$ 485,276	\$ 17,668	\$ 232,168	48.0%	\$ 253,108	\$ 33,629	\$ 219,480	45.2%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 485,276	\$ 17,668	\$ 232,168	47.8%	\$ 253,108	\$ 33,629	\$ 219,480	45.2%
5300 Water Fund								
Community Service Public Works	\$ 4,870,339	\$ 265,438	\$ 2,539,566	52.0%	\$ 2,330,773	\$ 669,070	\$ 1,661,703	34.1%
Sub-total : 5300 Water Fund	\$ 4,870,339	\$ 265,438	\$ 2,539,566	52.1%	\$ 2,330,773	\$ 669,070	\$ 1,661,703	34.1%
5320 Sewer Fund								
Community Service Public Works	\$ 7,252,711	\$ 450,192	\$ 3,733,647	51.0%	\$ 3,519,063	\$ 958,356	\$ 2,560,708	35.3%
Sub-total : 5320 Sewer Fund	\$ 7,252,711	\$ 450,192	\$ 3,733,647	51.5%	\$ 3,519,063	\$ 958,356	\$ 2,560,708	35.3%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 656,958	\$ 29,204	\$ 275,220	42.0%	\$ 381,738	\$ 116,229	\$ 265,509	40.4%
Sub-total : 6100 Dovernet Fund	\$ 656,958	\$ 29,204	\$ 275,220	41.9%	\$ 381,738	\$ 116,229	\$ 265,509	40.4%
<b>Total : EXPENDITURES</b>	<b>\$ 110,717,999</b>	<b>\$ 8,498,072</b>	<b>\$ 55,504,142</b>	<b>50.1%</b>	<b>\$ 55,213,857</b>	<b>\$ 38,199,802</b>	<b>\$ 17,014,055</b>	<b>15.4%</b>

# City of Dover

**Arena - General Fund**  
**Revenue & Expenditure Report**  
(Including Arena Debt Service attributed to the General Fund)  
**January 31, 2015**

	<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>
<b>Revenue</b>	1,294,907	49,386	676,125	52.2	618,782	0	618,782	47.8
<b>Expenditures</b>	948,232	79,353	520,253	54.9	427,979	100,247	327,732	34.6
<b>Debt Service</b>								
<b>Principal</b>	265,063	0	24,042	9.1	241,020	0	241,020	90.9
<b>Interest</b>	70,759	0	4,478	6.3	66,281	0	66,281	93.7
	<b>10,853</b>	<b>(29,967)</b>	<b>127,351</b>	<b>1,173.4</b>	<b>(116,498)</b>	<b>(100,247)</b>	<b>(16,251)</b>	<b>(149.7)</b>



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, January 28, 2015**  
Meeting Time: **7:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Gagnon led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

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

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

### 5. PROCLAMATIONS/AWARDS

### 6. APPROVAL OF AGENDA

Councilor Hooper moved to add the School Board Report.

Deputy Mayor Carrier moved to add the Appointments Committee Report, and to substitute as a whole Item #13.B.4.

Councilor Cheney moved to add an oral Ordinance Committee Report.

Mayor Weston moved to add a letter from Gary Green to Council Correspondence.

Mayor Weston asked for a vote on the amended agenda.

Vote: 9/0.

### 7. PUBLIC HEARINGS

#### A. CHAPTER 166, SECTION 50 – STOP SIGN AT INTERSECTION OF CLIFFORD STREET AND TOWLE AVENUE

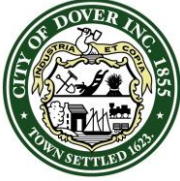
SPONSORED BY MAYOR WESTON BY REQUEST

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

### 8. CITIZEN'S FORUM

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

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



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, January 28, 2015**  
Meeting Time: **7:00 pm**

### 9. CITY MANAGER'S REPORT

City Manager Joyal referred to the Comprehensive Annual Financial Report (CAFR) book on the Councilor's desks, and invited Christian Smith of MacPage LLC to give an overview to the Council.

Mr. Smith gave a PowerPoint presentation regarding the financial report.  
City Manager Joyal gave an overview of the CAFR to the Council.

City Manager Joyal gave recognition to Community Services for their work on the snow removal from Tuesday's storm. He also recognized that they won the snow removal rally competition held a couple months ago, which was held to go over techniques and procedures for snow removal.

Mayor Weston said she was amazed at the snow removal for Tuesday's storm.

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

Vote: 9/0.

### 10. APPROVAL OF MINUTES

- A. **January 14, 2015 – Workshop Session**
- B. **January 14, 2015 – Regular Meeting**

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

### 11. MAYOR'S REPORT

Mayor Weston said many of her official items were cancelled because of the snow storm. She did attend the third workshop session regarding climate change, which was given by the Planning Department. She attended the Greater Dover Chamber of Commerce Annual Awards Dinner.

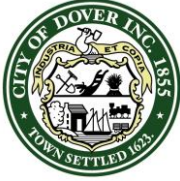
Deputy Mayor Carrier moved to approve the Mayor's Report; seconded by Councilor Thibodeaux.  
Vote: 9/0.

### 12. UNFINISHED BUSINESS

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

- 1. **CHAPTER 166, SECTION 50 – STOP SIGN AT INTERSECTION OF CLIFFORD STREET AND TOWLE AVENUE**  
SPONSORED BY MAYOR WESTON BY REQUEST

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



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, January 28, 2015**  
Meeting Time: **7:00 pm**

Councilor Cheney said this ordinance was supposed to be substituted as a whole this evening because the Ordinance Committee's changes. She asked that it be moved to a 3<sup>rd</sup> reading.

General Legal Counsel said the Ordinance Committee wanted entire Schedule included in the Ordinance. He said they did generate the document, but he didn't bring it here this evening.

Councilor Cheney moved to move it to a 3<sup>rd</sup> reading on February 11, 2015; seconded by Councilor O'Connor.

City Manager Joyal felt it was unnecessary and a waste of paper to include the entire table for every change being made.

Councilor Cheney said the Charter says to include the entire subsection of the Code where the change is occurring.

Councilor McManus said the current ordinance express the change clearly and is prepared to vote on it as it is.

Councilor Hooper agreed with Councilor McManus and a waste of time to delay the vote.

Councilor Garrison said he missed the Ordinance Committee meeting and he would have voted against adding the additional pages, and may actually cause confusion.

Mayor Weston asked the General Legal Counselor if the schedule was a subsection of Chapter 166.

General Legal Counsel Blenkinsop said a subsection is not defined in the Charter, and felt this could be voted on as it is currently presented.

Councilor Cheney agreed that it could be voted on tonight, but felt in the future the entire table be included. She said the Ordinance Committee will discuss it at their next meeting.

Councilor Garrison said this was a change the Ordinance Committee put forward, but ultimately it was up to the Council if this additional information is needed. He recommended that they vote on the current ordinance as presented. The Ordinance Committee can bring something forward to the Council about standards.

Councilor Cheney withdrew her motion.

Councilor O'Connor withdrew his second.

Mayor Weston asked for a roll call vote on the original Ordinance.

Roll Call Vote: 9/0.

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

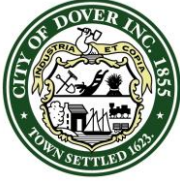
### **C. RESOLUTIONS**

## **13. NEW BUSINESS**

### **A. CONSENT CALENDAR**

- 1. RAFFLE – Cocheco Valley Humane Society**
- 2. RAFFLE – Saint Mary Academy**

- 3. RESOLUTION: DEPARTMENT OF HOMELAND SECURITY POLICE TRAINING GRANT**  
**SPONSORED BY MAYOR WESTON BY REQUEST**



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, January 28, 2015**  
Meeting Time: **7:00 pm**

### COMMITTEE REPORTS

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

Deputy Mayor Carrier moved for the approval of the Consent Calendar; seconded by Councilor Gagnon.

Mayor Weston asked the Council if they had items they would like pulled for further discussion. Councilor Hooper asked to pull the School Board Report.

Deputy Mayor Carrier asked to pull the Appointments Committee Report.

Councilor Cheney asked to pull the Ordinance Committee Report.

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

Roll Call Vote: 9/0.

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

Deputy Mayor Carrier moved to accept the School Board Report; seconded by Councilor O'Connor.

Vote: 9/0.

Deputy Mayor Carrier gave an overview of the Appointments Committee Report and recommended the following appointments for the Council's approval:

Hayley Harmon – alternate member to the Arts Commission

Mara Allaire – Recreation Advisory Board regular member

Christopher Lawrence – Recreation Advisory Board regular member

JoAnn Rohde – regular member to the Cemetery Board from her current status as an alternate

Scott MacKenzie - regular member to the Cemetery Board from his current status as an alternate

Patricia Campbell – appointment to another term on the Pool Advisory Committee

Don Cichon – appointment to another term on the Trustees of the Trust Fund

Dennis Ciotti – appointment to another term on the Planning Board

Frank Landford – appointment to another term on the Zoning Board of Adjustments

Kevin Perron – appointment to another term on the Conservation Commission

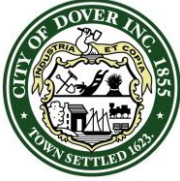
Otis Perry – appointment to another term on the Utilities Commission

Grover Tasker – appointment to another term on the Cemetery Board

Deputy Mayor Carrier moved to accept the Appointments Committee Report and recommended appointments; seconded by Councilor Gagnon.

Vote: 9/0.

Deputy Mayor Carrier listed the current openings on the City's Boards and Commission.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, January 28, 2015**  
Meeting Time: **7:00 pm**

Councilor Cheney gave a verbal report on the Ordinance Committee to the Council.  
Deputy Mayor Carrier moved to accept the Ordinance Committee Report; seconded by Councilor Thibodeaux.  
Vote: 9/0.

### **B. RESOLUTIONS**

- 1. AMENDMENT TO FISCAL YEAR 2015 FEE SCHEDULE – ON-STREET PARKING SPACES – CHAPEL STREET AND MAIN STREET (REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)  
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2015)  
SPONSORED BY MAYOR WESTON BY REQUEST**

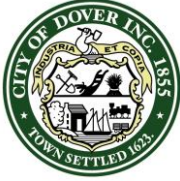
Deputy Mayor Carrier moved to refer to a public hearing on February 11, 2015; seconded by Councilor Garrison.  
Vote: 9/0.

- 2. AMENDMENT TO FISCAL YEAR 2015 FEE SCHEDULE – UPDATED RESIDENT PARKING PASS PROGRAM (REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)  
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2015)  
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on February 11, 2015; seconded by Councilor Garrison.  
Vote: 9/0.

- 3. REPROGRAM AUTHORIZATION FOR WILLAND POND WATER MAIN IMPROVEMENT FISCAL YEAR 2014 CAPITAL IMPROVEMENTS PROGRAM (CIP) PROJECT TO WATER SYSTEM FACILITIES UPGRADE PROJECT AND AUTHORIZE PARTICIPATION IN DRINKING WATER STATE REVOLVING FUND (DWSRF) PROGRAM (REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)  
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2015, WITH A CITY COUNCIL VOTE TO OCCUR ON FEBRUARY 25, 2015)  
SPONSORED BY MAYOR KAREN WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on February 11, 2015; seconded by Councilor McManus.  
Vote: 9/0.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, January 28, 2015**  
Meeting Time: **7:00 pm**

- 4. ADDITIONAL APPROPRIATION FOR WATER SYSTEM FACILITIES UPGRADE AND AUTHORIZATION FOR PARTICIPATION IN DRINKING WATER STATE REVOLVING FUND (DWSRF) PROGRAM (REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)  
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2015, WITH A CITY COUNCIL VOTE TO OCCUR ON FEBRUARY 25, 2015)  
SPONSORED BY MAYOR KAREN WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on February 11, 2015; seconded by Councilor Thibodeaux.  
Vote: 9/0.

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

- 1. CHAPTER 166, SECTION 19 – WINTER PARKING BAN ON FIRST STREET  
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2015.)  
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on February 11, 2015; seconded by Councilor Garrison.  
Vote: 9/0.

- 2. CHAPTER 166, SECTION 30 – WINTER PARKING CHRONIC OFFENDER  
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2015.)  
SPONSORED BY MAYOR WESTON BY REQUEST**

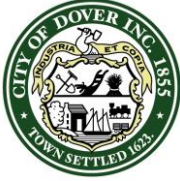
Deputy Mayor Carrier moved to refer to a public hearing on February 11, 2015; seconded by Councilor Garrison.  
Vote: 9/0.

- 3. CHAPTER 166, SECTION 56 – NO PARKING ANYTIME – WOODMAN INSTITUTE  
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2015.)  
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on February 11, 2015; seconded by Councilor McManus.  
Vote: 9/0.

- 4. CHAPTER 166, SECTION 57 – 572 – 574 CENTRAL AVENUE  
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2015.)  
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on February 11, 2015; seconded by Councilor Garrison.  
Vote: 9/0.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, January 28, 2015**  
Meeting Time: **7:00 pm**

### 14. COUNCIL CORRESPONDENCE

- A. Letter from xfinity, dated January 9, 2015.**
- B. Letter from Gary Green, dated January 28, 2014**

Deputy Mayor Carrier moved to place 14.A. correspondence on file; seconded by Councilor Thibodeaux.

Vote: 9/0.

Deputy Mayor Carrier moved to place 14.B. correspondence on file and read into the record; seconded by Councilor Thibodeaux.

Mayor Weston read the letter into the record.

Vote: 9/0.

### 15. COUNCIL MATTERS OF INTEREST

Councilor McManus thanked Gary Green for his service to the City.

Councilor Hooper also thanked Gary Green for his service to the City.

Councilor O'Connor thanked Community Services for their hard work and asked citizens to clear out the fire hydrants in front of their houses.

Deputy Mayor Carrier thanked Gary Green for his service to the City. He also notified the public for a meeting Saturday morning, 8:00 am to 1:00 pm, regarding Dover High School visioning.

Councilor Garrison thanked Gary Green for his service to the City. He spoke about Dover Listens TED (Technology, Entertainment and Design) talk events on Monday nights.

Mayor Weston asked the City Manager to explain the snow emergency policy. City Manager Joyal gave an overview of the snow emergency policy to the Council.

Mayor Weston asked the City Manager to explain the \$300,000 grant the City has received for the Community Trail.

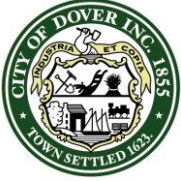
City Manager Joyal said the City will be receiving \$300,000 from the NH DOT, the City will match twenty percent, to work on the Community Trail.

Mayor Weston said the Council will not be meeting next week, February 4, 2015.

### 16. ADJOURNMENT

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

Vote: 9/0.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O -2015.01.28 - 002**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 19

The City of Dover Ordains:

**1. PURPOSE**

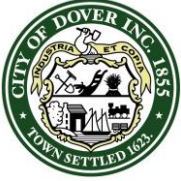
The purpose of this ordinance is to amend 166-19 to exempt vehicles displaying a valid City of Dover issued First Street Resident or First Street Business permit from the winter parking ban while parked on First Street.

**2. AMENDMENT**

Chapter 166 entitled "Vehicles and Traffic" is hereby amended by revising Section 166-19 Winter Parking as follows:

**166-19. Winter Parking.**

- A. No person shall, between the hours of 1:00 a.m. and 6:00 p.m. from the first day of December to the first day of April, park or allowed to be parked any motor vehicle on any street or sidewalk within the City of Dover. The Chief of Police may, when deemed necessary because of weather conditions, suspend enforcement of this section upon giving notification of said suspension to the City Manager. Any vehicle parked on any public way contrary to the provisions of this section and interfering with municipal snow removal operations, shall, at the request of the Public Works Department, be towed from its place and stored as directed by the Police Department. The expenses of both towing and storage shall be paid by the owner of the vehicle before reacquiring the same.
- B. The Chief of Police shall have the authority, after consultation with the Community Services Director, to declare an emergency parking ban affecting some or all City streets to facilitate municipal snow removal operations. The same public notification requirements contained in section 166-3(B) shall apply. Any vehicle which is parked on a public way during an emergency parking ban time period and which is interfering with municipal snow removal operations shall be towed from its place and stored, the expenses of both to be paid by the owner of the vehicle before reacquiring the same. **[Amended on 04-20-2005 by Ord. No. 10-2005; Amended 11-13-2013 by Ord. No. 2013.10.09-013]**
- C. Chronic Offenders. Any person with five (5) violations in a season will be fined one hundred dollars (\$100.00) for each subsequent offense. In addition to a fine, any vehicle to be found in violation of the aforementioned provisions may be towed by the direction of the Police Department and the expenses of said towing will be at the expense of the owner of the vehicle. **[Added on 11-11-98 by Ord. No. 15-98]**
- D. The provisions of section 166-19A shall not apply to a vehicle parked on First Street that is displaying a valid First Street Resident permit or First Street Business permit issued by the Police Department as authorized in 166-18:A.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number: **O -2015.01.28 - 002**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 19

### 3. TAKES EFFECT

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

**NEED A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL**

### AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch  
Finance Director

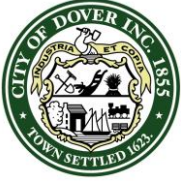
Sponsored by: Mayor Karen Weston  
By request

Approved as to Legal  
Form and Compliance:

Anthony Blenkinsop  
General Legal Counsel

Recorded by:

Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O -2015.01.28 - 002**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 19

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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

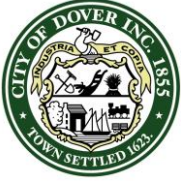
### ORDINANCE BACKGROUND MATERIAL:

In 2013 the City of Dover requested proposals for the development of the First Street parking lot and subsequently sold the lot in 2014.

For the prior 40 years, residents of First Street, who had no off-street parking, used the parking lot during the City's Winter Parking Ban. To avoid requiring residents to park blocks away each night; the Parking Commission at their December 2013 meeting, voted 6 to 1 in favor of exempting vehicles displaying a valid First Street Resident or First Street Business Permit from the requirements of the Winter Parking Ban while parked on First Street. This recommendation was unanimously affirmed at its November 2014 meeting as well.

The Director of Public Works was consulted on this proposal and advised that snow clearing could be accommodated in this limited area.

The title of Section 166-19 C, "Chronic Offenders" is underlined in the current draft of the Code; it is not a new amendment.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

**Agenda Item#: 12.A.2.**

Ordinance Number: **O -2015.01.28 – 003**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 30

The City of Dover Ordains:

### 1. PURPOSE

The purpose of this ordinance is to amend 166-30 First Notice of Violation; Payment Tables as a housekeeping measure to correct Section A(1) and to clear up a conflict between 166-30 and 166-19C Winter Parking Chronic Offender by adding A(3).

### 2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-30 First Notice of Violation; Payment Tables as follows:

#### **166-30. First Notice of Violation; Payment Tables.**

Late Notice – If the fine indicated for the initial violation is not paid within ten (10) days, the Chief of Police shall send a late notice to the owner of the vehicle. Such notice shall be sent to the primary owner as listed with the motor vehicle department of the state in which the vehicle is registered. The late notice shall be sent by First Class mail and shall instruct the vehicle owner that they may avoid further prosecution and fine by paying the City of Dover the amount in the applicable payment schedule for that violation.

A. All parking violations enumerated in 166-16 through 166-46 shall be TABLE A violations, except as follows:

(1) Violations of Section 166-16E, 166-16~~5~~F, 166-17A(9), 166-17A(12), 166-17E, 166-34C(4) shall be TABLE B violations.

(2) Violations of Section 166-17A(11) and 166-17F shall be TABLE C violations.

(3) Violations of Section 166-19C shall be subject to the provisions of that section.

### 3. TAKES EFFECT

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

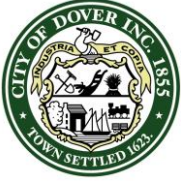
### **NEED PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL**

#### **AUTHORIZATION**

Approved as to Funding:

Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Karen Weston  
By request



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

**Agenda Item#: 12.A.2.**

Ordinance Number: **O -2015.01.28 – 003**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 30

Approved as to Legal Form and Compliance: Anthony Blenkinsop  
General Legal Counsel  
  
Recorded by: Karen Lavertu  
City Clerk

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

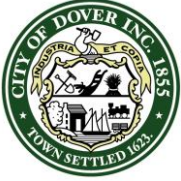
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason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

### ORDINANCE BACKGROUND MATERIAL:

While reviewing the fine tables, the Parking Manager noticed a conflict in the wording of 166-30C(A) that put all parking violations that were not listed in paragraphs 1 and 2 as TABLE A fines. Winter Parking Chronic Offenders do not match any Payment Table and has its own fine level of one hundred dollars (\$100.00) per incident.

At their December 2014 meeting, the Parking Commission confirmed that they did not recommend Winter Parking Chronic Offender be assigned to a Payment Table that would add late fees for unpaid violations.

We are correcting a typo under 166-30A(1) as it incorrectly refers to 166-15F when it should read 166-16F.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O -2015.01.28 – 004**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 56

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to amend 166-56 SCHEDULE I: No Parking at Any Time to create three (3) parking spaces for use ONLY by visitors to the Woodman Institute when the museum is open.

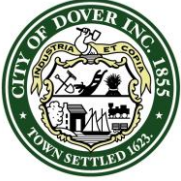
**2. AMENDMENT**

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

### **166-56. SCHEDULE I: No Parking at Any Time**

A. In accordance with the provisions of **166-20**, it shall be unlawful for the owner of any vehicle or any persons having custody or control of any vehicle to park or permit to be parked in the following locations within the City of Dover, and any vehicle found to be in violation of the aforementioned provisions may be towed by the direction of the Police Department and the expense of such towing born by the owner of the vehicle.

<u>STREET</u>	<u>LOCATION</u>
Abbey Lane	Southerly side, from the intersection with Rutland Street easterly to the end of said Abbey Lane
Abbott Street [Added on 04-18-01 by Ord. No. 04-2001]	Southerly side, from the intersection with Central Avenue westerly to the intersection with Mount Vernon Street
Academy Street [Added on 05-15-02 by Ord. No. 18-2002]	Both sides, northerly for a distance of 100 feet starting at the intersection of Church Street
Alumni Drive	Both sides, from the intersection with Bellamy Road easterly to the intersection of Durham Road



**CITY OF DOVER**

**CITY OF DOVER - ORDINANCE**

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

Ordinance Number: **O -2015.01.28 – 004**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 56

<u>STREET</u>	<u>LOCATION</u>
Angle Street [Added on 01-29-92 by Ord. No. 02-92; Amended on 05-15-2002 by Ord. No. 18-02]	Northerly side from Academy Street to Central Avenue
Arch Street [Added on 01-17-01 by Ord. No. 17-00; Amended on 07-17-02 by Ord. No. 25-02]	Both sides, from the intersection with Silver Street northerly to the intersection of West Concord Street
Ash Street [Added on 10-19-94 by Ord. No. 21-94]	Southerly side from intersection with Central Avenue westerly to the parking lot entrance in the rear of #678 Central Avenue
Atkinson Street [Added on 12-16-92 by Ord. No. 32-92]	Easterly side, from the intersection with Washington Street southerly to the intersection with Silver Street
Ayers Lane [Added on 09-15-04 by Ord. No. 17-2004]	Both sides, entire length
Baker Street [Added on 05-25-11 by Ord No. 2011.05.11-06]	Southerly side from the intersection of East Concord Street easterly for a distance of 300 feet
Belknap Street	Easterly side, from the intersection with Washington Street to the intersection with St. Thomas Street
Bellamy Road [Added on 05-01-91 by Ord. No. 14-91; Amended on 10-19-94 by Ord. No. 22-94; Amended on 08-13-08 by Ord. No. 2008.07.23-7]	Easterly side, from the intersection with Cataract Avenue southerly to Alumni Drive
Bellamy Road [Added on 04-19-00 by Ord. No. 05-2000]	Easterly side from Alumni Drive southerly for a distance of 440 feet
Bellamy Road [Added on 04-19-00 by Ord. No. 05-2000]	Westerly side, from the Bellamy River Bridge southerly to 200 feet beyond Lisa Beth Drive



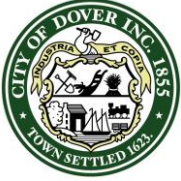
**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O -2015.01.28 – 004**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 56

<u>STREET</u>	<u>LOCATION</u>
Boyle Street [Added on 03.14.12 by Ord No 2012.02.22-5]	Northerly side, from Court street Easterly for a distance of 200 feet
Broadway [Added on 01-13-88 by Ord. No. 32-87; Amended on 07-17-02 by Ord. No. 21-02]	Easterly side, from the PSNH pole #114/25 (a point across from Florence Street) northerly to the intersection with Oak Street
Canney Lane [Added on 02-16-05 by Ord. No. 04-2005]	Northerly side, entire length
Central Avenue	Both sides, from the intersection with Back River Road easterly to the intersection with Stark Avenue
Central Avenue [Added on 01-04-90 by Ord. No. 32-89]	Easterly side, from the intersection with Ham Street northerly for a distance of 35 feet
Central Avenue [Added on 05-08-85 by Ord. No. 05-85]	Easterly side, from the intersection with Pierce Street northerly to the driveway of 547 Central Avenue (formerly Seacoast Savings Bank)
Central Avenue	Easterly side, from the PS pole #1/1305 to the island of PS pole #1/130A
Central Avenue [Added on 05-18-88 by Ord. No. 03-88]	Easterly side from the south property line of 633 Central Avenue to the driveway of 655 Central Avenue
Central Avenue	<b>[Repealed on 09-16-92 by Ord. No. 24-92]</b>
Central Avenue [Amended 02-26-86 by Ord. No. 01-86; amended 09-16-92 by Ord. N. 24-92]	Easterly side, from the intersection with South Pine Street Southerly to the PSNH pole number 1/147
Central Avenue [Added on 07-20-94 by Ord. No. 08-94]	Easterly side from the intersection with Indian Brook Drive southerly to the PSNH pole number 1/71



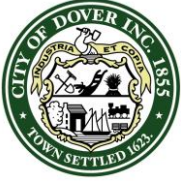
**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number:   **O -2015.01.28 – 004**  
 Ordinance Title:       Vehicles and Traffic  
 Chapter:                 166  
 Section:                 56

<u>STREET</u>	<u>LOCATION</u>
Central Avenue	Easterly side from Washington Street north for a distance of 320 feet.
Central Avenue [Added on 01-19-94 by Ord. No. 35-93]	Easterly side, from the southerly driveway of 189 Central Avenue northerly to the intersection with George Street
Central Avenue [Added on 03-12-86 by Ord. No. 03-86; Amended on 01-19-94 by Ord. No. 35-93]	Westerly side, from Church Street to Silver Street, except during Sunday Religious Services at the First Parish Church
<u>Central Avenue</u>	<u>Westerly side from the intersection with Summer Street, northerly for 82 feet except for visitors to the Woodman Institute during the hours when the Woodman Institute is open for the season</u>
Central Avenue	Westerly side, from the intersection with Indian Brook Drive southerly to the intersection with Reservoir Street
Central Avenue [Added on 02-26-86 by Ord. No. 01-86]	Westerly side, from the driveway to 146 Central Avenue southerly to a point 30 feet south of intersection with Trakey Street
Chapel Street	Both sides from the intersection with Portland Avenue westerly to St. John Street
Chapel Street [Added on 07-19-89 by Ord. No. 16-89]	Northerly side, from the intersection with Main Street easterly to St. John Street
Charles Street [Added on 04.23.14 by Ord. No. 2014.04.09-005]	Northerly side, from Central Avenue easterly for a distance of 150 feet
Charles Street [Added on 04.23.14 by Ord. No. 2014.04.09-005]	Southerly side, from Central Avenue easterly for a distance of 240 feet



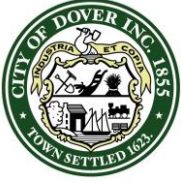
**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O -2015.01.28 – 004**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 56

<u>STREET</u>	<u>LOCATION</u>
Chestnut Street [Added on 11-21-90 by Ord. No. 21-90]	Both sides, from the intersection with Washington Street northerly to the intersection with Third Street
Chestnut Street	Both sides, from the intersection with Washington Street southerly to the intersection with St. Thomas Street
Chestnut Street	Westerly side, from the intersection with Fourth Street northerly for 50 feet
Church Street [Added on 03-12-86 by Ord. No. 03-86; Amended on 03-16-94 by Ord. No. 04-94]	Northerly side, from the intersection with Central Avenue westerly to the intersection with Locust Street, except for school buses and parents picking up or discharging students or during church services at the First Parish Congregational Church. When both student pick-up/discharge and church services occur at the same time, school buses alone shall take precedence
Church Street	[Repealed on 03-12-86 by Ord. No. 03-86]
Clifford Street [Added on 11-15-95 by Ord. No. 17-95]	Northerly side, from the intersection with Towle Avenue easterly for a distance of thirty (30) feet
Court Street [Added on 03-20-02 by Ord. No. 11-2002]	Northerly side, from Central Avenue to Boyle Street
Court Street [Added on 02-19-03 by Ord. No. 02-2003]	Northerly side, from the intersection with Union Street easterly for a distance of 110 feet
Court Street	Southerly side, from the intersection with Central Avenue to the intersection with Union Street
Court Street [Added on 04-24-2013 by Ord. No. 2013.04.10-7]	Southerly side, from South Pine Street westerly for a distance of 100 feet



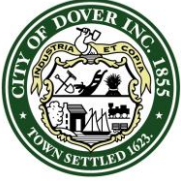
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**CITY OF DOVER - ORDINANCE**

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

Ordinance Number: **O -2015.01.28 – 004**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 56

<u>STREET</u>	<u>LOCATION</u>
Cushing Street	[Repealed on 05-15-02 by Ord. No. 18-2002]
Cushing Court	[Repealed on 05-15-02 by Ord. No. 18-2002]
Dover Street [Added on 03-20-02 by Ord. No. 10-2002; Amended 07-17-02 by Ord. No. 24-2002]	Northerly side, from the easterly corner of the property at 18-20 Dover Street, westerly for a distance of 135 feet, from 7:00 a.m. to 5:00 p.m. Monday through Friday
Durham Road	[Repealed on 03-25-09 by Ord. No. 2009.03.11-7]
Durham Road	[Repealed on 03-25-09 by Ord. No. 2009.03.11-7]
Durham Road [Added 03-25-09 by Ord. No. 2009.03.11-7]	Both sides, from the intersection of Back River Road to the intersection of Mast Road
Durrell Street [Added on 07-18-90 by Ord. No. 12-90; Amended 05-115-02 by Ord. No. 18-2002]	The entire length of the northerly and westerly sides, from St. John’s Street to Winter Street
East Watson Street [Added on 10-15-97 by Ord. No. 22-97]	Both sides, from the intersection with Central Avenue easterly to the intersection with South Watson Lane
Ezra’s Way [Added on 03-14-2007 by Ord. No. 2007.02.14-03]	Easterly side, Entire length
Fern Court [Added on 06-15-94 by Ord. No. 07-94]	Westerly side from the intersection with Folsom Street, northerly, and then westerly to the dead end



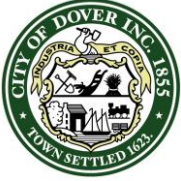
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## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O -2015.01.28 – 004**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 56

<u>STREET</u>	<u>LOCATION</u>
Fifth Street [Added on 07-25-01 by Ord. No. 17-01]	Northerly side, from the intersection with Central Avenue westerly to Chestnut Street,
First Street [Added on 10-10-84 by Ord. No. 20-84]	Northerly side, from the intersection with Chestnut Street easterly to the intersection with Central Avenue
Fourth Street	Southerly side, from the intersection with Chestnut Street westerly for a distance of 100 feet
Fourth Street [Added on 07-18-90 by Ord. No. 11-90]	Southerly side, from the intersection with Chestnut Street easterly to Public Service Pole #53/1A
Fourth Street [Added on 03-24-10 by Ord. No. 2010.03.10-05]	Southerly side, from the Cocheco River bridge easterly to the intersection of Frances Drive, a distance of 250 feet
Garrison Road [Added on 05-15-91 by Ord. No. 21-91]	Southerly side, from the intersection with Shadow Drive easterly to the intersection with Meridian Drive
George Street [Added on 03-14-84 by Ord. No. 08-84; Amended on 03-16-94 by Ord. No. 03-94; Amended on 05-15-02 by Ord. No. 18-2002]	Southeasterly side from the northeast corner of the property line of 233 Central Avenue northeasterly to the intersection with Sonnett Street
Green Street	[Repealed on 05-30-90 by Ord. No. 07-90]
Greenfield Drive [Added on 02-17-99 by Ord. No. 02-99]	Northerly side from the intersection with Garrison Road easterly to the northwest corner of Greenfield Drive traffic circle
Hampshire Circle [Added on 10-26-83 by Ord. No. 29-83; Amended on 10-19-94 by Ord. No. 20-94]	Northerly side from the southerly intersection with Whittier Street continuing around on that side of Hampshire Circle to the northerly intersection with Whittier Street



**CITY OF DOVER**

**CITY OF DOVER - ORDINANCE**

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

Ordinance Number: **O -2015.01.28 – 004**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 56

<u>STREET</u>	<u>LOCATION</u>
Hanson Street	[Repealed on 09-16-92 by Ord. No. 25-92]
Hanson Street [Added on 09-16-92 by Ord. No. 25-92; Amended on 10-15-01 by Ord. No. 20-2001]	Northerly side, from the easterly property line of #8 Hanson Street easterly to Henry Law Avenue
Hanson Street [Added on 08-15-01 by Ord. No. 20-2001]	Southerly side, from the intersection with Central Avenue easterly to the easterly property line of #15 Hanson Street
Hanson Street [Added on 09-16-92 by Ord. No. 25-92]	Southside, from the intersection with Henry Law Avenue westerly to the westerly property line of #33 Hanson Street
Henry Law Avenue	Westerly side, from the intersection with Williams Street southerly to the intersection with George Street
Henry Law Avenue (Added on 02-11-09 by Ord. No. 2009.01.28-02)	Westerly side, from the intersection of George Street southerly to a point directly across from Towne Drive
Henry Law Avenue (Added on 02-11-09 by Ord. No. 2009.01.28-02)	Westerly Side, from the intersection of Browning Drive northerly for a distance of 75 feet
Henry Law Avenue (Added on 02-11-09 by Ord. No. 2009.01.28-02)	Easterly side, from the Maglaras Park entrance road to Browning Drive
Horne Street [Added on 05-15-91 by Ord. No. 21-91]	Westerly side, from the intersection with Glencrest Avenue southerly to the driveway of 68 Horne Street
Ivan's Lane [Added on 02-18-06 by Ord. 01-2006]	North side, entire length



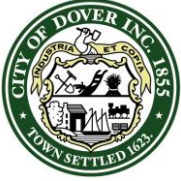
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**CITY OF DOVER - ORDINANCE**

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Ordinance Number: **O -2015.01.28 – 004**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 56

<u>STREET</u>	<u>LOCATION</u>
Kirkland Street [Added on 05-20-92 by Ord. No. 14-92; Amended on 01-15-97 by Ord. No. 20-96; Amended on 01-15-97 by Ord. No. 20-96; Amended on 05-15-02 by Ord. No. 18-2002 Amended on 09-17-03 by Ord. No. 14-2003]	Southerly side,
Lisa Beth Drive [Added on 02-16-00 by Ord. No. 02-2000; Amended on 04-19-00 by Ord. No. 05-2000]	[Repealed on 08-13-08 by Ord. No. 2008.07.23-7]
Locust Street [Added on 05-14-86 by Ord. No. 07-86]	Easterly side, from the intersection with Silver Street southerly to the intersection with Central Avenue
Locust Street [Added on 07-12-06 by Ord. No. 2006.06.28-09]	Easterly side, from the intersection with St. Thomas Street southerly to the intersection with Silver Street
Locust Street	[Repealed on 03-20-02 by Ord. No. 05-2002]
Long Hill Road	Both sides, from the intersection with New Rochester Road (Route 108) westerly to the intersection with Old Rochester Road (Route 16B)
Main Street	Easterly side, from the intersection with Washington Street northerly to the intersection with Chapel Street
Mechanic Street	[Repealed on 07-19-89 by Ord. No. 13-89]
Mechanic Street [Added on 07-19-89 by Ord. No. 13-89]	Both sides, from intersection of School Street northerly to the intersection of Chapel Street
Middle Street	[Repealed 05-15-02 by Ord. No. 18-2002]
Mill Street [Added on 10-11-89 by Ord. No. 22-89; Amended 02-16-2005 by Ord. No. 02-2005]	Both sides, from a point 370 feet from Central Avenue easterly for a distance of 700 feet



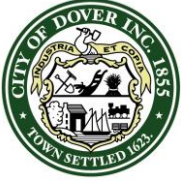
**CITY OF DOVER**

**CITY OF DOVER - ORDINANCE**

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Ordinance Number: **O -2015.01.28 – 004**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 56

<u>STREET</u>	<u>LOCATION</u>
Mineral Park Drive [Added on 12-26-83 by Ord. No. 29-83]	Northerly side, from the intersection with Washington Street to the intersection with Pleasant View Circle
Morin Street [Added on 06-19-93 by Ord. No. 12-93]	Both sides, from the intersection with Central Avenue, westerly to PSNH pole #1/18B
Nelson Street	Southerly side, from the intersection with Atkinson Street westerly to the intersection with Belknap Street
Nelson Street	Southerly side, from the intersection with Locust Street westerly to the intersection with Atkinson Street, between December 1 and April 1
New York Street	Both sides, from the intersection with Broadway to the intersection with East Street
New York Street [Added on 11-02-88 by Ord. No. 19-88]	Southerly side, from the intersection with Central Avenue easterly to the Public Service Pole 111/12
North Pine Street	[Repealed on 05-15-02 by Ord. No. 18-2002]
Old English Village Road	Southerly side, from the intersection with Central Avenue easterly to the Rollinsford Town Line
Old Garrison Road [Added on 03-15-95 by Ord. No. 01-95]	Both sides, along the entire 510 foot frontage of Tax Map J, Lot 10-6, owned by State of NH Fish and Game Dept.
Old Rollinsford Road [Added on 05-15-02 by Ord. No. 18-2002]	Both sides, from the intersection with Central Avenue to the Wentworth Douglass Hospital



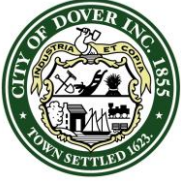
**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O -2015.01.28 – 004**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 56

<u>STREET</u>	<u>LOCATION</u>
Orchard Street	Both sides, from the intersection with Central Avenue westerly to the entrance to the Orchard Street Parking Lot
Orchard Street Parking Lot	[Repealed on 12-15-93 by Ord. No. 32-93]
Orchard Street Lot service road [Added on 11-17-04 by Ord. No. 19-2004]	Both sides, entire length from its intersection with Orchard Street northerly, then westerly to its exit to Orchard Street lot
Overlook Drive [Added on 02-16-05 by Ord. No. 04-2005]	Westerly side, entire length
Paul Street [Added on 09-20-95 by Ord. No. 12-95]	Easterly side, from the intersection with Henry Law Avenue, to the intersection with Wallingford Street
Pierce Street	Both sides, entire length
Plaza Drive [Added on 12-15-93 by Ord. No. 33-93]	Easterly side, from the intersection with Glenwood Avenue northerly to the intersection with Northway Circle
Pleasant View Circle [Added on 10-26-83 by Ord. No. 29-83]	On the westerly side from the intersection with Washington Street northerly to the intersection with Whittier Street
Portland Avenue [Added on 12-15-93 by Ord. No. 30-93]	Easterly side, from the north boundary of 161 Portland Avenue southerly to the north boundary of 149 Portland Avenue
Portland Avenue	[Repealed on 07-18-89 by Ord. No. 17-89]
Portland Avenue [Added on 07-19-89 by Ord. No. 17-89]	Southerly side of the intersection with Chapel Street easterly and westerly for a distance of 100 feet



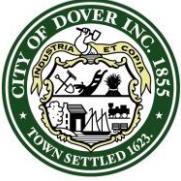
**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O -2015.01.28 – 004**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 56

<u>STREET</u>	<u>LOCATION</u>
Portland Avenue [Added on 07-13-83 by Ord. No. 21-83]	Within 20 feet of the entrance to the Dover Arena
Portland Avenue [Added on 09-15-93 by Ord. No. 22-93]	Northerly side, from PSNH pole 119/3A to the entrance of the Portland Avenue Parking Lot
Portland Avenue [Added on 06-19-93 by Ord. No. 14-93]	Northerly side from the intersection with Chapel Street to the entrance with Portland Avenue parking lot
Preble Street [Added on 07-13-83 by Ord. No. 21-83; Amended on 03-06-91 by Ord. No. 06-91; Amended on 01-19-94 by Ord. No. 37-93]	Southerly side, from the intersection with Central Avenue easterly then southerly along the westerly side to the intersection with Pierce Street
Quaker Lane [Added on 02-16-05 by Ord. No. 04-2005]	Westerly side, entire length
River Street [Added on 04-19-89 by Ord. No. 07-89]	Westerly side, from the intersection with Henry Law northerly to Washington Street
River Street [Added on 04-19-89 by Ord. No. 07-89]	Easterly side, from the intersection with Henry Law Avenue northerly for a distance of 130 feet
Rogers Street [Added on 01-18-06 by Ord. No. 24-2005]	Westerly side, from the intersection with Cochecho Street northerly for a distance of 400 feet
Rollins Road	[Repealed on 05-15-02 by Ord. No. 18-2002]
Royer Lane [Added on 09-15-04 by Ord. No. 17-2004]	Both sides, entire length
Sandpiper Drive [Added on 09-17-03 by Ord. No. 17-2003]	Southerly side, from the intersection with Watson Road to the cul-de-sac



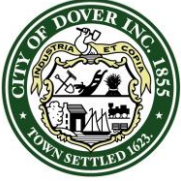
**CITY OF DOVER**

**CITY OF DOVER - ORDINANCE**

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

Ordinance Number: **O -2015.01.28 – 004**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 56

<u>STREET</u>	<u>LOCATION</u>
School Street [Added on 08-03-88 by Ord. No. 12-88]	Southerly side, from the westerly entrance to the School Street Parking Lot easterly to the intersection with Mechanic Street
Shaw's Lane [Added on 07-17-02 by Ord. No. 22-2002]	Easterly side, entire length from Garrison Road to Tideview Drive
Silver Street	[Repealed on 01-19-94 by Ord. No. 34-93]
Silver Street [Added on 01-19-94 by Ord. No. 34-93]	North side, from the intersection with Central Avenue westerly to the intersection with Locust Street
Silver Street [Added on 01-19-94 by Ord. No. 34-93]	South side, from the intersection with Central Avenue westerly to the intersection with Locust Street, except during Sunday Religious Services at the First Parish Church
Silver Street	Southerly side, from the intersection with Locust Street westerly for a distance of 150 feet
Smith Well Road [Added on 01-11-12- by Ord. No. 2011.12.14-15]	Westerly side, fromm Glenwood Ave to Barry St
Sonnet Street	Both sides, from the intersection with George Street easterly to the intersection with Hanson Street
South Pine Street	[Repealed on 12-07-88 by Ord. No. 21-88]
South Pine Street [Added 12-07-88 by Ord. No. 21-88]	North side, from the intersection with Central Avenue easterly and northerly to the intersection with Court Street



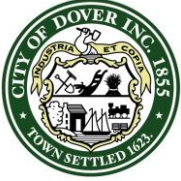
**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O -2015.01.28 – 004**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 56

<u>STREET</u>	<u>LOCATION</u>
South Pine Street [Added on 12-07-88 by Ord. No. 21-88; Amended on 03-20-02 by Ord. No. 08-2002]	Southerly side, from the intersection with Central Avenue easterly and northerly to the intersection with Court Street excluding the area between public service pole 150/4 easterly to public service pole 150/7A
Spring Street [Amended on 10-14-09 by Ord. No. 2009.09.23-16]	Northerly side, from Central Avenue to Locust Street
St. John Street	Easterly side, from the intersection with Broadway southerly to the intersection with Chapel Street
St. Thomas Street [Added on 12-15-93 by Ord. No. 31-93]	[Repealed on 02-19-03 by Ord. No. 01-2003]
St. Thomas Street [Added on 05-20-92 by Ord. No. 14-92]	[Repealed on 02-19-03 by Ord. No. 01-2003]
Susannah's Crossing [Added on 03-14-2007 by Ord. No. 2007.02.14-03]	Southerly side, entire length of publicly accepted portion of the street
Third Street	[Repealed on 04-19-89 by Ord. No. 06-89]
Third Street	Northerly side, from the intersection with Central Avenue westerly to the intersection with Chestnut Street
Third Street [Added on 10-08-86 by Ord. No. 16-86]	Northerly side, from the driveway of 33 Third Street westerly for 15 feet
Towle Avenue [Added on 11-15-95 by Ord. No. 14-95]	Easterly side, from the intersection with Clifford Street northerly for a distance of thirty (30) feet
Towle Avenue [Added on 11-15-95 by Ord. No. 14-95]	Westerly side, from the intersection with Clifford Street northerly for a distance of thirty (30) feet



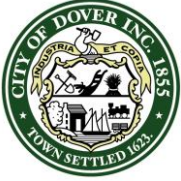
**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O -2015.01.28 – 004**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 56

<u>STREET</u>	<u>LOCATION</u>
Twombly Street	Northerly and easterly sides, from the intersection with Preble Street easterly and southerly to the intersection with Pierce Street
Union Street	Westerly side, from the intersection with Court Street northerly to the intersection with Federal Street
Washington Street	Easterly side, between the intersection with Pleasant View Circle northerly to the intersection with Mineral Park Drive
Washington Street	Southerly side, from the intersection with Locust Street westerly for a distance of 56 feet
Washington Street [Added on 05-17-00 by Ord. No. 09-2000]  Added	Southerly side, from the easterly most driveway of 150 Washington Street to Atkinson Street
Washington Street [Added on 3-11-09 by Ord. No. 2009.02.25-05]	Westerly side, from the intersection of Morrison Lane northerly for a distance of 150 feet
Whittier Street	Both sides, from the intersection with Mineral Park Drive northerly to the Whittier Street Bridge
Willand Avenue	[Repealed on 09-20-95 by Ord. No. 11-95]
Wildewood Lane [Added on 03-17-04 by Ord. No. 05-2004]	Northeasterly side, from Sixth Street to Cottonwood Drive
Wildewood Lane [Added on 03-17-04 by Ord. No. 05-2004]	Both sides, from the intersection of Cottonwood Drive to the beginning of the cul-de-sac



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

Ordinance Number: **O -2015.01.28 – 004**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 56

<u>STREET</u>	<u>LOCATION</u>
Williams Street [Added on 09-16-98 by Ord. No. 10-98]	Both sides, from the intersection with Central Avenue easterly to the intersection with Henry Law Avenue
Winter Street [Added on 10-09-85 by Ord. No. 11-85; Amended on 01-19-94 by Ord. No. 36-93; Amended on 05-15-02 by Ord. No. 18-2002]	Both sides from the intersection with St. John Street easterly to the intersection with Durrell Street
Winter Street (formerly Cedar Street) [Added on 05-15-02 by Ord. No. 18-2002]	Northerly side, from the intersection with Durrell Street easterly to the dead end
Young Street Added	Northerly side, from the intersection with Main Street and Portland Avenue easterly to the Cochecho River

### 3. TAKES EFFECT

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

### NEED PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL

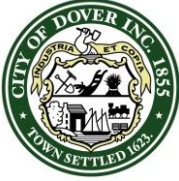
#### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Karen Weston  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number: **O -2015.01.28 – 004**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 56

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

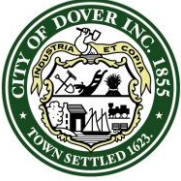
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason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

### ORDINANCE BACKGROUND MATERIAL:

Thom Hindle, a trustee of the Woodman Institute attended the May, 2014 Parking Commission meeting. He addressed concerns about construction workers from the Tuttle Square project taking up much of the area parking, making it difficult for visitors to the museum to find parking. The Parking Commission voted to ask the Chief of Police to authorize a temporary parking restriction that designated three parking spaces on the north side of Summer Street for museum visitors only until the construction was completed. This temporary change was enacted under the authority of 166-3.B.

At the October, 2014 Parking Commission meeting, Thom Hindle reported back that the temporary restriction worked out very well and requested it become permanent. Although the construction workers were no longer in the area, the residents from Tuttle Square and other nearby residences would most likely continue the problem. The Parking Commission voted to move the three spaces to Central Avenue to avoid any conflicts with the Hyder House visitors and potential problems if Summer Street were to be restricted to parking on only one side in the future due to the limited road width near Central Avenue.

There are eight 1-bedroom and eight 2-bedroom units in the building in the new Tuttle Square building. The parking needs for the building as established by the Planning Board are 32. There are 11 spaces under the building, and they are required to purchase 21 spaces from the City in the Library lot. However, most residents will most likely use the proximate parking on Central Avenue.



**CITY OF DOVER**

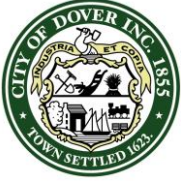
## CITY OF DOVER - ORDINANCE

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

Ordinance Number: **O -2015.01.28 – 004**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 56

Currently the museum is open 10:00 a.m. to 4:00 p.m. Wednesday through Sunday from April through November. The wording of the restriction was purposely written to coincide with the hours of operation to avoid the need to return to City Council for a minor change in operating hours.

The 82 feet distance encompasses a 20 feet parking restriction from the intersection with Summer Street, one 18 feet space and two 22 feet spaces.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.4.

Ordinance Number: **O -2015.01.28 – 005**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 57

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to amend 166-57:Schedule J(B) to extend the two hour limit on the westerly side of Central Avenue that currently ends at New York Street northerly to the driveway between 572 and 574 Central Avenue.

**2. AMENDMENT**

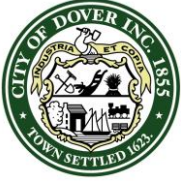
Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-57 Schedule J(B) as follows:

**166-57. Schedule J. [Amendments noted where applicable]**

A. [Repealed on 05-23-12 by Ord. No. 2012.05.09-9]

B. In accordance with the provisions of **166-22**, it shall be unlawful for the owner or operator of any motor vehicle to park or allow to be parked any motor vehicle for more than two (2) hours in the following described locations:

<u>STREET</u>	<u>LOCATION</u>
Adelle Drive [Added on 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 AM and 2:00 PM, Monday through Friday, between September 1 <sup>st</sup> and June 15 <sup>th</sup>
Belknap Parking Lot	[Repealed on 11-3-88 by Ord. No. 22-88]
Broadway	Northerly side, from the intersection with St. John Street westerly to the PS pole #114/A1
Broadway	Southerly side, from the intersection with Central Avenue easterly to the intersection with St. John Street
Central Avenue [Added on 12-21-88 by Ord. No. 30-88]	<del>Both sides,</del> Easterly side from the intersection of New York Street, southerly to the intersection with Fifth Street



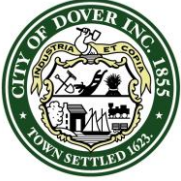
**CITY OF DOVER**

**CITY OF DOVER - ORDINANCE**

**Agenda Item#: 12.A.4.**

Ordinance Number: **O -2015.01.28 – 005**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 57

<u>STREET</u>	<u>LOCATION</u>
Central Avenue	<u>Westerly side from the driveway between 572 and 574 Central Avenue, southerly to the intersection with Fifth Street</u>
Central Avenue	<b>[Repealed on 02-26-86 by Ord. No. 01-86]</b>
Chapel Street [Added on 07-31-96 by Ord. No. 09-96]	On the southerly side, from the intersection with Central Avenue, easterly to the driveway on the west side of St. George's Church
Chestnut Street [Added on 12-21-88 by Ord. No. 30-88; Amended on 08-20-03 by Ord. No. 12-2003]	Both sides, from the intersection with Third Street northerly to the intersection with Sixth Street, except as otherwise posted
Chestnut Street Parking Lot	All spaces except as otherwise posted
Fairfield Drive [Added on 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00am and 2:00pm, Monday through Friday, between September 1 <sup>st</sup> and June 15 <sup>th</sup>
Fourth Street	Both sides, from the intersection with Chestnut Street westerly to the intersection with Grove Street except as otherwise posted
Green Street [Added on 05-30-90 by Ord. No. 07-90]	Northerly side, from the intersection with Chestnut Street westerly to the intersection with Washington Street except as otherwise posted
Hartwood Road [Added on 08.13.08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 AM and 2:00 PM, Monday through Friday, between September 1 <sup>st</sup> and June 15 <sup>th</sup>
Kirkland Street [Added on 01-15-97 by Ord. No. 21-96; Amended 09-17-03 by Ord. No. 14-2003]	Northerly side, from the intersection with Locust Street easterly to the intersection with Central Avenue



**CITY OF DOVER**

**CITY OF DOVER - ORDINANCE**

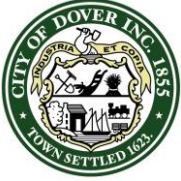
Agenda Item#: 12.A.4.

Ordinance Number: **O -2015.01.28 – 005**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 57

<u>STREET</u>	<u>LOCATION</u>
Lisa Beth Drive [Added on 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 AM and 2:00 PM, Monday through Friday, between September 1 <sup>st</sup> and June 15 <sup>th</sup>
Locust Street	[Repealed on 12-21-88 by Ord. No. 30-88]
Locust Street	[Repealed on 12-21-88 by Ord. No. 30-88]
Locust Street [Added on 07-12-06 by Ord. No. 2006.28-09]	Westerly side, from the intersection with Washington Hale Street, southerly to the intersection with Kirkland Street, unless otherwise posted
Lower Square Parking Lot	[Repealed on 05-15-02 by Ord. No. 18-2002]
Plaza Drive [Added on 09-28-94 by Ord. No. 14-94]	Westerly side between exit and entrance to #307 Plaza Drive
Second Street	Both sides, from the intersection with Chestnut Street easterly to the rear exit of 42 Third Street
St. Thomas Street	[Repealed 02-19-2003 by Ord. No. 01-2003]
Sunset Drive [Added 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 AM and 2:00 PM, Monday through Friday, between September 1 <sup>st</sup> and June 15 <sup>th</sup>
Sylvan Drive [Added on 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 AM and 2:00 PM, Monday through Friday, between September 1 <sup>st</sup> and June 15 <sup>th</sup>
Third Street	Both sides, from the intersection with Chestnut Street westerly to the intersection with Grove Street except as otherwise posted

**3. TAKES EFFECT**

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



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

**Agenda Item#: 12.A.4.**

Ordinance Number: **O -2015.01.28 – 005**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 57

### NEED PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL

#### AUTHORIZATION

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

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

Recorded by: Karen Lavertu  
City Clerk

#### DOCUMENT HISTORY:

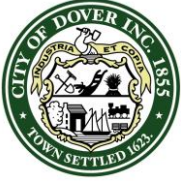
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

#### DOCUMENT ACTIONS:

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

#### ORDINANCE BACKGROUND MATERIAL:

The Parking Commission was approached by the owner of Shylocks Salon (564 Central Avenue) to consider extending the two hour parking limit to the parking bay in front of her business. The regulation currently



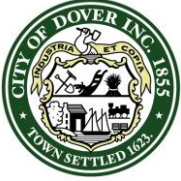
**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

**Agenda Item#: 12.A.4.**

Ordinance Number: **O -2015.01.28 – 005**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 57

extends from Fifth Street to New York Street on both sides of Central Avenue. Her concern was that downtown employees park their vehicles all day in those spaces making it difficult for customers to find proximate parking. At their December 2014 meeting, the Commission voted 4 to 2 in favor of this request.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.B.1.

Ordinance Number: **O -2014.12.10-018**  
 Ordinance Title: Boards, Commissions and Committees  
 Chapter: 5  
 Section: 23, 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 Tax Increment Finance Advisory Board”.

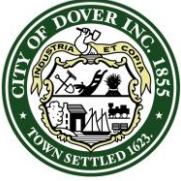
### 2. AMENDMENT

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#: 12.B.1.

Ordinance Number: **O -2014.12.10-018**  
 Ordinance Title: Boards, Commissions and Committees  
 Chapter: 5  
 Section: 23, 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 Tax Increment Finance Advisory Board.**
- 5-24. **Waterfront Tax Increment Finance Advisory Board.**

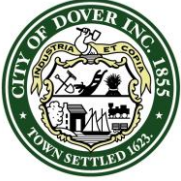
**[HISTORY: Adopted by the City Council of the City of Dover on 11-13-2013 by Ord. No. 2013.10.09-10 on 11-13-2013, derived from Article IV Ch. 3, Administrative Code, Generally Amended by the City Council of the City of Dover on 07-14-10 by Ord. No. 2010.06.23-10; Other amendments noted where applicable.]**

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

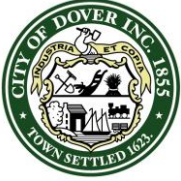
Agenda Item#: 12.B.1.

Ordinance Number: **O -2014.12.10-018**  
 Ordinance Title: Boards, Commissions and Committees  
 Chapter: 5  
 Section: 23, 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 Tax Increment Finance Advisory Board
- (24) Waterfront Tax Increment Finance Advisory Board

### 5-23. **Downtown Dover ~~TIF~~ Tax Increment Finance Advisory Board.**

- A. MEMBERSHIP: The Downtown Dover Tax Increment Finance (“TIF”) Advisory Board shall consist of seven (7) voting members including: one (1) City Councilor; two (2) Citizen Representatives, who do not own or occupy real property within or adjacent to the Downtown Dover TIF District; and four (4) Citizen Representatives who are owners or occupants of real property within or adjacent to the Downtown Dover TIF District, one (1) of whom ~~shall~~ may be recommended by the Greater Dover Chamber of Commerce, and one (1) of whom ~~shall~~ may be recommended by Dover Main Street. The City Manager (or designee) shall be an ex-officio non-voting member. All members shall reside in Dover.
- B. TERMS OF MEMBERS: Members shall be appointed to terms of three (3) years. The City Council Member will serve for their current council term and shall be



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 12.B.1.

Ordinance Number: **O -2014.12.10-018**  
 Ordinance Title: Boards, Commissions and Committees  
 Chapter: 5  
 Section: 23, 24

appointed by the Mayor with the approval of the City Council.

(1) The Board shall sunset upon expiration of the Downtown Dover TIF District.

C. **AUTHORITY AND DUTIES:** The duties and functions of the Downtown Dover TIF Advisory Board shall be in accordance with RSA 162-K:14 and as defined herein. All actions of the Advisory Board shall be authorized by resolutions of the Board passed on the affirmative votes of at least 2/3 of the Board members present and voting.

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

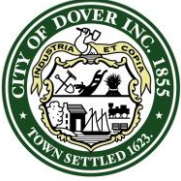
### **5-24. Waterfront Tax Increment Finance Advisory Board.**

A. **MEMBERSHIP:** The Waterfront Tax Increment Finance (“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 may be recommended by the Dover Chamber of Commerce, and one (1) of whom may be recommended by the Dover Business Industrial Development Authority. The City Manager (or designee) shall be an ex-officio non-voting member. All members shall reside in Dover.

B. **TERMS OF MEMBERS:** Members shall be appointed to terms of three (3) years. 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.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number: **O -2014.12.10-018**  
 Ordinance Title: Boards, Commissions and Committees  
 Chapter: 5  
 Section: 23, 24

- (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		

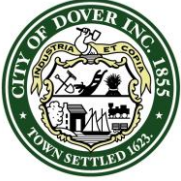
#### DOCUMENT HISTORY:

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

#### DOCUMENT ACTIONS:

#### VOTING RECORD

Document Created by: Legal	O-2014.12.10 Chapter 5, Boards, Commissions and Committees
Document Posted on: December 3, 2014	Page 5 of 6



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

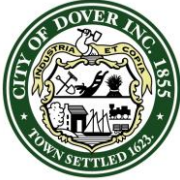
**Agenda Item#: 12.B.1.**

Ordinance Number: **O -2014.12.10-018**  
 Ordinance Title: Boards, Commissions and Committees  
 Chapter: 5  
 Section: 23, 24

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.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

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.

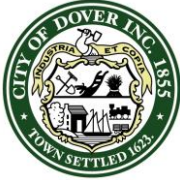
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL:

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 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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2014.12.10 – 140**  
Resolution Re: **Establishing the Waterfront Tax Increment Finance District**

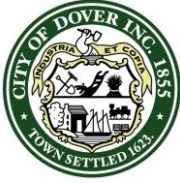
total assessed value of all taxable real property in the City (attached). Furthermore, the land area within the District shall not encompass more than five percent (5%) of the City's land area.

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#: 12.C.1.

Resolution Number: **R – 2014.12.10 – 140**  
Resolution Re: **Establishing the Waterfront Tax Increment Finance District**

### DOCUMENT HISTORY:

First Reading Date: 12/10/2014	Public Hearing Date: 01/14/2015
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.

# City of Dover, NH

## Waterfront TIF District

### Revenue Analysis and Debt Service Coverage Assumptions

*Per Proposed TIF Plan*

Fiscal Year  
Estimated

Description	Projected Total	Fiscal Year					
		14	15	16	17	18	19
Anticipated Increment By Year @ FY2014 Tax Rate				201,447	333,539	512,304	694,644
				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

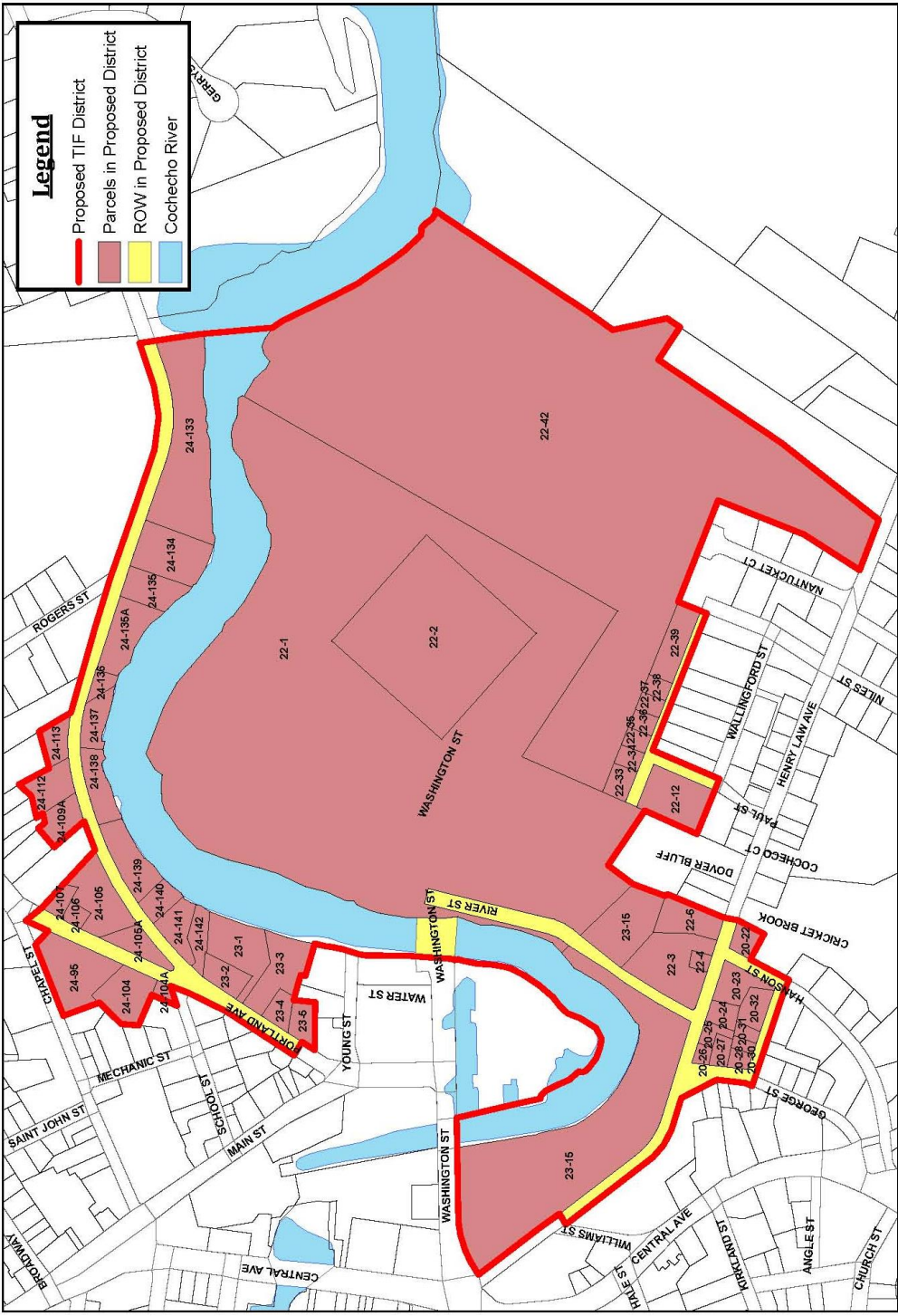
**Fiscal Year**  
Estimated

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
<hr/>									
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
<hr/>				
876,429	887,428	898,537	909,757	921,089
(345,000)	(180,000)	(172,500)	(165,000)	(157,500)
<hr/>				
531,429	707,428	726,037	744,757	763,589

# 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 Unittel, 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:**

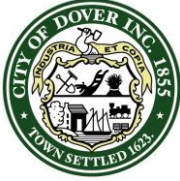
Upon formation of a development district, the Dover Tax Assessor shall determine the current assessed value of the real property within the District in conformity with RSA 162-K:10. The current assessed value shall be known as the "Original Assessed Value." Each year thereafter, the Assessor(s) shall 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

Parcel ID	Owner	St#	St Name	zone	use	cl	acres	TY2014 Land	TY2014	Total
								Value	Building	Baseline
								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**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2015.01.28 – 010**  
Resolution Re: Amendment to FY2015 Fee Schedule – On-Street Parking Spaces - Chapel Street and Main Street

WHEREAS: The City of Dover issues parking permits under the authority of 166-18 and authorized on-street permits for Chapel and Main Streets with Resolution R-2011.01.12-10 at \$45.00/month as On-street Zone A locations; and

WHEREAS: These permits are undersubscribed; and

WHEREAS: The Parking Commission voted to recommend that the fee be reduced to \$25.00/month to increase usage.

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

The City Council of the City of Dover authorizes changes to the Police section, the approved FY 2015 Fee Schedule as follows:

**ADD**

On Street Parking Permits Zone C      \$25.00/month

Chapel Street

Main Street

The City Manager recommends that this Resolution be adopted.

**NEED PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL**

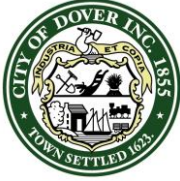
**AUTHORIZATION**

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Karen Weston  
By request

Approved as to Legal Form and Compliance: Anthony I. Blenkinsop  
City Attorney

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2015.01.28 – 010**  
Resolution Re: Amendment to FY2015 Fee Schedule – On-Street Parking Spaces - Chapel Street and Main Street

### DOCUMENT HISTORY:

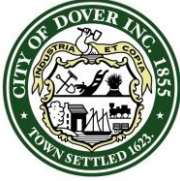
First Reading Date: 01/28/2015	Public Hearing Date: 02/11/2015
Approved Date:	Effective Date:

### 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 issues a variety of monthly permits for parking lots and on-street parking areas throughout the downtown. In 2011, the City Council added Main and Chapel Streets as areas authorized for the sale of on-street monthly parking permits. These permits have been undersubscribed and the parking spaces underutilized. At their November 18, 2014 meeting, the Parking Commission voted to recommend that a new price zone be created and to reduce the fee for these two streets to \$25.00/month. There are 19 metered spaces on Main Street and 12 two-hour limit spaces on Chapel Street. Current Parking Bureau guidelines limit the sale of permits to no more than one-half of the parking capacity for any particular location.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2015.01.28 – 011**  
Resolution Re: **Updated Resident Parking Pass Program and  
Amendment to Fee Schedule re: Third Resident  
Parking Permit**

WHEREAS: The City of Dover adopted a Resident Parking Pass Program on April 27, 1988 with Resolution 10A69; and

WHEREAS: The Parking Commission conducted a review of the program and recommended that the program regulations be updated; and

WHEREAS: The City Council finds and concludes that the Resident Parking Pass Program should be updated consistent with the Parking Commission's recommendations.

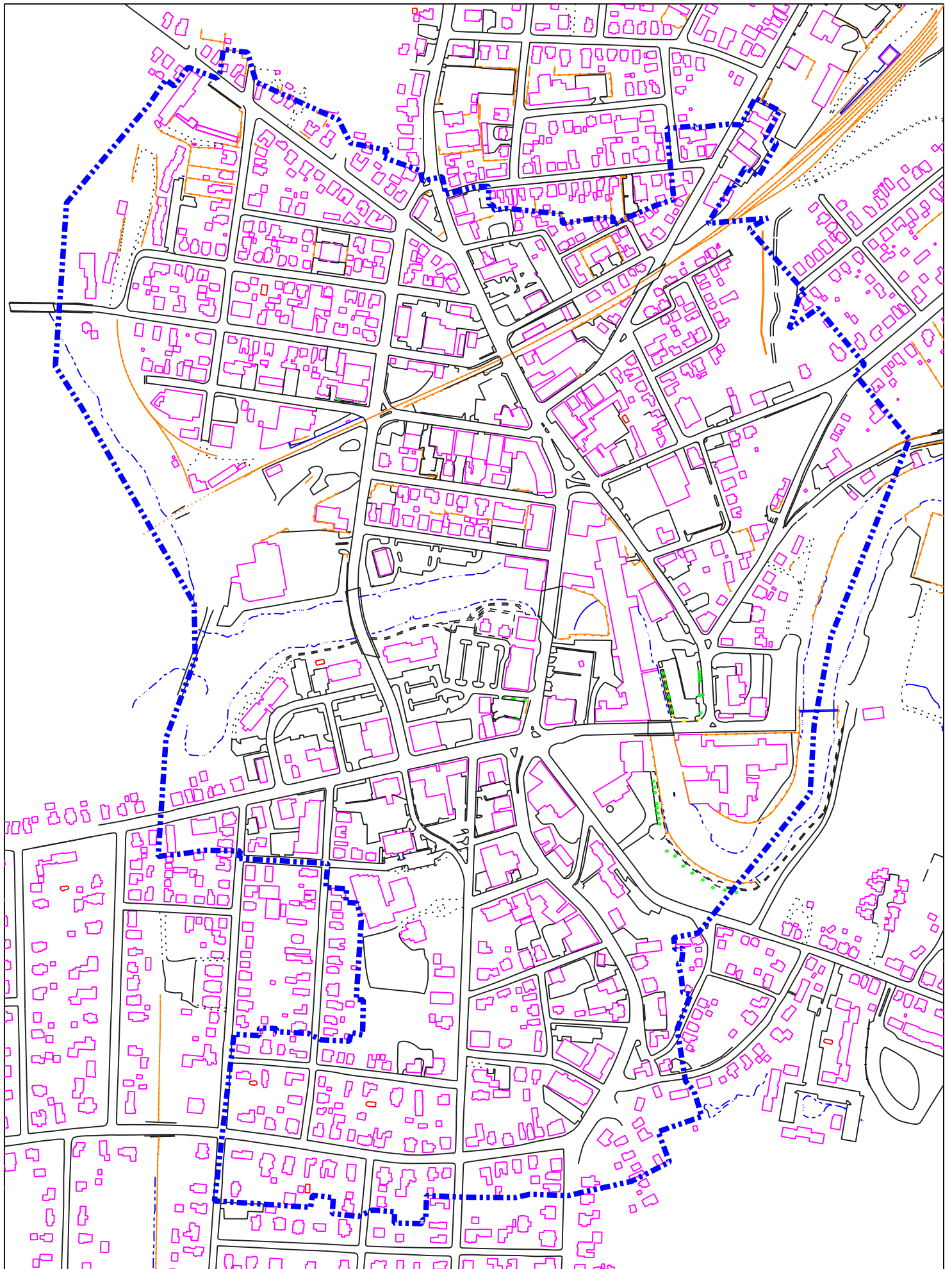
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The following shall replace the above noted Resident Parking Pass Program adopted via Resolution 10A69:

1. The Police Department is authorized to sell and distribute parking passes for residents of the Downtown Business District as shown as Attachment A and as may be amended by the Dover Planning Board.
2. A maximum of three (3) residential parking passes may be issued per residential unit upon certification that on-site parking is unavailable. Permits shall be assigned to specific vehicles owned by occupants of such residential units. Permits are only valid for the specific parking area designated by the Police Department for a particular residential unit.
3. Two permits are available at the current rate set during the annual adoption of the City of Dover Fee Schedule, currently at \$15/permit/month; and a third permit at a rate of \$25/permit/month to be added to the Fee Schedule. The rate for the permits may be adjusted during annual Fee Schedule adoption. Any additional permits will be sold at the monthly business permit rate for the specific area.
4. Authorized areas for residential permit parking include City controlled parking lots in the Downtown Business District that are not leased or deeded to a third party. In addition, the following streets qualify for residential permit parking: First Street, Second Street, Main Street, School Street (angled parking spaces only), and Chapel Street.
5. Resident parking permits are not intended for long term storage of vehicles and any vehicle remaining for ten (10) or more consecutive days without permission of the Chief of Police or his designee shall have their permit revoked.
6. The Police Department, on a yearly basis, shall verify the residential status of each permit holder and require a signed statement from the applicant as to their qualifications to obtain a residential parking permit.
7. Accepted forms to qualify for a resident permit will be a lease or utility bill in the applicant's name and absent either of those two, a vehicle registered to a qualified address and verification with the property owner.

**NEEDS PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL**







PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (v) the type of application:

PARADE\*\* X, ROAD TOLL\*\*\*

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

Organization Name: FIRST PARISH CHURCH
Federal Tax ID number for Organization: 02-0240160

Check (v) Nature of Organization:

Religious v, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political, Other
Name/Description of Event (if applicable): COCHECHO CHALLENGE HALF MARATHON
Contact Person: JOHN STRAIGHT Day Time Telephone: 603 781 7359
Address: 34 DOVE TAIL LANE, DOVER, NH Email: JOHN STRAIGHT17@EMAIL.COM
Date of Event: OCTOBER 17, 2015 Specific Time: 9:00 AM - 1:00 PM
Location of Event (if parade, attach course description or map): (SEE MAP ATTACHED)

\*\*\*\*\*PARADE PERMITS\*\*\*\*\*

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

Police Department Parade Route Approval Signature: [Signature]
Printed Name: Sgt. Marn Speidel Check Here If Parade Route Is Attached: v

\*\*\*\*\*ROAD TOLL PERMITS\*\*\*\*\*

\*\*\*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:

Unless expressly waived in writing by the Licensing Board, the Organization agrees to defend, indemnify, and hold harmless the City of Dover from any claims, losses, and/or damages arising out of the event, and to name the City of Dover as an additional insured on its general liability insurance policy in amounts of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. The Organization/Applicant shall provide the City a certificate of insurance evidencing such additional insured status no less than fifteen (15) days prior to the event.

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

SIGNATURE OF APPLICANT: [Signature] DATE: JANUARY 26, 2015
(duly authorized)
PRINTED NAME: JOHN R. STRAIGHT

Licensing Board Approval [Signature] Date: 2/4/15

# Cochecho Challenge Half Marathon

Dover, New Hampshire



Start, Finish and all mile markers marked with P-K Nails and white paint (UP = Utility Pole).

**Start:** On northwest side of Central Ave even with center of the middle front door of the First Parish Church at 218 Central Ave in Dover, 39'3" S of a storm drain & 49'3" S of intersection of Church St & Central.

**Mile 1:** On northeast side of Washington St about 3' NW of the middle of the driveway for 331 Washington St.

**Mile 2:** On north side of Tolend Rd even with the end of the double yellow center line on Columbus Ave on opposite side, and 4'3" W of west edge of the house at 95 Tolend Rd.

**Mile 3:** On north side of Tolend Rd 38' W of mailbox for 311 Tolend on same side.

**Mile 4:** On northeast side of Tolend Rd 40' SE of mailbox for 519 Tolend, and 41' S of UP PSNH 4.166X, VIZ 139 1/2.

**Mile 5:** On east side of Glen Hill Rd 16" S of Red Fire Hydrant on opposite side, and about 149' S of intersection of Covered Bridge Ln & Glen Hill.

**Mile 6:** On east side of County Farm Cross Rd opposite the south edge of the driveway for 161 County Farm Cross Rd on opposite side.

**Mile 7:** On southwest side of 6<sup>th</sup> St 65" SE of UP 3 NET&TCO 5 4 3 on same side.

**Mile 8:** On southwest side of 6<sup>th</sup> St 117'6" SE of mailbox for 476 6<sup>th</sup> St, and 25'10" NW of UP PSNH 68 10, VIZ 207'10.

**Mile 9:** Marked on south side of 6<sup>th</sup> St 87'2" W of red Fire Hydrant on same side.

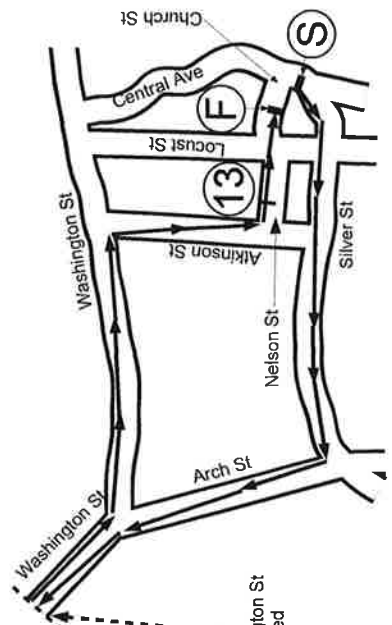
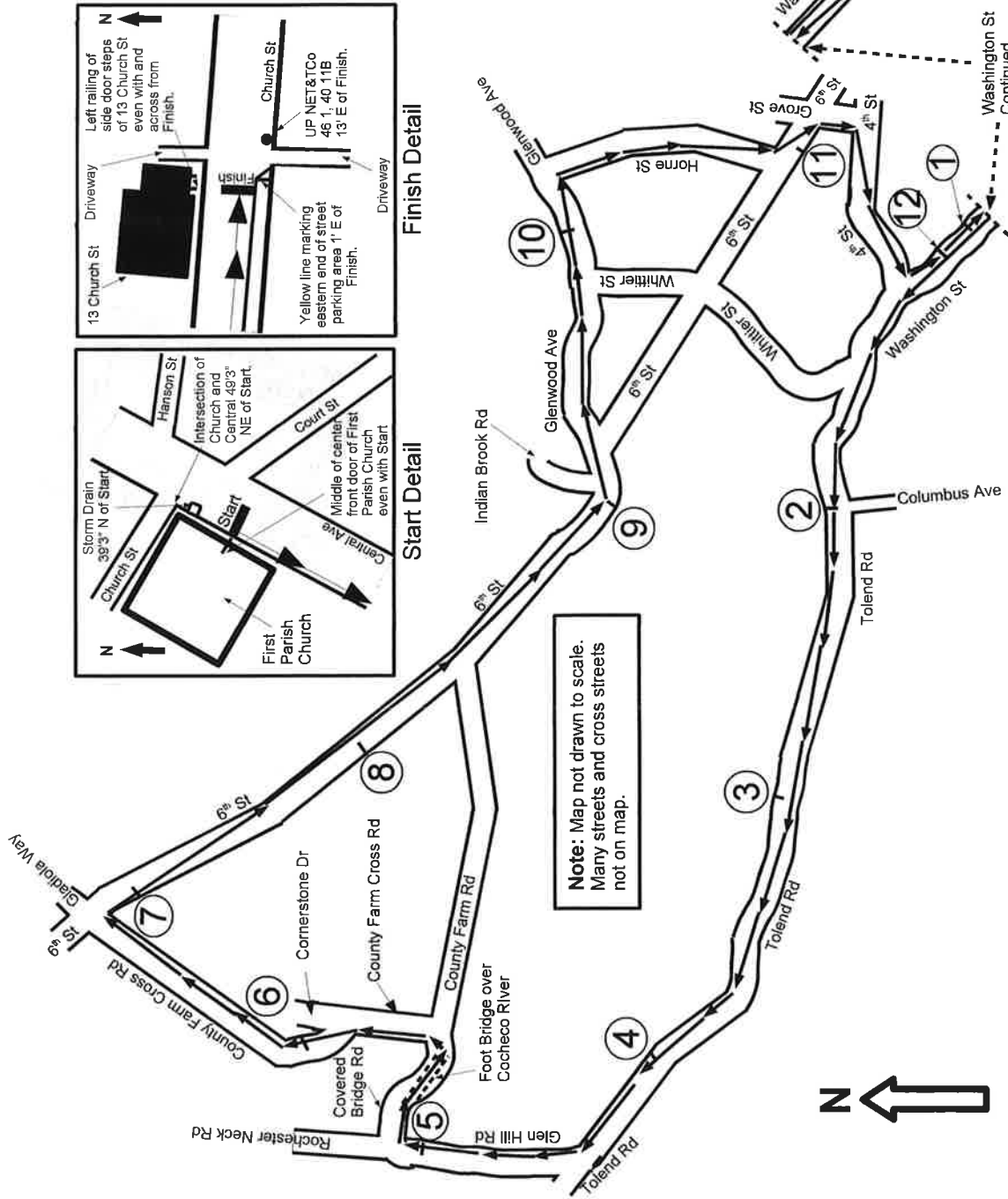
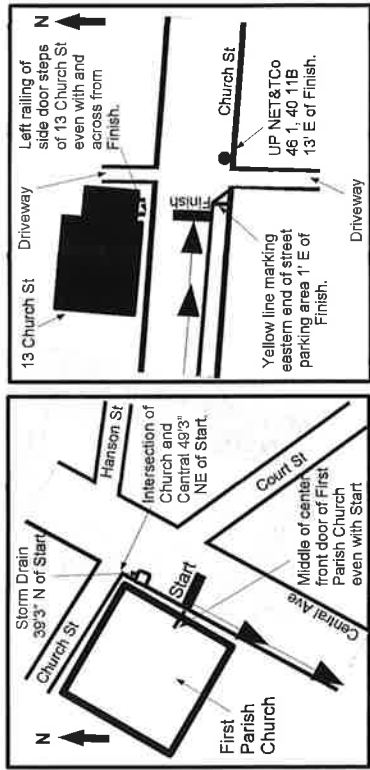
**Mile 10:** On north side of Glenwood Ave 19'3" W of red Fire Hydrant on same side and opposite the yard for 32 Glenwood.

**Mile 11:** On southwest side of 6<sup>th</sup> St 9'1" NW of UP 16 NET&TCO 5 7 on same side, and about 70' NW of Station Dr intersection.

**Mile 12:** On northeast side of Washington St in front of 345 Washington on same side, and 58'5" NW of Storm Drain on same side.

**Mile 13:** On north side of Nelson St even with the west side of 11 Nelson St on same side.

**Finish:** On the south side of Church St even with and across the street from the left railing of the side door steps of 13 Church St, 1' W of yellow line marking the eastern end of the street parking area on the south side of Church, & 13' W of UP NET&TCO 46 1, 40 11B on same side.



Measured June 19, 2014  
 By Bob Kennedy & Reeve Kennedy  
 Oyster River Running Company  
 osprey02554@yahoo.com  
 508-577-4105



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (v) the type of application:

PARADE\*\* \_\_\_\_, ROAD TOLL\*\*\* X,

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

Organization Name: American Cancer Society Relay For Life Rochester, NH
Federal Tax ID number for Organization: 13-1788491

Check (v) Nature of Organization:

Religious \_\_\_\_, Educational \_\_\_\_, Charitable X, Civic \_\_\_\_, Sports \_\_\_\_, Veterans \_\_\_\_, Fraternal or Political \_\_\_\_, Other \_\_\_\_,

Name/Description of Event (if applicable): American Cancer Society Relay For Life

Contact Person: Liz Lowell Day Time Telephone: 603 692 7460

Address: 43 White Pond Rd Dover, NH 03825 Email: Liz.Lowell@coycast.net

Date of Event: Oct 4, 2015 Specific Time: 9 AM - 4 PM

Location of Event (if parade, attach course description or map):

\*\*\*\*\*PARADE PERMITS\*\*\*\*\*

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

Police Department Parade Route Approval Signature: \_\_\_\_\_

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

\*\*\*\*\*ROAD TOLL PERMITS\*\*\*\*\*

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

Road Toll Location: Oak St / Central Ave

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

Printed Name: Sgt. Mark Speidel, Traffic Bureau

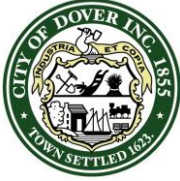
Unless expressly waived in writing by the Licensing Board, the Organization agrees to defend, indemnify, and hold harmless the City of Dover from any claims, losses, and/or damages arising out of the event, and to name the City of Dover as an additional insured on its general liability insurance policy in amounts of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. The Organization/Applicant shall provide the City a certificate of insurance evidencing such additional insured status no less than fifteen (15) days prior to the event.

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: Liz Lowell (duly authorized) DATE: 1/30/15

PRINTED NAME: Liz Lowell

Licensing Board Approval [Signature] Date: 2/4/15



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2015.02.11 – 014**  
Resolution Re: Approval of Unity of the Seacoast Lease  
Rooms 317 And 321

WHEREAS: Unity of the Seacoast, a New Hampshire non-profit corporation, seeks to enter into a Lease Agreement with the City of Dover; and

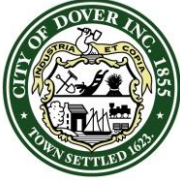
WHEREAS: The location the Leased Premises is to be at the McConnell Center, 30 St. Thomas Street, Dover, New Hampshire, Rooms 317 and 321, which contain 1,375 square feet.

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 Unity of the Seacoast for a term of two (2) years, with the option to renew for three (3) additional two (2) year terms, for Rooms 317 and 321 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 General Legal Counsel		
Recorded by:	Karen Lavertu City Clerk		



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2015.02.11 – 014**  
Resolution Re: Approval of Unity of the Seacoast Lease  
Rooms 317 And 321

### DOCUMENT HISTORY:

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

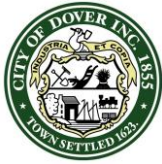
### DOCUMENT ACTIONS:

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 draft Lease Agreement attached hereto.



CITY OF DOVER

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

## LEASE AGREEMENT

**THIS LEASE** made this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between **Unity of the Seacoast**, a New Hampshire voluntary corporation of 3 Front Street, Rollinsford, New Hampshire 03869 (hereinafter referred to as “LESSEE”), and the **City of Dover**, New Hampshire, of 288 Central Ave., Dover, County of Strafford and State of New Hampshire (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 61 Locust St, Dover, NH, which space is intended to contain 1,375 square feet and more particularly identified in the McConnell Center as Rooms 317 and 321.

In conjunction with the use of the Space, LESSEE shall have the right to use parking spaces for its employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE’s normal operations. Additionally, parking spaces are available on streets adjacent to the McConnell Center. 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 1 year and 4 months beginning on March 1, 2015 and ending on June 30, 2016. There shall be an option to renew for three (3) additional two (2) year terms at the LESSEE’S request pursuant to Paragraph 7. Each additional term shall be separately negotiated.

Monthly rent shall be paid the first of each month to the City of Dover. Your first year’s rent charges are based upon space allocation of 1,375 square feet and calculated using the following components:



CITY OF DOVER

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## LEASE AGREEMENT

Component	Rate	Assessment	
		Annual	Monthly
Fixed Rent	\$ 6.50	\$ 8,937.50	\$ 744.79
Capital Reserve	\$ 0.40	\$ 550.00	\$ 45.83
Operations and Maintenance*	\$ 6.16	\$ 8,470.00	\$ 705.83
Other as agreed	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Rent Assessment</b>	<b>\$13.06</b>	<b>\$17,975.50</b>	<b>\$1,496.45</b>

(\*) Operations and Maintenance costs are variable based upon actual costs as outlined in section 2.

### 2. Operations and Maintenance.

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 established at \$6.16/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the previous years actual cost of operating and maintaining the building. The total square footage of available leased space in the McConnell Center is 53,753 square feet. The annual revision of operation and maintenance costs shall occur in February and take effect the following July 1<sup>st</sup>.

### 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.

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



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## LEASE AGREEMENT

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. 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 premises 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 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 LESSEE whereby the premises 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 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

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DOVER, NH 03820  
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## 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 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 lease payments when due, the Lease may be immediately terminated at the option of the LESSOR.

Both the LESSEE and the LESSOR shall be bound to give a 3 month vacancy notice if the terms of the Lease are to be broken by either party.



CITY OF DOVER

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## 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.

### 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.

## LEASE AGREEMENT

### 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.

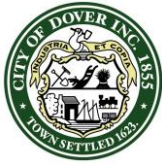
Any determination that any provision of this Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not affect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other 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.

### 20. Security Deposit.

Upon execution of this Lease, LESSEE deposits with LESSOR \$0.00 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 event of damage to the House 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.



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## LEASE AGREEMENT

### 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.

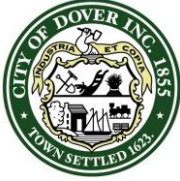
**IN WITNESS WHEREOF**, the parties have hereunto executed this Lease agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

UNITY OF THE SEACOAST  
Duly Authorized

\_\_\_\_\_  
Witness  
Date

\_\_\_\_\_  
CITY OF DOVER  
By J. Michael Joyal, Jr.  
Duly Authorized

\_\_\_\_\_  
Witness  
Date



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.4.**

Resolution Number: **R – 2014.05.14 - 015**  
Resolution Re: B13075 Phase II Environmental Site Assessment First St -  
Award of Additional Scope of Work

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

WHEREAS: Fifteen proposals were received and evaluated for qualifications. Three vendors were shortlisted and cost proposals opened. Low bid meeting specification for the phase II environmental site assessment was received from Ransom Environmental Consultants in the amount of \$13,900 and award was made in this amount. Change orders #1-15 totaling \$111,040.00 have been previously approved by council; and

WHEREAS: Since last council approval there have been several other discoveries which have generated change orders #16-20 totaling \$33,330.64 as outlined in the background section thereby exceeding \$25,000 council approval threshold, and requiring further council approval.

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

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

### Financing

Account	Description	Appropriation	Balance
4014.1.210.41910.4715.02512.14	First St Land Improv	35,166.00	3,183.43
4015.1.210.42130.4720.02390.15	Parking Facility	11,500,000.00	9,382,423.50

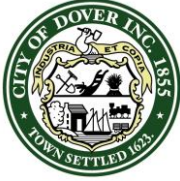
### AUTHORIZATION

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.

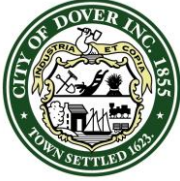
Resolution Number: **R – 2014.05.14 - 015**  
Resolution Re: B13075 Phase II Environmental Site Assessment First St -  
Award of Additional Scope of Work

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2014.05.14 - 015**  
Resolution Re: B13075 Phase II Environmental Site Assessment First St -  
Award of Additional Scope of Work

### RESOLUTION BACKGROUND MATERIAL:

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

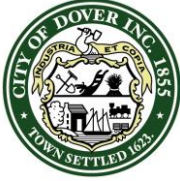
Change order #3 RCRA Metals groundwater test and SPLP or TC-P lead-arsenic soils test totaling \$1,615  
Change order #4 Subsequent site investigations and soils management \$2,100  
Change order #5 Predisposal soil characterization and reporting \$15,200  
Change order #6 Additional Pre-disposal soil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

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

Change order #16 Orchard St Sampling for antimony and reporting \$1,945  
Change order #17 First St add clean up consulting services \$10,475.98 DES fund Eligible and \$3,000  
Non fund eligible.  
Change order #18 Orchard St Geotechnical engineering and Phase II ESA services \$9,500  
Change order #19 Orchard St balancing change order for underestimated previous change orders \$3,302.66  
Change order #20 First St Re-excavation, apply for eligibility of Petroleum Funds, \$5,107  
Total of change orders #16-20 - in the amount of \$33,330.64

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

The city has sought reimbursement of some work at First Street lot through the Waste Management Division NHDES Oil Fund Disbursement Board of which \$12,201.29 (less \$5,000 deductible)= \$7,201.29 was approved in October 2014. A second reimbursement was submitted in the amount of \$32,000 and is pending release to city. A third reimbursement is in the submittal process for as much as \$40,000 of additional City-incurred costs.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2014.05.14 - 015**

Resolution Re: B13075 Phase II Environmental Site Assessment First St -  
Award of Additional Scope of Work

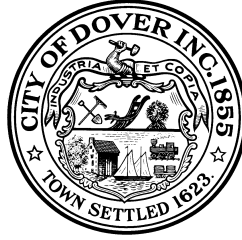
### Purchasing Information:

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

Exhibit A – Bid Results  
Exhibit B – Signed Change Orders #15-18  
Exhibit C – Draft Change Orders #19-20

DANIEL R. LYNCH  
 Finance Director  
[d.lynch@dover.nh.gov](mailto:d.lynch@dover.nh.gov)

ANN M. LEGERE, CPPB  
 Purchasing Agent  
[a.legere@dover.nh.gov](mailto:a.legere@dover.nh.gov)



288 Central Avenue  
 Dover, New Hampshire 03820-4169  
 (603) 516-6030  
 Fax: (603) 516-6097  
[www.dover.nh.gov](http://www.dover.nh.gov)

***City of Dover, New Hampshire***  
 OFFICE OF THE FINANCE DIRECTOR

**Bid Results**  
**Prof Consulting Svs Phase II Environmental Review**  
**#B13075**

<i>Vendors replied</i>	<i>Phase II</i>	<i>Action Plan</i>	<i>total</i>
Cardno ATC 150 Zachary Rd Manchester NH			
Geosphere Environmental 51 Portsmouth Ave, Exeter NH			
TR Selling Engineering 35 Academy St, Laconia NH			
StoneHill Environmental 600 State St Portsmouth NH			
Corporate Environmental Advisors 127 Hartwell St, W Boylston MA			
GZA Environmental 380Harvey Rd, Manchester NH	\$24,550	Incl	\$24,550
Weston & Sampson 100 International Dr, Portsmouth NH			
Hydroterra Environmental 272 ½ Dover Pt, Dover NH			
Triumvirate Environmental 200 Innerbelt Rd, Somerville MA			
John Turner Consulting Dover NH			
Property Solution Environmental 323 New Albany Rd, Moorestown NJ			
CES Inc/Summit Environmental 465 So Main St, Brewer ME			
Tetra Tech 1 Monarch Dr, Littleton MA	\$17,769	\$4,500	\$22,269 plus \$3,960 UST
Loureiro Engineering 779 So Main St Manchester NH			
Ransom Consulting Inc 112 Corporate Dr Portsmouth NH	\$13,900	\$11,300	\$25,200



Consulting  
Engineers  
and Scientists

May 5, 2014

Project P131.05059.005

Ms. Anne M. Legere, CPPB  
Finance & Purchasing Office  
City of Dover  
288 Central Avenue  
Dover, New Hampshire 03820

RE: Proposed Scope of Work and Cost Estimate  
Seismic Site Classification Testing – Change Order #15  
Proposed Redevelopment  
Orchard Street Property  
Dover, New Hampshire

Dear Ms. Legere:

Ransom Consulting, Inc. (Ransom) is pleased to present the following Change Order (CO) to the Proposed Scope of Work and Cost Estimate 131.05059 for your approval for the above-referenced property. The work is to be conducted as a change order to our existing agreement awarded in response to Request for Bid B13075 "Professional Consulting Services–Phase II Environmental Review" (RFP).

Our recent geotechnical evaluation of the Site indicated that the seismic site class for the Site is "E", in accordance with the state building code. The designation of E presents a number of design and construction challenges that will lead directly to much higher costs for the finished building. We propose to perform a series of more detailed, sophisticated tests that could allow us to refine the seismic site class to a more favorable designation (a seismic site class of "D"). A more favorable seismic site class will allow for significant cost savings for the proposed facility through the need for a less expensive foundation support system.

#### **BILLING GROUP 005 - PROPOSED SEISMIC EVALUATION**

The additional tests would consist of cone penetrometer tests to determine the seismic velocity of the unconsolidated soils below the proposed building footprint, and surface seismic refraction tests to provide the seismic velocity of the underlying bedrock. Both velocity values will be needed in our reevaluation of the seismic site class. We will need to subcontract the field work to two separate geophysical contractors (one for each test).

Pease International Tradeport, 112 Corporate Drive, Portsmouth, New Hampshire 03801, Tel (603) 436-1490, Fax (603) 436-6037  
400 Commercial Street, Suite 404, Portland, Maine 04101, Tel (207) 772-2891  
12 Kent Way, Suite 100, Byfield, Massachusetts 01922-1221, Tel (978) 465-1822  
60 Valley Street, Building F, Suite 106, Providence, Rhode Island 02909, Tel (401) 433-2160  
2127 Hamilton Avenue, Hamilton, New Jersey 08619, Tel (609) 584-0090

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Ms. Ann Legere, CPPB  
City of Dover

Task 1–Cone Penetrometer Testing

We propose to perform up to three (3) borings, or soundings, using a cone penetrometer to determine the seismic wave velocity of the unconsolidated soil formations below the proposed building footprint. Testing with a cone penetrometer consists of pushing a probe down through the soil formations while testing, measuring, and recording the strength parameters and the seismic velocity of the soils through which the probe passes. We estimate that this testing will take one day in the field. The report of findings typically is available within a few days of completion of the tests.

Proposed sounding locations will be selected based on the results of the project geotechnical report. Ransom will lay out the proposed sounding locations, mark the Site and contact Dig Safe, as required by law, for underground utility clearance. We will need to drill through the existing asphalt pavements. Our subcontractor will patch the holes.

Task 2–Surface Seismic Refraction Testing

Ransom proposes to perform seismic refraction testing within the proposed building footprint. The seismic testing will consist of a surface multi-channel analysis of seismic wave (MASW) arrays. This testing is a surface test, and no borings or soundings will be advanced (pavement patching will not be necessary). We estimate that this testing will take one day in the field. The report of findings typically is available within a few days of completion of the tests.

Task 3–Evaluation and Report

Upon completion of both tests, Ransom will reevaluate the seismic site classification by interpreting the seismic conditions in a brief, written report of our findings. Our report will be prepared in accordance with generally acceptable geotechnical engineering principles and practices.

**SEISMIC REEVALUATION PROJECT COST**

The cost to complete the investigation as presented above is estimated to be \$13,000. This project will be invoiced on a time-and-materials basis. These costs assume reasonable access to the property. Should you require additional tasks, Ransom will complete the work on a time-and-materials basis, following your authorization, in accordance with the *Fee Schedule* and *Terms and Conditions* presented in Attachment B. Payment will be in accordance with the City of Dover payment terms as specified in RFP #B13075 dated May 29, 2013.

<b>Task</b>	<b>Description</b>	<b>Ransom Fees</b>	<b>Geophysical Fees</b>
Task 1	Cone Penetrometer Testing	\$1,000	\$6,000
Task 2	Surface Seismic Testing	\$1,000	\$2,500
Task 3	Evaluation and Report	\$2,500	--
<i>Subtotals</i>		\$4,500	\$8,500
<b>TOTAL ESTIMATED COST</b>		<b>\$13,000</b>	

Ms. Ann Legere, CPPB  
City of Dover

**GEOTECHNICAL PROJECT SCHEDULE AND ORGANIZATION**

Ransom anticipates that the Geotechnical Engineering Evaluation could begin approximately two weeks following your notice to proceed, depending on availability of our subcontractors. The seismic report could be completed within five business days of the completion of the geophysical explorations. We are available to discuss your needs regarding the report schedule and we can adjust the schedule accordingly.

Ken Milender, P.G., P.E. will serve as project manager for the geotechnical project and will be your primary contact at Ransom. In the event that Ken is unavailable, please contact Jay Johonnett, P.E., who will provide day-to-day coordination and management of the field tasks for the project. Steve Rickerich, P.G. is always available to you, as well.

**BILLING AND PAYMENT OPTIONS**

Ransom will send invoices electronically to the email address you provide. If you prefer to receive paper invoices by mail, please check the "Opt Out" option below.

Send invoices to the following email address(es): \_\_\_\_\_  
\_\_\_\_\_

I wish to opt out of electronic invoicing. Please mail invoices to this address:

Street/P.O. Box: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

For billing questions, please provide a telephone number to contact you: ( ) \_\_\_\_\_

You may also choose to pay invoices via Discover, Visa, Mastercard, or American Express. To do so, please provide the following information.

**CREDIT CARD PAYMENT OPTION:** (Check one)     Visa     MasterCard     AmEx     Discover

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV Code \_\_\_\_\_

Print Name as it appears on card: \_\_\_\_\_

3-digit code on back: M/C, Visa, Discover  
4-digit code on front of Amex

Billing Address: \_\_\_\_\_  
Street City/State Zip

\_\_\_\_\_  
Cardholder's Signature

**NOTE:** Balance owing will be charged either: (a) monthly, if time-and-materials billing applies; or (b) at project completion, if lump-sum fee applies.

Ms. Ann Legere, CPPB  
City of Dover

**AUTHORIZATION**

Ransom's Contract *Terms and Conditions* are attached to this scope of work as Attachment C. If you are in agreement with the terms of this proposal, please indicate your acceptance by signing in the space provided below and return the executed copy back to Ransom.

Ransom is pleased to have the opportunity to present this proposal to you. If you have any questions regarding the scope of work, please feel free to call us.

Sincerely,

RANSOM CONSULTING, INC.



Kenneth W. Milender, P.G., P.E.  
Senior Geotechnical Engineer

Steven F. Rickerich, P.G.  
Vice President, Senior Project Manager

KWM/SFR:jar  
Attachments

**APPROVED AND ACCEPTED BY CITY OF DOVER:**

Signature: \_\_\_\_\_

Name (print or type): Michael Joyal Sr

Title: City Manager Date: 5/7/14



Consulting  
Engineers  
and Scientists

June 11, 2014

Project 131.05059.002

Ms. Anne M. Legere, CPPB  
Finance & Purchasing Office  
City of Dover  
288 Central Avenue  
Dover, New Hampshire 03820

RE: Proposed Scope of Work and Cost Estimate  
Geotechnical Engineering and Phase II ESA Services – Change Order #16  
Orchard Street Property  
Dover, New Hampshire

Dear Ms. Legere:

As requested by Captain William Breault, Ransom Consulting, Inc. (Ransom) has prepared the following change order to the Proposed Scope of Work and Cost Estimate for Geotechnical Engineering and Phase II Environmental Site Assessment (ESA) Services, 131.05059 for your approval for the Orchard Street property (Site). The work is to be conducted as a change order (CO) to our existing agreement awarded in response to Request for Bid B13075 “Professional Consulting Services – Phase II Environmental Review” (RFP).

**BILLING GROUP 002 – CONFIRMATORY GROUNDWATER SAMPLING AND ANALYSES FOR THE PRESENCE OF DISSOLVED ANTIMONY**

Ransom proposes the following scope of work as a CO to the above-referenced agreement. The NH DES (H. Keith DuBois, P.G.) verbally confirmed on June 6, 2014 that confirmation of groundwater quality for one analyte, namely the metal antimony, should be pursued and incorporated into the Phase II ESA for NH DES review and comment. If this third round of sampling and analyses for that metal confirms the most recent round of sampling (which met Ambient Groundwater Quality Standards), it is anticipated that no additional monitoring for that metal will be required, and it is possible that no additional investigation of the portion of the property slated for the police department and parking garage re-development will be required.

Mr. DuBois’ stated intent is to review the Phase II ESA, once completed, and provide comment as to the potential need for additional soils characterization, or whether the soils could be used as dredge cell cover soils with no additional analyses.

Task 1.1 - Groundwater Quality Sampling/Analyses - Antimony

Ransom will gauge and develop previously dry monitoring wells several days before sampling. On the date of sampling, Ransom will again gauge the depth to static groundwater at each of four Site monitoring

**Pease International Tradeport, 112 Corporate Drive, Portsmouth, New Hampshire 03801, Tel (603) 436-1490, Fax (603) 436-6037**  
400 Commercial Street, Suite 404, Portland, Maine 04101, Tel (207) 772-2891  
12 Kent Way, Suite 100, Byfield, Massachusetts 01922-1221, Tel (978) 465-1822  
60 Valley Street, Building F, Suite 106, Providence, Rhode Island 02909, Tel (401) 433-2160  
2127 Hamilton Avenue, Hamilton, New Jersey 08619, Tel (609) 584-0090

Ms. Ann Legere, CPPB  
City of Dover

wells. Using low-flow methodology Ransom will develop monitoring well MW-104 and measure inorganic parameters to assess well stabilization prior to sampling and evaluate for pH, dissolved oxygen, temperature, specific conductance, and oxidation-reduction potential. As soon as stabilization is achieved to the extent practicable, Ransom will collect a sample for dissolved (field- filtered) antimony analyses from the well.

#### Task 1.2 – Reporting & Project Management

Following the completion of Task 1.1, Ransom will incorporate this and previous results into the Phase II ESA. In addition, Ransom will provide a cover letter expressing the City's intent to use soils to be excavated from the building footprint area as part of Site redevelopment as daily cover in the dredge cell. Our letter will include the likely timeline for soils excavation, staging and use, a rationale for the consistency of the request for soils use with the recent dredge cell waiver, and the identification of any deviation from the waiver criteria, if any.

### **COST ESTIMATE**

The cost to complete the CO services are provided in the table below and will be invoiced in accordance with Ransom's *Fee Schedule* (Attachment A). Payment will be in accordance with the City of Dover payment terms as specified in RFP #B13075 dated May 29, 2013.

<b>Task</b>	<b>Description</b>	<b>Ransom Fees</b>	<b>Subcontractor Fees</b>
1.1	Sampling to Assess Groundwater Quality for Antimony	\$460	\$25
1.2	Reporting and Project Management	\$1,460	--
<i>Subtotals:</i>		<b>\$ 1,920</b>	<b>\$25</b>
<b>TOTAL ESTIMATED COST</b>		<b>\$1,945</b>	

### **PROJECT SCHEDULE AND ORGANIZATION**

Ransom has received verbal authorization to proceed with sampling and will complete the work shortly after receipt of formal City of Dover authorization is received. Jay Johonnett will be serving as project manager for this project and Steve Rickerich and Jay will be your primary contacts at Ransom for this work. Please feel free to contact us if you have questions.

### **AUTHORIZATION**

Ransom's *Contract Terms and Conditions* (modified at the request of the City) are attached to this scope of work as Attachment B. If you are in agreement with the terms of this proposal, please indicate your acceptance by signing in the space provided below and return the executed copy back to Ransom.

Ms. Ann Legere, CPPB  
City of Dover

Ransom is pleased to have the opportunity to present this proposal to you. If you have any questions regarding the scope of work, please feel free to call us.

Sincerely,

RANSOM CONSULTING, INC.



Jay P. Johonnett, P.E.  
Project Engineer



Steven F. Rickerich, P.G.  
2014.06.11 15:22:42  
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Steven F. Rickerich, P.G.  
Vice President, Senior Project Manager

JPJ/SFR:jar  
Attachments

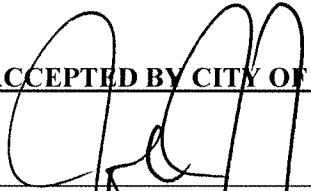
**APPROVED AND ACCEPTED BY CITY OF DOVER:**

Signature: \_\_\_\_\_

Name (print or type): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



J. Michael Tojtal Jr

City Manager

6-16-14



Consulting  
Engineers  
and Scientists

July 22, 2014

Project 131.05048

Ms. Anne M. Legere, CPPB  
Finance & Purchasing Office  
City of Dover  
288 Central Avenue  
Dover, New Hampshire 03820

Re: Proposed Scope of Work and Cost Estimate  
Phase II Environmental Site Assessment – Change Order #17  
Construction Oversight and Reporting –Petroleum Contaminated Soil Excavation  
First Street Parking Lot  
Dover, New Hampshire 03820

Dear Ms. Legere:

Ransom Consulting, Inc. (Ransom) is pleased to present the following Change Order (CO) to the Proposed Scope of Work and Cost Estimate 131.05048 for your approval for the above-referenced property, as defined in Request for Bid B13075 “Professional Consulting Services – Phase II Environmental Review” (RFP).

#### **CONSTRUCTION OVERSIGHT AND REPORTING – ENVIRONMENTAL – SCOPE OF WORK**

The following scope of work is a CO to the RFP request for a Phase II Environmental Site Assessment (ESA) of the First Street Parking Lot (the Site). This scope of work is primarily intended to cover the costs associated with the consulting oversight of the excavation of contaminated soils associated with two underground gasoline storage tanks at the Site. New Hampshire Department of Environmental Services (NH DES) approved costs associated with NH DES –required clean-up for eligible releases of petroleum from a regulated underground storage tank facility should be eligible for reimbursement to the City through the applicable New Hampshire Petroleum Fund (Fund), less a one-time deductible. Ransom is available to assist the City with reimbursement request preparation for potentially eligible costs associated with the project.

Tank closure assessment costs are not Fund-eligible; however, Ransom anticipates that our time documenting the tank removals can be accommodated in previously-approved Change Order #11.

What is also included below (under Task 2) are labor costs associated with the environmental management of project urban fill related to Site Redevelopment soils that was not budgeted, or exceeded project expectations. Christopher Parker is aware of these unanticipated consulting costs for specifically requested services that were integral to management of construction-related environmental issues.

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400 Commercial Street, Suite 404, Portland, Maine 04101, Tel (207) 772-2891  
12 Kent Way, Suite 100, Byfield, Massachusetts 01922-1221, Tel (978) 465-1822  
60 Valley Street, Building F, Suite 106, Providence, Rhode Island 02909, Tel (401) 433-2160  
2127 Hamilton Avenue, Hamilton, New Jersey 08619, Tel (609) 584-0090

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Ms. Anne M. Legere  
City of Dover

Task 1 – Petroleum Contaminated Soils Excavation – Gasoline UST Areas.

Ransom will provide field and management support related to the excavation of gasoline contaminated soils as detailed in the NH DES Work Scope Authorization forms included as Attachment A.

Task 2 – Additional Environmental Support Services

Provide environmental consulting services as requested by the City in support of soils management for the First Street project.

**COST ESTIMATE**

The cost to complete the CO services are provided in the table below and will be invoiced in accordance with Ransom's *Terms and Conditions*, a copy of which is provided as Attachments B. Payment will be in accordance with the City of Dover payment terms as specified in RFP #B13075 dated May 29, 2013.

<b>Task</b>	<b>Description</b>	<b>Ransom Fees</b>	<b>Laboratory Fees</b>	<b>Subconsultant</b>
	Fund Eligible Clean-up Consulting Services (see attached WSAs)			
Task 1	WSA (7/14/14)	\$4,027.50	\$3,579.50	--
	WSA – CO (7/22/14)	1,567.50	680.52	620.96
Task 2	Additional Environmental Support Services	\$3,000	--	--
<i>Subtotals</i>		\$8,595	4,260.02	620.96
<b>TOTAL ESTIMATED COST</b>			<b>\$13,475.98</b>	

**NOTES:**

1. A detailed summary of the costs that account for the fees tabulated under Task 1 are included in Attachment A.

**PROJECT SCHEDULE**

Ransom will begin the proposed work scope activities following acceptance and work scope authorization from the City.

**ORGANIZATION**

Jay P. Johonnett will be serving as project manager for this project and will be your primary contact at Ransom. Should Jay be unavailable, please feel free to contact Steven F. Rickerich, P.G., if you have questions.

Ms. Anne M. Legere  
City of Dover

Ransom is pleased to have the opportunity to present this CO proposal to you. If you have any questions regarding the scope of work, please feel free to call us.

Sincerely,

RANSOM CONSULTING, INC.



Jay P. Johonnett, P.E.  
Project Manager



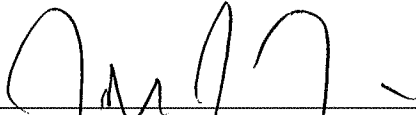
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Steven F. Rickerich, P.G.  
Vice President

SFR/JPJ:jar  
Attachment

**APPROVED AND ACCEPTED BY CITY OF DOVER:**

Signature: \_\_\_\_\_



Name (print or type): \_\_\_\_\_

J. Michael Joyal or City Manager

Title: \_\_\_\_\_

City Manager

Date: \_\_\_\_\_

7-23-14

I (Client) request that all information pertaining to the above work scope be provided to me directly, and presently, do not wish to authorize the release of any information to other persons.

Please indicate persons to whom Ransom Consulting, Inc. may release information regarding the above described work scope.

Chris Parker

Ann Legere



Consulting  
Engineers  
and Scientists

October 10, 2014

Project 131.05059.003

Ms. Anne M. Legere, CPPB  
Finance & Purchasing Office  
City of Dover  
288 Central Avenue  
Dover, New Hampshire 03820

RE: Proposed Scope of Work and Cost Estimate  
Geotechnical Engineering and Phase II ESA Services – Change Order #18  
Orchard Street Property  
Dover, New Hampshire

Dear Ms. Legere:

As requested by Captain William Breault, Ransom Consulting, Inc. (Ransom) has prepared the following change order to the Proposed Scope of Work and Cost Estimate for Geotechnical Engineering and Phase II Environmental Site Assessment (ESA) Services, 131.05059 for your approval for the Orchard Street property (Site). The work is to be conducted as a change order (CO) to our existing agreement awarded in response to Request for Bid B13075 “Professional Consulting Services – Phase II Environmental Review” (RFP).

#### **BILLING GROUP 003 – GEOTECHNICAL DESIGN SUPPORT**

Ransom has provided support to the design team during final design of the Orchard Street property that will house the Dover Police Station and parking garage. To this end, we have performed the following additional work tasks:

1. Attended design team teleconferences;
2. Attended a design team meeting at Lavallee Brensinger;
3. Addressed concerns and participated in design team discussions regarding the feasibility of deep foundations, construction methods, and lateral load support;
4. Revised the draft project geotechnical report (dated March 2014) to include the results of the seismic testing performed in May/June, recommendations and specifications for pipe pile and H pile foundations, and the need for vapor barriers and waterproofing;
5. Reviewed and commented on the special inspections schedule; and
6. Completed and submitted the final project geotechnical report (September 30, 2014).

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400 Commercial Street, Suite 404, Portland, Maine 04101, Tel (207) 772-2891  
12 Kent Way, Suite 100, Byfield, Massachusetts 01922-1221, Tel (978) 465-1822  
60 Valley Street, Building F, Suite 106, Providence, Rhode Island 02909, Tel (401) 433-2160  
2127 Hamilton Avenue, Hamilton, New Jersey 08619, Tel (609) 584-0090

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Ms. Ann Legere, CPPB  
City of Dover

### **COST ESTIMATE**

The cost to complete the CO services are provided in the table below and will be invoiced in accordance with Ransom's *Fee Schedule* (Attachment A). Payment will be in accordance with the City of Dover payment terms as specified in RFP #B13075 dated May 29, 2013.

<b>Task</b>	<b>Description</b>	<b>Ransom Fees</b>
1	Design Support and Design Team Meetings	\$6,000.00
2	Report Revision	\$3,500.00
<b>TOTAL ESTIMATED COST</b>		<b>\$ 9,500.00</b>

### **PROJECT SCHEDULE AND ORGANIZATION**

Ken Milender will be serving as project manager for this project and Steve Rickerich and Ken will be your primary contacts at Ransom for this work. Please feel free to contact us if you have questions.

### **AUTHORIZATION**

Ransom's Contract *Terms and Conditions* (modified at the request of the City) are attached to this scope of work as Attachment B. If you are in agreement with the terms of this proposal, please indicate your acceptance by signing in the space provided below and return the executed copy back to Ransom.


Ransom is pleased to have the opportunity to present this proposal to you. If you have any questions regarding the scope of work, please feel free to call us.

Sincerely,

RANSOM CONSULTING, INC.



Kenneth W. Milender, P.G., P.E.  
Geotechnical Engineer



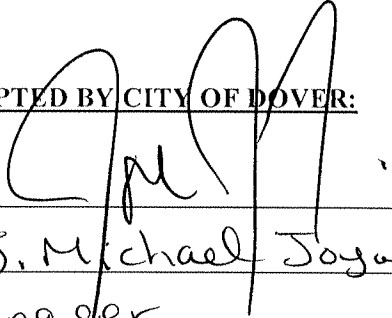
Steven F. Rickerich, P.G.  
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Steven F. Rickerich, P.G.  
Vice President, Senior Project Manager

KWM/SFR:jar  
Attachments

Ms. Ann Legere, CPPB  
City of Dover

**APPROVED AND ACCEPTED BY CITY OF DOVER:**

Signature:  \_\_\_\_\_  
Name (print or type): J. Michael Joyal Jr  
Title: City Manager Date: 1-6-15



Consulting  
Engineers  
and Scientists

January 29, 2015

Project 131.05059.002

Ms. Anne M. Legere, CPPB  
Finance & Purchasing Office  
City of Dover  
288 Central Avenue  
Dover, New Hampshire 03820

RE: Proposed Scope of Work and Cost Estimate  
Geotechnical Engineering and Phase II ESA Services – Change Order #19  
Proposed Redevelopment  
Orchard Street Property  
Dover, New Hampshire

Dear Ms. Legere:

As we discussed in our meeting last week, Ransom Consulting, Inc. (Ransom) has tracked incurred costs by Ransom billing group and task, as well as by City of Dover Change Order (CO) for Geotechnical Engineering and Phase II Environmental Site Assessment (ESA) Services, 131.05059 and have identified justifiable overages at several task levels for the Orchard Street project (Site). As you may be aware this project has been fast-tracked, and evolving relative to the work required because real-time input, and planning relative to foundation and design modifications was required by the team, and potential environmental issues required quick resolution to understand how they would impact big-picture cost and sequencing of the construction project. An almost unavoidable consequence of this process and evolving need is that COs for required work could not anticipate all project requirements, nor could approvals be processed in time for when the actual work was conducted. The work supported by this change order was conducted under our existing agreement awarded in response to Request for Bid B13075 “Professional Consulting Services – Phase II Environmental Review” (RFP).

**TASK 001 AND 002 – GEOTECHNICAL AND ENVIRONMENTAL SERVICES (CO #'S 7, 10, 12, 14, 16)**

The total budget for this combined task (\$39,010) is overbudget by \$2,026.18. Ransom has evaluated Tasks 001 and 002 separately and found that the individual tasks are essentially on-track with the approved budget and COs. Because Phase II ESA field services were not differentiated (split) and were lumped under the geotechnical field services category, there is the appearance that Task 001 is overbudget and Task 002 was under budget. In fact, accounting for the shared cost of the field services, there is a fair balance between the tasks. However, there were a range of consulting services provided that were not

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12 Kent Way, Suite 100, Byfield, Massachusetts 01922-1221, Tel (978) 465-1822  
60 Valley Street, Building F, Suite 106, Providence, Rhode Island 02909, Tel (401) 433-2160  
2127 Hamilton Avenue, Hamilton, New Jersey 08619, Tel (609) 584-0090

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Ms. Anne M. Legere, CPPB  
Finance & Purchasing Office

anticipated in budgeting – some of those were absorbed by the approved budget, but other services that stand out or could not be covered by the approved budget were as follows:

1. Research regarding water results, discharge permitting, related client and design team communications (3/18, 3/27, 3/26, 3/28) – 9.50 hours
2. Communications with City of Dover Lab Supervisor and Industrial Pretreatment Coordinator (4/3, 4/8, 4/9, 5/1) – 3.75 hours
3. Communications with Design Team regarding piles design (alternative), structural loads, basement wall loads (4/11, 4/15, 4/16) – 3.0 hours
4. Communications with NH DES regarding results and possible meetings and related communications to prompt favorable a regulatory response (6/4, 7/11, 7/14, 8/1, 8/11, 8/13) – 5.75 hours

The above overages are a mixture of middle level and senior professional time and account for \$3,463.75 of the billings.

#### **TASK 003 – DESIGN SUPPORT (CO #18)**

The CO amount for these services was based on work incurred through September 30, 2014 and a budget of \$9,500 was approved. An overage of \$406.25 was billed. Additional work was conducted in October and was therefore not factored into the budget, including:

1. Review of proposed fill soils (10/9), and email communications regarding a planned LBPA ramp (10/21) – 2 hours
2. Review of shoring layout plans (10/22, 10/23) – 1.5 hours

The above overages account for \$490 of the billings.

#### **TASK 005 – SEISMIC EVALUATION (CO #15)**

The approved CO amount for these services was \$13,000. An overage of \$870.23 was billed. Our planned work effort was exceeded due to the following factors:

1. Subcontractor management (5/14, 5/15, 5/19) – 1.5 hours
2. Subcontractor costs – \$240
3. Design team foundations discussions (5/13, 5/15) – 3.0 hours

Ms. Anne M. Legere, CPPB  
Finance & Purchasing Office

The above overages account for \$887.50 of the billings.

### **COST ESTIMATE**

Based on the above, Ransom respectfully request approval of a CO in the amount of \$3,302.<sup>.66</sup>~~73~~ for project 131.05059. As noted above, \$4,841.25 of overages have been identified and justified, by task.

Please note that project 131.05048 is underbudget for billed costs by \$837.58. We note this in the event that the City may try to reconcile the overage from a bottom-line perspective and this underage should account for any discrepancy in the totals billed and the CO amount requested. As we discussed in our meeting Ransom has incurred additional costs for First Street related to the work conducted and fo preparing submittals to seek reimbursements from state Petroleum Funds. That will be detailed in a forthcoming CO for that project.

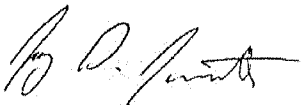
### **AUTHORIZATION**

Ransom's Contract *Terms and Conditions* (modified at the request of the City) are attached to this scope of work. If you are in agreement with the terms of this proposal, please indicate your acceptance by signing in the space provided below and return the executed copy back to Ransom.

Ransom appreciates the City's consideration of this CO request; we hope that we have adequately demonstrated our intent to provide the City with the best value and technical outcome. If you have any questions regarding the scope of work, please feel free to call us.

Sincerely,

RANSOM CONSULTING, INC.



Jay P. Johonnett, P.E.  
Project Engineer



Steven F. Rickerich, P.G.  
2015.01.29 15:14:01 -05'00'

Steven F. Rickerich, P.G.  
Vice President, Senior Project Manager

JPJ/SFR:jar  
Attachment

Ms. Anne M. Legere, CPPB  
Finance & Purchasing Office

**APPROVED AND ACCEPTED BY CITY OF DOVER:**

Signature: \_\_\_\_\_

Name (print or type): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



Consulting  
Engineers  
and Scientists

January 29, 2015

Project 131.05048

Ms. Anne M. Legere, CPPB  
Finance & Purchasing Office  
City of Dover  
288 Central Avenue  
Dover, New Hampshire 03820

Re: Proposed Scope of Work and Cost Estimate  
Phase II Environmental Site Assessment – Change Order #20  
Overages, Not Reimbursable through Petroleum Funds  
First Street Parking Lot  
Dover, New Hampshire 03820

Dear Ms. Legere:

As we discussed in our meeting last week, Ransom Consulting, Inc. (Ransom) has incurred costs for services necessitated by the project and requested by the City of Dover (City) that were not previously anticipated. We are pleased to present the following Change Order (CO) to the Proposed Scope of Work and Cost Estimate 131.05048 for your approval for the above-referenced property, as defined in Request for Bid B13075 “Professional Consulting Services – Phase II Environmental Review” (RFP).

#### **OVERAGES, NOT REIMBURSABLE THROUGH PETROLEUM FUNDS**

The following scope of work is a CO to the RFP request for a Phase II Environmental Site Assessment (ESA) of the First Street Parking Lot (the Site). This scope of work is primarily intended to cover the costs associated with two classes of services:

1. Ransom solicited Geopier installer/engineer technical direction to ensure procedural adherence to installer engineer’s requirements for conducting excavations and backfilling in areas proximal to installed geopiers within and adjoining the foot-print area of the planned building. Re-excavation of this area was dictated by laboratory results that documented petroleum contamination in one excavation wall sample at concentrations exceeding regulatory levels. This presented a potential issue to redevelopment, and follow-up excavation and characterization was required to resolve the potential issue. The services were for Ransom’s senior geotechnical engineer services, only.

The cost for these services was \$1,260 (9 hrs).

2. Ransom assisted the City in applying for eligibility for Petroleum Funds; assembled, present and uploaded cost documentation; and solicited reimbursements on behalf of the

Pease International Tradeport, 112 Corporate Drive, Portsmouth, New Hampshire 03801, Tel (603) 436-1490, Fax (603) 436-6037  
400 Commercial Street, Suite 404, Portland, Maine 04101, Tel (207) 772-2891  
12 Kent Way, Suite 100, Byfield, Massachusetts 01922-1221, Tel (978) 465-1822  
60 Valley Street, Building F, Suite 106, Providence, Rhode Island 02909, Tel (401) 433-2160  
2127 Hamilton Avenue, Hamilton, New Jersey 08619, Tel (609) 584-0090

[www.ransomenv.com](http://www.ransomenv.com)

Ms. Anne M. Legere, CPPB  
Finance & Purchasing Office

City. The second and third reimbursement requests filing included assembling and vetting City costs as well as contractor costs, and preparing a formal waiver request to be reviewed and processed by the Oil Fund Disbursement Board.

The cost for these services \$2,847 (27.75 hrs)

To date, costs recovered through these efforts tally a little over \$39,000 directly paid or to be paid to the City. In addition, the NH DES has billed the Petroleum Fund \$5,155.68 that could have otherwise been billed to the City under "cost recovery."

At this time Ransom has one additional reimbursement request to prepare on the City's behalf for excavation and disposal subsequent to identification of tanks on the property. Therefore, we recommend setting aside an additional \$1,000 to assist with assembling contractor invoices; identifying, confirming and documenting eligible City costs, and filing for reimbursement of those costs and expenditures.

#### **COST ESTIMATE**

Based on the above, Ransom respectfully request approval of a CO in the amount of \$5,107 for project 131.05048 for overages or anticipated overages to support the City on this project.

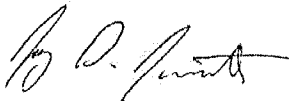
#### **AUTHORIZATION**

Ransom's Contract *Terms and Conditions* (modified at the request of the City) are attached to this scope of work. If you are in agreement with the terms of this proposal, please indicate your acceptance by signing in the space provided below and return the executed copy back to Ransom.

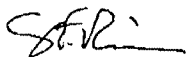
Ransom appreciates the City's consideration of this CO request; we hope that we have adequately demonstrated our intent to provide the City with the best value and technical outcome. If you have any questions regarding the scope of work, please feel free to call us.

Sincerely,

RANSOM CONSULTING, INC.



Jay P. Johonnett, P.E.  
Project Engineer



Steven F. Rickerich, P.G.  
2015.01.29 15:34:46 -05'00'

Steven F. Rickerich, P.G.  
Vice President, Senior Project Manager

JPJ/SFR:jar  
Attachment

Ms. Anne M. Legere, CPPB  
Finance & Purchasing Office

**APPROVED AND ACCEPTED BY CITY OF DOVER:**

Signature: \_\_\_\_\_

Name (print or type): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

I (Client) request that all information pertaining to the above work scope be provided to me directly, and presently, do not wish to authorize the release of any information to other persons.

Please indicate persons to whom Ransom Consulting, Inc. may release information regarding the above described work scope.

\_\_\_\_\_  
\_\_\_\_\_

## **APPOINTMENTS COMMITTEE REPORT**

**February 11, 2015**

### **Recommendations for appointment to the Downtown Dover Tax Increment**

#### **Finance (TIF) Advisory Board:**

Janet Perry - Greater Dover Chamber of Commerce's recommendation

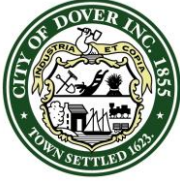
Jeff Spires -- Dover Main Street's recommendation

Leo Alie – In TIF district member

Jeff Roemer – In TIF district member

Peg Purcell – Out of district member

Dennis Shanahan – Out of district member



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.1.**

Resolution Number: **R – 2015.02.11 – 016**  
Resolution Re: Underwood Engineers - Tolend Road Peer Review and Consulting Services for Potential Litigation/Claims

WHEREAS: In October 2014 the City retained Underwood Engineers for the purpose of performing a technical peer review and for expert consulting for potential litigation/claims for work performed on Tolend Rd; and

WHEREAS: The current scope of services included the peer review, pavement specialty services, field investigations, core extraction, asphalt aggregate gradation, density, lab fees and tabulating and reviewing data borings performed by SW Cole for a total cost of \$23,500; and

WHEREAS: The peer review and specialty services came in at higher costs than anticipated and change order #3 is required. The additional services total \$7,600 thereby bringing total costs over the \$25,000 approval threshold and requiring council approval; and

WHEREAS: Per 3-37I, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, Competitive bidding shall not apply to expert consulting for litigation.

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

The Purchasing Agent is hereby authorized to issue change order #3 to Underwood Engineers in the amount of \$7,600 for expert consulting service. 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
4014.1.300.43121.4751.03142.14	Tolend/Watson Rd Streets and Roadways	2,500,000	680,373

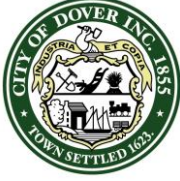
### AUTHORIZATION

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.

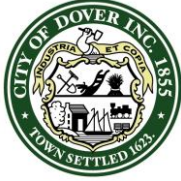
Resolution Number: **R – 2015.02.11 – 016**  
Resolution Re: Underwood Engineers - Tolend Road Peer Review and Consulting Services for Potential Litigation/Claims

### 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 – 2015.02.11 – 016**  
Resolution Re: Underwood Engineers - Tolend Road Peer Review and Consulting Services for Potential Litigation/Claims

### RESOLUTION BACKGROUND MATERIAL:

The original scope of services included the peer review, pavement specialty services and field investigations in the amount of \$16,400. The agreement was then amended to include core extraction, asphalt aggregate gradation, density and lab fees which resulted in change order #1 in the amount of \$6,000. The agreement was further amended to include Underwood Engineers tabulating and reviewing data from the borings performed by SW Cole resulting in change order #2 in the amount of \$1,100, making total project cost of \$23,500.

The peer review and specialty services came in at higher costs than anticipated and change order #3 is required. The additional services total \$7,600 thereby bringing total costs over the \$25,000 approval threshold and requiring council approval.

### Bid Information:

Per 3-37I, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, Competitive bidding shall not apply to expert consulting for litigation.

### Award Information:

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

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

### Purchasing Information:

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

Exhibit A – Agreement and Change Orders #1 & 2

Exhibit B – Change Order #3



CITY OF DOVER

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DOVER, NH 03820  
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603.516.6000

## TOLEND ROAD TECHNICAL PEER REVIEW AND SPECIALTY SERVICES AGREEMENT

**THE CITY OF DOVER**, a municipal corporation, 288 Central Avenue, Dover, New Hampshire 03820 and **UNDERWOOD ENGINEERS**, a New Hampshire corporation doing business at 25 Vaughan Mall, Portsmouth, New Hampshire 03801 (the "Vendor"), who for valuable consideration agree as follows (the "Agreement"):

1. **Purpose.** This Agreement refers to and incorporates the provisions of a September 24, 2014 letter from Vendor referencing "Technical Peer Review Tolend Road". Specifically, this Agreement is to provide Task 1 – Peer Review, Task 2 – Specialty Services, and Task 3 – Field Investigations as stated in said September 24, 2014 letter.
2. **Agreement Documents.** The Agreement shall include and consist of the following documents (the "Agreement Documents"):
  - a. Agreement (5 pages); and
  - b. Vendor letter dated September 24, 2014 (5 pages).
  - c. Exhibit 'A' (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 the September 24, 2014 letter from Vendor.
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. The Vendor shall complete the scope of work stated in Task 1 within two (2) weeks from authorization; Task 2 within two to four (2-4) weeks from authorization (depending on availability), and Task 3 within six (6) weeks from authorization.
6. **Cost and Payment.** The City of Dover shall pay the Vendor an amount not to exceed SIXTEEN THOUSAND FOUR HUNDRED (\$16,400.00) DOLLARS for services within the Scope of Services. The City of Dover shall pay the Vendor within thirty (30) days upon performance and presentation of an invoice supplied by the Vendor detailing the work performed.



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## 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.

- [Handwritten signature]*
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 Vendor or its officers, directors, employees, agents or independent professional



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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.
17. **Review.** The parties to this Agreement acknowledge that they enter into this Agreement voluntarily and have had the opportunity to review this Agreement



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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 Underwood Engineers  
Keith A. Pratt, P.E., President  
25 Vaughan Mall  
Portsmouth, NH 03801

25. **Severability.** In the event any of the provisions of this Agreement are held by a



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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.**

**UNDERWOOD ENGINEERS**

Keith A. Pratt, P.E., President,  
Duly Authorized

10/1/14  
Date

**CITY OF DOVER**

J. Michael Joyal, Jr., City Manager

10/2/14  
Date

**EXHIBIT 'A'**  
**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:

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).

N2473

September 24, 2014

Mr. Douglas Steele  
City of Dover, Community Services Department  
288 Central Ave.  
Dover, NH 03820

Re ***Technical Peer Review  
Tolend Road  
Dover, New Hampshire***

Dear Mr. Steele:

Per the request of the City of Dover, Underwood Engineers has prepared the following scope of work and schedule for a technical peer review on Tolend Road. The peer review includes the roadway between the Barrington Town Line and Columbus Avenue and consists of approximately 16,500 feet.

### **Project Understanding**

Improvements to Tolend Road were designed by CMA Engineers of Portsmouth, NH. The work was publicly bid and construction began in the spring of 2013 and was completed in phases. American Excavating Corporation (AEC) of Derry, NH is the General Contractor. The majority of the improvements have been completed. The base course pavement was installed between June and November of 2013. Punchlist work and the final wearing course (overlay) are pending. CMA Engineers provided construction observation services and was responsible for reviewing shop drawings.

Specifications for the roadway and pavement were to conform to the Construction Documents prepared by CMA and NHDOT Standard Specifications Section 400. Material specifications include:

- 1-1/2" wearing course pavement consisting of 1/2" aggregate
- 3-1/2" base course pavement consisting of 3/4" aggregate (2 lifts)
- 12" of crushed gravel
- 12" of bank run gravel (NHDOT Item 304.2)

The construction drawings also show the locations of proposed underdrains, which were reportedly constructed in accordance with the plan. It is also reported that geotextile fabric was

placed under the gravel layers in certain areas. The locations where fabric was installed was not shown on the drawings, but was recorded by CMA's field personnel.

During the winter of 2014, base course pavement cracking became apparent. The cracking manifested itself as longitudinal, transverse and in some areas, alligator cracking. The failures are reportedly located throughout the project area, but seem to be more severe in the Phase III paving areas. During the summer of 2014, investigations were conducted by CMA, the City, and AEC to determine the causes of the pavement cracking. A repair methodology has been identified (included on draft Change Order #7). The work identified in Change Order #7 is scheduled to be implemented prior to placing the final wearing course during the fall of 2014.

The City of Dover is requesting an independent peer review to evaluate the proposed repair strategies. The primary goal of the peer review is to:

- Provide an opinion as to whether the proposed repairs are appropriate/adequate or whether additional measures should be considered prior to placement of the wearing course.
- Provide an opinion as to whether the drainage controls (surface and subsurface) are appropriate/adequate or whether additional measures should be taken to reduce further pavement failure.

Underwood Engineers has developed the scope in three tiers as identified below. The City may elect to proceed with the each task in the order they are presented depending on the level of review they prefer. Tasks may be added in the future and may be modified in writing, if appropriate.

### **Scope of Work**

#### **Task 1 – Peer Review**

- Complete one-day of visual observations of the failures in the field. Utilizing the information provided by the City and CMA, Underwood Engineers will visit the failure areas to observe the cracking.
- Review design drawings and specifications.
- Review the shop drawings for the road section (pavement and gravels), fabrics, and underdrain materials.
- Review field reports, test reports, and record documentation related to the as constructed conditions.



- Provide an opinion regarding the construction and the proposed remedial repairs. This will include comments and recommendations that focus on the following:
  - Drainage installation, roadway and groundwater conditions.
  - Pavement remediation measures proposed in Change Order #7.
  - Pavement overlay.
- Meet with the design engineer (CMA) and the City to review the proposed remedial plan and UE's findings and recommendations.
- Provide a technical memorandum summarizing the findings and recommendations. The recommendations may include the need to proceed with additional tasks.

#### Task 2 – Specialty Services

- Underwood will retain the services of a pavement specialist to evaluate the above information.
- If Task 2 is authorized with Task 1, the report from the specialty services will be included in the technical memorandum.

#### Task 3 – Field Investigations

- Complete two days of field observation of pavement and drainage system. The observations will include the following:
  - With the assistance of a Dover DPW staff member, observe water levels in drainage structures and adjacent ditches. Dover shall provide access to flushing structures and drainage manholes.
  - Review pavement sections utilizing a string and/or a 10' straight edge to record areas where pavement cross slopes deviate from the design intent.
- Complete additional borings of pavement and gravels by coring in at least four (4) locations to a depth of 48". Apparent groundwater levels will be observed and recorded, if possible. Samples from each layer will be taken for laboratory analysis.
- Submit samples to the lab for the following (lab costs are not included):
  - Pavement extractions and density testing.
  - Gradation analysis for both gravel layers and subgrade.
- If Task 3 is authorized, a supplemental technical memorandum will be provided.

#### Work Not Included

- Specialty technical services such as a pavement specialist unless Task 2 is authorized.



- Field or laboratory testing of soils or pavement. We will base our review on available data unless Task 3 is authorized.
- Design, construction or survey services.
- Traffic control for Task 3, if authorized.

### **Information to be Provided**

- Contract documents (plans and specifications) – provided by the City.
- Field testing – provided by CMA
  - Borings, probes and test pit data prior to and following construction.
  - Gradation analysis for materials used.
  - Pavement testing.
  - In place compaction testing.
- Shop Drawings –provided by CMA.
  - Pavement mix design.
  - Gravels (gravel and crushed gravel).
  - Underdrain materials.
- Record documentation relating to construction including:
  - Relevant field reports regarding pavement installation, gravels, drainage, and fabric.
  - Location and type of geotextile fabric.
  - Summary of all identified pavement failure areas and a description of each – tabular data has been provided.
  - As constructed survey information or baseline data, if any.

### **Fee**

Underwood Engineers will complete the above scope in accordance with the following fees:

Task 1 – Peer Review	\$6,900
Task 2 – Specialty Services	\$2,000
Task 3 – Field Investigations	\$7,500

### **Notes:**

1. Traffic control shall be provided by the City if Task 2 is authorized.
2. Lab costs are not included in Task 3 and will be billed separately or paid by the City.
3. The City may elect to complete all tasks Task 1 only, or Task 1 and 2.



Page 5  
Mr. Douglas Steele  
September 24, 2014

**Schedule**

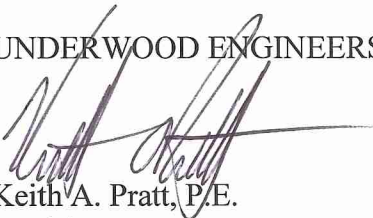
Underwood will complete the above scope of work in accordance with the following schedule:

- Task 1 – 2 weeks from authorization
- Task 2 – 2-4 weeks from authorization (depending on availability)
- Task 3 – 6 weeks from authorization

Please call if you have any questions.

Very truly yours,

UNDERWOOD ENGINEERS, INC.



Keith A. Pratt, P.E.  
President





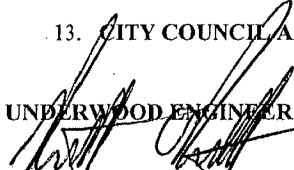
CITY OF DOVER

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

CHANGE ORDER

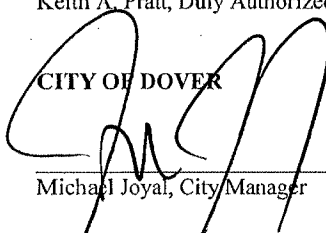
1. CHANGE ORDER #1
2. VENDOR: UNDERWOOD ENGINEERS, INC., 25 Vaughan Mall, Portsmouth, NH 03801
3. DATE: October 7, 2014
4. ORIGINAL AGREEMENT DATE: October 7, 2014
5. HISTORY OF CHANGE ORDERS: First
6. NAME OF PROJECT: Tolend Road Technical Peer Review and Specialty Services
7. JUSTIFICATION: Changes in the scope with additional charges
8. SCOPE REVISION: Testing/Lab summary
9. ORIGINAL CONTRACT PRICE: \$16,400.00
10. AMOUNT OF INCREASE/DECREASE: \$6,000.00
11. NEW CONTRACT PRICE: \$22,400.00
12. CHANGE TO CONTRACT TERM: Short
13. CITY COUNCIL APPROVAL OVER \$25,000: None

UNDERWOOD ENGINEERING, INC.

  
Keith A. Pratt, Duly Authorized

10/14/14  
Date

CITY OF DOVER

  
Michael Joyal, City Manager

10/23/14  
Date

**Proposed Pavement/Soil Test Summary**

Tolend Road Peer Review  
 Dover, New Hampshire  
 September 30, 2014

<i>Proposed Test/Work</i>	<i>Number of Samples</i>	<i>unit cost</i>	<i>Extended Total</i>	<i>Subcontractant</i>	<i>Notes</i>
6" Pavement Core (9 locations)	LS	\$1,000	\$1,000	SW Cole	UE marked out 9 locations (B1-B9) and coring by SW Cole scheduled for 10/3/14. Cores to given to UE in individual bags with ID on core and on bag.
Core extraction, Recovery and PG grading	2	\$1,300	\$2,600	Advanced Asphalt Technologies (AAT)	Two cores to be tested. Select cores based on the 'worst possible' and 'best possible' cores to bound the results
Asphalt Aggregate Gradation	2	\$120	\$240	AAT	Same two cores to be tested as above.
Density	2	\$165	\$330	AAT	Same two cores as above. Core samples for density must be extracted, handled, and shipped carefully so they do not deform (ie do not use screwdrivers to remove cores from road)
Shipping	3	\$100	\$300	AAT	UE to package and ship 3 cores to AAT (2 for testing, 1 additional 'worst possible' as backup). ID core with tape and marker on core, place cores in individual ziplock bags and write ID on bag too, wrap each core bag in bubble wrap, tape all around bubble wrap, set taped bubble wrapped cores in box with additional packing.
Crushed Gravel Grainsize Distribution	3	\$100	\$300	SW Cole (Town Test Pit)	Need 1/2 full, 5-gallon bucket for each sample. Deliver to SW Cole
Crushed Gravel Modified Proctor and Moisture	1	\$139	\$139	SW Cole (Town Test Pit)	Need full 5-gallon bucket for each sample + 1 gallon ziplock bag of soil
Bank Run Gravel Grainsize Distribution	3	\$100	\$300	SW Cole (Town Test Pit)	Need 1/2 full, 5-gallon bucket for each sample.
Bank Run Gravel Modified Proctor and Moisture	1	\$139	\$139	SW Cole (Town Test Pit)	Need full 5-gallon bucket for each sample + 1 gallon ziplock bag of soil
Native Material Grainsize Distribution	3	\$100	\$300	SW Cole (Town Test Pit)	Need 1/2 full, 5-gallon bucket for each sample.
<i>Contingency</i>			\$352		
<b>TOTAL ESTIMATED COST</b>			<b>\$6,000</b>		



CITY OF DOVER

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CHANGE ORDER

1. CHANGE ORDER #2
2. VENDOR: UNDERWOOD ENGINEERS, INC., 25 Vaughan Mall, Portsmouth, NH 03801
3. DATE: October 22, 2014
4. ORIGINAL AGREEMENT DATE: October 7, 2014
5. HISTORY OF CHANGE ORDERS: First Change Order dated October 7, 2014
6. NAME OF PROJECT: Tolend Road Technical Peer Review and Specialty Services
7. JUSTIFICATION: Changes in the scope with additional charges
8. SCOPE REVISION: Charges to tabulate and review data for borings performed by SW Cole
9. ORIGINAL CONTRACT PRICE: \$16,400.00; with CO#1 \$22,400.00
10. AMOUNT OF INCREASE/DECREASE: \$1,100.00
11. NEW CONTRACT PRICE: \$23,500.00
12. CHANGE TO CONTRACT TERM: Short
13. CITY COUNCIL APPROVAL OVER \$25,000: None

UNDERWOOD ENGINEERING, INC.

Keith A. Pratt, Duly Authorized

10/24/14

Date

CITY OF DOVER

Michael Joyal, City Manager

10/22/14

Date



CITY OF DOVER

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

### CHANGE ORDER

1. **CHANGE ORDER #3**
2. **VENDOR: UNDERWOOD ENGINEERS, INC., 25 Vaughan Mall, Portsmouth, NH 03801**
3. **DATE: January 26, 2015**
4. **ORIGINAL AGREEMENT DATE: October 7, 2014**
5. **HISTORY OF CHANGE ORDERS: CO #1 dated October 7, 2014; CO #2 dated October 22, 2014**
6. **NAME OF PROJECT: Tolend Road Technical Peer Review and Specialty Services**
7. **JUSTIFICATION: Changes in the scope with additional charges**
8. **SCOPE REVISION: Additional \$6,000.00 to Task 1 Peer Review and additional \$1,100.00 Specialty Services Task 2**
9. **ORIGINAL CONTRACT PRICE: \$16,400.00; with CO #1 \$22,400.00; with CO #2 \$23,500.00**
10. **AMOUNT OF INCREASE/DECREASE: \$7,600.00**
11. **NEW CONTRACT PRICE: \$31,100.00**
12. **CHANGE TO CONTRACT TERM: Short**
13. **CITY COUNCIL APPROVAL OVER \$25,000: Council Approval dated February 10, 2015**

**UNDERWOOD ENGINEERING, INC.**

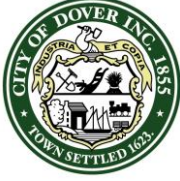
\_\_\_\_\_  
Keith A. Pratt, Duly Authorized

\_\_\_\_\_  
Date

**CITY OF DOVER**

\_\_\_\_\_  
J. Michael Joyal, Jr., City Manager

\_\_\_\_\_  
Date



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2015.02.11 – 017**  
Resolution Re: Collective Bargaining Agreement  
Dover Police Association (DPA)

WHEREAS: The City of Dover and representatives of the Dover Police Association (DPA), have been involved in negotiations for a collective bargaining agreement to supersede the Agreement which expired on June 30, 2014; and

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

The Council accepts the tentative agreement and the City Manager is hereby directed to execute a three (3) year Collective Bargaining Agreement between the City of Dover and the Dover Police Association (DPA).

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Karen Weston  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

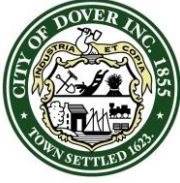
Resolution Number: **R - 2015.02.11 – 017**  
Resolution Re: Collective Bargaining Agreement  
Dover Police Association (DPA)

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

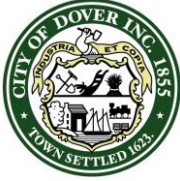
Resolution Number: **R - 2015.02.11 – 017**  
 Resolution Re: Collective Bargaining Agreement  
 Dover Police Association (DPA)

**RESOLUTION BACKGROUND MATERIAL:**

The City participated in negotiations with the Dover Police Association (DPA). Discussions started on November 4<sup>th</sup>, 2013 bringing the contract to this point.

The summary of costs is as follows:

City of Dover													
Summary of Change - DPA (Police Officers, Parking Enforcement, Support Personnel) Tentative Agreement Cost Summary													
	Wage				Other	Total	Wage &					Change from FY15	
DPA	Amount	Dental	Medical	Retirement	Fringe	Fringe	Fringe					SQ	
FY2015												118,471	2.96%
Estimate	2,763,957	21,882	643,700	605,141	91,594	1,362,317	4,126,274						
										<b>Change from FY15</b>		<b>Change from FY16</b>	
FY2016										<b>Estimate</b>		<b>SQ</b>	
Estimate	2,822,414	21,882	639,494	607,489	88,649	1,357,514	4,179,928	53,654	1.30%		69,224	1.69%	
										<b>Change from FY16</b>		<b>Change from FY17</b>	
FY2017										<b>Estimate</b>		<b>SQ</b>	
Estimate	2,937,461	22,757	654,978	632,806	92,127	1,402,668	4,340,129	160,201	3.83%		161,982	3.88%	
Totals	8,523,832	66,521	1,938,172	1,845,436	272,370	4,122,499	12,646,331						



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2015.02.11 – 018**  
Resolution Re: **Advanced Refunding for City of Dover June 2006 and June 2007 General Obligation Bonds and Authorization to Issue Refunding Bonds**

WHEREAS: The City of Dover issued \$22,348,000 of General Obligation Bonds in June 2006 and issued \$20,646,000 of General Obligation Bonds in June 2007, both issues to finance public improvements; and

WHEREAS: The City, through financial advisors Public Financial Management, has estimated that an advanced refunding of the June 2006 and June 2007 bonds would result in significant budgetary savings for the City of Dover; and

WHEREAS: The City Council desires to authorize the issuance of refunding bonds for the purpose of refinancing certain outstanding bonds of the City in order to achieve debt service savings on account of previously issued bonds of the City; and

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

In accordance with the City Charter and the New Hampshire Municipal Finance Act (RSA Chapter 33) and any other enabling authority, hereby authorize the issuance and sale of general obligation refunding bonds of the City of Dover in a principal amount not to exceed of \$23,000,000 required for the purpose of paying the principal and interest of and any redemption premium on outstanding City of Dover June 2006 and June 2007 General Obligation Bonds in order to achieve debt service savings. The full faith and credit of the City is hereby pledged for the principal and interest on said refunding bonds. The refunding bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the refunding bonds.

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

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Karen Weston  
By request

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

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

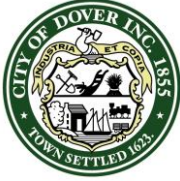
Resolution Number: **R – 2015.02.11 – 018**  
 Resolution Re: **Advanced Refunding for City of Dover June 2006 and June 2007 General Obligation Bonds and Authorization to Issue Refunding Bonds**

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2015.02.11 – 018**  
Resolution Re: **Advanced Refunding for City of Dover June 2006 and June 2007 General Obligation Bonds and Authorization to Issue Refunding Bonds**

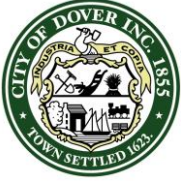
### RESOLUTION BACKGROUND MATERIAL:

In June 2006 the City of Dover issued \$22,348,000 in General Obligation Bonds to finance public capital improvements. In June 2007 the City of Dover issued \$20,646,000 in General Obligation Bonds to finance public capital improvements

Public Financial Management, the financial advisors that coordinate our bond sales, provided calculations for the refunding of the 2006 and 2007 bonds. By moving now to refund these bonds and therefore benefit from current low market rates, the General, Water and Sewer Funds can realize a total estimated savings of \$1.7 million over the next 12 years. The annual savings in debt service is estimated at approximately \$170,000 through the remaining life of the bonds.

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

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



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O -2015.02.11 – 006**  
 Ordinance Title: Boards, Commissions and Committees  
 Chapter: 5  
 Section: 23

The City of Dover Ordains:

### 1. PURPOSE

The purpose of this ordinance is to amend the title of Chapter 5, Section 23 to read the same as Chapter 5, Section 1(23) as well as to make a few minor changes to Chapter 5, Section 23(A).

### 2. AMENDMENT

Chapter 5, Section 23 entitled “Downtown Dover TIF Advisory Board” is hereby amended as follows:

#### 5-23. ~~Downtown Dover TIF~~ Tax Increment Finance Advisory Board.

A. MEMBERSHIP: The Downtown Dover Tax Increment Finance (“TIF”) Advisory Board shall consist of seven (7) voting members including: one (1) City Councilor; two (2) Citizen Representatives, who do not own or occupy real property within or adjacent to the Downtown Dover TIF ~~D~~istrict; and four (4) Citizen Representatives who are owners or occupants of real property within or adjacent to the Downtown Dover TIF ~~D~~istrict, one (1) of whom ~~shall~~ may be recommended by the Greater Dover Chamber of Commerce, and one (1) of whom ~~shall~~ may be recommended by Dover Main Street. The City Manager (or designee) shall be an ex-officio non-voting member. All members shall reside in Dover.

B. TERMS OF MEMBERS: The first three (3) Citizen Representatives appointed shall be appointed to terms of two (2) years. The next three (3) Citizen Representatives appointed shall be appointed to terms of three (3) years. Thereafter all mMembers 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 Downtown Dover TIF District.

C. AUTHORITY AND DUTIES: The duties and functions of the Downtown Dover TIF Advisory Board shall be in accordance with RSA 162-K:14 and as defined herein. All actions of the Downtown Dover 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 Downtown Dover TIF District.

(2) The Board shall advise the City Council and the District Administrator regarding the planning, construction and implementation of the Development Program and the operation and maintenance of the District after the Development Program is completed.

(3) The Board shall submit quarterly reports to the City Council.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

**Agenda Item#: 13.C.1.**

Ordinance Number: **O -2015.02.11 – 006**  
 Ordinance Title: Boards, Commissions and Committees  
 Chapter: 5  
 Section: 23

### 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  
 Councilor Robert Carrier  
 Councilor Catherine Cheney

Approved as to Legal Form:  
 and Compliance: Anthony Blenkinsop  
 City Attorney

Recorded by: Karen Lavertu  
 City Clerk

#### DOCUMENT HISTORY:

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

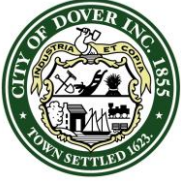
#### DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison, 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 amend the title to Chapter 5, Section 23 and to make some minor changes to the language in Chapter 5, Section 23.

Document Created by: Legal	O-2015.02.11 Chapter 5, Boards, Commissions and Committees
Document Posted on: January 29, 2015	Page 2 of 2



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O -2015.02.11 – 007**  
 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 Tax Increment Finance Advisory Board”.

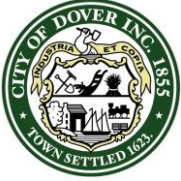
**2. AMENDMENT**

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.2.

Ordinance Number: **O -2015.02.11 – 007**  
 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 Tax Increment Finance Advisory Board.**
- 5-24. **Waterfront Tax Increment Finance Advisory Board.**

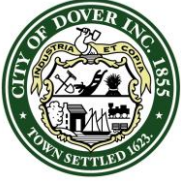
**[HISTORY: Adopted by the City Council of the City of Dover on 11-13-2013 by Ord. No. 2013.10.09-10 on 11-13-2013, derived from Article IV Ch. 3, Administrative Code, Generally Amended by the City Council of the City of Dover on 07-14-10 by Ord. No. 2010.06.23-10; Other amendments noted where applicable.]**

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

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

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

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



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

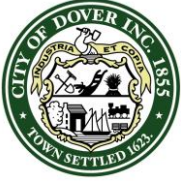
Agenda Item#: 13.C.2.

Ordinance Number: **O -2015.02.11 – 007**  
Ordinance Title: Boards, Commissions and Committees  
Chapter: 5  
Section: 24

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

### **5-24. Waterfront Tax Increment Finance Advisory Board.**

- A. MEMBERSHIP: The Waterfront Tax Increment Finance (“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 may be recommended by the Dover Chamber of Commerce, and one (1) of whom may be recommended by the Dover Business Industrial Development Authority.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O -2015.02.11 – 007**  
 Ordinance Title: Boards, Commissions and Committees  
 Chapter: 5  
 Section: 24

The City Manager (or designee) shall be an ex-officio non-voting member. All members shall reside in Dover.

B. TERMS OF MEMBERS: The first two (2) Citizen Representatives appointed shall be appointed to terms of two (2) years. The next two (2) Citizen Representatives appointed shall be appointed to terms of three (3) years. Thereafter all 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.

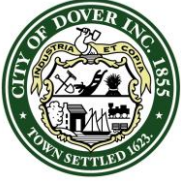
(2) The Board shall advise the City Council and the District Administrator regarding the planning, construction and implementation of the Development Program and the operation and maintenance of the District after the Development Program is completed.

(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



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O -2015.02.11 – 007**  
 Ordinance Title: Boards, Commissions and Committees  
 Chapter: 5  
 Section: 24

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Karen Weston  
Councilor Robert Carrier  
Councilor Catherine Cheney

Approved as to Legal Form:  
and Compliance: Anthony Blenkinsop  
City Attorney

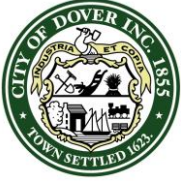
Recorded by: Karen Lavertu  
City Clerk

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison, 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.		



**CITY OF DOVER**

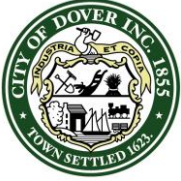
## CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O -2015.02.11 – 007**  
Ordinance Title: Boards, Commissions and Committees  
Chapter: 5  
Section: 24

### ORDINANCE BACKGROUND MATERIAL:

The Dover City Council wishes to define the Waterfront Tax Increment Finance (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.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.3.

Ordinance Number: **O -2015.02.11 – 008**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 47

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to amend Chapter 166, entitled “Vehicles and Traffic” by imposing a weight restriction for vehicles operating on a portion of Tolend Road.

**2. AMENDMENT**

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-47 Reserved. (formerly Weight Limit; Authority.) as follows:

**166-47. Weight Limits. Reserved. (formerly Weight Limit; Authority.** [Amended on 4-27-83 by Ord. No. 10-83; Repealed on 08-13-2008 by Ord. No. 2008.07.23-6}]

A. No vehicle with a gross vehicle weight rating of 26,000 pounds (26 K GVWR) or higher shall be permitted to travel on the roadway(s) listed below, except upon written permission from the Community Services Director in accordance with NH RSA 231:191, III and V.

**Street**

**Location**

Tolend Road

From the Barrington town line to Columbus Avenue

B. This section shall not apply to any heating system delivery vehicle, school bus, police, fire, ambulance or other public safety vehicle, or to any vehicle engaged in curbside waste collection or snow removal for the City of Dover.

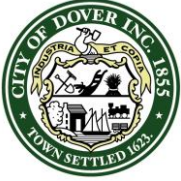
C. In providing written permission pursuant to 166-47.A above, the Community Services Director may impose reasonable conditions on use of the road and may establish reasonable requirements for bonding and restoration of the road.

D. Violations of 166-47 shall be punishable by the imposition of a one hundred fifty dollar (\$150.00) citation for the first offense. Repeat offenders may be punished by the imposition of citations up to two hundred fifty dollars (\$250.00) for each subsequent offense.

**3. TAKES EFFECT**

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

**REQUIRES A PUBLIC HEARING**



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number: **O -2015.02.11 – 008**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 47

### AUTHORIZATION

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

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

Recorded by: Karen Lavertu  
City Clerk

### DOCUMENT HISTORY:

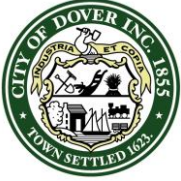
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

### DOCUMENT ACTIONS:

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

### ORDINANCE BACKGROUND MATERIAL:

A reconstruction project is currently underway on Tolend Road. During the 2014 construction season, concerns were raised about the condition and/or structural integrity of the roadway due to cracking of the base pavement. Crack sealing was performed in the fall of 2014, but final pavement overlays and other pending structural repairs are not expected to be completed until sometime in 2015. The City's engineering consultant for the project, Underwood Engineers, has recommended that the City work to reduce the impacts of loaded truck traffic in order to preserve the integrity of the road until construction is completed (see letter



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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Section: 47

attached). The intent of this ordinance is to reduce the volume of heavy trucks; 26,000 pounds is the lower end of the scale for commercial motor vehicles (see Towing and Recovery Association of America Vehicle Identification Guide attached) in order to prevent unreasonable damage to the road and/or extraordinary municipal maintenance expense.

This ordinance revision was endorsed by the Transportation Advisory Commission. Municipal roadway weight limits are specifically authorized by New Hampshire RSA chapter 231. The relevant sections are as follows:

**231:190 Statement of Purpose.** – The general court finds that important sectors of commerce of this state depend, in part, on the efficient vehicle transport of unprocessed natural resources, manufactured goods and other commercial products across class IV, V, and VI municipal roads. The condition of such roads may at times necessitate that certain limits, seasonal or otherwise, as authorized in RSA 41:11, be placed upon the weight of vehicles that can safely pass across such roads, so as to avoid causing damage which may result in hazards to public safety or excessive municipal expense. The general court urges municipalities to exercise this authority in ways that do not unreasonably infringe on the efficient movement of unprocessed natural resources, manufactured goods and other commercial products essential to a healthy state economy.

**231:191 Maximum Weight Limits.** –

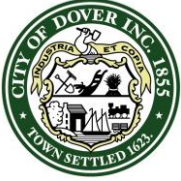
I. The governing body of a municipality may establish maximum weight limits, seasonal or otherwise, which are more restrictive than limits set forth in RSA 266:17-26, for any class IV, V, or VI highway or portion of such highway, when the highway agent determines that such highway requires postings to prevent unreasonable damage or extraordinary municipal maintenance expense. Such posting shall be in accordance with currently acceptable practices and technology.

II. Maximum weight limits shall be posted, in the same manner as bridges are posted pursuant to RSA 234:39 and 266:18-c, at all entrances to the restricted highway or portion of such highway from other public highways. Such signage shall be legible, posted in a conspicuous location, and be of weather resistant materials.

III. It shall be unlawful for any person to drive a vehicle in violation of such maximum weight limits without written permission provided in an expeditious manner from the selectmen or highway agent in a town, or the mayor and aldermen or street commissioner of a city. The names of the officials authorized to grant written permission shall be posted prominently in the town office or city hall. Officials authorized to grant written permission may impose reasonable conditions and may establish reasonable regulations for bonding and restoring the highway.

IV. A person who violates such maximum weight limits shall be required to restore such highways if the municipality has reason to believe that the highway damage or disturbance is attributable to vehicles or activities under such person's control or responsibility. Upon request, the municipality shall provide such person with the municipality's reasons, including any inspection reports.

V. No vehicle or commercial enterprise serviced by such vehicle shall be exempt from such maximum weight limits because of prior highway use or existing use of abutting land; provided, however, that any owner of land or a commercial enterprise served by such highway, who demonstrates that such limits would entail



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number: **O -2015.02.11 – 008**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 47

practical difficulty or unnecessary hardship, and who complies with all conditions and regulations concerning bonding and restoration, shall be granted an exemption unless the exemption would be detrimental to public safety. For the purposes of this paragraph, "unnecessary hardship" shall include any weight restriction which results in significant interference with a commercial enterprise or land use which existed prior to the posting of the weight restriction.

VI. Any person who violates any provision of this section or the rules or regulations made under authority under this section shall be guilty of a violation if a natural person, or guilty of a misdemeanor if any other person; and in addition, shall be liable for the cost of restoration of the highway to a condition satisfactory to the person empowered to give such written permission.

VII. The governing body of a municipality which establishes maximum weight limits more restrictive than the limits set forth in RSA 266:17-26, for any class IV, V, or VI highway or portion of such highway, seasonal or otherwise, which restricts a commercial or industrial company operated or located in that municipality, shall hold a hearing if requested by the impacted business. The hearing shall be held within 15 working days of receipt of a certified letter by the local governing body from the impacted business requesting a hearing, otherwise enforcement of the maximum weight limits established by that municipality shall be suspended for the remainder of the year or until such hearing is held.



1876.00

October 31, 2014

Mr. Anthony Blenkinsop, Attorney  
General Legal Counsel  
City of Dover  
288 Central Ave.  
Dover, NH 03820

Re. *Truck Traffic*  
*Tolend Road Peer Review*  
Dover, New Hampshire

Dear Mr. Steele:

Traffic counts for the Tolend Road area are maintained by the City and are reported as follows:

<u>Street</u>	<u>Date</u>	<u>ADT</u>
Tolend (Upper Factory to Watson)	2002	2,186
Tolend (Watson to French Cross)	2011	4,352
French Cross	2011	3,287

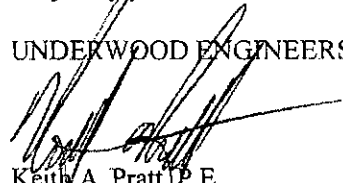
The counts are for total traffic volume and include trucks. The percentage of trucks is not known, but the volume of truck traffic is significant, especially between Green Hill Road and Columbus Ave. Most are believed to be loaded gravel trucks and garbage trucks.

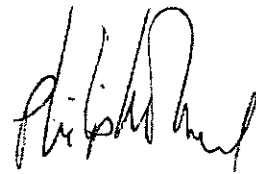
Given that only crack sealing will be completed this year and final overlays and other pending structural repairs will not be completed until 2015, we recommend the City work with the truck companies to temporarily reduce the volume of loaded trucks on Tolend Road. Reduction in loaded truck traffic will reduce impacts to the pavement, especially during the spring.

Please contact us if you have any questions.

Very truly yours,

UNDERWOOD ENGINEERS, INC.

  
Keith A. Pratt, P.E.  
President

  
Philip D. MacDonald, PE  
Sr. Project Manager

# TRAA VEHICLE IDENTIFICATION GUIDE®

## CLASS 1 • LIGHT-DUTY • (6,000 lbs. or less GVW - 4 tires)\*



## CLASS 2 • LIGHT-DUTY • (6,001 - 10,000 lbs. GVW - 4 tires)\*



Classes 1 and 2 include passenger vehicles, light trucks, minivans, full size pickups, sport utility vehicles and full size vans.

## CLASS 3 • MEDIUM-DUTY • (10,001 - 14,000 lbs. GVW - 6 tires or more)\*



## CLASS 4 • MEDIUM-DUTY • (14,001 - 16,000 lbs. GVW - 6 tires or more)\*



## CLASS 5 • MEDIUM-DUTY • (16,001 - 19,500 lbs. GVW - 6 tires or more)\*



## CLASS 6 • MEDIUM-DUTY • (19,501 - 26,000 lbs. GVW - 6 tires or more)\*



Classes 3 through 6 include a wide range of mid-size vehicles, delivery trucks, utility vehicles, motorhomes, parcel trucks, ambulances, small dump trucks, landscape trucks, flatbed and stake trucks, refrigerated and box trucks, small and medium school and transit busses.

## CLASS 7 • HEAVY-DUTY • (26,001 - 33,000 lbs. GVW - 6 tires or more)\*



## CLASS 8 • HEAVY-DUTY • (33,001 lbs. and over GVW - 10 tires or more)\*



Classes 7 and 8 include a wide range of heavy vehicles, large delivery trucks, motor coaches, refuse trucks, cement mixers, all tractor trailer combinations including double trailers.

## Information Needed To Correctly Dispatch Towing and Recovery Units:

- Year, Make and Model of Vehicle to be Towed or Recovered
- DOT Classification (Class 1 – 8 based on GVW)
- Location of Vehicle
- Type of Tow (impound, accident, recovery motorist assist, etc.)
- Additional Vehicle Information
  - 2 wheel drive, 4-wheel drive, all wheel drive
  - damage to vehicle, tire condition
  - vehicle loaded or empty
  - cargo contents
  - does the vehicle have a trailer
  - are the keys with the vehicle

**Note:** Any vehicle may carry hazardous materials. Advise if placarded.

**\* Note:** The Gross Vehicle Weight Rating (GVWR) of the vehicle to be towed or recovered can be found on the identification label on the vehicle's driver's side doorframe. The number of pounds listed on the label can then be compared with the DOT Classification Vehicle Type Chart for the correct DOT class.