



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 25, 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 5, SECTION 23 – DOWNTOWN DOVER TAX INCREMENT FINANCE ADVISORY BOARD**
SPONSORED BY MAYOR WESTON, DEPUTY MAYOR CARRIER AND COUNCILOR CHENEY
 - B. CHAPTER 5, SECTION 24 – WATERFRONT TAX INCREMENT FINANCE ADVISORY BOARD**
SPONSORED BY MAYOR WESTON, DEPUTY MAYOR CARRIER AND COUNCILOR CHENEY
 - C. CHAPTER 166, SECTION 47 – TOLEND ROAD WEIGHT LIMIT**
SPONSORED BY MAYOR WESTON BY REQUEST
 - D. 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, WITH A COUNCIL VOTE TO OCCUR ON MARCH 11, 2015)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. CITIZEN'S FORUM**

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
- 9. CITY MANAGER'S REPORT**
- 10. APPROVAL OF MINUTES**
 - A. February 11, 2015 – Workshop Session**
 - B. February 11, 2015 – Regular Meeting**
- 11. MAYOR'S REPORT**



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12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. **CHAPTER 5, SECTION 23 – DOWNTOWN DOVER TAX INCREMENT FINANCE ADVISORY BOARD**
SPONSORED BY MAYOR WESTON, DEPUTY MAYOR CARRIER AND COUNCILOR CHENEY
2. **CHAPTER 5, SECTION 24 – WATERFRONT TAX INCREMENT FINANCE ADVISORY BOARD**
SPONSORED BY MAYOR WESTON, DEPUTY MAYOR CARRIER AND COUNCILOR CHENEY
3. **CHAPTER 166, SECTION 47 – TOLEND ROAD WEIGHT LIMIT**
SPONSORED BY MAYOR WESTON BY REQUEST

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. **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)**
SPONSORED BY MAYOR KAREN WESTON BY REQUEST
2. **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)**
SPONSORED BY MAYOR KAREN 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



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13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE – Greater Dover Chamber of Commerce**
2. **BLOCK PARTY – 7th Settlement Brewery**
3. **BLOCK PARTY – SIX03 Endurance**
4. **ROAD RACE – SIX03 Endurance**
5. **ROAD RACE: Dover Main Street**
6. **ROAD RACE: Moms on the Run**

7. **RESOLUTION: B08043 SEBAGO TECHNICS ADDITIONAL SCOPE OF TRAFFIC SIGNAL PROGRAM**
SPONSORED BY MAYOR WESTON BY REQUEST

8. **RESOLUTION: B12073 COCHECO PUMP STATION GENERATOR AND VAULT REPLACEMENT**
SPONSORED BY MAYOR WESTON BY REQUEST

9. **WENTWORTH-DOUGLASS HOSPITAL ELECTROCARDIOGRAM MONITORING AND DEFIBRILLATION EQUIPMENT**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

1. **2014-2015 PROCEDURAL RULES CHANGE – COUNCIL MEETINGS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL, WITH A VOTE OCCURRING ON MARCH 11, 2015)**
SPONSORED BY COUNCILOR GARRISON

C. ORDINANCES IN 1ST READING

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



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14. **COUNCIL CORRESPONDENCE**
15. **COUNCIL MATTERS OF INTEREST**
16. **ADJOURNMENT**



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.4.
Public Hearing Only**

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



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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.		



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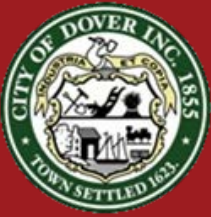
RESOLUTION BACKGROUND MATERIAL:

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 Manager's Report

City of Dover, New Hampshire

February 25, 2015

Reporting on January 2015



J. Michael Joyal, Jr.
City Manager



INSIDE THIS REPORT

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

Monthly statistics are gathered and tracked by the City Manager. You will find charts and graphs throughout the City Manager's Report, depicting some of these statistics. Statistics in their entirety can be found on the City Manager's page of the City website.

City of Dover Leadership Team



Gary Bannon
Recreation Director



Daniel Barufaldi
DBIDA Director



Cathleen Beaudoin
Library Director



Anthony Blenkinsop
City Attorney



Anthony Colarusso
Police Chief



Annie Dove
Information
Technology Director



Richard Driscoll
Fire & Rescue Chief



Daniel Lynch
Finance Director



Lena Nichols
Public Welfare
Director



Christopher Parker
Assistant City Manager -
Planning Director



Douglas Steele
Deputy City Manager -
Community Services Director



Alison Webb
Human Resources
Director



Michael Joyal
City Manager

Utilities

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

	Records Billed	Meter Rent	Total Water Service Billed	Total Sewer Service Billed	Other Service Billed
Monthly Industrial Usage	738	\$2,317	\$162,691	\$245,892	\$1,744
4th Quarter Residential Usage	7,841	\$33,362	\$606,666	\$771,081	\$5,116
** Other Service: Backflow Inspections, Hydrants, Firelines & Service Charges					

Crews responded to 5 no water service requests. All were found to be frozen pipes on the resident's side of the service.

Due to the Tolend Road reconstruction, crews have been installing risers on each of the hydrants located in that area.

Crews continue to monitor for water leaks throughout the city's infrastructure. One potential leak was excavated on Lilac Lane where water had surfaced. After excavating and inspecting the sixteen inch main, no leak was discovered.

One Working Foreman, one Maintenance Mechanic and one Truck Driver responded to a water leak on the fire line located within the Wentworth Home on Central Avenue. Due to the emergent situation, crews assisted the home and installed a temporary two inch fire line until a contractor could be hired to permanently repair the line.

Crews also responded to a curb box repair on Birch Drive, as well as to a hydrant hit by a vehicle on Central Avenue and Silver Street, and a water service issue on Baker Street.

After responding to sewer backups at a private pump station on Crosby Road in the previous month, crews successfully removed a root ball from the Knox Marsh Road sewer line. This line has been added to the root treatment program going forward.

Crews responded to two sewer backups; one on Falcon Drive and one on McKenna Street. Both were determined to be on the resident's side of the service.

One Heavy Equipment Operator and one Truck Driver utilized the sewer jet truck to clean sewer lines on Cedarbrook Drive.

Water meter crews attended to 17 final readings, 45 stopped meters and installed 17 new meters and turned on/off 9 water services. Crews also completed monthly/quarterly water meter readings.

Crews assisted with the 8 snow plowing events, 4 snow removals and 5 ice events this month.

Water Rate: \$4.69
Sewer Rate: \$7.24

The Utility Division Maintains:

3 Water Treatment Facilities

158 Miles of Water Mains

One 3,000,000 Gallon Water Storage Tank

One 713,000 Gallon Water Storage Tank

123 Miles of Sewer Pipe

23 Wastewater Pumping Stations

One Wastewater Treatment Facility

850,000,000 Gallons of Wastewater per Year

8 Wells:

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



City Streets, Grounds, Facilities & Parks

Garrison Hill Park is very busy with sledding and snowboarding taking off with the recent snows. Hundreds of people visit the hill weekly and enjoy those winter sports close to home.

The Facilities, Grounds and Cemetery employees handled 5 service calls and 151 work orders in the month of January. Employees attended 2 full burials and 1 ash burials in Pine Hill Cemetery during this month.

Pine Hill Cemetery conducts interments year round. This task is more involved in the winter months as frost in the ground and snow accumulations have significant impact on the time and equipment required to open a grave. So far this year, employees have encountered approximately twelve inches of frost, generally requiring the use of a grave heater to thaw the area to be dug or a jack hammer to break through it, or both. Employees also have to clear snow from the roads, as well as the area where the grave is located, locate the edges of the grave (usually there are only a couple of inches between vaults in a plot). Once the edges are located, a template is placed over the grave to use as a guide during excavation. If needed, the grave heater is used and when the area is thawed, excavation is conducted. After services, the top is placed on the vault and the grave is filled back in with sand and loam on the top for grass if possible. Most winter burials need attention in the spring to address settling, then re-loaming and seeding for growth of grass. It is not unusual for a winter burial to involve fourteen to eighteen man-hours to complete, with another two hours of labor in the spring.

Christmas decorations were taken down and put into storage. There are still some items to attend to, such as the removal of the Christmas tree from Rotary Park. Thanks go to the Fire Department who, as always, graciously assists in the installation and removal of the garland at City Hall.

Five traffic signal lenses were replaced by employees and the wiring going from the meter pedestal to the traffic signal control box was replaced at Oak and Broadway by the Electric Light Company. Mice had built a home for the winter and damaged the wiring in the conduit. Sixteen work orders regarding traffic signal issues were generated based on complaints received.

The décor lights in Henry Law Park were inoperative for a week while a short was located and repaired by Facilities & Grounds employees. Employees responded to three locations where motorists reported problems with light timing or sensitivity. Snow was a factor in these situations. Frequently, snow is piled up against the pedestrian push buttons, causing the pedestrian crossing cycle to occur every time the signal goes through a cycle.

Three signs posts were installed, with 5 new signs installed for parking guidance. One sign was replaced and 8 signs were damaged during snow storms. Posts damaged during storms are not likely to be replaced until spring.

The Facilities & Grounds Division continued the day-to-day maintenance and cleanup of municipal buildings, as well as handling daily requests for service at the Library, McConnell Center, City Hall and the Police Department. Custodial duties were performed at the Public Works Facility, Train Station and City Hall, in addition to filling in at the Library and McConnell Center as needed. The doors at City Hall were opened for the public on a daily basis. Employees also conducted the required monthly fire extinguisher and elevator inspections.

Dover Maintains

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

Three complaints regarding trees or obstructive vegetation were dealt with and thirty-two work orders dealing with miscellaneous requests or complaints were completed around the various municipal buildings. Light fixtures or bulbs were replaced in two offices at City Hall. Three new keys were issued, and two lock cores were replaced. Crews handled delivering supplies or picking up items to be moved from one place to another. Seven Dig Safe requests were responded to and the marking of utilities as necessary.

Facilities & Grounds employees assisted with snow removal operations and sand salt operations as needed and seasonal employees devoted many hours to keeping doorways and sidewalks around municipal buildings cleared.

Administrative staff at Facilities & Grounds did not receive any service calls requesting pothole repairs. Although Crews found and repaired 97 potholes in various areas throughout the city.

Several employees and equipment worked on Fieldstone Drive by cutting and removing trees damaged in a previous month's storm. Street crews also laid 700 bales of hay for containment at the Dredge Cell.

Ice was cut and removed from Gladiola Lane. Crews also sanded the area to assure road safety. They also paved the entrance to Dover Housing Authority, off of Tolend Road, applying 5.02 tons of asphalt.

Crews filled the resident salt/sand pile twice during the month for a total of 49 yards of salt/sand mixture delivered.

The City received 1,464.17 tons of salt. Various crew members piles the salt as well as mixes salt into sand for an approximate 1:3 ratio.

Community Services crews (Streets, Stormwater, Utilities, Facilities & Grounds, Fleet and Wastewater Treatment) attended to 8 snow plowing events, 5 ice events, and 4 snow removal/pick-ups with snow accumulations of approximately 51.25 inches. Crews worked 2,681.7 overtime hours, 2,020.5 regular hours, and applied 7,000 gallons of salt brine, 1,089.5 tons of salt and 1,981.5 yards of salt/sand mixture tending to the weather events. Community Services Administrative staff received 58 service calls during these snow/ice events.



Above, crews prepare equipment for Blizzard Juno.

Cemeteries:

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

Parks & Playgrounds

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

Emergency Management



January has provided a month of bad weather for City of Dover. The Emergency Manager has managed two major weather systems that have impacted Dover and its residents. During the week of January 7, 2015 a cold system came through that brought temperatures that were dangerous to the homeless and vulnerable populations. The Emergency Manager, in conjunction with Recreation Director Gary Bannon, opened up a warming shelter for multiple days. This gave residents an area to seek shelter and a safe haven during the hours of operation. Police and Fire pre-planned to have the Recreation Department bus available for any initial shelter needed in an emergency situation, with each agency having access to the bus and respond to the scene with it.

The last week of January from the 26th until the 30th, winter storm Juno hit our community. This storm brought 30" of snow and high winds which gave a forecast of blizzard conditions. Officially, the National Weather Service defines a blizzard as a storm which contains large amounts of snow or blowing snow, with winds in excess of 35 mph and visibilities of less than 1/4 mile for an extended period of at least 3 hours. One of the City's greatest success stories from this storm was the Emergency Manager coordinating a plan between Community Services, the Dispatch Center and the Fire & Rescue Department. During the height of the storm, the ambulance and fire apparatus were having increased difficulty getting to addresses due to the sheer amount of snow. Dispatchers would call Community Services plow operators on the initial dispatch of emergency calls so that the closest plow would respond to open up the road and make the address accessible. This was demonstrated best on one emergency medical call. During the height of the storm an engine company and ambulance were sent to 44 Sullivan Drive. The house sits at the end of a cul-de-sac and the windrow was about 4 feet high and many feet deep. Dispatch had already notified Community Services of the call and dispatched a plow to the area. Before Engine 8 got on scene, the plow operator had made a few passes on the road, and per request of the ambulance crew, had even made a pass down the driveway. Without this combined effort from the Dispatch Center and Community Services, Fire and Ambulance Crews would have been severely delayed with patient contact and transport. This team work really provided the highest level of services to the citizens.

Command Staff attended the regional sheltering meeting working on County wide plans to address all citizens.

Command Staff attended the Seabrook Station quarterly meeting. This a planning session for the upcoming training cycle for all Seabrook station communities.

The Fire & Rescue consistently shares their resources to assist other city departments that have a need that their current department cannot handle. Working closely with Facilities & Grounds personnel, Fire personnel assisted with the removal of the Holiday lighting at City Hall. Truck 1 and an Engine Company, in conjunction with the Community lighting committee and Facilities personnel, made a team effort to get the garland, lighting and extension cords removed and stored for future use. This is another example of the Fire personnel teaming up with other departments of the City to get the job done.

The Command staff recently attended the State Region III EMS meeting to gather information for medical care in the warm zone on active shooter incidents. This meeting also addressed the changes to the recertification process to the National Registry of Emergency Medical Technicians.

The Fire & Rescue is looking to improve the City Sheltering plan. Department personnel are putting a plan together and collecting resources to meet the needs of the Community in the event of a disaster.

Communications Bureau:

Communications Bureau statistics for January are:

Radio Transmissions	10,728
Phone Calls	7,449
Police Alarms	88
Lobby traffic	324
911 calls	393

K-9 Unit:

The Police Department has one K-9 handler, Officer Tim Keefe, who works with his K-9 partner, Grinko. During the month of December the K-9 Unit conducted a total of 20 hours of training.

Collision Investigation Team:

Members of the Collision Investigation Team were not called out during the month of January.

Special Investigations Bureau (SIB):

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

SIB detectives also located and arrested a sex offender who had not properly registered his whereabouts.

SIB detectives are investigating two robberies that occurred during November 2014, one at a local pizza shop and one at a local convenience store. Another convenience store robbery from October 2014 is also under investigation.

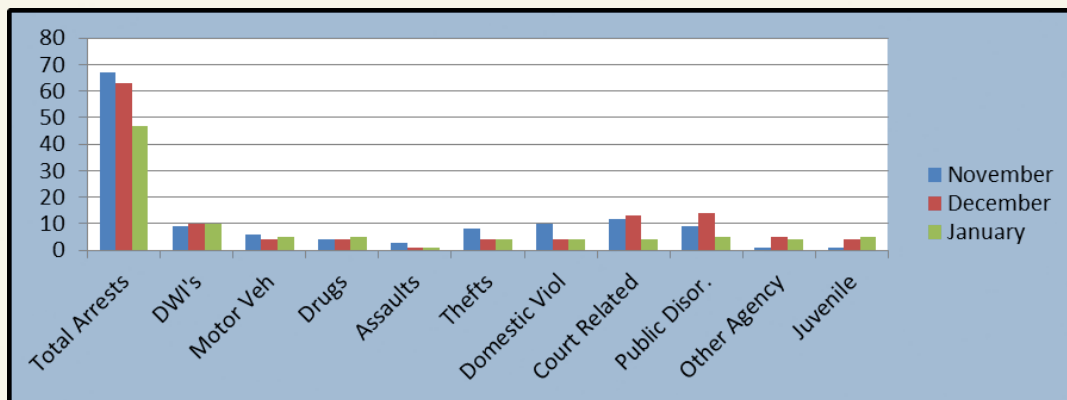
During January 2015, SIB detectives investigated a report of a man exposing himself in a business parking lot. As a result of the investigation, detectives arrested a Rochester man on a felony level charge of Indecent Exposure.

SIB detectives and the Dover High School Resource Officer are investigating an incident where a message was left at DHS making reference to a bomb. This case remains under investigation.

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

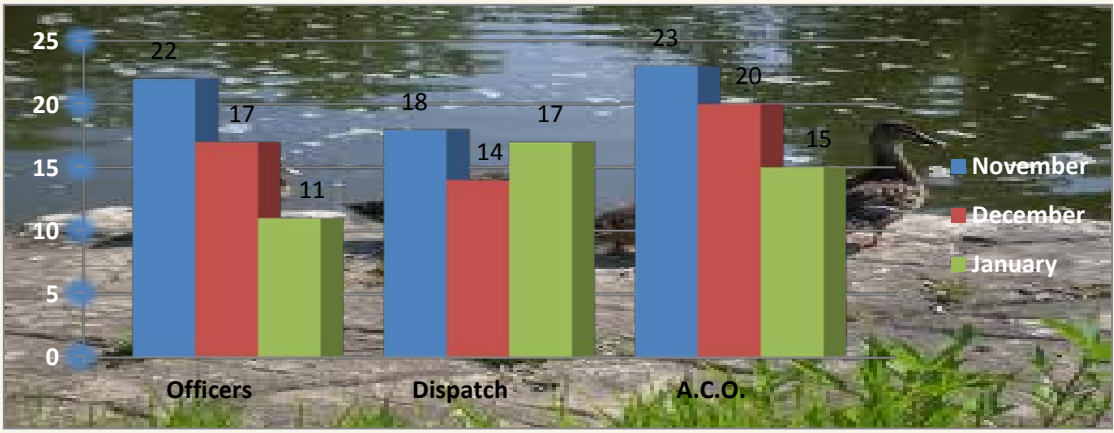
SIB personnel also investigated two unattended deaths that occurred in Dover, one of which is believed to be a drug overdose.

Patrol



During the month, the Dover Police Department responded to **3,010** incidents throughout the city. Police officers made a total of **1,247** car stops and issued a warning or a summons. The above chart depicts the types of charges in general areas of enforcement where arrests were made. Theft covers all types of thefts and burglaries. Court related covers Electronic Bench Warrants issued by the Court, and Violations of Court orders. Public Disorder arrests include Criminal Mischief, Resisting Arrest, Disorderly Conduct, Criminal Trespass and Unlawful possession of Alcohol.

Animal Control:



Breakdown of calls for Officers:

- 3 Loose dogs
- 1 Found dog
- 1 Barking dog
- 1 Deceased cat
- 5 Welfare checks (Fox / Duck / Goose / Dogs)

Breakdown of calls for Dispatch

- 1 Loose chicken
- 5 Loose dogs
- 8 Lost cats or dogs
- 2 Found Animals
- 1 Cat stuck in a fence

Breakdown of calls for Animal Control Officer

- 1 Deceased cat
- 2 Loose dogs
- 4 Barking dogs
- 1 Welfare check on a duck

Animal Control Officer (ACO) Ladisheff helped to catch an injured Canada Goose (see photo below) with a fractured wing. The goose was taken to The Center for Wildlife in York, Maine where unfortunately it had to be euthanized due to its injury.



Injured Canada Goose

ACO Ladisheff also responded to a call for an injured cat. It turns out that the cat was not injured but was elderly and lost. He was reunited with his owner with the help of his collar and microchip.

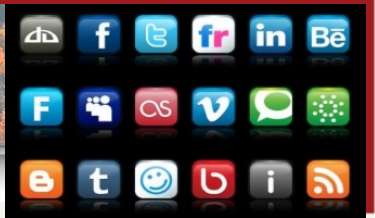


Lucas the cat

Downtown Liaison Unit

- 14 - Pedestrian crosswalk warnings
- 25 - Public assistance calls
- 09 - MV pedestrian right of way warnings
- 04 - MV one way warning
- 11 - Parking assistance incidents
- 04 - Warning bike on sidewalk
- 02 - Skateboard warnings
- 02 - Warning Criminal Trespass
- 01 - Assist arrest
- 01 - Directed patrols (panhandling)
- 01 - Resisting Arrest
- 01 - Criminal Trespass
- 01 - Motor vehicle accident





The Department of Planning and Community Development continued to update its blog, face book page and twitter feed to communicate with the public. This department has 274 Facebook (City of Dover NH Planning) friends and 661 followers on Twitter @DoverNHPlanning).

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail, with 915 fans.

The Department of Planning and Community Development mailed out 29 New Homeowner letters. These letters introduce new property owners to their zoning district and include other basic planning information, including links to the Dover Download.

Planning and Community Development Staff contributed an article to the Economic Action in Dover newspaper for an upcoming issue. The topic of the article was the recently completed Land Use Chapter of the Master Plan.

On January 12th, the Assistant City Manager attended the Chamber of Commerce's Government Affairs Committee. The focus of the meeting was a quarterly development update. Special attention was paid to the Tax Increment Financing District downtown and the proposed waterfront district. Additional tropics included the Stonewall development.

On January 20, the Assistant City Manager attended the Parking Commission meeting and spoke to the proposed parking regulation changes that the Planning Board is reviewing.

On January 23rd, the Assistant City Manager attended the Chamber of Commerce's Annual Award dinner.

Planning and Community Development staff met with residents and property owners to discuss development or redevelopment of over 21 properties in the City.

On January 22, 2015, Officer Feliciano joined other Dover Housing Authority staff at Central Towers and Waldron towers to speak with the residents. Officer Feliciano gave a presentation (right) on the current crime issues amongst seniors and fielded questions related to issues that residents might have in their building security. On January 29, 2015, Officer Feliciano and Dover Housing Authority staff made a similar presentation at St. John's Apartments.



The Fire & Rescue has worked hard to support the Dover School System with The Career Technical Center class for Firefighter 1 and EMT class which is provided at the North End station (left). The EMT class is learning about neurological injuries. The Firefighter 1 Class has been working on salvage cover and rope tying drills at the North End Station. These classes are taught by off duty firefighters each day.

The library has 5,460 social media followers: 1,561 on Facebook, 585 on Twitter, 154 on Instagram, 962 on Pinterest, and 2,198 subscribers to the library's two e-newsletters. The library website received 144,097 hits during January. The Library posted 76 items on Facebook, 16 on Instagram, 34 on Twitter, and added 52 pins on Pinterest. Staff wrote 8 Blog posts, and sent four press releases to media outlets during January.

The public library borrowed 130 items from the school libraries and sent 74. The public library's System and Technology Librarian Peggy Thrasher aided the school librarians with Koha library system issues on 12 occasions during January.

The following is an article that was in the Fosters Daily Democrat on January 11, 2015:

Senior and wired: Older residents embracing Internet, social media

By Judi Currie

While your grandmother may not be on Facebook yet, she's probably chatting online and downloading e-books.

Seniors are going online in larger numbers every year. Connecting with friends and family, shopping, and finding health information are key motivators.

According to the Pew Research Center, the number of seniors (defined as age 65 and over) using the Internet passed the 50 percent mark in 2012. In its most recent survey, last April, that number was nearly 60 percent.

While seniors are traditionally slow to adopt new technology, there is little doubt they are now embracing tablets, e-readers and smartphones and venturing into the world of social media.

Unlike younger age groups, however, a significant majority of older adults feel they need help learning to use new digital devices.

Pew reports that just 18 percent of seniors would feel comfortable learning to use a new technology device such as a smartphone or tablet on their own.

Fortunately, help is out there.

Jack Dudley is a volunteer at the Dover Senior Center, and he has been teaching computer classes since 1995. Over the years, he has had to adapt his teaching style.

"Computers really haven't changed that much, but the software has changed quite a bit. What was a simple program is no longer a simple program, so now my job is to simplify it so the seniors can get on, get their work done and get off.

In most cases, according to Dudley, seniors are interested in basic tasks such as trying to type a letter.

"You have to keep it simple, and don't talk about all the different fonts and colors and such or they will get frustrated and confused," Dudley said.

In the basic computer class, he teaches typing skills, how to use a word processor, how to get to the Internet and how to get into email.

"Sometimes, I have to teach them what's on their computer," Dudley said. "A lot of people don't even know what's on there."

Classes are held on the third floor of the McConnell Center in the Dover Adult Learning Center computer lab. The class size is usually about 12 students. Dudley said once he determines the interest and skill level of each new group, he decides how to focus the class.

"Most know how to email nowadays," he said. "They need to learn how to get online, where to go and what to look for. They also need to know how to find their files. If they have letters and they save them they don't know where to look for them."

Dudley said that once people get over "the fear factor," a lot will drop out of his class and go home and play on their own computers.

"Seniors are sometimes afraid of computers. They think something nasty is going to happen," Dudley said. "I try to get them into the exploratory mode. Once they get into that, it's no longer scary and they don't need me anymore."

Classes are free to members of the Senior Center, where membership costs \$15 a year. Dudley said he volunteers his time as payback for all the Senior Center provides.

If students want more than the basics, Dudley recommends the Dover Adult Learning Center's computer classes next door, which charge tuition and offer a variety of skill levels.

GO-TO GUY

Folks who can't make it to a class may be lucky enough to have a go-to guy like Skip Biron nearby.

Biron, 84, lives at Dover's independent senior living community Maple Suites. Most days he can be found at his desk in the activity room. After serving in the U.S. Navy, Biron went to work at AT&T and retired as an engineer despite never attending college. He has been on his own since he was 12 and has had to fix many things during the ensuing 72 years.

"If it ever worked once, I'll make it work again." Biron said. "And I have done that in this building. I've fixed CD changers, TVs, jewelry, watches."

The learning goes both ways. Biron said his children taught him how to use Facetime, an iPhone application for video calling. He and his son now talk face-to-face over the phone, and Biron is teaching other Maple Suites residents how to do the same.

Biron is always willing to give a helping hand, and his assistance runs the gamut from repairing hardware to helping his neighbors negotiate the internet.

For example, he helped one resident go online to research the paintings she owned that she wanted to donate. The two used the Internet to find out who made the paintings and locate a museum to which they could be donated.

Residents at Maple Suites share a communal computer located in the activity room. Biron set up desktop shortcuts to the local weather and games, making it easy for residents to use.

He also offers tips for seniors who want to use a smartphone.

"Turn the phone sideways, and the touch screen keys will be bigger." Biron advises. "I am also teaching friends to use voice recognition."

The voice recognition feature, available on most smartphones, allows the user, with the push of a button, to just say the name they want to call and have the phone dial it for them.

One thing few Biron is infrequently called to help with are questions about Twitter, Instagram or Facebook. According to Pew, only 27 percent of seniors use social networking sites and applications.

Barbara Panteledes, 73, of Somersworth said she is not interested in sharing personal information using the technology.

"I have a laptop, but I don't use Facebook," she said. "I don't like it for the simple reason that everybody knows everything. Everybody gets to see what you have to say. I only use email and instant message."

After her husband passed away, Panteledes was urged to get a computer to stay connected to family and friends. She was skeptical at first but now chats online via instant messaging.

"My nieces and nephews talked me into it, and they showed me how to get started with it," Panteledes said. "Now I usually talk to my sister and my nieces and nephews on a regular basis."

One reason seniors may be tepid toward social media is because they haven't yet embraced the smartphones often used to access Facebook, Twitter, etc.

The Pew report states that only 18 percent of seniors own a smartphone versus the 27 percent who own a tablet, e-book reader, or both.

Dover Public Library Library Director Cathy Beaudoin said senior visitors occasionally ask for help creating an email account, searching the Internet or joining Facebook, but the majority want to learn how to download e-books.

Reference Librarian Denise LaFrance said she finds there is often a daughter or son who has provided the senior with a device that can do the things they want to do, but the senior doesn't know how to use the it.

"It always amazes me, people are so happy that you are willing to take the time to show them how to do this," LaFrance said. "Somebody even baked cookies for me once."

LaFrance and coworker Carrie Tremblay provide a service called "Book-A-Librarian."

They offer free lessons that are supposed to be 30 minutes but often wind up lasting an hour. And the pupils sometimes return for follow-up lessons. Tremblay said most people want to learn how to download to their Kindle, Nook or iPad.

"Sometimes they just need information to be shown how to search, put books on hold, and check books out," Tremblay said. "Sometimes they don't even know how to use their e-reader. One person was shocked when I turned their iPad on and said 'How did you do that?' "

The Dover Public Library has Kindles that can be checked out, and the online reading choices are extensive.

While the library has a good selection of large-print books, LaFrance points out that with an e-reader you can easily increase the text size of any reading material and read at night without keeping anyone awake. You don't have to be a senior to appreciate those features.

The entire Pew Research study can be found at <http://www.pewinternet.org/2014/04/03/older-adults-and-technology-use/>.

Pictured to the right, Reference Librarians Denise LaFrance and Carrie Tremblay provide one-on-one tech support through the Book-a-Librarian program at Dover Public Library. (Judi Currie/Democrat photo)



The Friends of the Library were pleased to welcome New Hampshire folk artist and multi-instrumentalist Sarah Jane Nelson for a concert at the Dover Public Library on Tuesday, Jan. 20, 2015.

The Dover Community Senior Center has extended an open invitation to travel with them to the Boston Museum of Science. The cost of the trip is \$61 per person and includes the bus trip and driver tip, as well as admission to the museum and an IMAX movie. Lunch is on your own at the Museum Cafeteria, which allows more time to explore the museum. Enjoy Boston without worrying about the drive!

Fire Department personnel attended the open house at Convenient MD Urgent Care located at 14 Webb Place. This is one more health care facility that Dover Fire personnel will interact with to provide a high level of care.

One of the largest storms Dover has seen in many years hit during the month of January. Some of the messages that Fire & Rescue has been trying to get out to residents and internal employees is:

- Please shovel 3 feet around your hydrants - it saves time for firefighters in an emergency.
- Please shovel out all entrances to your home so that you can have a secondary egress in an emergency. This may save your life in the event of a fire.
- Please ensure all vents are shoveled out to your fuel burning equipment (furnaces, hot water heaters and the like). Malfunctioning equipment can leave you without heat or put carbon monoxide into your residence that could compromise your safety!
- Carbon monoxide detectors save lives.



Police Facility & Parking Garage

During the month of January, Public Service of New Hampshire completed the relocation of underground utility lines. All underground utilities have been moved, improving the overall utility infrastructure in the downtown area. Phase II of construction continues.

During the month, crews installed the final excavation support piles and began the bulk excavation for the building foundations. In the below photo, the inside of the construction site can be seen with the sheet piles holding back the earth around the site.



City Programs

Gym

All basketball programs, including Kindershots, Lil' Shots, and the Midget program for 3rd and 4th graders, continued on Saturdays at the Garrison Elementary School Gymnasium and the Woodman Park School Gymnasium. The girl's high school basketball teams volunteer their time with these programs. Fifth and Sixth graders continued their games on Saturdays at the McConnell Center and continued practices during the week at all the elementary schools. The girls high school team hosted a "Rec Night" for all the K-6 grade girls' basketball players on Friday, January 9th. The Rec will host a boys "rec night" on February 6th. The 7th & 8th grade basketball teams resumed games. Recreation's six High School boys' teams continued their schedules playing Saturday and Sunday afternoons at the McConnell Center. The 18+ Men's Basketball league continued games on Sunday mornings and Thursday evenings at the McConnell Center. The 35+ League plays Monday nights at McConnell, and the 50+ league plays Wednesday nights at McConnell. Badminton continues to be popular on Friday nights. New sessions of Muscle Power, Interval Toning, Yoga, and Zumba® all began in January. Sessions run every 6 weeks for each program. Spring Sports sign-up flyers were made and were distributed via email by the schools. Spring Sports sign-ups will be held on February 4th from 6-8pm and Saturday, February 7th from 9am – 12pm in the McConnell Center Cafeteria. The League Presidents Meeting was held with the youth sports organizations on Thursday, January 29th.

Pool

Through the month of January, the Indoor Pool has seen its fair share of High School swimmers. Between Dover High, Oyster River, Berwick Academy, St. Thomas and Spaulding High School swim teams, there are as many as 250 extra swimmers per day. Winter swim lessons have been very popular, with 96% of classes being filled to capacity. There are more children interested than there is space for so 3 new classes were added. Seacoast Swimming continues its normal training schedule using about 20 hours of pool time every week. Hydrofitness continues to be popular and normally see about 15-20 attendants if the weather is favorable. Recreational Swim will resume in mid-February after the State High School Swim Meet on February 14th. Adult Lap swimming remains the most popular time period with around 75-100 members visiting the pool every day. The Dover Indoor Pool has also hosted two high school swim meets during the month of January, and although it was very crowded both in the facility and in the parking lot, they were a great success for the teams involved. Great Bay Masters continue to use the pool facility bringing in about 100 swimmers per week. New Year's Resolution rates were a huge success with over 90 people taking advantage of memberships, 20% being new members.

Ice Arena

January is one of the busiest months at the Dover Arena with all of the high school games in full swing as well as the youth hockey teams. These games fill the arena with many visitors, friends and families. The arena programs are also in full swing with adult recreational hockey games and the winter Learn to Skate programs running. Hockey pick-ups and stick practices have been steady but limited due to limited available ice time. As the high school hockey season winds down in late February, there will be more opportunity for adult and youth pick-ups. Adult and youth stick practice: 337 participants

Senior Center

The Dover Community Senior Center was closed from December 24-January 1 for the holidays and reopened January 2, 2015. Despite a snowy start to the year, the Senior Center has been very busy! In addition to ongoing activities, the Senior Center members continue to use all fitness areas at Dover Recreation. Senior exercise and yoga classes are held Monday through Thursday mornings. Pickleball continues to be a great draw for new members. Pickleball combines elements of tennis and ping pong on a badminton sized court, using a wiffle ball. Pickleball is held Friday mornings at 9am. In January, 55 people enjoyed learning and playing this new lifetime sport! 38 seniors participated in lunch this month at the Senior Center. The Senior Center Travel Office released many new trips for the first half of 2015, including Ottawa Canada, a day to the JFK Library in Boston and a trip to the Regal Players for a Little Bit of Ireland. The Senior Center is looking forward to some new activities in the new year such as a computer class that includes tablet instruction, the Heritage New England travelling museum program and the first – by popular demand – cooking class!

Public Library

The library's new microfilm reader/printer was delivered on January 22. It will allow users to scan newspaper articles or photos from the film directly to an email address. Hard copy printouts are also still available.

A new early literacy story time, specifically designed for babies (birth to 24 months) called "Mother Goose on the Loose" , begun in January and is very popular with the youngest set.

An inventory of the library's collection of printed materials is making great progress with help from a crew of ten temporary volunteers from the Friends of the Library.

Library programs during January included story times, craft sessions, movie showings, and Lego days. The library also hosted a folk concert by Sarah Jane Nelson and an author visit and book signing by K.D. Mason. January attendance at 31 total library programs was 833.

The Dover Court Diversion Committee

The Diversion Committee met on Thursday January 29, 2015. There were a total of 4 active or pending Diversion cases. Below is the breakdown:

3 cases already in active Diversion Contracts

1 successful completion and release

0 new cases heard

3 new case(s) awaiting review for the next meeting

Community Service Program

The Community Service program tracked three active participants during the month of January 2015. A total of 3.5 hours of community service work was completed. None of the participants finished his/her assigned hours.



Dover Youth to Youth:

In January, Youth to Youth participated in teaching parents in the Police Department's PACT Parent Training Program. On each of 3 nights in January, the students gave a short presentation about Youth to Youth to the parents and then participated in Freeze Action Theater. In this training, parents rotate through a series of 4 scenarios, with each scenario representing a different type of conversation you might have with your child about drugs or alcohol. As the Youth to Youth students create a mock situation playing the roles of kids and "parents", a moderator paused the action and challenged those in the audience to consider how they might best respond to the situation.



Youth to Youth members also delivered training on Medicine Safety to five kindergarten classrooms at Woodman Park School on January 29, 2015. The kindergarteners learned the dangers of taking someone else's medicine and what to do if they should find medicine through the Samantha Skunk Presentation. The lesson is taught by Youth to Youth students in brightly colored costumes.

Dover Coalition for Youth:

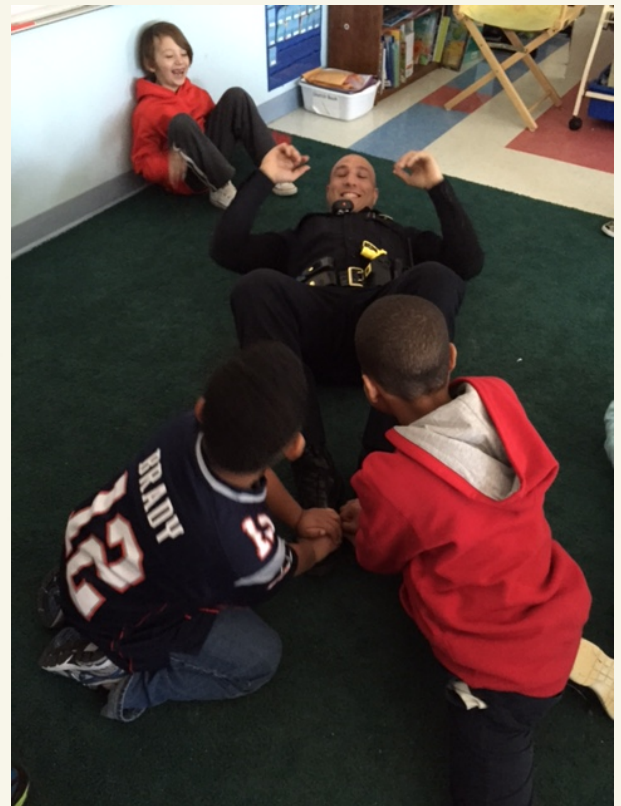
Dover Coalition for Youth Coordinator Vicki Hebert presented to the Dover School Board on January 12, 2015 highlighting some results of the 2014 student behavior survey and asked for approval to implement the NH Youth Risk Behavior Survey in 2015. The implementation of the survey was approved by the board and the survey will be done in March of 2015.

Dover Housing Authority:

During the month of January, Officer Feliciano taught DARE lessons 1-3 to the Dover Middle School Fifth graders. During those classes, Officer Feliciano taught lessons on responsibility, risk and consequences, and good decision making. Officer Feliciano also taught lessons pertaining to alcohol and tobacco.

On January 13, 2015, Officer Feliciano made one of a few visits to the Woodman Park School. Officer Feliciano had lunch with the students before joining some for recess. During recess, he participated in various physical activities with the students to include sit ups. On January 21, 2015, Officer Feliciano returned to the Woodman Park School and once again had lunch with the students. He also spoke with several of the teachers and aides at the school during his visit.

Below, Officer Feliciano is doing some sit-ups with the assistance of some Woodman Park Elementary Students.



Dover Teen Center

The Dover Teen Center calendar for January 2015 consisted of educational and social programming for its youth participants. For the month, the Teen Center hosted a total of 332 participants on 14 days of programming, which yielded an average of just under 24 participants per day.

Some program highlights for the month of January 2015 included, but were not limited to the following:

- TC Tournament – “Billiards 9-Ball” (1/8)
- TC Snack Special – “PASTA-FEST” (1/15)
- TC Special Event - “Teacher Workshop Day Fun Day” (1/16)
- TC Snack Special – “Pancake Mania” (1/21)
- TC Movie Afternoon – “The Giver” (1/22)
- TC Tournament – “Ping-Pong Challenge” (1/27)

The Dover Teen Center received two new registrations in January 2015.



Dover Teen Center participants playing pool while a UNH intern looks on. Just one of the many valuable interactions between our teens and these student mentors.



Capital Improvements Program

Fiscal Years 2015 through 2020

Major Projects – FY2015

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

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

Project Updates

GRIFFIN WELL REPLACEMENT

Current: Emery and Garrett Groundwater Inc. provided technical assistance in reviewing the proposed Stonewall Kitchen development plan which is proposed on the property next to the proposed replacement well. Numerous suggestions to improve the protection of the groundwater during construction and subsequent facility operations once construction is completed were proposed by EGGI and incorporated by the developer into the project plans.

Previous: Emery and Garrett Groundwater Inc. has completed and submitted the report summarizing the results of the short term pumping test to NHDES for review. The next phase of the project will be to install a production well and perform a 5 day pump test on the well. A preliminary report for the location of a new well will be prepared and submitted to NHDES upon completion of the test later this year.

Emery and Garrett Groundwater Inc. has identified a location at which to relocate the Griffin well. A final report of the results from a short duration pump test is being prepared for submission to NHDES for their review and comment prior to the development of a production well and long duration pump test needed for the approval of a new supply well. The NHDES has agreed to fund the remainder of the well siting effort with MTBE settlement funds they have recently received. MTBE has been a persistent contaminant in the Pudding Hill aquifer. This development will remove or significantly reduce future costs to the city for the relocation of the Griffin well.

COCHECHO RIVER DREDGING:

Current: More than 3,200. cubic yards of fill from the First St. project have been disposed of in the dredge cell. The clay soil from the Orchard St project is now being taken to the dredge cell and stockpiled for use as a cap to close the cell. The redevelopment of the former DPW site on River Street is expected to provide an additional 13,000 cubic yards of material needed to fill the cell prior to capping the dredge cell. The massive snowfall has slowed soil excavation progress at the Orchard St site.

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

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

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

Recognition

Planning and Community Development staff received word in late January that the NHDOT had approved a grant request for \$320,000 from the TAP fund. TAP is the Transportation Alternatives Program and is a federally funded program created by Congress to merge previous transportation funding programs into one pool. The TAP grant will be used to complete further work on the Community Trail. This work will take place in two segments, from Fisher Street south, and from Fourth Street to Beckwith Park, along the Cochecho River.

With the tremendous snow fall over the last month, I would like to extend my sincere gratitude to all employees, committee members and residents in dealing with schedule adjustments as well as increased duties. Juggling it all can be difficult but working together as everyone has is what makes Dover the great City that it is. It is appreciated.



ACKNOWLEDGEMENTS

The City of Dover is deeply saddened by the recent passing of Earle Goodwin. Earle's passion, commitment hard work for the betterment of the City of Dover continued over many, many years. Earle was an integral part in local and state government and will be sorely missed by many.

A \$50 donation was made to the library by Mrs. Elizabeth D'Arcy.

The Friends of the Library donated \$1600 for the renewal of five museum passes and \$250 for a story hour equipment cart. They also awarded a staff member \$1000 in tuition costs via their Tuition Reimbursement Program.

Professional Development

The Assistant City Manager participated in a web based training session on use and creation of infographics. Infographics are a tool to share data and information to the public through illustrations or designs.

The Assistant City Manager attended Environmental Day, as part of the Leadership New Hampshire curriculum, on January 22, and Supreme Court Day on January 12. The Environmental Day was held in Keene at Antioch University and focused on the challenges New Hampshire faces balancing the built environment with the natural one. Supreme Court Day was held in Concord and allowed participants to speak one on one with the NH Supreme Court Justices on a variety of issues.

The Assistant City Manager participated in skills building opportunities focused on trends in parking requirement management and in trends in the developments and evolution of cities. Both opportunities were designed to educate the participant as well provoke a review of existing regulations and understand the trends that are facing communities.

Sergeants Speidel and Nadeau, members of the agency's Technical Accident Reconstruction team, attended an 8 hour training course on January 15, 2015 on the topic of Railway Grade Crossing Collision Investigation, hosted by the University of New Hampshire Police Department and the NH Department of Homeland Security. Course topics included federal and state laws governing trains, operation and mechanics of locomotives, crossing signs and signals, hazardous material incidents, and data collection and preservation.

Sergeant Speidel also received refresher training on the topic of Child Passenger Safety on January 26, 2015.

On January 12, 2015, Detective Carlson attended a training class covering the topic of Crimes against Children.

On January 14, 2015, Sergeant Nadeau attended a one day training class entitled Leadership for Supervisory Law Enforcement. Also on January 14, 2015, Officers Harnish and Cooper attended a school related to Traffic Incident Management while Lieutenant Martinelli and Sergeant Tarmey attended training on First Responders Responsibilities during Biological Threats.

The Payroll and Benefits Administrator participated in an IRS Webinar on January 13 2015.

On Friday, January 9, 2015 the Finance Director attended the Government Finance Officers Association Annual GAAP Update.

The Treasurer, Finance Director, City Clerk/Tax Collector and Deputy Tax Collector participated in on-site training for EZ Remote Deposit functions.

A library staff member is beginning her second semester in Syracuse University's Master of Library Science Program.

Library staff attended the quarterly City IT meeting and the monthly Urban Public Library Consortium meeting.

The Fire & Rescue engine companies have been training with new Fire & Rescue employees at a house, recently donated to the department for training. The homeowner is allowing the Fire Department the ability to do non-destructive training that allows performing single company skills such as attack fire line deployment, search in a single family residence and laddering operations. This opportunity is only possible with generous residents donating this precious resource.

The Deputy Fire Chief is a National Traffic Incident Management Trainer. Effective traffic incident clearance is an important means of improving safety and reducing congestion delays. A national, multidisciplinary training curriculum is needed to help ensure a well-coordinated response to traffic incidents that achieves faster clearance and improved safety for both responders and motorists. All shifts at the Fire & Rescue have received this class. This was also provided for all City members with Dover Police sending some representatives.

Three of four shifts have received ventilator training by the Respiratory Therapy Department at Wentworth Douglass Hospital. The State of NH provided the Fire Department with two portable ventilators that are used in training and are being placed in service for treating cardiac arrest and congestive heart failure.

EMPLOYEE SPOTLIGHT



Brian Jacques has been working for Dover Fire & Rescue for 9 ½ years as a Firefighter/Paramedic. Brian became interested in working for the City after seeing his brother Chris working for Dover Fire and thought that since Chris was doing well and is happy; he was going to try it too! Brian can't really think of anything he doesn't like about his job. What he likes best about working as a Firefighter/Paramedic is that every day has something different going on and each day presents new challenges.

Brian has been married to his wife Jenn for 10 years and they have three boys, Wes who is 15, Colin who is 7 and Connor who is 4. They currently live in Rochester, NH and Brian has lived in Rochester for 13 years. Brian was born in South Berwick, ME and has three older brothers.

Earlier in life, Brian traveled around the United States to the Carolinas, Florida, Texas, Indiana and Missouri. He worked as a Physical Therapy Assistant for 7 years before deciding to come back home to beautiful New England. Currently, Brian also works as a Physical Therapy Assistant on a per diem basis for a couple of local agencies.

When Brian isn't working, he likes to attend his boys' various sporting activities. The boys play football, basketball and baseball. He likes spending time with his family, regular family and fire department family, and also likes spending time at the beach.

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

- The City Manager extended an invitation to the City Council to attend upcoming Facilitator Trainings and Facilitation Lab.
- A reminder was sent to the City Council advising if they wanted to attend the upcoming Chamber Awards Dinner to let the City Manager's Office know.
- The City Manager advised the Council of a three part series hosted by Dover Listens and also extended an invitation to consider attending the next event.
- The City Manager reviewed details of the new emergency generator failing during testing with the City Council and advised that a temporary back up was in place until the permanent generator is reinstalled.
- The first of several periodic notices on the recent blizzard was given to the City Council by the City Manager. Six storm updates followed giving the Council and general public information on facility closings, road conditions, weather updates, school closings and crew schedules.
- The City Manager provided page substitutions to the City Council to be placed in the CAFR document.
- The upcoming City Council meeting schedule was provided to the Council by the City Manager which specified dates and meeting subjects between February 2015 and July 2015.
- Following up on a question at a City Council meeting, the City Manager forwarded correspondence to the Council from the City's contracted project engineers, which outlines the general scope of work associated with phase I of the water facilities improvement plan.
- The City Manager advised the City Council that the court granted the City's motion for summary judgment and has ruled against the plaintiff's claims of retaliatory and malicious prosecution relative to human v. Anthony Colarusso.
- Along with the above updates to the City Council, the City Manager provided follow up and responses to individuals where the City Manager was included in the initial correspondence to Council members.

City Finance personnel met with School District Finance personnel to implement an improved process for collecting on outstanding bad checks.



Parking & Traffic

Parking Bureau

Parking Bureau staff spent several days at the end of January keeping up with the numerous snow storms that hit the city. Once Community Services has completed plowing the streets, Parking Bureau personnel can begin to cut lanes from the parking spaces to the sidewalk. The size of the snow banks this winter has made the process quite challenging.

At the January Parking Commission meeting, Planning Department staff reviewed the Planning Board recommendations for parking requirements within the central business district.

At their February meeting, the Parking Commission will review the locations which are currently metered. If any adjustments are needed, a recommendation will be forwarded to the City Council.

The "Get to It" and "DrivingDover.com" marketing program continued through January with 469 new visitors to the Drivingdover.com web page as well as various commercials being run on various radio stations throughout the Seacoast. In February a new contest the "Cupid Dice Roll" will be conducted to entice visitors to downtown merchants.

Traffic Bureau

Sergeant Speidel performed a total of 4 child passenger seat inspections during the month of January. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sergeant Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the Police Department provides this service free of charge.

On January 16, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. The date was selected by the New Hampshire Highway Safety Agency. Extra traffic patrols were performed during peak commuting hours under a contract from NHHSA which reimburses the agency's personnel costs. Targeted violations included moving violations – including speeding - tending toward aggressive driving behavior or distracted driving.



Progression & Growth

On January 17th, the Assistant City Manager met with property owners in the Sawyer Green development off Middle Road to understand the complete Thornwood Commons development plan, which the Planning Board approved.

The Assistant City Manager attended ribbon cuttings for Formax Paper Solutions on January 15th and ConvenientMD on January 29th. Formax was relocating from Venture Drive to a new expanded location at 1 Education Way, and ConvenientMD is occupying vacant space on Webb Place, and is new to Dover.

In January, Planning and Community Development staff continued to update the City website with 15 presentations and reports regarding updates to the waterfront development, the downtown pedestrian access study, regulation amendments and master plan work. There are now over 275 sources of information listed. This data can be found at <http://www.dover.nh.gov/government/city-operations/planning/planning-documents/index.html>

Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Commission in its pursuit of developing the City's River Street parcel. Work included working with the market analysis consultant and developing a RFP for a waterfront development consultant.

Planning and Community Development staff worked to successfully close on a conservation easement protecting 12.2 acres of land owned by Kathleen Harry of 151 County Farm Cross Road.

At its January 13th meeting, the Planning Board received reports from the Subcommittees on off street parking and signage. Workshops have been scheduled in February and March for the Planning Board to review and consider amendments.

- The Parking Subcommittee suggested changes to meet the following outcomes:
 - Uses are simplified from over 40 to 9.
 - Shared parking is a requirement.
 - Minimum parking requirements become maximum parking allowances.
 - Where residential and commercial are provided, only the residential parking is provided.
 - Parking spaces shall not be used for alternate uses (e.g. snow storage or outdoor display).
- The sign committee recommended changes to meet the following outcomes:
 - Basic housekeeping/editorial changes
 - Eliminate language allowing the Zoning Administrator to issue a sign permit concurrent with a site plan approval
 - Amend temporary sign regulations
 - Amend the mill motif criteria (downtown context sensitive signage).
 - Allow Electronic Message Board signs

Planning and Community Development staff met with a representative of the Jordan Institute, which focuses on promoting energy retrofitting and efficiency for businesses and commercial buildings. The Institute wishes to work with Dover's Energy Commission to discuss opportunities to work with Dover businesses on retrofitting energy infrastructure.

The City Planner continues to be a member of the State of New Hampshire Coastal Risks and Hazards Legislative Committee, which met January 23rd, to review climate issues relative to the Great Bay and Seacoast NH areas.

The Assistant City Manager continues to monitor progress of the High School renovation/rehabilitation project to advise the JBC/SAU on planning and traffic related issues to be aware of.

The Assistant City Manager worked on finalizing the Development Agreement between the City and H53 Mast Road, LLC. This agreement ties the development of a parcel on Mast Road in an industrial district to tax revenue required to pay back the cost of new public infrastructure. The first development to take place on the parcel will be an approximately 80,000 square foot manufacturing and warehouse facility for Stonewall Kitchen. The Developer will seek Planning Board permits for 275,000 square feet of space, over a phased growth plan.

Annually, in January the Assistant City Manager worked with Planning and Community Development staff to identify work plans for the coming year. Projects are identified and laid out with goals and outcomes. Projects are derived from the City Manager's goals, and observations by staff on areas of need in the Department.

The Assistant City Manager worked to recruit citizen volunteers to join the Downtown Dover Tax Increment Financing Advisory Board. This recruitment included meeting with interested residents and the chair of the Appointments Committee to discuss the characteristics needed for membership.

Planning and Community Development staff worked with the Purchasing Agent to discuss the Request for Proposals for developing the Third Street parking lot. The RFP was released in early January and has a due date of mid-March. The goal of the request is to obtain proposals to redevelop the lot with a mixture of uses which compliment other downtown buildings and uses.

In addition to the day to day activities in the Planning Department, staff facilitated the following applications before Boards and Commissions:

Transportation Advisory Commission

- Approved a striping plan for the area of Central Avenue in front of 202 Central Avenue
- Reviewed the Executive Summary of the Downtown Pedestrian and Vehicular Access Study
- Re-elected the Chair (Mayor Weston)

Energy Commission

- Elected a new Chair (Chris Keeley)
- Discussed:
 - Draft PPA/Community Solar RFP
 - Energy Commission Goal Setting: Reviewing 2008 Dover Climate & Energy Action Plan

Planning Board:

- Reelected the Chair (Dennis Ciotti) and Vice Chair (Kirt Schuman)
- Reviewed and update on a Conditional Use Permit for reduced parking per Chapter 170-44-I for STF Development, Assessor's Map K, Lots 37 & 38, zoned R-12, located at 35 Dover Point Road.
- Reviewed and update on a Site Plan Review for STF Development, Assessor's Map K, Lots 37 & 38, zoned R-12, located at Sheffield Drive & 35 Dover Point Rd. (Proposed 6,000 sq. ft. mixed use building with 10 residential units on second & third floor with 18 single family townhouse units with associated parking)
- Approved a Minor Lot Line Adjustment for STF Development, Assessor's Map K, Lots 37 & 38, zoned R-12, located at Sheffield Drive and 35 Dover Point Road.
- Approved a Conditional Use Permit for Greg Vallee, Assessor's Map 8, Lot 46B, zoned R- 20, located at 27 Wentworth Terrace. Proposal is to reconstruct 92 linear feet of a stone retaining wall in Conservation District adjacent to Piscataqua River.
- Approved a Minor Subdivision of land for Richard and Abigail Lundborn, Assessor's Map G, Lot 12, zoned R-12, located at 340 Washington Street. (1 new lot)
- Approved a Minor Subdivision of land for Jason Pohopek, (Owner: John Valyo), Assessor's Map A, Lot 28-20, zoned R-40, located at 20 Gladiola Lane & Sixth Street. (1 new unbuildable lot)
- Posted an amendment to the Zoning Ordinance (Chapter 170) for Alternative Treatment Center Ordinance
- Reviewed the recommendations of the Sign Ordinance Sub-committee Amendments
- Reviewed the recommendations of the Off-Street Parking Amendments
- Discussed other Land Use Amendments

Zoning Board

- Approved a dimensional Variance for John Pike (Property Owners: John E. Pike and Regina K. Pike), 2 Phillip Street (Tax Map A, Lot 16-B), zoned R-12, to permit the construction of a ten (10) ft. fence.
- Approved a dimensional and use Variance for the Dubois Family 2003 Revocable Trust, 80 Henry Law Avenue (Tax Map 22, Lot 3), located in the Urban Density Multi Residential (RM-U) District. The proposal is to construct ten (10) new residential units which will bring the total number of units on the property to twelve (12). The applicant required variances to permit (i) twelve (12) residential units on the property where a maximum of four (4) units are permitted, and (ii) to permit the lot to have a minimum front setback of 20 ft., in place of the required build to line of 21.6 ft., which is equal to the average front setback for all properties within the RM-U District within 500 ft. of the subject property.
- Continued reviewing revisions to the Zoning Board Rules of Procedures
- Reelection of the Chair (Sam Reid) and Vice Chair (Otis Perry)

Technical Review Committee:

- Reviewed:
 - Site Plan Review for Summit Land Development (Owner: H53 Mast Road, LLC), Assessor's Map H, Lot 53, located at Mast Road. (Proposed 268,998 sq. ft. Industrial Warehousing - Manufacturing Building w/183 parking spaces, roadway & infrastructure).
 - Open Space Subdivision of land for MCL Builders, LLC (Owner: Mace Family Revocable Trust), Assessor's Map I, Lot 6C, zoned R-12, located at 46 Back River Road. (6 lots)

Cochecho Waterfront Development Advisory Commission

- Did not meet

Conservation Commission

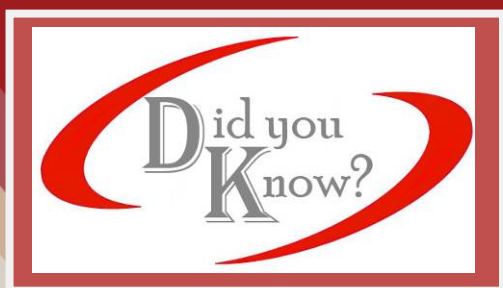
- Endorsed, with conditions, a City of Dover Conditional Use Permit for Summit Land Development (Owner: H53 Mast Road, LLC), Assessor's Map H, Lot 53, zoned I-4 & R-40, located on Mast Road. Proposal is for 268,998 sq. ft. manufacturing/warehouse building with 183 parking spaces. Groundwater Protection Ordinance requires CUP for proposed use in a Secondary Groundwater Protection Zone and for impervious coverage greater than 20%. Conservation District Ordinance requires CUP for impacts to 20% slopes.

The Community Trail Committee

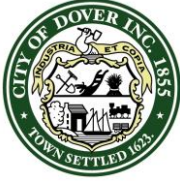
- Did not meet

Housing Standards Board

- Discussed:
 - 726 Central Avenue
 - 179 Locust Street
 - 36 Forest Street
 - 11 Morin Street
 - Chapter 119



Did you know that in the late 1930s, Garrison Hill in Dover was used as a ski hill? Many people learned how to ski on Garrison Hill. A ski jump facility was then built and opened for use around 1945.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, February 11, 2015**
Meeting Time: **6:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Garrison led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Gagnon.

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

5. CITIZEN'S FORUM

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

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

6. DISCUSSIONS

A. RESIDENT PARKING PROGRAM

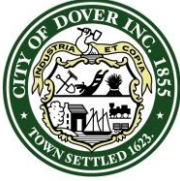
Parking Manager Simons gave an overview of the resident parking program to the Council. Parking Commission Chairperson Maglaras gave an overview of the Parking Commission's decisions regarding the changes to the resident parking program.

Assistant Manager Parker gave an overview of the updated map for the resident parking program.

7. ADJOURNMENT

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

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

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

Deputy Mayor Carrier moved to add the Joint Building Committee – Dover High School and Regional CTC Report and Dover Main Street Report. He referred to Items 12.A.1., 12.A.2., 12.A.3. and 12.A.4. and minor additions to those ordinances. He referred to Item 12.C.1. and the additional map for background information. He moved to add a letter of correspondence from the Department of Education as Item 14.A.

Councilor Cheney moved to add an Ordinance Committee Report.

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

Vote: 9/0.

7. PUBLIC HEARINGS

A. CHAPTER 166, SECTION 19 – WINTER PARKING BAN ON FIRST STREET SPONSORED BY MAYOR WESTON BY REQUEST

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

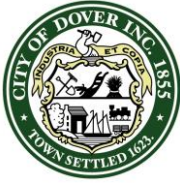
B. CHAPTER 166, SECTION 30 – WINTER PARKING CHRONIC OFFENDER SPONSORED BY MAYOR WESTON BY REQUEST

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

C. CHAPTER 166, SECTION 56 – NO PARKING ANYTIME – WOODMAN INSTITUTE SPONSORED BY MAYOR WESTON BY REQUEST

Thomas Hindle, 35 Atkinson Street, Curator for Woodman Institute: He gave an overview of the request for parking spaces for the Woodman Institute.

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



CITY OF DOVER

CITY COUNCIL – MINUTES

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

**D. CHAPTER 166, SECTION 57 – 572 – 574 CENTRAL AVENUE
SPONSORED BY MAYOR WESTON BY REQUEST**

Suzanne Forbes, 11 Hemlock Forest: She requested a 2-hour parking limit in this area.

Michael Russo, 33 Samuel Hanson Avenue: He spoke in favor of the 2-hour parking limit.

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

**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**

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

**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**

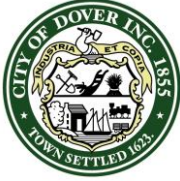
Mayor Weston, seeing no one wishing to speak, closed the Public Hearing.

**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**

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

**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**

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



CITY OF DOVER

CITY COUNCIL – MINUTES

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

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.

Jack Mettee, 56 Rutland Street: He spoke in favor of Item #12.C.1.

Donald Medbery, 3 Covered Bridge Lane: He spoke about the City Manager's wages and his work as City Manager.

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He spoke about the snow removal budget and conditions of the roads and sidewalks.

Deputy Mayor Carrier asked the City Manager to speak to comments regarding the large Fund Balance.

City Manager Joyal gave an overview of the need for the Fund Balance and how it helps the City.

Deputy Mayor Carrier asked about Faces of Dover and the historical markers.

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

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

Vote: 9/0.

10. APPROVAL OF MINUTES

A. January 28, 2015

Deputy Mayor Carrier moved to approve the minutes; seconded by Councilor McManus.

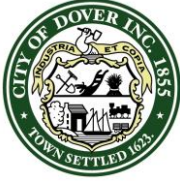
Vote: 9/0.

11. MAYOR'S REPORT

Mayor Weston said she went to the Super Bowl. She said she will ask Mr. Kraft to come to Dover with the trophy. She said she had a conference call with area mayors regarding refugees settling in the area and it was agreed that the City was not interested in it. She attended a ribbon cutting for Express MD. She went to the Naval Shipyard where the USS Norfolk is being decommissioned and will work with the City of Dover.

She referred to Councilor Cheney's sponsorship to Housing Amendment 203:8 and asked for clarification from Councilor Cheney.

Councilor Cheney gave an overview of the amendment to the Council. She said it was regarding Manchester and had nothing to do with Dover.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

Councilor McManus said this would affect every Housing Authority in the State, and not just Manchester. He said it doesn't make a distinction. He said there was no reason to support this. Councilor Hooper said she would not support this amendment. Councilor Garrison said he would not support this amendment. He said it would absolutely affect every Housing Authority in the State. Mayor Weston said she didn't see where it's just Manchester. Councilor Cheney said this is only for Manchester and it definitely needed to be fixed. Councilor McManus said there is nothing within the statute to limit it just to Manchester. Mayor Weston said her recommendation would be to not support the amendment. Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Garrison. Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 166, SECTION 19 – WINTER PARKING BAN ON FIRST STREET SPONSORED BY MAYOR WESTON BY REQUEST

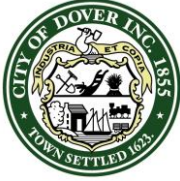
Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor. Mayor Weston gave an overview of the ordinance to the Council. Councilor Garrison asked about the need for it to be substituted as a whole. Councilor Cheney talked about the minor correction. Councilor Garrison moved to substitute as a whole; seconded by Councilor Thibodeaux. Vote: 9/0. Mayor Weston asked for a vote on the substituted ordinance. Roll Call Vote: 9/0.

2. CHAPTER 166, SECTION 30 – WINTER PARKING CHRONIC OFFENDER SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Garrison. Councilor Cheney moved to substitute as a whole; seconded by Councilor O'Connor. Vote: 9/0. Mayor Weston asked for a vote on the substituted ordinance. Roll Call Vote: 9/0.

3. CHAPTER 166, SECTION 56 – NO PARKING ANYTIME – WOODMAN INSTITUTE SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Thibodeaux. Councilor Cheney moved to substitute as a whole; seconded by Councilor Garrison. The Council discussed that Summer Street was more sufficient. Mayor Weston said the Transportation Advisory Commission supported this change.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

Councilor McManus moved to table the ordinance to amend it to Summer Street and the need for a second public hearing; seconded by Councilor Garrison.

Motion withdrawn.

City Manager Joyal recommended that it with voted down and another ordinance will be created.

Roll Call Vote: 0/9

4. CHAPTER 166, SECTION 57 – 572 – 574 CENTRAL AVENUE SPONSORED BY MAYOR WESTON BY REQUEST

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

Councilor Cheney moved to substitute as a whole; seconded by Councilor O'Connor.

Vote: 9/0.

Mayor Weston asked for a vote on the substituted ordinance.

Roll Call Vote: 9/0.

B. ORDINANCES IN THE 3RD 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

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

General Legal Counsel Blenkinsop explained why this ordinance was on the agenda and the need to either vote in down or withdraw the ordinance altogether.

Mayor Weston referred to the two separate ordinances on the agenda, and explained that they should vote this ordinance down.

Roll Call Vote: 0/9.

C. RESOLUTIONS

1. ESTABLISHING THE WATERFRONT TAX INCREMENT FINANCE DISTRICT SPONSORED BY MAYOR WESTON BY REQUEST

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

Councilor Cheney said she wouldn't support this unless it had Dover Business Industrial Development Authority (DBICA) management.

Mayor Weston said DBIDA has a legal opinion that they cannot manage this project.

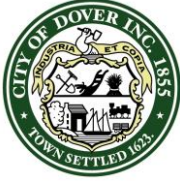
She said if it was 100% commercial they could manage it, but it is mixed use.

Councilor Cheney said she disagrees with that legal opinion. She said she didn't want the Dover Housing Authority in control of this TIF district.

Mayor Weston said DBIDA voted on not to be involved.

Councilor O'Connor said he wanted to see the legal opinion that was given to DBIDA.

He also was concerned that the Dover Housing Authority would be in control.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

City Manager Joyal said ultimately the waterfront decisions will be brought to the City Council. He said he will get the legal opinion that was given to DBIDA to the Council. He also recommended that the Council have a workshop session regarding this issue. Councilor McManus said he supported the resolution, but questioned why the district was so large.

Assistant Manager Parker gave an overview of the TIF district size.

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

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

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

Parking Manager Simons gave an overview of the resolution to the Council.

Mayor Weston said she couldn't support this resolution.

Councilor Garrison moved to change the rate to \$35.00 per month; seconded by Councilor Hooper.

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

Mayor Weston asked for a vote on the amended resolution.

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

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

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

Councilor Cheney moved to have this be referred to a second reading; seconded by Councilor O'Connor.

Vote: 9/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. ROAD RACE – First Parish Church

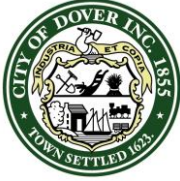
2. ROAD TOLL – American Cancer Society Relay for Life

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 11, 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**
15. **Dover Main Street**

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

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

Deputy Mayor Carrier pulled the Appointments Committee Report, the Joint Building Committee – Dover High School and Regional CTC Report, and the Dover Main Street Report.

Councilor O'Connor pulled the Ordinance Committee Report.

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

Roll Call Vote: 8/0. Councilor Cheney was absent from Council Chambers.

Deputy Mayor Carrier gave an overview of the Appointments Committee Report and recommended the following appointments:

Janet Perry - Greater Dover Chamber of Commerce's recommendation – 3 years

Jeff Spires -- Dover Main Street's recommendation – 3 years

Leo Alie – In TIF district member – 3 years

Jeff Roemer – In TIF district member – 2 years

Peg Purcell – Out of district member – 2 years

Dennis Shanahan – Out of district member – 2 years

Mayor Weston asked if they could vote on these appointments.

General Legal Counsel Blenkinsop said they could but they needed to address the staggering of terms.

City Manager Joyal said staggering of terms is addressed under Chapter 5.

Councilor O'Connor moved to accept the Appointments Committee Report; seconded by Councilor Gagnon.

Vote: 8/0. Councilor Cheney was absent from Council Chambers.

Deputy Mayor Carrier listed the current vacancies on boards and commissions.

Councilor Cheney gave an overview of the Ordinance Committee Report to the Council.

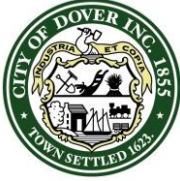
Deputy Mayor Carrier moved to accept the Ordinance Committee Report; seconded by Councilor McManus.

Vote: 9/0.

Deputy Mayor Carrier gave an overview of the Joint Building Committee – Dover High School and Regional CTC Report to the Council.

Deputy Mayor Carrier moved to accept the Joint Building Committee – Dover High School and Regional CTC Report; seconded by Councilor Gagnon.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

Deputy Mayor Carrier gave an overview of the Dover Main Street Report to the Council. Deputy Mayor Carrier moved to accept the Dover Main Street Report; seconded by Councilor Thibodeaux.
Vote: 9/0.

B. RESOLUTIONS

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

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor. City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 8/1; passed. Councilor Cheney was opposed.

**2. COLLECTIVE BARGAINING AGREEMENT – DOVER POLICE ASSOCIATION (DPA)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Thibodeaux.
Roll Call Vote: 9/0.
Mayor Weston gave an overview of the collective bargaining agreement with the citizens.

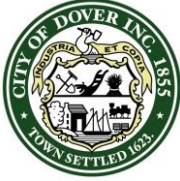
**3. ADVANCED REFUNDING FOR CITY OF DOVER JUNE 2006 AND JUNE 2007 GENERAL OBLIGATION BONDS AND AUTHORIZATION TO ISSUE REFUNDING BONDS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 25, 2015, WITH A COUNCIL VOTE TO OCCUR ON MARCH 11, 2015)
SPONSORED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

Deputy Mayor Carrier moved to refer to a public hearing on February 25, 2015; seconded by Councilor Gagnon.
Vote: 9/0.

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**

Deputy Mayor Carrier moved to refer to a public hearing on February 25, 2015; seconded by Councilor Cheney.
Councilor Garrison talked about Chapter 5 allows for non-resident appointments if approved by the Council.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

Councilor Garrison moved to strike the last statement that all members shall reside in Dover; seconded by Councilor Thibodeaux.
Vote: 6/3; Passed. Councilors Cheney, Gagnon and O'Connor were opposed.
Councilor Cheney said she felt this wasn't a friendly amendment.
Mayor Weston asked for a vote to refer the amended ordinance to a public hearing on February 25, 2015.
Vote: 9/0.

**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**

Deputy Mayor Carrier moved to refer to a public hearing on February 25, 2015; seconded by Councilor Garrison.
Councilor Garrison moved to strike the last statement that all members shall reside in Dover; seconded by Deputy Mayor Carrier.
Vote: 6/3; Passed. Councilors Cheney, Gagnon and O'Connor were opposed.
Mayor Weston asked for a vote to refer the amended ordinance to a public hearing on February 25, 2015.
Vote: 9/0.

**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**

Deputy Mayor Carrier moved to refer to a public hearing on February 25, 2015; seconded by Councilor O'Connor.
Councilor Gagnon said that will affect trucking and cost of development in the City.
Mayor Weston said they understand that and that is why it's a temporary fix.

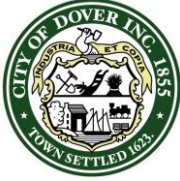
Councilor Garrison moved to suspend the rules to continue the meeting past 10:30 pm to complete the agenda; seconded by Deputy Mayor Carrier.
Roll Call Vote: 9/0.

Mayor Weston asked for a vote to refer the ordinance to a public hearing on February 25, 2015.
Vote: 9/0.

14. COUNCIL CORRESPONDENCE

A. Letter from the Department of Education.

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



CITY OF DOVER

CITY COUNCIL – MINUTES

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

15. COUNCIL MATTERS OF INTEREST

Councilor McManus said he attended Earle Goodwin's funeral. He thanked the several City staff members who also attended.

Councilor Thibodeaux said she will be holding her Coffee with the Councilor this Saturday at 11:00 am at Patty B's.

Councilor O'Connor thanked the Community Services for all their work plowing. He referred to the comments made during Citizen's Forum regarding Underwood Engineering, and said the remarks were reckless and unfounded.

Councilor Gagnon also talked about clearing the roads and helping the families

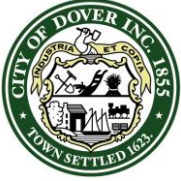
Mayor Weston asked about fire hydrants.
City Manager Joyal asked residents to shovel them out.

Mayor Weston asked if there was consensus to remove the RSA factor in HB295 right now.
There was consensus.

Councilor Garrison spoke about bringing a resolution forward to change the Council Rules to eliminate the need to suspend the rules to continue the meeting past 10:30 pm.

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

The City of Dover Ordains:

1. PURPOSE

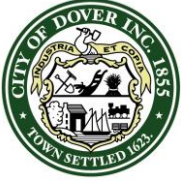
The purpose of this ordinance is to amend the title of Chapter 5, Section 23 to read the same as Chapter 5, Section 1(23) as well as to make a few minor changes to Chapter 5, Section 23(A).

2. AMENDMENT

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

5-23. ~~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.
- 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#: 12.A.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:

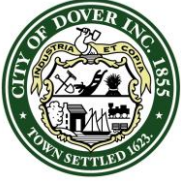
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.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”.

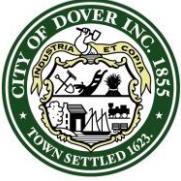
2. AMENDMENT

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.
- 5-15. Joint Fiscal Committee.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

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

- 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.**

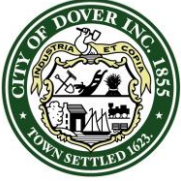
[HISTORY: Adopted by the City Council of the City of Dover on 11-13-2013 by Ord. No. 2013.10.09-10 on 11-13-2013, derived from Article IV Ch. 3, Administrative Code, Generally Amended by the City Council of the City of Dover on 07-14-10 by Ord. No. 2010.06.23-10; Other amendments noted where applicable.]

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
- (8) Dover Utilities Commission



CITY OF DOVER

CITY OF DOVER - ORDINANCE

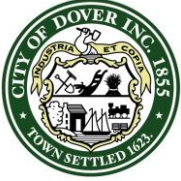
Agenda Item#: 12.A.2.

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

- (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. The City Manager (or designee) shall be an ex-officio non-voting member.
- 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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

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

Council Member will serve for their current council term and shall be appointed by the Mayor with the approval of the City Council.

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

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

(1) The Board shall advise the City Council and the District Administrator on the recommended policies and actions for the administration and operation of the Waterfront TIF District.

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

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

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

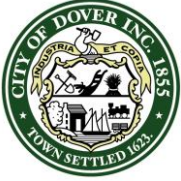
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch

Sponsored by: Mayor Karen Weston

Document Created by: Legal
Document Posted on: January 29, 2015

O-2015.02.11 Chapter 5, Boards, Commissions and Committees
Page 4 of 5



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

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

Finance Director

Councilor Robert Carrier
Councilor Catherine Cheney

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

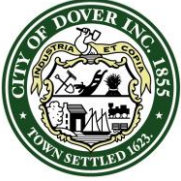
First Reading Date: 02/11/2015	Public Hearing Date: 02/25/2015
Approved Date:	Effective Date:

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, 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 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#: 12.A.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.

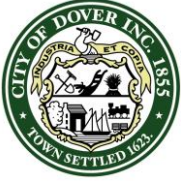
C. In providing written permission pursuant to 166-47.A above, the Community Services Director may impose reasonable conditions on use of the road and may establish reasonable requirements for bonding and restoration of the road.

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#: 12.A.3.

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

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. –

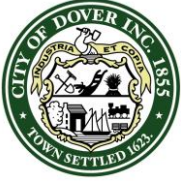
I. The governing body of a municipality may establish maximum weight limits, seasonal or otherwise, which are more restrictive than limits set forth in RSA 266:17-26, for any class IV, V, or VI highway or portion of such highway, when the highway agent determines that such highway requires postings to 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 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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.3.

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

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

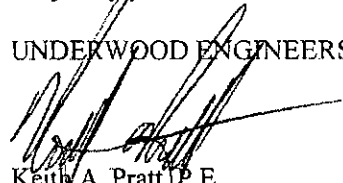
The counts are for total traffic volume and include trucks. The percentage of trucks is not known, but the volume of truck traffic is significant, especially between Green Hill Road and Columbus Ave. Most are believed to be loaded gravel trucks and garbage trucks.

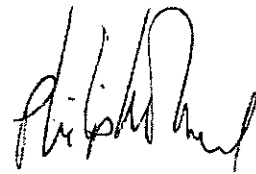
Given that only crack sealing will be completed this year and final overlays and other pending structural repairs will not be completed until 2015, we recommend the City work with the truck companies to temporarily reduce the volume of loaded trucks on Tolend Road. Reduction in loaded truck traffic will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



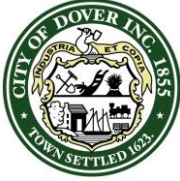
Classes 7 and 8 include a wide range of heavy vehicles, large delivery trucks, motor coaches, refuse trucks, cement mixers, all tractor trailer combinations including double trailers.

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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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:

Project Number	Description	Available Balance	Adjustment	Adjusted Balance
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
	Totals	1,416,367	0	1,416,367

AND FURTHER BE IT RESOLVED:

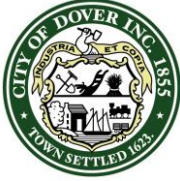
Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover's participation in the NH Drinking Water State Revolving Fund (DWSRF) Program is hereby authorized for financing the City's Water System Facilities Upgrade project. The City Manager, 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 18, 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

Agenda Item#: 12.C.1.

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

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

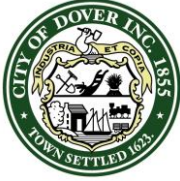
Recorded by: Karen Lavertu
 City Clerk

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#: 12.C.1.

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.

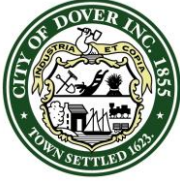
Recently, the DWSRF Program (RSA 486:14) notified the City that funding in the amount of \$6 Million is available for City of Dover drinking water projects through the DWSRF Program. Participation in the DWSRF program also makes the City potentially eligible for a portion of the funding to come from 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



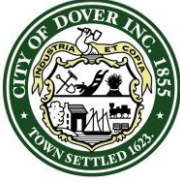
CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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#: 12.C.2.

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

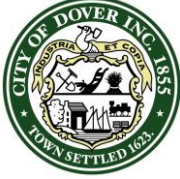
WHEREAS: The City was notified by the State of NH Department of Environmental Services (NH DES) that funding is available through the Drinking Water State Revolving Fund in conjunction with Federal funding in an amount up to \$6.5 Million for City's Water System Facilities Upgrade project with potential 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#: 12.C.2.

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

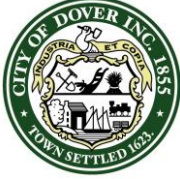
Recorded by: Karen Lavertu
City Clerk

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#: 12.C.2.

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.

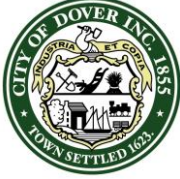
Currently the City has \$3 Million in funding approved for the Water System Facilities Upgrade project through adoption of the FY15 CIP. In a separate resolution, the City is seeking City Council approval to reprogram \$1,416,367 from Willand Pond Water Main project to Water System Facilities Upgrade. 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:

Description	Water Fund
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

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

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

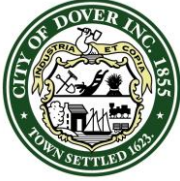
Legal Debt Limits

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.

Description	Water Fund
Debt Outstanding	12,358,176
Authorized - Unissued	4,966,367
Total Issued & Unissued	<u>17,324,543</u>
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.



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

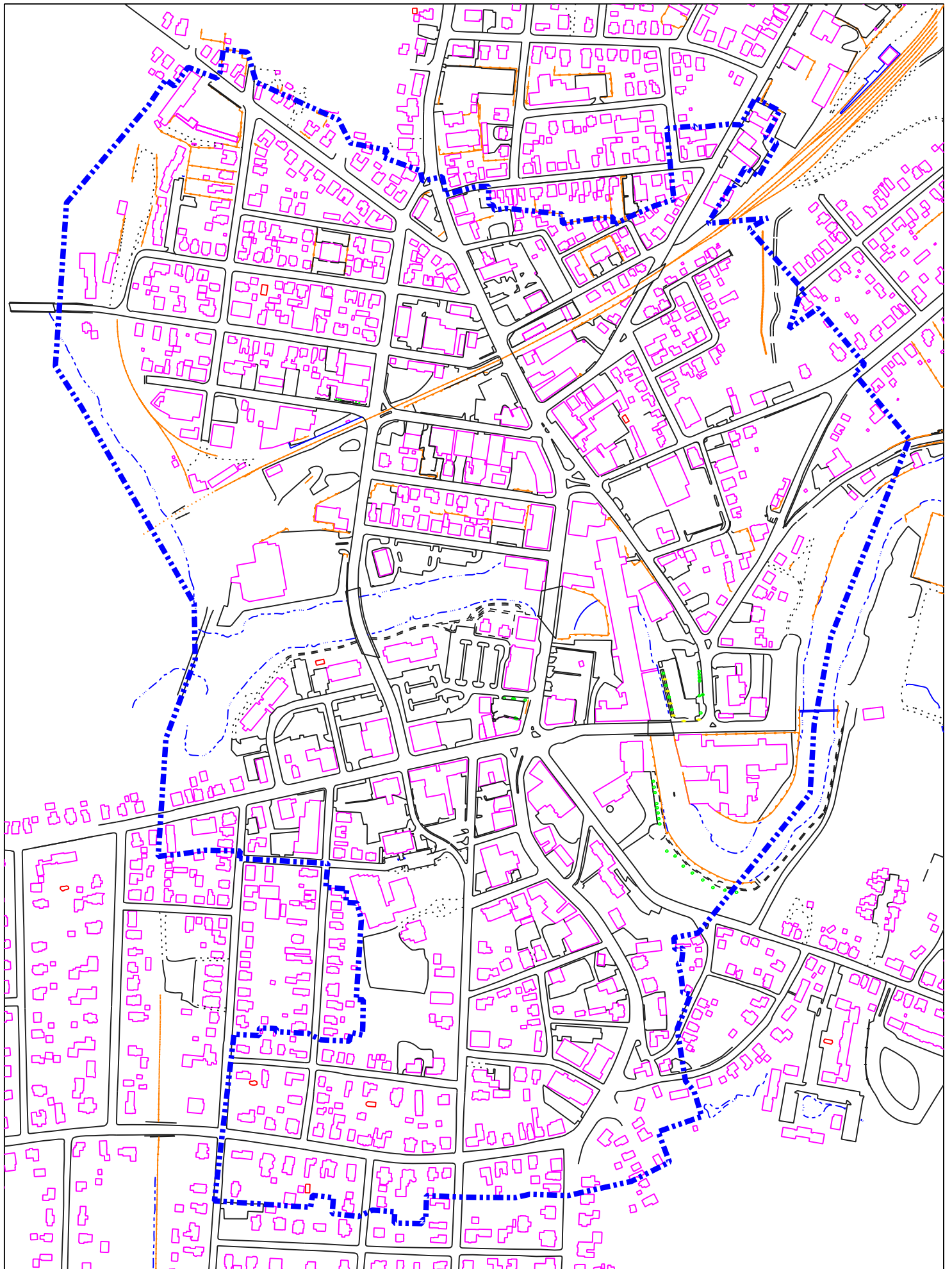
WHEREAS: The City Council finds and concludes that the Resident Parking Pass Program should be updated consistent with the Parking Commission's recommendations.

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





APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

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

Organization Name: Greater Dover Chamber of Commerce
Federal Tax ID number for Organization: 02-0127246

Check (✓) Nature of Organization:

Religious ____, Educational ____, Charitable ____, Civic ✓, Sports ____, Veterans ____, Fraternal or Political ____, Other __
(Describe) 14th Annual Sweepstakes + Auction

Contact Person: Ryan Queenan Day Time Telephone: 603-742-2218
Address: 550 Central Avenue Email ryan@dovernh.org
Purpose of Permit: Raffle permit for Sweepstakes + Auction
Date of Event: 5/8/15 Specific Time: 5pm-10pm
Location of Event: Wentworth-Douglass Hospital, 789 Central Avenue

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: \$ 10,000 CASH + other various cash/item prizes
Cost of Ticket: \$ 100 Date of Drawing: 5/8/15 9pm
Place of Drawing: Wentworth-Douglass Hospital, 789 Central Avenue

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

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

PARADE
PERMITS &
BLOCK
PARTIES ONLY

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

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

ROAD TOLL ONLY

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

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

Licensing Board Approval [Signature] Date: 2/5/15

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: 2/3/15



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (v) the type of application:

RAFFLE* ____, TAG* ____, BLOCK PARTY** [checked]

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

Organization Name: 7th Settlement Brewery
Federal Tax ID number for Organization: 45-4396004
Check (v) Nature of Organization:
Religious __, Educational __, Charitable __, Civic __, Sports __, Veterans __, Fraternal or Political __, Other [X]
(Describe) RESTAURANT + BREWERY
Contact Person: KATE SANDERS Day Time Telephone: 603-373-1001
Address: 47 WASHINGTON ST. DOVER Email cvents@7thsettlement.com
Purpose of Permit: BEER FESTIVAL
Date of Event: 07/11/15 Specific Time: 10AM - 6PM
Location of Event: HENRY LAW PARK - LOWER

*****RAFFLE / TAG PERMITS*****

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

* NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS: Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application.

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

*****BLOCK PARTY PERMITS*****

**NOTICE TO BLOCK PARTY APPLICANTS: STREET CLOSURES, TRAFFIC DETOURS, AND/OR PARKING RESTRICTIONS MUST BE ARRANGED WITH THE POLICE DEPARTMENT

Block Party Location (attach map if more than one street is affected): Henry Law Park
Police Department Block Party Approval Signature:
Printed Name: Sgt. Marn Speidel, Traffic Bureau

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: 2-5-15
(duly authorized)

PRINTED NAME: KATE SANDERS

Licensing Board Approval [Signature] Date: 2/11/15



02/15/2015

Re: Seacoast Brew Fest, July 11th 2015 Lower Henry Law Park

Good Afternoon,

This block party permit application is in regards to a Seacoast Brew Festival we're planning for July 11th 2015 in the lower portion of Henry Law Park. We will sell tickets to a tented event where seacoast-located micro breweries will serve small (4oz) tastes of their brews, local independent restaurants will team up with local pork farms to compete in a pork cook off and local bands will entertain.

All Breweries and restaurants will be under a large tent in the lower section of Henry Law Park. We hope to use the sand parking lot at the end of River Street for event parking as well as adjacent park parking around the lower perimeter for vendors. The event area will be fenced off with security volunteers monitoring the perimeter, accepting tickets with identification as well as monitor consumption. There will be a hired police presence throughout the event as well as pedestrian crosswalks if necessary.

The event will be held early afternoon, most likely Noon to 4pm. As this is our first year with this festival and unsure of capacity levels, our attendance is estimated at 500 to 1000 people attending.

Our mission with this festival is to promote our local brewery and restaurant community. We have teamed up with Seacoast Local and part of our proceeds will go to promote their goals for a more local, green and fair economy on the seacoast.

We hope to create a safe, fun festival that will bring community supports from throughout the seacoast and beyond. We appreciate and thank you for your support!

Sincerely,

Kate Sanders

Event coordinator
7th Settlement Brewery
47 Washington St. Dover
603-373-1001
events@7thsettlement.com



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (v) the type of application:

RAFFLE* ____, TAG* ____, BLOCK PARTY** [v]

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

Organization Name: SIXCS ENDURANCE

Federal Tax ID number for Organization: 46-2281593

Check (v) Nature of Organization:

Religious __, Educational __, Charitable __, Civic __, Sports [v], Veterans __, Fraternal or Political __, Other __ (Describe)

Contact Person: Alex Mitroshi Day Time Telephone: 603-343-6883

Address: 122 Mt Vernon St Dover NH Email alex@sixcsendurance.com

Purpose of Permit: Awards Ceremony & Block Party following 10K Road Race

Date of Event: July 26, 2015 Specific Time: 0800-1300

Location of Event: 110 Portland Ave - Dover Outdoor Pool / Ice Arena

*****RAFFLE / TAG PERMITS*****

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

*****BLOCK PARTY PERMITS*****

**NOTICE TO BLOCK PARTY APPLICANTS: STREET CLOSURES, TRAFFIC DETOURS, AND/OR PARKING RESTRICTIONS MUST BE ARRANGED WITH THE POLICE DEPARTMENT

Block Party Location (attach map if more than one street is affected): 110 Portland Ave - Outdoor Pool

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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: Alex Mitroshi

[Signature]

Licensing Board Approval _____ Date: 2/6/15



Not One Sport ... Every Sport

City of Dover,

SIX03 Endurance is planning to host the second annual SIX03 Summerfest 10K road race on Sunday, July 26, 2015 at the Dover Ice Arena and Jenny Thompson Outdoor Pool. The 10K road race is a USATF certified course that begins and ends at the Dover Ice Arena (110 Portland Avenue). The race will begin at 9:00 am and the awards ceremony should be complete by 1:00 pm at the latest. The route is the same as last year's event. A course map is attached to this document.

Following the road race, SIX03 Endurance would like to have an awards ceremony that will be held in the park behind the outdoor pool. We have coordinated this with the Dover Recreation Department including the Dover Ice Arena and the Jenny Thompson Pool. As with last year's request, we ask that the area be reserved for the awards ceremony following the 10K road race. We will have food vendors, sponsors, and tents on the hill. Additionally, we will provide beer to runners that have completed the race that are of legal age (over 21). As with last year, we will obtain a one-day liquor license for the sale of alcohol. We will also hire a Dover Police Department detail to remain on site during the sale of alcohol.

SIX03 Endurance carries insurance through the Road Runners Club of America. We also work with the Dover Police and Dover Fire Department in order to ensure a safe and fun running experience. The SIX03 Summerfest 10K is part of the very popular Dover Race Series.

If you have any questions, please feel free to contact Alex Mitrushi at 603-343-6883 or by email at alex@six03endurance.com.

Thank you,

Alex Mitrushi
Co-Founder of SIX03 Endurance
Chair of the Dover Race Series



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (v) the type of application:

PARADE** [v], ROAD TOLL*** _____,

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

Organization Name: SIX03 Endurance

Federal Tax ID number for Organization: 46-2281593

Check (v) Nature of Organization:

Religious __, Educational __, Charitable __, Civic __, Sports [v], Veterans __, Fraternal or Political __, Other __

Name/Description of Event (if applicable): SIX03 Summerfest 10K Road Race

Contact Person: Alex Mitrushki Day Time Telephone: 603-343-6883

Address: 122 Mt. Vernon St Dover, NH Email alex@six03endurance.com

Date of Event: July 26, 2015 Specific Time: 0800 - 1300

Location of Event (if parade, attach course description or map): 110 Portland Ave ~ 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...

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: Alex Mitrushki

Licensing Board Approval [Signature] Date: 2/6/15



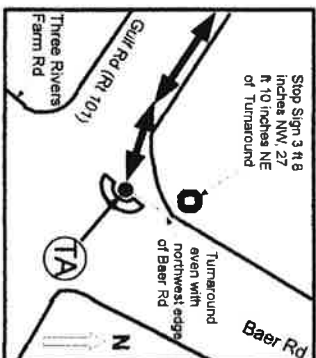
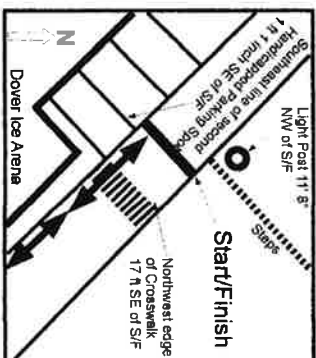
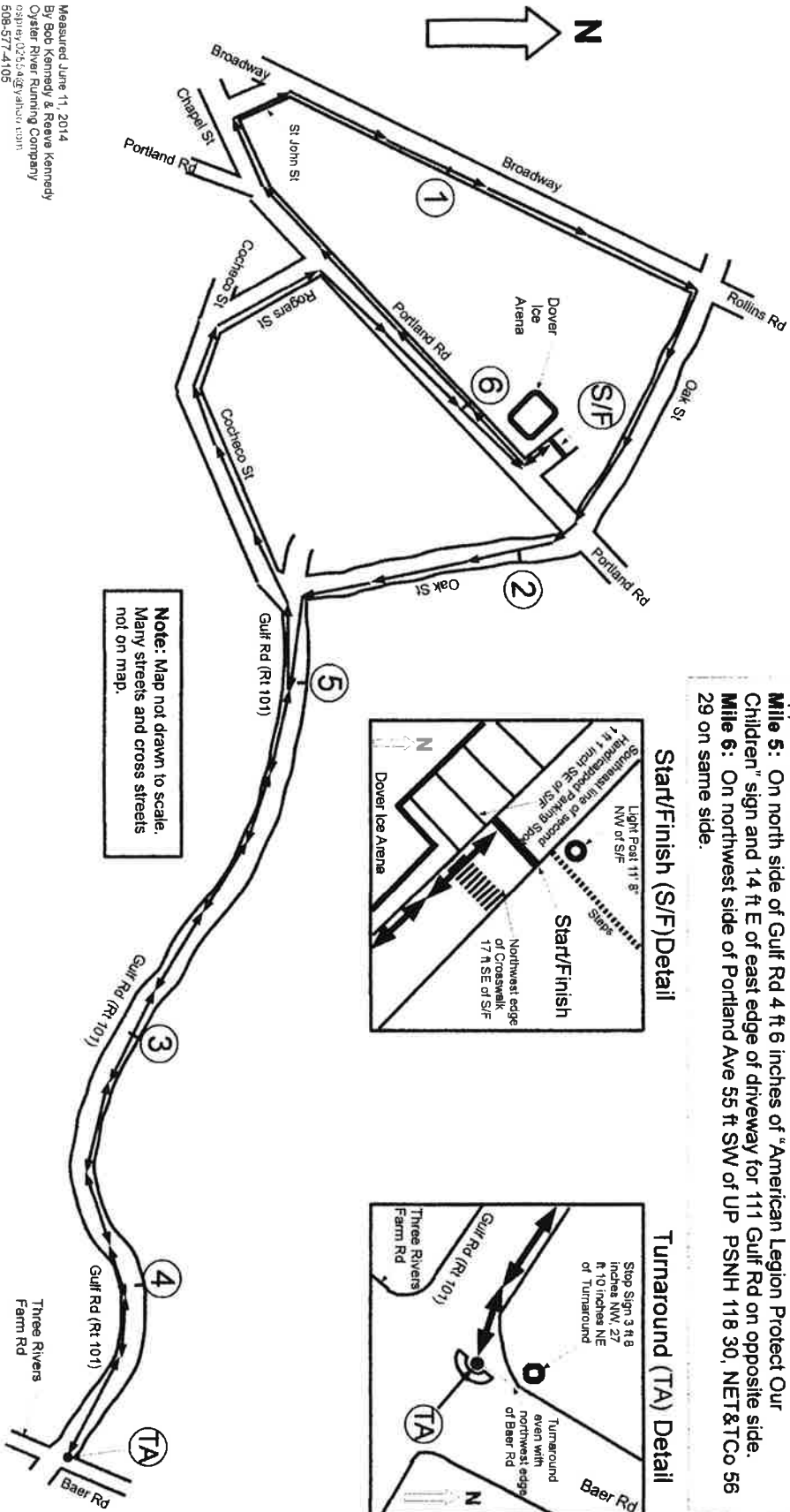
Six03 Summerfest 10K

Dover, New Hampshire



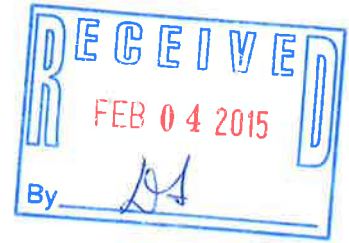
SIX03 SUMMERFEST 10K
USATF CERTIFICATE NH14016TY
EFFECTIVE 6-15-14 TO 12-31-24

Start, Finish, and mile markers are marked with White Paint and P-K (UP = Utility Pole).
Start/Finish: On southwest side of Dover Ice Arena driveway, 17 ft NW of northeast edge of Crosswalk, 14 ft 8 inches SE of Light Post on opposite side, and 1 ft 1 inch NW of southeast line marking the second Handicapped Parking Space.
Mile 1: On southeast side of Broadway 16 ft 8 inches SW of Storm Drain on same side and in front of 45 Broadway.
Mile 2: On east side of Oak St 16 ft N of north edge of front door of Sundance Sign on opposite side at 89 Oak St.
Mile 3: On north side of Gulf Rd 13 ft 6 inches E of UP PSNH 120 39, Verizon 66 on same side.
Turnaround (TA): On northeast side of Gulf Rd at intersection of Baer Rd and Gulf, even with northwest side of Baer Rd, and 27 ft 10 inches NE, 3 ft 8 inches SE of Stop Sign for Baer Rd.
Mile 4: On north side of Gulf Rd 25 ft 3 inches of UP PSNH 120 52, NET&TCO 79 on opposite side.
Mile 5: On north side of Gulf Rd 4 ft 6 inches of "American Legion Protect Our Children" sign and 14 ft E of east edge of driveway for 111 Gulf Rd on opposite side.
Mile 6: On northwest side of Portland Ave 55 ft SW of UP PSNH 118 30, NET&TCO 56 29 on same side.



Note: Map not drawn to scale. Many streets and cross streets not on map.

Measured June 11 2014
 By Bob Kennedy & Reana Kennedy
 Oyler River Running Company
 435-725-5438
 508-577-4105



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (v) the type of application:

PARADE** [v], ROAD TOLL*** _____

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

Organization Name: Dover Main Street
Federal Tax ID number for Organization: _____

Check (v) Nature of Organization:

Religious __, Educational __, Charitable __, Civic __, Sports __, Veterans __, Fraternal or Political __, Other __

Name/Description of Event (if applicable): Run Before You Crawl 5K

Contact Person: Erik Roy Day Time Telephone: 603 343-6124

Address: 20 Sunset Drive Email: erikroy1231@hotmail.com

Date of Event: March 14 2015 Specific Time: 9:30am

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

*****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...

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: 02-04-15
(duly authorized)

PRINTED NAME: Roy, ERIC

Licensing Board Approval [Signature] Date: 2/6/15



Run Before You Crawl 5K & Pub Crawl

Dover, New Hampshire



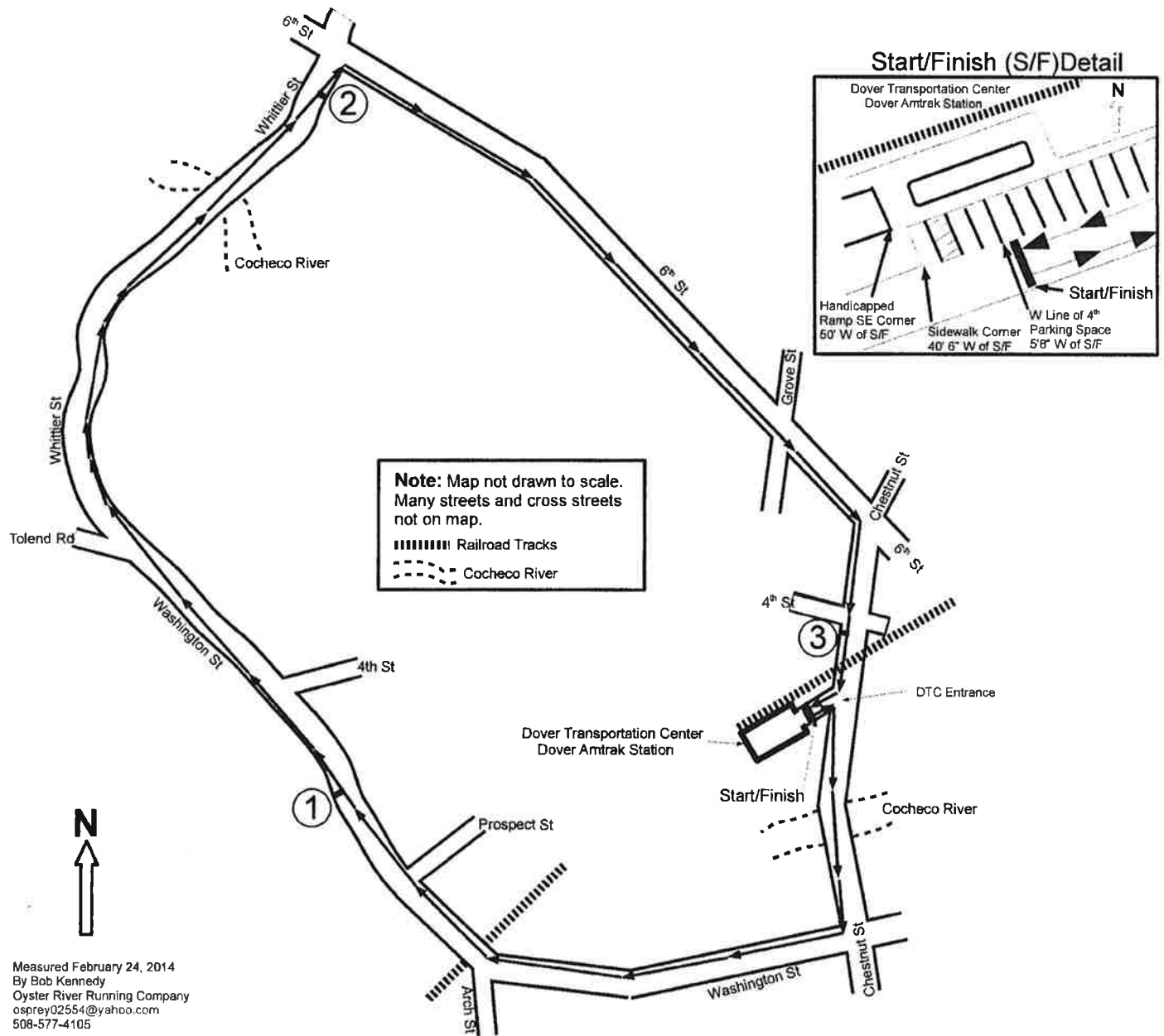
RUN BEFORE YOU CRAWL 5K & PUB CRAWL USATF CERTIFICATE NH14005TY EFFECTIVE 3-3-14 TO 12-31-24

Start/Finish, and all mile markers are marked with White Paint (UP = Utility Pole).

Start/Finish: On north side of Dover Transportation Center (DTC) parking driveway 40 ft 6 inches E of sidewalk corner for the Amtrak Train Station, 50 ft E of southeast corner of the Amtrak Train Station handicapped ramp, and 5 ft 8 inches E of the west line of the 4th (2nd non handicapped) parking space from the Station. **Mile 1:** On northeast side of Washington St opposite northwest corner of Taylor Rd and about 5 ft SE of UP PSNH 4 64 VZ 34 on opposite side.

Mile 2: Marked on east side of Whittier St 30 ft NE of UP PSNH67 17S VZ 2S and about 120 NE of intersection of Cassily Ln and Whittier St.

Mile 3: On west side of Chestnut St in the intersection of Chestnut and 4th Streets, and about 13 ft N of UP 4/4 53 with Stop Sign on southwest corner of the intersection.





Road Running Technical Council
USA Track & Field

Measurement Certificate



Name of the course Run Before You Crawl 5k & Pub Run Distance 5000 meters
Location (state) New Hampshire (city) Dover
Type of course: road race [x] calibration [] track [] Configuration: Loop
Type of surface: paved 100 % dirt % gravel % grass % track %
Elevation (meters above sea level) Start 22 m Finish 22 m Highest 38 m Lowest 11 m
Straight line distance between start & finish 0 meters Drop 0 m/km Separation 0 %
Measured by (name, address, phone & e-mail) Bob Kennedy, 18 Riverview Road, Durham, New Hampshire
03824, 508-577-4105, osprey02554@yahoo.com
Race contact (name, address, phone & e-mail) Jessica Smith, Dover Main Street, 288 Central Ave, Dover,
New Hampshire 03829, (603)740-6435, jsmith@winsorbrook.com
Measuring Methods: bicycle [x] steel tape [] electronic distance meter []
Number of measurements of entire course: 2 Date(s) when course measured: February 24, 2014
Race date: March 15, 2014 Course certification effective date: March 3, 2014
Certification code: NH14005TY

Notice to Race Director: Use this Certification Code in all public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If any changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year 2024

AS NATIONALLY CERTIFIED BY:

[Handwritten signature of Toni Youngman]

Date: March 7, 2014

Toni Youngman – USA TF/RRTC National Certifier
12895 Downstream Circle, Orlando, Florida 32828, (407)619-2797, toni@runzamok.net



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (v) the type of application:

road race road race
PARADE** v, ROAD TOLL***

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

Organization Name: Moms on the Run
Federal Tax ID number for Organization:

Check (v) Nature of Organization:

Religious, Educational, Charitable v, Civic, Sports, Veterans, Fraternal or Political, Other

Name/Description of Event (if applicable): 5K run/walk to benefit End 60HRS of Hunger

Contact Person: Nicole Kurr Day Time Telephone: 603-742-6350

Address: P.O. Box 1048, Dover Email: kurr4@comcast.net

Date of Event: Sunday May 10th, 2015 Specific Time: 8:30am

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

*****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: 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...

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: Nicole Kurr DATE: 5/5/15

(duly authorized)

PRINTED NAME: Nicole Kurr

Licensing Board Approval [Signature] Date: 5/6/15

Current Membership # [.....]

Login

Join/Renew Now

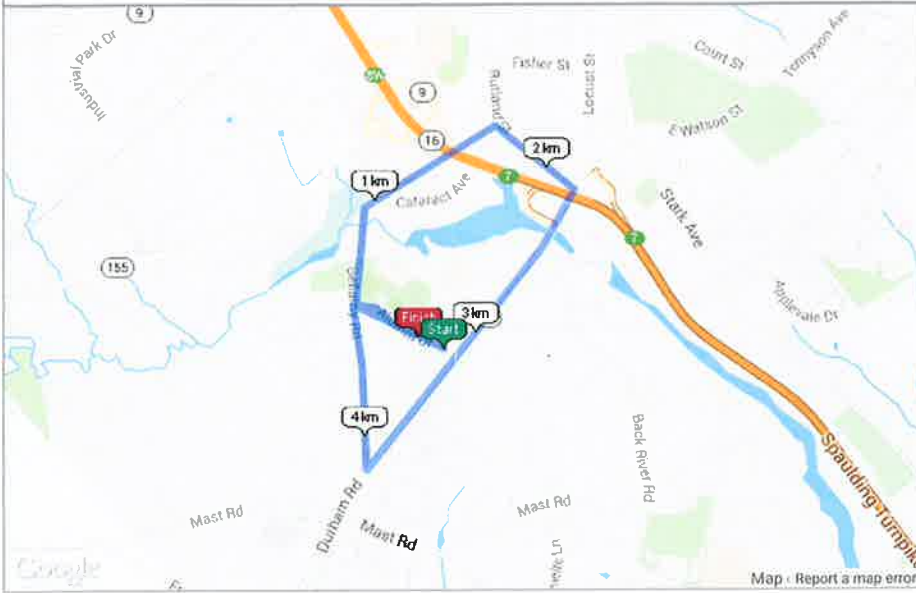


USATF STORE



Mother's Day 5k Run/Walk

Distance: 3.11 miles / 5.00 km
Location: Start: Dover High School
 Dover, NH, US
Attributes: out & back, mostly flat, roads
Description: Fun, fast and mostly flat course...



Added by Nicole Kurr on 1/12/2007

DISCLAIMER: USATF and the author of this route make no warranties as to the conditions, safety, distance accuracy, or suitability for running of this route. Run at your own risk!



University of Phoenix



About

- Associations
- Bylaws & Regulations
- Employment & Internships
- Organizational Directory
- Annual Report
- Event Sanctions
- Memberships
- Course Certification

News

- Athlete Bios
- Stats
- Records
- Top-Marks Lists
- Committees
- Hall of Fame

Sports

- Track & Field
- Cross Country
- Road Running
- Race Walking
- Mountain / Ultra / Trail

Groups

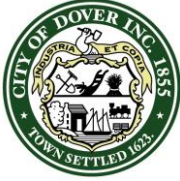
- Youth Athletes
- Masters Athletes
- Elite Athletes
- Athlete Alumni
- Coaches
- Officials
- Athlete Representatives
- Event Directors
- Media

Events

- Search the Calendar
- Team USA Events
- National Championships
- USA Running Circuit
- USATF Championship Series
- Television Schedule
- USATF Annual Meeting

Customer Service

- Log In
- Individual Memberships
- Club Memberships
- Store Returns & Exchanges
- Store Affiliate Program
- Contact Us
- Privacy & Other Policies



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2015.02.25 – 019**
Resolution Re: B08043 Award of Additional Scope of Services Traffic Signal Program Sebago Technics

WHEREAS: The City of Dover had solicited Request for Qualifications B08043 for design services in developing an Access/Safety/Efficiency Management Plan for the City of Dover and they were opened February 1, 2008 @ 2:00PM and council awarded to Sebago Technics; and

WHEREAS: Over the years there have been several phases awarded to Sebago Technics Inc based upon their intimate engineering knowledge of the City's signal system, timings, phases, coordination plans and approach volumes at differing times of the day; and

WHEREAS: Progress continues to be made in improving the capabilities and efficiencies of the City's traffic signals. Sebago has offered a scope of work outlined in the background section, for FY15 in the amount of \$75,000. It is the recommendation to continue the Traffic Signal Program with Sebago Technics.

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

The Purchasing Agent is hereby authorized to issue a purchase order to Sebago Technics, Inc of Westbrook, ME in the amount of \$75,000 at corresponding rates provided February 12, 2015. The amount of this authorization shall be limited so as not to exceed available funding.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43121.4730.00000.00	CS street Imprvvements	75,000	75,000

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

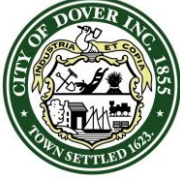
Approved as to Legal Form and Compliance: Anthony Blenkinsop
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

Document Created by: Purchasing
Document Posted on: February 19, 2015

R-2015.02.25 B08043 Traffic Signal Program Sebago Technics Additional Scope
Page 1 of 4



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

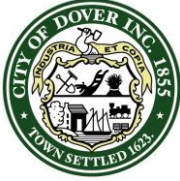
Resolution Number: **R – 2015.02.25 – 019**
Resolution Re: B08043 Award of Additional Scope of Services Traffic Signal Program Sebago Technics

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2015.02.25 – 019**
Resolution Re: B08043 Award of Additional Scope of Services Traffic
Signal Program Sebago Technics

RESOLUTION BACKGROUND MATERIAL:

The purpose of an access/safety/efficiency management plan is to increase capacity and improve safety. A corridor access/safety/efficiency plan can help insure that existing capacity can be preserved over the long term, while at the same time providing necessary coordinated vehicular access to new development along the hospital section of the Central Avenue corridor. Functional integrity and safety of the corridor must be maintained, while the public and private needs for service to adjacent land parcels can be accommodated as long as said service is well planned and coordinated among stakeholders.

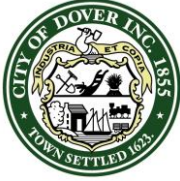
When the initial “Hospital” corridor section along Central Avenue was completed by Sebago, it became apparent that the entire corridor and all adjunct signal groups in the City were in need of central coordination and optimization. Previously, a change order funded Phase I of the work required to undertake the City’s signal system upgrade program comprehensively was approved by the Council. The ultimate goal is to communicate with and manage, on a real-time basis, all signal facilities using the new central computer and MarcNX software, while eventually expanding existing Signal Groupings and creating new ones. In addition, each phase of the project has and will include providing telephone modem drops at all outlying isolated signals so that communications can also be achieved with these intersections, as well.

The proposal for Phase I dated August 18, 2010 from Sebago Technics in the amount of \$72,650 was approved via council resolution R2010.08.25. Tasks 1-4 contained in the Phase I agreement and contract has been completed. The proposal for Phase II dated August 26, 2011 from Sebago Technics in the amount of \$206,000 was approved via council resolution R2011.09.14. In 2013 the city accepted a proposal for work to continue in the amount of \$154,604 with Sebago Technics and was approved via council resolution R2013.09.11.

Sebago Technics Inc is now offering a scope of work in the amount of \$75,000 for work as follows:

- Upgrade Existing cabinet at Back River Rd \$12,000
- Upgrade signal indications at Central & Weeks Lane \$3,000
- Replace controller & install radio communications at Lower Sq \$15,000
- Install communications @ Exit 7 for Durham Rd System \$7,000
- Finish populating central management software with data on 11 signals \$6,500
- Continue recording historical traffic volumes \$3,000
- Work with city GIS staff on database \$3,500
- Inspect & inventory 14 controller cabinets \$5,000
- Coordinate with NHDOT on Exit 7 \$4,500
- Complete the retiming of Durham Rd once Back River Rd is installed \$7,000
- Coordinate with Silver St project to get these three signals on line \$4,500
- Address complaints as received \$4,000

Each of the phases were awarded to Sebago Technics based upon their intimate engineering knowledge of the City’s signal system, timings, phases, coordination plans and approach volumes at differing times of the day.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2015.02.25 – 019**
Resolution Re: B08043 Award of Additional Scope of Services Traffic
Signal Program Sebago Technics

Bid Information:

Sealed request for bid B08043 was issued and awarded to Sebago Technics in 2008

Award Information:

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

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	56	Number of Responses:	8 and 6 nb
Warranty:	none	Terms:	Net 30, FOB Dover
Prices will hold for:	Until Completion	Estimated Delivery:	2014
Recommended Award to:	Sebago Technics Inc	Fund:	Streets
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid

Exhibit A - RFQ Results
Exhibit B – Additional Scope of Work C/O 3
Exhibit C –Agreement & approved C/O 1 & 2

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

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



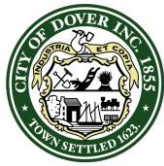
288 Central Avenue
Dover, New Hampshire 03820-4169

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

City of Dover, New Hampshire
OFFICE OF THE FINANCE DIRECTOR

Bid Results
ACCESS SAFETY MANAGEMENT PLAN
CENTRAL AVE CORRIDOR
#B08043

<i>Vendor</i>	
TEC 65 Glenn Street Lawrence, MA 01843	Roaring Brook "NO BID"
Gorrill_Palmer Consulting Eng. Inc PO Box 1237 15 Shaker Road Gray, ME 04039	CLD "NO BID" 316 US Route 1 Suite D York, ME 03909
Appledore Eng. Kimley-Horn & Associated, Inc 13221 Woodland Park Road Herndon, VA 20171	Weston Solutions, Inc "NO BID" One Wall Street Manchester, NH 03101
CMA Engineers, Inc 35 Bow Street Portsmouth, NH 03801-3819	DuBois & King Inc "NO BID" 100 Perimeter Road Nashua, NH
Wilbur Smith Associates 900 Chapel Street, Suite 1400 New Haven, CT 06510-2802	CivilWorks Inc, "NO BID" PO Box 1166 Dover, NH 03821
Rizzo Associates, Inc 1 Grant Street Framingham, MA 01702	Woodard & Curran "NO BID" 41 Hutchins Drive Portland, ME 04102
Steve Sawyer Sebago Technics, Inc 1 Chabot Street, FL 2 Westbrook, ME 04092	
TriTech Engineering Corp. 755 Central Ave Dover, NH 03820	



CITY OF DOVER

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

CHANGE ORDER #3

1. **ORDER: #B08043 Traffic Signal Program**
2. **VENDOR: Sebago Technics, Inc., 75 John Roberts Road, Suite 1A, South Portland, ME 04106**
3. **DATE: February 26, 2015**
4. **ORIGINAL AGREEMENT DATE: September 13, 2010**
5. **HISTORY OF CHANGE ORDERS: CO#1 dated September 15, 2011; CO#2 dated September 18, 2013**
6. **NAME OF PROJECT: Traffic Signal System**
7. **JUSTIFICATION: FY 2015 Scope and Budget – Capital Projects and System Management**
8. **SCOPE OF SERVICES REVISION: As defined in letter from Sebago Technics, Inc. dated February 12, 2015**
9. **ORIGINAL CONTRACT PRICE: \$72,650.00 for Phase I; with CO#1 \$206,000.00 for Phase II = \$278,650.00; with CO#2 \$154,604.00 = \$433,254.00**
10. **AMOUNT OF INCREASE FOR THIS CHANGE ORDER: \$75,000.00**
11. **NEW CONTRACT PRICE: \$508,254.00**
12. **CHANGE TO CONTRACT TERM: FY 2015 (contract terminates June 30, 2015)**
13. **CITY COUNCIL APPROVAL: Over \$25,000 required – February 25, 2015**

SEBAGO TECHNICS, INC.

Stephen S. Sawyer, Jr., P.E.
Vice President, Transportation Services

Date

CITY OF DOVER

J. Michael Joyal, Jr., City Manager

Date

Memorandum

09109

To: Bill Boulanger
Doug Steele
Chris Parker

From: Steve Sawyer

Date: February 12, 2015

Subject: Traffic Signal Program - FY 2015 Scope and Budget

Progress continues to be made in improving the capabilities and efficiencies of the City's 34 traffic signals. Over the past year we have developed a Master Plan for a new wireless backbone that will allow high speed communications to all 34 signal locations from the City's central server. Construction has been completed on most of this network to date - with activities taking place at Garrison Hill, City Hall, Community Services, and the Dover High School. The central server has been relocated to Community Services for ease of access. Updates have been implemented in the new central management software, and to date communications are live with 7 signals on the upper end of Central Avenue. Controller equipment has been replaced in the Durham Road system at Back River Road, as soon as we obtain permission from NHDOT to mount hardware on their communications monopole at Exit 7. Detection at Lower Square has also been replaced with video cameras due to malfunctioning in-pavement loops.

We have also been active in the system's management while the above capital improvements were being undertaken. These activities have included reassessing the current signal timings at upper Central Avenue, developing new signal timings and phasings for the Durham Road system at Back River Road, recalibrating data collection loops on upper Central Avenue to insure volume accuracy, and addressing customer complaints as they are received.

As we look ahead to the coming year, which we understand has a budget of \$75,000, we foresee the following Work Plan:

Capital Projects:

- Upgrade existing cabinet at Back River Road to add capacity so that the yellow flashing arrow feature can be added to this intersection. \$12,000

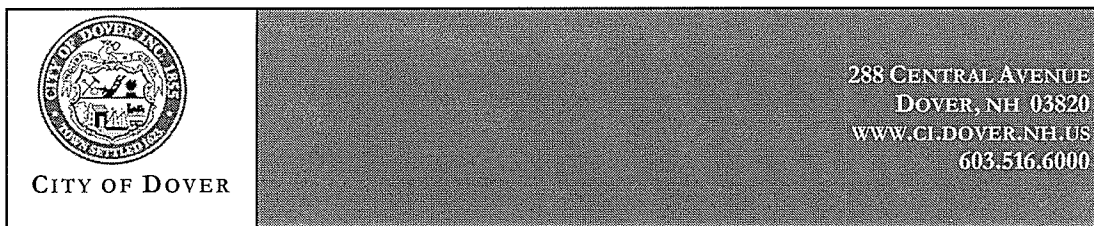
- Upgrade signal indications at Central and Weeks Lane to allow a double left exiting Weeks Lane onto Central Avenue. \$ 3,000

• Replace the controllers and install radio communications at Lower Square	\$15,000
• Install communications at Exit 7 for the Durham Road System	<u>\$ 7,000</u>
Total Estimated Capital Cost	\$37,000

System Management:

• Finish populating the City’s central management software with data on the 11 signals that have live communications.	\$ 6,500
• Continue recording historical traffic volume data at Weeks Crossing and Glenwood Avenue from the in-pavement loops, and start similar databases for Back River Road and Lower Square based on new video detection.	\$ 3,000
• Work with the City’s GIS staff to create a database within this system for the signals that can tie maintenance records and complaints to signalized locations.	\$ 3,500
• Inspect and inventory (14) controller cabinets.	\$ 5,000
• Coordinate with NHDOT regarding the installation of communication hardware at Exit 7 on the Spaulding	\$ 4,500
• Complete the retiming of the Durham Road System once the new cabinet at Back River Road is installed	\$ 7,000
• Coordinate with Silver Street Project to get these three signals on line	\$ 4,500
• Address customer complaints as they are received.	<u>\$ 4,000</u>
Total	\$38,000

At the end of this Work Plan, we should have a total of 14 signals tied into the central management system – these include upper Central Avenue (7), Silver Street (3), and Durham Road (4). In addition, we will have inspected and inventoried 14 of the 34 signals and this information incorporated into the City’s GIS system for use in on-going system management and future capital planning.



TRAFFIC SIGNAL SYSTEM AGREEMENT

NOW COMES the **CITY OF DOVER**, a municipal corporation, 288 Central Avenue, Dover New Hampshire 03820 and **Sebago Technics, Inc.**, a **Maine corporation registered to do business in the State of New Hampshire (the "Vendor")** One Chabot Street, Box 1339 Westbrook, Maine 04098 who for valuable consideration agree as follows:

1. **Purpose.** This agreement is for the coordination and communication improvements regarding traffic signals located on Central Avenue in Dover, New Hampshire.
2. **Scope of Services.** This agreement involves Phase I of a project to coordinate and improve communications for the traffic signals located on Central Avenue. The scope is described in the letter of the Vendor dated August 16, 2010 and includes Tasks 1-4.
3. **Changes in the Scope of Services.** Changes to the Scope of Services shall be made in writing by mutual agreement prior to the performance of the work.
4. **Contract Documents.** The Contract Documents shall consist of, and the agreement shall incorporate, the following:
 - i. Traffic Signal System Agreement
 - ii. Reply of the Vendor dated August 16, 2010
5. **Term.** The Term shall begin on September 8, 2010 and end in six (6) months.
6. **Cost and Payment.** The City of Dover shall pay the Vendor an amount not to exceed Seventy two thousand six hundred fifty dollars (\$72,650). The City of Dover shall pay the Vendor within thirty (30) days of the presentation of invoices based on services performed.
7. **Insurance.** No provisions.
8. **Indemnification.** No provisions.
9. **Ownership of documents.** The City of Dover shall own all documents generated during the course of this agreement after payment for services provided by the Vendor.
10. **Warranty.** The Vendor shall provide all warranties customary in the industry of the Vendor which shall survive the termination of the term or agreement.
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 **Stafford County**.

C/0 #1
B08043



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.CI.DOVER.NH.US
603.516.6000

- 12. **Termination.** Either party may terminate the provisions of this agreement upon thirty (30) days notice provided in writing.
- 13. **Binding.** This agreement shall be binding upon all parties, their heirs, executors, administrators, successors and assigns.
- 14. **Severability.** If any of the terms and conditions of this agreement shall be finally determined to be invalid or unenforceable in whole or in part, the remaining provisions hereof shall remain in full force and effect, and be binding upon the parties hereto. 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.
- 15. **Applicable law.** The law of the law of the State of New Hampshire shall govern this agreement.

Sebago Technics, Inc.

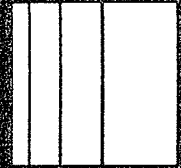
Walter Stein

9/10/10
Date

President
Duly Authorized

CITY OF DOVER
[Signature]
Michael Joyal, City Manager

9/12/10
Date



August 18, 2010
10109

Mr. Bruce Woodruff
City Planner
City of Dover
288 Central Avenue
Dover, NH 03820

Proposal for Traffic Signal System Phase 1
Coordination and Communications Improvements, Dover, NH

Dear Bruce:

This proposal serves as a follow-up to our meeting last Tuesday, August 10, 2010 at your offices. We discussed the previous proposal dated March 2010 that we had submitted to the City of Dover. The proposal was comprehensive and covered eight tasks that were broken into two phases. Phase 1 would include Tasks 1-4 and would total \$72,650 and Phase 2 would include Tasks 5-8 and would cost \$132,400. You requested that we submit a revised proposal that encompassed only the Phase 1 Tasks (1-4) and better defined the objectives and deliverables to the City of Dover.

The following four Phase 1 Tasks are described below.

Task 1 – Upload all signal timing programming into the MarcNX software database for archival purposes. This would include all 28 locations owned by the City and possibly the other 4 owned by the State. Concurrent with this effort would be an examination of each location to confirm that all systems and equipment were operational.

An Electric Light technician would perform the existing equipment inventory and database download of all 33 signal existing conditions over a period of one week.

Cost: Electric Light \$6,600

Task 2 – Establish a list of alarms that want to be monitored and who shall be notified on a regular basis. Sebago will work with the City Staff to generate a daily operational plan with communication protocols, including set up of automatic alarm notifications from the MarcNX software.

Sebago will organize the adoption of a daily plan among involved City staff. Sebago will work with Ocean State Signal to implement the alarm notification programming.

Cost: Sebago	\$1,800
Ocean State Signal	\$ 250

Task 3 – Establish an overall framework for the City’s Signal Management System. Discuss and determine what features make sense to include when constructing the system, such as:

- the communication backbone - private fiber optic, copper, or leased cable/internet provider lines
- communication to central computer – dial up telephone modem, DSL, or ethernet/internet
- do we want a smart system that not only does presence detection at intersections but also can do volume counting
- what should be the budget for capital expenditures and annual operational costs

Cost: Sebago	\$1,200
Electric Light	\$1,000

Task 4 - Existing Signal Group I on Central Avenue would be expanded to include the 3 signals to the north (Webb Place, Indian Brook Drive and Hotel Drive). The existing Signal Group I is listed below.

Signal Group 1

Central Avenue at Morin Street
 Central Avenue at Glenwood
 Central Avenue at Hannaford Plaza (master)
 Old Rollinsford Road (possible)

The NHDOT controller at Indian Brook Drive is an Econolite, which is not completely compatible with Dover’s Eagle signals, so coordination would need to be “timed based” with a GPS unit, which should work fine given that we will be using fixed Time-of-Day plans and do not anticipate running traffic responsive or traffic adaptive modes of operation.

The Indian Brook Drive corridor extends to the east into High Street in Somersworth, which has a 2-signal coordinated system running between Kelwyn Drive and Tri-City Plaza. The proximity of Kelwyn Drive and Weeks Lane at Indian Brook Drive is only 700 feet and from Weeks Lane to Central Avenue is only another 600 feet. As such, it only makes sense that the two signals in Somersworth be coordinated with the two adjacent signals in Dover. Somersworth’s signals are all Econolite and according to Electric Light the controller at Weeks Lane in Dover is an Econolite, so there is compatibility of equipment in the east-west direction.

This dual coordination project would involve interaction with NHDOT, since they own the main signal at Central Avenue and Indian Brook Drive. In addition, physical interconnections would need to be made and dual coordination timing plans established along Central Avenue and Indian Brook Drive for different times of the day. For this proposal we have priced fiber optic interconnections herein, because it would provide you the greatest flexibility in the future for data transmission. Communications with the central computer and the Master Controller at Central and Hannaford would also need to be verified.

No intersection turning movement volumes exist for the four intersections in Dover (Central at Web Place, Central at Indian Brook, Central at Hotel, and Indian Brook and Weeks Lane). We have Weekday PM counts for Morin, Glennwood, and Hannaford's from our 2008 Study. It is assumed that we would want to have at a minimum 4 different timing plans for these two corridors (Weekday AM, MIDDAY, PM, and Weekend MIDDAY). We can coordinate with Strafford Regional to get daily 24-hour count information from their most recent recording program for both corridors in order to determine the Time of Day schedule, but will need to collect new turning movement counts at 7 intersections during 4 time periods.

Engineering Cost:	Turning Movement Counts	\$ 3,500
	Development of 4 TOD plans	\$ 7,500
	Implementation and Fine Tuning	\$ 1,800
	Set Up MarcNX database	<u>\$ 1,500</u>
	Total	\$14,300
Construction Cost:	Aerial Fiber Interconnect	\$43,000 ¹
	GPS Unit	\$ 2,000
	Misc. Traffic Control, etc.	<u>\$ 2,500</u>
	Total	\$47,500 ²

Deliverables

When Tasks 1 – 4 are completed, the City of Dover will have the following items:

1. A signal management system (MarcNX) that has been fully updated with all traffic signal programming from the City's existing 28 signalized intersections and the 4 signalized intersections owned by NHDOT.
2. An inventory of the City's 28 existing signalized intersections and the States 4. This will include a status report of all equipment and knowledge of what may need to be repaired or planned for future upgrades.
3. A Master Plan which establishes a framework for the City's traffic signal management system going forward which establishes the type of interconnect, communications and detection systems that will be used. In addition, the City will have a Plan to budget for capital expenditures and annual operational costs.

¹ This approach is the most expensive, but highest capacity and most flexible for the future. There are other less costly approaches that could be explored such as copper, wireless technology, or even leasing a line from the local cable/internet provider.

² This cost assumes that there is no existing malfunctioning equipment that needs to be replaced/repared. This will only be determined after Task 1 is completed.

4. A new coordinated Signal Group 1 will be established, which includes the following 7 intersections:

New Signal Group 1

Central Avenue at Morin Street
Central Avenue at Glenwood
Central Avenue at Hannaford Plaza (master)
Central Avenue at Webb Place
Central Avenue at Indian Brook Drive
Central Avenue at Hotel Drive
Central Avenue at Old Rollinsford Road (possible)

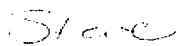
5. There will be a new four-signal coordinated system established on Indian Brook Drive in Dover and High Street in Somersworth. This will include the intersection of Indian Brook Drive at Central Avenue and at Weeks Lane and on High Street at Kelwyn Drive and Tri-City Plaza. During the development of this programming, close communication will be maintained with the City of Somersworth which we hope will lead to our on-going signal maintenance agreement between Dover, Somersworth and NHDOT.

Overall traffic flow on Central Avenue and Indian Brook Drive should be improved, which should lead to less delay and stops and an increase in fuel economy with a corresponding decrease in travel times and vehicular emissions. There may also be some safety benefits realized with a reduction in rear-end and sideswipe type accidents. To reiterate the total costs for the above described Phase 1 Tasks will be \$72,650.

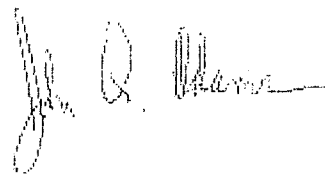
We are hopeful that the above described scope of work and fees meets with your satisfaction as we look forward to commencing work on this important project. Please do not hesitate to contact the undersigned with any questions or needs for further information.

Sincerely,

SEBAGO TECHNICS, INC.



Stephen S. Sawyer, Jr., P.E.
Vice President, Transportation Services



John Q. Adams, PTOE
Senior Transportation Engineer

SSS:sss/dlf



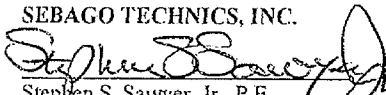
CITY OF DOVER

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

CHANGE ORDER

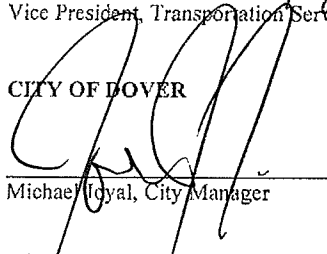
1. ORDER #: B08043
2. VENDOR: Sebago Technics, Inc., Westbrook, ME
3. DATE: 09.15.11
4. ORIGINAL AGREEMENT DATE: 08.18.10
5. HISTORY OF CHANGE ORDERS: First
6. NAME OF PROJECT: Central Avenue and WDH Access Management Plan
7. JUSTIFICATION: Phase II consists of Items 1-12. Items 1-7 of Phase II will likely consume the extent of the budgeted funds for the 2011-2012 CIP Budget.
8. SCOPE REVISION: As defined in letter from Sebago Technics, Inc. August 26, 2011
9. ORIGINAL CONTRACT PRICE: \$72,650 for Phase I
10. AMOUNT OF INCREASE/DECREASE: \$206,000 for Phase II for Items 1-7
11. NEW CONTRACT PRICE: \$278,650 - Items 8-12 will have to be deferred until the 2012-2013 CIP.
12. CHANGE TO CONTRACT TERM: None
13. CITY COUNCIL APPROVAL OVER \$25,000: 09.14.11

SEBAGO TECHNICS, INC.

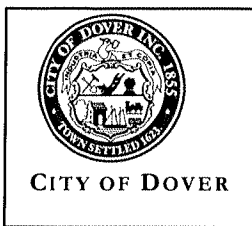

 Stephen S. Sawyer, Jr., P.E.
 Vice President, Transportation Services

9/19/11
 Date

CITY OF DOVER


 Michael J. Loyal, City Manager

9/24/11
 Date



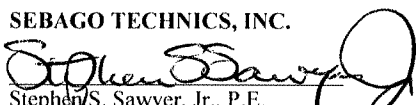
288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

CHANGE ORDER

1. ORDER: # B08043 Traffic Signal Program
2. VENDOR: Sebago Technics, Inc., 75 John Roberts Road, Suite 1A, South Portland, ME 04106
3. DATE: 09.16.2013
4. ORIGINAL AGREEMENT DATE: 08.18.2010
5. HISTORY OF CHANGE ORDERS: Second
6. NAME OF PROJECT: Traffic Signal System
7. JUSTIFICATION: FY 2014 Program and Budget to upgrade and operate the City's centrally managed traffic signal system.
8. SCOPE REVISION: As defined in letter from Sebago Technics, Inc. dated September 9, 2013.
9. ORIGINAL CONTRACT PRICE: \$72,650 for Phase I and \$206,000 for Phase II
10. AMOUNT OF INCREASE/DECREASE: \$154,604
11. NEW CONTRACT PRICE: \$433,254.00
12. CHANGE TO CONTRACT TERM: None
13. CITY COUNCIL APPROVAL: 09.11.2013

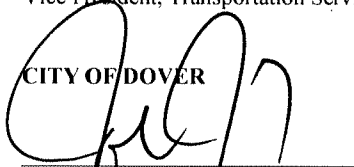
RECEIVED
SEP 23 2013
SEBAGO TECHNICS

SEBAGO TECHNICS, INC.


Stephen S. Sawyer, Jr., P.E.
Vice President, Transportation Services

9/24/13
Date

CITY OF DOVER


Michael Joyal, City Manager

8/18/13
Date



Memorandum

09109

To: Bill Boulanger, Doug Steele, Chris Parker
From: Steve Sawyer
Date: September 9, 2013
Subject: Traffic Signal Program – FY 2014 Program and Budget

It is our understanding that the City has allocated a total of \$154,604 for FY 2014 to upgrade and operate it's centrally managed traffic signal system. In accordance with this understanding, we have outlined the following program for the coming year.

Capital Improvements

1 - Install new video detection at Back River Road and Durham Road to replace the existing loops that will be disturbed as part of a mill & fill paving project.

\$14,000

2 - Establish new wireless communications between City Hall and Garrison Hill. This includes antennas and radios at both locations. Conversations are currently in progress with the owner of the Garrison Hill Town for our attachment needs.

\$35,000

3 - Establish new wireless communications with Central at Morin, Central at Weeks Crossing, Old Rollinsford Road, Oak Street, and the Downtown System. This includes controller change outs to McCain for all locations - except for Central at Morin, which was completed last year - and the installation of antennas and radios for each system.

\$30,000

4 - Establish wireless communications with the Route 108 signal system and deploy programming refinements to this corridor. This includes controller change outs to McCain for both cabinets and the installation of antennas, radios, and Ethernet boosters for the high speed communications. This installation will also include the transmission of video back to central from the new camera at Back River Road.

\$28,500

5 - Change over traffic signal operating software for all existing signals and signal systems referenced in Items 3 and 4 above to the new McCain central system software, which has already been installed at City Hall on the new server.

\$10,000

6 - Populate new software databases with existing signal operational information. Set up regular data collection at key intersections for on-going traffic operations monitoring.

\$8,000

7 - Provide training to City Staff on new software operations, as necessary.

\$4,604

Operations

1 - Create a Plan for regular cabinet maintenance inspections on a 2-year cycle to check operations, confirm timings, and report maintenance items.

\$2,500

2 - Review on-going data collection for changes in traffic patterns throughout the year and the need for timing adjustments.

\$7,500

3 - Attend two Traffic Signal Committee meetings to apprise staff of on-going progress.

\$2,500

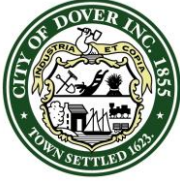
4 - Respond to complaints and issues that may arise with the system during the year.

\$12,000

Summary

Capital Improvements:	Tasks 1-7	\$130,104
Operations:	Tasks 1-4	<u>\$ 24,500</u>
Total		\$154,604

At the conclusion of this year we expect that the core of the City's traffic signal system will be changed over to McCain equipment utilizing a new Ethernet backbone for communications and the new McCain central system software. All existing phone modems (and monthly charges) will have been eliminated and new high-speed communications installed such that video viewing will be possible. We believe that the above program can be accomplished for the \$154,604 appropriated for this fiscal year. As in the past, we will provide you with individual quotes for each element of the work for your approval prior to proceeding.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2015.02.25 – 020**
Resolution Re: B12073 Cocheco St Pump Station Generator and Vault
Design Services Additional Scope of Work

WHEREAS: A sealed Request for Proposal (RFP) B12073 was issued and received for consulting services for the design of a replacement generator and grinder vault for the Cocheco St Pump Station on May 28, 2012 at 2:00pm. A prebid meeting was held on April 25, 2012 with eight vendors attending; and

WHEREAS: The City received four proposals and short listed to top three candidates and cost proposals were opened. The low bid meeting specifications was submitted by CMA Engineers in the amount of \$15,900 and contract was awarded. In December 2012 a change order #1 was received at the City's request for upgrade of the electrical services at the pump station in the amount of \$7,200 making total project cost of \$23,100; and

WHEREAS: Due to the high costs of the final design, the City requested CMA to provide additional design services to redesign the base structure. Change order #2 was received in December 2014 in the amount of \$8,500 bringing the total project cost to \$31,600, thereby requiring council approval.

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

The Purchasing Agent is hereby authorized to issue a change order #2 to CMA Engineers for additional design services in the amount of \$8,500. 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
5320.1.300.43250.4741.94	CS Sewer machinery & equipment	67,730	36,741

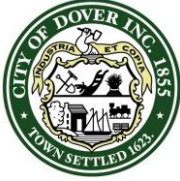
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

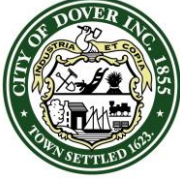
Resolution Number: **R – 2015.02.25 – 020**
Resolution Re: B12073 Cochecho St Pump Station Generator and Vault
Design Services Additional Scope of Work

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.8.

Resolution Number: **R – 2015.02.25 – 020**
Resolution Re: B12073 Cocheco St Pump Station Generator and Vault
Design Services Additional Scope of Work

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested proposals for consulting services for the design of a replacement generator and a grinder vault for the Cocheco Street Pump Station. Currently, a generator is housed inside a building at the pump station. The City is looking to install a new generator outside the building, with a new transfer switch inside. The new grinder vault shall be installed prior to the current wet well.

Bid Information:

Request for Proposal (RFP) B12073 was issued and received on May 28, 2012 at 2:00pm.

Award Information:

Contract was awarded May 2012 in the amount of \$15,900
Change order # 1 was issued December 2012 in the amount of \$7,200
Change order #2 is being requested for \$8,500.
Total Project \$31,600

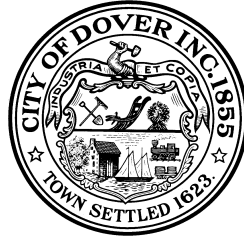
A draft contract is attached hereto; City staff will work with the vendor to finalize the terms of the contract following City Council approval.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	210	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completed	Estimated Delivery:	90 days
Recommended Award to:	CMA Engineers	Fund:	Sewer
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Exhibit A – Bid Results
Exhibit B - C/O #2 Additional Scope of Work
Exhibit C –Current Contract Documents & C/O 1

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



288 Central Avenue
Dover, New Hampshire 03820-4169

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

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

City of Dover, New Hampshire
OFFICE OF THE FINANCE DIRECTOR

**Results
Bid B12073**

“Cocheco St Pump Station Generator replacement & Vault”

Vendor	Cost	Is Envelope Marked Addendum 1 Recvd
Weston & Sampson 100 International Dr Portsmouth NH 03801	\$18,771	Yes
Jones & Beach Eng. Inc 85 Portsmouth Ave PO Box 219 Stratham, NH 03885		Yes
CMA Engineers Inc 35 Bow Street Portsmouth NH 03801-3819	\$15,900	Yes
Tighe & Bond 177 Corporate Dr Portsmouth NH	\$19,990	Yes



December 5, 2014

Mr. Bill Boulanger
Superintendent of Public Works & Utilities
City of Dover Community Services Department
271 Mast Road
Dover, NH 03820

**Re: Proposal for Additional Engineering Design Services (Ref. Proposal #B12073)
Cocheco Street Pump Station Generator Replacement
& New Grinder Vault Design Services. Dover, New Hampshire
CMA #837**

Dear Mr. Boulanger:

CMA Engineers appreciates the opportunity to submit this amendment number two to our original contract for engineering design services with the City of Dover, New Hampshire. These additional engineering design services were requested by the City after review of the final design documents submitted by CMA Engineers for the Cocheco Street Pump Station Generator Replacement and New Grinder Vault Design Services project.

CMA Engineers and Lee Carroll Electrical Consultants have made the following changes to the pumps station design plans:

- ❖ Changed the below grade rectangular vault structure to a round pre-cast structure for the sewage grinder;
- ❖ Outlet pipe from grinder downsized to 6-inch diameter pipe from 10-inch diameter pipe;
- ❖ Detailed and noted additional improvements to be made in the wet well structure to re-direct incoming sewage flow and install new fiberglass grating;
- ❖ Specified CAT generator only (City standard);
- ❖ Added larger free-standing electrical cabinet to house grinder controls and generator transfer switch in same cabinet;
- ❖ Added motion sensing exterior lighting;
- ❖ Amend contract front end documents, and technical specifications to incorporate changes noted above;
- ❖ Amend bid schedule, measurement & payment, and opinions of project cost accordingly.

PROPOSED FEE ADJUSTMENT

CMA Engineers proposed fee adjustment for the additional design services is \$8,500.00. CMA Engineers, Inc. fees will be assessed in accordance with our original agreement. (With this amendment, total authorization for the project is \$31,600.)

Our budget estimate for the tasks identified above include CMA Engineers' staff and sub-consultant's time and expenses to complete the work outlined in this proposal. We will notify the City of any circumstances that might require a change in the scope of work and budget estimate.

PROPOSED SCHEDULE

CMA Engineers has been coordinating these changes with the City of Dover Engineering and Community Services Departments with a goal of delivering amended final documents by December 19, 2014.

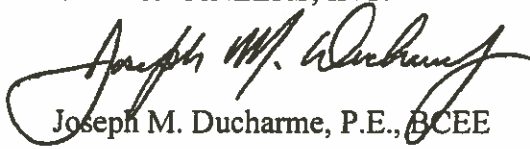
AGREEMENT


The Terms and Conditions agreed to by CMA Engineers and the City of Dover in our original contract accepted and authorized by the City on May 23, 2012 shall apply. You may authorize us to proceed by signing both originals of this contract amendment number two, and returning one original to us. This Agreement may be modified only in writing, signed by both parties.

We appreciate the opportunity to provide the City with continued engineering design services to prepare final documents for bidding. If you have any questions or need additional information, please feel free to contact me at 603-627-0708 or Mr. Bill Straub at 603-431-6196.

Very truly yours,

CMA ENGINEERS, INC.


Joseph M. Ducharme, P.E., BCEE
Project Manager


William A. Straub, P.E.
Vice President

Accepted and Authorized:

City of Dover

Date

JMD:WAS:amh
Enclosures



CMA ENGINEERS, INC.
CIVIL/ENVIRONMENTAL ENGINEERS

35 Bow Street
Portsmouth, New Hampshire
03801-3819

Phone: 603/431-6196

Fax: 603/431-5376

E-mail: info@cmaengineers.com

Web Site: www.cmaengineers.com

May 18, 2010

Ms. Ann Legere, Purchasing Agent
City of Dover
288 Central Avenue, 2nd Floor
Dover, NH 03820

**Re: Agreement for Professional Engineering Services - Cocheco Street Pump Station
Generator Replacement and New Grinder Design Services
CMA #P-2312**

Dear Ms. Legere:

CMA Engineers is pleased to provide the executed City standard agreement for engineering services for design services for the Cocheco Street Pump Station generator and new grinder.

As outlined in our proposal, total fees will not exceed \$15,900. Hourly rates for CMA Engineers staff are established as payroll cost (wage rate times 1.35 for statutory and customary fringe benefits) times a multiplier of 2.45. Principal time (including Mr. Grillo and Mr. Straub) is invoiced at \$130, which is below the formula rate. Expenses will be invoiced at cost plus 10%, subconsultant costs and assessed at cost times 1.15. Mileage will be billed at IRS reimbursement rate (currently \$0.55 per mile).

Invoices will be submitted monthly with payment of invoices due net thirty (30) days of invoice date.

The CMA Engineers' standard terms and conditions (as modified for Dover in our previous agreements) are attached and shall apply in addition to the terms included in the City's standard agreement.

We ask that this letter, with attachment, be included as a contract document of this agreement, and the City acknowledge by signing this below in addition to the City's standard agreement.

We appreciate this opportunity to continue to serve the City of Dover on this project, and to continue our working relationship with the City. If you have any questions or need additional information, please feel free to contact us.

Very truly yours,

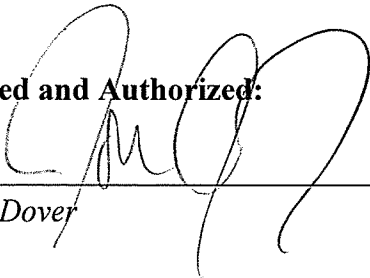
CMA ENGINEERS, INC.



William A. Straub, P.E.

Vice President

Accepted and Authorized:



City of Dover

5/23/12
Date

WAS/cak

Attachment: CMA Engineers, Inc. Terms and Conditions

CMA ENGINEERS, INC.
GENERAL TERMS AND CONDITIONS

The general terms and conditions presented below are incorporated, by reference, into the letter agreement ("Agreement") between CMA Engineers, Inc. ("CMA") and Client. In the event that any of the terms and conditions below contradict any statements in the Agreement, the terms stated in the Agreement shall rule with respect only to such contradicting statements.

CMA and Client agree as follows:

1. **Services:** CMA shall provide client with the services outlined in the Agreement with respect to the project identified. Additional technical services beyond those specifically outlined will be rendered only following an amendment of the Agreement signed by both CMA and Client.

2. **Invoices and Payment:** Client will pay CMA for services rendered in accordance with the rates and charges set forth in the Agreement and as described herein. Invoices will be submitted on a two-week or four-week basis, at the option of CMA. Payment to CMA will be due within fifteen (15) calendar days of invoice date. Unpaid balances will be subject to a 1 1/4% per month late payment charge beginning on the fifteenth day after invoice date. If there are unpaid balances remaining thirty (30) days after the invoice date, CMA may, upon giving ten (10) days written notice to Client, elect to temporarily or permanently terminate services under the Agreement until such invoices are paid in full. Such a temporary or permanent termination of services shall not constitute a waiver of other rights or claims against Client and no liability to Client shall be incurred by such termination.

3. **Time and Materials Provisions:** Where the Agreement specifies that payment is to be due on a time and materials basis (i.e., hourly rates plus reimbursable expenses), fees shall be invoiced based on hours actually expended plus reimbursable expenses. The minimum time segment for invoice purposes shall be one half hour for office time and four hours for field work and out-of-office meetings. Hourly charges shall include time in transit.

Expenses properly chargeable to Client which are reimbursable at cost plus ten percent (10%) shall include: travel (including automobile mileage at the maximum current IRS rate); lodging and meal expenses when CMA personnel are away from their office on activities connected with Client's project; project related drafting and clerical supplies; communication (including telephone), shipping, printing, and other reproduction costs; CADD computer time; computer software if specially acquired (with Client's prior approval) for Client's project; and expendable materials and supplies purchased specifically for Client's project.

The services of professional and technical subconsultants shall be invoiced and payable at cost plus fifteen percent (15%) as a processing and administrative charge.

4. **Nature of Fee and Schedule Estimates:** Unless otherwise specifically presented in the Agreement, the estimated total fees proposed represent CMA's estimate of the level of effort required to perform the proposed services. ~~It is understood by Client that the services provided by CMA at times involve conceptual engineering, preparing regulatory permit applications, meetings, negotiations, and other types of services all of which are not fully definable and involve services over which CMA does not have control over the amount of time (affecting both fees and project schedule) required to effectively accomplish Client's objectives. As the project progresses, CMA will keep Client informed of factors beyond the control of CMA which may alter the project schedule as outlined in the Agreement and CMA will apprise Client in writing in the event that total fees required to perform the proposed services will be in excess of the fee estimates presented in the Agreement.~~

CMA shall not be liable for any delay or failure by CMA to perform any of its obligations under the Agreement, if such delay or failure arises from any cause beyond CMA's control (including Client's failure to comply with the provisions of Section 5 below).

5. Client's Responsibilities: Client shall provide full information as to Client's requirements for Project; designate a person to act with authority on Client's behalf in respect of all aspects of the Project; examine and respond promptly to CMA's submissions; and give prompt written notice to CMA whenever Client observes or otherwise becomes aware of any defect in the work.

Client shall also do the following and pay all costs incident thereto:

- When required in connection with the services to be provided by CMA under the Agreement, and upon request by CMA, furnish to CMA borings, probings, and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys; property descriptions; zoning and deed restrictions, all of which CMA may rely upon in performing services hereunder.
- ~~Guarantee access to and make all provisions for CMA, its agents, employees, and subconsultants to enter upon public and private property, as required to carry out the services outlined.~~
- ~~Provide such legal, accounting, independent cost estimating, and insurance counseling services as may be required for the Project.~~

6. Standard of Professional Practice: Client acknowledges that CMA's services require the application of engineering judgment and that decisions and recommendations are not always, or often, clear matters of engineering and science. Client acknowledges the inherent risks incurred by Client in undertaking the proposed project and, in accepting CMA's proposal, has selected CMA to assist in furthering Client's stated objectives through applying such engineering judgment. CMA will perform its services in accordance with generally accepted professional practice, as existing at the time of providing such services, based upon CMA's experience, qualifications, and professional judgment. Client acknowledges that CMA's services will be rendered without any other warranty or guarantee, express or implied, beyond CMA's observance of the above Standard of Professional Practice.

7. Insurance: CMA maintains, at its own expense, Worker's Compensation insurance, public liability and property damage insurance, and Engineer's Professional Liability insurance. CMA will provide certificates of such insurance upon written request by Client. Client acknowledges that CMA will not be liable to Client for any loss, damage, cost, or expense which, in the aggregate, exceed the amounts of CMA's insurance coverage limits, inclusive of such exclusions and conditions of the insurance policies maintained, unless CMA is determined by a final judgment of a court of competent jurisdiction to have caused any loss, cost, damage, or expense solely by reason of CMA's willful misconduct or gross negligence. ~~Claims against CMA based upon failure to perform its professional services in accordance with the Standard of Professional Practice required in Section 6 are limited by the provisions of Section 8.~~

8. ~~Limitation of Professional Liability: Notwithstanding any other provisions of these general terms and conditions, CMA's liability to Client for any loss or damage arising out of or in connection with the Agreement, including but not limited to loss or damage caused by CMA's professional negligence, errors, or omissions, shall not exceed the greater of the total fees actually paid to CMA under the Agreement or \$50,000, and Client hereby absolves CMA from any liability in excess of that stated amount.~~

9. ~~Reuse of Documents: All documents including Drawings and Specifications prepared or furnished by CMA (and CMA's independent professional associates and consultants) pursuant to this Agreement are instruments of service in respect of the Project and CMA shall retain an ownership and property interest therein whether or not the Project is completed. Client may make and retain copies for information and reference in connection with the use and occupancy of the Project by Client and others; however, such documents are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by CMA for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to CMA, or to CMA's independent and professional associates and consultants from all claims, damages,~~

~~losses, and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle CMA to further compensation at rates to be agreed upon by Client and CMA.~~

10. Termination: The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, CMA will be paid for all services rendered to the date of termination and all Reimbursable Expenses.

11. Controlling Law: This Agreement is to be governed by the law of the State of New Hampshire.

12. Successors and Assigns: Client and CMA each is hereby bound and the partners, successors, executors, and administrators and legal representatives of Client and CMA are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than Client and CMA, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and CMA and not for the benefit of any other party.

~~13. Arbitration: All claims, counterclaims, disputes, and other matters in question between the parties hereto arising out of or relating to the Agreement or the breach thereof will be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining. This Agreement so to arbitrate and any other Agreement or consent to arbitrate entered into in accordance herewith will be specifically enforceable under the prevailing law of any court having jurisdiction.~~

~~Notice of demand for arbitration must be filed in writing with the other parties to the Agreement and with the American Arbitration Association. The demand must be made within a reasonable time after the claim, dispute, or the matter in question has arisen. In no event may the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute, or other matter in question would be barred by the applicable statute of limitations.~~

~~No arbitration arising out of, or relating to, the Agreement may include, by consolidation, joinder, or in any other manner, any person or entity who is not a party to the Agreement.~~

~~The award rendered by the arbitrators will be final, judgment may be entered upon it in any court having jurisdiction thereof, and will not be subject to modification or appeal except to the extent permitted by Sections 10 and 11 of the Federal Arbitration Act (9 U.S.C. 10, 11).~~

14. Severability: The provisions of these Terms and Conditions are severable. The invalidity of any part of these Terms and Conditions shall not invalidate the remainder of these Terms and Conditions nor the remainder of any portion hereof.



CITY OF DOVER

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

COCHECO STREET PUMP STATION GENERATOR REPLACEMENT AND NEW GRINDER VAULT DESIGN SERVICES

NOW COME the **CITY OF DOVER**, a municipal corporation, 288 Central Avenue, Dover New Hampshire 03820 and **CMA ENGINEERS, INC.**, 35 Bow Street, Portsmouth, New Hampshire 03801, (the "Vendor"), who for valuable consideration agree as follows:

1. **Purpose.** This contract refers to and incorporates the provisions of a Request for Proposal RFP #B12073 entitled "Cochecho Street Pump Station Generator Replacement and New Grinder Vault Design Services" issued by the City of Dover. Specifically, this agreement is for consulting services for the design of a replacement generator and a grinder vault for the Cochecho Street Pump Station.
2. **Scope of Services.** The Vendor shall perform all work required by the Contract Documents and the work described in the Proposal submitted by the Vendor dated May 8, 2012. The Scope of Services includes the services as contained in the RFP #B12073 and the response of the Vendor. RFP #B12073 shall govern to resolve inconsistencies in the contract between the parties including, but not limited to, the Scope of Services.
3. **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.
4. **Contract Documents.** The Contract Documents shall consist of:
 - i RFP #B12073 issued by the City of Dover;
 - ii Response of the Vendor by cover letter dated May 8, 2012 (6 pages);
 - iii. Addendum #1 (3 pages);
 - iv. Attachment A (1 page)
5. **Term.** The Vendor shall commence work upon the Notice to Proceed. The start of services shall be upon the execution of this agreement. The end of services shall be ninety (90) calendar days from the City's Notice to Proceed.
6. **Cost and Payment.** The City of Dover shall pay the Vendor an amount not to exceed Fifteen Thousand Nine Hundred (\$15,900.00) Dollars for services within the Scope of Services.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
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The City of Dover shall pay the Vendor within thirty (30) days upon performance and presentation of the invoice supplied by the Vendor.

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 the amount of Two Million Dollars (\$2,000,000). An insurance certificate shall be supplied to the City of Dover. The City of Dover shall be named as an additional insured. A condition of the insurance coverage shall be thirty (30) day notice to the City of Dover upon cancellation.
- 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 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 One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of two or more person in any one accident or occurrence. An insurance certificate shall be supplied to the City of Dover
- c. The Vendor shall maintain statutory Workers' Compensation insurance coverage for all of its employees at the project as required by the State of New Hampshire.

8. Indemnification. To the fullest extent permitted by law, the Vendor agrees to indemnify and hold harmless the City of Dover from any claims, losses, damages or expense (including reasonable attorneys' fees) arising out of the death or, injuries, or damages to any person , or damage or destruction of any property, in connection with the Vendor's services under this agreement to the extent caused by the negligent acts, errors, or omissions of the Vendor or its officers, directors, employees, agents or independent professional associates, or any of them.

9. Warranty: None

10. Ownership of documents. The City of Dover shall retain ownership of the documents and designs 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.



CITY OF DOVER

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

- 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.** Either party may terminate this agreement without cause upon thirty (30) days written notice. 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. **Severability.** If any of the terms and conditions of this agreement shall be finally determined to be invalid or unenforceable in whole or in part, the remaining provisions hereof shall remain in full force and effect, and be binding upon the parties hereto. 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.
- 15. **Applicable law.** The law of the State of New Hampshire shall govern this agreement.

CMA ENGINEERS, INC.

[Signature] *
Duty Authorized

May 18, 2012
Date

CITY OF DOVER

[Signature]
Michael Joyal, City Manager

5/23/12
Date

* See attached letter dated 5/18/12 as further attachment



CMA ENGINEERS, INC.
CIVIL/ENVIRONMENTAL ENGINEERS

35 Bow Street
Portsmouth, New Hampshire
03801-3819

Phone: 603/431-6196
Fax: 603/431-5376
E-mail: info@cmaengineers.com
Web Site: www.cmaengineers.com

September 11, 2012

Mr. Bill Boulanger
Superintendent of Public Works & Utilities
City of Dover Community Services Department
271 Mast Road
Dover, NH 03820

**Re: Proposal for Additional Engineering Design Services (Ref. Proposal #B12073)
Cocheco St. Pump Station Generator Replacement & New Grinder Vault Design Svcs.
Dover, New Hampshire
CMA #837**

Dear Mr. Boulanger:

CMA Engineers appreciates this opportunity to provide you with a scope and fee for the additional engineering design services requested by the City for the Cocheco Street Pump Station Generator Replacement and New Grinder Vault Design Services project. This proposal for additional services originates from the City's desire to upgrade the electrical service at the pump station. Also included is further characterization of soil and groundwater quality at the location of the proposed grinder vault excavation to assess whether special handling is required or not, and the costs of such handling if it is necessary.

PROPOSED SCOPE:

Additional Electrical Engineering Design Services:

The additional electrical engineering design services will be provided by our sub-consultant, Mr. Lee Carroll, P.E.. Mr. Carroll provided CMA Engineers and the City of Dover with a field report from his site visit on June 27, 2012 and noted that the current main electrical service to the pump station dry well building does not conform to the latest National Electrical Code. Mr. Carroll proposed an additional design services fee of \$2,950 to prepare design plans and specifications for bidding that would provide the City with a new, code-complaint main electrical service to the pump station.

Additional Site Characterization with Letter Report

CMA Engineers will schedule additional soil borings and soil/groundwater sampling in one boring to 15-ft with installation of a (temporary) 2-inch diameter PVC pipe with slotted openings in the bottom 5-feet, backfilled with native soil. CMA Engineers will oversee the field services of Great Works Drilling and Boring Company to install the temporary monitoring well at the location of the proposed grinder vault. Eastern Analytical, Inc. (EAI) will provide field services to collect groundwater and soil samples during the drilling operation. CMA Engineers will evaluate the analytical results provided by EAI and will make recommendation to the City on the appropriate course of action based on the level(s) of soil and groundwater contamination found at the site of the proposed grinder vault.

CMA Engineers will prepare a letter report outlining the findings from the field investigation noting the type(s) and level(s) of contaminants identified by the EAI laboratory analysis. CMA Engineers will also prepare opinions of probable cost for disposal of contaminated soil and groundwater during construction of the grinder vault so the City may consider these costs in the overall project construction budget.

PROPOSED FEE

CMA Engineers proposed fee for the additional design services is \$7,200.00. CMA Engineers, Inc. fees will be assessed in accordance with our original agreement.

Our budget estimate for the tasks identified above include CMA Engineers' staff and sub-consultant's time and expenses to complete the work outlined in this proposal. We will notify the City of any circumstances that might require a change in the scope of work and budget estimate.

PROPOSED SCHEDULE

CMA Engineers will schedule the drilling company and laboratory sampling immediately upon receipt of a signed original of this proposal from the City. CMA Engineers will generate a letter report with opinions of cost within 7 days of receiving the laboratory results of the soil and groundwater sampled from the grinder vault site.

AGREEMENT

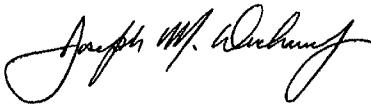
The Terms and Conditions agreed to by CMA Engineers and the City of Dover in our original contract accepted and authorized by the City on May 23, 2012 shall apply. You may authorize us to

proceed by signing both originals of this contract amendment, and returning one original to us. This Agreement may be modified only in writing, signed by both parties.

We appreciate the opportunity to provide the City with this proposal. If you have any questions or need additional information, please feel free to contact us.

Very truly yours,

CMA ENGINEERS, INC.

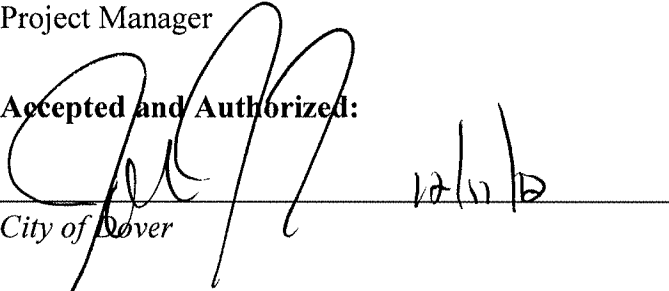


Joseph M. Ducharme, P.E., BCEE
Project Manager



William A. Straub, P.E.
Vice President

Accepted and Authorized:

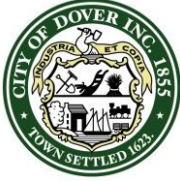


12/11/12

City of Dover

JMD:WAS:amh

Enclosures



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2015.02.25 – 021**
Resolution Re: Electrocardiogram Monitoring and Defibrillation Equipment

WHEREAS: On February 4, 2015, the City of Dover received a letter from the Wentworth Douglass Hospital indicating approval of the Board of Directors for funds in the amount of \$108,500 for various equipment that will allow the modernization of the Physio-Control System, which transfers information directly from the ambulance to the Hospital Emergency Department; and

WHEREAS: The City received quotes from Physio Control for various equipment and accessories totaling \$108,159.70 which were sent to the Hospital Materials Management Department for approval and was approved via email on February 13, 2015.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Physio Control Inc for WDH approved equipment totaling \$108,159.70. This amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
2250.1.220.42220.4741.00000	WDH Grant Fire & Rescue Equipment	108,500	108,500

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

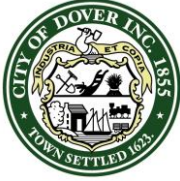
Resolution Number: **R – 2015.02.25 – 021**
Resolution Re: Electrocardiogram Monitoring and Defibrillation Equipment

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2015.02.25 – 021**

Resolution Re: Electrocardiogram Monitoring and Defibrillation Equipment

RESOLUTION BACKGROUND MATERIAL:

WDH approved Physio Control Equipment:

Three (3) LifePak 15 monitor/defibrillator, CPR, Pace, and associated batteries, power cables, sensors and carrying cases and shipping totaling \$99,887.45

Three (3) LIFEPAK 1000 advanced w/ECG display, manual override and 5 year warranty including shipping for total of \$8,272.25

Bid Information:

Sole Source for WDH approved equipment.

Award Information:

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

Purchasing Information:

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

Exhibit A – WDH Funds Approval Letter
Exhibit B – Physio Control Sole Source Letter



Wentworth-Douglass Health System

Wentworth-Douglass Hospital . Wentworth Health Partners . Wentworth-Douglass Hospital & Health Foundation . The Works Family Health & Fitness Center

February 4, 2015

Chief Richard Driscoll
Dover Fire and Rescue
288 Central Avenue
Dover, New Hampshire 03820

Dear Chief Driscoll:

Thank you for your continued support of Wentworth-Douglass Hospital and our collaborative efforts to improve patient care for our community. We are pleased to support your recent request to fund the QA/QI program for \$30,000. The program and its components reflect the positive relationships we have for our community.

In addition to the \$30,000 request for educational training, your request for support of approximately \$108,500 to upgrade your electrocardiogram (ECG) monitor and defibrillation equipment has been approved by our Board of Directors. This would allow the modernization of the Physio-Control system, which transfers information directly from the ambulance to the Hospital Emergency Department.

We are working with our Materials Management Department to ensure we appropriately identify the equipment, cost of the equipment, and approved service agreements to your department.

Questions related to the promotion and/or recognition of the Hospital's support of these two programs should be directed to Kelly Clark at 609-6207 or kelly.clark@wdhospital.com. Please contact my office to discuss how the funding should be expended to the City.

Sincerely,

Gregory J. Walker, FACHE
President and CEO

Cc: Kelly Clark, VP of Philanthropy and Community Relations
Lukas Kolm, M.D.
Peter Walcek, VP of Finance
Michael Joyal, City Manager

ADDRESS11811 Willows Road NE
Redmond, WA 98052**PHONE****GENERAL**
425 867 4000**TOLL-FREE**
800 442 1142www.physio-control.com

December 1, 2014

Physio-Control, Inc. is the sole-source provider in the Hospital (hospitals and hospital-owned facilities), Emergency Response Services and Emergency Response Training markets for the following products:

- New LIFEPAK® 15 monitor/defibrillators
- New LIFEPAK 20e defibrillator/monitors
- New LIFEPAK 1000 automated external defibrillators
- New LUCAS® 2 Chest Compression System

Physio-Control, Inc. is the sole source provider in **all** markets for the following products and services:

- RELISM (Refurbished Equipment from the Lifesaving Innovators) devices
- LIFENET® System and related software
- Factory-authorized inspection and repair services which include repair parts, upgrades, inspections and repairs
- PulsePoint Agency Services
- HealthEMS® Software
- HomeSolutions.NET® Software

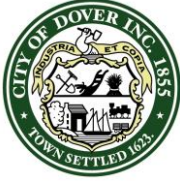
Physio-Control does not authorize any resellers to sell these products or services in the markets listed above. We will not fulfill orders placed by non-authorized businesses seeking to resell our products. If you have questions, please feel free to contact your local Physio-Control sales representative or call 800.442.1142.

Sincerely,

PHYSIO-CONTROL, INC.



Allan Criss
Vice-President, Americas Sales



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2015.02.25 – 022**
Resolution Re: **2014-2015 City Council Procedural Rules Change –
Council Meetings**

WHEREAS: Section IV.B.iv of the 2014-2015 City Council Procedural Rules regarding the City Council meeting schedule provides that all Council meetings shall conclude by 10:30 p.m. unless Council Members take appropriate action to extend the meeting beyond the deadline...; and

WHEREAS: Council Members have requested that Section IV.B.iv be removed, as the Council often votes to extend meetings past 10:30 p.m.

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

That **Section IV.B** of the 2014-2015 City Council Procedural Rules currently reads as follows:

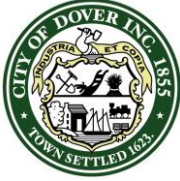
B. Schedule

- i. Regular and Workshop Meetings - typically will be scheduled for Wednesday evenings to begin at 7:00 p.m. Earlier start times may occur depending on the anticipated length of time necessary to complete an agenda.
 - a. Regular Meetings will typically be held on the 2nd and 4th Wednesday of each month.
 - b. Workshop meetings will typically be held on the 1st Wednesday of each month.
- ii. Non-Public Meetings and Executive Sessions - typically will be scheduled to begin prior to starting a Regular or Workshop meeting on Wednesday evenings.
- iii. On occasion, Council meetings may be scheduled to start or continue on other than Wednesday evenings as particular needs may arise.
- iv. All Council meetings shall conclude by 10:30 p.m. unless Council Members take appropriate action to extend the meeting beyond the deadline Items on the agenda not completed shall be continued to another date and time certain but no later than the date of the next Regular Meeting.
- v. Cancellation or Postponement - The City Clerk will notify Council Members by both e-mail and telephone upon determination of a meeting cancellation or postponement.
 - a. The Mayor, Deputy Mayor and City Manager shall confer and determine if insufficient business or other non-urgent matter warrants postponement or cancellation of a scheduled Council meeting.
 - b. The Mayor and City Manager shall determine if inclement weather or other emergency warrants postponement or cancellation of a scheduled Council meeting,

That **Section IV.B** of the 2014-2015 City Council Procedural Rules shall be amended to read as follows:

B. Schedule

- i. Regular and Workshop Meetings - typically will be scheduled for Wednesday evenings to begin at 7:00 p.m. Earlier start times may occur depending on the anticipated length of time necessary to complete an agenda.
 - a. Regular Meetings will typically be held on the 2nd and 4th Wednesday of each month.
 - b. Workshop meetings will typically be held on the 1st Wednesday of each month.
- ii. Non-Public Meetings and Executive Sessions - typically will be scheduled to begin prior to starting a Regular or Workshop meeting on Wednesday evenings.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2015.02.25 – 022**
Resolution Re: **2014-2015 City Council Procedural Rules Change – Council Meetings**

- iii. On occasion, Council meetings may be scheduled to start or continue on other than Wednesday evenings as particular needs may arise.
- ~~iv. All Council meetings shall conclude by 10:30 p.m. unless Council Members take appropriate action to extend the meeting beyond the deadline. Items on the agenda not completed shall be continued to another date and time certain but no later than the date of the next Regular Meeting.~~
- iv. Cancellation or Postponement - The City Clerk will notify Council Members by both e-mail and telephone upon determination of a meeting cancellation or postponement.
 - a. The Mayor, Deputy Mayor and City Manager shall confer and determine if insufficient business or other non-urgent matter warrants postponement or cancellation of a scheduled Council meeting.
 - b. The Mayor and City Manager shall determine if inclement weather or other emergency warrants postponement or cancellation of a scheduled Council meeting,

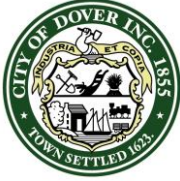
REQUIRES 2/3 MAJORITY VOTE OF THE CITY COUNCIL TO BE VOTED UPON AT THE NEXT REGULAR MEETING.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Sponsored by: Councilor William Garrison, III
Finance Director

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2015.02.25 – 022**
Resolution Re: **2014-2015 City Council Procedural Rules Change – Council Meetings**

DOCUMENT HISTORY:

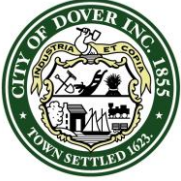
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Reason for this change is to remove the meeting time limitation.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O-2015.02.25 - 009**
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:

STREET

Summer Street

LOCATION

Northerly side from the intersection with Central Avenue westerly for 120 feet except for visitors to the Woodman Institute during the hours when the Woodman Institute is open for the season

3. TAKES EFFECT

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

NEEDS PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

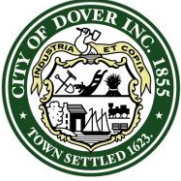
Sponsored by: Mayor Karen Weston
By request

Approved as to Legal
Form and Compliance:

Anthony Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O-2015.02.25 - 009**
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.		

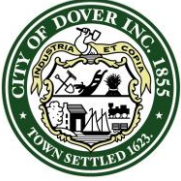
ORDINANCE BACKGROUND MATERIAL:

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 northerly 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 Wadleigh House visitors and potential problems if Summer Street were to be restricted to parking on only one side due to the limited road width near Central Avenue.

At the request of the Parking Commission, the Traffic Advisory Commission reviewed the parking situation in the area relative to the limited width of Summer Street near Central Avenue. TAC did not recommend any changes.

The original Parking Commission recommendation to put the spaces on Central Avenue was rejected by the City Council at their February 11, 2015 meeting. The Parking Manager was directed to create an ordinance amendment that would put the spaces on the northerly side of Summer Street.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O-2015.02.25 - 009**
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 56

Currently the museum is open from 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. Signs will be posted that indicate the hours of the restriction that match the museum hours.

120 feet encompasses the area from Central Avenue to the back entrance of the museum.