



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 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. B15021 - DOVER ARENA LED LIGHTING UPGRADE AND AUTHORIZATION FOR FINANCING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL, WITH VOTE TO OCCUR ON APRIL 8, 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

A. March 25, 2015

B. Fiscal Year 2016 Proposed Budget Presentation

10. APPROVAL OF MINUTES

A. March 4, 2015 – Workshop

B. March 11, 2015 – Regular Meeting

11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

**1. RULES OF PROCEDURE FOR ZONING BOARD OF ADJUSTMENT
(TO BE REMOVED FROM THE TABLE)**

SPONSORED BY MAYOR WESTON BY REQUEST



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13. NEW BUSINESS

A. CONSENT CALENDAR

1. **BLOCK PARTY – New Hampshire Soap Box Derby, Inc.**
2. **RAFFLE – Avon 39 – Walk for a Cure – Boston**
3. **ROAD RACE – Trick or Trot, Dover Soccer Association**

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. **WATERFRONT DEVELOPMENT REAFFIRMATION**
SPONSORED BY MAYOR WESTON BY REQUEST
2. **FISCAL YEAR 2016 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM**
(TO BE REFERRED TO A PUBLIC HEARING AS FOLLOWS:
SCHOOL DEPARTMENT BUDGET HEARING TO BE HELD ON APRIL 8, 2015
CITY BUDGET HEARING TO BE HELD ON APRIL 22, 2015)
SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

1. **CHAPTER 166, SECTION 21 – RESIDENT PARKING PERMIT PROGRAM**
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 8, 2015.)
SPONSORED BY MAYOR WESTON BY REQUEST

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2015.03.11 – 027**
Resolution Re: Dover Arena LED Lighting Upgrade (B15021) and
Authorization for Financing

WHEREAS: A sealed Request for Proposal #B15021 was issued and received for qualified firms to provide and install LED lighting at the Dover Arena with the option to include other city buildings in the future should it be advantageous for the city to do so. A prebid meeting was conducted at the Arena for interested firms on December 2, 2014 and proposals were received on January 6, 2015 at 11:00am; and

WHEREAS: Eight vendors submitted proposals and the evaluating team reviewed their offers and selected the three top qualified firms to give presentations of their proposal. Interviews were held on February 5, 2015 and the proposal deemed most advantageous was submitted by Affinity LED Lighting of Dover NH in the total amount of \$123,048.00; and

WHEREAS: The Affinity LED Lighting submitted the proposal to PSNH d/b/a/ Eversource Energy and was notified that funding is available through their Smart Start Revolving Fund program for the City's Arena LED Lighting Upgrade.

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

The City Manager, or designee, is hereby authorized to finalize contract language with the PSNH d/b/a Eversource Energy, consistent with the Purchase Agreement authorized herein, for the City Manager's signature.

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 Smart Start Revolving Fund Program is hereby authorized for financing the City's Arena LED Lighting Upgrade project. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the Smart Start Revolving Fund Program and obtain a loan through the program for the Arena LED Lighting 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.

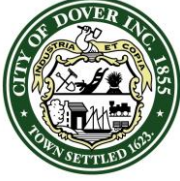
AUTHORIZATION

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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Resolution Re: Dover Arena LED Lighting Upgrade (B15021) and
Authorization for Financing

DOCUMENT HISTORY:

First Reading Date: 03/11/2015	Public Hearing Date: 03/25/2015
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 III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2015.03.11 – 027**
Resolution Re: Dover Arena LED Lighting Upgrade (B15021) and
Authorization for Financing

RESOLUTION BACKGROUND MATERIAL:

The city solicited requests for proposals for qualified vendors to provide and install LED lighting upgrades to the Dover Arena. Firms were asked to provide details in the proposal of a full lighting audit, utility rebate process, and detailed payback proposal. The city used the Dover Ice Arena as the initial test site with potential to include several other city buildings that could benefit from this service that may be incorporated in the future to the selected vendor. Vendors were instructed that it is probable that the economic success of these projects will depend on funding sources. These funds may derive from a variety of sources including rebates, and renewable energy credits.

Affinity LED Lighting proposal offered a program funded by PSNH d/b/a Eversource Energy where they pay 100% of cost to the selected vendor 50% down and 50% upon completion of the project. The city would then pay back the amount through a monthly invoice. The Efficiency Loan payback would show a separate line on the monthly invoice. The estimated monthly savings is \$2,778.77 with monthly payback charge of \$2,751.46 yielding net positive of \$27.31 monthly.

The Arena LED Lighting Upgrade is eligible for Smart Start funding. The upgrade project is estimated to cost \$123,048 and is eligible for net rebates totaling \$12,989.43. This will result in the amount of \$110,058.57 being financed. In accordance with the NH Municipal Finance Act (RSA Chapter 33), the Purchase Agreement with Eversource Energy and related participation in Smart Start Program is deemed long term debt. The City has determined utilization of the Smart Start Program is most advantageous to the City of Dover.

Debt Authorization versus Debt Retirement

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

Description	General Fund
FY16 City CIP Authorizations	3,975,000
This Authorization	110,059
FY16 Debt Retirement	4,556,523
Net Change	<u>(471,464)</u>

Rate Impacts

The financing of \$110,058.57 through the Smart Start Program over a 40 month period is estimated to cost \$2,751.46 per month, or \$33,017.52 for FY2016. This is estimated to have a \$0.01 tax rate impact. This impact is forecasted to be offset by savings in electrical costs for the Arena. Therefore, there would be no actual tax impact.

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 City General Fund is based on 3.0% of equalized assessed value.



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 Resolution Re: Dover Arena LED Lighting Upgrade (B15021) and
 Authorization for Financing

Description	General Fund
Debt Outstanding	45,694,305
Authorized - Unissued	9,687,004
Total Issued & Unissued	55,381,309
This Authorization	110,059
Grant Total	55,491,368
Legal Debt Limit	85,422,803
Unused Capacity	29,931,435
Percent Unused	35.04%

Bid Information:

B15021 LED Lighting upgrade for Dover Arena and potentially other city facilities

Award Information:

It is the intent to award this Arena LED Lighting project and potential future city LED Lighting projects to the selected vendor Affinity Lighting of Dover NH contingent upon available funding.

A draft contract is attached hereto; City staff will work with PSNH d/b/a/ Eversource Energy to finalize the terms of the contract following City Council approval.

Purchasing Information:

Type:	Contract	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 Competed	Estimated Delivery:	As needed
Recommended Award to:	Affinity LED Lighting of Dover NH	Fund:	PSNH / Eversource Efficiency Loan Fund
Other Approvals Required:	Yes PSNH d/b/a Eversource Energy	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Exhibit A – Bid Results
 Exhibit B – Draft Contract Documents

B15021 LED Arena	Option 1	Option 2	option 3	Dimming Option 1	Dimming option 2
Apex Lighting Solutions 1200 Elm St Manchester NH	\$ 140,000.00				
Harry-O Electric PO box 7812 Loudon NH	\$ 22,600.00	\$ 38,700.00	\$ 99,700.00		
Smartwatt Energy 400 Mason Rd Fairport NY	\$ 140,186.00			\$ 164,344.00	\$ 146,906.00
Energy Management Consultant 120 Thadeus St SO Portland ME	\$ 125,050.00			\$ 147,468.00	
Affinity Lighting 1 Washington Sr Dover NH	\$ 98,956.00	\$ 88,948.00		\$ 133,056.00	\$ 123,048.00
M2 Facilities Solutions 151 Epping Rd Exeter NH	\$ 126,832.00	\$ 152,977.00			
AB tech Solutions 67 Tyngsboro Rd Westford MA	\$ 56,101.00				
Renewable Energy Designs 265 Franklin St Boston MA	\$ 103,435.00	\$ 109,383.00			

All Costs are before
incentives from Eversource

**PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE D/B/A EVERSOURCE
ENERGY
Smart Start Program
*Purchase Agreement***

Customer Name: City of Dover

Agreement Date: 03/04/2015

Mailing Address: 110 Portland Avenue, NH 03820

Telephone: (603) 516-6060

Facility(ies): Dover Ice Arena

Occupancy: Owner Renter

Customer will own Smart Start measure(s): Yes No

1. SMART START MEASURE(S) PURCHASED, COST & ESTIMATED SAVINGS

See Appendix I for costs, rebates, estimated savings and project financing payment options.

2. INFORMATION ACCURACY

Customer has made every effort to provide Public Service Company of New Hampshire d/b/a Eversource Energy ("Eversource") with accurate information about the participating building to enable Eversource to assess the energy efficiency of Customer's premises and equipment. Customer acknowledges that the accuracy of Eversource's savings estimates depends on the accuracy of information Customer provided to Eversource.

3. CUSTOMER RESPONSIBILITIES

- 3.1 Make consecutive monthly payments of: **See Appendix I** to Eversource until all payments have been made or Customer no longer has an account with Eversource.
- 3.2 Notify Eversource if any of the above measures stop working. Eversource will only pay for repair costs if Customer notifies Eversource and allows Eversource to verify measure failure and authorize the repair. Customer will allow Eversource to inspect the measure(s) to verify measure failure and that failure is not due to customer damage. If Eversource does not inspect the measure and arrange for its repair within 10 business days, Customer's obligation to make monthly payments will cease. However, if Eversource does not arrange for repairs because of Customer's failure to provide reasonable access as noted in Section 5.7 below, Customer's monthly payment obligation will continue.
- After any warranty payments are applied, if Eversource has any repair costs that were not reimbursed, Eversource may increase the number of remaining payments to recover all of its costs for repairs, including its cost for administration. Alternatively, Customer may repair measures at Customer's expense and, if applicable, will be entitled to any reimbursement from existing warranties.
- 3.3 Maintain the installed Smart Start measure(s) in place for at least as long as there are payments due under this Agreement unless otherwise agreed to by Eversource. If Customer will own the measure(s), the Customer is also responsible for any required maintenance and for costs incurred from failure to properly maintain the measure(s).
- 3.4 Be responsible for costs associated with Customer damage.
- 3.5 Notwithstanding Customer's responsibility for costs associated with Customer damage or responsibility for maintaining measures, Eversource may repair a measure that is not working (and seek compensation from

Customer or owner as appropriate), and recover any costs that were not reimbursed after warranty payments are applied by increasing the number of payments.

- 3.6 Make a good faith effort to participate in Eversource follow-up surveys that are part of evaluating program effectiveness following the installation of the Smart Start measure(s).
- 3.7 When the Customer is the owner of the premises, the Customer shall make all the remaining payments upon closing their electric account or disclose the Smart Start monthly payment obligation to the next customer. The attached disclosure form should be used to disclose the Smart Start obligation to the successor customer. Failure to disclose will constitute permission by the Customer for the next customer to break a lease or purchase agreement for the premises within five business days of applying for electric service. A signed copy of the disclosure form will constitute proof of disclosure. Make sure to save a copy for your protection.

4. CUSTOMER AUTHORIZES EVERSOURCE TO:

- 4.1 Assign the Smart Start Tariff to this location which shall remain in full force until the final Smart Start payment has been paid unless earlier terminated by mutual agreement of Eversource and the customer at this location.
- 4.2 Be its exclusive Agent to coordinate and facilitate the installation of the Smart Start measure(s) listed above and related work including arranging for servicing or replacement if any of the Smart Start measures fail prior to the Customer making the final payment. Notwithstanding the above, Customer may repair measures at Customer's own expense as described in Section 3.2.
- 4.3 Enter into the Contractor Installation Agreement with the Contractor on behalf of the Customer for the purpose of installing the Smart Start measure(s) and related work. The Customer understands that an Independent Contractor-Customer relationship has been created by virtue of the Contractor Installation Agreement and that the Contractor is not an Employee or Agent of Eversource. Eversource will not be liable for personal injury or property damage caused by Contractor or Contractor's agents or employees.
- 4.4 Enter into change orders with Contractor on behalf of the Customer so long as the change orders do not increase the Customer's monthly payment amount under the terms of this Agreement. Customer understands that any change order that increases Customer's monthly payment amount under this Agreement must be agreed to in writing by Customer, Eversource, and the Contractor.
- 4.5 Issue checks on behalf of the Customer as payment to the Contractor upon satisfactory progress and/or completion of the work pursuant to the terms of the Contractor Installation Agreement. The Customer understands Eversource is not a guarantor of the work performed by the Contractor and that the Contractor is solely responsible for the installation of the Smart Start measure(s). Eversource is also not a guarantor of products and this Agreement does limit or increase Customer's rights regarding manufacturers, vendors and contractors.
- 4.6 Obtain insurance (e.g., fire) or authorize its agent to obtain insurance on the premises sufficient to ensure Eversource or its financing agent recovers all costs associated with measure installation. Any insurance costs are included in the measure costs noted above.

5. AGREEMENT DURATION, TERMINATION AND MISCELLANEOUS PROVISIONS

- 5.1 This Agreement shall remain in full force and effect until the final Smart Start payment has been made, Customer closes the account at this location or the Agreement is terminated by mutual consent of the parties.
- 5.2 No Smart Start payments will be due to Eversource until these premises are occupied but no later than three months after the completion of the work.
- 5.3 If the Customer breaches any of the terms of this Agreement, Customer shall reimburse Eversource for all costs incurred for these Smart Start measures. Such costs include but are not limited to all costs for measures, installation, repair or replacement, administration, litigation, product subsidy, and interest.

- 5.4 At Customer's request, Eversource may terminate this Agreement. Customer must pay all costs Eversource incurred for these Smart Start measures.
- 5.5 No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of both parties to this Agreement.
- 5.6 Notice from one party to the other under this Agreement shall be deemed to have been properly delivered if forwarded by First Class Mail to Customer or Eversource addresses noted on this page.
- 5.7 Eversource maintains a right of inspection and access for repair, upon reasonable notice and during normal business hours, of the Smart Start measure(s) installed pursuant to this Agreement for the duration of this Agreement.
- 5.8 The provisions of this Agreement shall benefit and bind the successors and assigns of Customer and Eversource. If any of this Agreement shall be held invalid or ineffective in whole or in part, such determination shall not be deemed to invalidate any of the remaining portions of this Agreement. This Agreement is governed by New Hampshire law.

City/Town/School District

Public Service Company of New Hampshire
d/b/a Eversource Energy

By: _____
(Print Name)

By: _____
Thomas R. Belair

By: _____
(Signature)

Date: _____

Date: _____

MUNICIPAL/SCHOOL DISTRICT ADDENDUM TO
SMART START PURCHASE AGREEMENT

A. Payments: City/Town/School District represents that it reasonably believes that funds can be obtained that are sufficient to make all payments during the term of this Smart Start Purchase Agreement and agrees that it will do all things lawfully within its power to obtain and maintain funds from which the payments may be made, including making provisions for such payments to the extent necessary in each annual budget submitted to the City Council/Town Meeting/School District Meeting for the purpose of obtaining funding; using its bona fide best efforts to have such portion of the budget approved. It is the City's/Town's/School District's intention to make payment for the full term of this Agreement if funds are legally available to do so. If appropriated funds are less than are required to perform this Agreement the parties will negotiate to determine a level of Smart Start Monthly Payments which will allow City/Town/School District to continue its obligation to pay for the Smart Start Measures within a mutually acceptable period of time.

Termination on Account of Nonappropriation of Funds: If the parties are unable to negotiate a level of Smart Start Monthly Payments that can be made within available appropriated funds, this Agreement may be terminated only if the following conditions are met that:

- (i) funds were not appropriated for any fiscal period during the term of this Agreement in an amount at least equal to the payments due during that fiscal period for the Smart Start Monthly Payments;
- (ii) written notice of nonappropriation of funds was given to Eversource within thirty (30) days of the adoption of the final budget for that fiscal period;
- (iii) City/Town/School District has exhausted all funds legally available for all payments due under the Agreement; and
- (iv) City/Town/School District acted in good faith and properly and in a timely manner requested sufficient funds to satisfy the obligations due under this Agreement and it diligently pursued and exercised all reasonable efforts to obtain such funds from the governing body that controls such appropriations;

The City's/Town's/School District's legal counsel must certify in writing that all of the above steps were taken. Upon satisfaction of these conditions and counsel's letter verifying same, this Agreement shall be terminated as of the first day of the fiscal period for which sufficient funds were not appropriated; provided, however, that Eversource's rights under the laws of the State of New Hampshire and Eversource's tariff and the Rules and Regulations of the Public Utilities Commission, survive the termination of this Agreement, including, but not limited to, pursuit of damages in a court of competent jurisdiction, the repossession of the installed Smart Start measures at City's/Town's/School District's expense and termination of service for nonpayment at the Customer location where the Smart Start Measures were installed.

B. Cancellation: Subject to payment of all amounts due upon expiration or termination of this Agreement, City/Town/School District may cancel this Agreement by providing Eversource written notice to that effect not later than Sixty (60) days before the effective date of the expiration or termination.

WHEREFORE Eversource and the City/Town/School District have duly executed this Addendum to the Smart Start Payment Agreement on the date written below.

City/Town/School District

Public Service Company of New Hampshire d/b/a Eversource Energy

By: _____
(Print Name)

By: _____
Thomas R. Belair

By: _____
(Signature)

Date: _____

Date: _____

Public Service Company of New Hampshire d/b/a Eversource
SMART START Program - Customer Purchase Agreement: APPENDIX I
 Project Financing Summary / Repayment Option Approval

Prepared for: **City of Dover**

Date Prepared: **03/05/2015**

Facility: **Dover Ice Arena**

Eversource Account #: **800062601**

Description: **Lighting Upgrades**

Vendor: **Affinity LED Lighting**

COST / REBATE INFO	...NO Financing Pay Outright	...with Eversource Financing	Difference
Project Cost (from proposal):	\$123,048.00	\$123,048.00	
Eversource Rebate: *	- \$20,255.90	- \$18,230.31	\$2,025.59
Net Project Cost:	= \$102,792.10	= \$104,817.69	
SMART START Program Charge: ** <small>(one time charge of 5%)</small>	+ N/A	+ \$5,240.88	+ \$5,240.88
Total Project Cost:	= \$102,792.10 <small>(outright cost)</small>	= \$110,058.57 <small>(amount financed)</small>	\$7,266.47 <small>("cost" to finance)</small>

ESTIMATED SAVINGS INFO ***

Estimated Annual Bill Savings:	\$33,345.25	Eversource Rate: GV <small>Rates in effect as of: 01/01/2015</small> Est. kWh Savings: 226,551 Est. KW Savings: 51 Months w/ KW Svgs: 12
Estimated Monthly Bill Savings:	\$2,778.77	
75% of Est. Monthly Svgs:	\$2,084.08	
25% of Est. Monthly Svgs:	\$694.69	

PAYMENT INFO ****

Payment Option 1 - Keep 25% of the Est. Monthly Bill Savings as immediate Cash Flow. Use 75% to repay Eversource.

Payment Option 2 - Use 100% of the Est. Monthly Bill Savings to repay Eversource. (Shorter Repayment Term)

Initial Choice	Consecutive Payments of (Delivery Charge)	x	Repayment Term (Months)	=	Total Payments	Estimated Monthly Cash Flow ***	
<input type="checkbox"/>	Payment Option 1 <small>(Use 75% Keep 25%)</small>	\$2,116.51	x	52	=	\$110,058.52	\$662.26
<input type="checkbox"/>	Payment Option 2 <small>(Use 100%)</small>	\$2,751.46	x	40	=	\$110,058.40	\$27.31

SIGNATURE / APPROVAL

By signing below I authorize the repayment schedule (Payment Option), chosen above, as initialed in the box next to the Option chosen.

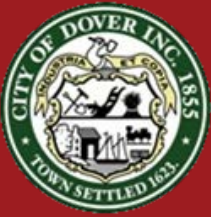
By: _____ By: _____ Date: _____
print name signature

* Rebates for Projects that are financed through the SMART START Program are subject to a 10% reduction.

** The SMART START Program Charge is a one time charge accessed at 5% of the Net Project Cost.

*** All Bill Savings and Cash Flow figures are estimates only and are not guaranteed nor implied.

**** Due to the requirement for the Repayment Term to be a whole number in months the Repayment Delivery Charge may not exactly equal 75% or 100% of the savings.



City Manager's Report

City of Dover, New Hampshire

March 25, 2015

Reporting on February 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	\$2,319	\$186,764	\$270,095	\$9,255
4th Quarter Residential Usage	7,841	\$33,362	\$606,666	\$771,081	\$5,116
** Other Service: Backflow Inspections, Hydrants, Firelines & Service Charges					

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

The Water Division received sixteen no water calls. After evaluating each site it was determined that all were frozen water services on the city side of the service. Crew's first attempted to thaw water lines from inside the houses but in many cases they had to excavate the street and thaw pipes. In some cases a contractor was hired with additional thawing equipment to aid in the repair.

Water crews also responded to three water main breaks. One located on a private service at the Pacific Mills. Supervisors assisted a private contractor with the repair. On Ham Street, one Working Foreman, two Maintenance Mechanics, one heavy equipment operator and the Superintendent responded after hours to complete the repair of a ring crack on an 8 inch cast iron main. One Truck Driver, one Heavy Equipment Operator, one Working Foreman and one Maintenance Mechanic responded to Renaud Avenue during below zero weather to repair the third break where a ring crack was discovered on a 6 inch cast iron main.

Crews received three calls for sewer backups. Two were found to be on the resident's side of the service. The third call was to assist the City of Somersworth with the sewer jet truck to eliminate a backup they were experiencing.

Meter crews attended to 58 stopped meters, 19 final readings, 1 new meter install, 1 replacement and 1 abatement test.

Utility crews assisted in the 7 snow plowing events and 5 snow removal events throughout the month.



City Streets, Grounds, Facilities & Parks

Heavy Equipment Operators received and piled 1,178.93 tons of salt.

Community Services crews (Streets, Stormwater, Utilities, Facilities & Grounds, Fleet and WWTF) attended to 7 snow plowing events, and 5 snow removal/pick-ups with snow accumulations of approximately 47 inches, with a total accumulation for 2014/2015 winter at approximately 107.75 inches. Crews worked 2,623 overtime hours along with 648.20 contractor hours and applied 672.5 tons of salt and 1,294.5 yards of salt/sand mixture tending to the weather events. Community Services Administrative staff received 101 service calls during these snow/ice events.

Due to the impact of accumulated snow, all Street and Stormwater crews spent regular hours in February attending to plowing sidewalks and roads, widening roads, snow removal and responding to various snow issues.

The Facilities, Grounds and Cemeteries employees handled 4 service calls and 112 work orders in the month of February. Employees attended 3 full burials in Pine Hill Cemetery during this month. Preparing the graves for the burial required 65.5 hours of man power and use of the grave heater.

Employees worked day and night, plowing, sanding and removing snow. Facilities, Grounds and Cemeteries employees spent many hours shoveling snow. They cleared and treated walkways for safe travel for pedestrians, cleared roofs to remove excessive snow loads, shoveled around HVAC units and traffic boxes to allow access and to assist units in functioning properly. Snow also needed to be cleared from vents so that exhaust from fuel fired units did not build up in boiler rooms and endanger occupants of various buildings.



Dover Maintains

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

The Henry Law Park Improvement project is entering the next phase which is site design and engineering. The Friends of Dover Recreation 501 © 3 is acting as the charity to accept funds for the Henry Law Park Project brought in by a Go Fund Me link at <http://www.gofundme.com/c8ebd4>

The lease of the Butler Building on River Street has allowed winter fitness training to continue for Great Bay Rowing over the last few months and will continue until the river has open water again.

The Garrison Hill Sledding and Snowboard area was very busy this month with an abundance of snow to allow for daily use.

Many hours were spent clearing ice dams from other locations by Facilities, Grounds and Cemetery staff. Ice dams were removed, with assistance from the Fire Department at The Children's Museum of New Hampshire. Help was also received from the Strafford County Community Work Program with approximately 48 man-hours of shoveling by their program participants. The help from both of these parties is greatly appreciated.



Calls were received in the Facilities & Grounds Office regarding 10 sign posts being damaged due to snow removal efforts which will not be replaced until spring. Besides the above, one sign post was installed, and three signs were reattached to posts. Three new signs were installed for parking guidance. Three parking signs were swapped or replaced, and two are currently down until spring.

Twenty-three work orders pertaining to building or facilities issues were handled in February. Clogged sinks were an issue in several places, as were issues pertaining to heat. 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. Seasonal employees spent many hours cleaning and restocking paper goods, in addition to the City Hall custodians usual hours per month. The doors at City Hall were opened for the public on 19 days. The entrances and immediate walkways were checked and treated as needed on a daily basis. Employees also conducted the required monthly fire extinguisher and elevator inspections. Employees also delivered supplies and removed items to recycling as needed.

Twelve miscellaneous work orders were attended to with two of these regarding trees. Sixteen keys were issued, two cores were replaced. Four Dig Safe requests were responded to, mainly checking telephone poles that are being replaced for any signs that might be mounted to them, then replacing them as needed.

Seven traffic signal complaints were addressed, the majority of which the division was not able to observe or duplicate. The most troublesome issue was pedestrian lights cycling every time the lights changed, due to snow being pushed up against the pedestrian buttons during snow removal efforts. As the buttons are typically not accessible to pedestrians because of the amount of snow in front of them, small plastic covers were placed over affected units to keep the snow from putting pressure on the buttons. These are easily removed when one is able to reach the button after snow melt.

The Public Library Director met with architect Art Guadano and the City Purchasing Agent to discuss the library's upcoming chimney restoration project and the forthcoming bid process. Documents and specifications should be ready in March.

Participants in the Strafford County Jail's Work Release Program shoveled the deep snow off the library's flat roof over the addition. They did an excellent job!

The Fire & Rescue consistently assists other agencies and recently assisted Facilities in moving snow from 6 Washington Street. The snow built up and ice dams caused water to leak into the Children's Museum.

Cemeteries:

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

Parks & Playgrounds

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

Emergency Management



The Emergency Manager has been working with the State of New Hampshire to recoup funding for the Juno Storm. This process encompasses capturing data on storm related costs that are incurred by the city from this storm. The State of New Hampshire looks to see if the storm has exceeded local capabilities and capabilities of the State. The storm needs to exceed records. The process comes from Preliminary Damage Assessments (PDA's) from communities. First there is a State of NH threshold that needs to be met. Then there is a County threshold to meet. When all is said and done, there is a possibility of 75% reimbursement, if the President declares a snow emergency. The State of NH has met all the thresholds for Juno and is waiting to see if the President will declare the snow emergency.

Fire & Rescue responded to multiple gas calls from ice buildup on gas regulators. The department responded to three multi-family apartment buildings that were impacted by gas leaks. Carbon monoxide calls were on the increase due to the snow buildup. Many vents were covered causing increase furnace and heater malfunctions.

The month of February continued with the impact of multiple snow storms. Various important messages were given to many media outlets by the Fire Department asking residents to please shovel 3 feet around hydrants that are near as it saves time for firefighters in an emergency and to please shovel out all entrances to homes so that residents can have a secondary egress in an emergency as this may save a life in the event of a fire. Residents were asked to ensure all vents are shoveled out to fuel burning equipment (furnaces, hot water heaters and the like) as malfunctioning equipment can leave residents without heat or put carbon monoxide into houses that could compromise safety! Carbon monoxide detectors save lives.

Fire & Rescue put two ventilators in service on Ambulance 1 and 2. These devices will be utilized for cardiac arrest patients and breathing difficulties associated with COPD and CPAP.

Chief Colarusso was appointed by Governor Maggie Hassan to be the Chairman of the Police Standards and Training Council. Prior to being appointed to the position of Chairman, Chief Colarusso has been a member of the Police Standards and Training Council for a number of years. The Police Standards and Training Council is the body that certifies and provides training to all law enforcement and corrections officers throughout the State of New Hampshire. The Council is comprised of the Attorney General, the Commissioner of Corrections, the Colonel of the State Police, the Chancellor of the Community College System, two C two citizens.

Communications Bureau:

Communications Bureau statistics for February are:

Radio Transmissions	10,644
Phone Calls	7872
Police Alarms	121
Lobby traffic	269
911 calls	415

K-9 Unit:

The Department has one K-9 handler, Officer Tim Keefe, who works with his K-9 partner, Grinko. During the month of February 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 February.

Special Investigations Bureau (SIB):

Seven registered sex offenders were processed during the month by the Dover Police Department's Special Investigations Bureau. 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.

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.

Detectives and the Dover High School Resource Officer investigated a January incident where a message was left at DHS making reference to a bomb. This investigation led to the arrest of a seventeen year old student.

A second separate threat against Dover High School remains under investigation. In that case, a threat was telephoned to school staff.

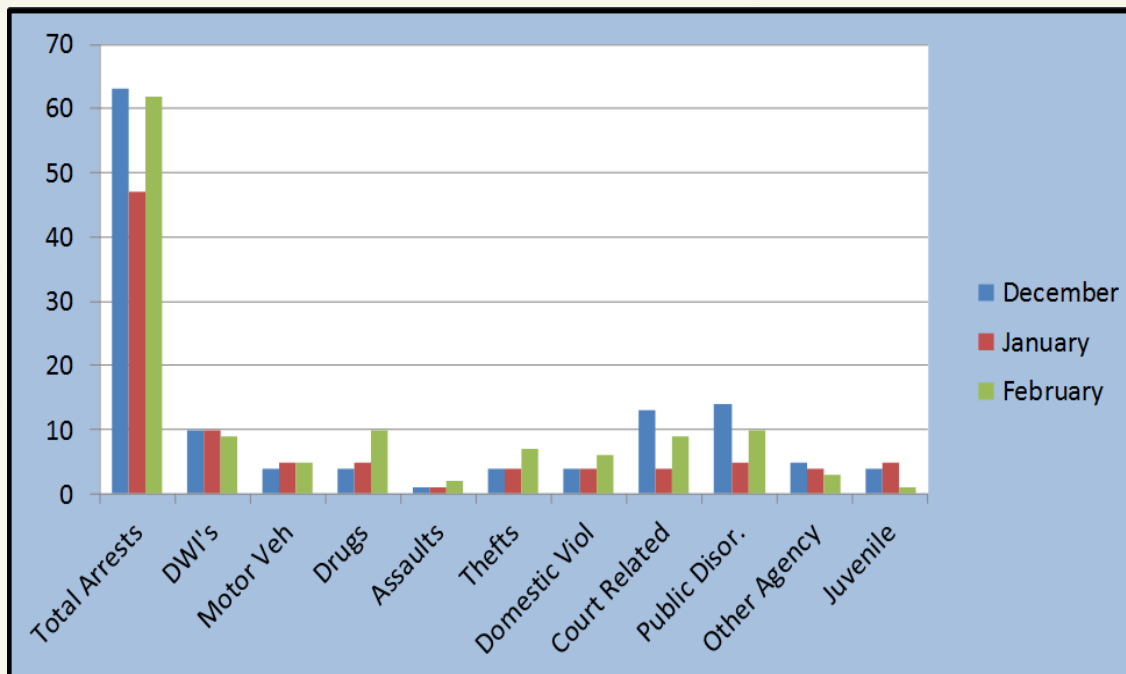
Throughout February, detectives assisted the Strafford County Drug Task Force with multiple investigations into illegal narcotics traffic in Dover.

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

Detectives are also responsible for conducting background investigations on individuals applying for jobs at the Police Department. During February, three such investigations were on-going.

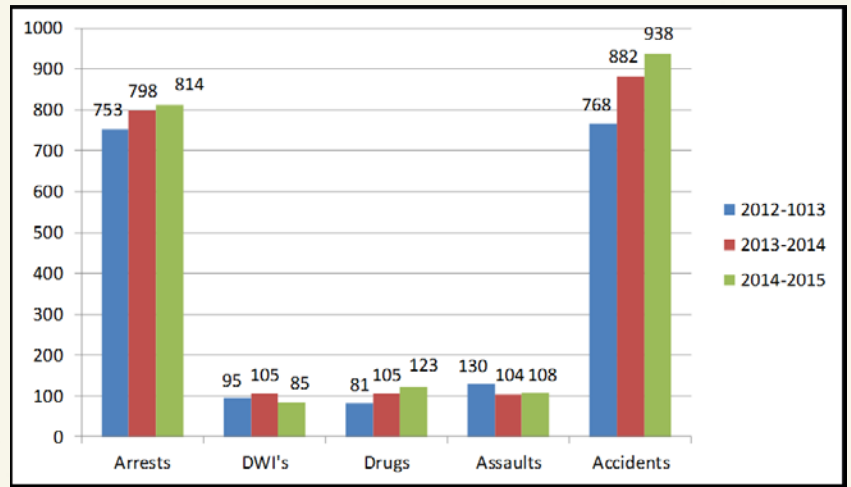
Patrol

During the month of February, the Dover Police Department responded to **2643** incidents throughout the city. Police officers made a total of **804** car stops and issued a warning or a summons. The chart below depicts the 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.



This chart depicts total arrests made by the Police Department by year, all DWI arrests, drug arrests of all types, all assaults including domestic and nondomestic and accidents.

During the month of February 2015, there were three letters generated by the Dover Police Department that were sent to a certain licensed liquor establishment in Dover. Letters are sent as a result of analysis of police reports involving overly intoxicated persons. When it is determined an overly intoxicated person had been over-served, a letter is sent from the police department to the establishment. The letter, along with the police report, is also sent to the NH Liquor Commission's Bureau of Enforcement.



Animal Control:

Total animal calls for service 35

Handled by Officers	14
Handled by Dispatch	7
Handled by ACO	14

Breakdown of calls for Officers:

Injured deer/wildlife	7
Animal bites	2
Loose dog	1
Dogs in cars on cold day	4

Breakdown of calls for Dispatch:

Missing pets	2
Loose dogs	3
Cat stuck in vent	1
Report opened in error	1

Breakdown of calls for ACO:

Loose dogs	4
Wildlife	1
Barking	1
Found dog	2
Welfare check on dogs	2
Unlicensed dogs	2
Not picking up after dog	1
Loose horse	1

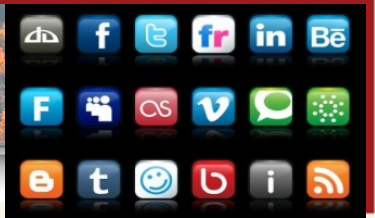


Animal Control Officer Ladisheff also responded to a call regarding a loose horse on Back River Road. The horse, named Virgil, was reunited with her owner. To the left, Virgil is home in her stall.

Downtown Liaison Unit

- 19 - Pedestrian crosswalk warnings
- 30 - Public assistance calls
- 06 - MV pedestrian right of way warnings
- 01 - MV one way warning
- 16 - Parking assistance incidents
- 04 - Warning bike on sidewalk
- 01- Trespass warning
- 01 - Assist to Community Action homeless liaison





The Department of Planning and Community Development continued to update its blog, facebook page and twitter feed to communicate with the public. The Department of Planning and Community Development has 278 Facebook (City of Dover NH Planning) friends and 664 followers on Twitter (@DoverNHPlanning). The Dover Community Trail was also promoted through the Facebook page for the trail with 926 fans.

The Department of Planning and Community Development mailed out 21 New Homeowner letters. These letters introduce new property owners to their zoning district and include other basic planning information which includes links to the Dover Download.

In February, Planning and Community Development staff continued to update the City website with 30 presentations and reports regarding updates to the waterfront development, the Community Development Block Grant Program, grant applications, and Master Plan work. There are now over 300 sources of information listed. This data can be found at <http://www.dover.nh.gov/government/city-operations/planning/planning-documents/index.html>

The Department of Planning and Community Development and a citizen committee completed an update to the Land Use Chapter of the Master Plan. This document guides development and suggests changes to the community's land use regulations. The chapter was presented to the Planning Board on February 3rd and a public hearing on the chapter was held by the Planning Board on February 24th, at which time the Planning Board voted to adopt the chapter.

With the Land Use Analysis chapter of the Master Plan adopted by the Planning Board, planning staff reviewed the full Master Plan and updated the executive summary of recommendations. This document, and many others related to the Master Plan are available on the City's web site. <http://www.dover.nh.gov/government/city-operations/planning/master-plan/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. Staff reviewed drafts of the market analysis conducted by a consultant, and supported the consultant's work by clarifying local conditions and concerns. Furthermore, Planning staff finalized a first draft of an RFP for a waterfront development consultant. This draft will be reviewed by CWDAC in March.

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 to guaranteed tax revenue as an incentive for financial commitments by the City for the cost of new public infrastructure. The first development to take place on this Mast Road parcel will be an approximately 80,000 square foot manufacturing and warehouse facility for Stonewall Kitchen. The Developer received Planning Board permits for 275,000 square feet of space, over a phased growth plan on February 10th. As a follow up to that approval, an agreement between the Planning Board and developer was be drafted to address planning – non financial – related elements of the plan, such as reclamation of the previous gravel pit use, groundwater testing and monitoring and a blasting plan.

The Assistant City Manager and City Engineer met with the consultant finalizing the Downtown Pedestrian and Vehicular Access Study. The team worked to clarify and summarize the project for the Transportation Advisory Commission. The TAC will review and vote on the project in March.

Planning and Community Development staff worked with Faces of Dover (www.facesofdoover.org) to prepare a map highlighting the existing and proposed historic markers located throughout downtown. The map is also intended to be used by the Chamber of Commerce in connection with their guided walking tours of historic Dover.

Annually, in January the Assistant City Manager works with Planning and Community Development staff to identify work plans for the coming year. In February those projects were summarized in an annual plan. This plan is a tool to reach out to public and provide information about the projects personnel is working on and the goals and objectives staff members have for the year.

Planning and Community Development staff met with residents and property owners to discuss development or redevelopment of over 14 properties in the City.

The NH Astronomical Society's StarWatch program was held on February 17 at the Dover Public Library. Unfortunately it was very cloudy and everyone was unable to view the night sky with telescopes. Instead, everyone was treated to a fascinating slide show by society member Paul Winalski about what everyone would have seen if they had been out there. There were a total of 12 people in attendance.

The Dover Public Library piano was tuned on February 20 in anticipation of the Opera Concert held on Saturday morning, February 21. Melissa Manseau and her students performed wonderfully and the concert was enjoyed by a crowd of 72. They may plan for another concert in the spring. Pianist Minako Merritt volunteered to do a piano duets performance with one of her students in September or October. The piano tuner is still hunting for a better piano for the public library.

The Dover Public Library website was hit 99,645 times by 22,531 visitors; the images server was visited 34,347 times by 7,631 users. The Library Blog was accessed 264 times by online readers. The library has 5,581 social media followers: 1581 on Facebook, 587 on Twitter, 189 on Instagram, 986 on Pinterest, and 2,238 e-newsletter subscribers. 122 meetings & tutoring sessions were hosted in the library's Lecture Hall, Trustees Room, & Learning Center.

Chief Colarusso was appointed by Governor Maggie Hassan to be the Chairman of the Police Standards and Training Council. Prior to being appointed to the position of Chairman, Chief Colarusso had been a member of the Police Standards and Training Council for a number of years. The Police Standards and Training Council is the body that certifies and provides training to all law enforcement and corrections officers throughout the State of New Hampshire. The Council is comprised of the Attorney General, the Commissioner of Corrections, the Colonel of the State Police, the Chancellor of the Community College System, two City Police Chiefs, two Town Police Chiefs, two Sheriffs, two Judges and two citizens.



Detective Travaglini speaks with a Woodman Park student about her invention at Young Inventor's Day



Left to right: Robin Estee, Police Prosecutor Brian Estee, Gabe Speidel, Sgt. Marn Speidel, and Bill Stevens (not pictured) represented the Dover Police Charities team at the 7th annual Dover Children's Home Bowl-A-Thon on February 15, 2015. The team raised over \$4,000.

Officer Feliciano is teaching a lesson on how to resist peer pressure during a recent DARE class.



Vicki Hebert and Stephanie Retrosi attended the Community Anti Drug Coalitions of America National Leadership Forum in Washington DC in February. While at the CADCA conference, Dover Youth to Youth had a resource and display table in the exhibit hall. The exhibit hall was designed to provide resources for the 2,800 coalition leaders attending the conference. Dover Youth to Youth provided copies of a Public Service Announcement and skit script while also offering the division's youth empowerment resources.



Vicki Hebert and Stephanie Retrosi at the Dover Youth to Youth resource table at the CADCA Conference in Washington D.C.

An off duty Fire & Rescue Engineer/Paramedic came in to teach a local Boy Scout Troop classes for their emergency merit badge. This was done over two different nights at the North End Station.

The membership had its first meeting for this year's Fire Safety Festival production. The script is written and the planning phase has ensued. The Fire Department has performed their letter campaign for donations and the local businesses have responded. This year's production will be "A Trip to the Fire Station".



Fire & Rescue continues to work hard to support the Dover School System. The Career Technical Center class for Firefighter 1 and EMT class is provided at the North End station. The EMT class and Firefighter 1 Class went through American Heart Association Provider level CPR. These classes are taught by off duty firefighters and this month was supplemented with CPR instructors.

Police Facility & Parking Garage

During the month of February, excavation for both buildings continued. Approximately 20,000 cubic yards of soil has been removed to make way for foundations. Crews also began to drive building support piles. The piles, which are steel pipes filled with concrete, are driven down to bedrock and will support the downward weight of the buildings.

Due to several recent significant snow storms, the project is about one week behind schedule. At this point, Harvey Construction does not believe that there will be an impact to the opening dates for either the garage or the police facility as steps have been taken to make up the lost week. These steps include bringing in additional crews and working on Saturdays. Harvey Construction feels that the goal of opening the public parking garage in November of this year and the police facility in February of next year is still attainable.

Also, during the month of February, Harvey Construction provided a guaranteed maximum price. The GMP proposed by Harvey Construction as well as the costs carried by the city outside of the GMP is under the total authorized funding for the combined project.

Harvey Construction, with input from City staff, has begun to award sub-contractor bids for critical trades, such as foundations, steel, precast garage sections, and electrical, mechanical and plumbing.



Crews use a crane to install building supports piles along the Chestnut Street side of the site.

City Programs

Gym

Basketball for grades K-4 wrapped up on 2/21/15. Fifth and Sixth graders continued their games on Saturdays at the McConnell Center and continued practices during the week. Games ended for this league on 2/14/15. All-star teams were formed for both girls and boys. The girls and boys competed in the Rollinsford/Somersworth "Frosty" Tournament over February vacation. These teams will compete in local tournaments during March as well including Rochester and Marshwood. The 7th & 8th grade basketball teams have finished out their seasons. Recreation HS boys teams entered the second half of their schedules and will wrap up with playoffs in March. 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. All three men's leagues will wrap up their regular seasons soon and enter the playoffs in March. All programs and facilities faced challenges with the weather as the McConnell Center closed early multiple days, had to cancel weekend activities and several practices were cancelled. Muscle Power, Interval Toning, Zumba® and Yoga wrapped up Session III and registrations are currently being taken for Session IV. The process of field scheduling for spring sports has begun. The first two dates of Spring Sports sign-ups were held on Wednesday, February 4th & Saturday, February 7th. The last week of Spring Sports Sign-ups is scheduled to be the week of March 2nd at the McConnell Center. Many leagues now utilize on-line registrations. Badminton continued on Friday nights in February & co-ed volleyball will resume on Sundays in March. February vacation saw an increase in youth open gym times.

Pool

High School swimming came to an end in the middle of February. The High School teams that swim at the Indoor Pool have obtained some incredible feats! Dover High Girls won the Division 1 State Championship, Oyster River boys and girls won both of the Division 2 State Championships, St Thomas girls finished 2nd in Division 2 and Berwick Academy won the Eastern Independent League Championship. Pool staff is extremely proud of all of the teams and their performances. With High School Swimming coming to an end, afternoon rec swim has opened back up to the public. The expectation is that swim will pick up as the temperatures become milder. Adult Lap Swim has seen steady attendance with a range of 75-100 people a day during lap swim depending on the day of the week and weather. Hydrofitness continues to draw in a great crowd with as many as 15-20 patrons at each class. Great Bay Masters has seen as many as 35 swimmers on their busy practices and the program is running very well. Winter swim lessons has ended and the entire session was well attended. A few changes were made and staff added 2 classes to accommodate over 10 children that were on the wait list. Seacoast Swimming continues to use the pool facility and will continue through mid-March. Pool Rentals have been heavy this month with 6 parties using the facility during the weekends.

Ice Arena

February begins the winding down of many of the high school practices and games and the Dover youth hockey program also starts to come to a close for the season. The arena will host a few of the high school playoff games which will bring in high attendance from all over the region. The arena skating programs continue for youth and adult skaters and hockey players. The adult hockey leagues are all full and offer opportunity for all levels of hockey experience. Recreational skating, hockey pick-ups and stick practices have been steady and should increase in attendance as the ice availability opens up after the high school season.

Adult and youth stick practice: 341 participants

Senior Center

Despite the very snowy and challenging winter, the Dover Community Senior Center has had a very busy month. In February, the center hosted the "Remembering Home" workshop presented by Heritage New England. This travelling museum program offered members a chance to reminisce and spark conversation about growing up in New England by revisiting such things as rotary phones, player pianos, ice boxes and washboards. 43 members participated in this walk down memory lane. The Senior Center held its first cooking class, hosted by Julie Baker, R.N., focusing on Cooking for Diabetic Health. Members look forward to more culinary education in the near future. For those who didn't care for winter, an escape to Daytona Beach was offered. Ten members took this opportunity to get away to the sun and sand! Thirteen members attended a slideshow preview of the Iconic Aegean trip that will be in September 2015. This program is also available to view on Channel 22. The social this month featured the vocal styling of the Seacoast Men of Harmony's barbershop quartet singing songs of love. 34 seniors enjoyed this wonderful program. In addition to all ongoing activities, the Senior Center members continue to use all fitness areas at Dover Recreation. Senior exercise and yoga classes are held Monday through Thursday mornings. A walking group and a competitive pickleball group are offered by the center, both held twice a week.



To the right, pictured is the Seacoast Men of Harmony's barbershop quartet. To the left is the Senior Center Cooking Class.



Public Library

February school vacation week programs took place every day during the week of February 21. Total attendance for all children's activities was 169. The Friends of the Library sponsored the programs by the UNH Sea Grant docents, the Seacoast Science Center, and the York Center for Wildlife for \$364.12.

The "Peak-Bagging the New England 4,000-footers" program on Wednesday, February 25 attracted an audience of 35 people.

On February 27, the Dover Public Library Director hosted a meeting of the Urban Public Library Consortium at the Dover library. Dover Police Detective Sean Mask presented a program on recognizing and dealing with substance-abusing customers in the library.

The library's system administrator aided school librarians with 18 issues this month.

Dover Public Library's Interlibrary Loan Department sent 209 volumes to other libraries and borrowed 80 from other libraries for patrons.

285 crafts were made at the "Creation Station" in the Children's Room.

Attendance at 32 February programs: 13 Story Times was 140; 6 movie showings was 113; Bricks4Kidz 24; Lego Saturday 29; Langdon Place visit 4; Book-A-Librarian appointments 3; Peak-bagging 35; opera concert 72; Affordable Care program 7; STEM Program 14; Marine Mammals 22; Save a Seal 16; Winter Wildlife

The Dover Court Diversion Committee

The Diversion Committee met on Thursday, February 6, 2015. There were a total of 3 active or pending Diversion cases. Below is the breakdown:

3 cases already in active Diversion Contracts

0 successful completion and release

0 new cases heard

2 new case(s) awaiting review for the next meeting.

Dover Youth to Youth:

During the month of February, the Police Department was informed that Dover Youth to Youth had been selected as an Advocate for Action by the White House Office of National Drug Control Policy (ONDCP) due to their "exemplary work in furthering the goals of the President's National Drug Control Strategy." The work that Dover Youth to Youth does will be profiled in the National Drug Control Strategy which is ONDCP's annual publication of the Obama Administration's efforts to reduce illicit drug use and its consequences in the United States. There were a total of nine recipients of this recognition out of more than 225 nominees. Members of the group will have an opportunity to meet with the director of ONDCP sometime in the spring at a yet to be announced event to share their story.

Dover Youth to Youth provided five classroom presentations of the TRUTH About Tobacco program to 4th grade classrooms at Garrison School during the week of Feb. 16th-20th. Over 100 students received the training. The TRUTH presentation will also be given to Horne Street School and Woodman Park School in March and April.

Four members of Dover Youth to Youth joined Dr. David Jernigan, Director of the Center on Alcohol Marketing and Youth of Johns Hopkins Bloomberg School of Public Health in a joint presentation on Counter Advertising Alcohol at the Community Anti-Drug Coalitions of America (CADCA) conference in Washington DC on February 3, 2015

On February 17th, two Youth to Youth students, Sarah Daniels and Jordan Schneider traveled to Concord, NH to testify in opposition of Decriminalizing Marijuana, House Bill 618. The students prepared testimony and were extremely well received however no vote has happened as of date.

Dover Coalition for Youth:

Both Dover Middle School and Dover High School are preparing to implement the Youth Risk Behavior Survey in mid-March. Dover Coalition for Youth Coordinator Vicki Hebert has been working with the schools to prepare for the implementation and inform parents of the survey.

The Opioid Task Force of Strafford County is in the process of planning a legislative breakfast and heroin summit on Friday April 10th. The two events are designed to educate legislators and community members about the growing heroin epidemic and strategies to address the problem.

Dover Housing Authority:

On February 9 2015, Officer Feliciano attended the initial meeting of Dover Listens. Dover Listens is putting together a group forum for residents of Dover to meet with law enforcement officers to discuss policing in the community. This was an initial planning meeting. The community-wide meeting is currently scheduled to take place on March 26, 2015.

On February 18, 2015, Officer Feliciano met with a representative from A Safe Place who is coordinating an anti-domestic violence public awareness campaign similar to some seen on television. Officer Feliciano along with Captain Terlemezian posed for photographs while holding signs that say "No" to domestic abuse.



Dover youth to Youth students Sarah Daniels and Jordan Schneider outside of the State House in Concord.

Dover Teen Center

The Dover Teen Center calendar for February 2015 consisted of educational and social programming for its youth participants. For the month, the Teen Center hosted a total of 353 participants on 18 days of programming, which yielded an average of just under 20 participants per day.

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

- TC Tournament – “Billiards 9-Ball” (2/6)
- TC Snack Special – “Hot Dogs” (2/11)
- TC Special Event - “Valentine Craft Day” (2/12)
- TC Snack Special – “Pancake Mania” (2/19)
- TC Trip – “Hilltop Fun Center” (2/24)
- TC Trip – “Ice Skating at Puddle Dock Pond” (2/26)
- TC Event – “TC Olympics” (2/27)

There was one new registration in February 2015.

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: NHDES has reviewed and provided comments on the preliminary report prepared by EGGI. EGGI will incorporate those suggestions and prepare a work scope and budget to NHDES on the next phase of work. A contract between the city and EGGI for the next phase is pending signature by the City Manager; however, for the remainder of the project EGGI will bill NHDES directly for payment for the future work which will be paid out of the MTBE settlement funds received by NHDES.

Previous: 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.

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: Excavation from the Orchard street new police facility has continued despite the winter weather during February. The material was brought to the dredge cell and stockpiled for later use when closing out the dredge cell.

Previous: 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. 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

Ann Legere, Purchasing Agent, and Kim Nunan, Finance/Purchasing Secretary received recognition as being a Constant Contact 2014 All Star for the online Finance and Bid Notifications email listserv.

Fire & Rescue hired a new employee this month, Joseph Burba.

Joseph Burba grew up in Salem NH and went to Salem High School and Timberlane Regional High School graduating in 2003. Joe graduated from Maine Maritime Academy in 2007 with a BS in Marine Engineering. He was then commissioned in the United States Navy Reserve in 2007. Currently the rank of Lieutenant in which he sailed on Navy Civilian ships supporting Navy operations in the south pacific, and Arabian Gulf. More recently he worked as an engineer on offshore drill ships. He graduated from the 2013 NH Fire Academy Recruit class and started his fire service career as a part time Firefighter/ EMT for Milton Fire Rescue. In his spare time, he enjoys riding his motorcycle, snowmobiling, deep sea fishing, and carpentry. He recently moved to Dover in May of 2014. If you see Joe on the streets please introduce yourself.



ACKNOWLEDGEMENTS

Professional Development

The Assistant City Manager participated in web based training sessions on use and creation of graphics to supplement land use regulations. The graphics can be used to more critically inform the public about a community's land use regulations, and remove the academic and legalese tendencies from regulations. Additionally, the Assistant City Manager participated in web based training on dynamic reporting of performance measures.

Payroll and Benefits Administrator, Jean Tsouramanis, attended an FMLA seminar at Primex on February 17th.

On Wednesday, February 18, 2015 the Purchasing Agent, Ann Legere, attended a Seminar hosted by Primex titled 'Contracts: Be Careful what you sign'.

Nic Gordon, Truck Driver and Mike O'Brien, Heavy Equipment Mechanic, both attended four classes on Drinking Water System Operator Basics in Concord, NH hosted by NHHWA.

Alan Dews, Engineering Technician, attended Groundwater Basics, Landfill Monitoring & Case Histories hosted by NHDES.

Library circulation staff attended several continuing education webinars in February on topics such as "How to Listen to Your Community: Using Surveys to Gather Data", "Creative Ways to get more Facebook engagement", "Graphic Novels: a gateway for reluctant readers", "Board Games in the Library", and "Verbal Judo: dealing with irate customers".

On February 9, 2015, Detectives Mask and Pike attended training on obtaining and analyzing telephone records in criminal investigations. On the same day, Sergeant Tarmey along with Officers Brown, Courter and Lazos attended Search and Seizure related training.

On February 10-12, 2015, Sergeants Pettingill and Tarmey attended Incident Command System Training. The Incident Command System is a management system designed to enable effective and efficient management of major incidents through the coordination of various personnel and assets.

During the week of February 9-13, 2015, Captain Terlemezian attended the New England Law Enforcement Executive Development Seminar. Topics included liability in high risk operations, media relations, and personnel management.

During the month of February, Lieutenant Gould along with Sergeants Tarmey, Nadeau, Anderson, and Harrington attended supervisory level training covering how to handle officer involved shootings.

On February 2-6, 2015, Officers Feliciano and Petrin attended the Advanced Law Enforcement Rapid Response Training (ALERT) "Train the Trainer" class for active shooter incidents. Both officers are now able to instruct and certify other officers around the State of New Hampshire on this critical topic. A training class for officers within Strafford County is scheduled for the end of April.

Each shift in Fire & Rescue had a manufacturer class on air monitoring with their Multi-Rae air meters. This was a four hour class that every shift attended on the care and operation of the meters. Fire Tech and Safety, the dealer, provided the class on the meters. This tool is used on many different calls including confined space rescue, carbon monoxide, furnace malfunctions and structure fires. They have the ability of detecting oxygen levels, carbon monoxide levels, explosive levels for combustible gases and hydrogen sulfide. Personnel also carries specialized meters that detect organic compounds.

Fire & Rescue has ten members on the Seacoast Technical Area Response Team. This is the hazardous materials team that covers the entire seacoast region. The ten members on the team took their haz-mat refresher which is a 24 hour class that is established under the NFPA 472 standard.

Fire & Rescue Command Staff attended two on-line webinars. The first was on the NH Alerts application for smart phones. The second is "How Much are Aggressive Drivers Costing our Ambulance Service?"

EMPLOYEE SPOTLIGHT



Boe Green. When asked to submit pictures, he chose to stage these two. That pretty much sums up Boe Green's personality!

When Boe started working for the City 27 ½ years ago, he began working as a Laborer, then became a Truck Driver, and for the last 17 years he has been a Heavy Equipment Mechanic in the Fleet Services Division of Public Works. Boe continually maintains the running and safety of all city vehicles such as large plow trucks and equipment, to police cruisers and inspection vehicles. Boe is part of a 5 man crew.

In June of 2015, Boe will be married to his high school sweetheart for 21 years, but they have been together for almost 30 years. He and his wife Kim and two cocker spaniels, Luke and Annie, live in Berwick, Maine. They have a son, Ryan, who is 21 years old. Boe and his wife started B&R Automotive 17 years ago in a small garage. By word of mouth and great clientele, Boe was able to build a brand new shop in the back of his property. Over the years they have been able to fully equip the garage with all of the necessary tools and equipment. They complete all aspects of automotive repair from rust repair, to paint, engine swaps, brake jobs as well as welding and fabricating. While Boe is busy getting his hands dirty, Kim is taking care of the paperwork and billing for B&R Automotive. Boe says that Kim is his everything.

Boe and his family are heavily into racing. His son Ryan has been racing stock cars since he was six years old. Ryan started out in the ¼ midget go carts. By the age of 9, he had won three track championships and a New England Pro Am Series Championship. When Ryan was 12, his dad moved him up to the 4 cylinder division at Lee USA Speedway competing in seven races the first year. He won 5 out of 7 races. Ryan then took a break to pursue baseball where he performed very well as a lefty. Ryan realized that baseball wasn't his true passion; racing was. At the age of 15, Ryan started racing in the late model sportsman division. He was the youngest driver to ever win the late model sportsman championship. Ryan has now progressed to running the pro series at the Beech Ridge Motor Speedway.

Boe loves to go up to Pittsburgh, New Hampshire to get away from the hustle and bustle of home and work life. Going up north helps him to clear his head and enjoy the scenery. Boe has raced for many years and has won multiple races and two championships back in 2006 and 2007. After winning those, he stepped away from racing to turn the reigns over to Ryan.

When Boe was asked what he liked most about his job, he stated being almost ready for retirement (of course) as well as the opportunity to work on many different vehicles and pieces of equipment. When asked what he liked least, he said not being able to please everyone that comes into the garage.

Be sure to stop in and say hi to Boe at the Public Works Facility before he retires.... You will see he is quite the character and you will definitely leave the facility laughing! The City of Dover is lucky to have had him for the last 27 ½ years.



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

- The City Manager updated the Council on the passing of Earle Goodwin and that city flags would be lowered for a specified time.
- A copy of a letter sent to the Chair and members of the NH House Education Committee in support of HB562, was sent to the City Council by the City Manager.
- The City Manager forwarded a link to the City Council, to various historical posters and markers that the Main Street Faces of Dover citizens committee has developed to place around the City.
- The City Manager updated the Council on the snow removal budget.
- The City Manager forwarded info on the Tolend Road change order and peer review report to the City Council.
- The City Manager urged the City Council to attend a Dover Listens Event.
- Information on a fundraiser event was forwarded to the Council by the City Manager.
- A copy of a letter sent to the Chair and members of the NH Senate Education Committee in support of SB228, along with background information was provided by the City Manager.
- The City Manager provided a blurb and background on Advocacy Bill passed in House.
- The City Manager provided an updated meeting schedule to the City Council which added a workshop on March 18th.
- Information and the Waterfront Development Feasibility Analysis was provided to the City Council by the City Manager.
- The City Manager provided a Tolend Road Update to the City Council.
- Along with the above updates to the City Council, the City Manager provided follow up and responses to individuals where the City Manager was included in the initial correspondence to Council members.

The Welfare Director meets monthly with the Directors from the surrounding communities about issues and problems that affect all of them. In February, both the Director and Social Worker attended a meeting put on by the New Hampshire Local Welfare Administrators Association. This was informative about the Workforce Investment Act. This program, through the New Hampshire Works will help clients prepare and get jobs that will support their needs.

Dog licenses for 2015 are now available. All dogs must be licensed by April 30 to avoid a late fee. The cost for a male or female dog is \$10, a neutered male or spayed female dog is \$7.50 and puppies (3-7 months) are \$7.50 for first licensing. Residents 65 years of age or older may license one dog for \$3. Additional licenses require regular fees. The City Clerk's office requires proof of rabies information and a certificate of spaying or neutering.

Dog licenses can be renewed at the City Clerk's office at City Hall, by mail or online. In addition to online licensing, rabies information can also be updated online and the certificate mailed to the City Clerk's office. A checking account or credit card is required for online dog license registration. To ensure privacy, dog owners must provide the dog's tag number.

Parking & Traffic

Parking Bureau

During February, the Parking Bureau spent nearly every day dealing with the numerous snow storms the city experienced throughout the month along with their aftermath. Trying to keep the paths open from the parking spaces to the sidewalk was a difficult task. Coordination with the Community Services Department was critical. The Parking Bureau didn't want to be shoveling only to have that area be filled in by the plows. Numerous requests to post signage to assist Community Service's snow removal efforts were handled as well.

The Parking Commission will be reviewing the Cecil's Group Downtown Pedestrian Vehicular Access Study Recommendations at their March meeting and its effect on parking capacity.

Recently the city acquired a Bobcat MT-55 to assist with clearing walking lanes from the parking spaces to the sidewalk. The machine can also clear the parking spaces to get them ready for use by customers.

Traffic Bureau

Sergeant Speidel fulfilled duties as a staff representative to the Planning Board's Technical Review Committee for a proposed commercial project on Sixth Street.

Sergeant Speidel performed a total of 7 child passenger seat inspections during the month of February. 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 February 13, 2015, 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 NH Highway Safety Administration which reimburses the agency's personnel costs. Targeted violations included moving violations – including speeding - tending toward aggressive driving behavior or distracted driving.

With the continued accumulation of snowfall this winter, the Traffic Bureau has taken on the additional task of monitoring roadways outside the downtown core where snow banks have narrowed the available travel ways. In many cases, life safety concerns required the temporary posting of parking restrictions to allow for the safe passage of school buses and emergency vehicles until Community Services crews had the time and manpower to perform off site snow removal.



Parking Enforcement Officer Jason Jerard using the Bobcat MT-55 to clear parking spaces downtown after another of the February snow storms.



Following a recommendation of the Transportation Advisory Commission, Sergeant Speidel worked closely with the City Attorney and Community Services Director to draft an ordinance placing additional weight restrictions on a segment of Tolend Road.

The Long Hill Road bridge underpass of the Spaulding Turnpike (left), which has a 13'9" clearance, sustained significant damage on February 6 from a collision involving an over-height commercial vehicle transporting a piece of logging equipment. The New Hampshire Department of Transportation's efforts to repair the damage have required a complete closure of the underpass on weekdays for a period of several weeks, significantly disrupting school bus routes and traffic patterns in the area.

Progression & Growth

On February 6th, the Assistant City Manager attended the Strafford Regional Metropolitan Planning Organizations meeting. Discussion topics included regional transportation components of the State's transportation improvements program.

Mid February, the Assistant City Manager and Assistant City Engineer met with staff from the Strafford Regional Planning Commission. Discussion topics included potential Dover projects to be added to the State's Transportation Improvements Program.

On February 3rd, the Assistant City Manager met with planners from the region to discuss trends facing our communities. This is an opportunity to discuss issues that might not be regional in nature, ie transportation networks, but may be occurring in more than one community, such as trends in land development.

The Planning staff held two public hearings on the next five year Consolidated Plan for the CDBG program. Grant requests were also solicited from service providers and an additional public hearing was held by the Planning Board for next year's grant requests.

The Assistant City Manager attended Government Day, as part of the Leadership New Hampshire curriculum, on February 12. Government Day was held in Concord at the Red River Theater and included attending Governor Hassan's budget address to the General Court. In addition to the address topics, political history and explanations of the roles of different levels of government in New Hampshire were included.

The Assistant City Manager participated in skills building opportunities focused on trends in community engagement from a grass roots scale and strategies cities can implement to encourage community and economic development. Both opportunities were designed to educate the participant as well provoke discussion about cumulative effects small initiatives can have to further larger goals.

Planning and Community Development staff reviewed two videos capturing discussions on simple methods to improve a community's walkability. The videos were of Jeff Speck, a proponent of pedestrianism, who spoke in Portsmouth about how Portsmouth can be more walkable. The City recorded both presentations, and has made them available online. Previously, planning staff had read Speck's book, which the Assistant City Manager reviewed on his blog in 2013, about how we can make our community more walkable, in simple and realistic ways.

The Assistant City Manager attended two meetings relative to the progress of the High School renovation/rehabilitation project. The Assistant continues to advise the JBC/SAU on planning and traffic related issues.

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 February 20th, to review climate issues relative to the Great Bay and Seacoast NH areas.

Planning Board:

- Held a workshop to discuss the Land Use Analysis chapter of the Master Plan
- Held a workshop to discuss the proposed amendments to the sign ordinance.
- Approved 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.
- Approved 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)
- Held a public hearing on the CDBG Consolidated Plan for FFY15-FFY19.
- Heard requests for funding from the CDBG program from public service agencies and public facilities for next year grant funding.
- Held a public hearing and adopted the Land Use Analysis chapter of Dover's Master Plan.
- Approved a Minor Lot Line Adjustment for H53 Mast Road, LLC & City of Dover, Assessor's Map H, Lots 53 & 58, zoned I-4 & R-40, located on Mast Road.
- Approved a Minor Subdivision of land for H53 Mast Road, LLC, Assessor's Map H, Lot 53, zoned I-4 & R-40, located on Mast Road. (1 new lot)
- Approved a Site Plan Review for Summit Land Development (Owner: H53 Mast Road, LLC) Assessor's Map H, Lot 53, zoned I-4 & R-40, located on Mast Road. (Proposed roadway and infrastructure).
- Approved a Conditional Use Permit for H53 Mast Road, LLC, Assessor's Map H, Lot 53, zoned I-4 & R-40, located on Mast Road. (manufacturing use in secondary groundwater protection zone, impervious coverage greater than 20% and steep slope impacts).
- Approved a Conditional Use Permit for reduced parking per Chapter 170-44-I for H53 Mast Road, LLC Assessor's Map H, Lot 53, zoned I-4 & R-40, located on Mast Road.
- Approved a Site Plan Review for H53 Mast Road, LLC, Assessor's Map H, Lot 53, zoned I-4 & R-40, located on Mast Road. (Proposed 268,998 sq. ft. industrial warehousing/manufacturing building with 183 parking spaces).
- Approved a Minor Subdivision of land for Cleo Huggins (Owner: Elisha & Anne Huggins) Assessor's Map J, Lot 22, located at 99 & 111 Bay View Road.
- Approved a Minor Lot Line Adjustment for Tolend Road Properties, LLC, Assessor's Map G, Lots 24J-111 & 24J-113.

Zoning Board

- Denied a request for a rehearing of 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.
- Adopted revisions to the Zoning Board Rules of Procedures

Technical Review Committee:

- Reviewed: Site Plan Review for Craig Jewett, Bradford Dawn Real Estate, LLC, (Owner: Mark Phillips), Assessor's Map D, Lot 16-F, zoned B-4, located at 385 Sixth Street. (Proposed 7,800 sq. ft. of Restaurant & General Office space, with 38 parking spaces and utilities).

Cochecho Waterfront Development Advisory Commission

Did not meet

Conservation Commission

- Conducted an on-site inspection of the timber harvest at Tendercrop Farms with two Conservation Commission members on February 23rd.

The Community Trail Committee

- Discussed: TAP Grant Status, Other projects, Developing a long term vision for the trail.

Housing Standards Board

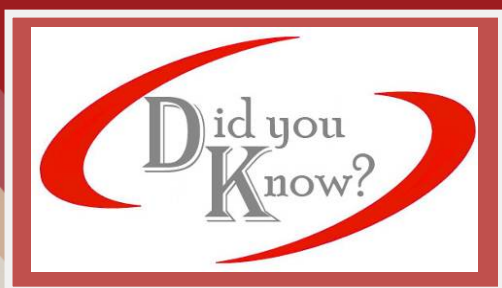
- Discussed: 726 Central Avenue, 11 Morin Street, Chapter 119

Transportation Advisory Commission

Did not meet.

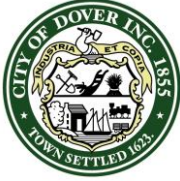
Energy Commission

- Received a presentation by Laura Richardson, Jordan Institute on the NH version of the CPACE program which provides low interest loans for building owners to retrofit their buildings for energy efficiency
- Discussed: Energy Commission Goals Review, Updating 2008 Energy Action Plan Data and Tables, City Boards and Commissions Outreach, Dover High Water Project



Did you know that in 1880, the original observation tower was built at Garrison Hill which had a restaurant in the base of the tower?

The cost to climb the tower was 10 cents.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, March 4, 2015**
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**

Councilor Hooper led the Pledge of Allegiance.

4. **ROLL CALL ATTENDANCE**

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Gagnon, Councilor Garrison, Councilor Hooper, Councilor O'Connor, and Councilor Thibodeaux. Councilor Cheney arrived at 7:08 pm.

Absent: Councilor McManus.

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. **CLIMATE CHANGE**

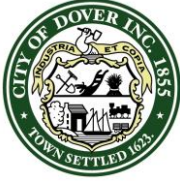
1. **NEW HAMPSHIRE COASTAL RISKS HAZARDS COMMISSION**

City Manager Joyal invited New Hampshire State Senator Warrers regarding this issue. Senator Watters gave an overview of the Commission's work to the Council. He gave an overview of the report entitled: "Sea-level Rise, Storm Surges, and Extreme Precipitation in Coastal New Hampshire: Analysis of Past and Projected Future Trends

2. **PREPARING FOR CLIMATE CHANGE IN DOVER**

City Planner Bird talked about the group that discusses what Dover is doing to prepare for climate change. He asked Malone Cloitre to speak to the Council regarding the activities of the group.

Ms. Cloitre gave an overview of the group's activities to the Council.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, March 4, 2015**
Meeting Time: **7:00 pm**

MASTER PLAN

1. SUMMARY OF RECOMMENDATIONS

2. LAND USE ANALYSIS

Assistant City Manager Parker gave a PowerPoint presentation to the Council regarding the above two discussions.

B. AUTHORIZING WATERFRONT DEVELOPMENT

City Manager Joyal said General Legal Counsel Blenkinsop's legal opinion has been released and they were here to discuss it with the Council.

Councilor Cheney said she had a legal opinion drawn up by Mark Stull, Esq., which contradicts General Legal Counsel Blenkinsop's opinion. She read the opinion into the record which refers to RSA 162-G and said City can put the authorization under this and not the Dover Housing Authority.

Deputy Mayor Carrier he understood that the Dover Housing Authority still had to have the City's approval, and are "worker bees" for the Council. He asked for clarification.

General Legal Counsel Blenkinsop said he would need to research the issue. City Manager Joyal gave a history of the waterfront development, and said the Council needs to decide if they want to change the direction the City has taken up to this point. He said it was important that they keep moving. He said he didn't agree that Attorney Stull's legal opinion contradicts the General Legal Counsel's opinion.

Councilor Cheney discussed why she wanted the change to have Dover Business and Industrial Development Authority (DBIDA) oversee the waterfront development. She said the Cocheco Waterfront Development Advisory Committee (CWDAC) is a subcommittee of the Dover Housing Authority and not under the authority of the City Council.

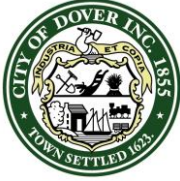
Mayor Weston referred to the last line of Attorney Stull's legal opinion, and stated that the primary use for the waterfront will be residential. She said that while Councilor Cheney believes Dover Housing Authority cannot oversee this project, she believes that DBIDA cannot oversee this project, and asked if the City needed another entity to oversee this project. She asked the City Manager if the City has ever had a problem with the Dover Housing Authority.

City Manager Joyal said no, they have not.

Mayor Weston asked the City Manager if he could see any reason that the Dover Housing Authority would hurt the City of Dover with the waterfront project.

City Manager Joyal said no, he did not.

Mayor Weston said they are no rushing this project at all. She asked the Councilors where they stood on whether the Dover Housing Authority should oversee this project.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, March 4, 2015**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier said the Dover Housing Authority was very neutral.

Councilor O'Connor said he has done a lot of research on this subject. He said the City maintains control of the waterfront. He said he has come full circle and agrees with the Dover Housing Authority overseeing this project. He was concerned with the last line that the Dover Housing Authority is supposed to appoint the members to CDWAC.

Mayor Weston said she was also concerned with that last line and asked the City Manager to explain that to the Council.

City Manager Joyal said it was a gentlemen's agreement that the Council would recommend the appointments and the Dover Housing Authority would appoint them. He said it was why the City retains ownership of the land. He said the Dover Housing Authority has done everything that the City has asked of them. He said they have nothing to gain with overseeing the waterfront project.

Councilors spoke in favor of continuing the work CDWAC.

Mayor Weston said she also agreed with continuing to work with the Dover Housing Authority and CWDAC. She asked the Dover Housing Authority Executive Director, Allan Krans, to go on the record saying that he will uphold the gentlemen's agreement.

Executive Director Krans spoke he would absolutely uphold the agreement. He said it has been that way for 10 years. He said it has worked well. He said they were a neutral conduit only.

Mayor Weston said the consensus of the Council is 7/1 with Council Cheney opposed.

Councilor Cheney said it is State law that the Dover Housing Authority appoints the members. She also said it doesn't say anywhere in the City's Charter that the Mayor appoints the members.

Mayor Weston said Councilor Cheney was bringing up old news. There is consensus of the Council to continue as they have been. She told Councilor Cheney she was out of order.

Councilor Cheney said it was a workshop session. She said she supports CWDAC and the waterfront project, but not the structure that it stands on.

Mayor Weston said it was the consensus of the Council is to leave it under the Dover Housing Authority. She said the City of Dover has to sign the deed and the Council has control.

Councilor Cheney asked if there were any tax-exempt property being considered in the waterfront property.

City Manager Joyal said that is something that will be discussed with the Council if it is being considered.

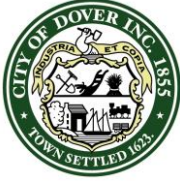
Councilor Cheney asked if that would be discussed before a land development agreement.

City Manager Joyal said the land development agreement will be subject to approval of the Council.

7. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn; 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, March 11, 2015**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor O'Connor led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Cheney

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

5. PROCLAMATIONS/AWARDS

Mayor Weston read the proclamation to the USS Norfolk representatives.

6. APPROVAL OF AGENDA

Councilor Hooper moved to add the School Board Report.

Deputy Mayor Carrier moved to make an amendment to the minutes, and to substitute as a whole Item 12.A.1.

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

Vote: 8/0.

7. PUBLIC HEARINGS

A. CHAPTER 166, SECTION 56 – NO PARKING ANYTIME – WOODMAN INSTITUTE – SUMMER STREET

SPONSORED BY MAYOR WESTON BY REQUEST

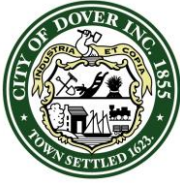
Thom Hindle, Woodman Institute Curator: He spoke in favor of Item 12.A.1.

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.

David Bamford, 296 Gulf Road: He spoke in favor of the Dover Schools, and said they are underfunded.

Nancy Lukens, 6 Cote Drive: She spoke against Item 12.A.2.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

Steven Shackford, 56 Durham Road, #13: He spoke against Item 12.A.2.

Evan Rogers, Sixth Street: He spoke against Item 12.A.2.

John Kimball, 24 Isaac Lucas Circle: He spoke against Item 12.A.2.

Margaret Fogarty, 16 Florence Street: She spoke against Item 12.A.2.

Carman Buford-Paige: She spoke against Item 12.A.2.

Mary Hebbard, 97 Spruce Lane: She spoke against Item 12.A.2.

Patricia Wulfson, 5 Rainbow Drive: She spoke against Item 12.A.2.

Richard Hebbard, 97 Spruce Lane: He spoke against Item 12.A.2.

Jay Wulfson, 5 Rainbow Drive: He spoke against Item 12.A.2.

Donald Medbery, 3 Covered Bridge Lane: He spoke against Item 12.A.2. He challenged the citizens of Dover to engage with the Council. He asked why the Local Government Center (LGC), which is now known as New Hampshire Municipal Association, still supplies the City insurance. He talked about a conflict of interest with the City Manager serving on the Board. He talked about the letter sent out from the Tax Collector regarding past due taxes, and said he had a friend who received a letter for owing \$1.00.

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He spoke about the economic development presentation given at the Greater Dover Chamber of Commerce. He spoke about the melting snow and stated that the crews are working on clearing storm drains. He asked for citizens' help in clearing out fire hydrants and storm drains. He gave over the City's current finances. He said they have used the snow budget. He said they are hopeful to get State help for snow removal. He said he will be presenting the 2016 City Budget on March 25, 2015, during the City Council meeting.

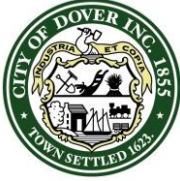
Mayor Weston asked when the City will know if the emergency money will be coming.

City Manager Joyal said he believes it will be in May.

Mayor Weston asked the City Manager to address the Citizen's Forum comments regarding the LGC.

City Manager Joyal said the LGC is no longer in existence and he has nothing to do with the LGC. He does not serve on the Board. He gave an overview of the City's health insurance from HealthTrust. He said for property liability they have moved to Primex. He said they are a member of the New Hampshire Municipal Association, which helps the City to be informed on legislative issues. He gave an example by referring to a vote held today regarding telephone poles not being taxable, and gave an overview of the bill to the Council.

Mayor Weston asked about comments made during Citizen's Forum regarding the tax letter that was sent out to citizen's.



CITY OF DOVER

CITY COUNCIL – MINUTES

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

City Manager Joyal said it was a necessary evil to address people to pay their past due taxes, and he said the City doesn't have the option to write it off.

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

Vote: 8/0.

10. APPROVAL OF MINUTES

A. February 25, 2015 – Regular Meeting

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

Vote: 8/0.

11. MAYOR'S REPORT

Mayor Weston said she attended the Economic Development Breakfast at the Greater Dover Chamber of Commerce. She spoke about the Coheco Waterfront Development Advisory Committee (CWDAC) and recommended the following appointments for approval by the Dover Housing Authority:

Brian Gottlob, Jack Buckley, Dennis Ciotti, and Norm Fracassa. She said there is still one more vacancy, and asked citizens to apply with the City Clerk's office.

Deputy Mayor Carrier moved to approve the Mayor's Report; seconded by Councilor O'Connor.

Vote: 8/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. CHAPTER 166, SECTION 56 – NO PARKING ANYTIME – WOODMAN INSTITUTE – SUMMER STREET

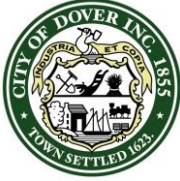
SPONSORED BY MAYOR WESTON BY REQUEST

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

General Legal Counsel gave an overview of the resolution to the Council.

Roll Call Vote: 8/0.

B. ORDINANCES IN THE 3RD READING



CITY OF DOVER

CITY COUNCIL – MINUTES

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

C. RESOLUTIONS

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

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Garrison.
Vote: 8/0.

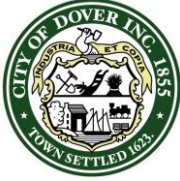
- 2. ADVANCED REFUNDING FOR CITY OF DOVER JUNE 2006 AND JUNE 2007
GENERAL OBLIGATION BONDS AND AUTHORIZATION TO ISSUE REFUNDING
BONDS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Hooper.
Finance Director Lynch gave an overview of the resolution to the Council.
Roll Call Vote: 8/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – Great Bay Figure Skating Club**
- 2. RAFFLE – Greater Dover Chamber of Commerce**
- 3. RAFFLE – Maine Coast Runners Flyball Team**
- 4. RAFFLE – St. Mary Academy**
- 5. RAFFLE – St. Thomas Aquinas High School**
- 6. BLOCK PARTY - Greater Dover Chamber of Commerce - Tuesdays**
- 7. BLOCK PARTY - Greater Dover Chamber of Commerce - Fridays**
- 8. ROAD RACE – Goodwin Community Health**
- 9. ROAD RACE – Reds Race**
- 10. ROAD RACE – St. Mary Academy**
- 11. WALK – Portsmouth Christian Academy of Dover**
- 12. PURCHASE OF ARMORED RESCUE VEHICLE THROUGH NEW HAMPSHIRE
HOMELAND SECURITY GRANT
SPONSORED BY MAYOR WESTON BY REQUEST**
- 13. RULES OF PROCEDURE FOR ZONING BOARD OF ADJUSTMENT
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, March 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**

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

Mayor Weston asked the Council if they had items they would like pulled for further discussion. Councilor O'Connor pulled item 13.A.12.

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

Councilor Hooper pulled the School Board Report.

Mayor Weston pulled item 13.A.13.

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

Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.12.; seconded by Councilor McManus. Police Chief Colarusso gave an overview of the resolution to the Council and the reasoning why he felt this vehicle was needed in the City and neighboring communities.

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

Deputy Mayor Carrier moved for the adoption of Item 13.A.13.; seconded by Councilor Garrison.

Mayor Weston requested a strikeout version of the Zoning Board of Adjustments Rules.

Councilor O'Connor moved to table the Resolution; seconded by Deputy Mayor Carrier.

Vote: 8/0.

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

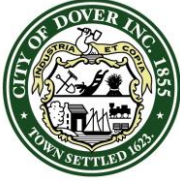
Deputy Mayor Carrier moved to accept the School Board Report; seconded by Councilor Thibodeaux.

Vote: 8/0.

Deputy Mayor Carrier gave a verbal report on the Joint Building Committee – Dover High School and Regional CTC Report to the Council. He said there will be three public information sessions with tours of the building: March 26, March 28, and March 31, 2015. He is recommending Mark Gunther to fill a vacancy on the Committee, which will be accepted with the acceptance of this Report.

Deputy Mayor Carrier moved to accept the Joint Building Committee – Dover High School and Regional CTC Report; 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, March 11, 2015**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

- 1. COLLECTIVE BARGAINING AGREEMENT INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL #1312**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.
Roll Call Vote: 8/0.

- 2. COLLECTIVE BARGAINING AGREEMENT DOVER PROFESSIONAL FIRE OFFICERS ASSOCIATION #2909**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Hooper.
Roll Call Vote: 8/0.

- 3. B15021 - DOVER ARENA LED LIGHTING UPGRADE AND AUTHORIZATION FOR FINANCING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 25, 2015, WITH A COUNCIL VOTE ON APRIL 8, 2015)**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Garrison.
Vote: 8/0.

C. ORDINANCES IN 1ST READING

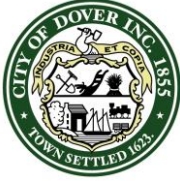
- 14. COUNCIL CORRESPONDENCE**
- 15. COUNCIL MATTERS OF INTEREST**

Councilor O'Connor thanked Community Services for their work on the recent water main break.

Councilor Gagnon reminded the public about the Dover High School information sessions with the Joint Building Committee – Dover High School and Regional CTC and urged people to attend these sessions.

Councilor Thibodeaux said she will be involved in the wheelchair basketball event at Somersworth High School on March 19, 2015.

Mayor Weston talked about Dover Download and informed citizens on how to get access to it. She asked the Council to continue to support the Schools with the State legislature.



CITY OF DOVER

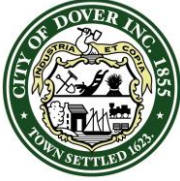
CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
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Meeting Date: **Wednesday, March 11, 2015**
Meeting Time: **7:00 pm**

16. ADJOURNMENT

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

DRAFT



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2015.03.11 – 024**
Resolution Re: Rules of Procedure for Zoning Board of Adjustment

WHEREAS: Rules of Procedure are being updated for the Zoning Board of Adjustment; and

WHEREAS: The Zoning Board of Adjustment reviewed and adopted the proposed Rules of Procedure at a public meeting on February 19, 2015.

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

The City Council approves the Rules of Procedure for the Zoning Board of Adjustment.

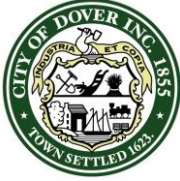
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2015.03.11 – 024**
Resolution Re: Rules of Procedure for Zoning Board of Adjustment

DOCUMENT HISTORY:

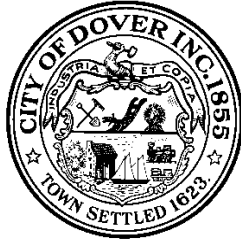
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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 Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached Rules of Procedure for the Zoning Board of Adjustment.



ZONING BOARD OF ADJUSTMENT RULES OF PROCEDURE

Article I. Name

The name of the board is the Dover Zoning Board of Adjustment.

Article II. Authority and Duties

- A. These Rules of Procedure are adopted under the authority of New Hampshire RSA 676:1 and Chapter 5 (Boards, Commission, and Committees) and Chapter 170 (Zoning Ordinance) of the Code of the City of Dover, New Hampshire.
- B. The Zoning Board of Adjustment shall have duties and responsibilities pursuant to RSA Chapters 672-677. The members shall also perform the duties of a Building Code Board of Appeals pursuant to RSA 674:34.

Article III. Membership

- A. **Membership.** The Zoning Board of Adjustment shall consist of five (5) members and up to three (3) alternates, appointed by the City Council, in a manner prescribed by the Council, pursuant to RSA 673:3 and 673:6.
- B. **Terms of Membership.** Members shall be appointed to terms of three (3) years pursuant to RSA 673:5.
- C. **Alternates.** Alternates should attend all meetings to familiarize themselves with the workings of the Board so that they are ready to serve whenever a regular member is unable to fulfill his or her responsibilities. Alternate members shall substitute for regular members on any case when a regular member is absent or disqualified pursuant to RSA 673:14 and the Chair designates them to do so. See also Article III, paragraph E, and Article V, paragraph C.2.

On all other matters before the Board including but not limited to approval of meeting minutes, election of officers, and amendments to and/or the adoption of these Rules of Procedure, alternate members shall be permitted to deliberate and vote on such matters

together with the regular members. This shall not, however, have any impact on the ability of the Board to establish a quorum pursuant to Article V, Section C.1 below.

- D. Members must reside in Dover, New Hampshire and are expected to attend each meeting of the Board to fulfill their duties and responsibilities. Any member unable to attend a meeting shall notify the Chair or Clerk as soon as possible.
- E. Voting members shall be announced by the Chair prior to the consideration of the agenda item. Alternate members who are not voting may fully participate during the presentation of applications and the public hearing. Once the Board moves into deliberations, alternates may no longer participate.
- F. **Attendance, Vacancies and Removal.** All appointments to the Board shall serve for the terms appointed and until a successor shall have been appointed and qualified. Members who fail to attend four (4) meetings out of any twelve (12) consecutive meetings held without due cause may be recommended by the Board for replacement by the City Council. Such failure to attend shall be deemed sufficient cause for the City Council to remove the member pursuant to RSA 673:13. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing authority unless otherwise provided in state statute.

Article IV. Officers and Staffing

- A. A **Chair** shall be elected at the first regular meeting of the Board each new calendar year by a majority vote of the members of the Board in attendance. The Chair shall preside over all meetings and hearings, appoint such committees as directed by the Board and shall sign documents on behalf of the Board.
- B. A **Vice-Chair** shall be elected at the first regular meeting of the Board each new calendar year by a majority vote of the members of the Board in attendance. The Vice-Chair shall preside in the absence of the Chair and shall have the full powers of the Chair on matters that come before the Board during the absence of the Chair.
- C. If the Chair and the Vice-Chair are not present, or cannot sit on a case due to a conflict of interest, then the Board shall elect a temporary Chair from its members for that particular case or meeting.
- D. The **Clerk** shall be the staff person designated by the Director of Planning and Community Development. If the City does not provide a staff person to perform the duties of the Clerk, then the Board may elect a temporary Clerk by majority vote of the members of the Board in attendance at the first regular meeting of the Board each new calendar year who shall serve as Clerk until approval and funding can be obtained to hire a dedicated Clerk as an employee of the City pursuant to RSA 673:16, I. The Clerk shall maintain a record of all meetings, transactions, and findings of the Board, as approved by the Board.

- E. All officers shall serve a term that expires at the first regular meeting of the Board each new calendar year and shall be eligible for re-election.

Article V. Procedures

A. Site Visits.

1. Members may make site visits before the public meeting, if authorized by the Applicant. Observations on such site visits may form, in whole or in part, grounds for a decision of the Board.
2. At no time shall more than two (2) members of the Board be present simultaneously during a site visit unless the site visit has been called as a public meeting and proper public notice as required by New Hampshire statutes has been given. Other than observations of the site, no evidence shall be taken; and there will be no discussions of the evidence or deliberations at such site visits.

B. Meetings.

1. Regular meetings shall be held at a municipal building at 7:00 p.m. on the third Thursday of the month. Other meetings may be held on call of the Chair. All meetings shall comply with the public notice provisions of RSA 91-A:2, II.
2. A maximum of six (6) Applicant related items, which includes the combination of new applications and old business, shall be placed on the agenda for each monthly meeting, unless the Chair approves additional items. If no applications have been submitted to the Planning Department and there is no other business, the regularly scheduled monthly meeting may be canceled by the Chair.
3. The order of business for regular meetings of the Board shall be as follows:
 - a. Call to order by the Chair
 - b. Board and Staff Introductions by the Chair
 - c. Approval of minutes from the previous meeting
 - d. Changes to the Agenda/Special Announcements
 - e. Old Business
 - f. New Business – Disposition of new applications under consideration
 - g. Other Board Business
 - h. Adjournment
4. Nonpublic meetings. If required, the Board may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.

B. **Appeals.** Appeals from an administrative decision taken under New Hampshire RSA 676:5 shall be filed with the Planning Department within thirty (30) days of the date of the decision. Any appeal made after this deadline will not be considered timely.

C. **Quorum and Alternates.**

1. A quorum for all meetings of the Board shall be three (3) regular members, which includes alternates sitting in place of regular members, as designated by the Chair on a case by case basis before the public hearing.
2. If any regular Board member is absent from any meeting or hearing, or disqualifies himself from sitting on a particular case, the Chair shall designate one of the alternate members to sit in place of the absent or disqualified member, and such alternate shall be in all respects a full member of the Board while so sitting. The Chair shall use his or her reasonable discretion in choosing alternates, but shall endeavor to do so on a rotating basis, where possible and appropriate.
3. If there are less than five (5) members (including alternates) present, the Chair shall give the option to proceed or not to the Applicant. Should the Applicant choose to proceed with less than five (5) members present that shall not constitute grounds for a rehearing should the application fail.

D. **Parliamentary Authority.** All Meetings are conducted in accordance with Robert's Rules of Order, Eleventh Edition or later edition.

E. **Minutes.** Minutes shall be kept for all meetings of the Board. The minutes shall be kept in accordance with RSA 91-A and shall include the names of the members in attendance, persons appearing before the Board, all actions and motions coming before the Board including the votes of the members, and a general summary of all discussions. Draft minutes shall be provided to the City Clerk in accordance with RSA 91-A; minutes of public meetings shall be provided within five (5) business days of each meeting, and minutes of non-public meetings that have not been sealed pursuant to RSA 91-A:3 shall be provided within seventy-two (72) hours, for posting on the City website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes, with or without revisions, shall be approved by the Board at the next meeting of the Board or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the City website.

F. **Recording of Meetings.** Recording of meetings shall be in accordance with Chapter 5 of the Dover Code ("Board, Commissions and Committees"), Section 5-1.M.

G. **E-mail accounts.** Board members may obtain a City of Dover e-mail address or use their own account to facilitate communications regarding meetings, agendas and the dissemination of information. Board members shall refrain from using e-mail to discuss the substance of any issue before or expected to be before the Board. Members shall not use email with other members where the e-mail discussion directly or indirectly involves a quorum of the Board. It is recommended that Board

Members refrain from using the "reply all" feature of the email. In addition Board members shall refrain from conducting the official business of the Board outside the view of the public and the press unless permitted by state law.

H. **Member Disqualification**

1. If any member finds it necessary to disqualify himself/herself from sitting in a particular case, as provided in RSA 673:14, the member shall notify the Chair as soon as possible so that the Chair can designate an alternate to sit in the disqualified member's place. When there is uncertainty as to whether a member should be disqualified to act on a particular application, that member or another member of the Board may request the Board to make a non-binding vote on the question of disqualification; only the member can disqualify himself or herself. Any such request shall be made before the beginning of the public hearing. The Board's vote shall be advisory and non-binding.
2. Either the Chair or the member disqualifying himself/herself before the beginning of the public hearing on the case shall announce the disqualification. A disqualified member shall not sit with the Board during the public hearing and during all deliberations on the case.

I. **Applications**

1. **Applications.** Each application for a hearing shall be made on forms approved by the Board and provided by the Planning Department to the Applicant. At each meeting of the Board, the Clerk shall provide the Board with all applications received by the Planning Department which have been received no less than twenty-one (21) days before the date of the hearing.

All application forms for the Zoning Board of Adjustment, and any revisions thereto, shall be adopted by resolution of the Board and shall become part of these Rules of Procedure.

2. **Fees.** Pursuant to RSA 673:16,II, all expenses incurred by the Board in connection with any Application shall be borne solely by the Applicant, including but not limited to fees and any expenses incurred for consultant services or investigative studies (as authorized by RSA 676:5,IV), unless otherwise waived by the Board for reason of special circumstance upon written request of an Applicant.
3. **Public Notice.** Public notice of hearings on each application shall be given in the Foster's Daily Democrat and shall be posted in two (2) public places not less than ten (10) days before the date of the hearing. Notice shall include the Applicant's name, description of the subject property, action desired by the Applicant, provisions of the zoning ordinance concerned, the type of relief

being sought and the date, time and place of the hearing. Personal notice of the hearing shall be made by certified mail to the Applicant and all abutters not less than ten (10) days before the date of the hearing. Notice shall also be given to the Planning Board, City Clerk and other parties deemed by the Board to have special interest in the application. The Applicant shall pay in advance for the cost of all required notice.

The Applicant must post near the front lot line of their property in clear view from the Street, the poster provided to them by the Planning Department. The poster must be posted no later than five (5) days before the hearing at which their application will be presented. If the poster is not posted, the Board may deem that as cause to disqualify the application.

J. Public Hearing. The conduct of public hearings shall be governed by the following rules:

1. The Chair shall open the public hearing by reading the public notice referring to the application.
2. Members of the Board may ask questions at any point during testimony after recognition from the Chair.
3. Any party to the case who wants to ask a question of another party to the case must do so through the Chair.
4. Everyone who speaks and is not a member of the Board or an advisor to the Board, shall be required to state his or her name and address and indicate whether he or she is a party to the case, an abutter or an agent or counsel to a party or an abutter.
5. The Applicant (or the Applicant's counsel or agent) shall be called by the Chair to present the application to the Board. Thereafter, those (or their counsel or agent) in favor of the application shall be allowed to speak. Once those in attendance in favor of the application have spoken, the Board shall hear those (or their counsel or agent) in opposition to the application. After those in opposition to the application have spoken, the Applicant (or the Applicant's counsel or agent) shall be allowed to speak in rebuttal. Once they have spoken in rebuttal, those in opposition (or their counsel or agent) shall be allowed to speak in final rebuttal. Upon completion of the final rebuttal, questioning by the Board Members and presentation by the staff of the City's comments, if any, the public hearing shall be declared closed; and the Board shall deliberate on the application or defer action on the application to a later date and schedule a date for continuance. After close of the public hearing no further comment from Applicant, abutter, or any other member of the public shall be taken.

6. Any person who speaks at a public hearing, other than the Applicant or an abutter, should clearly demonstrate and explain to the Board how he or she is affected directly by the proposal under consideration.
7. Any person who wants the Board to compel the attendance of a witness shall present his or her request in writing to the Chair not later than three (3) days prior to the public hearing.

K. Decisions. Decisions of the Board shall be governed by the following rules:

1. Any decision made by the Board that is in favor of the Applicant shall require three (3) votes, including the approval of any conditions.
2. The application shall be approved or denied based upon a majority vote by the members of the Board hearing the application. In the event an application is heard by only three (3) members, an affirmative vote shall require all three (3) votes.
3. The Board shall decide all cases within 31 days of the close of the public hearing and shall approve, approve with conditions, or deny the appeal.
4. All decisions shall be documented on a form that is approved by the ZBA. If the appeal is denied, the notice shall include the reasons therefore.
5. The Board has the authority to attach reasonable conditions in the granting of any relief. These reasons include, but are not limited to, those necessary to preserve the spirit of the Ordinance. The placing of conditions may also be designed to protect the adjacent landowners, preserve the essential character of neighborhoods, secure the basic values of the master plan, and attempt to provide that substantial justice is done. However, the condition or conditions must be related to the use of the land and not to the personal circumstances of the Applicant. Reasonable conditions shall also include the authority to make the decision conditional on placing on deposit with the City, in the manner provided by RSA 673:16 (II), sums of money to ensure compliance with such conditions. The conditions must be adhered to otherwise the granting of the appeal will be revoked. If the Board finds it necessary to attach conditions they must be spelled out in detail in the Board's decision. Pursuant to RSA 676:15 and 676:17 the Board may seek Injunctive Relief, a Fine, or both for the violation of a condition.
6. Notification of the decision shall be sent to the Applicant, shall be filed in the records of the Board, and shall be available to the public within five (5) business days.

L. Voting: The Chair may assign the task of making a motion to any Board member, or such motion may be made by any voting member. Should a motion result in a tie vote or not receive the necessary three (3) votes to decide in favor of the Applicant, the

opposite of the failed motion does not automatically prevail. The Board must put forth a new motion to affirmatively set forth a decision.

M. Reconsideration by the Board: The Board may reconsider a decision to grant or deny an application, or grant or deny a motion for rehearing provided such reconsideration is within the appeal period of the original decision as per *74 Cox Street, LLC v. City of Nashua*, 156 N.H. 228 (N.H. 2007). Motions for Rehearing can only be received at the Planning Department during normal business hours. *See Cardinal Development v. Winchester*, 157 N.H. 710 (N.H. 2008).

N. Motions for Rehearing: If the Board grants a motion for rehearing, a new public hearing shall be held within thirty (30) days of the decision to grant the rehearing, provided all notice fees are paid and an updated abutters list is submitted by the party requesting the rehearing. Notification of the rehearing shall follow the procedures set forth in RSA 676:7.

Article VI. Joint Meetings and Hearings

A. RSA 676:2 provides that the Board may hold joint meetings or hearings with other “land use boards”, including the Planning Board, and that each Board shall have discretion as to whether or not to hold a joint meeting with any other land use board.

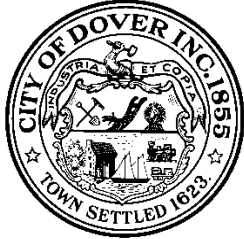
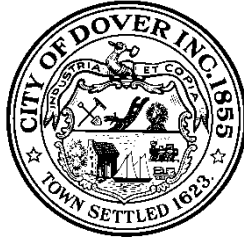
B. Joint meetings with any other land use board may be held at any time when called jointly by the Chairs of the two Boards.

C. A public hearing on any application before the Board of Adjustment will be held jointly with another board only under the following conditions:

1. The joint public hearing must be a formal public hearing on applications to both boards regarding the same subject matter; and
2. If the other board is the Planning Board, RSA 676:2 requires that the Planning Board Chair shall chair the joint hearing. If the other board is not the Planning Board, then the Board of Adjustment Chair shall chair the joint hearing; and
3. The provisions covering the conduct of public hearings, set forth in these rules, together with such additional provisions as may be required by the other board, shall be followed; and
4. The other board shall concur in these conditions.

Article VII. Amendment of Rules.

These Rules of Procedure may be amended by a majority vote of the members provided that such amendment is presented at the meeting immediately preceding the meeting at which the vote is to be taken.



ZONING BOARD OF ADJUSTMENT OPERATING RULES OF PROCEDURE

Article I. Name-

The name of the board is the Dover Zoning Board of Adjustment.

Article II. Authority and Duties-

- A. These Rules of Procedure are adopted under the authority of New Hampshire RSA 676:1 and the Chapter 5 (Boards, Commission, and Committees) and Chapter 170 (Zoning Ordinance) of the Code of the City of Dover, New Hampshire.
- B. The Zoning Board of Adjustment shall have duties and responsibilities pursuant to RSA Chapters 672-677. The members shall also perform the duties of a Building Code Board of Appeals pursuant to RSA 674:34.

Article III. Membership

- A. **Membership.** ~~There~~The Zoning Board of Adjustment shall ~~be~~consist of five (5) regular members and up to three (3) ~~alternate members.~~ alternates, appointed by the City Council, in a manner prescribed by the Council, pursuant to RSA 673:3 and 673:6.
- B. **Terms of Membership.** Members shall be appointed to terms of three (3) years pursuant to RSA 673:5.
- ~~B.C.~~ **Alternates.** Alternates should attend all meetings to familiarize themselves with the workings of the Board so that they are ready to serve whenever a regular member is unable to fulfill his or her responsibilities.— Alternate members shall substitute for

regular members on any case when a regular member is absent or disqualified ~~pursuant~~ pursuant to RSA 673:14 and the Chair designates them to do so. See also Article III, paragraph E, and Article V, paragraph C.2.

On all other matters before the Board including but not limited to approval of meeting minutes, election of officers, and amendments to and/or the adoption of these Rules of Procedure, alternate members shall be permitted to deliberate and vote on such matters together with the regular members. This shall not, however, have any impact on the ability of the Board to establish a quorum pursuant to Article V, Section C.1 below.

~~C.D.~~ Members must reside in Dover, New Hampshire and are expected to attend each meeting of the Board to fulfill their duties and responsibilities. -Any member unable to attend a meeting shall notify the Chair or Clerk as soon as possible.-

~~D.E.~~ Voting members shall be announced by the Chair prior to the consideration of the agenda item.- Alternate members who are not voting may fully participate during the presentation of applications and the public hearing. Once the Board moves into deliberations, alternates may no longer participate.

~~E.F.~~ **Attendance, Vacancies and Removal.**- All appointments to the ~~board~~ Board shall serve for the terms appointed and until a successor shall have been appointed and qualified. Members who fail to attend four (4) meetings ~~annually~~ out of any twelve (12) consecutive meetings held without due cause may be recommended by the Board for replacement by the City Council. Such failure to attend shall be deemed sufficient cause for the City Council to remove the member pursuant to RSA 673:13. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing authority unless otherwise provided in state statute.-

Article IV. Officers and Staffing

- A. A **Chair** shall be elected ~~in January on a yearly basis~~ at the first regular meeting of the Board each new calendar year by a majority vote of the members of the Board— in attendance. The Chair shall preside over all meetings and hearings, appoint such committees as directed by the Board, and shall sign documents on behalf of the Board.
- B. ~~B.~~—A **Vice-Chair** shall be elected ~~in January on a yearly basis~~ at the first regular meeting of the Board each new calendar year by a majority vote of the members of the Board— in attendance. The Vice-Chair shall preside in the absence of the Chair and shall have the full powers of the Chair on matters that come before the Board during the absence of the Chair.—
- C.—
- C. If the Chair and the Vice-Chair are not present, or cannot sit on a case due to a conflict of interest, then the Board shall elect a temporary Chair from its members for that particular case or meeting.
- D.—
- D. The Clerk shall be the staff person designated by the Director of Planning and Community Development. If the City does not provide a staff person to perform the duties of the Clerk, then the Board may elect a temporary Clerk by majority vote of the Board in January members of the Board in attendance at the first regular meeting of the Board each new calendar year who shall serve as Clerk until approval and funding can be obtained to hire a dedicated Clerk as an employee of the City pursuant to RSA 673:16, I.- The Clerk shall maintain a record of all meetings, transactions, and findings of the Board, as approved by the Board.
- E.—
- E. All officers shall serve a term that expires in January at the first regular meeting of the Board each new calendar year and shall be eligible for re-election.

Article V. Procedures

A. Site Visits.

1. Members may make site visits before the public meeting, if authorized by the Applicant. Observations on such site visits may form, in whole or in part, grounds for a decision of the Board.
2. At no time shall more than two (2) members of the Board be present simultaneously during a site visit unless the site visit has been called as a public meeting and proper public notice as required by New Hampshire statutes has been given. Other than observations of the site, no evidence shall be taken; and there will be no discussions of the evidence or deliberations at such site visits.

B. Meetings.—

Adopted _____

Approved by ~~the ZBA on August 18, 2011~~ City Council

~~A.~~

~~1.~~ Regular meetings shall be held at ~~the Municipal Building~~ a municipal building at 7:00 p.m. on the third Thursday of the month. ~~Other meetings may be held on call of the Chair provided.~~ All meetings shall comply with the public notice and notice to each member is given in accordance with provisions of RSA 91-A:2, II.

~~B.~~

~~2.~~ A maximum of six (6) ~~applicant~~ Applicant related items, which includes the combination of new applications and old business, shall be placed on the agenda for each monthly meeting, unless the Chair approves additional items. ~~If no applications have been submitted to the Planning Department and there is no Other Business~~ other business, the regularly scheduled monthly meeting may be canceled by the Chair.

~~C.~~

~~3.~~ The order of business for regular meetings of the Board shall be as follows:

~~1.~~

~~a.~~ Call to order by the Chair

~~2.~~ Roll Call ~~b.~~ Board and Staff Introductions by the ~~Clerk~~ Chair

~~3.~~ ~~c.~~ Approval of minutes from the previous meeting

~~4.~~ ~~d.~~ Changes to the Agenda/Special Announcements

~~5.~~ ~~e.~~ Old Business

~~6.~~ ~~f.~~ New Business – Disposition of new applications under consideration

~~7.~~ ~~g.~~ Other Board Business

~~8.~~ ~~h.~~ Adjournment

~~D.~~ 4. Nonpublic meetings. If required, the Board may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.

~~E.B.~~ **Appeals.** Appeals from an administrative decision taken under New Hampshire RSA 676:5 shall be filed with the ~~City~~ Planning Department within thirty (30) days of the date of the decision. Any appeal made after this deadline will not be considered timely. ~~The Zoning Board of Adjustment reserves the rights to waive this deadline under any special circumstances as it sees fit.~~

~~E.~~

C. Quorum and Alternates.

~~1.~~ A quorum for all meetings of the Board shall be three (3) regular members, which ~~would include~~ includes alternates sitting in place of regular members, as designated by the Chair on a case by case basis before the public hearing.

~~2.~~ **Parliamentary** If any regular Board member is absent from any meeting or hearing, or disqualifies himself from sitting on a particular case, the Chair shall designate one of the alternate members to sit in place of the absent or disqualified member, and such alternate shall be in all respects a full member of the Board while so sitting. The Chair shall use his or her reasonable discretion in choosing alternates, but shall

endeavor to do so on a rotating basis, where possible and appropriate.

3. If there are less than five (5) members (including alternates) present, the Chair shall give the option to proceed or not to the Applicant. Should the Applicant choose to proceed with less than five (5) members present that shall not constitute grounds for a rehearing should the application fail.

~~F.D.~~ **Parliamentary Authority.** ~~The parliamentary authority for the board is All Meetings are conducted in accordance with Robert's Rules of Order Revised, 10th ed, except as provided by these rules or local, state or federal law, Eleventh Edition or later edition.~~

~~G.E.~~ **Minutes.** Minutes shall be kept for all meetings of the board. Board. The minutes shall be kept in accordance with RSA 91-A and shall include the names of the members in attendance, persons appearing before the Board, all actions and motions coming before the Board including the votes of the members, and a general summary of all discussions. Draft minutes shall be provided to the City Clerk in accordance with RSA 91-A; minutes of public meetings shall be provided within five (5) business days of each meeting, and minutes of non-public meetings that have not been sealed pursuant to RSA 91-A:3 shall be provided within seventy-two (72) hours, for posting on the city City website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes, with or without revisions, shall be approved by the board Board at the next meeting of the board Board or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city City website.

~~H.F.~~ **Recording of Meetings.** ~~The board may arrange for video recording at all meetings. If video is not available, Recording of meetings shall be recorded using audio equipment. All recordings shall be provided to in accordance with Chapter 5 of the City Clerk within five (5) business days of the meeting. Dover Code ("Board, Commissions and Committees"), Section 5-1.M.~~

~~I.G.~~ **E-mail accounts.** Board members may obtain a City of Dover e-mail address or use their own account to facilitate communications regarding meetings, agendas and the dissemination of information. Board members shall refrain from using e-mail to discuss issues the substance of any issue before or expected to be before the Board. Members shall not use email with other members where the e-mail discussion directly or indirectly involves a quorum of the board Board. It is recommended that Board Members refrain from using the "reply all" feature of the email. In addition, board Board members shall refrain from conducting the official business of the board Board outside the view of the public and the press unless permitted by state law.

H. Member Disqualification

A.

1. If any member finds it necessary to disqualify himself/herself from sitting in a particular case, as provided in RSA 673:14, the member shall notify the Chair as

soon as possible so that the Chair can designate an alternate to sit in the disqualified member's place.— When there is uncertainty as to whether a member should be disqualified to act on a particular application, that member or another member of the Board may request the Board to make a non-binding vote on the question of disqualification; only the member can disqualify himself or herself.— Any such request shall be made before the beginning of the public hearing.— The Board's vote shall be advisory and non-binding.

~~B.—~~2. Either the Chair or the member disqualifying himself/herself before the beginning of the public hearing on the case shall announce the disqualification. A disqualified member shall not sit with the Board during the public hearing and during all deliberations on the case.

I. Applications and Decisions

A

1. **Applications.**— Each application for a hearing shall be made on forms approved by the Board and provided by the Planning Department to the ~~applicant.~~ Applicant. At each meeting of the Board, the Clerk shall provide the Board with all applications received by the Planning Department which have been received no less than ~~fourteen (14)~~ twenty-one (21) days before the date of the hearing.

B.—

All application forms for the Zoning Board of Adjustment, and any revisions thereto, shall be adopted by resolution of the Board and shall become part of these Rules of Procedure.

2. **Fees.** Pursuant to RSA 673:16,II, all expenses incurred by the Board in connection with any Application shall be borne solely by the Applicant, including but not limited to fees and any expenses incurred for consultant services or investigative studies (as authorized by RSA 676:5,IV), unless otherwise waived by the Board for reason of special circumstance upon written request of an Applicant.

3. **Public Notice.**— Public notice of hearings on each application shall be given in the Foster's Daily Democrat and shall be posted in two (2) public places not less than ~~five (5)~~ ten (10) days before the date of the hearing.— Notice shall include the ~~applicant's~~ Applicant's name, description of the subject property, action desired by the ~~applicant~~ Applicant, provisions of the zoning ordinance concerned, the type of relief being sought and the date, time and place of the hearing.— Personal notice of the hearing shall be made by certified mail to the ~~applicant~~ Applicant and all abutters not less than ~~five (5)~~ ten (10) days before the date of the hearing.— Notice shall also be given to the Planning Board, City Clerk and other parties deemed by the Board to have special interest in the application. The ~~applicant~~ Applicant shall pay in advance for the cost of all required notice.

4.

The ~~applicant~~ Applicant must post ~~at~~ near the front lot line of their property in clear view from the Street, the poster provided to them by the Planning ~~Office~~ Department. The poster must be posted no later than five (5) days before the hearing at which their application will be presented. If the poster is not posted, the Board may deem that as cause to disqualify the application.

DRAFT

C.

J. Public Hearing. -The conduct of public hearings shall be governed by the following rules:

~~1.~~

~~1. The Chair shall call open the public hearing in session by reading the public notice referring to the application. If there are less than five (5) members of the Board sitting on a particular application, the Chair shall give the applicant the option of postponing the hearing until there is a full Board. If the applicant elects to proceed with less than a full Board (less than five (5) members, but not less than a quorum defined as three (3) members), that fact will not be grounds for a rehearing in the event the application is denied.~~

~~2.~~

2. Members of the Board may ask questions at any point during testimony after recognition from the Chair.

~~3.~~

3. Any party to the case who wants to ask a question of another party to the case must do so through the Chair.-

~~4.~~

4. Everyone who speaks and is not a member of the Board or an advisor to the Board, shall be required to state his or her name and address and indicate whether he or she is a party to the case, an abutter or an agent or counsel to a party or an abutter.

~~5.~~

5. The ~~applicant~~ Applicant (or the ~~applicant's~~ Applicant's counsel or agent) shall be called by the Chair to present the application to the Board. -Thereafter, those ~~(or their counsel or agent)~~ in favor of the application shall be allowed to speak. Once those in attendance in favor of the application have spoken, the Board shall hear those ~~(or their counsel or agent)~~ in opposition to the application. After those in opposition to the application have spoken, the ~~applicant~~ Applicant (or the ~~applicant's~~ Applicant's counsel or agent) shall be allowed to speak in rebuttal. -Once they have spoken in rebuttal, those in opposition ~~(or their counsel or agent)~~ shall be allowed to speak in final rebuttal.- Upon completion of the final rebuttal, questioning by the Board Members and presentation by the staff of the City's comments, if any, the public hearing shall be declared closed; and the Board shall deliberate on the application or defer action on the application to a later date, and schedule a date for continuance.- After close of the public hearing no further comment from applicant or Applicant, abutter, or any other member of the public shall be taken.

D

6. Any person who speaks at a public hearing, other than the Applicant or an abutter, should clearly demonstrate and explain to the Board how he or she is affected directly by the proposal under consideration.

7. Any person who wants the Board to compel the attendance of a witness shall present his or her request in writing to the Chair not later than three (3) days prior to the public hearing.

K. Decisions. -Decisions of the Board shall be governed by the following rules:

4.

1. Any decision made by the Board that is in favor of the ~~applicant~~Applicant shall require three (3) votes; ~~this applies to,~~ including the approval of any conditions ~~that are placed on a variance.~~
2. All decisions shall be documented on a form that is approved by the ZBA.
3. _____
2. The application shall be approved or denied based upon a majority vote by the members of the Board. ~~hearing the application.~~ In the event an application is heard by only three (3) members, an affirmative vote shall require all three (3) votes.
4. _____
3. The Board shall decide all cases within 31 days of the close of the public hearing and shall approve, approve with conditions, or deny the appeal.
4. All decisions shall be documented on a form that is approved by the ZBA. If the appeal is denied, the notice shall include the reasons therefore.
5. The Board has the authority to attach reasonable conditions in the granting of any relief. These reasons include, but are not limited to, those necessary to preserve the spirit of the Ordinance. The placing of conditions may also be designed to protect the adjacent landowners, preserve the essential character of neighborhoods, secure the basic values of the master plan, and attempt to provide that substantial justice is done. However, the condition or conditions must be related to the use of the land and not to the personal circumstances of the Applicant. Reasonable conditions shall also include the authority to make the decision conditional on placing on deposit with the City, in the manner provided by RSA 673:16 (II), sums of money to ensure compliance with such conditions. The conditions must be adhered to otherwise the granting of the appeal will be revoked. If the Board finds it necessary to attach conditions they must be spelled out in detail in the Board's decision. Pursuant to RSA 676:15 and 676:17 the Board may seek Injunctive Relief, a Fine, or both for the violation of a condition.
6. Notification of the decision shall be sent to the ~~applicant and~~Applicant, shall be filed in the records of the Board, and shall be available to the public within five (5) business days.

F. **Nonpublic meetings.** ~~If required, the board may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.~~

L. Voting: The Chair may assign the task of making a motion to any Board member, or such motion may be made by any voting member. Should a motion result in a tie vote or not receive the necessary three (3) votes to decide in favor of the Applicant, the opposite of the failed motion does not automatically prevail. The Board must put forth a new motion to affirmatively set forth a decision.

M. Reconsideration by the Board: The Board may reconsider a decision to grant or deny an application, or grant or deny a motion for rehearing provided such reconsideration is within the appeal period of the original decision as per 74 Cox Street, LLC v. City of Nashua, 156 N.H. 228 (N.H. 2007). Motions for Rehearing can only be received at the Planning Department during normal business hours. See Cardinal Development v. Winchester, 157 N.H. 710 (N.H. 2008).

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B. Joint meetings with any other land use board may be held at any time when called jointly by the Chairs of the two Boards.

C. A public hearing on any application before the Board of Adjustment will be held jointly with another board only under the following conditions:

1. The joint public hearing must be a formal public hearing on applications to both boards regarding the same subject matter; and

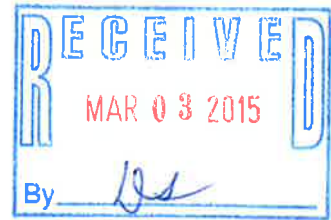
2. If the other board is the Planning Board, RSA 676:2 requires that the Planning Board Chair shall chair the joint hearing. If the other board is not the Planning Board, then the Board of Adjustment Chair shall chair the joint hearing; and

3. The provisions covering the conduct of public hearings, set forth in these rules, together with such additional provisions as may be required by the other board, shall be followed; and

4. The other board shall concur in these conditions.

Article VII. Amendment of Rules.

~~G.~~—These Rules of Procedure may be amended by a majority vote of the members provided that such amendment is presented at ~~one (1)~~the meeting immediately preceding the meeting at which the vote is to be taken.



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: New Hampshire Soap Box Derby, Inc.
Federal Tax ID number for Organization: 02-0374130

Check (v) Nature of Organization:

Religious __, Educational __, Charitable __, Civic __, Sports [v], Veterans __, Fraternal or Political __, Other __
(Describe) Gravity powered car race for children ages 7 to 19

Contact Person: Richard Behan Day Time Telephone: 603 245 5466

Address: 118 Grove Street Dover NH 03820 Email rabehan54@hotmail.com

Purpose of Permit: conduct annual soap box derby state championship race

Date of Event: June 7 2015 Specific Time: 8 AM to 4 PM

Location of Event: Broadway [Oak Street intersection to 50 feet beyond Florence Street]

*****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): Broadway (Oak to Florence)

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: Richard Behan DATE: 03-03-2015

(duly authorized)

PRINTED NAME: Richard Behan

Licensing Board Approval [Signature] Date: 3/10/15

[Print](#)[Close](#)

RE: NH Soap Box Derby - change to June 7 2015

From: **Speidel, Marn** (M.Speidel@dover.nh.gov)
Sent: Mon 3/02/15 10:29 AM
To: Richard Behan (rabehan54@hotmail.com)

Hi Mr. Behan, we can do June 7, no problem. Thanks.

Regards,

Marn

From: Richard Behan [mailto:rabehan54@hotmail.com]
Sent: Monday, March 02, 2015 10:14 AM
To: Speidel, Marn
Subject: RE: NH Soap Box Derby - change to June 7 2015

Hello Sgt. Speidel,

Because of extenuating circumstances the NHSBD board would like to request a change for our annual race from the June 28 date listed in the below e-mail from February 12 to June 7. Could you please verify that June 7 is OK with Dover Police. The application form for our race has not been delivered to the City Clerks' office yet because of waiting on these circumstances to settle out. The application form will be delivered the next day after your confirmation on the June 7 date.

Thank you for your understanding.

Regards,
Richard Behan
NH Soap Box Derby - Race Director
118 Grove Street
Dover NH 03820

603=953-3086 (cell)

From: rabehan54@hotmail.com
To: m.speidel@dover.nh.gov
Subject: RE: NH Soap Box Derby - June 28 2015
Date: Thu, 12 Feb 2015 20:48:32 -0500

Hello Sgt. Speidel,

The NHSBD board would like to request that our 2015 race be held on June 28 on Broadway starting at 8 AM. I will fill out the application and deliver it to the Dover City Clerks office.

Thanks again for your assistance.

Regards,
Richard Behan
NH Soap Box Derby - Race Director
118 Grove Street
Dover NH 03820
603=953-3086 (cell)

From: M.Speidel@dover.nh.gov
To: rabehan54@hotmail.com
Subject: RE: NH Soap Box Derby - June 21 2015
Date: Tue, 10 Feb 2015 14:24:22 +0000

Hello Mr. Behan,

Thank you for your message. Sunday, June 21 is also the chosen date of the annual Avis Goodwin Father's Day 5K, part of the Dover Race Series, which drew more than 1,000 participants last year. This 5K requires a substantial quantity of our traffic control equipment - most of it pre-loaded in our truck and trailer - and most of the morning to prepare. Similarly, the Soap Box Derby in the Broadway location also requires a substantial advance deployment and setup of equipment to facilitate the traffic detour. We do not have the resources to handle both events simultaneously. Can NHSBD work with a different date for your event? As of now, there is no apparent conflict with June 7, 14 or 28.

Here is a link to the current application form, which should be checked off as a "block party".

<http://www.dover.nh.gov/Assets/government/city-operations/1form/finance/city-clerk-tax-collection/Application%20raffle.pdf>

Finally, if the NHSBD event proceeds as it did last year, your budgeted amount this year should be \$1,430 at maximum. This is a total of 22 hours at the hourly rate of \$65. One officer detailed at each end of the closure from 8 am to 5 pm (18 hours), and 1 officer detailed for a 4 hour minimum period to prepare, stack, distribute, and set up the detour package at the affected intersections (Hill, Park, Florence, Pearl). We have avoided this last 4 hour cost in recent years, because the Garrison Elementary School has held their annual "boot camp" 5K on the same morning as the NHSBD. The Garrison 5K had required very little equipment to coordinate before its 9 am start time, so the assigned detail officer for the Garrison event was able to split his time with both events. Garrison School has not yet submitted a plan for a June event, and has instead recently become involved in organizing the Turkey Trot Thanksgiving Day 5K. Some years the NHSBD has ended in time for a 4 pm road reopening, which would reduce the cost by \$130.

Again, thank you for your message and please feel free to contact me if you have any questions. If you come up with an alternate date, let me know and I will pencil it into our calendar.

Respectfully,

Marn Speidel

Sgt. Marn E. Speidel

Traffic Bureau

Dover Police Department

46 Locust Street

Dover, NH 03820

(603) 742-4646

E-mail: m.speidel@dover.nh.gov

From: Richard Behan [mailto:rabehan54@hotmail.com]

Sent: Monday, February 09, 2015 9:01 PM

To: Speidel, Marn

Subject: NH Soap Box Derby - June 21 2015

Hello Sgt. Speidel,

The New Hampshire Soap Box Derby organization has been very pleased in how the Broadway location has worked out for our Derby race and would like to continue to use the same location for our 2015 race which we would like to hold on Sunday June 21.

Could you please confirm that the location and date will be suitable and then forward the PDF of the application to be filled out and sent to the City Clerks' office for presentation to the City Council.

Thank you again for your assistance in working to continue this long standing event.

Regards,

Richard Behan

NH Soap Box Derby - Race Director

118 Grove Street

Dover NH 03820

603-953-3086 (cell)





PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (v) the type of application:

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

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

Organization Name: Avon 39 - Walk For A Cure - Boston

Federal Tax ID number for Organization: #13-6128447

Check (v) Nature of Organization:

Religious [blank], Educational [blank], Charitable [checked], Civic [blank], Sports [blank], Veterans [blank], Fraternal or Political [blank], Other [blank]
(Describe) walk for Breast Cancer

Contact Person: Sandy Lazarus Day Time Telephone: 603-343-1490

Address: 33 Cordeiro Dr. - 1 Email: sandylaz_2000@yahoo.com

Purpose of Permit: raffle

Date of Event: 3-27 to 5-16 Specific Time: [blank]

Location of Event: Margarita's - other

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

Prize (s) To Be Awarded: baskets + gift cards 50/50

Cost of Ticket: \$1.00 Date of Drawing: 5-16-15

Place of Drawing: 33 Cordeiro Dr.

* 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): [blank]

Police Department Block Party Approval Signature: [blank]

Printed Name: [blank]

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: 3/3/15

PRINTED NAME: Sandy Lazarus

Licensing Board Approval [Signature] Date: 3/10/15

Dear Family, Friends, & Business Associates,

As most of you know, last April I was diagnosed with “Triple Negative Breast Cancer”. In the past year I have undergone chemotherapy, a double mastectomy, radiation therapy and numerous scans, tests and infusions. It has been a long process.

I am in REMISSION and feeling better as more time passes and I have a couple of surgeries to go.

I have been successful because of a wonderful and supportive family, caring friends, and the prayers from so many, that I have lost count. The doctors, nurses and extended staffs of my team are miracle workers. I owe them so much!

I am one of the lucky persons to have had the best care and support. I saw many people in the past year who were not as fortunate as me. They had to take cabs to appointments, when they felt so sick they couldn't drive. They couldn't put gas in their cars because they had missed too much work and they couldn't afford it. They sat sad and alone during chemotherapy treatments that would leave them sicker and weaker. The list goes on and on of how some people need so much help—I can't begin to know how the costly bills incurred will be paid.

My thoughts turned to how I could help and possibly make a difference. My daughter Elizabeth Jenkins has signed up to walk in the Avon 39 The Walk To End Breast Cancer. George, my daughter Jennifer Richards and I are doing everything we can to support Team *Besties for Breasties*. We appreciate all the meals, flowers, cards, rides and prayers you have given us and we are asking for one more favor. Below is a list of fundraisers we are sponsoring to help Beth make her pledge for the walk.

Avon 39 The Walk To End Breast Cancer

http://info.avonfoundation.org/site/TR/Walk/Boston?px=7780357&pg=personal&fr_id=2402

Tastefully Simple Online Party (25% of sales go to Avon 39)

<https://www.tastefullysimple.com/party/5156657/a395d44d-b50d-4ba0-bd50-1853b271838f>

Margaritas Noche Mexicana Fundraiser Sunday, April 19th 11 AM to 10 PM
(15% of sales, including To Go orders go to Avon 39)

Raffle and 50/50 Raffle (100% of raffle and 50% of 50/50 raffle goes to Avon 39)

If you can help us in anyway, we would be grateful. Again, Thank you for your prayers and let's put an end to “CANCER”.

Love,

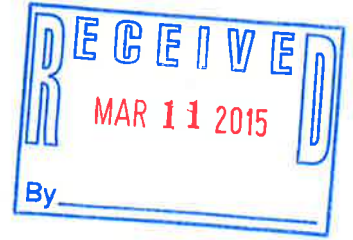
Sandy & George Lazarus

33 Cordeiro Dr.

Dover, NH 03820

603.343.1490

sandylaz_2000@yahoo.com



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(✓) the type of application:

PARADE** ✓, ROAD TOLL***

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

Organization Name: TRICK OR TROT 5K FOR (DSA) DOVER SOCCER ASSOCIATION
Federal Tax ID number for Organization: 02-0392171

Check(✓) Nature of Organization:

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

Name/Description of Event (if applicable): TRICK OR TROT 5K

Contact Person: DONALDO TREJO Day Time Telephone: 603-502-8947

Address: 4 WASHINGTON STREET DOVER, NH Email: donaldo1@comcast.net

Date of Event: 10-25-2015 Specific Time: 9 AM

Location of Event (if parade, attach course description or map): COURSE IS USTAF CERTIFIED.

*****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: ✓

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

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

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

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

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

SIGNATURE OF APPLICANT: [Signature] DATE: 3-11-2015
(duly authorized)

PRINTED NAME: DONALDO TREJO

Licensing Board Approval [Signature] Date: 3/12/15



Trick or Trot 5K

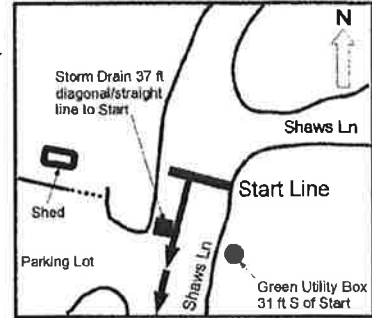
Dover, New Hampshire



Finish Detail



Start Detail



TRICK OR TROT 5K
USATF CERTIFICATE NH13017TY
EFFECTIVE 11-15-13 TO 12-31-23

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

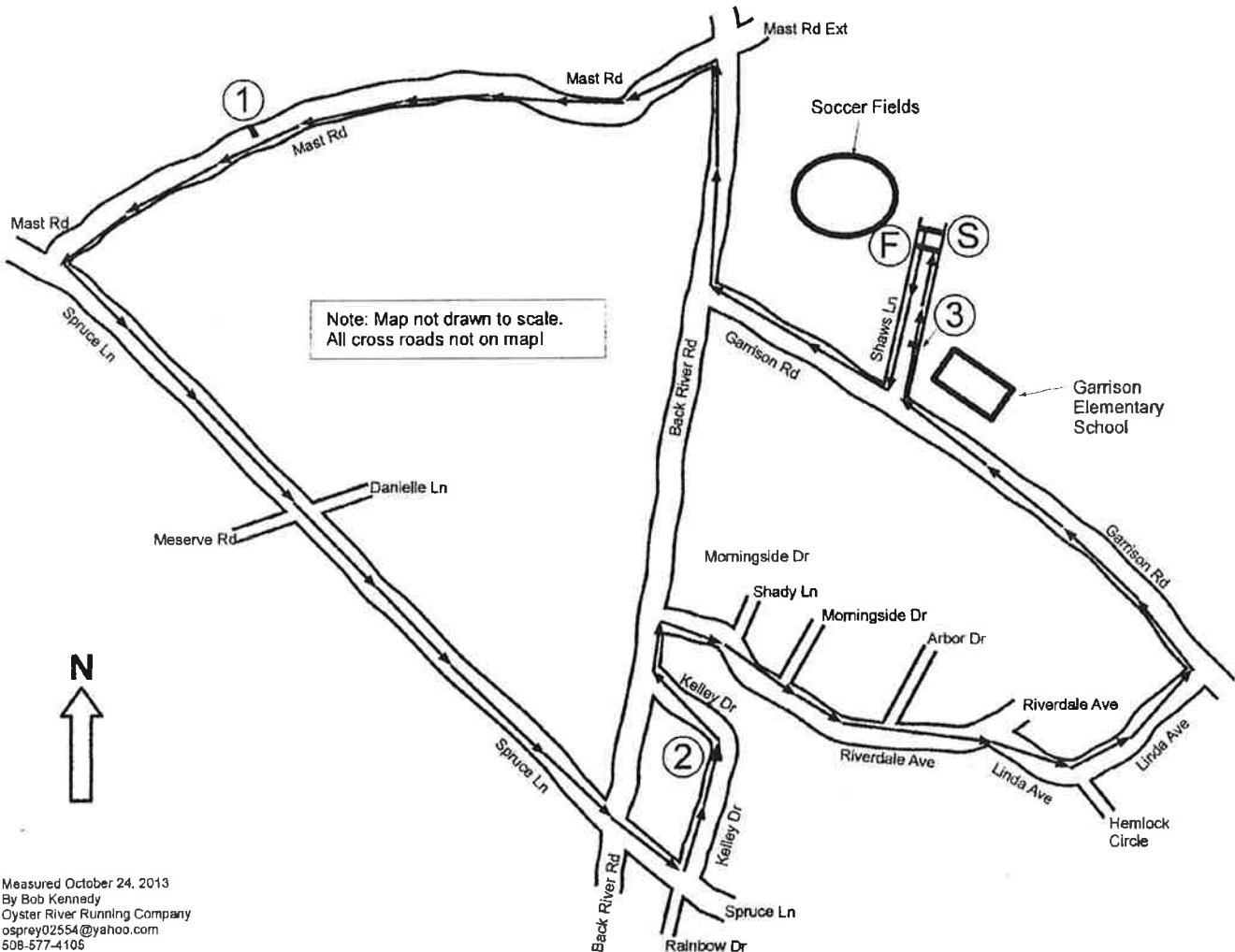
Start: Marked on east side of Shaws Lane 31 ft N of Green Utility Box on same side and 37 ft diagonal/straight line to Storm Drain on north side of soccer field parking lot entrance.

Mile 1: On north side of Mast Rd 44 ft W of east edge of Driveway for 91 Mast Rd, and 55 ft E of red & white Fire Hydrant on same side.

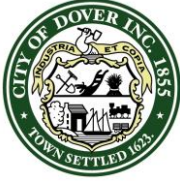
Mile 2: On west side of Kelley Dr 1 ft 6 inches N of Mailbox for 5 Kelley Dr, and 17 ft N of UP PSNH 4 NYNEX 4 on same side.

Mile 3: On east side of Shaws Ln 43 ft N of "No Parking" sign on same side, and 83 ft S of UP PSNH 24 6-1 on same side.

Finish: Marked on west side of Shaws Ln 23 ft 5 inches N of Storm Drain on same side, and 25 ft 8 inches S of Storm Drain on same side at soccer field parking lot entrance.



Measured October 24, 2013
 By Bob Kennedy
 Oyster River Running Company
 osprey02554@yahoo.com
 508-577-4106



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2015.03.25 – 28**

Resolution Re: **Waterfront Development Oversight Reaffirmation**

WHEREAS: The City Council established the Cochecho Waterfront Development Advisory Committee (“CWDAC”) in April 2004 in order to present a redevelopment plan of the City’s property along the Cochecho River in downtown Dover (“the Property”) to the City Council; and

WHEREAS: CWDAC presented a redevelopment plan of the Property; and

WHEREAS: In February 2005, pursuant to RSA 205, the City Council delegated certain responsibilities regarding potential redevelopment of the Property to the Dover Housing Authority (“DHA”), which was legally empowered to oversee the redevelopment project; and

WHEREAS: In conjunction with delegation to the DHA, the City Council designated CWDAC as an advisory board to the DHA regarding potential redevelopment of the Property – a move that was recognized and approved by the DHA pursuant to RSA 205:9; and

WHEREAS: In June 2007 the City Council reaffirmed the work of the DHA and CWDAC regarding redevelopment of the Property, and a Term Sheet and subsequent Land Disposition Agreement regarding redevelopment of the Property was entered into with Dickinson Development Corporation; and

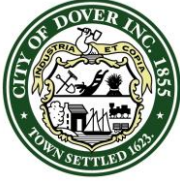
WHEREAS: The Land Disposition Agreement expired in August 2014 without redevelopment of the Property; and

WHEREAS: The City Council continues to seek redevelopment of the Property with the assistance of the DHA and CWDAC in accordance with the provisions of RSA 205. Consistent with prior authorizations and practices, no City funds will be obligated for this redevelopment project unless approved by the City Council, excepting the City Manager may make City staff, services, and vendors available to the CWDAC on an as needed basis, all under the direction of the City Manager; and

WHEREAS: Consistent with prior authorizations, it is expected the Property shall ultimately be conveyed in such a way that the City realizes a return in public improvements and infrastructure comparable to the Property’s assessed value.

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

That the ongoing collaboration between the City of Dover, the DHA, and CWDAC regarding redevelopment of the Property in accordance with the provisions of RSA 205:4, and pursuant to the City Council resolution of February 9, 2005, is hereby reaffirmed. This reaffirmation acknowledges that the DHA, with the advice and input of the CWDAC, and with reasonable public input, will assist the City of Dover to redevelop the Property in a manner that is in the best interests of the City; and



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2015.03.25 – 28**
Resolution Re: **Waterfront Development Oversight Reaffirmation**

That CWDAC shall periodically, or when requested, provide updates to the City Council regarding redevelopment efforts; and

That, consistent with the action taken in 2007, any Term Sheet(s) regarding redevelopment of the Property, or a portion thereof, shall be brought to the City Council for approval; thereafter, the DHA, with the advice and input of CWDAC, will be fully authorized to negotiate and approve the redevelopment of the Property with the consent of the City Manager.

AUTHORIZATION

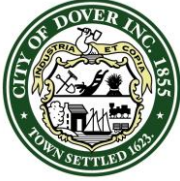
Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Karen Weston By request
Approved as to Legal Form and Compliance:	Anthony I. Blenkinsop General Legal Counsel		
Recorded by:	Karen Lavertu City Clerk		

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2015.03.25 – 28**

Resolution Re: **Waterfront Development Oversight Reaffirmation**

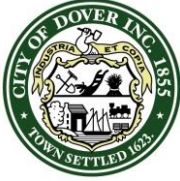
RESOLUTION BACKGROUND MATERIAL:

The Property is located on the Dover waterfront on a 29-acre site owned by the City of Dover along the Cochecho River. Once a lively trading center in the 1800's with wharfs, docks, warehouses and trading ships from many parts of the world, the waterfront area declined with the advent of the railroad and the decline of waterborne commercial activity. In the 20th century, the area included the wastewater treatment center and the public works facility of the City of Dover. For most of the past decade, the area has been largely vacant and underutilized.

During the past almost three decades, the City of Dover has embarked on an active campaign to redevelop and revitalize its central business district and the waterfront area. The 750,000 square foot Pacific Mills and One Washington Street Complexes, vacant for many years, are filled with commercial and retail activity. Additionally, construction activities are underway on a new downtown Police Station and public parking garage. Furthermore, a significant downtown development project is underway on First Street on a parcel of land formerly owned by the City.

Development of the waterfront area represents an opportunity to increase the tax base and spur further economic development. In February 2005, consistent with RSA 205, the Dover City Council responded to these opportunities and delegated certain development responsibilities to citizen volunteers at the DHA and its advisory committee known as the Cochecho Waterfront Development Advisory Committee (CWDAC). While CWDAC's efforts resulted in a redevelopment agreement entered into in 2007, redevelopment ultimately failed to materialize due to a downturn in the global economy commencing in 2007/2008. In early 2015 the City Council established the Waterfront Tax Increment Finance District that includes the City's waterfront property and may result in the development of public infrastructure improvements on or around the Property.

A continued public-private partnership is required to achieve the long held vision for the Waterfront redevelopment. Redevelopment of the waterfront property will have long-term positive impacts on Dover's economy, Dover's tax base, and Dover's downtown area. The work of the DHA and CWDAC over the past decade has been of great value to the City. While redevelopment of the Property has yet to occur, the knowledge and experience of DHA and CWDAC is invaluable to the redevelopment process.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2015.03.25 – 029**
Resolution Re: Fiscal Year 2016 Budget Appropriations, Fees and Capital Improvements Program

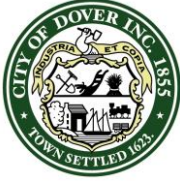
WHEREAS: The City Manager submitted his budget for next fiscal year to the City Council on March 25, 2015; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2016, (July 1, 2015 through June 30, 2016);

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

1. The annual budget for the City of Dover for Fiscal Year 2016, submitted to the City Council by the City Manager and on file with the City Clerk, is adopted to raise the following estimated revenues (including any Budgetary Use of Fund Balance) and appropriate the following appropriations:

Fund	Fund Description	Est Revenue	Appropriations	Fund Type
1000	General Fund			General Fund
2100	Community Development Fund			Special Revenue
2220	Dover Housing Auth Policing			Special Revenue
2245	DHHS Assistance Programs			Special Revenue
2250	WDH Youth Empowerment			Special Revenue
2800	School Cafeteria Fund			Special Revenue
2820	School Dept. of Education Grants			Special Revenue
2900	School Special Programs Fund			Special Revenue
3207	Public Safety Special Details			Special Revenue
3213	Parking Activity Fund			Special Revenue
3320	Residential Solid Waste Fund			Special Revenue
3381	McConnell Center Fund			Special Revenue
3410	Recreation Programs			Special Revenue
3455	Library Fines Fund			Special Revenue
3500	OPEB Liability Fund			Special Revenue
3710	Downtown Dover TIF Fund			Special Revenue
3715	Waterfront TIF Fund			Special Revenue
3810	School Tuition Program Fund			Special Revenue
3825	School Alternative Education Fund			Special Revenue
3830	School Facilities Fund			Special Revenue
5300	Water Fund			Enterprise
5320	Sewer Fund			Enterprise
6100	DoverNet Fund			Internal Service
6110	Central Stores Fund			Internal Service
6310	Fleet Maintenance Fund			Internal Service
6800	Workers Compensation Fund			Internal Service
	Totals		<u>0</u>	<u>0</u>



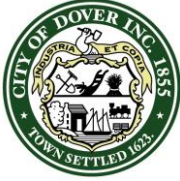
CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2015.03.25 – 029**
Resolution Re: Fiscal Year 2016 Budget Appropriations, Fees and Capital Improvements Program

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2015 as provided by law for the departments to perform their functions, transfers to and from reserves and between other funds, and for public purposes not foreign to or incompatible with the mission of the City. General Fund Appropriations include \$_____ for City operations, \$_____ for School Department operations, \$_____ for Debt Service and \$_____ for County Tax.
3. There is no Budgetary Use of Fund Balance included in the General Fund for the purpose of offsetting property taxes.
4. In accordance with RSA 76:6, the City Tax Assessor shall revise and report to the Department of Revenue Administration the amount required for Tax Overlay to provide for the issuance of property tax abatements for tax year 2015 (Fiscal Year 2016).
5. In accordance with RSA 21-J:34, the City Manager shall revise and report to the Department of Revenue Administration the estimated amount of all non-property tax revenues for Fiscal Year 2016 .
6. For water consumption per hundred cubic feet (HCF) effective July 1, 2015, the Water and Sewer User Fees will be \$_____ and \$_____, respectively.
7. Effective July 1, 2015, the City Manager is authorized to enter into agreements with, and make payments to, the various agencies receiving Grants/Subsidies and Membership Dues as contained within the budget.
8. Effective July 1, 2015, the City Manager is authorized to enter into agreements with, and make payments to, various vendors supplying computer hardware and software annual maintenance services and support contracts as contained within the budget.
9. Effective July 1, 2015, any new funds represented in the budget are established for the purposes enumerated within the budget.
10. Effective July 1, 2015, the Finance Director is authorized to make transfers between funds for the purposes prescribed, including special, capital and other reserve funds, including transfers to or from the City and School Employee Benefits Reserves.
11. Effective July 1, 2015, all fees and charges represented within the budget and the associated schedule of fees is adopted.
12. Effective July 1, 2015, the City Manager is authorized to sign all grant applications and any such funding awarded during the fiscal year is appropriated for such purpose. The City Manager, within the parameters of City Charter provision C6-8, is authorized to transfer funds within a department to provide for local match as required by grant awards.



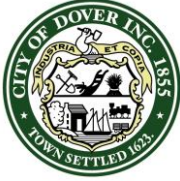
CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2015.03.25 – 029**
Resolution Re: Fiscal Year 2016 Budget Appropriations, Fees and Capital Improvements Program

13. Effective July 1, 2015, revenues from the sale of city property are appropriated for their established and intended use.
14. Effective July 1, 2015, revenues from the fees collected for Recreation Special Programs are appropriated for their established and intended use.
15. Effective July 1, 2015, the City Manager is authorized during the fiscal year to initiate Recreation Special Programs fee discount promotional events to generate revenue and program participation.
16. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.
17. In accordance with RSAs 674:8 and 674:21-V(b), the FY16-21 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.
18. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2016 shall be Citizens Bank and the New Hampshire Public Deposit Investment Pool (NHPDIP). The City Treasurer is authorized to utilize, in addition to Citizens Bank and NHPDIP, other banks located within the City of Dover or banks authorized per RSA 48:16 (*City Treasurer Duties*), if deemed most advantageous to the City and in compliance with the City's adopted investment policy.
19. The sum of \$_____ representing budgeted transfers to fund 25% of the OPEB Annual Required Contribution as identified per the City's adopted financial policies is to be transferred to the OPEB Trust.
20. The sum of \$_____ collected as Transportation Improvement Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Transportation Improvement Reserve is hereby appropriated for use by the City of Dover for payments to COAST for Fiscal Year 2016 COAST Bus grant subsidy.
21. The sum of \$_____ collected for school impact fees by the Dover Planning Department currently held in custody by the City of Dover Board of Trustees of Trust Funds is hereby appropriated for use by the Dover School District for Fiscal Year 2016 Debt Service payments associated with Woodman Park School and Horne Street School expansion projects.
22. The sum of \$_____ currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Parking Capital Reserve is hereby appropriated for use by the City of Dover for Fiscal Year 2016 Debt Service payments associated with Downtown Parking Garage project as budgeted in the Downtown Dover TIF Fund.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2015.03.25 – 029**
Resolution Re: Fiscal Year 2016 Budget Appropriations, Fees and Capital Improvements Program

23. The sum of \$_____ currently held in custody by the City of Dover Board of Trustees of Trust Funds in the School Information Technology Capital Reserve is hereby appropriated for use by the City of Dover School District for Fiscal Year 2016 Information Technology capital outlay as budgeted in the School District’s General Fund budget.
24. The sum of \$_____ currently held in custody by the City of Dover Board of Trustees of Trust Funds in the General Fund Capital Reserve is hereby appropriated for use by the City of Dover Fire & Rescue Department for Fiscal Year 2016 purchase of Cascade Air Refill System as budgeted in the City’s General Fund budget.
25. In accordance with City Charter provision C6-8 *Transfers*, the City Manager is authorized to transfer any unspent balance in Compensated Absences budget line items at fiscal year-end into the City Employee Benefits Capital Reserve.

Note: This Resolution requires a two- thirds majority vote to adopt pursuant to Dover Charter C6-3.1, unless School General Fund revenues are increased or School General Fund appropriations are decreased to result in school property tax levy being in compliance with budget limitation tax cap. This Resolution requires an advertised public hearing for each of the City and School budgets to be separated by at least 24 hours and held at least seven days in advance of final adoption. Final adoption of the budget by the City Council shall occur not later than June 15th prior to the beginning of the next fiscal year.

Resolution to be referred to Public Hearings as follows:

School Department Budget hearing Wednesday April 8, 2015

City Budget hearing Wednesday April 22, 2015

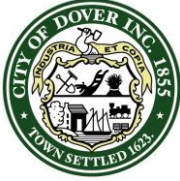
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2015.03.25 – 029**
Resolution Re: Fiscal Year 2016 Budget Appropriations, Fees and Capital Improvements Program

DOCUMENT HISTORY:

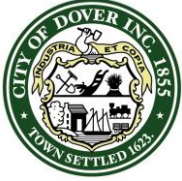
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

This resolution adopts the budget for various funds for the next fiscal year, as well as setting utility rates, authorizing grant, subsidy and membership payments, computer maintenance contracts, transfers between funds, setting fees for various services, authorizing signing of grant applications and appropriations thereof, approval of the investment policy and adopting the six year Capital Improvements Program, as required by State Statute to support assessment of impact fees.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O -2015.03.25 – 010**
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 21

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to supplant Resolution 10A69 from 1988 by amending Chapter 166-21 to add the Resident Parking Permit Program.

2. AMENDMENT

Chapter 166, Table of Contents for ARTICLE III titled “PARKING; STOPPING; STANDING” is hereby amended by revising Section 166-21 as follows:

ARTICLE III

PARKING; STOPPING; STANDING

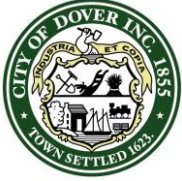
166-21. ~~(Reserved).(formerly No Parking Certain Hours.)~~ Resident Parking Permit Program

3. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-21 Reserved. (formerly No Parking Certain Hours.) as follows:

166-21. Resident Parking Permit Program ~~Reserved.(formerly No Parking Certain Hours.)~~ [Added on 04-27-83 by Ord. No. 10-83; Repealed on 08.13.2008 by Ord. No. 2008-07.23-6]

- A. The Police Department is authorized to sell and distribute parking permits for residents of downtown who reside within two hundred (200) feet of an authorized residential parking area.
- B. A maximum of two (2) residential parking permits may be issued per legal residential unit upon certification that on-site parking is unavailable. Permits shall be assigned to specific vehicles owned by occupants of such residential unit. Permits are only valid for the nearest parking area designated by the Police Department for a particular residential unit.
- C. Authorized residential parking areas include City controlled parking lots 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 and School Street (angled parking spaces only).
- D. In accordance with 166-18.C, residential parking permits are only available for the McConnell Center/Library parking lot during the months of the Winter Parking Ban.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O -2015.03.25 – 010**
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 21

- E. Residential parking permits are not intended for long term storage of vehicles and any vehicle remaining in the same space for more than five (5) consecutive days without notification to and the approval of the Police Department shall have its permit revoked, and the vehicle may be towed at the owner’s expense. Notice of this requirement shall be provided with each residential parking permit issued.
- F. 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.
- G. Accepted documentation to qualify for a residential permit are a lease or utility bill in the applicant’s name demonstrating a qualified address, and absent either of those two, a vehicle registered to a qualified address and verification by the property owner.
- H. Any misrepresentation regarding the application for or use of a residential parking permit, any unauthorized transfer of the permit, or any other misuse of the permit shall be cause for its revocation by the Police Department.
- I. 166.21 does not authorize resident parking permits for residential developments that have insufficient on-site parking and were approved as “commercial ventures” by the Planning Board.
- J. The rate for the permits shall be set and/or adjusted by the City Council during the annual Fee Schedule adoption.

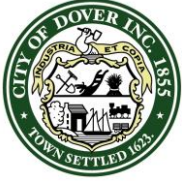
4. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Karen Weston By request
Approved as to Legal Form and Compliance:	Anthony Blenkinsop General Legal Counsel		
Recorded by:	Karen Lavertu City Clerk		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O -2015.03.25 – 010**
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 21

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:

As part of the City’s comprehensive downtown parking program, well regulated parking options for residents that do not have on-site parking available is important to promoting a vibrant and desirable downtown.

The Parking Commission established a sub-committee to review the current residential parking permit regulations which were adopted via Resolution 10A69 in 1988 (see Resolution 10A69 attached). At their December 20, 2014 meeting the sub-committee made several recommendations. The Parking Commission voted unanimously to support those changes.

At the February 11, 2015 City Council meeting, concerns were raised that the significant increase in the catchments area and the addition of a third permit per unit as recommended by the Parking Commission would have an adverse effect on the City’s downtown parking capacity. At the direction of the Mayor, the Parking Manager was requested to submit this alternative. While the existing residential permit program is described in a resolution, it is most appropriate to authorize and describe the program via ordinance and the City Code.

Adoption of this ordinance is intended to supplant the provisions of Resolution 10A69.

RESOLUTION

RESOLUTION RE: RESIDENT PARKING PASSES:

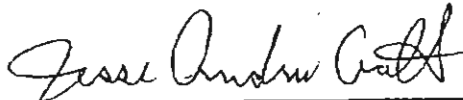
WHEREAS: Wilbur Smith Associates report on downtown parking recommended that the City address the issue of resident parking in the downtown area, and

WHEREAS: The need to provide parking to residents of the downtown area has been recognized.

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

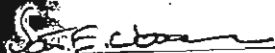
1. The Police Department is authorized to sell and distribute parking passes for residents of the downtown area defined as those areas in a B2, UMUD, or CWD zone.
2. A maximum of two (2) residential parking passes per residential unit may be issued to property owners abutting or located within 200 feet of a municipally owned parking lot in said zones, upon certification that such on-site parking is unavailable. Parking passes shall be issued for specific vehicles owned by occupants of such residential units.
3. Residential parking passes shall be issued for three (3) months at a cost of Fifteen Dollars (\$15.00) to be paid at the time of the issuance of the pass.
4. Residential parking passes shall be intended for purposes incidental to pass holders residing in said areas, and shall not be intended to authorize continuous long term day parking in municipal lots.
5. Residential parking passes authorize the holder to park in any municipally owned parking lot, but do not guarantee a parking space in a particular lot, nor authorize on-street parking.
6. Any misrepresentation regarding the application for or use of a residential parking pass, any unauthorized transfer, or any other misuse of the parking pass shall be cause for revocation by the Police Department.

Sponsored by:

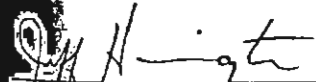


Jesse Andrew Galt, Chairman
Parking & Traffic Committee

Approved as to Form:


Scott E. Woodman,
City Attorney

Approved as to Funding:


Jeff Harrington
Finance Director

BACKGROUND INFORMATION:

Pursuant to a recently passed ordinance which authorizes the City Council by resolution to establish goals, parking permits and rates, this resolution establishes the use of downtown residential parking permits. This resolution provides for the issuance of a maximum of two (2) parking permits per residential unit within 200 ft. of a municipally-owned parking lot which can be used for both day and evening parking. A permit will be issued on a three-month basis at a cost of \$15. Establishment of a residential parking permit is consistent with the recommendation made by Wilbur Smith Associates regarding downtown parking. This item has been reviewed and recommended by the Parking & Traffic Committee.

RECOMMENDATION:

I recommend this resolution be adopted.

4-29-1988