

CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 27, 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**
- 8. CITIZEN'S FORUM**

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

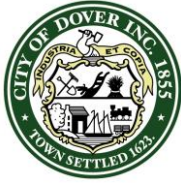
- 9. CITY MANAGER'S REPORT**
- 10. APPROVAL OF MINUTES**
 - A. May 6, 2015 – Workshop**
 - B. May 6, 2015 – Special Meeting**
 - C. May 13, 2015 – Regular Meeting**

- 11. MAYOR'S REPORT**

- 12. UNFINISHED BUSINESS**

- A. ORDINANCES IN THE 2ND READING**
- B. ORDINANCES IN THE 3RD READING**
- C. RESOLUTIONS**

- 1. FISCAL YEAR 2015 BUDGET AMENDMENT #1
(REQUIRES OF 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
SPONSORED BY MAYOR WESTON BY REQUEST**
- 2. FISCAL YEAR 2015 SCHOOL DEPARTMENT BUDGET AMENDMENT –
CHANGE IN NON-PROPERTY TAX REVENUE ESTIMATES
(REQUIRES OF 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
SPONSORED BY MAYOR WESTON BY REQUEST**



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13. NEW BUSINESS

A. CONSENT CALENDAR

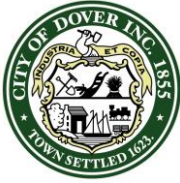
- 1. BLOCK PARTY – Tanglewood Drive**
- 2. RAFFLE – Cocheco Valley Humane Society**
- 3. TAG – Dover Little Green Cheerleading**
- 4. TROJAN UV3000 PLUS LAMPS AND QUARTZ SLEEVES
SPONSORED BY MAYOR WESTON BY REQUEST**
- 5. B10033 ADDITIONAL SCOPE OF WORK ON WATSON RD CMA ENGINEERS, INC
SPONSORED BY MAYOR WESTON BY REQUEST**
- 6. B15047 HENRY LAW PARK DESIGN SERVICES
SPONSORED BY MAYOR WESTON BY REQUEST**
- 7. B15057 HOT BITUMINOUS PAVING –ASPHALT LAID IN PLACE
SPONSORED BY MAYOR WESTON BY REQUEST**
- 8. B15058 GRIFFIN WELL RECONDITIONING
SPONSORED BY MAYOR WESTON BY REQUEST**

COMMITTEE REPORTS

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

B. RESOLUTIONS

- 1. RESTORATION OF MERGED LOTS (25 PORTLAND AVENUE)
SPONSORED BY MAYOR WESTON BY REQUEST**
- 2. RESTORATION OF MERGED LOTS (28 ATLANTIC AVENUE)
SPONSORED BY MAYOR WESTON BY REQUEST**
- 3. COLLECTIVE BARGAINING AGREEMENT FOR THE DOVER MUNICIPAL
EMPLOYEE ASSOCIATION (DMEA)
SPONSORED BY MAYOR WESTON BY REQUEST**



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- 4. AMENDMENT TO MERIT PLAN AND CLASSIFICATION PLAN
SPONSORED BY MAYOR WESTON BY REQUEST**
- 5. CHARTER AMENDMENT – LEGAL OFFICER
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 10, 2015)
SPONSORED BY COUNCILOR CHENEY**
- 6. CHARTER AMENDMENT – SCHOOL BOARD ELECTIONS
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 10, 2015)
SPONSORED BY COUNCILOR CHENEY**
- 7. CHARTER AMENDMENT REGARDING BUDGET ADOPTION PROCEDURE
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 10, 2015)
SPONSORED BY COUNCILOR McMANUS**
- 8. AMENDMENT TO THE FISCAL YEAR 2016 FEE SCHEDULE
(REQUIRES OF 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 10, 2015)
SPONSORED BY MAYOR WESTON BY REQUEST**

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

- A. Letter from human, dated May 9, 2015.**
- B. Letter from Councilor McManus**

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



City Manager's Report

City of Dover, New Hampshire

May 27, 2015

Reporting on April 2015



Garrison Hill Tower

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	741	\$2,324	\$107,653	\$146,610	\$5,773
4th Quarter Residential Usage	7,870	\$33,638	\$563,341	\$691,319	\$6,482
** Other Service: Backflow Inspections, Hydrants, Firelines & Service Charges					

Crews assisted the road reconstruction contractor on Silver Street with various water main shut downs. Crews also worked an overnight to install a 12" water gate on Cushing and Folsom Street. This will allow the road reconstruction crews to work in the Cushing and Silver Street areas without shutting down water on Washington Street.

Several utility employees used heavy equipment to repair both a corporation leak and replaced a piece of a 16" main as well as a 16" water gate on Lilac Lane.

Crews conducted three fire flow tests for businesses and/or contractors on Broadway, Dover Point Road and Central Avenue.

Crews have been patching asphalt due to water breaks during the winter months as-well-as loaming and seeding other areas that were dug up for frozen pipes.

Water meter crews attended to 61 stopped meters, 42 final readings, 21 turn-ons, 13 new meter installs, and the monthly/quarterly meter readings.

Administrative staff received three calls for sewer backups. Crews evaluated each site and determined all blockages to be the on resident's side of the service.

A major sewer failure was experienced outside of the Varney Brook Pump Station. Bypass pumping was established into an old force main from the pump station to Court Street while repairs took place. Crews excavated and discovered a horizontal split in the wey (triangular junction). The wey was replaced with a tee and the station was placed back online.

Water Rate: \$4.69

Sewer Rate: \$7.24

The Utility Division Maintains:

3 Water Treatment Facilities

158 Miles of Water Mains

One 3,000,000 Gallon Water Storage Tank

One 713,000 Gallon Water Storage Tank

123 Miles of Sewer Pipe

23 Wastewater Pumping Stations

One Wastewater Treatment Facility

850,000,000 Gallons of Wastewater per Year

8 Wells:

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



City Streets, Grounds, Facilities & Parks

The Henry Law Park Improvement project is entering the next phase which is site design and engineering. The bids were received and are being reviewed for a June award. 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 access to the Cocheco River this spring for Great Bay Rowing and the UNH Crew over the last two months once ice was out of the river. Dozens of rowers have benefitted from this opportunity. The LWCF grant application to assist with the construction of a dock was tentatively approved at the State level and is awaiting review on the Federal level. Hopefully the city will hear by mid-summer if it is approved.

Various parks around the City are being prepared for spring use, as well as the ball fields. Plans are underway to convert one Tennis court location into Pickle Ball courts by the summer.

The South End Fire station's roof was replaced through the utilization of the Capital improvements program.

Public Works administrative staff fielded 61 service calls requesting pothole repairs. Crews repaired 496 potholes, patched 192 manholes and applied 64.56 tons of asphalt on various areas throughout the city.

Public Works staff received service calls for 6 mailbox repairs and crews were able to go out and repair all 6. Crews have also begun the annual loaming and seeding of lawns that were damaged as a result of city snow removal.

Crews have cleared off the excess sand from the sidewalks and street sweeping has commenced. All sand barrels have been picked up from around the city and stored for the summer months.

Due to flooding, crews have spent a significant amount of time clearing debris from catch basins. One Truck Driver assisted Felix Septic Service with the annual cleaning of the catch basins, cleaning a total of 1369 catch basins this spring.

Highway crews cleaned out all sanders, washed them, and inspected and logged any needed repairs. They then stored the equipment until next season. Crews also cleaned the salt shed and areas around the pole barn and removed frost heave signs throughout the city.

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



Facilities & Grounds handled 8 complaints regarding trees. Pruning is necessary in some areas. One tree will be taken down by City employees and two others will be evaluated by Urban Tree.

The Facilities, Grounds and Cemeteries employees handled 2 service calls and 243 work orders in the month of April. There were 3 ash burials in Pine Hill Cemetery during this month. One foundation was poured for a personal columbarium in Pine Hill Cemetery and eight markers were installed. Cement bases were made to accommodate the bronze veteran's markers that come into the cemetery periodically. Many hours were spent repairing areas where winter burials took place due to settling of the ground. During the winter weather, sand is used and then removed in the spring, being replaced with loam. These areas are then reseeded. The students from Dover's Alternative School spent a few hours in Pine Hill picking up broken limbs, litter and other debris left over from winter.

Baseball fields have been attended to. All ten ball fields were cleaned, groomed and lined, irrigation system meters were installed and then systems were tested. The Shaw's Lane concession stand was prepped for the season and the soccer field lined for the first games of spring. Four windows at Shaw's Lane needed to be replaced as they had been broken by vandals. The lining of the Woodman Park ball field occurred eighteen times and the soccer field was lined twice.

The Christmas tree was removed at Henry Law Park and the flag pole was re-installed. Sand barrels were picked-up from various locations and put in storage. Snow removal equipment was moved to storage while lawn mowers were transported back to Facilities & Grounds and put to use. The whiskey barrels were moved to Wentworth Greenhouses for filling to adorn the islands in the lower square before Memorial Day.

The cover was removed from the Jenny Thompson pool, and many hours were spent preparing the pool itself for summer operations. To prep the pool, the pool is drained, the walls and floor are cleaned and any repairs to the surfaces are made, the dive well is cleaned and then the pool is filled with water. The plumbing that was winterized is changed, the gas hot water heaters are reinstalled, the pool filters are cleaned of any debris and the system is charged. The grounds were cleaned-up of leaves and winter debris around the pool and picnic tables were removed from where they are stored and set out.

A photo eye in one of the décor lights was replaced, located in the upper square, as they were staying on all day. Two lights had bulbs replaced. Décor lights on the Makem Memorial Bridge needed attention this month. One pedestrian button was repaired, one Opticom sensor (that changes the lights when the emergency vehicles come through an intersection) was hanging and was replaced, as well as one school zone light that was repositioned. Seventeen signs were installed or replaced; seven of these were for metered parking signs. A total of thirteen signs and posts were installed or replaced; three of these for the parking program.

In April, fifty work orders pertaining to building or facility issues were processed. The work orders ranged from recalcitrant lock mechanisms to lights bulbs, repairing broken chairs and dealing with toilet issues. A hot water heater was replaced in the Fleet Maintenance area at the Public Works Facility.

The Facilities & Grounds Division continued the day-to-day maintenance and cleanup of municipal buildings, as well as handling daily requests for service at the Library, McConnell Center, City Hall and the Police Department. Custodial duties were performed at the Public Works Facility, Train Station and City Hall, in addition to filling in at the Library and McConnell Center as needed. The doors at City Hall were opened for the public on 17 days and one day for a special event. Employees began conducting the required monthly fire extinguisher and elevator inspections which is ongoing.

Six keys were issued for various reasons. Four Dig Safe requests were responded to and crews spent time marking dig safes for new historical marker locations.

City flags were lowered to recognize the anniversary of the assigation of Abraham Lincoln.

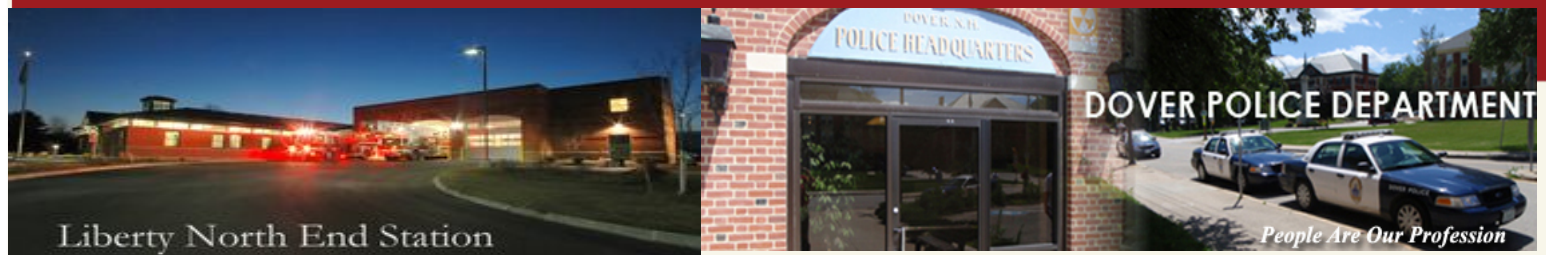
Cemeteries:

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

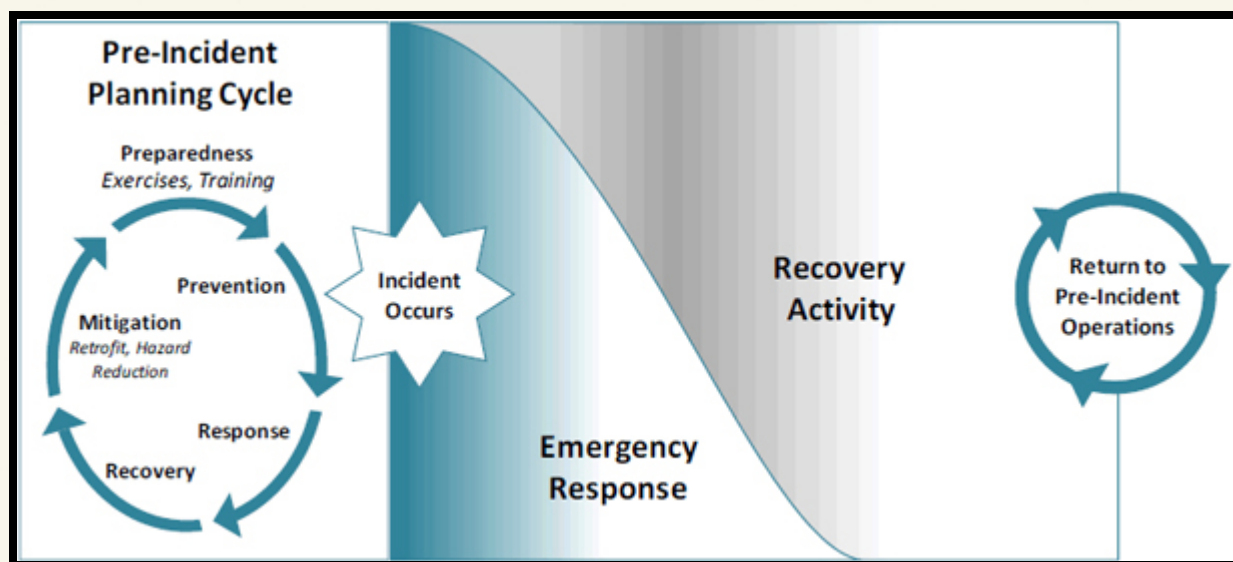
Parks & Playgrounds

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 and Department Heads are constantly preparing for emergencies or the “pre-incident preparedness with exercises, training and planning”. An incident occurs. Each department has their response to an incident or emergency that is dictated in their department role. This is followed by the recovery effort. Each event is different. Our typical emergencies bring this cycle down to days. When a large event happens to a region the timeline is expanded. The Juno Blizzard happened in January. The Fire Department is still putting man hours into the recovery activities to make the City whole again.



The Emergency Manager met with FEMA to start the review process for the Juno Blizzard reimbursement. FEMA will provide assistance for a 48-hour period, to allow time for the appropriate State and local officials to address the most critical emergency needs. The 48-hour period for snow removal assistance may begin at a time other than when the storm actually began. The disaster assistance applicants will designate the beginning of the 48-hour period. The 48-hour period was based off of maximum reimbursement costs across the City. This is an example of the man hours that have followed this event.

Amateur Radio Emergency Services had their monthly meeting at the North End Fire Station. They are the behind the scenes communication net that runs during major infrastructure failures. When phone and email lines go down, they are the back bone of communication across the country.

The Fire & Rescue has worked hard to support the Dover School System over the month. The Career Technical Center class for Firefighter 1 and EMT are provided at the North End station. The firefighter 1 class took their Hazmat Operations Test. They all passed on their first attempt. These are sixteen year old students that are fortunate enough to be able to take adult level education in High School. At the OSHA First Responder Operations level, personnel will be able to take defensive actions to help limit the effects of a spill, such as operating remote valves or laying down barriers to prevent the material from entering storm drains. You do not contact the material. This covers all of the concepts of response, safety, hazard and risk assessment, and actions that can be taken by those with this level of certification. Some jobs that frequently require this training are Police Officer, Firefighter, Paramedic, Emergency Medical Technician (EMT), Public Works employee, or facility Emergency Response Team members. All of the EMT students performed their required 10 hours of ride time on the ambulance. This exposes the individuals to real life scenarios that they observe and are quizzed on by the department's experienced ambulance crews.



Communications Bureau:

Communications Bureau statistics for April are:

Radio Transmissions	10,619
Phone Calls	7,918
Police Alarms	67
Lobby traffic	403
911 calls	374

Collision Investigation Team:

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

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 April the K-9 Unit conducted a total of 20 hours of training. Additionally, Grinko was used to attempt to apprehend a suspect fleeing from the scene of a drug arrest on April 23, 2015.

Special Investigations Bureau (SIB):

Ten 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.

SIB detectives investigated a felony level assault that occurred outside a downtown bar. As a result of the investigation, an arrest warrant had been issued for a Rochester man and he was arrested shortly thereafter.

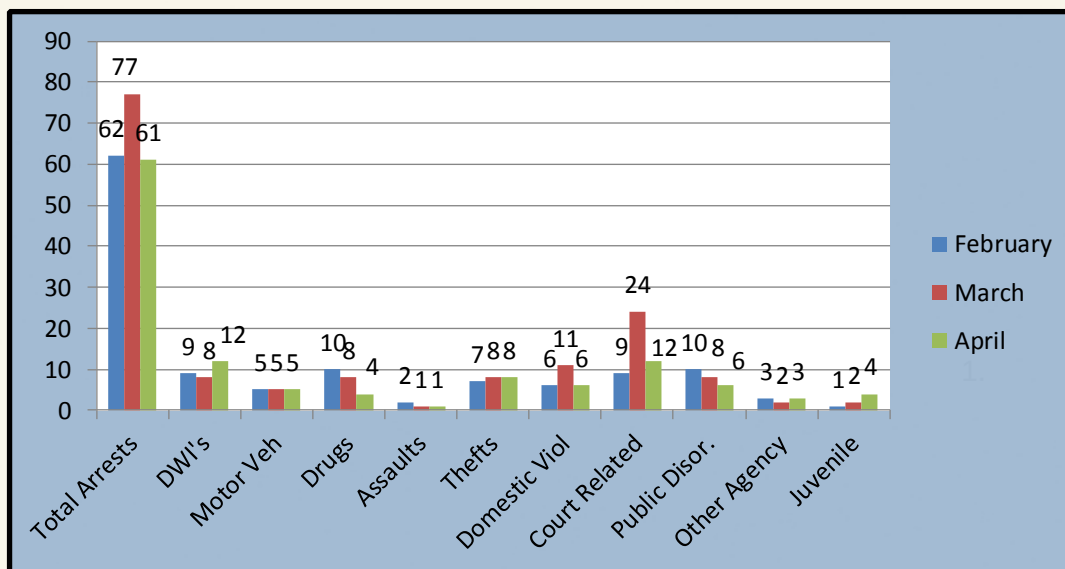
Throughout April, SIB detectives assisted the Strafford County Drug Task Force with multiple investigations into illegal narcotics traffic in Dover.

SIB personnel also investigated two unattended deaths that occurred in Dover, both of which were suicides.

Detective Pike assisted the Kennebunk Police Department with their selection process for a detective position on April 27, 2015.

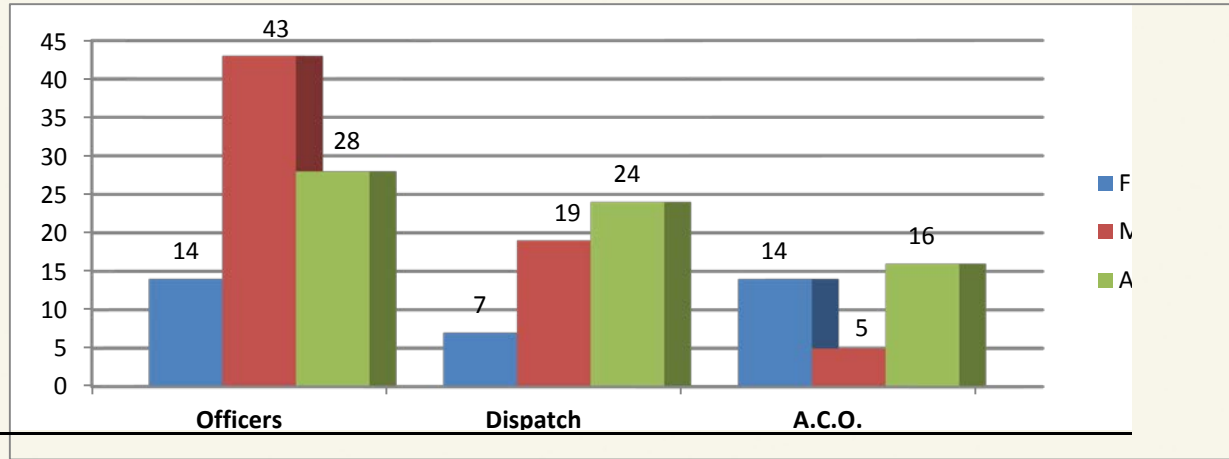
Patrol

During the month of April 2015, there were 8 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.



The above chart depicts arrests made in general areas of enforcement. Theft covers all types of thefts and burglaries. Court related covers Electronic Bench Warrants issued by the Court and Violations of Court orders. Public Disorder arrests include Criminal Mischief, Resisting Arrest, Disorderly Conduct, Criminal Trespass and Unlawful Possession of Alcohol.

Animal Control:



Breakdown of Calls – Animal Control Officer

5 Found Animals
1 Injured Woodchuck
1 Dog Bite
4 Dogs in Car
2 Deceased Chickens
3 Loose Dogs
1 Sick Raccoon

Breakdown of Calls – Dispatch

13 Missing Animals
3 Found Animals
1 Injured Deer
1 Bat in Hallway
3 Loose Dogs
1 Deceased Opossum
2 Cats Stuck in Trees

Breakdown of calls – Officers

4 Dog Bites
5 Found Animals
5 Struck Deer
2 Barking Dogs
4 Loose Dogs
5 Animals in Cars
2 Coyote/Fox Sightings
1 Struck Beaver

The Animal Control Officer (ACO) returned a total of 36 voicemail messages. Additionally, the ACO followed up on 6 reports that were generated by officers.

Two chickens were found deceased on the Community Trail by Folsom Street. ACO Ladisheff determined that they were killed by a raccoon and she was able to find the owner of the chickens.

An injured raccoon was found on Tanglewood Drive that was sickly looking and had a fractured leg. The ACO determined that the animal was not a candidate for rehabilitation and had an Officer put the animal down.



Found dog Sampson

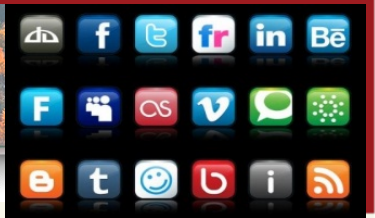


Otis and Joanie on their way home thanks to their microchips.

Downtown Liaison Unit

25	Pedestrian Crosswalk Warnings
32	Public Assists
11	Motor Vehicle Pedestrian Right of Way Warnings
04	Motor Vehicle One Way Warning
22	Parking Assists
10	Warning Bike on Sidewalk
06	Warning Skateboarding Downtown
03	Trespass Warnings
03	Assists of Community Action Homelessness Liaison





The Fire & Rescue Department supported two community running events. The department sent a Fire Engine and Ambulance to the Saint Mary's 5K race. This is a fundraising event for St Mary's Academy. The department also sent a Fire Engine and Ambulance to the Red's Road Race 5 Miler. Red's supports Community Action Partnership CAP, Woodman Park School, Community Partners and Malley Farm. These various standbys are the on duty crews that cover the City. Crews stand by at the event but if another emergency happens they respond to the emergency.

The Fire & Rescue on duty crew took Truck 1 to a Cub Scout event to help them with their egg drop experiments. There was also a Cub Scout tour of the Fire Station.

April was a busy month for Fire & Rescue membership mentoring students on the Ambulance. The department had 16 EMT and AEMT riders; there were 2 Wentworth Douglass Nurse riders and 2 paramedic student riders for a total of 20 riders over the month.

The Fire & Rescue Command staff taught Terrorism and Search and Rescue to our local CERT. CERT is the Community Emergency Response Team (CERT). The Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Our County CERT is always willing to help our community.

The North End Fire Station hosted two tours. The first was 20 local children and their families having a formal visit to the fire station. This was interactive and educational for parents and children alike. The next tour was with the NH JAG program of troubled youth that are looking for vocations that they could pursue. Six children spent the morning visiting and exploring all apparatus.

The Fire & Rescue membership continued meetings for this year's Fire Safety Festival production. The T-shirt bid and DVD bid has been submitted. The logo for this year's show can be viewed to the right.

Volunteers have made the set and are in the process of painting it. Members have performed two script reads. The dates for the program are the first week of June. The show starts off at St Mary's Academy on June 1 in the morning and Portsmouth Christian Academy in the afternoon. The rest of the week is at Horne Street on June 2, Woodman Park on June 3 and Garrison School on June 4.



The library has 5,818 social media followers: 1,575 on Facebook, 592 on Twitter, 254 on Instagram, 1,054 on Pinterest, and 2,343 subscribers to the library's two e-newsletters. The library website received 147,833 hits during April. The Library posted 93 items on Facebook, 14 on Instagram, 46 on Twitter, and added 116 pins on Pinterest. Staff wrote 10 Blog posts and sent five press releases to media outlets during April.

National Library Week (April 12-18) was celebrated with a logic puzzle contest for patrons, "Money Smart Week" programs, an author visit, and a craft session. There were also 291 submissions in the Poetry Contest. During school vacation week, 70 children attended a fun demonstration of scientific principles by the SEE Science Center's SEEMobile from Manchester.

A large audience in the Library Lecture Hall enjoyed a program about the "Isles of Shoals" by J. Dennis Robinson on April 21. This was co-sponsored by the Friends of the Library and a grant from the NH Humanities Council.

The library received a donation of a copy of the August 1916 Industrial Edition of *Foster's Daily Democrat* from George Janetos of Rollinsford. It was added to the Historical Room collection.

On April 10, 2015, the Dover Coalition for Youth in partnership, with the Opioid Task Force of Strafford County, hosted a legislative breakfast and summit on the subject of heroin. The legislative breakfast attracted nearly 100 local and state officials interested in learning about the heroin epidemic in our area and possible solutions. The day long summit was held for nearly 250 citizens from a variety of professions. The summit consisted of keynote speakers, workshops and a recovery panel highlighting the heroin problem and what can be done.



Above, members of the Heroin Summit Recovery panel address the group of attendees.



Members of a large group of attendees listen to a presentation at the Heroin Summit on April 10, 2015 at Wentworth Douglass Hospital.



On April 8, 2015, Officer Feliciano was asked to speak at the Woodman Park School with Miss Donlon's first grade class. The topic was about what it is like to be a police officer. Officer Feliciano met with approximately 25 first grade students. At the end of the presentation, Officer Feliciano answered many questions by the very inquisitive students. He ended the presentation by showing them his police cruiser.

On April 11, 2015, Officer Feliciano attended an event for Northeast Credit Union's youth month. The event, held at the Northeast branch in Dover, was attended by employees and their children. The children came into the bank to learn about various topics. When Officer Feliciano attended, he spoke with children about being a police officer. He also colored with the children and gave them junior police officer sticker badges.

On April 27-30, 2014, Officers Feliciano and Petrin trained various officers from around the state on the topic of Active Shooter Response. The class was broken down into three modules which included classroom presentations, movement drills, and realistic simunitions (simulated munitions) scenarios. Dover Police Officers attending the class were Officers Khalsa, Harnish, Howard, Letendre, Goard, and Hurley. Overtime for backfill and for officers to attend the class was reimbursed through the NH Department of Homeland Security and Emergency Management. Officer Kennedy, the department's School Resource Officer, also attended a separate training on the topic of Response to Active Shooters on April 27-28, 2015.

Sergeant Speidel performed a total of 4 child passenger seat inspections during the month of April. 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.

The annual Dover Police DARE Graduation took place on Friday, April 3, 2015 inside the Dover Middle School gymnasium. At the event, 312 fifth grade students celebrated the completion of the 13 week DARE curriculum.

In addition to the graduates, teachers, other school staff, and approximately 100 parents, some state, city and school officials were also in attendance. These included NH State Senator David Watters, Mayor Karen Weston, Police Chief Anthony F. Colarusso, Jr., Dover City Councilor Anthony McManus, Dover School Board Chair Amanda Russell, and Dover School Board Vice-Chair Betsey Andrews Parker.

Prior to the graduation ceremony, the Dover Police Department's Youth to Youth program recognized NH State Senator David Watters for his long standing support of substance abuse prevention efforts. The award, which was presented to him by Chief Colarusso, was the Community Service in Drug Prevention Award "for tireless legislative efforts to champion action, resources and solutions needed to respond to substance abuse, including legislation to protect kids from exposure to second hand smoke in cars." Senator Watters and Chief Colarusso both addressed the graduates.

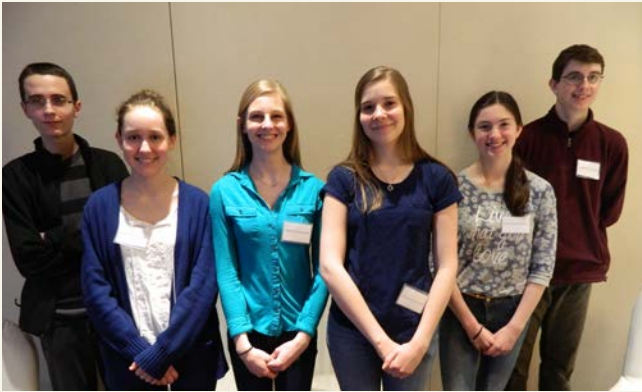


Chief Colarusso presents the Community Service in Drug Prevention award to Senator David Watters during the Dover Police Department's DARE Graduation ceremony.



DARE Graduates pose with their certificates during the annual DARE Graduation on April 3, 2015 at the Dover Middle School.

In April, Planning and Community Development staff continued to update the City website with 15 presentations and reports regarding updates to the waterfront development, the Community Development Block Grant Program, budget presentations, and master plan work. There are now over 340 sources of information listed. This data can be found at <http://www.dover.nh.gov/government/city-operations/planning/planning-documents/index.html>



Two groups of Dover Youth to Youth students provided presentations to parents and 8th graders from Moultonborough, NH as part of a special spring awareness program for their students. Y2Y members provided 2 workshops on underage drinking consequences and 2 on pop culture and media influences on drug use.

The Department of Planning and Community Development continued to update its blog, Facebook page and twitter feed to communicate with its 276 Facebook friends and 696 followers on Twitter. Also promoted was the Dover Community Trail to 935 fans via Facebook.

The Department of Planning and Community Development mailed out 48 New Homeowner letters. These letters introduce new property owners to their zoning district and include other basic planning information, including links to the Dover Download.

On April 23rd, the City Planner was part of the State of the City discussion hosted by the Chamber of Commerce. The Planner discussed the Waterfront and updated attendees on the progress being made by the Cochecho Waterfront Development Advisory Committee.

Police Facility & Parking Garage

During the month of April, crews continued to install building support piles for the garage structure. Completion of the support piles for the garage structure is scheduled to occur in early May. Crews also began to construct the footings and foundations of the police structure. Foundation work for the garage structure will begin in May.



City Programs

Gym

Adult fitness classes continue to be very popular, with new sessions of Beginner and Intermediate Yoga, Muscle Power, Zumba® and Interval Toning being held in Recreation's dance studio. Field requests were completed and city & school fields were finally opened up to the youth leagues for practices and games. Dover Baseball held their opening day at Dunaway on April 18th for the 2015 season. Men's 35+ Basketball league wrapped up with their finals in mid-April. Men's open gym has resumed on Monday evenings. Women's open gym continues on Tuesday evenings. Adult Co-ed volleyball has resumed on Sunday afternoons. Badminton continues on Friday evenings and has resumed on Saturday afternoons. Sign-ups are ongoing for our Granite State Track and Field program which will begin in May. Sign-ups have begun for summer programs including Playgrounds and theater camps.

Pool

The month of April brought an end to all spring swim lessons and the beginning of the season for Seacoast Swimming. Lessons have been successful with 98% of all classes being full; more classes were added to accommodate everyone that was interested. Pool attendance has been steady, lap swimming continues to be crowded on a daily basis and Rec swim has seen an increase in swimmers. The Jenny Thompson Pool will open in May for Seacoast Swimming and other area teams; the outdoor pool is nearly full of water and heating should start within a few days. Attendance for the pool is as follows: Adult Lap Swim 75-100 Swimmers Daily, Rec Swim 20 Swimmers Daily, Pool Rentals 7 (2 being birthday parties) and Great Bay Masters 30 Swimmers

Ice Arena

The month of April starts spring program season at the Dover Ice Arena. These programs include Learn to Skate, Youth Introduction to Hockey and Adult Introduction to Hockey. These are all very popular activities and are mixed in with Arena adult and youth stick practices. There is quite a variety of skating opportunities at the arena now that the youth hockey season and high school hockey seasons are over. Rock Night continues to be a very popular event for younger skaters on Saturday nights. The Roller Derby season has started and the skaters are practicing three nights a week on the Foster arena and the first Roller Derby bout is May 2, 2015. Adult and youth stick practice: 590 participants, Birthday Parties 5

Senior Center

In addition to all ongoing activities, the Senior Center members continue to use all fitness areas at Dover Recreation. Senior exercise and yoga classes are held Monday through Thursday mornings. The Walking Group has resumed walking outside at long last! Pickleball continues to be a great draw for new members. Pickleball combines elements of tennis and ping pong on a badminton sized court, using a whiffle ball. Pickleball is held Friday mornings at 9am. In April, 110 people enjoyed learning and playing this new lifetime sport! Exercise classes are bursting too, with a total participation of 438 this month in the senior fitness classes! 70 seniors enjoyed lunch this month at the Senior Center. The center has partnered with Portable Pantry (downstairs in the McConnell Center) to be able to offer a greater variety of lunch specials! Senior Center Travel took 46 seniors to the JFK Library and 43 seniors went to Foxwoods in April. Additionally, 19 day trippers had an out-of-this-world trip to the Southworth Planetarium in Portland. Four members took a trip to the British Isles this month. The center continued offerings toward healthy living in April with a presentation by Tracey Miller, health coach and co-founder of diginrealfood.com who spoke to members about gluten free options. The Senior Center was pleased to present a program by Gus Reush of the John Greenleaf Whittier Museum. This fascinating and animated talk was enjoyed by 23 members.

Senior Advisory Board meeting: 9 participants, Mystery Lunch: 55 participants, Senior Center Lunches: 70, Social 23

Community Service Program

The Community Service program continued to track four active participants during the month of April 2015. A total of 7.5 hours of community service hours were completed during the month and none of the participants finished his/her assigned hours.

Public Library

The public library borrowed 48 items from the school libraries and sent 84. The public library's System and Technology Librarian Peggy Thrasher aided the school librarians with Koha library system issues on 6 occasions during April.

The library has added two new databases: Driving-Tests.org, which lets people practice for the written test before getting their licenses, and the New York Times online (users may request the password at the Adult Circulation desk to access the NYT from home). They are accessible through the Online Resources section of the library's website.

The library will soon be offering a digital media streaming service, called "Hoopla" for its patrons. Patrons will be able to download, for free, up to 8 movies, TV shows, music albums, or ebooks per month to their devices when the service is set up in late May.

Library programs during April included story times and several contests: Peeps, Poetry and logic puzzle, craft sessions, movie showings, Paws for Reading, Book Group, and Lego days. The library also hosted a visit from the SEE Science Center and a Humanities-sponsored program on archaeology at the Isles of Shoals. April attendance at 38 total library programs was 1,130.

Dover Teen Center

The Dover Teen Center calendar for April 2015 consisted of educational and social programming for its youth participants. For the month of April 2015, the Teen Center saw a total of 618 participants on 22 days of programming, which yielded an average of 28 participants per day. The Dover Teen Center received (9) new registrations in April 2015. Some of the events were:

- TC Holiday Event - "Egg-Cellent Pursuit Challenge" (4/8)
- TC Snack Special - "Spaghetti & Meatballs" (4/14)
- TC Trip - "UNH BB/BS Event - BBQ & Games" (4/17)
- TC Special Event - "Earth Day Flower Pot/Planting" (4/22)
- TC Annual Event - "5th Annual Outdoor Adventure Camping Trip Weekend" (4/24-4/26)
- (8) TC Youth Participants, (4) TC Staff
- UNH Indoor Climbing Wall & Camping @ UNH Browne Center
- TC April Vacation Trip - "Movie Matinee Trip @ Flagship Cinemas" (4/27)
- TC April Vacation Trip - "UNH Tour & Lunch" (4/28)
- TC April Vacation Trip - "Fun-Spot Arcade" (4/29)
- TC April Vacation Event - "BBQ Lunch & Fun Outdoor Games" (4/30)



Left: Teen center participants and interns potting flowers in recognition of Earth Day.



Right: UNH Outdoor Adventure staff and Teen Center participants during the Outdoor Adventure Weekend.

Dover Youth to Youth:

The Police Department's Youth to Youth program, the Dover Coalition for Youth and the Strafford County Sheriff's Office collaborated to bring Kathi and Chris Sullivan to speak to the DHS junior class on April 20th. Kathi told the story of her daughter Taylor who walked away from an underage drinking party that was held in the woods. Taylor walked the wrong way while leaving the party, became disoriented and ended up drowning in 2 feet of water. Kathi brought the message to students that drinking impairs the part of the brain that makes judgment and causes you to be unable to protect yourself or to look out for your friends.

Kathi's husband Chris Sullivan, who once played for the New England Patriots, also spoke. Chris told his story of how alcohol and drug use destroyed his opportunities and career. Kathi and Chris were in the area for 2 days and also spoke at Spaulding High School.

Twenty Youth to Youth students presented a satirical skit on smoking risks to the entire Dover Middle School 5th grade at the DARE graduation in April.

Dover Youth to Youth has become concerned about growing problems associated with the use of e-cigarettes or electronic cigarettes. These devices, sold throughout Dover, provide nicotine to the user by heating liquid nicotine in capsules in the cigarette and delivering nicotine to the user in the vapor produced. The devices cannot be sold to kids legally but they are otherwise unregulated at either the state or federal level. Problems associated with e-cigarettes include accidental poisoning of young kids who swallow capsules, confusion over non-smoking policies and their use by kids is growing rapidly. The primary concern is that kids are becoming addicted to nicotine through their use. Dover Youth to Youth is planning a comprehensive campaign to respond to this concern, including media, community awareness efforts and other efforts.

Dover Y2Y assisted students from Epping Middle School in recording two radio spots on e-cigarettes. Students were coached on developing their idea, given script editing suggestions, and assisted in the process of recording the scripts at the studios at WOKQ.



Youth to Youth students narrating the tobacco skit at the 2015 DARE graduation.

The Dover Court Diversion Committee

The Diversion Committee met on April 15, 2015. As of the end of the month, there were a total of 5 active or pending Diversion cases. Below is the breakdown:

- 4 cases already in active Diversion Contracts
- 0 successful completion and release
- 1 new case heard
- 1 new case awaiting review for the May 28, 2015 meeting.

The next meeting for the committee is May 28, 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

STREET IMPROVEMENTS

Current: The paving bid will be opened on 5.12.15.

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

TOLEND RECONSTRUCTION

Current: The City is working on reaching an agreement with AEC for completion of Tolend Road.

Previous: The section of Tolend Road from Whittier Street to Columbus Avenue has been top coated. The driveways will be paved in the spring of 2015. Crack sealing has occurred on the section from Columbus Avenue to the Town line. The City is working with AEC and Brox on remedying the pavement issues on the base pavement but top coat is expected to be installed this spring.

TOLEND LANDFILL REMEDIATION

Current: The 2014 Annual Report on the operation of the remedial system at the Tolend Landfill was submitted to EPA at the end of April. More than 23 million gallons of groundwater was removed by the extraction system and treated at the Dover Wastewater Treatment Facility. A meeting with EPA is being scheduled for early June to discuss the annual report and 2015 activities which include extensive sampling effort which will be used by EPA in the Five Year Review of the remedial operation and progress made toward meeting the cleanup goals.

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

WASTEWATER TREATMENT FACILITY:

Current: Progress on the Wastewater Treatment Facility upgrade construction continues and the modifications to allow nitrogen removal are expected to be online by the late summer.

EPA has sent a letter to the City offering to hold off finalizing the City's NPDES permit for the wastewater Treatment Facility for an 18 month period if the City agrees to specific conditions. The conditions include continue construction at the Wastewater Treatment Facility to add nitrogen removal, fund water quality and habitat monitoring activities the City is committed to. The conditions also include several additional items related to non-point source nitrogen reduction planning which are outside the preview of wastewater permitting. A response to EPA's letter is currently being drafted.

NHDES is leading an effort to identify a method for NH Seacoast communities to track non-point pollution source reductions through the implementation of Best Management Practices by the communities so they can take credit for the reductions. Many of the communities including Dover are participating in the effort to insure the final program is reasonable and not overly burdensome to implement.

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

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

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

SILVER STREET RECONSTRUCTION

Current: Installation of water gates and water main has occurred between Arch and Cushing. More Water main work is anticipated in this area along with drainage, and road reconstruction.

Previous: Work started on Silver Street, with a new one way traffic pattern April 8th. Work has started by removing curb and sidewalk on the North side and reclaiming of a portion of the road will occur the week of April 13th.

WATSON RECONSTRUCTION

Current: The contractor has installed drainage on Watson and began installing gravels for the new roadway between Sandpiper and Cardinal.

Previous: The contractor will start work on April 20th at Sandpiper on Watson. The roadway will be closed from April 21st until construction is complete.



Recognition

The City would like to recognize 13 Dover Public Library volunteers for recently finishing up a months-long, comprehensive inventory of library materials. Volunteers looked for 91,112 items. Then they looked a second time for the items they didn't find the first time. These volunteers devoted hundreds of hours to this project, 8 of them are members of the Friends of the Library.

On Sunday, May 10th, there was a plumbing failure at City Hall where some network items sustained damage. The City is extremely thankful for the quick thinking of Alan Pimentel, from the Facilities and Grounds Division! Alan quickly climbed into the small space around the switch rack and set up a tarp to divert water raining down from the ceiling to multiple trash cans spaced around the floor. The City would have lost a lot more equipment if he hadn't stayed there adjusting the tarp as needed. He also used towels to wipe off equipment before water could get inside. Because of Alan's efforts, the internal police network stayed up allowing Dispatch to continue using their emergency services software (QED). The City would like to thank Brian Bortz and Matthew Wentworth for their quick IT response as well. It was unfortunate for all involved to have to leave their families on Mother's Day and we appreciate all of their efforts in keeping water damage to a minimum and business running as usual.

Longtime Facilities & Grounds employee, Paul Talon, was joined by his co-workers to celebrate his retirement. Paul has been a remarkable and dedicated employee for over thirty eight years! The City of Dover would like to thank him and wish him well.

ACKNOWLEDGEMENTS

Thanks are offered to the AARP's Tax Assistance volunteers who worked three mornings a week at the library, aiding people in filling out and e-filing their federal tax returns. From February 1 to April 15, 354 tax returns were filed from the library, resulting in nearly ½ million dollars in refunds for area citizens.

Professional Development

Inspection Services personnel, the fire command staff and all non-uniform personnel attended harassment training provided by Primex. The uniform personnel are scheduled for the class in June.

The Fire & Rescue Department, in conjunction with the Seacoast Chief Officer's Association, hosted Chief Rick Lasky (ret) of the Lewisville (TX) Fire Department and Chief John Salka (ret) of the FDNY has created a two day training program. The "Company Officer Academy" is the result of numerous requests and discussions the chiefs have had with chief and company officers across the nation concerning company officer training and preparedness. Many departments simply promote a new company officer and send them to a new assignment with no formal training. This often results in creating a more stressful and changing situation for the new officer and crew. These national speakers hosted in Dover NH had 20 Dover personnel attend this 16 hour seminar.

Firefighter Matthew Carney recently completed training on the operation of Engine 8. Each vehicle has a specific training program and check off process to be authorized to operate.

Fire & Rescue Command Staff attended two webinars: one on training records and NFPA 1401. The other webinar was on the International Association of Fire Chiefs Officer Development Program.



The Fire & Rescue personnel recently did a training on Physio Control Lifepak 15 with the following features: ADAPTIV™ Biphasic Technology, Manual & AED External Defibrillation, 8.4" Color LCD Screen, CPR Metronome, Noninvasive Pacing (Demand & Non-Demand), 3-Lead ECG Monitoring, Trending, SpO2, NIBP, 12-Lead ECG, EtCO2, Carbon Monoxide and Bluetooth.



These defibrillators were purchased through Wentworth Douglass Hospital. They will be going into service shortly. Various library staff members attended webinars during April on topics: EBSCOHost Administration; Makerspaces; Fostering Your Library Leadership; The Community Connector: Referring Social Services at the library; Creating Engaging Book Displays; and Unlawful Harassment Prevention.

The Utilities Department attended the annual Spring Joint Regional Conference & Exhibition sponsored by the New England Water Works Association held in Worcester, MA.

The Utilities, Streets, Engineering, Fleet and Administrative Staff attended the mandatory Harassment training sponsored by Primex held at the McConnell Center.

David White, City Engineer, attended the Labor Compliance Training course sponsored by the New Hampshire Department of Transportation held in Concord, NH.

Tim Pine, Pump Station Operator II, and Earl Friede, Maintenance Mechanic II, attended the Annual Trade Fair sponsored by the New Hampshire Water Pollution Control Association held in Manchester, NH.

Alan Dews, Engineering Technician, attended the Self Priming Pump Seminar sponsored by the New Hampshire Water Pollution Control Association held in Franklin, NH.

Matt Rabideau, Maintenance Mechanic II, attended the How to Successfully Operate and Maintain Your Distribution Center course sponsored by the New England Water Works Association held in Franklin, NH.

Richard Fowler, Maintenance Mechanic III, attended the New Hampshire Water Works Association Technical Meeting held in Hampton, NH.

Detective Kilbreth and Officer Cooper both attended the New England Crisis Negotiators Conference on April 27-29, 2015. The annual event provides for training and updates on the latest news and case law affecting the discipline.

Sergeant Tarmey and Officers Collis attended two weeks of intensive tactical training as part of their membership on the regional tactical team. Officer Plummer attended a one week school on the same topic and will attend the second week at a later time.

On April 20-24, 2015, Officers Lazos and Harnish attended a one week interview and interrogation training class.

Officers Yerardi, Lazos and Hurley each attended a one day class on conflict resolution and communication training.

Detective Travaglini attended a one day school on conducting background investigations.

Officer Mitrushi attended the week long St. Louis School of Medicine's Medicolegal Death Investigator training in St. Louis, MO.

Additionally, Detective Mask attended a week long training on homicide investigations.

Sergeant Pettingill attended a two day course covering child death and homicide investigations.

During the month, Officers Cooper, Lazos, and Howard each attended a one day class on DWI detection and investigation.

On April 8th, all members of the Finance Department attended a session on Harassment training.

On April 14th, the Finance Secretary participated in a Treeno Integrating Webinar.

On April 16th, the Payroll and Benefits Administrator attended the 2015 Labor Laws Seminar at Measured Progress in Dover.

On April 22nd, the Finance Secretary attended a training put on by the NH PUBLIC RISK MANAGEMENT EXCHANGE *Education & Training Program* successfully completed training titled *Directors of First Impressions, Administrative Assistants Creative Problem Solving*.

On April 22nd, the City Clerk/ Tax Collector attended a training session on Deeding Manufactured homes.

Between April 17 and April 21 2015 the Assistant City Manager attended the 2015 National Planning Conference, presented by the American Planning Association, which was held in Seattle, Washington. There were over 720 diverse sessions and other opportunities to educate oneself, with 200+ sessions a day, Saturday to Tuesday. As a certified planner, the Assistant is required to attain 32 hours of continuing education every two years. A majority of the education is up to the individual planner, and may focus on long range planning, management, transportation or any other number of topics. 3 of the credit hours must be with the topics of law and ethics. At the conference 20.75 of the required 32 credits were earned. The Assistant City Manager had three focuses for the conference: transportation, improved community planning, and best practices. In addition to these areas, the Assistant City Manager sought practical local information relevant to Dover. One such area, was reviewing the struggles that Seattle has experienced mixing tourism with working waterfront uses. A full review of the conference, by the Assistant City Manager is on the Planning Department's Blog at <http://dovernhplanning.tumblr.com/>

EMPLOYEE SPOTLIGHT

Laura Rowe is one of the very sweet ladies that work in the Recreation Department. I'm sure a lot of you know Laura since she will be employed with the City of Dover for 37 years on June 5th!

Laura was hired as a permanent part-time Clerk Typist for the Parks and Recreation Department by then Director, Don Heyliger, in 1978. In February of 1983, Paul Chalue hired Laura to work at the Dover Ice Arena as the Arena Secretary and Laura went full-time there in 1985. In 1989, Laura was promoted to the Office Manager at the Dover Ice Arena. The City of Dover then went through a lot of changes in 1994 and the Arena and Parks & Recreation were combined and became a division of the Community Services Department. Are you following? Soon after, Laura then made a move back to the original Butterfield Gym (currently where the Children's Museum is) where she remained the Office Manager even after the split of Community Services and the Recreation Division into two separate departments. In 2006, the Recreation Department moved into the McConnell Center, where you will now find Laura. It feels a little different to her as she is back in the building where she went to Junior High School!

Laura is responsible for maintaining the personnel records for the Recreation Department, as well as inputting payroll. Laura also processes accounts receivable for the McConnell Center, Recreation (Gym), Arena and Pools.

What Laura likes most about her job is that her department offers wholesome, healthy enjoyment for people of all ages and walks of life. She said she feels privileged to be able to work with a group of people that just want to help others and have fun doing it.

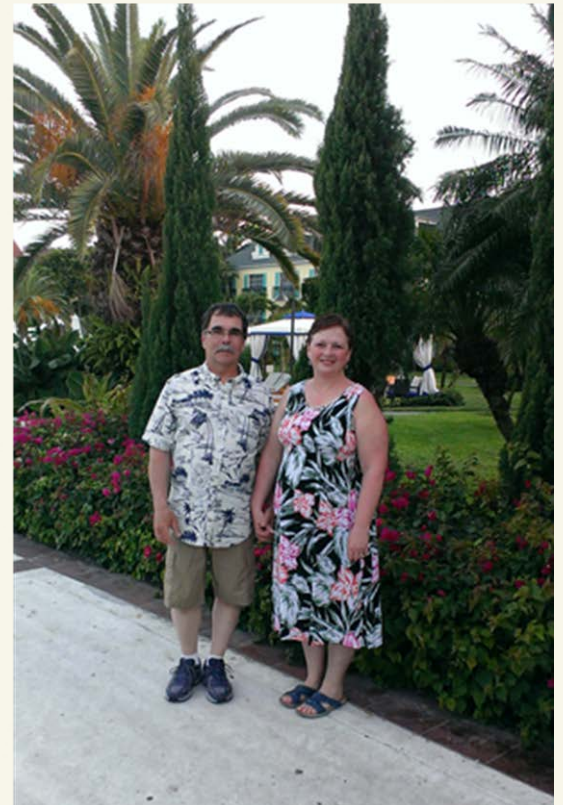
Laura was born and raised in Dover and still lives here on a small farm on the south end with her family. On the farm, they have two ponies, two donkeys, five goats, chickens, two dogs, three cats and two rabbits. The animals all belong to her two youngest children, now adults, and they have taken care of them since they were in grade school. In order to have farm animals, you need a way to feed them. Therefore, play time during the summer is taken advantage of after the hay is brought in from the fields.

Laura is married to Jeffrey Rowe and they have five children and two daughters-in-law: Stephen (Jessica), Kevin, Leslie, Shelby and Clinton (Hope). They also have two grandchildren; Daysia who is 8 and Benjamin who is a 1 year old.

Laura has spent her life enjoying time with her family such as going on vacations together, watching them grow and play sports and working the farm. They snowmobile and Jeff and the kids ski (she wouldn't call what she does skiing!) They do some four-wheeling and she loves spending time at the beach and going north to the lakes and mountains.

Laura loves living here in Dover and this is where she wants to be when she retires – which she says she still has years before that happens. When she does retire, there are places she still needs to see, so they will be doing some traveling, but she will return to Dover as this is where home will always be.

Now that you know a little more about Laura, stop by the Recreation Department to congratulate this amazing woman on her soon to be 37 years with the City! Thanks for all you do Laura.



Jeffrey & Laura Rowe

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

- The City Manager provided the City Council with an update on Tolend Road.
- The City Council was given a Budget Presentation Schedule by the City Manager.
- The City Manager invited the City Council to attend the State of the City Event.
- City Manager Joyal told the Council if they would like a copy of the Wastewater Treatment Facility upgrade documentation provided by the project engineer and contractor to let him know.
- The City Manager provided copies of expenditure reports for both the Police Station and Parking Garage projects to the City Council.
- Correspondence from the NH Department of Transportation on the proposal of adding rumble strips along portions of US Route 4 was given to the Council by the City Manager.
- The City Manager forwarded Councilor Hooper's School Board Report to the Council for inclusion in the agenda.
- The City Manager gave an update to Council on the SEA-3 Facility in Newington to expand the propane storage and distribution facilities and Dover's plan to monitor the future proceeding of this.
- The City Council was given a heads up by the City Manager that the second half of the tax bills for the current tax year will be mailed out.
- City Manager Joyal provided the history of CDBG funding and allocations made over the past 10 years to City Council members
- The City Manager advised the Council that a brief Executive Session related to collective bargaining was going to be added for that upcoming Wednesday.
- The Great Bay OpEd document was forwarded to the Council by the City Manager, which was recently shared with members of the Coalition Communities.
- The City Council received the Updated FY16 Budget Adjustments Worksheet by the City Manager.
- 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.

Standard and Poor's performed a credit rating review of the City on April 9th. S&P reaffirmed the City's AA+ rating.

IT coordinated a presentation of Tyler Technologies' Infinite Visions Grants module to the City and School financial personnel. The City and School are reviewing the module to determine if it would be beneficial to integrate this into the City's system to improve multi-year grant and project accounting.

The Finance Department worked with the Planning Department to provide the Energy Commission with utility costs for the period of 2005-2014, and to assist the City Energy Committee in updating the Energy Action Plan Data and Tables.

The Public Welfare Director attended a workshop on how to become a NH Easy Provider. This will allow their department to help clients obtain State assistance if they are eligible. All attendees were informed on ways that people can stretch their food stamps (SNAP) by going to Farmer's Markets and that Mass Mutual also has a program that allows people who are working to sometimes get a free life insurance policy that can be used for their children's education if the parent dies.

Parking & Traffic

Parking Bureau

During April, the Parking Bureau assisted Community Services throughout the month posting parking restrictions on streets and in parking lots to facilitate street sweeping.

At their April meeting, the Parking Commission made several recommendations that will be passed along to the City Council for consideration. They voted to recommend that when the parking garage opens, the remaining surface spaces in the Orchard Street lot be limited to 3 hours and not available to permit holders. This is to keep the spaces behind Harvey's Bakery and Jewelry Creations open for customers and visitors thereby directing long term parking to the adjacent garage.

The Parking Commission also voted to recommend that there be no time limit on Henry Law Avenue to encourage long term visits for those going to the Children's Museum and the park since there are no adjoining retail businesses needing turnover parking. In addition, they supported providing up to four spaces across from the entrance to the new Police Station be available to Police visitors only with no meter receipt required. Finally, they recommended that four 15-minute, no receipt required spaces be made permanent in the Orchard lot. One area will be a two space area near the Bagel Grounds and the other two spaces will be in front of Belknap Dental/Cochecho Park.

At their May meeting, the Parking Commission will be reviewing the Portland Avenue parking lot regulations as it relates the changes occurring in that neighborhood. Currently it is a low cost permit lot with only ten spaces. When construction is complete at the nearby project, there will be 26 public spaces.

A Pay by Phone option will be available for use in the parking garage in conjunction with the Pay by Space meter system. Users will have the option of paying for parking by coin or credit card at the meters in the garage, or use the optional "Whoosh" program. Whoosh works with the Parkeon meters by allowing the user to initiate the purchase or extend their visit remotely. The information will be sent along to the parking officer to verify when a space is paid for. No matter by which means they used to make the initial purchase, Whoosh can be used to extend the visit from the comfort of their table at their restaurant or in line at a store.

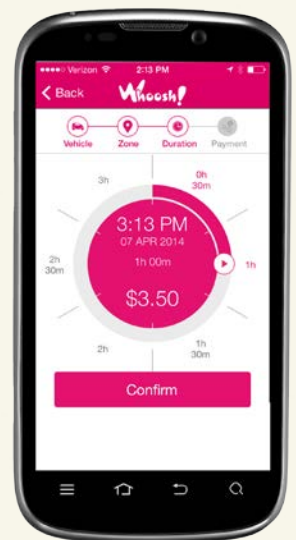
Traffic Bureau

Sergeant Speidel coordinated all traffic control particulars and police personnel assignments for the third annual "Run for God" 5K event on April 11 (St. Mary Academy) and the 33rd annual Red's "Race for a Better Community" 5 mile road race and 2.4 mile walk. The Traffic Bureau handled the advance deployment of cones, barricades, and signs to facilitate temporary parking restrictions and safe traffic flow.

Sergeant Speidel worked closely with Saint Thomas Aquinas High School facility staff and the New Hampshire Department of Transportation to troubleshoot and repair a failed controller for the Dover Point Road school zone speed limit beacon.

Sergeant Speidel worked closely with Community Services staff during the month of April to provide logistical oversight over the Silver Street reconstruction project on matters pertaining to traffic flow. This included review and technical input, with several changes, to the proposed traffic control sign plan. The Police Department closely monitored the traffic pattern shift to one way, which occurred on April 8, and made adjustments to help address driver behavior in certain areas such as the Arch/Washington three-way stop. The Traffic Bureau continues to dedicate personnel for presence and enforcement in this area.

On April 3, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. Grant funded traffic patrols were performed during peak commuting hours under a contract from NHSA which reimburses the agency's personnel costs. Targeted violations included moving violations – including speeding - tending toward aggressive driving behavior or distracted driving.



Depiction of Whoosh parking program

Progression & Growth

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

With the Land Use Analysis chapter of the Master Plan adopted by the Planning Board, planning staff began work on the Transportation Chapter of the Master Plan. A request for proposals was released and six firms presented responses. The selection committee identified three firms to be interviewed in May.

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. The Staff prepared and released a request for proposals for the work to be completed in designing a concept plan and permitting and engineering the site work necessary to create and clean and developable site. The responses to the bid are due in early May.

Planning and Community Development staff drafted the City's Consolidated Plan as part of the City's commitment to the Community Development Block Grant program. This plan is a five year plan identifying needs and goals for the program. The plan acts as the master plan or strategic plan for the years 2015-2019 in regards to the activities and programs that may be investigated to improve the lives of Dover's low and moderately low income residents. This plan will be submitted to the Department of Housing and Urban Development in May, and a public review in April, and approval by the City Council.

The public review and approval of the Consolidated Plan was completed in April, and staff worked with counterparts at the Department of Housing and Urban Development regional headquarters in Boston to complete the process and coordinate the plan.

Planning Board:

- ◆ Approved a voluntary use of an Open Space Subdivision of land for MCL Builders and Developers, LLC (Owners: Mace Family Revocable Trust) Assessor's Map I, Lots 6-C, zoned R-12, located at 46 Back River Road. This would create 7 lots
- ◆ Approved a Conditional Use Permit for Bradford Dawn Real Estate, LLC (Owner: Mark Phillips), Assessor's Map D, Lot 16-F, zoned B-4, located at 383 Sixth Street - Proposal is to build a restaurant and office building, parking lots, drainage and site grading that will impact the 50-foot wetlands buffer (1,600 sq. ft. - temporary).
- ◆ Approved a Site Plan Review for Bradford Dawn Real Estate, LLC and Craig Jewett (Owner: Mark Phillips), Assessor's Map D-1, Lot 16-F, zoned B-4, located at 385 Sixth Street - Proposed 7,800 sq. ft. of restaurant and general office space, with 38 parking spaces and utilities.
- ◆ Discussed and posted Zoning Amendments.
- ◆ Discussed and posted Site Review Amendments
- ◆ Discussed a Conditional Use Permit for Changing Places, LLC (Owner: Jeffrey & Darlene White), Assessor's Map F, Lot 15, zoned R-40, located at Emerald Lane -Proposal is to build a subdivision road and associated utilities that will impact 4,900 sq. ft. of the 50-foot wetlands buffer.
- ◆ Discussed an Open Space Subdivision for Changing Places, LLC (Owner: Jeffrey & Darlene White), Assessor's Map F, Lot 15, zoned R-40, located at Emerald Lane. The application creates 49 lots.
- ◆ 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. The application creates 1 new lot
- ◆ Approved an amended Conditional Use Permit for H53 Mast Road, LLC, Assessor's Map H, Lot 53, zoned I-4 & R-40, located on Mast Road. Impervious coverage greater than 20% - increasing from 30.9% to 33.9%
- ◆ Approved a Minor Lot Line Adjustment for 150 Venture Drive, LLC, Assessor's Map D, Lots 9A & 11A.

Zoning Board:

- ◆ Granted a request for a variance for Kevin G. Bernier, 13 Rogers Street (Tax Map 24, Lot 125), located in the Urban Density Multi Residential (RM-U) District, requests a variance from Sections 170-14.A(1) and 170-12.B of the Zoning Ordinance and the RM-U District Table of Use and Dimensional Regulations to allow the construction of an attached one-car garage located six (6) ft. from the side lot line shared with 17 Rogers Street, where a minimum side setback of ten (10) ft. is required per Section 170-14.A(1).
- ◆ Granted a request for a variance for John Noble (Property Owner: Rita A. Hibscheiler), 24 Whittier Street (Tax Map 35, Lot 72-A), located in the Medium Density Residential (R-12) District, requests a variance from Section 170-12.B of the Zoning Ordinance and the R-12 District Table of Use and Dimensional Regulations to permit the construction of an attached garage to be located six (6) ft. from the rear lot line shared with 4 Dowaliby Court, where a minimum rear setback of thirty (30) ft. is required.

Transportation Advisory Commission

Did not meet.

Technical Review Committee:

- ♦ Reviewed:
 - a. Site plan for Robert Paolini (Owner: Paolini Brothers Development, LLC), Assessor's Map K, Lot 22, located at 11 Harvest Drive. (Proposed addition of one dwelling unit that received a variance for the expansion of a non-conforming use and a dwelling unit on the ground floor.)
 - b. Two concept site plans for Jewett Construction (Owner: William Dube Revocable Trust), Assessor's Map K, Lot 25B, zoned R-12, located at 252 Dover Point Road. (P15-22)

Conservation Commission

- ♦ On April 13th:
 - a. Endorsed an amendment of a City of Dover Conditional Use Permit for Summit Land Development (Owner: H53 Mast Road, LLC), Assessor's Map H, Lot 53, zoned I-4 & R-40, located on Mast Road. Proposal is for 275,000 sq. ft. manufacturing/warehouse building with 183 parking spaces. Groundwater Protection Ordinance requires CUP in a Secondary Groundwater Protection Zone for impervious coverage greater than 20%. CUP for 30.9% was approved by Planning Board on February 10, 2015. The applicant is proposing an increase to 33.9% due to a reduction in lot area. Reviewed a complaint regarding encroachment and management of a conservation easement on an open space subdivision

Energy Commission

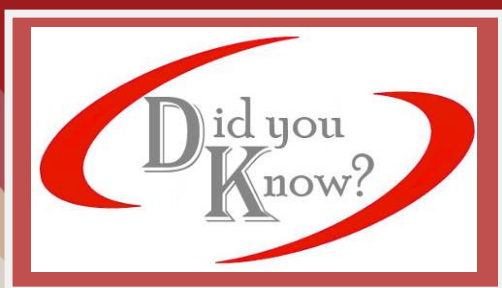
Did not meet.

Housing Standards Board:

- ♦ Met on April 13th to discuss:
 - a. 726 CENTRAL AVENUE
 - b. 11 MORIN STREET
 - c. 179 LOCUST STREET
 - d. 36 FOREST STREET
 - e. REVIEW CHAPTER 119
- VIOLATIONS AND CITATIONS (REVIEW OF RSA 31:39-D, 676:14, 676:15, 676:17, 676:17-A, AND 676:17-B)

The Community Trail Committee:

Did not meet.



Did you know that the current Garrison Hill Tower was built in 1993, is 76 feet tall, is made of iron, and is the third tower to exist on the hill?



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 6, 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 Cheney, Councilor Gagnon, Councilor Garrison, Councilor Hooper, Councilor McManus, Councilor O'Connor, and Councilor Thibodeaux.

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

5. CITIZEN'S FORUM

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

Carolyn Mebert, 253 Dover Point Road: She spoke in support of the school budget.

Michael Russo, 33 Samuel Hanson Avenue: He asked the Council why they spend up to the tax cap and couldn't spend below the tax cap. He said he opposed the City Manager's proposed budget.

Donald Medbery, 3 Covered Bridge Lane: He spoke against the proposed budget.

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

6. DISCUSSIONS

A. GENERAL BUDGET DISCUSSIONS

The Council referred to the handout provided by the City Manager regarding the Council Suggested General Fund Budget Adjustments, dated May 5, 2015.

Mayor Weston went over the list with the Council.

- 1.a. Leave it in.
- 1.b. Leave it in.
- 1.c. Leave it in.
- 2.a. Leave it in.
- 2.b. Leave it in.
- 2.c. Leave it in.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
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- 3.a. & b.. Leave it as presented.
- 4.a. Leave it as presented.
- 4.b. Leave it as presented.
- 4.c. Add to budget.
- 5.a. & b. Leave it as presented.
- 6.b. Leave it as presented.
- 7.a. Leave it as presented.
- 7.b. Leave it as presented.
- 7.c. Leave it out.
- 8.a. Leave it as presented.
- 9.a. Leave it as presented.
- 10.a. reduce budget.
- 10.b. not addressed
- 10.c. not addressed.
- 10.d. Yes.
- 10.e. Yes.
- 10.f. Yes.

The City Manager said the net change to the budget is a reduction of \$2.4 million. He said they added \$56,906 to City's portion of the budget, which is over the tax cap by that amount. He said the School portion of the budget is approximately \$321,000 under the tax cap. He said the estimated proposed tax rate would be \$26.28, or an average tax bill increase of \$63.00.

7. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn to the Special Meeting; seconded by Councilor Gagnon.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Special Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 6, 2015**
Meeting Time: **To immediately follow Workshop Session**

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

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

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

5. CITIZEN'S FORUM

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

Amanda Russell, 20 Cranbrook Lane: She spoke in support of the budget as presented.

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

6. UNFINISHED BUSINESS

A. RESOLUTION: FISCAL YEAR 2016 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM SPONSORED BY MAYOR WESTON BY REQUEST

Mayor Weston listed the proposed amendments to the resolutions, and said they can pull items out for further discussion.

- 1.a. \$2,400.00
- 1.b. \$1,000.00
- 1.c. \$15,000.00
- 3.a. \$9,566.00
- 4.c. \$79,721.00
- 9.a. (\$984,000.00)
- 10.a. (\$1,449,596.00)
- 10.d. (\$34,131.00)
- 10.e. (\$30,156.00)
- 10.f. (\$16,650.00)

Mayor Weston asked the Council which items they would like to discuss further.

Councilor Garrison asked to pull Item 4.c.

Mayor Weston asked for a motion to amend on the remaining items.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Special Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 6, 2015**
Meeting Time: **To immediately follow Workshop Session**

Councilor O'Connor moved to amend the resolution; seconded by Councilor Garrison.
Roll Call Vote: 7/2; Passed. Councilors Cheney and McManus were opposed.

Councilor Garrison started a discussion regarding 4.c., asking to remove it.
Councilor Hooper moved to amend the proposed budget to add a Police Officer, Item 4.c.; seconded by Councilor McManus.
Roll Call Vote: 5/4; Passed. Mayor Weston, Councilor Gagnon, Councilor Garrison, and Councilor O'Connor were opposed.

Councilor Cheney said she wanted to talk about 2.b., Assistant City Planner position. She moved to take out half the funds to have it funded from another source. It was not seconded.

City Manager Joyal went over the changes to the resolution.

Councilor Thibodeaux moved to adopt the resolution as amended; seconded by Councilor Garrison.

Councilor Cheney moved to reconsider her vote on the police officer amendment; seconded by Councilor Garrison.

Vote: 5/4; Passed. (Deputy Mayor Carrier, and Councilors Hooper, McManus, and Thibodeaux were opposed.)

Councilor Cheney moved to remove the Police Officer position from the proposed budget; seconded by Councilor Garrison.

Vote: 5/4; Passed. (Deputy Mayor Carrier, and Councilors Hooper, McManus, and Thibodeaux were opposed.)

City Manager Joyal recalculated the numbers for the resolution. He referred to the table on Page 1 and said the General Fund estimated revenue and appropriations changed to \$101,006,924, changing the totals to \$127,329,992. He said on Page 2, #2, the General Fund appropriations changed to \$34,650,319. He said the City's portion of the budget is \$22,815 below the tax cap, and the School's portion of the budget is \$320,800 below the tax cap. He said the estimated tax rate is \$0.13 lower at \$26.25.

Councilor Garrison moved to adopt the budget as amended; seconded by Councilor O'Connor.

Roll Call Vote: 6/3; Passed. (Councilor Cheney, Councilor McManus, and Councilor Thibodeaux were opposed.)



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Special Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 6, 2015**
Meeting Time: **To immediately follow Workshop Session**

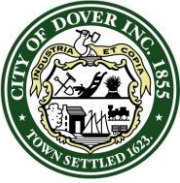
7. NEW BUSINESS

A. COLLECTIVE BARGAINING AGREEMENT INTERNATIONAL DOVER PROFESSIONAL EMPLOYEES ASSOCIATION SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Garrison.
Roll Call Vote: 9/0.

8. ADJOURNMENT

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 13, 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 Cheney, Councilor Gagnon, Councilor Garrison, Councilor Hooper, Councilor McManus, Councilor O'Connor, and Councilor Thibodeaux.

Also Present: City Manager Joyal, and City Clerk Lavertu.

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Councilor Cheney moved to add the Legislative Liaison Report.

Councilor Hooper moved to add the School Board Report.

Mayor Weston moved to add the resolution titled: State FY 2016 Adequate Education Grant Funding as Item 13.A.10.

Deputy Mayor Carrier moved to add the Joint Building Committee – Dover High School and Regional CTC Report and the Appointments Committee Report.

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

Vote: 9/0.

7. PUBLIC HEARINGS

A. CHAPTER 166, ARTICLE IV – METERED PARKING

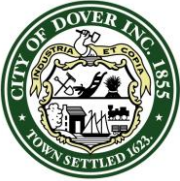
SPONSORED BY MAYOR WESTON BY REQUEST

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

B. CHAPTER 166, SECTION 59: ADD SCHEDULE L – PARKING METER ZONES

SPONSORED BY MAYOR WESTON BY REQUEST

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
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Meeting Time: **7:00 pm**

8. CITIZEN'S FORUM

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

Dawn Duffy, 163 Silver Street: She referred to the resolution regarding Silver Street and spoke about extending the brick sidewalk to the beginning of Silver Street.

Donald Medbury, 3 Covered Bridge Lane: He spoke about the State of the City and the future. He said the City may end up broke and in debt. He thank the Mayor for her attendance on his street to address problems there.

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He referred to Page 9 and gave an overview of the Storm Management Report. He referred to Pages 10-12 and gave an overview of the Police and Parking Facility. He spoke about significant expense for green options for turf management, and how they will hire a green vendor to do two areas as a pilot.

Councilor Cheney asked which parks will be receiving the green treatment.

City Manager Joyal said Henry Law Park and Sullivan Field.

Councilor Cheney asked about the costs of the Police and Parking Facility versus the estimates.

City Manager Joyal said it has no changed.

Councilor Cheney talked about renting the Long Hill Field.

City Manager Joyal said they do reserve the field, but he will check into it for the Council.

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

Vote: 9/0.

10. APPROVAL OF MINUTES

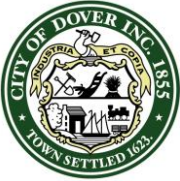
- A. April 15, 2015 – Workshop
- B. April 22, 2015 – Regular Meeting
- C. April 29, 2015 - Workshop

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

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Weston said she attended the meeting for Covered Bridge Lane regarding the graffiti problem and getting it cleaned up. She attended the Governor's affairs meeting with the Chamber of Commerce. She referred to the School Board meeting and clarified that BizEd Connect has not been disbanded. She said the Dover Business and Industrial Development Authority (DBIDA) is not part of it anymore. She attended the Small Business Association dinner, and congratulated Scott



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
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Meeting Time: **7:00 pm**

Johnson who won the award this year. She thanked volunteers for their work on Dover Clean Up Day. She spoke about the Memorial Day service to be held on May 25, 2015 at Pine Hill Cemetery. Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor O'Connor. Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. CHAPTER 166, ARTICLE IV – METERED PARKING
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Garrison.
Roll Call Vote: 9/0.

2. CHAPTER 166, SECTION 59: ADD SCHEDULE L – PARKING METER ZONES
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Garrison.
Roll Call Vote: 9/0.

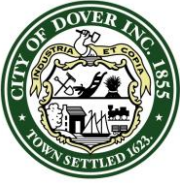
B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. FIREWORKS – Dover Recreation Department**
- 2. RAFFLE – Dover Recreation Department**
- 3. RAFFLE – Cocheco Valley Humane Society – Movie tickets and theme parks**
- 4. RAFFLE – Cocheco Valley Humane Society – Boston Red Sox tickets**
- 5. ROAD RACE – Wentworth-Douglass Foundation**
- 6. WALK – Dover Knights of Columbus #807 Our Lady of the Rosary**
- 7. B14061: SILVER STREET RECONSTRUCTION MODIFICATION OF SCOPE OF WORK**
SPONSORED BY COUNCILOR GARRISON
- 8. PUBLIC ART DISPLAY**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. DEPARTMENT OF ADMINISTRATIVE SERVICES MCCONNELL CENTER LEASE AGREEMENT**
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, May 13, 2015**
Meeting Time: **7:00 pm**

10. STATE FISCAL YEAR 2016 ADEQUATE EDUCATION GRANT FUNDING SPONSORED BY THE DOVER CITY COUNCIL

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 | 15. Dover Main Street |
| 8. Transportation Advisory Commission | |

Deputy Mayor Carrier moved to adopt the Consent Calendar; seconded by Councilor Thibodeaux.

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

Councilor O'Connor pulled Item #13.A.8.

Councilor Hooper pulled the School Board Report.

Councilor Cheney pulled Items 13.A.7., 13.A.9., and the Legislative Liaison Report.

Mayor Weston pulled Item 13.A.10.

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

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

Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.7.; seconded by Councilor O'Connor.

Councilor Garrison gave an overview of the resolution to the Council.

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.8.; seconded by Councilor Cheney.

Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.9.; seconded by Councilor Cheney.

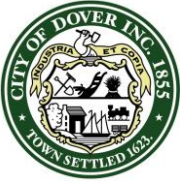
City Manager Joyal gave an overview of the resolution to the Council.

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.10.; seconded by Councilor Garrison.

Mayor Weston gave an overview of the resolution to the Council. She recommended a friendly amendment to the first Whereas: start the sentence with "The New Hampshire Supreme Court has stated that in..." continue with the current wording; seconded by Councilor O'Connor.

Councilor McManus said the Council should suspend the Council Rules to allow this on the agenda since it wasn't submitted with the original agenda packet; seconded by Councilor Cheney.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 13, 2015**
Meeting Time: **7:00 pm**

Mayor Weston asked the Council if they wish to co-sponsor the resolution with her.
It was decided the entire Council would sponsor the resolution.
City Manager Joyal gave an overview of the handout regarding how the State determines the amount Dover receives in adequacy aid.
Roll Call Vote: 9/0.

Councilor Hooper gave an overview of the School Board Report to the Council.
Deputy Mayor Carrier moved to accept the School Board Report; seconded by Councilor O'Connor.
Vote: 9/0.

Councilor Cheney gave an overview of the Legislative Liaison Report to the Council.
Councilor Hooper asked for an update on House Bill 295.
Councilor Cheney said it was still in subcommittee.
Mayor Weston asked for more clarification.
Councilor Hooper talked about how this Bill was detrimental to Dover, Portsmouth, and other communities with a Housing Authority.
Councilor Cheney it was her Bill and it would only affect Dover because it dealt with building a Parking Garage. She spoke about personal attacks against her from Councilor Hooper.
Deputy Mayor Carrier called for a point of order.
Councilor Hooper said she had no idea what Councilor Cheney is speaking about. She said she has a problem with the Bill.
Councilor McManus said the wording of the Bill will affect every Housing Authority in the State of New Hampshire.
Mayor Weston said she sent a letter to not support the Bill.
Councilor Cheney said there wasn't a community working under this Law in the State of New Hampshire. She said they are restoring the Law. She said she is doing her job and will continue to do that.
Deputy Mayor Carrier moved to accept the Legislative Liaison Report; seconded by Councilor McManus.
Vote: 8/1; Passed. Deputy Mayor Carrier was opposed.

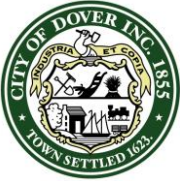
Deputy Mayor Carrier gave an overview of the Appointments Committee Report and recommend the following appointments:

New Appointments:

Michael Young – Arena Commission alternate member
Cora Quisumbing-King – Open Lands Committee
David Peck – Dover Business and Industrial Development Authority

Appointments to another term:

Jake Johnson – Arts Commission
Martha Kaubris – Arts Commission
Susan Story Galt – Library Board of Trustees
Cora Quisumbing-King – McConnell Center Advisory Committee
Jessica Bonello – Pool Advisory Committee



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 13, 2015**
Meeting Time: **7:00 pm**

Gary Gilmore – Solid Waste Advisory Commission
Judy Mettee – Solid Waste Advisory Commission
Joseph Nicolella – Solid Waste Advisory Commission
Mark Moeller – Utilities Commission
Jay Stephens – Utilities Commission

Change from Alternate to Regular Member:

Christopher Lawrence, Planning Board, change to regular member
Tristan Donovan – Conservation Commission, change to regular member

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

Vote: 9/0.

Deputy Mayor Carrier read the following openings on Boards/Commissions:

Arena Commission – 1 alternate vacancy
Cemetery Board – 2 alternates vacancies
Conservation Commission – 1 alternate vacancy
Energy Commission – 1 vacancy
Open Lands Committee – 3 vacancies
Parking Commission – 2 vacancies
Planning Board – 1 alternate vacancy
Pool Advisory Committee – 2 regular and 2 alternate vacancies
Recreation Advisory Board – 4 regular and 3 alternate vacancies
Solid Waste Advisory Commission – 1 alternate vacancy
Transportation Advisory Commission – 1 alternate vacancy
Utilities Commission – 1 regular and 1 alternate vacancy
Zoning Board of Adjustment – 2 alternate vacancies

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

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

Vote: 8/0. Councilor O'Connor was absent from Council Chambers.

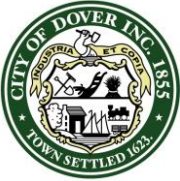
B. RESOLUTIONS

1. FISCAL YEAR 2015 TRANSFER FUNDS TO SCHOOL CURRICULUM CAPITAL RESERVE FUND

SPONSORED BY MAYOR WESTON BY REQUEST

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

Roll Call Vote: 8/0. Councilor O'Connor was absent from Council Chambers.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 13, 2015**
Meeting Time: **7:00 pm**

2. FISCAL YEAR 2015 TRANSFER FUNDS TO SCHOOL FACILITIES CAPITAL RESERVE FUND

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Hooper.
Roll Call Vote: 9/0.

3. FISCAL YEAR 2015 TRANSFER FUNDS TO SCHOOL TECHNOLOGY CAPITAL RESERVE FUND

SPONSORED BY MAYOR WESTON BY REQUEST

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

**4. FISCAL YEAR 2015 BUDGET AMENDMENT #1
(REQUIRES OF 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 27, 2015)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on May 27, 2015; seconded by Councilor Garrison.
Vote: 9/0.

**5. FISCAL YEAR 2015 SCHOOL DEPARTMENT BUDGET AMENDMENT –
CHANGE IN NON-PROPERTY TAX REVENUE ESTIMATES
(REQUIRES OF 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 27, 2015)
SPONSORED BY MAYOR WESTON BY REQUEST**

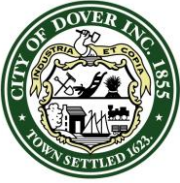
Deputy Mayor Carrier moved to refer to a public hearing on May 27, 2015; seconded by Councilor O'Connor.
Vote: 9/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

- A. Letter from New Hampshire Department of Transportation, dated April 10, 2015.**
- B. Letter from Scott Kelley, Recreation Advisory Board Chairperson, dated April 28, 2015**

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 13, 2015**
Meeting Time: **7:00 pm**

15. COUNCIL MATTERS OF INTEREST

Councilor O'Connor recognized the May 15th designation as National Peace Officers Memorial Day. He spoke about the Legislative Liaison Report and the unprofessional personal attack.

Councilor McManus spoke about the *DARE* Program and informed the community of what these kids actually do.

Councilor Cheney spoke about her reach out session at the Riverside Rest Home. She said she will be bringing forth two resolutions to the Council regarding the School Board and General Legal Counsel.

Councilor Thibodeaux also recognized the police officers. She said Happy Anniversary to her spouse. She said her Coffee with a Councilor will be held the 2nd and 4th Saturday.

Deputy Mayor Carrier said the Joint Building Committee – Dover High School and Regional CTC meetings are posting and asked the public to come to speak.

Mayor Weston gave the following dates to the Council and public to remember:

May 25th Memorial Day Observance

June 17th Dover High School Graduation

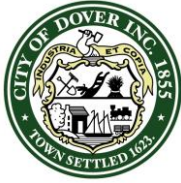
June 19th Dover Adult Learning Graduation

She gave contact information for BizEd Connect members.

16. ADJOURNMENT

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

Vote: 9/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2015.05.13 - 053**

Resolution Re: Fiscal Year 2015 Budget Amendment #1

WHEREAS: The City Council adopted the FY15 Budget on June 4, 2014; and

WHEREAS: Some non-school departments have incurred expenditures not originally anticipated as part of the budget a supplemental appropriation is necessary to cover expenditures not originally anticipated in the department budgets; and

WHEREAS: The current amount of compensated absences payments in Fiscal Year 2015 resulting from employee retirements and vacation leave buy-downs are projected to be \$418,542;

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

Pursuant to C6-6 of the City Charter, the FY15 Budget is amended to appropriate an amount necessary to fund compensated absences payments in Fiscal Year 2015 resulting from employee retirements and vacation leave buy-downs. The FY15 budget is amended as follows:

Account	Description	Adopted Budget	Amendment	Amended Budget
1000.1.190.41991.4295.00000	Compensated Absences	\$231,578	\$186,964	\$418,542
1000.1.190.41991.4220.00000	FICA Payroll Taxes	11,966	8,058	20,024
1000.1.190.41991.4225.00000	Medicare Payroll Taxes	2,799	3,251	6,050
1000.1.190.41991.4230.00000	NHRS Retirement	41,051	17,945	58,996
		\$287,394	\$216,218	\$503,612
1000.1.190.41991.3918.00000	Transfer from Trusts	0	\$216,218	\$216,218

FURTHER BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The City Manager is authorized to request from the Board of Trustees of Trust Funds a transfer in an amount up to \$216,218 from the City Employees Benefit Reserve to the General Fund to fund compensated absences payments in Fiscal Year 2015.

REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6. PUBLIC HEARING AND CITY COUNCIL VOTE TO BE SCHEDULED FOR MAY 27, 2015.

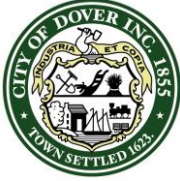
AUTHORIZATION

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#: 12.C.1.

Resolution Number: **R – 2015.05.13 - 053**

Resolution Re: Fiscal Year 2015 Budget Amendment #1

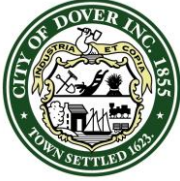
DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2015.05.13 - 053**

Resolution Re: Fiscal Year 2015 Budget Amendment #1

RESOLUTION BACKGROUND MATERIAL:

Each year there is an amount appropriated in the City budget for payments associated with the buy-down of compensated absences balances of City employees. This annual appropriation is utilized to manage the liability associated with accrued balances of compensated absences. From time to time this annual appropriation is utilized to fund the payment associated with the payout of accrued compensated absences when an employee retires from employment with the City.

However, in fiscal year 2015 the City has currently had 8 long term employees retire. These employees at the time of their retirement each had an accumulated level of compensated absences that were required to be paid by the City at the time the employee left employment.

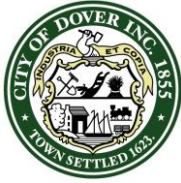
The amount of supplemental appropriation being requested is based on current payouts made by the city plus an amount to accommodate an estimated additional 2 to 3 employee retirements.

The City has recently settled collective bargaining agreements with some of the employee labor unions. In these agreements changes have been made to the maximum cap of vacation leave employees may accumulate after July 1st. Those employees that are over the new maximum cap have the one-time opportunity to buy-down vacation leave hours to get under the new cap. These buy-down payments would be made in June 2015 and is estimated to impact 73 employees.

This request for a supplemental appropriation is necessary to cover this expenditure that was not originally anticipated in City budget at the time it was adopted in June 2014.

This supplemental appropriation will be financed by a transfer (withdrawal) from the City Employees Benefit Reserve. This Capital Reserve Fund was established by the City Council in 2001 for the purpose of funding accrued compensated leave balances and the City Manager is designated as the agent to expend monies in the fund (carry out the purpose of the fund). The City Employees Benefit Reserve has a current balance of \$217,445.

In June 2015 the City Manager will request from the Board of Trustees of Trust Funds a transfer to be made from the City Employees Benefit Reserve to reimburse the City General Fund for an amount up to \$216,218.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2015.05.13 – 054**
Resolution Re: Fiscal Year 2015 School Department Budget Amendment –
Change in Non-Property Tax Revenue Estimates

- WHEREAS: The City Council adopted the FY15 Budget on June 4, 2014; and
- WHEREAS: The FY15 Adopted City budget included a \$200,000 transfer from School Facilities Capital Reserve into the General Fund as part of School Department non-property tax revenue estimates; and
- WHEREAS: The Dover School Board voted on April 13, 2015 to revise School Department FY15 Non-property tax revenue estimates and rescind drawing \$200,000 out of the School Facilities Capital Reserve for FY15; and

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

Pursuant to C6-6 of the City Charter, the FY15 Budget is amended to reflect the following revisions to non-property tax revenue estimates for the Dover School District. FY15 budget is amended as follows:

<u>Account</u>	<u>Description</u>	<u>Adopted Budget</u>	<u>Amendment</u>	<u>Amended Budget</u>
1000.1.600.46900.3700	Education Revenues	\$12,385,101	\$200,000	\$12,585,101
1000.1.600.46900.3918	Transfer from Trust Funds	\$ 200,000	(\$200,000)	\$ 0.00
		\$12,585,101	\$ 0.00	\$12,585,101

AND FURTHER BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The sum of \$200,000 to be transferred out of the School Facilities Capital Reserve as approved in the FY15 adopted budget resolution (Provision 21) is hereby rescinded.

REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.

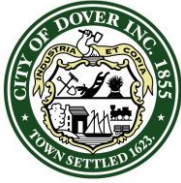
AUTHORIZATION

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#: 12.C.2.

Resolution Number: **R – 2015.05.13 – 054**
Resolution Re: Fiscal Year 2015 School Department Budget Amendment –
Change in Non-Property Tax Revenue Estimates

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:

On June 4, 2014 the City Council adopted the FY15 City budget. Subsequently, the School Board has determined that school district revenues from certain sources will be in excess of current budget amounts.

The objective of this resolution is to revise School Non-property tax revenue estimates in the amount of \$200,000 and reduce the revenue of \$200,000 to be transferred out of the School Facilities Capital Reserve, as was previously adopted as part of the FY15 City budget.

On April 13, 2015 the School Board voted to amend the School District's non-property tax revenue estimates. A copy of the adopted School Board resolution is attached to this City Council resolution.

This resolution does not increase the projected tax impact for the FY15 budget and does not increase appropriations.

In accordance with City Charter C6-6, this resolution requires a duly advertised public hearing and a vote of 2/3rd of the City Council.

RESOLUTION

RESOLUTION FOR CHANGE IN FY 2015 NON-PROPERTY TAX REVENUE ESTIMATES FOR SCHOOL DISTRICT BUDGET

WHEREAS: on March 12, 2003 the Dover City Council established a capital reserve fund titled School Facilities Capital Reserve fund for the purpose of acquisition of facilities equipment or improvement that has been identified as a project with the City's annual Capital Improvements Program; and

WHEREAS: the Dover School Board has budgeted in the 2015 Fiscal Year for Two Hundred Thousand (\$200,000) Dollars to be transferred from the capital reserve fund titled School Facilities Capital Reserve fund within the 2015 Fiscal Year's Dover City Council adopted budget ; and

WHEREAS: the School Board has identified that the District will be recognizing non-property tax revenues in excess of current budgeted amounts;

NOW, THEREFORE – The City Council adopt a 2015 budget amendment to adjust non-property tax revenues to reflect a net increase of \$200,000 from Catastrophic Aid, Medicaid Distribution and Special Education Aide Tuition and reduce the sum of Two Hundred Thousand (\$200,000) Dollars for the transfer from the capital reserve fund titled School Facilities Capital Reserve. The \$200,000 transfer will not be made for FY 2015. This resolution does not increase the FY2015 property tax levy and does not increase appropriations for the School District. The revenue accounts to be adjusted as follows for a total change of \$0.00.

\$60,961 - Catastrophic Aid - 1000.2.600.03230.3700.00000.00.000.000.R70

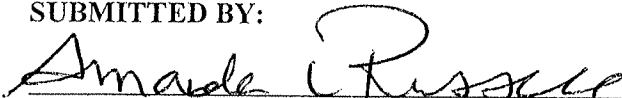
\$100,000 - Medicaid Distribution - 1000.2.600.04580.3311.00000.00.000.000.R70

\$39,039 - Tuition-SPED Aides - 1000.2.600.01322.3390.00000.00.000.000.R70

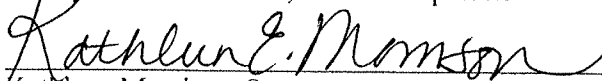
(\$200,000) - Transfer from Capital Reserves, - 1000.2.600.05251.3918.00000.00.000.000.R80

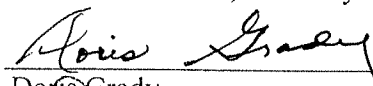
RESOLVED, this 13th day of April, 2015.

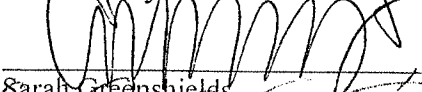
SUBMITTED BY:

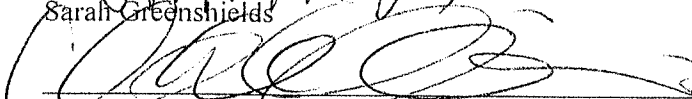

Amanda Russell, Chairperson

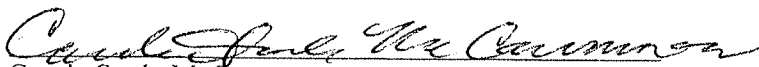

Betsey Andrews Parker, Vice Chairperson


Kathleen Morrison, Secretary


Doris Grady


Sarah Greenshields


Michelle Muffett-Dipinski


Carole Soule McCammon

April 13, 2015



**PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE**

Check (✓) the type of application:

RAFFLE* _____, TAG* _____, BLOCK PARTY** ☒ _____

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

Organization Name: Daughters 3rd Birthday Party
Federal Tax ID number for Organization: _____

Check (✓) Nature of Organization:

Religious _____, Educational _____, Charitable _____, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other ☒ _____
(Describe) Bouncy house Bday

Contact Person: Jessica Green Day Time Telephone: 603-913-7392

Address: 8 Tanglewood Drive Email: Gucka27@comcast.net

Purpose of Permit: _____

Date of Event: Saturday June 27 Specific Time: 1-6pm

Location of Event: 8 Tanglewood Drive

*****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): 8 Tanglewood Drive

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: Jessica Green DATE: 4/30/15
(duly authorized)

PRINTED NAME: Jessica Green

Licensing Board Approval (Signature) Date: 5/12/15



Maps

Search Properties

Property Info

City of Dover

Help

68 ft

Base Map: City of Dover



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (☒) the type of application:

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

Organization Name: Cocheco Valley Humane Society
Federal Tax ID number for Organization: 22-2561784

Check (☒) Nature of Organization:

Religious _____, Educational _____, Charitable _____, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other ☒
(Describe) animal shelter

Contact Person: Alaina Goodnough Day Time Telephone: 603-749-5322 ext. 113

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

Purpose of Permit: raffle starting at fundraising event and running thru summer

Date of Event: June 1st - Aug 29 Specific Time: 4pm-10pm on 6/1 - ongoing at CVHS

Location of Event: June 1 - Margaritas in Dover, then @ CVHS for rest of summer

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: small dog house

Cost of Ticket: \$10 for \$5 Date of Drawing: Aug. 29, 2015

Place of Drawing: Cocheco Valley Humane Society

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

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

PARADE

PERMITS &

BLOCK

PARTIES ONLY

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

Police Department Parade Route/Block Party Approval Signature: _____

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

ROAD TOLL ONLY

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

Licensing Board Approval (Signature)

Date: 5/8/15

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

SIGNATURE OF APPLICANT: Alaina Goodnough DATE: 5/6/15

Fax # 516-6666



PERMIT APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

RAFFLE* _____, TAG* ☒, BLOCK PARTY** _____

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

Organization Name: Dover Little Gran Cheerleading

Federal Tax ID number for Organization: 26-2543466

Check (✓) Nature of Organization:

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

(Describe) Youth Cheerleading

Contact Person: Diane McCombie Day Time Telephone: 603-436-6111 x132

Address: 8 Deepwood Drive, Dover, NH Email: dianemccombie@comcast.net

Purpose of Permit: To Fundraise money for Youth Sports League

Date of Event: June 15, 16, 17th Specific Time: Fri - 4p-8p Sat + Sun 8A - 8pm

Location of Event: Various Locations in Dover

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

Prize (s) To Be Awarded: _____ Date of Drawing: _____

Cost of Ticket: _____

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.doi.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): _____

Police Department Block Party Approval Signature: _____

Printed Name: _____

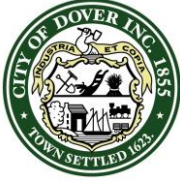
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A, RSA 31:91 and/or RSA 286 and I agree to abide by the same.

SIGNATURE OF APPLICANT: Diane McCombie DATE: 5/4/15

(duly authorized)

PRINTED NAME: Diane McCombie

Licensing Board Approval (Signature) Date: 5/8/15



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2015.05.27 – 056**

Resolution Re: Trojan UV3000 Plus Lamps and Quartz Sleeves

WHEREAS: In 2005 an Ultra Violet Disinfection system was installed at the Waste Water Treatment Plant costing \$671,500. When the Trojan UV3000 Plus lamps reach the 12,000 hours of use warrantee they need replacement; and

WHEREAS: Trojan Technologies provided an Equipment Performance Guarantee stating the system will meet the required level of germicidal output provided that said system is operated and maintained in accordance with the Operations and Maintenance Manual and recommendations made by Trojan Technologies; and

WHEREAS: The Mayer Corporation is currently offering pricing for eighty eight (88) Trojan Quartz Sleeves at \$306.13 per four pack for a total cost of \$26,939.44 and twenty five (25) UV3000+ lamps, 4 per pack at \$892.45 each pack for a total cost of \$22,311.25 plus estimated shipping of \$749.31. Total cost not to exceed \$50,000.

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

City council may waive the bidding process per 3-36 B “The competitive bid procedure may be waived by a majority vote of the city council”.

The Purchasing Agent is hereby authorized to issue a Purchase Order to The Maher Corp. of Medford, MA for Trojan Quartz Sleeves and Trojan UV3000+ lamps given the unit price listed above. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
5320.1.300.43256.4652.00000.00	Maint. Supplies Impr o/t Bldgs	108,049	58,392

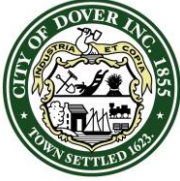
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2015.05.27 – 056**

Resolution Re: Trojan UV3000 Plus Lamps and Quartz Sleeves

DOCUMENT HISTORY:

First Reading Date:

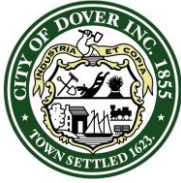
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2015.05.27 – 056**

Resolution Re: Trojan UV3000 Plus Lamps and Quartz Sleeves

RESOLUTION BACKGROUND MATERIAL:

A Trojan UV3000 Plus is in operation at the Waste Water Treatment Plant. When installed, Trojan Technologies provided an Equipment Performance Guarantee stating the system will meet the required level of germicidal output provided that said system is operated and maintained in accordance with the O & M Manual and recommendations made by Trojan Technologies. They also provide the City of Dover free access to 24/7 technical support and a free recycling program for expired lamps.

In order to maintain this guarantee and services the following conditions must be met:

- The Trojan system must be operated and maintained in accordance with the O&M manual, including prescribed regular maintenance.
- Only Trojan approved and validated replacement parts are used in system.
- Technical field service for system is supervised or provided by Trojan Certified Service Technician.

Failure to use Trojan replacement parts voids the warrantee and technical support could be refused until conditions are met.

Bid Information:

On November 13, 2006, bid #B07024 was issued requesting pricing and availability of the Trojan UV3000+ Series. Three responses were received with The Maher Corp. quoting validated components and two vendors that did not.

Purchasing Information:

Type:	Purchase Order	Advertised:	na
Invitations Mailed:	na	Number of Responses:	na
Warranty:	12,000 hours	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	2014 calendar year
Prices will hold for:	June 30, 2015	Estimated Delivery:	2 weeks
Recommended Award to:	The Maher Corporation	Fund:	GF
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase amount exceeds the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Exhibit A – Quote #5060 The Maher Corp./Trojan performance guarantee

The Maher Corporation

Water & Wastewater Process, Pumping & Valve Systems

192 Pleasant Street
Rockland, MA 02370

Phone :: 781-421-2600
Fax :: 781-878-1219

Quote

Quote No. :: 5060
Attention :: Ray
Phone :: (603) 516-6475
Fax :: (603) 516-6097
Pages :: 1 of 1

Quote To: **City of Dover NH**
288 Central Avenue
City Hall
Dover, NH 03820-4169

Ship To: **City of Dover**
484 Middle Road
Attn: Bougie Tammy
Dover, NH 03820

Quote Date :: **04/28/15**

Sales Rep :: **David Wilkinson**

Freight :: **Not Included**

Expires On :: **05/28/15**

Terms :: **Net 30**

Desc. :: **Trojan Parts**

Quantity			Item Number	Description	Unit Price	Amount
Required	Shipped	B.O.				
88			316136-004	Trojan 4 Pack Quartz Sleeves (4 Pack)	306.13	26939.44
25			302509-004	Trojan UV3000+ Lamp 4 pack	892.45	22311.25

Pricing based on quantity listed
above

Quote subtotal 49250.69

Quote total 49250.69

Returned items subject to a 25% restocking fee.
We now accept VISA, MASTERCARD and AMERICAN EXPRESS.

The Trojan Disinfection Performance Guarantee

With your purchase of a Trojan UV system, Trojan Technologies Inc. guarantees you that your Trojan UV system will meet the required level of disinfection.

In order to maintain this guarantee, the following conditions must be met:

- Your Trojan system must be operated and maintained in accordance with the O&M manual, including prescribed regular maintenance.
- Only Trojan approved and validated replacement parts are used in the system.
- Technical field service for your Trojan UV system is supervised or provided by Trojan Certified Service Technician.

Trojan has the right to refuse technical support until the above conditions are met.

Special Notes

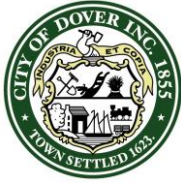
Trojan purchases only validated system components from our suppliers and only those components, meeting our specific performance standards, are passed onto our customers.

The consistent use of Trojan replacement parts in the operation of Trojan equipment assures access to our component warranties. Failure to use Trojan replacement parts voids warranty.

Trojan Certified Service Technicians have successfully completed an extensive training process and only they have the required technical, equipment and software training to diagnose technical issues. Work performed on your system must be guided by our O&M, our 24/7 technical support center, or performed by a Certified Service Technician to assure your performance guarantee is not interrupted.

CONTACT US

For Trojan approved and validated replacement parts, to book a Trojan Certified Service Technician or if you have any questions regarding the Trojan Disinfection Performance Guarantee, please contact THE MAHER CORPORATION @ 781-393-0060



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2015.05.27 – 057**
Resolution Re: B10033 Additional Scope of Work on Watson Rd CMA
Engineers, Inc

WHEREAS: Sealed bid B10033 was requested and received for engineering and design services for the re-construction of Tolend and Watson Roads on December 7, 2009 at 2:00pm; and

WHEREAS: The City received proposals from eighteen (18) vendors. An interview with the low bidder, CMA Engineers Inc of Portsmouth NH was conducted on December 28, 2009 at 10:00am with the evaluating committee at Mast Rd in Dover. Award of the project to CMA Engineers Inc of Portsmouth in the amount of \$189,207.00 was approved by City Council on January 13, 2010; and

WHEREAS: CMA Engineers Inc has offered a cost for the construction phase in the amount of \$85,000 in August 2014 and was approved by City Council on August 13, 2014; and

WHEREAS: CMA Engineers Inc has offered a proposal for 2015 construction oversight services throughout the completion of Watson Rd construction in the amount of \$52,000.

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

The purchasing agent is hereby authorized to issue an amendment to the purchase order to CMA Engineers Inc of Portsmouth NH given the amount of \$52,000 for additional services provided in change order #5. The amount of this authorization shall be limited so as not to exceed available funding.

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

Financing

Account	Description	Appropriation	Balance
4014.1.300.43121.4751.03142.14	Tolend and Watson Rd Reconstruction	2,500,000	614,332

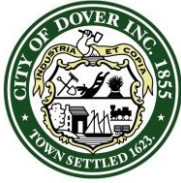
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

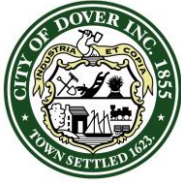
Resolution Number: **R – 2015.05.27 – 057**
Resolution Re: B10033 Additional Scope of Work on Watson Rd CMA
Engineers, Inc

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2015.05.27 – 057**
Resolution Re: B10033 Additional Scope of Work on Watson Rd CMA
Engineers, Inc

RESOLUTION BACKGROUND MATERIAL:

Sealed bid B10033 was requested and received for engineering and design services for the re-construction of Tolend and Watson Roads on December 7, 2009 at 2:00pm. The City is now ready to begin work on Watson Rd and CMA Engineers Inc has offered a cost for the construction phase in the amount of \$85,000. Tasks will include final design, preparation of change orders, permit modification coordination and construction oversight.

CMA Engineers Inc has offered a cost for the 2015 construction oversight in the amount of \$52,000.

Bid Information:

Sealed Bid B10033 for Tolend and Watson Rd Improvements Design Services

Award Information:

An amendment to the purchase order will be issued CMA to authorize future expenditures.

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

Purchasing Information:

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

Exhibit A – Draft Contract Documents

CHANGE ORDER

ORDER NO.: Five (5)

DATE: May 5, 2015

AGREEMENT DATE: _____

NAME OF PROJECT: **B10033 Engineer Svs Tolend & Watson Road Reconstruction**

OWNER: City of Dover, New Hampshire

CONTRACTOR: **CMA Engineers**

The following changes are hereby made to the CONTRACT DOCUMENTS:

JUSTIFICATION: # 5 Construction Oversight for Watson Rd 2015@ \$52,000

c/o 4 oversight of Watson Rd \$85,000

c/o 3 additional oversight Tolend Rd \$23,000

c/o 2 oversight of Tolend Rd \$255,816

c/o 1 wetland mitigation \$56,208

CHANGE TO CONTRACT PRICE:

Original Contract Price: \$189,207

Current Contract Price adjusted by previous CHANGE ORDER \$609,231

The Contract Price due to this CHANGE ORDER will be (increased) by: \$52,000

The new Contract Price including this CHANGE ORDER will be \$661,231

CHANGE TO CONTRACT TIME:

The Contract Time will be (increased) by 60 calendar days between April and June 2015.

The date for completion of all work will be _____ (DATE) _____

APPROVALS REQUIRED:

To be effective this CHANGE ORDER must be approved by both the OWNER and the CONTRACTOR.

Requested By: _____

Recommended By: _____

Accepted By: _____



May 5, 2015

Mr. Douglas W. Steele II, Community Services Director
City of Dover
City Hall, 2nd Floor
228 Central Avenue
Dover, NH 03820

**Re: Agreement for Professional Engineering Services
2015 Construction Services -Watson Road Reconstruction (per AEC CO #6)
Contract Amendment No. 5
CMA #745-Contract**

Dear Doug:

Following our discussions, we have prepared the following Amendment No. 5 to our existing engineering services agreement with the City of Dover to address additional engineering services associated with the final completion of the reconstruction of Watson Road during calendar year 2015.

This engineering work is associated with the City's Change Order No. 6 with American Excavating Corporation (AEC) for the Watson Road addition to the Tolend Road Reconstruction contract.

Separately, we have prepared a Contract Amendment No. 6 that addresses additional engineering work during completion of the Tolend Road portion of AEC's contract, including the elements addressed by pending Change Order #7 with AEC that addresses paving defects, final paving, and overall contract completion.

Work under this Amendment No. 5 includes representing the City throughout the completion of construction of Watson Road reconstruction under AEC Change Order #6, serving as City's agent in interaction with the Contractor, including contract administration, resident engineering, and related services as included in our original engineering services agreement (with amendments).

Specific tasks are outlined below.

1. Construction-Phase Services

Engineering during the construction phase is requirement-driven, based largely on contractor performance. Under previous amendments, it was assumed that for AEC's work on Watson Road under CO #6 would be completed by the end of 2014, including all resident observation

CMA ENGINEERS, INC.
CIVIL/ENVIRONMENTAL ENGINEERS

35 Bow Street
Portsmouth, New Hampshire
03801-3819

Phone: 603/431-6196

Fax: 603/431-5376

E-mail: info@cmaengineers.com

Web Site: www.cmaengineers.com

services and construction administration. Construction proceeded until the end of 2014, but for a variety of reasons was not completed. Change Order #6 with AEC (which was executed in August, 2014) added 125 calendar days to the entire contract including completion of Watson Road reconstruction. That extension of Contract Time was exhausted in late December, 2014. Additional engineering time and budget is needed for expanded construction engineering services in 2015 (including resident services and contract administration) through completion of Watson Road reconstruction. *(We note that additional Contract Time for AEC in 2015 is one important element of pending Change Order #7 between the City and AEC).*

2. Project Schedule

It is assumed that active construction of up to 60 calendar days, between April and June 20 15, will be needed by AEC to complete the remaining Watson Road reconstruction work. *(Note: work has commenced and we are providing services pending this Amendment).* Additionally, coordination of contract issues prior to and after active construction, is also included.

3. Project Team

CMA Engineers proposes the following project team for continued services, which has been involved with the design, permitting, and construction of the project to-date, and includes:

Principal and Senior Review:	William Straub, P.E.
Project Manager:	Daniel Hudson, P.E.
Senior Project Engineer:	Jason Beaudet, P.E.
Resident Engineer:	John "Jack" Kareckas, C.E.T.
Engineer:	Stephan Kjellander, EIT

Other personnel will be utilized as necessary and appropriate.

4. Engineering Fees

CMA Engineers proposes to assess fees on the basis of actual time spent by assigned personnel at our standard hourly rates plus reimbursable expenses. Total budgets under this Amendment No. 5 are estimated as follows:

Resident Services (8 weeks assumed; near full time):	\$38,000 (estimated)
Contract Administration (10 weeks; 10 hrs per week assumed)	<u>\$14,000</u> (estimated)
Additional Budget Authorization, Amendment No. 5:	\$52,000

Actual fees will be based on actual time and expenses spent in direct service to Dover on the project. If actual work does not require the assumed engineering time, less costs will be assessed; if scope changes occur that result in total fees exceeding the fee limit for the current scope specified above, we will advise the City as to the circumstances requiring such increases, and not exceed the total budget without additional authorization. Contractor performance and actual completion schedules would be the primary reason for such modifications. Invoices are submitted monthly with payment of invoices due net thirty (30) days of invoice date.

5. Agreement

The terms and conditions of our original agreement, signed and dated February 10, 2010, shall apply except where specifically modified herein.

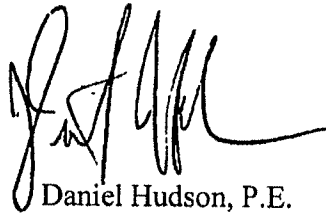
We appreciate this opportunity to continue to serve the City of Dover on this project. If you have any questions or need additional information, please feel free to contact us.

Very truly yours,

CMA ENGINEERS, INC.



William A. Straub, P.E.
Vice President



Daniel Hudson, P.E.
Project Manager

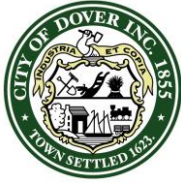
Accepted and Authorized to Proceed:

City of Dover

Date

WAS/DH/ams

Cc: Dave White, P.E. Dover City Engineer



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2015.05.27 – 058**
Resolution Re: B15047 Henry Law Park Design Services

WHEREAS: A Sealed Request for Proposal B15047 was issued and received for design services for the Henry Law Park on April 21, 2015 at 11:00 am. A mandatory prebid meeting was conducted on April 9, 2015 with fourteen firms attending; and

WHEREAS: Four proposals were received and evaluated by city staff and members of the Dover Children's Museum. A short list of two firms was created and these vendors were contacted to come in for interviews and further discuss their proposals on May 11, 2015; and

WHEREAS: The vendor deemed most advantageous was submitted by Mitchell and Associates of Portland Maine in the amount not to exceed \$39,038.00

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Mitchell and Associates of Portland ME for design services at Henry Law Park at rates provided in conjunction with Bid B15047. The amount of this authorization shall be limited so as not to exceed available funding.

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

Financing

Account	Description	Appropriation	Balance
4013.1.350.45220.4715.05224.13	Henry Law Park Improvements	125,000	125,000

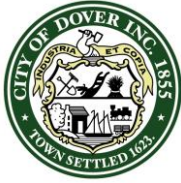
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

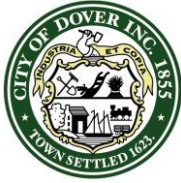
Resolution Number: **R – 2015.05.27 – 058**
Resolution Re: B15047 Henry Law Park Design Services

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2015.05.27 – 058**
Resolution Re: B15047 Henry Law Park Design Services

RESOLUTION BACKGROUND MATERIAL:

The City of Dover has planned for several years to do a significant renovation of a section of Henry Law Park. This area is next to the Dover Indoor Pool and is bordered by Henry Law Avenue and the parking lot for the park, pool and Children's Museum of NH. The City and the Children's Museum undertook a community outreach effort in 2012 to gather public comment and ideas to implement in this renovation project. A grant from PSNH was received and a concept plan was developed to envision what the ideas and vision would look like. The concept plan has been used to promote the project and to assist with fundraising efforts. In the fall of 2014 the City of Dover was given a gift of the Gundalow Edward H. Adams which is a 70ft long and 17ft wide replica of a historic vessel. This vessel is envisioned to also be included in the park.

The City of Dover seeks to hire a consultant with design and engineering capabilities and park design experience to develop the documents necessary for bidding purposes to construct this renovation project. The services to be provided include but are not limited to: site survey of existing conditions, site design, layout of feature areas, walkways, infrastructure, utilities, retaining walls, fencing, landscaping and site amenities. The firm should also be able to provide construction bid review and project supervision/evaluation services.

Bid Information:

A Sealed Request for Proposal B15047 was issued and received for design services for the Henry Law Park on April 21, 2015 at 11:00 am

Award Information:

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

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

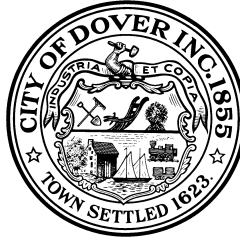
Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	428	Number of Responses:	4
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	
Recommended Award to:	Mitchell and Associates	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Exhibit A – Bid Results
Exhibit B – Draft Contract Documents

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

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



288 Central Avenue
Dover, New Hampshire 03820-4169

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

City of Dover, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

RESULTS #B15047 **Henry Law Park Design Services**

<i>Vendor</i>	<i>Cost</i>	<i>Partners</i>
TeraFirma Portsmouth NH	Not to exceed \$58,400	Altus Engineering, McEneaney Survey and Summit Engineering
Harriman Manchester NH	\$54,100 \$1500 reimbursable \$2800 lighting for stage	Reno Engineering and Naturally Rooted LLC
Mitchell & Associates Portland ME	\$39,038 Includes Reimbursable exp	James Verra & Associates, Ransom Consulting and M2 Structural Engineers
Ironwood Design Group Newmarket NH	\$36,528 Includes Reimbursable exp	CMA Inc , North Easterly Survey Inc and Playground Inspections of NH LLC
TriTech Engineering Corp	No Bid	



CITY OF DOVER

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

[STANDARD CITY] AGREEMENT

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

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



CITY OF DOVER

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

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

7. **Insurance.**

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

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



CITY OF DOVER

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

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

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



CITY OF DOVER

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

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

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

To Vendor
(insert contact and address)



CITY OF DOVER

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

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

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

Signatures To Follow.

VENDOR

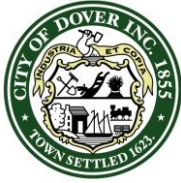
[name], Duly Authorized

Date

CITY OF DOVER

J. Michael Joyal, Jr., City Manager

Date



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2015.05.27 - 059**

Resolution Re: B15057 Hot Bituminous Paving –Asphalt Laid in Place

WHEREAS: The Sealed Request for Bid #B15057 was requested and received for Hot Bituminous paving (asphalt) laid in place on May 12, 2015 at 1:00 PM. The bid requested unit pricing on various scopes of services and products for paving various streets; and

WHEREAS: This was a cooperative solicitation conducted by the City of Dover in conjunction with the Town of Rollinsford in an effort to save cost for paving of the area of Portland Avenue Dover and Baer Road Rollinsford; and

WHEREAS: Four bids were received with the low bid being submitted by Continental Paving, Inc in the total base amount of \$763,100. The City of Dover also requested alternate pricing for either the City of Dover (Alt A) or the vendor (Alt B) retaining the grinding material from the cold planning work. The results of the alternative pricing came in at same cost of \$105,875. It is the recommendation to award to Continental Paving Inc at the per item rates as outlined in the results page with base amount of \$763,100 and Alt A where City retains grindings in the amount of \$105,875 for a total of \$868,975.00

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Continental Paving Inc for laid in place asphalt paving services given the per unit rates provided in conjunction with B15057. The amount of this authorization shall be limited so as not to exceed available finding.

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

Financing

Account	Description	Appropriation	Balance
1009.1.300.43121.4715.00000.92	CS Street Improvements	39,557.79	39,557.78
1009.1.300.43121.4715.00000.93	CS Street Improvements	109,188.87	109,188.87
1009.1.300.43121.4715.00000.94	CS Street Improvements	648,666.10	648,666.10
1000.1.300.43121.4715.00000.00	CS Street Improvements	1,100,000.00	304,110.01

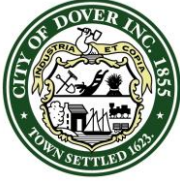
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2015.05.27 - 059**

Resolution Re: B15057 Hot Bituminous Paving –Asphalt Laid in Place

DOCUMENT HISTORY:

First Reading Date:

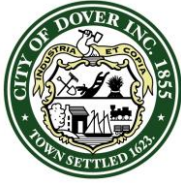
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2015.05.27 - 059**

Resolution Re: B15057 Hot Bituminous Paving –Asphalt Laid in Place

RESOLUTION BACKGROUND MATERIAL:

The sealed request for bid B15057 was requested and received for Hot Bituminous paving (asphalt) laid in place on May 12, 2015 at 1:00 PM. Four bids were received with the low bid being submitted by Continental Paving Inc at the per item rates outlined in the results page. It is the recommendation to award to Continental Inc at total cost of \$868,975.00

Scope of work includes but is not limited to the overlays of streets as laid out in the street paving list. Typically this involves cold planning along the curb line, creating cut in joints at intersections and driveways and finally tacking the road and paving. Adjusting utility frames and traffic control is also required.

Baer Road Rollinsford is near the area of Dover and it was the hope that savings in the forms of equipment mobilization may be recognized. Due to the nature of the two different scopes of work for each municipality, mobilization would not be reduced much as different equipment would be needed.

Bid Information:

Sealed Request for Bid #B15057 was requested and received for Hot Bituminous Paving (asphalt) laid in place on May 12, 2015 at 1:00 PM.

Award Information:

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

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	79	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	As needed
Recommended Award to:	Continental Paving Inc	Fund:	Streets
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Exhibit A – B15057 Bid Results
Exhibit B – B15057 Draft Contract Documents

Hot Bituminous Paving (asphalt) B15057

				bonds yes		bonds yes		bonds yes		bonds yes		if both or one town	
Dover				Brox Industries Dracut MA		Pike Industries Belmont NH		GMI		Continental			
ITEM #	ITEM	QTY	UNIT	\$/UNIT	\$	\$/UNIT	\$	\$/UNIT	\$	\$/UNIT	\$	Median	Average
1a	base	300	ton	\$95.00	\$28,500.00	\$80.00	\$24,000.00	\$81.40	\$24,420.00	\$73.00	\$21,900.00	\$80.70	\$82.35
1b	wear night	6700	ton	\$88.00	\$589,600.00	\$77.50	\$519,250.00	\$81.40	\$545,380.00	\$73.00	\$489,100.00	\$79.45	\$79.98
1c	wear night	1200	ton	\$90.00	\$108,000.00	\$80.00	\$96,000.00	\$83.40	\$100,080.00	\$73.00	\$87,600.00	\$81.70	\$81.60
2a	hand work	100	ton	\$150.00	\$15,000.00	\$125.00	\$12,500.00	\$140.00	\$14,000.00	\$110.00	\$11,000.00	\$132.50	\$131.25
3a	frames grates covers	200	ea	\$300.00	\$60,000.00	\$350.00	\$70,000.00	\$285.00	\$57,000.00	\$350.00	\$70,000.00	\$325.00	\$321.25
3b	gate boxes	120	ea	\$130.00	\$15,600.00	\$200.00	\$24,000.00	\$155.00	\$18,600.00	\$200.00	\$24,000.00	\$177.50	\$171.25
3c	structure rebuilding>8"	20	VF	\$250.00	\$5,000.00	\$300.00	\$6,000.00	\$280.00	\$5,600.00	\$350.00	\$7,000.00	\$290.00	\$295.00
4	crushed gravel - Shoulder Leveling laid in p	400	cy	\$55.00	\$22,000.00	\$45.00	\$18,000.00	\$54.00	\$21,600.00	\$25.00	\$10,000.00	\$49.50	\$44.75
5	cut in joints for driveway	2500	lf	\$2.50	\$6,250.00	\$3.43	\$8,575.00	\$4.95	\$12,375.00	\$5.00	\$12,500.00	\$4.19	\$3.97
6	asphalt adjustment allowance	1	ea	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
					\$879,950.00		\$808,325.00		\$829,055.00		\$763,100.00		
alt a		60500		\$3.25	\$196,625.00	\$2.05	\$124,025.00	\$2.25	\$136,125.00	\$1.75	\$105,875.00		
					\$1,076,575.00		\$932,350.00		\$965,180.00		\$868,975.00		
alt b		60500		\$2.65	\$160,325.00	\$2.00	\$121,000.00	\$1.75	\$105,875.00	\$1.75	\$105,875.00		
Escalation clause liq asphalt per bid \$570.					\$1,040,275.00		\$929,325.00		\$934,930.00		\$868,975.00		

Rollinsford				Brox Industries Dracut MA		Pike Industries Belmont NH		GMI		Continental			
ITEM #	ITEM	QTY	UNIT	\$/UNIT	\$	\$/UNIT	\$	\$/UNIT	\$	\$/UNIT	\$	Median	Average
1	base	1850	ton	\$90.00	\$166,500.00	\$67.75	\$125,337.50	\$76.40	\$141,340.00	\$71.00	\$131,350.00	\$73.70	\$76.29
2	hand work	10	ton	\$150.00	\$1,500.00	\$125.00	\$1,250.00	\$140.00	\$1,400.00	\$150.00	\$1,500.00	\$145.00	\$141.25
3	Cut in for driveways	275	lf	\$6.00	\$1,650.00	\$10.00	\$2,750.00	\$4.00	\$1,100.00	\$8.00	\$2,200.00	\$7.00	\$7.00
4	crushed gravel - Shoulder Leveling laid in p	100	cy	\$55.00	\$5,500.00	\$55.00	\$5,500.00	\$54.00	\$5,400.00	\$25.00	\$2,500.00	\$54.50	\$47.25
5	reclaimed bast	14000	sy	\$5.00	\$70,000.00	\$1.35	\$18,900.00	\$1.70	\$23,800.00	\$1.50	\$21,000.00	\$1.60	\$2.39
6	Install 12 HDPE culvert	40	cy	\$80.00	\$3,200.00	\$75.00	\$3,000.00	\$90.00	\$3,600.00	\$75.00	\$3,000.00	\$77.50	\$80.00
7	Install 15 HDPE culvert	50	lf	\$90.00	\$4,500.00	\$75.00	\$3,750.00	\$90.00	\$4,500.00	\$75.00	\$3,750.00	\$82.50	\$82.50
8	Install 15 rcp culvert	36	lf	\$100.00	\$3,600.00	\$85.00	\$3,060.00	\$95.00	\$3,420.00	\$80.00	\$2,880.00	\$90.00	\$90.00
9	stone	21	cy	\$75.00	\$1,575.00	\$45.00	\$945.00	\$140.00	\$2,940.00	\$50.00	\$1,050.00	\$62.50	\$77.50
10	traffic control Rollinsford PD allowance	1	ea	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
					\$263,025.00		\$169,492.50		\$192,500.00		\$174,230.00		
Escalation clause liq asphalt per bid \$570.													



CITY OF DOVER

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

[STANDARD CITY] AGREEMENT

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

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



CITY OF DOVER

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

7. Insurance.

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

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



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
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Vendor or its officers, directors, employees, agents or independent professional associates, or any of them. This covenant shall survive the termination of this Agreement.

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



CITY OF DOVER

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

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

To Vendor
(insert contact and address)



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
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25. **Severability.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement shall remain in full force and effect. The parties agree to reform this Agreement to replace any such invalid or unenforceable provision with a valid enforceable provision that comes as close as possible to the intention of the stricken provision.

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

Signatures To Follow.

VENDOR

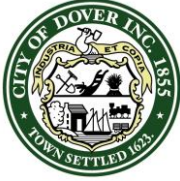
[name], Duly Authorized

Date

CITY OF DOVER

J. Michael Joyal, Jr., City Manager

Date



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2015.05.27 – 060**
Resolution Re: B15058 Griffin Well Reconditioning

WHEREAS: A Sealed Request for Bid B15058 was issued and received for reconditioning services for the Griffin Well on May 5, 2015 at 11:30 am. The scope of work includes cleaning and redeveloping the Griffin well along with pump repairs and motor replacement; and

WHEREAS: Four replies were received and evaluated and the proposal deemed most advantageous to the city was submitted by Barrie Miller's Well and Pump Service Inc in the amount of \$31,046.00. It is the recommendation to award to this vendor.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Barrie Miller's Well and Pump Service Inc of Hillsboro NH for Griffin Well reconditioning services at rates provided in conjunction with Bid B15058. The amount of this authorization shall be limited so as not to exceed available funding.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4432.00000	Water Maint. Imp other than Buildings	96,125.00	55,800.87

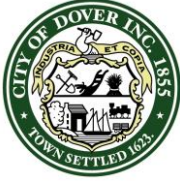
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

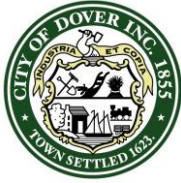
Resolution Number: **R – 2015.05.27 – 060**
Resolution Re: B15058 Griffin Well Reconditioning

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2015.05.27 – 060**
Resolution Re: B15058 Griffin Well Reconditioning

RESOLUTION BACKGROUND MATERIAL:

The work at Griffin Well involves the cleaning and redevelopment of an 18-inch gravel packed well approximately 114 feet in depth. The gravel packed well was originally constructed with 30 feet of 60-slot well screen in 1959. The well had an original yield of 500 gpm. The well screen was relined with a 14 inch diameter 304 stainless steel screen in February 2009. This project includes well cleaning, inspecting, removing the existing well pump and completing any necessary repairs, pre and post cleaning performance testing and televising (2) of the well screen and reinstalling the pumping unit. Replacement of the existing flow meter and a new 75 horsepower NEMA premium efficiency motor for the vertical turbine pump is included.

Bid Information:

A Sealed Request for Bid B15058 was issued and received for reconditioning services for the Griffin Well on May 5, 2015 at 11:30.

Award Information:

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

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	81	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	2015
Recommended Award to:	Barrie Miller's Well & Pump Service Inc	Fund:	Water
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Exhibit A – Bid Results
Exhibit B – Draft Contract Documents

B15058 Griffin Well Cleaning an Pump Repairs			Weston and Sampson CMR, Inc 5 Centennial Drive Peabody, MA 01960 978-532-1900		Maher Services, Inc 71 Concord Street North Reading, MA 01864 978-664-9355		Denis L. Maher Company PO Box 130 Ayer, MA 01432 978-615-4606		Barrie Millers well and Pump Service PO Box 23 Hillsboro, NH 03244 603-464-4806	
Item No.	Approx Quantity	Brief Description of Item With Unit Bid Price in Words	Unit Bid In Figures	Amount In Figures	Unit Bid In Figures	Amount In Figures	Unit Bid In Figures	Amount In Figures	Unit Bid In Figures	Amount In Figures
1	L.S.	Mobilization and Demobilization (Max. 10% of Total Bid), the sum of	\$3,480.00	\$3,480.00	\$1,000.00	\$1,000.00	\$2,880.00	\$2,880.00	\$3,100.00	\$3,100.00
2	L.S.	Well Cleaning and Redevelopment	\$21,400.00	\$21,400.00	\$20,175.00	\$20,175.00	\$19,600.00	\$19,600.00	\$18,700.00	\$18,700.00
3	1 gallons	Additional Chemicals (if Required) for Redevelopment A. Muriatic Acid at	\$5.00	\$5.00	\$5.00	\$5.00	\$5.90	\$5.90	\$8.00	\$8.00
	1 gallons	B. Polymer	\$96.00	\$96.00	\$127.00	\$127.00	\$130.00	\$130.00	\$110.00	\$110.00
	1 gallons	C. Sodium Hypochlorite at	\$4.00	\$4.00	\$5.00	\$5.00	\$4.00	\$4.00	\$3.00	\$3.00
4	1 hours	Additional Redevelopment Time Per Hour	\$225.00	\$225.00	\$120.00	\$120.00	\$140.00	\$140.00	\$125.00	\$125.00
5	1 EA	Replace 75 horsepower dry electric motor for vertical shaft turbine pump with a new 75 HP NEMA premium efficiency model. Per Each	\$6,239.00	\$6,239.00	\$5,300.00	\$5,300.00	\$6,600.00	\$6,600.00	\$6,000.00	\$6,000.00
6	N/A	Pump Parts and Equipment Replacement Markup: Invoice mark up on cost of all pump unit parts to complete the work as specified which shall include providing pump equipment parts replacement. <u>15 percent (15%)</u>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	1 LS	Replacement of the existing flow meter at Griffin Well Per Each	\$3,425.00	\$3,425.00	\$5,565.00	\$5,565.00	\$4,500.00	\$4,500.00	\$3,000.00	\$3,000.00
Total Base Bid			\$34,874.00		\$32,297.00		\$33,859.90		\$31,046.00	
Item No.	Approx. Quantity	Brief Description of Item With Unit Bid Price in Words	Unit Bid In Figures	Amount In Figures	Unit Bid In Figures	Amount In Figures	Unit Bid In Figures	Amount In Figures	Unit Bid In Figures	Amount In Figures
ALT. 1	L.S.	Griffin Well Cleaning and Redevelopment: Liquid Carbon Dioxide Lump Sum	n/b	n/b	\$21,720.00	\$21,720.00	\$6,800.00	\$6,800.00	\$23,450.00	\$23,450.00
ALT. 2	L.S.	Griffin Well Cleaning and Redevelopment: Pantomite PM77 Lump Sum	n/b	n/b	\$19,845.00	\$19,845.00	n/b	n/b	\$18,775.00	\$18,775.00

* should the liquid carbon dioxide be in Lieu of Chemical treatment, the base bid of \$29,859.9 will apply
 ** should liquid carbon dioxide be used in addition to chemical treatment alternat 1 will be added.



CITY OF DOVER

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

[STANDARD CITY] AGREEMENT

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

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



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
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shall pay the Vendor within thirty (30) days upon performance and presentation of an invoice supplied by the Vendor detailing the work performed.

7. **Insurance.**

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

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



CITY OF DOVER

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

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

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



CITY OF DOVER

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

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

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

To Vendor
(insert contact and address)



CITY OF DOVER

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

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

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

Signatures To Follow.

VENDOR

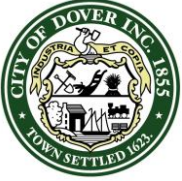
[name], Duly Authorized

Date

CITY OF DOVER

J. Michael Joyal, Jr., City Manager

Date



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: R - 2015.05.27 – 061

Resolution Re: Restoration of Merged Lots (25 Portland Avenue)

WHEREAS: NH RSA 674:39-aa (Supp. 2011) allows property owners whose property has been involuntarily merged by a municipality prior to September 18, 2010 to apply to the City Council to unmerge the lots; and

WHEREAS: Robert S. Mairs, the owner of property at 25 Portland Avenue (Assessor's Map 23, Lot 3) has submitted an application to restore two lots; and

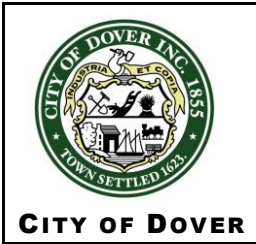
WHEREAS: City records show no indication that voluntary merger has occurred in the chain of title.

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

Pursuant to RSA 674:39-aa (Supp.2011), the former lot line (measuring 69 feet, 3 inches) between a lot owned by Arthur G. Brochu and a lot owned by Clara S. Foss on a survey prepared by Walter S. Wheeler, C.E., dated December 22, 1922 and recorded on January 8, 1923 at the Strafford County Registry of Deeds in Plan #22, Pocket #6, Pocket #2, is hereby restored as shown on said plan.

AUTHORIZATION

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



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: R - 2015.05.27 – 061

Resolution Re: Restoration of Merged Lots (25 Portland Avenue)

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:

RSA 674:39-aa (Supp. 2011) allows property owners whose property has been involuntarily merged by a municipality to apply to the City Council to unmerge the lots. The Statute requires that in order to approve the restoration, it must be the case that the owner has not committed any overt action or engaged in any conduct that indicates that the owner regarded the lots as merged including, but not limited to, abandoning a lot line or placing a structure on the lot line. If the owner has committed such an act or engaged in such conduct, the merger is considered voluntary and the only way to separate the lots would be by a subdivision. The burden of demonstrating that a merger was voluntary is on the municipality.

The restoration of the lots to their premerger status shall not cure any non-conformity with existing land use ordinances. Furthermore, the lots shall no longer be assessed as one lot for property tax evaluation purposes.

The applicant submitted the attached application to restore the lots on March 16, 2015, with additional materials submitted on May 4, 2015 and May 5, 2015. Staff reviewed City of Dover records and found no instance of voluntary merger of these two lots, whether for assessing, zoning or taxation purposes.



City of Dover, New Hampshire APPLICATION FOR LOT RESTORATION

[Revision Date: May 6, 2012]

Office Use Only

Date Received _____

In accordance with RSA 674:39 aa, lots or parcels that were involuntarily merged by municipal action for zoning, assessing, or taxation purposes prior to September 18, 2010 shall be restored to their premerger status provided that request is submitted to the City Council prior to December 31, 2016 and no owner in the chain of title voluntarily merged his or her lots.

APPLICANT AND OWNER INFORMATION

Name of Applicant: ROBERT S. MAIRS Telephone # 603-765-3023

Address of Applicant: 14 ROBERTS ROAD, DOVER E-Mail Address NONE

Name of Property Owner (if different from applicant): NA Telephone # _____

Address of Property Owner: 14 ROBERTS ROAD, DOVER E-Mail Address NONE

PROPERTY INFORMATION

Assessor's Map # 23 Lot # 3 + 3A Zoning District(s) CBD

Please provide:

A Copy of the deed for the parcel(s)/lot(s)

A Copy of any recorded plans or surveys which may depict the premerger configuration of any lots.
If any part of the existing map/lot is improved by a structure, the applicant must provide a signed & stamped as-built survey which reflects the location of the structure.

If the applicant is someone other than the property owner, a letter from the property owner authorizing the applicant to submit this application and make the request to restore the property owner's lot(s) to pre-merger status.

REQUEST CERTIFICATION

I/we hereby verify by signing this application that I/We understand that the restoration of the lots to their premerger status shall not cure any non-conformity with existing land use ordinances. It is further understood that the above described lots shall no longer be assessed as one lot for property tax evaluation purposes.

Signature of Property Owner: Robert S. Mairs Date: 8-13-15

Signature of Applicant (if different from owner): _____ Date: _____

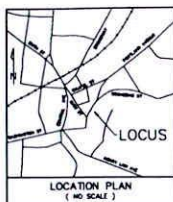
=====

(For Office Use Only)

In accordance with RSA 674:39 aa, we have found no evidence of voluntary lot merger.

Tax Assessor [Signature] Date 5/12/15

Zoning Administrator [Signature] Date 5/6/15



F & A LLC
123 PENN AVE RD
WOLFBOURNE, NH 03894-4552
1776 / 345

PROPOSED ACCESS
EASEMENT OVER PARCEL
23/3 AS THE DRIVEWAY
NOW EXISTS TO BENEFIT
PARCEL 23/3A

TRACT 1
PARCEL AREA
6,722 S.F.
0.15 Ac.

PROPOSED ACCESS
EASEMENT OVER PARCEL
23/3 AS THE DRIVEWAY
NOW EXISTS TO BENEFIT
PARCEL 23/3A

PORTLAND
AVENUE

PROPOSED ACCESS
EASEMENT OVER PARCEL
23/4 AS THE DRIVEWAY
NOW EXISTS TO BENEFIT
PARCEL 23/3A

PROPOSED ACCESS EASEMENT
OVER PARCEL 23/3A TO
BENEFIT PARCELS 23/3 & 23/4

No.	Bearing	Distance
L1	N73°14'32"W	23.04'
L2	N16°22'26"E	19.19'

COACHEO
STREET

AVENUE

ROBERT S. MAIRS
17 PORTLAND AVENUE
DOVER, NH 03820
1884 / 396

LIMITS OF EXISTING
RIGHT OF WAY
PER NOTE #8

BELLAMY MANAGEMENT CORP.
17 PORTLAND AVENUE
DOVER, NH 03820
1882 / 746

PROPOSED 22' x 40'
ACCESS EASEMENT TO
BENEFIT PARCEL 23/3A

TRACTS 2 & 3
PARCEL AREA
20,580 S.F.
0.47 Ac.

JAMES C. FRANGOS
PEGGY C. FRANGOS
35 JAMES FARM ROAD
LEE, NH 03824-6529
1770 / 648

ERIK M. TRAVIS
LYDIA H. TRAVIS
14 YOUNG STREET
DOVER, NH 03820
4013 / 346

JOSEPH ALLIS
GLORIA L. ALLIS
2 JAN LAKE
NEW MARKET, NH 03857-2187
808 / 57

REFERENCE PLANS:

- 1) FOSS PROPERTY, DOVER, N.H. - ON COACHEO STREET AND COACHEO RIVER. SCALE: 1" = 40'. DATED: OCTOBER 23, 1922; BY WALTER S. WHEELER. RECORDED S.C.R.D. POCKET 1, FOLDER 7, PLAN 11.
- 2) UNUTILIZED PLAN SHOWING LOTS OF CESARE HOUSE AND ARTHUR G. BROCHU ON PORTLAND AND COACHEO STREETS, DOVER, N.H. SCALE: 1" = 40'. DATED: DECEMBER '22; BY WALTER S. WHEELER. RECORDED S.C.R.D. POCKET 6, FOLDER 2, PLAN 22.
- 3) UNUTILIZED PLAN SHOWING LOT OF C. HOUSE ON PORTLAND STREET AND COACHEO RIVER. SCALE: 1" = 40'. DATED: APRIL, 1938; BY W.S. WHEELER. RECORDED S.C.R.D. POCKET 10, FOLDER 2, PLAN 33.

NOTES:

- 1) OWNER OF RECORD:
ROBERT S. MAIRS
17 PORTLAND AVENUE
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOL. 1794, PAGE 591
- 2) **88 / 8** - DENOTES TAX MAP AND PARCEL NUMBER.
- 3) ZONING DISTRICT IS CBD (CENTRAL BUSINESS DISTRICT, - GENERAL SUB-DISTRICT).
- 4) ZONING DIMENSIONAL AND DENSITY REQUIREMENTS:
MINIMUM LOT SIZE = NOT APPLICABLE
MINIMUM LOT COVERAGE = 75 PERCENT
FRONTAGE BUILD-OUT = 70 PERCENT MINIMUM
FRONT BUILD-TO = 0 FT. MIN., 10 FT. MAX.
SIDE SETBACK = 0 FT. MIN., 24 FT. MAX.
REAR SETBACK = 10 FT. MIN.
HEIGHT OF BUILDING = 2 STORY MINIMUM
- 5) PLAN INTENT: TO DEPICT THE PARCEL BOUNDARIES AND SITE CONDITIONS AS OF THE DATE OF THE SURVEY.
- 6) THE SUBJECT PARCELS ARE LOCATED WITHIN THE SPECIAL FLOOD HAZARD AREAS (SFHA) SUBJECT TO INUNDATION BY THE 1 PERCENT ANNUAL CHANCE FLOOD, ZONE AE (BASE FLOOD ELEVATIONS DETERMINED), AND AREAS DETERMINED TO BE INSIDE THE 0.2 PERCENT ANNUAL CHANCE FLOODPLAIN, AS SHOWN ON FLOOD INSURANCE RATE MAP, COMMUNITY NUMBER 33045, PANEL 5330, SUFFIX B; MAP NUMBER 33017003300, EFFECTIVE DATE: MAY 17, 2005.
- 7) BASIS OF BEARING IS THE CITY OF DOVER G.L.S. SYSTEM.
- 8) REFERENCE IS MADE TO S.C.R.D. VOL. 1794, PAGE 591 FOR VARIOUS EXCEPTIONS AND RIGHTS OF WAY.
- 9) REFERENCE IS MADE TO A 20' WIDE PERMANENT SEWER EASEMENT IN FAVOR OF THE CITY OF DOVER AS DESCRIBED IN S.C.R.D. VOL. 931, PAGE 16

LEGEND

I.R. (set) - IRON ROD W/ PLASTIC I.D. CAP (SET)
U.P. - UTILITY POLE
R.O.W. - RIGHT OF WAY
S.C.R.D. - STRAFFORD COUNTY REGISTRY OF DEEDS
S.F. - SQUARE FEET
AC - ACRE
M.N. - MAGNETIC NAIL
ELEV. - ELEVATION

NO.	DATE	DESCRIPTION	BY	CHK
1	5/3/15	ADD EASEMENTS & R.O.W.'S. CORRECT NOTE #	RJM	KMM
REVISIONS				
15-2086	BOUNDARY	15-01		
PROJECT NO	TYPE	FIELDBOOK & PAGES		

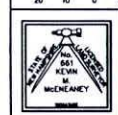
"I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN." (RSA 678:10)

"I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL GROUND SURVEY PERFORMED WITH A TOTAL STATION, BY ME OR THOSE UNDER MY DIRECT SUPERVISION AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SURVEY MEETS OR EXCEEDS THE MINIMUM PRECISION REQUIREMENTS FOR SURVEY CLASSIFICATION "U" AS SET FORTH IN TABLE 500.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS.

DATE: / KEVIN M. MCNEANEY LLS # 661

PLAN OF LAND
PREPARED FOR
ROBERT S. MAIRS
TAX MAP 23, LOT Nos. 3 & 3A
25 PORTLAND AVENUE
CITY OF DOVER
COUNTY OF STRAFFORD
STATE OF NEW HAMPSHIRE

DRAWN BY: RJM FILE: VR 01/2006 RES 15-2086
SCALE: 1" = 20' DATE: MAY 01, 2015



McNeaney
Survey
Associates, inc.

P.O. Box 661 - 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742-0911

SURVEYING - PLANNING - CONSULTING

March 16, 2015

City of Dover
288 Central Avenue
Dover, NH 03820

Attn: Tim Corwin,
Assistant Planner/Zoning Administrator

Re: Mairs Lot Restoration Application
Portland Avenue

Tim,

Attached, please find the application for a Lot Restoration of land owned by Robert S. Mairs denoted as Assessor's Map 23, Lot 3, along with various supporting documents.

Currently, the property is improved by a four-unit residential building located directly on Portland Avenue, and a restaurant/tavern known as "The Farm" located within a former barn structure setback from Portland Avenue.

The supporting documentation will show that Mr. Mairs acquired three separate tracts of land via two deeds, each conveying one-half interest. Tract one contains the four unit residential building, tract two contains the restaurant/tavern and tract three is an unimproved parcel of land between the restaurant/tavern and the Cochecho River. The description for these three tracts has been consistent since the 1920's and were, at one point, owned by three separate entities.

These three tracts were involuntarily merged by the City of Dover for assessing or taxation purposes. There was no voluntary merger of these lots by Mr. Mairs or previous owners.

We are requesting to separate tract one, containing the four-unit residential building, from tracts two and three containing the restaurant/tavern and vacant lot. Tracts two and three will become one tax parcel.



RECEIVED
Planning Office

MAR 16 2015

Dover, New Hampshire

Page Two

Letter to T. Corwin – City of Dover

Re: Mairs Lot Restoration Application

The following supporting documents are included herein:

Exhibit 1 - A narrative of the Mairs chain of title;

Exhibit 2 – City of Dover Tax Map;

Exhibit 3 – City of Dover Tax Map 23, circa 1949;

Exhibit 4 – Fiduciary Deed “Book 1797, Page 588” to Robert S. Mairs (½ interest);

Exhibit 5 - Fiduciary Deed “Book 1794, Page 591” to Robert S. Mairs (½ interest);

Exhibit 6 – Research identification sheets depicting the chain of title;

Exhibit 7 – Parcel ID sketch;

Exhibit 8 – Chain of title ID sheet;

Exhibit 9 – 1925 Sanborn Map #10;

Exhibit 10 – 1922 Recorded survey plan of tracts two and three;

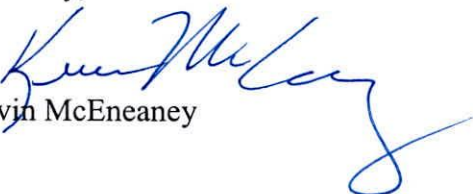
Exhibit 11 – 1922 Recorded survey plan of tract one;

Exhibit 12 – 1938 Recorded survey plan of land abutting tracts two and three.

I believe we have shown, by the documentation provided, in particular Exhibits 9 and 11, that tract one was a separately owned lot in the 1920's.

Please don't hesitate to contact me should you have any questions regarding this request or material.

Sincerely,


Kevin McEneaney

25-31 Portland Avenue, Dover, NH 03820

The subject parcels are shown on the current City of Dover, NH Tax Map no. 23 as Lot 3.

They were also shown on a c. 1986 Dover Tax Map no. 23 as Lots 3 and 3A.

The parcels are located along the westerly side of the upper tidal portion of the Cochecho River, and have roadway frontage along Portland Avenue.

The parcels are made up from a portion of the land belonging to an entity named D. Foss and Son which operated a window sash and blind manufacturing facility on the site in the late 1800's into the early 1900's. This portion of the land belonging to D. Foss & Son was made up from three (3) land acquisitions. The Strafford County Registry of Deeds (SCRD) record books and pages for these parcels are as follows:

John Riley to Dennis Foss, Jr. and Alonzo Foss

– Book 254, Page 343; dated October 2, 1873

This parcel was known as "The New Hampshire Flax Mill" site.

Richard and Annie Rothwell to Dennis Foss, Jr. and Alonzo Foss

– Book 268, Page 162; dated January 15, 1880

This parcel includes a right of way to Young Street.

Heirs of Ellen F. Young to Dennis Foss, Jr. and Alonzo Foss

– Book 287, Page 314; dated April 5, 1885

The heir apparent to D. Foss and Son is one Clara S. Foss.

A survey and plan of the Foss Property was prepared by Walter S. Wheeler of the river front portion of the property which was dated October 23, 1922 and recorded at SCRD as Plan 11, Pocket 1, and Folder 7 (Plan 1). Another survey and plan prepared by Walter S. Wheeler that shows the prior conveyance information of the Portland Avenue portion of the property which was dated December 23, 1992 and recorded at SCRD as Plan 22, Pocket 6, Folder 2 (Plan 2). Additionally, Walter S. Wheeler prepared a survey and plan dated April 1938 and recorded at SCRD as Plan 33, Pocket 10, Folder 2 (Plan 3), this is the most North-Easterly portion of the former D. Foss and Son parcel, the plan depicts land of one C. Houde.

The subject parcel is made up of three separate conveyances from the D. Foss and Son property made by Clara S. Foss.

Conveyance 1 (Mairs Tract 1) – Land and Buildings conveyed to Arthur Brochu on December 18, 1922 at SCRD Book 404, Page 121. Parcel as described in deed from information given on Plan 2. This is the Portland Avenue portion of the subject parcel.

Conveyance 2 (Mairs Tract 3) – Land and Buildings first transferred on April 30, 1928 and finally conveyed to Arthur Brochu on May 23, 1938 at SCRD Book 482, Page 92. This parcel included provisions for the approaches from Portland Street and from Young Street. This is the now undeveloped Cochecho River waterfront portion of the subject parcel.

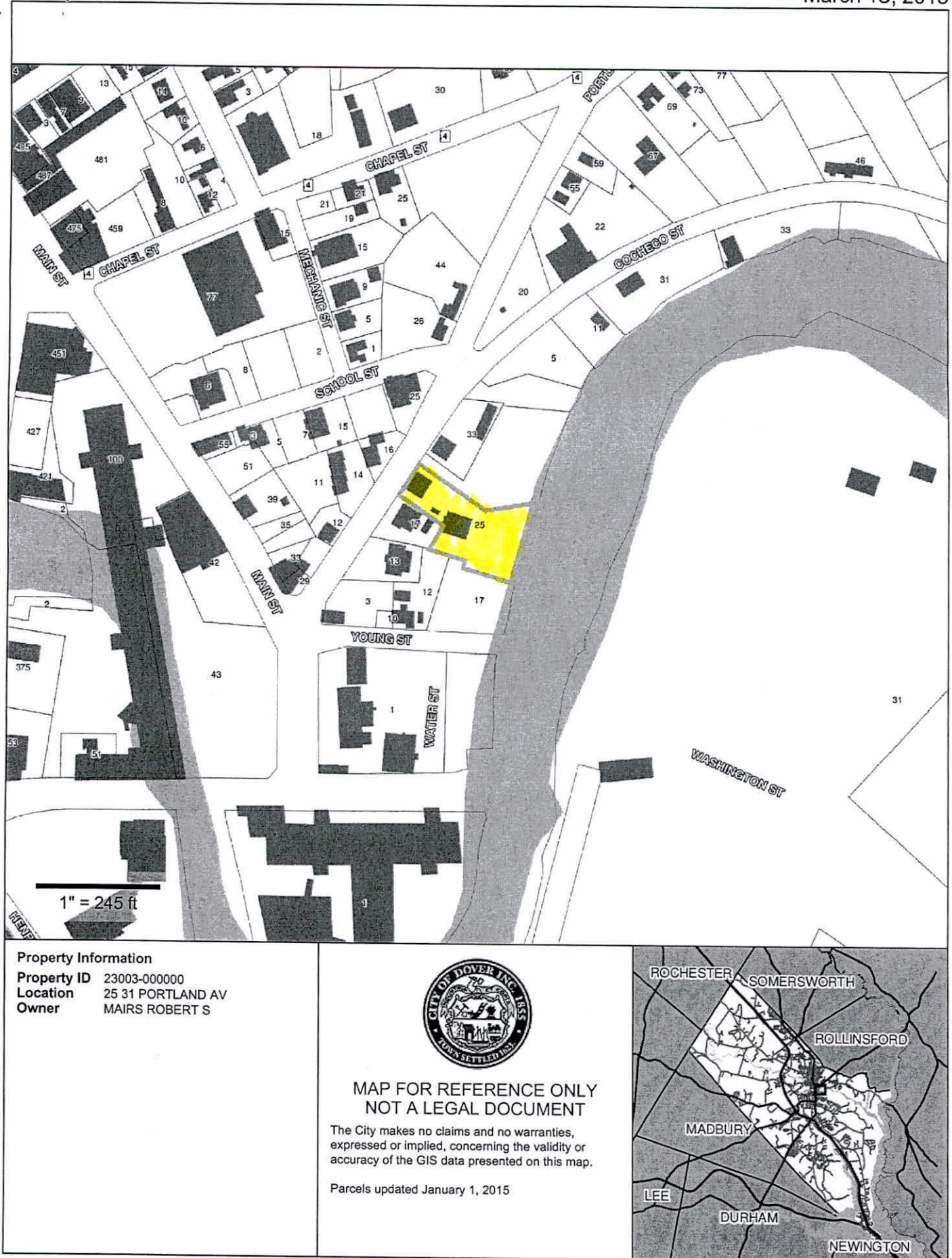
Conveyance 3 (Mairs Tract 2) – Land and Buildings conveyed to Arthur Brochu on June 24, 1930 at SCRD Book 440, Page 406. This is the Barn portion of the subject parcel.

The Title of all three tracts of Arthur Brochu is devised to his wife Celenday V. Brochu, who transfers the combined parcel descriptions as “one half of the building, barn and land” in two conveyances on January 14, 1955. The South-Westerly one half is deeded to Vezinalda L. Bernier at SCRD Book 688, Page 95; and the North-Easterly one half is deeded to Marjorie Routhier at Book 688, Page 96.

A Sewer Easement to the City of Dover is given by Marjorie Routhier dated February 9, 1973 and recorded at SCRD Book 931, Page 16.

Title from the Estate of Marjorie Routhier (Albert Routhier, Gerald Routhier and Fernande Alie), Strafford County Registry of Probate No. A 24236, is deeded to Robert S. Mairs at SCRD Book 1794, Page 591 dated February 27, 1995. This deed individually describes the same three tracts listed above. This conveyance includes provisions for the Rights of Common Passways previously recited, and also includes the Sewer Easement to Dover.

Title from the Executor for Vezinalda L. Bernier (Leo Bernier, Executor), Strafford County Registry of Probate No. 1995-0072, is deeded to Robert S. Mairs at SCRD Book 1794, Page 588 dated March 10, 1995. This deed individually describes the same three tracts listed above. This conveyance includes provisions for the Rights of Common Passways previously defined.



95 MAR 28 AM 8:34

REGISTERED DEEDS
STRAFFORD COUNTY

003058

BK 1794 PG 0588

FIDUCIARY DEED

LEO BERNIER, of Somersworth, County of Strafford, State of New Hampshire, Executor under the Will of VEZINALDA L. BERNIER, of Dover, County of Strafford, State of New Hampshire, by the power conferred by Strafford County Probate Court, Docket Number 1995-0072, and every other power, for \$60,000.00 dollars paid, grant to ROBERT S. MAIRS, of 17 Portland Avenue, Dover, County of Strafford, State of New Hampshire,

Tract I:

A certain tract of land with the building thereon situated on the southerly side of Portland Street in Dover, County of Strafford, State of New Hampshire, bounded and described as follows:

Beginning on the Southerly side of Portland Street at a point One Hundred Two (102) feet and Nine (9) inches Northeasterly from the Northeasterly corner of land of Peter Angelopoulos and running thence Southeasterly by land this day conveyed by Clara S. Foss to Cesaire Houde a distance of One Hundred (100) feet and Eleven (11) inches to an iron hub at other land now or formerly of Clara S. Foss; thence running Northeasterly by other land now or formerly of Clara S. Foss Sixty-Nine (69) feet and Three (3) inches to an iron hub; thence running Northwesterly by other land of the grantor Ninety-Six (96) feet to Portland Street at a point Sixty-Seven (67) feet and Three (3) inches Northeasterly from the place of beginning; thence running Southwesterly by said Portland Street Sixty-Seven (67) feet and Three (3) inches to the place begun at.

Excepting out of the above-described property any right of Arthur G. Brochu to use in common for a passway the land between the Southerly line on which the out-buildings on the above-described property are situated and the Southerly boundary line of the above-described property. See Plan of Walter S. Wheeler, C., duly recorded at the Strafford County Registry of Deeds on or about December 18, 1922, at Book 404, Page 501.

Being the same premises conveyed to Arthur G. Brochu by Clara S. Foss by Deed dated December 18, 1922, recorded in the Strafford County Registry of Deeds in Book 404, Page 121.

STATE OF NEW HAMPSHIRE		
DEPARTMENT OF REVENUE ADMINISTRATION		REAL ESTATE TRANSFER TAX
XXXX THOUSAND	XX6 HUNDRED AND	XXX DOLLARS
MO. & DAY 19YY	NO. OF DEED	TAX AMOUNT
03-28-95	162324	\$ 600.00
VOID IF ALTERED		

- 2 -

Tract II:

A certain tract of land with the buildings thereon situated in Dover, County of Strafford, State of New Hampshire, bounded and described as follows:

Beginning at an iron pipe driven in the ground at the Southeasterly corner of the within described property, which property is on the Westerly side of a right-of-way which extends from Portland Street to the mill buildings of D. Foss and Son; thence running Southwesterly by land of said D. Foss and Son along a stonewall to land of one Janetos; thence running Northwesterly by said Janetos land to land of Cesaire Houde, et al.; thence running Northeasterly by said Houde's land to the first mentioned right of way which runs from Portland Street to the D. Foss and Son mill property; thence running Southeasterly by said right of way to an iron pipe driven in the ground at the point of beginning. Together with the right to use in common for a passway the land between the Southerly line of which the out-buildings on said Houde's property are situated and the Northerly boundary line of the above-described property.

Being the same property conveyed by Clara S. Foss and Fred I. Reynolds to Arthur G. Brochu dated June 24, 1930, and recorded at the Strafford County Registry of Deeds in Book 440, Page 406.

Tract III:

A certain tract of land situated in Dover, County of Strafford, State of New Hampshire, in the rear of other property owned by the grantee which is on the Southerly side of Cocheco Street, bounded and described as follows:

Beginning on the Northerly side of the Cocheco River at the Southeasterly corner of land formerly of the estate of Irving Chesley, now of Chester Bryson, and running thence Northwesterly by land of said Chester Bryson to other land now or formerly of Arthur Brochu; thence running Northeasterly by other land now or formerly of Arthur Brochu and by the end of a driveway about One Hundred Thirty-Seven (137) feet to land deeded by Clara Foss on June 24, 1930, to Cesaire Houde; thence running Southeasterly by land of said Houde to said Cocheco River; thence running Southwesterly by said Cocheco River to the point of beginning.

Excepting out of this conveyance the right of Cesaire Houde and his heirs and assigns to use as a passway a strip of land sixteen (16) feet in length and fifteen (15) feet in width which said passway is on the Southwest side of and adjoins the Southwest line of the property this day deeded by me to said Cesaire Houde, and runs from the Southwest corner of land already owned by said Cesaire Houde Southeasterly for a distance of Sixteen (16) feet.

BK 1794 PG 0589

- 3 -

There is also included in this deed whatever rights in and to a right of way to pass and repass to and from the granted premises for all purposes at any and all times from Young Street to the premises hereby conveyed.

Being the same premises conveyed by Donald F. D'Arcy to Arthur Brochu dated May 23, 1938, recorded at the Strafford County Registry of Deeds in Book 482, Page 92.

Meaning and intending to convey that one-half interest in the residual remainder interest inherited by Vezinalda L. Bernier from the Estate of Arthur Brochu, Strafford County Probate Court, File A5252, and all lifetime interests of Celanday V. Brochu by deed to Vezinalda L. Bernier dated January 14, 1955, and recorded at the Strafford County Registry of Deeds at Book 688, Page 95.

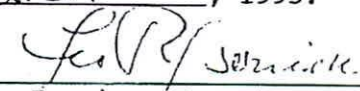
Meaning and intending to convey the southwesterly half of such property commonly referred to as 25 Portland Street, Dover, New Hampshire. Said Portland Street was formerly known as Cocheco Street.

Said premises is conveyed subject to common rights-of-ways and passageways as recited in the above-description, and a sewer easement in favor of the City of Dover by Marjorie Routhier recorded at Book 931, Page 16.

The Will of Vezinalda L. Bernier is duly probated at the Strafford County Probate Court, Docket No. 1995-0072.

No portion of the above-described premises is homestead property of any person herein.

Signed this 10th day of March, 1995.



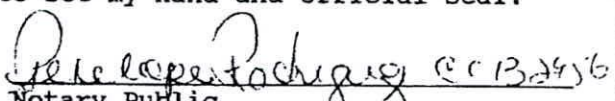
Leo Bernier, Executor under the
Will of Vezinalda L. Bernier

State of Florida
County of Volusia

On the 10th day of March, 1995, before me, Penelope Rodriguez, the undersigned officer, personally appeared Leo Bernier, executor under the will of Vezinalda L. Bernier, known to me (or satisfactorily proven) to be the person described in the foregoing instrument, and acknowledged that he executed the same in the capacity therein stated and for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.





Notary Public
Name: Penelope Rodriguez
My Commission Expires: Aug 4 1995

BK 1794 PG 0590

95 MAR 20 AM 8:35

REGISTER OF DEEDS
STRAFFORD COUNTY

003059

BK 1794 PG 0591

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, That ALBERT ROUTHIER, GERALD ROUTHIER, and FERNANDE ALIE, of Dover, County of Strafford, State of New Hampshire,

for consideration paid, grant to ROBERT S. MAIRS, of 17 Portland Avenue, Dover, County of Strafford, State of New Hampshire,

with WARRANTY COVENANTS

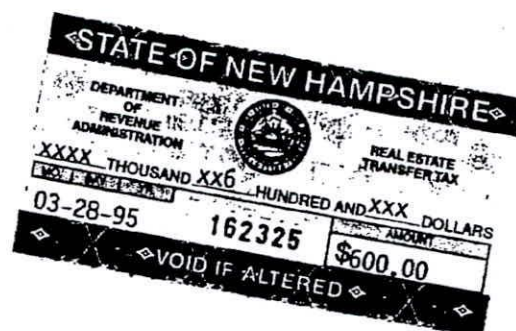
Tract I:

A certain tract of land with the building thereon situated on the southerly side of Portland Street in Dover, County of Strafford, State of New Hampshire, bounded and described as follows:

Beginning on the Southerly side of Portland Street at a point One Hundred Two (102) feet and Nine (9) inches Northeasterly from the Northeasterly corner of land of Peter Angelopoulos and running thence Southeasterly by land this day conveyed by Clara S. Foss to Cesaire Houde a distance of One Hundred (100) feet and Eleven (11) inches to an iron hub at other land now or formerly of Clara S. Foss; thence running Northeasterly by other land now or formerly of Clara S. Foss Sixty-Nine (69) feet and Three (3) inches to an iron hub; thence running Northwesterly by other land of the grantor Ninety-Six (96) feet to Portland Street at a point Sixty-Seven (67) feet and Three (3) inches Northeasterly from the place of beginning; thence running Southwesterly by said Portland Street Sixty-Seven (67) feet and Three (3) inches to the place begun at.

Excepting out of the above-described property any right of Arthur G. Brochu to use in common for a passway the land between the Southerly line on which the out-buildings on the above-described property are situated and the Southerly boundary line of the above-described property. See Plan of Walter S. Wheeler, C., duly recorded at the Strafford County Registry of Deeds on or about December 18, 1922, at Book 404, Page 501.

Being the same premises conveyed to Arthur G. Brochu by Clara S. Foss by Deed dated December 18, 1922, recorded in the Strafford County Registry of Deeds in Book 404, Page 121.



- 2 -

Tract II:

A certain tract of land with the buildings thereon situated in Dover, County of Strafford, State of New Hampshire, bounded and described as follows:

Beginning at an iron pipe driven in the ground at the Southeasterly corner of the within described property, which property is on the Westerly side of a right-of-way which extends from Portland Street to the mill buildings of D. Foss and Son; thence running Southwesterly by land of said D. Foss and Son along a stonewall to land of one Janetos; thence running Northwesterly by said Janetos land to land of Cesaire Houde, et al.; thence running Northeasterly by said Houde's land to the first mentioned right of way which runs from Portland Street to the D. Foss and Son mill property; thence running Southeasterly by said right of way to an iron pipe driven in the ground at the point of beginning. Together with the right to use in common for a passway the land between the Southerly line of which the out-buildings on said Houde's property are situated and the Northerly boundary line of the above-described property.

Being the same property conveyed by Clara S. Foss and Fred I. Reynolds to Arthur G. Brochu dated June 24, 1930, and recorded in the Strafford County Registry of Deeds in Book 440, Page 406.

Tract III:

A certain tract of land situated in Dover, County of Strafford, State of New Hampshire, in the rear of other property owned by the grantee which is on the Southerly side of Cocheco Street, bounded and described as follows:

Beginning on the Northerly side of the Cocheco River at the Southeasterly corner of land formerly of the estate of Irving Chesley, now of Chester Bryson, and running thence Northwesterly by land of said Chester Bryson to other land now or formerly of Arthur Brochu; thence running Northeasterly by other land now or formerly of Arthur Brochu and by the end of a driveway about One Hundred Thirty-Seven (137) feet to land deeded by Clara Foss on June 24, 1930, to Cesaire Houde; thence running Southeasterly by land of said Houde to said Cocheco River; thence running Southwesterly by said Cocheco River to the point of beginning.

Excepting out of this conveyance the right of Cesaire Houde and his heirs and assigns to use as a passway a strip of land sixteen (16) feet in length and fifteen (15) feet in width which said passway is on the Southwest side of and adjoins the Southwest line of the property this day deeded by me to said Cesaire Houde, and runs from the Southwest corner of land already owned by said Cesaire Houde Southeasterly for a distance of Sixteen (16) feet.

BK 1794 PG 0592

- 3 -

There is also included in this deed whatever rights in and to a right of way to pass and repass to and from the granted premises for all purposes at any and all times from Young Street to the premises hereby conveyed.

Being the same premises conveyed by Donald F. D'Arcy to Arthur Brochu dated May 23, 1938, recorded at the Strafford County Registry of Deeds in Book 482, Page 92.

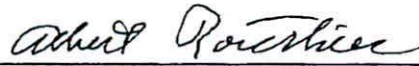
Meaning and intending to convey all such residual interest upon the death of Celanday V. Brochu, Dover, NH, who is deceased, and life estate interest conveyed by Celanday V. Brochu by deed dated January 14, 1955, and recorded at the Strafford County Registry of Deeds at Book 688, Page 96, all in favor of Marjorie M. Routhier.

Meaning and intending to convey all our right, title, and interest in the above-described property and being the northeasterly half of such property commonly referred to as 31 Portland Street, Dover, New Hampshire. Although said Portland Street was formerly known as Cocheco Street.

The within grantors are the sole devisees under Will and Estate of Marjorie M. Routhier as duly probated at the Strafford County Registry of Probate File No. A24236.

Said premises is conveyed subject to common rights-of-ways and passageways as recited in the above-description, and a sewer easement in favor of the City of Dover by Marjorie Routhier recorded at Book 931, Page 16.

Signed this 27th day of February , 1995.



ALBERT ROUTHIER



GERALD ROUTHIER



FERNANDE ALIE

BK1794PG0593

IDENTIFICATION

SHEET

Strafford

COUNTY

OWNER

ROBERT S. MAIRS

AREA

CHAIN OF TITLE

COMMENT

TOWN

Dover

SKETCH REF.

Bk./Pg. or Probate ↑ Inst. Date
Record Date

1. ROBERT S. MAIRS

2.

1794 / 591 ↑ 12/27/95
R 3/23/95

1. ALBERT ROUTHIER
GERALD ROUTHIER

2. FERNANDE ALIE

s/a
p/o
Wnty

Quit
Mort

Land
Bldg

s/a
p/o
Wnty

Quit
Mort

Land
Bldg

s/a
p/o
Wnty

Quit
Mort

Land
Bldg

s/a
p/o
Wnty

Quit
Mort

Land
Bldg

s/a
p/o
Wnty

Quit
Mort

Land
Bldg

Plan Reference:

Check Probate?

3 TRACTS

I) S/A 404 / 121 12/18/1922

(SHT 1)

SEE PLAN BY W.S. WHEELER 404/501 12/18/22

[SCRD PL 22, PO 6, FO 2] "ARTHUR G. BROCHU"

N

II) S/A 440 / 406 6/24/1930

(SHT 2)

III) S/A 482 / 92

(SHT 3)

M&I ALL RESIDUAL INT. UPON DEATH OF CELANDAY V. BROCHU
 & LIFE EST. - CONV. - JAN 14, 1955 688/96
 TO MARJORIE M. ROUTHIER - SCRD NO A24236
 - NEWLY 1/2 OF 31 PORTLAND ST (FKA COCHECO ST)

SURT. TO : COMMON RIGHTS OF WAYS & PASSAGEWAYS
 AS RECTED

: SEWER EASEMENT TO CITY OF DOVER

931 / 16

McEneaney Survey Associates
 P.O. Box 681 - 24 Chestnut Street
 Dover, NH 03821 (603) 742-0911
 Fax. (603) 743-3019

(A) 1 of

RM

3/10/15

15-2085

Mairs Boundary

23 / 3

Sheet No.

Prep. By

Date

Job No.

Client

Index No.

Exhibit 6

IDENTIFICATION SHEET

ST

COUNTY

OWNER

ROBERT MAIRS

AREA

CHAIN OF TITLE

COMMENT

TOWN

DOVER

SKETCH REF.

Bk./Pg. or Probate

Date _____

MAIRS

$$\underline{1794/591}$$

2/27/95

3 TRACTS

1) $51A404|121$

ROUTER +

$$\begin{matrix} 2) \\ 3) \end{matrix}$$

N

5HT5
5HT6

ARTHUR C. BRACHU

$$4.04 \overline{)121}$$

12	18	19
		22

L+B
SEE W.S. WHEELER

CLARA S. FOSS

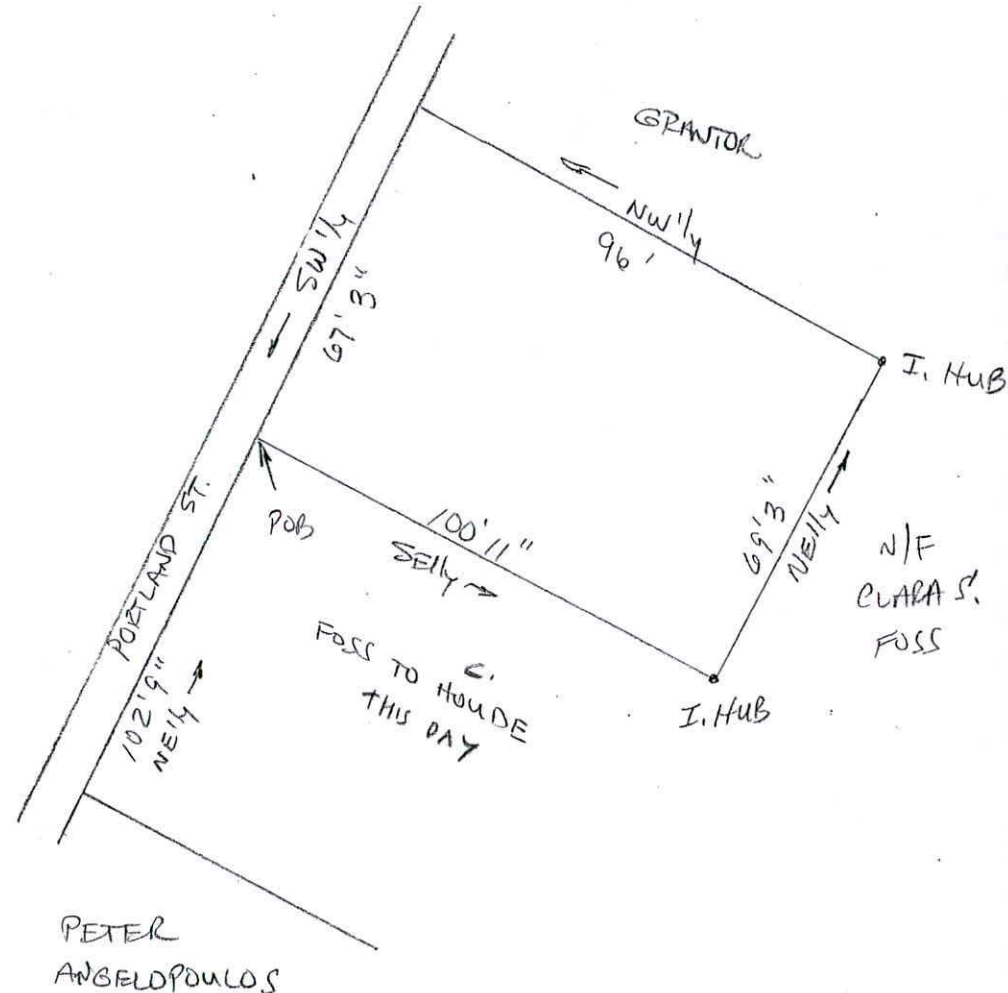
NO BR

McENEANEY SURVEY ASSOCIATES

P.O. Box 681 - 17 PORTLAND STREET
DOVER, NH 03820 (603) 742-0911

TRACT 1

* EXCEPT PASSAGEWAY ON S'ly LINE

 $10+3$

Sheet No.

1 Km

Prep. By

11/0

Date _____

1310

Job No.

JONES

Client

24/3

Index No.

IDENTIFICATION SHEET

ST COUNTY OWNER ROBERT MAIRS AREA
CHAIN OF TITLE COMMENT TOWN DOVER SKETCH REF. 1794/59

Bk./Pg. or Probate	Date	
MAIRS		
1794/591	2/27/95	3 TRACTS
ROUTHIER, ALBERT & GERALD		1)
FERDINANDE, AULE		2) S/A 440/406
		3)
ARTHUR G. BRACHU		
440/406	6/24/1930	No BR
CLARA S. FOSS		

SHTS
SHT C

TRACT 2

N

* w/RIGHT TO USE IN COMMON PASSWAY BTWN S'ly LINE OF WHICH OUTBUILDINGS ON HOUDE PROPERTY ARE LOCATED. AND W'ly BNDY LINE OF WITHIN DESCRIBED PROPERTY

McENEANEY SURVEY ASSOCIATES
 P.O. Box 681 - 17 PORTLAND STREET
 DOVER, NH 03820 (603) 742-0911

2 of 3	Km	11/01	1310	JONES	23/3
Sheet No.	Prep. By	Date	Job No.	Client	Index No.

IDENTIFICATION SHEET

ST

COUNTY

OWNER

MAIRS

AREA

CHAIN OF TITLE

COMMENT

TOWN

DOVER

SKETCH REF.

1794/53

Bk./Pg. or Probate

Date

MAIRS

1794/591

ARTHUR BROCHU

482/92

5/23/1938

No DR

DONALD F. D'ARCY

478/341

11/4/1937
11/4/37

TRACT 3
S/A 473/176

EDITH M. D'ARCY RES. LEGATEE
OF GERALD J. D'ARCY

TRACT 3

END OF
A DRIVEWAY

OTHER LAND
N/E
ARTHUR BROCHU

LAND FROM CLARA FOSS
TO CECILIA HOUE
6/24/30

SE 1/4
NDG

COCHET
RIVER

NE 1/4
137' 1"

NDG
NW 1/4

N/E ESTATE OF
IRVING CHESLEY

NOW
CHESTER BRISON

POB

NDG
SW 1/4

* RES 16' LONG X 15' WIDE PASSWAY
ON SW LINE OF HOUE

+ RIGHT TO R.O.W. TO YOUNG ST.

McENEANEY SURVEY ASSOCIATES

P.O. Box 681 - 17 PORTLAND STREET
DOVER, NH 03820 (603) 742-0911

3 of 3

Km

11/01

1310

JONES

23/3

Sheet No.

Prep. By

Date

Job No.

Client

Index No.

IDENTIFICATION

SHEET

Strafford

COUNTY

OWNER

ROBERT S. MAIRS

AREA

CHAIN OF TITLE

COMMENT

TOWN

Dover

SKETCH REF.

Bk./Pg. or Probate	Inst. Date Record Date	s/a p/o Wnty
1. CITY OF DOVER		Quit Mort
2.		Land Bldg
931/16	12/9/73 R 8/7/73	s/a p/o Wnty
1. MARJORIE ROUTHIER		Quit Mort
2.		Land Bldg
	I / / R / /	s/a p/o Wnty
1.		Quit Mort
2.		Land Bldg
	I / / R / /	s/a p/o Wnty
1.		Quit Mort
2.		Land Bldg
	I / / R / /	s/a p/o Wnty
1.		Quit Mort
2.		Land Bldg

Plan Reference:

Check Probate?

PLAN FOR CITY BY GREEN ENG. APP. INC.
DATED DECEMBER 1971

RIGHT TO LAY / REMOVE SEWERS

20' WIDE PERMANENT EASEMENT

50' WIDE TEMP. INITIAL EASEMENT

- LOCATION TO BE SYMMETRICAL ABOUT THE
SEWERS AS CONSTRUCTED

- NO STRUCT. BUILT OVER

McEneaney Survey Associates

P.O. Box 681 - 17 Portland Avenue
Dover, NH 03820 (603) 742-0911
fax (603) 742-1418

4 of

Sheet No.

RM

Prep. By

3/10/15

Date

15-2085

Job No.

Mairs Boundary

Client

23 / 3

Index No.

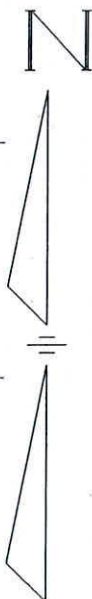
IDENTIFICATION SHEET

Strafford	COUNTY	OWNER	ROBERT S. MAIRS
CHAIN OF TITLE	COMMENT	TOWN	Dover
		AREA	SKETCH REF.

Bk./Pg. or Probate	Inst. Date	Record Date	s/a	p/o	Wnty	Quit	Mort	Land	Bldg
1. MARJORIE ROUTHIER									
2.									
688/96	11/14/95	5/15/58	s/a	p/o	Wnty	Quit	Mort	Land	Bldg
1. CELENDAY V. BROCHU									
2.									
	I / /	R / /	s/a	p/o	Wnty	Quit	Mort	Land	Bldg
1.									
2.									
	I / /	R / /	s/a	p/o	Wnty	Quit	Mort	Land	Bldg
1.									
2.									
	I / /	R / /	s/a	p/o	Wnty	Quit	Mort	Land	Bldg
1.									
2.									

Plan Reference: _____ Check Probate? _____

ALL RIGHT & TITLE TO :
 - NELY 1/2 OF BUILDING ON PORTLAND ST
 FLY OWNED BY ARTHUR BROCHU (HUSBAND)
 W/ 1/2 OF THE BARN & 1/2 OF THE LAND
 CONN. THEREWITH
 UNDER WILL OF ARTHUR BROCHU



McEneaney Survey Associates
 P.O. Box 681 - 17 Portland Avenue
 Dover, NH 03820 (603) 742-0911
 fax (603) 742-1418

5 OF	PM	3/10/15	15-2085	Mairs Boundary	23 / 3
Sheet No.	Prep. By	Date	Job No.	Client	Index No.

ROBERT MAIRS 1794/588
CHAIR

Strafford

COUNTY

OWNER

ROBERT S. MAIRS

AREA

CHAIN OF TITLE

COMMENT

TOWN

Dover

SKETCH REF.

Bk./Pg. or Probate	Inst. Date	s/a
	Record Date	p/o
1. VERINA L.		Quit
2. BERNIER (SCRP 1995-0072)		Mort
688/95	11/14/55	Land
	R 5/15/58	Bldg
1. CELENDAY V. BROCHU		s/a
2.		p/o
		Wnty
		Quit
		Mort
		Land
		Bldg
		s/a
		p/o
		Wnty
		Quit
		Mort
		Land
		Bldg
		s/a
		p/o
		Wnty
		Quit
		Mort
		Land
		Bldg
		s/a
		p/o
		Wnty
		Quit
		Mort
		Land
		Bldg

Plan Reference:

Check Probate?

ALL RIGHT & TITLE T.:

SWLY $\frac{1}{2}$ OF BLDG ON PORTLAND ST
FLY OWNED BY ARTHUR BROCHU (HUSBAND)
W/ $\frac{1}{2}$ OF BARN & $\frac{1}{2}$ OF LAND CONN. WITH
UNDER WILL OF ARTHUR BROCHU



McEneaney Survey Associates

P.O. Box 681 - 17 Portland Avenue
Dover, NH 03820 (603) 742-0911
fax (603) 742-1418

601f	PM	3/10/15	15-2085	Mairs Boundary	23 / 3
Sheet No.	Prep. By	Date	Job No.	Client	Index No.

IDENTIFICATION

SHEET

Strafford

COUNTY

OWNER

ROBERT S. MAIRS

AREA NG

CHAIN OF TITLE

COMMENT

TOWN

Dover

SKETCH REF. 473/176

Bk./Pg. or Probate	Inst. Date	s/a	
	Record Date	p/o	
		Wnty	
		Quit	
~~1. D. FOSS & SON INC. (BANKRUPT)~~		Mort	
		Land	
~~2. EDW. P. McCABE TR~~		Bldg	
		s/a	
~~473/176~~	~~1/5/37~~	p/o	~~456/108~~
		Wnty	
		Quit	
1. GERALD J. DARCY		Mort	
2.		Land	
		Bldg	
		s/a	
473/176	1/5/37	p/o	456/108
		Wnty	
		Quit	
1. D. FOSS & SON, INC. (BANKRUPT)		Mort	
		Land	
2. EDW. P. McCABE TR		Bldg	
		s/a	
456/108	9/26/33	p/o	
		Wnty	
		Quit	
1. CLARA S. FOSS		Mort	
		Land	
2. FRED I. REYNOLDS		Bldg	
		s/a	
430/388	4/30/28	p/o	1/2 INT
		Wnty	D. FOSS & SONS
		Quit	
1. CLARA S. FOSS		Mort	
		Land	
2. (TO F.I. REYNOLDS)		Bldg	

Plan Reference:

Check Probate?

BOUNDED:

②

NORTH BY
FRANK GRIMES

①

EAST BY
COCHECO
RIVER

③

WEST BY
CESAIRE HOUBE
=
ARTHUR G. BROCHU

W/ MACHWENT

④

SOUTH BY
FLY EST OF IRVING CHESLEY
W/ APPROACHES FROM PORTLAND ST & YOUNG ST.

McEneaney Survey Associates

P.O. Box 681 - 17 Portland Avenue
Dover, NH 03820 (603) 742-0911
fax. (603) 742-1418

7 OF

RM

3/12/15

15-2085

Mairs Boundary

23 / 3

Sheet No.

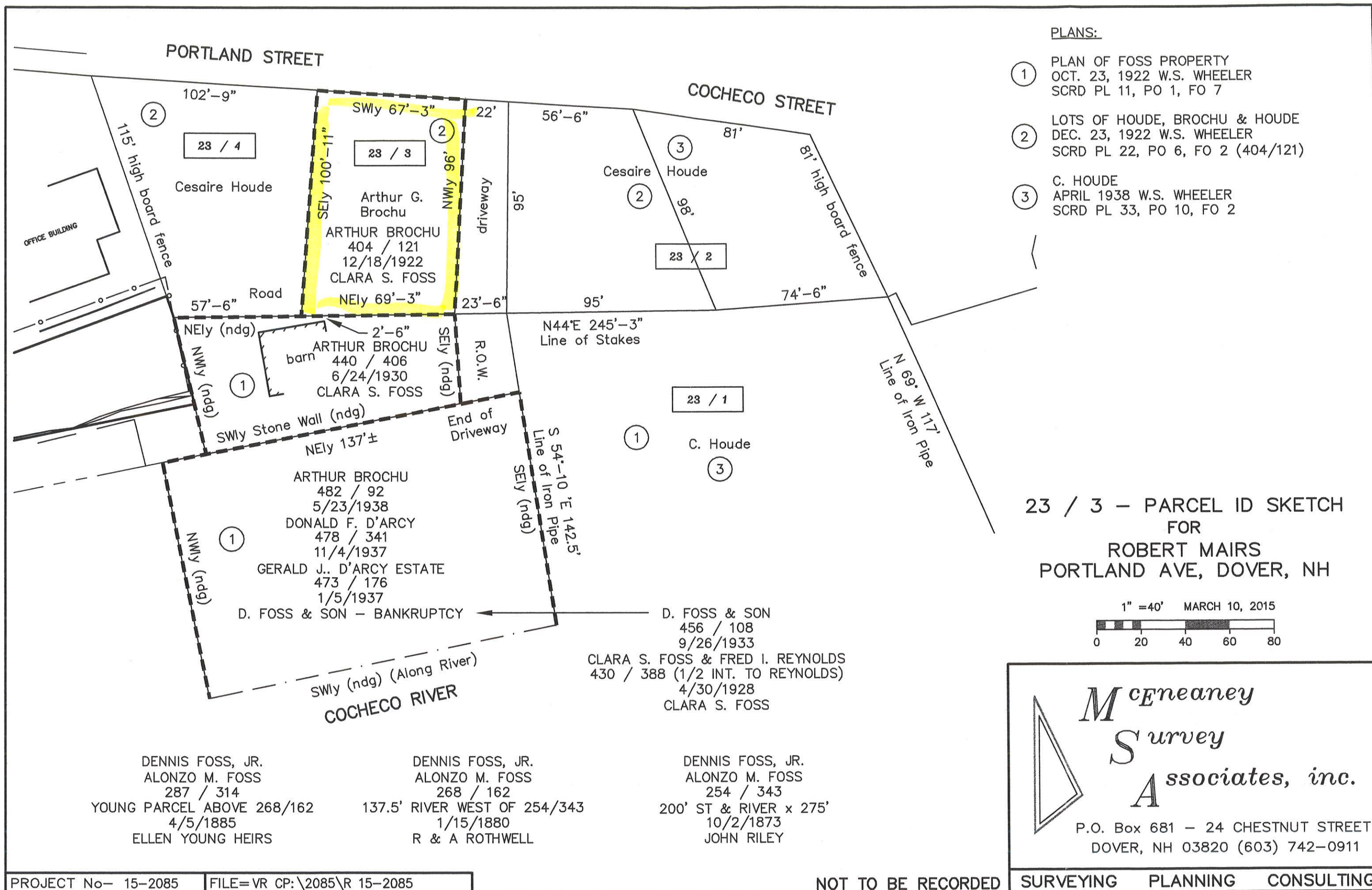
Prep. By

Date

Job No.

Client

Index No.



ROBERTS S. MAIRS

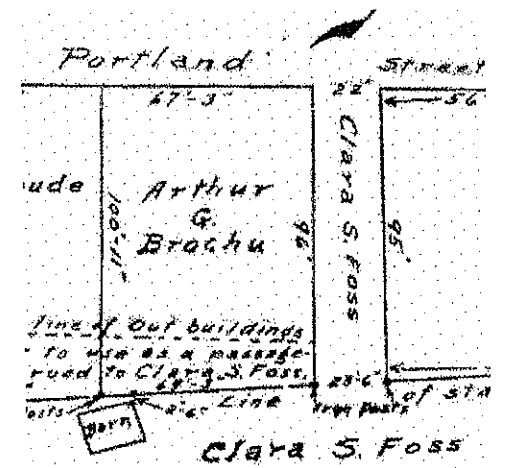
1794 / 588 3/10/1995
LEO BERNIER
[EXEC. VEZINALDA L. BERNIER]
3 TRACTS - ref. 688/95

1794 / 591 2/27/1995
ALBERT ROUTHIER
GERALD ROUTHIER
FERNANDE ALIE
[EST. MARJORIE ROUTHIER]
3 TRACTS - ref. 688/96

VEZINALDA L. BERNIER
SCRIP No. 1995-0072
688 / 95 1/14/1955
CELENDAY V. BROCHU
[WIFE OF ARTHUR BROCHU]
SWLY 1/2 BLDG, BARN & LAND

MARJORIE ROUTHIER
SCRIP No. A24236
688 / 96 1/14/1955
CELENDAY V. BROCHU
[WIFE OF ARTHUR BROCHU]
NELY 1/2 BLDG, BARN & LAND

CITY OF DOVER
931 / 16 2/9/1973
20' WIDE PERMANENT
SEWER EASEMENT
SYMMETRICAL ABOUT SEWER



SCRIP PLAN 22, POCKET 6, FOLDER 2

(BY WILL)

ARTHUR G. BROCHU

{TRACT 1 ABOVE}
404 / 121 12/18/1922
CLARA S. FOSS

{TRACT 2 ABOVE}
440 / 406 6/24/1930
CLARA S. FOSS

{TRACT 3 ABOVE}
482 / 92 5/23/1938
DONALD F. D'ARCY
478 / 341
11/4/1937
GERALD J. D'ARCY ESTATE
473 / 176
1/5/1937
D. FOSS & SON - BANKRUPTCY
D. FOSS & SON
456 / 108
9/26/1933
CLARA S. FOSS & FRED I. REYNOLDS
430 / 388 (1/2 INT. TO REYNOLDS)
4/30/1928
CLARA S. FOSS

23 / 3 - PARCEL ID SKETCH
FOR
ROBERT MAIRS
PORTLAND AVE, DOVER, NH

1" = 15' MARCH 10, 2015
0 7.5 15 22.5 30

DENNIS FOSS, JR.
ALONZO M. FOSS
287 / 314
YOUNG PARCEL ABOVE 268/162
4/5/1885
ELLEN YOUNG HEIRS

D. FOSS & SON
DENNIS FOSS, JR.
ALONZO M. FOSS
268 / 162
137.5' RIVER WEST OF 254/343
1/15/1880
R & A ROTHWELL

DENNIS FOSS, JR.
ALONZO M. FOSS
254 / 343
200' ST & RIVER x 275'
10/2/1873
JOHN RILEY

McEneaney
Survey
Associates, inc.

P.O. Box 681 - 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742-0911

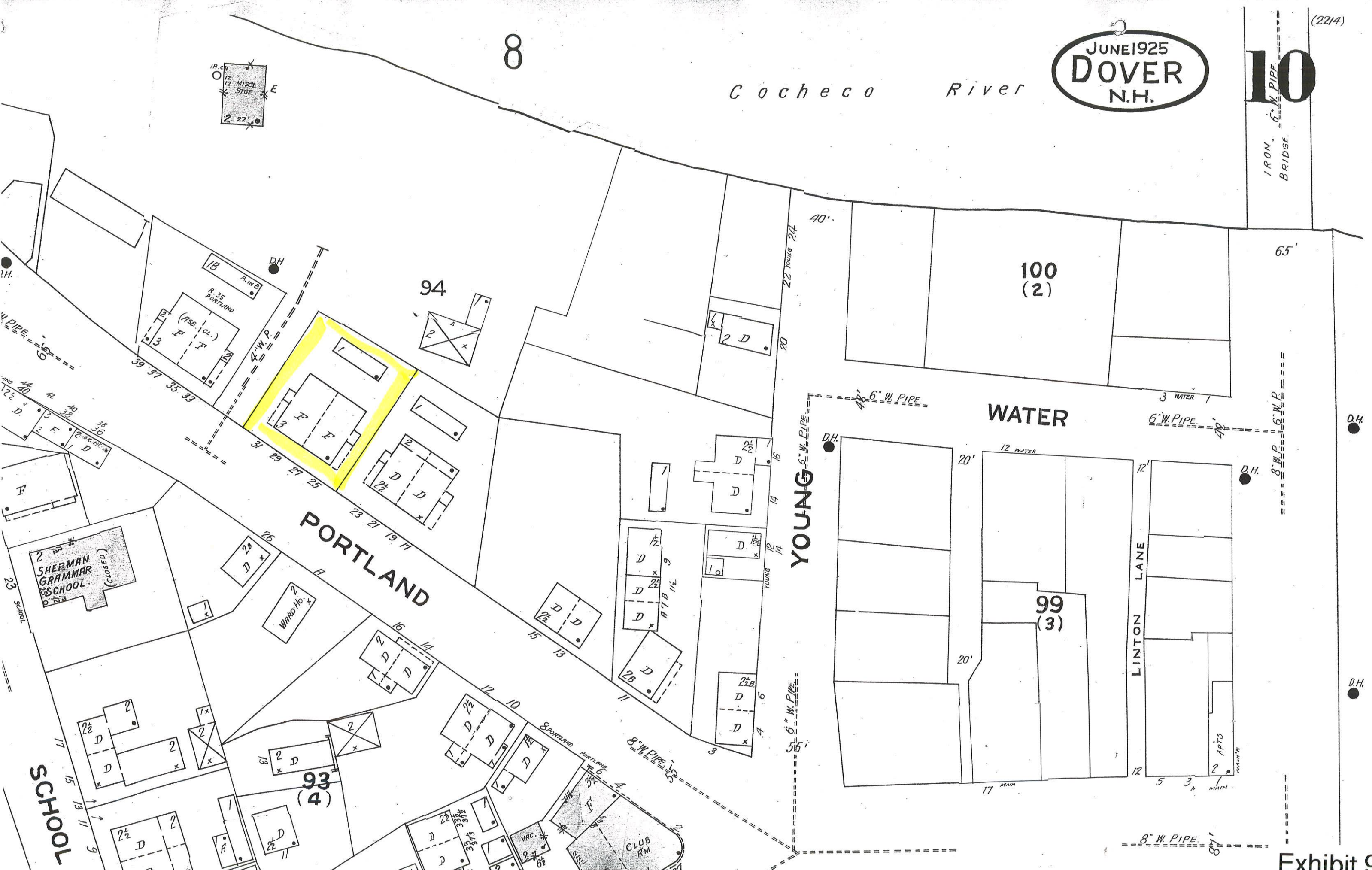
JUNE 1925
DOVER
N.H.

10

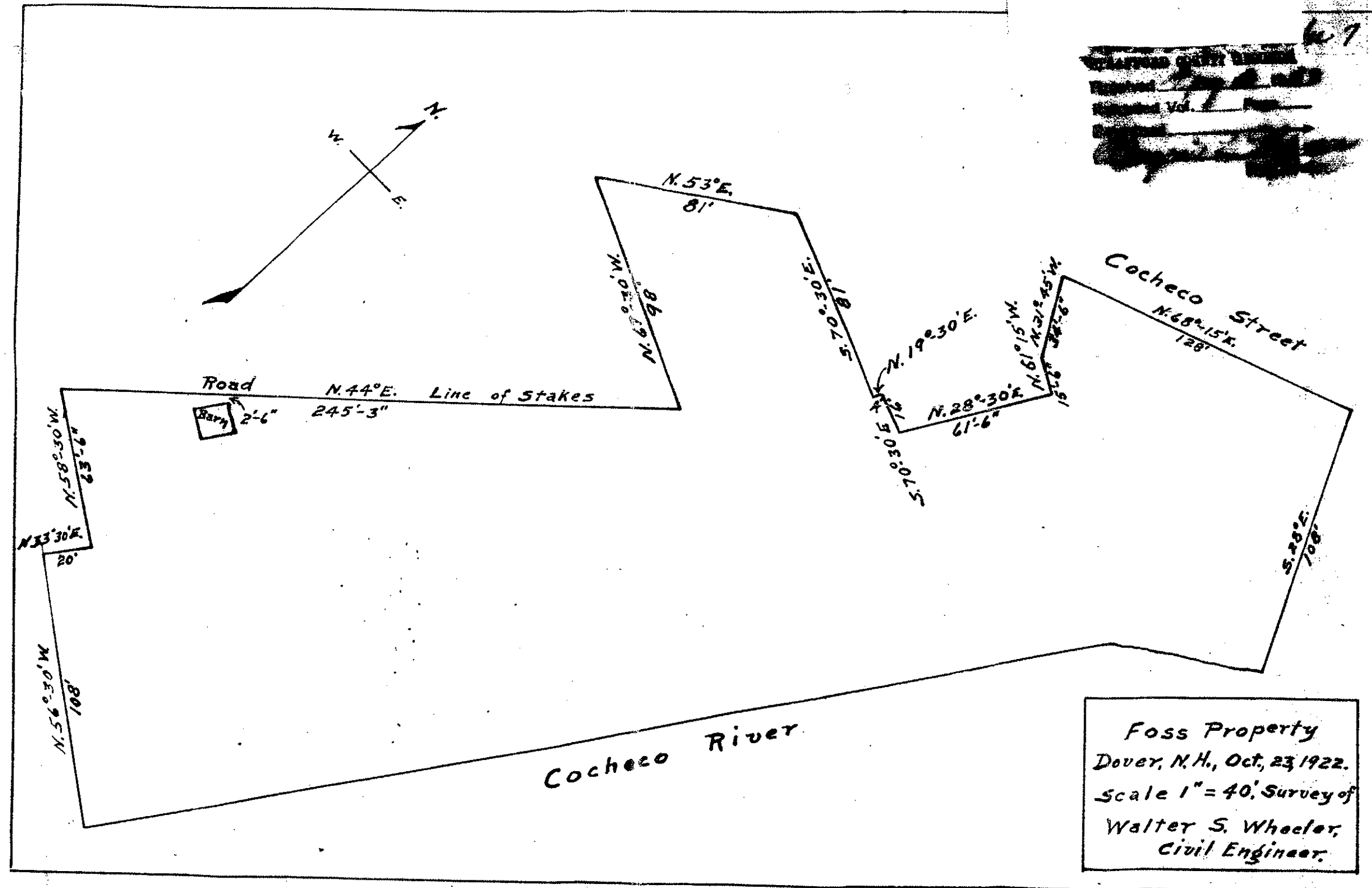
Cocheco River

8

IRON 6" W. PIPE
BRIDGE



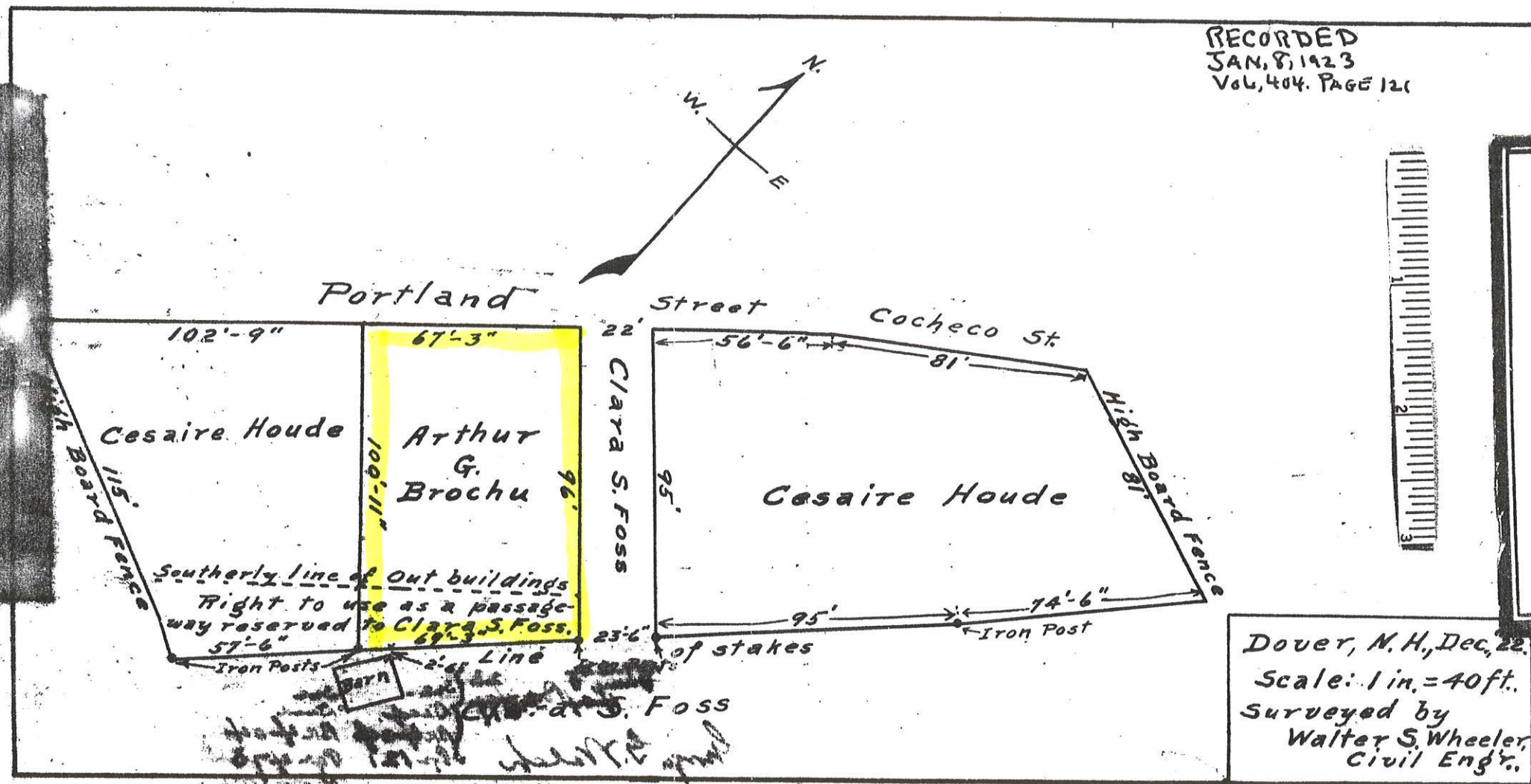
Pocket #1, Folder #7, Plan #11

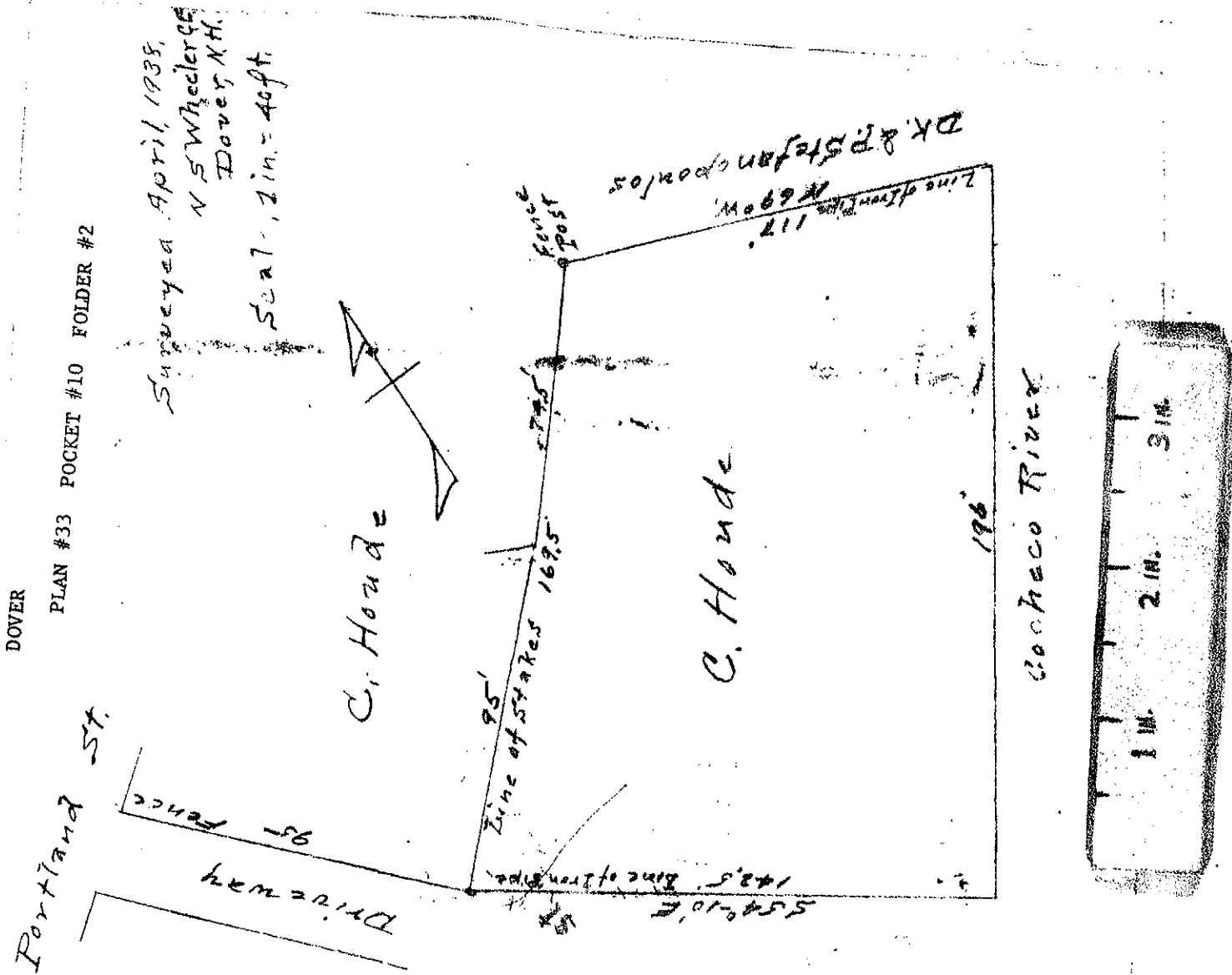


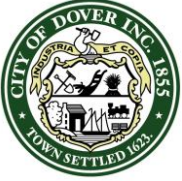
01-1310 15-2085

RECORDED
JAN. 8, 1923
Vol. 404. PAGE 121

DOVER, PLAN #22, POCKET #6, POCKET #2







CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: R - 2015.05.27 – 062

Resolution Re: Restoration of Merged Lots (28 Atlantic Avenue)

WHEREAS: NH RSA 674:39-aa (Supp. 2011) allows property owners whose property has been involuntarily merged by a municipality prior to September 18, 2010 to apply to the City Council to unmerge the lots; and

WHEREAS: Jim Wolcot, potential buyer, and Alie Fernande, the owner of property at 28 Atlantic Avenue (Assessor's Map 25, Lot 5) have submitted an application to restore two lots; and

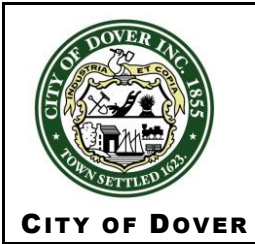
WHEREAS: City records show no indication that voluntary merger has occurred in the chain of title.

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

Pursuant to RSA 674:39-aa (Supp.2011), the former lot line (measuring 101.74 feet) between lots owned by Ludger G. Labbe on a survey of land prepared by G.L. Davis, CE dated October, 1966 and recorded on October 14, 1966 at the Strafford County Registry of Deeds in Book 819 page 360, is hereby restored as shown on said plan.

AUTHORIZATION

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



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: R - 2015.05.27 – 062

Resolution Re: Restoration of Merged Lots (28 Atlantic Avenue)

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:

RSA 674:39-aa (Supp. 2011) allows property owners whose property has been involuntarily merged by a municipality to apply to the City Council to unmerge the lots. The Statute requires that in order to approve the restoration, it must be the case that the owner has not committed any overt action or engaged in any conduct that indicates that the owner regarded the lots as merged including, but not limited to, abandoning a lot line or placing a structure on the lot line. If the owner has committed such an act or engaged in such conduct, the merger is considered voluntary and the only way to separate the lots would be by a subdivision. The burden of demonstrating that a merger was voluntary is on the municipality.

The restoration of the lots to their premerger status shall not cure any non-conformity with existing land use ordinances. Furthermore, the lots shall no longer be assessed as one lot for property tax evaluation purposes.

The applicant submitted the attached application to restore the lots on May 4, 2015, with additional materials submitted on May 19, 2015 and May 20, 2015. The applicant provided a letter and 3 exhibits in support of the application. Staff reviewed City of Dover records and found no instance of voluntary merger of these two lots, whether for assessing, zoning or taxation purposes.

RECEIVED
Planning Office

MAY 20 2015

Dover, New Hampshire

**Fernande M. Alie, Trustee of the
Fernande M. Alie Living Revocable Trust of 2008
9 Atlantic Avenue
Dover, NH 03820**

May 19, 2015

City of Dover
288 Central Avenue
Dover, NH 03820

**RE: Fernande M. Alie, Trustee
28 Atlantic Avenue, Dover, NH
Map 25, Lot 5**

To Whom it May Concern:

Please accept this correspondence as my written authorization for James R. Wolcott, of Durham, New Hampshire to act on my behalf with respect to the Application for Lot Restoration for the property at 28 Atlantic Avenue, City of Dover. This authorization shall include, but not be limited to, discussions with Town officials, meetings before any regulatory boards, telephone conferences, signing of any applications, and any and all other actions reasonably necessary to move the proposed Application for Lot Restoration forward.

Should there be any questions regarding this authorization, please feel free to contact me.

Sincerely,



Fernande M. Alie, Trustee of
The Fernande M. Alie Living Revocable
Trust of 2008



City of Dover, New Hampshire APPLICATION FOR LOT RESTORATION

[Revision Date: May 6, 2012]

RECEIVED
Planning Office

MAY 20 2015

Office Use Only

Date Received

Dover, New Hampshire

In accordance with RSA 674:39 aa, lots or parcels that were involuntarily merged by municipal action for zoning, assessing, or taxation purposes prior to September 18, 2010 shall be restored to their premerger status provided that request is submitted to the City Council prior to December 31, 2016 and no owner in the chain of title voluntarily merged his or her lots.

APPLICANT AND OWNER INFORMATION

Name of Applicant: James R. Wolcott Telephone # (603)765-6305
Address of Applicant: 13 Watson Road, Durham, NH E-Mail Address jwolcott3@yahoo.com
Name of Property Owner (if different from applicant): Fernande M. Alie, Trustee * Telephone # _____
Address of Property Owner: 9 Atlantic Avenue, Dover, NH E-Mail Address _____
*of the Fernande M. Alie Living Revocable Trust of 2008

PROPERTY INFORMATION

Assessor's Map # 25 Lot # 5 Zoning District(s) R-12

Please provide:

- A Copy of the deed for the parcel(s)/lot(s)
- A Copy of any recorded plans or surveys which may depict the premerger configuration of any lots.
- If any part of the existing map/lot is improved by a structure, the applicant must provide a signed & stamped as-built survey which reflects the location of the structure.
- If the applicant is someone other than the property owner, a letter from the property owner authorizing the applicant to submit this application and make the request to restore the property owner's lot(s) to pre-merger status.

REQUEST CERTIFICATION

I/we hereby verify by signing this application that I/We understand that the restoration of the lots to their premerger status shall not cure any non-conformity with existing land use ordinances. It is further understood that the above described lots shall no longer be assessed as one lot for property tax evaluation purposes.

Signature of Property Owner: Fern M. Alie Date: 5-20-15
Signature of Applicant (if different from owner): James R. Wolcott Date: 5-20-15

=====

(For Office Use Only)

In accordance with RSA 674:39 aa, we have found no evidence of voluntary lot merger.

Tax Assessor

Date

Zoning Administrator

Date

WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS, That **Fernande M. Alie, Trustee of the Fernande M. Alie Living Revocable Trust of 2008**, under Agreement of Trust dated July 22, 2008, a single person, of 9 Atlantic Avenue, Dover, Strafford County, State of New Hampshire 03825, for consideration paid, grants to **James R. Wolcott and Cynthia A. Wolcott**, husband and wife, of 13 Watson Road, Durham, Strafford County, State of New Hampshire 03875, **as joint tenants with rights of survivorship**, with WARRANTY COVENANTS the following described premises:

A certain tract of land, with any improvements thereon, situate on the Northeasterly side of Atlantic Avenue, Dover, Strafford County, and State of New Hampshire, and being shown on a plan entitled "Plan of Lots, Ludger G. Labbe, Dover, New Hampshire" by G. L. Davis & Associates, dated Oct. 1966 and recorded at the Strafford County Registry of Deeds at Book 819, Page 360, and being more particularly bounded and described as follows:

Beginning at a steel stake on the northeasterly side of Atlantic Avenue; said point being the most westerly corner of the herein described premises with the most southerly corner of land now or formerly of Clinton Eschman; thence turning and running N 46° 47' E along land n/f of Eschman and along land n/f of John Coty a distance of 101.74 feet, more or less, to an iron pipe at land n/f of John F. Murphy; thence turning and running S 41° 32' E along land n/f of said Murphy to point; thence turning and running southwesterly along the lot shown as "House #28" on said plan to a steel stake found on the northeasterly side of Atlantic Avenue; thence turning and running N 36° 39' W along said Atlantic Avenue a distance of 65.34 feet, more or less, to the point of beginning.

Subject to any and all easements and conditions of record.

Meaning and intending to convey a portion of the property conveyed to Fernande M. Alie, Trustee of the Fernande M. Alie Living Revocable Trust of 2008 by Warranty Deed of Fernande M. Alie dated July 22, 2008 and recorded at the Strafford County Registry of Deeds Book 3665, Page 47. For further title reference see the meaning and intending contained in the deed from Eugene W. Byrnes, Executor u/w/o Dorothy Labbe dated June 10, 1977 and recorded at the Strafford County Registry of Deeds Book 998, Page 195.

This is not homestead property.

Signed this _____ day of _____, 2015.

Fernande M. Alie Living Revocable Trust of 2008

Witness

Fernande M. Alie, Trustee

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

Dated: _____

Personally appeared Fernande M. Alie, as Trustee of the Fernande M. Alie Living Revocable Trust of 2008, known to me, or satisfactorily proven, to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged that she executed the same for the purposes therein contained on behalf of said Trust.

Notary Public/ Justice of the Peace
My Commission Expires:

WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS, That **Fernande M. Alie, Trustee of the Fernande M. Alie Living Revocable Trust of 2008**, under Agreement of Trust dated July 22, 2008, a single person, of 9 Atlantic Avenue, Dover, Strafford County, State of New Hampshire 03825, for consideration paid, grants to **James R. Wolcott and Cynthia A. Wolcott**, husband and wife, of 13 Watson Road, Durham, Strafford County, State of New Hampshire 03875, **as joint tenants with rights of survivorship**, with WARRANTY COVENANTS the following described premises:

A certain tract of land, with any improvements thereon, situate on the Northeasterly side of Atlantic Avenue, Dover, Strafford County, and State of New Hampshire, and being shown on a plan entitled "Plan of Lots, Ludger G. Labbe, Dover, New Hampshire" by G. L. Davis & Associates, dated Oct. 1966 and recorded at the Strafford County Registry of Deeds at Book 819, Page 360, and being more particularly bounded and described as follows:

Beginning at an iron pipe on the northeasterly side of Atlantic Avenue; said point being the most southerly corner of the herein described premises with the most westerly corner of the lot indicated as "House #30-32" shown on the above referenced plan; thence turning and running N 53° 54' E along said "House #30-32" a distance of 59.56 feet, more or less, to a steel stake at the lot indicated as "shop" on the above referenced plan; thence continuing N 53° 54' E along said "shop" lot a distance of 32.50 feet, more or less to a point at land n/f of Dorothy B Edith Whiting; thence turning and running N 42° 38' W along land n/f of said Whiting a distance of 47.23 feet, more or less, to an iron pipe at land of said Whiting; thence turning and running N 44° 48' E along land of said Whiting a distance of 22.28 feet, more or less to an iron pipe at land of n/f of John F. Murphy; thence turning and running N 41° 32' W along land n/f of said Murphy to a point; thence turning and running southwesterly along the boundary line between "House #28" and the vacant lot to the left of "House #28" to a steel stake found on the northeasterly side of Atlantic Avenue; thence turning and running S 36° 39' E along said Atlantic Avenue a distance of 67.00 feet, more or less, to the point of beginning.

Subject to any and all easements and conditions of record.

Meaning and intending to convey a portion of the property conveyed to Fernande M. Alie, Trustee of the Fernande M. Alie Living Revocable Trust of 2008 by Warranty Deed of Fernande M.

Alie dated July 22, 2008 and recorded at the Strafford County Registry of Deeds Book 3665, Page 47. For further title reference see the meaning and intending contained in the deed from Eugene W. Byrnes, Executor u/w/o Dorothy Labbe dated June 10, 1977 and recorded at the Strafford County Registry of Deeds Book 998, Page 195.

This is not homestead property.

Signed this _____ day of _____, 2015.

Fernande M. Alie Living Revocable Trust of 2008

Witness

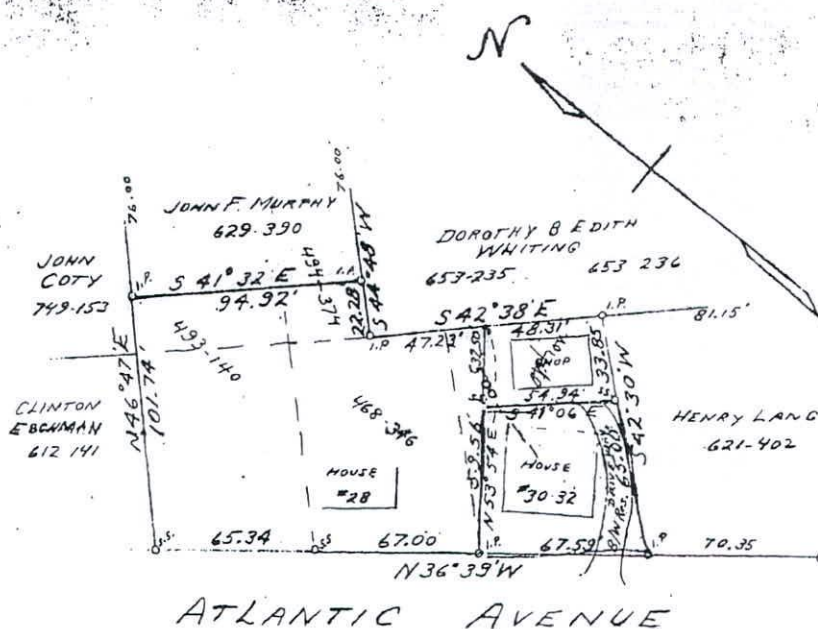
Fernande M. Alie, Trustee

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

Dated: _____

Personally appeared Fernande M. Alie, as Trustee of the Fernande M. Alie Living Revocable Trust of 2008, known to me, or satisfactorily proven, to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged that she executed the same for the purposes therein contained on behalf of said Trust.

Notary Public/ Justice of the Peace
My Commission Expires:



PLAN OF LOTS
LUDGER G. LABBE

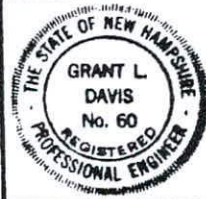
DOVER NEW HAMPSHIRE

G. L. DAVIS & ASSOCIATES
CIVIL ENGINEERS
15 FISHER STREET
DOVER, NEW HAMPSHIRE

SCALE 1 IN. = 50 FT.

DR BY GLD	DATE OCT. 1966
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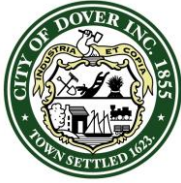
CK. BY 	FILE No 105-57
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RECEIVED 3:00 P.M. OCT 14, 1966

Examined by
* * * * *

REGISTER



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2015.05.27 – 063**

Resolution Re: Collective Bargaining Agreement International Dover
Municipal Employees Association

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

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

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

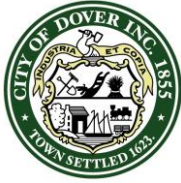
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

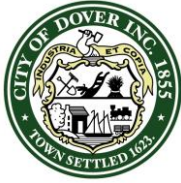
Resolution Number: **R - 2015.05.27 – 063**
Resolution Re: Collective Bargaining Agreement International Dover
Municipal Employees Association

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

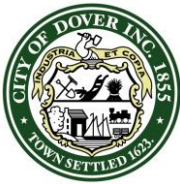
Resolution Number: **R - 2015.05.27 – 063**
 Resolution Re: Collective Bargaining Agreement International Dover
 Municipal Employees Association

RESOLUTION BACKGROUND MATERIAL:

The City participated in negotiations with the Dover Municipal Employees Association. Discussions started on March 12th, 2014 bringing the contract to this point.

The summary of costs is as follows:

City of Dover											
Summary of Change - DMEA (City Municipal Employees) Tentative Agreement Cost Summary											
	Wage				Other	Total	Wage &				
DMEA	Amount	Dental	Medical	Retirement	Fringe	Fringe	Fringe			Change from FY15 SQ	
FY2015										61,903	1.59%
Estimate	2,756,829	26,612	689,023	222,558	263,167	1,201,360	3,958,189				
										Change from FY15	
FY2016										Estimate	Change from FY16 SQ
Estimate	2,843,750	24,400	643,391	254,492	278,747	1,201,030	4,044,780	86,591	2.19%	57,926	1.45%
										Change from FY16	
FY2017										Estimate	Change from FY17 SQ
Estimate	2,952,481	25,376	660,623	263,369	286,925	1,236,293	4,188,774	143,994	3.56%	136,203	3.36%
Totals	8,553,060	76,388	1,993,037	740,419	828,839	3,638,683	12,191,743				



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2015.05.27 – 064**

Resolution Re: **Amendment to Merit, Classification and Pay Plans**

WHEREAS: The City Charter requires that the City Manager submit any amendments to the Merit Plan to the Council as an item on a regular Council meeting agenda; and

WHEREAS: The Council shall within sixty days after having received the amendments take action to approve or disapprove them at a regular Council meeting; and

WHEREAS The Merit Plan includes as a specific attachment the Classification Plan which establishes authorized position classifications and grade levels for each class of position in the City's Administrative Service and the Pay Plan which provides minimum, maximum and intermediate pay rates established for each grade; and

WHEREAS To ensure consistency remains between the Merit, Classification and Pay Plans with recently ratified collective bargaining agreements, amendments are needed to the Pay Plan for the fiscal years 2015-2017 periods, the Classification Plan for certain position classifications in the City's Administrative Services and Merit Plan provisions pertaining to the date upon which wage increases are awarded and the maximum allowable amount of accrued annual leave.

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

The City Council accepts the attached amendment to the Merit, Classification and Pay Plans as submitted by the City Manager.

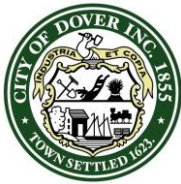
AUTHORIZATION

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2015.05.27 – 064**

Resolution Re: **Amendment to Merit, Classification and Pay Plans**

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

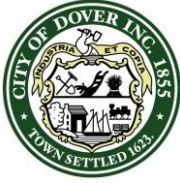
VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison, III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason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

RESOLUTION BACKGROUND MATERIAL:

The Merit Plan includes a Classification Plan document which establishes position classifications and grade levels for each class of position in the City's Administrative Service. The City Manager proposes to make the following changes to the Classification Plan:

1. Reclassify the existing Animal Control Officer classification by increasing the pay grade from 10 to 16, as agreed to in the Dover Police Association collective bargaining agreement signed on March 17, 2015.
2. Reclassify the existing Parking Control Officer classification by increasing the pay grade from 10 to 13, as agreed to in the Dover Police Association collective bargaining agreement signed on March 17, 2015.
3. Re-establish the Building Maintenance Mechanic classification with the pay grade of 13, as agreed to in the Dover Municipal Employees Association collective bargaining agreement, tentatively agreed to on May 12, 2015.
4. Re-establish the position of Building Inspector classification with pay grade of 22, as established in the Dover Municipal Employees Association certification of representation, signed July 14, 2000.

In addition, the Merit Plan includes a Pay Plan which establishes the minimum, maximum and intermediate pay rates for each grade level. The City Manager proposes to update the Pay Plan with Cost of Living



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2015.05.27 – 064**

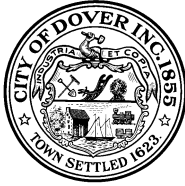
Resolution Re: **Amendment to Merit, Classification and Pay Plans**

Adjustments for the periods of Fiscal Year 2015 through Fiscal Year 2017 (3%, 2.5% and 2.5% respectively) to ensure consistency with recently ratified collective bargaining agreements.

Lastly, the City Manager proposes to make the following changes to the Merit Plan also consistent with recently ratified collective bargaining agreements:

1. Pay Plan, Article VI, Section 3, page 5. Wage adjustments shall be awarded the first pay period in July following the prior year annual performance evaluation.
2. Annual Leave, Article X, Section 3, page 9. Accrued annual leave shall not exceed 300 hours at any given time.
3. Injury Leave, Article X, Section 5, page 10. Workers' Compensation shall be supplemented by use of annual and/or illness leave for the first 90 calendar days of lost time.

The amended Merit Plan, Classification Plan, Pay Plan and supplemental position descriptions associated with these changes are attached as background.



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Building Maintenance Mechanic Classification-Series: Building Maintenance Mechanic Occupational Grouping: Labor & Trade Services Organizational Unit: Recreation Department	Position Control No: XX-XX-XX-XX FLSA Status: Non-Exempt, Regular FT 40 hrs/wk Union - Grade: DMEA - 13 Primary Job Location: Various City Facilities
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JOB SUMMARY: Performs general maintenance in and around the McConnell Center facility, assigned city buildings and/or recreation facilities.

ACCOUNTABILITY: Works under the general supervision of the Recreation Director and Facilities & Grounds Superintendent and may also receive direction from other department supervisors.

SUPERVISION EXERCISED: May provide instruction and lead assigned personnel in the completion of cleaning and maintenance activities as delegated by supervisor and/or department head.

TYPICAL EQUIPMENT USED: Telephone; computer, vacuum cleaner; floor buffer; various analog and digital measuring instruments; various hand and power tools; heating system and equipment; power mowers and trimmers; ladders and scaffolding; two-way radio and pager; passenger motor vehicles.

TYPICAL WORK ENVIRONMENT: Inside: %90% Outside: 10%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Empties trash receptacles in and around assigned buildings and transfers to disposal location.
2. Removes dirt, debris, snow and ice from walkways around assigned buildings.
3. Performs carpentry, electrical and plumbing repairs of a minor or routine nature.
4. Prepares and paints floors, walls and building fixtures.
5. Monitors condition of buildings and performance of equipment and components and alerts supervisor to maintenance needs and problems.
6. Monitors and adjusts computerized building environmental control systems.
7. Performs preventive maintenance and minor repairs and adjustments to heating, ventilating, and other equipment and systems.
8. Prepares and maintains forms and other records related to inspections, test, repairs and the cleaning and maintenance of assigned buildings.
9. Maintains security by monitoring and limiting access to buildings in accordance with established policies and procedures.
10. Maintains inventory of supplies and requisitions replacements and new supplies as needed.

11. Operates and maintains building/facility illumination and safety equipment.
12. Maintains confidentiality with regards to activities/situations and individuals encountered while completing work assignments (i.e. memoranda, interviews, evidence, etc.).
13. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
14. Maintains familiarity with and executes safe work procedures associated with assigned work.
15. Assists with other recreation and public works operations and projects including responding to and mitigating various man-made and natural emergencies, performing general maintenance of facilities, and assisting with City-wide snow removal efforts.
16. Assists with maintaining overall appearance and maintenance of facility.
17. Performs other related duties as assigned.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available. CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available. REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.	PUSH/PULL: Frequently required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Rarely required. SQUATTING: Occasionally required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Frequently required. BALANCING: Rarely required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Occasionally required.
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DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

CONSECUTIVE HOURS: Sit: <1 hours Stand: 1 hour Walk: 2 hour	TOTAL HOURS: Sit: 1 hours Stand: 4 hour Walk: 3 hour
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others. HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Necessary for detecting noxious odors and fumes.

TYPICAL WORK SURFACE(S): Service counter; tables; computer work stations; carpet, tile, concrete and wood floors; ladders, stairs and scaffolding; outside surfaces including flat, sloped and uneven ground.

TYPICAL CONTROLS USED: Telephone; automated and manual measuring/location devices; test kits and

monitoring equipment; radio/pager; motor vehicle; electronic, mechanical and hydraulic controls.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to fumes, airborne particles, pathogens, and toxic or caustic chemicals. Some exposure to outside environment including sunlight, extreme temperature (hot/cold), wind and rain;. Work may be near moving or mechanical parts and on or around electrical equipment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Some knowledge of methods, materials, and equipment used in custodial and grounds maintenance work. Some knowledge of general building repair and facility maintenance practices. Ability to follow written and oral instruction. Physical ability and stamina to perform required work. Ability to complete required forms and maintain accurate records. Ability to establish and maintain effective working relationships with employees, other agencies and the general public. Computer skills and technical knowledge related to HVAC system operations and controls, understanding of mechanical and electrical systems and ability to do minor repairs including small engine repair, mechanical, and electrical.

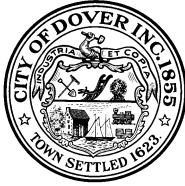
EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Minimum High School diploma or equivalent. Must maintain a valid motor vehicle operator license.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☒ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☐ 8. 4-10 years.
☐ 4. 91-180 days.	☐ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established: 7/1/96
Job Description Developed: 7/1/96
Revised: 1/23/98; 8/26/14



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Building Inspector	Position Control No: XX-XX-XX-XX
Classification-Series: Building Inspector	FLSA Status: Non-Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Enforcement & Protection Services	Union - Grade: DMEA - 22
Organizational Unit: Fire & Rescue	Primary Job Location: North End Fire Station – 262 Sixth Street

JOB SUMMARY: Performs a variety of routine and complex technical work during building inspections to ensure that the Building and other related codes and standards are met.

ACCOUNTABILITY: Works under the general supervision of the Building Official.

SUPERVISION EXERCISED: None generally. May exercise supervision over part-time, temporary or other staff as assigned.

TYPICAL EQUIPMENT USED: Computer; calculator; telephone; copy and facsimile machines; various hand tools and electrical testing equipment; mobile radio; motor vehicle.

TYPICAL WORK ENVIRONMENT: Inside: 40% Outside: 60%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. All duties and responsibilities are to be performed in accordance with the City's core values.
2. Enforces Building related codes, including the New Hampshire Building Code, and ordinances. Issues stop work orders, correction notices and citations.
3. Performs building inspections to ensure that construction is in compliance with required provisions of applicable codes.
4. Maintains records of building inspection activity and completes related reports. Issues certificates and permits, as appropriate.
5. Assists in researching problems and complaints regarding commercial and residential buildings, building construction and building code compliance. Responds to complex and sensitive building issues.
6. Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
7. Interprets codes in the field. Authorizes acceptable alternative methods of code compliance within limits of authority.
8. Investigates code compliance complaints; resolves or refers complaints to appropriate staff. Recommends the initiation of abatement proceedings when appropriate.

9. Attends preconstruction meetings in order to explain inspection standards and procedures to architects, engineers, owners, contractors and developers.
10. Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.
11. Explains, interprets, and provides guidance regarding applicable codes to architects, engineers, contractors, developers, owners, and other interested parties.
12. Performs the duties of a plans examiner or electrical, mechanical, or plumbing inspector as needed and qualified.
13. Familiar with and executes safe work procedures associated with assigned work.
14. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Rarely required. -over 50 lbs.: Rarely required. CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.	PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Frequently required. CRAWLING: Rarely required. SQUATTING: Rarely required. KNEELING: Rarely required. CROUCHING: Rarely required. CLIMBING: Occasionally required. BALANCING: Rarely required. GRASPING: Occasionally required. HANDLING: Occasionally required. TORQUING: Rarely required. FINGERING: Occasionally required.
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DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

CONSECUTIVE HOURS: Sit: 2 hours Stand: 2 hours Walk: 1 hour	TOTAL HOURS: Sit: 4 hours Stand: 3 hours Walk: 1 hour
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others. HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively and correctly. TASTING & SMELLING: Necessary to detect fuel leaks, smoke, noxious odors, etc.

TYPICAL WORK SURFACE(S): Standard office desk and chair; motor vehicles; table; customer service counter; clipboard; construction sites; asphalt, concrete, dirt, and gravel surfaces; carpet, tile, and wood floors; rough, wet, slippery terrain and surfaces.

TYPICAL CONTROLS USED: Computer; calculator; telephone; copy and facsimile machines; various hand tools and electrical testing equipment; mobile radio, and motor vehicle.

SUMMARY OF OCCUPATIONAL EXPOSURES: Exposure to outside environment including sunlight, extreme temperature (hot/cold); wind and rain; copier and printer toner. May work near moving or mechanical parts. May be exposed to risk of electrical shock. May be exposed to fumes or airborne particles, and toxic or caustic chemicals.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Thorough knowledge of Building codes or related general construction codes, and a thorough knowledge of commercial and residential construction; some knowledge of plumbing, carpentry work, cement work, or mechanical systems. Ability to effectively inspect construction projects; discuss issues with owners and the general public; ability to read and understand complicated construction plans and blueprints; ability to communicate effectively orally and in writing.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High School diploma or GED equivalent and four (4) years of experience in general construction, OR any equivalent combination of education and experience. Maintain valid vehicle operator's license.

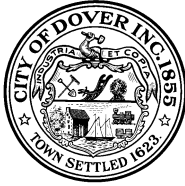
SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☒ 8. 4-10 years.
☐ 4. 91-180 days.	☐ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS:

Candidates will be subjected to criminal and motor vehicle background checks. Required to take and pass a physical exam after a conditional offer of employment, and annually thereafter.

Classification Established: 8/1/85
Job Description Developed: 8/1/85
Revised: 5/14/15



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Animal Control Officer	Position Control No: XX-XX-XX-XX
Classification-Series: Animal Control Officer	FLSA Status: Non-Exempt, Regular PT 20 hrs/wk
Occupational Grouping: Enforcement & Protection Services	Union - Grade: DPA – Grade 16
Organizational Unit: Police Department	Primary Job Location: City Hall, 288 Central Avenue

JOB SUMMARY: Performs responsible work in the enforcement of state laws and city ordinances pertaining to the licensing and control of dogs and other regulated animals; investigates complaints involving dogs and other animals; patrols the city as necessary to enforce animal laws and ordinances.

ACCOUNTABILITY: Works under the general supervision of the on-duty Shift Commander. Exercises independence and judgment in performing duties. Work is reviewed through conferences, reports and observations of the effectiveness of completed assignments.

SUPERVISION EXERCISED: May provide instruction and lead assigned personnel.

TYPICAL EQUIPMENT USED: Computer; telephone; copy and facsimile machines; mobile radio; personal protective equipment; animal traps and restraint devices, two-way radio and pager; passenger and commercial motor vehicles.

TYPICAL WORK ENVIRONMENT: Inside: 35% Outside: 65%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Respond to, and investigate, calls for service/complaints as assigned and take action appropriate for the circumstances.
2. Patrol, either on foot or within a vehicle, within the jurisdictional boundaries of the City to ensure compliance/take action enforcement action relative to animal control laws and regulations.
3. File necessary initial and follow-up reports on all incidents and complaints investigated. Prepare monthly and special reports of activities.
4. Enforce dog licensing laws within the City of Dover.
5. Abate nuisances in accordance with applicable statutes.
6. Issue warnings, conditional tickets and summonses relative to violations of laws and ordinances controlling animals.
7. Trap or otherwise humanely capture loose or remove, dead, injured, nuisance or vicious animals either upon investigation or complaint from streets and residential premises. Maintain, in compliance with applicable statutes, the health and safety of all detained animals.
8. Prepare court complaints, and appear/testify in court as may be necessary.

9. Serve as the department liaison with local animal shelters and veterinarians.
10. Maintain an appropriate level of confidentiality regarding incidents, complaints and records.
11. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
12. Maintains familiarity with and executes safe work procedures associated with assigned work.
13. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required, some assistance. CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Rarely required. -over 50 lbs.: Rarely required , some assistance. REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Occasionally required.	PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Rarely required. SQUATTING: Rarely required. KNEELING: Rarely required. CROUCHING: Occasionally required. CLIMBING: Rarely required. BALANCING: Rarely required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Occasionally required. FINGERING: Frequently required.
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DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

CONSECUTIVE HOURS: Sit: <2 hours Stand: 1 hour Walk: 2 hour	TOTAL HOURS: Sit: 2 hours Stand: 4 hour Walk: 2 hour
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others HEARING: Necessary for receiving information, reports, instructions, etc. SIGHT: Necessary for performing job effectively and correctly. TASTING & SMELLING: Necessary for detecting noxious odors.

TYPICAL WORK SURFACE(S): Service counter; tables; computer work stations; carpet, tile, concrete and wood floors; ladders, stairs and scaffolding; outside surfaces including flat, sloped and uneven ground; within above and below ground confined spaces; within and above.

TYPICAL CONTROLS USED: Key board/pad; computer mouse; animal traps and restraint devices; motor vehicle radio/pager and motor vehicle.

SUMMARY OF OCCUPATIONAL EXPOSURES: Exposure to outside environment including sunlight, extreme temperatures, wind and rain; Animal bites and scratches. Rabies and other communicable diseases that can

be transmitted by wild or domestic animals. May be exposed to poisons used to control animals or vermin. Work involves exposure to grotesque sights and smells associated with major trauma. Work is performed in environments with a variety of adverse conditions and terrain, trenches and adverse conditions, such as heat, cold, wet, slippery, noisy, etc.

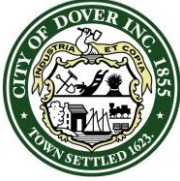
KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Knowledge of departmental directives as they relate to the position of Animal Control Officer and its related duties and functions. Ability to learn and interpret the laws, statutes, and ordinances controlling animals and animal related matters. Knowledge of the geography, streets and roadways within the city. Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions. Knowledge of care and handling of domestic and/or wild animals. Skill in the capture and control of dogs and other animals encountered in course of work. Ability to prepare written reports, court complaints, summonses and other written documents as required. Ability to establish and maintain effective relations with other city departments, the public and other agencies and personnel.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High school diploma or equivalent Valid NH Driver's license. Trained in animal capture techniques within one year of hire. Police, code enforcement training or experience preferred.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☐ 8. 4-10 years.
☐ 4. 91-180 days.	☐ 9. Over 10 years.
☒ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2015.05.27 – 065**

Resolution Re: **Charter Amendment – Legal Officer**

- Whereas: Amendments to City Charters can only be done by a vote of the citizenry; and
- Whereas: The Charter Commission heard testimony, in each case seeking legal services and attorney accountable to the City Council; and
- Whereas: The Charter Commission between January and May 2005 maintained the City Attorney position should report to the City Council and after passage the vote was reconsidered by a Commissioner on the prevailing side and the provision was not added to Ballot for the public to vote on; and
- Whereas: Citizens continually ask to have impartial accountability by the City Attorney to the Citizenry which can only be achieved where the City Attorney reports to the elected body, as in other communities;

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

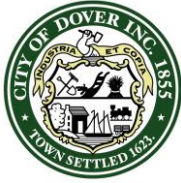
The Charter Question contained in the Background of this resolution regarding an amendment to the Dover Charter shall be placed on the ballot to be placed before the voters for adoption at the November 3, 2015 election.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Sponsored by: Councilor Catherine Cheney
Finance Director

Approved for Legal Compliance:

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2015.05.27 – 065**
Resolution Re: **Charter Amendment – Legal Officer**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

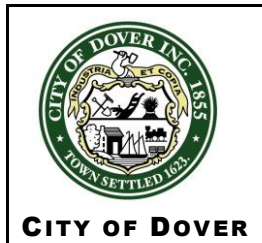
VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor Anthony McManus, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

“Shall the Charter be updated to have the City Attorney report to the City Council?”

C5-10. Legal officer.

There shall be a Legal Officer of the city, appointed by the City Council, who shall serve as chief legal advisor to the City Council, the City Manager and all city departments, offices and agencies, shall represent the city in all legal proceedings and shall perform any other duties prescribed by this Charter or by ordinance. The Legal Officer shall report to the City Council and may be removed from office by a 2/3 vote of the Council.



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2015.05.27 – 065**
Resolution Re: **Charter Amendment – Legal Officer**

Charter Commission Minutes regarding Motion 2005-19 Legal Officer

February 14, 2005

John Scruton, 99 Sixth Street, -stated his taxes have doubled in the last 4 years and feels that there has been complete indifference and that we rely too much on taxes in this City. He stated that the Council has to deal with employee contracts every 2-3 years and feels that it is time to draw the line and consider a property tax cap. He would like the voters to be able to vote on the budget and referred to Section C6-15, Debt Limit. He would like to see the City attorney and Finance Director hired by the City Council and answer to the City Council to eliminate any potential conflict of interest. Finally, he would like the City Council to have line item authority.

March 31, 2005

18. Motion to Send to Public Hearing an Amendment to C5-10. (Legal Officer)(Reynolds) Motion 2005-19 Reynolds moved to refer to a public hearing, seconded by Landry.

Reynolds explained the motion and the concept that it would be a mixture of approvals for the hiring of the attorney and therefore would be an employee of the "corporation" and not the City Manager. Discussion ensued regarding who the attorney would answer to and represent.

Reynolds moved to amend by having the approval be by the City Council only, seconded by Mone.

Further discussion ensued and again it was clarified that the concept is being moved forward, not the language _ at this point.

Motion to amend passed on a 6-2 vote, Dunnington and Bibber opposed .

Main motion as amended passed on a 7-1 vote, Bibber opposed .

April 14, 2005

Motion #19 -Legal Officer

Andrew Galt stated that there needs to be an impartial City Attorney that reports only to the Council and City Manager and feels that the city prosecutor cannot be impartial when they report to a department head as well. He stated whatever form the city attorney is retained, it should be impartial.

David Scott - agrees with Mr. Galt's comments.

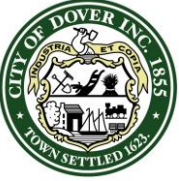
Ron Huml - stated there was an article in tonight's paper that explained how the City Attorney had been appointed by Mr. Beecher and was still the Prosecutor.

May 12, 2005

23. Motion to Send for Legal Review an Amendment to C5-10; Motion #2005-19 (Legal Officer) (Reynolds)

Reynolds moved to refer to legal review, seconded by Landry.

After much discussion motion passed on a 5-4 vote, Krans, Bibber, Boe and Dunnington

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.5. Resolution Number: R – 2015.05.27 – 065 Resolution Re: Charter Amendment – Legal Officer
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opposed.

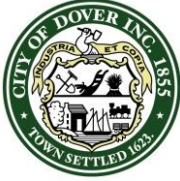
24. Motion to Send for Legal Review an Amendment to C5-10; Motion #2005-19A (Legal Officer)
(Reynolds) WITHDRAWN

May 19, 2005

18. Motion to Include in the Preliminary Report an Amendment to C5-10; Motion #2005-19A-L- PR (Legal Officer) (Reynolds)

Reynolds moved seconded by Landry; Mone moved to amend seconded by Gilmore. There was no copy of the amendment for the clerk. The wording of amendment is "*Section 5-10 - There shall be a chief legal officer of the city, who shall be appointed by the city manager, subject to the approval of a majority of the council, who shall serve as legal advisor to the council, the manager and all city departments, officer and agencies, shall represent the city in all legal proceedings except in cases as other provisions may be specifically made by the city manager and/or the council and shall perform any other duties prescribed by this charter or by ordinance*". (19A-L-PR) The amendment failed on a vote of 4-5 with Krans, Woods, Dunnington Boe and Bibber opposed. Vote on the main motion before amendment failed on a vote of 5-4 with Dunnington, Boc, Bibber and Krans opposed.

Main motion was reconsidered and failed.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2015.05.27 – 066**

Resolution Re: **Charter Amendment – School Board Elections**

- WHEREAS: Amendments to City Charters can only be made by a vote of the citizenry; and
- WHEREAS: The Charter currently requires seven members to serve on the School Board, all “at-large”; and
- WHEREAS: The 2005 Charter Commission heard testimony and decided that the School Board election remaining as a ward election system with one at large candidate worked best for Dover; and
- WHEREAS: The 2005 Charter Commission felt that an at large system would prove to be a popularity contest and may be costly compared to a ward system for candidates; and
- WHEREAS: All three elementary school districts had representation on the School Board until the Charter was amended in 2007 to have all School Board members elected at large; and
- WHEREAS: Since 2009 the Woodman Park Elementary School District has only had one representative on the School Board (2009-2010); and
- WHEREAS: The School Board can and does appoint people to fill vacancies on the Board.

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

The Dover City Council declares a need for the Charter Amendment Question and Explanation contained in the Background of this resolution regarding an amendment to the Dover Charter concerning the composition of the School Board to be placed before the voters at the November 3, 2015 election. The City Manager is authorized to provide the language of the Charter Amendment Question and Explanation to State officials for review and approval in anticipation of inclusion of this Charter Amendment Question on the ballot for the November 3, 2015 election.

REFER TO A PUBLIC HEARING

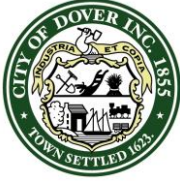
AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Councilor Catherine Cheney
Approved for Legal Compliance:	Anthony Blenkinsop General Legal Counsel		
Recorded by:	Karen Lavertu City Clerk		

DOCUMENT HISTORY:

Document Created by: Councilor Cheney
Document Posted on: May 20, 2015

R-2015.05.27-Charter Amendment – School Board Elections
Page 1 of 5



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2015.05.27 – 066**

Resolution Re: **Charter Amendment – School Board Elections**

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 Anthony McManus, 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		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

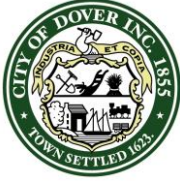
QUESTION:

SHALL THE CITY OF DOVER APPROVE THE CHARTER AMENDMENT REPRINTED BELOW?

The underscored language is added to C2-1, C4-2, C4-4 and C4-5 of the Charter as follows:

C2-1. Conduct of Elections.

- A. The election officers in each ward, whose duty it is to conduct regular biennial elections, shall conduct a nonpartisan municipal election, at the expense of the city, in the same manner as a regular biennial state election, on the first Tuesday after the first Monday in November of each odd numbered year to choose Ward Councilors, Councilors at Large, Mayor, Ward School Board Members and a School Board Member At-Large.
- B. At all municipal elections, the polls shall be open as determined by the City Council in accordance with the provisions of the State RSA and specified in Chapter 100, Elections, of the Municipal Code.
- C. The polling place of the ward shall be fixed in accordance with the provisions of State RSA and specified in Chapter 100, Elections, of the Municipal Code.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2015.05.27 – 066**

Resolution Re: **Charter Amendment – School Board Elections**

C4-2. School Board.

There shall be a School Board consisting of seven members, one member from each ward and one member elected at large. The term of office shall begin upon the member's election and qualification and end upon the election and qualification of the member's successor.

C4-4. Qualifications of Members.

In order to be qualified to be a candidate for election as School Board Member, a person must be a duly qualified voter in the city and a resident of the city. In order to be a candidate for election as a Ward School Board Member, in addition to the aforementioned qualifications, a person must be a resident of the ward from which he or she is seeking election. In the event that the ward boundaries are redistricted in conjunction with the Municipal Election, said ward candidate is elected which may result in removing them from said ward, the candidate shall be allowed to serve out their term as the representative of the ward to which they are elected for one term.

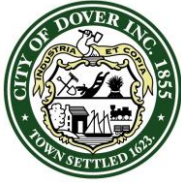
C4-5 Vacancies.

If a vacancy occurs on the School Board, the vacancy shall be filled by the School Board pursuant to RSA 671:33. The vacancy shall be filled by the election of a qualified person, as set forth in C4-4 above, by a majority vote of the School Board at the second regular meeting of the School Board following declaration of the vacancy. Vacancies in the office of Ward School Board Member shall be filled from the same ward as the prior incumbent. The School Board shall declare the existence of a vacancy among its membership at the first regular meeting of the School Board following creation of the vacancy.

BRIEF EXPLANATION:

Currently seven School Board members are elected "At-Large". This amendment proposes to require one School Board member to be elected from each of Dover's six wards and one to be elected as an "At-Large" member. This amendment also concerns how vacancies on the School Board shall be filled.

YES _____ **NO** _____



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2015.05.27 – 066**

Resolution Re: **Charter Amendment – School Board Elections**

Charter Commission Minutes regarding Motion 2005-26 At Large School Board

February 17, 2005

Dorothea Hooper 81 Katie Lane, Dover, thanked the commissioners for serving; she does not have a burning opinion on some of these issues. She mentioned the ward issues, and feels there is a neighborly feel in the ward for when people see you on the street they recognize them, she kind of likes that. Also they may discourage candidates from running as it is expensive; running in the ward is doable because of monetary considerations, also she walked all of ward 4 and it was humungous. Also people have told her the schools need to have a representative in the ward. She feels the elementary schools are now all represented by a ward person.

Bill McCann of 20 Fisher St made a couple of comments about the size of the package they plan to present to the voters and that they should be prioritizing their items. He too feels that if they put 8 or 9 items to be voted on as a package that will be voted down. He suggests that they not address the way school board and city council members are elected, he is in favor of the ward system, he feels the current system works, it is the local school board member that brings the issue to the people. He feels the same way about the city council. He likes the idea of local representation, he does not want to see items like this on the ballot; he is in favor of a democracy and neighborhood representation. If we elected everyone at large, all the council might come from just one neighborhood. He does not want to muddy the waters with issues that have to go to the voters and keep the ward system.

March 10, 2005

Ron Huml 199 Mast Rd - gave a brief history of his background and experience in financial and accounting positions and stated that he would like to see a Budget or Finance Committee formed made up of professionals in the field as well as a City Councilor. He also feels that the Mayor should be elected separately. He continued that having an all at-large council may result in the misrepresentation of some wards. Next he discussed the school budget history and various discrepancies he has found over the years and steps he took to bring this to the attention of the Council.

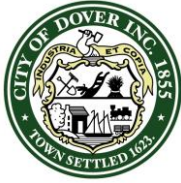
Mary Hebbard, 97 Spruce Lane began by stating she supports the City Manager form of government. Also, she feels that having ward councilors allows for constituents to feel more commonality with their representative as they share the same roads, schools etc. She also wants the Mayor to be elected separately as they are the figure head and represent the city and therefore, should want the responsibility. She concluded by stating that the time period between the election and the swearing-in period should be used for training etc.

March 24, 2005

David Scott ... favors the ward representation as it will discourage newcomers by going all at large as only the well known people will be elected.

April 14, 2005

Andrew Galt, 48 Prospect Street, stated he was elected in 1983 at a Special Election to fill a vacancy in Ward 1 and then again another 3 times, serving as Mayor in 1986 and 1987 and was chosen as Mayor by his peers on the Council. He stated he is a product of a system that won't exist if this Motion is adopted. He continued that he is opposed to changing the Ward system as it undermines equal representation and makes it difficult for candidates to knock on their constituents' doors during a campaign. He also disagrees with filling



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2015.05.27 – 066**

Resolution Re: **Charter Amendment – School Board Elections**

vacancies with the next highest vote getter stating that the people didn't elect the second highest vote getter for the position in the first place.

David Scott, 220 Back Road - agrees with Mr. Galt's comments and wants Ward Council government.

Pam Sawyer, 38 Fifth Street - is in favor of Ward Council representation.

Ron Huml, 199 Mast Rd. - stated that no one that he has talked to wants the at-large Council.

Rick Hebbard, 97 Spruce Lane - is in favor of Ward Councilors and related a story of trying to speak to various Councilors on a sensitive issue and only received a response from his own Ward Councilor. He feels that the Ward Councilor is more concerned with their own neighborhoods.

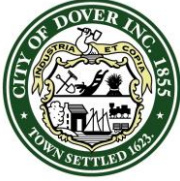
Peter Schmidt, 53A Fourth St - agrees with Mr. Galt's comments and feels that the at-large system works in Portsmouth but Dover is a totally different kind of city than Portsmouth. He stated that the at-large system would turn into a name recognition game or someone with means versus someone with no means. He can't speak to the school board at-large system as he has never served on the School Board but has been a Councilor.

Schmidt stated that all schools are west of Central Avenue and that if all at-large one area may be more represented than the others.

Hebbard clarified that Garrison School, PCA and St. Mary's are east of Central Ave.

Table of School Board representatives in District since first at-large vote 2009

	Horne	Garrison	Woodman
2009	3	3	1
2011	4	3	0
2013	5	2	0
Since 2009	12	8	1



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2015.05.27 – 067**
Resolution Re: **Charter Amendment Regarding Budget Adoption Procedure**

WHEREAS: On November 8, 2011 the voters of Dover amended the City Charter to include C6-3.1 “Limitation on Property Tax Levy Increase,” otherwise known as the tax cap; and

WHEREAS: The City Council determines a need to place an amendment to the City Charter before the voters to rescind C6-3.1 of the City Charter; and

WHEREAS: To accomplish this amendment, C6-3.1 of the City Charter would be deleted in its entirety.

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

The Dover City Council declares the need for the Charter Amendment Question and Explanation set forth in the Background to this Resolution to go before the voters at the November 2015 election regarding the rescission of the limitation on property tax levies. The City Manager is authorized to provide the language of the proposed Charter Amendment Question and Explanation regarding the rescission of C6-3.1 “Limitation on Property Tax Levy Increase” to State officials for review and approval in anticipation of inclusion of this Charter Amendment Question on the ballot for the November 3, 2015 election.

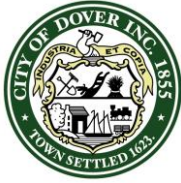
REFER TO A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Sponsored by: Councilor Anthony McManus
Finance Director

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2015.05.27 – 067**
Resolution Re: **Charter Amendment Regarding Budget Adoption Procedure**

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:

QUESTION:

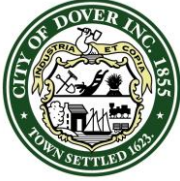
SHALL THE CITY OF DOVER APPROVE THE CHARTER AMENDMENT REPRINTED BELOW?

Section C6-3.1, Limitation on Property Tax Levy Increase, is deleted from the Charter in its entirety.

~~C6-3.1 Limitation on Property Tax Levy Increase. [Amended 09-05-2007, approved at 11-06-2007 Municipal Election; Amended 06-22-2011, approved at 11-08-2011 Municipal Election]~~

~~— The City Council shall adopt the annual municipal budget for city and school purposes to limit the property tax levy on taxpayers to the property tax levy from the previous tax year increased by the amount of inflation calculated from the Consumer Price Index Boston and the net increase in new construction. Enterprise funds, dedicated funds, capital reserve funds, grants, county tax, state property tax, and revenues from sources other than local taxes shall be excluded from the limitation on the property tax levy. Appropriations in the annual municipal budget shall not exceed the property tax levy increased by other revenues generated by the municipality.~~

~~A. The "amount of inflation" means the average of the thirty-six (36) month changes for the calendar years immediately preceding the budget year as stated in the Consumer Price Index-Boston published by the United States Department of Labor.~~



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2015.05.27 – 067**

Resolution Re: **Charter Amendment Regarding Budget Adoption Procedure**

~~B. "Net increase in new construction" means the total value of building permits minus the total value of demolition permits for the previous calendar year based on information provided from city departments.~~

~~C. The "property tax levy" means the amount sought to be collected from property taxes.~~

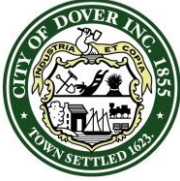
~~D. The budget limit provisions on the total property tax levy may be overridden by a two-thirds (2/3) majority vote of all elected members of the City Council.~~

~~E. If any provision of this section is invalidated in proceedings before a court of law, the remaining provisions consistent with the general law and constitution shall remain in full force and effect.~~

BRIEF EXPLANATION:

Currently, any increase in the annual property tax levy on taxpayers is limited to the property tax levy from the previous tax year increased by the amount of inflation calculated from the Consumer Price Index Boston and the net increase in the new construction. This limitation, which is commonly referred to as the "Tax Cap", may be overridden by a two-thirds (2/3) vote of all elected members of the City Council. This amendment to the Charter would delete this limitation provision from the Charter in its entirety.

YES _____ NO _____



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2015.05.27 – 068**
Resolution Re: **Amendment of FY2016 Fee Schedule to Adjust
Transaction Fees for Online Motor Vehicle
Registrations and Dog Licenses**

WHEREAS: The City Council adopted the FY2016 City of Dover Fee Schedule on May 6, 2015, and;

WHEREAS: The City provides online services for customers to renew Motor Vehicle registrations and Dog licenses, and;

WHEREAS: There is a desire to adjust the E-transaction mailing fee collected by the City to cover postage costs, and

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

That the City Council authorizes changes to the Finance Department section of the approved FY 2016 Fee Schedule, p. 2, to reflect E-Transaction Fees change, as follows:

SERVICES	CURRENT FEE	PROPOSED FEE
Mailing Charge collected by City	\$0.15	\$0.50

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

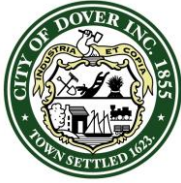
Mayor Karen Weston
By request

Approved as to Legal Form
and Compliance:

Anthony I. Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.8.

Resolution Number: **R – 2015.05.27 – 068**
Resolution Re: **Amendment of FY2016 Fee Schedule to Adjust
Transaction Fees for Online Motor Vehicle
Registrations and Dog Licenses**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The City of Dover provides customers with Online (web based) services to renew their Motor Vehicle Registrations and Dog Licenses. Those customers that utilize the online service currently pay a \$0.15 fee, collected by the City, to cover the cost of mailing the customer their motor vehicle decals or dog licenses.

The City presently pays \$0.48 cents, plus the cost of an envelope, to send these customers their decals or licenses.

This resolution proposes to change the online mailing service fee to \$0.50, an increase of \$0.35. The proposed fee of \$0.50 will cover the postage and envelope cost incurred by the City.

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human

P.O. Box 666

Durham, NH 03824-0666

May 9, 2015

City of Dover

288 Central Avenue

Dover, NH 03820

Dover City Council,

At the last regular city council meeting, on April 22, 2015, the council discussed whether or not it is appropriate to place on file correspondence submitted to the council via e-mail. I am writing to express my support for the council's practice of accepting the correspondence addressed to it, regardless of form.

Being a city councilor is fundamentally about representing the People and their self-determined wishes. The duties of any representative (and, therefore, any city councilor) include, first and foremost, listening to the People. There is simply no single activity more important than this in the conduct of a representative democracy.

Correspondence addressed to the Dover City Council ought to be accepted by it, regardless of the medium in which it is received, whether it be a typewritten letter, an e-mail message, remarks made at the podium, a letter handwritten in cursive, or an ARRL radiogram sent by amateur radio. All speech by citizens needs to be treated equally.

I found it disturbing to hear one of your councilors suggest that accepting correspondence sent by e-mail would set a "dangerous precedent." In fact, NOT accepting correspondence sent by e-mail would set a dangerous precedent, indeed.

Beyond listening to the People, the principal requirements of any city councilor include knowledge, an ability to do research, common sense, and an ability to think rationally. Unfortunately, it is more difficult to ensure that elected representatives possess all these necessary attributes. It is here that communication from the People finds its second great application: making up for the under-qualification of elected officials. The People, in effect, are able to act as a "surrogate brain" for the council, bringing to the council information, reasons, and solutions which the council would be incapable of coming up with on its own. Those members of the public who care enough to speak up bring with them an expertise which is essential to the council's duty to make rational, fact-based decisions. The wisdom of the People ought to and (at least in Dover) needs to be heeded, regardless of the medium in which it is presented.

In summary, listening to the People is both directly fundamental, and indirectly necessary, for the members of this council to perform their duties as elected representatives. All appropriately-attributed correspondence addressed to the council should therefore be accepted, including correspondence sent by e-mail.

Please place this e-mail on file at your next regular meeting. Thank you.

Sincerely,
human

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| human <human2015odd@fixnh.org> |

|Telephone: 1-603-614-4346 PGP key ID: E7DF4DE4 |

|Fingerprint: 234D BD6A 4F83 5235 6DC3 24A9 9CDA AECD E7DF 4DE4|

+-----+

To: Council Members
From: Tony McManus
Re: suggestion

I would like to suggest that we all agree to donate our next monthly (whopping) pay check to the SHARE program.

You will recall that when our Welfare Director made her budget presentation she said that SHARE had contributed \$25,000 to supplement local welfare assistance. That's a real help to our citizens in need and a benefit to the City in terms of a budget savings.

My thought is that by making a donation the Council would be (1) acknowledging the good work done by the (all volunteer) folks at SHARE; (2) thanking them for their contribution to the City; and (3) giving them some publicity and exposure that might spur other people in the community to contribute to the program.

The Mayor and I are in. Will you join us??