

CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type:	Regular Meeting
Meeting Location:	Council Chambers, City Hall
Meeting Date:	Wednesday, January 13, 2016
Meeting Time:	To follow Organizational Meeting

- 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. December 2, 2015 – Workshop Session**
 - B. December 9, 2015 – Regular Meeting**

- 11. MAYOR'S REPORT**

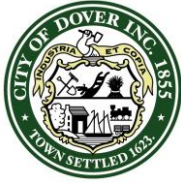
- 12. UNFINISHED BUSINESS**

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

- 13. NEW BUSINESS**

- A. CONSENT CALENDAR**

- 1. ROAD RACE – Moms on the Run Mother's Day 5k Run/Walk**
- 2. B15066 CONSULTING SERVICE FOR RICHARDSON DRIVE RECONSTRUCTION
ADDITIONAL SCOPE OF WORK
SPONSORED BY MAYOR WESTON BY REQUEST**



CITY OF DOVER

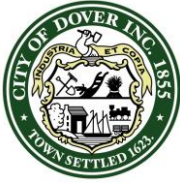
CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 13, 2016**
Meeting Time: **To follow Organizational Meeting**

- 3. B16010 CITY HALL ATRIUM RENOVATIONS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 4. PURCHASE OF 2016 MODEL YEAR VEHICLES - STATE OF NH BID**
SPONSORED BY MAYOR WESTON BY REQUEST
- 5. PURCHASE OF USED AMBULANCE**
SPONSORED BY MAYOR WESTON BY REQUEST
- 6. PURCHASE OF SELF-CONTAINED BREATHING APPARATUS (SCBA)
CONTAINMENT FILL STATION COMMONWEALTH OF MASS STATE BID**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. FIBER OPTIC CABLE INSTALLATION FROM CITY HALL TO POLICE FACILITY**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. FIRST STREET URBAN FILL PROJECT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. APPROVAL OF MARANATHA INDONESIAN UNITED CHURCH OF CHRIST
LEASE AGREEMENT – ROOM 322**
SPONSORED BY MAYOR WESTON BY REQUEST
- 10. SETTING VOTING HOURS FOR THE FEBRUARY 9, 2016 PRESIDENTIAL
PRIMARY**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|--|--|
| 1. School Board | 11. Ordinance Committee |
| 2. Planning Board | 12. Police and Parking Facility Building Committee |
| 3. Appointments Committee | 13. Joint Building Committee – Dover High School
and Regional Career Technical Center |
| 4. Recreation Advisory Board | 14. Dover Main Street |
| 5. McConnell Center Advisory Committee | 15. Library Board of Trustees |
| 6. Arts Commission | 16. Dover Downtown TIF Advisory Board |
| 7. Solid Waste Advisory Commission | 17. Waterfront TIF Advisory Board |
| 8. Transportation Advisory Commission | 18. Energy Commission |
| 9. Pool Advisory Committee | 19. Heritage Commission |
| 10. Parking Commission | |



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 13, 2016**
Meeting Time: **To follow Organizational Meeting**

B. RESOLUTIONS

- 1. EVERSOURCE A/K/A PSNH EASEMENT FOR PORTLAND AVENUE
SPONSORED BY MAYOR WESTON BY REQUEST**
- 2. WALLACE WOODS SUBDIVISION – CLARIFICATION OF EASEMENT
SPONSORED BY MAYOR WESTON BY REQUEST**
- 3. REPROGRAM UNEXPENDED BOND PROCEEDS FROM VARIOUS SCHOOL CIP
PROJECTS TO GARRISON SCHOOL FACILITY IMPROVEMENTS
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 27, 2016, AND
FOLLOWED BY A CITY COUNCIL VOTE ON FEBRUARY 10, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST**
- 4. CENTRAL AVENUE, CHESTNUT STREET AND THIRD STREET
RECONSTRUCTION OF RAILWAY – HIGHWAY CROSSING NHDOT
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 27, 2016, AND
FOLLOWED BY A CITY COUNCIL VOTE ON FEBRUARY 10, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST**

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 5, BOARDS, COMMISSIONS AND COMMITTEES: SECTION 23,
DOWNTOWN DOVER TAX INCREMENT FINANCE ADVISORY BOARD
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 27, 2016)
SPONSORED BY COUNCILOR SHANAHAN**

14. COUNCIL CORRESPONDENCE

- A. Letter from Ron Richard, dated November 25, 2016**

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



THE CITY MANAGER'S REPORT

January 13, 2016

*Months Reporting on:
October, November & December, 2015*

*"What good is the warmth of summer, without the cold of winter to
give it sweetness."*

John Steinbeck

J. Michael Joyal, Jr.
City Manager

Legal Department

by Anthony Blenkinsop

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

Right to Know Requests, pursuant to RSA 91-A

- Rochester, NH – 8 requests for Agenda Materials for meetings between 10.07.2015 and 12.24.2015
- Dover, NH – Outside legal fees paid to Donahue, Tucker & Ciandella
- Dover, NH - #42 French Cross Road abatement request
- Dover, NH – All abatements filed for residential property 2014-2015
- All emails between Mayor and City Manager
- City Charter Article X, C10-5 compliance
- Alton, NH – Documents, texts, email relating to JBC
- Rockville, MD – Emergency evacuation plans
- Washington, DC – Republican National Committee Appeal
- Dover, NH – Gas conversion records for 3 Covered Bridge Lane
- Concord, NH – City v. State of NH emails
- Washington, DC – Republican National Committee
- Alton, NH – Superintendent search

Assistance to City Departments and/or Offices

City Council: Drafting/review of resolutions and ordinances; preparation of orientation material

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

Community Services: Winter maintenance MOA for Oak Street; Lowell Avenue Treatment Plant MOA; Deposition of City Employee; Utility Easement Agreement

Finance: Postage meter contract; Wrecker/Towing Services agreement review; Discharge of Liens; Water/sewer payment plan; Grant acceptance authority; Budget Public Hearings; Outside attorney audit letters; Foreclosure sale; Vendor registry inquiry

Police: McConnell Center parking lot MOA; Deeded parking spaces; Email procedures; Pay by phone; Bellamy Commons vandalism; Retention of juvenile records; Office furniture purchase terms and conditions

Planning: House demolition; Homeowners Association by-laws; Utilities Easement Deed; Wallace Woods Subdivision issue; Willand Pond , NH Fish & Game; Varney Brook Lands, LLC Development Agreement; Kostis development of Robbins parcel; Dover Point property, Breezy Landing; Ireland Well Groundwater Protection Zone; Center Drive private road

Executive: Treeno Software renewal; Update of legal mission statement; Quitclaim Deed correction; Library Privacy Policies; Verizon Tower Lease Agreement; DHA Cooperation Agreement

Recreation: LWCF Grant; McConnell Center mail; Clinton McConnell Center visit

School: Student transportation services; JBC monthly status reports

Litigation

Fire: Represented City employee at a deposition as a fact witness in ongoing litigation

Welfare: Leveraging letters

Assessing: Disability exemption

Kelley's Row, et al v. First Street at Garrison etal: Settlement reached.

Clay v. City of Dover: Complied with Court Order on 12.02.2015 in providing candidate names to Plaintiff – awaiting judge's order on applicant scoring sheets.

City v. Nathaniel Figuers: Property clean-up completed; Liens to be filed.

Karl Leinsing v. City: Awaiting Court Order from 10.2015 hearing.

City v. Joel Bernier: Hearing on Motion for Periodic Payments held 12.16.2015, continued to January 20, 2016.

Cohen v. City: Hearing scheduled for 01.08.2016

SEA3: Final hearing attended on November 5th & 6th, 2015; Settlement agreement reached

City of Dover v. State of NH: (adequacy lawsuit) Hearing scheduled for February 22, 2016

Ventas Realty Limited Partnership v. City: City's Automatic Disclosure filed 12.21.2015.

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

	Oct/Nov/ Dec	FY16 YTD	FY15	FY14
Legal Matters/ Questions Handled	18/14/16	108	276	251
Document Creation/Review	14/20/19	111	180	175
Right to Know Requests Processed	08/07/05	39	103	78
Resolutions	03/01/00	16	54	48
Ordinances	08/00/00	15	21	14

Economic Development

by Dan Barufaldi

Summary:

Most businesses contacted report that activity is expanding at a somewhat slower rate at present than was the case six weeks ago. Although most retail and manufacturing firms responding are still enjoying increased revenues versus a year ago, a few more companies in these sectors are experiencing slight declines in sales than in the last reporting round. Software and IT services firms report mostly flat sales year-over-year. Staffing firms however, continue to grow strongly. Most commercial real estate contacts indicate markets are steady or expanding somewhat locally. Residential real estate sales and prices continue to increase in the region. The strong dollar is aid to be putting downward pressure on prices; otherwise, prices remain a non-issue. Some firms indicate they are providing larger wage increases than in the past few years to most or to selected job categories to retain existing employees, others are not. About half of reporting firms are holding employment steady and most others plan to do modest net hiring. The current Dover unemployment rate is 2.6 %.

Selected Business Services:

Demand for consulting and advertising is up strongly over last year at this time. Software and IT services providers are experiencing mixed results with some 1% over or under previous year sales. Services to the healthcare sector have recently increased as walk-in convenient care centers are being added. Some consolidation is now being experienced in the healthcare sector. Wages while up significantly in critical skill areas, remain just above inflation as do prices. Uncertainty regarding the Affordable Care Act, the slowing Chinese economy/ housing bubble, and the economic effects of Middle Eastern wars; the European migrant refugee problem and the Ukraine/Russia situation effect on the European

economies, as well as the Greek economy failure potential continues to produce a prevailing air of caution in this and several other sectors with real local economic effect. Local walk-in healthcare centers are hiring strongly as these in demand skill sets become available.

Commercial Real Estate:

Commercial real estate sales activity was unchanged over the month regionally with sustained strength in the local, Boston and Portland markets. Demand locally has remained positive with several local commercial developments, mixed use infill, multifamily and assisted living investment projects coming to fruition. Land sales continue to have momentum locally. Investment demand for commercial real estate remains strong. Leasing fundamentals maintained a moderate pace of improvement in recent weeks, consistent with minimal-to-slow employment growth. A small amount of speculative office construction as part of mixed use building is now being done. The lending environment remains highly favorable to borrowers, with historically low, slowly rising interest rates and increasingly tighter standards. Abundant investment capital continues to flow into commercial lease properties across the Seacoast, sourced from private equity firms, pension funds, foreign investors, REITS and high net worth individuals. The projected end of "quantitative easing" over time was beginning to trigger a gradual rise in interest rates. The latest 25 basis points rate increase of the Fed will extend the current interest rate through year end with upward moves every quarter in 2016 anticipated if the economy and the inflation rate allow. Leverage ratios are on the rise among some investors, but remain low in absolute terms. Local multifamily and mixed use construction remains at a very healthy pace with local inventory in this category rising rapidly. The outlook remains cautiously optimistic across the region. Forecasts call for more slow improvement in fundamentals moving forward, pending steady (if slow) employment growth. Fiscal policy and uncertainty around the business and employment effects of the ACA and Medicaid expansion costs are producing uncertainty at both the state and federal levels and this is mentioned by some as a down side risk to employment growth that produces improvement in leasing and construction

activity. Some major capital spending projects are underway and some about to be announced. One office/manufacturing building in Enterprise Park is available with two of the formerly vacant buildings now occupied.

Residential Real Estate:

Home buyer confidence is up. Completed sales of single family homes increased year-over-year through October and beyond. Low inventory levels locally are still thought to be limiting sales, but appear to be easing somewhat as rising prices are convincing sellers to put homes on the market before interest rates go up any more. Median selling prices continue to rise locally. Condo sales, though mixed regionally, are up locally as well, as are condo pricing and pending sales. Closed unit sales of both single family homes and condominiums declined slightly year-over-year but price increases evened the dollar sales figures for the period. Sales and prices are up in the sector. Condo sales have begun to improve in a sustained manner. Median sale prices in NH and in Dover increased again in the period. Pending sales suggest the markets for single family houses and condos are going to finish well in 2015 after slowing recently in the short term due to lack of inventory.

Manufacturing & Related Services:

Manufacturers are now reporting some modest sustained strength in sales and improved year over year profits. A few local manufacturers are reporting lower sales than the same period a year ago due to a falloff in export sales brought on by the strong U.S. dollar and the reduction in mining and oil exploration equipment and parts sales caused by the low crude prices. Exporters to both Europe and China are concerned with the macro-economics they're seeing in both markets. The Chinese economy has slowed markedly and their investment in infrastructure, often purchased here, is also down significantly. The recent upheavals in Greece, Iraq and Syria, Ukraine and Russia and the effects they will cause in world-wide markets and economies are a growing uncertainty and concern. It is not clear that management by government intervention in China is working so far. Automotive car, truck and parts suppliers have been doing well. Pickup truck sales are at an all-time high. Firms

reporting on inventory levels are split with half citing flat inventory levels and half citing higher levels. Most state the higher levels are due to more new product introductions and are not concerned about current inventory levels. Most contacts in the manufacturing sector indicate that both staffing levels and wage growth remain modest except for select scarce high demand skill sets. Capital investment is up despite tightening credit conditions at local lenders. Aerospace parts manufacturers are reporting increasing sales. Some major capital spending projects are underway and some about to be announced. A number of other commercial projects are currently underway or about to be underway during this building season. Outlook for the balance of the year remains positive.

Price pressures remain moderate except for rare metals sourced in Russia. Most recently energy prices have decreased by about 15% for oil with natural gas down as much as 25% for "cut-off" users. Suppliers to the military are seeing new orders rise. Regional manufacturers remain guardedly optimistic.

Retail & Tourism:

Retailers contacted for this period report store sales ranging from flat to 7% increases year-over-year. The retail holiday sales for the region were listed at 7.9% over last year. The recent continuing fall off in gasoline prices has increased disposable income and is enhancing retail and tourism revenues slightly in the short term. Sales of household items and home improvement goods are selling well. Prices were up slightly (1 %) despite advertised sales. Post-holiday sales may reduce that figure. Inventories appear a little higher than anticipated for winter goods as the recent warm weather has delayed winter goods purchases. On-line shopping has also reinforced a "just-in-time" shopping mentality that has exacerbated erratic monthly sales results. Some local retail establishments are finding it difficult to hire experienced personnel.

Business travel remains strong, but leisure travel is entering slow period in the first quarter locally and the lack of snow has reduced ski travel markedly so far this season. Bus tours to Dover are scarce in the first quarter as well, but our hockey tournaments help local hotel occupancy rates during this period. Our high end restaurants are now doing well with the opening of the parking garage downtown. The

mid-tier restaurants are experiencing the usual post-holiday doldrums and are finding it more difficult to find experienced wait staff even with higher wages.

Attendance at our museums, fairly flat so far this year, is beginning to anticipate an improvement with the colder weather and an increase in event quality.

Staffing Services:

Business conditions in this industry sector have improved markedly in the last month with the healthcare sector and other technical mid-level and high-level skill sets demonstrating high demand. Year-over-year growth is still expected between 10% and 25% depending on the industry sector being served. Labor demand has been strong in IT and, software until very recently. Aerospace, nursing, electronics, engineering, quality assurance techs and legal skills demand remain strong. Most recently, experienced retail sales people are in tight supply. Most firms in the field have added to headcount with wages and prices remaining flat. To attract highly skilled workers in growing industries these firms are expanding their social media and technological attraction efforts. Increased health insurance costs remain a concern with the onset of the Affordable Care Act and the challenge of being able to increase pricing to cover the increased cost. Experienced wait staff is at a premium. Overall the sector is optimistic and expecting high single digit growth over the next two quarters and beyond. * NOTE: Non-local content contains excerpts from the Federal Reserve Beige Book-Boston.

Local Major Development Projects:

- First street Development
- McIntosh properties Development
- Yacht Club Development
- Stonewall Kitchens Development
- Rand-Whitney Development
- Dover Parking Garage
- Dover Police Station
- 49,000 SF at 27 production drive leased for manufacturing with a buy option
- Broadway mixed use development
- Well over \$100,000,000 in Dover development underway.

Total Permits Issued: October 2015

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
15-295	WENTWORTH HOME	795	CENTRAL AVENUE	CONST. A 3 STORY SIDE ELEVATOR AD	C	37	1-A	865000	8675
15-357	NATIONAL HEALTH CARE ASS	307	PLAZA DRIVE	RMDL/RENOV. A HEALTH CARE FACILI	C	D	80	1526000	15285
15-364	STOCK REALTY TRUST, LLC	835B	CENTRAL AVENUE	FINISH INT. OF SPACE FOR A CAFÉ	C	37	24H-1	10000	125
15-398	WENTWORTH DOUGLAS HOSP	789	CENTRAL AVENUE	INT. RENOV. OF SEACOAST CANCER CT	c	37	1	80000	825
15-392	MAST ROAD DOVER, LLC	15	STONEWALL DRIVE	CONST. FOUNDATION ONLY FOR AN IN	I	4	53	480000	4800
14-429	YOUNG	23	OAK HILL DRIVE	INSTALL A STORAGE SHED	R	36	25K	6000	85
14-464	DOYLE	32-34	SECOND STREET	#34, WEST SIDE, REPLACE A SIDE DECK	R	6	28	6000	85
15-018	KAVALAUSKAS	29	SPRUCE LANE	REPAIR WATER DAMAGE IN FINISHED B	R	I	29A	10000	125
15-144	TOWLE	8	ELMWOOD AVENUE	CONST. A SIDE BUMPOUT ADDITION	R	25	37	15000	175
15-180	REALE	22	SIXTH STREET	REPAIR DECK DAMAGED BY FIRE	R	31	79-3	2000	45
15-216	LEIGHTON	78	SPRUCE LANE	CONST. 3 DORMERS ADDITIONS	R	I	81D	18000	205
15-219	OLD STAGE ROAD, LLC	18	OLD STAGE ROAD	NEW CONST. SFD WITH ATT. GARAGE	R	G	36-7	202000	2045
15-228	SOUCY	121	BACK RIVER ROAD	CONST. A REAR ADDITION ONTO ATT. G	R	I	46C	17500	205
15-255	CITY OF DOVER	32	SHAWS LANE	INSTALL 2 STORAGE CONTAINERS	R	I-2-	O	700	0
15-257	HOFFMAN	2	ELA STREET	RMV. & RPLC./CONST. A FRONT PORCH	R	27	289	3000	55
15-272	OBRIEN	165	SIXTH STREET	REPAIR/REPLACE DAMAGED RAFTERS	R	E	71-B	6000	85
15-290	HERON BAY PARNTERS	53	CIELO DRIVE	NEW CONST. SFD W/ATT. GARAGE	R	H	4-53	140000	1425
15-302	OLD STAGE ROAD, LLC	10	OLD STAGE ROAD	NEW CONST. SFD WITH ATT. GARAGE	R	G	36-3	190000	1925
15-309	RUSSEL	8	CHESLEY STREET	CONST. A SFD WITH ATT. GARAGE	R	29	72A	225000	2275
15-320	LOUGHLIN	3	BIRCH DRIVE	INSTALL A STORAGE SHED	R	I	83R	5500	85
15-327	MURPHY	56	SANDPIPER DRIVE	ITN. RENO. OF KITCHEN, BATHROOM A	R	C	23-6	160000	1625
15-339	SALVATORE	22	SCHOONER DRIVE	CONST. A ONE-STORY SIDE ADDITION	R	M	96A-2	47000	495

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
15-340	LILAC GARDENS	1	LILAC LANE	DEMO & RMVE/FILL-UP AN INGROUND	R	H	35D	0	50
15-348	BARTON	5	GLENWOOD AVENUE	CONST. A FRONT DECK/PORCH ADDITI	R	38	32F	1000	35
15-349	WOODBURY	189	SPUR ROAD	INSTALL A STORAGE SHED	R	L	46I	6000	85
15-351	CHASE	87	LITTLEWORTH ROAD	FRONT & REAR PORCH ADDN'S	R	F	32	3000	55
15-352	HORN	133	PORTLAND AVENUE	CONST./INSTALL A LAUNDRY RM/BATH	R	25	51	3400	65
15-353	MCLAUGHLIN	429	MIDDLE ROAD	RENOV/REMODL 2ND FLR BATHROOMS	R	M	61B	18000	205
15-356	SEVIGNY	19	MELODY TERRACE	CONST. A REAR 3 SEASON PORCH ADDI	R	G	24J-1	15000	175
15-358	GORDON	54	STARK AVENUE	CONST. A FRONT PORTICO ADDITION	R	17	102	2000	45
15-359	GARAY	92A	COCHECHO STREET	RPR/RENO. A DWELLING DAMAGED BY	R	25	68	47000	495
15-360	SUPPLE	4	HILLCREST DRIVE	CONST. A REAR DECK ADD. & A ROOF	R	35	56-H	11000	135
15-361	SCHUMAN	96-98	BROADWAY	CONST. AN INT. STAIRWAY (2ND TO 3R	R	27	169	8000	105
15-362	CACARILLO	8	SOUTH WATSON LANE	CONST. A SHED ADD'N ONTO A DETAC	R	19	72	4000	65
15-363	MELNIK	3	GILMAN STREET	CONST. A SIDE DECK ADDITION	R	37	5	5000	75
15-365	PLOURDE	42	CONSTITUTION WAY	CONST. A DETACHED GARAGE	R	K	21-2	8400	115
15-366	CEDRONE	19	CASSILY LANE	CONST. A REAR DECK ADDITION	R	E	67-11	13600	165
15-368	CURTIS	56	ATKINSON STREET	CONST. A REAR DECK ADDITION & INS	R	9	68	4800	75
15-371	SILVA	23	BELKNAP STREET	RMV. & RPLC. REAR PORCH & STARIWA	R	10	99	1500	45
15-372	BEAUDIN	160	LITTLEWORTH ROAD	TO CONST. A DETACHED GARAGE	R	F	43-19	21000	235
15-377	DOYLE	34A	SECOND STREET	RMV./RPLC./CONST. A SIDE DECK ADDI	R	6	28	4000	65
15-378	CHOISNET	28	TUTTLE LANE	RMDL/RENOV. THE KITCHEN	R	M	83C	48000	505
15-381	WIGMORE	40A	PISCATAQUA ROAD	RMDL/RENOV. THE KITCHEN	R	J	13K-1	35000	375
15-385	CODY	43	CATARACT AVENUE	INSTALL A ROOF MOUNTED SOLAR AR	R	14	5M	17000	195
15-387	BRADY FAMILY TRUST	36	THREE RIVERS FARM ROAD	CONST. AN ACC. BLDG. (DETACHED GA	R	N	2-4	45000	475
15-391	STEEL	5	DEEPWOOD DRIVE	CONST. A SIDE PORCH ADD./EXT. & A L	R	I	22-11	4000	65
15-393	BECKER	140	TOLEND ROAD	INSTALL A ROOF MOUNTED SOLAR (PV	R	F	2-2	27000	295

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
15-397	PIETRAFITTA	137	SILVER STREET	REMDL/RENOVTE THE KITCHEN	R	10	166	23000	255
15-407	DAVID M. RHEAUME REVOC	11	ARROWBROOK ROAD	RENOV./RMDL THE KITCHEN	R	I	22-14	8000	105

Total Permits Issued: 49

Total Construction Value: \$4,398,400.00

Total Fees Collected: \$45,210.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	5	Change of Use	0
Commercial Renovations	0	Commercial	1
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	0
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	4	Single Family Dwellings	4
Renovations Dwelling Unit	40	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	5

Total Permits Issued: November 2015

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
15-297	COCHECO MILL, LLC	100	MAIN STREET	CONVERT TO 43 RESIDENTIAL DWLG U	C	2	37A	1922000	19245
15-344	TRI-COUNTY REALTY	297	CENTRAL AVENUE	REMOV. & REPLACE GLASS STOREFRO	C	2	20	15000	175
15-350	THE STORAGE BARN	385	SIXTH STREET	CONST. 3 SELF-STORAGE BLDGS.	C	D	16	488000	4905
15-410	CROWN CASTLE	35	FINCH LANE	INSTALLING 6 ANTENNAS & 3 RRUS	C	M	13	20000	225
15-431	DAME	102-104	CENTRAL AVENUE	DEMO./RMV. GAS STATION PUMPS, U/G	C	15	80	0	50
15-081	44 PORTLAND AVVENUE, LLC	44	PORTLAND AVENUE	CONST. A 3-STORY MIXED USE BLDG (1	C/R	24	104	1160000	11641
15-303	JEWETT COMMERCIAL PARK	26	CROSBY ROAD	CONST. AN ADD. TO A LIGHT INDUSTRI	I	G	31-3	217000	2195
14-399	VAUGHN, HUGH	11	BOSTON HARBOR ROAD	RELOCATE AND RENO. A STORAGE SHE	R	7	8	3000	65
15-245	STF DEVELOPMENT CORP.	20	LIKA DRIVE	CONST. A SFD WITH ATT. GARAGE	R	E	42-3	238000	2455
15-292	DEMERS	12	WOODLAND ROAD	CONST. A SMALL FRONT ADD'N	R	17	95F-1	2500	55
15-300	PAOLINI	56	NEW ROCHESTER ROAD	A & B, CONST. A 2-FAMILY DWLNG	R	40	38A	299000	3015
15-355	MARTIN	169	TOLEND ROAD	CONST./INSTALL A BATHROOM	R	E	48B	6000	85
15-376	BROWN DOG PROPERTIES	13	BELKNAP STREET	DEMO. & REMOV. AN ACC. BLDG (BAR	R	10	75B	0	50
15-379	STRAFFORD	44	HOUGH STREET	INSTALL A SHED/WORKSHOP	R	30	40	14000	165
15-380	WITONIS	31	CORNERSTONE DRIVE	INSTALL ROOF MOUNTED SOLAR PANE	R	B	18-34	24000	265
15-382	DEMOPOULOS	36	CUSHING STREET	RENOV. A THREE FAMILY DWELLING	R	10	84	30000	325
15-399	MIDDLETON	10	WATERLOO CIRCLE	FNSH BSMNT 4 ADD. LIVING AREA, KIT	R	M	76-1	174000	1765
15-400	WEBER	28	ATLANTIC AVENUE	REPLACE/RENO. THE FRONT PORCH	R	25	5	2000	45
15-401	TORR	217	DURHAM ROAD	CONST. A SIDE 3 SEASON RM ADDITION	R	H-4	1	35000	375
15-402	TOLEND ROAD PROPERTIES, L	52	STOCKLAN CIRCLE	NEW CONST. SFD WITH ATT. GARAGE	R	G	24J16	140000	1425
15-403	TOLEND ROAD PROPERTIES, L	44	STOCKLAN CIRCLE	NEW CONST. SFD WITH ATT. GARAGE	R	G	24J16	140000	1425
15-408	PARISE	16	LIKA DRIVE	CONST./INSTALL A STORAGE SHED	R	E	45-2	3200	55

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
15-413	AUCOIN	5	CRANBROOK LANE	DEMO./FILLIN INGROUND SWIMMING P	R	D	8C		50
15-414	VISIANO	185	LOCUST STREET	RPR/RENOV. FRONT PORCH ENTRY	R	12	60	5000	75
15-415	DASS	339	DOVER POINT ROAD	CONST. A REAR BULKHEAD ENTRANCE	R	L	60	2000	45
15-416	ALLEN	11	LINDA AVENUE	REMODEL/RENOV. THE BATHROOM	R	I	80N	11800	145
15-417	BREEN	51	SAMUEL HANSON AVENUE	ROOF TOP SOLAR PANEL (PV) ARRAY	R	21	26-16	12000	145
15-418	CHANDLER	22	STARK AVENUE	CONST./INSTALL A BATHROOM	R	19	68	15000	175
15-422	BONICA	2	LANDING WAY	ROOF TOP SOLAR PANEL PV ARRAY	R	L	94I	21000	235
15-424	SANDRA B HO	250	LOCUST STREET	CONST. A SIDE PORCH ADDITION	R	001	0088	10000	125
15-425	GREENE	90	GLENWOOD AVENUE	ROOF TOP SOLAR PANEL (PV) ARRAY	R	E	19E	23000	255
15-427	WEBBER	254A	DOVER POINT ROAD	ADD LNDNG FLOAT TO A RES. DOCK	R	L	96M	8000	105
15-436	MEEHAN	39	UPPER FACTORY ROAD	CONST. A FRONT PORCH W/ A TEMP. RA	R	E	57B	2400	55

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

Total Permits Issued: 33

Total Construction Value: \$5,042,900.00

Total Fees Collected: \$51,416.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	3	Change of Use	0
Commercial Renovations	3	Commercial	2
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	1	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	1	Renovations	0
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	3	Single Family Dwellings	5
Renovations Dwelling Unit	22	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	7

Total Permits Issued: December 2015

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
15-291	COCHECHO MILL LLC	51	WASHINGTON STREET	DEMO. REAR ONE-STORY SECTION OF	C	3	63	0	50
15-322	MEASURED PROGRESS	171	WATSON ROAD	RENO./RPRS OF AN OFFICE BLDG; CHA	C	E	33	5000	75
15-396	HORIZON TRUST	52	CROSBY ROAD	CONST. EXT. SHELL FOR INDUSTRIAL B	C	G	31-1	550000	5525
15-419	BLACK	301	DURHAM ROAD	INT. DEMO ONLY	C	H	1	0	50
15-423	851 CENTRAL AVENUE, LLC	865	CENTRAL AVENUE	RENOV. TO CREATE A VACANT COMM. C	C	38	6A	160000	1625
15-394	SALEMA	9	FOURTH STREET	DEMO. & RMVE A VACANT COMM. BLD	C, R	5	4	0	50
15-426	MAST ROAD DOVER, LLC	15	STONEWALL DRIVE	CONST. A LIGHT INDUSTRIAL BLDG.	I	H	53-1	6298000	62980
15-446	JACKSON BOND ENTERPRISES	39	INDUSTRIAL PARK DRIVE	INT. FINISH OF A LT. MFG. BLDG.	I	G-4	B-1	114000	1165
15-445	CITY OF DOVER	29	STONEWALL DRIVE	CONST. A SEWER PUMP STATION	M	H	53	450000	0
14-423	MCMILLEN	3	GAGE STREET	CONST. A FRONT ENTRY/MUDRM ADD.	R	39	61	8000	105
15-369	OAK BLUFF REALTY	45	TUTTLE LANE	NEW CONST. SFD W/ ATT. GARAGE	R	M	69C-1	288000	2905
15-383	HERON BAY PARTNERS	51	CIELO DRIVE	FINISH BASEMENT, FOR ADD'L LIVING	R	H	4-51	20000	225
15-386	WILLARD	61	COURT STREET	RENO./RMDEL INT. OF A SFD	R	19	17	21000	235
15-390	SURINA	43	MCKONE LANE	CONST. A REAR DECK ADDITION	R	K	1-1	5200	75
15-395	SULLIVAN	12	LISA BETH CIRCLE	NEW CONST. SFD WITH ATT. GARAGE	R	H	44K 2	245000	2475
15-404	PETERSON VENTURES, LLC	68	DREW ROAD	STORAGE SHED	R	I	94-2	6000	85
15-405	WILLIAMS	122	DOVER NECK ROAD	INSTALL A ROOF MOUNTED SOLAR PA	R	M	95D	35000	375
15-412	SCHLOSSER	6	WINSTON AVENUE	RMV. & RPLC THREE EXT. WINDOWS	R	K	30E	2500	55
15-421	PROLIM DEVELOPMENT	231	LONG HILL ROAD	CONST. A SFD W/GARAGE UNDER	R	A	18-2	228000	2305
15-428	FROBURG	247	SHAWS LANE	INSTALL ROOF MOUNTED SOLAR PANE	R	I	2A	17000	195
15-430	MOURGENOS	32	THREE RIVERS FARM ROAD	CONST. A GARAGE	R	N	2-3	72000	745
15-432	MICHELLE MORIN	21	WHITTIER STREET	CONST. AN ADDITION FOR A BATHROO	R	E	72	10000	125

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
15-433	TOLEND ROAD DEVELOPMEN	19	STOCKLAN CIRCLE	NEW CONST. SFD WITH ATT. GARAGE	R	G	24J10	145000	1475
15-434	TOLEND ROAD DEVELOPMEN	46	STOCKLAN CIRCLE	NEW CONST. SFD W/ATT. GARAGE	R	G	24J16	148000	1505
15-435	TOLEND ROAD PROPERTIES, L	48	STOCKLAN CIRCLE	CONST. A SDFD W/ATT. GARAGE	R	G	24J16	148000	1505
15-437	CHOUINARD	10	MEETINGHOUSE WAY	ROOF-MOUNTED SOLAR PANELS (PV A	R	B-1	27-0	20700	235
15-438	CROTHERS	40	BROADWAY	REPLACEMENT WINDOWS	R	4	54	1500	45
15-439	BIRD	12	BIRCH DRIVE	FRNT. LNDNG W/STRWY, RPR/RPLC. RE	R	I	83-M	3000	55
15-444	BELYEA	73	RUTLAND STREET	INSTALL ROOF MOUNTED SOLAR PANE	R	14	17A	24000	265
15-451	BEAUDOIN	316B	DOVER POINT ROAD	INT. RENO. TO RPAIR/RPLCE FLRS	R	L	113B	15000	175
15-457	SCHINTZINS	16	APPLEVALE DRIVE	CUSTOMARY HOME OCCUPANCY	R	K	15V	0	50
15-461	BIRD	12	BIRCH DRIVE	RENOVATE EXISTING BATHROOM	R	I	83-M	5000	75

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

Total Permits Issued: 32

Total Construction Value: \$9,044,900.00

Total Fees Collected: \$86,810.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	0	Change of Use	0
Commercial Renovations	5	Commercial	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	1
Industrial	3	Renovations	0
Industrial Renovations	1	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	6	Single Family Dwellings	8
Renovations Dwelling Unit	17	Accessory Dwelling Unit	1
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	10

PLANNING BOARD APPROVED PROJECTS

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	L0T	EXPIRATION DATE	SCHOOL	Students**
Code	H = Homes	A = Apts.	C = Condos											
Multi-Family:														
Clay Hill	Henry Law Avenue	C	10	0	10		7/28/2015	Site	P15-17	22	3		W	1.1
Yacht Club	Portland Ave	A	19	19	0	12/23/2014	10/14/2014	Site	P14-45	24	104	12/23/2019	H	2.09
Bradley Commons	Central Ave	A	47	0	47	2/10/2015	9/23/2014	Site	P14-34	27	2/3	2/10/2020	H	5.17
First Street @ Garrison	First Street	A	32	32	0	6/12/2014	2/25/2014	Site	P14-03	6	3	6/12/2019	H	3.52
First Rate Realty	Silver/Central	A	16	16	0	9/24/2013	6/25/2013	Site	P13-20	12	28	9/24/2018	W	1.76
Field and Foster	Central Ave	A	18	18	0	2/11/2014	11/12/2013	2/13/2014	P13-60	3	42	2/11/2019	H	1.98
Cochecho Falls Mills	Central Ave	A	120	74	46	12/20/2011	11/28/2011	Site	P11-60	3	3	12/20/2015	H	13.2
Sherman School	School Street	C	48	0	48	9/27/2011	10/26/2010	Site	P10-39	3	10	9/27/2016	G	7.68
Paolini	Clancy Drive	C	12	12	0	1/9/2014	10/22/2013	Site	P13-37	I	12	1/9/2019	G	1.92
Lilac Gardens	Lilac Ln	A	120	72	48	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2009	W	13.2
Total: Multi-family			442	243	199									50.52
Subdivisions:														
Indian Ridge	Emerald Ln	H	49	0	49	8/25/2015	6/23/2015		P14-58	F	15	8/25/2015	W	18.13
Bellamy Ridge	Back River Rd	H	7	0	7	10/13/2015	8/25/2015		P15-05	I	6-C	10/13/2020	G	2.59
Kelly Brook Meadows	Old Stage Road	H	9	7	2	4/29/2014	3/25/2014	5/9/2014	P14-01	G	36	4/29/2019	W	3.33
Foster's Way	Fosters Dr	H	5	2	3	9/17/2014	12/17/2013		P13-49	L	89-1	9/17/2019	G	1.85
Kemen	Sixth St	H	1	0	1	4/29/2014	8/27/2013	5/1/2014	P13-43	B	1D	4/29/2019	H	0.37
Child's Subdivision	Childs Dr	H	20	12	8	4/9/2013	3/28/2013	3/29/2013	P12-20	N	8A-1	3/28/2018	H	7.4
Fresian Drive	Arch St	H	11	2	9	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	4.07
Labrador Woods	Labrador Dr	H	9	6	3	7/19/2010	5/25/2010	7/19/2010	P10-19	A	51-9	7/19/2014	H	3.33
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.7
Harbor Hills	Shore Rd	H	16	12	4	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.92
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	4	5	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	G	3.33
Picnic Rock	Back River Rd	H	21	7	14	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.77
Schooner Landing	Schooner Dr	H	10	9	1	7/19/2007	4/10/2007	7/25/2007	P06-54	M	96A	7/19/2011	G	3.7
Pacific Landing	Pacific/Nye	H	15	14	1	2/8/2007	7/25/2006	2/8/2007	P05-72	E	49	2/18/2011	W	5.55
Goldberg/Tolend Rd Prop.	Stocklan Dr, etc	H	72	49	23	10/5/2006	7/14/2005	11/2/2006	P03-36	G	24	10/5/2010	W	26.64
StoneCroft	Carriage Hill Ln	H	11	9	2	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	4.07
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	27	5	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.84
Emerald Woods I & II	Emerald Ln	H	25	21	4	12/6/2004	9/28/2004	12/10/2004	P02-01	F	27	12/6/2008	W	9.25
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.48
Cornerstone Crossing III	Conerstone Dr	H	18	17	1	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18	7/28/2011	H	6.66
Total: Single Family			354	209	145									110.26
TOTAL APPROVED UNITS			796	452	344									161
Elderly:														
Pointe Place	Pointe Place	H	33	0	33		11/19/2014		P14-77	K	19		G	
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	62	55	7	7/2/2008	3/13/2007		P06-55	M	4	7/2/2011	G	
Arbor Woods	Cielo Dr	H	63	42	27	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			158	97	67									
APPROVED + ELDERLY			954	549	411									161

PLANNING BOARD APPROVED PROJECTS

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	L0T	EXPIRATION DATE	SCHOOL	Students**
Code	H = Homes	A = Apts.	C = Condos											
Multi-Family:														
Clay Hill	Henry Law Avenue	C	10	0	10		7/28/2015	Site	P15-17	22	3		W	1.1
Yacht Club	Portland Ave	A	19	19	0	12/23/2014	10/14/2014	Site	P14-45	24	104	12/23/2019	H	2.09
Bradley Commons	Central Ave	A	47	0	47	2/10/2015	9/23/2014	Site	P14-34	27	2/3	2/10/2020	H	5.17
First Street @ Garrison	First Street	A	32	32	0	6/12/2014	2/25/2014	Site	P14-03	6	3	6/12/2019	H	3.52
First Rate Realty	Silver/Central	A	16	16	0	9/24/2013	6/25/2013	Site	P13-20	12	28	9/24/2018	W	1.76
Field and Foster	Central Ave	A	18	18	0	2/11/2014	11/12/2013	2/13/2014	P13-60	3	42	2/11/2019	H	1.98
Cochecho Falls Mills	Central Ave	A	120	74	46	12/20/2011	11/28/2011	Site	P11-60	3	3	12/20/2015	H	13.2
Sherman School	School Street	C	48	0	48	9/27/2011	10/26/2010	Site	P10-39	3	10	9/27/2016	G	7.68
Paolini	Clancy Drive	C	12	12	0	1/9/2014	10/22/2013	Site	P13-37	I	12	1/9/2019	G	1.92
Lilac Gardens	Lilac Ln	A	120	72	48	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2009	W	13.2
Total: Multi-family			442	243	199									50.52
Subdivisions:														
Indian Ridge	Emerald Ln	H	49	0	49	8/25/2015	6/23/2015		P14-58	F	15	8/25/2015	W	18.13
Bellamy Ridge	Red Barn Dr	H	7	0	7	10/13/2015	8/25/2015		P15-05	I	6-C	10/13/2020	G	2.59
Kelly Brook Meadows	Old Stage Road	H	9	7	2	4/29/2014	3/25/2014	5/9/2014	P14-01	G	36	4/29/2019	W	3.33
Foster's Way	Fosters Dr	H	5	2	3	9/17/2014	12/17/2013		P13-49	L	89-1	9/17/2019	G	1.85
Kemen	Sixth St	H	1	0	1	4/29/2014	8/27/2013	5/1/2014	P13-43	B	1D	4/29/2019	H	0.37
Child's Subdivision	Childs Dr	H	20	12	8	4/9/2013	3/28/2013	3/29/2013	P12-20	N	8A-1	3/28/2018	H	7.4
Arch St	Fresian Drive	H	11	2	9	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	4.07
Labrador Woods	Labrador Dr	H	9	6	3	7/19/2010	5/25/2010	7/19/2010	P10-19	A	51-9	7/19/2014	H	3.33
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.7
Harbor Hills	Shore Rd	H	16	12	4	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.92
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	4	5	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	G	3.33
Picnic Rock	Back River Rd	H	21	7	14	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.77
Schooner Landing	Schooner Dr	H	10	9	1	7/19/2007	4/10/2007	7/25/2007	P06-54	M	96A	7/19/2011	G	3.7
Pacific Landing	Pacific/Nye	H	15	14	1	2/8/2007	7/25/2006	2/8/2007	P05-72	E	49	2/18/2011	W	5.55
Goldberg/Tolend Rd Prop.	Stocklan Dr, etc	H	72	52	20	10/5/2006	7/14/2005	11/2/2006	P03-36	G	24	10/5/2010	W	26.64
StoneCroft	Carriage Hill Ln	H	11	9	2	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	4.07
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	27	5	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.84
Emerald Woods I & II	Emerald Ln	H	25	21	4	12/6/2004	9/28/2004	12/10/2004	P02-01	F	27	12/6/2008	W	9.25
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.48
Cornerstone Crossing III	Conerstone Dr	H	18	17	1	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18	7/28/2011	H	6.66
Total: Single Family			354	212	142									110.26
TOTAL APPROVED UNITS			796	455	341									161
Elderly:														
Pointe Place	Pointe Place	H	33	0	33		11/19/2014		P14-77	K	19		G	
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	62	55	7	7/2/2008	3/13/2007		P06-55	M	4	7/2/2011	G	
Arbor Woods	Cielo Dr	H	63	44	27	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			158	99	67									
APPROVED + ELDERLY			954	554	408									161

PLANNING BOARD APPROVED PROJECTS

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	L0T	EXPIRATION DATE	SCHOOL	Students**
Code	H = Homes	A = Apts.	C = Condos											
Multi-Family:														
Clay Hill	Henry Law Avenue	C	10	0	10		7/28/2015	Site	P15-17	22	3		W	1.1
Yacht Club	Portland Ave	A	19	19	0	12/23/2014	10/14/2014	Site	P14-45	24	104	12/23/2019	H	2.09
Bradley Commons	Central Ave	A	47	0	47	2/10/2015	9/23/2014	Site	P14-34	27	2/3	2/10/2020	H	5.17
First Street @ Garrison	First Street	A	32	32	0	6/12/2014	2/25/2014	Site	P14-03	6	3	6/12/2019	H	3.52
First Rate Realty	Silver/Central	A	16	16	0	9/24/2013	6/25/2013	Site	P13-20	12	28	9/24/2018	W	1.76
Field and Foster	Central Ave	A	18	18	0	2/11/2014	11/12/2013	2/13/2014	P13-60	3	42	2/11/2019	H	1.98
Cochecho Falls Mills	Central Ave	A	120	74	46	12/20/2011	11/28/2011	Site	P11-60	3	3	12/20/2015	H	13.2
Sherman School	School Street	C	48	0	48	9/27/2011	10/26/2010	Site	P10-39	3	10	9/27/2016	G	7.68
Paolini	Clancy Drive	C	12	12	0	1/9/2014	10/22/2013	Site	P13-37	I	12	1/9/2019	G	1.92
Lilac Gardens	Lilac Ln	A	120	72	48	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2009	W	13.2
Total: Multi-family			442	243	199									50.52
Subdivisions:														
Indian Ridge	Emerald Ln	H	49	0	49	8/25/2015	6/23/2015		P14-58	F	15	8/25/2015	W	18.13
Bellamy Ridge	Red Barn Dr	H	7	0	7	10/13/2015	8/25/2015		P15-05	I	6-C	10/13/2020	G	2.59
Kelly Brook Meadows	Old Stage Road	H	9	9	0	4/29/2014	3/25/2014	5/9/2014	P14-01	G	36	4/29/2019	W	3.33
Foster's Way	Fosters Dr	H	5	2	3	9/17/2014	12/17/2013		P13-49	L	89-1	9/17/2019	G	1.85
Kemen	Sixth St	H	1	0	1	4/29/2014	8/27/2013	5/1/2014	P13-43	B	1D	4/29/2019	H	0.37
Child's Subdivision	Childs Dr	H	19	13	6	4/9/2013	3/28/2013	3/29/2013	P12-20	N	8A-1	3/28/2018	H	7.03
Arch St	Fresian Drive	H	11	2	9	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	4.07
Labrador Woods	Labrador Dr	H	9	6	3	7/19/2010	5/25/2010	7/19/2010	P10-19	A	51-9	7/19/2014	H	3.33
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.7
Harbor Hills	Shore Rd	H	16	12	4	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.92
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	4	5	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	G	3.33
Picnic Rock	Back River Rd	H	21	7	14	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.77
Schooner Landing	Schooner Dr	H	10	9	1	7/19/2007	4/10/2007	7/25/2007	P06-54	M	96A	7/19/2011	G	3.7
Pacific Landing	Pacific/Nye	H	15	14	1	2/8/2007	7/25/2006	2/8/2007	P05-72	E	49	2/18/2011	W	5.55
Goldberg/Tolend Rd Prop.	Stocklan Dr, etc	H	72	52	20	10/5/2006	7/14/2005	11/2/2006	P03-36	G	24	10/5/2010	W	26.64
StoneCroft	Carriage Hill Ln	H	11	9	2	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	4.07
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	27	5	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.84
Emerald Woods I & II	Emerald Ln	H	25	21	4	12/6/2004	9/28/2004	12/10/2004	P02-01	F	27	12/6/2008	W	9.25
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.48
Cornerstone Crossing III	Conerstone Dr	H	18	17	1	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18	7/28/2011	H	6.66
Total: Single Family			353	215	138									109.89
TOTAL APPROVED UNITS			795	458	337									160
Elderly:														
Pointe Place	Pointe Place	H	33	0	33		11/19/2014		P14-77	K	19		G	
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	62	55	7	7/2/2008	3/13/2007		P06-55	M	4	7/2/2011	G	
Arbor Woods	Cielo Dr	H	61	46	25	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			156	101	65									
APPROVED + ELDERLY			951	559	402									160

po report
October 2015

DAC	PO Date	PO No.	Vendor Name	Amount
Community Services Department	10/07/2015	201603274	IRVING OIL MARKETING, INC.	\$5,015.93
Community Services Department	10/28/2015	201603830	BORDEN REMINGTON	\$5,724.28
Executive	10/28/2015	201603837	DRUMMOND WOODSUM	\$5,842.45
City Finance Office	10/22/2015	201603684	PRIMEX-UNEMPLOYMENT COMP	\$5,987.00
Recreation	10/26/2015	201603746	FOX TOURS	\$6,655.70
City Finance Office	10/06/2015	201603176	ADAMS GRAPHIC CORP	\$7,136.00
Executive	10/28/2015	201603833	CCMSI	\$7,470.00
Executive	10/19/2015	201603545	TREENO SOFTWARE	\$7,600.00
Executive	10/19/2015	201603546	VUE WORKS, LLC.	\$7,868.10
Fire and Rescue	10/19/2015	201603547	ZCO COPRORATION	\$8,292.00
City Finance Office	10/13/2015	201603337	BAYRING COMMUNICATIONS	\$9,233.70
Executive	10/28/2015	201603841	SHEEHAN, PHINNEY, BASS & GREEN	\$9,745.41
Executive	10/28/2015	201603836	DELL MARKETING L.P.	\$12,426.04
Executive	10/28/2015	201603835	DELL MARKETING L.P.	\$13,447.89
Executive	10/28/2015	201603843	STATE OF NH-DEPT OF LABOR	\$20,604.24
Recreation	10/19/2015	201603542	NORTH COUNTRY TRACTOR, INC.	\$20,799.00
Community Services Department	10/21/2015	201603653	TRI-STATE SEALCOATING & PAVING, INC.	\$22,333.00
City Finance Office	10/22/2015	201603683	DEVINE, MILLIMET & BRANCH, PA	\$45,000.00
Community Services Department	10/13/2015	201603343	PRECISION TANKS, INC.	\$55,378.00
Community Services Department	10/15/2015	201603460	SOUTHWORTH-MILTON INC	\$94,000.00
Community Services Department	10/14/2015	201603454	EMERY & GARRETT	\$129,500.00
Executive	10/28/2015	201603834	COAST	\$162,823.00
Community Services Department	10/15/2015	201603459	FREIGHTLINER OF NH, INC.	\$197,662.00
Police	10/19/2015	201603548	OFFICEWORKS OF NEW ENGLAND, INC.	\$260,256.18

DAC	PO Date	PO No.	Vendor Name	Amount
Community Services Department	11/3/2015	201604102	IRVING OIL MARKETING, INC.	\$5,243.48
Public Library	11/24/2015	201604813	EBSCO INFORMATION SERVICES	\$5,654.13
Recreation	11/2/2015	201604025	CITY OF DOVER-WATER~SEWER DEPT.	\$6,609.02
Community Services Department	11/17/2015	201604531	BROX INDUSTRIES, INC.	\$7,346.88
Community Services Department	11/19/2015	201604631	SULLIVAN TIRE COMPANY	\$7,371.00
Community Services Department	11/10/2015	201604352	EVERSOURCE ENERGY	\$8,420.98
City Finance Office	11/10/2015	201604366	PEOPLES UNITED BANK-BOND PAYMENTS	\$9,105.00
City Finance Office	11/5/2015	201604152	BAYRING COMMUNICATIONS	\$9,166.64
Community Services Department	11/3/2015	201604058	BROX INDUSTRIES, INC.	\$9,271.20
Police	11/18/2015	201604617	EAGLE POINT GUN / J MORRIS & SON	\$10,201.68
Community Services Department	11/3/2015	201604062	MADBURY NH, TOWN OF-TAX COLLECTOR	\$10,490.00
Recreation	11/2/2015	201604028	CITY OF DOVER-WATER~SEWER DEPT.	\$17,577.45
Community Services Department	11/12/2015	201604383	JP TOWLE CONSTRUCTION CORP	\$22,812.50
Community Services Department	11/3/2015	201604061	CITY OF DOVER-WATER~SEWER DEPT.	\$22,823.85
City Clerk Tax Collection	11/19/2015	201604632	UNITED STATES POST OFFICE-CMRS	\$24,000.00
Executive	11/24/2015	201604799	SHEEHAN, PHINNEY, BASS & GREEN	\$25,036.84
Executive	11/17/2015	201604518	NEW HAMPSHIRE MUNICIPAL ASSOCIATION	\$25,086.00
City Finance Office	11/10/2015	201604367	NH COMMUNITY DEV. FINANCE AUTHORITY	\$26,351.80
Community Services Department	11/17/2015	201604519	TRI-STATE SEALCOATING & PAVING, INC.	\$29,168.00
City Finance Office	11/10/2015	201604351	EVERSOURCE ENERGY	\$30,266.06
City Finance Office	11/10/2015	201604354	STATE OF NH-DEPT OF ENVIRONMENTAL SRV	\$31,237.67
Community Services Department	11/23/2015	201604668	EMERY & GARRETT	\$93,850.00
City Finance Office	11/10/2015	201604353	STATE OF NH-DEPT OF ENVIRONMENTAL SRV	\$96,750.73
City Finance Office	11/10/2015	201604359	US BANK NATIONAL ASSOCIATION	\$99,012.51
City Finance Office	11/10/2015	201604364	PEOPLES UNITED BANK-BOND PAYMENTS	\$135,000.00
City Finance Office	11/10/2015	201604360	US BANK NATIONAL ASSOCIATION	\$190,731.25
City Finance Office	11/10/2015	201604355	US BANK NATIONAL ASSOCIATION	\$326,909.20
City Finance Office	11/10/2015	201604361	US BANK NATIONAL ASSOCIATION	\$450,731.25
City Finance Office	11/10/2015	201604357	US BANK NATIONAL ASSOCIATION	\$464,900.00
City Finance Office	11/10/2015	201604356	US BANK NATIONAL ASSOCIATION	\$900,850.05
City Finance Office	11/10/2015	201604365	PEOPLES UNITED BANK-BOND PAYMENTS	\$1,170,718.75
City Finance Office	11/10/2015	201604362	US BANK NATIONAL ASSOCIATION	\$1,479,401.33
City Finance Office	11/10/2015	201604358	US BANK NATIONAL ASSOCIATION	\$1,729,900.00
City Finance Office	11/10/2015	201604363	US BANK NATIONAL ASSOCIATION	\$5,934,064.39
City Finance Office	11/25/2015	201604835	STRAFFORD COUNTY COMMISSIONERS	\$8,331,912.00

Purchase Order Report
12/31/2015

DAC	PO Date	PO No.	Vendor Name	Amount
Executive	12/7/2015	201604997	SAPPHIRE CONSULTING, LLC.	\$5,000.00
Fire and Rescue	12/3/2015	201604942	JP PEST SERVICES. INC.	\$5,000.00
Executive	12/21/2015	201605543	SHI INTERNATIONAL CORP	\$5,365.00
Community Services Department	12/29/2015	201605779	TRI-STATE SEALCOATING & PAVING, INC.	\$6,742.00
Elections	12/2/2015	201604941	LHS ASSOCIATES INC	\$6,750.40
Community Services Department	12/29/2015	201605775	2 WAY COMMUNICATIONS SERVICE, INC.	\$7,292.20
Community Services Department	12/2/2015	201604940	JORDAN EQUIPMENT CO.	\$7,573.20
Planning	12/15/2015	201605348	HOMELESS CENTER FOR STRAFFORD COUNTY	\$8,500.00
Planning	12/15/2015	201605345	COMMUNITY PARTNERS	\$9,000.00
City Finance Office	12/8/2015	201605046	BAYRING COMMUNICATIONS	\$9,592.05
Community Services Department	12/8/2015	201605114	BROX INDUSTRIES, INC.	\$9,664.61
Planning	12/15/2015	201605344	AIDS RESPONSE OF SEACOAST	\$10,000.00
Community Services Department	12/8/2015	201605120	SUR CONSTRUCTION, INC.	\$10,964.00
Fire and Rescue	12/16/2015	201605459	MOTOROLA, INC.	\$11,016.88
Planning	12/15/2015	201605349	MY FRIENDS PLACE-CDBG GRANTS/SUBSIDYS	\$12,000.00
Planning	12/15/2015	201605346	CROSS ROADS HOUSE, INC.	\$12,000.00
Fire and Rescue	12/29/2015	201605799	ELLIOT HOSPITAL	\$19,690.00
Planning	12/15/2015	201605352	TRIANGLE CLUB, INC.	\$21,000.00
Police	12/14/2015	201605263	QUEUES ENFORTH DEVELOPMENT, INC.	\$22,638.00
Planning	12/15/2015	201605351	STRAFFORD CAP-CDBG GRANTS & SUBSIDYS	\$23,346.00
Community Services Department	12/15/2015	201605359	TRI-STATE SEALCOATING & PAVING, INC.	\$28,671.00
Executive	12/29/2015	201605693	STATE OF NH-DEPT OF LABOR	\$44,891.52
Planning	12/15/2015	201605347	DOVER CHILDRENS CENTER	\$60,500.00
Community Services Department	12/16/2015	201605460	WASTEZERO, INC.	\$100,000.00
Planning	12/28/2015	201605672	UNION STUDIO ARCHITECTURE &	\$170,000.00
Community Services Department	12/8/2015	201605116	DOVER LANDFILL REMEDIAL ACTION TRUST	\$390,095.20

City of Dover
Bid Solicitation Report
For October 2015

11/6/2015

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Police Q16-008	10/01/2015	10/15/2015	Manual Snow Removal	
Community Services B16017	10/01/2015	10/20/2015	Snow Plow Cutting Edges	
Executive B16018	10/06/2015	10/29/2015	Marketing and Commercial Real Estate Services for Land at Enterprise Park in Dover NH	
Community Services B16015	10/06/2015	10/22/2015	Snow Plowing/Hauling Services for City Streets, parking Lots and School Parking Lots	

City of Dover
Bid Solicitation Report
For October 2015

11/6/2015

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Recreation B16011	10/20/2015	11/24/2015	Dover Arena Locker room Renovation & Addition	
Finance B16014	10/20/2015	11/04/2015	MultiFunction Printer Copier Scanner Fax	
Community Services B16020	10/30/2015	11/12/2015	High Performanc Cold Patch and /or Hot Patch	
Executive Q16-009	10/30/2015	11/12/2015	Employee Holiday Luncheon	

City of Dover
Bid Solicitation Report
For November 2015

12/1/2015

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Finance Q16-012	11/06/2015	11/24/2015	Actuarial Study of Workers Compensation	
Police B16019	11/17/2015	12/09/2015	Wrecker Towing Services	
Community Services B16008B	11/17/2015	12/03/2015	REBID General Septic Pumping and Hauling Services	

City of Dover
Bid Solicitation Report
For December 2015

1/5/2016

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Community Services B16016	12/09/2015	12/29/2015	Curbside Weed Control Spraying	
Planning B16021	12/15/2015	01/07/2016	RFQ Rte 108 Corridor Study	
Recreation B16011B	12/15/2015	01/20/2016	ReBid of Arena Locker Room Renovations and Addition	
Planning B16013B	12/23/2015	01/12/2016	Design and Build New Customer Service Center	

City of Dover
Bid Solicitation Report
For December 2015

1/5/2016

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Planning B16024	12/31/2015	02/02/2016	Professional Consulting Services – Stewardship of Resources Chapter of Master Plan	

City of Dover

Revenues of Major Funds October 31, 2015 (General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 72,716,813	\$ 319,644	\$ 2,423,313	3.0%	\$ 70,293,500	\$ -	\$ 70,293,500	(96.7)%
Licenses & Permits	5,439,940	430,264	1,790,346	33.0	3,649,594	-	3,649,594	67.1
Intergovernmental	2,289,044	5,881	208,672	9.0	2,080,372	-	2,080,372	90.9
Charges for Services	3,627,041	304,170	1,008,457	28.0	2,618,584	-	2,618,584	72.2
Miscellaneous Revenue	1,026,895	(69,000)	547,700	53.0	479,195	-	479,195	46.7
Education	15,456,643	1,006,048	2,741,796	18.0	12,714,847	-	12,714,847	82.3
Operating Transfers In	310,548	-	-	0.0	310,548	-	-	0.0
Other Financing Sources	140,000	-	-	0.0	140,000	-	140,000	100.0
Sub-total : 1000 General Fund	\$ 101,006,924	\$ 1,997,007	\$ 8,720,285	9.0%	\$ 92,286,640	\$ -	\$ 91,976,092	91.1%
3213 Parking Activity Fund								
Licenses & Permits	\$ 105,000	\$ 8,990	\$ 40,905	39.0%	\$ 64,095	\$ -	\$ 64,095	61.0%
Parking Income	412,223	35,357	146,090	35.0%	266,133	-	266,133	64.6%
Parking Fines	155,000	11,039	46,124	30.0%	108,877	-	108,877	70.2%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 672,223	\$ 55,386	\$ 233,119	35.0%	\$ 439,104	\$ -	\$ 439,104	65.3%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,556	\$ -	\$ -	0.0%	\$ 9,556	\$ -	\$ 9,556	100.0%
Charges for Services	930,000	74,107	333,464	36.0%	596,536	-	596,536	64.1%
Miscellaneous Revenue	0	47	209	0.0	(209)	-	(209)	0.0
Other Financing Sources	35,728	-	-	0.0	35,728	-	35,728	100.0
Sub-total : 3320 Residential Solid Waste	\$ 975,284	\$ 74,154	\$ 333,673	34.0%	\$ 641,611	\$ -	\$ 641,611	65.8%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 698,701	\$ 58,205	\$ 232,130	33.0%	\$ 466,571	\$ -	\$ 466,571	66.8%
Operating Transfers In	130,192	9,636	38,542	30.0	91,650	-	91,650	70.4
Sub-total : 3381 McConnell Center	\$ 828,893	\$ 67,840	\$ 270,672	33.0%	\$ 558,221	\$ -	\$ 558,221	67.3%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 403,815	\$ 26,779	\$ 112,378	28.0%	\$ 291,437	\$ -	\$ 291,437	72.2%
Miscellaneous Revenue	15,500	392	755	0.1	14,745	-	14,745	95.1
Operating Transfers In	15,500	-	-	0.0	15,500	-	15,500	100.0
Other Financing Sources	158,834	-	-	0.0	158,834	-	158,834	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 593,649	\$ 27,171	\$ 113,133	19.0%	\$ 480,516	\$ -	\$ 480,516	80.9%
5300 Water Fund								
Charges for Services	\$ 4,795,901	\$ 165,648	\$ 698,791	15.0%	\$ 4,097,110	\$ -	\$ 4,097,110	85.4%
Miscellaneous Revenue	70,500	4,980	23,764	34.0	46,736	-	46,736	66.3
Sub-total : 5300 Water Fund	\$ 4,866,401	\$ 170,628	\$ 722,555	15.0%	\$ 4,143,846	\$ -	\$ 4,143,846	85.2%
5320 Sewer Fund								
Intergovernmental	\$ 5,078	\$ -	\$ -	0.0%	\$ 5,078	\$ -	\$ 5,078	100.0%
Charges for Services	6,326,947	224,668	950,710	15.0	5,376,237	-	5,376,237	85.0
Miscellaneous Revenue	57,000	5,263	24,141	42.0	32,859	-	32,859	57.6
Other Financing Sources	942,687	-	-	0.0	942,687	-	942,687	100.0
Sub-total : 5320 Sewer Fund	\$ 7,331,712	\$ 229,931	\$ 974,850	13.0%	\$ 6,356,862	\$ -	\$ 6,356,862	86.7%
6100 Dovernet Fund								
Charges for Services	\$ 669,794	\$ 32,307	\$ 206,028	31.0%	\$ 463,766	\$ -	\$ 463,766	69.2%
Miscellaneous Revenue	25,000	-	-	0.0	25,000	-	25,000	100.0
Operating Transfers In	-	-	-	0.0	0	-	0	#DIV/0!
Other Financing Sources	100,417	-	-	0.0	100,417	-	100,417	100.0
Sub-total : 6100 Dovernet Fund	\$ 795,211	\$ 32,307	\$ 206,028	26.0%	\$ 589,183	\$ -	\$ 589,183	74.1%
Total : REVENUES	\$ 117,070,297	\$ 2,654,426	\$ 11,574,315	10.0%	\$ 105,495,982	\$ -	\$ 105,185,434	89.8%

City of Dover

Revenues of Major Funds November 30, 2015 (General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 73,685,172	\$ 582,895	\$ 3,011,963	4.0%	\$ 70,673,209	\$ -	\$ 70,673,209	(95.9)%
Licenses & Permits	5,339,940	617,001	2,456,464	46.0	2,883,476	-	2,883,476	54.0
Intergovernmental	2,212,505	93,658	472,427	21.0	1,740,078	-	1,740,078	78.6
Charges for Services	3,527,041	242,241	1,253,742	36.0	2,273,299	-	2,273,299	64.5
Miscellaneous Revenue	951,895	30,991	589,898	62.0	361,997	-	361,997	38.0
Education	14,007,047	1,715,145	4,494,085	32.0	9,512,962	-	9,512,962	67.9
Operating Transfers In	310,548	-	-	0.0	310,548	-	-	0.0
Other Financing Sources	140,000	-	-	0.0	140,000	-	140,000	100.0
Sub-total : 1000 General Fund	\$ 100,174,148	\$ 3,281,930	\$ 12,278,579	12.0%	\$ 87,895,569	\$ -	\$ 87,585,021	87.4%
3213 Parking Activity Fund								
Licenses & Permits	\$ 105,000	\$ 10,020	\$ 52,010	50.0%	\$ 52,990	\$ -	\$ 52,990	50.5%
Parking Income	412,223	30,223	176,313	43.0%	235,910	-	235,910	57.2%
Parking Fines	155,000	13,073	60,382	39.0%	94,619	-	94,619	61.0%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 672,223	\$ 53,316	\$ 288,705	43.0%	\$ 383,518	\$ -	\$ 383,518	57.1%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,556	\$ 6,986	\$ 6,986	73.0%	\$ 2,570	\$ -	\$ 2,570	26.9%
Charges for Services	930,000	78,619	412,083	44.0%	517,917	-	517,917	55.7%
Miscellaneous Revenue	0	17	227	0.0	(227)	-	(227)	0.0
Other Financing Sources	35,728	-	-	0.0	35,728	-	35,728	100.0
Sub-total : 3320 Residential Solid Waste	\$ 975,284	\$ 85,623	\$ 419,296	43.0%	\$ 555,988	\$ -	\$ 555,988	57.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 698,701	\$ 58,447	\$ 290,622	42.0%	\$ 408,079	\$ -	\$ 408,079	58.4%
Operating Transfers In	130,192	9,636	48,178	37.0	82,015	-	82,015	63.0
Sub-total : 3381 McConnell Center	\$ 828,893	\$ 68,083	\$ 338,800	41.0%	\$ 490,093	\$ -	\$ 490,093	59.1%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 403,815	\$ 23,504	\$ 139,107	34.0%	\$ 264,708	\$ -	\$ 264,708	65.6%
Miscellaneous Revenue	15,500	755	1,510	0.1	13,990	-	13,990	90.3
Operating Transfers In	15,500	-	-	0.0	15,500	-	15,500	100.0
Other Financing Sources	158,834	-	-	0.0	158,834	-	158,834	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 593,649	\$ 24,258	\$ 140,617	24.0%	\$ 453,032	\$ -	\$ 453,032	76.3%
5300 Water Fund								
Charges for Services	\$ 4,795,901	\$ 559,306	\$ 1,274,385	27.0%	\$ 3,521,516	\$ -	\$ 3,521,516	73.4%
Miscellaneous Revenue	70,500	8,080	32,123	46.0	38,377	-	38,377	54.4
Sub-total : 5300 Water Fund	\$ 4,866,401	\$ 567,386	\$ 1,306,508	27.0%	\$ 3,559,893	\$ -	\$ 3,559,893	73.2%
5320 Sewer Fund								
Intergovernmental	\$ 5,078	\$ -	\$ -	0.0%	\$ 5,078	\$ -	\$ 5,078	100.0%
Charges for Services	6,326,947	601,411	1,573,661	25.0	4,753,286	-	4,753,286	75.1
Miscellaneous Revenue	57,000	4,496	28,871	51.0	28,129	-	28,129	49.3
Other Financing Sources	942,687	-	-	0.0	942,687	-	942,687	100.0
Sub-total : 5320 Sewer Fund	\$ 7,331,712	\$ 605,907	\$ 1,602,532	22.0%	\$ 5,729,180	\$ -	\$ 5,729,180	78.1%
6100 Dovernet Fund								
Charges for Services	\$ 669,794	\$ 108,305	\$ 314,334	47.0%	\$ 355,460	\$ -	\$ 355,460	53.1%
Miscellaneous Revenue	25,000	-	-	0.0	25,000	-	25,000	100.0
Operating Transfers In	-	-	-	0.0	0	-	0	#DIV/0!
Other Financing Sources	100,417	-	-	0.0	100,417	-	100,417	100.0
Sub-total : 6100 Dovernet Fund	\$ 795,211	\$ 108,305	\$ 314,334	40.0%	\$ 480,877	\$ -	\$ 480,877	60.5%
Total : REVENUES	\$ 116,237,521	\$ 4,794,808	\$ 16,689,371	14.0%	\$ 99,548,150	\$ -	\$ 99,237,602	85.4%

City of Dover

Revenues of Major Funds December 31, 2015 (General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 73,685,172	\$ 34,071,460	\$ 37,083,404	50.0%	\$ 36,601,768	\$ -	\$ 36,601,768	(49.7)%
Licenses & Permits	5,339,940	505,283	2,931,650	55.0	2,408,290	-	2,408,290	45.1
Intergovernmental	2,212,505	1,462,895	1,935,322	87.0	277,183	-	277,183	12.5
Charges for Services	3,527,041	315,024	1,571,881	45.0	1,955,160	-	1,955,160	55.4
Miscellaneous Revenue	951,895	34,007	626,226	66.0	325,669	-	325,669	34.2
Education	14,007,047	196,376	5,192,360	37.0	8,814,687	-	8,814,687	62.9
Operating Transfers In	310,548	-	-	0.0	310,548	-	310,548	100.0
Other Financing Sources	140,000	-	-	0.0	140,000	-	140,000	100.0
Sub-total : 1000 General Fund	\$ 100,174,148	\$ 36,585,046	\$ 49,340,843	49.0%	\$ 50,833,305	\$ -	\$ 50,833,305	50.7%
3213 Parking Activity Fund								
Licenses & Permits	\$ 105,000	\$ 23,425	\$ 75,435	72.0%	\$ 29,565	\$ -	\$ 29,565	28.2%
Parking Income	412,223	33,834	211,194	51.0%	201,029	-	201,029	48.8%
Parking Fines	155,000	18,444	77,779	50.0%	77,222	-	77,222	49.8%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 672,223	\$ 75,703	\$ 364,408	54.0%	\$ 307,815	\$ -	\$ 307,815	45.8%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,556	\$ -	\$ 6,986	73.0%	\$ 2,570	\$ -	\$ 2,570	26.9%
Charges for Services	930,000	79,293	491,376	53.0%	438,624	-	438,624	47.2%
Miscellaneous Revenue	0	186	413	0.0	(413)	-	(413)	0.0
Other Financing Sources	35,728	-	-	0.0	35,728	-	35,728	100.0
Sub-total : 3320 Residential Solid Waste	\$ 975,284	\$ 79,479	\$ 498,775	51.0%	\$ 476,509	\$ -	\$ 476,509	48.9%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 698,701	\$ 26,990	\$ 317,613	45.0%	\$ 381,088	\$ -	\$ 381,088	54.5%
Operating Transfers In	130,192	7,290	55,468	43.0	74,725	-	74,725	57.4
Sub-total : 3381 McConnell Center	\$ 828,893	\$ 34,280	\$ 373,080	45.0%	\$ 455,813	\$ -	\$ 455,813	55.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 403,815	\$ 22,320	\$ 161,414	40.0%	\$ 242,401	\$ -	\$ 242,401	60.0%
Miscellaneous Revenue	15,500	1,727	3,236	0.2	12,264	-	12,264	79.1
Operating Transfers In	15,500	-	-	0.0	15,500	-	15,500	100.0
Other Financing Sources	158,834	-	-	0.0	158,834	-	158,834	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 593,649	\$ 24,047	\$ 164,650	28.0%	\$ 428,999	\$ -	\$ 428,999	72.3%
5300 Water Fund								
Charges for Services	\$ 4,795,901	\$ 569,783	\$ 1,843,820	38.0%	\$ 2,952,081	\$ -	\$ 2,952,081	61.6%
Miscellaneous Revenue	70,500	8,562	40,682	58.0	29,818	-	29,818	42.3
Sub-total : 5300 Water Fund	\$ 4,866,401	\$ 578,345	\$ 1,884,502	39.0%	\$ 2,981,899	\$ -	\$ 2,981,899	61.3%
5320 Sewer Fund								
Intergovernmental	\$ 5,078	\$ -	\$ -	0.0%	\$ 5,078	\$ -	\$ 5,078	100.0%
Charges for Services	6,326,947	648,691	2,222,704	35.0	4,104,243	-	4,104,243	64.9
Miscellaneous Revenue	57,000	3,244	32,115	56.0	24,885	-	24,885	43.7
Other Financing Sources	942,687	-	-	0.0	942,687	-	942,687	100.0
Sub-total : 5320 Sewer Fund	\$ 7,331,712	\$ 651,934	\$ 2,254,818	31.0%	\$ 5,076,894	\$ -	\$ 5,076,894	69.2%
6100 Dovernet Fund								
Charges for Services	\$ 669,794	\$ 32,317	\$ 346,651	52.0%	\$ 323,143	\$ -	\$ 323,143	48.2%
Miscellaneous Revenue	25,000	25,000	25,000	1.0	-	-	-	0.0
Operating Transfers In	-	-	-	0.0	0	-	0	#DIV/0!
Other Financing Sources	100,417	-	-	0.0	100,417	-	100,417	100.0
Sub-total : 6100 Dovernet Fund	\$ 795,211	\$ 57,317	\$ 371,651	47.0%	\$ 423,560	\$ -	\$ 423,560	53.3%
Total : REVENUES	\$ 116,237,521	\$ 38,086,152	\$ 55,252,728	48.0%	\$ 60,984,793	\$ -	\$ 60,984,793	52.5%

City of Dover

Expenditures of Major Funds

October 31, 2015

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 407,686	\$ 14,322	\$ 82,996	20.0%	\$ 324,690	\$ 182,108	\$ 142,582	35.0%
Executive	864,566	78,162	388,431	45.0	476,135	248,480	227,656	26.3
Finance	1,739,467	141,120	550,843	32.0	1,188,624	788,556	400,068	23.0
Planning	642,382	47,698	177,373	28.0	465,009	226,093	238,915	37.2
Misc General Government	985,720	41,855	266,124	27.0	719,596	181,387	538,209	54.6
Police	7,801,851	719,308	2,556,556	33.0	5,245,295	3,389,187	1,856,108	23.8
Fire & Rescue	8,248,269	713,145	2,557,276	31.0	5,690,993	2,956,949	2,734,044	33.1
Community Service Public Works	6,652,331	407,659	1,442,796	22.0	5,209,535	2,248,364	2,961,172	44.5
Recreation	2,095,972	175,681	630,547	30.0	1,465,425	601,367	864,058	41.2
Public Library	1,131,936	98,564	345,866	31.0	786,070	571,484	214,586	19.0
Public Welfare	808,656	55,929	204,439	25.0	604,217	129,968	474,250	58.6
Debt Service	11,402,582	-	-	0.0	11,402,582	-	11,402,582	100.0
Other Financing Sources/Uses	3,271,483	101,047	404,187	12.0	2,867,296	-	2,867,296	87.6
School	46,687,263	3,697,709	10,400,695	22.0	36,286,568	34,876,035	1,410,534	3.0
Intergovernmental	8,266,760	-	-	0.0	8,266,760	-	8,266,760	100.0
Sub-total : 1000 General Fund	\$ 101,006,924	\$ 6,292,198	\$ 20,008,127	19.8%	\$ 80,998,797	\$ 46,399,977	\$ 34,598,820	34.3%
3213 Parking Activity Fund								
Police	\$ 672,223	\$ 45,526	\$ 120,668	18.0%	\$ 551,555	\$ 172,670	\$ 378,885	56.4%
Sub-total : 3213 Parking Activity Fund	\$ 672,223	\$ 45,526	\$ 120,668	18.0%	\$ 551,555	\$ 172,670	\$ 378,885	56.4%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,016,187	\$ 91,846	\$ 183,026	18.0%	\$ 833,161	\$ 669,851	\$ 163,310	16.1%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,016,187	\$ 91,846	\$ 183,026	18.0%	\$ 833,161	\$ 669,851	\$ 163,310	16.1%
3381 McConnell Center Fund								
Recreation	\$ 828,893	\$ 30,900	\$ 103,450	12.0%	\$ 725,443	\$ 219,717	\$ 505,726	61.0%
Sub-total : 3381 McConnell Center Fund	\$ 828,893	\$ 30,900	\$ 103,450	12.5%	\$ 725,443	\$ 219,717	\$ 505,726	61.0%
3410 Recreation Special Revenue Fund								
Recreation	\$ 596,591	\$ 31,440	\$ 175,565	29.0%	\$ 421,026	\$ 76,704	\$ 344,322	57.7%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 596,591	\$ 31,440	\$ 175,565	29.4%	\$ 421,026	\$ 76,704	\$ 344,322	57.7%
5300 Water Fund								
Community Service Public Works	\$ 5,014,022	\$ 328,780	\$ 1,225,858	24.0%	\$ 3,788,164	\$ 846,304	\$ 2,941,859	58.7%
Sub-total : 5300 Water Fund	\$ 5,014,022	\$ 328,780	\$ 1,225,858	24.4%	\$ 3,788,164	\$ 846,304	\$ 2,941,859	58.7%
5320 Sewer Fund								
Community Service Public Works	\$ 7,428,000	\$ 470,024	\$ 1,811,575	24.0%	\$ 5,616,425	\$ 1,347,313	\$ 4,269,112	57.5%
Sub-total : 5320 Sewer Fund	\$ 7,428,000	\$ 470,024	\$ 1,811,575	24.4%	\$ 5,616,425	\$ 1,347,313	\$ 4,269,112	57.5%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 961,456	\$ 46,895	\$ 202,784	21.0%	\$ 758,672	\$ 224,800	\$ 533,872	55.5%
Sub-total : 6100 Dovernet Fund	\$ 961,456	\$ 46,895	\$ 202,784	21.1%	\$ 758,672	\$ 224,800	\$ 533,872	55.5%
Total : EXPENDITURES	\$ 117,524,296	\$ 7,337,609	\$ 23,831,053	20.3%	\$ 93,693,243	\$ 49,957,336	\$ 43,735,907	37.2%

City of Dover

Expenditures of Major Funds

November 30, 2015

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 407,686	\$ 57,687	\$ 140,683	35.0%	\$ 267,003	\$ 129,381	\$ 137,621	33.8%
Executive	864,566	47,852	436,339	50.0	428,227	237,947	190,280	22.0
Finance	1,739,467	128,567	682,066	39.0	1,057,401	704,730	352,672	20.3
Planning	642,382	40,967	218,985	34.0	423,397	237,039	186,358	29.0
Misc General Government	1,190,293	76,366	342,490	29.0	847,803	117,896	729,907	61.3
Police	7,801,851	562,612	3,119,493	40.0	4,682,358	3,057,749	1,624,609	20.8
Fire & Rescue	8,248,269	608,697	3,166,207	38.0	5,082,062	2,664,467	2,417,594	29.3
Community Service Public Works	6,652,331	390,343	1,833,957	28.0	4,818,374	2,036,564	2,781,810	41.8
Recreation	2,095,972	154,030	785,467	37.0	1,310,505	533,925	776,580	37.1
Public Library	1,131,936	85,177	431,365	38.0	700,571	522,665	177,905	15.7
Public Welfare	808,656	45,686	250,124	31.0	558,532	120,505	438,027	54.2
Debt Service	10,300,081	381,415	1,192,729	12.0	9,107,352	9,228,239	(120,887)	(1.2)
Other Financing Sources/Uses	3,271,483	101,047	505,233	15.0	2,766,250	-	2,766,250	84.6
School	46,687,263	3,410,185	13,937,050	30.0	32,750,213	31,926,712	823,500	1.8
Intergovernmental	8,331,912	-	-	0.0	8,331,912	8,331,912	-	0.0
Sub-total : 1000 General Fund	\$ 100,174,148	\$ 6,090,631	\$ 27,042,189	27.0%	\$ 73,131,959	\$ 59,849,733	\$ 13,282,226	13.3%
3213 Parking Activity Fund								
Police	\$ 672,223	\$ 30,559	\$ 152,689	23.0%	\$ 519,534	\$ 235,026	\$ 284,509	42.3%
Sub-total : 3213 Parking Activity Fund	\$ 672,223	\$ 30,559	\$ 152,689	22.7%	\$ 519,534	\$ 235,026	\$ 284,509	42.3%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,016,187	\$ 90,958	\$ 273,984	27.0%	\$ 742,203	\$ 581,088	\$ 161,115	15.9%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,016,187	\$ 90,958	\$ 273,984	27.0%	\$ 742,203	\$ 581,088	\$ 161,115	15.9%
3381 McConnell Center Fund								
Recreation	\$ 828,893	\$ 26,521	\$ 130,291	16.0%	\$ 698,602	\$ 498,328	\$ 200,273	24.2%
Sub-total : 3381 McConnell Center Fund	\$ 828,893	\$ 26,521	\$ 130,291	15.7%	\$ 698,602	\$ 498,328	\$ 200,273	24.2%
3410 Recreation Special Revenue Fund								
Recreation	\$ 596,591	\$ 23,403	\$ 198,968	33.0%	\$ 397,623	\$ 70,574	\$ 327,049	54.8%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 596,591	\$ 23,403	\$ 198,968	33.4%	\$ 397,623	\$ 70,574	\$ 327,049	54.8%
5300 Water Fund								
Community Service Public Works	\$ 5,014,022	\$ 379,620	\$ 1,629,050	32.0%	\$ 3,384,973	\$ 1,077,549	\$ 2,307,424	46.0%
Sub-total : 5300 Water Fund	\$ 5,014,022	\$ 379,620	\$ 1,629,050	32.5%	\$ 3,384,973	\$ 1,077,549	\$ 2,307,424	46.0%
5320 Sewer Fund								
Community Service Public Works	\$ 7,428,000	\$ 497,909	\$ 2,343,290	32.0%	\$ 5,084,710	\$ 1,606,286	\$ 3,478,424	46.8%
Sub-total : 5320 Sewer Fund	\$ 7,428,000	\$ 497,909	\$ 2,343,290	31.5%	\$ 5,084,710	\$ 1,606,286	\$ 3,478,424	46.8%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 961,456	\$ 53,252	\$ 256,036	27.0%	\$ 705,420	\$ 191,332	\$ 514,088	53.5%
Sub-total : 6100 Dovernet Fund	\$ 961,456	\$ 53,252	\$ 256,036	26.6%	\$ 705,420	\$ 191,332	\$ 514,088	53.5%
Total : EXPENDITURES	\$ 116,691,520	\$ 7,192,852	\$ 32,026,497	27.4%	\$ 84,665,023	\$ 64,109,915	\$ 20,555,108	17.6%

City of Dover

Expenditures of Major Funds

December 31, 2015

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 407,686	\$ 3,939	\$ 144,622	35.0%	\$ 263,064	\$ 125,823	\$ 137,241	33.7%
Executive	864,566	70,340	506,679	59.0	357,887	213,255	144,632	16.7
Finance	1,739,467	175,098	857,164	49.0	882,303	606,544	275,760	15.9
Planning	642,382	52,383	271,369	42.0	371,013	184,908	186,105	29.0
Misc General Government	1,190,293	31,722	374,212	31.0	816,081	117,527	698,555	58.7
Police	7,801,851	787,534	3,907,027	50.0	3,894,824	2,522,477	1,372,347	17.6
Fire & Rescue	8,248,269	989,418	4,155,626	50.0	4,092,643	2,114,522	1,978,121	24.0
Community Service Public Works	6,652,331	414,650	2,248,607	34.0	4,403,724	1,775,528	2,628,197	39.5
Recreation	2,095,972	163,520	948,987	45.0	1,146,985	435,391	711,595	34.0
Public Library	1,131,936	131,052	562,417	50.0	569,519	398,674	170,845	15.1
Public Welfare	808,656	77,013	327,138	40.0	481,518	94,236	387,283	47.9
Debt Service	10,300,081	8,398	1,203,296	12.0	9,096,785	7,692,347	1,404,438	13.6
Other Financing Sources/Uses	3,271,483	-	505,233	15.0	2,766,250	-	2,766,250	84.6
School	46,687,263	5,903,563	19,829,114	42.0	26,858,149	26,274,409	583,741	1.3
Intergovernmental	8,331,912	8,331,912	8,331,912	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 100,174,148	\$ 17,140,543	\$ 44,173,401	44.1%	\$ 56,000,747	\$ 42,555,640	\$ 13,445,107	13.4%
3213 Parking Activity Fund								
Police	\$ 672,223	\$ 38,046	\$ 190,734	28.0%	\$ 481,489	\$ 220,016	\$ 261,473	38.9%
Sub-total : 3213 Parking Activity Fund	\$ 672,223	\$ 38,046	\$ 190,734	28.4%	\$ 481,489	\$ 220,016	\$ 261,473	38.9%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,016,187	\$ 66,043	\$ 340,027	33.0%	\$ 676,160	\$ 614,399	\$ 61,761	6.1%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,016,187	\$ 66,043	\$ 340,027	33.5%	\$ 676,160	\$ 614,399	\$ 61,761	6.1%
3381 McConnell Center Fund								
Recreation	\$ 828,893	\$ 54,654	\$ 184,946	22.0%	\$ 643,947	\$ 454,934	\$ 189,014	22.8%
Sub-total : 3381 McConnell Center Fund	\$ 828,893	\$ 54,654	\$ 184,946	22.3%	\$ 643,947	\$ 454,934	\$ 189,014	22.8%
3410 Recreation Special Revenue Fund								
Recreation	\$ 596,591	\$ 27,526	\$ 226,493	38.0%	\$ 370,097	\$ 58,892	\$ 311,205	52.2%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 596,591	\$ 27,526	\$ 226,493	38.0%	\$ 370,097	\$ 58,892	\$ 311,205	52.2%
5300 Water Fund								
Community Service Public Works	\$ 5,014,022	\$ 205,616	\$ 1,834,665	37.0%	\$ 3,179,357	\$ 816,522	\$ 2,362,835	47.1%
Sub-total : 5300 Water Fund	\$ 5,014,022	\$ 205,616	\$ 1,834,665	36.6%	\$ 3,179,357	\$ 816,522	\$ 2,362,835	47.1%
5320 Sewer Fund								
Community Service Public Works	\$ 7,428,000	\$ 278,362	\$ 2,621,652	35.0%	\$ 4,806,348	\$ 1,244,088	\$ 3,562,259	48.0%
Sub-total : 5320 Sewer Fund	\$ 7,428,000	\$ 278,362	\$ 2,621,652	35.3%	\$ 4,806,348	\$ 1,244,088	\$ 3,562,259	48.0%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 961,456	\$ 43,898	\$ 299,934	31.0%	\$ 661,522	\$ 163,219	\$ 498,302	51.8%
Sub-total : 6100 Dovernet Fund	\$ 961,456	\$ 43,898	\$ 299,934	31.2%	\$ 661,522	\$ 163,219	\$ 498,302	51.8%
Total : EXPENDITURES	\$ 116,691,520	\$ 17,854,686	\$ 49,871,853	42.7%	\$ 66,819,667	\$ 46,127,711	\$ 20,691,956	17.7%

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,322,607	122,703	331,459	25.1	991,148	0	991,148	74.9
Expenditures	977,165	83,872	273,115	28.0	704,050	305,744	398,306	40.8
Debt Service								
Principal	290,453	0	0	-	290,453	0	290,453	100.0
Interest	54,989	0	2,169	3.9	52,820	0	52,820	96.1
	0	38,831	56,175	0.0	(56,175)	(305,744)	249,569	-

City of Dover

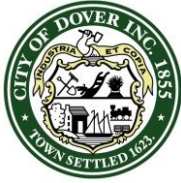
Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) November 30, 2015

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,322,607	111,493	446,617	33.8	875,990	0	875,990	66.2
Expenditures	977,165	78,905	352,411	36.1	624,754	263,112	361,642	37.0
Debt Service								
Principal	290,453	0	0	-	290,453	0	290,453	100.0
Interest	54,989	0	2,169	3.9	52,820	0	52,820	96.1
	0	32,588	92,037	0.0	(92,037)	(263,112)	171,075	-

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,322,607	167,818	613,729	46.4	708,878	0	708,878	53.6
Expenditures	977,165	87,335	439,746	45.0	537,419	263,112	274,307	28.1
Debt Service								
Principal	290,453	24,636	24,636	8.5	265,817	0	265,817	91.5
Interest	54,989	1,715	3,884	7.1	51,105	0	51,105	92.9
	0	54,132	145,462	0.0	(145,462)	(263,112)	117,650	-



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, December 2, 2015**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Cheney led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Cheney, Councilor Gagnon, Councilor 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.

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

6. DISCUSSIONS

A. CAPITAL IMPROVEMENTS PROGRAM (CIP)

Ms. Taylor, Business Administrator gave an overview of the Garrison Elementary School project in the CIP.

Mayor Weston started a discussion on splitting the Garrison Elementary School project into three years instead of two years to lessen the tax impact.

Councilor Hooper talked about safety concerns.

Councilor McManus talked about the leftover funds being used to do the engineering plans this fiscal year.

Councilor Garrison spoke against putting off the project.

Councilor Gagnon spoke against putting off the project because it would mean 18 months before anything was started on the project.

Superintendent Arbour discussed why it should remain two years.

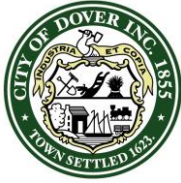
Councilor Gagnon

Mayor Weston said she need to be convinced that it needed to stay two years. She asked for a phase in plan.

Superintendent Arbour said that would be difficult without the engineering plan completed.

Mayor Weston asked if an addition to the school is being considered.

Superintendent Arbour said that would be looked into by experts.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, December 2, 2015**
Meeting Time: **7:00 pm**

Councilor Hooper said the main issue is whether or not to put off this project. She asked for a vote on that. She also said the Council needed to know more about the leftover funds available from other projects.

City Manager Joyal gave an overview of the three handouts to the Council.

Councilor Cheney talked about acquiring/retiring debt policies.

City Manager Joyal said they try to acquire/retire debt equally each year. He said the High School will not allow that to happen with the School's side of the budget.

Councilor Cheney asked about the credit rating process.

City Manager Joyal gave an overview of the credit rating agencies' process.

Mayor Weston went down the list of departments and areas for projects.

Councilor McManus asked why the ambulance purchase is in 2017 when the Council is appropriating the funds in 2016.

City Manager Joyal explained that the Council is replenishing the Capital Reserves in 2017. Council consensus to leave it in the CIP as is.

Mayor Weston started a discussion on the Garrison Elementary School and splitting into three years.

Councilor McManus said this project has been put off too long.

Councilor Hooper said the CIP is a plan and it should be left in there, and it may not be done. She said it should not be put off again.

Councilor O'Connor said it should not be put off.

Councilor Thibodeaux said the safety issues are affecting the children's education and should not be put off.

Mayor Weston said she wasn't putting all the money in further years, but looking for a compromise for 2017.

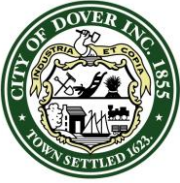
The consensus of the Council was to leave the Garrison Elementary School project as it is in the CIP.

7. ADJOURNMENT

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

Vote: 9/0.

Handouts have been archived with the minutes.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, December 9, 2015**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Garrison led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. PROCLAMATIONS/AWARDS

Mayor Weston read a proclamation for Mrs. Doris Grady.

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to substitute as a whole Item #12.A.1., #12.A.3., and #12.A.8., and the background information for #13.A.5. He also moved to add the Joint Building Committee – Dover High School and CTC Report, Police and Parking Facility Building Committee Report, and an Appointments Committee Report.

Councilor Cheney moved to add an Ordinance Committee Report.

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

Vote: 9/0.

7. PUBLIC HEARINGS

A. CHAPTER 166, SECTION 19 – WINTER PARKING SPONSORED BY MAYOR WESTON BY REQUEST

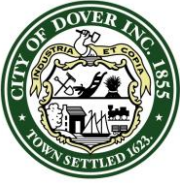
Mayor Weston, seeing no one wishing to speak, closed the Public Hearing.

B. CHAPTER 166, SECTION 21 – RESIDENT PARKING PERMIT SPONSORED BY MAYOR WESTON BY REQUEST

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

C. CHAPTER 166, SECTION 38 – UNLAWFUL ACTS; SEPARATE VIOLATIONS 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: **Council Chambers, City Hall**
Meeting Date: **Wednesday, December 9, 2015**
Meeting Time: **7:00 pm**

**D. CHAPTER 166, SECTION 50 – STOP SIGNS AT FOURTH AND GROVE STREET
SPONSORED BY MAYOR WESTON BY REQUEST**

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

**E. CHAPTER 166, SECTION 50 – STOP SIGNS AT EMERALD LANE AND
SUSANNAH'S CROSSING
SPONSORED BY MAYOR WESTON BY REQUEST**

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

**F. CHAPTER 166, SECTION 56 – NO PARKING ANYTIME ON BRICK ROAD
SPONSORED BY MAYOR WESTON BY REQUEST**

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

**G. CHAPTER 166, SECTION 56 – NO PARKING ANYTIME PORTLAND AVENUE
SPONSORED BY MAYOR WESTON BY REQUEST**

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

**H. CHAPTER 166, SECTIONS 57, AND 59 – POSTED PARKING SPACES
SPONSORED BY MAYOR WESTON BY REQUEST**

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

**I. REPROGRAM AUTHORIZATIONS FOR WASHINGTON STREET RAILROAD BRIDGE
PROJECT TO COMMUNITY MULTI USE TRAIL NEWINGTON DOVER BRANCH
(REQUIRES OF 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
SPONSORED BY MAYOR WESTON BY REQUEST**

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

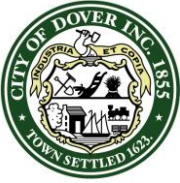
8. CITIZEN'S FORUM

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

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

9. CITY MANAGER'S REPORT

City Manager Joyal spoke about the Parking Garage opening ceremony and added that the Police Station is on budget and scheduled to open in the Spring. He said there have been no snow incidents yet and therefore the snow budget is fine. He thanked the Council for their guidance and help for the past two years.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, December 9, 2015**
Meeting Time: **7:00 pm**

Councilor Garrison asked about the street lights on Silver Street.

City Manager Joyal said the Silver Street project is almost complete and the lights will be turned on, and the street lights on the telephone poles will be removed.

Councilor McManus asked about his request for the building permits requests for the last three months.

City Manager Joyal said he will have it to the Council by the end of the week.

Councilor Cheney asked when the 3-way stop sign at the intersection of Washington Street and Arch Street will be removed.

City Manager Joyal said the Transportation Advisory Commission has voted to keep the 3-way stop sign at the intersection.

Mayor Weston said there will be an Ordinance coming to the Council.

Deputy Mayor Weston asked for an update on the Mast Road development.

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

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

Vote: 9/0.

10. APPROVAL OF MINUTES

A. November 18, 2015 – Special Meeting

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

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Weston said she attended the Rand Whitney ground breaking ceremony. She was a judge at the Lip Sync contest held in Somersworth. She attended the Christmas Parade and Tree lighting. She attended the Festival of Trees in City Hall. She met the Rochester Mayor-Elect. She also made the recommendation for the Dover Housing Authority to appoint Roberta Woodburn to the Cochecho Waterfront Development Advisory Committee.

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

Vote: 9/0.

12. UNFINISHED BUSINESS

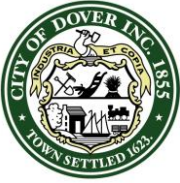
A. ORDINANCES IN THE 2nd READING

1. CHAPTER 166, SECTION 19 – WINTER PARKING SPONSORED BY MAYOR WESTON BY REQUEST

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

Councilor Cheney gave an overview of the Ordinance Committee's review.

Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, December 9, 2015**
Meeting Time: **7:00 pm**

2. CHAPTER 166, SECTION 21 – RESIDENT PARKING PERMIT
SPONSORED BY MAYOR WESTON BY REQUEST

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

3. CHAPTER 166, SECTION 38 – UNLAWFUL ACTS; SEPARATE VIOLATIONS
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.
Councilor Cheney gave an overview of the Ordinance Committee's review.
Roll Call Vote: 9/0.

4. CHAPTER 166, SECTION 50 – STOP SIGNS AT FOURTH AND GROVE STREET
SPONSORED BY MAYOR WESTON BY REQUEST

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

**5. CHAPTER 166, SECTION 50 – STOP SIGNS AT EMERALD LANE AND
SUSANNAH'S CROSSING**
SPONSORED BY MAYOR WESTON BY REQUEST

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

6. CHAPTER 166, SECTION 56 – NO PARKING ANYTIME ON BRICK ROAD
SPONSORED BY MAYOR WESTON BY REQUEST

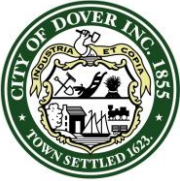
Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.
Roll Call Vote: 9/0.

7. CHAPTER 166, SECTION 56 – NO PARKING ANYTIME PORTLAND AVENUE
SPONSORED BY MAYOR WESTON BY REQUEST

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

8. CHAPTER 166, SECTIONS 57, AND 59 – POSTED PARKING SPACES
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.
Councilor Cheney gave an overview of the Ordinance Committee's review.
Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, December 9, 2015**
Meeting Time: **7:00 pm**

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. REPROGRAM AUTHORIZATIONS FOR WASHINGTON STREET RAILROAD BRIDGE PROJECT TO COMMUNITY MULTI USE TRAIL NEWINGTON DOVER BRANCH (REQUIRES OF 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor McManus.
Assistant Manager Parker gave an overview of the resolution to the Council.
Roll Call Vote: 9/0.

2. ADOPTION OF FY2017-2022 CAPITAL IMPROVEMENTS PROGRAM
SPONSORED BY MAYOR WESTON BY REQUEST

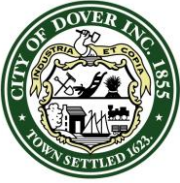
Deputy Mayor Carrier moved for its adoption; seconded by Councilor Gagnon.
Deputy Mayor Carrier started a discussion regarding the line item for the Garrison Elementary School and changing it to three years.
Superintendent Arbour discussed the remaining funds from other School projects that will be put towards the Garrison Elementary School project, which was depicted on her handout. She asked that the \$3.3 million stay in the CIP.
City Manager Joyal explained that the authorization to commit to this project doesn't mean the City will immediately bond the funds, but will bond the money when they need it.
Mayor Weston explained why she felt it should be separated out over three years. She said she wouldn't vote in favor of the CIP if this wasn't changed.
Councilor Cheney asked for an explanation on the TIF funds being collected.
City Manager Joyal gave an overview to the Council regarding the Waterfront TIF District.
Roll Call Vote: 9/0.

3. APPROPRIATION FOR FY2017 CAPITAL IMPROVEMENTS PROGRAM – NON-DEBT FINANCED PROJECTS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Garrison.
Roll Call Vote: 8/0. Councilor McManus was absent from the Council Chambers.

4. APPROPRIATION FOR FY2017 CAPITAL IMPROVEMENTS PROGRAM AND AUTHORIZATION FOR BONDING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Hooper.
City Manager Joyal said he needed an amendment to the resolution regarding #14. to reduce the \$14.5 million by \$2.1 million.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, December 9, 2015**
Meeting Time: **7:00 pm**

Councilor Cheney made the motion to reduce Item #14. to reduce the \$14.5 million by \$2.1 million; making it \$12.4 million, and changing the total amount to \$32,783,000; seconded by Councilor Thibodeaux.

Roll Call Vote: 9/0.

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

Roll Call Vote: 8/1; Passed. Mayor Weston was opposed.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE – Dover High School Girls Basketball Boosters**
2. **RAFFLE – Riley Leavitt Memorial Fund**
3. **ROAD TOLL – Angels of Hope – Relay for Life, Rochester, NH**
4. **B15019 PHOTOVOLTAIC SYSTEM**
SPONSORED BY MAYOR WESTON BY REQUEST
5. **B15060 DESIGN SERVICES FOR WATERFRONT DEVELOPMENT**
SPONSORED BY MAYOR WESTON BY REQUEST
6. **B16009 DOVER DRAW STRING TRASH BAGS**
SPONSORED BY MAYOR WESTON BY REQUEST
7. **CANVASS OF VOTES – MUNICIPAL ELECTION**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|--|--|
| 1. School Board (2) | 11. Parking Commission |
| 2. Planning Board | 12. Ordinance Committee |
| 3. Appointments Committee | 13. Police and Parking Facility Building Committee |
| 4. Recreation Advisory Board | 14. Joint Building Committee – Dover High School and Regional Career Technical Center |
| 5. McConnell Center Advisory Committee | 15. Dover Main Street |
| 6. Arts Commission | 16. Library Board of Trustees |
| 7. Solid Waste Advisory Commission | 17. Energy Commission |
| 8. Transportation Advisory Commission | |
| 9. Legislative Liaison | |
| 10. Pool Advisory Committee | |

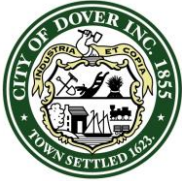
Deputy Mayor Carrier moved for the adoption of the Consent Calendar; seconded by Councilor Garrison.

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

Councilor Hooper pulled the two School Board Reports.

Councilor McManus asked to pull Item #13.A.4.

Councilor Thibodeaux asked to pull the Energy Commission Report.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, December 9, 2015**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier asked to pull the Appointments Committee Report, Joint Building Committee – Dover High School and Regional CTC Report, and the Police and Parking Facility Building Committee Report.

Councilor Garrison asked to pull the Legislative Liaison Report and Ordinance Committee Report.

Councilor Cheney asked to pull Item #13.A.5.

Mayor Weston asked to pull Item #13.A.6.

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

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

Deputy Mayor Carrier moved for the adoption of Item #13.A.4.; seconded by Councilor Garrison.

Councilor McManus talked about the disadvantage of not having a proper bidding process.

Assistant Manager Parker said they went to bid for ideas, the City will negotiate with them to do the recommended work, but it does not require that the City work with them if it isn't advantageous for the City.

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.5.; seconded by Councilor Thibodeaux.

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.6.; seconded by Councilor McManus.

Mayor Weston asked about the prices for the trash bags.

City Manager Joyal said he doesn't expect a price increase, but it is based on the solid waste budget..

Roll Call Vote: 9/0.

Councilor Hooper gave an overview on the two School Board Reports to the Council.

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

Vote: 9/0.

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

Allison Smith – Arts Commission alternate member.

Sue Tremblay – Transportation Advisory Commission regular member and Arts Commission alternate.

Ken Wolfe – Recreation Advisory Board regular member

Amanda Nelson – change in status from alternate member to regular member on the Arts Commission.

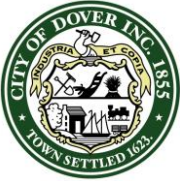
Appointments for another term:

Timothy Dargan, Peter Hamblett, Sam Hadaddin, Jack Mettee, Philip Rinaldi to the Dover Business and Industrial Development Authority.

Doug DeDe to the McConnell Center Advisory Board and Solid Waste Advisory Committee.

Judy Zalanski to the McConnell Center Advisory Board.

Suzanne Medbery to the Pool Advisory Committee.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, December 9, 2015**
Meeting Time: **7:00 pm**

Stanley Kaubris to the Recreation Advisory Board

Christ Prior to the Zoning Board of Adjustment.

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

Councilor McManus asked for the vote to be delayed in order to review the applicants.

Deputy Mayor Carrier said the applications have been provided to the Council before the meeting.
Vote: 9/0.

Councilor Cheney gave an overview of the Legislative Liaison Report to the Council.

Deputy Mayor Carrier moved to accept the Legislative Liaison Report; seconded by Councilor Gagnon.

Vote: 9/0.

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

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

Vote: 9/0.

Deputy Mayor Carrier gave an overview of the Police and Parking Facility Building Committee Report to the Council.

Deputy Mayor Carrier moved to accept the Police and Parking Facility Building Committee Report; seconded by Councilor Thibodeaux.

Vote: 9/0.

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

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

Vote: 9/0.

Councilor Thibodeaux gave an overview of the Energy Commission Report to the Council.

Deputy Mayor Carrier moved to accept the Energy Commission Report; seconded by Councilor McManus.

Vote: 9/0.

B. RESOLUTIONS

C. ORDINANCES IN 1ST READING

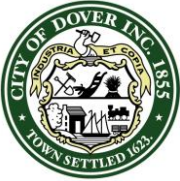
14. COUNCIL CORRESPONDENCE

A. Letter from Assistant City Manager Christopher Parker, dated November 18, 2015.

B. Letter from xfinity, dated November 19, 2015.

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

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, December 9, 2015**
Meeting Time: **7:00 pm**

15. COUNCIL MATTERS OF INTEREST

Councilor O'Connor said there was a nice view from the top of the new Parking Garage. He thanked Mrs. Grady, Councilor McManus, Councilor Garrison, Councilor Hooper, and Councilor Cheney for their service to the City.

Councilor McManus thanked everyone on the Council and City staff..

Councilor Thibodeaux agreed with Councilor O'Connor and thanked everyone for their service. She said she will be having a Coffee with a Councilor session on Saturday, 9:00 am to 11:00 am.

Councilor Hooper said her Letter to the Editor in Foster's Daily Democrat said it all.

Deputy Mayor Carrier thanked the Councilors who were leaving.

Councilor Cheney said good-bye to the Council. She thanked all the City's employee.

Councilor Garrison said good-bye to the Council and thanked his constituents.

Councilor Gagnon thanked the outgoing Councilors for showing him how to be a Councilor, and he hopes to do the same for the new Councilors coming in.

Mayor Weston asked the City Clerk to notify Mr. Krans that the Council recommends the appointment of Robert Woodburn to the Cochecho Waterfront Development Authority Committee. She explained why she voted no on the CIP Bonding Resolution. She spoke about the Parking Garage view and how the garage was full of cars, which proved it was necessary. She welcomed the new Councilors, reminding them of their first meeting tomorrow. She said good-bye to the Councilors who were leaving.

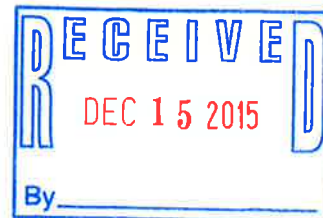
16. ADJOURNMENT

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

Vote: 7/2; Passed. Councilors Cheney and McManus were opposed.



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE



Check(☒) the type of application:

PARADE** ☒ , ROAD TOLL*** ☐ ,

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

Organization Name: Moms on the Run Mother's Day 5K Run/Walk

Federal Tax ID number for Organization: we use the non-profits; can provide if necessary

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): Mother's Day 5K run/walk benefiting End Hunger

Contact Person: Nicole Kurr Day Time Telephone: 603-767-1060

Address: P.O. Box 1408 Dover Email Kurr4@comcast.net

Date of Event: Sunday May Specific Time: 8:30am

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

*****PARADE PERMITS*****

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

Police Department Parade Route Approval Signature: _____

Printed Name: Sgt. Marn Speidel Check Here If Parade Route Is Attached: ☒

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

SIGNATURE OF APPLICANT: Nicole Kurr DATE: 12/15/15

(duly authorized)

PRINTED NAME: Nicole Kurr

Licensing Board Approval (Signature) Date: 12/21/15

Current Membership #

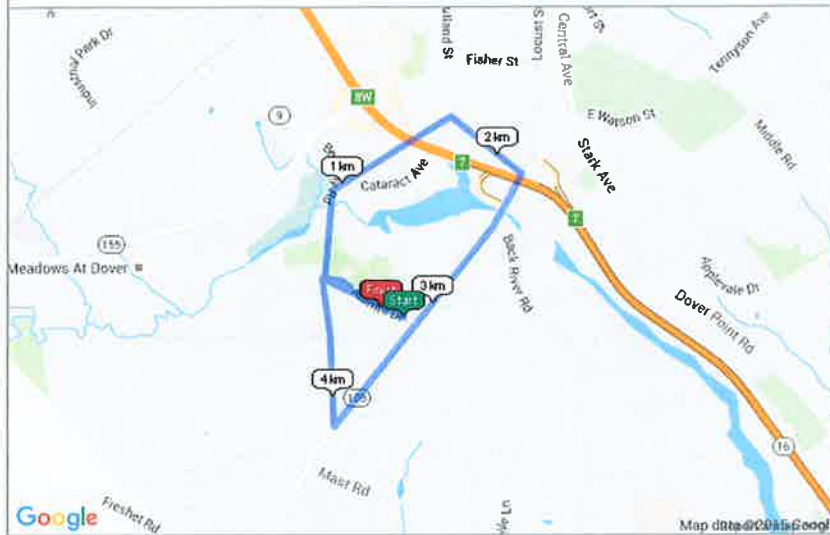
Login

Don't know your current membership number or password?

Join/Renew Now



USATF STORE

**Mother's Day 5k Run/Walk****Distance:** 3.11 miles / 5.00 km**Location:** Start: Dover High School
Dover, NH, US**Attributes:** out & back, mostly flat, roads**Description:** Fun, fast and mostly flat course...

Added by Nicole Kurr on 1/12/2007

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

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

News

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

Sports

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

Groups

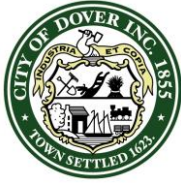
Youth Athletes
Masters Athletes
Elite Athletes
Athlete Alumni
Coaches
Officials
Athlete Representatives
Event Directors
Media

Events

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

Customer Service

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2016.01.13 – 001**

Resolution Re: B15066 Consulting Service for Richardson Drive
Reconstruction Additional Scope of Work

- WHEREAS: A Sealed Request for Proposal B15066 was issued and received for consulting services for the design of Richardson Drive reconstruction on May 27, 2015 at 11:30 am. A mandatory pre-bid meeting was conducted on May 23, 2015 at 11:00 am with eight firms attending; and
- WHEREAS: Six replies were received and evaluated and shortlisted to the top four firms. Cost proposals were then opened for these four firms. The low bid and offer deemed most advantageous to the City was submitted by Tighe & Bond of Portsmouth NH in the amount of \$47,500. Contract was awarded via council approved resolution R-2015.06.24; and
- WHEREAS: Change Order 1, included surveying an additional 1,600 feet by 90 feet of Old Stage Road necessary to accomplish the additional water and sewer extension work requested by residents during neighborhood meetings, in the amount not to exceed \$6,500. Purchase Order was revised to new contract amount of \$54,000 on December 16, 2015; and
- WHEREAS: Change Order 2, includes engineering design and permitting efforts necessary to accomplish the additional scope of work requested by residents during neighborhood meetings in the amount not to exceed \$33,000, and construction oversight services in the amount not to exceed \$61,550. The total for all services included in Change Order 2 is for an amount not to exceed \$94,550. New contract amount will be \$148,550.

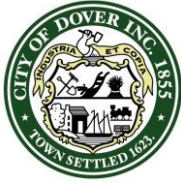
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a Purchase Order revision to Tighe & Bond of Portsmouth NH for additional consulting services for Richardson Drive at rates provided in change order #1 & #2. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
4016.1.300.43121.4751.03164.16	Streets Richardson Dr	550,000	526,226
5320.1.300.43250.4757.04558.16	Sewer Richardson Dr	550,000	519,750



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2016.01.13 – 001**
Resolution Re: B15066 Consulting Service for Richardson Drive
Reconstruction Additional Scope of Work

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

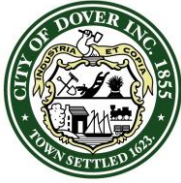
Recorded by: Karen Lavertu
City Clerk

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 Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2016.01.13 – 001**
Resolution Re: B15066 Consulting Service for Richardson Drive
Reconstruction Additional Scope of Work

RESOLUTION BACKGROUND MATERIAL:

The City of Dover has begun to work with the engineering consultant Tighe & Bond of Portsmouth NH, to design the reconstruction of Richardson Drive. Richardson Drive is approximately 1,850 feet and loops off of Old Stage Road. The project entails roadway reclamation, repaving, new curbing, and low impact stormwater improvements, as well as the extension of new sewer line that will connect to the recently constructed sewer line located in Old Stage Road.

Two neighborhood meetings have been held where staff and the engineers have received feedback from residents and abutters to the project. Abutters located along Old Stage Road both to the east and west of the project area, have requested that the sewer services and water line also be extend to their properties as part of this project. This additional work expands the project area approximately 900 feet east towards Littleworth Road and 700 feet west to the Madbury Town Line. Additionally, the residents located within the current project area have expressed concerns about paying the cost to connect their home to the new sewer service stubs that will be provided at the right-of-way. To assist the individual homeowners, the city has offered to incorporate an alternate in the contractors bid to perform the work for the homeowners with a low interest loan for repayment. The added engineering design and permitting efforts for this work have been included in Change Order 2.

Lastly, the City has applied for a State Revolving Loan to fund, which includes 5% debt forgiveness for all sewer related work and 20% debt forgiveness for all stormwater improvements. The loan application requires identifying an amount for engineering construction oversight for this project. The construction oversight efforts have been included in Change Order 2.

Bid Information:

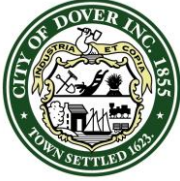
A Sealed Request for Proposal B15066 was issued and received for consulting services May 27, 2015 at 11:30

Award Information:

A purchase order revision will be issued to the vendor to authorize future expenditure as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	250	Number of Responses:	8
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	As needed
Award to:	Tighe & Bond Company	Fund:	CIP
Other Approvals Required:	State of NH	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 requiring Council approval



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2016.01.13 – 002**
Resolution Re: B16010 City Hall Atrium Renovations

- WHEREAS: Sealed Request for Bid B16010 was solicited and received for the renovations of the City Hall atrium at the Hale St entrance of City Hall on November 10, 2015 @ 11:00am; and
- WHEREAS: A mandatory prebid meeting was conducted on September 9, 2015 with only one vendor attending. Due to the limited response, a second mandatory prebid meeting was conducted on October 1, 2015 with five vendors attending. The city received one proposal in the amount of \$166,520 from Skovic Construction; and
- WHEREAS: City staff met with John Skovic on December 9, 2015 to review proposal and it is the recommendation to award project to Skovic Construction in the amount of \$166,520.

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 Skovic Construction for construction services at rates provided in conjunction with Bid B16010. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
4000.1.300.41941.4720.01101.00	City Hall Improvements	6,223	6,223
4015.1.300.41941.4725.01101.15	City Hall Improvements	320,000	134,612
1009.1.300.41941.4725.0000.93	General Government Building Improvements	30,000	30,000

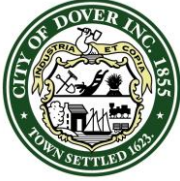
AUTHORIZATION

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.3.

Resolution Number: **R – 2016.01.13 – 002**
Resolution Re: B16010 City Hall Atrium Renovations

DOCUMENT HISTORY:

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

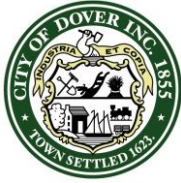
DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Document Created by: Purchasing
Document Posted on: January 7, 2016

R-2016.01.13 B16010 City Hall Atruim Renovations-2
Page 2 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2016.01.13 – 002**

Resolution Re: B16010 City Hall Atrium Renovations

The objective of this project is to replace the leaking skylight system located over the City Hall Elevator Entrance Atrium by replacing the glass units and any structural support system with a structurally solid roof component capped by a metal roof whose appearance shall be complementary to the overall appearance of this municipal building. In addition, the windows walls and all necessary structural components are to be replaced to replicate the facade currently in place.

Bid Information:

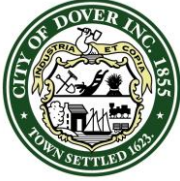
Sealed Request for Bid B16010 was solicited and received for the renovations of the City Hall atrium at the Hale St entrance of City Hall on November 10, 2015 @ 11:00am

Award Information:

A purchase order will be issued to the vendor selected to authorize future expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	284	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	Spring 2016
Recommended Award to:	Skovic Construction	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2016.01.13 – 003**

Resolution Re: Purchase of 2016 Model Year Vehicles - State of NH Bid

WHEREAS: The sealed request for bid #1828-16 was solicited by the State of NH in August 2015 for pricing of various 2016 model year vehicles; and

WHEREAS: The City would like to make purchases off this State bid utilizing the low bidders for various vehicles as needed and using available appropriations; and

WHEREAS: Per 3-37B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the purchasing agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

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

The purchasing agent is hereby authorized to issue purchase orders to various vendors for the purchase of various 2016 vehicles at costs that correspond with rates provided in State of NH Contract. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
6310.1.550.49200.4742.00000.00	Fleet Vehicle Replacement	11,400	11,400
4015.1.210.42120.4742.02152.15	CIP Police Veh Replacement	126,000	6,841
4016.1.210.42120.4742.02152.16	CIP Police Veh Replacement	126,000	124,880
4017.1.220.42220.4742.02256.17	CIP Fire Command Veh	55,000	55,000

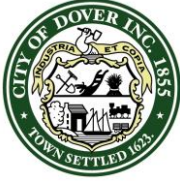
AUTHORIZATION

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.4.

Resolution Number: **R - 2016.01.13 – 003**

Resolution Re: Purchase of 2016 Model Year Vehicles - State of NH Bid

DOCUMENT HISTORY:

First Reading Date:

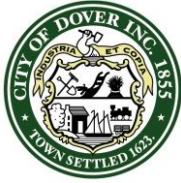
Public Hearing Date:

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 Denis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Jr., Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Robert Carrier, At Large		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2016.01.13 – 003**

Resolution Re: Purchase of 2016 Model Year Vehicles - State of NH Bid

RESOLUTION BACKGROUND MATERIAL:

The sealed request for Sealed Bid 1828-16 was solicited by the State of NH in August 2015 for pricing of various 2016 model year vehicles. The City would like to make purchases off this State bid utilizing the low bidders for various vehicles as needed and using available appropriations.

At this time the City would like to purchase the following vehicles utilizing low bidders

2016 Ford Police Interceptor Patrol AWD Utility base amounts of \$25,249 plus options of \$2,184 totaling \$27,433 each - total for five **(5)** Interceptors of \$137,165 with Robert H Irwin Motors.

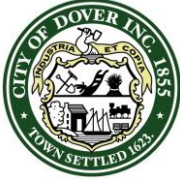
2016 Chevy Tahoe Fire Command Vehicle 4x4, one **(1)** in the base amount of \$34,876 plus options of \$1,524 totaling \$36,400 with MacMulkin Chevrolet.

Bid Information:

State of NH bid 1828-16. Per 3-37B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the purchasing agent may, with approval of the city manager, waive bidding procedures when purchasing through the state of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
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 received	Estimated Delivery:	As needed
Recommended Award to:	Various vendors low bids	Fund:	CIP
Other Approvals Required:	Approved by State NH	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2016.01.13 – 004**
Resolution Re: Purchase of Used Ambulance

- WHEREAS In May 2015 the Fire & Rescue Ambulance #1 was taken out of service for repairs. Due to the length of time needed to repair, the City obtained a loaner 2008 Ford E450 ambulance from Specialty Vehicles Inc and has been successfully operating it for five months; and
- WHEREAS: The City is looking to put another ambulance in service and was interested in keeping the loaner therefore requested a cost proposal from the Specialty Vehicles Inc. An offer of \$24,000 was received which includes lettering to match existing Dover Fire & Rescue fleet and oil/filter change. It is the request of the Fire & Rescue department to waive the formal bidding process and purchase used 2008 Ford E450. Council approved FY17 CIP authorizes \$25,000 for this purchase; and
- WHEREAS: Dover Purchasing Procedures #3-36 B states competitive bidding may be waived by a majority vote of the City Council.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Specialty Vehicle Inc for one used 2008 Ford E450 Ambulance in the amount of \$24,000. 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 and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
4017.1.210.42120.4742.02152.17	FY17 CIP Ambulance	25,000	25,000

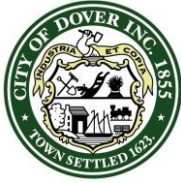
AUTHORIZATION

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.5.

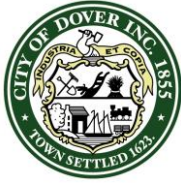
Resolution Number: **R – 2016.01.13 – 004**
Resolution Re: Purchase of Used Ambulance

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 Denis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Jr., Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Robert Carrier, At Large		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2016.01.13 – 004**
Resolution Re: Purchase of Used Ambulance

RESOLUTION BACKGROUND MATERIAL:

The Fire department currently has 3 ambulances and has determined that 4 ambulances are needed to ensure the 2 staffed paramedic level ambulances are available to handle the approximately 3,000 medical based calls for service annually. This purchase request for a used low cost ambulance would add the 4th ambulance to the fleet, which would be placed into service when two ambulances are out of the service at the same time for repair or scheduled maintenance.

In May 2015 the Fire & Rescue Ambulance #1 was taken out of service for needed warranty work. Due to the length of time needed to repair, the city obtained a loaner ambulance from Specialty Vehicle Inc, a 2008 Ford E450. It currently has Dover Fire and Rescue specific radio equipment installed in it and has other equipment mounts that are Dover specific. It operated well during that 5 month time period with no major repairs needed and is a known entity maintenance and reliability wise. New ambulances cost approximately \$200,000 and this used ambulance would cost \$24,000.

A search was conducted for other used ambulances. Several were located between Maine and Massachusetts. None were comparable to this ambulance as they were either too big because they were on heavy truck frames, required re-painting, lettering and body work, didn't have the needed compartments to hold Dover's medical equipment, or the ambulances which are closest to Dover's in design were 11 years old or older. All of those would require installation of Dover's radio equipment as well

Bid Information:

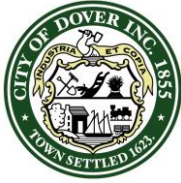
Dover Purchasing Procedures 3-36 B states competitive bidding may be waived by a majority vote of the City Council.

Award Information:

A purchase order will be issued to the vendor selected to authorize expenditure as outlined in this resolution.

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 purchased	Estimated Delivery:	As needed
Recommended Award to:	Specialty Vehicles Inc	Fund:	FY17 CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Council Approval to waive bidding



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2016.01.13 – 005**

Resolution Re: Purchase of SCBA Containment Fill Station Commonwealth of Mass State Bid

WHEREAS: The Commonwealth of Massachusetts conducted a bid solicitation for Fire/EMS and Police equipment and supplies. Fire Tech & Safety of New England Inc of Tyngsborough MA is the distributor for Bauer Self Contained Breathing Apparatus Containment Refill Stations and offers discounting on the Bauer product line that was approved by Commonwealth of MA via Bid FIR04; and

WHEREAS: The City would like to utilize the Commonwealth of MA contract at the price discount of 5% off manufacturing prices through Fire Tech & Safety of NE Inc. FT&S of NE provided a quote for this unit at a cost of \$63,955. This vendor also allows for 3% Prompt Pay Discount which the City will take advantage of, for a total cost of \$62,036.35; and

WHEREAS: Per 3-29B, Exceptions to Competitive Bidding, of the Dover Purchasing Procedure, the purchasing Agent may, with approval of the city manager, waive bidding procedures when purchasing through the state of NH, other governmental agencies or cooperative buying groups.

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 Fire Tech & Safety of NE Inc for Bauer SCBA Containment Fill Station at discounted pricing \$62,036.35. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
1000.1.220.42220.4741.00000.00	Machinery & Equipment	72,500.00	72,500.00

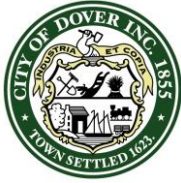
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

Approved for Legal Compliance: Anthony I. Blenkinsop
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2016.01.13 – 005**

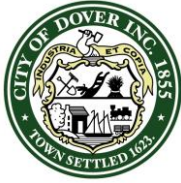
Resolution Re: Purchase of SCBA Containment Fill Station Commonwealth of Mass State Bid

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 Denis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Jr., Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Robert Carrier, At Large		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2016.01.13 – 005**

Resolution Re: Purchase of SCBA Containment Fill Station Commonwealth of Mass State Bid

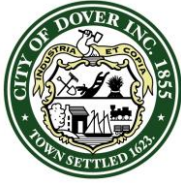
RESOLUTION BACKGROUND MATERIAL:

This system would allow for the filling of Fire & Rescue Breathing Air Cylinders (SCBA – Self Contained Breathing Apparatus) that are on all Fire & Rescue Vehicles and are a requirement when operating in smoke filled environments. Currently and for the last 20 plus years, a trailer system is retrieved when needed after training and after fires from a neighboring community to fill the department's SCBA cylinders, or SCBA cylinders are transported by truck to a neighboring department for filling. As calls for service have increased to between 5,500 to 5,700 annually on average coupled with the hosting of the High School Career Technical Center Firefighter 1 Program, SCBA Cylinders frequently need to be filled, and this is a major logistical issue in scheduling with the host fire department and with pickup and delivery around calls for service and other station duties. Having a fill system "in-house" for the first time in many, many years will save considerable staff time freeing them for other station duties, training, and other priority requirements in addition to having near immediate re-fill ability during busy days when SCBA Cylinders are used in back-to-back emergency situations. Currently, in those instances, SCBA Cylinders are moved from reserve vehicles depleting those vehicles of cylinders, until fill arrangements can be made with a neighboring department.

The integrated system design combines a BAUER high pressure compressor, BAUER breathing air purification system, air storage system, and cascade fill panel and containment fill station into one user friendly workstation. Independently tested for safety and with an UL (Underwriter's Laboratory) listed electrical assembly. Installation and 5 years of maintenance are included for a turnkey project.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	Commonwealth of MA Bid	Number of Responses:	
Warranty:	Meets NFPA Specifications	Terms:	Net 30, FOB Dover
Work Bonded:	na	Contract:	Yes
Prices will hold for:	December 31, 2016	Estimated Delivery:	As needed
Recommended Award to:	Fire Tech & Safety of New England Inc	Fund:	42220.4741
Other Approvals Required:	Commonwealth of MA	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase off State MA contract Cost exceeds \$25,000.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2016.01.13 – 006**
Resolution Re: Fiber Optic Cable Installation from City Hall to Police Facility

- WHEREAS: The city needs to install and terminate and test a 12-strand fiber optic cable between City Hall and the new police facility which was not part of the construction bid awarded to Harvey Construction; and
- WHEREAS In October Harvey Construction forwarded a quote from their subcontractor for electrical work (Longchamps Electric Inc) offering costs to install and terminate and test fiber optic cable between the City hall and the new police facility. The quoted amount was for \$24,588 with much of the work being performed by Waveguide Inc (Longchamps Electric subcontractor). Also added to cost would be the Construction Manager fee of 2.5% to Harvey Construction; and
- WHEREAS: The Police Department and Information Technology Department also requested a quote from Howard Systems and received a price of \$21,264 with Howard Systems performing all the work with no subs. This vendor has performed this type of work at various location throughout the city and due to the vendors familiarity with the cities network and time constraints it is the recommendation to waive the formal sealed bid process and award to Howard Systems; and
- WHEREAS: Dover Purchasing Procedures #3-36 B states competitive bidding may be waived by a majority vote of the City Council.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Howard Systems of Rochester NH in the amount of \$21,264. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
4014.1.210.42170.4720.02389.14	Police Facility	7,417,990	46,533

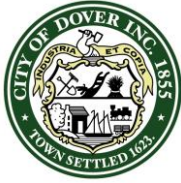
AUTHORIZATION

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.7.

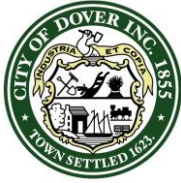
Resolution Number: **R – 2016.01.13 – 006**
Resolution Re: Fiber Optic Cable Installation from City Hall to Police Facility

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 Denis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Jr., Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Robert Carrier, At Large		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2016.01.13 – 006**
Resolution Re: Fiber Optic Cable Installation from City Hall to Police Facility

RESOLUTION BACKGROUND MATERIAL:

Dover Purchasing Procedures 3-36 states the purchasing agent shall conduct competitive bidding for purchase of goods and services of \$10,000 or more. Competitive bidding is defined as a formal process involving **sealed** bids.

The City received the change proposal from Harvey Construction (CM for the new police facility) and city personnel requested additional quotes. Howard Systems (a preapproved vendor that has performed this service at various locations throughout the city) provided a quote that is more advantageous to the city. Additional vendors were contacted to submit a quote but have not or has indicated this is not work they perform and would have to sub it out. Therefore, given the availability of competitive quotes, it is the request to waive the formal **sealed** bid process and award project to offer most advantageous to the city, Howard Systems.

Bid Information:

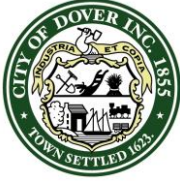
Dover Purchasing Procedures 3-36 B states competitive bidding may be waived by a majority vote of the City Council.

Award Information:

A purchase order will be issued to the vendor selected to authorize expenditure as outlined in this resolution.

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 delivered	Estimated Delivery:	As needed
Recommended Award to:	Howard Systems	Fund:	FY14 CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Council Approval to waive sealed bidding



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2016.01.13 – 007**
Resolution Re: First Street Urban Fill

- WHEREAS: In 2014 the City Council authorized the City Manager to sign a land development agreement (LDA) for the redevelopment of the First Street parking lot. One of the conditions included in the LDA was that the City would coordinate removal of any urban fill and any soil containing petroleum residue related to a former gas station use on the site; and
- WHEREAS: That in an effort to coordinate the removal of the soil and construction of the building (and avoid backfilling in any excavation with temporary soil), the developer agreed to have its contractor haul the urban fill to the City's Dredge cell and bill the City for the hauling. Upon completion of the project, invoices were submitted to the City and reviewed by staff for certification; and
- WHEREAS: The staff recommends payment of \$49,608.50 to Destefano & Associates and charged to sale proceeds of the lot account as outlined below.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order DeStefano & Associates Inc for \$49,608.50 costs incurred for removal of urban fill at the First St location. The amount of this authorization shall be limited so as not to exceed available funding.

Financing			
Account	Description	Appropriation	Balance
4014.1.180.41910.4715.02512.14	First St Lot Land Imp	100,000	59,352

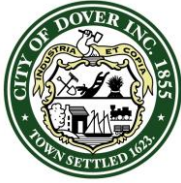
AUTHORIZATION

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.

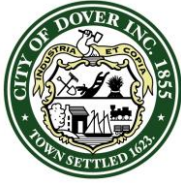
Resolution Number: **R – 2016.01.13 – 007**
Resolution Re: First Street Urban Fill

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 Denis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Jr., Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Robert Carrier, At Large		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2016.01.13 – 007**
Resolution Re: First Street Urban Fill

RESOLUTION BACKGROUND MATERIAL:

In 2014 the City Council authorized the City Manager to sign a land development agreement (LDA) for the redevelopment of the First Street parking lot. One of the conditions included in the LDA was that the City would coordinate removal of any urban fill and any soil containing petroleum residue related to a former gas station use on the site. In an effort to coordinate the removal of the soil and construction of the building (and avoid backfilling in any excavation with temporary soil), the developer agreed to have its contractor haul the urban fill to the City's Dredge cell and bill the City for the hauling. Upon completion of the project, invoices were submitted to the City and reviewed by staff for certification.

Bid Information:

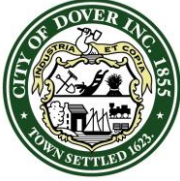
None

Award Information:

A purchase order will be issued to the vendor to authorize expenditures as outlined in this resolution.

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:	No
Prices will hold for:	na	Estimated Delivery:	As needed
Recommended Award to:	DeStefano & Associates Inc	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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2016.01.13 – 008**

Resolution Re: **Approval of Maranatha Indonesian United Church of Christ
Lease Agreement – Room 322**

WHEREAS: Maranatha Indonesian United Church of Christ, a New Hampshire non-profit corporation, seeks to enter into a Lease Agreement with the City of Dover; and

WHEREAS: The location the Leased Premises is to be at the McConnell Center, 61 Locust Street, Dover, New Hampshire, Room 322, which contains 285 +/- square feet.

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

The City Manager is authorized to sign a Lease Agreement between the City of Dover and Maranatha Indonesian United Church of Christ for a term of three (3) years, with the option to renew for three (3) additional three (3) year terms, for Room 322 in the McConnell Center.

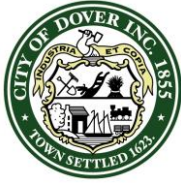
AUTHORIZATION

Approved as to Funding: Daniel Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2016.01.13 – 008**
Resolution Re: **Approval of Maranatha Indonesian United Church of Christ
Lease Agreement – Room 322**

DOCUMENT HISTORY:

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

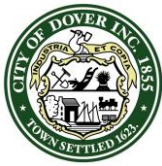
DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Jr, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The City of Dover leases space at the McConnell Center to non-profit organizations and state agencies.

See draft Lease Agreement attached hereto.



CITY OF DOVER

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

LEASE AGREEMENT

THIS LEASE AGREEMENT made this ____ day of _____, 2016, by and between **MARANATHA INDONESIAN UNITED CHURCH OF CHRIST** of 20 Town Hall Road, Madbury, New Hampshire 03823 (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire (hereinafter referred to as “LESSOR”).

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the parties agree as follows:

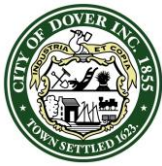
1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 285 square feet and more particularly identified on the McConnell Center Plans dated February 6, 2006 as Room 322 (the “Space”).

In conjunction with the use of the Space, LESSEE shall have the right to use parking spaces for its employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE’s normal operations. Additionally, parking spaces may be available on streets adjacent to the McConnell Center. It is agreed the parking spaces will not be reserved and are available on a first come first served basis with no signage designating parking spaces to the LESSEE. The LESSOR does not guarantee the availability of parking spaces. The parking spaces may be subject to relocation within the entire parking lot at the sole discretion of the City of Dover.

The term of LESSEE’s Lease Agreement shall be for three (3) years beginning on January 14, 2016 and ending on January 13, 2019. There shall be an option to renew for three (3) additional three (3) year terms at the LESSEE’S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 285 square feet and calculated using the following components:



CITY OF DOVER

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

LEASE AGREEMENT

<u>Component</u>	<u>Rate</u>	<u>Annual</u>	<u>Monthly</u>
Fixed Rent	\$ 6.50	\$1,852.50	\$154.38
Capital Reserve	\$ 0.40	\$ 114.50	\$ 9.50
Operations and Maintenance*	\$ 6.50	\$1,852.50	\$154.38
Other as agreed	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Total Rent Assessment	\$13.40	\$3,819.00	\$318.26

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

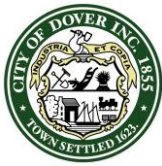
2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Operations and Maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this Lease Agreement is established at \$6.50/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the previous year's actual cost of operating and maintaining the building. The total square footage of leased space in the McConnell Center is 53,753 square feet. The annual revision of Operations and Maintenance costs shall occur in February and take effect the following July 1st.

3. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future build-out of the Space; and plans for such build-out must be reviewed for potential approval by LESSOR. LESSEE shall be solely responsible for insuring all improvements and contents of the Space and shall name LESSOR as an additional insured.

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Space, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order



CITY OF DOVER

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

and repair as they were at the date of the commencement of the term of this Lease Agreement, reasonable wear and damage by accident, fire or other insured against casualty excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy.

LESSOR agrees to maintain the Space in condition fit for its intended use and to make all necessary repairs of which LESSOR is aware, including adequate heat and water, and a sound physical structure. Furthermore, LESSOR will maintain the grounds and remove the common area rubbish and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LESSOR shall also have the right to enter upon the Space at all reasonable times to inspect same and to expel the LESSEE if the LESSEE shall fail to comply with or breach in any way this Lease Agreement. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the Space.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty, including fire, not arising as a result of the negligence or intentional conduct of the LESSEE whereby the Space or any portion of it is destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease Agreement. However, that in the event of total destruction or damage which is the equivalent of total destruction, this Lease Agreement shall automatically terminate.

In the event the Space shall be taken either under threat of eminent domain or by eminent domain proceedings in whole, then this Lease Agreement shall be terminated and the rent shall be pro-rated and returned to the LESSEE as of the date of such taking. A condemnation award shall belong exclusively to the LESSOR.

6. Use.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations. Additionally, the Space shall be used for charitable non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional

term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.

8. Subletting and Assignment.

LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.

9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease Agreement including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

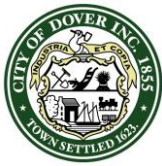
10. Default/Early Termination.

In the event the LESSEE fails to perform its obligations under this Lease Agreement, this Lease Agreement is defaulted, and the LESSOR is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the LESSEE shall default in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this Lease Agreement, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expense of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Space due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease Agreement may be immediately terminated at the option of the LESSOR.

Both the LESSEE and the LESSOR shall have the right to terminate this Lease Agreement for any reason upon giving at least three (3) months written notice to the other party.

11. Indemnification.

LESSEE agrees to pay, and to protect, defend, indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses), causes of action, allegations, suits, claims, demands or judgments of any nature whatsoever arising from:



CITY OF DOVER

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

- (i) any injury to, or the death of, any person(s);
- (ii) any damage to property or to the Space;
- (iii) any act or omission of LESSEE or its agents, officers or employees;
- (iv) violation by LESSEE of any agreement or condition of this Lease Agreement; or
- (v) violation by LESSEE of any law, ordinance or regulation affecting the Space or any part thereof or the ownership and occupancy thereof.

12. Insurance.

Casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense, during the term of this Lease Agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary coverage. Said insurance to be in limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. LESSOR has no obligation for any loss to LESSEE's personal property. Proof of LESSEE's insurance shall be supplied to the LESSOR at the time of occupancy. The City of Dover shall be listed as "Additional Insured" on the policy and proof of insurance certificate.

13. Liens and Encumbrances.

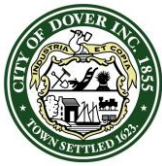
LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

This Lease Agreement and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease Agreement shall be in writing and shall be given by first class mail to the addresses stated above.



CITY OF DOVER

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

16. Modification of Lease Agreement.

This Lease Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

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

19. Laws Governing.

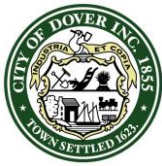
The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease Agreement and determine all rights hereunder.

20. Security Deposit.

Upon execution of this Lease Agreement, LESSEE deposits with LESSOR \$0, as security for the performance by LESSEE of the terms of this Lease Agreement to be returned to LESSEE, with interest, following the full and faithful performance by LESSEE of this Lease Agreement. In the event of damage to the Space caused by LESSEE or LESSEE 's agents or visitors, LESSOR may use funds from the deposit to repair, but is not limited to this fund and LESSEE remains liable.

21. Merger.

This Lease Agreement contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this Lease Agreement shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease Agreement shall be in writing and signed by the parties hereto.



CITY OF DOVER

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

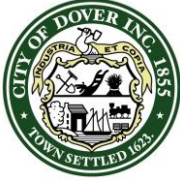
IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement
this _____ day of _____, 2015.

LESSEE [print name and name of signator]
Duly Authorized

Witness
Date

The City of Dover,
By J. Michael Joyal, Jr., City Manager
Duly Authorized

Witness
Date



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2016.01.13 – 009**

Resolution Re: Setting Voting Hours for the February 9, 2016 Presidential Primary

WHEREAS: In accordance with State law, the City Council must set voting hours in the City of Dover; and

WHEREAS: The Presidential Primary will be held on February 9, 2016.

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

The voting hours at all Wards in the City of Dover shall be from 8:00 a.m. to 7:00 p.m. for the Presidential Primary to be held on February 9, 2016.

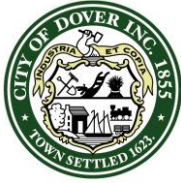
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2016.01.13 – 009**
Resolution Re: Setting Voting Hours for the February 9, 2016 Presidential Primary

DOCUMENT HISTORY:

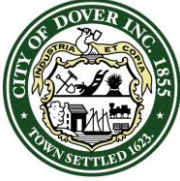
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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 Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella Jr., Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The Moderators and Supervisors of the Checklist have been contacted in regards to these hours and are in agreement. The City Clerk also concurs with these hours. Rules regarding absentee voting will allow people who work during these hours to vote via absentee ballot.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2016.01.13 – 010**

Resolution Re: **Eversource a/k/a PSNH Easement for Portland Avenue**

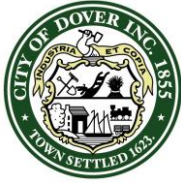
- WHEREAS: On October 8, 2014 the City Council approved a License Agreement between the City and 44 Portland Ave, LLC regarding the development of its property located at 44 Portland Avenue; and
- WHEREAS: The subject property is being developed, including the construction of residential and commercial units; and
- WHEREAS: In order to run power lines from Portland Avenue to the property, it is necessary to cross a portion of an abutting City-owned parcel of land; and
- WHEREAS: 44 Portland Ave, LLC and Eversource a/k/a PSNH request the City provide a permanent easement to Eversource a/k/a PSNH across a small portion of its property abutting the parcel at 44 Portland Avenue in order to lay power lines between the pole located on Portland Avenue and the property owned by 44 Portland Ave, LLC located at 44 Portland Avenue; and

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

The City Manager is authorized to execute a utility easement from the City of Dover to Eversource a/k/a PSNH to run utility lines under a City owned parcel of land to the property owned by 44 Portland Ave, LLC located at 44 Portland Ave., and to record such easement in the Strafford County Registry of Deeds as necessary.

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.1.

Resolution Number: **R – 2016.01.13 – 010**
Resolution Re: **Eversource a/k/a PSNH Easement for 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		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicoletta, Jr, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The City is the owner of a certain parcel of land on Portland Avenue currently utilized as a 45 space parking lot and 44 Portland Ave, LLC is the owner of a certain lot or parcel off of Portland Avenue abutting the City owned property. 44 Portland Ave, LLC is developing its property. In so doing, it is necessary to run power lines across a small portion of the City's abutting property, which requires a utility easement in favor of Eversource a/k/a PSNH. 44 Portland Ave, LLC and the City already have a separate 25 year License Agreement approved by the City Council on October 8, 2014 to go upon, over and across the City's parcel in order to park motor vehicles, provide landscaping and to pass and re-pass. Please see draft utility easement and easement plan attached hereto.

Public Service of NH
Attn: Pauline Boire
PO Box 330
Manchester, NH 03105
EBA - _____
STORMS # _____
Town: Portland Ave
Tax Parcel ID: 24-95-0-0

(Space Above this Line Reserved for Registry of Deeds)

EASEMENT DEED

KNOW ALL MEN BY THESES PRESENTS that the CITY OF DOVER, New Hampshire, a body politic and corporate, and a political subdivision of the State of New Hampshire, having an address of 288 Central Avenue, Dover, New Hampshire 03820 (hereinafter called the Grantor(s)), for consideration paid, grant(s) to PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE (PSNH) d/b/a Eversource Energy, a corporation duly established by law, with a mailing address of PO Box 330, in Manchester, in the County of Hillsborough, in the State of New Hampshire, 03015, and NORTHERN NEW ENGLAND TELEPHONE OPERATIONS, LLC d/b/a FairPoint Communications – NNE, a limited liability company organized under the laws of the State of Delaware, having a place of business at address of 100 Gay Street, Manchester, New Hampshire 03103 (hereinafter called the Grantee(s)), and their successors and assigns forever as tenants in common, with QUITCLAIM covenants, the RIGHT and EASEMENT to lay, install, construct, reconstruct, operate, maintain, repair, replace, patrol and remove underground lines which may consists of wires, cables, pipes, ducts, conduits, manholes, and such testing terminals, transformers, and foundations and enclosures for same, vaults, pedestals, repeaters, markers, and other equipment, for transmitting electric current and/or communications and intelligence, and to do the necessary cutting and trimming of trees and brush, over, under and across the land owned by the Grantor(s) off Portland Avenue in Dover, County of Strafford, State of New Hampshire, more fully described in deed recorded in the Strafford County Registry of Deeds.

Said easement will be located within the following described limits:

That portion of Grantor's land designated at "Utility Easement" on plan of land entitled, "Utility Easement Plan Prepared for 44 Portland Ave LLC Located on Land Belonging to The City of Dover Tax Map 24, Lot No. 95, Portland Avenue, City of Dover, County of Strafford, State of New Hampshire" dated December 1, 2015, Scale: 1" = 20' and being recorded with the Strafford County Registry of Deeds in Plan Book _____, Plan _____. The easement area is more particularly described as follows:

Beginning at a point on the Grantor's southeasterly boundary on Portland Avenue, at a point 8.64' northeasterly of the southerly most bound of said land, then running N 86° 26' 30" W a distance of 11.73' to land now or formerly of 44 Portland Ave LLC, then turning and running along the lot line of said land of 44 Portland Ave LLC N 43° 18' 00"

W a distance of 29.25' to a point, then turning and running S 86° 26' 30" E a distance of 40.89' to the westerly line of Portland Avenue, then turning and running along said Portland Avenue, S 24° 54' 49" W a distance of 21.47' to the point of beginning. The purpose of such easement is to serve the adjacent land now of 44 Portland Avenue, LLC herein referenced.

The width of this easement is 20' feet as shown on the plan referenced above. This easement grants the right to lay, install, construct, reconstruct, operate, maintain, repair, replace and remove any underground service cables and related equipment extending to any buildings or structures on said adjacent land in order to provide electric or telephone service and/or communications and intelligence thereto. This conveyance shall include, all with advanced notice to the Grantor(s) unless an emergency, the right of access from abutting land of the Grantor(s) for all purposes in connection with the exercise of the within granted easement; the right to excavate, trench, and backfill by men or machines and temporarily to place excavated earth and other material on abutting land, provided that the land shall be restored by the Grantee(s) to substantially the condition in which it was immediately prior to such excavation, trenching, and backfilling; the right to go upon abutting land when working on said lines and associated equipment; and the right to install temporary aboveground lines for temporary periods over and across the easement area and that portion of the Grantor'(s) land located southerly thereof, to provide continuity of service thereon when only underground line rights are requested.

The Grantor(s) for itself and its heirs, executors, administrators, successors and assigns, covenant(s) and agree(s) that it will not erect or maintain, or permit to be erected or maintained, any building or structure of any kind or nature upon the land over said easement and that it will not plant or permit to be planted any trees over said easement.

DATED this _____ day of _____, 2016.

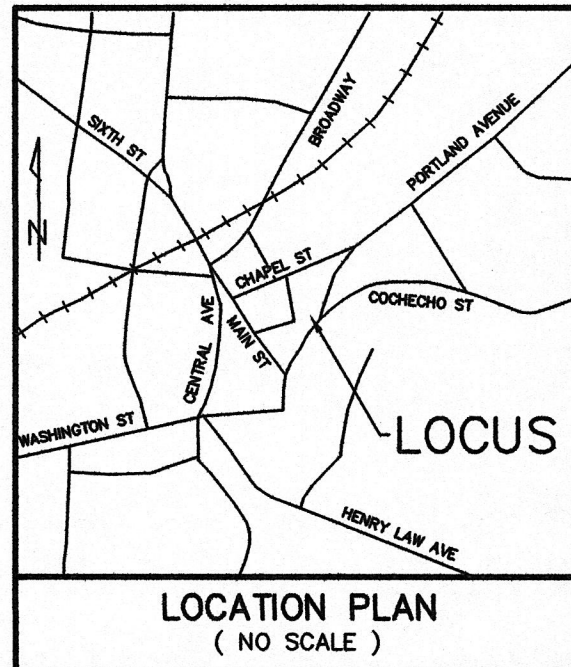
CITY OF DOVER, New Hampshire

By: _____
Name:
Title:
Duly Authorized

STATE OF NEW HAMPSHIRE
County of Strafford

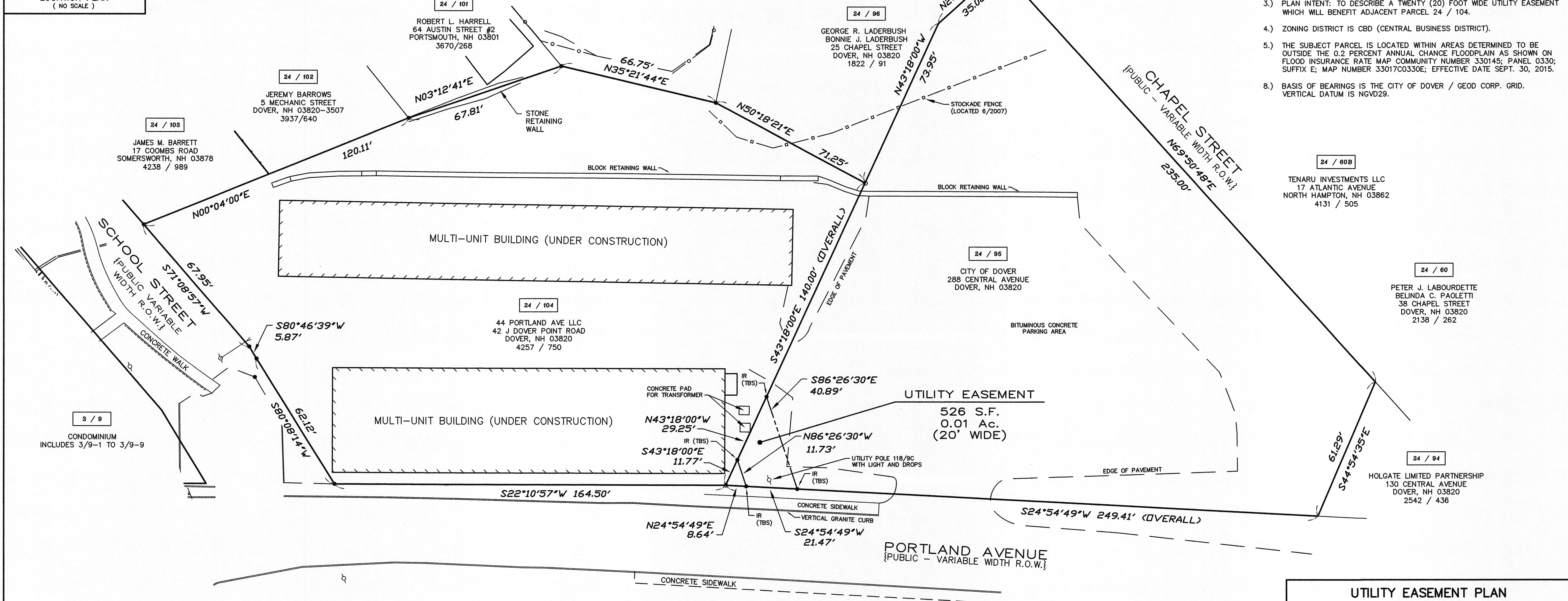
The foregoing instrument was acknowledged before me this _____ day of _____, 2015, by _____, the _____, of the City of Dover, New Hampshire, a New Hampshire body politic, under the law of the State of New Hampshire, on behalf of the City.

Notary Public/Justice of the Peace
My Commission Expires:



REFERENCE PLANS:

- 1.) PROPERTY OF WILFRED LEGACY, 26 SCHOOL STREET, DOVER, NH. SCALE: 1" = 20'; DATED: MAY 30, 1961; BY: EVERETT L. BEAN. RECORDED S.C.R.D. PLAN 31, POCKET 4, FOLDER 4.
- 2.) PLAN OF LAND FOR THE CITY OF DOVER N.H. IN DOVER, N.H. SCALE: 1" = 40'; DATED: JULY 17, 1992; BY: BRUCE L. POHOPEK. RECORDED S.C.R.D. PLAN 32A-89.
- 3.) LOT LINE ADJUSTMENT PLAN PREPARED FOR CHANGING PLACES, LLC BEING LOCATED ON LANDS BELONGING TO CAMMAR PROPERTIES III LLC, TAX MAP 24, LOT No. 103, BELLAMY MANAGEMENT CORP., TAX MAP 24, LOT No. 104A, PORTLAND AVENUE & MECHANIC STREET, CITY OF DOVER, COUNTY OF STRAFFORD, STATE OF NEW HAMPSHIRE. SCALE: 1" = 20'; DATED: MAY 22, 2014; BY THIS OFFICE. RECORDED S.C.R.D. PLAN 103-88.



NOTES:

- 1.) OWNER OF RECORD:
CITY OF DOVER
288 CENTRAL AVENUE
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOL. 329, PAGE 188
S.C.R.D. VOL. 589, PAGE 108
S.C.R.D. PLAN 32A-89
- 2.) 24 / 95 - DENOTES TAX MAP AND PARCEL NUMBER.
- 3.) PLAN INTENT: TO DESCRIBE A TWENTY (20) FOOT WIDE UTILITY EASEMENT WHICH WILL BENEFIT ADJACENT PARCEL 24 / 104.
- 4.) ZONING DISTRICT IS CBD (CENTRAL BUSINESS DISTRICT).
- 5.) THE SUBJECT PARCEL IS LOCATED WITHIN AREAS DETERMINED TO BE OUTSIDE THE 0.2 PERCENT ANNUAL CHANCE FLOODPLAIN AS SHOWN ON FLOOD INSURANCE RATE MAP COMMUNITY NUMBER 330145; PANEL 0330; SUFFIX E; MAP NUMBER 33017C0330E; EFFECTIVE DATE SEPT. 30, 2015.
- 6.) BASIS OF BEARINGS IS THE CITY OF DOVER / GEOD CORP. GRID. VERTICAL DATUM IS NGVD29.

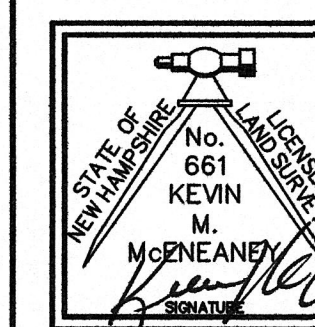
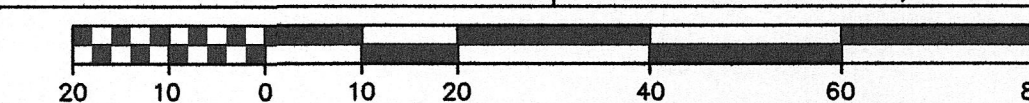
24 / 80B
TENARU INVESTMENTS LLC
17 ATLANTIC AVENUE
NORTH HAMPTON, NH 03862
4131 / 505

24 / 60
PETER J. LABOURETTE
BELINDA C. PAOLETTI
38 CHAPEL STREET
DOVER, NH 03820
2138 / 262

24 / 94
HOLGATE LIMITED PARTNERSHIP
130 CENTRAL AVENUE
DOVER, NH 03820
2542 / 436

UTILITY EASEMENT PLAN
PREPARED FOR
44 PORTLAND AVE LLC
LOCATED ON LAND BELONGING TO
THE CITY OF DOVER
TAX MAP 24, LOT No. 95
PORTLAND AVENUE
CITY OF DOVER
COUNTY OF STRAFFORD
STATE OF NEW HAMPSHIRE

DRAWN BY: RJM FILE: VR CP\2055\14-2055 CWKSH
SCALE: 1" = 20' DATE: DECEMBER 1, 2015



McNeaney
Survey
Associates, inc.

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

SURVEYING - PLANNING - CONSULTING

LEGEND

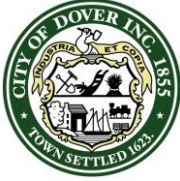
- IR (TBS) - IRON ROD (TO BE SET)
- I.R.(set) O - IRON ROD W/ I.D. CAP (SET)
- S.F. - SQUARE FEET
- Ac. - ACRE
- (TYP.) - TYPICAL
- MORE OR LESS
- S.C.R.D. - STRAFFORD COUNTY REGISTRY OF DEEDS
- UP 410/5 - UTILITY POLE W/ I.D. Nos.
- GUY WIRE

"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."

"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 676:18)

12/1/15
DATE: / KEVIN M. MCNEANEY LLS # 661

NO.	DATE	DESCRIPTION	BY	CHK
REVISIONS				
14-2055	EASEMENT	15-01	54-55	
PROJECT NO	TYPE	FIELDBOOK & PAGES		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

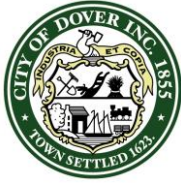
Resolution Number: **R – 2016.01.13 – 011**

Resolution Re: **Wallace Woods Subdivision – Clarification of Easement**

- WHEREAS: The City of Dover acquired an easement on August 11, 1998 as part of the subdivision process from the Anna R. Kay Trust, former owner of the parcels of land that became the Wallace Woods Subdivision; and
- WHEREAS: The easement deed granted the City “a utility easement for the purpose of laying, installing, maintaining, repairing and utilizing such pipes, conduits, wires and related structures and fixtures as may be appropriate for the conveyance of water, sewage, electricity or telecommunications”; and
- WHEREAS: The easement deed referenced a plan entitled “Subdivision Plan, Wallace Woods, Columbus Avenue, Dover, New Hampshire, April 17, 1998” that showed the easement as a 50 foot wide easement for utility and roadway extension; and
- WHEREAS: The easement deed concludes with reference to the City’s responsibility for such utilities located in the easement area and the City’s acceptance of the dedication of the utility easement, giving no other reference to a roadway easement within the easement deed; and
- WHEREAS: The easement was intended to service future development of land off of Littleworth Road, south of the Wallace Road Subdivision; and
- WHEREAS: In 2005 via a separate temporary sewer easement deed from the Anna R. Kay Trust to the City, the Trust reaffirmed that the 1998 easement deed was for a utility easement and no reference was made to a roadway easement beyond once again referencing the plan; and
- WHEREAS: While the specific language of the easement deed does not include a roadway easement, the subdivision plan, which is referenced in the easement deed, raises potential questions regarding whether the City acquired a roadway easement in addition to a utility easement over the property described as Lot 27-8 and Lot 27-10; and
- WHEREAS: The property owners of said Lots 27-8 and 27-10, through their attorney, have requested that the City execute a Clarification of Easement that provides that the City only has a utility easement, and not a roadway easement, over their property in order to resolve any potential cloud on their title; and
- WHEREAS: Any potential future development of land off of Littleworth Road will be able to have roadway access from Littleworth Road itself.

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

The City Manager is authorized to sign a Clarification of Easement stating that the 50 foot wide easement over Lot 27-8 and 27-10 in the Wallace Road Subdivision is only a utility easement for the purpose of laying, installing, maintaining, repairing and utilizing such pipes, conduits, wires and related structures and fixtures as may be appropriate for the conveyance of water, sewage, electricity and/or telecommunications, and said easement conveyed to the City of Dover is for no other purpose than that utility easement.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2016.01.13 – 011**

Resolution Re: **Wallace Woods Subdivision – Clarification of Easement**

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

Mayor Karen Weston
By request

Approved as to Legal Form
and Compliance:

Anthony I. Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Jr, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached Clarification of Easement.

CLARIFICATION OF EASEMENT

NOW COMES **THE CITY OF DOVER, NEW HAMPSHIRE**, a municipality with a principal place of business at City Hall, Dover, New Hampshire 03820, and the grantee of an easement for utilities over an area described as a "50 foot wide easement for utility and roadway extension." and shown on a "Subdivision Plan, Wallace Woods, Columbus Avenue, Dover, New Hampshire" dated April 17, 1998 and recorded as Plan 53-69 of the Strafford County Registry of Deeds, which easement was conveyed by an Easement Deed dated August 11, 1998 and recorded at Book 2030, Page 689 of the Strafford County Registry of Deeds, with a previous clarification of said easement location contained as part of an Easement Deed dated June 21, 2005 and recorded at Book 3211, Page 950 of the Strafford County Registry of Deeds, and hereby clarifies that any easement rights the City of Dover has to the real property of both Theodore F. Anglace, III and Stacy B. Anglace, owners of Lot 27-10 by virtue of a deed recorded at Book 2031, Page 66 of the Strafford County Registry of Deeds, and to the real property of Michael P. Graves and Betsy J. Graves, owners of Lot 27-8 by virtue of a deed recorded at Book 2121, Page 236 of the Strafford County Registry of Deeds, which easement rights are described in the Subdivision Plan, Wallace Woods, as a "50 foot wide easement for utility and roadway extension". is only a utility easement for the purpose of laying, installing, maintaining, repairing and utilizing such pipes, conduits, wires and related structures and fixtures as may be appropriate for the conveyance of water, sewage, electricity or telecommunications, and said easement conveyed to the City of Dover to cross the property of the Anglases and Graves as described herein is for no other purpose than the utility easement described herein.

Dated this _____ day of November, 2015.

Witness

The City of Dover

BY: _____
ITS: _____

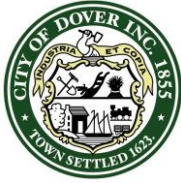
STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

Personally appeared the above named _____, _____ for
the City of Dover and acknowledged that he/she executed this Clarification of Easement as
his/her free and voluntary act and deed and the free and voluntary act and deed of the City of
Dover and for the purposes contained herein.

Date: _____

Notary Public
My Commission Expires:

\\192.168.1.241\Legaldocs\Archive\WPDOCS\tanglacecitydover.docx



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2015.12.23 – 012**
Resolution Re: Reprogram Unexpended Bond Proceeds from Various
School CIP Projects to Garrison School Facility
Improvements

WHEREAS: Annually the City Council desires to make public improvements and finance these improvements with the sale of general obligation bonds and limit the issuance of new CIP debt to an amount equal to, or less than, the amount being retired; and

WHEREAS: The School District has identified certain CIP projects have been completed under budget and therefore there are unexpended bond proceeds to be utilized toward other CIP projects; and there are certain School CIP projects that could benefit from additional funding; and the City Council desires to effectively use unexpended bond proceeds;

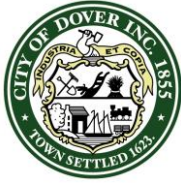
WHEREAS: The Dover School Board has approved a resolution on December 14, 2015 requesting that City Council reprogram certain unexpended bond proceeds from various school CIP projects to Garrison School Facilities Study; and

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

The City Council approves reprogramming bond proceeds as follows from various School CIP projects to Garrison School Facilities Study:

Project Number	Description	Available Balance	Adjustment	Adjusted Balance
4006.1.600.46900.4725.07103.06	Garrison School Facility Impr FY06	14,830.98	(14,830.98)	0.00
4008.1.600.46900.4725.07105.08	Woodman Park School Impr FY08	56,455.62	(56,455.62)	0.00
4009.1.600.46900.4725.07101.09	Dover High School Roof FY09	471.76	(471.76)	0.00
4015.1.600.46900.4725.07103.15	Garrison School Roof FY15	89,028.00	(89,028.00)	0.00
	Totals	160,786.36	(160,786.36)	0.00
4006.1.600.46900.4725.07203.06	Garrison School Facilities Study	0.00	14,830.98	14,830.98
4008.1.600.46900.4725.07203.08	Garrison School Facilities Study	0.00	56,455.62	56,455.62
4009.1.600.46900.4725.07203.09	Garrison School Facilities Study	0.00	471.76	471.76
4015.1.600.46900.4725.07203.15	Garrison School Facilities Study	0.00	89,028.00	89,028.00
	Totals	0.00	160,786.36	160,786.36

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2015.12.23 – 012**
Resolution Re: Reprogram Unexpended Bond Proceeds from Various
School CIP Projects to Garrison School Facility
Improvements

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

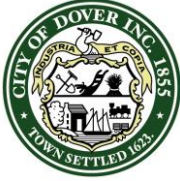
DOCUMENT HISTORY:

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 Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

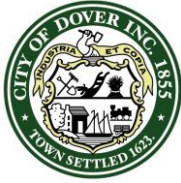
Resolution Number: **R - 2015.12.23 – 012**
Resolution Re: Reprogram Unexpended Bond Proceeds from Various
School CIP Projects to Garrison School Facility
Improvements

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any increase in appropriations. The City Council previously authorized the appropriation of funding for these various School CIP projects that have unexpended bond proceeds. This resolution does not authorize an increase in the indebtedness of the City's General Fund.

The Dover School Board adopted a resolution on December 14, 2015 identifying certain School CIP projects that have unexpended bond proceeds, and requesting these bond proceeds to be reprogrammed to the purpose of funding Garrison School Facility Study.

A copy of the adopted Dover School Board adopted resolution is attached to this City Council resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2016.01.13 – 013**

Resolution Re: Central Ave, Chestnut and Third St Reconstruction of Railway – Highway Crossing NHDOT.

WHEREAS: The NH Department of Transportation is coordinating the reconstruction of the railway-highway crossing of Central, Chestnut and Third St; and

WHEREAS: The Federal Highway Administration recently changed the reimbursement amount for Protective Devices from 100% to 90%. This along with an increase in the railroads estimate resulted in an increase on the shared cost by the City to \$131,206.41 for the project. The city budgeted \$70,000 in the FY15 CIP; and

WHEREAS: The total project is a cost of \$1,312,064.10 which the City share is \$131,206.41 payable to Treasurer of State of NH.

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 the Treasurer of the State of NH for the City of Dover share of the reconstruction costs of Central, Chestnut and Third St railroad crossing work. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the State of NH Department of Transportation, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Financing

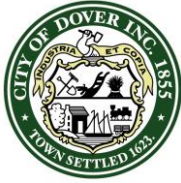
Account	Description	Appropriation	Balance
4015.1.300.43121.4751.03179.15	Railroad Crossing Improvements	70,000.00	70,000.00
4012.1.300.43121.4751.03179.12	Railroad Crossing Improvements	7,878.59	7,878.59
4013.1.300.43121.4751.03179.13	Railroad Crossing Improvements	53,327.82	53,327.82

AND FURTHER BE IT RESOLVED:

The amount of \$61,206.41 of capital budget appropriations for Applevale Avenue Reconstruction, representing unexpended bond proceeds, is reprogrammed to Railroad Crossing Improvements CIP project as follows:

Project		Available		Adjusted
Number	Description	Balance	Adjustment	Balance
4012.1.300.43121.4751.03145.12	Applevale Avenue Reconstruction	134,399.74	(7,878.59)	126,521.15
4013.1.300.43121.4715.03145.13	Applevale Avenue Reconstruction	53,327.82	(53,327.82)	0.00
4012.1.300.43121.4751.03179.12	Railroad Crossing Improvements	0.00	7,878.59	7,878.59
4013.1.300.43121.4751.03179.13	Railroad Crossing Improvements	0.00	53,327.82	53,327.82
	Totals	187,727.56	0.00	187,727.56

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2016.01.13 – 013**

Resolution Re: Central Ave, Chestnut and Third St Reconstruction of
Railway – Highway Crossing NHDOT.

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

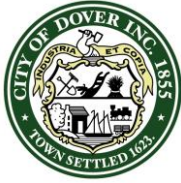
DOCUMENT HISTORY:

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 Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2016.01.13 – 013**
Resolution Re: Central Ave, Chestnut and Third St Reconstruction of
Railway – Highway Crossing NHDOT.

RESOLUTION BACKGROUND MATERIAL:

The State of NH has established and has approval of the Federal Highway Administration for a Federal-Aid Safety Transportation Improvement Program in the city of Dover with construction necessitates the replacement of at-grade Railway-Highway crossing in the total amount of \$1,312,064.10 with 90% hazard elimination and 90% protective devices of that cost coming from Federal Highway Funds and 10% coming from the city.

On January 26, 2011 the Dover City Council approved the FY12-FY17 six-year Capital Improvements Program (CIP), which included an appropriation in FY12 for Applevale Avenue Reconstruction and authorized issuing \$1,000,000 in bonds to finance the project. On December 14, 2011 the Dover City Council approved the FY13-FY18 six-year Capital Improvements Program (CIP), which included an appropriation in FY13 for Applevale Avenue Reconstruction and authorized issuing \$300,000 in bonds to finance the project. The Applevale Avenue Reconstruction project is completed and there are remaining unexpended bond proceeds.

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriations for the Applevale Avenue Reconstruction project in the FY12 and FY13 CIPs. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the Applevale Avenue project. This resolution reprograms funding from the Applevale Avenue project to the Railroad Crossing Improvements project. The Railroad Crossing project is an approved CIP project, which is contained in the City Council adopted FY15 CIP.

Bid Information:

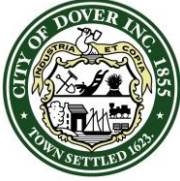
Per the State of New Hampshire, the Railroad shall furnish the labor, materials and equipment to perform the scope of work.

Award Information:

A purchase order will be issued to the Treasurer of the State of NH to authorize future expenditures as outlined in this resolution.

Purchasing Information:

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



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2016-01-13- 001**
Ordinance Title: Chapter 5, Boards, Commissions and Committees
Chapter: 5
Section: 23. Downtown Dover Tax Increment Finance Advisory Board

The City of Dover Ordains:

1. PURPOSE

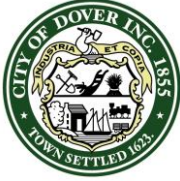
The purpose of this ordinance is to amend Chapter 5 entitled “Boards, Commissions and Committees” by revising Section 5-23.C. Authority and Duties to include review of all Community Revitalization Tax Credit applications and the reporting timelines.

2. AMENDMENT

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

5-23. Downtown Dover Tax Increment Finance Advisory Board.

- A. **MEMBERSHIP.** The Downtown Dover Tax Increment Finance (TIF) Advisory Board shall consist of seven (7) voting members including: one (1) City Councilor; two (2) Citizen Representatives, who do not own or occupy real property within or adjacent to the Downtown Dover TIF District; and four (4) Citizen Representatives who are owners or occupants of real property within or adjacent to the Downtown Dover TIF District, one (1) of whom may be recommended by the Greater Dover Chamber of Commerce, and one (1) of whom may be recommended by Dover Main Street. The City Manager (or designee) shall be an ex-officio non-voting member. All members shall reside in Dover.
- B. **TERMS OF MEMBERS:** The first three (3) Citizen Representatives appointed shall be appointed to terms of two (2) years. The next three (3) Citizen Representatives appointed shall be appointed to terms of three (3) years. Thereafter all members shall be appointed to terms of three (3) years. City Council Member will serve for their term and shall be appointed by the Mayor with the approval of the City Council.
- (1) The Board shall sunset upon expiration of the Downtown Dover TIF District.
- C. **AUTHORITY AND DUTIES:** The duties and functions of the Downtown Dover TIF Advisory Board shall be in accordance with RSA 162-K:14 and as defined herein. All actions of the Advisory Board shall be authorized by resolutions of the Board passed on the affirmative votes of at least 2/3 of the Board members present and voting.
- (1) The Board shall advise the City Council and the District Administrator on the recommended policies and actions for the administration and operation of the Downtown Dover TIF District.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2016-01-13- 001**
Ordinance Title: Chapter 5, Boards, Commissions and Committees
Chapter: 5
Section: 23. Downtown Dover Tax Increment Finance Advisory Board

- (2) The Board shall advise the City Council and the District Administrator regarding the planning, construction and implementation of the Development Program and the operation and maintenance of the District after the Development Program is completed.
- (3) The Board shall review all Community Revitalization Tax Credit applications and provide a recommendation to City Council and the District Administrator on potential impacts to the administration and operation of the Downtown Dover TIF District.
- (4) The Board shall submit ~~quarterly~~ semi-annual reports to the City Council.

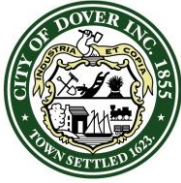
3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Councilor Dennis Shanahan
Approved as to Legal Form:	Anthony Blenkinsop City Attorney		
Recorded by:	Karen Lavertu City Clerk		



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2016-01-13- 001**
Ordinance Title: Chapter 5, Boards, Commissions and Committees
Chapter: 5
Section: 23. Downtown Dover Tax Increment Finance Advisory Board

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 Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Jr, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		

ORDINANCE BACKGROUND MATERIAL:

The Dover City Council wishes to have the Downtown Dover Tax Increment Finance Advisory Board review applications made to the City to partake in the Community Revitalization Tax Credit Program, and report semi-annually on finances, not quarterly. The Advisory Board recommended staff draft changes at the Board's September 22, 2015 meeting and voted to recommend the changes set forth above on December 8, 2015.



Heating Fuel • Propane Gas • Service
www.dfrichard.com

November 25, 2015

City of Dover, NH
Attn: Mr. Robert Carrier, City Councilor
288 Central Avenue
Dover, NH 03820

Dear Mr. Carrier,

I appreciate the moment of your time afforded to me at last week's regular Rotary Club Meeting and wanted to follow up our conversation with a written request to amend the City of Dover's Mechanical permit wording as we discussed. The City of Dover chose to use an "A la cart" format which I find to be effective, but I have a concern of the wording in the application as it relates to our LP gas tank installations, as I don't believe it conveys the actual intent of the Council. Currently, the wording reads a fee of \$25.00 per tank above the application fee. I feel that this is excessive in some instances for the reasons as follows.

It is not an uncommon practice in the Propane industry to manifold two or more tanks together to increase available storage, usually due to physical limitations to a single larger tank. In this scenario, there is one penetration into the building that would be one inspection, and in our opinion should be one fee. For example, by code we can manifold as many as four tanks into one system and as it is worded now, the fee would be \$100.00 plus the application fee. I believe the intent of the council was to be "per system" and should/be corrected on the application with a wording change of "...\$25/system" instead of the current "... \$25/ea". (see copy attached). We do agree that separate systems with a separate penetration would require a separate permit with the corresponding separate fee.

Keep in mind that our company chooses to *pass* this charge to the customer (your resident) as a separate invoice so they can see the cost to do business in Dover. We are the exception to the rule as compared to our competitors who rightfully charge an hour's labor on top of the actual permit to process and pick up the permit which is all passed on to the customer. I believe this wording change would better reflect the actual work as well as what I believe to be the Council's intent.

Sincerely,

Ron Richard
D. F. Richard Energy
Ron@dfrichard.com

Corporate Office
124 Broadway • PO Box 669 • Dover, NH 03821-0669
Toll Free 1-800-649-6457 • Tel (603) 742-2020 • Fax (603) 749-1644



**APPLICATION FOR PERMIT
TO INSTALL PLUMBING/MECHANICAL
CITY OF DOVER, N.H.**

PERMIT # _____

DATE _____

Location of Building: _____

Owner: _____

Owner's Address: _____

Owner's Phone# _____

Description of Work:	QTY	\$6.00 each	Building	Old	New	Nature of Installation	Check
Bath Tub / Tub Shower			Residential			Rough Plumbing	
Shower			Commercial			Fixtures	
Water Closet / Flush Tank			Industrial			City Sewer	
Water Closet / Flushometer			Institutional			City Water	
Urinal			Other			Septic / Well System	
Lavatory							
Kitchen Sink			Commercial: \$15.00 per \$1,000 of construction value and application fee.				
Hand Wash Sink							
Service / Mop Sink							
Water Distribution System			Description of Work:				
Clothes Washer			HVAC/Boiler Construction Value _____				
Hose Faucet							
Drinking Fountain							
Dishwasher							
Backflow Preventer							
Hot Water Tank or Coil							
Building Sewer Connection							
Floor Sink							
Floor Drain							
Roof Drain							
Grease Interceptor							
Pump or Ejector							
Garbage Grinder/Commercial							
Gas Appliance			Description of Work Cont.:				
Gas Piping			Pre-Manufactured/Temp Site Trailer				
HVAC / Boiler \$10 / \$1,000			Modular Homes				
Memo / Deduct Meter			Propane Tank-Above or Underground \$25/ea				
Other							
Application Fee		\$ 25.00					
TOTAL FEE:							

I hereby acknowledge that I have ready this application and state that the above is correct. I agree to allow inspections by the technical inspectors upon notification and at reasonable times, and that the construction and installations will be in accordance with the plan submitted and in accordance with all applicable codes and ordinances of the City of Dover, and the State of New Hampshire.

Contr. Name (Print) _____

Contractor Signature: _____

License#: _____

Tel.#: _____

Address: _____

Paid By: _____

Check#: _____

Cash: _____

Date: _____

Initial: _____

Plumbing/Mechanical Inspector: _____

Date Approved: _____