

CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 10, 2016**
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
 - A. STEPHEN BREWER**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
 - A. CHAPTER 131, OFFENSES, SECTION 22: USE OF ELECTRONIC NICOTINE DELIVERY SYSTEMS RESTRICTED**
SPONSORED BY MAYOR WESTON BY REQUEST
 - B. 79-E APPLICATION REVIEW HELLENIC REALTY PARTNERS, LLC**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. CITIZEN'S FORUM**

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
- 9. CITY MANAGER'S REPORT**
- 10. APPROVAL OF MINUTES**
 - A. January 23, 2016 – Workshop (Goal Setting)**
 - B. January 27, 2016 – Regular Meeting**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2ND READING**
 - 1. CHAPTER 131, OFFENSES, SECTION 22: USE OF ELECTRONIC NICOTINE DELIVERY SYSTEMS RESTRICTED**
SPONSORED BY MAYOR WESTON BY REQUEST
 - B. ORDINANCES IN THE 3RD READING**



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 10, 2016**
Meeting Time: **7:00 pm**

C. RESOLUTIONS

- 1. REPROGRAM UNEXPENDED BOND PROCEEDS FROM VARIOUS SCHOOL CIP PROJECTS TO GARRISON SCHOOL FACILITY IMPROVEMENTS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. CENTRAL AVENUE, CHESTNUT STREET AND THIRD STREET RECONSTRUCTION OF RAILWAY – HIGHWAY CROSSING NHDOT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. 79-E APPLICATION REVIEW HELLENIC REALTY PARTNERS, LLC**
SPONSORED BY MAYOR WESTON BY REQUEST

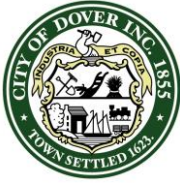
13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. PARADE – American Cancer Society – Making Strides Against Breast Cancer**
- 2. BLOCK PARTY – New Hampshire Soap Box Derby**
- 3. BLOCK PARTY – Greater Dover Chamber of Commerce – Farmers' Market**
- 4. BLOCK PARTY – Greater Dover Chamber of Commerce – Headline Series**
- 5. BLOCK PARTY – Greater Dover Chamber of Commerce – Children's Series**
- 6. BLOCK PARTY – Greater Dover Chamber of Commerce – Shark in the Park**
- 7. BLOCK PARTY – Greater Dover Chamber of Commerce – Apple Harvest Festival**
- 8. ROAD RACE – Greater Dover Chamber of Commerce – Apple Harvest Festival**
- 9. B16025 WORK VAN FOR RECYCLING DIVISION**
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, February 10, 2016**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

- 1. CITY OF DOVER AND DOVER HOUSING AUTHORITY CONSOLIDATED COOPERATION AGREEMENT AMENDMENT 3**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. CITY OF DOVER AND THE CHILDREN'S MUSEUM OF NEW HAMPSHIRE – MEMORANDUM OF AGREEMENT AND ACCEPTANCE OF DONATED IMPROVEMENTS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. RESTORATION OF MERGED LOTS (21 ROBERTS ROAD)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 4. 2016 – 2017 CITY COUNCIL GOALS**
SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

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



THE CITY MANAGER'S REPORT

February 10, 2016

*Month Reporting on:
January 2016*

*"The flowers of late winter and early spring occupy places in our hearts
well out of proportion to their size."*

- Gertrude S. Wister

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

→ Des Moines, IA – Tax delinquent files

Assistance to City Departments and/or Offices

City Council: Drafting/review of resolutions and ordinances;

City Manager: Review of documents for signature, 91-A requests; Testify before NH Legislature on certain bills of interest to Dover;

Community Services: Agreement for Engineering Services review with Primex

Finance: Discharge of Liens; Property & Liability Coverage Improvements

Police: E-CIG Ordinance inquiry; RTK video recording; Drone Legislation Regulations

McConnell Center: Lease amendment; Children's Museum MOA

Planning: Resolutions – Easement Deed and Clarification of Easement; Subdivision vesting

Fire: Oaths of Office

DBIDA: Conveyance of non-public information electronically

Assessing: Preparation of Interrogatories; Tax abatement request

Welfare: Notice of foreclosure sale; Temporary staffing contract

Litigation

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

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; Motion to Court regarding Lien 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 January 20, 2016.

Cohen v. City: Mediation hearing held January 9, 2016; Trial scheduled for Feb 18, 2016

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

Judd v. Southeast Land Trust: Case transferred to Federal Court

Ventas Realty Limited Partnership v. City: Finalizing interrogatories to propound to Respondent; Bench Trial scheduled for Oct 12, 2016.

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.

	Current Month	FY16 YTD	FY15	FY14
Legal Matters/ Questions Handled	16	124	276	251
Document Creation/Review	22	133	180	175
Right to Know Requests Processed	1	40	103	78
Resolutions	9	25	54	48
Ordinances	3	18	21	14

Economic Development

by Dan Barufaldi

Summary:

Most businesses contacted report that activity is expanding, but 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 modest increases in 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 with inventories capping higher close rates. The strong dollar is said 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 remains at 2.6 %.

Selected Business Services:

Demand for consulting and advertising is up moderately 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. These firms usually hire in classes to be trained at once and usually do this in the summer season. 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.

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 quarter 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 multi-family and mixed use construction remains at a very healthy pace with local inventory in this category rising rapidly. The outlook remains cautiously optimistic across the region. Forecasts call for more slow improvement in fundamentals moving forward, pending steady (if slow) employment growth. Fiscal policy and uncertainty around the business and employment effects of the ACA and Medicaid expansion costs are producing uncertainty at both the state and federal levels and this is mentioned by some as a down side risk to employment growth that produces improvement in leasing and construction activity. Some major capital spending projects are underway and some about to be announced. One office/manufacturing building in Enterprise Park recently available in Enterprise Park will soon be purchased. The two formerly vacant buildings in the park are now occupied.

Residential Real Estate:

Residential real estate markets continue to exhibit strong performance in the Seacoast. Home buyer confidence is up. Completed sales of single family homes increased year-over-year through quarter four. 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 somewhat mixed regionally, are up locally as well, as are condo pricing and pending sales. Closed unit sales of both single family homes and condominiums

improved slightly over the past month. Sales and prices are up in the sector. Median sale prices in NH and in Dover increased again in the period. Pending sales suggest the markets for single family houses and condos have finished well in 2015

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 so far, but are now experiencing some mixed results. Pickup truck sales are still at an all-time high with low gasoline prices. 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. Most recently energy prices have decreased by about 25% for oil with natural gas down as much as 25% for "cut-off" users as well. Suppliers to the military

are seeing new orders rise. Regional manufacturers remain guardedly optimistic. 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 slowed additions to headcount with wages and prices remaining flat.

Retail & Tourism:

Retailers contacted for this period report store sales ranging from low to mid-single digit increases year-over-year and favorable results for the Holiday season. The retail holiday sales for the region were listed at 7% 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 apparel, household items and home improvement goods are selling well. Prices were up slightly (1 %) despite advertised sales. Inventories appear a little higher than anticipated for winter goods as the recent warm weather has delayed winter goods purchases until very recently. On-line shopping has also reinforced a "just-in-time" shopping mentality that has exacerbated erratic monthly sales results. Many retailers are making capital investments to participate more fully in on-line sales. Some local retail establishments are finding it difficult to hire experienced retail sales 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. Annual Dover occupancy rates have been very good and well over the previous year. Most 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 frequency and quality.

Pricing has remained steady.

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
- Purchase of 44 Venture drive
- Well over \$100,000,000 in Dover development underway.

Snow Management Summary Report

Date	Condition	Approximate Accumulation Inches	Total O/T hrs	Total O/T Cost	Contractor Cost	Salt Ton	Salt Cost	Salt/Sand Yard	Sand Cost	Salt Brine	Brine Cost	Total Storm Cost
12/29/2015	Snow/Freezing Rain	4	621.1	\$20,225.29	\$5,319.70	211	\$11,474.18	345.5	\$4,405.13	0	\$0.00	\$41,424.29
1/4/2016	Pickup	0	82	\$2,582.21	\$2,550.00	0	\$0.00	5	\$63.75	0	\$0.00	\$5,195.96
1/8/2016	Snow/Icy Roads	0.25	56.3	\$1,799.31	\$272.00	115.5	\$6,280.89	7	\$89.25	0	\$0.00	\$8,441.45
1/12/2016	Snow	4	347.6	\$10,985.06	\$2,558.20	163.5	\$8,891.13	270.5	\$3,448.88	3000	\$240.00	\$26,123.26
1/16/2016	Snow	3	288.95	\$9,152.45	\$2,047.50	173	\$9,407.74	232	\$2,958.00	0	\$0.00	\$23,565.69
1/18/2016	Snow	3	291.4	\$9,446.92	\$1,987.10	120	\$6,525.60	155	\$1,976.25	0	\$0.00	\$19,935.87
1/19/2016	Pickup	0	72.5	\$2,249.14	\$2,380.00	0	\$0.00	7	\$89.25	0	\$0.00	\$4,718.39
		14.25	1759.85	\$56,440.37	17114.5	783	\$42,579.54	1022	\$13,030.50	3000	\$240.00	\$129,404.91

*note all contractor invoices have not been received. Final cost will increase.

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	14	5	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	216	137									109.89
TOTAL APPROVED UNITS			795	459	336									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	560	401									160

City of Dover
Bid Solicitation Report
For January 2016

2/2/2016

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Planning B16023	01/05/2016	03/01/2016	Waldron Court Redevelopment	
Community Services B16025	01/06/2016	01/26/2016	Work Van for Recycling Division	
Planning B16026	01/12/2016	01/28/2016	Design Community Trail Expansion/TAP	

PO Report
January 2016

DAC	PO Date	PO No.	Vendor Name	Amount
Planning	1/11/2016	201606039	HAVEN VIOLENCE PREVENTION & SUPPORT SRVS	\$5,000.00
Community Services Department	1/5/2016	201605913	NORTHEAST RESOURCE RECOVERY ASSOCIATION	\$5,044.31
Community Services Department	1/25/2016	201606446	STANLEY ELEVATOR COMPANY INC	\$5,497.64
Community Services Department	1/27/2016	201606561	MCENEANEY SURVEY ASSOC., INC.	\$5,500.00
Police	1/5/2016	201605914	EVERSOURCE-STREETLIGHT REPAIR	\$5,595.98
Fire and Rescue	1/19/2016	201606268	2 WAY COMMUNICATIONS SERVICE, INC.	\$5,891.00
Community Services Department	1/6/2016	201605962	IRVING OIL MARKETING, INC.	\$6,216.39
Executive	1/25/2016	201606458	HOWARD SYSTEMS, LLC.	\$6,782.00
City Finance Office	1/5/2016	201605885	SHI INTERNATIONAL CORP	\$7,027.80
Community Services Department	1/7/2016	201605987	TRITECH ENGINEERING CORP	\$8,500.00
Executive	1/6/2016	201605959	SHEEHAN, PHINNEY, BASS & GREEN	\$9,060.19
City Finance Office	1/7/2016	201605980	BAYRING COMMUNICATIONS	\$9,332.83
Executive	1/26/2016	201606538	SHEEHAN, PHINNEY, BASS & GREEN	\$10,159.50
City Finance Office	1/6/2016	201605975	DELL MARKETING L.P.	\$18,430.58
Police	1/13/2016	201606237	HOWARD SYSTEMS, LLC.	\$21,264.00
Fire and Rescue	1/14/2016	201606251	SPECIALTY VEHICLES, INC.	\$24,000.00
Fire and Rescue	1/14/2016	201606252	MACMULKIN CHEVROLET, INC.	\$36,400.00
Planning	1/14/2016	201606248	DESTEFANO & ASSOCIATES, INC.	\$49,608.50
Fire and Rescue	1/14/2016	201606250	FIRE TECH & SAFETY OF NEW ENGLAND, INC.	\$62,036.35
Police	1/14/2016	201606257	ROBERT H. IRWIN MOTORS, INC.	\$137,165.00

City of Dover
Parking Garage:

January 31, 2016

DATE	DESCRIPTION	AMOUNT PAID	INVOICE #	VENDOR NAME
Approved Budget	\$ 11,600,000.00			
4/17/2014	Phase IIA Basic Architectural & Engineering	\$46,400.00	5590	LAVALLEE BRENSINGER ARCHITECTS
4/17/2014	Appraisal - 125 Washignton St	\$2,750.00	3/27/2014	HORIZON ASSOCIATES
5/1/2014	Orchard St Geotechnical and Phase II ESA PARKING GARAGE	\$2,096.28	45931	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
5/1/2014	Chestnut St/Orchard St Utility Relocation	\$119,082.00	9S420130	PUBLIC SERVICE OF N.H.
5/15/2014	Chestnut St /Orchard St Utility Relocation	\$64,380.76	Z2014-0442	FAIRPOINT COMMUNICATIONS, INC.
5/22/2014	Standard Traffic Impact Assessment for Orchard St	\$3,100.00	2	CIVILWORKS, INC
6/5/2014	Orchard St Geotechnical and Phase II ESA PARKING GARAGE	\$2,492.50	46250	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
6/12/2014	parking garage architectural and Engineering svcs	\$77,595.00	6009	LAVALLEE BRENSINGER ARCHITECTS
6/19/2014	Orchard St Geotechnical and Phase II ESA PARKING GARAGE	\$2,411.25	46251	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
6/19/2014	Orchard St Geotechnical and Phase II ESA PARKING GARAGE	\$4,879.97	46252	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
6/26/2014	Orchard St Assess Soils for Arsenic, reporting and	\$3,278.09	46446	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
6/30/2014	Orchard St Cone penetrometer testing, surface seis	\$13,000.00	46527	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
6/30/2014	parking garage architectural and Engineering svcs	\$103,460.00	6121	LAVALLEE BRENSINGER ARCHITECTS
8/14/2014	preconstruction services for Dover Parking Garage	\$3,409.00	14-030-1	HARVEY CONSTRUCTION CORPORATION
8/28/2014	Orchard St groundwater quality, NHDES meetings & p	\$5,790.00	46100	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
8/28/2014	Orchard St Assess Soils for Arsenic, reporting and	\$1,588.07	46100	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
8/28/2014	ORCHARD ST additional monitoring well installation	\$1,640.00	46100	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
9/25/2014	Orchard St Assess Soils for Arsenic, reporting and	\$1,008.84	46889	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
9/25/2014	sampling for quality of Antimony and reporting Orc	\$1,945.00	46889	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
10/16/2014	parking garage architectural and Engineering svcs	\$71,128.75	6995	LAVALLEE BRENSINGER ARCHITECTS
10/16/2014	Additional Civil & Architectural svcs parking garag	\$6,466.25	7028	LAVALLEE BRENSINGER ARCHITECTS
10/30/2014	preconstruction services for Dover Parking Garage	\$3,681.28	14-041	HARVEY CONSTRUCTION CORPORATION
10/30/2014	site work for Parking Garage per bid	\$162,234.82	14-041	HARVEY CONSTRUCTION CORPORATION
11/26/2014	site work for Parking Garage per bid	\$216,227.47	14-043	HARVEY CONSTRUCTION CORPORATION
11/26/2014	parking garage architectural and Engineering svcs	\$69,835.50	7089	LAVALLEE BRENSINGER ARCHITECTS
11/26/2014	Additional Civil & Architectural svcs parking garage	\$26,236.00	7089	LAVALLEE BRENSINGER ARCHITECTS
12/24/2014	site work for Parking Garage per bid	\$543,560.84	14-048	HARVEY CONSTRUCTION CORPORATION
12/24/2014	Project Engineer and Soil Tests	\$1,310.00	14100139-03	JOHN TURNER CONSULTING INC
1/8/2015	Addl Work Prepare & Submit new subdivision lot lin	\$2,390.00	14-2052	MCENEANEY SURVEY ASSOC., INC.
1/29/2015	parking garage architectural and Engineering svcs	\$17,091.48	7142	LAVALLEE BRENSINGER ARCHITECTS
1/29/2015	c/o 18 Geotech Eng & Phase II esa services Orchard	\$5,477.50	47567	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
2/5/2015	parking garage architectural and Engineering svcs	\$74,491.20	7189	LAVALLEE BRENSINGER ARCHITECTS
2/12/2015	preconstruction services for Dover Parking Garage	\$2,909.72	14-052-A	HARVEY CONSTRUCTION CORPORATION
2/12/2015	Site work for Parking garage	\$158,832.86	14-052-A	HARVEY CONSTRUCTION CORPORATION
2/12/2015	site work for Parking garage	\$248,832.73	14-052-A	HARVEY CONSTRUCTION CORPORATION
2/26/2015	c/o 18 Geotech Eng & Phase II esa services Orchard	\$4,022.50	47352	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
2/26/2015	Overages on Orchard St	\$2,465.15	47352	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
3/5/2015	Site work for Parking garage	\$167,631.64	15-004	HARVEY CONSTRUCTION CORPORATION
3/5/2015	Site work for Parking garage	\$287,329.64	15-004	HARVEY CONSTRUCTION CORPORATION
3/5/2015	Progress payment - Guaranteed Maximum Price Construction	\$1,884.41	15-004	HARVEY CONSTRUCTION CORPORATION
3/19/2015	Progress payment - Guaranteed Maximum Price Construction	\$242,208.58	#7 B14007-G	HARVEY CONSTRUCTION CORPORATION
4/9/2015	Engineering and Piles Inspection	\$525.00	1410139-05	JOHN TURNER CONSULTING INC
4/9/2015	Engineering and Asphalt Field Inspection	\$1,050.00	14100139-04	JOHN TURNER CONSULTING INC
4/16/2015	parking garage architectural and Engineering svcs	\$11,745.26	7256	LAVALLEE BRENSINGER ARCHITECTS
4/16/2015	Additional Civil & Architectural svcs parking garage	\$9,464.04	7256	LAVALLEE BRENSINGER ARCHITECTS
4/23/2015	Additional Civil & Architectural svcs parking garage	\$8,276.80	7333	LAVALLEE BRENSINGER ARCHITECTS
4/23/2015	Progress payment - Guaranteed Maximum Price Construction	\$473,728.09	#8 B14007-G	HARVEY CONSTRUCTION CORPORATION

City of Dover
Parking Garage:

January 31, 2016

<i>DATE</i>	<i>DESCRIPTION</i>	<i>AMOUNT PAID</i>	<i>INVOICE #</i>	<i>VENDOR NAME</i>
5/7/2015	Pile observation and documentation/geotech design	\$2,069.94	48298	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
5/7/2015	Pile observation and documentation/geotech design	\$7,195.45	48445	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
5/21/2015	Pile observation and documentation/geotech design	\$1,502.95	48533	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
5/28/2015	Progress payment - Guaranteed Maximum Price Construction	\$550,830.37	#9 B14007-G	HARVEY CONSTRUCTION CORPORATION
6/25/2015	Progress payment - Guaranteed Maximum Price Construction	\$755,059.67	#10 B14007-G	HARVEY CONSTRUCTION CORPORATION
6/25/2015	Independent Inspections	\$1,040.00	15-4-000170	JOHN TURNER CONSULTING INC
6/25/2015	Independent Inspections	\$2,191.00	1410139-06	JOHN TURNER CONSULTING INC
6/25/2015	Independent Inspections	\$1,105.00	15-4-000172	JOHN TURNER CONSULTING INC
6/30/2015	Independent Inspections	\$540.00	15-4-000171	JOHN TURNER CONSULTING INC
6/30/2015	Progress payment - Guaranteed Maximum Price Construction	\$983,443.48	#11 B14007-G	HARVEY CONSTRUCTION CORPORATION
8/20/2015	Independent Inspections	\$1,860.00	1410137-07	JOHN TURNER CONSULTING INC
8/27/2015	Progress payment - Guaranteed Maximum Price Construction	\$615,576.51	Appl# 12~13 G	HARVEY CONSTRUCTION CORPORATION
9/3/2015	Independent Inspections	\$3,227.00	1410139-08	JOHN TURNER CONSULTING INC
9/24/2015	Progress payment - Guaranteed Maximum Price Construction	\$1,326,531.81	#14 B14007-G	HARVEY CONSTRUCTION CORPORATION
9/24/2015	Independent Inspections	\$268.00	1410139-10	JOHN TURNER CONSULTING INC
9/30/2015	Refund from PSNH for Relocation Work	(\$11,576.53)		
10/1/2015	Independent Inspections	\$160.00	1410139-09	JOHN TURNER CONSULTING INC
10/29/2015	Progress payment - Guaranteed Maximum Price Construction	\$1,328,200.18	#15 B14007-G	HARVEY CONSTRUCTION CORPORATION
12/10/2015	Progress payment - Guaranteed Maximum Price Construction	\$804,015.81	#16 B14007-G	HARVEY CONSTRUCTION CORPORATION
12/10/2015	Independent Inspections	\$850.00	1410139-13	JOHN TURNER CONSULTING INC
12/17/2015	Pay Meter Sign Installation Supplies	\$9.61	S023945960.00	NORTHEAST ELECTRICAL DISTRIBUTORS
12/17/2015	Pay Meter Sign Installation Supplies	\$16.32	NHDOV120629	FASTENAL COMPANY
12/24/2015	Portable Post Base Pedestals	\$774.74	269365	CUSTOM PRODUCTS CORPORATION
12/24/2015	Stainless Steel Sign Bolts	\$8.73	NHDOV120644	FASTENAL COMPANY
1/7/2016	Progress payment - Guaranteed Maximum Price Construction	\$579,151.81	#17 B14007-G	HARVEY CONSTRUCTION CORPORATION
1/7/2016	9 x 12 .080 Aluminum Signs	\$157.00	269839	CUSTOM PRODUCTS CORPORATION
1/7/2016	Snap On Safety Signs	\$211.85	S15-4503	SA-SO
1/14/2016	Bolts for Signs	\$16.56	NHDOV121017	FASTENAL COMPANY
1/14/2016	Hardware for Signs	\$6.20	NHDOV121010	FASTENAL COMPANY
1/14/2016	Relocation of Streetlight Pole 4/23	\$5,595.98	296321880	EVERSOURCE-6
1/14/2016	Shipping Charges from Previous PO 201605194	\$21.34	269839-S&H	CUSTOM PRODUCTS CORPORATION
1/28/2016	Progress payment - Guaranteed Maximum Price Construction	\$314,658.58	#18 B14007-G	HARVEY CONSTRUCTION CORPORATION
Expended To Date	\$10,556,063.63	\$10,556,063.63		
	<i>DESCRIPTION</i>	<i>ENCUMBRANCE</i>	<i>VENDOR NAME</i>	
	Pile Doc & Observation; Geotech Design Support	\$631.66	RANSOM ENVIRONMENTAL CONSULTANTS, INC	
	Independent Construction Inspections	\$7,079.00	JOHN TURNER CONSULTING INC	
	Parking garage architectural and Engineering svcs	\$43,973.36	LAVALLEE BRENSINGER ARCHITECTS	
	Additional Civil & Architectural svcs parking garage	\$32,866.29	LAVALLEE BRENSINGER ARCHITECTS	
	Construction - Guaranteed Maximum Price	\$923,171.20	HARVEY CONSTRUCTION CORPORATION	
	Waste Receptacles	\$902.93	W.B MASON CO., INC	
	Ice Melt Spreader	\$127.99	AUBUCHON COMPANY, INC.	
Encumbrances	\$1,008,752.43	\$1,008,752.43		
Available Balance	\$ 35,183.94			

City of Dover
Police Facility:

January 31, 2016

DATE	DESCRIPTION	AMOUNT PAID	INVOICE #	VENDOR NAME
Approved Budget	\$ 9,900,000.12			
1/30/2014	Police Facility Phase I	\$65,076.00	5286	LAVALLEE BRENSINGER ARCHITECTS
3/13/2014	Police Facility Phase I	\$19,915.50	5631	LAVALLEE BRENSINGER ARCHITECTS
4/17/2014	Police Facility Phase I	\$7,366.50	5589	LAVALLEE BRENSINGER ARCHITECTS
4/17/2014	Orchard St Geotechnical and Phase II ESA PD FACILI	\$9,563.48	45858	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
4/24/2014	Standard Traffic Impact Assessment for Orchard St	\$3,100.00	1	CIVILWORKS, INC
5/1/2014	Orchard St Geotechnical and Phase II ESA PD FACILI	\$2,316.52	45931	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
5/29/2014	Area A - Chestnut St	\$1,800.00	9969	MCENEANEY SURVEY ASSOC., INC.
5/29/2014	Area B - Aubuchon Hardware	\$3,420.00	9969	MCENEANEY SURVEY ASSOC., INC.
5/29/2014	Area C - Detail Boring Locations	\$750.00	9969	MCENEANEY SURVEY ASSOC., INC.
6/12/2014	Police Facility Phase IIA Basic Architectural & E	\$45,430.00	6008	LAVALLEE BRENSINGER ARCHITECTS
6/12/2014	Police Facility Phase IIB Required Additional Svs	\$37,250.00	6008	LAVALLEE BRENSINGER ARCHITECTS
6/19/2014	Police Facility Phase IIA Basic Architectural & E	\$37,250.00	6013	LAVALLEE BRENSINGER ARCHITECTS
6/30/2014	Police Facility Phase IIA Basic Architectural & E	\$110,240.00	6860	LAVALLEE BRENSINGER ARCHITECTS
6/30/2014	Police Facility Phase IIB Required Additional Svs	\$17,000.00	6120	LAVALLEE BRENSINGER ARCHITECTS
6/30/2014	Police Facility Phase IIA reimbursables allowance	\$8,268.00	6860	LAVALLEE BRENSINGER ARCHITECTS
8/14/2014	preconstruction services for Dover Police Facility	\$5,075.66	14-030	HARVEY CONSTRUCTION CORPORATION
10/16/2014	Police Facility Phase IIA Basic Architectural & E	\$6,890.00	7027	LAVALLEE BRENSINGER ARCHITECTS
10/16/2014	Police Facility Phase IIA Basic Architectural & E	\$75,790.00	6994	LAVALLEE BRENSINGER ARCHITECTS
10/16/2014	Police Facility Phase IIB Required Additional Svs	\$24,500.00	6996	LAVALLEE BRENSINGER ARCHITECTS
10/16/2014	Police Facility Phase IIB Required Additional Svs	\$20,250.00	7027	LAVALLEE BRENSINGER ARCHITECTS
10/30/2014	preconstruction services for Dover Police Facility	\$5,347.94	14-041-A	HARVEY CONSTRUCTION CORPORATION
11/26/2014	Police Facility Phase IIA Basic Architectural & E	\$74,412.00	7090	LAVALLEE BRENSINGER ARCHITECTS
1/8/2015	Area B - Aubuchon Hardware	\$380.00	14-2052	MCENEANEY SURVEY ASSOC., INC.
2/5/2015	Police Facility Phase IIA Basic Architectural & Eng.	\$44,214.00	7188	LAVALLEE BRENSINGER ARCHITECTS
2/5/2015	Police Facility Phase IIA Basic Architectural & E	\$26,586.00	7188	LAVALLEE BRENSINGER ARCHITECTS
2/5/2015	Police Facility Phase IIA reimbursables allowance	\$8,572.80	7188	LAVALLEE BRENSINGER ARCHITECTS
2/5/2015	Police Facility Phase IIB Required Additional Svs	\$7,670.91	7187	LAVALLEE BRENSINGER ARCHITECTS
2/12/2015	preconstruction services for Dover Police Facility	\$4,576.40	14-052	HARVEY CONSTRUCTION CORPORATION
3/5/2015	Facility Construction - Guaranteed Maximum Price	\$5,000.00	15-004-A	HARVEY CONSTRUCTION CORPORATION
3/19/2015	Facility Construction - Guaranteed Maximum Price	\$118,857.90	#7 B14007-5	HARVEY CONSTRUCTION CORPORATION
4/16/2015	Police Facility Phase IIA Basic Architectural & E	\$29,489.20	7255	LAVALLEE BRENSINGER ARCHITECTS
4/23/2015	Police Facility Phase IIA Basic Architectural & E	\$12,953.20	7332	LAVALLEE BRENSINGER ARCHITECTS
4/23/2015	Police Facility Phase IIB Required Additional Svs	\$500.00	7334	LAVALLEE BRENSINGER ARCHITECTS
4/23/2015	Facility Construction - Guaranteed Maximum Price	\$102,305.13	#8 B14007-5	HARVEY CONSTRUCTION CORPORATION
5/28/2015	Facility Construction - Guaranteed Maximum Price	\$120,910.09	#9 B14007-5	HARVEY CONSTRUCTION CORPORATION
5/28/2015	Facility Construction - Guaranteed Maximum Price	\$268,566.20	#9 B14007-5	HARVEY CONSTRUCTION CORPORATION
6/18/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7527	LAVALLEE BRENSINGER ARCHITECTS
6/18/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7499	LAVALLEE BRENSINGER ARCHITECTS
6/18/2015	Police Facility Phase IIB Required Additional Svs	\$10,000.00	7254	LAVALLEE BRENSINGER ARCHITECTS
6/25/2015	Facility Construction - Guaranteed Maximum Price	\$486,572.72	#10 B14007	HARVEY CONSTRUCTION CORPORATION

City of Dover
Police Facility:

January 31, 2016

<i>DATE</i>	<i>DESCRIPTION</i>	<i>AMOUNT PAID</i>	<i>INVOICE #</i>	<i>VENDOR NAME</i>
6/30/2015	Facility Construction - Guaranteed Maximum Price	\$529,350.00	#11 B14007	HARVEY CONSTRUCTION CORPORATION
8/27/2015	Facility Construction - Guaranteed Maximum Price	\$366,556.57	Appl# 12~1:	HARVEY CONSTRUCTION CORPORATION
9/17/2015	Installation of Power Transformer for Police Facil	\$24,480.00	2515359/9S	EVERSOURCE ENERGY
9/24/2015	Facility Construction - Guaranteed Maximum Price	\$859,268.57	#14 B14007	HARVEY CONSTRUCTION CORPORATION
9/24/2015	Police Facility Phase IIA Basic Architectural & E	\$3,000.00	7559	LAVALLEE BRENSINGER ARCHITECTS
9/24/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7560	LAVALLEE BRENSINGER ARCHITECTS
9/24/2015	Permitting Fee for Back-Up Generator at New Police	\$1,279.20	ARD-GSP-01	TREASURER, STATE OF NH - 26
10/29/2015	Facility Construction - Guaranteed Maximum Price	\$1,069,470.99	#15 B14007	HARVEY CONSTRUCTION CORPORATION
11/5/2015	Cat Model C15 Diesel generator	\$115,000.00	ENOAINV00	SOUTHWORTH-MILTON INC
11/19/2015	Police Facility Phase IIB Required Additional Svs	\$1,000.00	7577 / 07-0:	LAVALLEE BRENSINGER ARCHITECTS
11/19/2015	Police Facility Phase IIA reimbursables allowance	\$826.80	7815	LAVALLEE BRENSINGER ARCHITECTS
11/19/2015	Police Facility Phase IIA reimbursables allowance	\$551.20	7923	LAVALLEE BRENSINGER ARCHITECTS
11/20/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7577 / 07-0:	LAVALLEE BRENSINGER ARCHITECTS
11/21/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7815	LAVALLEE BRENSINGER ARCHITECTS
11/22/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7923	LAVALLEE BRENSINGER ARCHITECTS
11/19/2015	Police Facility Phase IIB Required Additional Svs	\$6,000.00	7923	LAVALLEE BRENSINGER ARCHITECTS
12/10/2015	Facility Construction - Guaranteed Maximum Price	\$821,264.34	#16 B14007	HARVEY CONSTRUCTION CORPORATION
12/17/2015	Commissioning Services	\$1,201.94	60858	WSP USA CORP
12/24/2015	new police facility office furniture	\$117,804.00	2335	OFFICEWORKS OF NEW ENGLAND, INC.
1/7/2016	Facility Construction - Guaranteed Maximum Price	\$781,819.30	#17 B14007	HARVEY CONSTRUCTION CORPORATION
1/14/2016	Fiber Installation from City Hall to New Police Fa	\$12,758.40	1601001	HOWARD SYSTEMS, LLC.
1/28/2016	Facility Construction - Guaranteed Maximum Price	\$713,715.30	#18 B14007	HARVEY CONSTRUCTION CORPORATION
Expended To Date	\$7,306,427.96	\$7,306,427.96		
	<i>DESCRIPTION</i>	<i>ENCUMBRANCE</i>		<i>VENDOR NAME</i>
	Civil and Architectural design, Engineering Services	\$28,170.29		LAVALLEE BRENSINGER ARCHITECTS
	Police Facility Phase IIA Basic Architectural & Eng.	\$32,030.40		LAVALLEE BRENSINGER ARCHITECTS
	Facility Construction - Guaranteed Maximum Price	\$2,333,096.01		HARVEY CONSTRUCTION CORPORATION
	Commissioning Services	\$17,548.06		WSP USA CORP
	PD Station Fiber & Copper Install	\$6,500.00		BAYRING COMMUNICATIONS
	New Police Station Office Furniture	\$142,452.18		OFFICEWORKS OF NEW ENGLAND, INC.
	Fiber Installation from CH to New PD Facility	\$8,505.60		HOWARD SYSTEMS, LLC.
	Installation of Copper Circuits for Radio Repeater	\$2,480.00		FAIRPOINT COMMUNICATIONS, INC.
Encumbrances	\$2,570,782.54	\$2,570,782.54		
Available Balance	\$ 22,789.62			

City of Dover

Expenditures of Major Funds

January 31, 2016

(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	\$ 20,867	\$ 179,677	44.0%	\$ 228,009	\$ 130,867	\$ 97,142	23.8%
Executive	864,566	78,681	586,882	68.0	277,684	157,509	120,175	13.9
Finance	1,739,467	123,187	985,313	57.0	754,154	507,369	246,785	14.2
Planning	642,382	39,913	313,198	49.0	329,184	157,239	171,945	26.8
Misc General Government	1,190,293	53,957	439,891	37.0	750,402	93,921	656,482	55.2
Police	7,801,851	596,261	4,533,176	58.0	3,268,675	2,099,596	1,169,079	15.0
Fire & Rescue	8,248,269	603,287	4,778,591	58.0	3,469,678	1,806,931	1,662,747	20.2
Community Service Public Works	6,652,331	407,508	2,703,575	41.0	3,948,756	1,517,494	2,431,262	36.5
Recreation	2,095,972	153,352	1,128,290	54.0	967,682	378,682	589,000	28.1
Public Library	1,131,936	80,901	645,544	57.0	486,392	372,492	113,900	10.1
Public Welfare	808,656	56,144	384,834	48.0	423,822	85,754	338,068	41.8
Debt Service	10,300,081	1,170,719	3,546,445	34.0	6,753,636	6,414,604	339,033	3.3
Other Financing Sources/Uses	3,271,483	-	606,280	19.0	2,665,203	-	2,665,203	81.5
School	46,687,263	3,588,761	23,418,291	50.0	23,268,972	23,566,981	(298,009)	(0.6)
Intergovernmental	8,331,912	-	8,331,912	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 100,174,148	\$ 6,973,536	\$ 52,581,897	52.5%	\$ 47,592,251	\$ 37,289,438	\$ 10,302,813	10.3%
3213 Parking Activity Fund								
Police	\$ 672,223	\$ 33,407	\$ 231,537	34.0%	\$ 440,686	\$ 197,586	\$ 243,100	36.2%
Sub-total : 3213 Parking Activity Fund	\$ 672,223	\$ 33,407	\$ 231,537	34.4%	\$ 440,686	\$ 197,586	\$ 243,100	36.2%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,036,187	\$ 144,561	\$ 499,237	48.0%	\$ 536,950	\$ 480,724	\$ 56,226	5.4%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,036,187	\$ 144,561	\$ 499,237	48.2%	\$ 536,950	\$ 480,724	\$ 56,226	5.4%
3381 McConnell Center Fund								
Recreation	\$ 828,893	\$ 28,125	\$ 276,679	33.0%	\$ 552,214	\$ 430,303	\$ 121,911	14.7%
Sub-total : 3381 McConnell Center Fund	\$ 828,893	\$ 28,125	\$ 276,679	33.4%	\$ 552,214	\$ 430,303	\$ 121,911	14.7%
3410 Recreation Special Revenue Fund								
Recreation	\$ 596,591	\$ 29,444	\$ 257,125	43.0%	\$ 339,466	\$ 50,032	\$ 289,434	48.5%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 596,591	\$ 29,444	\$ 257,125	43.1%	\$ 339,466	\$ 50,032	\$ 289,434	48.5%
5300 Water Fund								
Community Service Public Works	\$ 5,014,022	\$ 254,553	\$ 2,341,921	47.0%	\$ 2,672,101	\$ 779,875	\$ 1,892,226	37.7%
Sub-total : 5300 Water Fund	\$ 5,014,022	\$ 254,553	\$ 2,341,921	46.7%	\$ 2,672,101	\$ 779,875	\$ 1,892,226	37.7%
5320 Sewer Fund								
Community Service Public Works	\$ 7,428,000	\$ 487,588	\$ 3,460,753	47.0%	\$ 3,967,247	\$ 1,066,460	\$ 2,900,788	39.1%
Sub-total : 5320 Sewer Fund	\$ 7,428,000	\$ 487,588	\$ 3,460,753	46.6%	\$ 3,967,247	\$ 1,066,460	\$ 2,900,788	39.1%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,004,796	\$ 43,964	\$ 346,848	35.0%	\$ 657,948	\$ 151,400	\$ 506,548	50.4%
Sub-total : 6100 Dovernet Fund	\$ 1,004,796	\$ 43,964	\$ 346,848	34.5%	\$ 657,948	\$ 151,400	\$ 506,548	50.4%
Total : EXPENDITURES	\$ 116,754,860	\$ 7,995,178	\$ 59,995,996	51.4%	\$ 56,758,864	\$ 40,445,818	\$ 16,313,046	14.0%

City of Dover

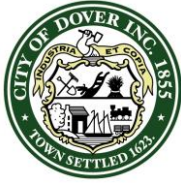
Revenues of Major Funds January 31, 2016 (General Fund Includes Property Taxes and Education Revenues)

	<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	\$ 1,302,083	\$ 38,385,507	52.0%	\$ 35,299,665	\$ -	\$ 35,299,665	(47.9)%
Licenses & Permits	5,339,940	438,382	3,370,020	63.0	1,969,921	-	1,969,921	36.9
Intergovernmental	2,212,505	6,600	1,937,797	88.0	274,708	-	274,708	12.4
Charges for Services	3,527,041	297,672	1,910,169	54.0	1,616,872	-	1,616,872	45.8
Miscellaneous Revenue	951,895	28,919	634,926	67.0	316,969	-	316,969	33.3
Education	14,007,047	2,857,187	8,054,879	58.0	5,952,168	-	5,952,168	42.5
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	\$ 4,930,843	\$ 54,293,297	54.0%	\$ 45,880,851	\$ -	\$ 45,880,851	45.8%
3213 Parking Activity Fund								
Licenses & Permits	\$ 105,000	\$ 11,895	\$ 87,330	83.0%	\$ 17,670	\$ -	\$ 17,670	16.8%
Parking Income	412,223	36,823	248,018	60.0%	164,205	-	164,205	39.8%
Parking Fines	155,000	14,615	92,394	60.0%	62,607	-	62,607	40.4%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 672,223	\$ 63,333	\$ 427,742	64.0%	\$ 244,481	\$ -	\$ 244,481	36.4%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,556	\$ -	\$ 11,111	116.0%	\$ (1,555)	\$ -	\$ (1,555)	-16.3%
Charges for Services	930,000	66,452	557,827	60.0%	372,173	-	372,173	40.0%
Miscellaneous Revenue	0	22	435	0.0	(435)	-	(435)	0.0
Other Financing Sources	35,728	-	-	0.0	35,728	-	35,728	100.0
Sub-total : 3320 Residential Solid Waste	\$ 975,284	\$ 66,474	\$ 569,373	58.0%	\$ 405,911	\$ -	\$ 405,911	41.6%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 698,701	\$ 60,097	\$ 409,547	59.0%	\$ 289,154	\$ -	\$ 289,154	41.4%
Operating Transfers In	130,192	9,636	74,739	57.0	55,454	-	55,454	42.6
Sub-total : 3381 McConnell Center	\$ 828,893	\$ 69,733	\$ 484,285	58.0%	\$ 344,608	\$ -	\$ 344,608	41.6%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 403,815	\$ 42,204	\$ 203,618	50.0%	\$ 200,197	\$ -	\$ 200,197	49.6%
Miscellaneous Revenue	15,500	931	4,167	0.3	11,333	-	11,333	73.1
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	\$ 43,135	\$ 207,785	35.0%	\$ 385,864	\$ -	\$ 385,864	65.0%
5300 Water Fund								
Charges for Services	\$ 4,795,901	\$ 264,612	\$ 2,108,431	44.0%	\$ 2,687,470	\$ -	\$ 2,687,470	56.0%
Miscellaneous Revenue	70,500	4,269	44,951	64.0	25,549	-	25,549	36.2
Sub-total : 5300 Water Fund	\$ 4,866,401	\$ 268,880	\$ 2,153,382	44.0%	\$ 2,713,019	\$ -	\$ 2,713,019	55.8%
5320 Sewer Fund								
Intergovernmental	\$ 5,078	\$ -	\$ -	0.0%	\$ 5,078	\$ -	\$ 5,078	100.0%
Charges for Services	6,326,947	362,741	2,580,919	41.0	3,746,028	-	3,746,028	59.2
Miscellaneous Revenue	57,000	5,181	37,295	65.0	19,705	-	19,705	34.6
Other Financing Sources	942,687	-	-	0.0	942,687	-	942,687	100.0
Sub-total : 5320 Sewer Fund	\$ 7,331,712	\$ 367,922	\$ 2,618,214	36.0%	\$ 4,713,498	\$ -	\$ 4,713,498	64.3%
6100 Dovernet Fund								
Charges for Services	\$ 669,794	\$ 32,307	\$ 378,958	57.0%	\$ 290,836	\$ -	\$ 290,836	43.4%
Miscellaneous Revenue	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	\$ 32,307	\$ 403,958	51.0%	\$ 391,253	\$ -	\$ 391,253	49.2%
Total : REVENUES	\$ 116,237,521	\$ 5,842,627	\$ 61,158,037	53.0%	\$ 55,079,484	\$ -	\$ 55,079,484	47.4%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) January 31, 2016

	<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	164,964	778,692	58.9	543,915	0	543,915	41.1
Expenditures	977,165	78,420	522,662	53.5	454,503	189,275	265,228	27.1
Debt Service								
Principal	290,453	0	24,636	8.5	265,817	0	265,817	91.5
Interest	54,989	0	3,884	7.1	51,105	0	51,105	92.9
	0	86,544	227,510	0.0	(227,510)	(189,275)	(38,235)	-



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Saturday, January 23, 2016**
Meeting Time: **8:30 pm**

City of Dover Goal Setting Session
January 23, 2016

Participants

Mayor and Council

Karen Weston, Mayor
Robert Carrier, Deputy Mayor
John O'Connor, City Councilor Ward 1
Dennis Ciotti, City Councilor Ward 2
Deborah Thibodeaux, City Councilor Ward 3
Joseph Nicolella, City Councilor Ward 4
Dennis Shanahan, City Councilor Ward 5

City Manager and Department Heads

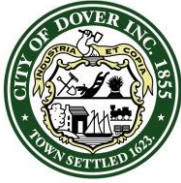
Michael Joyal, City Manager
Douglas Steele, Deputy City Manager – Community Services
Chris Parker, Assistant City Manager – Planning and Strategic Initiatives
Anthony Blenkinsop, City Attorney
Karen Lavertu, City Clerk
Annie Dove, Director of IT
Dan Barufaldi, Director of Economic Development
Daniel Lynch, Director of Finance
Anthony Colarusso, Police Chief
Eric Hagman, Fire Chief
Gary Bannon, Director of Recreation
Lena Nichols, Director of Public Welfare

The session was facilitated by:

Carl Weber, Director of Member Services, Primex³
Jennifer Brennan, Assistant to the CEO, Primex³

Purpose and Intended Results

The purpose of this goal setting session was to assist the Dover City Council and City department heads in establishing short- and long-term goals that will move the City's vision forward. The goals identified will become part of the Council and management staff's ongoing action plan moving forward.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Saturday, January 23, 2016**
Meeting Time: **8:30 pm**

Ground Rules

At the outset of the session, participants identified a list of ground rules that set the stage for how to proceed. Participants chose the following ground rules for themselves:

- Silence cell phones/devices
- No sidebars
- All ideas welcome
- Everyone participates
- Think outside the box
- Department heads are active participants in the session
- Stay on task

Brief Review of Dover's Vision, Mission and Values

Facilitators and participants briefly reviewed the City's Vision Statement, Mission Statement, and Core Values. These factors make up a lens through which goals and objectives can be evaluated and developed.

[Include VS, MS, CV in report:

"To be a City with an emerging urban vibrancy guided by a small-town sense of community."

"To provide affordable, high-quality municipal services and responsive, accessible local governance ensuring all persons the opportunity to enjoy contributing to, and being part of, the Dover community."

Customer-Focused Service

Integrity

Innovation

Accountability

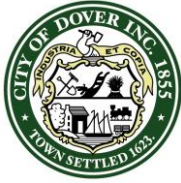
Stewardship]

SWOT Analysis

Participants were asked to evaluate the Strengths, Weaknesses, Opportunities, and Threats (SWOT) facing the City. This structured process helps identify the internal attributes of the organization in the context of its external environment, and provides the foundation to help the City of Dover maximize its strengths to pursue opportunities, and minimize threats by addressing – or at least understanding – its weaknesses. The SWOT Analysis then becomes another lens through which participants evaluate and develop goals and objectives.

Strengths Identified:

- Exceptional, passionate, capable and accessible department heads and staff. Managers are "leaders."
- Good teamwork and communication within the organization
- Strong footprint from which to work/build



CITY OF DOVER

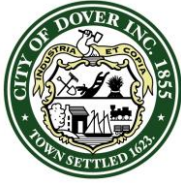
CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Saturday, January 23, 2016**
Meeting Time: **8:30 pm**

- Location (centrally located between Portland and Boston)
- Amenities (parks, trails, recreation and various City events)
- Full City services (public safety, trash pick-up, etc.)
- Ongoing long-range planning, including financial planning/strategy
- Innovation and openness to new ideas
 - Council that explores, researches and debates various options
 - Supportive community
- Creative tension

Weaknesses Identified:

- Large debt service in the short term
 - The new high school bond
- Limited open land
- No clear long-term growth plan
- Lack of promotion/outreach and public education about what the City does
- Internal communication – risk of departments competing for resources
- Tension between City development and increasing cost of rent
- 19-percent voter turnout in 2015 election
- Impending retirements will bring loss of institutional knowledge and will necessitate new recruitment and selection efforts
- Limited payment options/technology in City offices (cash/check only – no credit cards)
- Limited employee advancement/growth opportunities
- Electricity costs
- Ongoing long-term cost obligations: Landfill closure, retiree healthcare costs
- Increased service demands on employees limits time for training/professional development
- Connecting trades jobs with students
- Traffic congestion
- Tax cap
- Backlog of equipment and infrastructure needs
- “Good governance is proactive and forward-thinking, but government is reactive”



CITY OF DOVER

CITY COUNCIL - MINUTES

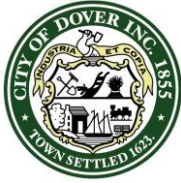
Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Saturday, January 23, 2016**
Meeting Time: **8:30 pm**

Opportunities identified:

- A progressive and thoughtful community
- Increase in businesses moving to the seacoast area
- Surrounding communities' "problems of success" = opportunities for Dover
- Transportation improvements and initiatives
- More smaller biotech and medical device companies with a smaller City footprint
- Proximity to the University of New Hampshire, Wentworth-Douglass Hospital, and various nearby cultural/recreational opportunities
- Infrastructure and community-based opportunities
- Educational channel for the City
- Increasing use of City parks and more recreational activities
- Low environmental risk to businesses (hurricanes, tornadoes, etc.)
- Highlighting the City in upcoming quadricentennial anniversary celebration (2023)
- Leveraging technology to attract people to the City
- A positive reputation, both regionally and nationally

Threats Identified:

- Unfavorable state and federal regulations
- Unpredictable regional/national/global economy
- Shrinking state aid and a limited County government
- A small, vocal minority (that may not speak for, or know, what the majority wants)
- Political change
- Busy pace of modern life impacting the City
- Development outgrowing/outpacing the City's ability to keep up with it
- Competition with neighboring communities for:
 - Talented workforce
 - Investors
 - Development
- Growing pains associated with demographic changes
- Competition between City departments (also identified as a potential weakness)
- Community health issues (e.g. opioid abuse) at all economic levels, and the impact on Police/Fire/EMS
- Carbon emissions/energy use



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Saturday, January 23, 2016**
Meeting Time: **8:30 pm**

- Groundwater contamination
- State retirement changes (creating various incentives/disincentives)

Identification and Prioritization of Goals

Goals were defined as qualitative statements of what the City intends to accomplish over a period of years. These are “big picture” items vital to organizational success.

Participants were broken into small groups to share and discuss the various goals each person had for the City. (Most participants had already completed a pre-session assignment that asked them to identify three goals they felt were essential to move the City forward, so they had already identified numerous goals.) The groups were asked to discuss and prioritize these goals and to choose **no more than three** goals to move forward to the next round of this session. Participants then returned to report their identified goals to the full group. As each goal was discussed, the group decided whether it was similar to, or different from, the previously stated goal. Similar goals were placed in the same “bucket,” and at the end of the process, the group had created a total of five buckets, each with its own sub-goals. They were as follows:

1. Enhanced City Council and School Board Collaboration to Provide a First-Class Educational System

- Enhanced communication and formation of a City Council/School Board Committee
- Better cooperation and involvement between the two groups

2. Citizen Engagement

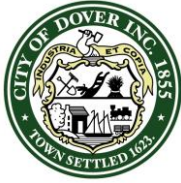
- Increase community awareness of day-to-day activities in local government (to include students and adults)
- Coordinate state and local regulations and jurisdictions to ensure understanding and compliance
- Increase public participation and involvement through education

3. Improve Access to the Downtown for Pedestrians and Vehicles

- Implement downtown traffic and pedestrian access plan to improve quality of life

4. Implement Long-Term Economic Development

- Develop long-term continuous improvement plan for economic development
- Provide opportunities for coordinated, well-planned growth and development (commercial and residential; downtown (waterfront); all economic and age groups)
- Increase commercial growth through rezoning and redevelopment



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Saturday, January 23, 2016**
Meeting Time: **8:30 pm**

- d. Maintain sustainable, affordable growth
- e. Strongly encourage commercial development to broaden tax base and stabilize impact on residential properties

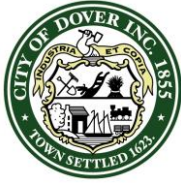
5. Establish and Maintain an Effective Infrastructure and Effective Service Delivery Levels

- a. Develop long-term continuous improvement plan for all infrastructure
- b. Responsible environmental management (water and other resources)
- c. Ensure that public services and facilities will appropriately serve and support current and future needs of the City through proper financial planning and oversight, to include:
 - i. Schools
 - ii. Police and Fire
 - iii. Recreation
 - iv. Welfare
 - v. Library
 - vi. Public Health
- d. Ensure that utility and infrastructure systems will serve and support current and future needs of the City, to include streets, sidewalks, gas, electricity, internet, etc.
- e. Ensure that future community and facility service needs are met through sound strategic planning

Development of Strategic Objectives for Top Goals

Strategic Objectives were defined as short- and long-term quantitative results that directly support the goals. Objectives should be measurable, achievable, and consistent with the goals, and should also align with the City's overall vision, mission and core values. These objectives create the basis for an ongoing action plan going forward.

Participants were once again broken into (different) groups, and each group was tasked with developing at least two strategic objectives to help the City achieve its goals. Each group was assigned to address one of the five broad goals listed above. Participants then returned to report their identified strategic objectives to the full group, and the full group had the opportunity to provide additional feedback and direction on the objectives. The strategic objectives for each goal were as follows:



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Saturday, January 23, 2016**
Meeting Time: **8:30 pm**

Goal: Enhanced City Council and School Board Collaboration to Provide a First-Class Educational System

Strategic Objective 1: By Summer 2016, create a joint City Council/School Board working group (two members from each?) to meet at least once per month to discuss and increase understanding of educational goals and objectives, infrastructure needs, and associated costs and budgetary needs.

Strategic Objective 2: Schedule a strategic planning meeting between City Council and School Board in 2016.

Goal: Citizen Engagement

Strategic Objective 1: Increase voter participation by 10 percent per election.

Strategic Objective 2: Increase membership on all City Boards and Commissions to a minimum of 90 percent.

Strategic Objective 3: Increase citizen participation in organizing civic events by 10 percent in 12 months.

Strategic Objective 4: Increase citizen attendance at civic events by 10 percent in 12 months.

Strategic Objective 5: Increase awareness of City initiatives and programs by 25 percent in 12 months.

Goal: Improve Access to the Downtown for Pedestrians and Vehicles

Strategic Objective 1: Educate community on prior traffic studies and encourage feedback via a variety of methods.

- a. Collect baseline data (traffic and safety) by July 1, 2016
- b. Participation from at least 1,000 citizens by September 1, 2016
- c. Receive measurable feedback by January 1, 2016

Strategic Objective 2: Implement Plan

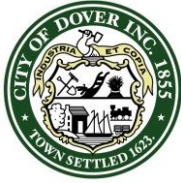
Incorporate in Capital Improvement Program

- a. by September 1, 2016
- b. Implement
- c. Collect post-implementation data (traffic and safety) to determine if desired outcome was achieved

Goal: Implement Long-Term Economic Development

Strategic Objective 1: Support and fund Dover Business and Industrial Development Authority (DBIDA) three-year strategic intentions plan

Strategic Objective 2: Support Cocheco Waterfront Development Advisory Committee (CWDAC) and provide additional funds necessary for development of waterfront



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Saturday, January 23, 2016**
Meeting Time: **8:30 pm**

Strategic Objective 3: Identify and rezone appropriate property parcels to spur/enhance commercial development to further balance the commercial-to-residential ration by five percent in 10 years (measured annually)

Strategic Objective 4: Promote business retention and keep existing businesses healthy

Strategic Objective 5: Support and maintain initiatives to sustain affordable housing

Goal: Establish and Maintain an Effective Infrastructure and Effective Service Delivery Levels

Strategic Objective 1: By July 1, 2017, develop a strategic management plan for all City properties, to include:

- a. Setting baseline conditions
- b. Establishing a City administrative position to manage facilities and properties

Strategic Objective 2: By __*__, perform an assessment of service needs and identify any gaps that exist in fulfilling the needs. Use citizen and professional input together to establish baseline and goals. (*assess: by July 1, 2017; actions: up to one year)

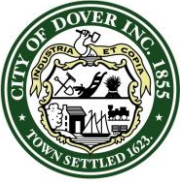
Strategic Objective 3: Perform annual update and feed result to the Capital Improvement Program

Wrap-Up, Recap and Action Plan

The next step following this session will be for the City Manager, department heads, and City staff to work together to develop specific tactics for accomplishing the identified goals and objectives. *Tactics describe specifically HOW the goals and objectives will be met.*

Concluding Thoughts

Thank you again for the opportunity to participate in this important process. Primex³ appreciates the opportunity to provide assistance to members with goal setting, and to help governing bodies develop paths to achieve their visions. A forward-looking community that is deliberate, disciplined, and strategic in developing and accomplishing its goals illustrates how “good management is good risk management.”



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 27, 2016**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Ciotti led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Gagnon, Councilor Greenshields, Councilor Nicolella, Councilor O'Connor, Councilor Shanahan, and Councilor Thibodeaux.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to add a Joint Building Committee – Dover High School and Regional CTC Report, an Appointments Committee Report, and a Police and Parking Facility Building Committee Report.

Councilor Shanahan moved to add a Dover Downtown TIF Advisory Board Report.

Councilor Ciotti moved to add a McConnell Center Advisory Board Report.

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

Vote: 9/0.

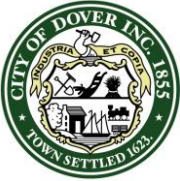
7. PUBLIC HEARINGS

A. CHAPTER 5, BOARDS, COMMISSIONS AND COMMITTEES: SECTION 23, DOWNTOWN DOVER TAX INCREMENT FINANCE ADVISORY BOARD SPONSORED BY COUNCILOR SHANAHAN

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

B. REPROGRAM UNEXPENDED BOND PROCEEDS FROM VARIOUS SCHOOL CIP PROJECTS TO GARRISON SCHOOL FACILITY IMPROVEMENTS (CITY COUNCIL VOTE WILL OCCUR ON FEBRUARY 10, 2016) 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, January 27, 2016**
Meeting Time: **7:00 pm**

**C. CENTRAL AVENUE, CHESTNUT STREET AND THIRD STREET RECONSTRUCTION OF RAILWAY – HIGHWAY CROSSING NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION (NHDOT)
(CITY COUNCIL VOTE WILL OCCUR ON FEBRUARY 10, 2016)
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 submitted his report in writing. He introduced auditor Christian Smith from MacPage, LLC.

Mr. Smith gave an overview of the Comprehensive Annual Financial Report and his company's letters regarding concerns and recommendations to the Council.

City Manager Joyal acknowledged Media Coordinating Manager Michael Gillis and his receipt of an Excellence in broadcasting award for his documentary of the 2015 Winter Storm Juno. Deputy Mayor Carrier moved to accept the City Manager's Report; seconded by Councilor Greenshields.

Vote: 9/0.

10. APPROVAL OF MINUTES

- A. January 4, 2016 – Organizational Meeting**
- B. January 6, 2016 – Organizational Meeting**
- C. January 6, 2016 – Special Meeting**
- D. January 6, 2016 – Workshop**
- E. January 13, 2016 – Organizational Meeting**
- F. January 13, 2016 – Regular Meeting**

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

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Weston said she attended the Cochecho Waterfront Development Advisory Committee meeting, an awards dinner for the Small Business of the Year, and the swearing in ceremony for the new Dover Fire Chief Hagman, Deputy Fire Chief Druin, and Assistant Fire Chief Haas.

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

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 27, 2016**
Meeting Time: **7:00 pm**

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. **CHAPTER 5, BOARDS, COMMISSIONS AND COMMITTEES: SECTION 23, DOWNTOWN DOVER TAX INCREMENT FINANCE ADVISORY BOARD**
SPONSORED BY COUNCILOR SHANAHAN

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

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE – Cocheco Valley Humane Society**
2. **RAFFLE – Greater Dover Chamber of Commerce (July - August)**
3. **RAFFLE – Greater Dover Chamber of Commerce (October)**
4. **RAFFLE – Saint Mary Academy**
5. **RAFFLE – Sons of American Legion Squadron 8**

COMMITTEE REPORTS

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

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

Mayor Weston asked the Council if they had items they would like pulled for further discussion. Deputy Mayor Carrier asked to pull the Appointments Committee Report, Police and Parking Facility Building Committee Report, and the Joint Building Committee – Dover High School and Regional CTC Report.

Councilor Ciotti asked to pull the McConnell Center Advisory Board Report.

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 27, 2016**
Meeting Time: **7:00 pm**

Councilor Shanahan asked to pull the Dover Downtown TIF Advisory Board Report.
Mayor Weston asked for a vote on the remaining items of the Consent Calendar.
Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.5.; seconded by Councilor Thibodeaux.
Councilor Thibodeaux talked about the need for an end date to the raffle.
The end date for the raffle was inserted as June 30, 2016.
Councilor Thibodeaux moved to accept as amended; seconded by Councilor Shanahan.
Vote: 9/0.

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

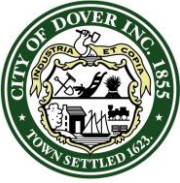
Nicholas Coutourier – Zoning Board of Adjustment alternate member
Martha Haley – Recreation Advisory Board regular member & Cemetery Board alternate member
David Hurlburt – Recreation Advisory Board regular member
David Landry – Planning Board alternate member
Anthony McManus – regular member for the Parking Commission, Dover Downtown TIF Advisory Board
Deputy Mayor Carrier moved to approve the appointments; seconded by Councilor O'Connor.
Vote: 9/0.

Deputy Mayor listed the recommendations for appointment to the Heritage Commission:
Dennis Shanahan – Councilor
Anthony McManus - as the Woodman Institute's recommendation
Cathy Beaudoin – Library Director
Jeff Spires – Dover Downtown TIF Advisory Board member
Otis Perry – Planning Board recommendation
Deputy Mayor Carrier moved to approve the appointments; seconded by Councilor O'Connor.
Vote: 9/0.

Deputy Mayor Carrier listed current openings on Boards and Commissions.
Councilor Shanahan moved to accept the Appointments Committee Report; seconded by Councilor Gagnon.
Vote: 9/0.

Councilor Ciotti gave an overview of the McConnell Center Advisory Board Report to the Council.
Deputy Mayor Carrier moved to accept the McConnell Center Advisory Board Report; seconded by Councilor Thibodeaux.
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 Gagnon.
Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 27, 2016**
Meeting Time: **7:00 pm**

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 Nicolella.

Vote: 9/0.

Councilor Shanahan gave an overview of the Dover Downtown TIF Advisory Board Report to the Council.

Deputy Mayor Carrier moved to accept the Dover Downtown TIF Advisory Board Report; seconded by Councilor Gagnon.

Vote: 9/0.

B. RESOLUTIONS

1. LEIGHTON ROAD UTILITY EASEMENT AGREEMENT SPONSORED BY MAYOR WESTON BY REQUEST

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

2. IRELAND WELL REPLACEMENT WITH EMERY & GARRETT GROUNDWATER INVESTIGATIONS LLC SPONSORED BY MAYOR WESTON BY REQUEST

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

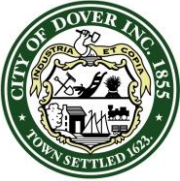
3. 79-E APPLICATION REVIEW HELLENIC REALTY PARTNERS, LLC (TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 10, 2016) SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a Public Hearing on February 10, 2016; seconded by Councilor Ciotti.
Vote: 9/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 131, OFFENSES, SECTION 22: USE OF ELECTRONIC NICOTINE DELIVERY SYSTEMS RESTRICTED (TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 10, 2016) SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a Public Hearing on February 10, 2016; seconded by Councilor Ciotti.
Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 27, 2016**
Meeting Time: **7:00 pm**

14. COUNCIL CORRESPONDENCE

A. Two letter from xfinity, dated January 11, 2016.

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

Vote: 9/0.

15. COUNCIL MATTERS OF INTEREST

Councilor Ciotti said the Planning Board did approve the new building for the Bill Dube Ford and Toyota Car Dealership.

Councilor Thibodeaux spoke about the new completed Dover Honda building.

Councilor Ciotti discussed the SB-349, HB-1259, and HB-1293. He felt the City should respond with a letter stating the Council's position against these Bills.

Mayor Weston asked if the Council wished to state their position as being against SB-349 or to amend it to have the Chief Election Officer be a resident of the State.

The Council's consensus was to vote against it completely.

City Manager Joyal recommended that they vote to state their position on SB 349, in a letter signed by the Mayor, to leave the law the way it is or to have it inexpedient to legislate.

Mayor Weston made the motion; seconded by Councilor O'Connor.

Vote: 9/0.

Mayor Weston recommended that they vote to state their position on HB 1259, in a letter signed by herself, to leave the law the way it is or to have it inexpedient to legislate.

Councilor O'Connor made the motion; seconded by Councilor Thibodeaux.

Vote: 9/0.

Mayor Weston recommended that they vote to state their position on HB 1293, in a letter signed by herself, to leave the law the way it is or to have it inexpedient to legislate.

Councilor Gagnon made the motion; seconded by Councilor Ciotti.

Vote: 9/0.

City Manager Joyal asked the Council if they wished him or City staff to convey the Council's opinions, in talking with legislators or in Concord, in addition to the letter.

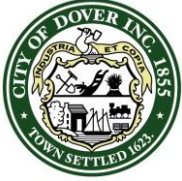
Councilor Ciotti said he felt it should be a policy that it would be expected the City Manager or City Staff to convey their opinions on legislative issues.

City Manager Joyal said he will send the Council the current legislative policies to the Council.

16. ADJOURNMENT

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

Vote: 9/0.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 131 entitled “Offenses” of the Code of the City of Dover by amending the Table of Contents, amending 131-1. Definitions and adding 131-22. Use of Electronic Nicotine Delivery Systems Restricted, plus general housekeeping revisions of other sections.

2. AMENDMENT

131-1. Definitions. (formerly Loitering and Obstruction.)

131-2. Benches.

131-3. Prohibited Weapons.

131-4. Safe Storage of Firearms. (formerly Fishing in Restricted Areas.)

131-5. Identification of Certain Workers.

131-6. Consumption and Possession of Alcoholic Beverages.

131-7. Park Hours.

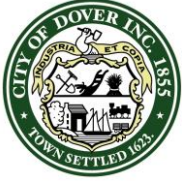
131-8. Consumption, Sale and Dispensing of Alcoholic Beverages in City-Owned Buildings.

131-9. Motor Vehicles on School Property and Park Grounds.

131-10. Private Property Rights.

131-11. Public Peace.

131-12. Interference with Law Enforcement Officers.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

131-13. Reserved. (formerly Keeping Controlled Drugs.)

131-14. Fireworks.

131-15. Operation of Boats and Vehicles on Willand Pond Restricted.

131-16. Violations and Penalties.

131-17. Sale of Rolling Papers to Minors.

131-18. School Truancy.

131-19. Facilitation of a Drug of Underage Alcohol Party.

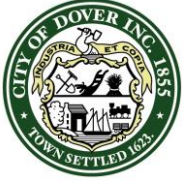
131-20. Use of Tobacco Products in Henry Law Park, School Grounds, and Athletic Fields.

131-21. Use of Tobacco Products on the Grounds of the McConnell Center and Dover Public Library.

131-22. ~~Reserved. (formerly Registered Sex Offender Restrictions. [Repealed on 07-09-2014 by Ord. No. 2014.06.11-10])~~ Use of Electronic Nicotine Delivery Systems Restricted.

131-23. Hunting on City Property.

[HISTORY: Adopted by the City Council on 10-28-1981 by Ord. No. 7-81; Amendments noted where applicable.]



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

131-1. Definitions. (formerly Loitering and Obstruction. [Repealed by 03-11-2009 by Ord. No. 2009.02.25-4])

As used in this Chapter the following terms mean:

BLACKJACK—A hard weapon consisting of a piece of leather enclosed metal with a strap or flexible shaft for a handle.

DANGEROUS WEAPON - Any firearm, knife or other instrument which, in the manner it is used or displayed or intended to be used or threatened to be used, is known to be capable of producing death or bodily injury.

ELECTRONIC NICOTINE DELIVERY SYSTEM or ELECTRONIC CIGARETTE – An electronic or other device that contains liquid nicotine, or another substance, that when used as intended, simulates smoking, including but not limited to any of the following:

- (a) Any device or product composed of any combination of heating element, battery, and/or electronic circuit which is capable of and/or designed to heat a substance for the purpose of oral ingestion of the vapors.
- (b) Any device or product which is manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or e-pen.

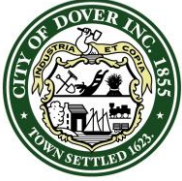
FIREARM - Any rifle, pistol, revolver, or shotgun capable of discharging a projectile. A firearm is presumed to be loaded if ammunition for the firearm is contained in the firearm's magazine cylinder, chamber or clip, or in close proximity to the firearm, to exclude B.B. guns.

METALLIC KNUCKLES - Any hand-held device that is designed to provide a hardened striking surface to the outer hand, fingers or ~~K~~knuckles when a fist is formed by the hand.

MINOR - Any person under the age of eighteen (18).

PREMISES - Shall mean the building structure or curtilage surrounding the building, playground area or playing field, or courts.

RADIUS - Distance shall be measured from the outer property lines.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

~~**REGISTERED SEX OFFENDER**~~ This Chapter shall only apply to offenders who have been convicted of the crime against a person under the age of 18 and as a result, is required to register for life pursuant to RSA 651-B:6-I.

ROLLING PAPERS - Any paper product that is designed to encase or wrap tobacco or similar products and marketed for the purpose of smoking or manufacturing hand-rolled cigarettes.

SAFE STORAGE of FIREARMS - Keeping the Ffirearm in the immediate possession or under the immediate control of the owner, or:

- (1) Keeping the Ffirearm in a securely locked box or container; or,
- (2) Securing the Ffirearm with a trigger lock; or,
- (3) Keeping the Ffirearm in a location or manner which a reasonable person would believe to be secure and reasonably likely to prevent access to a Mminor child.

SCHOOL/DAY CARE - Any public or private educational facility that provides services to children in grades K-12 or licensed day care facility that is clearly marked.

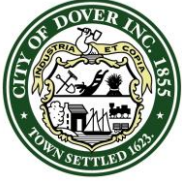
SLUNG SHOT - A small mass of metal or stone fixed on a flexible handle, strap or the like and used as a weapon.

131-2. Benches. [Amended on 10-28-81 by Ord. No. 19-81]

No person shall sit or stand upon the back or stand upon the seat of any municipally owned bench.

131-3. Prohibited Weapons. [Amended on 2-11-87 by Ord. No. 2-87]

- A. It shall be unlawful for any person, persons, firm or corporation to sell or possess any, Slung Sshot, Metallic Knuckles, or Blackjack. [See RSA 159:16]
- B. No person shall display or possess any Dangerous Weapon in a threatening manner or under any circumstances which is designed or likely to cause alarm or concern where no legitimate purpose for such a display exists.
- C. Any weapon or device seized by the Police Department pursuant to a violation of this Ssection shall be forfeited to the use of or disposed of by the Police Department as is deemed appropriate by the Chief of Police.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

D. Any person violating any of the provisions of this Section shall be guilty of a violation.

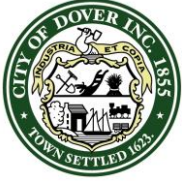
131-4. Safe Storage of Firearms. [Added on 01-17-96 by Ord. No. 22-95; Amended on 03-11-2009 by Ord. No. 2009.02.25-4] (formerly **Fishing in Restricted Areas.** [Repealed on 03-11-2009 by Ord. No. 2009.02.25-4])

A. SAFE STORAGE REQUIRED

- (1) Any person leaving or storing a loaded Firearm on a premises knowing, or where he/she should have known, that a Minor is able to gain access to the Firearm without the lawful permission of the Minor's parent or guardian, shall engage in practices constituting the Safe Storage of Firearms.
- (2) Any person violating the requirements of this Ordinance shall be guilty of a violation only if any Minor gains access to the Firearm and possesses or exhibits it; and any one of the following conditions exists:
 - (a) The Firearm is displayed or brought into any public place, except where the Firearm is being used for legitimate hunting purposes consistent with State law;
 - (b) The Firearm is used or displayed in a reckless or threatening manner;
 - (c) The Firearm is used during the commission of any misdemeanor or felony;
 - (d) When the Firearm is negligently or recklessly discharged.
- (3) This Subsection does not apply if the Minor obtains the Firearm as a result of an unlawful entry by any person.

B. PENALTIES

- (1) Any person violating the provisions of this Section shall be subject to a fine of up to one thousand dollars (\$1,000.00).
- (2) All Firearms seized by the Police Department pursuant to a violation of this Ordinance shall, upon conviction, be ordered forfeited by the Court and turned over to the Police Department for destruction.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

131-5. Identification of Certain Workers.

Every person, whether in the employ of the Ceity or any private corporation who enters private property residences or buildings for the purposes of examining electric, gas and water meters or pipes or inspecting drains or chimneys shall wear during the entry ~~the entry~~ a clearly visible and suitable badge or other distinctive mark, indicating his/her employment or authority.

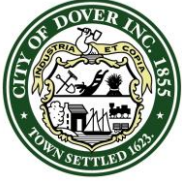
131-6. Consumption and Possession of Alcoholic Beverages. [Amended on 5-19-93 by Ord. No. 09-93; Amended on 10-16-02 by Ord. No. 32-2002]

- A. No person shall consume or possess in an open can, bottle or other container any alcoholic liquor or beverage as defined by Chapter 175 of the New Hampshire Revised Statutes Annotated, while upon or in a motor vehicle upon any public way, as defined by Chapter 259:125 of the New Hampshire Revised Statutes Annotated, or any public sidewalk or municipal parking lot except as provided in Chapter 99 Eating and Drinking Establishments of this Code.
- B. No person shall consume or possess in an open can, bottle or other container any alcoholic liquor or beverages, as defined by RSA 175 in any park, recreation or rest area except upon the written consent of the City Manager.
- C. No person shall consume or possess in an open can, bottle or other container any alcoholic liquor or beverages in Hilton Park except when upon the written consent of the New Hampshire Commissioner of the Department of Public Works and Highways, ~~or his~~ or authorized representative.

131-7. Park Hours.

- A. No person shall remain in or enter any park or recreation area in the City of Dover during the hours set forth in the table below, except by written consent of the public official who has authority and control over said publicly owned parks and recreation areas and except as provided in Subsection B.

Months	Hours
April 1 st - September 30 th	9:30 p.m. - 7:00 a.m.
October 1 st - March 31 st	7:00 p.m. - 7:00 a.m.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

B. Exceptions

- (1) Park Street Park. No person shall remain in or enter the Park Street Park, during the hours of 8:30 p.m. to 7:00 a.m. during the period of April 1st through September 30th.
- (2) Hilton Park. No person shall remain in or enter Hilton Park during the hours of 8:00 p.m. to 6:00 a.m., except upon the written consent of the New Hampshire Commissioner of the Department of Public Works and Highways, or authorized representative. [Amended on 7-23-86 by Ord. No. 9-86]
- (3) Henry Law Park. Henry Law Park shall not be restricted.

131-8. Consumption, Sale and Dispensing of Alcoholic Beverages in City-Owned Buildings. [Amended on 2-22-84 by Ord. No. 3-84; Amended on 10-27-2004 by Ord. No. 18-2004]

No person shall consume, sell or dispense any alcoholic beverages in any City-owned building unless waived by the City Manager in writing.

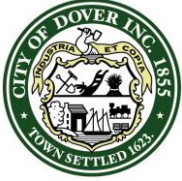
131-9. Motor Vehicles on School Property and Park Grounds.

No automobiles, trucks, motorcycles, mopeds, trail bikes or any other motorized vehicles shall be permitted on the grounds of Bellamy Park, Woodman Park, Garrison Hill Park, Varney Hill Park, Mt. Pleasant Park, Guppey Park, Henry Law Park, Applevale Park, Mineral Park, Longhill Memorial Park, all school playgrounds and athletic fields or any yet unnamed City park or recreation area. Vehicular travel shall be restricted to paved roadways and paved or otherwise designated parking areas.

Any person violating the provisions of this Section shall be subject to a minimum fine of up to two hundred fifty dollars (\$250.00). If the person causes damage to City property, the person will also be subjected to a criminal mischief charge pursuant to RSA 634:2. [Amended on 03-20-2002 by Ord. No. 13-02]

131-10. Private Property Rights. [Amended on 10-28-81 by Ord. No. 19-81]

No person shall enter upon private or public property and look, by means of an overt act which serves no legitimate purpose, into the window of a private home, apartment or other domicile for the purpose of watching the occupant(s) therein, without permission of said



CITY OF DOVER

CITY OF DOVER - ORDINANCE

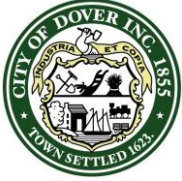
Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

occupant(s), thereby causing affront or alarm to said occupant(s). [Amended Added on 2-11-87 by Ord. No. 4-8]

131-11. Public Peace. [Amended on 10-28-81 by Ord. No. 19-81; Amended on 10-19-94 by Ord. No. 19-94]

- A. No person shall knowingly create a condition which is physically offensive or hazardous to that person or another in a public place by any act which serves no legitimate purpose. Physically offensive specifically includes the following:
- (1) Urinating or defecating in a public place ~~which can be viewed by a member of the public.~~
- B. No person shall recklessly create a risk of breaching the peace by:
- (1) Making loud or unreasonable noises in a public place or making loud or unreasonable noises in a private place that can be heard in a public place or other private places, ~~if any~~ such noises would disturb a person of average sensibility. For the purposes of this Section, persons shall include the owner, tenant, or other person in control of a private residence who permits or allows guests to engage in loud and unreasonable noises that can be heard in a public or other private place.
- (2) A person in control of a parked or moving motor vehicle shall not operate or permit to be operated, a stereo sound system supplemented or enhanced by speakers or amplifiers not originally installed by the vehicle manufacturer, so as to be heard from a distance of one hundred (100) feet or more. [Amended on 09-20-2000 by Ord. No. 12-2000]
- C. As used in this Section, "public" means likely to affect persons in a place to which the public or a substantial group has access, including but not limited to schools, government facilities and the lobbies or hallways of apartment buildings.
- D. No person shall lure or attempt to lure a child under the age of sixteen (16) into a motor vehicle for other than a lawful purpose without the consent of the parent or legal guardian of the child.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

131-12. Interference with Law Enforcement Officers. [Amended on 10-28-81 by Ord. No. 19-81; Amended on 07-18-90 by Ord. No. 5-90]

- A. No person shall physically erase or obscure a time recorded chalk mark from the tire of a parked vehicle with a purpose to interfere with the enforcement of the City of Dover parking ordinances.
- B. No person shall give to any law enforcement officer a false name, address, date of birth, social security number, or other identifying information with a purpose to hinder the arrest or subsequent prosecution of that person for any offense or violation.

131-13. Reserved. (formerly Keeping Controlled Drugs. [Repealed 03-11-2009 by Ord. No. 2009.02.25-4])

131-14. Fireworks. [Amended on 10-9-85 by Ord. No. 12-85; Amended on 09-23-2009 by Ord. No. 2009.09.23-22]

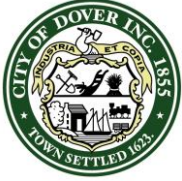
No person, firm, partnership or corporation shall offer for sale, expose for sale, sell at retail, purchase, possess, transport, use or explode any fireworks without a permit. No permits shall be granted pursuant to Chapter 109 Fire Prevention and Life Safety, except for programs and displays approved by the Fire Chief and the Police Chief using Class C fireworks. All displays must be conducted by a trained operator who holds a current license or State of New Hampshire certificate of competency.

131-15. Operation of Boats and Vehicles on Willand Pond Restricted. [Amended on 8-10-88 by Ord. No. 14-88]

No person shall operate a vehicle or boat which has at its primary or backup source of power, an engine fueled by motor fuel, as defined by RSA 259:58, on Willand Pond within the City of Dover. Any person violating the provisions of this Section shall be guilty of a violation and shall, upon conviction, be subject to a fine of up to one thousand dollars (\$1,000.00).

131-16. Violations and Penalties. [Amended on 8-10-88 by Ord. No. 14-88]

Any person violating the provisions of this Chapter, for which specific penalties are not otherwise provided, shall be guilty of a violation.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

131-17. Sale of Rolling Papers to Minors. [Added on 07-22-99 by Ord. No. 09-99]

A. Sales and Possession

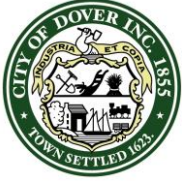
- (1) No person or place of business shall sell, give or furnish Rolling Papers to Minors.
- (2) It shall be unlawful for any Mminor to possess or attempt to purchase Rolling Papers.

B. Penalties

- (1) Any person violating the provisions of this Section shall be subject to a fine of up to one hundred dollars (\$100.00).

131-18. School Truancy. [Amended on 07-22-99 by Ord. No. 09-99; Amended on 10-17-2001 by Ord. No. 26-2001]

- A. Any student that is enrolled in a Ccity of Dover public school shall attend school each day that school is in session, for the full length of the official school day, unless that student has been excused pursuant to the rules or procedures established by the district and distributed in a student handbook.
- B. Any student that is enrolled in a City of Dover public school who has been suspended from attending school for any period of time shall, while serving that out of school suspension, remain at home for the full length of the official school day unless they are directly under the supervision of a parent or legal guardian, or are being directly supervised by an adult that has been selected by their parent or guardian to be responsible for the student.
- C. Any truant officer or police officer may issue a summons to appear in court pursuant to this Section. If the child is under age eighteen (18) the officer shall notify the parent or guardian of the summonsed child and advise the parent or guardian of the summons, the court date, and of the requirement that they accompany the child to court.
- D. A parent or guardian shall accompany the student at any required court appearance related to a violation of this Section if the student is age seventeen (17) or under at the time of the offense.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

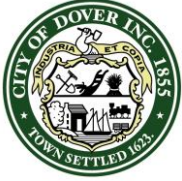
Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

- E. Any student found in violation of Paragraph A shall pay a fine not to exceed twenty-five dollars (\$25.00) for a 1st~~first~~ offense or one hundred dollars (\$100.00) for a 2nd or subsequent offense. At its discretion, the court may suspend the fine, or any portion thereof, upon completion of sixty (60) days truancy-free school attendance. A violation of any other provision of this Ordinance shall result in a fine not to exceed one hundred dollars (\$100.00).
- F. If within forty-eight (48) hours a student charged under Paragraph A can provide satisfactory written verification to the police or truant officer that the absence was authorized by a parent, guardian, or school or work official, then no prosecution shall go forward under this Ordinance.

131-19. Facilitation of a Drug or Underage Alcohol Party. [Added on 12-17-2003 by Ord. No. 22-2003]

- A. A person shall be guilty of the offense of facilitation of a drug or underage alcohol party if such person owns or has control of the dwelling or curtilage of that dwelling, as defined in RSA 627:9, where a drug or underage alcohol party is held and such person permits the drug or underage alcohol party to take place or to continue after becoming aware that it was taking place.
- B. Where a person becomes aware of a drug or underage alcohol party that is in progress, it is an affirmative defense to prosecution under this Section if that person takes immediate action to terminate the drug or underage alcohol party upon becoming aware of its existence and, in so doing, exercises due care to ensure the safety of individuals involved.
- C. In this Section, "drug or underage alcohol party" means a gathering of three (3) or more people under the age of twenty-one (21) at any dwelling or curtilage of that dwelling, as defined in RSA 627:9, who unlawfully possesses or consumes an alcoholic beverage or controlled drug.
- D. The provisions of this Section shall not apply to the use of alcoholic beverages at legally protected religious observances or activities, or to those persons using a controlled drug under a physician's care where the use of the drug is consistent with the directions of a physician.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

E. For the purposes of demonstrating that three (3) or more individuals under the age of twenty-one (21) were consuming alcohol or a controlled drug at a location, testimony by a law enforcement officer of the steps taken to determine the age of individuals at the party and testimony of the steps taken to determine that they had been consuming an alcoholic beverage shall be sufficient.

F. Any person who violates Section I above shall be guilty of a violation and shall be fined a minimum of three hundred dollars (\$300.00) for ~~at the~~ the 1st ~~first~~ offense and five hundred dollars (\$500.00) for a 2nd ~~any second~~ or subsequent violation.

No portion of these mandatory minimum fines shall be waived, continued for sentencing, or suspended by the court.

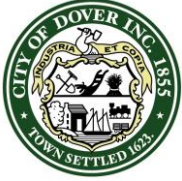
Nothing in this Section shall be construed so as to limit the civil liability of a homeowner, host or person in control of a residence, in any civil action that arises from the consumption of an alcoholic beverage or illegal drug at a location under their control.

131-20. Use of Tobacco Products in Henry Law Park, School Grounds, and Athletic Fields. [Added on 02-18-2004 by Ord. No. 01-2004; Amended on 01-23-2013 by Ord. No. 2013.01.09-2]

A. No person shall smoke or use a tobacco product within Henry Law Skate Park, the Henry Law Rotary Pavilion or playground areas of Henry Law Park, on the grounds of all recreational facilities, areas or athletic fields associated with the Woodman Park, Horne Street or Garrison elementary schools, or within two hundred (200) feet of the playing surfaces at Shaw's Lane athletic field. A designated smoking area may or may not be provided at the discretion of Ccity or school staff.

B. The Henry Law Skate Park shall be defined as the improved recreational area on the ~~Eeast side of River Street; to include: the rink, designed ramps and jumps, all contiguous paved areas, and shall include a twenty-five (25) foot buffer zone immediately surrounding the recreational area and rink.~~

The Henry Law Park Rotary Pavilion area shall be defined as the area that is bordered by: the black fence that runs along Washington Street from the corner of the current New Hampshire Children's Museum building to the intersection of Henry Law Avenue; and the fence that runs along Henry Law Avenue from the intersection with Washington Street to the end of the fence opposite the Rotary Pavilion; and the front of the stage area and the front of the building currently occupied by the New Hampshire Children's Museum. The restricted area includes the interior of the band



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

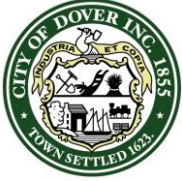
shell, the adjacent stairs and stairwell, and any steps and frontage of the New Hampshire Children's Museum. The sidewalks running parallel to and immediately adjacent to Washington Street and Henry Law Avenue are not restricted.

The playground area of Henry Law Park shall be defined as the area within the line starting at the sidewalk emerging from the stairwell connecting the Henry Law Park Pavilion and the playground areas, and continuing on the inside edge of the sidewalk adjacent to the parking lot of the Dover Indoor Pool to where it connects with the sidewalk at Henry Law Avenue, and continues along the inside edge of the sidewalk adjacent to Henry Law Avenue where it shall connect with the black fence which defines the Henry Law Park Rotary Pavilion area. The Dover Indoor Pool parking lot and the sidewalks immediately adjacent to the parking lot and parallel to Henry Law Avenue are not restricted.

- B. Any person violating the provisions of this City Ordinance shall be subject to a fine of up to fifty dollars (\$50.00) for a 1st offense and up to one hundred dollars (\$100.00) for a 2nd or subsequent offense.

131-21. Use of Tobacco Products on the Grounds of the McConnell Center and Dover Public Library. [Added on 03-16-2005 by Ord. No. 05-2005; Amended on 3-11-2009 by Ord. No. 2009.02.25-4]

- A. No person shall smoke or use a tobacco product upon the grounds of the McConnell Center and the Dover Public Library. A designated smoking area may or may not be provided at the discretion of Ccity staff.
- B. The grounds of the McConnell Center and Dover Public Library are all areas surrounding the buildings including the adjoining parking lot, driveway, monument area, bench areas and lawn area in front of both buildings to the inner edge of the sidewalks on Locust and St. Thomas Sstreets.
- ~~C. The grounds of the McConnell Center and Dover Public Library are all areas surrounding the buildings including the adjoining parking lot, driveway, monument area, bench areas and lawn area in front of both buildings to the inner edge of the sidewalks on Locust and St. Thomas streets.~~
- C. ~~D~~. Any person violating the provisions of the City Ordinance shall be subject to a fine of up to fifty dollars (\$50.00) for a 1st offense and up to one hundred dollars (\$100.00) for a 2nd or subsequent offense.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

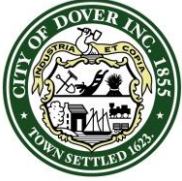
Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

131-22. ~~Reserved. (formerly Registered Sex Offender Restrictions.)~~Use of Electronic Nicotine Delivery Systems Restricted. [Added on XX-XX-2016 by Ord. No. 2016.XX.XX]

- A. No person shall use an electronic cigarette or electronic nicotine delivery system:
- (1) In any location where use of a tobacco product is restricted by Dover City Ordinance; or
 - (2) While on any school grounds, which includes any adjacent or associated athletic fields and facilities maintained by the Dover School Department or owned by the City of Dover.
- B. Any person violating the provisions of this City Ordinance shall be subject to a fine of up to fifty dollars (\$50.00) for a 1st offense and up to one hundred dollars (\$100.00) for a 2nd or subsequent offense.

131-23. Hunting on City Property. [Added on 10-8-2014 by Ord. No. 2014.09.10 - 17]

- A. No person shall hunt wildlife in or on the following properties:
- (1) All Dover Public School facilities and adjacent parks
 - (2) Willand Pond Recreation Area
 - (3) Dover Community Trail
 - (4) Tolend Landfill within a posted three hundred (300) foot safety zone surrounding City facilities on the property
 - (5) Pine Hill Cemetery
 - (6) Guppey Park
 - (7) Dover Community Services facilities on Mast Road
 - (8) Wastewater Treatment Plant
 - (9) Bellamy Park



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

(10) Maglaras Park

(11) Garrison Hill Park

B. The City Manager may provide for the posting of these City owned properties against hunting pursuant to RSA 635:4.

C. Penalties

(1) Any person violating the provisions of this section shall be subject to a fine of up to one thousand dollars (\$1,000.00) per offense.

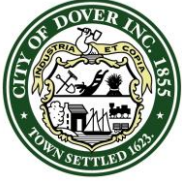
3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

DOCUMENT HISTORY:

First Reading Date: 01/27/2016
Approved Date:

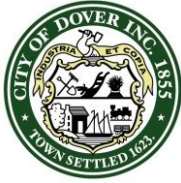
Public Hearing Date: 02/10/2016
Effective Date:

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:

Whereas there is an interest in protecting public health, preventing second hand vapor exposure produced by nicotine products, and promoting healthy activities at youth recreational sites, the intent of this Ordinance is to restrict the use of so-called “E-Cigarettes” in some locations where tobacco use is already restricted.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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;

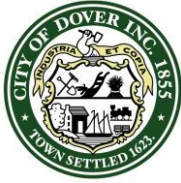
WHEREAS: The Dover School Board has approved a resolution on December 14, 2015 requesting that City Council reprogram certain unexpended bond proceeds from various school CIP projects to Garrison School Facilities Study; and

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		Adjusted
		Balance	Adjustment	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#: 12.C.1.

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

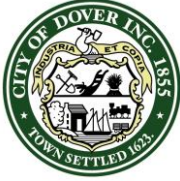
DOCUMENT HISTORY:

First Reading Date: 01/13/2016
Approved Date:

Public Hearing Date: 01/27/2016
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#: 12.C.1.

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.

RE: TRANSFER OF APPROPRIATIONS FROM PRIOR YEAR CAPITAL PROJECTS

- WHEREAS: On November 9, 2015 the Garrison Roof Replacement Project was complete; and
- WHEREAS: The project came in under budget and there are remaining funds in the amount of \$89,028.00; and
- WHEREAS: There are remaining funds within other various School District Capital Improvement Project funds; and
- WHEREAS: Garrison Elementary School is in need of renovations and improvements to correct a variety of life safety, accessibility and efficiency issues, as well as to create a 21st Century learning environment; and
- WHEREAS: The total transfer below is requested for reprogramming from the Garrison Roof Replacement Project and other various School District Capital Improvement Project funds to the Garrison School Facilities Study to comprise of the existing current conditions of Garrison School, including a physical and space needs' analysis, as well as preliminary designs, cost estimates and scheduling/phasing information for any recommended improvements, renovations, reorganization and/or new construction.

NOW, THEREFORE, BE IT RESOLVED BY THE SCHOOL BOARD THAT:

The unexpended funds in the sum of one hundred sixty thousand seven hundred eighty-six dollars and thirty-six cents (\$160,786.36) shall be reprogrammed for the purpose of a Garrison Elementary School Facility study as follows:

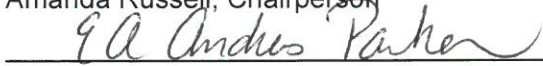
Account	Description	Amount Remaining
From:		
4006.1.600.46900.4725.07103.06.000.000.700	Garrison School Facility Improvements - FY 2006	\$14,830.98
4008.1.600.46900.4725.07105.08.000.000.700	Woodman Park School Facility Improvement - FY 2008	\$56,455.62
4009.1.600.46900.4725.07101.09.000.000.700	Dover High School Facility Improvement - FY 2009	\$471.76
4015.1.600.46900.4725.07103.15.000.000.700	Garrison School Facility Improvements - FY 2015	\$89,028.00
Total Transfer:		\$160,786.36
To:		
4016.1.600.46900.4725.07103.16.000.000.700	Garrison School Facility Improvements - FY 2016	\$160,786.36
Total Transfer:		\$160,786.36

RESOLVED, this 14th day of December, 2015.

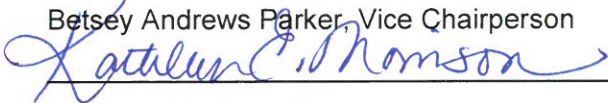
SUBMITTED BY:

_____

Amanda Russell, Chairperson

_____

Betsey Andrews Parker, Vice Chairperson

_____

Kathleen Morrison, Secretary

_____

Doris Grady

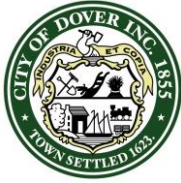
Sarah Greenshields

Michelle Muffett-Lipinski

_____

Carole Soule McCammon

December 14, 2015



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

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

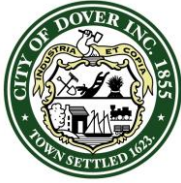
Account	Description	Appropriation	Balance
4015.1.300.43121.4751.03179.15	Railroad Crossing Improvements	70,000.00	70,000.00
4012.1.300.43121.4751.03179.12	Railroad Crossing Improvements	7,878.59	7,878.59
4013.1.300.43121.4751.03179.13	Railroad Crossing Improvements	53,327.82	53,327.82

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#: 12.C.2.

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

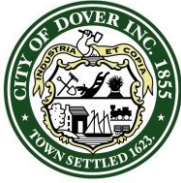
DOCUMENT HISTORY:

First Reading Date: 01/13/2016
Approved Date:

Public Hearing Date: 01/27/2016
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#: 12.C.2.

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:

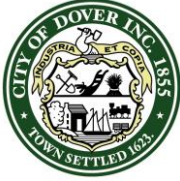
Per the State of New Hampshire, the Railroad shall furnish the labor, materials and equipment to perform the scope of work.

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 - RESOLUTION

Agenda Item#: 12.A.3.

Resolution Number: **R – 2016.01.27 – 016**

Resolution Re: **79-E Application Review Hellenic Realty Partners, LLC**

- WHEREAS: The Community Revitalization Tax Relief Incentive program encourages reinvestment in downtown areas by providing short-term property assessment tax relief and a related covenant to protect the public benefit that is being created.
- WHEREAS: The purpose of the program is to encourage reinvestment in downtown areas and/or existing buildings/structures within the downtown area; and
- WHEREAS: The value of the rehabilitation or reconstruction must be equal to at least 220 percent of a building's pre-rehabilitation assessed value; and
- WHEREAS: The proposed substantial rehabilitation or reconstruction must provide a public benefit; and
- WHEREAS: The 79-E Application provided by Hellenic Realty Partners, LLC is for the property located between 104 and 124 Washington Street. The goal of the project is to redevelop the entire 1.15Ac property into 2-3 mixed use buildings, a combination of 10,000 – 14,000 sq. ft. of the commercial space, 75 – 90 one and two bedroom apartments, and onsite parking; and
- WHEREAS: The Applicant intends to construct the project in two phases and seeks to use the Tax Relief program for Phase One only; and
- WHEREAS: Construction of Phase One is anticipated to begin April of 2016 and to be completed by March 2017.

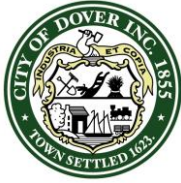
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL:

In accordance with City of Dover Resolution Number R-2015.06.10, the City Council determines the proposed project has a public benefit in accordance with RSA 79-E:7, I, III, and IV as described in the Resolution Background Material attached hereto;

The City Council herein approves the 79-E Application of Hellenic Realty Partners, LLC for Phase One of the project for a period of five (5) years per RSA 79-E:5, I, commencing upon the completion of the substantial rehabilitation as evidenced by the issuance of a Certificate of Occupancy.

Granting of this Community Tax Relief Incentive is subject to the following:

Hellenic Partners, LLC granting a covenant, acceptable to the City Attorney, in accordance with RSA 79-E:8 to the City, ensuring that the property shall be maintained and used in a manner that furthers the public benefits for which the tax relief is granted;



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.A.3.

Resolution Number: **R – 2016.01.27 – 016**

Resolution Re: **79-E Application Review Hellenic Realty Partners, LLC**

Hellenic Partners, LLC obtaining and maintaining sufficient casualty insurance on the property for twice the term of the tax relief, proof of which shall be provided to the City on an annual basis, and when requested;

Hellenic Partners, LLC granting the City a recordable lien against the property, acceptable to the City Attorney, for the purpose of ensuring proper restoration or demolition of damaged structures and property.

REQUIRES A PUBLIC HEARING

AUTHORIZATION

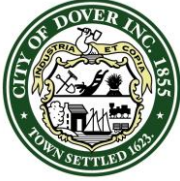
Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Karen Weston By request
Approved as to Legal Form and Compliance:	Anthony I. Blenkinsop General Legal Counsel		
Recorded by:	Karen Lavertu City Clerk		

DOCUMENT HISTORY:

First Reading Date:	01/27/2016	Public Hearing Date:	02/10/2016
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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.A.3.

Resolution Number: **R – 2016.01.27 – 016**

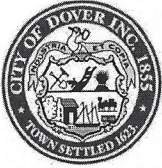
Resolution Re: **79-E Application Review Hellenic Realty Partners, LLC**

RESOLUTION BACKGROUND MATERIAL:

See attached 79-E Application and supporting material, the Finance Department analysis memo and the Downtown TIF Proforma. In addition to the public benefits detailed in the attached analysis, there is estimated to be a net positive change in tax revenue between the updated July TIF Proforma without the Robbins project versus the July Proforma with the Robbins 79-E project.

Adoption of this resolution to approve the 79-E Application of Hellenic Realty Partners, LLC preserves the financial benefits provided for in the Land Development Agreement to be adopted by the City Council. The 79-E Application and related Land Development Agreement provide for significant financial benefits to accrue to the Downtown Dover TIF. These financial benefits will accelerate fulfilling the current debt service obligations of the Downtown Dover TIF. This is accomplished through the 79-E Application preserving a combined minimum value of \$2.1 million for the parcels identified in the application during the construction of the development project. The resulting development project will provide a guaranteed taxable value of \$5.0 million in FY2023 as compared to a \$2.4 million taxable value estimated in the June 2015 updated TIF projections. In FY2028 the guaranteed taxable value will be \$8.0 million as compared to a \$2.6 million taxable value estimated in the June 2015 updated TIF projections. The guaranteed taxable value of \$5.0 million is projected to accrue an estimated \$66,400 more per year in tax increment for FY2023 through FY2027 as compared to the updated TIF projections. The guaranteed taxable value of \$8.0 million is projected to accrue an estimated \$141,200 more per year in tax increment for FY2028 through FY 2048 as compared to the updated TIF projections.

Consistent with RSA 79-E:4, I-a and the Dover Code, the Dover Heritage Commission is reviewing the proposal, which review shall be completed prior to a final vote of the Council.



City of Dover, New Hampshire
COMMUNITY REVITALIZATION TAX RELIEF PROGRAM
APPLICATION

[Revision Date: June 3, 2015]

Office Use Only

Application #: _____

Date Received: _____

Amount Paid: _____

Council Action: _____

APPLICANT AND OWNER INFORMATION

Name of Applicant: HELLENIC REALTY PARTNERS Telephone # 603-652-1104

Address of Applicant: 263 Central Ave. Dover, NH

E-Mail Address: nick@kostisenterprises.com

Name of Property Owner (if different from applicant): Robbing Trust Telephone # 603-767-7500

Address of Property Owner: PO Box 1535, Dover NH

PROPERTY INFORMATION

Address of Property: 104-124 Washington St, 26-32 Walnut St, 319 Locust St

Assessor's Map # 2 Lot(s) # 2, 3, 4, 5, 6, 6A, 7, 8, 8A, 9

Size of Parcel: 42,688 sq. ft. .98 ac. Property Deed: Book _____ Page: _____

Year Built: 1960-1950 Existing Use of Property: Empty, Formerly Robbing Auto Parts

Assessed Value of Property: 2,174,360 FY 2015

Is the building eligible for listing or listed individually on the State or National Register of Historic Places or located within a locally designated, State, or National Register Historic district? _____ Yes _____ No
(If yes, provide a copy of the approved designation by the State or National Register of the building or the district)

PROJECT INFORMATION

Describe Proposed Use: Mixed Use, Commercial & residential

Area of Parcel to be developed: Northwest corner, 28,000 sq ft land sq. ft.

Will the project include any affordable housing units? No; If so, how many? _____

If any state or federal grants or funds or low income subsidies or tax credits are used in this project, what is the amount of the aid? \$ _____ Describe and detail any terms of repayment (if applicable): _____

Expected construction dates. Start: April 2017; Finish: April 2018

What are the public benefits associated with this project (in accordance with RSA 79-E:7)? _____

SEE ATTACHED

Describe the work to be done and estimated cost. Please attach additional sheets, if necessary, as well as any written construction cost estimates.

Structural:	\$ 1,600,000
Exterior Alterations (storefront, walls, windows, doors, etc.):	\$ 1,600,000
Interior Alterations (walls, ceilings, moldings, doors, etc.):	\$ 750,000
Electrical:	\$ 250,000
Plumbing/Heating:	\$ 500,000
Electrical:	\$
Mechanical:	\$ 50,000
Fire Prevention:	\$ 250,000
Other:	\$ 750,000
Total: <i>To be considered for this tax relief incentive, the costs of the project must be at least 220% of the pre-rehabilitation/replacement assessed value</i>	\$ 5,000,000

Please attach any construction contracts, plot plans, building plans, sketches, renderings or photographs that would help explain this application.

Historical Requirement for Replacement of Qualifying Structures

In the case of replacement of a qualifying structure, the applicant shall submit a New Hampshire Division of Historical Resources Individual Inventory Form prepared by a qualified architectural historian that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located. *This application shall not be considered complete until such time as the Individual Inventory Form and letter are submitted.*

SIGNATURES

I/We have read and understand the Community Revitalization Tax Relief Incentive RSA Ordinance (see attached) and am aware that this will be a public process including a public hearing to be held to discuss the merits of this application and the subsequent need to grant a covenant in the deed to the property to the City and pay any reasonable expenses associated with the drafting of the covenant. I understand the application will not be determined as complete and recommended to the City Council until all of the necessary information is provided.

PER RSA 79-E: 13(II), THE BASE OR "ORIGINAL" ASSESSED VALUE FOR ANY TAX RELIEF PERIOD IS ONLY SET AFTER THE FOLLOWING TWO CONDITIONS ARE MET:

- 1. APPROVAL BY THE CITY COUNCIL AND;**
- 2. THE APPLICANT'S ENTERING INTO A COVENANT WITH THE CITY OF DOVER TO PROTECT THE PUBLIC BENEFIT.**

THEREFORE, THE APPLICANT AND/OR PROPERTY OWNER SHALL NOT COMMENCE ANY OF THE IMPROVEMENTS INCLUDED IN THIS APPLICATION UNTIL SUCH TIME AS HE/SHE HAS SECURED THE ABOVE. THIS PROHIBITION SHALL INCLUDE ANY DEMOLITION TO THE EXISTING STRUCTURE.

Signature of Property Owner: _____

Date: 1/18/16

Signature of Applicant (if different from owner): _____

Date: 1/18/16

Hellenic Realty Partners, LLC

City of Dover
Application for RSA 79E
Community Revitalization Tax Relief Program

Washington, Chestnut, and Locust Street
Redevelopment Project

Hellenic Realty Partners, LLC
(Kostis Enterprises, LLC)

January 20, 2016



Background

As a locally owned and operated family business from Dover NH, Hellenic Realty Partners / Kostis Enterprises is very excited to be the first developer to apply with the City of Dover for tax relief under the State of New Hampshire Statute RSA 79E. Without the existence of RSA 79E, the development of this property would be difficult at best, and most likely not possible.

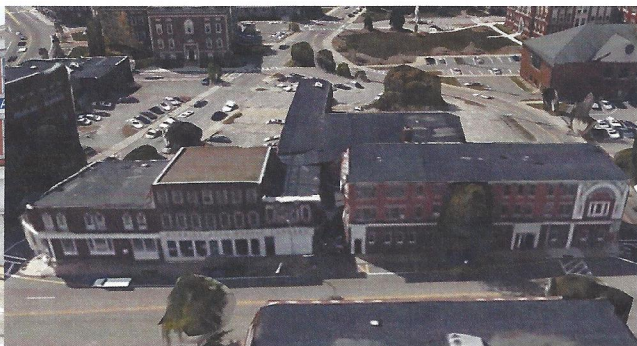
Beginning August 2014, we have negotiated and executed a Purchase and Sales agreement with the current owner, mainly the Sydney Robbins Family Trust, to purchase the following properties:

102 Washington St
108 Washington St
114 Washington St
124 Washington St
26 Walnut St
28 Walnut St
32 Walnut St
9 Locust St

Per updates to our Purchase and Sales Agreement, we estimate to close on the sale of the property on July 30, 2016.

Existing Conditions

The site is comprised of several structures of different size, design, architecture, and condition. Those who walk or drive by can see clear evidence that site is in a deteriorating and dilapidated state. Also, at the northwest corner of the property lies the Washington and Chestnut St intersection, widely known as difficult to navigate, limiting turning traffic, and sometimes even dangerous for both pedestrian and vehicular traffic.



Proposed Redevelopment Project

Our overall goal is to redevelop the entire property into 2-3 mixed use buildings, a combination of 10,000 – 14,000 sq ft of commercial space, 75 – 90 one and two bedroom apartments, and on site parking. Frontage along Washington St will be commercial space on the 1st floor, and one and two bedroom apartments above. Frontage along Locust and Chestnut St will have a mix of commercial and under structure parking on the 1st floor, and one and two bedroom apartments above.



Corner of Washington and Locust St



Corner of Washington and Chestnut St

RSA 79E

For our application to RSA 79E, we are seeking tax relief for Phase One of redevelopment. Phase One is slated to be approximately 2/3 of the frontage along Washington St, a total of approximately 6,500 sq ft of commercial space, and 20-25 one and two bedroom apartments. Construction of Phase One is scheduled to begin April of 2017 and is slated to be completed by April of 2018.



Public Benefit

The proposed Washington St redevelopment project provides the framework within which the private sector (HRP, LLC) can assume a strong leadership role in the revitalization and continued emergence of downtown Dover by providing the following public benefits as outlined in the application for RSA 79E:

Enhances economic vitality of downtown

Phase one of the redevelopment project will add approximately 6,500 sq ft of brand new commercial space, increasing the downtown commercial core by adding highly desirable commercial space to the downtown area. It will also add a total of approximately 15 city metered parking spaces. The addition of apartments above the commercial space will also provide an increase in the residential population in the heart of downtown, providing potential customers within walking distance of local businesses.

Promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community.

Not only is the project redeveloping a downtown block in dire need of rehabilitation, it will add increased safety for both pedestrian and vehicular traffic and help to connect the current downtown municipal buildings (City Hall, Library, McConnell Center) with the new Parking Garage and Police Station currently under construction. The project proposes a reconstruction of the Washington St and Chestnut St intersection, significantly improving a tight and even dangerous intersection. The project will also add vital angled-metered parking spaces along Washington St and increase the width of the sidewalk to at least 8 ft. All tied together, the increase parking, reconstructed and widened intersection, and widened sidewalk will bridge the gap between the municipal structures of the area, creating a greater sense of community to the downtown.



Current Aerial View



Proposed Aerial View

Hellenic Realty Partners, LLC

Increased residential housing in town centers

Phase One of the project will add between 20-25 1 & 2 Bedroom apartments, where currently only 1 exists.

As shown in the included architectural renderings, the proposed design pays homage not only to the existing architecture of the property, but also to the architecture throughout downtown Dover. The mix of flat and pitched roof lines resemble both what currently exists on the property, as well as similar structures on Central Avenue. The western most structure in the renderings looks similar not only with the Orpheum Theatre building currently on site, but the historic mill buildings in downtown as well, with their flat roof lines and projected towers. The remaining structures closely resemble many of the structures on Central Avenue, with the brick façade, three full stories, and a fourth floor within dormers extending from the pitched roof line. The portion of project along Chestnut and Locust St will closely resemble the historic surrounding structures, most importantly the Library and the McConnell center. All together, the new development project will give pedestrians and vehicular traffic the feeling of an extension of the downtown commercial core, not simply an addition to it. With the increased width of the sidewalk, there will be a sense of flow to the site, further creating a greater sense of community throughout the downtown.

The project is also consistent with Dover' Master Plan. Our phased construction approach and architecture fits in with the Land Use Goal of "modest growth of residential, commercial development compatible with Dover's historic urban character." As stated in LU 1.2, the project will redevelop the urban core providing "opportunities for a mix of retail, office, service, and residential uses." Hellenic Realty Partners has also not only "forged public-private partnership to redevelop vacant city owned land" as stated in LU 1.3, but furthered this partnership to improve the City's infrastructure, redesigning and reconstructing the Washington and Chestnut St intersection. All together, the project will help "Make Dover's downtown a vibrant and livable focal point for the city and region that is alive with a wide variety of retail, dining, entertainment, cultural opportunities and a mix of housing choices."

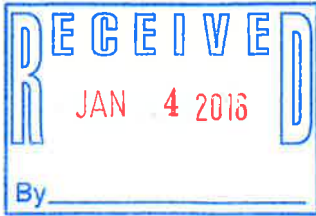
Summary

Hellenic Realty Partners strongly believes that our proposed redevelopment of the Washington St block demonstrates multiple public benefits required by RSA 79E. The project will enhance downtown Dover with respect to economic activity, cultural character, sense of community, and in-town residential uses that contribute to economic and social vitality. In summery, our project will provide the following public benefits to the City of Dover and its residents:

Hellenic Realty Partners, LLC

1. Enhances economic vitality of downtown
 - a. 6,500 square feet of modern commercial spaces
 - b. Addition of a total of 15 city metered parking spaces
2. Promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community
 - a. Rehabilitation of a deteriorated city block with modern residential and commercial units
 - b. Significantly improves safety by realigning the Washington and Chestnut Street intersection.
 - c. Widening of sidewalk leading to downtown business areas
 - d. Design pays homage to historic downtown architecture
3. Increased residential housing in town centers
 - a. Provides 20-25 one and two bedroom apartments, where currently only one exists
 - b. Redevelopment located in the heart of downtown Dover's economic center

We would like to thank you for your time and consideration in Hellenic Realty Partners' application for RSA 79E approval.



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: American Cancer Society - Making Strides Against Breast Cancer

Federal Tax ID number for Organization: 13-7788491

Check(✓) Nature of Organization:

Religious___, Educational___, Charitable___, Civic___, Sports___, Veterans___, Fraternal or Political___, Other___

Name/Description of Event (if applicable): Making Strides Against Breast Cancer Walk at Henry Law Park

Contact Person: Linda DiNoto

Day Time Telephone: 603-548-2804

Address: 2 Commerce Drive, Bedford, NH 03110

Email: Linda.DiNoto@cancer.org

Date of Event: October 30, 2016

Specific Time: Registration is at 9:00 am Walk at 11:00am

Location of Event (if parade, attach course description or map): Making Strides Against Breast Cancer is a walk

*****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: Linda DiNoto

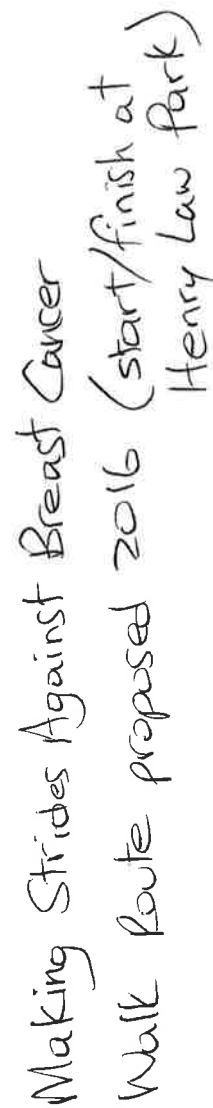
DATE: 1/5/2016

(duly authorized)

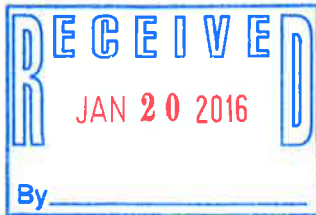
PRINTED NAME: Linda DiNoto

Licensing Board Approval

Date: 1/21/16



Traffic Bureau OK MES



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

RAFFLE* _____, TAG* _____, BLOCK PARTY** X,

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

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

Check (✓) Nature of Organization:

Religious _____, Educational _____, Charitable _____, Civic _____, Sports ✓, Veterans _____, Fraternal or Political _____, Other _____
(Describe) Gravity powered car race for children ages 7 to 20

Contact Person: Richard Behan Day Time Telephone: 603-953-3086

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

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

Date of Event: June 5 2016 Specific Time: 8:00 AM to 4:00 PM

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

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

Block Party Location (attach map if more than one street is affected): Broadway (Oak to Hill)

Police Department Block Party Approval Signature: _____

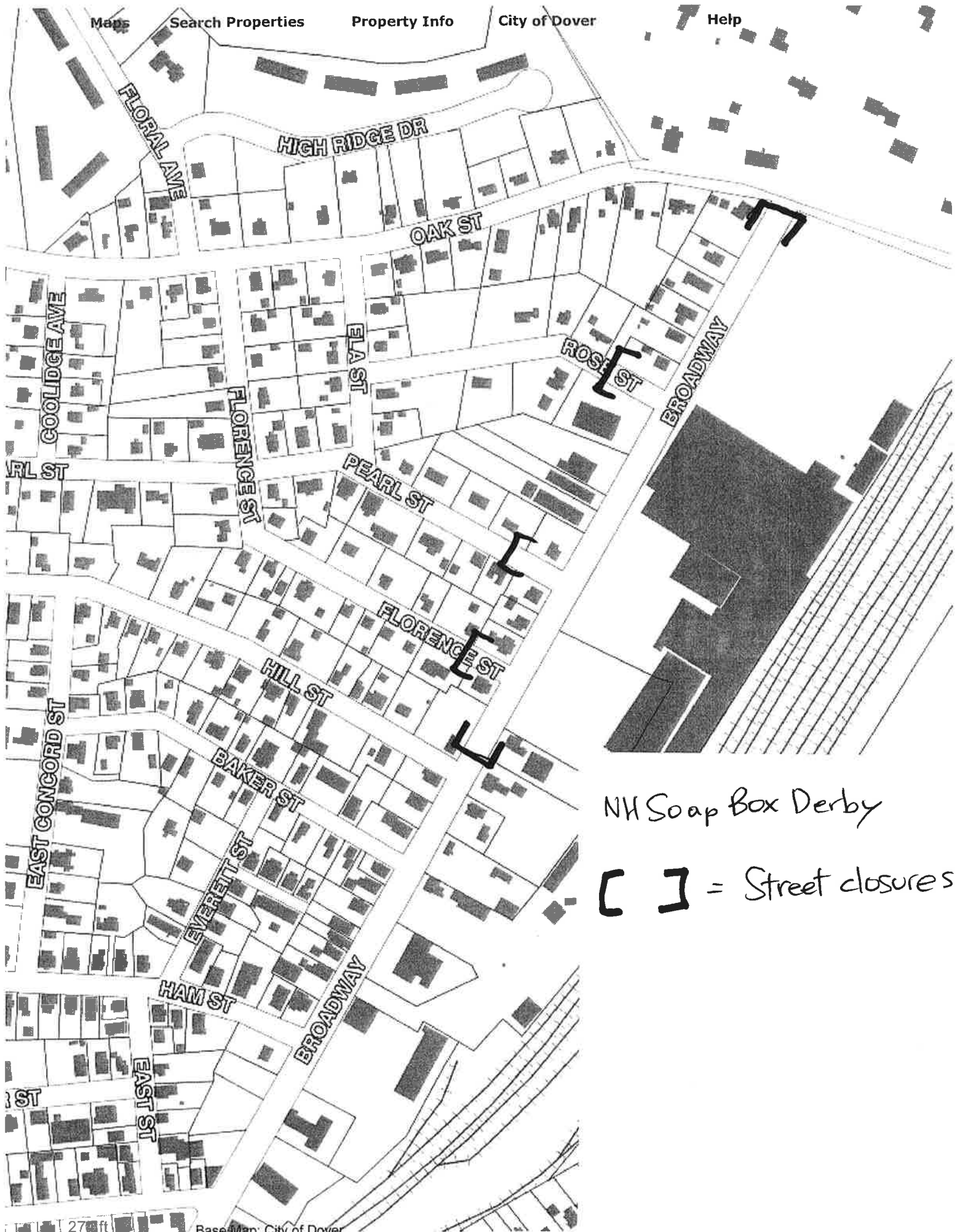
Printed Name: Sgt. Marn Speidel

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

SIGNATURE OF APPLICANT: Richard Behan DATE: 01-20-2016
(duly authorized)

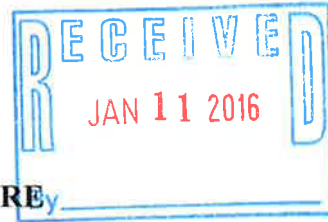
PRINTED NAME: Richard Behan

Licensing Board Approval [Signature] Date: 1/21/16



NH Soap Box Derby

[] = Street closures



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

Check (✓) the type of application:

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

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

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

Check (✓) Nature of Organization:

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

Contact Person: Ryan Queenan Day Time Telephone: 603-742-2218

Address: 550 Central Ave, Dover Email: ryan@dovernh.org

Purpose of Permit: Cocheco Arts Festival Farmers market

Date of Event: Wednesdays 6/1-10/5 Specific Time: perm: 1pm-6:30pm event: 2:15pm-6pm

Location of Event: 550 Central parking lot and 6th Street from Central to Chestnut (attached)

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

Block Party Location (attach map if more than one street is affected): Sixth Street (Central to Chestnut)

Police Department Block Party Approval Signature: _____

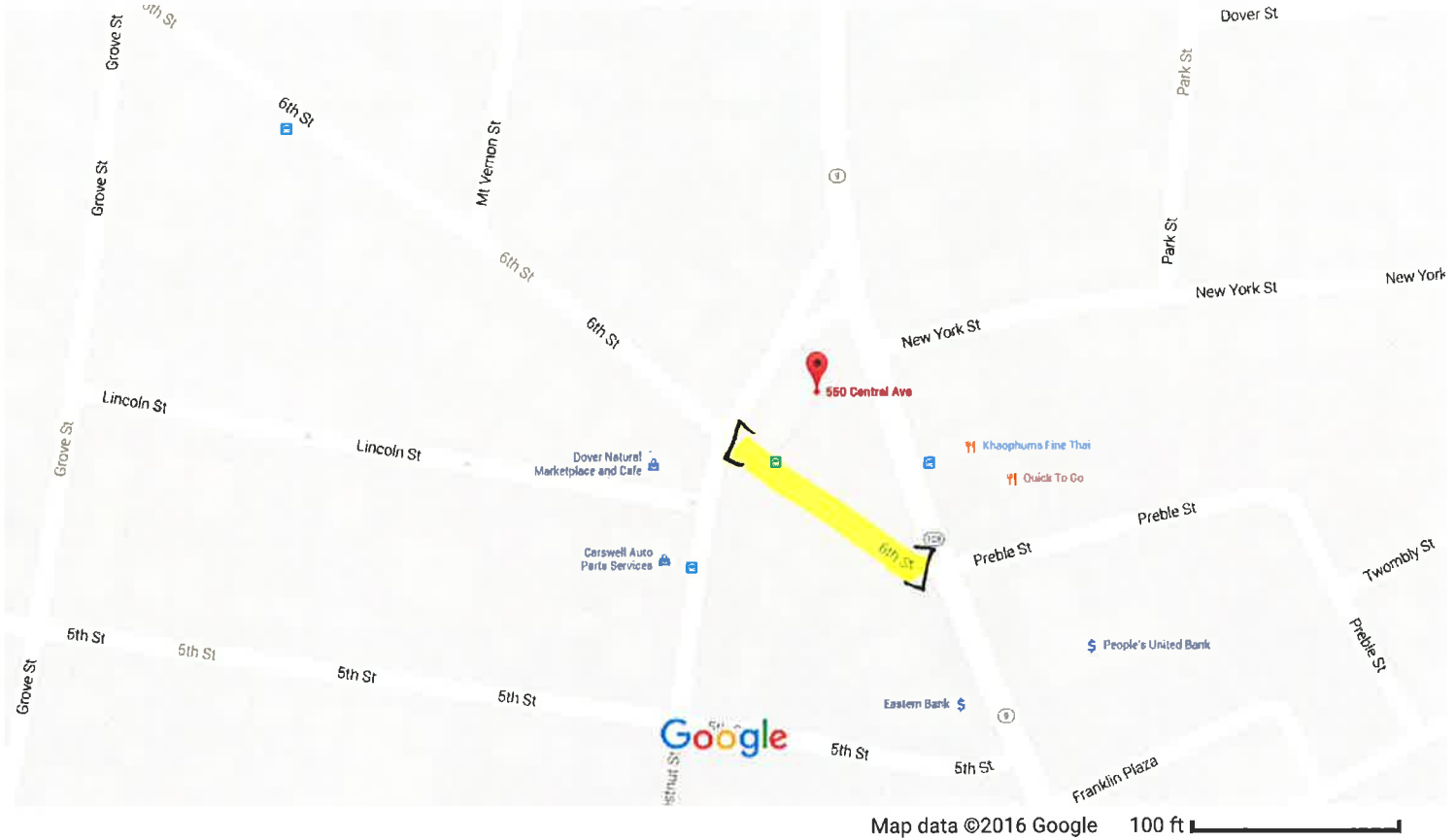
Printed Name: Sgt. Marn Speidel

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: Ryan Queenan DATE: 1/5/16
(duly authorized)

PRINTED NAME: Ryan Queenan

Licensing Board Approval [Signature] Date: 1/21/16



550 Central Ave

Dover, NH 03820

[Yellow Bracket] = Street closure

At this location

Greater Dover Chamber of Commerce

Chamber of Commerce · Central Ave

Closes at 5:00 PM





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

Check(☒) the type of application:

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

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

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (☒) Nature of Organization:

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

Contact Person: Ryan Queenan Day Time Telephone: 603-742-2218

Address: 550 Central Ave, Dover Email: ryan@dovernham.org

Purpose of Permit: Cocheco Arts Festival Headline Series

Date of Event: Fridays 7/8-8/19 Specific Time: permit: 1pm-11pm event: 6pm-9pm

Location of Event: Upper HLP- see attached

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

Block Party Location (attach map if more than one street is affected): Upper Henry Law Park

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel

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: Ryan Queenan DATE: 1/5/16
(duly authorized)

PRINTED NAME: Ryan Queenan

Licensing Board Approval AT Date: 1/21/16

Google Maps Henry Law Park





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

Check(☒) the type of application:

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

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

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (☒) Nature of Organization:

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

Contact Person: Ryan Queenan Day Time Telephone: 603-742-2218

Address: 550 Central Ave, Dover Email: ryan@dovernh.org

Purpose of Permit: Cochecho Arts Festival Childrens Series

Date of Event: 7/12, 7/19, 7/26, 8/2 Specific Time: permit: 9am-1pm event: 1030am-115am

Location of Event: Upper HLP-attached 7/8/9, 8/16

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

Block Party Location (attach map if more than one street is affected): Upper Henry Law Park

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel

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: Ryan Queenan DATE: 1/5/16
(duly authorized)

PRINTED NAME: Ryan Queenan

Licensing Board Approval (Signature) Date: 1/21/16

Google Maps Henry Law Park



Map data ©2016 Google 50 ft



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

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

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

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (☒) Nature of Organization:

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

Contact Person: Ryan Queenan Day Time Telephone: 603-742-2218

Address: 550 Central Ave, Dover Email: ryan@dovernh.org

Purpose of Permit: Camecho Arts Festival Shark in the Park Series

Date of Event: Wednesdays 7/13- 8/17 Specific Time: permit: 3pm-10pm event: 6pm-8pm

Location of Event: Upper HLP - see attached

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

Block Party Location (attach map if more than one street is affected): Upper Henry Law Park

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel

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: Ryan Queenan DATE: 1/5/16
(duly authorized)

PRINTED NAME: Ryan Queenan

Licensing Board Approval: (Signature) Date: 1/21/16

Google Maps Henry Law Park





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

Check(☒) the type of application:

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

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

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

Check (☒) Nature of Organization:

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

Contact Person: Ryan Queenan Day Time Telephone: 603-742-2218
Address: 550 Central Ave, Dover Email ryan@dovernh.org
Purpose of Permit: 31st Annual Apple Harvest Day
Date of Event: 10/1/16 Specific Time: permit: 6am-6pm event: 9am-4pm
Location of Event: See attached

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

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

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

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

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

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

Block Party Location (attach map if more than one street is affected): Downtown Dover

Police Department Block Party Approval Signature: _____
Printed Name: Sgt. Marn Speidel

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: Ryan Queenan DATE: 1/5/16
(duly authorized)

PRINTED NAME: Ryan Queenan

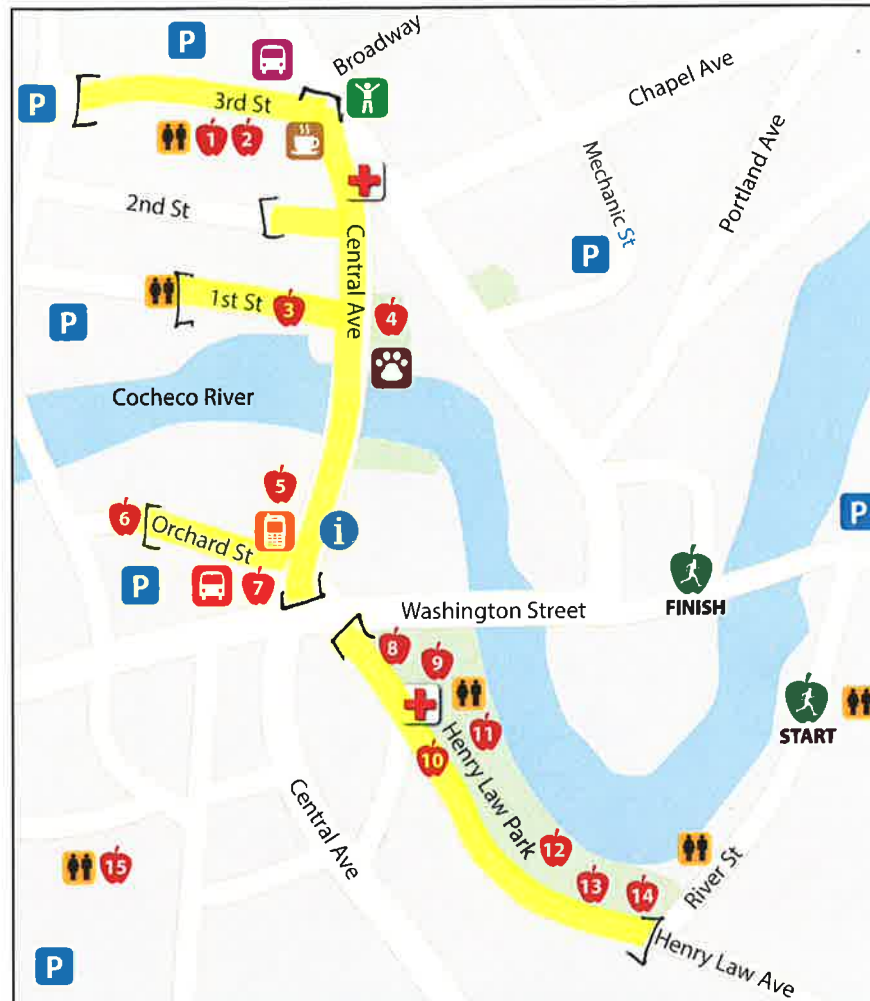
Licensing Board Approval AFD Date: 1/21/16

APPLE HARVEST DAY

[Yellow Box] = street closures



DOVER NH 2015

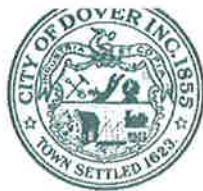


- 1 North End Food Court
- 2 Eastern Bank North End Stage
- 3 Dupont Service Center Auto Alley
- 4 Cocheco Courtyard Stage
- 5 Urban Tree Service Songwriter's Stage
- 6 Orchard Street Stage
- 7 Kiwanis Pancake Breakfast
- 8 Dover Mounted Patrol
- 9 Rotary Arts Pavilion
- 10 Profile Bank Roaming Train
- 11 Henry Law Park Food Court
- 12 Convenient MD KidZone
- 13 Dover Honda/Chevy Traveling Barnyard
- 14 Northeast Credit Union Pony Rides
- 15 McConnell Center Arts Pavilion

- Parking Area
- Restrooms
- 5K Roadrace Start/Finish
- Wentworth-Douglass Express Care First Aid
- Bank of New Hampshire Info Center
- CVS & Land Summit Development Lot Shuttle
- Liberty Mutual Lot Shuttle
- Flight Coffee Company - Pop Up Cafe
- Body Mechanix Function Junction
- Access Sports Medicine Cell Phone Charging Station
- K9 Kaos Doggy Refresher Station

Event Underwriter:





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

Check(☒) Nature of Organization:

Religious____, Educational____, Charitable____, Civic____, Sports____, Veterans____, Fraternal or Political____, Other ☒

Name/Description of Event (if applicable): Apple Harvest Day SK

Contact Person: Ryan Queenan Day Time Telephone: 603-742-2218

Address: 550 Central Ave, Dover Email ryan@dovernham.org

Date of Event: 10/1/16 Specific Time: 9:30 am - 10:30 am

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

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

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

Police Department Parade Route Approval Signature: _____

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: Ryan Queenan DATE: 1/5/16

(dually authorized)

PRINTED NAME: Ryan Queenan

Licensing Board Approval [Signature] Date: 1/21/16

Apple Harvest Day 5k Run/Walk

DOVER, NH

Certified Course

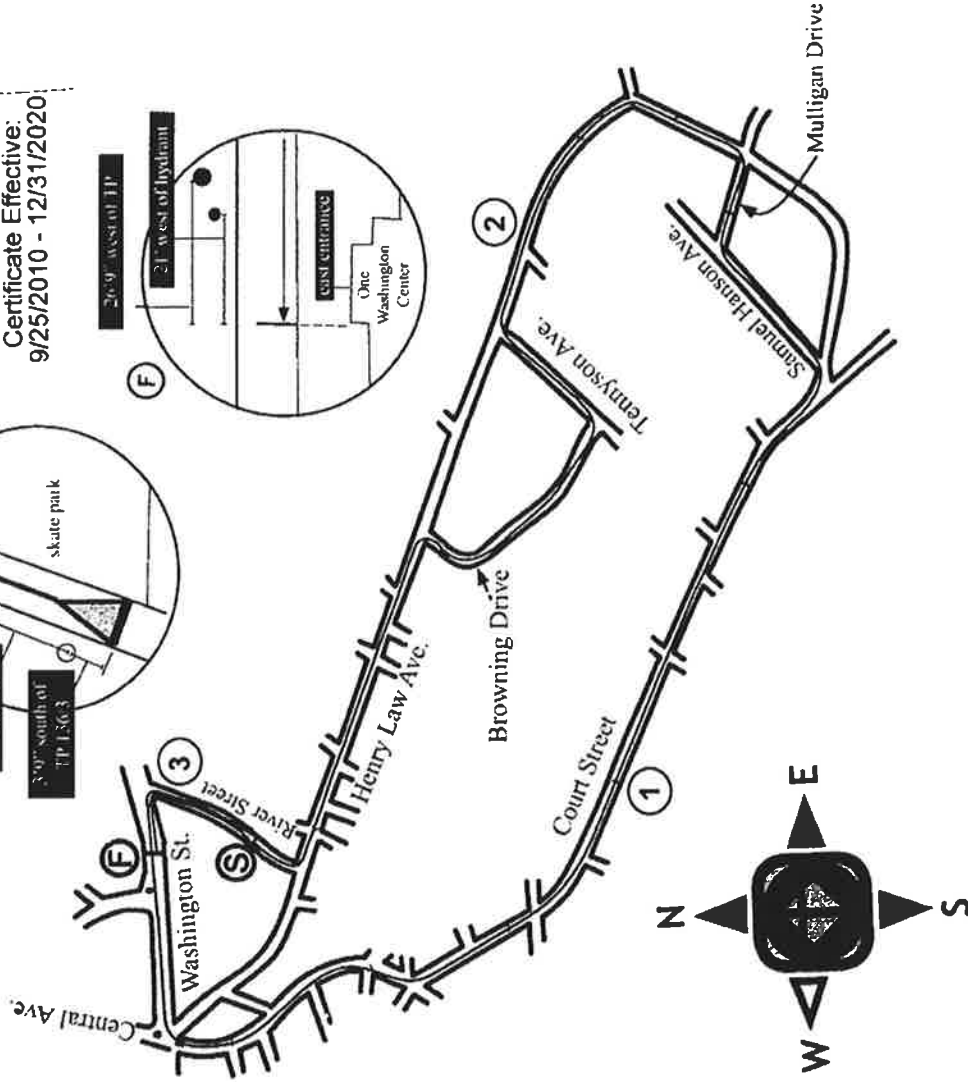
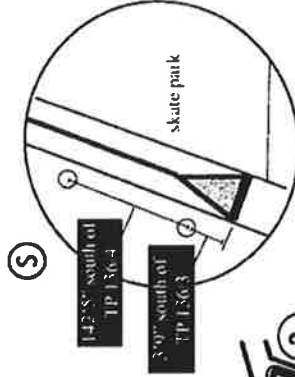


USA
TRACK & FIELD™

NH10029RF

Certificate Effective:

9/25/2010 - 12/31/2020



Start: The race starts by heading north on River Street in Dover, NH. The start line is located 3 feet 9 inches south of telephone pole 136/3 and 142 feet 5 inches south of telephone pole 136/4. The starting line is marked by a dark letter 'S' and an arrow pointing north with a red line marking the start. Three P-K nails were hammered into the start line.

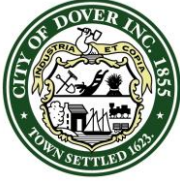
Mile One: is located on Court Street and is 73 feet 6 inches southeast of telephone pole 142/16 and 36 feet 6 inches northwest of telephone pole 142/15. Mile one is marked in red paint with the number 1M.

Mile Two: is located on Henry Law Avenue and is 157 feet southeast of telephone pole 166/38/138/38 and 84 feet 5 inches northwest of telephone pole 133/40. Mile two is marked in red paint with the number 2M.

Mile Three: is located on River Street and is 15 feet 10 inches south of telephone pole 136/6 and 125 feet 10 inches north of telephone pole 1_6 (numbers have fallen off). Mile three is marked in red paint with the number 3M.

Finish: is located on Washington Street in front of One Washington Center. The Finish Line is set as if a continuous line were drawn starting with the northmost side of the eastern entrance 'tower' (see picture). It is also located 21 feet west of fire hydrant #2846 and 26'9" west of telephone pole 4/11 on the north side of street. The finish line is marked with the letter "F" with an arrow pointing west and a red painted line. The line has three P-K nails embedded into the pavement.

Measured by Dave Abbett [dave.abbett@gmail.com] on September 25, 2010



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2016.02.10 – 017**
Resolution Re: B16025 Work Van for Recycling Division

WHEREAS: A Sealed Request for Bid B16025 was issued and received for a new work van for the Recycling Division of Community Services on January 26, 2016 at 11:00 am; and

WHEREAS: Four offers for various vehicles and one No Bid were received. The offer meeting all the specifications of the bid and deemed most advantageous to the city to accept is from Robert H Irwin Motors for one new 2015 Transit Ford 350 HD Cutaway with a Unice body in the amount of \$32,889.00 to be delivered immediately once approved by 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 Robert H Irwin Motors of Laconia NH in the amount not to exceed \$32,889. 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
3320.1.300.43230.4742.00000.95	FY15 CIP Waste Mtg Light Vehicles	20,000.00	20,000.00
3320.1.300.43230.4742.00000.00	FY16 CIP Waste Mtg Light Vehicles	20,000.00	20,000.00

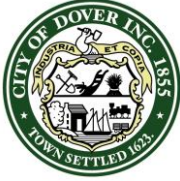
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

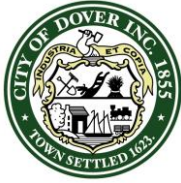
Resolution Number: **R – 2016.02.10 – 017**
Resolution Re: B16025 Work Van for Recycling Division

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.9.

Resolution Number: **R – 2016.02.10 – 017**

Resolution Re: B16025 Work Van for Recycling Division

RESOLUTION BACKGROUND MATERIAL:

Sealed Request for Bid B16025 was solicited and four offers for various vehicles and one No Bid were received. The offer meeting all the specifications of the bid and deemed most advantageous to the city to accept is from Robert H Irwin Motors for one 2015 Transit Ford 350 HD Cutaway with a Unicel body in the amount of \$32,889.00 to be delivered immediately once approved by council.

Bid Information:

A Sealed Request for Bid B16025 was issued and received for a new work van for the Recycling Division of Community Services on January 26, 2016 at 11:00 am.

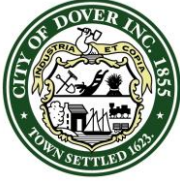
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	112	Number of Responses:	4 and 1 nb
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until delivered	Estimated Delivery:	Immediately
Recommended Award to:	Robert H Irwin Motors Inc	Fund:	FY15 & FY16 CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Vendor	Cost Results	Delivery
Robert H Irwin Motors 59 Bisson Ave Laconia NH	\$32,889 2015 Transit 350HD cutaway with unicel body Aerocell	immediately
Stoneham Ford 185 Main St Stoneham MA	\$31,483 2016 Ford T350 with unicel body Aerocell	9-10 weeks from order
Grappone Ford 530 Rte 3A Bow NH	\$33,676 2016 ford transit cutaway with Unicel Body Aerocell \$32,776 w/o LineX	8-12 weeks from order
Liberty Chevrolet Inc 90 Bay St Wakefield MA	\$29,846 2016 Chev Cutaway 3500 Unicel Body Aerocell	12-14 weeks from order
McDevitt Trucks	No Bid	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2016.02.10 – 018**
Resolution Re: **City of Dover and Dover Housing Authority
Consolidated Cooperation Agreement Amendment 3**

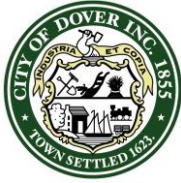
- WHEREAS: The City of Dover and the Dover Housing Authority (DHA) entered into Cooperation Agreements in 1951 and 1958 regarding low-rent public housing for residents who qualify for permanent housing subsidized by the federal government based on household income; and
- WHEREAS: The City of Dover and DHA entered into a Consolidated Cooperation Agreement in 1961; and
- WHEREAS: The Consolidated Cooperation Agreement has been amended two times since 1961 to allow more consolidated housing for families, seniors and disabled persons qualifying for a federal subsidy; and
- WHEREAS: New methods of financing public housing have been adopted by the federal government to allow collaboration between the public and private sectors using voucher based funding to support debt financing in the private sector; and
- WHEREAS: An amendment to the existing Consolidated Cooperation Agreement to include voucher based housing will allow the financing of housing modernization activities to occur using funds borrowed by the DHA from the private sector.

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

The City Manager is authorized to execute Amendment 3 to the Consolidated Cooperation Agreement between the City of Dover and the Dover Housing Authority, regarding voucher based housing and the financing of housing modernization activities using funds borrowed by the DHA from the private sector.

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 – 2016.02.10 – 018**
Resolution Re: **City of Dover and Dover Housing Authority
Consolidated Cooperation Agreement Amendment 3**

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:

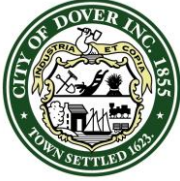
This resolution allows continuation, with a change in terminology, of the established relationship between the City of Dover and the Dover Housing Authority pursuant to the long standing Cooperation Agreement.

New federal funding programs are available to housing authorities across the nation to assist with modernization of public housing units. These new funding programs use monies from private financial institutions, as opposed to public funds provided by the federal government. With private sector funding and modernization of apartments, residents will have access to a modern, improved unit after reconstruction.

The term “low-rent” means public housing. Low-rent housing conducted by housing authorities is subsidized by the federal government in a payment form called “Operation Subsidy”. The term “voucher” (also called “HAP” – Housing Assistance Payment) is another payment form from the federal government used to pay housing authorities for providing housing for eligible residents.

The Dover Housing Authority proposes to borrow funds from private and public financial institutions to modernize the 184 family units of public housing located on Hampshire Circle, Pleasant View Circle, Mineral Park Drive and Whittier Street. Units will be updated with work on kitchens, bathrooms and major building systems. Additional modernization to 274 senior/disabled units may occur in the future.

Subsidy funding from the federal government for the 184 units will continue similar to the past 65 years. The form of the funding from the federal government will change from a public housing model (Operating Subsidy) to a voucher model (HAP).



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2016.02.10 – 018**
Resolution Re: **City of Dover and Dover Housing Authority
Consolidated Cooperation Agreement Amendment 3**

The Dover Housing Authority is a municipal corporation separate from the City of Dover. Expansions of public housing have occurred over the years and currently includes 458 apartments housing families, seniors and disabled residents.

See Consolidated Cooperation Agreement, Amendment 1, Amendment 2 and proposed Amendment 3 attached hereto.

AMENDMENT NO. 1 TO COOPERATION AGREEMENT

THIS AGREEMENT, entered into this 24th day of September, 1971,
by and between the Dover Housing Authority (herein called
the "Local Authority"), and City of Dover (herein called
the "Municipality");

W I T N E S S E T H

WHEREAS, a certain Cooperation Agreement dated April 21, 1961
has been entered into between the Local Authority and the Municipality; and

WHEREAS, the Local Authority and the Municipality deem it desirable to
amend the Cooperation Agreement;

NOW, THEREFORE, the Local Authority and the Municipality agree as follows:

1. The terms "Public Housing Administration" and "PHA" appearing in
the Cooperation Agreement shall also mean the United States of
America, Department of Housing and Urban Development, Housing
Assistance Administration and HUD.
2. Section 2 of said Cooperation Agreement is hereby amended by
deleting the numeral 324 and substituting in lieu thereof
the numeral 424.
3. Section 3(b) of the said Cooperation Agreement is hereby deleted and
the following is substituted in lieu thereof:
"(b) Each such annual Payment in Lieu of Taxes shall be made
after the end of the fiscal year established for such
Project, and shall be in an amount equal to either (i) ⁶
ten per cent (10%) of the Shelter Rent charged by the
Local Authority in respect to such Project during such
fiscal year, or (ii) the amount permitted to be paid by
applicable State law in effect on the date such payment
is made, whichever amount is the lower."

In all other respects, the Cooperation Agreement dated April 21, 1961
shall remain in full force and effect.

IN WITNESS WHEREOF, the Local Authority and the Municipality have
respectively signed this Agreement and caused their seals to be affixed
and attested as of the day and year first above written.

(SEAL)

Attest:

William H. McCann
(Title) Secretary

(SEAL)

Attest:

Charles E. Jones
(Title) City Clerk

DOVER HOUSING AUTHORITY
(Corporate Name of Local Authority)

By

Paul H. Baro
Chairman

CITY OF DOVER
(Corporate Name of Municipality)

By

Ronald E. Chubb
(Title) City Manager

AMENDMENT NO. 2 TO COOPERATION AGREEMENT

THIS AGREEMENT, entered into this 24th day of April, 1980, by and between the Dover Housing Authority (herein called the "Local Authority"), and the City of Dover (herein called the "Municipality");

W I T N E S S E T H

WHEREAS, a certain Cooperation Agreement dated April 21, 1961, has been entered into between the Local Authority and the Municipality; and

WHEREAS, said Agreement has been amended by the Local Authority and the Municipality by Amendment No. 1 dated September 24, 1971; and

WHEREAS, the Local Authority and the Municipality deem it desirable to further amend the Cooperation Agreement;

NOW, THEREFORE, the Local Authority and the Municipality agree as follows:

1. Section 2 of said Cooperation Agreement is hereby amended by deleting the numeral 424 and substituting in lieu thereof the numeral 464.

In all other respects, the Cooperation Agreement dated April 21, 1961, and Amendment No. 1 dated September 24, 1971, shall remain in full force and effect.

IN WITNESS WHEREOF, the Local Authority and the Municipality have respectively signed this Agreement and caused their seals to be affixed and attested as of the day and year first above written.

(SEAL)

Attest:

John M. Buckley
Secretary

(SEAL)

Attest:

Philip J. Morrisette
City Clerk

DOVER HOUSING AUTHORITY

By Franklin J. Fox
Chairman

CITY OF DOVER

By Charles H. Stille
City Manager

AMENDMENT NO. 3 TO THE COOPERATION AGREEMENT

THIS AGREEMENT, entered into this ____ day of _____, 2016 by and between the DOVER HOUSING AUTHORITY (herein called the "Local Authority", and CITY OF DOVER (herein called the "Municipality")

WITNESSETH

WHEREAS, a certain Consolidated Cooperation Agreement dated April 6, 1961 has been entered into between the Local Authority and the Municipality; and

WHEREAS, the Local Authority and the Municipality deem it desirable to amend the Consolidated Cooperation Agreement;

NOW THEREFORE, the Local Authority and the Municipality agrees as follows:

1. Where used in the Consolidated Cooperation Agreement, the term "low-rent housing" shall also include voucher based housing.

In all other respects, the Consolidated Cooperation Agreement dated April 21, 1961 as amended on September 24, 1971 (Amendment 1) and April 24, 1980 (Amendment 2) shall remain in full force and effect.

DOVER HOUSING AUTHORITY

Date: _____

Chair

CITY OF DOVER

Date: _____

City Manager

CONSOLIDATED
COOPERATION AGREEMENT

This Agreement entered into this 21st day of April 1961, by and between the DOVER HOUSING AUTHORITY (herein called the "Local Authority"), and the CITY OF DOVER (herein called the "Municipality"), witnesseth:

WHEREAS, the Municipality and the Local Authority have entered into a Cooperation Agreement dated June 20, 1951; and

WHEREAS, the Municipality and the Local Authority have entered into an Agreement dated April 15, 1953; and

WHEREAS, the Local Authority has constructed and is now managing and operating 124 Dwelling Units for families of low-income, including the elderly, under the June 20, 1951 Agreement, and 100 Dwelling Units for families of low-income including the elderly under the April 15, 1953 Agreement; and

WHEREAS, it is the desire of the Municipality that the Local Authority proceed with the development of the remaining 76 Dwelling Units contemplated by the June 20, 1951 and April 15, 1953 Agreements; and the additional development of 24 Dwelling Units providing for a Program Reservation of 100 Dwelling Units; and

WHEREAS, it is the further desire of the Municipality and the Local Authority that such Agreements shall be consolidated into one Agreement; and

WHEREAS, the Local Authority is a public housing agency and is making or has made application to the PHA for a Program Reservation and its Preliminary Loan Contract to provide the financial assistance for the development of the 100 Dwelling Units for families of low-income including the elderly.

In consideration of the mutual covenants hereinafter set forth,
the parties hereto do agree as follows:

1. Whenever used in this Agreement:

(a) The term "Project" shall mean any low-rent housing hereafter developed as an entity by the Local Authority with financial assistance of the Public Housing Administration (herein called the "PHA"): including, however, any low-rent housing project covered by any contract for loans and annual contributions entered into between the Local Authority and the PHA or its predecessor agencies, prior to the date of this Agreement; and designated Projects Nos. NH-3-1 and NH-3-2.

(b) The term "Taxing Body" shall mean the State or any political subdivision or taxing unit thereof in which a Project is situated and which would have authority to assess or levy real or personal property taxes or to certify such taxes to a taxing body or public officer to be levied for its use and benefit with respect to a Project if it were not exempt from taxation.

(c) The term "Shelter Rent" shall mean the total of all charges to all tenants of a Project for dwelling rents and nondwelling rents (excluding all other income of such Project), less the cost to the Local Authority of all dwelling and nondwelling utilities.

(d) The term "Slum" shall mean any area where dwellings predominate which, by reason of dilapidation, overcrowding, faulty arrangement or design, lack of ventilation, light or sanitation facilities, or any combination of these factors, are detrimental to safety, health, or morals.

2. The Local Authority shall endeavor (a) to secure a contract or contracts with the PHA for loans and annual contributions covering one or more Projects comprising approximately 324 units of low-rent housing and (b) to develop and administer such Project or Projects, each of which shall be located within the corporate limits of the Municipality. The obligations of the parties hereto shall apply to each such Project.

3. (a) Under the constitution and statutes of the State of New Hampshire, all Projects are exempt from all real and personal property taxes and Special Assessments levied or imposed by any Taxing Body. With respect to any Project, so long as either (i) such Project is owned by a public body or governmental agency and is used for low-rent housing purposes, or (ii) any contract between the Local Authority and the PHA for loans or annual contributions, or both, in connection with such Project remains in force and effect, or (iii) any bonds issued in connection with such Project or any monies due to the PHA in connection with such Project remain unpaid, whichever period is the longest, the Municipality agrees that it will not levy or impose any real or personal property taxes or special assessments upon such Project or upon the Local Authority with respect thereto. During such period, the Local Authority shall make annual payments (herein called "Payments in Lieu of Taxes") in lieu of such taxes and special assessments and in payment for the Public services and facilities furnished from time to time without other cost or charge for or with respect to such Project.

(b) Each such annual Payment in Lieu of Taxes shall be made at the time when real property taxes on such Project would be paid if it were subject to Taxation, and shall be in an amount equal to either (1) ten per cent (10%) of the Shelter Rent actually collected but in no event to exceed ten percent (10%) Shelter Rent charged by the Local Authority in respect to such Project during the 12 months' period ending June 30 before such payment is made, or (2) the amount permitted to be paid by applicable state law in effect on the date such payment is made, whichever amount is the lower.

(c) The Municipality shall distribute the Payments in Lieu of Taxes among the Taxing Bodies in the proportion which the real property taxes which would have been paid to each Taxing Body for such year if the Project were not exempt from taxation bears to the total real property taxes which would have been paid to all of the Taxing Bodies for such year if the Project were not exempt from taxation; Provided, however, that no payment for any year shall be made to any Taxing Body in excess of the amount of the real property taxes which would have been paid to such Taxing Body for such year if the Project were not exempt from taxation.

(d) Upon failure of the Local Authority to make any Payment in Lieu of Taxes, no lien against any Project or assets of the Local Authority shall attach, nor shall any interest or penalties accrue or attach on account thereof.

4. The Municipality agrees that, subsequent to the date of initiation (as defined in the United States Housing Act of 1937, as amended) of each Project and within five years after the completion thereof, or such further period as may be approved by the PHA,

there has been or will be elimination (as approved by the PHA) by demolition, condemnation, effective closing, or compulsory repair or improvement, of unsafe or insanitary dwelling units situated in the locality or metropolitan area in which such Project is located, substantially equal in number to the number of newly constructed dwelling units provided by such Project; Provided, that, where more than one family is living in an unsafe or insanitary dwelling unit, the elimination of such unit shall count as the elimination of units equal to the number of families accommodated therein; and Provided, further, that this paragraph 4 shall not apply in the case of (i) any Project developed on the site of a Slum cleared subsequent to July 15, 1949, and that the dwelling units eliminated by the clearance of the site of such Project shall not be counted as elimination for any other Project or any other low-rent housing project, or (ii) any Project located in a rural nonfarm area.

5. During the period commencing with the date of the acquisition of any part of the site or sites of any Project and continuing so long as either (i) such Project is owned by a public body or governmental agency and is used for low-rent housing purposes, or (ii) any contract between the Local Authority and the PHA for loans or annual contributions, or both, in connection with such Project remains in force and effect, or (iii) any bonds issued in connection with such Project or any monies due to the PHA in connection with such Project remain unpaid, whichever period is the longest, the Municipality without cost or charge to the Local Authority or the tenants of such Project (other than the Payments in Lieu of Taxes) shall:

(a) Furnish or cause to be furnished to the Local Authority and the tenants of such Project public services and facilities of the same character and to the same extent as are furnished from time to time without cost or charge to other dwellings and inhabitants in the Municipality;

(b) Vacate such streets, roads, and alleys within the area of such Project as may be necessary in the development thereof, and convey without charge to the Local Authority such interest as the Municipality may have in such vacated areas; and, in so far as it is lawfully able to do so without cost or expense to the Local Authority or to the Municipality, cause to be removed from such vacated areas, in so far as it may be necessary, all public or private utility lines and equipment;

(c) In so far as the Municipality may lawfully do so, (i) grant such deviations from the building code of the Municipality as are reasonable and necessary to promote economy and efficiency in the development and administration of such Project, and at the same time safeguard health and safety, and (ii) make such changes in any zoning of the site and surrounding territory of such Project as are reasonable and necessary for the development and protection of such Project and the surrounding territory;

(d) Accept grants of easements necessary for the development of such Project; and

(e) Cooperate with the Local Authority by such other lawful action or ways as the Municipality and the Local Authority may find necessary in connection with the development and administration of such Project.

6. In respect to any Project the Municipality further agrees that within a reasonable time after receipt of a written request therefor from the Local Authority:

(a) It will accept the dedication of all interior streets, roads, alleys, and adjacent sidewalks within the area of such Project, together with all storm and sanitary sewer mains in such dedicated areas, after the Local Authority, at its own expense, has completed the grading, improvement, paving, and installation thereof in accordance with specifications acceptable to the Municipality;

(b) It will accept necessary dedications of land for, and will grade, improve, pave, and provide sidewalks for, all streets bounding such Project or necessary to provide adequate access thereto (in consideration whereof the Local Authority shall pay to the Municipality such amount as would be assessed against the Project site for such work if such site were privately owned); and

(c) It will provide, or cause to be provided, water mains, and storm and sanitary sewer mains, leading to such Project and serving the bounding streets thereof (in consideration whereof the Local Authority shall pay to the Municipality such amount as would be assessed against the Project site for such work if such site were privately owned).

7. If by reason of the Municipality's failure or refusal to furnish or cause to be furnished any public services or facilities which it has agreed hereunder to furnish or to cause to be furnished to the Local Authority or to the tenants of any Project, the Local Authority incurs any expense to obtain such services or facilities then the Local Authority may deduct the amount of such expense from any Payments in Lieu of Taxes due or to become due to the Municipality in respect to any Project or any other low-rent housing projects owned or operated by the Local Authority.

8. No Cooperation Agreement heretofore entered into between the Municipality and the Local Authority shall be construed to apply to any Project covered by this Agreement.

9. So long as any contract between the Local Authority and the PHA for loans (including preliminary loans) or annual contributions, or both, in connection with any Project remains in force and effect, or so long as any bonds issued in connection with any Project or any monies due to the PHA in connection with any Project remain unpaid, this Agreement shall not be abrogated, changed, or modified without the consent of the PHA. The privileges and obligations of the Municipality hereunder shall remain in full force and effect with respect to each Project so long as the beneficial title to such Project is held by the Local Authority or by any other public body or governmental agency, including the PHA, authorized by law to engage in the development or administration of low-rent housing projects. If at any time the beneficial title to, or possession of, any Project is held by such other public body or governmental agency, including the PHA, the provisions hereof shall inure to the benefit of and may be enforced by, such other public body or governmental agency, including the PHA.

10. In addition to the Payments in Lieu of Taxes and in further consideration for the public services and facilities furnished and to be furnished in respect to any Project covered by this Agreement:

(1) After payment in full of all obligations of the Local Authority in connection with such Project for which any annual contributions are pledged and until the total amount of annual contributions paid by the PHA in respect to such Project has been repaid, (a) all receipts in connection with such Project in excess of expenditures necessary for the management, operation, maintenance, or financing, and for reasonable reserves therefor, shall be paid annually to the PHA and to the Municipality on behalf of the local public bodies which have contributed to such Project in the form of tax exemption or otherwise, in proportion to the aggregate contribution which the PHA and such local public bodies have made to such Project, and (b) no debt in respect to such Project, except for necessary expenditures for such Project, shall be incurred by the Local Authority;

(2) If, at any time, such Project or any part thereof is sold, such sale shall be to the highest responsible bidder after advertising, or at fair market value as approved by the PHA, and the proceeds of such sale, together with any reserves, after application to any outstanding debt of the Local Authority in respect to such Project, shall be paid to the PHA and local public bodies as provided in clause 1(a) of this Section 10: Provided, That the amounts to be paid to the PHA and the local public bodies shall not exceed their respective total contribution to such Project;

(3) The Municipality shall distribute the payments made to it pursuant to clauses (1) and (2) of this Section 10 among the local public bodies (including the Municipality) in proportion to their respective aggregate contributions to such Project.

11. The Cooperation Agreement dated June 20, 1951, and the Cooperation Agreement dated April 15, 1953, are hereby consolidated into this Cooperation Agreement and this Cooperation Agreement is hereby substituted for such Agreements: Provided, That, this novation shall in no way affect obligations outstanding, accountings due, or other actions taken pursuant to such agreements, all of which matters shall be administered pursuant to and under this Cooperation Agreement.

IN WITNESS WHEREOF the Municipality and the Local Authority have respectively signed this Agreement and caused their seals to be affixed and attested as of the day and year first above written.

CITY OF DOVER

(SEAL)

Patrick J. Greene
Mayor

Attest:

Lynne K. Kline
(Title) City Clerk

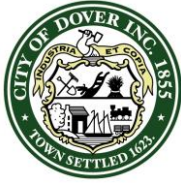
DOVER HOUSING AUTHORITY

(SEAL)

By Russell E. Thompson
Chairman

Attest:

William J. McCann
(Title) Secretary



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2016.02.10 – 019**
Resolution Re: **City of Dover and the Children’s Museum of New Hampshire - Memorandum of Agreement and Acceptance of Donated Improvements**

- WHEREAS: The City of Dover is the owner of Henry Law Park; and
- WHEREAS: The Children’s Museum of New Hampshire operates in downtown Dover adjacent to Henry Law Park; and
- WHEREAS: The City of Dover is undertaking a redesign and reconstruction of Henry Law Park to provide a more engaging experience for users of the Park; and
- WHEREAS: \$100,000.00 has been generously donated to the Children’s Museum of New Hampshire for the restricted purpose of funding certain improvements to the Park undertaken during the City’s redesign and reconstruction process; and
- WHEREAS: The City of Dover and the Children’s Museum of New Hampshire would like to enter into a Memorandum of Agreement detailing the purchase of the donated improvements by the Children’s Museum and the installation of the improvements in Henry Law Park during the redesign and reconstruction process in 2016.

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

The City of Dover accepts the generous donation of \$100,000.00 in improvements to Henry Law Park, given by and through the Children’s Museum of New Hampshire.

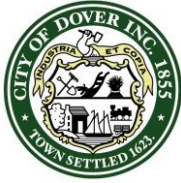
The City Manager is authorized to execute a Memorandum of Agreement and related exhibits between the City of Dover and the Children’s Museum of New Hampshire regarding the receipt of donated improvements during the redesign and reconstruction process of Henry Law Park.

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:

Document Created by: Legal	R_2016.02.10 City of Dover and Children’s Museum of New Hampshire – Memorandum of Agreement and Acceptance of Donated Improvements
Document Posted on: February 2, 2016	Page 1 of 2



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2016.02.10 – 019**
Resolution Re: **City of Dover and the Children’s Museum of New Hampshire - Memorandum of Agreement and Acceptance of Donated Improvements**

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, 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 Memorandum of Agreement.

MEMORANDUM OF AGREEMENT

The City of Dover, 288 Central Ave., Dover, New Hampshire 03820 and the Children's Museum of New Hampshire, 6 Washington St., Dover, New Hampshire 03820, hereby state and agree as follows:

WHEREAS: The City of Dover, a municipal corporation, is the owner of the Henry Law Park (the "Park") located along Henry Law Avenue and the Cocheco River in downtown Dover;

WHEREAS: The Children's Museum of New Hampshire, a New Hampshire non-profit corporation, operates a children's museum in downtown Dover adjacent to Henry Law Park;

WHEREAS: The City of Dover is undertaking a redesign and reconstruction of Henry Law Park to provide a more engaging experience for users of the Park, especially children;

WHEREAS: A generous individual has donated the sum of \$100,000.00 to the Children's Museum of New Hampshire for the restricted purpose of funding certain improvements to the Park undertaken during the redesign and reconstruction process (the "Donor Improvements") (the \$100,000 donation shall be referred to as the "Restricted Funds");

WHEREAS: Based on the current budget projections, the City of Dover and the Children's Museum of New Hampshire intend to undertake the purchase and installation of the Donor Improvements in 2016, with the understanding that some of the Donor Improvements will not be purchased if the actual costs for the Donor Improvements exceed the Restricted Funds.

NOW THEREFORE, the City of Dover and the Children's Museum of New Hampshire state and agree as follows:

1. The City of Dover and the Children's Museum of New Hampshire shall undertake purchase and installation of the Donor Improvements in 2016, on the condition that the purchase price for the Donor Improvements are paid for by the Children's Museum of New Hampshire with the Restricted Funds.
2. The City of Dover and/or the Children's Museum of New Hampshire shall undertake any/all work necessary to purchase the Donor Improvements and shall enter into any/all contracts with third parties necessary to purchase the Donor Improvements. The Children's Museum of New Hampshire shall be a party to said contracts for the purpose of its payment obligations from the Restricted Funds.
3. The Donor Improvements shall be donated to the City of Dover by the Children's Museum of New Hampshire and the City of Dover shall be the owner of the Donor Improvements when placed and/or installed in the Park.
4. The Children's Museum of New Hampshire shall be responsible for direct payment from the Restricted Funds for the incurred costs in purchasing the Donor Improvements, including the payment of third party invoices.
5. Each Donor Improvement shall be described in a separate exhibit, including but not limited to the anticipated cost for the purchase of each Donor Improvement. Each exhibit shall be attached to this Agreement and become part of this Agreement.
6. It is expressly understood between the City of Dover and the Children's Museum of New Hampshire that the only funds available for purchase of the Donor Improvements are the Restricted Funds and, as a result, the scope of the Donor Improvements not yet the subject of

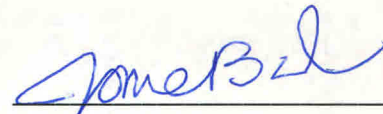
contracts with third parties may be reduced at any time at the sole discretion of the Children's Museum of New Hampshire so that the total expenditures for the Donor Improvements do not exceed the Restricted Funds.

7. The City of Dover shall be responsible for the placement and installation of Donor Improvements at Henry Law Park, including all costs associated with the same unless otherwise agreed to in writing.
8. This Agreement shall terminate upon construction/installation of the Donor Improvements and the expenditure of the Restricted Funds.

The City of Dover

The Children's Museum of New Hampshire

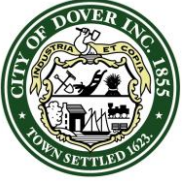
J. Michael Joyal, City Manager



Jane Bard, President

Date: January ____, 2016

Date: January 26, 2016



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: R - 2016.02.10 – 020

Resolution Re: Restoration of Merged Lots (21 Roberts Road)

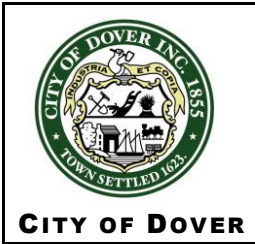
- WHEREAS: NH RSA 674:39-aa (Supp. 2011) allows property owners whose property has been involuntarily merged by a municipality prior to September 18, 2010 to apply to the City Council to unmerge the lots; and
- WHEREAS: Steven Muise is the owner of property at 21 Roberts Road (Assessor's Map L, Lot 95R) made up of two (2) original lots which have been merged into one (1); and
- WHEREAS: Steven Muise has submitted an application to restore the two (2) original lots; and
- WHEREAS: A temporary accessory structure on the lot line shall be removed by Steven Muise in the Spring of 2016; and
- WHEREAS: City records show no indication that voluntary merger has occurred in the chain of title.

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

Pursuant to RSA 674:39-aa (Supp.2011), the application of Steven Muise is approved and the former lot lines of the property owned by Steven Muise located at 21 Roberts Road (Assessor's Map L, Lot 95R) are hereby restored as shown on historical plans and contained within the property deeds.

AUTHORIZATION

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



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: R - 2016.02.10 – 020

Resolution Re: Restoration of Merged Lots (21 Roberts Road)

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:

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

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

The applicant submitted the attached application to restore the lots on April 2, 2014 with additional materials. Staff reviewed City of Dover records and found no instance of voluntary merger of these two lots.



City of Dover, New Hampshire APPLICATION FOR LOT RESTORATION

[Revision Date: May 6, 2012]

Office Use Only

Date Received 4/20/14

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

APPLICANT AND OWNER INFORMATION

Name of Applicant: Steven Muise Telephone # 603 767 6338
Address of Applicant: 21 ROBERTS ROAD E-Mail Address smuise@ohheiser.com
Name of Property Owner (if different from applicant): _____ Telephone # _____
Address of Property Owner: 21 Roberts Road E-Mail Address smuise@ohheiser.com

PROPERTY INFORMATION

Assessor's Map # L95R Lot # 95R 13 Zoning District(s) R20

Please provide:

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

REQUEST CERTIFICATION

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

Signature of Property Owner: [Signature] Date: 4/4/2014

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

=====

(For Office Use Only)

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

Tax Assessor [Signature] Date 4/8/2014

Zoning Administrator [Signature] Date 1/22/2016

Steven P. Muisse
21 Roberts Road
Dover, NH. 03820
January 20, 2016

Ms. Elena Piekut
Assistant City Planner
City of Dover, NH.

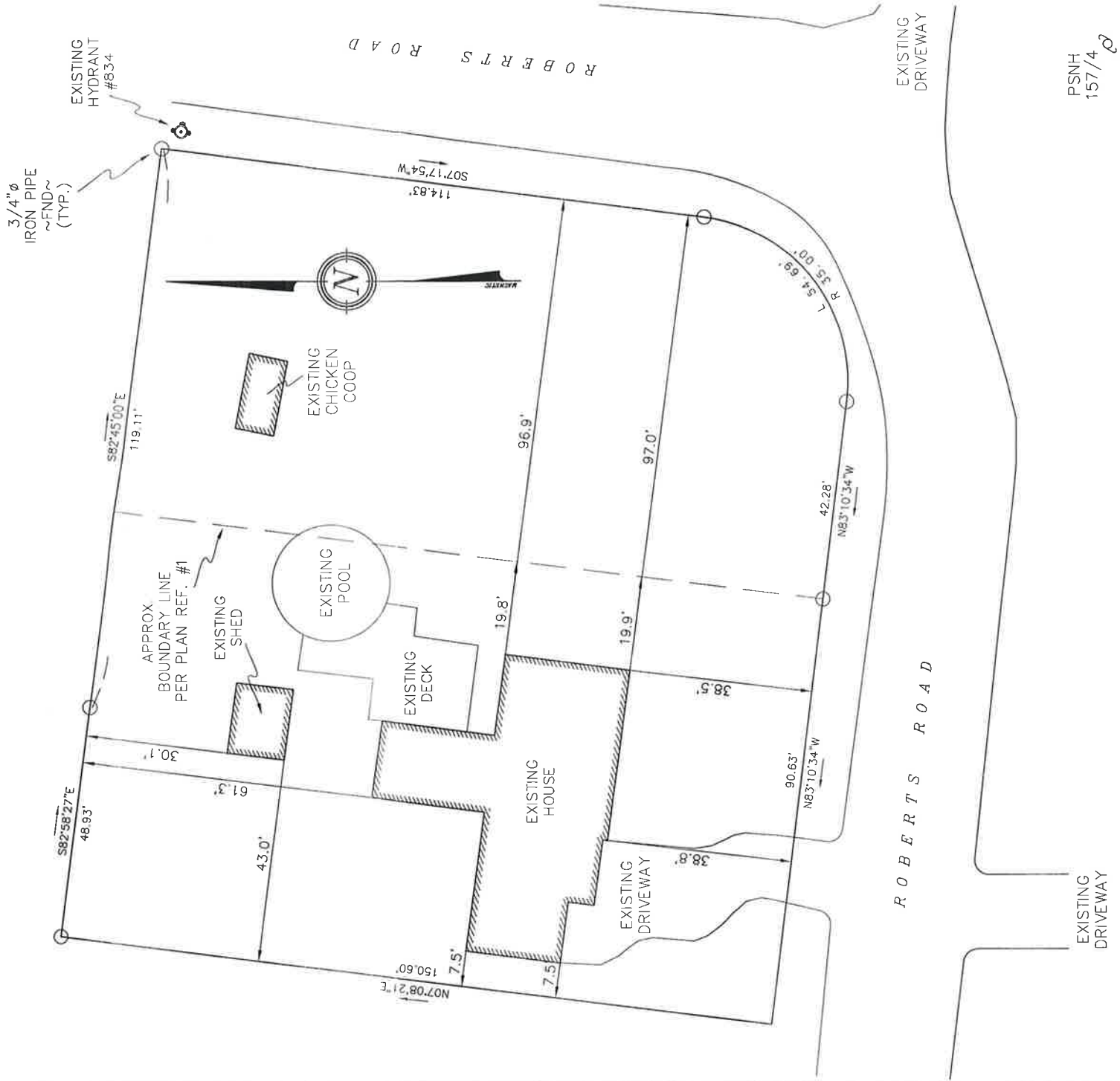
Dear Ms. Elena Piekut:

In compliance with your request and as a condition of the lot restoration process the above ground, swimming pool that currently encroaches on the dividing property line of the two adjoining lots at 21 Roberts road will be dismantled and removed in the spring of 2016 when the weather permits sufficient thawing to enable its removal without significant damage to the pool or the surrounding area.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steven P. Muisse', with a long horizontal flourish extending to the right.

Steven P. Muisse

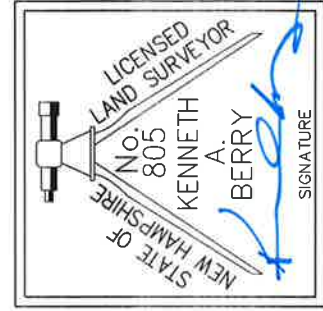


I HEREBY CERTIFY THAT THE HOUSE DEPICTED
HEREON DOES NOT COMPLY WITH THE BUILDING SETBACKS SET
FORTH IN THE ZONING ORDINANCE OF THE CITY OF DOVER.

THIS IS NOT A BOUNDARY SURVEY

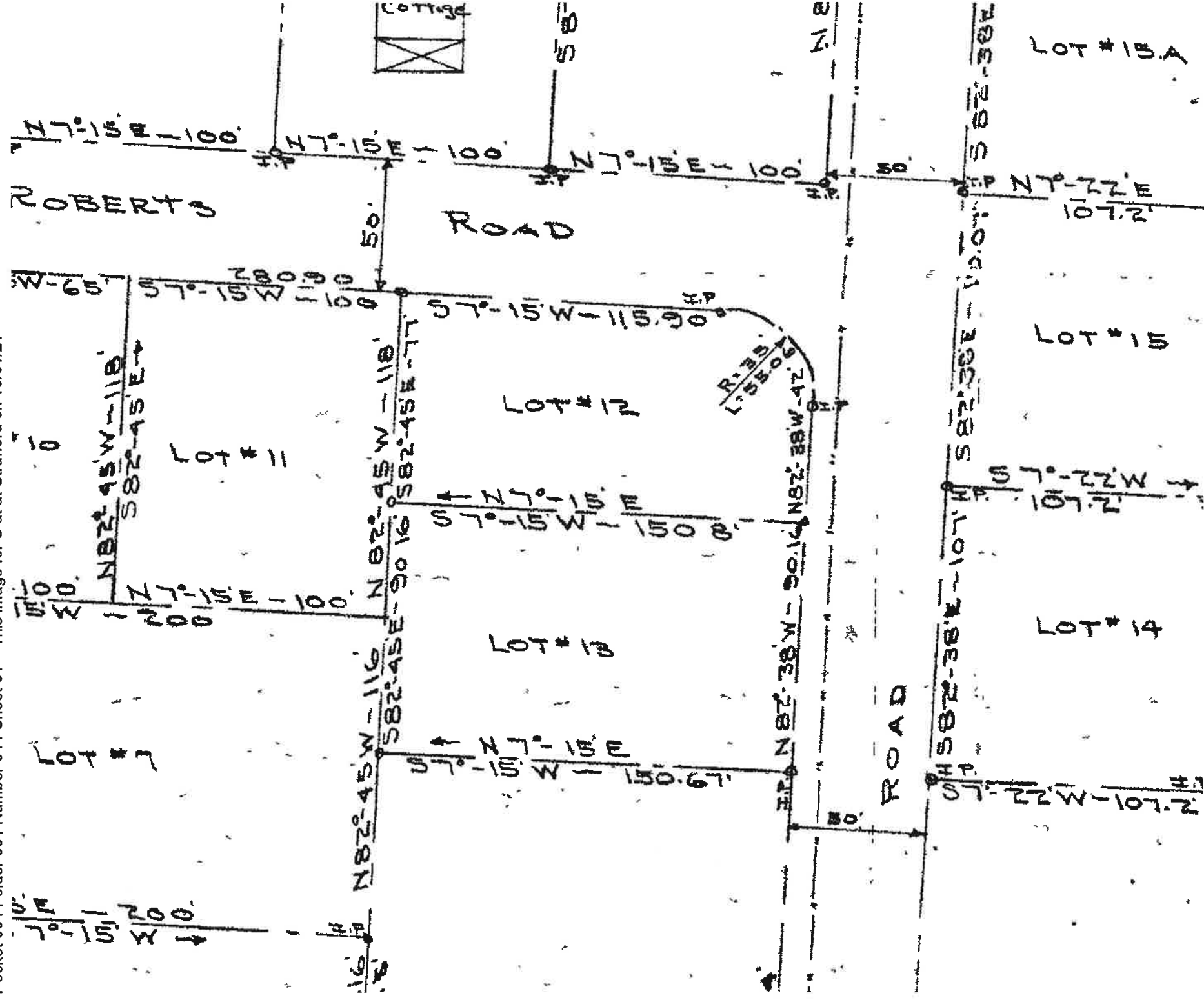
ZONE: R-20
SETBACKS: FRONT - 20' MIN. 35' MAX
SIDE - 20'
REAR - 30'
S.C.R.D. BOOK 3725, PAGE 361
PLAN REF. #1
*PLAN SHOWING LAND; OWNED BY: MRS.
HELEN C. SNOOK; DOVER POINT ROAD,
DOVER, NH
DATED: MAY 9, 1953
S.C.R.D. POCKET #4, FOLDER #4, PLAN
#44

HOUSE LOCATION PLAN
LAND OF
STEVEN & LEANNE MUISE
21 ROBERTS ROAD
DOVER, N.H.
TAX MAP L, LOT 95-R



BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT RD.
BARRINGTON, N.H. 332-2863
SCALE : 1 IN. EQUALS 30 FT.
DATE : MAY 1, 2014
FILE NO. : DB 2014 - 038





2003 NOV 13 AM 9:01

STRAFFORD COUNTY
REGISTRY OF DEEDS

040501

BK2897PG0470

STATE OF NEW HAMPSHIRE			
DEPARTMENT OF REVENUE ADMINISTRATION			REAL ESTATE TRANSFER TAX
***3	THOUSAND	3	HUNDRED AND 75 DOLLARS
MO.	DAY	YR.	AMOUNT
11	13	2003	628802 \$ ****3375.00
VOID IF ALTERED			

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS THAT I, Willard B. Merrill, Trustee of the Willard B. Merrill 1996 Trust, u/t/a dated July 12, 1996, of 21 Roberts Road, Dover, New Hampshire for consideration paid, grants to Steven P. Muise, a married person, of 110 Jeremy Court, Easton, PA, with **WARRANTY COVENANTS**,

A certain lot or parcel of land together with any buildings thereon, situated in Dover, County of Strafford and State of New Hampshire, more particularly described in Exhibit A, attached hereto and incorporated herein by reference.

Meaning and intending to describe and convey all my right, title and interest in and to the same premises conveyed to Willard B. Merrill, Trustee of the Willard B. Merrill 1996 Trust by deed from Willard B. Merrill and Elizabeth L. Merrill, dated July 12, 1996 and recorded in said Registry of Deeds in Book 1875, Page 0596.

The undersigned Trustee, under Declaration of Trust creating the Willard B. Merrill 1996 Trust has full and absolute power in said Trust Agreement to convey an interest in real estate and improvements thereon, held in said Trust, and no third party shall be bound to inquire whether the Trustee has said power or is properly exercising said power or to see the application of any trust assets paid to the Trustee for a conveyance thereof, and the within conveyance is with the assent of the beneficiary(ies).

IN WITNESS WHEREOF, I have hereunto set my hand this 12th day of November, 2003.

The Willard B. Merrill 1996 Trust

By: Willard B. Merrill
Willard B. Merrill, Trustee
Trustee

STATE OF New Hampshire

COUNTY OF Strafford

On this 12th day of November, 2003 personally appeared the above-named Willard B. Merrill as Trustee of the Willard B. Merrill 1996 Trust and he acknowledged the foregoing to be his free act and deed, and the free act and deed of said Trust.

Before me, Marie D. Lesniak
Notary Public/Justice of the Peace
My Commission Expires:



BK2897PG0471

Exhibit A

Two certain abutting tracts or parcels of land and buildings thereon, situated in the City of Dover, County of Strafford and State of New Hampshire, both on the Roberts Road, bounded and described as follows:

Beginning at a marker on the Northerly side of the Southerly arm of Roberts Road at the Southwesterly corner of Lot #12 on the plan hereinbelow referred to; thence running N 7° 1' W by said Lot #12, a distance of one hundred fifty and eight tenths (150.8) feet to a marker at the Northwesterly corner of said Lot #12, said point being on the Southerly boundary marker at the Northwesterly corner of said Lot #12, said point being on the Southerly boundary line of Lot #11 on said plan; thence running N 82° 45' W by said Lot #11 and by Lot #7 on said plan, a distance of ninety and sixteen hundredths (90.16) feet to a marker at the Northeasterly corner of Lot #1 on said plan; thence running South 7° 15' E by said Lot #1 a distance of one hundred fifty and sixty-seven hundredths (150.67) feet to a marker on the Northerly side of said Roberts Road; thence running S 82° 38' E by said Roberts Road a distance of ninety and sixteen hundredths (90.16) feet to the point of beginning.

Being Lot #13 on plan entitled "Plan Showing Land Owned by Mrs. Helen C. Snook, Dover Point Road, Dover, NH, May 9, 1953, prepared by Harold G. Hersey, Professional Engineer" Plan #44, Pocket #4, Folder #4.

Together with a right of way in common with others over said Roberts Road from the premises herein conveyed on the Dover Point Road, together with a right of way in common with others for foot travel from said Roberts Road across land now or formerly of Helen Roberts Snook to the Cocheco River, the location of said right of way to be designated by the said Helen Roberts Snook, and she and her heirs and assigns reserve the right to change the location of said right of way. This right of way shall be assignable only to subsequent owners of the premises hereinabove conveyed.

Also, the second of the two parcels bounded and described as follows:

Beginning at a marker on the Northerly side of Roberts Road at the Southeasterly corner of Lot #13 on the plan hereinbelow referred to; thence running N 7° 15' E by said Lot #13 a distance of one hundred fifty and eight tenths (150.8) feet to a marker on the Southerly boundary line of Lot #11 on said plan; thence running S 82° 45' E by said Lot #11 a distance of seventy-seven (77) feet to a marker on the Westerly side of said Roberts Road; thence running S 7° 15' W by Roberts Road a distance of one hundred fifteen and nine tenths (115.9) feet to a marker; thence running on a curve to the right having a radius of thirty-five (35) feet a distance of fifty-five and six hundredths (55.06) feet by said Roberts Road to a marker; thence running N 82° 38' W by said Roberts Road a distance of forty-two (42) feet to the point of beginning.

BK2897PG0472

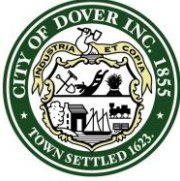
Being Lot #2 on the above mentioned plan recorded at the Strafford County Registry of Deeds Plan #44, Pocket #4, Folder #4.

Together with a right of way in common with others over said Roberts Road from the premises herein conveyed to the Dover Point Road.

Both of the above lots (#12 and #13) are subject to the following restrictions, conditions and protective covenants which shall run with the land:

- 1. No lot shown on the plan for the proposed development shall be used except for residential purposes, and no buildings shall be erected, altered, placed or permitted to remain on any of the said lots other than single one family dwellings, (one only), not to exceed two and one stories in height, and private garage for not more than two cars.**
- 2. No building shall be permitted on any lot at a cost of less than Eleven Thousand Dollars (\$11,000) based on the cost levels prevailing in October, 1952, it being the intention and purpose of this covenant to assure that all dwellings shall be of workmanship and materials substantially the same or better than that which could be produced on the date aforesaid at the minimum cost stated herein.**
- 3. No building shall be located nearer than ten feet to any side lot nor nearer than thirty feet to any front lot line.**
- 4. No structure of temporary character, trailer, basement, tent, shack, garage, barn, or other out buildings shall be used on any lot at any time as a residence.**

BK2897PG0473



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2016.02.10 – 021**

Resolution Re: **ADOPTION OF 2016-2017 CITY COUNCIL GOALS**

- WHEREAS: The Mayor and members of the City Council held a goal setting retreat to identify goals and a series of objectives to be accomplished in the next two years; and,
- WHEREAS: The Mayor and City Council are committed to serving their Dover community in an open, positive, and respectful manner while working towards the long-term betterment of the Dover community; and,
- WHEREAS: The mission of the Dover City Council is to provide leadership and vision for the City of Dover to ensure affordable, high quality services and to provide opportunities through responsive and accessible government; and,
- WHEREAS: The Mayor and City council desire to articulate to the community, all City boards and commissions, the City Manager and the City's professional staff their collective aspirations and expectations for the term of their service;

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

The 2016-2017 Mayor and Dover City Council establish the goals and objectives as identified and finalized in the attached January 23, 2016 Meeting Notes for the purpose of communicating aspirations, expectations and direction which the Mayor and members of the City Council intend to focus upon and pursue during the course of their current City Council terms.

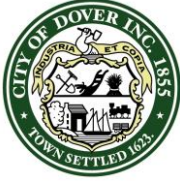
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Karen Weston
Mayor

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2016.02.10 – 021**

Resolution Re: **ADOPTION OF 2016-2017 CITY COUNCIL GOALS**

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:

See attached January 23, 2016 Meeting Notes

Working together is success.

— Henry Ford



City of Dover
New Hampshire

Goal Setting Facilitated Meeting

January 23, 2016

Primex
NH Public Risk Management Exchange

Center for
Public Sector
Advancement

Promoting Excellence in the Public Sector



City of Dover Goal Setting Report

Participants

Mayor and Council

Karen Weston, Mayor
Robert Carrier, Deputy Mayor
John O'Connor, City Councilor Ward 1
Dennis Ciotti, City Councilor Ward 2
Deborah Thibodeaux, City Councilor Ward 3
Joseph Nicolella, City Councilor Ward 4
Dennis Shanahan, City Councilor Ward 5

City Manager and Department Heads

Michael Joyal, City Manager
Douglas Steele, Deputy City Manager – Community Services
Chris Parker, Assistant City Manager – Planning and Strategic Initiatives
Anthony Blenkinsop, City Attorney
Karen Lavertu, City Clerk
Annie Dove, Director of IT
Dan Barufaldi, Director of Economic Development
Daniel Lynch, Director of Finance
Anthony Colarusso, Police Chief
Eric Hagman, Fire Chief
Gary Bannon, Director of Recreation
Lena Nichols, Director of Public Welfare

The session was facilitated by:

Carl Weber, Director of Member Services, Primex³
Jennifer Brennan, Assistant to the CEO, Primex³

Purpose and Intended Results

The purpose of this goal setting session was to assist the Dover City Council and City department heads in establishing short- and long-term goals that will move the City's vision forward. The goals identified will become part of the Council and management staff's ongoing action plan moving forward.

Ground Rules

At the outset of the session, participants identified a list of ground rules that set the stage for how to proceed. Participants chose the following ground rules for themselves:

- Silence cell phones/devices
- No sidebars
- All ideas welcome
- Everyone participates
- Think outside the box
- Department heads are active participants in the session
- Stay on task

Vision Statement

"To be a city with an emerging urban vibrancy guided by a small town sense of community."

Mission Statement

"To provide affordable, high-quality municipal services and responsive accessible local governance ensuring all persons the opportunity to enjoy contributing to and being part of the Dover community."

Core Values

- Customer-Focused Service
- Integrity
- Innovation
- Accountability
- Stewardship



City of Dover Goal Setting Session

Brief Review of Dover's Vision, Mission and Values

Facilitators and participants briefly reviewed the City's Vision Statement, Mission Statement, and Core Values. These factors make up a lens through which goals and objectives can be evaluated and developed.

(See sidebar)

SWOT Analysis

Participants were asked to evaluate the Strengths, Weaknesses, Opportunities, and Threats (SWOT) facing the City. This structured process helps identify the internal attributes of the organization in the context of its external environment, and provides the foundation to help the City of Dover maximize its strengths to pursue opportunities, and minimize threats by addressing – or at least understanding – its weaknesses. The SWOT Analysis then becomes another lens through which participants evaluate and develop goals and objectives.

Strengths Identified:

- Exceptional, passionate, capable and accessible department heads and staff. Managers are "leaders."
- Good teamwork and communication within the organization
- Strong footprint from which to work/build
- Location (centrally located between Portland and Boston)
- Amenities (parks, trails, recreation and various City events)
- Full City services (public safety, trash pick-up, etc.)
- Ongoing long-range planning, including financial planning/strategy
- Innovation and openness to new ideas
 - Council that explores, researches and debates various options
 - Supportive community
- Creative tension

Weaknesses Identified:

- Large debt service in the short term
 - The new high school bond
- Limited open land
- No clear long-term growth plan
- Lack of promotion/outreach and public education about what the City does
- Internal communication – risk of departments competing for resources
- Tension between City development and increasing cost of rent
- 19-percent voter turnout in 2015 election
- Impending retirements will bring loss of institutional knowledge and will necessitate new recruitment and selection efforts

Vision Statement

"To be a city with an emerging urban vibrancy guided by a small town sense of community."

Mission Statement

"To provide affordable, high-quality municipal services and responsive accessible local governance ensuring all persons the opportunity to enjoy contributing to and being part of the Dover community."

Core Values

- Customer-Focused Service
- Integrity
- Innovation
- Accountability
- Stewardship



City of Dover Goal Setting Session

- Limited payment options/technology in City offices (cash/check only – no credit cards)
- Limited employee advancement/growth opportunities
- Electricity costs
- Ongoing long-term cost obligations: Landfill closure, retiree healthcare costs
- Increased service demands on employees limits time for training/professional development
- Connecting trades jobs with students
- Traffic congestion
- Tax cap
- Backlog of equipment and infrastructure needs
- "Good governance is proactive and forward-thinking, but government is reactive"

Opportunities identified:

- A progressive and thoughtful community
- Increase in businesses moving to the seacoast area
- Surrounding communities' "problems of success" = opportunities for Dover
- Transportation improvements and initiatives
- More smaller biotech and medical device companies with a smaller City footprint
- Proximity to the University of New Hampshire, Wentworth-Douglass Hospital, and various nearby cultural/recreational opportunities
- Infrastructure and community-based opportunities
- Educational channel for the City
- Increasing use of City parks and more recreational activities
- Low environmental risk to businesses (hurricanes, tornadoes, etc.)
- Highlighting the City in upcoming quadricentennial anniversary celebration (2023)
- Leveraging technology to attract people to the City
- A positive reputation, both regionally and nationally

Threats Identified:

- Unfavorable state and federal regulations
- Unpredictable regional/national/global economy
- Shrinking state aid and a limited County government
- A small, vocal minority (that may not speak for, or know, what the majority wants)
- Political change
- Busy pace of modern life impacting the City

Vision Statement

"To be a city with an emerging urban vibrancy guided by a small town sense of community."

Mission Statement

"To provide affordable, high-quality municipal services and responsive accessible local governance ensuring all persons the opportunity to enjoy contributing to and being part of the Dover community."

Core Values

- Customer-Focused Service
- Integrity
- Innovation
- Accountability
- Stewardship



City of Dover Goal Setting Session

- Development outgrowing/outpacing the City's ability to keep up with it
- Competition with neighboring communities for:
 - Talented workforce
 - Investors
 - Development
- Growing pains associated with demographic changes
- Competition between City departments (also identified as a potential weakness)
- Community health issues (e.g. opioid abuse) at all economic levels, and the impact on Police/Fire/EMS
- Carbon emissions/energy use
- Groundwater contamination
- State retirement changes (creating various incentives/disincentives)

Identification and Prioritization of Goals

Goals were defined as qualitative statements of what the City intends to accomplish over a period of years. These are "big picture" items vital to organizational success.

Participants were broken into small groups to share and discuss the various goals each person had for the City. (Most participants had already completed a pre-session assignment that asked them to identify three goals they felt were essential to move the City forward, so they had already identified numerous goals.) The groups were asked to discuss and prioritize these goals and to choose **no more than three** goals to move forward to the next round of this session.

Participants then returned to report their identified goals to the full group. As each goal was discussed, the group decided whether it was similar to, or different from, the previously stated goal. Similar goals were placed in the same "bucket," and at the end of the process, the group had created a total of five buckets, each with its own sub-goals. They were as follows:

1. Enhanced City Council and School Board Collaboration to Provide a First-Class Educational System

- a. Enhanced communication and formation of a City Council/School Board Committee
- b. Better cooperation and involvement between the two groups

2. Citizen Engagement

- a. Increase community awareness of day-to-day activities in local government (to include students and adults)
- b. Coordinate state and local regulations and jurisdictions to ensure understanding and compliance
- c. Increase public participation and involvement through education

Vision Statement

"To be a city with an emerging urban vibrancy guided by a small town sense of community."

Mission Statement

"To provide affordable, high-quality municipal services and responsive accessible local governance ensuring all persons the opportunity to enjoy contributing to and being part of the Dover community."

Core Values

- Customer-Focused Service
- Integrity
- Innovation
- Accountability
- Stewardship



City of Dover

Goal Setting Session

3. Improve Access to the Downtown for Pedestrians and Vehicles

- a. Implement downtown traffic and pedestrian access plan to improve quality of life

4. Implement Long-Term Economic Development

- a. Develop long-term continuous improvement plan for economic development
- b. Provide opportunities for coordinated, well-planned growth and development (commercial and residential; downtown (waterfront); all economic and age groups)
- c. Increase commercial growth through rezoning and redevelopment
- d. Maintain sustainable, affordable growth
- e. Strongly encourage commercial development to broaden tax base and stabilize impact on residential properties

5. Establish and Maintain an Effective Infrastructure and Effective Service Delivery Levels

- a. Develop long-term continuous improvement plan for all infrastructure
- b. Responsible environmental management (water and other resources)
- c. Ensure that public services and facilities will appropriately serve and support current and future needs of the City through proper financial planning and oversight, to include:
 - i. Schools
 - ii. Police and Fire
 - iii. Recreation
 - iv. Welfare
 - v. Library
 - vi. Public Health
- d. Ensure that utility and infrastructure systems will serve and support current and future needs of the City, to include streets, sidewalks, gas, electricity, internet, etc.
- e. Ensure that future community and facility service needs are met through sound strategic planning

Development of Strategic Objectives for Top Goals

Strategic Objectives were defined as short- and long-term quantitative results that directly support the goals. Objectives should be measurable, achievable, and consistent with the goals, and should also align with the City's overall vision, mission and core values. These objectives create the basis for an ongoing action plan going forward.

Participants were once again broken into (different) groups, and each group was tasked with developing at least two strategic objectives to help the City achieve its goals. Each group was assigned to address one of the five broad goals listed above. Participants then returned to report their identified strategic objectives to the full group, and the

Vision Statement

"To be a city with an emerging urban vibrancy guided by a small town sense of community."

Mission Statement

"To provide affordable, high-quality municipal services and responsive accessible local governance ensuring all persons the opportunity to enjoy contributing to and being part of the Dover community."

Core Values

- Customer-Focused Service
- Integrity
- Innovation
- Accountability
- Stewardship



City of Dover Goal Setting Session

full group had the opportunity to provide additional feedback and direction on the objectives. The strategic objectives for each goal were as follows:

Goal: Enhanced City Council and School Board Collaboration to Provide a First-Class Educational System

- **Strategic Objective 1:** By Summer 2016, create a joint City Council/School Board working group (two members from each?) to meet at least once per month to discuss and increase understanding of educational goals and objectives, infrastructure needs, and associated costs and budgetary needs.
- **Strategic Objective 2:** Schedule a strategic planning meeting between City Council and School Board in 2016.

Goal: Citizen Engagement

- **Strategic Objective 1:** Increase voter participation by 10 percent per election.
- **Strategic Objective 2:** Increase membership on all City Boards and Commissions to a minimum of 90 percent.
- **Strategic Objective 3:** Increase citizen participation in organizing civic events by 10 percent in 12 months.
- **Strategic Objective 4:** Increase citizen attendance at civic events by 10 percent in 12 months.
- **Strategic Objective 5:** Increase awareness of City initiatives and programs by 25 percent in 12 months.

Goal: Improve Access to the Downtown for Pedestrians and Vehicles

- **Strategic Objective 1:** Educate community on prior traffic studies and encourage feedback via a variety of methods.
 - a. Collect baseline data (traffic and safety) by July 1, 2016
 - b. Participation from at least 1,000 citizens by September 1, 2016
 - c. Receive measurable feedback by January 1, 2017
- **Strategic Objective 2:** Implement Plan
 - a. Incorporate in Capital Improvement Program (CIP) by September 1, 2017
 - b. Implement
 - c. Collect post-implementation data (traffic and safety) to determine if desired outcome was achieved

Vision Statement

"To be a city with an emerging urban vibrancy guided by a small town sense of community."

Mission Statement

"To provide affordable, high-quality municipal services and responsive accessible local governance ensuring all persons the opportunity to enjoy contributing to and being part of the Dover community."

Core Values

- Customer-Focused Service
- Integrity
- Innovation
- Accountability
- Stewardship



City of Dover Goal Setting Session

Goal: Implement Long-Term Economic Development

- **Strategic Objective 1:** Support and fund Dover Business and Industrial Development Authority (DBIDA) three-year strategic intentions plan
- **Strategic Objective 2:** Support Cocheco Waterfront Development Advisory Committee (CWDAC) and provide additional funds necessary for development of waterfront
- **Strategic Objective 3:** Identify and rezone appropriate property parcels to spur/enhance commercial development to further balance the commercial-to-residential ratio by five percent in 10 years (measured annually)
- **Strategic Objective 4:** Promote business retention and keep existing businesses healthy
- **Strategic Objective 5:** Support and maintain initiatives to sustain affordable housing

Goal: Establish and Maintain an Effective Infrastructure and Effective Service Delivery Levels

- **Strategic Objective 1:** By *July 1, 2017*, develop a strategic management plan for all City properties, to include:
 - a. Setting baseline conditions
 - b. Establishing a City administrative position to manage facilities and properties
- **Strategic Objective 2:** By ___/___ *(TBD), perform an assessment of service needs and identify any gaps that exist in fulfilling the needs. Use citizen and professional input together to establish baseline and goals.
(*assess: by *July 1, 2017*; actions: up to one year)
- **Strategic Objective 3:** Perform annual update and feed result to the Capital Improvement Program

Wrap-Up, Recap, and Action Plan

The next step following this session will be for the City Manager, department heads, and City staff to work together to develop specific tactics for accomplishing the identified goals and objectives. **Tactics** describe specifically *HOW* the goals and objectives will be met.

Vision Statement

"To be a city with an emerging urban vibrancy guided by a small town sense of community."

Mission Statement

"To provide affordable, high-quality municipal services and responsive accessible local governance ensuring all persons the opportunity to enjoy contributing to and being part of the Dover community."

Core Values

- Customer-Focused Service
- Integrity
- Innovation
- Accountability
- Stewardship



City of Dover Goal Setting Session

Concluding Thoughts

Thank you again for the opportunity to participate in this important process. Primex³ appreciates the opportunity to provide assistance to members with goal setting, and to help governing bodies develop paths to achieve their visions. A forward-looking community that is deliberate, disciplined, and strategic in developing and accomplishing its goals illustrates how *"good management is good risk management."*

Vision Statement

"To be a city with an emerging urban vibrancy guided by a small town sense of community."

Mission Statement

"To provide affordable, high-quality municipal services and responsive accessible local governance ensuring all persons the opportunity to enjoy contributing to and being part of the Dover community."

Core Values

- Customer-Focused Service
- Integrity
- Innovation
- Accountability
- Stewardship

Center for
Public Sector
A d v a n c e m e n t



Bow Brook PLace
46 Donovan Street
Concord, NH 03301

603-225-2841
800-698-2364

www.nhprimex.org

Trust. Excellence. Service.