

CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, April 13, 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**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**

A. FISCAL YEAR 2017 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM – SCHOOL DEPARTMENT BUDGET ONLY
SPONSORED BY MAYOR WESTON BY REQUEST

B. CHAPTER 60, ARTICLE II – MECHANICAL DEVICES AND ARCADES
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 REPORTS

10. APPROVAL OF MINUTES

- A. March 16, 2016 – Workshop**
B. March 23, 2016 – Regular Meeting

11. MAYOR'S REPORT

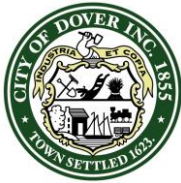
12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. CHAPTER 60, ARTICLE II – MECHANICAL DEVICES AND ARCADES
SPONSORED BY MAYOR WESTON BY REQUEST

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS



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13. NEW BUSINESS

A. CONSENT CALENDAR

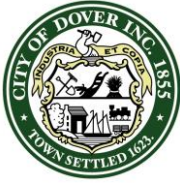
- 1. RAFFLE – Supporters of the Performing Arts (SOPA)**
- 2. B14031 WASTEWATER TREATMENT PLANT (WWTP) PHASE I UPGRADE AND MLE CONVERSION, APEX CONSTRUCTION ADDITIONAL SCOPE OF WORK C/O 3**
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. B16011B DESIGN SERVICES FOR ARENA LOCKER ROOM RENOVATIONS ADDITIONAL SCOPE OF WORK**
SPONSORED BY MAYOR WESTON BY REQUEST
- 4. B16028 AWARD OF BID HAND PAVEMENT MARKINGS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 5. B16029 PAVEMENT MARKINGS LONG LINE REFLECTORIZED**
SPONSORED BY MAYOR WESTON BY REQUEST
- 6. B16034 AMBULANCE PURCHASE**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. B98046 SCADA INTEGRATION UPGRADES AT LEIGHTON WAY PUMP STATION**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|--|---|
| 1. School Board | 13. Joint Building Committee – Dover High School and Regional Career Technical Center |
| 2. Planning Board | 14. Joint Building Committee – Garrison Elementary School |
| 3. Appointments Committee | 15. Dover Main Street |
| 4. Recreation Advisory Board | 16. Library Board of Trustees |
| 5. McConnell Center Advisory Committee | 17. Dover Downtown TIF Advisory Board |
| 6. Arts Commission | 18. Waterfront TIF Advisory Board |
| 7. Solid Waste Advisory Commission | 19. Energy Commission |
| 8. Transportation Advisory Commission | 20. Heritage Commission |
| 9. Pool Advisory Committee | 21. Tri-City Coalition |
| 10. Parking Commission | 22. Arena Commission |
| 11. Ordinance Committee | |
| 12. Police and Parking Facility Building Committee | |

B. RESOLUTIONS

- 1. SUPPORT OF BILL S.2423, 114TH CONGRESS, 1ST SESSION REGARDING OPIOID AND HEROIN EPIDEMIC**
SPONSORED BY MAYOR WESTON



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2. AMENDMENT TO CLASSIFICATION PLAN

SPONSORED BY MAYOR WESTON BY REQUEST

3. ACCEPTANCE OF THE ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2017 CDBG ENTITLEMENT FUNDS

(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 27, 2016)

SPONSORED BY MAYOR WESTON BY REQUEST

4. APPROPRIATION OF MARCH 2016 DOVER HIGH SCHOOL AND REGIONAL CAREER TECHNICAL CENTER BOND PREMIUM

(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)

(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 27, 2016, WITH CITY COUNCIL VOTE TO OCCUR ON MAY 11, 2016)

SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

1. CHAPTER 71, SECTIONS 1-3 – BUILDING, WRECKING AND DEMOLITION

(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 27, 2016)

SPONSORED BY COUNCILOR CIOTTI

14. COUNCIL CORRESPONDENCE

A. City Council email from Carole Soule, dated March 24, 2016.

B. City Council email from Bob Hall, dated March 24, 2016.

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



THE CITY MANAGER'S REPORT

April 13, 2016

***Month Reporting on:
March 2016***

*"The biggest communication problem is that we do not listen to
understand, we listen to reply"*

- unknown

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

→ Durham, NH – 2 Requests for agenda materials for meetings between 03.09.2016 and 04.07.2016

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; Resolutions; Chapter 60 Arcade review

Community Services: Easement acquisitions

Finance: Discharge of Liens; Library color copies charge; Water shut off; Paid mortgage note DIDA; Water main damage; Sidewalk damage

McConnell Center: Opioid response training; Bouncy House regulations; Parking issue; Window issue

Planning: Old McIntosh site inquiry; Planning Board agenda question; Heritage Commission Operating Rules; Conservation easement

Recreation: Ice Arena Agreements review; Easement acquisitions

DBIDA: 1999 mortgage to DIDA; Transfer of property and mortgage rights

Fire & Rescue: Blasting neighborhood meeting; attended deposition of Jim Maxfield as fact witness

Police: Memorandum of Understanding extension; EasyPark contract

Assessing: Tax abatement matter

Litigation

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

Clay v. City of Dover: Received Court Order on applicant scoring sheets; Appeal filed with NH Supreme Court.

City v. Nathaniel Figuers: Motion to Court regarding Lien to be filed with hearing scheduled for April 14, 2016.

Karl Leinsing v. City: Received Court Order from 10.2015 hearing upholding ZBA denial of variance.

City v. Joel Bernier: Bernier was ordered to make monthly payments starting February 15, 2016, March 2016 payment received.

Cohen v. City: Trial rescheduled for June 21, 2016.

City of Dover v. State of NH: (adequacy lawsuit) Hearing held March 21, 2016 but continued due to judge recusal. New hearing date scheduled for May 11, 2016.

Ventas Realty Limited Partnership v. City: Propounded interrogatories on Plaintiff; Bench Trial scheduled for October 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	27	176	276	251
Document Creation/Review	30	179	180	175
Right to Know Requests Processed	2	44	103	78
Resolutions	6	36	54	48
Ordinances	7	26	21	14

Economic Development

by Dan Barufaldi

Summary:

Most reporting retailers, manufacturers, consulting and advertising firms cite year-over-year sales increases for the same period. Residential real estate markets continue to be strong and commercial real estate remains at the upper performance range of the previous report. Contacts say pricing remains steady, with the exception of local residential apartment rents and single family housing prices which are continuing to rise. Our region continues to see a short term positive future outlook, but some sectors like manufacturing, especially manufacturers selling in foreign markets, are seeing some slowdown. Medical equipment manufacturers are the exception. 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 or to attract special skill sets in short supply, others are not. About half of reporting firms are holding employment steady and most others plan to do modest net hiring. The current Dover unemployment rate is 2.5 %.

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 continue 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.

Predictions for 2016 revenue growth are in the 5%- 15% range.

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. Some recent mixed use developments are experiencing difficulty in filling the commercial component while booking the residential component immediately. 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 is 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 recently available in Enterprise Park has been purchased. The two formerly vacant buildings in the park are now occupied. See Local Major Development Projects Section below.

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 in Q1. 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 very 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 and will continue to do well throughout 2016.

Manufacturing & Related Services:

Local manufacturers supplying domestic markets are now reporting some 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 oil 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. Recent support of the Yuan may help going forward to mitigate the effects of the strong U.S. dollar in export markets. The recent EU economic problems and refugee influx from Iraq, Libya, Yemen and Syria, coupled with the economic problems in the Ukraine and Russia and the effects they will cause in world-wide markets and economies are a growing uncertainty and concern. Automotive car, truck and parts suppliers have been doing well so far, but are now experiencing some mixed results as gasoline prices rise. These may recede again in a few months. Pickup truck and SUV sales are at an all-time high due to the recently lower gasoline prices. Future auto sales will be impacted by the price moves in the volatile gasoline markets. Firms reporting on inventory levels are split with half citing flat inventory levels and half citing higher 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 locally.

Foreign investment in the US is growing rapidly due to uncertainties rampant in the Chinese and European economies. 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. 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 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 so far for Q1, 2016. 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. With gasoline prices now headed up sharply in the short term, it remains to be seen if the strong retail consumer sentiment will continue. Sales of apparel, electronics, furniture, 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 and now Spring is upon us. 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 this winter. 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, benefiting from the parking garage downtown. The mid-tier restaurants are experiencing the usual post-holiday doldrums but the advent of spring is expected to see more restaurant patronage with better weather. Most restaurants 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 coming spring weather and an increase in event frequency and quality. Pricing has remained steady.

* 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.
- Enterprise Park Developments

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	5	4	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	15	0	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	55	17	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	25	0	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	225	128									109.89
TOTAL APPROVED UNITS			795	468	327									160
Elderly:														
Pointe Place	Sierra Dr	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	569	392									160

Total Permits Issued: March 2016

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
16-014	WENTWORTH DOUGLASS HOS	789	CENTRAL AVENUE	INT. RENO. FOR A PHARMACY USE	C	37	1	1119000	11215
16-059	MOUZOURAKIS	14	CHESTNUT STREET	INT. RENO. FOR PERSONAL SERVICE ES	C	5	1-14	5000	75
16-065	6 OLD ROCHESTER ROAD, LLC	6	OLD ROCHESTER ROAD	INT. ALTRTION TO EXPAND OFFICES	C	39	113B	4000	65
16-078	SOUTHERN NH SERVICES & St	272	COUNTY FARM ROAD	RENOV. BLDG. FOR CODE COMPLIANCE	C	C	4-A	506000	5075
16-045	JEWETT COMMERCIAL OFFIC	26	CROSBY ROAD	UNIT 9, TENANT FIT-UP	I	G	31-3	4500	75
16-046	JEWETT COMMERCIAL OFFIC	26	CROSBY ROAD	UNIT 10, FIT-UP FOR TENANT	I	G	31-3	4500	75
16-062	JMW PRODUCTIONS	27	PRODUCTION DRIVE	INSTLL SPRAY PAINT BOOTH & INT. PA	I	D	13-3	10000	125
16-098	H-53 MAST ROAD, LLC	17	STONEWALL DRIVE	INT. FIT-UP STRGE/DSTRBTION	I	H	53	745000	7475
15-375	CASSOTIS	3	CHESLEY STREET	RENOV. SINGLE FAMILY DWELLING	R	29	75	27000	295
15-411	CLAPPER	27	REYNERS BROOK DRIVE	RPLC DECKING & CONST. A REAR DECK	R	A	47-22	9000	115
15-460	CASIMIRO	187	SPUR ROAD	CONST. A ONE STORY ADD. FOR ADD.'L	R	L	47C	55000	575
16-011	CARAMAGNO	23	BOSTON HARBOR ROAD	INSTALL ROOF TOP PV ARRAY	R	7	11	10000	125
16-023	WILLIAMS	19	PICARD LANE	FINISH 3RD FLR FOR BDRM	R	A	19-16	16000	185
16-028	HODGDON	258	BACK ROAD	CONST. AN ACC. STRCTR W/A REAR FM	R	M	2A	57500	605
16-030	INDIAN RIDGE @ DOVER	89	EMERALD LANE	CONST. SFD W/ATT. GARAGE	R	F00	A000	224000	2265
16-031	INDIAN RIDGE @ DOVER	88	EMERALD LANE	CONST. SFD W/ATT. GARAGE	R	F	22A-1	224000	2265
16-042	FROST	32	KATIE LANE	FNSH BSMNT FOR ADD.'L LIVING AREA	R	I	4B32	10000	125
16-043	LONG	4	SHORE LANE	FINISH ROOM ABOVE GARAGE, ADD.'L	R	L	89-1	8000	105
16-050	GRAYSTONE BUILDERS INC.	2	NYE LANE	CONST A SFD W/ATT. GARAGE	R	E	49-1	200000	2025
16-052	GRIFFYN PROPERTIES	403	DOVER POINT ROAD	CNVRT ATT. GRGE TO BDRM, DETCHED	R	8	1	26000	285
16-055	TJ MCCANN	7	HAMILTON STREET	DEMO & REPLACE A DETACHED GARA	R	12	93	110000	1125
16-056	EVANS	3	AUTUMN STREET	INT. RENO. CONVT. BDRM TO BATHRM	R	34	17A	14000	165

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
16-057	MAVROGEORGE	6	OLD STAGE ROAD	INSTALL ROOF-TOP SOLAR PV ARRAY	R	G	36-1	15000	175
16-058	NESBIT	13	LISA BETH CIRCLE	KITCHEN RENO. & INSTALL A 1ST FLR B R		H	44V	40000	425
16-060	TOLEND ROAD PROPERTIES	1	MELODY TERRACE	FNSH BSMNT FOR ADD'L LVNG SPACE	R	G	24J-1	14000	165
16-061	TOLEND ROAD PROPERTIES, L	49	STOCKLAN CIRCLE	CONST. SFD W/ATT. GARAGE	R	G	24J-1	148000	1505
16-063	SALVATORE	22	SCHOONER DRIVE	INSTLL AN INGRND SWMMNG POOL	R	M	96A-2	24000	265
16-066	SORBELLO	62	COTTONWOOD DRIVE	FINISH BASEMENT FOR ADD'L LIVING A R		B	4-24	20000	225
16-068	LAROCHE	8	ARBOR DRIVE	INSTALL A STORAGE SHED	R	I	74K	4000	65

Total Permits Issued: 29

Total Construction Value: \$3,653,500.00

Total Fees Collected: \$37,265.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	7	Change of Use	0
Commercial Renovations	0	Commercial	4
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	4
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	4	Single Family Dwellings	3
Renovations Dwelling Unit	17	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	11

City of Dover
Bid Solicitation Report
For March 2016

4/6/2016

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Community Services B16036	03/15/2016	04/05/2016	Asphalt Trench Patching Services	
Community Services B16041	03/15/2016	04/04/2016	Miscellaneous Water Department Supplies	
Community Services B16040	03/15/2016	04/04/2016	Miscellaneous Sewer Drain Supplies and Accessories	
Community Services Q16-021	03/01/2016	03/09/2016	Lumber	

City of Dover
Bid Solicitation Report
For March 2016

4/6/2016

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Recreation B16049	03/07/2016	03/31/2016	Gundalow Restoration	
Recreation B16044	03/02/2016	03/30/2016	Gundalow Repositioning	
Recreation B16050	03/09/2016	03/28/2016	Henry Law Park Improvoment Project Pavement Materials	
Planning B16047	03/08/2016	03/31/2016	Engineering Services for Willand Pond Watershed management Plan Phase 1: Stormwater BMP Retrofit	

City of Dover
Bid Solicitation Report
For March 2016

4/6/2016

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Recreation B16046	03/09/2016	03/30/2016	Henry Law Park Improvement Project -Playground Equipment Purchase	
Fire and Rescue Q16-022	03/10/2016	03/24/2016	Childrens Fire Safety Festival T-Shirts	
Community Services B16048	03/08/2016	04/05/2016	Design and Permitting Services to Restore Culvert and Outfall	
Library B16027	03/02/2016	03/29/2016	Library Chimney Restoration	

City of Dover
Bid Solicitation Report
For March 2016

4/6/2016

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Community Services B16042	03/16/2016	04/06/2016	Precast concrete Structures	
Community Services B16037	03/17/2016	04/07/2016	Traffic Control Flagging Services	
Recreation Q16-019	03/17/2016	04/07/2016	Portable Toilet Rental and Cleaning Services	
Recreation Q16-023	03/03/2016	03/21/2016	Gundalow Support Fram	

City of Dover
Bid Solicitation Report
For March 2016

4/6/2016

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Community Services Q16-018	03/21/2016	04/06/2016	Materials - Soils Compaction Testing	
Recreation B16052	03/29/2016	05/03/2016	Arena Locker Room Renovations	
Community Services Q16-026	03/31/2016	04/20/2016	Trees for Downtown Dover	
Fire B16-039	03/31/2016	04/21/2016	Fire Department Uniforms and Clothing	

PO Report
Month Ending 03/31/2016

DAC	PO Date	PO No.	Vendor Name	Amount
Executive	3/16/2016	201608410	HINCKLEY, ALLEN & SNYDER LLP	\$5,000.00
Community Services Department	3/9/2016	201608197	IRVING OIL MARKETING, INC.	\$6,211.66
Recreation	3/31/2016	201608866	GREATVIEW LANDSCAPE CO., LLC	\$6,571.45
Executive	3/23/2016	201608650	SHEEHAN, PHINNEY, BASS & GREEN	\$6,830.63
Police	3/15/2016	201608350	SOUTHERN COMPUTER WAREHOUSE	\$7,273.16
Community Services Department	3/7/2016	201607985	SANEL AUTO PARTS #37	\$7,359.46
Community Services Department	3/31/2016	201608865	GREATVIEW LANDSCAPE CO., LLC	\$7,680.00
Community Services Department	3/1/2016	201607787	MUNICIPAL PEST MANAGEMENT SERVICES, INC.	\$7,820.00
Community Services Department	3/3/2016	201607932	HALL & ASSOCIATES, PLLC	\$8,226.53
Police	3/23/2016	201608649	MOTOROLA, INC.	\$9,306.04
Recreation	3/21/2016	201608516	TRI CAST, INC.	\$9,800.00
Recreation	3/3/2016	201607927	GREATER DOVER CHAMBER OF COMMERCE	\$10,000.00
Executive	3/7/2016	201608014	DELL MARKETING L.P.	\$12,426.04
Community Services Department	3/16/2016	201608432	NEW ENGLAND ENVIRONMENTAP EQUIPMENT, INC	\$14,274.00
Community Services Department	3/30/2016	201608831	SWEETSER FARMS, INC.	\$17,593.90
Recreation	3/30/2016	201608830	LANDCARE ASSOCIATES, INC	\$20,000.00
Planning	3/8/2016	201608180	RESILIENCE PLANNING & DESIGN	\$23,000.00
Recreation	3/22/2016	201608598	MOORES CRANE RENTAL CORP	\$24,881.00
City Finance Office	3/8/2016	201608045	PUBLIC FINANCIAL MANAGEMENT, INC.	\$25,000.00
Police	3/23/2016	201608648	2 WAY COMMUNICATIONS SERVICE, INC.	\$25,977.36
Executive	3/1/2016	201607750	JOHNSON CONTROLS, INC	\$28,662.00
City Finance Office	3/9/2016	201608181	MOODYS INVESTORS SERVICES, INC.	\$33,000.00
City Finance Office	3/8/2016	201608043	STANDARD & POORS FINANCIAL SERVICES, LLC	\$33,000.00
Community Services Department	3/16/2016	201608433	KLEINFELDER NORTHEAST, INC.	\$43,800.00

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) March 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	136,382	1,077,423	81.5	245,184	0	245,184	18.5
Expenditures	977,165	89,190	701,668	71.8	275,497	102,845	172,653	17.7
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	47,192	347,235	0.0	(347,235)	(102,845)	(244,390)	-

City of Dover

Expenditures of Major Funds

March 31, 2016

(General Fund Includes County, School and Debt Service)

EXPENDITURES	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
1000 General Fund								
City Council	\$ 407,686	\$ 1,393	\$ 238,741	59.0%	\$ 168,945	\$ 86,219	\$ 82,727	20.3%
Executive	864,566	49,930	689,465	80.0	175,101	105,704	69,397	8.0
Finance	1,739,467	138,394	1,256,739	72.0	482,728	321,834	160,894	9.2
Planning	642,382	48,539	403,387	63.0	238,995	115,382	123,613	19.2
Misc General Government	1,190,293	52,306	523,221	44.0	667,072	146,315	520,758	43.8
Police	7,801,851	649,099	5,844,962	75.0	1,956,889	1,273,418	683,471	8.8
Fire & Rescue	8,248,269	652,217	6,031,977	73.0	2,216,292	1,121,900	1,094,392	13.3
Community Service Public Works	6,652,331	386,950	3,525,905	53.0	3,126,426	1,023,036	2,103,391	31.6
Recreation	2,095,972	164,401	1,464,919	70.0	631,053	214,101	416,951	19.9
Public Library	1,131,936	102,005	840,090	74.0	291,846	197,317	94,529	8.4
Public Welfare	808,656	68,163	506,915	63.0	301,741	46,722	255,019	31.5
Debt Service	10,300,081	-	3,627,118	35.0	6,672,963	6,414,604	258,360	2.5
Other Financing Sources/Uses	3,271,483	-	1,282,327	39.0	1,989,156	-	1,989,156	60.8
School	46,687,263	3,439,504	30,577,856	65.0	16,109,407	15,780,684	328,724	0.7
Intergovernmental	8,331,912	-	8,331,912	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 100,174,148	\$ 5,752,900	\$ 65,145,534	65.0%	\$ 35,028,614	\$ 26,847,233	\$ 8,181,381	8.2%
3213 Parking Activity Fund								
Police	\$ 672,223	\$ 33,641	\$ 300,067	45.0%	\$ 372,156	\$ 151,895	\$ 220,261	32.8%
Sub-total : 3213 Parking Activity Fund	\$ 672,223	\$ 33,641	\$ 300,067	44.6%	\$ 372,156	\$ 151,895	\$ 220,261	32.8%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,036,187	\$ 101,679	\$ 662,190	64.0%	\$ 373,997	\$ 357,273	\$ 16,724	1.6%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,036,187	\$ 101,679	\$ 662,190	63.9%	\$ 373,997	\$ 357,273	\$ 16,724	1.6%
3381 McConnell Center Fund								
Recreation	\$ 828,893	\$ 41,146	\$ 356,306	43.0%	\$ 472,587	\$ 382,880	\$ 89,707	10.8%
Sub-total : 3381 McConnell Center Fund	\$ 828,893	\$ 41,146	\$ 356,306	43.0%	\$ 472,587	\$ 382,880	\$ 89,707	10.8%
3410 Recreation Special Revenue Fund								
Recreation	\$ 596,591	\$ 25,905	\$ 336,622	56.0%	\$ 259,969	\$ 30,303	\$ 229,666	38.5%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 596,591	\$ 25,905	\$ 336,622	56.4%	\$ 259,969	\$ 30,303	\$ 229,666	38.5%
5300 Water Fund								
Community Service Public Works	\$ 5,014,022	\$ 192,174	\$ 3,315,857	66.0%	\$ 1,698,165	\$ 534,016	\$ 1,164,149	23.2%
Sub-total : 5300 Water Fund	\$ 5,014,022	\$ 192,174	\$ 3,315,857	66.1%	\$ 1,698,165	\$ 534,016	\$ 1,164,149	23.2%
5320 Sewer Fund								
Community Service Public Works	\$ 7,428,000	\$ 278,811	\$ 4,719,312	64.0%	\$ 2,708,688	\$ 713,934	\$ 1,994,754	26.9%
Sub-total : 5320 Sewer Fund	\$ 7,428,000	\$ 278,811	\$ 4,719,312	63.5%	\$ 2,708,688	\$ 713,934	\$ 1,994,754	26.9%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,004,796	\$ 45,225	\$ 451,724	45.0%	\$ 553,072	\$ 103,855	\$ 449,217	44.7%
Sub-total : 6100 Dovernet Fund	\$ 1,004,796	\$ 45,225	\$ 451,724	45.0%	\$ 553,072	\$ 103,855	\$ 449,217	44.7%
Total : EXPENDITURES	\$ 116,754,860	\$ 6,471,481	\$ 75,287,611	64.5%	\$ 41,467,248	\$ 29,121,390	\$ 12,345,858	10.6%

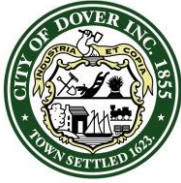
City of Dover

Revenues of Major Funds

March 31, 2016

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 73,685,172	\$ 464,471	\$ 39,152,400	53.0%	\$ 34,532,772	\$ -	\$ 34,532,772	(46.9)%
Licenses & Permits	5,339,940	461,300	4,236,130	79.0	1,103,810	-	1,103,810	20.7
Intergovernmental	2,212,505	5,566	2,057,090	93.0	155,415	-	155,415	7.0
Charges for Services	3,527,041	250,413	2,483,057	70.0	1,043,984	-	1,043,984	29.6
Miscellaneous Revenue	951,895	29,018	702,614	74.0	249,281	-	249,281	26.2
Education	14,007,047	242,163	9,462,398	68.0	4,544,649	-	4,544,649	32.4
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	\$ 1,452,932	\$ 58,093,689	58.0%	\$ 42,080,459	\$ -	\$ 42,080,459	42.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 105,000	\$ 16,450	\$ 115,764	110.0%	\$ (10,764)	\$ -	\$ (10,764)	-10.3%
Parking Income	412,223	44,789	322,051	78.0%	90,172	-	90,172	21.9%
Parking Fines	155,000	16,357	126,319	81.0%	28,682	-	28,682	18.5%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 672,223	\$ 77,596	\$ 564,134	84.0%	\$ 108,089	\$ -	\$ 108,089	16.1%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,556	\$ -	\$ 11,111	116.0%	\$ (1,555)	\$ -	\$ (1,555)	-16.3%
Charges for Services	930,000	68,286	707,602	76.0%	222,398	-	222,398	23.9%
Miscellaneous Revenue	0	31	475	0.0	(475)	-	(475)	0.0
Other Financing Sources	35,728	-	-	0.0	35,728	-	35,728	100.0
Sub-total : 3320 Residential Solid Waste	\$ 975,284	\$ 68,317	\$ 719,188	74.0%	\$ 256,096	\$ -	\$ 256,096	26.3%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 698,701	\$ 26,555	\$ 494,009	71.0%	\$ 204,692	\$ -	\$ 204,692	29.3%
Operating Transfers In	130,192	9,636	94,010	72.0	36,182	-	36,182	27.8
Sub-total : 3381 McConnell Center	\$ 828,893	\$ 36,191	\$ 588,019	71.0%	\$ 240,874	\$ -	\$ 240,874	29.1%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 403,815	\$ 27,931	\$ 247,265	61.0%	\$ 156,550	\$ -	\$ 156,550	38.8%
Miscellaneous Revenue	15,500	409	5,659	0.4	9,841	-	9,841	63.5
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	\$ 28,340	\$ 252,924	43.0%	\$ 340,725	\$ -	\$ 340,725	57.4%
5300 Water Fund								
Charges for Services	\$ 4,795,901	\$ 381,035	\$ 2,977,231	62.0%	\$ 1,818,670	\$ -	\$ 1,818,670	37.9%
Miscellaneous Revenue	70,500	5,051	56,421	80.0	14,079	-	14,079	20.0
Sub-total : 5300 Water Fund	\$ 4,866,401	\$ 386,086	\$ 3,033,652	62.0%	\$ 1,832,749	\$ -	\$ 1,832,749	37.7%
5320 Sewer Fund								
Intergovernmental	\$ 5,078	\$ -	\$ -	0.0%	\$ 5,078	\$ -	\$ 5,078	100.0%
Charges for Services	6,326,947	493,662	3,665,385	58.0	2,661,562	-	2,661,562	42.1
Miscellaneous Revenue	57,000	6,340	48,986	86.0	8,014	-	8,014	14.1
Other Financing Sources	942,687	-	-	0.0	942,687	-	942,687	100.0
Sub-total : 5320 Sewer Fund	\$ 7,331,712	\$ 500,002	\$ 3,714,371	51.0%	\$ 3,617,341	\$ -	\$ 3,617,341	49.3%
6100 Dovernet Fund								
Charges for Services	\$ 669,794	\$ 32,307	\$ 520,429	78.0%	\$ 149,365	\$ -	\$ 149,365	22.3%
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	\$ 545,429	69.0%	\$ 249,782	\$ -	\$ 249,782	31.4%
Total : REVENUES	\$ 116,237,521	\$ 2,581,771	\$ 67,511,407	58.0%	\$ 48,726,114	\$ -	\$ 48,726,114	41.9%



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, March 16, 2016**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Nicolella led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Gagnon, Councilor Nicolella, Councilor Shanahan, and Councilor Thibodeaux. Councilor Greenshields arrived at 7:35 pm.

Absent: Councilor O'Connor.

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

5. CITIZEN'S FORUM

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

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

6. DISCUSSIONS

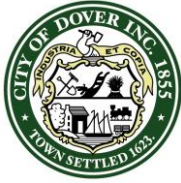
A. PAVEMENT MANAGEMENT PRESENTATION

City Manager Joyal introduced Dan Hudson and Steve Kjellander, of CMA Engineers, Inc. to the Council.

Mr. Hudson gave a PowerPoint presentation to the Council regarding pavement management in the City.

B. MASTER PLAN OVERVIEW

Assistant City Manager Parker gave an overview of the Master Plan to the Council, and the status of work on several chapters.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, March 16, 2016**
Meeting Time: **7:00 pm**

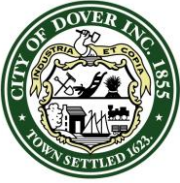
7. ADJOURNMENT

Mayor Weston noted a few things. She said Somersworth obtained a copy of the City's resolution regarding hunting on Willand Pond, and placing it on their agenda next week. She spoke about the March 30, 2016 "Tri-City Summit" meeting with Senator Shaheen, Rochester City Council, Somersworth City Council, police chiefs, and representatives from Wentworth-Douglass Hospital and Frisbee Memorial Hospital regarding the opioid issue. The Council discussed options for the budget workshop schedules. Consensus was to start the meetings at 6:00 pm.

Mayor Weston said the State of the City will be held on April 20, 2016 at the McConnell Center.

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

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, March 23, 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: Deputy Mayor Carrier, Councilor Ciotti, Councilor Gagnon, Councilor Greenshields, Councilor Nicolella, Councilor O'Connor, Councilor Shanahan, and Councilor Thibodeaux.

Absent: Mayor Weston.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Councilor Nicolella moved to approve the agenda; seconded by Councilor Ciotti.

Vote: 8/0.

7. PUBLIC HEARINGS

A. CHAPTER 5, SECTION 25 – HERITAGE COMMISSION SPONSORED BY MAYOR WESTON BY REQUEST

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

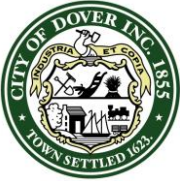
B. DEVELOPMENT AGREEMENT BETWEEN THE CITY OF DOVER AND VARNEY BROOK LANDS, LLC SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier, 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.

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, March 23, 2016**
Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORTS

- A. March 23, 2016**
- B. Fiscal Year 2017 Proposed Budget Presentation**

City Manager Joyal gave an overview of his submitted report, and added that he would give an overview of his budget presentation when they discussed Item 13.B.1., the 2017 Budget resolution, on the agenda. He also informed the Council that he will be reappointing Tim Granfield to the Dover Housing Authority.

Councilor Ciotti moved to accept the City Manager's Report; seconded by Councilor Gagnon.
Vote: 8/0.

10. APPROVAL OF MINUTES

- A. March 2, 2016 – Workshop**
- B. March 9, 2016 – Regular Meeting**

Councilor O'Connor moved to approve the minutes; seconded by Councilor Ciotti.
Councilor Shanahan said he submitted changes for the March 9, 2016 minutes to the City Clerk.
Councilor Ciotti moved to substitute the March 9, 2016 amended minutes; seconded by Councilor O'Connor.
Vote: 8/0.
Councilor Greenshields moved to approve the minutes as amended; seconded by Councilor Ciotti.
Vote: 8/0.

11. MAYOR'S REPORT

Deputy Mayor Carrier listed a few upcoming events in the City.
Councilor O'Connor moved to approve the Mayor's Report; seconded by Councilor Ciotti.
Vote: 8/0.

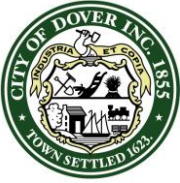
12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. CHAPTER 5, SECTION 25 – HERITAGE COMMISSION SPONSORED BY MAYOR WESTON BY REQUEST

Councilor Nicolella moved for its adoption; seconded by Councilor Gagnon.
City Manager Joyal gave an overview of the Ordinance to the Council.
Roll Call Vote: 8/0.

B. ORDINANCES IN THE 3RD READING



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, March 23, 2016**
Meeting Time: **7:00 pm**

C. RESOLUTIONS

- 1. DEVELOPMENT AGREEMENT BETWEEN THE CITY OF DOVER AND VARNEY BROOK LANDS, LLC**
SPONSORED BY MAYOR WESTON BY REQUEST

Councilor O'Connor moved for its adoption; seconded by Councilor Ciotti.
Assistant City Manager Parker gave an overview of the resolution to the Council.
Roll Call Vote: 8/0.

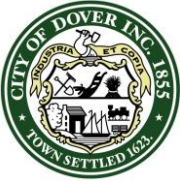
13. NEW BUSINESS

A. CONSENT CALENDAR

1. **BLOCK PARTY – 7th Settlement Brewery**
2. **RAFFLE – Great Bay Figure Skating Club**
3. **RAFFLE – Maine Coast Runners Flyball Team**
4. **RAFFLE – St. Thomas Aquinas High School**
5. **ROAD RACE – Behavioral Health & Developmental Services /dba Community Services**
6. **ROAD RACE – Children's Museum of New Hampshire**
7. **ROAD RACE – Triangle Club**
8. **ROAD TOLL – Relay for Life on behalf of American Cancer Society**
9. **B16003B REBID OF SIDEWALK IMPROVEMENTS**
SPONSORED BY MAYOR WESTON BY REQUEST
10. **B16031 AWARD OF BID FOR CONSTRUCTION EQUIPMENT RENTAL**
SPONSORED BY MAYOR WESTON BY REQUEST
11. **GRIFFIN WELL IMPROVEMENTS**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|--|---|
| 1. School Board | 13. Joint Building Committee – Dover High School and Regional Career Technical Center |
| 2. Planning Board | 14. Joint Building Committee – Garrison Elementary School |
| 3. Appointments Committee | 15. Dover Main Street |
| 4. Recreation Advisory Board | 16. Library Board of Trustees |
| 5. McConnell Center Advisory Committee | 17. Dover Downtown TIF Advisory Board |
| 6. Arts Commission | 18. Waterfront TIF Advisory Board |
| 7. Solid Waste Advisory Commission | 19. Energy Commission |
| 8. Transportation Advisory Commission | 20. Heritage Commission |
| 9. Pool Advisory Committee | 21. Tri-City Coalition |
| 10. Parking Commission | 22. Arena Commission |
| 11. Ordinance Committee | |
| 12. Police and Parking Facility Building Committee | |



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, March 23, 2016**
Meeting Time: **7:00 pm**

Councilor O'Connor moved to adopt the Consent Calendar; seconded by Councilor Greenshields. Deputy Mayor Carrier asked the Council if they had items they would like pulled for further discussion.

Councilor Ciotti asked to pull Item 13.A.3.

Councilor Gagnon asked to pull Item 13.A.10.

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

Roll Call Vote: 8/0.

Councilor O'Connor moved to approve Item 13.A.3.; seconded by Councilor Ciotti.

Councilor Ciotti referred to Item 13.A.3. and asked about the date being past and felt the Council should have received this before the event.

Vote: 8/0.

Councilor Thibodeaux moved for the adoption of Item 13.A.10.; seconded by Councilor Nicolella.

Councilor Gagnon stated that he needed to recuse himself from the vote due to a conflict.

City Manager Joyal gave an overview of the process for construction equipment rental.

Roll Call Vote: 7/0 with Councilor Gagnon recused.

B. RESOLUTIONS

- 1. FISCAL YEAR 2017 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM
(TO BE REFERRED TO A PUBLIC HEARING AS FOLLOWS:
SCHOOL DEPARTMENT BUDGET HEARING TO BE HELD ON APRIL 13, 2016
CITY BUDGET HEARING TO BE HELD ON APRIL 20, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST**

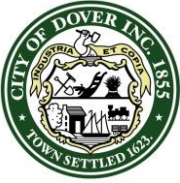
City Manager Joyal gave a PowerPoint presentation to the Council on the Proposed Fiscal Year 2017 Budget for \$136,020,659, which was \$3,151,811 over the tax cap and would require a 2/3 vote of the Council to pass and override the tax cap. He provided the Council a substitute resolution that reflected the numbers of his proposed budget. He said the first budget workshop will be April 6th, starting at 6:00 pm.

Councilor Gagnon moved to substitute the resolution as a whole; seconded by Councilor Shanahan.

Vote: 8/0

Councilor Gagnon moved to refer to a School Public Hearing on April 13, 2016, and a City Budget Hearing on April 20, 2016; seconded by Councilor Shanahan.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, March 23, 2016**
Meeting Time: **7:00 pm**

C. ORDINANCES IN 1ST READING

1. CHAPTER 60, ARTICLE II – MECHANICAL DEVICES AND ARCADES (TO BE REFERRED TO A PUBLIC HEARING ON APRIL 13, 2016) SPONSORED BY MAYOR WESTON BY REQUEST

Councilor Thibodeaux moved to refer to a public hearing on April 13, 2016; seconded by Councilor Nicolella.
Vote: 8/0.

14. COUNCIL CORRESPONDENCE

A. Letter from Comcast, dated March 1, 2016

Councilor Thibodeaux moved to place correspondence on file; seconded by Councilor Ciotti.
Vote: 8/0.

15. COUNCIL MATTERS OF INTEREST

Councilor O'Connor thanked the Moose Lodge for hosting the upcoming Awards Banquet.

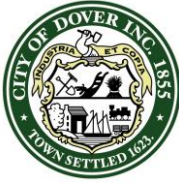
Councilor Thibodeaux said she will be having her Coffee with a Councilor this Saturday.

Councilor Nicolella encouraged the public to get involved with the budget.

Councilor Ciotti said he toured the new Police Station, and said it was terrific.
Deputy Mayor Carrier said they will have an official opening ceremony sometime in May.

16. ADJOURNMENT

Councilor Thibodeaux moved to adjourn; seconded by Councilor Shanahan.
Vote: 8/0.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.03.23 - 005**
Ordinance Title: **Amusements and Arcades**
Chapter: **60**

Sections: **Article II – Mechanical Devices and Arcades**

The City of Dover Ordains:

1. PURPOSE

The purpose of this Ordinance is to amend Chapter 60 entitled “Amusements and Arcades” of the Code of the City of Dover to remove references to Mechanical Devices and Arcades by changing the Chapter title and to delete Article II Mechanical Devices and Arcades as follows:

2. AMENDMENT

~~AMUSEMENTS AND ARCADES~~

~~CHAPTER 60~~

~~ARTICLE I~~

~~PROFESSIONAL FIGHTING SPORTS COMPETITIONS~~

~~60-1. Professional Fighting Sports Competitions Permitted.~~

~~ARTICLE II~~

~~MECHANICAL DEVICES AND ARCADES~~

~~60-2. Definitions.~~

~~60-3. Gambling Devices.~~

~~60-4. License Required.~~

~~60-5. Application.~~

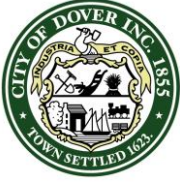
~~60-6. Arcade License.~~

~~60-7. Location of Arcades.~~

~~60-8. Alcoholic Beverages.~~

~~60-9. Inspections.~~

~~60-10. Fees; Expiration of License.~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.03.23 - 005**
Ordinance Title: **Amusements and Arcades**
Chapter: **60**

Sections: **Article II – Mechanical Devices and Arcades**

~~60-11. Machine License Transfer Fee.~~

~~60-12. Arcade License Transfer Fee.~~

~~60-13. Display of License.~~

~~60-14. Revocation.~~

~~60-15. Seizure and Destruction of Machines.~~

~~60-16. Violations and Penalties.~~

~~[HISTORY: Adopted by the City Council: Art. I, 6-10-81 as Ord. No. 10-81; Art. II, 3-10-82 as Ord. No. 5-82. Amendments noted where applicable.]~~

~~GENERAL REFERENCES Licensing Board—See Ch. 35.~~

ARTICLE I

PROFESSIONAL FIGHTING SPORTS COMPETITIONS

~~[Adopted 6-10-81 as Ord. No. 10-81]~~

60-1. Professional Fighting Sports Competitions Permitted. [Adopted 6-10-81 by Ord. No. 10-81]

The holding of professional fighting sports competitions, as provided in the RSA 285, are hereby authorized and permitted, said competitions to be conducted in accordance with the rules and regulations of the State Athletic Commission, and the provisions of said chapter

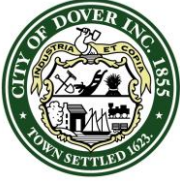
ARTICLE II

MECHANICAL DEVICES AND ARCADES

~~[Adopted 3-10-82 as Ord. No. 5-82]~~

~~**60-2. Definitions.**~~

~~As used in this Chapter the following terms mean:~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2016.03.23 - 005
Ordinance Title: Amusements and Arcades
Chapter: 60

Sections: Article II – Mechanical Devices and Arcades

~~**ARCADE**—A building or place containing eight (8) or more mechanical devices.[Amended 10-11-90 by Ord. No. 10-90; Amended 12-18-98 by Ord. No. 21-98]~~

~~**MECHANICAL DEVICE**—Any machine or other electronic/electrical device which, upon the insertion of a coin, slug, token, plate, disc or other method of payment or activation, may be operated by the public generally for use as a game, entertainment or amusement, whether or not registering a score, but shall not include jukeboxes and coin-activated children's amusement rides also known as "kiddie rides." It shall include such devices as marble machines, electronic games and all games, operations and transactions similar thereto under whatever name they may be indicated.~~

~~**PERSON, FIRM, CORPORATION or ASSOCIATION**—Includes the following: any person, firm corporation or association in whose place of business such machine is placed for use by the public, and the person, firm, corporation or association having control over such machine.~~

~~**60-3. Gambling Devices.**~~

~~Nothing in this Article shall in any way be construed to authorize or license or permit any gambling devices whatsoever or any mechanism that has been judicially determined to be a gambling device or in any way contrary to law.~~

~~**60-4. License Required.**~~

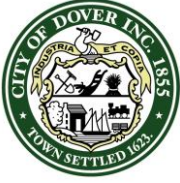
~~No person, firm, corporation or association may allow to be operated any mechanical device or arcade as herein defined by 60-2 without first obtaining a license from the Licensing Board by application through the City Clerk as hereinafter provided.~~

~~**60-5. Application.**~~

~~The application for a license for a mechanical device shall contain the following information:~~

~~A. Name and address of the applicant, age and date and place of birth.~~

~~B. Prior convictions of applicant, if any.~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2016.03.23 - 005
Ordinance Title: Amusements and Arcades
Chapter: 60

Sections: Article II – Mechanical Devices and Arcades

~~C. Place where the machine or device is to be displayed or operated and the business conducted at the place.~~

~~D. Description of the machine to be covered by the license and mechanical features, name of manufacturer and serial number. No license shall be issued to any applicant unless he shall be eighteen (18) years of age.~~

~~60-6. Arcade License.~~

~~In addition to the information required by 60-5, any application for an arcade license shall contain a management plan containing at least the following:~~

~~A. The number of qualified employees to be present at all times.~~

~~B. A plan to control loitering and bicycle and/or automobile parking in the vicinity of the arcade.~~

~~C. A detailed description of proposed operations to show proper control of noise, overcrowding and other conditions which may affect the public health, safety or welfare.~~

~~60-7. Location of Arcades.~~

~~A. No license shall be issued for an arcade which is located within one thousand (1,000) feet of a public or private school.~~

~~B. No license shall be issued for an arcade which is located within two thousand (2,000) feet of another arcade.~~

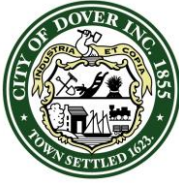
~~60-8. Alcoholic Beverages.~~ [Amended on 05-12-82 by Ord. No. 7-82]

~~No arcade shall serve alcoholic beverages on the premises~~

~~60-9. Inspections.~~

~~Application for license shall be made out in duplicate, one (1) copy being referred to the Chief of Police and one (1) copy to the Fire Chief.~~

~~A. The Chief of Police and Fire Chief shall inspect the location wherein it is proposed to operate such machine; the Police Chief will ascertain if the applicant is a suitable~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2016.03.23 - 005
Ordinance Title: Amusements and Arcades
Chapter: 60

Sections: Article II – Mechanical Devices and Arcades

~~person to be issued said license and report thereon to the Licensing Board through the City Clerk.~~

~~B. No license shall be issued by the Licensing Board to any applicant until after the Chief of Police and Fire Chief have completed their inspections.~~

~~60-10. Fees; Expiration of License.~~ ~~[Amended 10-11-90 by Ord. No. 10-90; Amended 12-18-98 by Ord. No. 21-98]~~

~~A. Every applicant before being granted a license shall pay a fee of \$30 per device per year for the privilege of operation or maintaining for operation a mechanical amusement device as defined in 60-2 of this Article.~~

~~(1) Arcade license fees: In addition to the device fees provided for in section 60-10. A, if the applicant's place of business qualifies as an "arcade" under section 60-2 of this Article said applicant shall pay an arcade license as contained in the Fee Schedule which fee shall be non-refundable.~~

~~(2) All fees are non-refundable.~~

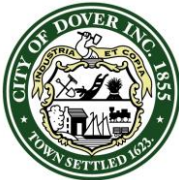
~~B. Each license shall expire at 12:00 midnight on December 31 of the year in which the license is granted.~~

~~60-11. Machine License Transfer Fee.~~

~~Before any application for the transfer of any license under 60-13B of this Article may be granted, the applicant shall pay a machine license transfer fee of ten dollars (\$10.00).~~

~~60-12. Arcade License Transfer Fee.~~

~~Before any application for the transfer of an arcade license under 60-13D shall be granted, the applicant shall pay an arcade transfer fee of one hundred dollars (\$100.00), which fee shall be nonrefundable.~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2016.03.23 - 005
Ordinance Title: Amusements and Arcades
Chapter: 60

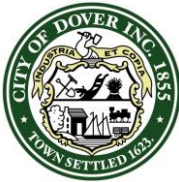
Sections: Article II – Mechanical Devices and Arcades

60-13. Display of License.

- ~~A. The license or licenses herein provided for shall be posted permanently and conspicuously at the location of the machine in the premises wherein the device is to be operated or maintained to be operated.~~
- ~~B. Such license may be transferred from one machine to another machine in the same place of business upon application to the Licensing Board through the City Clerk to such effect, giving the description and the serial number of the new machine, and upon payment of the machine license transfer fee. If application under this section is not made within forty-eight (48) hours, excluding weekends and holidays, then reapplication for a new license for the new machine must be made in the manner prescribed above. Not more than one (1) machine shall be operated under one (1) license, and the applicant shall be required to secure a license for each and every machine operated by him.~~
- ~~C. If the licensee shall move his place of business to another location within the City of Dover, the license may be transferred to such new location upon application to the Licensing Board through the City Clerk, giving the street and number of the new location. The new location shall be inspected by the Chief of Police in the same manner as provided in 60-9.~~
- ~~D. If the holder of an arcade license shall transfer ownership of the arcade, the arcade license may be transferred to such new owner upon application to the Licensing Board through the City Clerk, giving the name and address of the new owner, and upon payment of the arcade license transfer fee. No such application shall be granted until the Chief of Police has ascertained that such new owner is a suitable person to be issued said license in the same manner as provided in 60-9 of this Article.~~

60-14. Revocation.

~~Every license issued under this Article is subject to the right, which is hereby expressly reserved, to revoke the same should the license, directly or indirectly, permit the operation of any mechanical amusement device contrary to the provisions of this ordinance, the ordinance of the City of Dover, or the law of the State of New Hampshire. Said license may be revoked by the Licensing Board upon complaint by the Chief of Police or any person after written notice to the~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.03.23 - 005**
Ordinance Title: **Amusements and Arcades**
Chapter: **60**

Sections: **Article II – Mechanical Devices and Arcades**

~~licensee, which notice shall specify the ordinance or law violations with which the licensee is charged, if, after hearing, the licensee is found to be guilty of such violation.~~

~~60-15. Seizure and Destruction of Machines.~~

~~If the Chief of Police shall have reason to believe any mechanical amusement device is used as a gambling device, such machine may be seized by the police and impounded, and if upon trial of the exhibitor if found guilty such machine shall be disposed of as directed by the Licensing Board or court.~~

~~60-16. Violations and Penalties.~~

~~Any person, firm or corporation violating any provisions of this Article, in addition to the revocation of his or its license, shall be guilty of a violation and be subject to a fine of up to one hundred (\$100.00) per day. [Amended 12-18-98 by Ord. No. 21-98]~~

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:

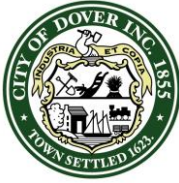
Mayor Karen Weston
By request

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 – 2016.03.23 - 005**
Ordinance Title: **Amusements and Arcades**
Chapter: **60**

Sections: **Article II – Mechanical Devices and Arcades**

DOCUMENT HISTORY:

First Reading Date: 03/23/2016	Public Hearing Date: 04/13/2016
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

With changes in technology, Mechanical Devices and Arcades are much less common than they once were. As a result, the City currently licenses very few of them and, in turn, the public policy reasons for licensing such entities has greatly diminished. Chapter 60 is amended to delete any references to Mechanical Devices and Arcades and the need to license such entities in the City of Dover.



**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: Supporters of the Performing Arts (SOPA) at CBNA
Federal Tax ID number for Organization: 45-0492347

Check (✓) Nature of Organization:

Religious _____, Educational _____, Charitable ☒, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
(Describe) we support the Performing Arts Programs at Coe Brook Farm Academy
Contact Person: Rick Burrows Day Time Telephone: 603-661-9541
Address: 10402nd Street Rd Strafford NH Email: rickster1399@gmail.com
Purpose of Permit: Raffle at Margarita's Fundraiser Event
Date of Event: 4/24/2016 Specific Time: 12pm - 9pm
Location of Event: Margarita's Power location

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

Prize (s) To Be Awarded: CBNA Performing Arts Apparel (Sweatsuits & T-shirts)
Cost of Ticket: \$1 / \$5 Co-permits Date of Drawing: 4/26/2016
Place of Drawing: Margarita's Power location

* 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): _____

Police Department Block Party Approval Signature: _____

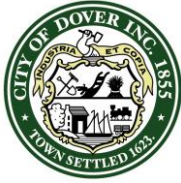
Printed Name: _____

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

SIGNATURE OF APPLICANT: R Burrows DATE: 3/9/2016
(duly authorized)

PRINTED NAME: Rick Burrows

Licensing Board Approval (AP) Date: 3/15/16



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2016.04.13 – 039**
Resolution Re: B14031 WWTP Phase I Upgrade and MLE Conversion,
Apex Construction Additional Scope of Work C/O 3

WHEREAS: Sealed request for proposals B14031 were solicited and received on February 12, 2014 at 2:00 pm for a comprehensive upgrade to the Waste Water Treatment Facility. A mandatory pre-bid meeting was conducted on January 21, 2014 @ 1:00pm at 484 Middle Road with thirteen (13) vendors attending including representatives from State of NH Department of Environmental Services; and

WHEREAS: Three responses were received and evaluated by city personnel and consulting engineer and recommendation to award to low bidder, Apex Construction of Rochester NH in the total amount of \$6,626,600 using CWSRF loan was approved by council March 12, 2014; and

WHEREAS: The City received a construction quote Change order #1 and #2 from Apex Construction to complete additional work and associated costs along with time line extensions totaling \$2,031,875.93 which was approved by council, in 2015; and

WHEREAS: The City has received Change order #3 from Apex for added and removed scopes of work and associated costs. Total additional cost is \$35,966.31; and

WHEREAS: To be eligible for State of NH funding through the State Revolving Fund, the City followed the RFQ guidelines set by the state for professional services.

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

The purchasing agent is hereby authorized to issue a change order #3 to Apex Construction of Rochester NH at in the amount of \$35,966.31. The City Manager, or designee, is hereby authorized to contract 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
5320.1.300.43256.4725.04590.05	WWTP upgrade	62,764	42,865

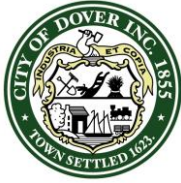
AUTHORIZATION

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.2.

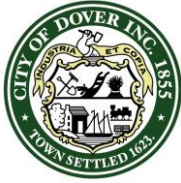
Resolution Number: **R – 2016.04.13 – 039**
Resolution Re: B14031 WWTP Phase I Upgrade and MLE Conversion,
Apex Construction Additional Scope of Work C/O 3

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, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2016.04.13 – 039**
Resolution Re: B14031 WWTP Phase I Upgrade and MLE Conversion,
Apex Construction Additional Scope of Work C/O 3

RESOLUTION BACKGROUND MATERIAL:

The City received very favorable pricing for the initial construction of the Phase I upgrades, thereby allowing the City to continue the design services for upgrades needed and identified in the City's Waste Water Facility Plan. Wright-Pierce completed additional design services for components that were identified as Phase II.

The project consists of all Phase II items identified in the Waste Water Facility Plan with the exception of the generator replacement and all Phase III items with the exception of the Primary Sedimentation Basin and Aeration Basin cover replacements. Specifically, the project includes: comprehensive HVAC upgrade in the Administration and Process Buildings; floor, ceiling, roof and laboratory re-work in the Administration Building; water valve replacements; Septage and Channel Aeration Blower upgrades; aeration diffuser replacements; and various site work and additional process and electrical work.

Change Order #3 is comprised of eleven individual tasks which are either City-requested or project-required. These tasks include: the replacement of eight (8) existing 6" primary sludge line pipes within the Primary Sedimentation Basin with stain steel pipes and fixtures; the replacement of the suction lines from the generator and boiler to the oil tank; the installation of 12 support brackets for the aeration system ORP instruments; the replacement of four (4) 6" butterfly valves on the effluent channel diffuser line (within the aeration tanks); and the relocation of a magnetic flow meter within the Process Building Pump Room.

Bid Information:

Sealed request for proposals B14031 were solicited and received on February 12, 2014 at 2:00 pm for a comprehensive upgrade to the Waste Water Treatment Facility.

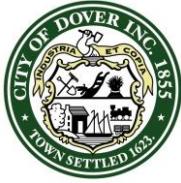
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	218	Number of Responses:	3
Warranty:	Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	As needed
Recommended Award to:	Apex Construction	Fund:	CIP
Other Approvals Required:	Yes CWSRF	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

[B14031 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2016.04.13 – 040**
Resolution Re: B16011B Design Services for Arena Locker Room
Renovations Additional Scope of Work

- WHEREAS: A Sealed Request for Bid B16011B was issued and received for design services for the Arena Locker Room Renovation Project on January 20, 2016 at 11:00 am; and
- WHEREAS: A Mandatory prebid meeting was conducted on January 6, 2016 with seven firms attending. The City received one bid reply from DeStefano Architects, PLLC in the amount of \$23,900 and accepted this proposal; and
- WHEREAS: While this firm was on site, the City requested a proposal for additional services at the Arena and has received change order #1 for additional design work in order to renovate the existing gas chiller garage. This is to modify the garage to create room to store the Arena truck and other equipment. The amount of the change order for design work is in the amount of \$6,680. This change order brings the total design project over the \$25,000 threshold, thereby requiring council approval.

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

The Purchasing Agent is hereby authorized to issue a Change Order to DeStefano Architects PLC of Portsmouth NH for design services at the arena garage in the amount not to exceed \$6,680.00. The City Manager, or designee, is hereby authorized to contract 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.

Account	Description	Appropriation	Balance
1009.1.350.45149.4725.00000.94	Arena improvements	3,000	3,000
1009.1.350.45149.4725.00000.95	Arena improvements	3,000	3,000
1000.1.350.45149.1425.00000.00	Arena improvements	3,000	3,000

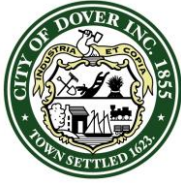
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

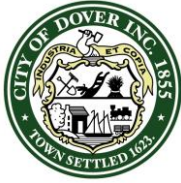
Resolution Number: **R – 2016.04.13 – 040**
Resolution Re: B16011B Design Services for Arena Locker Room
Renovations Additional Scope of Work

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor 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.3.

Resolution Number: **R – 2016.04.13 – 040**
Resolution Re: B16011B Design Services for Arena Locker Room
Renovations Additional Scope of Work

RESOLUTION BACKGROUND MATERIAL:

The change order one reflects additional architectural and structural services in the area of the existing gas chiller garage at the Arena. Total cost not to exceed \$6,680.00

Bid Information:

A Sealed Request for Bid B16011B was issued and received for design services for the Arena Locker Room Renovation Project on January 20, 2016 at 11:00

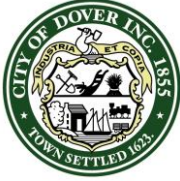
Award Information:

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:	460 Arch & Engineers	Number of Responses:	1
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:	DeStefano Architects PLLC	Fund:	Arena 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

[B16011B Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2016.04.13 - 041**

Resolution Re: **B16028 Award of Bid Hand Pavement Markings**

WHEREAS: A sealed request for bid B16028 was issued and received for Hand Pavement Markings services on March 16, 2016 at 11:00 am for a one-year contract with option to extend two additional one year terms; and

WHEREAS: In an effort to obtain better pricing the City of Somersworth joined the City of Dover in this co-operative purchasing opportunity. Two bid replies were received with low bid meeting specification for both Cities being submitted by Hi-Way Safety Systems Inc. of Rockland MA with varying rates for varying services with a total project amount of \$59,400 for the City of Dover; and

WHEREAS: The normal working hour for these services is between 9:00PM and 6:00AM and is scheduled around weather conditions. For these reasons, timing is crucial and vendors must be able to respond quickly and efficiently in order to minimize the impact on traffic.

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 Hi-Way Safety Systems Inc of Rockland MA for pavement markings given the bid amount of \$59,400 and corresponding rates provided in bid B16028. The City Manager, or designee, is hereby authorized to contract 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
1000.1.300.43121.4432.00000	Street Maintenance Imp/ot bld	121,000	69,469
1000.1.300.43121.4432.00001	Street Maintenance Imp/ot bld	123,000	FY17 proposed

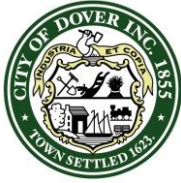
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2016.04.13 - 041**

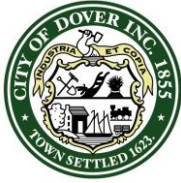
Resolution Re: **B16028 Award of Bid Hand Pavement Markings**

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.4.

Resolution Number: **R - 2016.04.13 - 041**

Resolution Re: **B16028 Award of Bid Hand Pavement Markings**

RESOLUTION BACKGROUND MATERIAL:

There are numerous locations and parking lots with varying spaces throughout the city where pavement marking services are required. The project is carefully monitored and work is verified by a representative of the Dover Engineering Division. The project is divided into two phases. The first phase represents the initial application of all specified markings as described in the "Specifications of Pavement Markings" outline in bid #B16028 and shall be completed no later than June 30, 2016. The second phase is comprised of an additional application to the cross walks and stop bars and is scheduled to be undertaken between September 1, 2016 and November 1, 2016. Total contract completion by December 31, 2016.

Bid Information:

Sealed bid # B16028 was requested and received for hand pavement markings on March 16, 2016.

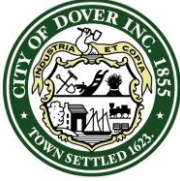
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	85	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	no	Contract:	Yes
Prices will hold for:	2016 construction season	Estimated Delivery:	As needed
Recommended Award to:	Hi-Way Safety	Fund:	GF Streets
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B16028 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2016.04.13 – 042**

Resolution Re: **B16029 Pavement Markings Long Line Reflectorized**

WHEREAS: The sealed request for bid B16029 was requested and received for Reflectorized Pavement Long Line Services on March 16, 2016 at 11:30 AM EST; and

WHEREAS: In an effort to obtain better pricing the City of Somersworth joined the City of Dover in this co-operative purchasing opportunity. Two bid replies were received with low bid meeting specification for both cities being submitted by Hi-Way Safety Systems Inc, of Rockland MA in the amount of \$37,521.00 for the City of Dover; and

WHEREAS: The normal working hours for these services is between 9:00PM and 6:00AM and is scheduled around weather conditions. For these reasons, timing is crucial and vendors must be able to respond quickly and efficiently in order to minimize the impact on traffic.

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 Hi-Way Safety Systems, Inc for long line pavement marking services given the bid amount of \$37,521.00 and corresponding rates provided in conjunction with B16029. The City Manager, or designee, is hereby authorized to contract 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
1000.1.300.43121.4432.00000	Street Maintenance Imp/ot bld	121,000	10,069
1000.1.300.43121.4432.00000	Street Maintenance Imp/ot bld	123,000	FY17 proposed

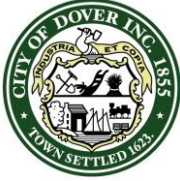
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R - 2016.04.13 – 042**

Resolution Re: **B16029 Pavement Markings Long Line Reflectorized**

DOCUMENT HISTORY:

First Reading Date:

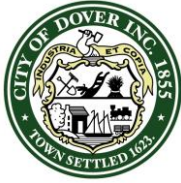
Public Hearing Date:

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.5.

Resolution Number: **R - 2016.04.13 – 042**

Resolution Re: **B16029 Pavement Markings Long Line Reflectorized**

RESOLUTION BACKGROUND MATERIAL:

Estimated linear footage throughout the City of Dover where center line, reflectorized, pavement marking services are required is approximately 990,000 linear feet. The City of Somersworth indicated an estimated amount of 316,000 LF. Each city will enter into its own agreements and insurance certificates with Hi-way Safety Systems Inc.

The City of Dover project is divided into two phases. The first phase shall have a targeted completion date of June 30, 2016 for the majority of the 990,000 linear feet. The second phase is comprised of the remainder of services to be completed no later than December 31, 2015.

Bid Information:

Sealed bid # B16029 was requested and received for Reflectorized pavement line markings

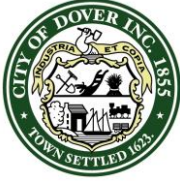
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	85	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	2015 construction season	Estimated Delivery:	As needed
Recommended Award to:	Hi-Way Safety	Fund:	GF Streets
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B16029 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2016.04.13 – 043**
Resolution Re: B16034 Ambulance Purchase

WHEREAS: A Sealed Request for Bid B16034 was issued and received for a new, Type I, modular ambulance on March 23, 2016 at 11:30 am; and

WHEREAS: Bidders were also instructed to supply a trade-in discount off the price of the ambulance for the city owned 2005 Ford E450 with mileage of 100,921; and

WHEREAS: One proposal and two no bids were received. The ambulance specifications were evaluated by Fire & Rescue personnel for compliance and it is the recommendation to award to Sugarloaf Ambulance & Rescue Vehicles of Wilton ME in the amount of \$197,111.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Sugarloaf Ambulance and Rescue Vehicles of Maine in the amount of \$197,111.00 for a 2017 Ford F450 4x4 Ambulance at rates provided in conjunction with Bid B16034. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4017.1.220.42220.4742.02252.17	Ambulance	205,000	205,000

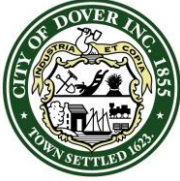
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

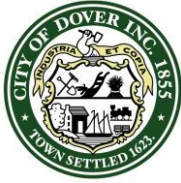
Resolution Number: **R – 2016.04.13 – 043**
Resolution Re: B16034 Ambulance Purchase

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.6.

Resolution Number: **R – 2016.04.13 – 043**
Resolution Re: B16034 Ambulance Purchase

RESOLUTION BACKGROUND MATERIAL:

The City of Dover, NH is soliciting competitive, sealed bids from qualified vendors for the purchase of one (1) new, Type I, modular ambulance for Dover Fire/Rescue. The specification establishes standards for the design, construction and performance of a Type I ambulance. The completed vehicle and components must comply with Federal Specification KKK-1822F.

Bidders shall supply a trade-in discount off the price of the ambulance for the following vehicle. 2005 Ford E450 vin 1FDXE45P55HB11239 with mileage of 100,921

Chassis Type	2017 Ford F450
Bid Price	206,714.00
Pre-Payment	(1,000.00)
Ford Discount	(3,400.00)
Trade In	(3,500.00)
Deduct if Picked Up by City	(635.00)
Deduct Bond Fees	(1,968.00)
2017 chassis Ford F450	900.00
TOTAL Cost	197,111.00

Bid Information:

A Sealed Request for Bid B16034 was issued and received for a new ambulance on March 23, 2016 at 11:30

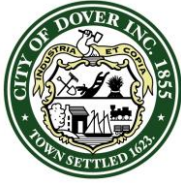
Award Information:

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:	115	Number of Responses:	1 and 2 NB
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until delivered	Estimated Delivery:	239 days
Recommended Award to:	Sugarloaf Ambulance & Rescue Vehicles	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B16034 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2016.04.13 – 044**
Resolution Re: B98046 SCADA Integration Upgrades at
Leighton Way Pump Station

WHEREAS: A Sealed Request for Proposal B98046 was issued and received for a qualified professional engineering firm to identify the long term technical needs of both the city water and wastewater divisions more efficient operations on January 22, 1998 at 2:00; and

WHEREAS: Five responses were received and evaluated and three firms were selected for interviews. Evaluations were based on experience, past performance in the municipal Supervisory Control and Data Acquisition (SCADA) arena and qualifications. Recommendation to award to Woodard & Curran was approved by council and they have been maintaining our SCADA system since; and

WHEREAS: Woodard & Curran has offered a proposal for the Leighton Way Pump Station Upgrade – SCADA Integration services in the amount of \$35,100.00. It is the recommendation to award W&C in the amount not to exceed \$35,100.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Woodard & Curran for SCADA upgrades in the total amount not to exceed \$35,100.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistence 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
5320.1.300.43250.4741.04574.06	Leighton Way Pump Station	347,472	322,225

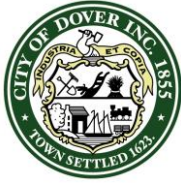
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

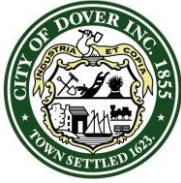
Resolution Number: **R – 2016.04.13 – 044**
Resolution Re: B98046 SCADA Integration Upgrades at
Leighton Way Pump Station

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.7.

Resolution Number: **R – 2016.04.13 – 044**
Resolution Re: B98046 SCADA Integration Upgrades at
Leighton Way Pump Station

RESOLUTION BACKGROUND MATERIAL:

Woodard & Curran has offered a proposal for the Leighton Way Pump Station Upgrade – SCADA Integration services in the amount of **\$35,100.00**.

Scope of work includes:

W&C Engineering Services	\$16,500
Radio Communications Subcontractor	\$4,000
Programmable Logic Controller/Control Panel and Hardware	\$14,600

Bid Information:

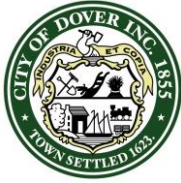
A Sealed Request for Proposal B98046 was issued and received for a qualified professional engineering firm to identify the long term technical needs of both the city water and wastewater divisions more efficient operations on January 22, 1998 at 2:00

Award Information:

A purchase order will be issued to the vendor selected to authorize expenditures 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 completion	Estimated Delivery:	As needed
Recommended Award to:	Woodard & Curran	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2016.04.13 – 045**
Resolution Re: **Support of Bill S.2423, 114th Congress, 1st Session
Regarding Opioid and Heroin Epidemic**

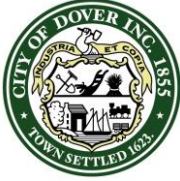
- WHEREAS: The opioid and heroin abuse epidemic is a national public health emergency, which is having a direct and serious impact in the State of New Hampshire; and
- WHEREAS: New Hampshire residents are dying and families and communities are being devastated by this epidemic; and
- WHEREAS: Local public health and safety officials, including those within the City of Dover, are on the front lines of addressing this ever growing emergency; and
- WHEREAS: New Hampshire Senator Jeanne Shaheen has introduced legislation in the United States Senate (S.2423) entitled the “Opioid and Heroin Epidemic Emergency Supplemental Appropriations Act,” which would allocate \$600 million in emergency funding to address this national emergency; and
- WHEREAS: This emergency funding would greatly assist public health and safety officials across the country, and in New Hampshire, in combating opioid and heroin abuse; and
- WHEREAS: Increased funding from the Federal Government is imperative if this epidemic is to be addressed on both a local and national level.

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

The United States Congress should pass Senate Bill 2423, the Opioid and Heroin Epidemic Emergency Supplemental Appropriations Act, without further delay.

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Karen Weston
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 – 2016.04.13 – 045**
Resolution Re: **Support of Bill S.2423, 114th Congress, 1st Session
Regarding Opioid and Heroin Epidemic**

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:

A copy of Bill S.2423, the Opioid and Heroin Epidemic Emergency Supplemental Appropriations Act, along with a Background and Summary of the legislation, is attached hereto.

114TH CONGRESS
1ST SESSION

S. 2423

Making appropriations to address the heroin and opioid drug abuse epidemic for the fiscal year ending September 30, 2016, and for other purposes.

IN THE SENATE OF THE UNITED STATES

DECEMBER 18, 2015

Mrs. SHAHEEN introduced the following bill; which was read twice and referred to the Committee on Appropriations

A BILL

Making appropriations to address the heroin and opioid drug abuse epidemic for the fiscal year ending September 30, 2016, and for other purposes.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*
3 That the following sums are appropriated, out of any
4 money in the Treasury not otherwise appropriated, for the
5 fiscal year ending September 30, 2016, and for other pur-
6 poses, namely:

TITLE I—LAW ENFORCEMENT PROGRAMS

DEPARTMENT OF JUSTICE

OFFICE OF JUSTICE PROGRAMS

STATE AND LOCAL LAW ENFORCEMENT ASSISTANCE

For an additional amount for “State and local law enforcement assistance”, for the Edward Byrne Memorial Justice Assistance Grant program as authorized by subpart 1 of part E of title I of the Omnibus Crime Control and Safe Streets Act of 1968 (except that section 1001(c), and the special rules for Puerto Rico under section 505(g) of title I of such Act shall not apply for purposes of this Act) for expenses relating to drug treatment and enforcement programs, law enforcement programing, and drug addiction prevention and education programs, \$200,000,000, to remain available until expended: *Provided*, That such amount is designated by the Congress as an emergency requirement pursuant to section 251(b)(2)(A)(i) of the Balanced Budget and Emergency Deficit Control Act of 1985 (2 U.S.C. 901(b)(2)(A)(i)).

COMMUNITY ORIENTED POLICING SERVICES

COMMUNITY ORIENTED POLICING SERVICES PROGRAMS

For an additional amount for “Community Oriented Policing Services Programs” for competitive grants to State law enforcement agencies in States with high rates

1 of primary treatment admissions for heroin or other
 2 opioids, \$10,000,000, to remain available until expended:
 3 *Provided*, That such amount is designated by the Congress
 4 as an emergency requirement pursuant to section
 5 251(b)(2)(A)(i) of the Balanced Budget and Emergency
 6 Deficit Control Act of 1985 (2 U.S.C. 901(b)(2)(A)(i)).

7 **TITLE II—DEPARTMENT OF** 8 **HEALTH AND HUMAN SERVICES**

9 DEPARTMENT OF HEALTH AND HUMAN 10 SERVICES

11 SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES

12 ADMINISTRATION

13 SUBSTANCE ABUSE TREATMENT

14 For an additional amount for “Substance Abuse
 15 Treatment”, \$240,000,000, to remain available until ex-
 16 pended: *Provided*, That such amount is designated by the
 17 Congress as an emergency requirement pursuant to sec-
 18 tion 251(b)(2)(A)(i) of the Balanced Budget and Emer-
 19 gency Deficit Control Act of 1985 (2 U.S.C.
 20 901(b)(2)(A)(i)): *Provided further*, That of the amount
 21 provided—

22 (1) \$225,000,000 is for the Substance Abuse
 23 Prevention and Treatment block grant program
 24 under subpart II of part B of title XIX of the Public
 25 Health Service Act;

1 (2) \$10,000,000 is for the Medication Assisted
 2 Treatment for Prescription Drug and Opioid Addic-
 3 tion program of the Programs of Regional and Na-
 4 tional Significance within the Center for Substance
 5 Abuse Treatment; and

6 (3) \$5,000,000 is for the Recovery Community
 7 Services program of the Programs of Regional and
 8 National Significance within the Center for Sub-
 9 stance Abuse Treatment.

10 SUBSTANCE ABUSE PREVENTION

11 For an additional amount for “Substance Abuse Pre-
 12 vention”, \$20,000,000 for the Strategic Prevention
 13 Framework/Partnership for Success Strategic Prevention
 14 Framework Rx of the Programs of Regional and National
 15 Significance within the Center for Substance Abuse Pre-
 16 vention, to remain available until expended: *Provided*,
 17 That such amount is designated by the Congress as an
 18 emergency requirement pursuant to section
 19 251(b)(2)(A)(i) of the Balanced Budget and Emergency
 20 Deficit Control Act of 1985 (2 U.S.C. 901(b)(2)(A)(i)).

21 MENTAL HEALTH

22 For an additional amount for “Mental Health” for
 23 the Project AWARE program of the Programs of Regional
 24 and National Significance within the Center for Mental
 25 Health Services, \$5,000,000, to remain available until ex-

1 pended: *Provided*, That such amount is designated by the
 2 Congress as an emergency requirement pursuant to sec-
 3 tion 251(b)(2)(A)(i) of the Balanced Budget and Emer-
 4 gency Deficit Control Act of 1985 (2 U.S.C.
 5 901(b)(2)(A)(i)).

6 CENTERS FOR DISEASE CONTROL AND PREVENTION

7 INJURY PREVENTION AND CONTROL

8 For an additional amount for “Injury Prevention and
 9 Control” for expanding State-level prescription drug abuse
 10 prevention efforts such as improving prescription drug
 11 monitoring programs, data collection, and collaboration
 12 among States, \$50,000,000, to remain available until ex-
 13 pended: *Provided*, That such amount is designated by the
 14 Congress as an emergency requirement pursuant to sec-
 15 tion 251(b)(2)(A)(i) of the Balanced Budget and Emer-
 16 gency Deficit Control Act of 1985 (2 U.S.C.
 17 901(b)(2)(A)(i)).

18 NATIONAL INSTITUTES OF HEALTH

19 NATIONAL INSTITUTE ON DRUG ABUSE

20 For an additional amount for the “National Institute
 21 on Drug Abuse” for carrying out section 301 and title IV
 22 of the Public Health Service Act with respect to drug
 23 abuse, \$30,000,000, to remain available until expended:
 24 *Provided*, That such amount is designated by the Congress
 25 as an emergency requirement pursuant to section

1 251(b)(2)(A)(i) of the Balanced Budget and Emergency
 2 Deficit Control Act of 1985 (2 U.S.C. 901(b)(2)(A)(i)).

3 OFFICE OF THE SECRETARY

4 PUBLIC HEALTH AND SOCIAL SERVICES EMERGENCY

5 FUND

6 For an additional amount for the “Public Health and
 7 Social Services Emergency Fund” to better coordinate and
 8 respond to the national heroin and opioid drug abuse crisis
 9 at the discretion of the Secretary of Health and Human
 10 Services, \$40,000,000, to remain available until expended:
 11 *Provided*, That such amount is designated by the Congress
 12 as an emergency requirement pursuant to section
 13 251(b)(2)(A)(i) of the Balanced Budget and Emergency
 14 Deficit Control Act of 1985 (2 U.S.C. 901(b)(2)(A)(i)).

○

Senator Jeanne Shaheen
Opioid and Heroin Epidemic Emergency Supplemental Appropriations Act
Background and Summary

The opioid and heroin abuse epidemic is a national public health emergency. Every day communities across our country are being flooded with highly addictive and increasingly lethal drugs. Americans are dying; families and communities are being torn apart. Public health workers and law enforcement officials are being overwhelmed by demands for assistance, and continue to face declining budgets. We must do more to support their efforts. Emergency funding for public health outreach, treatment, recovery, and law enforcement will save American lives. We have a responsibility to act.

BILL SUMMARY:

Senator Shaheen's Opioid and Heroin Epidemic Emergency Supplemental Appropriations Act would allocate \$600 million in emergency funding to address this national emergency.

Department of Justice

- Edward Byrne Memorial Justice Assistance Grant Program - \$200 million increase to fund state and local programs including, law enforcement, prosecutions and court programs, drug treatment and enforcement programs, as well as prevention and education programs.
- COPS Anti-Heroin Task Force Grant - \$10 million to assist state and local law enforcement with high per capita levels of primary treatment admission for heroin and opioids, conduct drug enforcement initiatives and investigations. This program targets resources to support police operations on the ground.

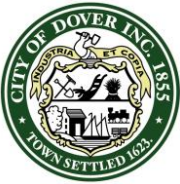
Department of Health and Human Services

- Substance Abuse Prevention and Treatment Block Grant- \$225 million in additional funds to distribute to states to fund programs related to prevention, treatment, recovery support and other services. For many states, this is the primary source of federal programs to address the misuse of alcohol and drugs.
- Prescription Drug Overdose Prevention for States- \$50 million to support the Center for Disease Control and Prevention's work on prescription drug monitoring programs, community or insurer and health system interventions and rapid response projects.
- Public Health and Social Services Emergency Fund- \$40 million for the Secretary of Health and Human Services to better coordinate and respond to the national heroin and opioid drug abuse crisis.
- National Institute on Drug Abuse- \$35 million for targeted research on drug addiction and efforts to disseminate the results to improve prevention and treatment.
- Strategic Prevention Framework- Partnership for the Success- \$20 million to address underage drinking and prescription drug misuse and abuse among 12 to 25 year olds.
- Medication Assisted Treatment for Prescription Drug and Opioid Addiction - \$10 million will improve access in high risk communities to medication assisted treatment services for treating heroin and prescription opioids.

- Safe Schools/Healthy Students- \$5 million to support school and community partnerships in efforts to create safe, drug-free and respectful environments for learning and to promote the behavioral health of children and youth.
- Recovery Community Services Program- \$5 million to assist community organizations and develop organized statewide network for peer to peer recovery support including activities such as peer coaching, peer support groups, life skills workshops and peer-led housing and employment connector programs.

BACKGROUND:

- Drug overdose deaths have exceeded car crashes as the number one cause of injury death in the United States.
- Each day 120 Americans die of drug overdoses; two deaths every hour.
- In 2013 alone, overdoses from prescription pain medications killed more than 16,000 Americans.
- In 2012, 259 million prescriptions were written for these drugs, which is more than enough to give every American adult their own bottle of pills.
- Every day, 2,500 American youth (ages 12-17) abuse a prescription pain reliever for the first time.
- According to NIH, people who are addicted to opioid pain killers are 40 times more likely to be addicted heroin.
- About 8,000 Americans die annually from heroin overdoses, an increase of 244 percent from 2007.
- The 2015 National Drug Threat Assessment expects that “heroin use and overdose deaths are likely to continue to increase in the near term. Mexican traffickers are making a concerted effort to increase heroin availability in the U.S. market. The drug’s increased availability and relatively low cost make it attractive to a large number of opioid abusers.”
- Fentanyl is a Schedule II synthetic opioid that is approximately 80 to 100 times more potent than morphine and 25 to 40 times more potent than heroin.
- In March 2015, DEA issued a nationwide alert about the dangers of fentanyl stating “Fentanyl is commonly laced in heroin, causing significant problems across the country, particularly as heroin use has increased.
- From 2013 to 2014, there have been over 700 deaths related to fentanyl.
- The 2015 National Drug Threat Assessment states that “Fentanyl will remain a significant threat to law enforcement personnel and first responders as minute amounts – equivalent to a few grains of salt – can be lethal, and visually, can be mistaken for cocaine or white power heroin.”
- Fentanyl remains undetectable in most police field tests.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2016.04.13 – 46**

Resolution Re: **Amendment to Classification Plan**

WHEREAS: Section C7-2 of the City Charter requires that the City Manager submit any amendments to the Merit Plan to the Council as an item on a regular Council meeting agenda; and

WHEREAS: The Council shall within sixty days after having received the amendments take action to approve or disapprove them at a regular Council meeting; and

WHEREAS The Merit Plan includes the Classification Plan as a specific attachment which establishes authorized position classifications and grade levels for each class of position in the City's Administrative Service; and

WHEREAS The City Manager has identified and proposes to reclassify and add certain position classifications in the City's Administrative Service.

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

The City Council accepts the attached amendment to the Merit Plan as submitted by the City Manager specific only to reclassifying and adding certain position classifications to the Classification Plan.

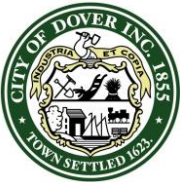
AUTHORIZATION

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.2.

Resolution Number: **R – 2016.04.13 – 46**

Resolution Re: **Amendment to Classification Plan**

DOCUMENT HISTORY:

First Reading Date:

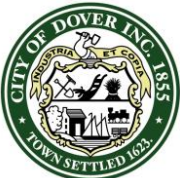
Public Hearing Date:

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.B.2.

Resolution Number: **R – 2016.04.13 – 46**

Resolution Re: **Amendment to Classification Plan**

RESOLUTION BACKGROUND MATERIAL:

The Merit Plan includes a Classification Plan document which establishes position classifications and grade levels for each class of position in the City's Administrative Service. The City Manager proposes to make the following changes to the Classification Plan:

1. Retitle the existing Assistant Director of Information Technology classification to Deputy Director of Information Technology. This is necessary to correct the title for this classification as it was incorrectly listed as Assistant Director in a prior Classification Plan revision. There is no change in the pay grade or classification specification except for this title correction.
2. Eliminate the existing CDBG Coordinator classification as this classification is not used and therefore no longer necessary. The responsibilities for coordinating the CDBG program were previously absorbed into and will remain within the existing Planner classification.
3. Adjust the existing Heavy Equipment Mechanic I and II classifications by assigning pay grades of 16 and 17, respectively, as previously agreed to in the AFSCME collective bargaining agreement (CBA) signed on April 2, 2015. There is no change in pay for the incumbents or future employees in these classifications as a result of this correction as they are already effective in accordance with the previously ratified CBA.
4. Add a new Information Technology Technician classification assigned to pay grade 18 to coincide with staffing adjustments reflected in the FY2017 Proposed Budget. The grade 18 assignment is supported by the following wage analysis ensuring internal equity with existing City of Dover position classifications and a reasonable competitiveness with comparable public and private sector positions:

City of Dover Information Technology Technician:

Dover Grade 18: Minimum: \$17.96/hr., Mid: \$21.73/hr., Maximum: \$25.42/hr.

US DOL 2015 Occupational Employment Survey for Computer User Support Specialists:

United States Median: \$23.38/hr.

New Hampshire Median: \$25.54/hr.

Rochester/Dover NH-ME Metropolitan NECTA Median: \$24.69/hr.

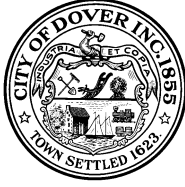
The amended Classification Plan with changes highlighted and a supplemental position description for the proposed Information Technology Technician classification are attached as background.

FY2017 Dover Classification Plan

Dover Classification Plan	Pay Plan Grade	Union
ACCOUNT CLERK I	11	DMEA
ACCOUNT CLERK II	13	DMEA
ACCOUNTANT I	18	DMEA
ACCOUNTANT II	28	DMEA
ADMINISTRATIVE ASSISTANT	19	non-union
ADMINISTRATIVE CLERK/CEMETERY COORDINATOR	15	DMEA
ANIMAL CONTROL OFFICER	16	DPA
AQUATIC FACILITY MANAGER	22	DPEA
ARENA FACILITY MANAGER	23	DPEA
ARENA PROGRAM & MARKETING SUPERVISOR	21	DPEA
ASSISTANT CITY CLERK	13	DMEA
ASSISTANT CITY ENGINEER	24	DPEA
ASSISTANT CITY MANAGER	32	non-union
ASSISTANT CITY PLANNER	24	DMEA
ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY	29	non-union
ASSISTANT LIBRARY DIRECTOR	26	DMEA
ASSISTANT RECREATION DIRECTOR	23	DPEA
ASSISTANT TAX ASSESSOR	23	DMEA
BOOKKEEPER	14	DMEA
BUILDING INSPECTOR	22	DMEA
BUILDING MAINTENANCE MECHANIC	13	DMEA
BUILDING OFFICIAL	28	DMEA
CDBG PROGRAM COORDINATOR	27	DMEA
CITY CLERK/TAX COLLECTOR	26	non-union
CITY ENGINEER	29	DPEA
CITY TREASURER	24	non-union
CLERK TYPIST I	9	DMEA
CLERK TYPIST II	11	DMEA
CONSTRUCTION MANAGER	26	non-union
CROSSING GUARD	8	non-union
CUSTODIAN	9	DMEA
DEPUTY CITY CLERK	15	DMEA
DEPUTY CITY MANAGER	34	non-union
DEPUTY COMMUNITY SERVICES DIRECTOR	30	non-union
DEPUTY INFORMATION TECHNOLOGY DIRECTOR	29	non-union
DEPUTY TAX COLLECTOR	15	DMEA
DIRECTOR OF BUSINESS ASSISTANCE	23	non-union
DIRECTOR OF COMMUNITY SERVICES	33	non-union
DIRECTOR OF FINANCE	32	non-union
DIRECTOR OF HUMAN RESOURCES	29	non-union
DIRECTOR OF INFORMATION TECHNOLOGY	33	non-union
DIRECTOR OF MAIN STREET PROGRAM	23	non-union
DIRECTOR OF PLANNING & CDBG	31	non-union
DIRECTOR OF PUBLIC LIBRARY	29	non-union
DIRECTOR OF PUBLIC WELFARE	26	non-union
DIRECTOR OF RECREATION	26	non-union
ELECTRICAL INSPECTOR	22	DMEA
ENGINEERING TECHNICIAN	20	DPEA
ENVIRONMENTAL PROJECTS MANAGER	27	DPEA
EXECUTIVE SECRETARY	18	non-union
FACILITIES, GROUNDS & CEMETERY SUPERVISOR	23	DPEA
FIRE & RESCUE CHIEF	33	non-union
FIRE ASSISTANT CHIEF	29	DPFOA
FIRE CAPTAIN	25	DPFOA
FIRE DEPUTY CHIEF	27	DPFOA
FIRE LIEUTENANT	23	DPFOA
FIRE MECHANIC	11	non-union
FIRE/HEALTH INSPECTOR	22	DMEA
FIRE/LIFE SAFETY INSPECTOR	22	DMEA
FIREFIGHTER ON CALL	17	non-union
FIREFIGHTER/EMT	17	IAFF
FIREFIGHTER/EMT-I	18	IAFF
FIREFIGHTER/PARAMEDIC	20	IAFF
FLEET SUPERVISOR	25	DPEA
GENERAL LEGAL COUNSEL	33	non-union
GROUNDSKEEPER I	14	AFSCME
GROUNDSKEEPER II	16	AFSCME
HEAVY EQUIPMENT MECHANIC I	45 16	AFSCME
HEAVY EQUIPMENT MECHANIC II	46 17	AFSCME
HEAVY EQUIPMENT OPERATOR I	16	AFSCME
HEAVY EQUIPMENT OPERATOR II	17	AFSCME
INFORMATION TECHNOLOGY ADMINISTRATOR	22	non-union
INFORMATION TECHNOLOGY TECHNICIAN	18	non-union
INVENTORY COORDINATOR	17	AFSCME
LABORER I	12	AFSCME

FY2017 Dover Classification Plan

Dover Classification Plan	Pay Plan Grade	Union
LABORER II	13	AFSCME
LIBRARIAN I	17	DMEA
LIBRARIAN II	22	DMEA
LIBRARY ASSISTANT I	11	DMEA
LIBRARY ASSISTANT II	13	DMEA
LIBRARY PAGE	7	DMEA
MAINTENANCE MECHANIC I	14	AFSCME
MAINTENANCE MECHANIC II	15	AFSCME
MAINTENANCE MECHANIC III	22	AFSCME
MAINTENANCE SPECIALIST I	15	AFSCME
MAINTENANCE SPECIALIST II	18	AFSCME
MAINTENANCE SPECIALIST III	22	AFSCME
MANAGEMENT ANALYST	17	non-union
MEDIA SERVICES MANAGER	26	non-union
OFFICE MANAGER	15	DMEA
PARKING CONTROL OFFICER	10	DPA
PARKING MANAGER	24	non-union
PAYROLL & BENEFITS ADMINISTRATOR	15	DMEA
PERSONNEL ASSISTANT	15	DPAAll
PLANNER	27	DMEA
PLANT & PUMP STATION SUPERVISOR	23	DPEA
PLUMBING INSPECTOR	22	DMEA
POLICE CAPTAIN	30	DPAAll
POLICE CHIEF	33	non-union
POLICE COMMUNICATIONS SUPERVISOR	21	DPAAll
POLICE DISPATCHER	17	DPA
POLICE LIEUTENANT	27	DPAAll
POLICE OFFICER I	21	DPA
POLICE OFFICER II (Advanced Career Track)	22	DPA
POLICE PREVENTION COORDINATOR	22	non-union
POLICE PREVENTION PROGRAMMER	16	non-union
POLICE PROSECUTOR	27	DPAAll
POLICE RECORDS SUPERVISOR	21	DPAAll
POLICE SERGEANT	24	DPAAll
POLICE VICTIM/WITNESS ADVOCATE	20	non-union
PUBLIC WELFARE TECHNICIAN I	18	DMEA
PUBLIC WELFARE TECHNICIAN II	19	DMEA
PUBLIC WELFARE TECHNICIAN III	20	DMEA
PUBLIC WORKS SUPERVISOR	23	DPEA
PUMP STATION OPERATOR I	16	AFSCME
PUMP STATION OPERATOR II	18	AFSCME
PUMP STATION OPERATOR III	22	DPEA
PURCHASING AGENT	26	DMEA
RECREATION PROGRAM ASSOCIATE I	2	non-union
RECREATION PROGRAM ASSOCIATE II	3	non-union
RECREATION PROGRAM ASSOCIATE III	4	non-union
RECREATION PROGRAM SPECIALIST I	5	non-union
RECREATION PROGRAM SPECIALIST II	7	non-union
RECREATION PROGRAM SPECIALIST III	9	non-union
RECREATION PROGRAM SPECIALIST IV	15	non-union
RECREATION PROGRAM SUPERVISOR	17	DPEA
SEASONAL MAINTENANCE WORKER I	3	non-union
SEASONAL MAINTENANCE WORKER II	5	non-union
SEASONAL MAINTENANCE WORKER III	7	non-union
SECRETARY I	13	DMEA
SECRETARY II	14	DMEA
SOLID WASTE ASSISTANT	18	AFSCME
SOLID WASTE COORDINATOR	23	DPEA
SUPERINTENDENT OF FACILITIES, GROUNDS & CEMETERY	28	DPEA
SUPERINTENDENT OF PUBLIC WORKS & UTILITIES	29	DPEA
TAX ASSESSING DATA TECHNICIAN	15	DMEA
TEEN CENTER COUNSELOR	22	non-union
TELEVISION BROADCAST OPERATOR	15	non-union
TRUCK DRIVER	14	AFSCME
UTILITIES SYSTEM SUPERVISOR	26	DPEA
WORKING FOREMAN	22	DPEA
WWTP CHIEF OPERATOR	23	DPEA
WWTP LAB TECHNICIAN	17	DPEA
WWTP LAB/INDUSTRIAL PRETREATMENT COORDINATOR	22	DPEA
WWTP OPERATOR I	18	AFSCME
WWTP OPERATOR II	22	AFSCME
WWTP SUPERVISOR	26	DPEA



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Asset Management Technician	Position Control No: XX-XX-XX-XX
Classification-Series: Information Technology Technician	FLSA Status: Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Professional & Managerial Services	Union - Grade: NON-UNION Grade 18
Organizational Unit: Executive Department	Primary Job Location: City Hall, 288 Central Avenue

JOB SUMMARY: Performs highly responsible work of collecting and distributing data related to the City's infrastructure and asset management data. This includes the responsive and proficient technical support of municipal core systems and services, with a focus on infrastructure and asset management applications.

ACCOUNTABILITY: Works under the direction of the Asset Management Administrator. Assigned duties are carried out independently. Work is reviewed through reports, conferences and observation of results.

SUPERVISION EXERCISED: Provides general supervision through work assignments, instruction, training, technical knowledge, and work review with collaborative information technology positions throughout the City and Schools. Coordinates and leads activities of Information Technology Technician(s) in completing and supporting City-wide information and telecommunication projects.

TYPICAL EQUIPMENT USED: Computer; telephone; calculator; typewriter; dictation & transcribing equipment; video and audio equipment; copy and facsimile machines; electronic diagnostic equipment; small hand and power tools.

TYPICAL WORK ENVIRONMENT: Inside: 75% Outside: 25%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Monitoring and proactive maintenance of current City information systems, with a focus on enterprise-wide infrastructure and asset management applications.
2. Provide accurate documentation and clear organization of key infrastructure data, to include geographic information systems (GIS) data as well as data sets that interact with GIS data and other related asset management information.
3. Planning, prioritization, scheduling and completion of asset management data collection.
4. Support of distribution of infrastructure information, to include display of both publicly available and privately available maps on a variety of platforms, desktop and mobile devices.
5. Collaborate with and offer professional development to municipal employees and vendors in the use of GIS and asset management applications and data.
6. As liaison between municipal employees and vendors, learns how employees interact with infrastructure and asset management applications and continuously updates that knowledge set. Assist employees in verbalizing application limitations and seek solutions within Information Technology Office and with vendors.

7. Tracking, management and evaluation of reactive service calls to clients throughout the City and affiliate organizations.
8. Evaluates trends in information, telecommunication and geographic information systems (GIS) technology, and makes recommendations to Asset Management Administrator regarding appropriate systems and service needs.
9. Works as the technical lead, or in conjunction with Information Technology staff, employees and vendors, in the implementation, ongoing maintenance and upgrade of asset management systems.
10. Available after-hours (outside Monday - Friday 8am – 4pm and holidays) during critical system outages or for pre-scheduled information systems maintenance as needed.
11. Attends to many items requiring attention simultaneously, and/or in sequence.
12. Attends conferences and other education meetings and reviews professional literature to keep current on modern trends and practices.
13. Exercises discretion and maintains appropriate confidentiality concerning municipal related matters.
14. Performs or assists subordinates in performing duties; adjusts errors and complaints.
15. Seeks information from the Asset Management Administrator regarding questions of procedures and information related to the City's information and telecommunication systems.
16. Coordinates activities with other employees, departments or agencies.
17. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
18. Maintains familiarity with and executes safe work procedures associated with assigned work.
19. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Rarely required. -over 50 lbs.: Rarely required. CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Rarely required. -over 50 lbs.: Not required. REACH: -above shoulder height: Rarely required. -at shoulder height: Frequently required. -below shoulder height: Occasionally required.	PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Rarely required. SQUATTING: Occasionally required. KNEELING: Rarely required. CROUCHING: Occasionally required. CLIMBING: Rarely required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS: Sit: 2 hours Stand: 1 hour Walk: 1 hour	TOTAL HOURS: Sit: 2 hours Stand: 2 hour Walk: 4 hour
---	---

COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others
HEARING: Necessary for receiving instructions and information.
SIGHT: Necessary for performing job effectively.
TASTING & SMELLING: Not required.

TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter; tables; computer work stations; mobile devices; carpet, tile, concrete and wood floors; ladders, stairs and scaffolding; outside surfaces including flat, sloped and uneven ground; within above and below ground confined spaces; within and above trenches.

TYPICAL CONTROLS & EQUIPMENT: GPS equipment, mobile devices, keyboard/pad, computer mouse, electronic controls, vehicle.

SUMMARY OF OCCUPATIONAL EXPOSURES: Prolonged exposure to sun, extremes of temperature and weather; poisonous insects and plants. May be exposed to copier and printer toner.

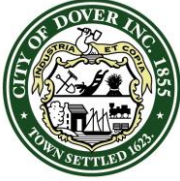
KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Prior experience with and knowledge of global positioning system (GPS) receivers, geographic information systems (GIS & GPS), computer hardware and software, including mobile technology, operating systems and applications. Intermediate level skills to troubleshoot, prioritize, escalate and find technical solutions quickly and effectively, often using fellow staff members, online and vendor resources; Knowledge of the capabilities and requirements of information technology equipment; Demonstrated ability in completing effective oral and written communications, including information technology systems documentation; Knowledge of the functions, organization and infrastructure of municipal government. Demonstrated ability to plan, organize and prioritize work day with minimal supervision; ability to make accurate arithmetic calculations; ability to maintain electronic and written records and prepare reports. Ability to maintain effective working relationships with department supervisors, fellow employees and the public; Ability to deal with service problems courteously and tactfully.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Graduation from a college/university with an Associate's degree in Computer Science, Information Technology, Engineering, Surveying or a closely-related field, plus at least two years progressively responsible experience in GIS data collection, mobile technology use / support, or related information systems work; OR any equivalent combination of education and experience which demonstrates possession of required knowledge, skills and abilities. Must maintain valid NH motor vehicle operator's license. Microsoft, ESRI, VUEWorks, GIS Data collection, cellular technology and other Information System specific certifications preferred.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☒ 7. 2 to 4 years.
☐ 3. 30-90 days.	☐ 8. 4-10 years.
☐ 4. 91-180 days.	☐ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2016.04.13 – 047**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2017 CDBG Entitlement Funds

WHEREAS: The City of Dover will have available funds for appropriation from the 2017 CDBG Entitlement year, including program income; and

WHEREAS: The Planning Department is required by HUD to prepare, and the Governing Body adopt the "Action Plan" which is a needs assessment and detailed expenditure plan for the use of Community Development funds in meeting the needs of low and moderate income residents of Dover; and

WHEREAS: The Planning Board has reviewed proposed projects for said funds and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the recommended expenditures; and

WHEREAS: Administration and the Planning Board have reviewed the proposals and derived a recommended expenditure plan; and

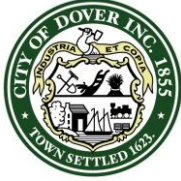
WHEREAS: The recommended disbursements of funds have been reviewed for compliance with HUD statutory requirements and for meeting national objectives; and

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

The Action Plan is adopted and the City Manager is authorized to enter into sub-recipient contracts as part of this Annual Plan for expenditure of Federal FY16 Community Development Block Grant funds.

Note: To be referred to public hearing and vote on April 27, 2016.

Financing		
Estimated Revenue		
Account	Description	Appropriation
2100.1.180.46311.3311.06311.17.000.000.R30	Federal Grant	\$268,665.00
2100.1.180.46311.3421.06311.17.000.000.R40	School Street Parking Income	\$3,240.00
2120.1.180.46323.3933.00000.00.000.000.R90	Housing Partnership Loan Income	\$5,171.00
2125.1.180.46525.3933.00000.00.000.000.R90	DELP Revolving Loan Income	\$79,852.00
TOTAL		\$356,928.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2016.04.13 – 047**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal
Year 2017 CDBG Entitlement Funds

Financing Appropriations

Account	Description	Appropriation
2100.1.180.46348.4835.06367.17.000.000.800	AIDS Response	\$7,900.00
2100.1.180.46348.4835.06333.17.000.000.800	Community Partners	\$7,500.00
2100.1.180.46348.4835.06377.17.000.000.800	Cross Roads House	\$9,500.00
2100.1.180.46348.4835.06360.17.000.000.800	Dover Welfare	\$7,565.00
2100.1.180.46348.4835.063xx.17.000.000.800	End 68 Hours of Hunger	\$3,000.00
2100.1.180.46348.4835.06361.17.000.000.800	HAVEN (A Safe Place)	\$3,000.00
2100.1.180.46348.4835.06380.17.000.000.800	Homeless Center for Strafford County	\$7,500.00
2100.1.180.46348.4835.06342.17.000.000.800	My Friend's Place	\$11,500.00
xxxx.x.xxx.xxxxx.xxxx.xxxxx.xx.xxx.xxx.xxx	CAP (New Office Space)	\$0
2100.1.180.46323.4835.06335.17.000.000.800	CAP (Weatherization)	\$25,000.00
xxxx.x.xxx.xxxxx.xxxx.xxxxx.xx.xxx.xxx.xxx	Dover Housing Authority	\$0
2100.1.180.46341.4835.06345.17.000.000.800	Triangle Club	\$48,162.00
2100.1.180.46341.4835.063xx.17.000.000.800	Annie E Woodman Institute	\$45,000.00
2100.1.180.46311.6311.xxxxx.17.000.000.800	CDBG Administration	\$71,386.00
2125.1.180.00000.1715.xxxxx.17.000.000.800	DELP Income returned to loan pool	\$79,852.00
2100.1.180.46525.6621.xxxxx.17.000.000.800	DELP Administration	\$30,063.00
xxxx.x.xxx.xxxxx.xxxx.xxxxx.xx.xxx.xxx.xxx	DELP Funding	\$0
xxxx.x.xxx.xxxxx.xxxx.xxxxx.xx.xxx.xxx.xxx	McConnell Center HVAC	\$54,149.47
2100.1.180.46341.4835.06388.12.000.000.800	Easter Seals (unexpended)	(\$2,961.00)
2100.1.180.46341.4835.01102.14.000.000.800	Senior Center ADA Door (unexpended)	(\$3,188.47)
2100.1.180.46341.4835.06343.16.000.000.800	Children's Center (unexpended)	(\$48,000)
TOTAL		\$356,928.00

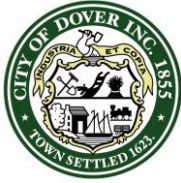
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

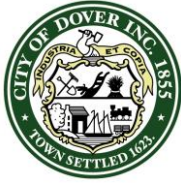
Resolution Number: **R – 2016.04.13 – 047**
Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal
Year 2017 CDBG Entitlement Funds

DOCUMENT HISTORY:

First Reading Date: 4/13/16	Public Hearing Date: 4/27/15
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 Robert Carrier, At Large		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2016.04.13 – 047**
Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal
Year 2017 CDBG Entitlement Funds

RESOLUTION BACKGROUND MATERIAL:

Attached is a brief synopsis of the Federal Fiscal Year 2016, Community Development Block Grant Program available funds, Goals and Objectives of the Community Development. Program and a description of the agencies, organizations and Planning Department's use of requested funds.

The City of Dover is an Entitlement Community, which means we receive funds directly from HUD, rather than applying through the State. To help determine how the CDBG funds should be allocated, the City developed a 5-year Consolidated Plan. The Plan was built with guidance from the community and serves as a road map for CDBG funding allocations. The Plan includes a ranking (low, medium, high) of the objectives listed in the Plan. Dover is entering year 2 of the Plan.

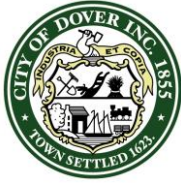
The Planning Board acts in a citizens' advisory capacity, in determining how the funds should be allocated after listening to all the requests submitted from local agencies. The agencies must use the funds to achieve one of HUD's 3 National Objectives: 1) Low income benefit, 2) Elimination of slums or blight, 3) Urgent need. The objectives of Dover's Consolidated Plan have been found by HUD to align with the National Objectives.

After the Planning Board recommends how the CDBG funds should be spent, the City Council holds a public hearing on the Action Plan (one year use of funds.) This provides citizens and those affected by the funding decision an opportunity to comment on the proposed expenditures before the Council votes on the Final Action Plan. Once approved by the Council, the Action Plan is forwarded to HUD for their review and approval.

Dover's FFY16 CDBG grant amount is \$268,665. This reflects an \$11,503 reduction from the FFY15 grant. As in previous years, the requests exceeded the available funds.

Under the Public Services category, Dover received eight applications for a total of \$98,708.00. Pursuant to a HUD required funding formula, this year's maximum funding amount allowed for this category is \$57,465.00. The Planning Board has recommended providing the maximum amount allowable and that the funds be disbursed among the eight applications.

Under the Public Facilities Category, Dover received five applications for a total of \$568,225.00. After accounting for the Public Services, Administrative and Economic Development categories, the Planning Board has recommended providing the remaining \$118,162.00 to three of the five applications received.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2016.04.13 – 047**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal
Year 2017 CDBG Entitlement Funds

CDBG PROGRAM DESCRIPTION

Applicant/Requested Funding Amount/Planning Board Recommended Funding Amount

Public Services

Aids Response Seacoast

Requested Funding: \$15,000

Planning Board Recommended Funding: \$7,900

Partially Support the salaries and benefits of Case Management Department staff consisting of a Program Manager, Medical Case Managers and a financial Administrator.

Community Partners

Requested Funding: \$8,208

Planning Board Recommended Funding: 7,500

Funding to provide security deposits and/or first month's rent to homeless individuals and families in Dover with mental illness or a developmental disability.

Cross Roads House

Requested Funding: \$12,000

Planning Board Recommended Funding: \$9,500

Funding to support direct care staff payroll and taxes.

Dover Welfare

Requested Funding: \$8,000

Planning Board Recommended Funding: \$7,565

Funding to help residents of Dover pay for a security deposit to move into affordable housing.

End 68 Hours of Hunger

Requested Funding: \$25,000

Planning Board Recommended Funding: \$3,000

Funding to be used for the purchase of food for Dover Children.

HAVEN (A Safe Place)

Requested Funding: \$5,000

Planning Board Recommended Funding: \$3,000

Funding to assist in providing domestic and sexual violence client services programming to residents of Dover.

Homeless Center for Strafford County

Requested Funding: \$10,500

Planning Board Recommended Funding: \$7,500

Funding to help support the overall operations of the program.

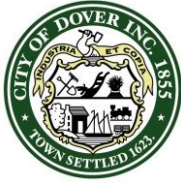
My Friend's Place

Requested Funding: \$15,000

Planning Board Recommended Funding: \$11,500

Funds will be used for operating costs such as heat, hot water, water, electricity household supplies and overnight staffing.

Public Facilities



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2016.04.13 – 047**
Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal
Year 2017 CDBG Entitlement Funds

Community Action Partnership of Strafford County

Requested Funding: \$85,000

Planning Board Recommended Funding: \$0

Funding will be used for architect and acquisition cost related to the purchase of an 11,000 square foot commercial space which will house all emergency and housing services, Head Start, early Head Start and administration for the agency.

Community Action Partnership of Strafford County

Requested Funding: \$25,000

Planning Board Recommended Funding: \$25,000

Funding for program to help low-income homeowners and renters who meet income guidelines to improve energy efficiency and reduce energy expenses.

Dover Housing Authority

Requested Funding: \$200,000

Planning Board Recommended Funding: \$0

Funding for labor, materials and supplies for a new interconnected system of smoke alarms and carbon monoxide devices for property owned by the Housing Authority.

Triangle Club

Requested Funding: \$195,000

Planning Board Recommended Funding: \$48,162

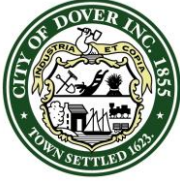
Funding to build an addition that will expand the second floor of the existing facility.

Annie E Woodman Institute

Requested Funding: \$63,225

Planning Board Recommended Funding: \$45,000

Funding will be used to remove barriers to accessibility to the first floors of the four buildings on the Museum grounds.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2016.04.13 – 047**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal
Year 2017 CDBG Entitlement Funds

REALLOCATION OF FUNDS

In addition to the Planning Board funding recommendations, staff recommends that the City Council reallocate certain prior and current year CDBG funds.

City of Dover – McConnell Center

Funds to be Reallocated: \$54,149.47

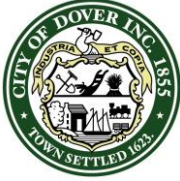
The City previously allocated funds for three separate projects within the McConnell Center. Two of the projects, Easter Seals and Senior Center ADA Door, are completed and have fund balances of \$2,961.00 and \$3,188.47 respectively. The third project is the Children's Center HVAC project at the McConnell Center that was approved for the current fiscal year at \$48,000. Staff is recommending that the three fund amounts be combined for the needed HVAC related work at the Children's Center space within the McConnell Center. The City will administer both the funds and the project.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CONSOLIDATED PLAN GOAL STATEMENT

The City of Dover has articulated a goal of creating a dynamic urban environment with an outstanding quality of life, which includes a diversity of housing and employment opportunities including those of low and very low income. In addition, Dover will through improve and/or expand public facilities and services.

Specific objectives:

1. To provide increased employment opportunities for low and very low income persons.
2. To provide increased opportunities to residents of the City who require education, health, recreation, housing and related human services.
3. To weatherize and improve energy efficiency of the housing stock of the City, especially for persons of low and very low income.
4. To plan and construct public improvements in areas populated by or used predominately by low and very low income persons.
5. Removal of architectural barriers to allow increased handicapped accessibility.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2016.04.13 – 048**

Resolution Re: **Appropriation of March 2016 Dover High School and Regional Career Technical Center Bond Premium**

WHEREAS: The City of Dover completed the issuance of a \$73.9 million bond during March, 2016 to fund the construction of a new High School and Regional Career Technical Center; and,

WHEREAS: The City has received a \$2,680,080.80 bond premium payment as a result of the March 2016 competitively bid bond issuance; and,

WHEREAS: The bond premium, after applying closing cost of \$150,329, may be appropriated to offset the previously estimated tax impact of the debt service for the new High School and Regional Career Technical Center and also to provide initial funding for an ongoing Facility Project Manager both as reflected in the Proposed FY2017 Budget;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The City Council hereby appropriates \$2,529,752 in unexpended bond premium, received from the March 2016 bond issuance for the new Dover High School and Regional Career Technical Center, as follows:

Project Number	Description	Budget Balance	Adjustment	Adjusted Balance
4016.1.600.46900.4725.07101.16.	High School & Dunaway Field Improvements (Project Manager)	65,700,000	222,756.00	65,922,756.00
8935.1.600.46900.4831.00000.00.	School Facilities Capital Reserve	0	2,306,996	2,306,996
	Totals	65,700,000	2,529,752.00	68,229,752.00

In accordance with NH Municipal Finance Act, RSA33 and City Charter Provisions C6-6 and C6-14 a **PUBLIC HEARING IS REQUIRED** for this resolution. The **PUBLIC HEARING** to be held on April 27, 2016 with vote occurring on May 11, 2016. This resolution must be approved by a 2/3 majority vote of the city council.

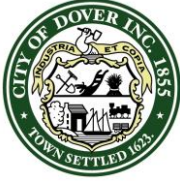
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

Approved as to Legal
Form and Compliance: Anthony 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 – 2016.04.13 – 048**

Resolution Re: **Appropriation of March 2016 Dover High School and Regional Career Technical Center Bond Premium**

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

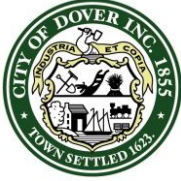
Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The City Council authorized debt financing to fund a portion of the planned \$87.4 million construction of a new High School and Regional Career Technical Center (DHS/CTC). General Obligation Bonds for the debt financed portion of this project were competitively bid and issued in the total amount of \$73.9 million during March 2016, which resulted in the City receiving \$2,680,080.80 in a bond premium payment. After applying \$150,329 for costs of bond issuance, the resulting amount of \$2,529,752 of bond premium is available for use by the City. In accordance with the NH Municipal Finance Act and Federal regulations, the bond premium that has been received needs to be expended on a capital improvement item which may include payment of related debt service. This resolution proposes to appropriate the bond premium to the School Facility Capital Reserve fund in anticipation of offsetting the debt service expense related to the DHS/CTC bond and to provide initial funding for a Facility Project Manager to oversee the DHS/CTC and other future city-wide capital projects, both as reflected in the Proposed FY2017 Budget.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2016.04.13 – 006**
Ordinance Title: **BUILDING WRECKING AND DEMOLITION**
Chapter: **71**
Sections: **1-3**

The City of Dover Ordains:

1. PURPOSE

The purpose of this Ordinance is to amend Chapter 71 entitled “Building Wrecking and Demolition” of the Code of the City of Dover as follows:

2. AMENDMENT

BUILDING WRECKING AND DEMOLITION

CHAPTER 71

71-1. Permit and Fees.

71-2. Removal of Debris.~~Rubble; Insurance Required.~~

71-3. Violations and Penalties.

[HISTORY: Adopted by the City Council of the City of Dover on 12-14-1977. *Section 71-3 added at time of adoption of Code; see Ch~~apter~~ 1, General Provisions, Art~~icle~~ I (1983). Amendments noted where applicable.]

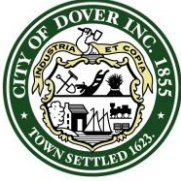
GENERAL REFERENCES - Building Code - See Ch~~apter~~ 68.

71-1. Permit and Fees.

~~A permit is required for the demolition of buildings and structures. Fees for demolition permits shall be established by the City Council and published in the Fee Schedule. The City of Dover shall be exempt from the payment of demolition permit fees. No permit shall be issued until all outstanding fees owed to the City of Dover by the applicant or property owner have been paid.~~

A permit from the City of Dover, Inspection Services shall be required prior to the demolition of any building(s) and/or structure(s) within the City of Dover. The permit application form shall be prepared by Inspection Services and fees for demolition permits shall be established by the City Council in the City’s Fee Schedule. In issuing a permit, Inspection Services may impose reasonable conditions for the safety of the general public, the public right-of-way, and/or adjacent property, including, but not limited to, time/day restrictions, the need for a traffic control plan, the presence of a police detail at the applicant’s expense, dust/debris

* Editor’s Note: Provisions of this Ch~~apter~~ are derived from Chapter 48 of the former Code, adopted 12-14-77.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2016.04.13 – 006**
Ordinance Title: **BUILDING WRECKING AND DEMOLITION**
Chapter: **71**
Sections: **1-3**

mitigation requirements, and/or procurement of insurance coverage by the applicant. Unless an emergency as determined by the Building Official, no permit shall be issued until all outstanding fees owed to the City of Dover by the applicant or property owner have been paid. The City of Dover shall be exempt from the payment of demolition permit fees.

71-2. Removal of Debris.~~Rubble; Insurance Required.~~

Any person, firm or corporation issued a demolition permit shall clean the lot subject to demolition activities within thirty (30) days of demolition. The cleaning shall include clearing and appropriate disposal of all demolition debris, rubble and burning of waste material with the permission of the Fire Chief of the Fire and Rescue Department within thirty (30) days of the demolition. The permit holder shall procure insurance coverage determined by the Building Official to protect the abutters and the municipality. In issuing a demolition permit, Inspection Services may require a performance bond to ensure all debris is removed pursuant to this Section.

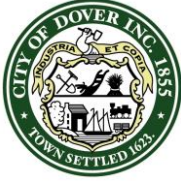
71-3. Violations and Penalties.[†]

Any person, firm or corporation violating any provisions of this Chapter, shall be fined not less than five hundred dollars (\$500.00) per offense; and each day of such violation or failure to comply shall constitute a separate offense, ~~upon conviction, be guilty of a violation and be subject to a fine.~~

[†]Editor's Note: Added at a time of adoption of Code; see Chapter 1, General Provisions, Article I.

3. TAKES EFFECT

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2016.04.13 – 006**
Ordinance Title: **BUILDING WRECKING AND DEMOLITION**
Chapter: **71**
Sections: **1-3**

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Sponsored by: Councilor Dennis Ciotti
Finance Director

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor 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:

Chapter 71 is in need of updating to clarify the permit process for building demolition and conditions which may be imposed for the benefit of the community.

From: Carole Soule <carolesoule2002@yahoo.com>
Sent: Thursday, March 24, 2016 8:39 AM
To: City Council - All
Cc: Marty McCammon; Russell, Amanda
Subject: City Budget Proposal

Good morning, Mayor Weston, Deputy Mayor Carrier, and Councilors -

I just wanted to voice my support for the proposed budget. Although our family's property taxes will increase slightly, I believe it is a reasonable amount given the gains for our city. I am so pleased that the new high school project is moving forward, and believe it will be a huge asset to our city for years to come. Thank you again for supporting the School Board's goals, and the children and families of Dover!

Best regards,
Carole Soule McCammon

From: Bob Hall <bvalebob@comcast.net>
Sent: Thursday, March 24, 2016 11:30 AM
To: City Council - All
Subject: Budget

Hello;

My wife and I are seniors living on fixed income and we are very concerned about the possible 4.3% increase in property taxes discussed in today's Foster's Daily Democrat. I've been carefully reading all Foster's articles concerning budget activities in Dover and surrounding towns/cities and it seems that some communities are making a concerted effort to reach the tax cap. I hope that in the upcoming finalization of the budget that the Council act in recognition of the tax cap that has been supported in multiple votes by residents. While we understand some additional expenses for the new high school, all efforts should be made to reign in property tax increases. From the articles and city website presentations that I have read it seems that the City is trying to be responsive to the tax cap, the School Board once again seems to ignore any sense of fiscal restraint. Social Security has had miniscule, if any, increases in recent years – yet the cost of living in Dover seems to be increasing exponentially.

In the upcoming weeks, as you work to finalize the budget, please do all possible to reach the tax cap. Our property taxes are already the most significant item in our personal budget, but a very large percentage, and seem to be getting even larger, at a rate higher than anything else.

Regards,
Bob Hall
Ward 3