

CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 10, 2016**
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
 - A. CHAPTER 5, BOARDS AND COMMISSIONS, SECTION 15 – JOINT FISCAL COMMITTEE**
SPONSORED BY MAYOR WESTON
 - B. REPROGRAM UNEXPENDED BOND PROCEEDS FOR WATER MAIN IMPROVEMENTS AND AWARD OF B16073 BRIDGE RELATED REPAIRS (CITY COUNCIL VOTE TO OCCUR ON AUGUST 24, 2016)**
SPONSORED BY MAYOR WESTON BY REQUEST
 - C. REPROGRAMING UNEXPENDED APPROPRIATIONS AND SPAULDING TURNPIKE UTILITY AGREEMENT NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. CITIZEN'S FORUM**

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
- 9. CITY MANAGER'S REPORT**
- 10. APPROVAL OF MINUTES**
 - A. July 27, 2016 – Regular Meeting**
- 11. MAYOR'S REPORT**



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 10, 2016**
Meeting Time: **7:00 pm**

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

- 1. CHAPTER 5, BOARDS AND COMMISSIONS, SECTION 15 – JOINT FISCAL COMMITTEE**
SPONSORED BY MAYOR WESTON

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 1. REPROGRAMING UNEXPENDED APPROPRIATIONS AND SPAULDING TURNPIKE UTILITY AGREEMENT NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION**
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – Derek Dextraze**
- 2. RAFFLE – Dover High School Football Boosters Club**
- 3. RAFFLE – First Parish Church, Congregational, United Church of Christ**
- 4. RAFFLE – Mezzanine Catering**
- 5. RAFFLE – Saint Mary Academy**
- 6. TAG – Dover Little Green Cheerleading**
- 7. TAG – Prime Time All Stars**
- 8. AWARD OF ADDITIONAL SCOPE OF ENGINEERING SERVICES FOR WHITTIER STREET BRIDGE OVER THE COCHECHO NHDOT #111/132**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. VARIOUS SENIOR CENTER TRIPS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 10. ACCEPTANCE OF STATE OF NEW HAMPSHIRE EMPG MASS CASUALTY INCIDENT GRANT**
SPONSORED BY MAYOR WESTON BY REQUEST



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 10, 2016**
Meeting Time: **7:00 pm**

COMMITTEE REPORTS

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

B. RESOLUTIONS

1. PAYMENT IN LIEU OF TAXES AGREEMENT WITH THE DOVER HOUSING AUTHORITY

SPONSORED BY MAYOR WESTON BY REQUEST

2. APPROVAL OF PAYMENT TO GREG KAGELEIRY UNDER COLLECTIVE BARGAINING AGREEMENT EFFECTIVE JULY 1, 1993

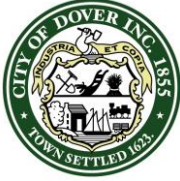
SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2016.07.27 – 107**

Resolution Re: Reprogram Unexpended Bond Proceeds for Water Main
Improvements and award of B16073 Bridge Related Repairs

WHEREAS: A Sealed Request for Bid B16073 was issued and received for Bridge Related Repairs project on July 6, 2016 at 1:00 pm, and;

WHEREAS: Two firms submitted pricing and the low bid meeting specifications was submitted by Evroks Corporation in the total amount of \$493,588.00. The work on Central Ave Bridge (a) totals \$263,205.50. The work on Chestnut St Bridge (b) totals \$141,117.50 and the work on Washington St Bridge Bid (c) totals \$89,265. The city has available funds to begin work on A & B in the amount of \$404,323.00 and is under separate resolution; and

WHEREAS: This resolution is requesting reprogramming funds and award of work on Bid C in the amount of \$89,265.00; and

WHEREAS: Based on completed Sixth St Water Main project there are unexpended bond proceeds that can be reprogrammed to other water main projects.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of \$89,265.00 of unexpended bond proceeds is hereby reprogrammed from Sixth Street Water Main project to Washington Street Bridge Water Main project as follows:

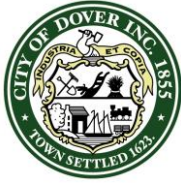
AND FURTHER BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a Purchase Order to Evrocks Corporation for Bid C Bridge related repairs given the rates provided in conjunction with B16073 for the remaining amount of \$89,265.00. 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.

		Available	Reprogram	Adjusted
Project Number	Project Description	Balance	Adjustment	Balance
5300.1.300.43320.4757.03536.13	Water Main - Sixth Street	411,996.00	(89,265.00)	322,731.00
5300.1.300.43320.4757.03588.13	Water Main - Washington St Bridge	0.00	89,265.00	89,265.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2016.07.27 – 107**
Resolution Re: Reprogram Unexpended Bond Proceeds for Water Main
Improvements and award of B16073 Bridge Related Repairs

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk

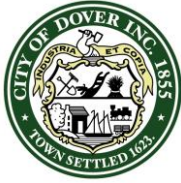
DOCUMENT HISTORY:

First Reading Date: 07/27/2016
Approved Date:

Public Hearing Date: 08/10/2016
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, 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#: 7.B.
Public Hearing Only**

Resolution Number: **R - 2016.07.27 – 107**
Resolution Re: Reprogram Unexpended Bond Proceeds for Water Main
Improvements and award of B16073 Bridge Related Repairs

RESOLUTION BACKGROUND MATERIAL:

Bid A. The project is located at the bridge (No. 131/123) crossing the Cocheco River on Central Ave

Bid B. The project is located at the bridge (No. 128/122) crossing the Cocheco River on Chestnut St

Both bids are under separate resolution.

Bid C The project is located at the bridge (No. 136/123) crossing the Cocheco River on Washington Street in the City of Dover. The project consists of repairing the section of water main that crosses under the bridge that was damaged during the winter of 2015.

On December 11, 2011 the Dover City Council approved the FY13-FY18 six-year Capital Improvements Program (CIP), which included an appropriation in FY13 for Sixth Street water main project. The project is completed and there are remaining unexpended bond proceeds that can be utilized on Water Fund capital improvement projects. This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Sixth Street Water main project in the FY13 CIP. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the Sixth Street project. This resolution reprograms funding from the Sixth Street water main project to Washington Street Bridge Water Main project. Water main replacements are an approved CIP project, and annually the City CIP contains water main replacement projects.

Bid Information:

A Sealed Request for Bid B16073 was issued and received for Bridge Related Repairs project on July 6, 2016 at 1:00 pm.

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:	454	Number of Responses:	2
Warranty:	n/a	Terms:	n/a
Work Bonded:	Yes	Contract:	yes
Prices will hold for:	2016 Construction Season	Estimated Delivery:	As needed
Recommended Award to:	Evroks Corp	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

B16073 Bid Results and Vendor List



THE CITY MANAGER'S REPORT

August 10, 2016

***Month Reporting on:
July 2016***

"Life is like a camera. Focus on what's important, Capture the good times, Develop from the negatives, and if things don't work out, take another shot."

- author 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 – 4 Requests for agenda materials for meetings between 07.14.2016 and 08.11.2016
- Alton, NH – Documents provided Atty. Lehmann from his 91-A request
- Seattle, WA – Documents for Design of Trail Expansion
- Dover, NH – Inspection Services file on 547 Central Avenue

Assistance to City Departments and/or Offices

City Council: Drafting/review of resolutions and ordinances; Council special election; Arts Commission Arts Acquisition Policy

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

Community Services: Verizon Lease Review Mast Road; Thornwood Lane, Cemetery parking

Finance: Discharge and Liens; Water leak claim; Traffic light damage, Cat Engine settlement; Primex liability claim; Audio for Open Lands Committee

Parking Commission: Chestnut Lot limited parking; Ordinance change to 2 hour parking in a zone

Planning: New Meadows western parcel development; 201 Tolend Road Purchase & Sale Agreement

Executive: 42 Pollyann email title unfinished business; 55 Durham Road Land Swap

Police: Pistol Permit Revocation Appeal; Transfer of Horse Agreement

Fire & Rescue: Voice recordings

Litigation

Clay v. City of Dover: Drafting Brief for submission to NH Supreme Court

City v. Joel Bernier: Motion for Contempt served upon Berniers; Hearing scheduled for October 20, 2016

Cohen v. City: Mr. Cohen's Motion to Reconsider denied – case closed.

City of Dover v. State of NH: (adequacy lawsuit) Awaiting Court's ruling

Ventas Realty Limited Partnership v. City: Mediation scheduled for September 15, 2016; Bench Trial scheduled for October 12, 2016

Judd, Hunt v. SELT, City of Dover and Secretary of US Dept of Agriculture: Case pending in US District Court

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	FY17 YTD	FY16	FY15
Legal Matters/ Questions Handled	20	20	264	276
Document Creation/Review	22	22	289	180
Right to Know Requests Processed	7	7	73	103
Resolutions	3	3	56	54
Ordinances	1	1	30	21

Economic Development

by Dan Barufaldi

Summary:

Business contacts report generally improving economic conditions in Dover and the region. The recently arrived “elephant in the room”, the UK vote for “Brexit” and its effect on local exporting and importing businesses is still unknown, but the specter of immediate economic crisis and precipitous decline in the UK and EU markets has not happened to date. The U.S. stock market, in the last two weeks, has recovered and is currently at near term highs. The continuing reduction in oil use in the world’s largest economies, coupled with the ongoing lack of production controls between members of the oil cartel is continuing to keep gasoline and jet fuel prices at low levels in the U.S. Oil based economies around the world are suffering and the Chinese housing bubble is looming. Devaluation of the Chinese Yuan versus the U.S. Dollar is making U.S. exports to China more expensive and imports from China more attractive. Decline of UK and EU currencies against the US\$ will make US products more expensive in those foreign markets, at least in the short term. This and the multi-market uncertainty are expected to reduce US export sales going forward.

Locally, staffing companies continue to grow in placements and revenues and both residential and commercial real estate contacts cite positive results. Retail and manufacturing firms are increasing net hiring and some are finding it necessary to raise wages offered to fill positions. The Dover unemployment rate remains at 2.0%. Most firms reporting expect the current growth trends to sustain for the foreseeable future.

Selected Business Services:

Demand for consulting and advertising is up moderately over last year at this time. Software and IT services providers are experiencing improved results versus the 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 institutional healthcare sector. Wentworth Douglas Hospital has recently announced a merger with Mass General that is part of an overall consolidation trend in institutional healthcare. It is expected to expand the range of medical specialties availability to the Dover market. WDH has just announced a new medical practice facility opening up at the Pease Tradeport and is rumored to be seeking a warehouse facility for medical supplies distribution locally. 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 one time 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, the exit of the UK from the EU, 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 continued with moderate sustained growth locally, and with sustained strength in the 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, especially for industrial space. Leasing fundamentals maintained a moderate pace of improvement in recent weeks, consistent with 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 interest rates and increasingly looser lending 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 probably going to extend past December due to the "BREXIT" effect. 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 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. The former CPI building in Enterprise Park has acquired a PSA and the former DKW building on Industrial Park Dr. is on the market and is attracting interest from a relocation candidate company. 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. Median selling prices continue to rise locally and are up 9% year-over-year 2014-2015. 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:

Two thirds of 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 UK exit from the EU as well as with the macro-economics they're seeing in both markets. Negative results seen so far have been less than anticipated and probably caused more by uncertainty than anything else so far. The Chinese economy has slowed markedly and their investment in infrastructure, often purchased here, is also down significantly. Local manufacturers, for the most part are experiencing growing sales. 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. 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. Locally we are seeing confidence in auto sales expressed in two large dealership expansion and upgrade investments on Dover Point Road. 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 are now headed up. Capital investment is up locally. Foreign investment in the US is growing rapidly due to the uncertainties rampant in the Chinese, Brazilian, 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. Very few manufacturing buildings in the 20,000-30,000SF range are available locally. New builds recently include the Rand-Whitney Building (119,000 SF) and the first phase Stonewall Kitchens Building (89,000 SF). Buildings at 44 Venture drive and 111 Venture drive in Enterprise Park are in the process of fit out for new owners.

Price pressures remain moderate. Regional manufacturers remain guardedly optimistic. Labor demand has been strong in IT and software. Aerospace, nursing, electronics, engineering, quality assurance tech and legal skills demand remain strong. Most firms in the field have begun to hire with wages beginning to move upward. Qualified workers in many tech skills areas are not available locally and a lack of a comprehensive worker training program locally is beginning to be detrimental to acquiring relocation candidate companies, especially when the local cost of electricity is folded into the mix. Recent reductions in the NH BPT and EPT are helpful but more is needed in both corporate tax reduction and regulatory relief to sustain the "NH Advantage".

Retail & Tourism:

Retailers contacted for this period continue to report store sales ranging from low single digits to 10% increases year-over-year and favorable results so far for Q2, 2016. The recent gasoline price declines have, so far, had a significant positive effect on retail, hotel and restaurant sales. Our Dover hotels are experiencing an unprecedented high occupancy rate as business travel has increased and we are getting shipyard and Air Force workers electing to get better value for their Fed per diem allowance by staying and having dinner in Dover. The summer swimming tournaments are filling all regional hotels when they are

held. On-line shopping has reinforced a "just-in-time" shopping mentality that has exacerbated erratic monthly sales results. Sears, Macys and Target are experiencing declining sales and are doing some store closings and layoffs. Many retailers are making infrastructure investments to participate more fully in on-line sales. Some local retail establishments are finding it difficult to hire experienced retail sales personnel.

Bus tours to Dover are fully booked for 2016 and part of 2017, Dover's baseball tournaments helped local hotel occupancy rates during this period. Most high end restaurants are now doing well, benefiting from the parking garage downtown. The mid-tier restaurants are experiencing a good weather increase. Attendance at our museums, fairly flat so far this year, is beginning to improve with the beautiful July weather and an increase in event frequency and quality. Pricing has remained steady for now, but upward pressure on wage rates for experienced retail clerks and wait staff will eventually force prices to rise.

* NOTE: Non-local content contains excerpts from the Federal Reserve Beige Book-Boston.

Local Major Development Projects:

- First Street Development
- McIntosh properties Development: About to break ground.
- Yacht Club Development
- Stonewall Kitchens Development
- Rand-Whitney Development: Ribbon cutting held
- Dover Parking Garage: performing as projected.
- 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: refit underway.
- Well over \$100,000,000 in Dover development underway.
- Enterprise Park Developments
- Purchase of a large underutilized Dover building anticipated shortly.
- The Old courthouse Building on First and 2nd is being transformed into a mixed use facility.

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**
Mixed Use														
Old Courthouse	First Street	A	10	0	10		6/14/2016	Site	P16-15	6	20		H	1.1
Hellenic Realty	Washington Street	A	25	0	25		6/14/2016	Site	P16-08	2	4		W	2.75
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	45	0	45	2/10/2015	9/23/2014	Site	P14-34	27	2/3	2/10/2020	H	4.95
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
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	120	0	12/20/2011	11/28/2011	Site	P11-60	3	3	12/20/2015	H	13.2
Total: Mixed Use			269	189	80									25.74
Multi-Family:														
Clay Hill	Henry Law Avenue	C	10	0	10	12/4/2015	7/28/2015	Site	P15-17	22	3	12/4/2021	W	1.1
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
Sherman School	School Street	C	48	0	48	9/27/2011	10/26/2010	Site	P10-39	3	10	9/27/2016	H	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			206	100	106									24.56
Subdivisions:														
Copley	Pear Drive	H	7	0	7		6/14/2016		P16-13	C	2		H	2.59
The Preserve	Isabella Drive	H	13	0	13	6/21/2016	12/14/2015		P15-16	H	14	6/21/2016	W	4.81
Indian Ridge	Emerald Ln	H	49	2	47	8/25/2015	6/23/2015	12/4/2015	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	10/15/2015	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	9/17/2014	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	15	4	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	H	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	62	10	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	10	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			373	235	146									109.89
Elderly:														
Pointe Place	Pointe Place	A	132	0	132		3/22/2016		P16-05	K	19		G	
Pointe Place	Sierra Dr	H	31	6	25	12/21/2015	11/19/2014	4/1/2016	P15-46	K	19	12/21/2021	G	
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	62	62	0	7/2/2008	3/13/2007		P06-55	M	4	7/2/2012	G	
Arbor Woods	Cielo Dr	H	61	46	15	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			286	114	172									

TOTAL APPROVED UNITS			1134	638	504								160
----------------------	--	--	------	-----	-----	--	--	--	--	--	--	--	-----

In addition to the construction activity on the attached spreadsheet renovations for 43 additional residential dwelling units are nearly complete at the Mill Building.
 Constrction of the new High School and Bill Dube's new car dealership has began.
 The trend for roof top mounted solar systems continues with 8 building and electrical permits issued.

Total Permits Issued: July 2016

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
16-079	7TH SETTLEMENT BREWERY	6	WASHINGTON STREET	INSTALL 2 TEMP. FUNCTION TENTS	C	23	15	3000	55
16-237	REAL MCKOY PROPERTIES, L	301	DURHAM ROAD	RENOV. EXSTNG 2-STRY STRCTR & AD	C	H	1	2780000	27825
16-241	VMN EQUITIES DVR, LLC	181	SILVER STREET	DEMO. TWO STRUCTURES	C	11	2	42000	50
16-244	GENESIS HEALTH CARE	60	MIDDLE ROAD	REPAIR WATER DAMAGE TO FRONT EN	C	K	11-A	20000	225
16-252	STRAFFORD COUNTY COMMI	266	COUNTY FARM ROAD	CONST. A STAIRWAY & INSTALL DOOR	C	C	4	2100	45
16-270	MEASURED PROGRESS	100	EDUCATION WAY	REPLACE EAST PATIO ROOF	C	27	B	14000	165
16-273	FISHER	274	CENTRAL AVENUE	RENOV./ALTER. 1ST FLR SPACE FOR RE	C	9-11	A-0	125000	1275
16-318	COCHECHO COUNTRY CLUB	145	GULF ROAD	INSTALL A TEMPORARY EVENT TENT	C	N	15	1000	35
16-322	ANNIE E. WOODMAN INSTITU	182	CENTRAL AVENUE	INSTALL A 30' X 80' TEMP. EVENT TENT	C	12-2	0-0	4000	65
16-348	FREEBOARD PROPERTIES, LL	1	FIRST STREET	PHASE 1, INTERIOR DEMO PRIOR TO AL	C/R	6	20	0	50
16-126	PRATT	43	FIFTH STREET	CONST. AN ADD. ONTO A TWO FAMILY	R	31	90	160000	1625
16-226	AMBROGIO	118	TIDEVIEW DRIVE	REPAIR/RENO. DUE TO WATER DAMAG	R	I	2-1-11	11700	145
16-238	RICHARDSON	27	LUCY LANE	INSTALL AN ABOVE GROUND SWIMMIN	R	G	26-8	6400	95
16-239	RYAN	122	FOURTH STREET	CONST. A 1.5 STORY SIDE ADDITION	R	23	11-0	100000	1025
16-245	COWIN	21	CARRIAGE HILL LANE	FINISH LIVING SPACE ABOVE GARAGE	R	A	15-7	13000	155
16-248	COOK	102-104	BROADWAY	REBUILD EXISTING COVERED PORCH &	R	27	170	30000	325
16-253	UHLENHAKE	10	SANDRAS RUN	FINISH BASEMENT FOR ADD'L LIVING S	R	G	24J-1	17000	195
16-254	MAVROGEORGE	6	OLD STAGE ROAD	INSTALL A ROOFTOP SOLAR PANEL PV	R	6	36-1	24000	265
16-255	DOVER HOUSING AUTHORITY	41-45	ADDISON PLACE	INSTALL NEW CONST. WINDOWS REPL	R	E-74	A	39900	0
16-256	TOLEND ROAD PROPERTIES	14	STOCKLAN CIRCLE	NEW CONST. SFD WITH ATT. GARAGE	R	G	24-J-1	170000	1725
16-257	LAURION	9	CRANBROOK LANE	CONST. A DETACHED GARAGE	R	D	8-E	32000	345
16-258	SALVATORE	22	SCHOONER DRIVE	CONST. A REAR DECK	R	M	96A2	6400	95

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
16-259	HAWKINS	5	BELKNAP STREET	RENO. 1 UNIT OF A TWO FAMILY DWEL	R	10	76	41000	435
16-260	KEANE	1	REYNERS BROOK DRIVE	CONST. 3 ROOF WINDOW DORMERS	R	A	47-2	37400	395
16-261	STABILE HOMES @ POINTE PL	9	SIERRA DRIVE	NEW CONST. SFD WITH ATT. GARAGE	R	K19	2-4	220000	2225
16-261	WILLIAMS	90	GROVE STREET	INSTALL REPLACEMENT WINDOWS	R	3	32-A	1551	45
16-265	BRONSON	7	REDDEN STREET	CONST. A FRONT PORCH W/STAIRWAY	R	36	8	3000	55
16-266	WILEY	41	DANIELLE LANE	INSTALL ROOF MOUNTED SOLAR PANE	R	I47	21	25000	275
16-267	DUSTON	56	SADDLE TRAIL DRIVE	INSTALL A 20' X 40' INGROUND POOL	R	N	8-1-4	36000	385
16-268	ROUSSEAU	10	CRESTVIEW DRIVE	INSTALL A ROOF MONTD PV SOLAR PA	R	D22	005	13500	160
16-269	STAPLES	11	STRAFFORD ROAD	INSTALL A ROOF MOUNTED PV SOLAR	R	D9	F	14000	165
16-271	MSN BROTHERS	510	MARTHAS WAY	REPAIR BUILDING FROM VECHINCAL D	R	H	41-T	5500	85
16-272	CUTHBERTSON	56	DURHAM ROAD	UNIT 24, FINISH BASEMENT FOR FAMIL	R	I9	B24	27160	295
16-275	HAWKINS	3	BELKNAP STREET	RENOV. 3RD FLR FOR ADD'L LIVING SP	R	1	76	6000	85
16-278	THETH	7	KENT AVENUE	INSTALL A ROOF MOUNTED	R	K	18Q	10000	125
16-279	FORDHAMVANLANDINGHAM	62	WATERLOO CIRCLE	CONST./INSTALL A RECREATIONAL DO	R	M	76-10	20000	225
16-283	SCHREMPF	5	NANCY LANE	CONST. A POOL DECK	R	F	11	3500	65
16-284	STABILE HOMES AT POINT PL	11	SIERRA DRIVE	NEW CONST. SFD WITH ATT. GARAGE	R	K19	3-5	220000	2225
16-285	MANTOS	6	CEDARBROOK DRIVE	INSTALL A ROOF MOUNTED SOLAR PA	R	32	42-0	7000	95
16-287	BENSON	27	HORNE STREET	KITCHEN RENOVATION	R	3-5	O	15000	175
16-288	RICHMOND STREET PROPERTI	19Y	RICHMOND STREET	INT. RENOVATION TO KITCHEN AND BA	R	10	144	20000	225
16-289	BAIRSTOW	130	GARRISON ROAD	INSTALL A ROOF MOUNTED SOLAR PV	R	J-2	005	14000	165
16-291	KINSMAN	38	CORNERSTONE DRIVE	INSTALL A ROOF MOUNTED SOLAR PA	R	B18	39	20500	230
16-292	GRAVES	13	TOFTREE LANE	INSTALL A ROOFTOP SOLAR PANEL PV	R	M	112	10000	125
16-302	STEPHENS	408	BLACKWATER ROAD	INSTALL A ROOF MOUNTED SOLAR PA	R	A26	2	13000	155
16-303	THIPHANH	12	KENT AVENUE	INSTALL A ROOF MOUNTED SOLAR PA	R	K18	O	17300	198
16-305	KELLOGG	166A	HENRY LAW AVENUE	INSTALL A ROOF MOUNTED SOLAR PA	R	K	2-D	10000	125

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
16-309	COUGHLIN	9	PALMER DRIVE	CONST. A TWO CAR GARAGE W/COVER	R	F	16	30000	325
16-319	KELLY	37	NEW YORK STREET	RENOV. A KITCHEN & BATHROOM	R	4	61-0	25000	275
16-320	KELLY	44	SUMMER STREET	INSTALL A BULKHEAD	R	12	98	3000	55
16-321	BEVERLY L. RUBALCABA TRU	51	WATERLOO CIRCLE	CONST. A MASONARY CHIMNEY	R	M	76-21	12000	145
16-325	KNOX MARSH DEVELOPMENT	23	WEST KNOX MARSH ROAD	DEMO. & REMOVE BARN	R	H	22	20000	50

Total Permits Issued: 52

Total Construction Value: \$4,501,911.00

Total Fees Collected: \$45,373.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	0	Change of Use	0
Commercial Renovations	10	Commercial	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	0
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	3	Single Family Dwellings	4
Renovations Dwelling Unit	39	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	4

City of Dover
Bid Solicitation Report
For July 2016

8/2/2016

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Community Services B16078	07/06/2016	07/27/2016	Household Hazardous Waste Collection	
Fire Q17-001	07/28/2016	08/11/2016	DVD/CD Reproduction of Fire Safety Festival	

PO Report

July 2016

DAC	PO Date	PO No.	Vendor Name	Amount
Recreation	7/25/2016	201700543	DF RICHARD, INC.	\$5,215.00
Community Services Department	7/6/2016	201700053	EJ PRESCOTT, INC	\$5,400.36
City Finance Office	7/26/2016	201700587	PEOPLES UNITED BANK-BOND PAYMENTS	\$6,067.50
Executive	7/13/2016	201700259	PERCUSSION SOFTWARE, INC.	\$6,583.99
Police	7/13/2016	201700257	BODY ARMOR OUTLET, LLC.	\$6,680.00
Community Services Department	7/12/2016	201700211	BADGER METER INC	\$6,916.20
Community Services Department	7/6/2016	201700096	GEOSPHERE ENVIRONMENTAL MANAGEMENT, INC.	\$7,124.00
City Clerk Tax Collection	7/13/2016	201700251	SEACOAST MEDIA GROUP	\$7,500.00
Community Services Department	7/6/2016	201700054	STILES COMPANY INC.	\$7,509.84
Community Services Department	7/12/2016	201700215	CEDAR RIVER DEVELOPMENT, LLC	\$9,161.62
Tax Assessment	7/11/2016	201700169	TYLER TECHNOLOGIES, INC.	\$9,465.00
Recreation	7/19/2016	201700370	CITY OF DOVER-GENERAL FUND	\$9,916.00
Community Services Department	7/25/2016	201700550	HOWARD P FAIRFIELD, LLC	\$9,950.00
Recreation	7/14/2016	201700316	GREATER DOVER CHAMBER OF COMMERCE	\$10,000.00
Community Services Department	7/20/2016	201700413	TRI-STATE SEALCOATING & PAVING, INC.	\$10,017.50
City Clerk Tax Collection	7/13/2016	201700247	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$10,231.00
City Finance Office	7/11/2016	201700161	FAIRPOINT COMMUNICATIONS, INC.	\$12,165.60
Executive	7/27/2016	201700623	NATIONAL RESEARCH CENTER, INC	\$13,266.00
Community Services Department	7/11/2016	201700178	DENNIS K BURKE INC	\$14,604.48
City Clerk Tax Collection	7/13/2016	201700246	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$15,930.00
Planning	7/20/2016	201700472	SEACOAST MEDIA GROUP	\$16,050.00
Recreation	7/19/2016	201700369	FILLION ASSOCIATES	\$16,128.00
Community Services Department	7/25/2016	201700551	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$16,202.50
Executive	7/19/2016	201700368	COMCAST	\$17,418.80
Community Services Department	7/13/2016	201700283	SOUTHWORTH-MILTON INC	\$17,699.00
Community Services Department	7/13/2016	201700241	DF RICHARD, INC.	\$17,954.50
Planning	7/11/2016	201700165	STRAFFORD REGIONAL PLANNING COMM	\$19,480.61
Community Services Department	7/20/2016	201700476	GDS ASSOCIATES, INC.	\$19,710.00
Community Services Department	7/13/2016	201700304	G & K SERVICES	\$21,466.71
Community Services Department	7/6/2016	201700095	THE DIRT DOCTORS, LLC	\$22,140.00
Community Services Department	7/28/2016	201700659	HDR ENGINEERING, INC.	\$25,000.00
Community Services Department	7/13/2016	201700306	HANSCOMS TRUCK STOP, INC.	\$25,697.00
City Finance Office	7/26/2016	201700591	NH COMMUNITY DEV. FINANCE AUTHORITY	\$26,691.54
Community Services Department	7/20/2016	201700442	UNH OFFICE OF SPONSORED RESEARCH	\$26,962.35
City Clerk Tax Collection	7/13/2016	201700253	UNITED STATES POST OFFICE-CMRS	\$28,000.00
Police	7/14/2016	201700332	MOTOROLA, INC.	\$28,347.93
Community Services Department	7/20/2016	201700473	URBAN TREE SERVICE	\$30,000.00
City Finance Office	7/26/2016	201700572	STATE OF NH-DES-WASTE WATER OPERATIONS	\$30,763.10
Community Services Department	7/11/2016	201700182	ROBERT H. IRWIN MOTORS, INC.	\$31,292.00
City Finance Office	7/11/2016	201700167	MS GOVERN	\$31,300.77
City Finance Office	7/11/2016	201700166	TYLER TECHNOLOGIES, INC.	\$38,226.24
Community Services Department	7/6/2016	201700094	SEALCOATING, INC	\$40,000.00
Community Services Department	7/13/2016	201700305	HANSCOMS TRUCK STOP, INC.	\$40,162.00
Community Services Department	7/6/2016	201700097	SOLENI, LLC.	\$47,950.00
City Finance Office	7/13/2016	201700244	MACPAGE, LLC.	\$61,900.00
City Finance Office	7/14/2016	201700318	EVERSOURCE ENERGY	\$68,351.00
City Finance Office	7/13/2016	201700254	UNITIL NH	\$71,946.00

PO Report
July 2016

City Finance Office	7/14/2016	201700319	EVERSOURCE ENERGY	\$72,161.00
Community Services Department	7/20/2016	201700411	SEBAGO TECHNICS, INC.	\$75,000.00
Public Library	7/28/2016	201700658	BAKER & TAYLOR, INC.	\$80,000.00
City Finance Office	7/26/2016	201700577	US BANK NATIONAL ASSOCIATION	\$83,749.99
City Finance Office	7/26/2016	201700571	STATE OF NH-DES-WASTE WATER OPERATIONS	\$94,837.36
Executive	7/20/2016	201700470	BAYRING COMMUNICATIONS	\$115,685.00
City Finance Office	7/26/2016	201700589	PEOPLES UNITED BANK-BOND PAYMENTS	\$135,000.00
City Finance Office	7/28/2016	201700682	SPRAGUE OPERATING RESOUCES, LLC.	\$135,322.00
City Finance Office	7/26/2016	201700584	US BANK NATIONAL ASSOCIATION	\$139,600.03
City Finance Office	7/14/2016	201700317	EVERSOURCE ENERGY	\$142,146.00
Tax Assessment	7/11/2016	201700168	CORCORAN CONSULTING ASSOCIATES, INC	\$147,300.00
Community Services Department	7/6/2016	201700051	BADGER METER INC	\$175,000.00
City Finance Office	7/26/2016	201700576	US BANK NATIONAL ASSOCIATION	\$186,831.25
Community Services Department	7/6/2016	201700093	RESOURCE MANAGEMENT INC	\$210,500.00
City Finance Office	7/26/2016	201700573	STATE OF NH-DES-WATER DIVISION	\$256,691.04
Community Services Department	7/11/2016	201700179	PINARD WASTE SYSTEMS, INC.	\$303,750.00
City Finance Office	7/11/2016	201700164	EVERSOURCE ENERGY	\$340,896.60
City Finance Office	7/14/2016	201700320	EVERSOURCE ENERGY	\$347,408.60
Community Services Department	7/11/2016	201700180	PINARD WASTE SYSTEMS, INC.	\$367,472.04
City Finance Office	7/26/2016	201700579	US BANK NATIONAL ASSOCIATION	\$372,499.99
City Finance Office	7/13/2016	201700249	PRIMEX-P/C GROUP	\$425,393.00
Community Services Department	7/11/2016	201700181	PINARD WASTE SYSTEMS, INC.	\$429,996.00
City Finance Office	7/26/2016	201700583	US BANK NATIONAL ASSOCIATION	\$433,275.01
City Finance Office	7/26/2016	201700575	US BANK NATIONAL ASSOCIATION	\$451,831.25
Executive	7/27/2016	201700642	PRIMEX-P/C GROUP	\$473,320.00
City Finance Office	7/11/2016	201700163	EVERSOURCE ENERGY	\$869,673.84
City Finance Office	7/26/2016	201700585	US BANK NATIONAL ASSOCIATION	\$889,600.04
City Finance Office	7/26/2016	201700574	US BANK NATIONAL ASSOCIATION	\$966,683.14
City Finance Office	7/26/2016	201700588	PEOPLES UNITED BANK-BOND PAYMENTS	\$1,202,312.50
City Finance Office	7/26/2016	201700578	US BANK NATIONAL ASSOCIATION	\$1,522,499.98
City Finance Office	7/26/2016	201700581	US BANK NATIONAL ASSOCIATION	\$1,555,516.29
City Finance Office	7/26/2016	201700582	US BANK NATIONAL ASSOCIATION	\$1,748,275.01
City Finance Office	7/26/2016	201700580	US BANK NATIONAL ASSOCIATION	\$1,854,555.56
City Finance Office	7/26/2016	201700586	US BANK NATIONAL ASSOCIATION	\$3,715,183.14

City of Dover

Expenditures of Major Funds

July 31, 2016

(General Fund Includes County, School and Debt Service)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
EXPENDITURES								
1000 General Fund								
City Council	\$ 444,459	\$ 17,638	\$ 17,638	4.0%	\$ 426,821	\$ 24,009	\$ 402,812	90.6%
Executive	918,106	74,244	74,244	8.0	843,862	401,375	442,487	48.2
Finance	1,808,151	165,905	165,905	9.0	1,642,246	1,166,726	475,520	26.3
Planning	661,252	65,255	65,255	10.0	595,997	409,270	186,727	28.2
Misc General Government	1,004,542	50,412	50,412	5.0	954,130	79,259	874,872	87.1
Police	8,537,733	619,847	619,847	7.0	7,917,886	4,941,876	2,976,010	34.9
Fire & Rescue	8,610,508	621,923	621,923	7.0	7,988,585	4,310,675	3,677,910	42.7
Community Service Public Works	6,968,806	216,048	216,048	3.0	6,752,758	2,712,519	4,040,239	58.0
Recreation	2,140,481	141,310	141,310	7.0	1,999,171	878,689	1,120,483	52.3
Public Library	1,300,849	79,278	79,278	6.0	1,221,571	817,423	404,148	31.1
Public Welfare	836,183	41,481	41,481	5.0	794,702	128,801	665,901	79.6
Debt Service	12,865,680	656,985	656,985	5.0	12,208,695	11,756,290	452,404	3.5
Other Financing Sources/Uses	3,521,696	115,210	115,210	3.0	3,406,487	-	3,406,487	96.7
School	49,542,420	726,799	726,799	1.0	48,815,621	27,774,351	21,041,269	42.5
Intergovernmental	8,643,721	-	-	0.0	8,643,721	-	8,643,721	100.0
Sub-total : 1000 General Fund	\$ 107,804,587	\$ 3,592,334	\$ 3,592,334	3.3%	\$ 104,212,253	\$ 55,401,263	\$ 48,810,990	45.3%
3213 Parking Activity Fund								
Police	\$ 850,720	\$ 23,233	\$ 23,233	3.0%	\$ 827,487	\$ 315,992	\$ 511,495	60.1%
Sub-total : 3213 Parking Activity Fund	\$ 850,720	\$ 23,233	\$ 23,233	2.7%	\$ 827,487	\$ 315,992	\$ 511,495	60.1%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,020,143	\$ 10,779	\$ 10,779	1.0%	\$ 1,009,364	\$ 837,264	\$ 172,100	16.9%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,020,143	\$ 10,779	\$ 10,779	1.1%	\$ 1,009,364	\$ 837,264	\$ 172,100	16.9%
3381 McConnell Center Fund								
Recreation	\$ 931,928	\$ 10,199	\$ 10,199	1.0%	\$ 921,729	\$ 620,165	\$ 301,564	32.4%
Sub-total : 3381 McConnell Center Fund	\$ 931,928	\$ 10,199	\$ 10,199	1.1%	\$ 921,729	\$ 620,165	\$ 301,564	32.4%
3410 Recreation Special Revenue Fund								
Recreation	\$ 616,951	\$ 63,790	\$ 63,790	10.0%	\$ 553,161	\$ 117,435	\$ 435,727	70.6%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 616,951	\$ 63,790	\$ 63,790	10.3%	\$ 553,161	\$ 117,435	\$ 435,727	70.6%
5300 Water Fund								
Community Service Public Works	\$ 5,060,622	\$ 254,652	\$ 254,652	5.0%	\$ 4,805,970	\$ 1,557,586	\$ 3,248,383	64.2%
Sub-total : 5300 Water Fund	\$ 5,060,622	\$ 254,652	\$ 254,652	5.0%	\$ 4,805,970	\$ 1,557,586	\$ 3,248,383	64.2%
5320 Sewer Fund								
Community Service Public Works	\$ 7,565,083	\$ 415,235	\$ 415,235	5.0%	\$ 7,149,847	\$ 2,141,829	\$ 5,008,018	66.2%
Sub-total : 5320 Sewer Fund	\$ 7,565,083	\$ 415,235	\$ 415,235	5.5%	\$ 7,149,847	\$ 2,141,829	\$ 5,008,018	66.2%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,325,164	\$ 60,727	\$ 60,727	5.0%	\$ 1,264,437	\$ 454,825	\$ 809,612	61.1%
Sub-total : 6100 Dovernet Fund	\$ 1,325,164	\$ 60,727	\$ 60,727	4.6%	\$ 1,264,437	\$ 454,825	\$ 809,612	61.1%
Total : EXPENDITURES	\$ 125,175,198	\$ 4,430,950	\$ 4,430,950	3.5%	\$ 120,744,248	\$ 61,446,359	\$ 59,297,889	47.4%

City of Dover

Revenues of Major Funds July 31, 2016

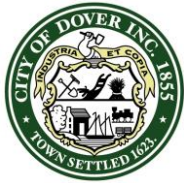
(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 76,972,539	\$ 1,148,920	\$ 1,148,920	1.0%	\$ 75,823,619	\$ -	\$ 75,823,619	(98.5)%
Licenses & Permits	5,643,130	424,914	424,914	8.0	5,218,216	-	5,218,216	92.5
Intergovernmental	2,153,358	498	498	0.0	2,152,860	-	2,152,860	100.0
Charges for Services	3,624,057	206,704	206,704	6.0	3,417,353	-	3,417,353	94.3
Miscellaneous Revenue	586,851	31,059	31,059	5.0	555,792	-	555,792	94.7
Education	18,302,895	60,881	60,881	0.0	18,242,014	-	18,242,014	99.7
Operating Transfers In	426,757	-	-	0.0	426,757	-	426,757	100.0
Other Financing Sources	95,000	15,616	15,616	16.0	79,384	-	79,384	83.6
Sub-total : 1000 General Fund	\$ 107,804,587	\$ 1,888,591	\$ 1,888,591	2.0%	\$ 105,915,996	\$ -	\$ 105,915,996	98.2%
3213 Parking Activity Fund								
Licenses & Permits	\$ 195,720	\$ 22,375	\$ 22,375	11.0%	\$ 173,345	\$ -	\$ 173,345	88.6%
Parking Income	495,000	38,122	38,122	8.0%	456,878	-	456,878	92.3%
Parking Fines	160,000	11,503	11,503	7.0%	148,497	-	148,497	92.8%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 850,720	\$ 72,000	\$ 72,000	8.0%	\$ 778,720	\$ -	\$ 778,720	91.5%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,556	\$ -	\$ -	0.0%	\$ 9,556	\$ -	\$ 9,556	100.0%
Charges for Services	930,000	72,672	72,672	8.0%	857,328	-	857,328	92.2%
Miscellaneous Revenue	0	20	20	0.0	(20)	-	(20)	0.0
Other Financing Sources	2,980	-	-	0.0	2,980	-	2,980	100.0
Sub-total : 3320 Residential Solid Waste	\$ 942,536	\$ 72,693	\$ 72,693	8.0%	\$ 869,843	\$ -	\$ 869,843	92.3%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 718,028	\$ 57,631	\$ 57,631	8.0%	\$ 660,397	\$ -	\$ 660,397	92.0%
Operating Transfers In	209,476	24,523	24,523	12.0	184,953	-	184,953	88.3
Sub-total : 3381 McConnell Center	\$ 927,504	\$ 82,155	\$ 82,155	9.0%	\$ 845,349	\$ -	\$ 845,349	91.1%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 420,655	\$ 71,126	\$ 71,126	17.0%	\$ 349,529	\$ -	\$ 349,529	83.1%
Miscellaneous Revenue	15,500	256	256	0.0	15,244	-	15,244	98.3
Operating Transfers In	15,500	-	-	0.0	15,500	-	15,500	100.0
Other Financing Sources	151,754	-	-	0.0	151,754	-	151,754	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 603,409	\$ 71,382	\$ 71,382	12.0%	\$ 532,027	\$ -	\$ 532,027	88.2%
5300 Water Fund								
Charges for Services	\$ 4,948,191	\$ 169,214	\$ 169,214	3.0%	\$ 4,778,977	\$ -	\$ 4,778,977	96.6%
Miscellaneous Revenue	70,500	4,631	4,631	7.0	65,869	-	65,869	93.4
Sub-total : 5300 Water Fund	\$ 5,018,691	\$ 173,845	\$ 173,845	3.0%	\$ 4,844,846	\$ -	\$ 4,844,846	96.5%
5320 Sewer Fund								
Intergovernmental	\$ 4,458	\$ -	\$ -	0.0%	\$ 4,458	\$ -	\$ 4,458	100.0%
Charges for Services	6,505,810	259,593	259,593	4.0	6,246,217	-	6,246,217	96.0
Miscellaneous Revenue	57,000	3,317	3,317	6.0	53,683	-	53,683	94.2
Other Financing Sources	939,132	-	-	0.0	939,132	-	939,132	100.0
Sub-total : 5320 Sewer Fund	\$ 7,506,400	\$ 262,910	\$ 262,910	4.0%	\$ 7,243,490	\$ -	\$ 7,243,490	96.5%
6100 Dovernet Fund								
Charges for Services	\$ 891,162	\$ 44,993	\$ 44,993	5.0%	\$ 846,169	\$ -	\$ 846,169	95.0%
Miscellaneous Revenue	25,000	-	-	0.0	25,000	-	25,000	100.0
Operating Transfers In	-	-	-	0.0	0	-	0	#DIV/0!
Other Financing Sources	235,524	-	-	0.0	235,524	-	235,524	100.0
Sub-total : 6100 Dovernet Fund	\$ 1,151,686	\$ 44,993	\$ 44,993	4.0%	\$ 1,106,693	\$ -	\$ 1,106,693	96.1%
Total : REVENUES	\$ 124,805,533	\$ 2,668,568	\$ 2,668,567	2.0%	\$ 122,136,966	\$ -	\$ 122,136,966	97.9%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) July 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	1,305,350	53,997	53,997	4.1	1,251,353	0	1,251,353	95.9
Expenditures	971,746	51,812	51,812	5.3	919,934	445,953	473,981	48.8
Debt Service								
Principal	291,765	0	0	-	291,765	0	291,765	100.0
Interest	41,839	1,828	1,828	4.4	40,011	0	40,011	95.6
	0	357	357	0.0	(357)	(445,953)	445,596	-



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, July 27, 2016**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Gagnon led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Nicolella.

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

5. PROCLAMATIONS/AWARDS

A. RIDE4GABE – DUCHENNE MUSCULAR DYSTROPHY AWARENESS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to add the Police and Parking Facility Building Committee and the Joint Building Committee – Dover High School and Regional CTC reports.

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

Vote: 8/0.

7. PUBLIC HEARINGS

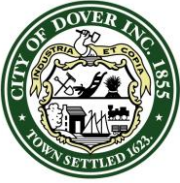
A. CHAPTER 170: ZONING, SECTION 8 – ZONING MAP

SPONSORED BY COUNCILOR CIOTTI, CITY COUNCIL PLANNING BOARD REPRESENTATIVE

Douglas Knight, 19 Roosevelt Avenue: He spoke against the ordinance change. He gave an overview of past water drainage issues in the area, and the history of the Berry Brook area.

NH State Representative Peter Schmidt, 53A Fourth Street: He said he was concerned with the impact on the Berry Brook area, which is just beginning to recover. He asked the residents to keep in contact with the Planning Board, if this zoning change is approved, to make sure Berry Brook is protected.

NH State Representative Peter Bixby, 69 Glenwood Avenue: He spoke about his primary concern with the impact on the Berry Brook area. He asked that the City consider forwarding this to the Open Lands Committee for consideration.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, July 27, 2016**
Meeting Time: **7:00 pm**

Brian Kelley, 2 Crescent Avenue: He spoke against the ordinance change.

Kathryn Wrenn-Kleiman, 36 Mathes Hill Drive: She spoke against the ordinance change.

Cheryl Mulcahy, 71 Glenwood Avenue: She spoke against the ordinance change.

Rosemary Zurawel, 16 Northam Drive: She spoke against the ordinance change.

David Latchaw, 1 Crescent Avenue: He spoke against the ordinance change.

Allan Krans, Jr., 169 Mount Vernon Street: He spoke against the ordinance change.

Karen Parry, 10 Crescent Avenue: She spoke against the ordinance change.

Paul LeBlanc, 816 Central Avenue: He spoke against the ordinance change.

Richard Casimiro, 4 Crescent Avenue: He spoke against the ordinance change.

Richard Friberg, Engineer from TEC, representing the developer: He gave an overview of the development, which consisted of local, state and federal regulations that they have to follow to protect Berry Brook. He said this is just the first step and not the last opportunity for the City to provide feedback on the project.

Cheryl Mulcahy, 71 Glenwood Avenue: She wondered why Mr. Friberg was allowed to speak since he is not a resident of Dover.

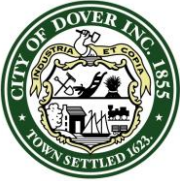
Scott Kelley, 2 Crescent Avenue: He spoke against the ordinance change. He asked the Council to protect the residents and Berry Brook.

Richard Hebbard, 97 Spruce Lane: He said this boiled down to property rights. It is zoned one way and should be developed for that purpose. The Council is supposed to represent the people and the developer by weighing the differences.

Scott Mitchell, Developer: He said he was committed to protecting Berry Brook. He said they were willing to create a buffer with the residents.

Mary Hebbard, 97 Spruce Lane: She said only citizens are allowed to speak, and it isn't fair that the Council is allowing the developer and engineer to speak.

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, July 27, 2016**
Meeting Time: **7:00 pm**

B. AMENDMENT OF FISCAL YEAR 2017 FEE SCHEDULE TO ADJUST CEMETERY FEES AND PARKING FEES (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) **SPONSORED BY MAYOR WESTON BY REQUEST**

Grover Tasker, 756 Central Avenue, Cemetery Board Chairperson: He said the Board did meet and got the proposal in in time, but it didn't get updated on the fee schedule for Council approval. He gave an overview of the process for recommending an increase with the Council.

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

Councilor Shanahan moved to suspend the rules to move 12.B.1. to this point on the agenda; seconded by Councilor O'Connor.
Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 12.B.1.; seconded by Councilor Ciotti. Assistant City Manager Parker gave an overview of this project and what will be done to protect Berry Brook. He said the Planning Board will stay on top of this and make sure it's protected. City of Dover Utilities Supervisor Boulanger answered questions regarding Berry Brook and the City's commitment to keep improving Berry Brook even when grant funding runs out. Councilor O'Connor discussed why he was opposed to this project and the impact to the area and Berry Brook. He felt it was the wrong time and place for this type of development. Councilor Gagnon said he felt the City would protect Berry Brook, may improve traffic flow, and said his concern was the impact for the residents and their way of life. He said the Council has to do what's best for the City as a whole.
Roll Call Vote: 5/3; Passed. (Councilors Greenshields, O'Connor and Shanahan were opposed.)

8. CITIZEN'S FORUM

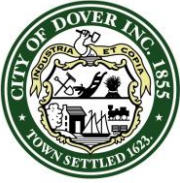
Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

Thomas Hindle, 35 Atkinson Street, Curator of Woodman Museum: He spoke about the Museum's 100th anniversary, one of the oldest historical museums in New England. He invited the Council to attend a personal tour of the Museum.

Mary Hebbard, 97 Spruce Lane: She spoke against Item #13.B.4.

Richard Hebbard, 97 Spruce Lane: He spoke against Item #13.B.4. He added that he would like to have Police Chief Colarusso present at the next meeting to answer questions about explosives in the City, and if he was supportive of the citizens of Dover over the President of the United States.

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, July 27, 2016**
Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He invited the Council and Citizens to meet the Police and Fire Departments. He talked about volunteer water conservation.

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

Vote: 8/0.

10. APPROVAL OF MINUTES

- A. July 6, 2016 – Workshop**
- B. July 6, 2016 – Non-Public Session**
- C. July 13, 2016 – Regular Meeting**

Deputy Mayor Carrier moved for the approval of the minutes; seconded by Councilor O'Connor.

Vote: 8/0.

11. MAYOR'S REPORT

Mayor Weston listed the events she attended: Grand Opening of Rand Whitney, ground breaking for Bill Dube Ford, Cochecho Waterfront Development Advisory Committee meeting, met with Senator Shaheen at the Dover Police Station, Tri-City Coalition meeting, ground breaking for the new Dover High School, 100th anniversary for the Woodman Museum, and the Transportation Advisory Commission meeting.

Mayor Weston discussed Ward 4 Councilor Nicolella's resignation on the Council. She said the filing period to sign up for the Special Municipal Election starts tomorrow, July 28, 2016 and closes at 4:00 pm on August 5, 2016.

Deputy Mayor Carrier moved for the acceptance of the Mayor's Report; seconded by Councilor O'Connor.

Vote: 8/0.

12. UNFINISHED BUSINESS

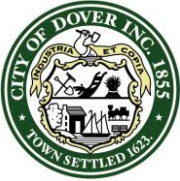
A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

1. CHAPTER 170: ZONING, SECTION 8 – ZONING MAP

SPONSORED BY COUNCILOR CIOTTI, CITY COUNCIL PLANNING BOARD REPRESENTATIVE

Council voted to move this agenda item up on the Agenda to immediately follow Item 7.B.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, July 27, 2016**
Meeting Time: **7:00 pm**

C. RESOLUTIONS

- 1 REPROGRAM UNEXPENDED BOND PROCEEDS FOR GENERAL STREET IMPROVEMENTS AND AWARD OF B16070 HOT BITUMINOUS PAVING – ASPHALT LAID IN PLACE (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST

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

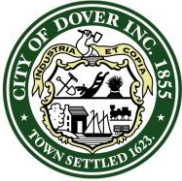
- 2. AMENDMENT OF FISCAL YEAR 2017 FEE SCHEDULE TO ADJUST CEMETERY FEES AND PARKING FEES (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST

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

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – Children’s Museum of New Hampshire**
- 2. BLOCK PARTY – Friends of Florence Street**
- 3. RAFFLE – Annunciation Greek Orthodox Church**
- 4. TAG – Dover Youth Football**
- 5. WALK – Portsmouth Christian Academy**
- 6. BOOKS & MEDIA PURCHASES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. AWARD OF PHASE I B14074 PROFESSIONAL ENGINEERING SERVICES FOR WATER SYSTEMS FACILITY UPGRADES ADDITIONAL SCOPE**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. B15020 CONSULTANT LEIGHTON WAY PUMP STATION REPLACEMENT ADDITIONAL SCOPE OF WORK**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. B16048 DESIGN AND PERMITTING SERVICES AT BELLAMY ROAD CULVERT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 10. B16056 LEIGHTON WAY PUMP STATION IMPROVEMENTS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 11. B16069 WATER FACILITIES IMPROVEMENTS PHASE I**
SPONSORED BY MAYOR WESTON BY REQUEST



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, July 27, 2016**
Meeting Time: **7:00 pm**

12. B16073 BRIDGE RELATED REPAIRS **SPONSORED BY MAYOR WESTON BY REQUEST**

COMMITTEE REPORTS

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

Deputy Mayor Carrier moved for the adoption of the Consent Calendar; seconded by Councilor O'Connor.

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

Roll Call Vote: 8/0.

Deputy Mayor Carrier gave an overview of the Police and Parking Facility Building Committee Report to the Council. He said the Committee does not plan to meet again.

General Legal Counsel Blenkinsop agreed that no further action was needed to end the Committee.

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

Vote: 8/0.

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

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

Vote: 8/0.

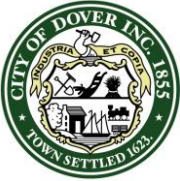
B. RESOLUTIONS

1. ACCEPTANCE OF RESIGNATION OF JOSEPH NICOLELLA, JR. FROM CITY COUNCIL

SPONSORED BY MAYOR WESTON

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

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, July 27, 2016**
Meeting Time: **7:00 pm**

2. REPLACING A MEMBER OF THE GARRISON ELEMENTARY SCHOOL JOINT BUILDING COMMITTEE

SPONSORED BY MAYOR WESTON

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

Vote: 8/0.

3. SUPPORTING THE EQUALITY OF ALL INDIVIDUALS WITHOUT REGARD TO ACTUAL OR PERCEIVED SEXUAL ORIENTATION, GENDER IDENTITY OR GENDER EXPRESSION

SPONSORED BY COUNCILOR CIOTTI AND COUNCILOR SHANAHAN

Councilor Shanahan moved for its adoption; seconded by Councilor Ciotti.

Vote: 8/0.

4. REPROGRAM UNEXPENDED BOND PROCEEDS FOR WATER MAIN IMPROVEMENTS AND AWARD OF B16073 BRIDGE RELATED REPAIRS (TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 10, 2016, WITH CITY COUNCIL VOTE TO OCCUR ON AUGUST 24, 2016)

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on August 10, 2016; seconded by Councilor Greenshields.

Vote: 8/0.

5. REPROGRAMING UNEXPENDED APPROPRIATIONS AND SPAULDING TURNPIKE UTILITY AGREEMENT NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION

(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 10, 2016)

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on August 10, 2016; seconded by Councilor Ciotti.

Vote: 8/0.

C. ORDINANCES IN 1ST READING

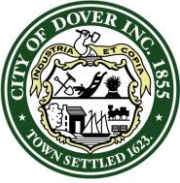
1. CHAPTER 5, BOARDS AND COMMISSIONS, SECTION 15 – JOINT FISCAL COMMITTEE

(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 10, 2016)

SPONSORED BY MAYOR WESTON

Deputy Mayor Carrier moved to refer to a public hearing on August 10, 2016; seconded by Councilor Shanahan.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, July 27, 2016**
Meeting Time: **7:00 pm**

14. COUNCIL CORRESPONDENCE

A. Letter from Anthony McManus, received July 8, 2016.

Deputy Mayor Carrier moved to place correspondence on file; seconded by Councilor O'Connor.
Vote: 8/0.

15. COUNCIL MATTERS OF INTEREST

Councilor O'Connor spoke about the Woodman Museum. He spoke about the University of Massachusetts research on ALS, and said the breakthrough was partially funded by the Ice Bucket Challenge.

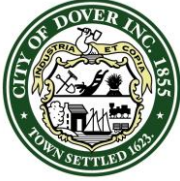
Councilor Thibodeaux said she will be holding her "Coffee with a Councilor" this Saturday, 9:00 am to 11:00 am.

Mayor Weston asked the Council for a time they would like to tour the Woodman Museum. The Council agreed to a time period after Labor Day.

Councilor Greenshields spoke about the retirement of Monty, a Percheron/Thoroughbred Cross Gelding, from the Mounted Police.

16. ADJOURNMENT

Councilor Greenshields moved to adjourn; seconded by Councilor O'Connor.
Vote: 8/0.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016-07.27 – 011**
Ordinance Title: Boards, Commissions and Committees
Chapter: 5
Section: 15. Joint Fiscal Committee

The City of Dover Ordains:

1. PURPOSE

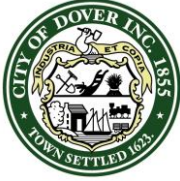
The purpose of this ordinance is to amend Chapter 5 entitled “Boards, Commissions and Committees” Section 5-15 Joint Fiscal Committee.

2. AMENDMENT

Chapter 5, Section 15.C. entitled “Meetings and Agendas” is hereby amended as follows:

5-15. Joint Fiscal Committee. [Added 02-20-2002 by Ord. No. 02-2002; Amended 01-27-2010 by Ord. No. 0-2010.01.13-1]

- A. **MEMBERSHIP:** The Joint Fiscal Committee shall consist of all elected members of the Dover School Board and the Dover City Council.
- B. **TERMS OF MEMBERS:** The members shall serve for the length of their respective terms on the Dover School Board and the Dover City Council.
- C. **MEETINGS AND AGENDAS:** The Joint Fiscal Committee shall meet at dates and time mutually agreeable to the Chair of the School Board and the Mayor, but at least three times per year:
- (1) The first regular meeting of the year shall be called to discuss the formulation of the annual budget and shall occur prior to February 1st of each year.
 - (2) The second regular meeting shall be called to discuss the general fund budget and shall occur prior to ~~April~~ May 1st of each year.
 - (3) The third regular meeting of the year shall be called to discuss the Capital Improvements Plan (CIP) and shall occur prior to October 15th of each year.
 - (4) Other subjects may be discussed at any meeting pursuant to an advance agenda prepared by mutual agreement of the Chair of the School Board and the Mayor in consultation with their respective bodies.
 - (5) In addition, either the Chair of the School Board or the Mayor may initiate additional special meetings throughout the year by contacting his or her counterpart. An agenda for



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016-07.27 – 011**
Ordinance Title: Boards, Commissions and Committees
Chapter: 5
Section: 15. Joint Fiscal Committee

special meetings shall be prepared in advance by mutual agreement of the Chair of the School Board and the Mayor in consultation with their respective bodies.

- (6) The location of meetings and seating arrangements shall be selected to promote effective communication, to enhance collegiality, and to honor the elected status of the members of each body on an equal basis.

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

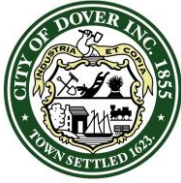
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston

Approved as to Legal Form: Anthony Blenkinsop
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016-07.27 – 011**
Ordinance Title: Boards, Commissions and Committees
Chapter: 5
Section: 15. Joint Fiscal Committee

DOCUMENT HISTORY:

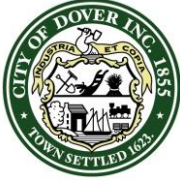
First Reading Date: 07/27/2016	Public Hearing Date: 08/10/2016
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

The City Council wishes to change the second regular meeting of the Joint Fiscal Committee to prior to April 1st of each year instead of May 1st.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2016.07.27 – 108**

Resolution Re: Reprogram Unexpended Capital Reserve Appropriation for Spaulding Turnpike Utility Agreement with NH Department of Transportation

WHEREAS: The New Hampshire Department of Transportation (NHDOT) has received the 100% relocation design from Vanasse Hangen Brustlin Inc, for the relocation of water and sewer main facilities on the Spaulding Turnpike project in Dover; and

WHEREAS: The NHDOT is requesting the city encumber funds in the amount of \$3,283,029.35.00 for city's portion of project cost. Request for payment to the Treasure of State of NH will be sent upon receipt of approval of Governor and Council in regards to the award of lowest responsible bidder, Severino Construction; and

WHEREAS: This resolution is requesting reprogramming funds and award of purchase order in the amount of \$3,283,029.35; and

WHEREAS: Based on completed River St Pump Station Upgrade project there are unexpended capital reserve appropriations that can be reprogrammed to other sewer fund projects.

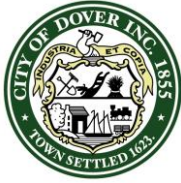
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of \$884,310.25 of unexpended Sewer Fund Capital Reserve CIP appropriation is hereby reprogrammed from River Street Pump Station project to Sewer Main Spaulding Turnpike project as follows:

		Available	Reprogram	Adjusted
Project Number	Project Description	Balance	Adjustment	Balance
5320.1.300.43250.4741.04573.08	Pump Station -River Street	394,061.46	(394,061.46)	0.00
5320.1.300.43250.4741.04572.09	Pump Station Upgrade - River Street	522,711.27	(490,248.79)	32,462.48
5320.1.300.43250.4757.04555.08	Sewer Main - Spaulding Turnpike	0.00	394,061.46	394,061.46
5320.1.300.43250.4757.04555.09	Sewer Main - Spaulding Turnpike	0.00	490,248.79	490,248.79
	Total Available Funding	916,772.73	0.00	916,772.73

NOTE: This resolution reprograms unexpended capital reserve CIP appropriations and therefore in accordance with City Charter C6-6 requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage.

AND FURTHER BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The Purchasing Agent is hereby authorized to issue a Purchase Order to the Treasurer of the State of NH for the Spaulding Turnpike water and sewer main relocation project in the amount of \$3,283,029.35. The City Manager, or designee, is hereby authorized to contract with the State of NH, consistent with the Purchase Order authorized herein.

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2016.07.27 – 108**

Resolution Re: Reprogram Unexpended Capital Reserve Appropriation for
Spaulding Turnpike Utility Agreement with NH Department
of Transportation

Financing

Account	Description	Appropriation	Balance
5320.1.300.43250.4757.04555.08	Sewer main Spaulding Turnpike	394,061.46	394,061.49
5320.1.300.43250.4757.04555.09	Sewer main Spaulding Turnpike	490,248.79	490,248.79
5320.1.300.43250.4757.04555.15	Sewer main Spaulding Turnpike	1,500,000.00	1,268,128.00
5320.1.300.43250.4757.04555.17	Sewer main Spaulding Turnpike	800,000.00	800,000.00
5300.1.300.43320.4757.03584.13	Water main Replacement	71,910.00	71,910.00
5300.1.300.43320.4757.03584.15	Water main Replacement	48,695.44	8,138.83
5300.1.300.43320.4757.03584.17	Water main Replacement	250,000.00	250,000.00
5300.1.300.43320.4757.03581.16	Water main Replacement	75,000.00	57,473.95

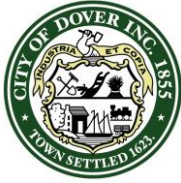
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

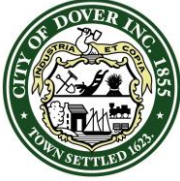
Resolution Number: **R - 2016.07.27 – 108**
Resolution Re: Reprogram Unexpended Capital Reserve Appropriation for
Spaulding Turnpike Utility Agreement with NH Department
of Transportation

DOCUMENT HISTORY:

First Reading Date: 07/27/2016	Public Hearing Date: 08/10/2016
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, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2016.07.27 – 108**

Resolution Re: Reprogram Unexpended Capital Reserve Appropriation for Spaulding Turnpike Utility Agreement with NH Department of Transportation

RESOLUTION BACKGROUND MATERIAL:

On January 17, 2007 the Dover City Council approved the FY08-FY13 six-year Capital Improvements Program (CIP), which included an appropriation in FY08 for Pump Station River Street project. On March 5, 2008 the City Council approved the FY09-FY14 six-year CIP, which included an appropriation in FY09 for River Street Pump Station. The River Street Pump Station upgrade project is completed and there are unexpended appropriations that can be utilized on Sewer Fund capital improvement projects. The FY08 and FY09 appropriations for the upgrade of the River Street pump station were to be funded through use of Sewer Capital Reserve funds.

These appropriations for the River Street pump station are unexpended because the City was successful in obtaining a Federal ARRA grant through the NH Department of Environmental Services for the pump station project. This grant was for \$1.2 million dollars and resulted in the FY08 and FY09 appropriations not having to be fully expended.

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the River Street pump station project in the FY08 and FY09 CIPs. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized capital reserve financing the River Street pump station project. This resolution reprograms funding from the River Street pump station project to Sewer Main Spaulding Turnpike project. The Sewer Main Spaulding Turnpike project is an approved CIP project.

The State of NH has the approval of the United States Department of Transportation (USDOT), Federal Highway Administration (FHWA) for a Turnpike Capital Program (Organization Code 7514) project, NEWINGTON-DOVER, 11238-Q, for the construction of widening and re-alignment of NH 16 (Spaulding Turnpike) and US 4 in the Town of Newington and City of Dover, which construction necessitates the relocation of water and sewer mains to the extent required to permit construction of the project.

The NHDOT has prepared the plans and specification for the project which meets with the approval of the city and will be on file in the permanent records of NHDOT. The city desires water and sewer main relocations to be included as part of the highway contract. The state is obligated to pay certain costs for a portion of the work related to relocating city water mains (participating costs).

The relocation costs of city sewer mains and a portion of water mains are deemed non-participating costs. Non-participating costs are based on water and sewer infrastructure put in place after the turnpike was created. Non participating costs are to be paid by the city.

The amount of \$3,283,029.35 is the city share of non-participating costs.



**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: Derek Dextraze

Federal Tax ID number for Organization: 595-18-4936

Check (☒) Nature of Organization:

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

Contact Person: Derek Dextraze Day Time Telephone: 603-842-0630

Address: 60 Silver St. Apt. 2, Dover NH 03820 Email: governordextraze@gmail.com

Purpose of Permit: _____

Date of Event: 9/10/16 Specific Time: 2pm - 7pm

Location of Event: Henry Law Park

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: [Signature] DATE: 7-26-16

(duly authorized)

PRINTED NAME: Derek Dextraze

Licensing Board Approval [Signature] Date: 8/1/16



DOVER POLICE DEPARTMENT

Dover, New Hampshire

Memorandum

TO: Chief Colarusso

FROM: Sgt. Speidel

RE: Block Party permit - Derek Dextraze

DATE: July 29, 2016

Mr. Dextraze submitted a block party permit application for an event at upper Henry Law Park (Rotary Arts Pavilion) on Saturday, September 10, 2016. I contacted him to clarify the request, since the "Purpose of Permit" section of the application was left blank.

Mr. Dextraze is a candidate for Governor of NH and intends to host an event which will occupy the Rotary Arts Pavilion. He has been in contact with the Recreation Department to reserve the use of the park. Additionally, he seeks authority to control up to a dozen parking spaces along Henry Law Avenue to allow food vendors to park. He may borrow several traffic cones from the police department for this purpose. The street itself will not be closed.

Rec'd 7/25/16



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

RAFFLE* ☒, TAG* ☐, BLOCK PARTY** ☐

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

Organization Name: Dover High School Football Boosters Club
Federal Tax ID number for Organization: 02-0447380 STATE Reg. 4450

Check (✓) Nature of Organization:

Religious ☐, Educational ☐, Charitable ☐, Civic ☐, Sports ☒, Veterans ☐, Fraternal or Political ☐, Other ☐
(Describe) Dover High Football Boosters

Contact Person: Vera HAWES Day Time Telephone: 603-312-3314
Address: 287 PO Box 1236 Email hawesnet@comcast.net

Purpose of Permit: 50/50 game at high school games (four games)

Date of Event: Sept. 2 Specific Time: same time

Location of Event: Dover High School football field

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

Prize (s) To Be Awarded: 50% of money collected

Cost of Ticket: 5/11- Date of Drawing: half-time of game

Place of Drawing: football field

* 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.dor.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: Vera Hawes DATE: 7/25/16
(duly authorized)

PRINTED NAME: Vera HAWES

Licensing Board Approval (Signature) Date: 7/28/16



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: First Parish Church, Congregational, United Church of Christ

Federal Tax ID number for Organization: 02-0248160

Check (☒) Nature of Organization:

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

Contact Person: Beth Munson Day Time Telephone: 603-343-5469

Address: 12 Julia Drive, Dover Email munson.comm@gmail.com

Purpose of Permit: Raffle of Quilt and merchandise donated at Holiday Fair

Date of Event: Nov 19, 2016 Specific Time: 9-3:00

Location of Event: 218 Central Ave, Dover

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

Prize (s) To Be Awarded: Quilt and Merchandise donated by vendors & local merchants

Cost of Ticket: \$1.00 Date of Drawing: Nov 19, 2016

Place of Drawing: First Parish Church, 218 Central Ave

* 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 be 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: Beth A Munson DATE: 7/26/2016

(duly authorized)

PRINTED NAME: Beth Munson

Licensing Board Approval [Signature]

Date: 7/28/16



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: MEZZANINE CATERING
Federal Tax ID number for Organization: _____
Check (✓) Nature of Organization:
Religious ☐, Educational ☐, Charitable ☐, Civic ☐, Sports ☐, Veterans ☐, Fraternal or Political ☐, Other ☒
(Describe) CATERING AND EVENT SERVICES
Contact Person: ZACH COBS Day Time Telephone: 603-828-6808
Address: 30 Applevale Drive Dover NH 03824 Email: ZACH@MEZZANINECATERING.COM
Purpose of Permit: RAFFLE PERMIT FOR APPLE HARVEST DAY
Date of Event: OCTOBER 1 2016 Specific Time: 9:00 AM
Location of Event: APPLE HARVEST DAY - DOWNTOWN DOVER

* *****RAFFLE / TAG PERMITS*****
Prize (s) To Be Awarded: \$100 GIFT CERTIFICATE
Cost of Ticket: FREE Date of Drawing: OCTOBER 1 2016
Place of Drawing: APPLE HARVEST DAY BOOTH SPACE - TBD
* 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.doh.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: [Signature] DATE: JULY 6 2016

PRINTED NAME: ZACH COBS

Licensing Board Approval [Signature] Date: 7/28/16

Rec'd 7/25/16



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: Saint Mary Academy
Federal Tax ID number for Organization: 02-0342967

Check (✓) Nature of Organization:

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

Contact Person: Beth Evans Day Time Telephone: 603-742-3299
Address: 222 Central Ave Email: bevans@stmaryacademy.org
Purpose of Permit: Calendar Raffles
Date of Event: 9/1 - 9/30 Selling Specific Time: _____
Location of Event: Saint Mary Academy

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

Prize (s) To Be Awarded: Cash Prizes Daisies
Cost of Ticket: \$5.00 Date of Drawing: 10/1 - 10/31
Place of Drawing: Saint Mary Academy

* 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: Beth Evans DATE: 7/18/16
(duly authorized)

PRINTED NAME: Beth Evans

Licensing Board Approval [Signature] Date: 7/28/16



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

Check(☒) the type of application:

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

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

Organization Name: Dover Little Green Cheerleading

Federal Tax ID number for Organization: 26-254-3466

Check (☒) Nature of Organization:

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

Contact Person: Diana Dravin

Day Time Telephone: 603-969-3815

Address: 43 Long Hill Rd Dover NH 03820 Email: diana.dravin@gmail.com

Purpose of Permit: Sports Fundraising

Date of Event: 9/9, 9/10 + 9/11 Specific Time: 9/9 - 4pm - 6pm 9/10 - 8am - 8pm 9/11 8am + 6pm

Location of Event: Various spots around town

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____

Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

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

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: Diana Dravin

DATE: 7/31/16

(duly authorized)

PRINTED NAME: Diana Dravin

Licensing Board Approval ARCC

Date: 8/3/16

1/2015

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



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: Prime Time All Stars

Federal Tax ID number for Organization: _____

Check (✓) Nature of Organization:

Religious____, Educational____, Charitable____, Civic____, Sports☒, Veterans____, Fraternal or Political____, Other____
(Describe) _____

Contact Person: Katherine Cauley Day Time Telephone: 781-4600

Address: 106 Crosby Rd Dover NH Email: paperprincess2011@yahoo.com

Purpose of Permit: Sports

Date of Event: Sept. 2, 3, 16, 17, 23, 24 Specific Time: Fri 4-8 Sat 7-12

Location of Event: Businesses within Dover

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

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

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.

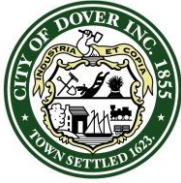
SIGNATURE OF APPLICANT: Katherine Cauley DATE: 7.19.16
(duly authorized)

PRINTED NAME: _____

Licensing Board Approval AC

Date: 7/26/16

1/2015



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2016.08.10 – 109**

Resolution Re: Award of Additional Scope of Engineering Services for
Whittier St Bridge over the Cocheco NHDOT#111/132

- WHEREAS: In August 2005, a Request for Proposal #B06006 was issued to identify a qualified engineering firm to undertake a study and the anticipated engineering of a proposed replacement of vehicular bridges. Utilizing qualifications based bidding process; award was made to The Louis Berger Group, Inc; and
- WHEREAS: On September 13, 2010, authorization to initiate the engineering phase of the Whittier Street Bridge over the Cocheco #111/132 with The Louis Berger Group, Inc was approved based on this prequalification process; and
- WHEREAS: At that time, a scope of services and fee proposal was developed for the Phase I Engineering Study, Phase II Preliminary Design, Phase III Final Design and Phase IV bid assistance phase in the amount of \$288,096.00. Three change orders were issued since then totaling \$23,275.13 and was approved, making total project \$311,542.13; and
- WHEREAS: The Louis Berger Group, Inc has submitted amendment #4, a scope of work and cost for the Construction Engineering Phase in the amount of \$399,758.00; and
- WHEREAS: Per the NHDOT Process for Municipally-Managed State Bridge Aid Program Projects, authorization to enter into this contract must be approved by State NH DOT and the proposal was forwarded to them for review and approval. Approval was received on 7/8/2016.

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

The Purchasing Agent is hereby authorized to issue a Change Order #4 to The Louis Berger Group Inc of Manchester NH for construction engineering services in the amount of \$399,758.00. 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.

Financing

Account	Description	Appropriation	Balance
4012.1.3000.43130.4752.03172.12	Whittier St Bridge	3,982,540	3,919,383

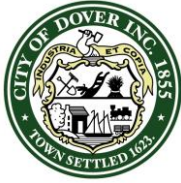
AUTHORIZATION

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 OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2016.08.10 – 109**

Resolution Re: Award of Additional Scope of Engineering Services for
Whittier St Bridge over the Cocheco NHDOT#111/132

City Clerk

DOCUMENT HISTORY:

First Reading Date:

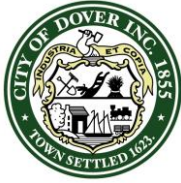
Public Hearing Date:

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		
Ward 4, Vacant		
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.8.

Resolution Number: **R – 2016.08.10 – 109**
Resolution Re: Award of Additional Scope of Engineering Services for
Whittier St Bridge over the Cocheco NHDOT#111/132

RESOLUTION BACKGROUND MATERIAL:

The Whittier Street Bridge project has been included in the New Hampshire Department of Transportation's (NHDOT's) Ten Year plan, the Transportation Chapter of the Dover Master Plan. The various studies and plans identify the bridge as a necessary component in providing a safe, efficient traffic flow loop that relieves traffic congestion and safety concerns in the lower square, allows the Henry Law Avenue traffic to travel north into downtown and facilitates the extension of lower Washington Street through the planned development along the City's riverfront, connecting with Maglaras Park and eventually into Henry Law Avenue

By having been included in the NHDOT's Ten Year Plan, the Whittier Street Bridge project has been approved for 80% State/Federal funding and 20% local match. The grant funding and match requirements apply to all eligible project costs. To facilitate the completion of the Whittier Street Bridge project, the NH Department of Transportation and the Federal Highway Administration previously required execution of a standard municipally-managed project agreement with the City of Dover. The purpose of the municipally-managed project process is to reduce the overall cost of each project in order to reduce the City's share of the eligible costs. The engineering services being procured by the City by adoption of this resolution in addition to the cost of the City's administrative hours expended towards planning, contract management, and right of way acquisition are billed to the project as eligible costs.

Bid Information:

Sealed Bid B06006 issued in 2005 for the bridge design services was awarded to The Louis Berger Group.

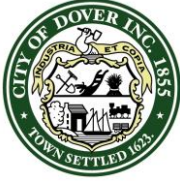
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	NA
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:		Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	YES
Prices will hold for:	Until Completion	Estimated Delivery:	As needed
Recommended Award to:	The Louis Berger Group	Fund:	Various
Other Approvals Required:	Yes ST NHDOT	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

[B06006 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 13.A.9.

Bid Number: **R -2016.08.10 – 110**
Bid Description: Various Senior Center Trips

WHEREAS: The Senior Center Travel Supervisor has a schedule of possible trips for the remainder of calendar year 2016 through the beginning of 2017. A list and estimated costs are outlined in the background section of this resolution. The Senior Center Travel Supervisor obtains pricing information for these trips as scheduled; and

WHEREAS: In order to maximize the size of the group as well as to address any last minute cancellations, the travel agents keep the registration open as long as the tour company allows. Sometimes the end date of the registration period and determination of a final price falls after the deadline for the next City Council meeting agenda so the City is not always able to get the resolution to the Council before the trip departs; and

WHEREAS: Revenue is collected and deposited into the special revenue account for the Senior Center and expensed out as needed for various trips. Since the costs are paid for by the traveler they wish to pick the tour companies they will use.

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

Per 3-36.B. The sealed competitive bid procedure may be waived by a majority vote of the City Council.

The Purchasing Agent is hereby authorized to issue purchase orders for travel services at rates obtained by the Senior Center Travel Supervisor. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
3410.1.350.45126.4443.00000	McConnell Senior Programs	\$116,023.00	\$111,172.00

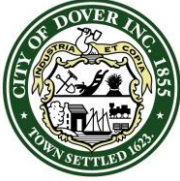
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 13.A.9.

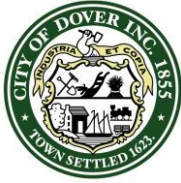
Bid Number: **R -2016.08.10 – 110**
Bid Description: Various Senior Center Trips

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



CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 13.A.9.

Bid Number: **R -2016.08.10 – 110**
Bid Description: Various Senior Center Trips

BACKGROUND MATERIAL:

This is a blanket resolution for the Senior Center trips using Coach Company, Fox Tours, Best of Times Travel and Yankee Tours as needed. The Senior Center travel supervisor obtains pricing information for trips the Dover Senior Center wishes to take that are run annually and have a consistent group of travelers and a set of travel and accommodation expectations that the travelers strive to meet.

In order to maximize the size of the group as well as to address any last minute cancellations, the travel agents keep the registration open as long as the tour company allows. Sometimes the end date of the registration period and determination of a final price falls after the deadline for the next City Council meeting agenda so the City is not always able to get the resolution to the Council before the trip departs.

Coach Company

Monthly Mohegan Sun/Foxwoods/Oxford (~\$1070/mo)

Fox Tours:

July 19th - Plymouth Pilgrim Belle (~\$4K)
August 15 – 20th - Canadian Maritimes (~\$50K)
September 28th - NSMT - Spamalot (~\$5K)
October 11th - Indian Princess Foliage (~4K)
November TBD: Reagle Players (~\$4K)
November TBD: Casino Escape (~8K)
December 7th - Wrights Farm/LaSalette Lights (~3K)
2017 day trips are not out and confirmed yet

Best of Times Travel

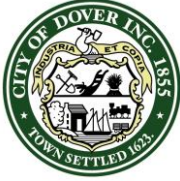
TBD – 2 possible 2017 day trips, including St. Patricks Day trip in March – approx. (\$3-4K each)

Yankee Tours:

Daytona – February 2017 (Between \$20K & \$40K depending on traveler numbers)

Purchasing Information:

Type:	Purchase order	Advertised:	no
Invitations Mailed:	N/A	Number of Responses:	na
Warranty:	na	Terms:	Net 30,
Work Bonded:	No	Contract:	No
Prices will hold for	Until Trip date	Estimated Delivery:	2015-2016
Recommended Award to:	Various	Fund:	3410
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for City Manager Approval:	Waive sealed bidding procedure



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2016.08.10 – 111**

Resolution Re: Acceptance of State of NH EMPG Mass Casualty Incident Grant

WHEREAS: The City has identified public safety as a priority service for the community and regularly seeks grant funding to assist in financing public safety functions and initiatives; and

WHEREAS: The NH Department of Safety, Division of Homeland Security and Emergency Management has notified the City of a pending grant award for \$3,362.00 for Mass Casualty Incident (MCI) materials and education; and

WHEREAS: The pending MCI grant award period ends September 30, 2017, three (3) months after the end of FY2017 adopted budget, and there is a \$3,362.00 local match requirement; and

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

The City of Dover accepts the terms of the Emergency Management Performance Grant (EMPG) as presented in the grant amount of \$3,362.00 for the purchase of Mass Casualty Incident triage packs, triage tags, and educational training materials. The City of Dover acknowledges that the total cost of the grant project will be \$6,724.00 in which the City will be responsible for a 50% local match of \$3,362.00 to come from in-kind value from training fire personnel.

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

City Manager, Michael Joyal, Jr., is hereby authorized to sign all documents related to the grant award.

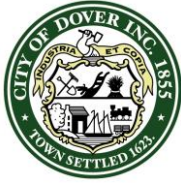
AUTHORIZATION

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.10.

Resolution Number: **R – 2016.08.10 – 111**

Resolution Re: Acceptance of State of NH EMPG Mass Casualty Incident Grant

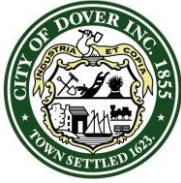
DOCUMENT HISTORY:

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		
Ward 4 - Vacancy		
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.10.

Resolution Number: **R – 2016.08.10 – 111**

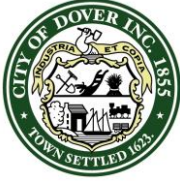
Resolution Re: Acceptance of State of NH EMPG Mass Casualty Incident Grant

RESOLUTION BACKGROUND MATERIAL:

The NH Department of Safety, Division of Homeland Security and Emergency Management has notified the City of a pending grant award for \$3,362.00 for Mass Casualty Incident (MCI) materials and education. The total grant project cost will be \$6,724.00 and the project will consist of purchasing triage packs, triage tags and educational training materials. The training hours for fire & rescue personnel will be documented and reported as the City's local match requirement of \$3,362.00.

The grant will allow the City's Fire & Rescue Department to update Mass Casualty Incident equipment on city fire and rescue vehicles. This equipment is to be used at mass casualty incidents to categorize the degree of injury so care is provided to the public based on priority of injuries.

This resolution does not appropriate any additional City funds as local match requirement will come from existing FY2017 operating budget appropriations previously adopted by the City Council for the Fire and Rescue Department.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

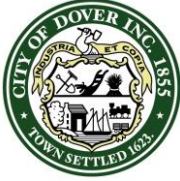
Resolution Number: **R – 2016.08-10 -**

Resolution Re: Payment in Lieu of Taxes Agreement With the Dover Housing Authority

- WHEREAS, the Dover Housing Authority (DHA) provides permanent housing for low income Dover residents throughout the City of Dover including, but not limited to, 184 family apartments located on Pleasant View Circle, Mineral Park Drive, Hampshire Circle and a portion of Whittier Street; and
- WHEREAS, residents of the DHA qualify for federal rent subsidy based on household incomes significantly below the median income in the area; and
- WHEREAS, a new federal program called Rental Assistance Demonstration (RAD) allows housing authorities to modernize and renovate apartments using funding sources in the private sector; and
- WHEREAS, the DHA intends to utilize the RAD program to modernize and renovate the 184 family apartments located on Pleasant View Circle, Mineral Park Drive, Hampshire Circle and a portion of Whittier Street, and in so doing will transfer ownership of the 184 apartments on Pleasant View Circle, Mineral Park Drive, Hampshire Circle and a portion of Whittier Street currently owned by the DHA to a new charitable entity formed by the DHA; and
- WHEREAS, modernization and renovation of apartments in question at the DHA allows continuation of permanent housing for low income residents in the city; and
- WHEREAS, the DHA is a charitable organization, but, pursuant to an agreement with the City entered into in 1951, for years has voluntarily made a payment in lieu of taxes to the City regarding all of its approximately 458 apartments, buildings, and property owned by the DHA; and
- WHEREAS, the City and the DHA, or a related entity, desire to enter into an additional payment in lieu of taxes agreement regarding the 184 family apartments located on Pleasant View Circle, Mineral Park Drive, Hampshire Circle and a portion of Whittier Street to be modernized/renovated, while leaving in place the existing agreement concerning the remaining DHA properties; and
- WHEREAS, continuing the property tax arrangement between the City and the DHA, with the additional agreement set forth herein, will assure continuation of low-income housing for Dover residents in safe and sanitary housing.

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

That the City Manager is authorized to enter into a Payment in Lieu of Taxes agreement with the charitable entity to be formed and managed by the DHA for the purpose of taking ownership of, and modernizing/renovating, the 184 apartments on Pleasant View Circle, Mineral Park Drive, Hampshire Circle and a portion of Whittier Street, which are currently owned by the DHA. The new Payment in Lieu of Taxes agreement shall concern the 184 apartments and property referenced herein; and



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2016.08-10 -**

Resolution Re: Payment in Lieu of Taxes Agreement With the Dover
Housing Authority

That the ownership conversion from the DHA to a new charitable entity formed by the DHA shall be consistent with the provisions of the Rental Assistance Demonstration (RAD) program of the Department of Housing and Urban Development and that the new entity and associated properties shall also conform with the statutory requirements for charitable and/or other related property tax exemption status; and

That the new agreement shall require an annual payment to the City of Dover based on a percentage of shelter rent for the apartments/property in question; and

That the new agreement shall be consistent with the current PILOT formula contained in the existing cooperation agreement and the existing agreement shall remain in place for the remaining DHA properties.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

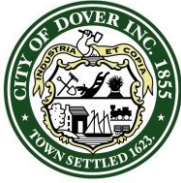
Mayor Karen Weston
By request

Approved as to Legal Form
and Compliance:

Anthony I. Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2016.08-10 -**
Resolution Re: Payment in Lieu of Taxes Agreement With the Dover
Housing Authority

DOCUMENT HISTORY:

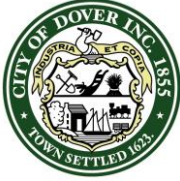
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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		
VACANT, 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:

1. **What is the purpose of this Resolution?** This Resolution seeks to continue the established property tax relationship of the DHA and the City of Dover – a relationship created in 1951. The relationship between the DHA and the City of Dover meets a need of low income residents of our city to live in permanent, affordable, safe and sanitary housing.
 - a. This resolution is about financing the renovation of 184 apartments currently home to low income families.
 - b. This resolution is brought forward at this time due to a private sector financing proposal for renovating a portion of the apartments at the DHA. The portion to be renovated are the 184 apartments located on Mineral Park Drive, Pleasant View Circle, Hampshire Circle and a portion of Whittier Street. The financing proposal involves a 4% Low Income Housing Tax Credit (LIHTC) issuance by the New Hampshire Housing Finance Authority and a bond issued by the same agency. Issuance of tax credits pursuant to the regulations of the Internal Revenue Service requires the formation of a nonprofit entity to be controlled by the DHA, a transfer of the property to the entity, and a partnership with private sector investors. The benefit to the investors are the tax credits.
 - c. The financing proposal will neither change the management of the apartments nor the residents of the apartments. All residents will be offered their apartment after the renovations. The apartments will still be homes for low income residents of our city. The number of apartments will remain the same.



CITY OF DOVER

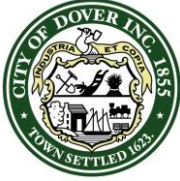
CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2016.08-10 -**

Resolution Re: Payment in Lieu of Taxes Agreement With the Dover Housing Authority

2. **History and Overview of the DHA.** The Dover Housing Authority (DHA) was formed in 1950. Shortly thereafter, the DHA entered into a Cooperation Agreement with the City of Dover. The core of the agreement is the Dover Housing Authority agrees to provide low-income housing for the City and the City of Dover agreed to accept an annual Payment in Lieu of Taxes (PILOT). Pursuant to the agreement, the DHA pays an annual PILOT to the City in the approximate amount of \$70,000. (A portion of this payment comes from the apartments that are the subject of this resolution.) This payment is based on a federal formula. The federal formula calls for a payment to the City in the amount of 10% of the “shelter rent”. Shelter rent is defined as all charges to tenants for dwelling and non-dwelling units minus utility costs.
 - a. The DHA currently owns and manages 458 public housing apartments for low-income residents. These units include Waldron Towers, Central Towers, St. John’s Church, Niles Park, Union Court, Edgar Bois Terrace, Mineral Park and Whittier Park. Residents include senior citizens, individuals with disabilities, and families with children.
 - b. Residents of the properties owned by the DHA are typically classified by the federal government as “extremely low income”. This classification applies to residents whose household income is less than 30% of the median income. The median household income in our area is approximately \$86,000 per year per household.
 - c. Residents at the DHA do not pay market rents, but rather pay rent in the amount of 30% of their net household income. The federal government subsidizes the rent for our residents by providing an Operating Subsidy to the DHA to cover the cost of operating and managing the properties.
3. **What is the DHA?**
 - a. The Mission of the DHA concerns housing and supportive services. It states:
“The DHA is an independent municipal corporation created under state law working cooperatively with the community and public and private partners to provide quality housing opportunities and further to promote and secure supportive services for eligible persons with limited incomes.”
 - b. The DHA is a charitable organization as defined by New Hampshire law. *RSA 72:23-l*
 - c. *RSA 72:23-l* states: “The term “charitable” as used to describe a corporation, society or other organization within the scope of this chapter, including *RSA 72:23* and *72:23-k*, shall mean a corporation, society or organization established and administered for the purpose of performing, and obligated, by its charter or otherwise, to perform some service of public good or welfare advancing the spiritual, physical, intellectual, social or economic well-being of the general public or a substantial and indefinite segment of the general public that includes residents of the state of New Hampshire, with no pecuniary profit or benefit to its officers or members, or any restrictions which confine its benefits or services to such officers or members, or those of any related organization. The fact that an organization's activities are not conducted for profit shall not in itself be sufficient to render the organization “charitable” for purposes of this chapter, nor shall the organization's treatment under the United States Internal Revenue Code of 1986, as amended. This section is not intended to abrogate the meaning of “charitable” under the common law of New Hampshire.”



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2016.08-10 -**

Resolution Re: Payment in Lieu of Taxes Agreement With the Dover Housing Authority

4. **New program by the federal government.** The federal government has created a new program for renovating and modernizing public housing. The program is called “RAD” which stands for Rental Assistance Demonstration. The RAD program seeks to address the funding of renovation and modernization projects by allowing housing authorities to enter the private sector for financing.
 - a. RAD is designed to address a national dilemma. The dilemma is simply stated—the need for capital improvements for public housing is greater than the ability of the federal government to pay for the capital improvements.
 - b. The national dilemma can be illustrated by the recent experience of the DHA. A recent Capital Needs Assessment found the capital needs of the 184 family apartments owned by the DHA will be \$20M over the next 20 years. The federal government forecasts the ability to only provide \$10M for capital needs over the same period of time. Essentially, the federal government forecasts to only pay ½ of the capital needs for the next 20 years.
 - c. RAD allows housing authorities to break their dependence on capital funds from the federal government in order to maintain low income housing in a safe and sanitary manner.
5. **What are the renovations?** The DHA plans to use RAD to renovate the 184 family apartments located on Mineral Park Drive, Pleasant View Circle, Hampshire Circle and a portion of Whittier Street. The plan is to relocate families on a temporary basis, to modernize the apartments, and to move the same families back into their original apartments. These apartments were constructed in the 1950’s and 1960’s. The renovations will include new roofs, new kitchens, new bathrooms, new flooring, some renovation of electrical and plumbing, new heating and hot water systems and new siding.
6. **Why is the DHA good for Dover?**
 - a. The Dover Housing Authority touches the lives of residents in 877 households each and every month with a housing subsidy. These subsidies provide affordable housing for low income residents. Without these federal subsidies, pressure on local welfare efforts and requests for housing from low income residents pursuant to RSA 165 would increase.
 - b. Housing Choice Voucher (HCV) payments (commonly referred to as “Section 8”) payments provide an infusion of monthly revenue to local property owners. These payments are approximately \$3M per year. This program is administered by the DHA.
 - c. Approval of this resolution will not reduce the total amount of revenue received by the City of Dover.



U.S. Department of Housing and Urban Development

Office of Multifamily & Public and Indian Housing

Rental Assistance Demonstration

Welcome Guide for New Awardees:
RAD 1st Component



February 27, 2015

(Revised March 13, 2015)

Congratulations on your award under the Rental Assistance Demonstration (RAD) program!

RAD is a hugely important tool for preserving our nation's public and assisted housing. As a result, we look forward to working closely with you to move your project onto the Section 8 platform and to ensure a successful conversion.

About this Document

As indicated from its title, this document is intended to provide a general orientation for new awardees. It does not purport to be an all-inclusive training on RAD. It is expected that, at this stage, all awardees should be fairly familiar with the RAD program and its related requirements. Rather, this document is intended to highlight a few important first steps and also to explain some of the key roles and responsibilities.

Among other documents, you should be familiar with the RAD Notice, which you can access here: [PIH Notice 2012-32 REV-1](#).

The Department is currently working on revisions to the RAD Notice, expected to be released in early Spring 2015. In response to requests from PHAs and their development partners, the start dates for any RAD milestones will not begin until publication of the revised Notice. As soon as the Notice is revised, HUD will issue subsequent materials summarizing the changes.

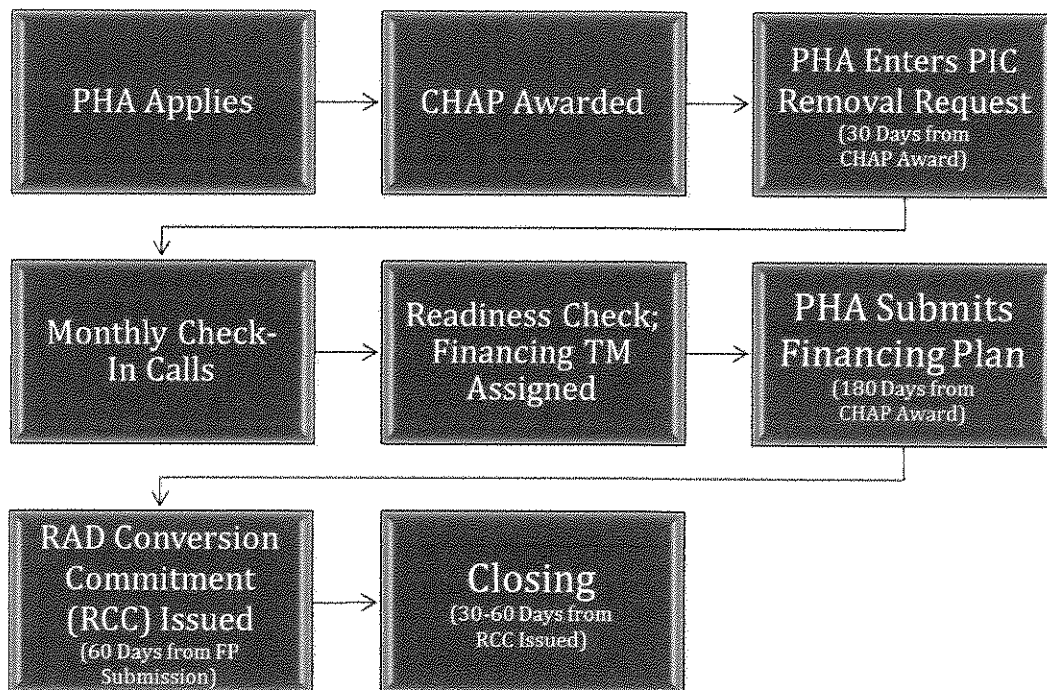
The remainder of this document is divided into three sections: CHAP Processing, General RAD Requirements, and Special Transaction Issues.

CHAP Processing

Your RAD award is communicated by means of a CHAP, which stands for Commitment to Enter into a Housing Assistance Payments Contract. This section reviews the basic steps in processing your CHAP, i.e., in converting your project from public housing to Section 8.

Overview of the Conversion Process

Below is a diagram of the major steps in converting a public housing project to Section 8 rental assistance under RAD. We will review each of these steps in greater detail throughout this document. But you might want to familiarize yourself now with this general flow of events. Depending on the complexity of the transaction, as well as the speed by which you submit the required materials, you could be converting your project within 6-12 months of award.



The Role of the Local Public and Indian Housing (PIH) Field Office

The local PIH Field Office can assist you to think strategically about your RAD asset (and your other public housing assets). Additionally, there are various approvals, including the Annual Plan/Significant Amendment or drawdowns of Capital Funds, to be obtained from the local PIH Field Office prior to conversion. Consequently, it is essential to maintain good communication. To better ensure this communication throughout the conversion process, the local PIH Field

Office will arrange the initial Kick-off Call with the Transaction Manager but also be invited to all monthly Check-in Calls.

It is important to remember that, unless otherwise exempted by the RAD Notice, the project remains public housing until the day it converts. You remain subject to all applicable public housing requirements for operating and maintaining the public housing units approved under the CHAP award (including occupancy, reporting, and maintenance/repairs) until the units convert.

The Role of the Transaction Manager

Upon award, each PHA will be assigned a Transaction Manager. The Transaction Manager is a multifamily housing real estate specialist who is your primary liaison under the RAD program until issuance of the RAD Conversion Commitment (RCC), at which point you will then be assigned a Closing Coordinator (more later). The Transaction Manager will process all changes in the CHAP as well as any milestone extension requests. The Transaction Manager will also review and approve your Financing Plan.¹ Prior to submission of that Financing Plan, one of the major roles of the Transaction Manager is to assess the general readiness of the transaction and assist with general program information.

Kick-Off Calls

A Kick-off Call will be scheduled within 30-60 days of award. In addition to introducing one another, the main purpose of the call is to understand the nature of the conversion plans for the project and to determine general readiness.

- **Project Plans.** What are you planning to do with the property? What is the level of anticipated rehabilitation? Are you planning on any demolition and new construction? Are you intending to acquire new property and transfer the assistance? What sources of financing are proposed? Are you contemplating tax credits? Will the project require any resident relocation? And,
- **Readiness.** How far along are you in the process? Have you already assembled your financing? Have you completed your Significant Amendment? Have you already received tax credits? Have you identified and assembled your development team? And, have you already undertaken a physical condition assessment of the property? For purposes of the Kick-off Call, it is not that you need to have completed any of the above. Rather, we just want to know where you are in the process.

If a PHA has multiple CHAPs, and also has a portfolio or multi-phase award, it will be helpful for the PHA to discuss the timing and sequencing of the different conversions on the Kick-Off Call.

¹ At the time of submission of the Financing Plan, HUD may reassign Transaction Managers to better manage workloads.

At the end of the Kick-Off Call, and for every monthly call thereafter, the Transactional Manager will send you notes of the call and a general indicator of how far along you are in the process of conversion.

Monthly Check-in Calls

The Transaction Manager will schedule monthly Check-in Calls. As with the Kick-Off Call, we expect a RAD liaison from PIH to participate on these monthly calls, most likely from the local field office. These calls are intended primarily to indicate how much progress you have made, but also to discuss whether any plans have changed. For example, you may have planned for a no-debt conversion because you believed the property to be in good physical shape. However, once you complete your RAD physical condition assessment (RPCA), you find that the property has much greater needs, requiring you to secure third-party financing. In this situation (which happens a lot!), you just need to be ready to adjust your plans accordingly and the Transaction Manager will want to be kept informed.

Again, the RAD Transactional Manager will prepare notes of these calls and **share them with you**. These notes will also help us better gauge when to expect the submission of Financing Plans (which, obviously, are a major resource commitment).

Depending on the circumstances, it could also be helpful to have the PHA's development partners on these calls.

PIC

The Public Housing Information Center (PIC) is, as you know, the Department's database on public housing development groupings, including information on unit counts, acreage, non-dwelling structures, etc. When you get a CHAP, you don't actually sign and send it back to HUD. Instead, within 30 days of award, you will submit a PIC application for the project to be "Removed from Inventory/RAD", along with any associated land and other non-dwelling buildings to be converted. This PIC entry is our way of knowing that you have decided to accept the CHAP. But more importantly, the PIC removal application does a few other things:

- It exempts the project from the Public Housing Assessment System (PHAS) for the duration of conversion²;
- It allows the Department to readily identify all projects converting (affecting Operating and Capital Fund formula funding matters); and
- It allows the PHA to also propose the amount of real property that it is requesting to be removed from public housing restrictions as part of the RAD conversion (since the CHAP

² Although the CHAP exempts the project from scoring under PHAS, the project will continue to receive REAC UPCS inspections according to normal inspection frequencies until conversion.

only addresses units). See the “Non-Dwelling Assets” section in this Guide for more instructions.

Your PIC removal request will remain “under review” until you actually close, at which point it will be approved by the Special Applications Center (SAC) and the project officially leaves the public housing program.

The RAD Resource Desk

The RAD Resource Desk (www.radresource.net) is where you will upload all important program documents, including the Financing Plan. It will also contain the notes and information associated with the Kick-off Calls and the Monthly Check-in Calls. Consequently, one of the first tasks upon award is to register for the Resource Desk. Although the public has access to the Resource Desk for general program information, only users that you authorize will have access to specific information on your transaction.

The Resource Desk also has a helpful Frequently Asked Questions (FAQ) query function along with a database of FAQs.

Election of PBV or PBRA

Under RAD, a PHA may convert assistance under the public housing program to long-term, project-based Section 8 assistance. A PHA must choose between two forms of project-based Section 8 assistance: Project-Based Vouchers (PBVs) and Project-Based Rental Assistance (PBRA). In your RAD application, you identified your selection preference. If you are going to change that election, you will want to make that determination as early as possible in the conversion process in that it could have an impact on the RAD contract rents and other planning efforts. To assist PHAs in making this decision, the Department has prepared a guide comparing these options, which can be accessed [here](#). Please keep your Transaction Manager informed of any change in election.

Milestones

For awards made pursuant to the initial cap of 60,000 units, we had a series of intermediate milestones, leading up to the submission of the Financing Plan, which is due in 180 days (more in the case of tax credits or FHA-insured financing, below). These intermediate milestones are shown below.

Milestone	Item(s) Required
30 Days	Accepted lender engagement or commitment letter and statement of development team capacity.
60 Days	Significant amendment to annual/5 year plan and a decision to convert to PBRA or PBV subsidy.

90 Days	PHA certification that all lender/financing source due diligence has been completed including the RAD PCA.
150 Days	PHA certification that all firm commitments for financing have been submitted.

Beginning with new awardees, we are eliminating these intermediate milestones. Through focus groups, PHAs indicated they would like to manage the process more themselves. Consequently, the only formal submission that is now required is the Financing Plan, which is due with 180 days for all transactions except tax credit and projects with FHA-insured financing.

For projects that will utilize FHA-insured financing (without tax credits), the Application for FHA Firm Commitment is due 180 days following CHAP issuance. For projects that will utilize 4% tax credits, PHAs must apply for the tax credits no later than 150 days following CHAP issuance date. HUD may provide additional time for projects in states without rolling 4% tax credit rounds. Then, the Financing Plan or Application for FHA Firm Commitment is due 60 days following the notification of tax credit award. For projects utilizing 9% tax credits, PHAs must apply for the first available 9% tax credit round in their state beginning 90 days after the CHAP issuance date. Then, the Financing Plan or Application for FHA Firm Commitment is then due 60 days following the notification of tax credit award.

Although we are eliminating the intermediate milestones, we highly recommend that you use them as a guide to ensure that you meet the 180 day Financing Plan submission deadline.

Readiness Check

About 60 days before your Financing Plan submission, the Transaction Manager will conduct a "Readiness Check." The intent is to determine how close you are to submitting your Financing Plan, which will help us in better managing the resources necessary to process Financing Plans.

Changes in the CHAP

If any of the following changes occur in your plans, you will need to request a CHAP amendment:

- When you modify the unit configuration (from what is established in the CHAP),
- When there is an error in the unit count/distribution or rents,
- When you decide to convert a smaller number of units than established in your CHAP (say, you decide only to convert one portion of the project),
- When you decide to break up, or combine, CHAPs; or
- When you decide to rent-bundle.

In all of these instances, you should discuss these changes with your Transaction Manager, who will assist in processing these changes as an Amended CHAP will be required to be approved and issued.

(Additionally, if you happen to change the AMP or project grouping in PIC affecting your RAD project, you will need to amend the CHAP so that the CHAP properly reflects what is in PIC.)

The Financing Plan

Although the Financing Plan is due within the latter of 180 days of award or publication of the revised RAD Notice, you should begin compiling the various required documents as soon as your CHAP is awarded, since many of the requirements are complex and have long lead times (for example, procuring an RPCA contractor).

The Financing Plan includes not just the Development Budget (Sources/Uses) and the Operating Pro-Forma (Revenues/Expenses) but all other required materials necessary for HUD to approve your transaction, including:

- The RPCA,
- Environmental Reviews,
- Annual Plan or Significant Amendment,
- Accessibility and Relocation Checklist, etc.

Once you have completed your upload, the Transaction Manager will have five days to determine if a Financing Plan submission is substantially complete. *If HUD determines your submission is incomplete or materially inconsistent, you will receive an email notifying you of the missing documents and you must submit the missing items within (5) business days or your CHAP is at risk of being revoked.* Failure to submit a complete Financing Plan according to the timelines could also delay your closing and jeopardize outside financing.

If your submission is determined to be complete, your Transaction Manager will review each document and send you an email with a list of questions or concerns including requests to upload revised documents. Responses must be received within 5 business days or else the transaction will be flagged for a potential rejection or hold. If the transaction remains in a preliminary rejection/hold for more than 30 calendar days, the CHAP will be at risk of revocation. Once all outstanding issues have been resolved, your Transaction Manager will notify you that the financing plan has been accepted and that a RAD Conversion Commitment (RCC) will be issued shortly.

The Department is currently updating a guide to the Financing Plan Guide submission requirements, expected to be posted shortly.

Issuance of the RAD Conversion Commitment (RCC)

Once the Financing Plan is approved, the Department will issue the RCC. The RCC, essentially, memorializes the key terms of the Financing Plan and gives instructions and associated requirements for closing. The PHA must execute the RCC within 30 days of issuance. Although the RCC expires in 90 days, HUD generally expects closings to occur within 45-60 days after RCC issuance.

Closing

Once you are issued the RCC, the RAD Team will assign you a Closing Coordinator. The closing is the official step when a project is removed from the public housing program, assistance is transferred, and the project is placed under a Section 8 Housing Assistance Payments (HAP) contract, with a RAD Use Agreement. All financing associated with the project is also closed at this time. The Closing Coordinator is responsible for keeping all parties on track towards closing.

A reasonable amount of time to allow for the closing process, the time from RCC issuance to closing, is 45 days. During this time, you will need to submit draft documents which will be reviewed by HUD's RAD program staff and field counsel. All documents must be approved before the closing can take place. The list and description of required documents is available on the RAD Resource Desk. It is a good idea to allow time to become familiar with the closing document requirements prior to the issuance of the RCC.

When you convert a public housing project to Section 8 project-based assistance under RAD, the public housing project and underlying land and property or grounds and parking lot and green space that is necessary to support the project is removed from the public housing program and the Annual Contributions Contract (ACC) by means of release from the public housing Declaration of Trust, or DOT. The DOT is a special form of use agreement (unique to the public housing program) that encumbers the title to the property. At closing, because you will no longer be under the public housing program, the asset is transferred to the Section 8 program and a RAD Use Agreement must be fully executed and entered into the land records. The template for the Use Agreement is one of the closing documents which can be found on the RAD Resource Desk.

The public housing DOT described above should have been executed when the project was first developed, and should have been renewed and kept current over the life of the project. However, we have found that the documentation has not always been properly maintained for all public housing developments. Consequently, we encourage you to take the time now to begin the legal work to locate the DOT (or record a new one) for the project because without it, you cannot close.

Additionally, in order to meet the requirements for conversion under the RAD program, HUD will want to make sure that there is clear legal title to the project and that legal descriptions can be matched up between survey documents and DOTs. This is a task you should also begin

early. We have found that this can be more complex than expected, so it is advisable to consult with your local attorney.

Depending on the type and complexity of the financing, an attorney often takes the lead on structuring compliance with the HUD program and a local attorney who is responsible for the state law opinion, local title work, etc. Many PHAs who are self-financing their RAD conversion have not anticipated the importance of the role of the attorney in a smooth RAD conversion. A RAD conversion is not simply a switch in HUD funding streams--it is a formal real estate closing with a number of critical legal requirements. Once the RCC is issued, the PHA's attorney will typically drive the closing process, ensuring that legal documents are completed correctly for HUD review, distributed for signature when ready for closing, recorded and copies returned to HUD. Employing an attorney (particularly one with RAD experience) well in advance of the issuance of the RCC can speed the process and eliminate costly errors.

Funding in the Year of Conversion

Please remember that, in the initial year of conversion, through the end of the calendar year, the project will receive only the funding that is obligated to it under the public housing Operating and Capital Fund programs for the balance of that calendar year. It is in the second year of conversion when the project is funded through the PBRA or PBV account, as applicable, based on the contract rents in the HAP. PHAs must also remember that, once converted, they cannot use public housing funds to support the project. It is important, therefore, for PHAs who are converting their entire public housing program to transfer any unobligated Operating or Capital Fund balances to the projects at conversion or face a recapture of those funds.

If you are among the awardees under the 60,000 cap, your RAD contract rents were set according to 2012 funding levels and will receive an Operating Cost Adjustment Factor (OCAF) each year beginning in 2014. If you are among the awardees as part of the expansion of the RAD cap to 185,000 units, your RAD contract rents were set according to 2014 funding levels and will receive an OCAF each year beginning in 2015.

Post-Closing

Although it might seem like a long way off, it is actually not too soon to begin to plan for the various changes in operating procedures, including subsidy billing, after you convert. In particular, you should read the following Quick Reference Guides, as applicable:

- [The PBV Quick Reference Guide](#)
- [The PBRA Quick Reference Guide](#)

Additionally, the Department will soon prepare a public housing close-out guide, which will review such topics as submission of financial statements in FASS-PH for projects that have converted in a fiscal year.

General RAD Requirements

This section reviews many of the general requirements associated with a RAD conversion. More detail can be found on each of these topics in both the RAD Notice and the Resource Desk.

Working with Residents

Now that you have received an award, you are required, per Section 1.8 of the Notice, to notify the residents of the project. You will also need to conduct individual resident meetings when transitioning their lease (and explaining any changes in rent, if applicable). Although those are the last specific RAD requirements regarding resident participation (unless you still need to amend your Annual Plan or are planning on relocation), we strongly urge you to continue to keep residents informed and actively engaged in your conversion plans. Many PHAs choose to have regularly scheduled meetings with residents to update them on progress. Indeed, one of the keys to successful conversion is effective resident participation.

Annual Plan or Significant Amendment

Your RAD conversion must be included in your Annual Plan or you must complete a Significant Amendment to the plan. Some PHAs may already have completed this task by the time of RAD award. Please be sure to respond to any additional requests for information from PIH or FHEO staff in a timely manner. Missing information in your PHA Plan submission can delay the processing of your transaction.

For information on this subject, see Paragraph 1.5E of the RAD Final Notice, as well as Attachment 1D, which includes a Sample PHA Plan Significant Amendment. The use of the sample amendment is not mandatory, but strongly encouraged.

The RAD Physical Condition Assessment (RPCA)

All projects, with a few noted exceptions, e.g., recently constructed projects, must complete an RPCA. (If you are planning on securing permanent financing, the lender will generally obtain the RPCA.) You can review with your Transaction Manager the categories for exception.³

We cannot stress enough the importance of securing an RPCA from an experienced and capable provider. Now that you have an award, do not delay in getting your RPCA underway. It is among the most important tasks that you will undertake. Fortunately, there are a lot of experienced providers. But our advice is to make sure that the provider you procure has experience with

³ These include recently developed or comprehensively modernized projects and projects undertaking new construction or substantial rehabilitation ("down to the stud").

either the RAD PCA or with PCAs for FHA or multifamily housing, e.g., the Mark-to-Market Program.

PHAs have, for years, been required to complete Capital Needs Assessments – CNAs – under the public housing program. These CNAs are quite different in the actual tool that is used but, more importantly, in their objective. The RPCA actually determines how much rehab you will need to do now and how much money you will need to put into the reserve for replacements for future repairs over the next 20 years. No such analysis is required in CNAs for the public housing program. So, just be prepared. If you have completed a CNA for public housing, it may not be sufficient for RAD.

It will take time to procure an RPCA provider, and then for you to review the draft report and accompanying tool, if necessary. You'll then have to determine if you agree with all of the conclusions. Finally, you will need to determine how any capital repairs (short- and long-term) will be paid.

Environmental Reviews (ERs)

By statute, an ER is required whenever a project first receives Section 8 project-based assistance. Thus, an ER is required for all RAD conversions.

We have developed a helpful FAQ that attempts to explain these ER requirements, which you can access [here](#). Also, there are many times when the project may only need a streamlined ER or can use information previously attained by the agency on this project (e.g., if it had a recent ER under the Capital Fund program).

But the other important thing to remember is that HUD does not complete the ER for you. Based on your conversion type, you will always be required to prepare an environmental report; it's just that the reviewing body may be different if it's an FHA transaction, or whether it's a PBV or PBRA transaction. The above-mentioned FAQ contains the necessary instructions.

Ownership or Control

You need to make sure that, in your planning efforts, you properly consider the different allowable ownership structures. Basically, you can continue to own the project under the auspices of the PHA. Or, you can transfer the ownership to any related non-profit affiliate, instrumentality, or other identity-of-interest non-profit of the PHA. You can also transfer the ownership to any other non-profit or public body.

The only time that you may have the project owned, upon conversion, by a for-profit entity is when you're facilitating tax credits (a tax credit entity can only be for-profit; PHAs typically create a wholly-owned subsidiary for this reason). In that case, the partnership must either be controlled by a public or non-profit or the PHA must maintain its interest in the project. Because, by now, HUD has converted over 130 projects, and because a good number of them

are tax credits, there's enough history and experience among the PHA community with regard to how to maintain your interest in the project. Most PHAs tend to satisfy that requirement, if they are not the sole or controlling member of the partnership, by maintaining a long-term ground lease. Please consult with your local counsel or experienced HUD mixed-finance counsel to ensure the PHA maintains control as required by the RAD Notice if the project utilizes tax credits.

Relocation and Right to Return

RAD has special requirements relating to relocation and residents right to return to a completed RAD project – requirements that are slightly different from other public housing redevelopment programs such as HOPE VI or mixed-finance. We strongly encourage you to read the RAD Relocation Notice, which provides guidance on your relocation obligations, resident engagement in planning and developing a Relocation Plan. It also provides samples of the required resident notices. That Notice can be accessed here: [RAD Relocation Notice](#). Below is a short summary of these RAD relocation requirements:

- All tenants have a right to return. Period. No matter what your plans are for repositioning the property, you must accommodate existing residents in appropriate sized units in the converted project. RAD is an extremely flexible program. PHAs have and can implement many creative plans under RAD. For example, if the PHA would like to demolish a particular part of the site (say, on a floodplain) and build back on another part of the site (not a floodplain), that's perfectly fine. But if there are residents in the section that is to be torn down, those residents must have a unit for them in the new site (and other relocation requirements have to be met), unless they waive their right to return. These requirements more fully explained in the Relocation Notice
- Tenants may not be relocated until after the RAD transaction has closed. There is an exception for transactions using tax credits, where the PHA may request to move tenants, if necessary to meet tax credit deadlines, at the time of issuance of the RCC. Otherwise, early relocation is not permitted.
- No tenants can be re-screened. The conversion process is not a reason to re-screen tenants.

Non-dwelling Assets

Where you have non-dwelling residential structures or parcels that are on the same site as your residential properties, these properties will generally convey at closing and will be covered by the RAD Use Agreement. If there are stand-alone properties or parcels that are not part of or contiguous with your residential properties, the conveyance of these properties or parcels will be more complex and they may be separated from your RAD conversion. As part of the conversion process, you will identify all such non-dwelling properties or parcels, which will be

reviewed by your local Field Office to determine their disposition treatment under RAD. In order to ensure an efficient closing, you should begin to identify all such non-dwelling facilities early in the conversion process and communicate with your local PIH office regarding their treatment under RAD.

Other Property not Associated with the Subject Project

RAD can only convert property covered by the conversion. Thus, a PHA will not be able to convert under RAD land associated, say, with a former public housing site that was previously demolished and that is not connected with the RAD conversion. HUD will only release surplus land or administrative, non-residential property from a DOT and ACC through the Section 18 or 2 CFR Part 200 311 disposition procedures for real property. There are special considerations if a PHA is converting all (or its last) public housing property, as discussed below. Otherwise, if a PHA has an asset that is not connected with the conversion, it should follow the normal channels for disposing of that asset. For more information, please contact the Special Applications Center (SAC) at sacta@hud.gov.

Utility Allowances

Your CHAP award includes a table of both the Contract Rents and the Gross Rents (including utility allowances) at your project. The Contract Rents represent your “current funding”, as defined in the RAD Notice (essentially, an amount equal to the project’s combined funding under the 2014 Operating and Capital Fund programs, plus tenant rents). The utility allowance that is provided is our estimate of the project’s utility allowance in 2014, based on data from PIC. However, at the time that you convert, you should use the most recent utility allowance for establishing your Gross Rent schedule (updating the Gross Rent with the most recent utility allowance does not affect the subsidy you receive).

Many PHAs also have an interest in either (1) converting from project-paid utilities at the time of conversion to tenant-paid utilities or (2) seeing if there is some way to capture (retain) some of the savings in tenant utility allowances as a result of planned energy improvements undertaken as part of conversion. Further guidance on both of these topics is expected to be issued shortly.

Choice-Mobility

Unless you received an exemption as part of your application/award, all projects will be subject to the respective RAD Choice-Mobility requirements for PBV and PBRA, respectively. However, during the conversion process, there is nothing you need to submit to comply with the Choice-Mobility requirement. The only exception is for agencies that did not receive a Choice-Mobility exemption and do not administer a voucher program. In these cases, the agencies will need to identify, in their Financing Plan, the PHA that will be administering the Choice-Mobility component.

Special Conversion Issues

This section reviews some special conversion issues not applicable to all conversions. Please look to see whether any of the following special conditions are applicable to your circumstances.

Transfers of Assistance

A transfer of assistance means that you are moving the subsidy for a project (or portion) to another site. For example, you may have a project with extremely high capital needs and you decide that, rather than rehabilitate the property, it would be in the best interests of the agency and residents to replace the units off-site, either through new construction or acquisition.

Transfer of assistance can be an important tool for repositioning troubled or challenged assets. But there are a few things that you should keep in mind:

- HUD may only approve a transfer if the project is economically non-viable, physically obsolete, severely distressed, or uninhabitable due to unforeseen circumstances such as natural disasters, or the transfer is in the best interest of the project's residents.
- All residents have a right to return to the redeveloped project.
- The assistance cannot be transferred prior to closing.
- If RAD makes up 25% or more of the overall property where the assistance is being transferred, then both the RPCA and Financing Plan are required.
- HUD Site and Neighborhood Standards apply.

For the above reasons, if you are planning a transfer of assistance, you should make those plans clear to your Transaction Manager early in the process in order to ensure that all applicable requirements are satisfied. HUD will also be issuing subsequent guidance on the criteria by which the Declaration of Trust may be removed from the property where the assistance is being transferred.

Rent Bundling

Rent bundling is a term in RAD used to describe the ability of PHAs to “bundle” rents across two or more projects. Rent bundling helps PHAs cross-subsidize projects (where one project can “donate” subsidy to a project or projects with greater needs), provided the overall subsidy to the projects does not increase.

We have a worksheet that helps you make these calculations that you can access here: [RAD Rent Bundling Worksheet](#). If you are planning on rent-bundling, also keep in mind the following:

- You must submit your request using the RAD Rent Bundling Worksheet.
- HUD approval is required prior to Financing Plan submission (requiring, as applicable, amended CHAPs).
- If you have a donating project, that “donating” project must convert at the same time or prior to the conversion of the “receiving” project.
- All other RAD rents rules apply (for example, RAD rents caps).

CFFP, OFFP, and EPCs

The Capital Fund Financing Program (CFFP), the Operating Fund Financing Program (OFFP), and Energy Performance Contracts (EPCs) are special financing programs for PHAs. Please remember that even if you didn’t use the CFFP, OFFP or EPC proceeds on the project you are proposing to convert to RAD, these types of loans create obligations that affect your whole inventory, regardless of where or how you used the funds. As part of the RAD conversion, you must honor these obligations, which could mean paying down (off) the debt or servicing the debt through cash flow of the converted project.⁴

CFFP loans are secured by future capital fund allocations and when you convert to RAD, you will no longer receive Capital Funds for RAD projects. Even if the Capital Funds from your non-converting projects are sufficient to service the existing loan, you will need the approval of the existing lender to pay off or restructure the debt. OFFP loans are secured by public housing operating subsidy and present a similar challenge. It is somewhat easier to address EPC loans because the PHA can continue to make payments from cash flow (following conversion) if the lender approves.

As with so many other aspects of a RAD conversion, you want to allow yourself sufficient time to plan for the resolution of these obligations prior to closing. We have posted an FAQ that provides more guidance on this topic, which can be accessed [here](#). Please remember that while the loans can be subordinated, the RAD Use Agreement must always be in 1st position.

Partial Conversions

A PHA may only convert a project that consists of a single manageable, marketable entity. A PHA could convert the entire high-rise, but not, for example, selected units (or floors).

That said, PHAs often decide to develop in phases, with each phase becoming a separate conversion (and each having a separate CHAP). Also, because some public housing projects today can consist of an agglomeration of multiple sites, a PHA may decide to convert a site within a project grouping and not the entire site. Alternatively, if a PHA has two high-rise towers in one project and one of them meets the disposition criteria under Section 18 of the

⁴ This obligation also applies to any program repayment agreements as a result, say, of a HUD audit.

1937 Housing Act, the PHA could proposed to convert one tower through RAD and dispose of one tower under Section 18. That's ok. But make sure that, if you are considering a partial conversion, you review those plans with your Transaction Manager so that it meets with program rules.

Converting an Agency's Entire Public Housing Program

If you are converting all of your remaining public housing units, there are additional considerations:

- Following conversion, you will no longer be recognized by HUD as an agency that administers public housing units. For example, you will no longer be scored under PHAS (although you will be required to submit one last, close-out financial statement under FASS-PH).
- You need to consider what assets and other real property, in addition to the property that will be converted under RAD, you have in your public housing program and start working out a plan for that property outside of the public housing program.⁵ For example, if you have excess land not associated with the RAD projects, you will generally either need to request to dispose of those parcels through Section 18 or retain them outside of the public housing program pursuant to a request to HUD under 2 CFR Part 200.311 for real property and 2 CFR 200.313 for equipment or non-fixed assets. You should begin working with your local field Office of Public Housing and/or the SAC to begin formulating your plans for all of your remaining public housing property, as HUD will still consider you subject to the public housing ACC until you've received HUD approval to remove all of this property from ACC/DOT.
- Or, if you have unobligated Capital Fund amounts, you want to put these amounts into your RAD Development budget so you can properly close them out. Any funds that are not expended after closing under RAD, will be recaptured as the ACC is terminated and all public housing grants are closed-out under the public housing close-out procedures.

PHAs must retain an adequate amount of funds to complete all required public housing closeout activities and procedures to end the public housing program operation including, closeout of all public housing grant programs (for the operating 24 CFR 990 and capital funds 905.322), removal of all public housing property from a PHA's inventory, termination of a PHA's ACC and preparation and submission of a final audited financial data schedule (FDS).

Changes in Bedroom Distribution or Occupancy Type

⁵ Note that "public housing property" includes all real property that has been acquired, developed, maintained or operated with assistance under Section 9 of the 1937 Act and may include property that is not recorded in PIC and/or is not encumbered by a valid DOT.

There is no specific RAD requirement indicating that a PHA must maintain the precise bedroom distribution as part of conversion. Many PHAs, in fact, often make minor changes in their current unit mix to accommodate the over- or under-housing of existing tenants. However, all changes will be reviewed as part of the Accessibility and Relocation Checklist, which must be approved by HUD. You should review any changes in proposed bedroom distribution or occupancy type with your Transaction Manager. Remember also that, regardless of any proposed change in bedroom distribution or occupancy type, all residents have a right to return.

De Minimis Reductions

RAD is a preservation program. Consequently, a PHA must convert as many units to project-based Section 8 as existed at the project prior to conversion, with allowance for a “de minimis” reduction. The de minimis reduction is based on a formula representing the greater of:

- 5% of the total units of the developments to be converted, or
- 5 units

Thus, if a PHA has 100 units, but five of those units were recently severely damaged by a fire, the PHA would not need to convert these fire-damaged units if the PHA did not have the capital to rehabilitate them. The de minimis reduction does not require HUD approval. Reductions above this threshold require HUD approval.

Some other things you should know about the de minimis reduction provision:

- Similar to rent-bundling, you can bundle de minimis reductions across projects. But also like rent-bundling, the donating projects must convert either at the same time as the receiving project(s) or prior. For example, if you have two projects that you are converting that have 20 units and 100 units, respectively, your de minimis threshold would be 6 units (i.e. the greater of 5% or 5 units). However, you could not apply the whole 6 units to the first project unless both projects converted at the same time or the larger project converted first.
- You don’t need to use the de minimis reduction provision to create social service units. In fact, you can capture the subsidy associated with those units and spread that funding over all remaining units (rent bump-up). An FAQ is available at www.radresource.net.

Scattered Sites

Scattered site projects can present special conversion challenges. For example:

- A scattered site project will require multiple RPCA tools (as opposed, say, to a high-rise project with a single tower and just one RPCA tool). The RPCA provider, therefore, will need to determine a “reasonable” sampling of buildings.
- The precise collection of scattered sites that constitute the project must represent a “single manageable, marketable property.”
- Lenders and investors may have concerns over sites that are scattered across different neighborhoods.
- In the PBV program, scattered site projects can sometimes require multiple HAP contracts.

For the above reasons, you will want to have explore these special conditions/concerns with your Transaction Manager if you have a scattered site project.

FHA-Insured Loans

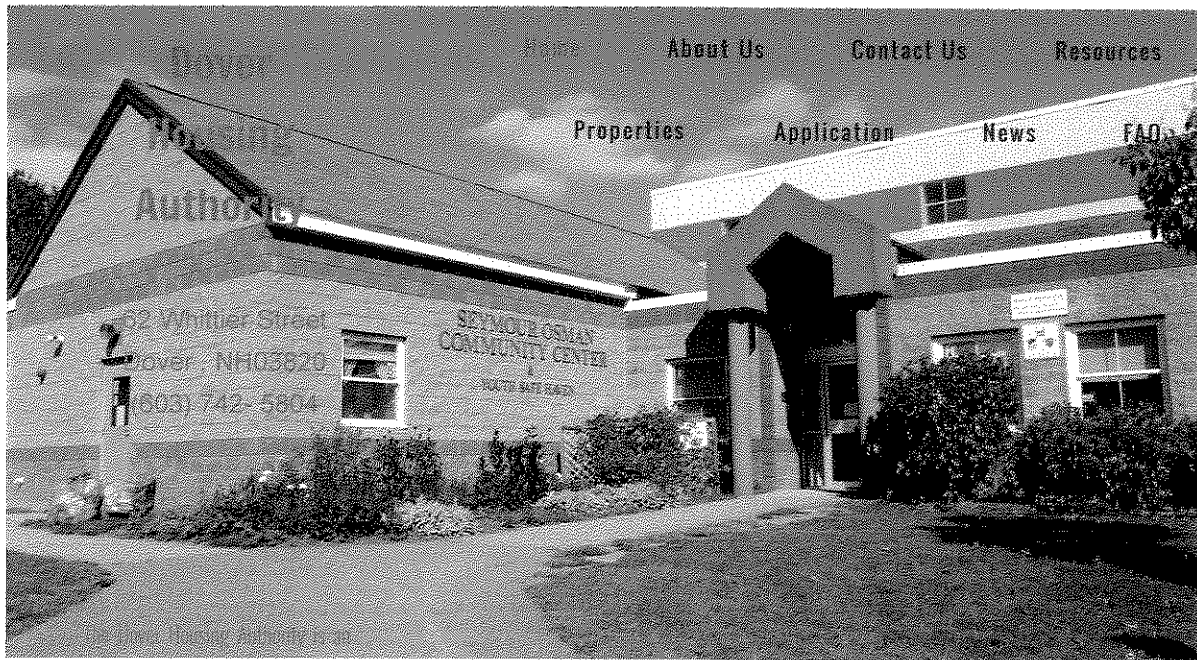
There is no requirement under RAD in terms of where you must seek your long-term financing. But an increasing number of PHAs are planning on using an FHA-insured loan for some portion of their “sources.” There are two FHA products, in particular, that may be relevant:

- Section 223(f) insures mortgage loans to facilitate the purchase of existing multifamily rental housing. Also, it is a good tool to refinance a property’s existing debt, if any, and any required or owner-elective repairs. The program is well suited for properties requiring a light to moderate level of repairs. This is particularly true for tax credit transactions. When combined with tax credits, the Section 223(f) program allows up to \$40,000 per unit in repair costs, more than double its standard repair limit. Properties requiring substantial rehabilitation are not eligible for mortgage insurance under this program. HUD requires completion of critical repairs before endorsement of the mortgage and permits the completion of non-critical repairs after the endorsement for mortgage insurance. The mortgage term cannot exceed 35 years or 75 percent of the estimated life of the physical improvements, whichever is less. It is a permanent loan with a repair escrow. At the loan closing, a repair escrow is established and administered by the FHA lender. The borrower is required to complete all non-critical repairs within a year.
- Section 221(d)(4) insures mortgage loans to facilitate the new construction or substantial rehabilitation of multifamily rental or cooperative housing for moderate-income families, elderly, and the handicapped. Single Room Occupancy (SRO) projects may also be insured under this section. The program has statutory mortgage limits which vary according to the size of the unit, the type of structure, and the location of the project. It is a construction loan that converts to permanent upon completion.

When you are using an FHA loan, the financing plan for the project will be reviewed as a normal part of HUD’s FHA loan processing. Typically, about 30 days prior to when your lender would

submit its loan application, there is a “concept call” with the local FHA production staff, the purpose of which is to discuss things like the number of affordable units, the projected mortgage amount, basic information on the principals and possible risks and mitigating factors.

For FHA loans, however, the primary contact is between the lender and FHA (it’s the lender whose loan is being insured). Consequently, it is the lender who submits the information to FHA. FHA will perform the required underwriting of the loan (not the RAD Transaction Manager). Once that review is completed, FHA will issue a “Firm Commitment”, evidencing approval of the insurance.



The Dover Housing Authority is an independent municipal corporation created under state law working cooperatively with the community and public and private partners to provide quality housing opportunities and further to promote and secure supportive services for eligible persons with limited incomes."

Providing Affordable Housing Since 1952



[Read More About Our History](#)

How To Apply

For your convenience, our website includes printable applications. You may also pick up an application at the main office at 62 Whittier Street, Dover NH or call 603-742-5804 to request that an application be mailed to you.

[Print Applications](#)

62 Whittier Street Dover NH 03820 US +1.6037425804 info@doverhousingauthority.org

[Like Us On Facebook!](#)

Home	Contact Us	About Us	Resources	Properties	Application	News	Family Self Sufficiency	Policies	DHA Board
DHA Employees	FAQ	History	Local Services	Mineral & Whittier Park	Addison Place	St. John's	Covered Bridge Manor	Niles Park	
Union Court	Edgar W Bois Terrace	Central Towers	Waldron Towers	HCV Landlord FAQ	Eligibility Public Housing	Eligibility Addison Place			
			Eligibility Housing Choice Voucher	For Residents					

Copyright © Dover Housing Authority | All Rights Reserved

powered by
WebsiteBuilder

Dover Housing Authority

[Home](#) [About Us](#) [Contact Us](#) [Resources](#)
[Properties](#) [Application](#) [News](#) [FAQ](#)

ABOUT US

We are a series of neighborhoods. We consist of neighborhoods of people—children, families, seniors and persons with disabilities — living together making up a community of residents living along the Cochecho River starting at Whittier Falls in Dover, New Hampshire

We are proud of our history. Since the 1950's, the Dover Housing Authority has served families, seniors and individuals with disabilities by providing rent subsidies for permanent housing to those qualifying for subsidies due to low household incomes. Each month 877 households are subsidized in our public housing program or the housing choice voucher program.

We care about our residents. Residents in public housing owned by the Dover Housing Authority live in and enjoy properties we own and manage. Our caring and competent maintenance staff provides prompt attention to our properties to insure the high quality condition we seek to achieve at all our properties. Our friendly and helpful administrative staff answers questions, assists with applications, manages the waiting lists and solves problems each and every day.

We support our children. We seek to give them "A Better Chance". Top-rate supportive services are provided to our residents and voucher holders. Our flagship program is the After School program operated at the Woodman Park Elementary School. Each day approximately 100 children in grades 1-4 experience homework lab help, engaging enrichment activities, fun recreation and healthy snack.

We are a great place for adults to improve their lives. The DHA is proud of its Family Self Sufficiency (FSS) program which encourages adults to engage in self-improvement goals and activities. Participants develop 5-year improvement plans with the help and guidance of our trained, professional staff.

We care about seniors and persons with disabilities. Seniors and persons with disabilities enjoy and benefit from programming and referrals provided by our caring social service staff members.

We gather at the Seymour Osman Community Center (SOCC). A wide range of community activities are provided by an enthusiastic social service staff at the SOCC. A Middle School afterschool program, a popular PAWS pet caring clinic, bike parades, egg hunts, community suppers, reading, community gardening, computers----exciting, engaging activities for our children and residents occur daily at the SOCC.

Our Core Values are Integrity, Caring, Innovation and Accountability.

**Dover
Housing
Authority**

[Home](#)[About Us](#)[Contact Us](#)[Resources](#)[Properties](#)[Application](#)[News](#)[FAQ](#)

FAQ

Top 10 Questions about Dover Housing Authority

[Do you have emergency housing?](#)

Unfortunately, we do not. The NH Hotline, 211 can connect you to many different resources, including emergency housing.

[What is the difference between Public Housing Assistance and the Housing Choice Voucher \(HCV\) Program?](#)

In Public Housing, the Housing Authority is the Landlord. Public Housing is offered at specific locations in the city of Dover. Please see the "Properties" tab at the top of the page for DHA development locations. With HCV, units are owned by a private landlord who agrees to rent to a voucher holder and enter into an agreement with the Housing Authority.

[What would my rent be?](#)

This varies according to income, assets and some deductions. Please contact us.

[How do assets such as a pension or CD that affect rent I would have to pay?](#)

Only interest on a savings and retirement account is considered "income". There are deductions that are taken into consideration also when calculating rents. Final eligibility will be determined when your name approaches top of list and rent will be calculated before a lease is issued.

[How long will it take for me to get into Public Housing or get a Housing Choice Voucher?](#)

There is an application process. The wait time varies according to availability. Applicants who work or live in Dover or one of the surrounding towns: Lee, Madbury, Durham, Barrington and Rollinsford, are given the highest priority.

[Are preferences or priorities given to applicants?](#)

Yes, in some cases, see list below.

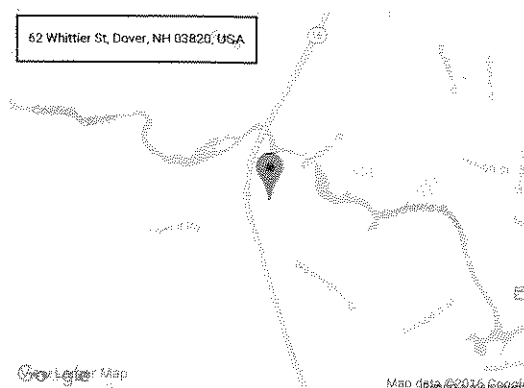
[Living or Working in Dover:](#) A "Dover preference" is given first. This means you must live or work in Dover or one of the surrounding towns listed above.

[Proof of Residency:](#) I have a Dover post office box where I get all my mail. Does that mean I will get the Dover preference (higher priority status?) Not automatically. You must have proof that you are physically living in Dover to get the preference.

**Dover
Housing
Authority**

PROPERTIES

[Home](#) [About Us](#) [Contact Us](#) [Resources](#)
[Properties](#) [Application](#) [News](#) [FAQ](#)



MAIN OFFICE

62 Whittier Street

FAMILY HOUSING

Mineral and Whittier Parks

ELDERLY HOUSING

Central Towers, Henry Law Ave.

Waldron Towers, 3 Green Street

St. John's Housing, 18 Chapel Street

HOUSING FOR SENIORS AND PERSONS WITH DISABILITIES

Niles Park, Niles Street, Union Court

Edgar Bois Terrace, off Niles Street

Directions to the Main Office:

From North:

Take Spaulding Turnpike (Route 16) to Exit 9. Turn left at the end of the off-ramp and proceed to the end of the road. Turn left onto Sixth Street.

From South:

Take Spaulding Turnpike (Route 16) to Exit 9. Turn left at the end of the off-ramp to the end of the road. Turn left onto Sixth Street.

Proceed down Sixth Street to the first set of lights. Turn right onto Whittier Street.

Proceed down Whittier Street over the Cocheco River and past Hampshire Circle (on left). The Dover Housing Authority will be the 1-story brick building immediately on the left, 62 Whittier.

Dover Housing Authority

[Home](#)[About Us](#)[Contact Us](#)[Resources](#)[Properties](#)[Application](#)[News](#)[FAQ](#)

PUBLIC HOUSING ELIGIBILITY

To be eligible for the PUBLIC HOUSING program:

The applicant family must:

- Qualify as a family as defined by HUD and the PHA.
- Have income at or below HUD-specified income limits:

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$46,000	\$52,600	\$59,150	\$65,700	\$71,000	\$76,250	\$81,500	\$86,750

- Qualify on the basis of citizenship or the eligible immigrant status of family members.
- Provide social security number information for household members as required.
- Consent to the PHA's collection and use of family information as provided for in PHA-provided consent forms.

The PHA must determine that the current or past behavior of household members does not include activities that are prohibited by HUD or the PHA.

Preferences for Public Housing:

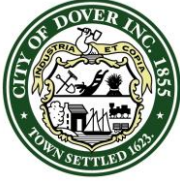
Dover Housing Authority preferences are as follows:

- 1) Live or work in Dover

Also, a person who is 62 years of age or older who previously lived in Dover or currently has immediate family living in Dover. Immediate family shall be considered mother, father, sister, brother, son, daughter, grandson, granddaughter, grandmother, grandfather.

Also a person who is living in the following towns: Barrington, Durham, Lee, Madbury, Rollinsford

- 2) Non-resident of Dover or someone who does not meet the above criteria
- 3) Already subsidized/single persons



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

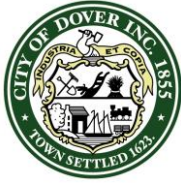
Resolution Number: **R – 2016.08.10 – 113**

Resolution Re: **Approval of Payment to Greg Kageleiry Under
Collective Bargaining Agreement effective July 1, 1993**

- WHEREAS: The City of Dover and the Dover Police Administrators Association entered into a Collective Bargaining Agreement effective July 1, 1993 (the “Agreement”) concerning the terms of salary and fringe benefits between the parties; and
- WHEREAS: Under Article XVII of the Agreement entitled “Insurance and Medical Coverage,” Sections 1-3, employees were entitled to certain medical, dental, and life insurance benefits; and
- WHEREAS: Pursuant to the Agreement, certain retired employees could elect to continue their insurance benefits based on continued timely payment of premiums by the retired employee; and
- WHEREAS: In or around 1993/1994, while the Agreement was effective, Catherine Kageleiry, a retired City employee, attempted to continue her insurance benefits and attempted to timely pay her insurance premiums, but maintenance of life insurance benefits was denied by the insurance carrier due to the language within the City’s policy that insured only those individuals actively employed by the City; and
- WHEREAS: Via a written correspondence dated January 24, 1994, then Dover City Manager Paul Beecher made representations to Catherine Kageleiry’s spouse, Greg Kageleiry, that as a result of attempted payment of premium and the denial of the maintenance of life insurance benefits to Catherine Kageleiry, the City of Dover, upon the death of Catherine Kageleiry, would pay Greg Kageleiry the sum of \$27,000.00, the amount equal to the life insurance coverage in the policy when Catherine Kageleiry left the employ of the City; and
- WHEREAS: Catherine Kageleiry passed away on May 10, 2016 and Greg Kageleiry has requested the City make payment to him pursuant to the terms of the January 24, 1994 correspondence.

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

As a result of Catherine Kageleiry’s attempt to continue her insurance benefits by timely paying her insurance premiums pursuant to a Collective Bargaining Agreement effective July 1, 1993, and as a result of the express representations set forth in the written correspondence dated January 24, 1994, from former Dover City Manager Paul Beecher to Greg Kageleiry, the City Manager is authorized to execute the necessary documents in order to process the payment of \$27,000.00 to Greg Kageleiry given the death of his wife Catherine Kageleiry.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2016.08.10 – 113**
Resolution Re: **Approval of Payment to Greg Kageleiry Under
Collective Bargaining Agreement effective July 1, 1993**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Sponsored by: Mayor Karen Weston
Finance Director By request

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
VACANT, 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:

Via a written correspondence dated January 24, 1994, a copy of which is attached, former Dover City Manager Paul Beecher made representations to Catherine Kageleiry's spouse, Greg Kageleiry, that as a result of the denial of the maintenance of life insurance benefits to Catherine Kageleiry the City of Dover, upon the death of Catherine Kageleiry, would pay Greg Kageleiry the sum of \$27,000.00, the amount equal to the life insurance coverage in the policy when Catherine Kageleiry left the employ of the City.

PAUL G. BEECHER
City Manager



288 Central Avenue
Dover, New Hampshire 03820
(603) 743-6023

City of Dover, New Hampshire

OFFICE OF THE CITY MANAGER

January 24, 1994

Mr. Greg Kageleiry
10 Lexington Street
Dover, New Hampshire 03820

Dear Greg:

Recently you inquired into, and subsequently produced payment for, the premium to maintain the life insurance policy carried by the City for your wife, Catherine. This request and payment I found to be proper pursuant to the Agreement between the City of Dover and the Dover Police Administrators Association Article XVII Section 5.

However, after a review of the specific language contained within the City's policy itself, the insurance carrier will only insure those individuals actively employed by the City, thereby making the City unable to comply with the aforementioned provisions of the Agreement.

Believing this scenario to not be in the best interest of either the City or Catherine, this letter is to formally state that the City will acknowledge the intent of the provisions for insurance contained in the mentioned above Collective Bargaining Agreement and will, upon Catherine's death, pay you as beneficiary the sum of 27,000 dollars, the amount equal to the coverage in the policy when Catherine left the employ of the City. Further, in

Mr. Greg Kageleiry
January 24, 1994
Page 2

this unique situation, I have decided not to impose any sort of premium payment upon you due to the nature of this case as well as Catherine's long and dedicated service to the City.

Should you have any further questions, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Paul G. Beecher".

PAUL G. BEECHER
City Manager

FSB/kfd