

CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 11, 2017**
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. APPROPRIATION FOR FY 2018 PUBLIC SAFETY COMMUNICATION UPGRADE AND AUTHORIZATION FOR BONDING (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL, WITH VOTE TO OCCUR ON JANUARY 25, 2017)
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. December 7, 2016 – Workshop**
 - B. December 14, 2016 – Regular Meeting**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2nd READING**
 - B. ORDINANCES IN THE 3RD READING**
 - C. RESOLUTIONS**



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13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – St. Mary Academy**
- 2. RAFFLE – St. Thomas Aquinas High School**
- 3. ROAD TOLL – ACS Relay for Life Rochester, NH**
- 4. B17020 NATURAL RESOURCE CONSULTING SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 79, CITY PROPERTY – SECTION 11 – DISPOSING OF CITY OWNED
REAL ESTATE
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 25, 2017)
SPONSORED BY MAYOR WESTON BY REQUEST**

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2016.12.14 – 170**
Resolution Re: **Appropriation For FY 2018 Public Safety
Communication Upgrade and Authorization for
Bonding**

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital projects are appropriated with estimated useful lives in excess of the length indicated:

Item #	Description	Proposed Appropriations	Life/Yrs	Department	Fund
1	Public Safety Communications Upgrade	1,334,490	15	Police	General
	Total	<u>1,334,490</u>			

AND FURTHER BE IT RESOLVED THAT:

To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the Finance Director and City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.

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

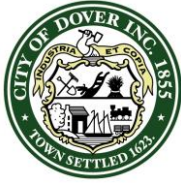
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

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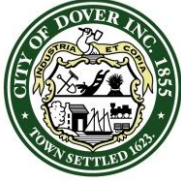
Resolution Number: **R – 2016.12.14 – 170**
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Bonding**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



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Resolution Re: **Appropriation For FY 2018 Public Safety
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Bonding**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for a project approved by the City Council for FY2018 Capital Improvements Program. The Public Safety Communication Upgrade project was approved in the Capital Improvements Program as a FY2018 project and to be financed by debt and through the sale of bonds. This resolution authorizes the sale of bonds to finance the project.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired: The Net Sewer reflects the amount retired by user fees (total debt retirement less State aid for principal).

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Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2016 and this authorization, against the legal debt limits.

Description	City	School	Water	DBIDA-IP	DBIDA-IB	Exempt	Total
Debt Outstanding	36,593,825	90,488,021	9,814,930	0	0	27,441,155	164,337,931
Authorized - Unissued	17,202,004	6,900,000	32,000,000	2,450,000	0	20,460,501	79,012,505
Total Issued & Unissued	53,795,829	97,388,021	41,814,930	2,450,000	0	47,901,656	243,350,436
This Authorization	1,334,490	0	0	0	0	0	1,334,490
Grand Total	55,130,319	97,388,021	41,814,930	2,450,000	0	47,901,656	244,684,926
Legal Debt Limit	93,052,012	217,121,361	310,173,373	4,000,000	NA	NA	
Unused Capacity	37,921,693	119,733,340	268,358,443	1,550,000			
Percent Unused	40.8%	55.1%	86.5%	38.7%			

Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%.

DBIDA limits are set by special legislation.

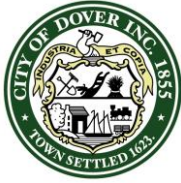
IP = Industrial Park projects

IB = Industrial Building projects

Exempt includes Sewer, Special Revenue Funds, TIF District, and Tolend Road Landfill debt.

Rate Impacts

The following tables summarize the change from year to year on the Property Tax Rate, net of existing debt service and aid, related to the project proposed to be bonded in this resolution in FY18. The top table reflects the impact of the new project only; the second set reflects the combined impact of the new CIP project and anticipated debt related to prior year authorizations. The rate changes have been adjusted for any amendments to projects from the proposed CIP.



CITY OF DOVER

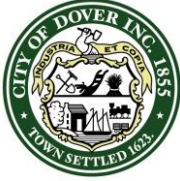
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Proposed Authorization Only			
Net Change in Property Tax Rates			
	2018	2019	2020
City	0.05	0.05	0.05
School	-	-	-
Total Change	0.05	0.05	0.05
Estimated Tax Rate	26.34	26.39	26.44
% Change City	0.50%	0.48%	0.48%
% Change School	0.00%	0.00%	0.00%
% Change Total	0.20%	0.19%	0.19%
Including Prior Year Authorizations			
Net Change in Property Tax Rates			
	2018	2019	2020
City	0.31	0.05	0.04
School	(0.67)	0.65	0.01
Total Change	(0.36)	0.70	0.05
Estimated Tax Rate	25.93	26.63	26.68
% Change City	1.90%	0.48%	0.48%
% Change School	-6.10%	6.30%	0.09%
% Change Total	-1.37%	2.70%	0.19%
Rate per \$1,000 of Assessed Property Value			

The table below reflects the net change from year to year, and the total change after 3 years, for an average single family home for property taxes, based on the FY17 estimated assessed value at \$275,840.



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Impact to Average Single Family Home

Description	Yr1	Yr2	Yr3	Change After 3 Years
Proposed Project Only				
Property Tax	14	14	14	41
Total Avg SFH Impact	14	14	14	41
Including PY Authorizations				
Property Tax	(99)	193	14	108
Total Avg SFH Impact	(99)	193	14	108

THE CITY MANAGER'S REPORT

January 11, 2017



*Month Reporting on:
December 2016*

*"Although no one can go back and make a brand new start,
anyone can start from now and make a brand new ending."*

Carl Bard

J. Michael Joyal, Jr.
City Manager



Legal Department

by Anthony Blenkinsop

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

Right to Know Requests, pursuant to RSA 91-A

- Rochester, NH – Agenda materials after 11.30.2016 but before 12.29.2016, 4 requests
- Dover, NH – Dover City Police Station asbestos abatement bid
- Seattle, WA – Vendor contract lists
- Dover – Protest petitions from 2003

Assistance to City Departments and/or Offices

City Council: Drafting/review of resolutions and ordinances;

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

Community Services: Tree Cutting & Removals; Solid Waste Advisory Committee emails; Broadway utility easements

Finance: Discharges and Liens; Payment and Performance Bond request

City Clerk: Zoning Petitions

Planning: Preparation of Warranty Deed from Torr to City and Lot Merge Deed; Conflict of Interest inquiry; Robbins Block Notice of

Expiration letter; Charles Street project/Subway project sidewalk; Conservation easement

Fire & Rescue: Recovery of fire apparatus cost; Mutual Aid Agreements

School Department: Student Affiliation Agreement with Wentworth Douglass Hospital; Superintendent Attendance Records request; Personnel process

Assessing: Dover Pit property tax; RSA 72:32-k; Fractionalizing Property Interest in Exemptions; TriCity Covenant Church PILOT Agreement

Water/Sewer: Service Application

Litigation

Clay v. City of Dover: Oral Argument scheduled for January 26, 2017

City v. Joel Bernier: Hearing held December 15, 2016 – Court found Defendants in contempt.

Ventas Realty Limited Partnership v. City: (2014 tax year) Bench Trial rescheduled for week of July 18, 2017

Ventas Realty Limited Partnership v. City: (2015 tax year) City filed Answer to Petition for Abatement with Certified Record; City filed Case Structuring and ADR Order

City v. Eric Carlson: filed Complaint with the Dover District Court regarding traffic signal accident; Filed Affidavit of Service with Court on September 12, 2016. Default issued with 30 days requirement for filing Final Default; Filed Motion for Entry of Final Judgment on December 1, 2016

Tyrone Tillman v. Dover Police Department: City filed a Motion to Dismiss with a hearing held on December 12, 2016, Motion to Dismiss granted.

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	24	121	244	276
Document Creation/Review	15	122	267	180
Right to Know Requests Processed	7	34	66	103
Resolutions	3	21	53	54
Ordinances	1	7	29	21

Economic Development

by Dan Barufaldi

Summary:

Economic activity continues to increase in Dover and the region with some scattered indications of slowing growth rates. Most Dover retailers, staffing firms and manufacturers report increased sales and revenues year over year. Retailers reported a robust holiday selling period enhanced by the Holiday Weekend Program organized by DBIDA, Dover Main street and the downtown merchants. Dover hotels continue to report very high occupancy rates. Commercial real estate activity is up moderately while residential real estate activity continues high but somewhat constrained by lack of inventory. Several local businesses report tight labor supplies, particularly for mid to high end skill sets. Experienced retail clerks and wait staff are also in short supply. Some small Dover restaurants are restricting hours and/or open days due to the unavailability of qualified workers. Availability of entry level

employees appears to be further limited by the opioid crisis in the region. There is limited movement on pricing so far, but some upward pricing pressure is being experienced as firms are raising wages and salaries to retain and attract employees with critical skill sets. Existing home and condo prices continue to rise (about 9% in the past year). Local firms are looking for more of the same going forward.

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 Douglass 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 seeking an office and warehouse facility for medical supplies distribution in Dover. UNH is currently seeking 20,000 – 25,000 SF to lease to house programs formerly in the Goth building in Durham. Wages, while up significantly in critical skill areas, remain just above inflation, as do prices. 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 uncertainty of the future 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 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 2017 revenue growth are in the 5%-10% range.

Commercial Real Estate:

Commercial real estate sales activity continued with strong sustained growth locally, and with declining 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. Office leasing continued soft this month. 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, but increasing, interest rates and increasingly tighter 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. "Quantitative Easing" ended in December, with three more 25 basis point hikes anticipated over 2017. 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. Some projects are holding off pending the outcome of the Presidential and Congressional elections. 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 completed a September close. A firm is currently looking at a potential lease-to-buy arrangement at Enterprise Park for a 35,000SF building. The former DKW building on Industrial was recently sold to a local service provider company for \$1.5 million. The Robbins building downtown now has a signed PSA.

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 Q3 and Q4. Low inventory levels locally are still thought to be limiting sales, but appear to be easing somewhat as rising prices are convincing sellers to put homes on the market before interest rates go up any more (now averaging 4% on residential mortgages). Median selling prices continue to rise locally and are up 7% year-over-year 2015-2016. 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 2016 and will continue to do well throughout 2017.

Manufacturing & Related Services:

Most local manufacturers supplying domestic markets are now reporting 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 fall off 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. Rising oil prices are expected to bring more oil producers back into the market to mitigate the export equipment decline. 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 (China's GDP is still growing at 6.7%) 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. Local manufacturers are still uncertain about the tax reform package anticipated from the incoming administration. Pickup truck and SUV sales

are in decline this month with year-end inventories triggering sell-off sale 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. Manufacturing 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 slightly. 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 and the pro-business messages from the incoming Administration. Aerospace parts manufacturers are reporting a pause in formerly 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 the next 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. The Silver Square development and roundabout are now well underway with Phase I nearing completion on this \$50 million dollar development.

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 and water 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 reclaim the "NH Advantage". The prospect of NH becoming a "Right-to-Work" state will significantly enhance recruitment success.

Retail & Tourism:

Retailers contacted for this period report mixed results for year-over-year store sales ranging from down 1-2% to up 1-8%. Reasons cited include large sales gains in the previous year and the stronger US dollar buying more product for the money if the product was imported. High Holiday sales were experienced by most Dover retailers. Firms are hiring to replace departing employees and most are reporting difficulty in acquiring replacements locally. The recent stock market peaks following the presidential election are spilling confidence into Main Street businesses at present. Restaurants report expected sales increases of 1-2% heading into Q4, a reversal of previous Q4 trends. Most restaurants did well during the summer season. This was tempered somewhat by people cooking at home in the warm summer and fall weather using their outside grills. Local restaurants are having difficulty hiring wait staff to support desired expansions. The recent gasoline price increases, so far, have had no discernible effect on retail, hotel and restaurant sales. Our Dover hotels are experiencing an unprecedented high occupancy rate as both business and leisure 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 in and having dinner in Dover. 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. Walmart has initiated a multi-million dollar made-in-America

program designed to provide several thousand jobs over the next two years. Many retailers are making infrastructure investments to participate more fully in on-line sales

Bus tours to Dover are fully booked for 2017, Pricing that has remained steady up to now, is beginning to affect wage rates for experienced retail clerks and wait staff and will shortly force prices to rise.

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

Local Major Development Projects:

- First Street Development
- Third Street Development
- McIntosh properties Development: Underway.
- 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
- Robbins Building has a signed PSA.
- Broadway mixed use development
- Purchase of 44 Venture drive: refit underway.
- Well over \$100,000,000 in Dover development underway.
- Enterprise Park Developments
- Fosters Building sold for \$1.5 million.
- The Old courthouse Building on First and 2nd is being transformed into a mixed use facility.

Total Permits Issued: December 2016

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
16-499	WENTWORTH DOUGLAS HOSP	789	CENTRAL AVENUE	alterations & renovations of 2nd flr transfusio	16-4	37	1	391000	3935
16-405	CROWN CASTLE	35	FINCH LANE	REPLACE 12 ANTENNAS ON EXISTING T C	C	M	13-A	61000	635
16-465	VMD EQUITIES DVR, LLC	250	STERLING WAY	CONST. A ONE STORY DUNKIN DONUTS C	C	11	2-5	425000	4275
16-480	HOLY ROSARY CREDIT UNION	490	CENTRAL AVENUE	RENOVATE/ALTER EXISTING BANK AR	C	6	46	400000	4025
16-485	NORTHEAST DERMATOLOGY	51	WEBB PLACE	FOR INT. RENO. OF SUITE 250 FOR DER	C	D	2-	385000	3875
16-487	CITY OF DOVER	25	ALUMNI DRIVE	CONST. WEATHER TIGHT SHELL FOR N	C	H	12	3500000	0
16-517	H53 MAST ROAD, LLC	17	STONEWALL DRIVE	CONST. A MEZZANINE W/OFFICES ON FI	C	H	53	240000	2425
16-521	CENTRAL COMMONS OWNER	750	CENTRAL AVENUE	REPLACE EXISTING ROOF, INSTALLING	C	29	17	30588	335
16-522	CITY OD DOVER	12A	LEIGHTON ROAD	IMPROVEMENTS TO SEWAGE PUMP ST	C	8	19-E	541000	0
16-537	CITY OF DOVER	10	ABBAY SAWYER MEMORIAL DRIVE	INSTALL 3 ADD. ANTENNAS	C	28	032	5000	75
16-545	NOSSIFF	661	CENTRAL AVENUE	CONVERT. A TWO FAMILY TO A MIXE	C	27	224	40300	428
16-551	FIRST PARISH CHURCH	1	SILVER STREET	REPAIR & REPLACE DECKING AND HAN	C	9	82-1	15000	175
16-566	GANGAGI LLC	9	HOTEL DRIVE	CONST. A NEW DUMPSTER ENCLOSURE	C	39	76	8500	115
16-327	JOHNSON	17	SHADY LANE	REPLACEMENT OF 9 WINDOWS	R	I	77-M	9000	115
16-355	MARONE	440	SIXTH STREET	RENOVATIONS TO 1ST FLR. APT. C	C	R	I	7500	105
16-450	CANNON	164	VARNEY ROAD	CONST. A 1-STORY ADD. FOR AN ADU	R	A	32-6	176000	1785
16-507	BROWN	4	ELM STREET	CONVERT ATTIC TO LIVING SPACE	R	12	43	20000	225
16-529	ROSS	104	BOXWOOD LANE	FINISH BASEMENT FOR ADD.'L LIVING	R	B	21-28	65000	675
16-532	SLAINTE DEVELOPMENT, LLC	22	PICNIC ROCK DRIVE	CONST. A 3 BDRM SFD W/ATT. 2 CAR	G	R	16	186000	1885
16-535	LAPOINTE	110-112	BROADWAY	REMOVE & REPLACE TWO DECKS	R	27	185	7000	95
16-541	INDIAN RIDGE AT DOVER LLC	189	EMERALD LANE	CONST. A 3 BEDRM SFD 3/ATT. 2 CAR	G	R	F	246430	2485
16-543	GOULD	117	COURT STREET	KITCHEN AND BATH RENOVATION	R	19	1	50000	525

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
16-547	RIVER VALLEY DEV. CORP.	58	CHILDS DRIVE	DEMO. AND REMOVE SFD	R	N	8A-A	3000	50
16-550	COPLEY PROPERTIES	7	PEAR DRIVE	CONST. A 4 BDRM SFD W/ATT. 2 CAR G	R	C	2-1	209000	2115
16-552	TORR	217	DURHAM ROAD	CONST. A LANDING W/STAIRWAY	R	4-4	1	2300	45
16-553	INDIAN RIDGE AT DOVER, LL	185	EMERALD LANE	CONST. A 3 BEDRM SFD W/ATT 2 CAR G	R	F	15-09	297360	2999
16-555	RAY CARTER	3	SIERRA DRIVE	FINISH BASEMENT FOR ADD'L LIVING S	R	K	19-3-1	35000	375
16-556	SIMPSON	11	TOFTREE LANE	FINISH BASEMENT FOR ADD'L LIVING S	R	M	111	7000	95
16-558	LONG	11	FAIRVIEW AVENUE	CONST. A FRONT COVERED PORCH	R	25	19	13000	155
16-560	STURGILL	72	MAST ROAD	INSTALL ROOFTOP SOLAR PANEL PV A	R	I	49-2	13000	155
16-561	DUPERE	2	COMANCHE STREET	REPLACE 10 WINDOWS & 1 PATIO DOOR	R	A	14-L	29000	315
16-562	OLIVIER	67A	GLENWOOD AVENUE	REPLACE 3 WINDOWS, NO STRUCTURA	R	D	22-C	6142	95
16-563	ZBIKOWSKI	6	KELLEY DRIVE	INSTALL A FOUNDATION UNDER EXISTI	R	I	116-0	20000	225
16-564	FOLEY	13	WINDING BROOK DRIVE	CONVERT. LWR LVL TO LIVING AREA	R	A	28-20	24000	265
16-569	BOWERS	22	BACK RIVER ROAD	KITCHEN AND BATH REMODEL	R	16	20	20000	225
16-572	MONTECLAVO	209	MIDDLE ROAD	INSTLL A ROOF MOUNTED SOLAR PV A	R	M	88-1	27000	295
16-574	DELLISOLA	3	BEVERLY LANE	INSTLL ROOF MOUNTED SOLAR PV ARR	R	H	29-9	10000	125
16-576	STABILE HOMES @ POINTE PL	21	SIERRA DRIVE	CONST. A 3 BEDRM SFD W/ATT. 2 CAR G	R	K19	3-9	225000	2275
16-577	STABILE HOMES @ POINTE PL	19	SIERRA DRIVE	CONST. 3 BEDRM SFFD W/ATT. 2 CAR G	R	K19	3-8	225000	2275
16-580	NICOLELLA, JR.	33A	PISCATAQUA ROAD	FINISH BSMNT FOR ADD. LIVING AREA	R	I	128-2	15000	350
16-581	INDIAN RIDGE AT DOVER, LL	211	EMERALD LANE	CONST. A 3 BEDRM SFD W/ATT. 2 CAR G	R	F	15-02	205500	2080

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 41

Total Construction Value: \$8,195,620.00

Total Fees Collected: \$42,707.00

Commercial	3	Change of Use	0	
Commercial Renovations	10	Commercial	1	
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0	
Two Family Dwelling	0	Two Family Dwelling	0	
Multi-Family Dwelling Units	0	Industrial	0	
Industrial	0	Renovations	6	
Industrial Renovations	0	Manufactured Dwlg	0	
Manufactured Dwelling	0	Multi-Family Dwelling Units	0	
Single Family Dwelling	7	Single Family Dwellings	8	
Renovations Dwelling Unit	19	Accessory Dwelling Unit	0	
Demo. of a Dwelling Unit	1			
Accessory Dwelling Unit	1			
		Total	15	

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
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			244	189	55									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
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			158	100	58									16.88
Subdivisions:														
Copley	Pear Drive	H	7	0	7	8/16/2016	6/14/2016	9/1/2016	P16-13	C	2	8/16/2021	H	2.59
The Preserve	Isabella Drive	H	13	0	13	6/21/2016	12/14/2015	8/30/2016	P15-16	H	14	6/21/2021	W	4.81
Indian Ridge	Emerald Ln	H	49	9	40	8/25/2015	6/23/2015	12/4/2015	P14-58	F	15	8/25/2020	W	18.13
Bellamy Ridge	Red Barn Dr	H	7	3	4	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	1	0	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	7	2	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	8	13	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	248	133									109.89
Elderly:														
Pointe Place	Pointe Place	A	132	58	74	8/26/2016	3/22/2016	Site	P16-05	K	19	8/26/2021	G	
Pointe Place	Sierra Dr	H	31	12	19	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	Site	P06-55	M	4	7/2/2012	G	
Arbor Woods	Cielo Dr	H	61	48	13	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			286	180	106									
TOTAL APPROVED UNITS			1061	717	352									153

In addition to the construction activity on the attached spreadsheet the structural steel for the new High School has begun. Inspection Services has continued to review submitted plans and work with HMFH.

City of Dover
Bid Solicitation Report
For December 2016

1/4/2017

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Community Services B17021	12/01/2016	01/17/2017	Richardson Drive Redevelopment	
Community Services B17003	12/07/2016	01/25/2017	HVAC Preventative Maintenance and Repair Services	
Executive B17028	12/28/2016	01/24/2017	Sale of Tax Deeded Property - Floral Ave Parcel 28034-A00000	

PO Report
12-2016

DAC	PO Date	PO No.	Vendor Name	Amount
Community Services Department	12/15/2016	201705366	STANLEY ELEVATOR COMPANY INC	\$5,497.64
Police	12/28/2016	201705683	SYMANTEC CORPORATION	\$6,420.00
Recreation	12/8/2016	201705186	ADVANCED ROOF MANAGEMENT, INC	\$6,800.00
Public Library	12/7/2016	201705148	NORRIS INC	\$7,734.00
Executive	12/13/2016	201705258	SHEEHAN, PHINNEY, BASS & GREEN	\$9,014.09
Community Services Department	12/6/2016	201705111	HALL & ASSOCIATES, PLLC	\$9,322.46
Community Services Department	12/27/2016	201705668	SUR CONSTRUCTION, INC.	\$11,311.38
Executive	12/6/2016	201705112	APPLIED GEOGRAPHICS INC	\$16,000.00
Community Services Department	12/22/2016	201705580	EMERY & GARRETT	\$36,500.00
Community Services Department	12/22/2016	201705579	EMERY & GARRETT	\$44,850.00
Community Services Department	12/22/2016	201705578	EMERY & GARRETT	\$49,960.00
Executive	12/6/2016	201705106	COAST	\$192,160.00

City of Dover

Expenditures of Major Funds December 31, 2016 (General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 444,459	\$ 65,172	\$ 168,553	38.0%	\$ 275,906	\$ 157,069	\$ 118,836	26.7%
Executive	918,106	66,841	510,040	56.0	408,066	246,868	161,198	17.6
Finance	1,808,151	165,866	922,968	51.0	885,183	649,353	235,830	13.0
Planning	661,252	60,588	332,356	50.0	328,896	228,623	100,273	15.2
Misc General Government	1,135,262	59,383	275,551	24.0	859,711	112,619	747,092	65.8
Police	8,537,733	821,997	4,318,944	51.0	4,218,789	2,682,630	1,536,159	18.0
Fire & Rescue	8,610,508	1,021,224	4,392,487	51.0	4,218,021	2,329,932	1,888,090	21.9
Community Service Public Works	6,968,806	449,477	2,362,657	34.0	4,606,149	2,040,717	2,565,432	36.8
Recreation	2,140,481	234,662	1,009,212	47.0	1,131,269	469,056	662,213	30.9
Public Library	1,300,849	127,678	615,782	47.0	685,067	449,257	235,810	18.1
Public Welfare	836,183	61,992	326,308	39.0	509,875	99,332	410,543	49.1
Debt Service	12,865,680	101,190	1,236,270	10.0	11,629,410	11,281,711	347,699	2.7
Other Financing Sources/Uses	3,521,696	115,210	691,257	20.0	2,830,439	-	2,830,439	80.4
School	50,890,217	6,521,053	19,827,013	39.0	31,063,204	28,607,001	2,456,203	4.8
Intergovernmental	8,513,779	8,513,779	8,513,779	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 109,153,162	\$ 18,386,114	\$ 45,503,178	41.7%	\$ 63,649,984	\$ 49,354,169	\$ 14,295,816	13.1%
3213 Parking Activity Fund								
Police	\$ 850,720	\$ 35,092	\$ 187,015	22.0%	\$ 663,705	\$ 253,355	\$ 410,350	48.2%
Sub-total : 3213 Parking Activity Fund	\$ 850,720	\$ 35,092	\$ 187,015	22.0%	\$ 663,705	\$ 253,355	\$ 410,350	48.2%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,020,143	\$ 97,323	\$ 413,697	41.0%	\$ 471,630	\$ 471,630	\$ 134,816	13.2%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,020,143	\$ 97,323	\$ 413,697	40.6%	\$ 471,630	\$ 471,630	\$ 134,816	13.2%
3381 McConnell Center Fund								
Recreation	\$ 931,928	\$ 41,631	\$ 186,290	20.0%	\$ 745,638	\$ 548,269	\$ 197,369	21.2%
Sub-total : 3381 McConnell Center Fund	\$ 931,928	\$ 41,631	\$ 186,290	20.0%	\$ 745,638	\$ 548,269	\$ 197,369	21.2%
3410 Recreation Special Revenue Fund								
Recreation	\$ 616,951	\$ 27,858	\$ 272,319	44.0%	\$ 344,631	\$ 62,341	\$ 282,290	45.8%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 616,951	\$ 27,858	\$ 272,319	44.1%	\$ 344,631	\$ 62,341	\$ 282,290	45.8%
5300 Water Fund								
Community Service Public Works	\$ 5,159,016	\$ 341,741	\$ 2,027,873	39.0%	\$ 3,131,143	\$ 923,726	\$ 2,207,417	42.8%
Sub-total : 5300 Water Fund	\$ 5,159,016	\$ 341,741	\$ 2,027,873	39.3%	\$ 3,131,143	\$ 923,726	\$ 2,207,417	42.8%
5320 Sewer Fund								
Community Service Public Works	\$ 7,661,413	\$ 540,600	\$ 2,929,726	38.0%	\$ 4,731,687	\$ 1,278,599	\$ 3,453,089	45.1%
Sub-total : 5320 Sewer Fund	\$ 7,661,413	\$ 540,600	\$ 2,929,726	38.2%	\$ 4,731,687	\$ 1,278,599	\$ 3,453,089	45.1%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,325,164	\$ 83,170	\$ 376,167	28.0%	\$ 948,997	\$ 298,311	\$ 650,686	49.1%
Sub-total : 6100 Dovernet Fund	\$ 1,325,164	\$ 83,170	\$ 376,167	28.4%	\$ 948,997	\$ 298,311	\$ 650,686	49.1%
Total : EXPENDITURES	\$ 126,718,498	\$ 19,553,528	\$ 51,896,266	41.0%	\$ 74,687,416	\$ 53,190,399	\$ 21,631,834	17.1%

City of Dover

Revenues of Major Funds December 31, 2016

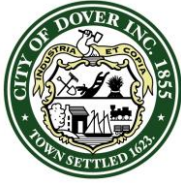
(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 76,917,115	\$ 31,941,649	\$ 38,053,107	49.0%	\$ 38,864,008	\$ -	\$ 38,864,008	(50.5)%
Licenses & Permits	5,893,130	383,678	3,037,321	52.0	2,855,809	(628)	2,856,437	48.5
Intergovernmental	2,209,560	1,678,424	1,944,298	88.0	265,262	-	265,262	12.0
Charges for Services	3,374,057	270,094	1,526,723	45.0	1,847,334	-	1,847,334	54.8
Miscellaneous Revenue	586,851	22,935	485,832	83.0	101,019	-	101,019	17.2
Education	19,650,692	1,091,730	6,693,572	34.0	12,957,120	-	12,957,120	65.9
Operating Transfers In	426,757	-	-	0.0	426,757	-	426,757	100.0
Other Financing Sources	95,000	-	15,616	16.0	79,384	-	79,384	83.6
Sub-total : 1000 General Fund	\$ 109,153,162	\$ 35,388,509	\$ 51,756,470	47.0%	\$ 57,396,692	\$ (628)	\$ 57,397,320	52.6%
3213 Parking Activity Fund								
Licenses & Permits	\$ 195,720	\$ 18,216	\$ 93,254	48.0%	\$ 102,466	\$ -	\$ 102,466	52.4%
Parking Income	495,000	29,676	248,093	50.0%	246,907	-	246,907	49.9%
Parking Fines	160,000	9,749	70,477	44.0%	89,523	-	89,523	56.0%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 850,720	\$ 57,641	\$ 411,823	48.0%	\$ 438,897	\$ -	\$ 438,897	51.6%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,556	\$ -	\$ -	0.0%	\$ 9,556	\$ -	\$ 9,556	100.0%
Charges for Services	930,000	84,112	485,029	52.0%	444,971	-	444,971	47.8%
Miscellaneous Revenue	0	1	139	0.0	(139)	-	(139)	0.0
Other Financing Sources	2,980	-	-	0.0	2,980	-	2,980	100.0
Sub-total : 3320 Residential Solid Waste	\$ 942,536	\$ 84,113	\$ 485,168	51.0%	\$ 457,368	\$ -	\$ 457,368	48.5%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 718,028	\$ 59,020	\$ 351,757	49.0%	\$ 366,271	\$ -	\$ 366,271	51.0%
Operating Transfers In	209,476	9,943	74,241	35.0	135,235	-	135,235	64.6
Sub-total : 3381 McConnell Center	\$ 927,504	\$ 68,964	\$ 425,998	46.0%	\$ 501,506	\$ -	\$ 501,506	54.1%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 420,655	\$ 34,142	\$ 215,254	51.0%	\$ 205,401	\$ -	\$ 205,401	48.8%
Miscellaneous Revenue	15,500	688	3,154	0.2	12,346	-	12,346	79.7
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	\$ 34,829	\$ 218,408	36.0%	\$ 385,001	\$ -	\$ 385,001	63.8%
5300 Water Fund								
Charges for Services	\$ 4,948,191	\$ 381,073	\$ 1,750,003	35.0%	\$ 3,198,188	\$ -	\$ 3,198,188	64.6%
Miscellaneous Revenue	70,500	5,153	76,126	108.0	(5,626)	-	(5,626)	(8.0)
Sub-total : 5300 Water Fund	\$ 5,018,691	\$ 386,227	\$ 1,826,129	36.0%	\$ 3,192,562	\$ -	\$ 3,192,562	63.6%
5320 Sewer Fund								
Intergovernmental	\$ 4,458	\$ -	\$ -	0.0%	\$ 4,458	\$ -	\$ 4,458	100.0%
Charges for Services	6,505,810	442,710	2,165,493	33.0	4,340,317	-	4,340,317	66.7
Miscellaneous Revenue	57,000	1,788	24,664	43.0	32,336	-	32,336	56.7
Other Financing Sources	939,132	-	-	0.0	939,132	-	939,132	100.0
Sub-total : 5320 Sewer Fund	\$ 7,506,400	\$ 444,498	\$ 2,190,156	29.0%	\$ 5,316,244	\$ -	\$ 5,316,244	70.8%
6100 Dovernet Fund								
Charges for Services	\$ 891,162	\$ 45,048	\$ 430,246	48.0%	\$ 460,916	\$ -	\$ 460,916	51.7%
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	\$ 45,048	\$ 430,246	37.0%	\$ 721,440	\$ -	\$ 721,440	62.6%
Total : REVENUES	\$ 126,154,108	\$ 36,509,828	\$ 57,744,398	46.0%	\$ 68,409,710	\$ (628)	\$ 68,410,338	54.2%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) December 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	124,577	565,934	43.4	739,416	0	739,416	56.6
Expenditures	971,746	118,677	466,579	48.0	505,167	241,081	264,085	27.2
Debt Service								
Principal	291,765	25,245	25,245	8.7	266,520	0	266,520	91.3
Interest	41,839	1,447	1,447	3.5	40,393	0	40,393	96.5
	0	(20,792)	72,663	0.0	(72,663)	(241,081)	168,418	-



CITY OF DOVER

CITY COUNCIL - MINUTES

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

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor O'Connor led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Gagnon.

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

5. CITIZEN'S FORUM

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

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

6. DISCUSSIONS

A. STATUS OF MUNICIPAL SOLAR PROJECTS

Assistant City Planner Piekut gave an overview of the solar projects within the City. She introduced Mr. Edward Lepore of Ameresco.

Mr. Lepore gave a PowerPoint presentation to the Council regarding proposed sites for solar projects.

B. UPCOMING CABLE TV FRANCHISE RENEWAL PROCESS

City Manager Joyal gave an overview on the cable TV franchise renewal process to the Council.

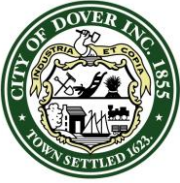
C. CITY HALL GROUND FLOOR RENOVATION

Assistant City Planner Benton gave an overview of the City Hall renovations to the Council.

7. ADJOURNMENT

Councilor Greenshields moved to adjourn; seconded by Councilor Thibodeaux.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, December 14, 2016**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Carrier led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Gagnon, Councilor Gasses, and Councilor Shanahan.

Absent: Councilor Greenshields, Councilor O'Connor, and Councilor Thibodeaux.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to add items #13.B.3., #13.B.4., Appointments Committee Report, and the Joint Building Committee – Dover High School and Regional CTC Report. He moved to pull item #13.B.2.

Councilor Gasses moved to add the McConnell Center Advisory Board Report.

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

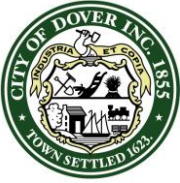
Vote: 6/0.

7. PUBLIC HEARINGS

A. AMENDMENT OF FY2017 FEE SCHEDULE TO ADJUST PARKING PERMIT FEES FOR FOURTH STREET AND COMMUNITY SIGNS PERMIT FEE (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) SPONSORED BY MAYOR WESTON BY REQUEST

Pastor Mark Munson Alley, 28A Cataract Avenue: He spoke to the Council regarding the new sign ordinance and urged them to keep refining it and increase the numbers allowed in a calendar year.

Donna Capern, 1 Mulligan Drive, Member of St. John's Church: She spoke to the Council regarding the new sign ordinance and urged the Council to consider the new fee schedule.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, December 14, 2016**
Meeting Time: **7:00 pm**

8. CITIZEN'S FORUM

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

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

9. CITY MANAGER'S REPORT

- A. November 23, 2016**
- B. December 14, 2016**

City Manager Joyal said he submitted two reports in writing. He answered the Councilors questions.

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

Vote: 6/0.

10. APPROVAL OF MINUTES

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

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

Vote: 6/0.

11. MAYOR'S REPORT

Mayor Weston listed the activities she participated in the last couple weeks. She attended the Festival of Trees, Henry Law Tree Lighting, several ribbons cuttings, Dover Main Street holiday party.

She reminded people about the Dover Main Street food drive, and listed the businesses to bring donations.

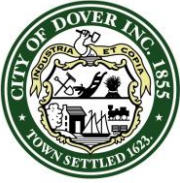
She said in order to fill board positions held by former Councilor Nicolella she will appoint Councilor Gasses to the McConnell Center Advisory Board and Solid Waste Advisory Board; and Councilor Shanahan to the Arena Commission. This will be approved by the Council with the approval of the Mayor's Report.

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

Vote: 6/0.

12. UNFINISHED BUSINESS

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, December 14, 2016**
Meeting Time: **7:00 pm**

C. RESOLUTIONS

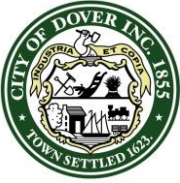
1. **AMENDMENT OF FY2017 FEE SCHEDULE TO ADJUST PARKING PERMIT FEES FOR FOURTH STREET AND COMMUNITY SIGNS PERMIT FEE (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Shanahan.
Roll Call Vote: 6/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B16024 CONSULTANT FOR THE STEWARDSHIP OF RESOURCES CHAPTER OF THE MASTER PLAN**
SPONSORED BY MAYOR WESTON BY REQUEST
2. **B17019 ELECTRICAL CONTRACTOR**
SPONSORED BY MAYOR WESTON BY REQUEST
3. **DISPOSAL OF CITY OWNED REAL ESTATE at FLORAL AVENUE, PARCEL ID 28034-A00000**
SPONSORED BY MAYOR WESTON BY REQUEST
4. **CITY WIDE 2017 GROUNDWATER MONITORING PROGRAM WITH EMERY & GARRETT GROUNDWATER INVESTIGATIONS LLC**
SPONSORED BY MAYOR WESTON BY REQUEST
5. **GROUNDWATER EXPLORATION AND DEVELOPMENT PROGRAM CITY WIDE BEDROCK AQUIFER ASSESSMENT**
SPONSORED BY MAYOR WESTON BY REQUEST
6. **GROUNDWATER ASSESSMENT OF THE DAY PROPERTY BLACK WATER BROOK AQUIFER**
SPONSORED BY MAYOR WESTON BY REQUEST
7. **PROPERTY & LIABILITY AND WORKERS COMPENSATION INSURANCE CONTRIBUTION ASSURANCE PROGRAM (CAP)**
SPONSORED BY MAYOR WESTON BY REQUEST
8. **RESTORATION OF MERGED LOTS (7 Country Club Estates)**
SPONSORED BY MAYOR WESTON BY REQUEST
9. **RESTORATION OF MERGED LOTS (5 RIVERSIDE DRIVE)**
SPONSORED BY MAYOR WESTON BY REQUEST



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, December 14, 2016**
Meeting Time: **7:00 pm**

10. RESTORATION OF MERGED LOTS (28 ROGERS STREET)

SPONSORED BY MAYOR WESTON BY REQUEST

11. PURCHASE OF LAND FROM FRANKLIN G. TORR TO THE CITY PER THE LOT LINE ADJUSTMENT (GERRISH ROAD) AND APPROVAL OF MERGED LOTS 47B AND PORTION OF 47C

SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

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

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

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

Councilor Gasses pulled the McConnell Center Advisory Board Report.

Councilor Shanahan pulled item #13.A.4.

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

Mayor Weston pulled item #13.A.3.

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

Roll Call Vote: 6/0.

Deputy Mayor Carrier moved for the adoption of item #13.A.3.; seconded by Councilor Shanahan.

Mayor Weston asked what the City was selling the piece of property for.

City Manager Joyal said if this resolution is approved it will be based on 80% of fair market value as determined by the City Assessor.

Roll Call Vote: 6/0.

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

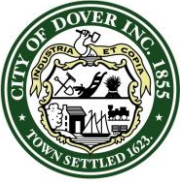
Environmental Projects Manager Peschel gave an overview of the resolution to the Council.

Roll Call Vote: 6/0.

Councilor Gasses gave an overview of the McConnell Center Advisory Board Report to the Council.

Deputy Mayor Carrier moved to accept the McConnell Center Advisory Board Report; seconded by Councilor Shanahan.

Vote: 6/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, December 14, 2016**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier gave an overview of the Appointments Committee Report and recommended the appointment of Edmund Chun Taite to the Dover Business and Industrial Development Authority (DBIDA). He listed the current openings on the City's Boards and Commissions.

Deputy Mayor Carrier moved to accept the Appointments Committee Report; seconded by Councilor Ciotti.

Vote: 6/0.

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 Ciotti.

Vote: 6/0.

B. RESOLUTIONS

1. LETTER TO US SENATORS SUPPORTING ADVOCATE FOR EPA REGULATORY REVIEW BASED ON SOUND SCIENCE

SPONSORED BY MAYOR WESTON BY REQUEST

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

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

Vote: 6/0.

2. DOVER – THE EDUCATION CITY

SPONSORED BY DEPUTY MAYOR CARRIER

This item was pulled from the Agenda.

3. B17013 ENGINEERING CONSULTANT FOR AC AT LIBRARY AND CITY HALL SECOND FLOOR

SPONSORED BY MAYOR WESTON BY REQUEST

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

Vote: 6/0.

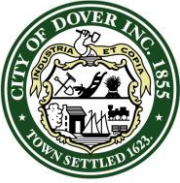
4. APPROPRIATION FOR FY 2018 PUBLIC SAFETY COMMUNICATION UPGRADE AND AUTHORIZATION FOR BONDING

(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 11, 2017, AND CITY COUNCIL VOTE TO OCCUR ON JANUARY 25, 2017)

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on January 11, 2017; seconded by Councilor Ciotti.

Vote: 6/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, December 14, 2016**
Meeting Time: **7:00 pm**

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

- A. Letter from Robert Dinaburg, dated December 1, 2016**
- B. Letter from Anthony McManus, received December 5, 2016**

Deputy Mayor Carrier moved to place correspondence on file; seconded by Councilor Ciotti.
Vote: 6/0.

15. COUNCIL MATTERS OF INTEREST

Councilor Gagnon referred to Mr. Dinaburg's letter to the Council and asked about showing our thanks to veterans with a property tax credit.

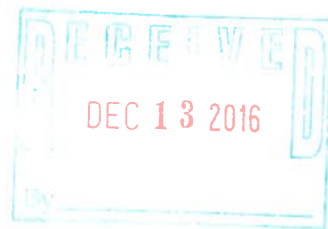
City Manager Joyal gave an overview of the City's current veterans tax credit and the process to change with the law to include anyone who served in the military.

Councilor Shanahan recognized the Police Chief on how he handled certain events in Dover. He talked about the Fall Clean Up and how the City looked cleaned up for the winter to come. He spoke about the centennial book he borrowed from the School. He said he liked seeing the citizen participation at the School Board and Planning Board meetings.

Mayor Weston said this would be the last City Council meeting for the year. She wished everyone Happy Holidays. She asked citizens to be careful crossing the streets.

16. ADJOURNMENT

Councilor Shanahan moved to adjourn; seconded by Councilor Gagnon.
Vote: 6/0.



**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: St. Mary Academy

Federal Tax ID number for Organization: 02-0342967

Check (☒) Nature of Organization:

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

(Describe) Catholic Elementary School

Contact Person: Steph Bolduc / Beth Evans Day Time Telephone: 603.978.4929

Address: 222 Central Avenue Dover NH Email Sbolduc@stmaryacademy.org

Purpose of Permit: Raffle tickets

Date of Event: Monday, April 3 (sell tickets) Specific Time: after 10am

Location of Event: St Mary Academy

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

Prize (s) To Be Awarded: \$1000 Walmart Target Gift Card / \$750 Exxon / \$500 Home Depot / 250 Shaws

Cost of Ticket: \$5 Date of Drawing: Monday April 3

Place of Drawing: SMA

* 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: Stephane Bolduc DATE: 12/13/16
(duly authorized)

PRINTED NAME: Stephane Bolduc

Licensing Board Approval [Signature] ACTIVE Date: 12/14/16



**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: ST. THOMAS AQUINAS HIGH SCHOOL
Federal Tax ID number for Organization: 02-0256491
Check (☒) Nature of Organization:
Religious ☒, Educational ☒, Charitable _____, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
(Describe) _____
Contact Person: FERGUS CULLEN Day Time Telephone: 603 742 3206
Address: 197 DOVER POINT RD Email: FCULLEN@STALUX.ORG
Purpose of Permit: RAFFLE AS FAMILION SHOW
Date of Event: 3/18/17 Specific Time: 12:30
Location of Event: ST. THOMAS AQUINAS H.S.

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

Prize (s) To Be Awarded: GIFT CARDS, SPA TREATS, DASHBTS.
Cost of Ticket: \$30 Date of Drawing: 3/18/17
Place of Drawing: ST. THOMAS AQUINAS H.S.

* 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: [Signature] DATE: 12/9/16

(duly authorized)
PRINTED NAME: FERGUS CULLEN

Licensing Board Approval [Signature] ACTING Date: 12/14/16



PERMIT APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

PARADE** _____, ROAD TOLL*** X

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

Organization Name: ACS Relay For Life Rochester NH
Federal Tax ID number for Organization: 13788791

Check(☒) Nature of Organization:

Religious _____, Educational _____, Charitable X, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
Name/Description of Event (if applicable): Val Road Annual Fundraiser, Angels of Hope
Contact Person: Liz Lowell Day Time Telephone: 603 692 7460
Address: 43 Valley Road Portsmouth NH 03878 Email: LizLowell@comcast.net
Date of Event: May 7 2017 Specific Time: 8-5
Location of Event (if parade, attach course description or map): _____

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

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

Police Department Parade Route Approval Signature: _____
Printed Name: _____ Check Here If Parade Route Is Attached: _____

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

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

Road Toll Location: Central Ave / Oak
Police Department Road Toll Approval Signature: _____
Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

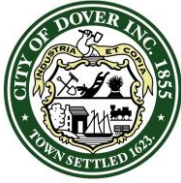
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL per the provisions of RSA 287-A, RSA 31:91 and/or RSA 286 and I agree to abide by the same.

SIGNATURE OF APPLICANT: [Signature] DATE: 12/2/2016
(duly authorized)

PRINTED NAME: Liz Lowell

Licensing Board Approval [Signature] Date: 12/12/16

1/2015



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2017.01.11 - 001**

Resolution Re: B17020 Natural Resource Consulting Services

- WHEREAS: A Sealed Request for Proposal B17020 was issued and received for as needed Natural Resource Consulting Services on December 13, 2016 at 2:00 pm; and
- WHEREAS: Four firms submitted responses and city staff performed evaluations and concluded all four were very qualified. Due to the time sensitive nature of such services, and to insure an on-going competitive cost, the same four qualified firms will be approached on an “as needed” basis to provide specific project related price quotes at pre-established hourly rates; and
- WHEREAS: This is a new solicitation for this type of service and the annual cost is unknown. As there is a potential that annual costs may exceed the \$25,000 threshold, we are hereby seeking council approval.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to the vendors identified for “as needed” natural resource consulting services at rates provided in conjunction with Bid B17020. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.180.41910.4339.00000	Planning Consulting Services	25,000	24,200

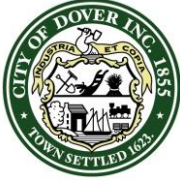
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2017.01.11 - 001**

Resolution Re: B17020 Natural Resource Consulting Services

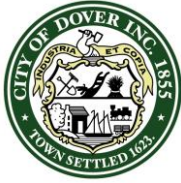
DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2017.01.11 - 001**

Resolution Re: B17020 Natural Resource Consulting Services

RESOLUTION BACKGROUND MATERIAL:

Examples of Natural Resource Consulting tasks or work products requested include, but are not limited to, the following:

- Natural Resource Assessment of a Property
- Baseline Documentation Report of a Property
- City-wide Natural Resource Inventory
- Conservation Easement Monitoring and Stewardship

A set of specifications for a job will be drawn up by the planning office and solicited to these four pre-qualified firms by the purchasing agent. Quotes will be supplied at the pre-established rates outlined in this RFP. At that point one vendor will be selected for that specific project.

The price quoted in the RFP shall hold for a one (1) year period of time from the date of executed contract, with the option to renew at the end of the first twelve (12) month period of time for each of two (2) consecutive years at the (preferred) same rate or mutually agreed upon renegotiated rates and contingent upon funding availability and vendor satisfaction.

Bid Information:

A Sealed Request for Proposal B17020 was issued and received for as needed Natural Resource Consulting Services on December 13, 2016 at 2:00 pm.

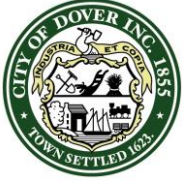
Award Information:

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

Purchasing Information:

Type:	Purchase Orders	Advertised:	Yes
Invitations Mailed:	293	Number of Responses:	4
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One year	Estimated Delivery:	As needed
Recommended Award to:	Any of the firms listed	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B17020 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2017.01.11 – 001**
Ordinance Title: **City Property**
Chapter: **79**
Sections: **11 Disposing of City Owned Real Estate**

The City of Dover Ordains:

1. PURPOSE

The purpose of this Ordinance is to amend Chapter 79 City Property, Section 79-11 Disposing of City Owned Real Estate of the Code of the City of Dover as follows:

2. AMENDMENT

79-11. Disposing of City Owned Real Estate. [Added on 06-04-97 by Ord. No. 11-97;
Amended 03-15-06 by Ord. No. 04-2006.]

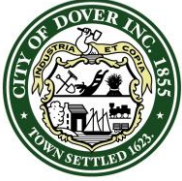
~~A. The Finance Department shall annually on or before November 15th prepare a list of real estate owned by the City. This list shall be forwarded to the City Manager and City Council and shall be used to update the inventory of City-owned real estate property.~~

~~B. Upon receiving the list from the Finance Department, the City Manager shall evaluate the properties on the list of real estate for their current or expected future use. Those properties that do not have a present or reasonably foreseeable use shall be recommended to the City Council to be sold.~~

A. The City Manager, or designee, shall maintain an up to date list of all real property owned by the City.

~~C.~~ B. Upon receiving the recommendation of the City Manager's recommendations, or upon its own initiative, the City Council may then authorize the City Manager to dispose of such any real property owned by the City in such manner as it may deems appropriate.

~~D.~~ C. If at any time an individual or party should be interested in purchasing a particular parcel of City-owned real estate not previously identified for disposal, they shall express their interest in writing to the City Manager Purchasing Agent. In order for the City to further consider such a request to sell real estate, a deposit by certified check or money order in the amount of Two hundred fifty dollars (\$250.00) shall be included for each parcel being requested to sell. Such deposit shall be fully refunded if the property requested for sale is not recommended for sale or is successfully sold.



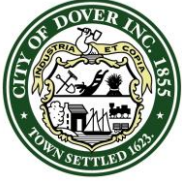
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2017.01.11 – 001**
Ordinance Title: **City Property**
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- ~~E. D.~~ Upon ~~receiving a letter of interest to purchase real estate and the accompanying deposit, being notified by the Purchasing Agent of interest and receipt of the required deposit to purchase City-owned real estate,~~ the City Manager shall evaluate the real estate requested for sale for its current and potential future use by the City, ~~and also seek two (2) appraisals of any real property, to include land and buildings, that the City is offering for sale prior to approval of the sale.~~ The City Manager shall then recommend to the City Council within eight (8) ~~four (4)~~ weeks of receiving ~~a letter of interest notice from the Purchasing Agent~~ that the property either be sold according to the procedure set forth determined herein or retained by the City. Upon receipt of the City Manager's recommendation, the City Council may authorize the sale of the real estate. [Amended 03-15-06 by Ord. No. 04-2006]
- ~~F. E.~~ Within eight (8) ~~four (4)~~ weeks of receiving authorization by the City Council, the City Manager shall offer ~~for sale~~ the City owned real estate for sale in the following manner: authorized by the City Council to be sold.
- ~~G.~~ (1) Notice of the intended sale of City-owned real estate shall be published in a newspaper of general circulation in the City and shall be posted in City Hall and on the City website. The City shall also notify by certified mail the direct abutters of the property ~~and previous owners, if known.~~ Notice of the intended sale shall inform the public of the time and procedure of the sale of the property and that any available data shall be provided for public inspection in City Hall. Notice shall be provided to any mortgagee pursuant to RSA 80:38-b at least thirty (30) days prior to the sale.
- ~~H.~~ (2) Unless otherwise authorized by the City Council, sealed bids with a minimum bid price of eighty percent (80%) of the current fair market appraised value as determined by the City Tax Assessor will be solicited by the Purchasing Agent for all City-owned real estate property authorized to be sold. Bids are required to be submitted in writing, sealed and accompanied by a certified check or money order in an amount equal to at least ten percent (10%) of the bid offering. This bid security deposit money will be returned to all unsuccessful bidders once the transfer of ownership has been completed, or if all bids shall be rejected. All bids received shall be opened publicly at a time and place determined by the Purchasing Agent. All City-owned real estate advertised for sale shall ~~normally~~



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be conveyed to the highest bidder meeting the minimum bid requirements subject to the following ~~conditions or~~ exceptions:

~~(1)~~ (a) The City's ~~shall retained~~ the right to refuse any and all bids.

(b) The marketing and/or sale of City-owned real estate for economic development, historic preservation, or conservation purposes.

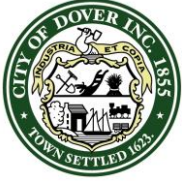
(c) The marketing and/or sale of small parcels of City-owned real estate of minimal value to the City to be deeded to an abutter(s) for boundary line adjustment.

~~(2)~~ (3) Any expense related to the sale of the City-owned real estate and the recording of the deed shall be the responsibility of the purchaser. Such expenses shall included but are not limited to the expense of the tax stamp and the cost of preparing and recording the deed.

~~(3)~~ (4) The successful bidder shall deliver to the City the balance of the bid price by certified check or money order within thirty (30) days of the bid opening. If the balance is not received within such time, the City may retain the deposit and sell the property to the bidder with the next highest bid.

I. ~~(5)~~ (5) After review and approval of the successful bid, ~~by the City Council, the~~ City Manager shall be authorized ~~by a majority vote of the City Council~~ to execute and deliver quitclaim deed(s) in the name of and on behalf of the City to purchaser(s) of real estate sold by the City. Surplus funds shall be distributed in accordance with the City Code.

J. ~~Exceptions to this sale procedure shall be allowed for the marketing and sale of City-owned property for economic development, historic preservation or conservation purposes. Such exceptions shall include land purchased, developed and/or marketed by the Dover Business and Industrial Development Authority (DBIDA), or for preserving land for historic or conservation purposes. Exemptions shall also include small parcels of land of insignificant value to be deeded to abutters for boundary line adjustment. [Amended on 08-06-03 by Ord. No. 10-2003]~~



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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 Sponsored by: Karen Weston by Request
Finance Director

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

This Ordinance is intended to clarify and improve the process for the sale of City-owned real estate.