



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, November 8, 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. CHAPTER 166 VEHICLES AND TRAFFIC – SECTIONS: 16 and 37**
SPONSORED BY MAYOR WESTON BY REQUEST
 - B. ADOPTION OF ALL VETERAN’S TAX CREDIT**
SPONSORED BY MAYOR WESTON AND COUNCILOR O’CONNOR
 - C. AMEND FISCAL YEAR 2018 FEE SCHEDULE TO CREATE VETERAN’S DISCOUNT FOR ANNUAL MEMBERSHIP FEES AT CITY RECREATION FACILITIES AND FEE FOR NON-RESIDENT LIBRARY CARDS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
SPONSORED BY MAYOR WESTON AND COUNCILOR O’CONNOR
 - D. AMENDMENT OF SCHEDULE OF FEES FOR ORCHARD STREET PARKING GARAGE (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
SPONSORED BY MAYOR WESTON BY REQUEST
 - E. ADOPTION OF FISCAL YEAR 2019-2024 CAPITAL IMPROVEMENTS PROGRAM (CITY COUNCIL VOTE TO OCCUR ON DECEMBER 13, 2017)**
SPONSORED BY MAYOR WESTON BY REQUEST
 - F. APPROPRIATION FOR FISCAL YEAR 2019 CAPITAL IMPROVEMENTS PROGRAM – NON-DEBT FINANCED PROJECTS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (CITY COUNCIL VOTE TO OCCUR ON DECEMBER 13, 2017)**
SPONSORED BY MAYOR WESTON BY REQUEST
 - G. APPROPRIATION FOR FISCAL YEAR 2019 CAPITAL IMPROVEMENTS PROGRAM AND AUTHORIZATION FOR BONDING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (CITY COUNCIL VOTE TO OCCUR ON DECEMBER 13, 2017)**
SPONSORED BY MAYOR WESTON BY REQUEST



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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. October 25, 2017 – Regular Meeting

11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

- 1. CHAPTER 166 VEHICLES AND TRAFFIC – SECTIONS: 16 and 37**
SPONSORED BY MAYOR WESTON BY REQUEST

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 1. ADOPTION OF ALL VETERAN'S TAX CREDIT**
SPONSORED BY MAYOR WESTON AND COUNCILOR O'CONNOR
- 2. AMEND FISCAL YEAR 2018 FEE SCHEDULE TO CREATE VETERAN'S DISCOUNT FOR ANNUAL MEMBERSHIP FEES AT CITY RECREATION FACILITIES AND FEE FOR NON-RESIDENT LIBRARY CARDS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
SPONSORED BY MAYOR WESTON AND COUNCILOR O'CONNOR
- 3. AMENDMENT OF SCHEDULE OF FEES FOR ORCHARD STREET PARKING GARAGE (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. B14074 PHASE II - PROFESSIONAL ENGINEERING SERVICES FOR WATER SYSTEMS FACILITY UPGRADES CHANGE ORDER #4**
SPONSORED BY MAYOR WESTON BY REQUEST



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- 2. B17037 BIRCHWOOD AND KEATING RECONSTRUCTION PROJECT CHANGE ORDER #1**
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. B18003 ENTERPRISE BACK UP SOLUTION**
SPONSORED BY MAYOR WESTON BY REQUEST
- 4. B18018 NETWORK EQUIPMENT AND SUPPORT SERVICES FOR PUBLIC SAFETY COMMUNICATION SITES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 5. B18022 CONSULTING SERVICES FOR ROBERTS RD RECONSTRUCTION**
SPONSORED BY MAYOR WESTON BY REQUEST
- 6. B18027 SNOW PLOWING AND HAULING**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. BROADWAY RAILROAD CULVERT DESIGN SERVICES CHANGE ORDER II**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. PURCHASE OF PUBLIC SAFETY COMMUNICATION EQUIPMENT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. PURCHASE OF PROSERIES M METERING PUMP SOLE SOURCE**
SPONSORED BY MAYOR WESTON BY REQUEST
- 10. APPROVAL OF LAND EXCHANGE AND LOT LINE ADJUSTMENT AGREEMENT BETWEEN CITY AND LAUREN & DANIEL FONTAINE**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|--|---|
| 1. School Board | 12. Pool Advisory 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. Energy Commission | 17. Joint Building Committee – Garrison Elementary School |
| 7. Legislative Liaison | 18. Dover Main Street |
| 8. Library Board of Trustees | 19. Dover's 400 th Anniversary Committee |
| 9. McConnell Center Advisory Committee | |
| 10. Ordinance Committee | |
| 11. Parking Commission | |



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Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, November 8, 2017**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

- 1. 2018-2019 CITY COUNCIL ORIENTATION**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. RESOLUTION TO SUPPORT EPA BROWNFIELDS REVOLVING LOAN FUND GRANT APPLICATION OF THE STRAFFORD ECONOMIC DEVELOPMENT CORPORATION**
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. AMENDMENT OF FISCAL YEAR 2018 SCHEDULE OF FEES CHAPTER 152 SIDEWALKS AND HIGHWAYS**
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
(TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 13, 2017.)
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.E.
Public Hearing Only**

Resolution Number: **R – 2017.10.25 – 155**

Resolution Re: Adoption of FY2019-FY2024 Capital Improvements Plan

WHEREAS: The Capital Improvements Program (CIP) serves as the City's long range planning document for the purchase or construction of capital assets; and

WHEREAS: The CIP anticipates the scheduling and financing over the course of the next six years of individual capital related projects with an estimated annual aggregate cost of \$25,000 or more and useful life of three years or greater; and that

WHEREAS: The CIP is updated annually following review by the Planning Board and adoption by the City Council;

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

The Proposed Capital Improvements Program for Fiscal Year 2019-2024 reflected in the attached document is hereby adopted.

NOTE: This resolution requires a duly advertised public hearing.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2017.10.25 – 155**
Resolution Re: Adoption of FY2019-FY2024 Capital Improvements Plan

DOCUMENT HISTORY:

First Reading Date: 10/25/2017	Public Hearing Date: 11/08/2017
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.		

RESOLUTION BACKGROUND MATERIAL:

This resolution establishes the attached FY2019 through FY2024 Capital Improvements Program.

This resolution only recognizes and adopts a financial and operational planning document for the City's infrastructure and capital assets over the course of the next six years and does NOT authorize or appropriate funding for projects or authorize bonding.

The FY2019 – FY2024 CIP projects and their anticipated schedule for funding are reflected in the attached document.

Capital Improvements Program - FY2019-2024

All Projects

BOLD = New Project		* = Multi Category Project							
UNDERLINED = Change in Schedule		ITALIC = \$ Change		Fiscal Year					Finance
PROJECT DESCRIPTION	2019	2020	2021	2022	2023	2024	Total	Method	
GENERAL GOVERNMENT									
Transfer to Capital Reserve - Infrastructure & Equip	870,000	870,000	870,000	870,000	870,000	870,000	5,220,000	OB	
Transfer to Capital Reserve - Cemetery	125,000	125,000	125,000	125,000	125,000	125,000	750,000	OB	
Public Transit Bus Shelters	25,000						25,000	GR	
Chapel Restoration			600,000				600,000	RF	
City Hall Boiler Replacement			120,000				120,000	RF	
Transportation Center Repairs				30,000			30,000	RF	
City Hall Structural/Safety Improvements				250,000	250,000	250,000	750,000	RF	
Cemetery Improvements						550,000	550,000	RF	
TOTAL GENERAL GOVT.	1,020,000	995,000	1,715,000	1,275,000	1,245,000	1,795,000	8,045,000		
POLICE									
Police Cruiser Replacement Program	128,250	128,250	128,250	128,250	128,250	128,250	769,500	RF	
Records Management/CAD Software Upgrade		273,281					273,281	RF	
TOTAL POLICE	128,250	401,531	128,250	128,250	128,250	128,250	1,042,781		
FIRE & RESCUE									
Ambulance Replacement	240,000		240,000		240,000		720,000	RF	
Command/Staff Vehicle Replacement	55,000				45,000		100,000	RF	
Front Line Vehicle Corosion Repair	47,500			90,000			137,500	RF	
Protective Gear	149,500						149,500	RF	
Central Station Improvements		90,000					90,000	RF	
Video Conferencing		29,000					29,000	RF	
Fire Quint/Pumper Replacement				590,000			590,000	RF	
North End Station Traffic Light Improvements						85,000	85,000	RF	
TOTAL FIRE & RESCUE	492,000	119,000	240,000	680,000	285,000	85,000	1,901,000		
COMMUNITY SERVICES - PUBLIC WORKS									
PW Heavy Equipment	200,000	300,000	300,000	300,000	300,000	300,000	1,700,000	RF	
General Streets Improvements	2,001,482	2,081,541	2,164,803	2,251,395	2,341,451	2,435,109	13,275,781	OB	
General Sidewalk Improvements	108,160	112,486	116,986	121,665	126,532	131,593	717,422	OB	
Bridge Improvements	100,000	120,000	140,000	160,000	180,000	200,000	900,000	OB	
Drainage System Improvements	150,000	150,000	150,000	150,000	150,000	200,000	950,000	OB	
Traffic Signal Upgrades/Traffic Calming	90,000	90,000	90,000	90,000	90,000	90,000	540,000	OB	
Street Reconstruction - Elm/Summer/Belknap	200,000	500,000	2,000,000				2,700,000	DF	
Street Reconstruction - Chestnut/Washington	600,000						600,000	GR/DF	
Central Falls Dam Repairs	100,000	1,000,000					1,100,000	DF	
TIP - Community Trail	400,000						400,000	GR/RF	
Congestion Mitigation Route 108		250,000		1,000,000	250,000		1,500,000	DF	
Street Reconstruction - Atlantic Avenue		1,500,000					1,500,000	DF	
Street Reconstruction - Court/Union/Middle		150,000		1,600,000		2,900,000	4,650,000	DF	
Central Ave Drainage Work*			75,000		750,000		825,000	DF	
Downtown Traffic Efficiency Improvements			750,000		1,000,000		1,750,000	DF	
Street Reconstruction Fifth/Grove Streets*			100,000		750,000		850,000	DF	
Street Reconstruction - Piscataqua Road*			500,000	500,000			1,000,000	DF	
Bridge Replacement - County Farm				200,000	50,000		250,000	DF	
TOTAL COMM SERV - PW	3,949,642	6,254,027	6,386,789	6,373,060	5,987,983	6,256,702	35,208,203		
CULTURE & RECREATION									
Transfer to Capital Reserve - Park/Playground Imprv.	112,500	112,500	112,500	112,500	112,500	112,500	675,000	OB	
Bus Replacement	60,000						60,000	RF/OB	
Indoor Pool Heating System Repairs	40,000	200,000					240,000	RF	
Park Infrastructure Replace/Maintenance		75,000	75,000	75,000	75,000	75,000	375,000	RF	
Indoor Pool Solarium			75,000			250,000	325,000	RF	
Jenny Thompson Pool Water Heating System			50,000				50,000	RF/OB	
Park Improvements - Garrison Hill Park				250,000			250,000	RF	
Arena - Foster Rink Renovations					95,000		95,000	RF	
TOTAL CULTURE & RECREATION	212,500	387,500	312,500	437,500	282,500	437,500	2,070,000		
PUBLIC LIBRARY									
Library Books and Collections	114,152	117,487	120,922	124,460	128,104	131,857	736,982	OB	
Replace Slate Roof					450,000		450,000	DF	
Furnishings						100,000	100,000	OB	
TOTAL PUBLIC LIBRARY	114,152	117,487	120,922	124,460	578,104	231,857	1,286,982		
TOTAL CITY DEPARTMENTS									
	5,916,544	8,274,545	8,903,461	9,018,270	8,506,837	8,934,309	49,553,966		

Capital Improvements Program - FY2019-2024

All Projects

BOLD = New Project			* = Multi Category Project					
UNDERLINED = Change in Schedule			ITALIC = \$ Change					
PROJECT DESCRIPTION	2019	2020	2021	2022	2023	2024	Total	Finance Method
EDUCATION								
Transfer to Capital Reserve - Curriculum	50,000	100,000	50,000	100,000	50,000	100,000	450,000	OB
Transfer to Capital Reserve - Facilities	115,000	50,000	50,000	50,000	50,000	50,000	365,000	OB
Transfer to Capital Reserve - Info. Technology	50,000	50,000	50,000	50,000	50,000	50,000	300,000	OB
Transfer to Capital Reserve - Athletics	20,000	20,000	20,000	20,000	20,000	20,000	120,000	OB
Curriculum Replacement and Upgrade	100,000	100,000	100,000	100,000	100,000	100,000	600,000	OB/RF
Facilities/School Maintenance and Repairs	125,000	125,000	125,000	125,000	125,000	125,000	750,000	OB/RF
Furniture Replacement	25,000	25,000	25,000	25,000	25,000	25,000	150,000	OB
Information Technology Replacement & Upgrade	140,000	146,000	152,000	158,000	164,000	171,000	931,000	OB
Alternative School Roof Replacement	115,000						115,000	RF
Garrison Elementary School Improvements	1,200,000					5,500,000	6,700,000	DF
Comprehensive Facilities/Space Needs Study	50,000						50,000	OB
<u>Middle School - Roof Replacement</u>		525,000			500,000		1,025,000	DF
TOTAL EDUCATION	1,990,000	1,141,000	572,000	628,000	1,084,000	6,141,000	11,556,000	
TOTAL GENERAL FUND	7,906,544	9,415,545	9,475,461	9,646,270	9,590,837	15,075,309	61,109,966	
SPECIAL REVENUE FUNDS								
Building Access Control and CCTV Systems	105,000	50,000	75,000	105,000	50,000	100,000	485,000	SR
SAU Cafeteria Maintenance/Repair/Upgrade	40,000	40,000	40,000	40,000	40,000	40,000	240,000	OB
SAU Light Vehicle Replacement	50,000	50,000	50,000	50,000	50,000	50,000	300,000	OB
SAU Athletic Improvements	30,000	30,000	30,000	30,000	30,000	30,000	180,000	OB
McConnell Center Trim Repairs/Painting		120,000					120,000	OB
<u>Parking Facility - Downtown</u>				8,100,000			8,100,000	DF
TOTAL SPECIAL REVENUE FUNDS	225,000	290,000	195,000	8,325,000	170,000	220,000	9,425,000	
TIF DISTRICT FUNDS								
Street/Utility Extension - Waterfront Parcel			2,000,000				2,000,000	DF
Park Improvements - Maglaras Park				1,000,000			1,000,000	DF
Street Reconstruction Henry Law Ave					1,000,000		1,000,000	DF
TOTAL TIF DISTRICT FUNDS	0	0	2,000,000	1,000,000	1,000,000	0	4,000,000	
COMMUNITY SERVICES - WATER FUND								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Water Exploration	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Water Heavy Equipment Replacement	40,000	40,000	40,000	40,000	40,000	40,000	240,000	RF
Water Light Vehicle Replacement*	15,000	15,000	15,000	15,000	15,000	15,000	90,000	OB
Water Main Replacement - City Wide	100,000	125,000	150,000	150,000	150,000	150,000	825,000	RF
Water Meter Replacement	1,000,000	175,000	175,000	175,000	175,000	175,000	1,875,000	OB/RF
Water Treatment Plant & Well Equipment	75,000	75,000	75,000	75,000	75,000	75,000	450,000	RF
Wellhead Protection	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Water Main Replacement - Elm Street Area*	100,000		1,000,000				1,100,000	DF
Water Main Replacement - Court St area*		75,000		750,000			825,000	DF
<i>Water Main Replacement - Central Avenue - Lower*</i>			100,000		1,000,000		1,100,000	DF
<i>Water Main Replacement - Central Avenue - Upper*</i>			75,000		750,000		825,000	DF
Water Main Replacement - Fifth/Grove Streets*			125,000				125,000	RF
Water Main Replacement - Littleworth Road			100,000		1,000,000		1,100,000	DF
Water Main Replacement - Piscataqua/Drew Rds*				1,900,000			1,900,000	DF
Water Main Replacement - Urban Core						250,000	250,000	DF
TOTAL WATER FUND	2,030,000	1,205,000	2,555,000	3,805,000	3,905,000	1,405,000	14,905,000	
COMMUNITY SERVICES - SEWER FUND								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Inflow/Infiltration Study/Mitigation	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000	RF
Pump Station Equipment Replace-Maint.	75,000	75,000	75,000	75,000	75,000	75,000	450,000	OB
Sewer Heavy Equipment Replacement	40,000	40,000	40,000	40,000	40,000	40,000	240,000	RF
Sewer Light Vehicle Replacement*	15,000	15,000	15,000	15,000	15,000	15,000	90,000	OB
Sewer Main Replacements - City Wide	150,000	150,000	150,000	150,000	150,000	150,000	900,000	RF
Pump Station Upgrade - Varney Brook	2,000,000						2,000,000	DF
Pump Station Upgrade - Cochecho	150,000			1,500,000			1,650,000	DF
Pump Station Master Plan		50,000					50,000	RF
Pump Station Upgrade - River Street Force Main		150,000					150,000	RF
Sewer Jet Truck Replacement*		281,250					281,250	RF
<i>Sewer Inspection Camera</i>			50,000	50,000	50,000		150,000	OB
Sewer Main Replacements - South Central Ave			50,000		500,000		550,000	DF
Pump Station Upgrade - VFD Drive Upgrade				1,000,000			1,000,000	DF
Pump Station Upgrade - Piscataqua						150,000	150,000	OB
TOTAL SEWER FUND	3,230,000	1,561,250	1,180,000	3,630,000	1,630,000	1,230,000	12,461,250	
TOTAL OTHER FUNDS	5,260,000	2,766,250	3,735,000	7,435,000	5,535,000	2,635,000	27,366,250	
TOTAL ALL PROJECTS	13,391,544	12,471,795	15,405,461	26,406,270	16,295,837	17,930,309	101,901,216	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2017.10.25 – 156**
Resolution Re: **Appropriation For FY2019 Capital Improvements
Program – Non-Debt Financed Projects**

WHEREAS: The City Council desires to make public improvements as listed in the Capital Improvements Program for Year 1 and to finance these improvements with transfers from Reserve Trust Funds and appropriation of existing funds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL, THAT:
The following capital outlays are appropriated as part of the FY19 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Funds in the amounts listed.

Item	Description	Appropriation	Funding	Fund
1	Police Cruiser Replacement Program	\$128,250	General Fund Capital Reserve	Trust
2	Fire & Rescue Protective Gear	149,500	General Fund Capital Reserve	Trust
3	Ambulance Replacement	240,000	General Fund Capital Reserve	Trust
4	Fire Command/Staff Vehicle Replacement	55,000	General Fund Capital Reserve	Trust
5	Front Lin Vehicle Corosion Repair	47,500	General Fund Capital Reserve	Trust
6	Public Works Heavy Equipment	200,000	General Fund Capital Reserve	Trust
7	TIP - Community Trail Improvements	80,000	Transportation Improvement Reserve	Trust
8	Recreation Bus Replacement	52,000	Park Improvements Reserve	Trust
9	Indoor Pool Heating System Repairs	240,000	Park Improvements Reserve	Trust
10	Alternative School Roof Replacement	115,000	School Facility Reserve	Trust
11	Curriculum Replacement and Upgrade	50,000	School Curriculum Reserve	Trust
12	Water Exploration	100,000	Water Fund Capital Reserve	Trust
13	Water Heavy Equipment Replacement	40,000	Water Fund Capital Reserve	Trust
14	Water Main Replacement - City Wide	100,000	Water Fund Capital Reserve	Trust
15	Wellhead Protection	100,000	Water Fund Capital Reserve	Trust
16	Water Meter Replacement	825,000	Water Fund Capital Reserve	Trust
17	Water Treatment Plant & Well Equipment	75,000	Water Fund Capital Reserve	Trust
18	Inflow/Infiltration Study/Mitigation	300,000	Sewer Fund Capital Reserve	Trust
19	Sewer Heavy Equipment Replacement	40,000	Sewer Fund Capital Reserve	Trust
20	Sewer Main Replacements - City Wide	150,000	Sewer Fund Capital Reserve	Trust
	Total	<u>\$3,087,250</u>		

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2017.10.25 – 156**
Resolution Re: **Appropriation For FY2019 Capital Improvements
Program – Non-Debt Financed Projects**

DOCUMENT HISTORY:

First Reading Date: 10/25/2017	Public Hearing Date: 11/08/2017
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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.F.
Public Hearing Only

Resolution Number: **R – 2017.10.25 – 156**
Resolution Re: **Appropriation For FY2019 Capital Improvements
Program – Non-Debt Financed Projects**

RESOLUTION BACKGROUND MATERIAL:

This resolution appropriates reserve trust funds to finance a portion of the FY19 Capital Improvements Program. In addition, it authorizes the transfer of Reserve Trust Fund moneys.

The following table reflects the amount to be appropriated from the various funds and their projected balances as of 6/30/2018:

Description	Proposed Appropriation	Balance 6/30/2018
Trust Reserve Funds CIP		
General Fund Capital Reserve *	\$820,250	\$391,647
Transportation Reserve **	80,000	72,967
Parks Improvements Reserve ***	292,000	168,361
School Facility Reserve	115,000	507,064
School Curriculum Reserve	50,000	100,610
Water Fund Capital Reserve	1,240,000	2,360,925
Sewer Fund Capital Reserve	490,000	615,711
Total	3,087,250	

* The General Fund Capital Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$870,000 into the reserve is proposed in the CIP FY 2019-2024 to be budgeted during FY2019 as part of the City's Operating Budget.

** The Transportation Improvement Reserve will have sufficient funds for the appropriations as income into the reserve from the Transportation Fee applied on each Motor Vehicle registrations is estimated to generate \$150,000 during FY2019.

*** The Parks Improvements Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$112,500 into the reserve is proposed in the CIP FY2019-2024 to be budgeted during FY2019 as part of the City's Operating Budget. A portion of the appropriations for the Indoor Pool Heating System Repairs will be expended in FY2020 and be funded from the transfer from the General Fund of \$112,500 into the reserve as proposed in the CIP FY2019-2024 to be budgeted during FY2020 as part of the City's Operating Budget.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2017.10.25 – 157**
Resolution Re: **Appropriation For FY2019 Capital Improvements
Program 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	Life/Yrs	Department	Fund
		Appropriations			
1	Street Reconstruction - Elm/Summer/Belknap	\$ 2,700,000	20	Comm Serv - PW	General
2	Street Reconstruction - Chestnut/Washington	300,000	20	Comm Serv - PW	General
3	Central Falls Dam Repairs	1,100,000	20	Comm Serv - PW	General
4	Garrison Elementary School Improvements	1,200,000	20	Education	General
5	Water Main Replacement - Elm Street Area	1,100,000	20	CS- Water	Water
6	Pump Station Upgrade - Varney Brook	2,000,000	15	CS - Sewer	Sewer
7	Pump Station Upgrade - Cochecho	1,650,000	15	CS - Sewer	Sewer
	Total	\$10,050,000			

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.

AND FURTHER BE IT RESOLVED THAT:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Clean Water State Revolving Fund (CWSRF) Program for financing eligible Sewer Fund projects provided CWSRF funding is available; and the City of Dover is hereby authorized to participate in the NH Drinking Water State Revolving Fund (DWSRF) Program for financing the Water Fund projects provided DWSRF funding is available. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF and DWSRF Programs and obtain loans through the programs for eligible identified projects.

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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2017.10.25 – 157**
Resolution Re: **Appropriation For FY2019 Capital Improvements
Program and Authorization for Bonding**

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: 10/25/2017
Approved Date:

Public Hearing Date: 11/08/2017
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#: 7.G.
Public Hearing Only**

Resolution Number: **R – 2017.10.25 – 157**
Resolution Re: **Appropriation For FY2019 Capital Improvements
Program and Authorization for Bonding**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes appropriations for the projects of the FY2017 Capital Improvements Program financed by debt and authorizes the sale of bonds.

This resolution makes appropriations for projects that are scheduled to be completed over multiple years. The Finance Department requests from all departments with projects to submit cash flow requirements for projects. These cash flow projections are completed to determine the amount by project for the coming bond issuance. Those projects that are not financed or are only partially financed remain as authorized unissued debt and bonded (financed) when the cash need arises.

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).

Description	City	School	Water	Sewer	Waterfront TIF	Total
FY2019 Authorization	4,100,000	1,200,000	1,100,000	3,650,000	0	10,050,000
FY2019 Retirement	3,832,184	1,891,205	966,079	1,411,685	300,000	2,677,764
Net Change	267,816	(691,205)	133,921	2,238,315	(300,000)	7,372,236

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2017 and this authorization, against the legal debt limits.

Description	City	School	Water	DBIDA-IP	DBIDA-IB	Exempt	Total
Debt Outstanding	32,784,292	88,441,956	9,254,302	0	0	35,056,749	165,537,299
Authorized - Unissued	19,456,494	6,900,000	32,000,000	2,450,000	0	10,121,336	70,927,830
Total Issued & Unissued	52,240,786	95,341,956	41,254,302	2,450,000	0	45,178,085	236,465,129
This Authorization	4,100,000	1,200,000	1,100,000	0	0	3,650,000	10,050,000
Grand Total	56,340,786	96,541,956	42,354,302	2,450,000	0	48,828,085	246,515,129
Legal Debt Limit	97,586,960	227,702,907	325,289,868	4,000,000	NA	NA	
Unused Capacity	41,246,174	131,160,951	282,935,566	1,550,000			
Percent Unused	42.3%	57.6%	87.0%	38.8%			

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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.G.
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Resolution Re: **Appropriation For FY2019 Capital Improvements
Program and Authorization for Bonding**

Multi-Year Projects Proposed Bonding Schedule

The following table summarizes the bonding schedule for the proposed debt authorizations. This table shows that for multi-year projects the issuance of bonds will be done based on cash flow requirements per the projects' proposed segments as presented in the Capital Improvements Program.

Item #	Description	Proposed				
		Appropriations	FY2019	FY2020	FY2021	FY2022
1	Street Reconstruction - Elm/Summer/Belknap	2,700,000	200,000	500,000	2,000,000	
2	Central Falls Dam Repairs	1,100,000	100,000	1,000,000		
3	Water Main Replacement - Elm Street Area	1,100,000	100,000		1,000,000	
4	Pump Station Upgrade - Cochecho	1,650,000	150,000			1,500,000
	Total	6,550,000	550,000	1,500,000	3,000,000	1,500,000

Financial Policy Considerations

The proposed debt authorizations contained in this resolution will result in the following City Council adopted Financial Policies not being adhered to:

- A. Water Fund debt shall not exceed 5% of the State of NH legal limit.
- B. Water Fund debt service for any given fiscal year shall not exceed 40% of the total appropriations for the fund.

Water Fund debt will exceed the 5% policy limit in FY2019 and continue through FY2024 as a result of the funding appropriated for Water System Facilities Upgrade in the FY17 CIP and FY18 CIP. The Water Fund debt service as a percentage of budget is projected to exceed the 40% policy level in FY2019 and continue through FY2024. This is the result of the funding appropriated for Water System Facilities Upgrade.

Rate Impacts

The following tables summarize the change from year to year on the Property Tax Rate and the Utility Rates, net of existing debt service and aid, related to the projects proposed to be bonded in FY19. The top table reflects the impact of the new CIP projects only; the second set reflects the combined impact of the new CIP projects 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

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2017.10.25 – 157**
 Resolution Re: **Appropriation For FY2019 Capital Improvements
 Program and Authorization for Bonding**

CIP Only					CIP Only				
Net Change in Property Tax Rates					Net Change in Utility Rates				
		2019	2020	2021			2019	2020	2021
City		0.00	0.05	0.15	Water		0.00	0.01	0.05
School		0.01	0.04	0.05	Sewer		0.06	0.30	0.29
Total Change		0.01	0.09	0.20	Total Change		0.06	0.31	0.34
Est Tax Rate		27.64	27.73	27.93	Est Utility Rate		13.56	13.87	14.21
% Change City		0.00%	0.48%	1.42%	% Change Water		0.00%	0.20%	1.00%
% Change School		0.09%	0.34%	0.43%	% Change Sewer		0.70%	3.50%	3.29%
% Change Total		0.04%	0.33%	0.72%	% Change Total		0.44%	2.29%	2.46%
Including Prior Year Authorizations					Including Prior Year Authorizations				
Net Change in Property Tax Rates					Net Change in Utility Rates				
		2019	2020	2021			2019	2020	2021
City		0.28	0.22	(0.06)	Water		1.01	1.24	(0.05)
School		0.03	0.18	0.01	Sewer		0.24	0.32	(0.13)
Total Change		0.31	0.40	(0.05)	Total Change		1.25	1.56	(0.18)
Est Tax Rate		27.94	28.34	28.29	Est Utility Rate		14.11	15.67	15.49
% Change City		2.66%	2.04%	-0.56%	% Change Water		20.28%	20.70%	-0.80%
% Change School		0.26%	1.54%	0.08%	% Change Sewer		2.82%	3.65%	-1.47%
% Change Total		1.12%	1.43%	-0.18%	% Change Total		9.26%	10.58%	-1.20%
Rate per \$1,000 of Assessed Value					Rate per 100 Cubic Feet of Water Consumption				

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 taxes and user fees, based on the FY17 estimated assessed value at \$277,479 with 75 HCF of average water usage.

Impact to Average Single Family Home				
				Change
				After
Description	Yr1	Yr2	Yr3	3 Years
CIP Only				
Property Tax	3	25	55	83
Water Fees	-	1	4	5
Sewer Fees	5	23	26	53
Total Avg SFH Impact	7	49	85	141
Including PY Authorizations				
Property Tax	86	111	(14)	183
Water Fees	76	93	(4)	165
Sewer Fees	18	117	(14)	122
Total Avg SFH Impact	180	321	(31)	470

City Manager's Report

November 08, 2017

Reporting on October 2017



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.

Customer Focused Outcomes: Right to Know Requests

- ROCHESTER, NH – AGENDA MATERIALS AFTER 10/04/2017 BUT BEFORE 11/02/2017, 4 REQUESTS
- ROCHESTER, NH – BEARCAT ACCIDENT
- DOVER, NH – DEED FOR SPRUCE LANE
- DOVER, NH – INVOICES PAID FOR LAWCARE FOR PAST THREE YEARS
- CHESTER, NH – COCHECHO COURT INCIDENTS WITH FIRE DEPARTMENT

Financial Outcomes: Litigation

City v. Joel Bernier - Defendants have paid one-half of amount owed for August, September and October; Foreclosure Sale scheduled for 9/21/2017 was cancelled and no further action will be taken.

Ventas Realty Limited Partnership v. City - (2014 tax year) Bench Trial scheduled for early January 2018.

(2015 tax year) City filed answer to Petition for Abatement with Certified Record; City filed Case Structuring and ADR Order. Case stayed pending resolution of 2014 case.

(2016 tax year) City served with complaint.

Benjamin Noyes v. City – new suit filed in US District Court, forwarded to Primex.

Albert E. Souther v. City – Complaint served April 25, 2017 regarding Tolend Road Easement; Parties filed proposed Structuring Orders by July 5th. Court Structuring Order issued. Trial scheduled for May 2, 2018. Proposed access easement plan prepared and provided to plaintiff.

Bayring v. City – Petition for Declaratory Judgement & Abatement of Taxes filed 10.10.2017, served on 10.18.2017; Research by Finance Dept & Assessor's Office; Letter to Atty for Plaintiff sent 10.26.2017; Voluntary motion for Non-Suit filed by Plaintiff on 10.30.2017.

	For month	FY18	FY17	FY16
Legal Matters/Questions Handled	36	138	354	244
Document Creation & Review Including Contracts	22	97	271	267
Right to Know Requests Processed	08	34	73	66
Resolutions	17	33	42	53
Ordinances	01	05	13	29

Product & Process Outcomes:
Assistance to City Departments

City Council	Drafting/review of resolutions and ordinances; Repeal and Replace Dover's 400 th Anniversary Committee; Chapter 152
Community Services	290 Knox Marsh Road site cleanup by New England Metal Recycling; Resolution to Condemn Property for Drainage Improvements; Oak Street boundary line resolution; Tree Cutting Notice; Fluoride issues; Underground electric route; Culvert outfall repair; Competitive bidding; Orphaned property; Grave refund question
Executive	Review of documents for signature, 91-A requests; Resolutions; Chapter 5 amendments; Work with General Code on Recodification Subpoena for employment records
Fire & Rescue	91-A assistance; Personnel matter
Finance	Discharges & Liens; Stonewall Drive acceptance; Waiver of Liability and Hold Harmless Agreement to enter property; Liens for Labor and Materials; Accountant Attorney letters; Substantial Completion letter; Pending City Bond issue
Planning	Resolution for Acceptance of Donated Conservation Easement; Arch Street bike lane; Addendum to Hunt Conservation Agreement Baseline Documentation Report; Pier 1 and II documents; Third Street Development Agreement
Police	One First Dover, LLC Memorandum of Agreement; Public Notice for Towers for FCC; Chapter 166 amendments
School	SAU/Strafford County Head Start Program MOU; Dover Vocational Trust; Unitil rebate; 1-CAR training courses; High School JBC assistance
Recreation	Leases prepared for Butler Building, Bellamy Park Building; Use Agreement prepared for Ice Arena; Amendment to Lease & Sublease for McConnell Center

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.

Dover Business & Industrial Development Authority

by Daniel Barufaldi

Leadership & Governance Outcomes:

Summary:

Business activity in the region expanded at a modest to moderate pace on average with variations across industry segments. Manufacturing and retail businesses are reporting revenues with single digit year over year gains. Software and IT companies are reporting gains from flat to double digit. Commercial real estate activity was flat regionally but in modest growth locally, limited by the high cost new builds. Residential real estate is experiencing robust demand but sales limited by lack of inventory. Hiring for specific skill sets is brisk but limited by available potential employees. Planned wage increases remain moderate with prices increasing slightly to moderately in most sectors. Contacts expect further growth consistent with recent results going forward. Those retailers and restaurants affected by the Central Avenue bridge renovation and surrounding central downtown road disruptions have begun to see some relief with the multiple marketing events cosponsored and implemented by DBIDA and Dover Main Street. Retailers reported they were helped by the First Fridays Art Walk event schedule and the Hometown Holiday that brought 3,000 people downtown with the cooperation of 90 participating merchants City-wide on the last weekend in October.

Selected Business Services:

Demand for consulting and advertising is up moderately over last year at this time. Software and IT services providers are experiencing vastly 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's merger with Mass General is part of an overall consolidation trend in institutional healthcare. This is expanding the range of medical specialties availability to the Dover market. WDH has opened a new medical practice facility at the Pease Development Authority. Wages, while up significantly in critical skill areas, remain just above inflation on average, 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 reform 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 recent US administration change continues to produce a prevailing air of caution in this and several other sectors with real local economic effect. Local walk-in healthcare centers are hiring strongly as these in demand skill sets become available.

Predictions for 2017 revenue growth are in the 5%-10% range. Liberty Mutual recently announced an employee layoff of 190 in New Hampshire as they are ramping up a more highly automated computerized data processing system.

Commercial Real Estate:

Commercial real estate sales activity continued with moderate sustained growth locally, and with flat activity 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. New build costs for needed 20,000 SF – 30,000 SF manufacturing/ assembly/ warehouse/ office spaces at Enterprise Park are causing sticker shock for several prospects and delaying project initiation. Office leasing continued to be just above flat 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 somewhat 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 one additional basis point hike in March. Two more 25 basis point hikes are 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 Healthcare Bill and Medicaid status 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. The two formerly vacant buildings in Enterprise Park are now occupied. The Fosters building at 333 central Ave. was recently sold to a local service provider company for \$1.5 million and is now once again sold to a new buyer (Horizon Trust LLC). The Robbins building downtown has sold to Cathartes and will be demolished to make room for a full block mixed use development on the site.

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 and Q2 but Q3 unit sales declined due to low inventories. Rising prices are convincing sellers to put homes on the market before interest rates go up any more (now averaging 4.69% on residential mortgages). Median selling prices continue to rise locally and are up 7-9% 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. Dollar 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 will continue to do well throughout 2017.

Manufacturing & Related Services:

Most local manufacturers supplying domestic markets are now reporting strength in sales and improved year over year profits. One point-of-purchase systems supplier is experiencing sales increases significant enough to require some out sourcing of production. 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 but may become more pronounced over the balance of the year. The Chinese economy has slowed markedly (China's GDP is still growing at a 6-7% rate) and their investment in infrastructure, often purchased here, is also down significantly. Some concern exists that the new administration's "America First" policies will negatively affect exports. Currently, local manufacturers are experiencing growing sales. The recent EU economic problems and refugee influx from Iraq, Libya, Yemen and Syria, coupled with the economic problems in China, the North Korean tension buildup and the effects they will cause in world-wide markets and economies are a growing uncertainty and concern. Other uncertainties surrounding the recent federal administration change are evident in local manufacturers, including import taxes and a relaxation of the regulatory constraints on businesses that will reduce costs. NAFTA revisions, if implemented, could cause some local manufacturers concern that have facilities in Mexico or Canada or are importing raw materials or parts from those NAFTA partners. Local manufacturers are still uncertain about the tax reform package anticipated from the administration but are encouraged by the most recent tax reform plan put forward. Pickup truck and auto sales continue in a sustained decline this month with large holdover inventories triggering sell-off sale prices. GM has experienced a large Q2, 2017 loss and is phasing out Australia production. Ford Focus model manufacturing is being transferred to China. Other expensive car brands sales appear to be falling off here as well. Locally we are seeing some confidence in future 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 previously reporting a pause in formerly increasing sales, are now anticipating a return to the up side with the proposed increase in defense spending. Locally, Safran and Albany International are experiencing a decline in their aerospace composites businesses due to their inability to meet performance specs consistently. 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. We currently anticipate one new building going up over the next year to 18 months in Enterprise Park. Outlook for the balance of the year remains very 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 have finished fit out for new owners that have already moved in. The Silver Square development (roundabout complete) are now well underway with Phase II progress on this \$50 million dollar development. The Residence at Silver Square assisted living building has been erected and is undergoing fit out. The new on-site Garrison 66 room boutique hotel is now open and experiencing excellent occupancy rates.

Price pressures remain moderate. Regional manufacturers remain optimistic.

Labor demand has been strong in IT and software. 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. New initiatives with the Greater Dover Chamber of Commerce Education Committee, Great Bay Community College and UNH for BIZEDConnect intern programs are getting underway as school season resumes and the DBIDA Board is replenished. 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".

Retail & Tourism:

Retailers contacted for this period report enhanced results following the end of downtown road disruptions. Year-over-year store sales range from flat to up 5%. Firms are hiring to replace departing student employees and most are reporting difficulty in acquiring replacements locally. The recent stock market increases are spilling confidence into Main Street businesses at present. Some uncertainty has crept in with the failure to pass a new healthcare bill. Restaurants report expected sales increases of 2% - 6% heading into Q4, a reversal of previous Q4 trends due to the high employment rate in Dover. Local restaurants are having difficulty hiring wait staff to support desired expansions. The recent gasoline price volatility (now on a slightly higher price cycle), has had no discernible effect on retail, hotel and restaurant sales so far. OPEC's recent decision to extend their oil production cuts are not expected to sustain current pricing at the gas pump during the rest of the foliage driving season as there is some evidence that Venezuela and some African states are not limiting production as agreed. A federal hiring freeze will apparently not affect defense spending, now slated to increase by \$54 billion. This could have a very positive effect on the number of shipyard and Air Force workers electing to get better value for their Fed per diem allowance by staying in Dover hotels and having dinner in Dover. On-line shopping has reinforced a "just-in-time" shopping mentality that has exacerbated erratic monthly sales results. Sears / K-Mart, Macys, Walmart and Target are experiencing declining sales and are doing some store closings and layoffs. Looking at longer term retail results tends to dispel the shopping center apocalypse reports. As overall brick and mortar retail sales are up 4.1 % over the same period last year. 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 which are up by 12.4% year-over-year. Bus tours to Dover are fully booked for 2017 and early 2018. Pricing that has remained steady up to now, is beginning to be affected by wage rates for experienced retail clerks and wait staff and is beginning to force prices to rise at local restaurants.

Employment and Wages:

Local labor markets continued to tighten in October with anticipated holiday retail labor demand adding to the pressure. Dover's current unemployment rate is 2.2%. Salary increases for highly skilled employees are increasingly frequent as retention and attraction efforts multiply to sustain growing sales. Lack of STEM skills and drug test failures by prospective employees are real limits to the potential hiring pool.

Wages for wait staff and experienced retail workers have begun to move upward modestly. Restaurants are expressing concern about labor shortages for the fall season.

In the higher skill set categories, engineers, paramedics, physician's assistants and nurses are in short supply and are commanding top salaries and temporary living subsidies for those traveling to the region to work.

* 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: Phase 1 completion
- Yacht Club Development
- Stonewall Kitchens Development
- Rand-Whitney Development:
- 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 sold to a Cathartes
- Broadway mixed use development
- Purchase of 44 Venture drive: refit completed.
- Well over \$100,000,000 in Dover development underway.
- Enterprise Park Developments suffering from "sticker shock" for new builds.
- Fosters Building sold for \$1.5 million and is once again on the market.
- The Old courthouse Building on First and 2nd is being transformed into a mixed use facility.
- One new- build is being considered at Enterprise Park.
- 6 Grove St. Project in TRC.

J. MICHAEL JOYAL, JR.
CITY MANAGER



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 25, 2017**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Ciotti led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Shanahan.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier said the Lease Agreements for Items 13.A.6. and 13.A. 7. have been substituted due to scribner errors.

Deputy Mayor Carrier moved for the approval of the Agenda as amended; seconded by Councilor Ciotti.

Vote: 8/0.

7. PUBLIC HEARINGS

A. CHAPTER 5 – BOARDS AND COMMISSIONS: SECTION 1: ESTABLISHMENT SPONSORED BY MAYOR WESTON

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

B. CHAPTER 152 STREETS AND SIDEWALKS SPONSORED BY COUNCILOR CIOTTI

Richard Hebbard, 97 Spruce Lane: He spoke against the Ordinance.

Mary Hebbard, 97 Spruce Lane: She spoke against the Ordinance.

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

C. REGARDING THE PUBLIC NECESSITY TO CONDEMN CERTAIN PROPERTY OFF BROADWAY FOR DRAINAGE IMPROVEMENTS 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, October 25, 2017**
Meeting Time: **7:00 pm**

Richard Hebbard, 97 Spruce Lane: He spoke against the resolution.

Mary Hebbard, 97 Spruce Lane: She spoke against the resolution.
Mayor Weston, seeing no one else wishing to speak, closed the Public Hearing.

8. CITIZEN'S FORUM

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

Joseph Price, 14 Samuel Hanson Avenue: He spoke about safety concerns with City traffic, crosswalks, intersections, and cell phone use.

Richard Hebbard, 97 Spruce Lane: He talked about the damage to his property by City salt. He has a filed a claim and hopes to have it resolved soon. He thanked Councilor Gagnon and Councilor Shanahan for doing their jobs asking great questions regarding the highway ordinance.

Mary Hebbard, 97 Spruce Lane: She referred to the October 11, 2017 meeting and how Citizen's Forum participants weren't required to give their name and address. She talked about immigration and the City being a sanctuary city for undocumented individuals. She said Dover Police Chief Colarusso told her that they are not asking people for their papers, but would comply with ICE (Immigration and Customs Enforcement) requests for information. She spoke of her concerns for these people who believe Dover is a safe place.

Robert Berry, 7 Madelyn Drive: He spoke in agreement with Items 13.A.7., 13.A.8., 13.B.2., and the CIP resolutions.

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

9. CITY MANAGER'S REPORT

Assistant City Manager Parker said the City did not provide a written report at this time, but said he will provide two reports at the November 8, 2017 meeting. He updated the Council on a few things for the City Manager. He gave an overview on several road construction projects in the City. He said Change in Assessment letters have been sent out to property owners. He added that all the paperwork has been sent to the Department of Revenue Administration (DRA) and the City is waiting for an appointment to set the tax rate. He addressed some of the Citizens Forum's comments regarding safety issues with crosswalks and traffic concerns.

City Clerk Lavertu gave an overview of the District 13 Special Election results, and the upcoming Municipal Election to be held on November 7, 2017. She spoke about the need for election workers, and asked citizen's to contact her office.

General Legal Counsel gave an update on the Hebbard's property damage claim.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 25, 2017**
Meeting Time: **7:00 pm**

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

Vote: 8/0.

10. APPROVAL OF MINUTES

A. October 11, 2017 – 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 said she attended a grand opening. She also attended the Naturalization of U.S. Citizens event.

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

Vote: 8/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. CHAPTER 5 – BOARDS AND COMMISSIONS: SECTION 1: ESTABLISHMENT SPONSORED BY MAYOR WESTON

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

Mayor Weston gave an overview of ordinance to the Council.

City Clerk Lavertu said she will notify the Board/Commission Chairpersons of the rule change.

Roll Call Vote: 8/0.

B. ORDINANCES IN THE 3RD READING

1. CHAPTER 152 STREETS AND SIDEWALKS SPONSORED BY COUNCILOR CIOTTI

Councilor Ciotti moved for its adoption; seconded by Councilor O'Connor.

General Legal Counsel Blenkinsop gave an overview of the ordinance and the recent changes to the Council.

Roll Call Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 25, 2017**
Meeting Time: **7:00 pm**

C. RESOLUTIONS

- 1. REGARDING THE PUBLIC NECESSITY TO CONDEMN CERTAIN PROPERTY OFF BROADWAY FOR DRAINAGE IMPROVEMENTS**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.
General Legal Counsel gave an overview of the resolution to the Council.
Roll Call Vote: 8/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE –Dover Adult Learning Center of Strafford County**
- 2. B18010 FORD F650 WITH CRANE “OR EQUAL”**
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. B18020 CITY HALL AUDITORIUM CEILING RESTORATION**
SPONSORED BY MAYOR WESTON BY REQUEST
- 4. B18021 WINTER SAND**
SPONSORED BY MAYOR WESTON BY REQUEST
- 5. EXEMPTION OF PLAID FRIDAY (NOVEMBER 24, 2017) FROM METERED HOURS OF OPERATION 166-37**
SPONSORED BY MAYOR WESTON BY REQUEST
- 6. APPROVAL OF WALTERS DISC GOLF EMPORIUM, LLC LEASE AT THE BELLAMY PARK BUILDING**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. APPROVAL OF GREAT BAY ROWING LEASE AT THE BUTLER BUILDING**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. APPROVAL OF UNIVERSITY OF NEW HAMPSHIRE LEASE AT THE BUTLER BUILDING**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. APPROVAL OF EVERSOURCE EASEMENT DEED ON MAST ROAD**
SPONSORED BY MAYOR WESTON BY REQUEST
- 10. APPROVAL OF ZEBRA CROSSINGS AMENDMENT TO JULY 15, 2015 LEASE AGREEMENT**
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, October 25, 2017**
Meeting Time: **7:00 pm**

11. APPROVAL OF SUBLEASE OF ZEBRA CROSSINGS TO BIG FISH LEARNING COMMUNITY

SPONSORED BY MAYOR WESTON BY REQUEST

12. APPROVAL OF WILLAND POND LAND EXCHANGE AND BOUNDARY LINE ADJUSTMENT

SPONSORED BY MAYOR WESTON BY REQUEST

13. APPROVAL FOR CITY TO ACQUIRE A UTILITY EASEMENT THROUGH RED'S SHOE BARN PROPERTY, BROADWAY

SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|--|---|
| 1. School Board | 12. Pool Advisory 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. Energy Commission | 17. Joint Building Committee – Garrison Elementary School |
| 7. Legislative Liaison | 18. Dover Main Street |
| 8. Library Board of Trustees | 19. Dover's 400 th Anniversary Committee |
| 9. McConnell Center Advisory Committee | |
| 10. Ordinance Committee | |
| 11. Parking Commission | |

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. Councilor Gasses pulled Item 13.A.2.

Councilor O'Connor pulled Item 13.A.11.

Councilor Ciotti pulled Item 13.A.13.

Deputy Mayor Carrier pulled Item 13.A.5.

Councilor Thibodeaux pulled Items 13.A.3. and 13.A.6.

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

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.2.; seconded by Councilor Gasses.

Roll Call Vote: 8/0.

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

Roll Call Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 25, 2017**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier moved for the adoption of Item #13.A.5.; seconded by Councilor Greenshields.
Deputy Mayor Carrier talked about extending it for the holiday season.
Assistant City Manager Parker said he will bring the suggestion to the Parking Commission.
Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.6.; seconded by Councilor Thibodeaux.
Recreation Director Bannon gave an overview of the resolution to the Council.
Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.11.; seconded by Councilor O'Connor.
Recreation Director Bannon gave an overview of the resolution to the Council.
Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.13.; seconded by Councilor Ciotti.
General Legal Counsel gave an overview of amendment language to the Council.
Councilor O'Connor moved to make the amendment to the License Agreement, Page 3, following terminated in the first line, add "located on properties immediately abutting the northwesterly sideline of the "PUBLIC 66' WIDE R.O.W." as shown on the plan and located directly across from the properties northwesterly boundary and/or otherwise"; seconded by Councilor Thibodeaux.
Vote: 8/0.
Attorney Christopher Wyskiel, Wyskiel, Boc, Tillinghast & Bolduc, P.A., spoke on behalf of the Murrays and Red's Shoe Barn. He said they have agreed to the amendment.
Mayor Weston asked for a roll call vote on the amended resolution.
Roll Call Vote: 8/0.

B. RESOLUTIONS

1. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND DPEA

SPONSORED BY MAYOR WESTON BY REQUEST

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

2. ADOPTION OF ALL VETERAN'S TAX CREDIT (TO BE REFERRED TO A PUBLIC HEARING ON NOVEMBER 8, 2017.) SPONSORED BY MAYOR WESTON AND COUNCILOR O'CONNOR

Deputy Mayor Carrier moved to refer to a public hearing on November 8, 2017;
seconded by Councilor O'Connor.
Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 25, 2017**
Meeting Time: **7:00 pm**

- 3. AMEND FISCAL YEAR 2018 FEE SCHEDULE TO CREATE VETERAN'S DISCOUNT FOR ANNUAL MEMBERSHIP FEES AT CITY RECREATION FACILITIES AND FEE FOR NON-RESIDENT LIBRARY CARDS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (TO BE REFERRED TO A PUBLIC HEARING ON NOVEMBER 8, 2017.)**
SPONSORED BY MAYOR WESTON AND COUNCILOR O'CONNOR

Deputy Mayor Carrier moved to refer to a public hearing on November 8, 2017; seconded by Councilor O'Connor.

Councilor O'Connor moved to add Membership Fees to background; seconded by Councilor Greenshields.

Vote: 8/0.

Councilor O'Connor moved to amend the second Whereas by striking "Strafford County", and remove "of Strafford County" reference in the Background Information; seconded by Councilor Gagnon.

Vote: 8/0.

Mayor Weston asked for a vote to refer the amended resolution to a public hearing on November 8, 2017.

Vote: 8/0.

- 4. AMENDMENT OF SCHEDULE OF FEES FOR ORCHARD STREET PARKING GARAGE (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (TO BE REFERRED TO A PUBLIC HEARING ON NOVEMBER 8, 2017.)**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on November 8, 2017; seconded by Councilor Ciotti.

Parking Manager Simons gave an overview of the resolution to the Council.

Vote: 8/0.

- 5. ADOPTION OF FISCAL YEAR 2019-2024 CAPITAL IMPROVEMENTS PROGRAM (TO BE REFERRED TO A PUBLIC HEARING ON NOVEMBER 8, 2017, WITH CITY COUNCIL VOTE OCCURRING ON DECEMBER 13, 2017)**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on November 8, 2017; 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, October 25, 2017**
Meeting Time: **7:00 pm**

- 6. APPROPRIATION FOR FY2019 CAPITAL IMPROVEMENTS PROGRAM –
NON-DEBT FINANCED PROJECTS
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON NOVEMBER 8, 2017, WITH
CITY COUNCIL VOTE OCCURRING ON DECEMBER 13, 2017)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on November 8, 2017;
seconded by Councilor O'Connor.
Vote: 8/0.

- 7. APPROPRIATION FOR FY2019 CAPITAL IMPROVEMENTS PROGRAM AND
AUTHORIZATION FOR BONDING
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON NOVEMBER 8, 2017, WITH
CITY COUNCIL VOTE OCCURRING ON DECEMBER 13, 2017)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on November 8, 2017;
seconded by Councilor Thibodeaux.
Vote: 8/0.

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 166 VEHICLES AND TRAFFIC – SECTIONS: 16 and 37
(TO BE REFERRED TO A PUBLIC HEARING ON NOVEMBER 8, 2017)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on November 8, 2017;
seconded by Councilor Ciotti.
Vote: 8/0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

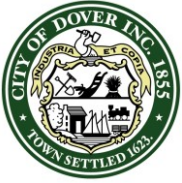
Councilor Thibodeaux spoke about the new signs on Dover Point Road.

Mayor Weston talked about Council Rules and names and address being given during Citizen's Forum.

Councilor Ciotti asked for a sign in sheet.

Mayor Weston talked about scheduling a Joint Fiscal Committee meeting on November 6, 2017.

Mayor Weston said this Saturday was her Coffee with the Mayor and Superintendent at the Dover Police Station.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 25, 2017**
Meeting Time: **7:00 pm**

16. ADJOURNMENT

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2017.10.25 – 010
Ordinance Title: Vehicles and Traffic
Chapter: 166
Sections: 16, 37

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to make specific changes to Sections 166-16 and 166-37.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” Section 166-16.E.(4) General Parking Restrictions is hereby amended follows:

166-16. General Parking Restrictions.

E. Restricted Parking. [Added 10-02-96 by Ord. No. 13-96; Amended 05-25-2016 by Ord. No. 2016.05.11-007; Amended 04-12-2017 by Ord. No. 2017.03.22-004]

(4) Orchard Street Parking Garage: Between the hours of 2:00 A.M.to 6:00 A.M., no persons shall park a Vehicle in the Orchard Street Parking Garage unless it is properly displaying a valid permit or has obtained an overnight parking receipt for a designated space from a Parking Meter.

3. AMENDMENT

The Index heading for Chapter 166-37 Hours of Operation and Rates is amended as follows:

166-37. Hours of Operation and Rates.

4. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” Section 166-37 Hours of Operation and Rates is hereby amended by making revisions to Paragraph A as follows:

166-37. Hours of Operation and Rates. [Amended on 01-13-88 by Ord. No. 34-87; Amended 04-12-2017 by Ord. No. 2017.03.22-004]

A. Paid parking ~~Parking Meters~~ shall be ~~in operation~~required daily between the hours of 9:00 a.m. and 7:00 p.m., except on Saturdays, Sundays and legal holidays with the exception of: ~~the Henry Law Recreation Parking Lot, which shall be in operation daily between the hours of 9:00 a.m. and 5:00 p.m., except on Saturdays, Sundays and legal holidays~~

(1) the Henry Law Recreation Parking Lot, where paid parking from a Parking Meter shall be required daily between the hours of 9:00 a.m. and 5:00 p.m., except on Saturdays, Sundays and legal holidays; and



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2017.10.25 – 010
Ordinance Title: Vehicles and Traffic
Chapter: 166
Sections: 16, 37

(2) The Orchard Street Parking Garage where paid parking shall be required daily between the hours of 9:00 a.m. and 7:00 p.m., except on Saturdays, Sundays and legal holidays and where paid parking shall be required daily between the hours of 2:00 a.m. and 6:00 a.m.

5. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2017.10.25 – 010
Ordinance Title: Vehicles and Traffic
Chapter: 166
Sections: 16, 37

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

166-16 General Parking Restrictions and 166-37 Hours of Operation and Rates are being amended to add an overnight parking option.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2017.10.25 – 152**
Resolution Re: Adoption of All Veterans' Tax Credit

WHEREAS: The NH legislature during their 2016 session and 2017 session enacted legislation authorizing municipalities to adopt an All Veterans' Property Tax Credit; and

WHEREAS: The City Council desires to recognize all veterans' for their service and provide continued tax relief to veterans through a tax credit; and

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

The City of Dover adopts the provisions of RSA 72:28-b *All Veterans' Tax Credit*. In accordance with RSA 72:28-b the All Veterans' Tax Credit will be phased in over a 3-year period and the annual tax credit will be as follows:

April 1, 2018 (Tax Year 2018) – Tax Credit of \$167.00

April 1, 2019 (Tax Year 2019) – Tax Credit of \$333.00

April 1, 2020 (Tax Year 2020) – Tax Credit of \$500.00

Note: This resolution requires a duly advertised public hearing

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston

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

Councilor John O'Connor
Ward 1

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2017.10.25 – 152**
Resolution Re: Adoption of All Veterans' Tax Credit

DOCUMENT HISTORY:

First Reading Date: 10/25/2017	Public Hearing Date: 11/08/2017
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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2017.10.25 – 152**
Resolution Re: Adoption of All Veterans' Tax Credit

RESOLUTION BACKGROUND MATERIAL:

In the 2016 session of the NH legislature the All Veterans' Tax Credit was enacted as RSA 72:28-b. This statutory authority allowed NH municipalities that already had the Standard and Optional Veterans' Tax Credit in effect, the authority to establish an All Veterans' Tax Credit. The All Veterans' Tax Credit is to be the same amount as the standard and optional veterans' tax credit in effect in the municipality.

In the 2017 session of the NH legislature the All Veterans' Tax Credit RSA 72:28-b was amended to acknowledge that enacting the credit may be phased in over a period of 3 years.

The All Veterans' Tax Credit to be enacted in the City of Dover is proposed to be phased in over a 3-year period. The annual tax credit would be as follows:

April 1, 2018 (Tax Year 2018) – Tax Credit of \$167.00
April 1, 2019 (Tax Year 2019) – Tax Credit of \$333.00
April 1, 2020 (Tax Year 2020 and thereafter) – Tax Credit of \$500.00

All applications for credits must be made to the Tax Assessment office in City hall by April 15th of each tax year preceding the setting of the tax rate. Attached to this resolution is a listing provided by the NH Office of Veterans Services that denotes the Forms and Documents Verifying a Veteran's Active Military Service. Applicants will be required to provide copy of discharge papers that state Honorable Discharge and dates in & out of active duty, and/or Summary of Benefits letter from the VA, and photo ID. Additional proof of service, disability, marriage, death and/or residency may be required.

TITLE V TAXATION

CHAPTER 72 PERSONS AND PROPERTY LIABLE TO TAXATION

Property Taxes

Section 72:28-b

72:28-b All Veterans' Tax Credit. –

I. A town or city may adopt or rescind the all veterans' property tax credit granted under this section by the procedure in RSA 72:27-a.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2017.10.25 – 152**

Resolution Re: Adoption of All Veterans' Tax Credit

II. The credit granted under this section shall be the same as the amount of the standard or optional veterans' tax credit in effect in the town or city under RSA 72:28. A town or city with an existing standard or optional veterans' tax credit under RSA 72:28 prior to August 18, 2016, adopting the credit under this section, may phase in the amount of the all veterans' tax credit over a 3-year period to match the standard or optional veterans' tax credit.

III. The all veterans' tax credit shall be subtracted each year from the property tax on the veteran's residential property.

IV. A person shall qualify for the all veterans' tax credit if the person is a resident of this state who served not less than 90 days on active service in the armed forces of the United States and was honorably discharged or an officer honorably separated from service; or the spouse or surviving spouse of such resident, provided that Title 10 training for active duty by a member of a national guard or reserve shall be included as service under this paragraph; provided however that the person is not eligible for and is not receiving a credit under RSA 72:28 or RSA 72:35.

Source. 2016, 217:1, eff. Aug. 8, 2016. 2017, 109:1, eff. June 8, 2017.

The City estimates that there could be an additional 545 veterans credits issued as All Veterans' Tax Credit. The table below provides the estimated tax impact for Tax Year 2018 through Tax Year 2020.

					Tax Impact
	Proposed	Additional		Estimated	Average
Tax Year	All Veterans'	Veterans	Tax Levy	Tax Rate	Single Family
	Tax Credit	Tax Credits	Impact	Impact	Home
2018	\$167.00	545	\$91,015.00	\$0.03	\$8.32
2019	\$333.00	545	\$181,485.00	\$0.06	\$16.65
2020	\$500.00	545	\$272,500.00	\$0.09	\$24.97

Forms and Documents Verifying a Veteran's Active Military Service

List provided by NH Office of Veterans Service

DD 214 from any branch of the armed forces;	NAVPERS 554 from the United States Navy;
DD 215 from any branch of the armed forces;	NAVPERS 660 from the United States Navy;
DD 217 from any branch of the armed forces;	NAVPERS 661 from the United States Navy;
DD Form 2 (Retired)	NGB Form 22 from the National Guard;
Completed DD Form 4/2 from the National Guard (<i>See note below</i>)	WD AGO 53-55 from the United States Army;
GSA Form 6954 from the National Archives;	WD AGO 53-98 from the United States Army;
NA Form 13038 from the National Archives;	WD AGO 755 from the United States Army;
NA Form 13041 from the National Archives;	Verification of Service letter from the United States Department of Veterans Affairs;
NAVCG 2510 from the United States Coast Guard;	Summary of Military Service Record from the New Hampshire Korean War Bonus application;
NAVMC 70-PD from the United States Marine Corps;	Notarized statement of service letter signed by the individual's commanding officer or administrative officer.
NAVMC 78-PD from the United States Marine Corps;	Other documents approved by the Director of the NH State Veterans Council.
NAVPERS 553 from the United States Navy;	

Current as of: August 1, 2013

The above (excerpted from HB 1372) is a list of forms and documents that are usually sufficient for verifying a veteran's active military service.

For a document to be acceptable in verifying a veteran's active military service, it must show (in addition to sufficient identification data) at least three key pieces of information:

- a date of entry into active duty,
- a date of separation or release from active duty, and
- the character of the discharge (proof of honorable discharge or separation).

Note: Form DD Form 4/2 is a reenlistment form used by all branches of service. It is actually a three part form – 4/1, 4/2 and 4/3. It may or may not show character of discharge.

Revised August 1, 2013 to reflect additions in RSA 21:50, I (b) (*Effective 7/24/2013*)

Search for this list and the qualifying medals list at:

http://www.revenue.nh.gov/munc_prop/exemptions-tax-credits/vetex_cr.htm



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2017.10.25 – 153**
Resolution Re: Amend FY2018 Fee Schedule to Create Veterans' Discount for Annual Membership Fees at City Recreation Facilities and Fee For Non-Resident Library Cards.

WHEREAS: The City Council adopted the FY2018 City Operating Budget and the associated Schedule of Fees on May 3, 2017; and

WHEREAS: The City Council desires to recognize all veterans for their service and provide continued relief to veterans through a reduction of certain city membership fees; and

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

The City of Dover FY2018 Schedule of Fees is hereby amend to enact a 25% discount on both the annual membership fees at City Recreation facilities and the fee for non-resident library cards.

Note: This resolution requires a duly advertised public hearing and 2/3rd vote for passage.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston

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

Councilor John O'Connor
Ward 1

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2017.10.25 – 153**
Resolution Re: Amend FY2018 Fee Schedule to Create Veterans' Discount for Annual Membership Fees at City Recreation Facilities and Fee For Non-Resident Library Cards.

DOCUMENT HISTORY:

First Reading Date: 10/25/2017	Public Hearing Date: 11/08/2017
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.		

RESOLUTION BACKGROUND MATERIAL:

This resolution will enacted a 25% discount on the following fees as listed in the FY2018 adopted Schedule of Fees:

- McConnell Center Gym – Membership Fees
- Indoor Pool - General Admission Fees
- Thompson Pool – General Admission Fees
- Senior Center – Membership Fees
- Ice Arena – Public Skating General Admission Fees
- Public Library – Non Resident Library Card Fee

Any veteran presenting a document, as listed in the attached NH Office of Veterans' Services Forms and Documents Verifying a Veteran's Active Military Service, will be granted the discount on the membership and admission fees noted above. The veteran will need to present the eligible document at the respective recreation facility or public library to receive the discount.

R-2017.10.25_Amend FY2018 Fee Schedule for Veterans' Discount on Membership Fees for Recreation Facilities and Fee for Non-Resident Library Cardss	
Document Created by: Finance Department	Page 2 of 2
Document Posted on: November 3, 2017	

Forms and Documents Verifying a Veteran's Active Military Service

List provided by NH Office of Veterans Service

DD 214 from any branch of the armed forces;	NAVPERS 554 from the United States Navy;
DD 215 from any branch of the armed forces;	NAVPERS 660 from the United States Navy;
DD 217 from any branch of the armed forces;	NAVPERS 661 from the United States Navy;
DD Form 2 (Retired)	NGB Form 22 from the National Guard;
Completed DD Form 4/2 from the National Guard (<i>See note below</i>)	WD AGO 53-55 from the United States Army;
GSA Form 6954 from the National Archives;	WD AGO 53-98 from the United States Army;
NA Form 13038 from the National Archives;	WD AGO 755 from the United States Army;
NA Form 13041 from the National Archives;	Verification of Service letter from the United States Department of Veterans Affairs;
NAVCG 2510 from the United States Coast Guard;	Summary of Military Service Record from the New Hampshire Korean War Bonus application;
NAVMC 70-PD from the United States Marine Corps;	Notarized statement of service letter signed by the individual's commanding officer or administrative officer.
NAVMC 78-PD from the United States Marine Corps;	Other documents approved by the Director of the NH State Veterans Council.
NAVPERS 553 from the United States Navy;	

Current as of: August 1, 2013

The above (excerpted from HB 1372) is a list of forms and documents that are usually sufficient for verifying a veteran's active military service.

For a document to be acceptable in verifying a veteran's active military service, it must show (in addition to sufficient identification data) at least three key pieces of information:

- a date of entry into active duty,
- a date of separation or release from active duty, and
- the character of the discharge (proof of honorable discharge or separation).

Note: Form DD Form 4/2 is a reenlistment form used by all branches of service. It is actually a three part form – 4/1, 4/2 and 4/3. It may or may not show character of discharge.

Revised August 1, 2013 to reflect additions in RSA 21:50, I (b) (*Effective 7/24/2013*)

Search for this list and the qualifying medals list at:

http://www.revenue.nh.gov/munc_prop/exemptions-tax-credits/vetex_cr.htm

CITY OF DOVER
MEMBERSHIP FEES SUBJECT TO 25% VETERANS DISCOUNT

RECREATION	
McConnell Center Gym:	
Resident Adult	\$120.00/year
Resident Senior	\$65.00/year
Non-Resident Adult	\$150.00/year;
Non-Resident Senior	\$80.00/year
Indoor Pool Admissions:	
Resident Adult	\$160.00/year
Resident Senior	\$75.00/year
Non-Resident Adult	\$320.00/year
Non-Resident Senior	\$150.00/year
THOMPSON POOL:	
Resident Adult	\$70.00/year
Resident Senior	\$40.00/year
Non-Resident Adult	\$140/year
Non-Resident Senior	\$80.00/year
SENIOR CENTER:	
Resident Memberships	\$15.00 per year
Non-resident Memberships	\$25.00 per year
PUBLIC SKATING	
Resident Adult - Full Year	\$180.00 per year
Resident Senior - Full Year	\$140.00 per year
Non-Resident Adult - Full Year	\$225.00 per year
Non-Resident Senior - Full Year	\$180.00 per year
PUBLIC LIBRARY	
LIBRARY CARDS	
Borrowers who neither reside, work, or attend school in Dover	\$200.00 full year
Seniors (62+) who neither reside, work, or attend school in Dover	\$150.00 full year



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2017.10.25 – 154**

Resolution Re: Amendment of Schedule of Fees for Orchard Street
Parking Garage

WHEREAS: Under O-2017.10.25, Chapter 166 has been amended to make specific changes to 166-16.E.(4) General Parking Restrictions regarding overnight parking for vehicles in the Orchard Street Parking Garage; and

WHEREAS: That a \$3.00 flat fee is the proposed rate for paid overnight parking in designated spaces in the Orchard Street Parking Garage; and

WHEREAS: That the Schedule of Fees be amended to reflect this additional charge.

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

That the Police Department's Schedule of Fees be amended to reflect the \$3.00 flat fee charge for overnight parking in designated spaces in the Orchard Street Parking Garage.

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.3.

Resolution Number: **R – 2017.10.25 – 154**
Resolution Re: Amendment of Schedule of Fees for Orchard Street
Parking Garage

DOCUMENT HISTORY:

First Reading Date: 10/25/2017	Public Hearing Date: 11/08/2017
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.		

RESOLUTION BACKGROUND MATERIAL:

In accordance with a portion of O-2017.10.25 Vehicles and Traffic, regarding Section 16 General Parking Restrictions, an amendment needs to be made to the Schedule of Fees regarding the Orchard Street Parking Garage.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2017.11.08 – 158**

Resolution Re: B14074 Phase II - Professional Engineering Services for
Water Systems Facility Upgrades Change Order #4

WHEREAS: A sealed Request for Qualifications (RFQ) B14074 was issued and received for Professional Engineering Services for Water Systems Facility Upgrades on July 9, 2014 at 11:00 am. Four firms replied and interviews were conducted on August 3, 2014 with representatives from all four firms. The evaluating committee recommended award to Underwood Engineers of Portsmouth as the top ranked firm for this project. The Phase I design, construction, and construction oversight services has been awarded over the past several years; and

WHEREAS: In October 2016, City Council awarded Phase II for the design services with costs totaling \$350,300.00 from Underwood Engineers for work at the Willand Pond Wells, Smith / Cummins Well, Isinglass Recharge and Garrison Hill Reservoir via Resolution [R-2016.10.26](#). The City Council approved (3) three change orders totaling \$305,000.00 for services at Old Rochester Rd, New Rochester Rd, Bellamy and Isinglass as well as interconnect design with Somersworth via resolution [R-2017.08.09-093](#); and

WHEREAS: The City has received change order #4 in the amount of \$94,948.00 for design services for improvements to the water main along Washington and Main starting at Central Ave and ending at Broadway; and

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

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

The Purchasing Agent is hereby authorized to issue Change Order #4 to Underwood Engineers of Portsmouth, NH for Phase II design services in the amount not to exceed \$94,948.00. 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
5300.1.300.43320.4757.03588.17	Water Main Replacement Main & Washington	1,100,000	1,100,000

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2017.11.08 – 158**

Resolution Re: B14074 Phase II - Professional Engineering Services for
Water Systems Facility Upgrades Change Order #4

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2017.11.08 – 158**

Resolution Re: B14074 Phase II - Professional Engineering Services for
Water Systems Facility Upgrades Change Order #4

RESOLUTION BACKGROUND MATERIAL:

The City of Dover's Community Services Department, Utilities Division requested the submission of Statements of Qualifications from full service engineering firms to provide services for water system facilities upgrades including but not limited to, eight wells and three water treatment facilities.

Underwood Engineers was selected via council approval for Phase I on November 12, 2014 and awarded Phase II in the amount of \$655,300.00 on October 26, 2016 for services as detailed below:

Phase II Change order #4 is being requested for design services for Main and Washington and is outlined below in the total amount of \$94,948.00.00 making new contract total for Phase II \$750,248.00

Scope	Tasks	Original Contract Value	C/O 1	C/O 2	C/O 3	C/O 4
Design Phase II	Task 1	\$175,000		\$58,800	\$50,600	\$64,249
Survey	Task 2	\$48,000		\$33,500	\$12,100	\$15,489
Subsurface Investigations	Task 3	\$20,000		\$4,800	\$8,000	\$5,822
Cadastral	Task 4	\$13,400				
Meeting and Funding Assistance	Task 5	\$20,500		\$7,500	\$7,600	
Permitting and Approvals	Task 6	\$23,900			\$3,800	
Bidding	Task 7	\$16,500				\$9,388
Somersworth Connection Evaluation	Task 8	\$13,400				
Pudding Hill Concept Design	Task 9	\$19,600				
PFAS treatment	Task 9a		\$4,700			
Permanent Treatment Consideration	Task 9b		\$7,300			
Flow test/Hydraulic Evaluations	Task 10			\$17,100		
401 Water Quality Certification	Task 11			\$89,200		
Total		\$350,300	\$12,000	\$210,900	\$82,100	\$94,948
Total contract to date						
\$750,248.00						

Bid Information:

B14074 Request for Qualifications for Professional Engineering Services for Water Systems Facility Upgrades

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2017.11.08 – 158**

Resolution Re: B14074 Phase II - Professional Engineering Services for
Water Systems Facility Upgrades Change Order #4

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	206	Number of Responses:	4
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completed	Estimated Delivery:	Summer 2018
Recommended Award to:	Underwood Engineers	Fund:	CIP Water
Other Approvals Required:	State NH if using DWSRF	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

[B14074 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2017.11.08 – 159**

Resolution Re: B17037 Birchwood and Keating Reconstruction Project
Change Order #1

WHEREAS: A Sealed Request for Bid B17037 was issued and received for the Birchwood and Keating Reconstruction Project on March 14, 2017 at 10:00am. A mandatory pre-bid meeting was conducted on February 28, 2017 at 10:00am with ten firms attending, along with representatives from the (NHDES) New Hampshire Department of Environmental Services; and

WHEREAS: Four replies were received and evaluated by city personnel and city hired Engineering Consultant. The low bid and awarded contract via resolution [R-2017.04.12-042](#) was submitted by Sargent Corporation of Stillwater ME for a bid amount of \$2,937,013.00; and

WHEREAS: Sargent Corporation has submitted Change Order #1 for additional ledge removal in the amount of \$120,000.00. The project initially estimated 300 CY's, but based on what vendor has encountered in the field, it's actually closer to 1,100 CY's.

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

The Purchasing Agent is hereby authorized to issue a Change Order to Sargent Corporations of Stillwater ME for additional ledge excavation work to the reconstruction of Birchwood and Keating project at rates provided in conjunction with B17037. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5320.1.300.43250.4757.04557.16	Sewer Main Replacement Birchwood/Keating	1,019,773.00	932,387.00

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.2.

Resolution Number: **R – 2017.11.08 – 159**

Resolution Re: B17037 Birchwood and Keating Reconstruction Project
Change Order #1

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2017.11.08 – 159**
Resolution Re: B17037 Birchwood and Keating Reconstruction Project
Change Order #1

RESOLUTION BACKGROUND MATERIAL:

This Keating & Birchwood project includes roadway and utility reconstruction for approximately 3,700 linear feet of urban residential roadway on Birchwood Place, Shamrock Lane, Keating Avenue, Emmet Road, Renaud Avenue and Hayes Lane in the City of Dover, New Hampshire. Work includes demolition, removal and proper disposal of all existing roadway courses and existing buried utilities, and construction of new full depth road reconstruction and new buried utilities. Sanitary sewer system improvements include new manholes, sewer main and service connections to each residence. Water system improvements include new water main, associated gate valves, hydrants, and service connections to each residence. Stormwater system improvements include a closed collection and conveyance system consisting of precast concrete catch basins and manholes, drainage pipe and associated BMP's. Work also includes maintaining utility service throughout construction, appurtenances, traffic control, erosion control and surface restoration. Existing underground gas service and existing overhead utilities (electric, telephone, cable) are to remain.

Final award of contract was approved by NHDES on April 24, 2017 as they are providing \$550,000 from the Clean Water State Revolving Fund Program, which includes 5% debt forgiveness for all sewer related work and 20% debt forgiveness for all stormwater improvements.

Bid Information:

A Sealed Request for Bid B17037 was issued and received for the Birchwood and Keating Reconstruction Project on March 14, 2017 at 10:00am

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	441	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	As needed
Award to:	Sargent Corp	Fund:	CIP/NH Loan Fund
Other Approvals Required:	State of NH DES	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 requiring Council approval

[B17037 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2017.11.08 – 160**
Resolution Re: B18003 Enterprise Backup Solution

WHEREAS: A Sealed Request for Bid B18003 was issued and received for an Enterprise Backup Solution on August 22, 2017 at 2:30 pm; and

WHEREAS: Seven bid replies were received and evaluated by city personnel. The seven vendors were shortlisted to the two top candidates and demonstrations of the products and services were conducted on October 17, 2017. The proposal deemed most advantageous to the city was submitted Systems Engineering of Portland ME. It is the recommendation of the evaluating team to award to Systems Engineering in the amount of \$85,422.36

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 Systems Engineering of Portland ME for an Enterprise Backup Solution at rates provided in conjunction with Bid B18003. 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
6100.1.550.49200.4745.09100.95	DoverNet - Computers	24,071.10	10.44
6100.1.550.49200.4745.09100.96	DoverNet - Computers	39,262.85	4.98
6100.1.550.49200.4745.09100.97	DoverNet - Computers	87,450.00	81,803.87
6100.1.550.49200.4435.09100.00	DoverNet - Maintenance	78,988.47	43,332.10

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2017.11.08 – 160**
Resolution Re: B18003 Enterprise Backup Solution

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2017.11.08 – 160**

Resolution Re: B18003 Enterprise Backup Solution

RESOLUTION BACKGROUND MATERIAL:

The successful bidder will provide City of Dover, NH with an affordable, redundant, and economically viable solution for backup and recovery of mission critical documents, applications, and servers. This solution is to be turnkey including all hardware, software, and licenses, support and documentation included in proposal and implementation. The successful bidder will configure the backup solution, and provide training to the City of Dover IT Staff to insure the secure and successful operation of said solution. The solution must include licensing, support and maintenance costs for five (5) years with the option to renew in five (5) years. The solution must anticipate 25% data growth over the next (5) years.

Historically, the City of Dover has used Veritas / Symantec Backup Exec solution. While functioning in a reliable manner, our current backup solution is nine (9) years old.

We appreciated the variety of technologies and applications proposed in the bid results. (Proposals were received from seven vendors.) The selected application solution VEEAM was proposed by multiple bidders and was on the lower end of the cost spectrum. This new solution will provide for centralized backup of all municipal data as well as automated replication to a second municipal site's secured storage location. The solution will also offer long term archival on tape as needed. The solution supports the industry standard 3-2-1 backup strategy, to have at least three copies of your data, stored on two different media sets with one backup copy stored offsite.

Bid Information:

A Sealed Request for Bid B18003 was issued and received for an Enterprise Backup Solution on August 22, 2017 at 2:30 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:	198	Number of Responses:	7
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As needed
Recommended Award to:	Systems Engineering	Fund:	Dovernet
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

[B18003 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2017.11.08 – 161**

Resolution Re: B18018 Network Equipment and Support Services for
Public Safety Communication Sites

WHEREAS: A Sealed Request for Bid B18018 was issued and received for Network Equipment and Support Services for Public Safety Communication Sites on September 18, 2017 at 2:00 pm; and

WHEREAS: Two bid replies were received and evaluated by city personnel. The low bid proposal was submitted by ePlus Technology Inc and on October 18, 2017 presented their proposal to the evaluation team. It is the recommendation of the team to award to ePlus Technology Inc in the amount of \$49,324.92.

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 ePlus Technology Inc of Herndon VA for equipment and services, at rates provided in conjunction with Bid B18018. 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
4018.1.210.42120.4741.02151.18	Public Safety Equipment	1,328,590.00	397,062.50

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 – 2017.11.08 – 161**
Resolution Re: B18018 Network Equipment and Support Services for
Public Safety Communication Sites

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2017.11.08 – 161**
Resolution Re: B18018 Network Equipment and Support Services for
Public Safety Communication Sites

RESOLUTION BACKGROUND MATERIAL:

The City of Dover invites qualified firms to submit proposals for consideration to provide network equipment and professional services for the network ring between public safety radio sites over microwave. Work to be conducted by the selected firm will include providing specific Cisco equipment as well as professional support services. Professional support services includes advanced setup and testing of the network system, as well as support of field installation, activation and operation. The selected firm will be responsible for working in cooperation with City Officials, the City's contracted communication consulting firm, the city's Motorola public safety communications provider, and others.

Bid Information:

A Sealed Request for Bid B18018 was issued and received for Network Equipment and Support Services for Public Safety Communication Sites on September 18, 2017 at 2:00 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:	198	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As needed
Recommended Award to:	ePlus Technology Inc	Fund:	CIP
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

[B18018 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2017.11.08 – 162**

Resolution Re: B18022 Consulting Services for Roberts Rd Reconstruction

WHEREAS: A Sealed Request for Bid B18022 was issued and received for Consulting Services for Roberts Road Reconstruction on October 17, 2017 at 2:00 pm. A prebid meeting was conducted on October 2, 2017 at 11:00 am; and

WHEREAS: Five bid replies were received and evaluated by city personnel. The low bid proposal was submitted Holden Engineering of Concord NH. It is the recommendation of the evaluating team to award to Holden Engineering in the amount of \$45,786.25.

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 Holden Engineering of Concord NH professional consulting services at rates provided in conjunction with Bid B18022. 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
4018.1.300.43121.4751.03169.18	Roberts Road Reconstruction	850,000.00	850,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2017.11.08 – 162**

Resolution Re: B18022 Consulting Services for Roberts Rd Reconstruction

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2017.11.08 – 162**

Resolution Re: B18022 Consulting Services for Roberts Rd Reconstruction

RESOLUTION BACKGROUND MATERIAL:

The City of Dover is requesting proposals for consulting services for the design of the reconstruction of Roberts Road. The road is approximately 1,400 linear feet, with poor drainage and pavement conditions. Stormwater is currently collected and discharged through private property and towards the Piscataqua River at three separate locations. The City is aware of issues due to the drainage and road surface condition. The city is looking for recommendations for improving and consolidating the drainage, along with assistance in any drainage easements that need to be formalized and any permitting that is necessary. Roadway improvements should include creating a consistent road width, adding curbing to both sides of the roadway, and reclaiming and improving the roadway bed prior to repaving.

Bid Information:

A Sealed Request for Bid B18022 was issued and received for Consulting Services for Roberts Road Reconstruction on October 17, 2017 at 2:00 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:	328	Number of Responses:	5
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As needed
Recommended Award to:	Holden Engineering Inc	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B18022 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2017.11.08 – 163**

Resolution Re: **B18027 Snow Plowing/Hauling Services for City Streets and Parking Lots**

WHEREAS: The sealed request for bid B18026 was requested and received for “As Needed” Snow Plowing/Hauling Services for City Streets and Parking lots on November 2, 2017 at 2:00 p.m. Contract terms will be for one year with option to extend for two additional one year terms contingent upon satisfactory vendor performance, funding availability and mutually agreed upon negotiated rates; and

WHEREAS: Responses were received from multiple vendors, as outlined in the results page, for various pieces of equipment at varying hourly rates; and

WHEREAS: There is typically a sufficient number of vendors listed for snow removal of City parking lots and hauling services but there is an insufficient number of responses for snow removal from City streets. Due to difficulty in locating vendors and equipment suited to the City’s snow plowing requirements, additional qualified vendors may be added as discovered and approved by the Community Services Director for Snow Plowing/Hauling Services.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to the vendors identified given the rates provided in conjunction with RFB B18027 for snow removal services as needed. Additional qualified vendors may be added as discovered and approved by Community Services Director. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43125.4422.00000.00	CS - Contract Snow Plowing	75,000.00	73,405.64

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2017.11.08 – 163**
Resolution Re: **B18027 Snow Plowing/Hauling Services for City Streets and Parking Lots**

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2017.11.08 – 163**
Resolution Re: **B18027 Snow Plowing/Hauling Services for City Streets and Parking Lots**

RESOLUTION BACKGROUND MATERIAL:

The Community Service Department has found that it is more cost effective to contract out selected areas of its snow and ice removal responsibilities on streets and parking lots. To that end, a bid solicitation occurs for these services, and based on proposals received, staff assigns designated lots or areas of responsibility. This solicitation allows the Community Services Department to better manage and track the costs of clearing public parking lots and outlying streets. The decision to use or not use certain vendors, or to supplement normal vendor assignments with additional contractual vendors, is determined by the Community Services staff on a storm-by-storm basis according to the severity of the storm. Due to the need for quick mobilization and availability, the City needs to have direct interaction with vendors and not go through general contracting services.

The City intends on offering a one winter season contract beginning November 2, 2017 through May 1, 2018 to the successful bidders, with the provision of two, one-year extensions, all options contingent upon satisfactory vendor performance, funding availability and mutually agreed-upon negotiated rates for said subsequent years of service.

Bid Information:

The City of Dover has solicited by sealed bid B18027 to identify qualified, reliable snow removal contractors needed to assist City personnel in this necessary winter activity, “as needed”.

Award Information:

Purchase orders will be issued to the multiple vendors for the winter plowing season to be used as needed.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	135	Number of Responses:	9
Warranty:	None	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	yes
Prices will hold for:	May 1, 2018	Estimated Delivery:	As needed
Recommended Award to:	Various	Fund:	Snow Removal
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

[B18027 Bid Documents and Vendors](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2017.11.08 – 164**

Resolution Re: **Broadway Railroad Culvert Design Services Change Order II**

WHEREAS: A Sealed Request for Proposal B99057 was issued and received for consulting services for the design of a culvert replacement at the railroad section of Broadway in March 1999. In 2004 the project was revisited and due to negotiations with railroad company the project was not completed; and

WHEREAS: Ten replies were received on the RFP with six being No Bids. The remaining four were evaluated and SEA Consultants, Inc (now known as Kleinfelder Northeast, Inc) was awarded via council resolution R-2015.09.23-124 in the amount of \$43,800.00. The City received a SRF LOAN from NHDES to assist with the cost and the vendor proceeded with updating the plans and specifications for bidding out this work. In June 2016 the city received Change Order I in the amount of \$24,700.00 for additional design services making new contract total in the amount of \$68,500.00; and

WHEREAS: Kleinfelder Northeast, Inc has recently submitted Change Order II in the amount of \$37,400.00 for additional design services. It is the recommendation to increase the contract by this amount making new total contract in the amount of \$105,900.00.

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

The Purchasing Agent is hereby authorized to issue a Change Order to Kleinfelder Northeast, Inc of Cambridge MA for additional design services in the amount of \$37,400.00. 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
4016.1.300.43121.4751.03140.16	Broadway Improvements	2,000,000	1,923,940

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2017.11.08 – 164**

Resolution Re: **Broadway Railroad Culvert Design Services Change Order II**

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2017.11.08 – 164**

Resolution Re: **Broadway Railroad Culvert Design Services Change Order II**

RESOLUTION BACKGROUND MATERIAL:

The city intends to construct approximately 650 LF of drain pipe beneath an embankment of an active railway. Efforts between the city and the B&M Railroad (Pan Am Railways) to negotiate an agreement that would allow the city access to the railroad property for the purpose of maintaining a culvert delayed the start of this project. Additional survey work was required to help complete a couple of critical land easements. Due to the delay of the project, NHDES requested that we revisit the status of the required Environmental Review. Additional permitting may be required prior to releasing for bids.

Task	Description	original	C/O I	C/O II
1	Update stormwater model & design flows	7,000.00		
2	Update base mapping. including survey svcs	4,300.00	(200.00)	
3	Permitting	8,500.00		12,100.00
4	Easements includes surveys	7,200.00	(2,500.00)	7,600.00
5	Update bid documents	13,800.00		14,000.00
6	Pan Am Railway Coordination	3,000.00	7,900.00	3,700.00
7	Contractor prequalification tasks		10,000.00	
8	Bidding assistance		9,500.00	
	Total Cost	43,800.00	24,700.00	37,400.00
	Contract total	43,800.00	68,500.00	105,900.00

Bid Information:

A Sealed Request for Proposal B99057 was issued and received for consulting services for the design of culvert replacement at the railroad section of Broadway in March 1999.

Award Information:

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

Approval of the amendment is also required by NHDES to remain eligible for continued SRF funding.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	na	Number of Responses:	4 and 6 NB
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	As needed
Recommended Award to:	Kleinfelder Northeast Inc	Fund:	CIP
Other Approvals Required:	Yes NH DES	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2017.11.08 – 165**

Resolution Re: Purchase of Public Safety Communication Equipment

WHEREAS: The National Association of State Procurement Offices (NASPO ValuePoint) is a State Government Cooperative Purchasing Group that has established several procurement contracts through bid solicitations. One such contract is Public Safety Communication Equipment; and

WHEREAS: NASPO has awarded an agreement to Motorola Solutions, Inc for such equipment. The pricing terms and conditions are extended to non-profits, counties, cities, and towns. The state of New Hampshire has signed a participating addendum; and

WHEREAS: The City wishes to utilize this NASPO agreement for the purchase of tower communication equipment utilizing the funding approved in the FY18 CIP. The City has received a proposal for the equipment and installation in the amount of \$337,970.49; and

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

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Motorola Solutions, Inc. of Atlanta, GA for public safety communication equipment and installation in the amount not to exceed \$337,970.49. 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
4018.1.210.42120.4741.02151.18	Public Safety Equipment	1,334,490	347,738

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2017.11.08 – 165**

Resolution Re: Purchase of Public Safety Communication Equipment

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2017.11.08 – 165**

Resolution Re: Purchase of Public Safety Communication Equipment

RESOLUTION BACKGROUND MATERIAL:

The National Association of State Procurement Offices (NASPO ValuePoint) is a State Government Cooperative Purchasing Group that has established several procurement contracts through bid solicitations. One such contract is Public Safety Communication Equipment. NASPO has awarded an agreement with Motorola Solutions, Inc for such equipment. The pricing terms and conditions are extended to non-profits, counties, cities, and towns. The state of New Hampshire has signed a participating addendum.

The City has received a proposal for the equipment and installation in the amount of \$337,970.49. As part of the approved CIP, public safety communications upgrade project, mobile radios in fire apparatus, portable radios, and base radios at the three fire stations will be replaced. The current mobile, portable and base radios are obsolete, at the end of their useful life span, and are no longer supportable. The new radios will increase firefighter safety through better accountability and increase transmitting strength.

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:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Delivered	Estimated Delivery:	2017
Recommended Award to:	Motorola Solutions Inc	Fund:	FY18 CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2017.11.08 – 166**

Resolution Re: Purchase of ProSeries M Metering Pump Sole Source

WHEREAS: The City is in need of seven (7) ProSeries M metering pumps for the Pudding Hill Aquifer project and in lieu of ordering through city contractor and paying mark up, will purchase straight from the distributor; and

WHEREAS: Bartlett & Brillion LLC of Walpole MA is the sole distributor for the six states in the New England region for this equipment and associated parts. Bartlett & Brillion, LLC has quoted the cost of seven (7) units in the total amount of \$29,627.15; and

WHEREAS: Per 3-37.F Exceptions to Competitive Bidding: Sole Source purchases where the proposed purchase is manufactured or provided by only one entity.

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 Bartlett and Brillion LLC of Walpole MA for seven ProSeries M Metering Pumps in the amount not to exceed \$29,627.15. 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
5300.1.300.43320.4741.00000.97	Water Machinery & Equipment	62,646.54	64,646.54

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2017.11.08 – 166**

Resolution Re: Purchase of ProSeries M Metering Pump Sole Source

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2017.11.08 – 166**

Resolution Re: Purchase of ProSeries M Metering Pump Sole Source

RESOLUTION BACKGROUND MATERIAL:

The City elected to purchase these newer style of peristaltic pumps for the following reasons:

- Our Engineers (Underwood) and the City are trying to standardize all chemical feed pumps around the manufacturer Blue-White. Blue-White pumps were installed in Phase I and the Pudding Hill Interim project.
- The model numbers are also standardized, whenever possible.
- One of the driving forces in all the work we've been doing is to maintain consistency in manufacturer and models, whenever possible, even when it spans a different contract or project.
- This will allow us to minimize our replacement parts inventory, as pumps should be interchangeable amongst various facilities.
- This direct purchase expands the pump replacement so that the remaining pumps in Griffin and Ireland will be standardized as well. These pumps were not eligible for MtBE funding so the City preferred to direct purchase them. If we had put them through the contract (Severino), we would have specified the same pumps.
- To get to this point, we had evaluated and demoed other pump manufacturers and styles prior to settling on the Blue-Whites.

Bid Information:

No bid, sole distributor for NE Region

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	n/a	Number of Responses:	n/a
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	Until completion	Estimated Delivery:	Immediately
Recommended Award to:	Bartlett & Brillion LLC	Fund:	Water
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2017.11.08 – 167**

Resolution Re: **Approval of Land Exchange and Lot Line Adjustment Agreement between City and Lauren & Daniel Fontaine**

WHEREAS: The City and Lauren & Daniel Fontaine seek to exchange portions of their respective abutting parcels of property located off of Tolend Road in Dover, New Hampshire; and

WHEREAS: The City would convey to the Fontaines a portion of City-owned parcel Map C, Lot 28-A, consisting of 1,185 square feet, more or less, and which fronts Tolend Road, between French Cross Road and Glen Hill Road; and

WHEREAS: The Fontaines would convey to the City a portion of Fontaines' owned parcel Map C, Lot 28, consisting of 1,185 square feet, more or less, on which the City already has monitoring wells for the Tolend Road Landfill; and

WHEREAS: The City would also grant a 25 foot wide access easement to the Fontaines over the portion of the City's remaining parcel starting at the shared boundary point on Tolend Road.

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

That the City Manager is authorized to sign the paperwork necessary to accomplish the Land Exchange and Lot Line Adjustment, as well as the access easement, all as described herein, conditioned upon the parties obtaining all necessary local approvals (i.e. Dover Planning Board) for the land exchange and lot line adjustment; and, if necessary, to record said paperwork in the Strafford County Registry of Deeds.

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 – 2017.11.08 – 167 Resolution Re: Approval of Land Exchange and Lot Line Adjustment Agreement between City and Lauren & Daniel Fontaine	

DOCUMENT HISTORY:

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

RESOLUTION BACKGROUND MATERIAL:

See attached Term Sheet.

Land Exchange and Lot Line Adjustment Agreement terms between City of Dover, New Hampshire (“City”) and Lauren and Daniel Fontaine (the “Property Owners”)

1. The City and Property Owners seek to exchange portions of their respective abutting parcels of property located off of Tolend Road in Dover, New Hampshire. A more detailed agreement will be signed by the parties with the terms set forth herein and any additional terms as is customary in New Hampshire (the “Agreement”).
2. The City would convey to the Property Owners a portion of City-owned parcel Map C, Lot 28-A, consisting of 1,185 square feet, more or less, and which fronts Tolend Road, between French Cross Road and Glen Hill Road (the “Site”).
3. The Property Owners would convey to the City a portion of Property Owners-owned parcel Map C Lot 28, consisting of 1,185 square feet, more or less, on which the City already has monitoring wells for the Tolend Road Landfill.
4. The City would also grant a 25 foot wide access easement to the Property Owners over the portion of the City’s remaining parcel starting at the shared boundary point on Tolend Road.
5. The Property Owners would be responsible for obtaining a survey of the parcels, creation of a recordable plan (showing the relevant portions to be exchanged, as well as the access easement), and creating draft deeds to effectuate the exchange, at their own cost and shall be responsible for the costs of any applications, permits or fees associated with the land exchange and lot line adjustment.
6. The Property Owners would obtain final, unappealable lot line adjustment plan approval by January 1, 2018, unless extended with the written consent of the City, which would not be unreasonably withheld. If such approvals lapse for a period in excess of thirty (30) days, either party may terminate their obligations or the parties may provide for additional time, depending on the circumstances at that time.
7. In the event that the lot line adjustment is approved by the Dover Planning Board, all conditions precedent related to such approval have been satisfied, and all applicable appeal periods have expired, each party would convey to the other the respective portion of its parcel as set forth herein, “as-is”, “where-is” and “with all faults” as to its physical condition, via a Quitclaim Deed for One Dollar (\$1.00), within thirty (30) days.
8. In the event that the lot line adjustment is not approved by the Dover Planning Board, or any other conditions precedent are not satisfied, the Agreement would be voidable by either party upon written notice to the other.
9. The City Manager would seek approval from the City Council to execute an Agreement consistent with the terms and conditions in this term sheet. Any terms or conditions in the Agreement that represent changes or additions to the terms and conditions in this term sheet shall be subject to the consent and approval of the City, acting by and through its City Manager. Changes or additions considered material by the City Manager, in the City Manager’s sole discretion, shall require approval by the City Council.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2017.11.08 – 168**
Resolution Re: **New City Council Orientation**

- WHEREAS: In January 2018 a new City Council shall be sworn into office; and
- WHEREAS: Chapter 2 of the Dover City Code titled “City Council Orientation” establishes an Orientation Program for all members of the Dover City Council prior to the start of their terms of office in order to comply with the Dover City Charter; and
- WHEREAS: The City Manager, or designee, shall prepare and present an Orientation Program for City Councilors to include information on the role of City Councilors, general responsibilities, ethics, budget preparation and adoption procedures, the City Charter, City ordinances and State law.

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

That the City Manager shall conduct an Orientation Program for the incoming Dover City Council in accordance with Chapter 2 of the Dover Code.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2017.11.08 – 168**
Resolution Re: **New City Council Orientation**

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.		

RESOLUTION BACKGROUND MATERIAL:

Please see Orientation Outline attached.

2018-2019

JOINT CITY COUNCIL AND SCHOOL BOARD ORIENTATION SESSION

7:00 pm – 9:00 pm

Thursday December 14, 2017

McConnell Center Media Access Center Room 304

I. Local Leadership – The Basics

- **The Local Leadership Team**
- **Policy Making and Strategic Planning**
- **Legal Principles of NH Local Governance**

II. Communicating with the Public – Openness and Transparency

- **Right to Know – NH RSA 91-a**
- **Citizen Engagement**
- **Media Relations**

III. Conducting the Public's Business

- **Making Meetings Work**
- **Ethical Leadership**
- **Working Together as a Municipal Corporation**

IV. Finance and Budgeting

- **Municipal Finances**
- **Municipal Budgeting Cycle**

V. Administrative Organization

- **Municipal Functions**
- **Administrative Organization**
- **Labor Relations**

2018-2019

CITY COUNCIL ORIENTATION SESSION II

**8:30 am – 4:00 pm
Saturday December 16, 2017
Begin/End at Police Station**

City Operations – Facility/Project Tours:

(breakfast and lunch provided)

- **Police Department**
- **Fire & Rescue Department**
- **Community Services**
- **Recreation**
- **Public Library**

2018-2019

CITY COUNCIL ORIENTATION SESSION III

**7:00 pm – 9:00 pm
Wednesday December 20, 2017
City Hall Council Chambers**

I. Local Leadership – The Specifics

- **Procedural Rules**
- **Meeting Types**
- **Meeting Agendas**
- **Agenda Items**

II. Information Resources

- **Web site**
- **Electronic Archives**
- **DoverNet TV**
- **Dover Download**
- **Council E-mail**

III. Council & Manager Working Together

- **Policy Setting and Administrative Responsibilities**
- **Constituent Services**
- **Expectations and Goal Setting**
- **Employment Agreement**
- **Annual Performance Evaluation**

IV. Organizational Issues

- **Indoctrination Paperwork**
- **Committee Preferences**
- **Upcoming Organizational Meeting**



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2017.11.08 – 169**
Resolution Re: **Resolution to Support EPA Brownfields Revolving
Loan Fund Grant Application of the Strafford
Economic Development Corporation**

WHEREAS: The Strafford Economic Development Corporation (SEDC) has submitted an application for funding from the U.S. Environmental Protection Agency in the form of the Brownfields Revolving Loan Fund grant program; and

WHEREAS: That over the past 20 years the SEDC has connected local businesses with financing to promote business growth and development in the area; and

WHEREAS: SEDC is applying for this grant in the hopes that it may connect local governments and interested developers with the financial means to remediate contaminated sites; and

WHEREAS: The SEDC has requested a letter from the City in support of its grant application.

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

The Mayor is authorized to sign a letter to the EPA in support of the Strafford Economic Development Corporation's application for funding from the U.S. Environmental Protection Agency in the form of the Brownfields Revolving Loan Fund grant program and to forward the signed letter to the EPA.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.2.	
Resolution Number: R – 2017.11.08 – 169 Resolution Re: Resolution to Support EPA Brownfields Revolving Loan Fund Grant Application of the Strafford Economic Development Corporation		

DOCUMENT HISTORY:

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

RESOLUTION BACKGROUND MATERIAL:

See attached letter dated November 2, 2017 to the EPA from the City in support of the application of the Strafford Economic Development Corporation's application for funding.

Mr. Frank Gardner
EPA Region 1
5 Post Office Square
Suite 100, Mail code: OSRR7-2
Boston, MA 02109-3912

November 2, 2017

RE: Resolution to support EPA Brownfields Revolving Loan Fund Grant application of the Strafford Economic Development Corporation

Dear Mr. Gardner,

Please accept this letter in support of Strafford Economic Development Corporation's (SEDC) application for funding from the US Environmental Protection Agency in the form of the Brownfields Revolving Loan Fund grant program.

Over the past 20 years, SEDC has connected local businesses with financing which has promoted business growth and development in the area, resulting in new and retained jobs. They have worked with businesses of all industries and succeeded in retaining and creating thousands of local jobs.

The EPA provides funding for Brownfields (sites contaminated by hazardous waste & petroleum) cleanup in the form of a Brownfields Revolving Loan Fund program. They are applying for this grant in the hopes that they may connect local governments and interested developers with the financial means to remediate contaminated sites. Sites typically targeted for cleanup are those that previously hosted industrial and manufacturing businesses – many of which have left behind contaminated soils, facilities, and hazardous materials requiring significant cleanup. Strafford County is the historic manufacturing center of New Hampshire, with a broad spectrum of industries related to textiles, electronics, agriculture, defense, coal and oil processing, leather goods and hide tanning, metal plating and etching, automobile components, web printing presses and heavy machinery.

Several projects have already been identified in neighboring municipalities and Dover economic development partners feel several brownfields sites here in the city may also benefit from access to this funding.

It is our hope that the EPA acknowledges the benefit of securing this funding for the region. These funds may benefit Strafford County greatly, allowing for problematic and deteriorating properties to be funded for cleanup, returning precious realty to the market. In doing so, significant health and safety hazards may be remedied, local economies may benefit from revitalization of neglected commercial sites, and more facility locations may be presented to businesses that are growing or relocating in the area.

Thank you very much for your consideration, the City of Dover through SEDC hopes to receive your support in this venture.

Sincerely,

Karen Weston
Mayor



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2017.11.08 – 170**
Resolution Re: **Amendment of FY 2018 Schedule of Fees
Chapter 152 Sidewalks and Highways**

WHEREAS: The City Council voted on Ordinance 2017.09.13-006 to replace Chapter 152 Streets and Sidewalks in its entirety with Chapter 152 Sidewalks and Highways; and

WHEREAS: Chapter 152 now includes certain fees in Sections 152-8, 152-9, 152-15, 152-20 and 152-21, as well as a violation and penalties provision applicable to the entire Chapter.

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

That the City Council authorizes changes to the approved FY 2018 Schedule of Fees for Community Services fees to add rates effective January 1, 2018, as follows:

APPLICATION PERMIT

FY18 PROPOSED FEE

Permit Required to Work in Public Roads and Sidewalks (Chapter 152-8)	\$200.00
Permit Required to Obstruct or Encumber Public Road or Sidewalk (Chapter 152-9)	\$100.00
Permit Required to Move Buildings Through Public Roads (Chapter 152-15)	\$250.00
Permit required to operate outdoor seating area on a sidewalk (Chapter 152-20)	\$ 50.00
Permit required for installation of groundwater monitoring well (Chapter 152-21)	\$100.00

STREET PAVEMENT DAMAGE

FY18 PROPOSED FEE

\$7.00 per square foot

SIDEWALK PAVEMENT DAMAGE

\$3.50 per square foot

Chapter 152-8

PENALTIES

FY18 PROPOSED FEE

\$250.00 for first violation

\$500.00 for second violation

\$1,000.00 for each successive violation

Each day to be a separate offense

Chapter 152-32

NEEDS A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL

AUTHORIZATION

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2017.11.08 – 170**
Resolution Re: **Amendment of FY 2018 Schedule of Fees
Chapter 152 Sidewalks and Highways**

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.		

RESOLUTION BACKGROUND MATERIAL:

On October 25, 2017, the City Council approved Ordinance 2017.09.13-006 to enact Chapter 152 Sidewalks and Highways which now includes certain fees in Sections 152-8, 152-9, 152-15, 152-20 and 152-21, as well as a violation and penalties provision applicable to the entire Chapter. This resolution establishes those fees and penalties in the City Council's Schedule of Fees.