



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, June 13, 2018**
Meeting Time: **7:00pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL ATTENDANCE

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

7. PUBLIC HEARINGS

- A. FISCAL YEAR 2019 BUDGET AMENDMENT – RESCIND SCHOOL CAPITAL RESERVE TRANSFERS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
SPONSORED BY MAYOR WESTON BY REQUEST

8. CITIZEN’S FORUM

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

9. CITY MANAGER’S REPORT

10. APPROVAL OF MINUTES

- A. May 23, 2018 – Regular Meeting**

11. MAYOR’S REPORT

12. UNFINISHED BUSINESS

- A. ORDINANCES IN THE 2nd READING**

- B. ORDINANCES IN THE 3RD READING**

- C. RESOLUTIONS**

- 1. B17048 SIDEWALK IMPROVEMENTS ADDITIONAL SCOPE – SPRUCE LANE AND REPROGRAMING OF UNEXPENDED BOND PROCEEDS (REQUIRES A 2/3 MAJORITY VOTE FROM THE COUNCIL.)**
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- 2. FISCAL YEAR 2019 BUDGET AMENDMENT – RESCIND SCHOOL CAPITAL RESERVE TRANSFERS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. PARADE – Wentworth-Douglass Hospital**
- 2. ROAD RACE – Dover Turkey Trot**
- 3. TAG – Dover Little Green Cheerleading in August**
- 4. TAG – Dover Little Green Cheerleading in September**
- 5. B08043 AWARD OF ADDITIONAL SCOPE OF SERVICES TRAFFIC SIGNAL PROGRAM SEBAGO TECHNICS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 6. B18046 DAYCARE AREA ROOF REPLACEMENT AT MCCONNELL CENTER**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. CITY HALL B18048 ASBESTOS ABATEMENT STATE OF NH BID**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. B18049 VARIOUS CHEMICALS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. B18072 WASTE WATER TREATMENT PLANT BIOSOLIDS MANAGEMENT SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 10. B18075 DESIGN CONSULTANT FOR BELKNAP AND ELM ST NEIGHBORHOOD RECONSTRUCTION**
SPONSORED BY MAYOR WESTON BY REQUEST
- 11. B18077 DESIGN CONSULTANT FOR SIXTH AND VENTURE INTERSECTION IMPROVEMENTS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 12. B18076 DISPOSAL OF TAX DEEDED REAL ESTATE @ IONA AVE PARCEL ID 33101-000000**
SPONSORED BY MAYOR WESTON BY REQUEST
- 13. B18081 DISPOSAL OF TAX DEEDED REAL ESTATE @ ARCOLA AVE PARCEL ID 33109-000000**
SPONSORED BY MAYOR WESTON BY REQUEST



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- 14. DISPOSAL OF TAX DEEDED REAL ESTATE @ 37 POLLY ANN TRAILER PARK
PARCEL ID M0047-C00037**
SPONSORED BY MAYOR WESTON BY REQUEST
- 15. DISPOSAL OF TAX DEEDED REAL ESTATE @ 57 POLLY ANN TRAILER PARK
PARCEL ID M0047-C00057**
SPONSORED BY MAYOR WESTON BY REQUEST
- 16. DISPOSAL OF TAX DEEDED REAL ESTATE @ 76 POLLY ANN TRAILER PARK
PARCEL ID M0047-C00076**
SPONSORED BY MAYOR WESTON BY REQUEST
- 17. PURCHASE OF DAYTECH BUS SHELTERS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 18. TROJAN UV3000 PLUS LAMPS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 19. APPROVAL OF UTILITY EASEMENT - 2 FOREST DRIVE MMB APARTMENTS,
LLC**
SPONSORED BY MAYOR WESTON BY REQUEST
- 20. AUTHORIZED ACQUISITION OF UTILITY DRAINAGE EASEMENT AT 10A
ROBERTS ROAD**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|-------------------------------------|--|
| 1. School Board | 14. Ordinance Committee |
| 2. Planning Board | 15. Parking Commission |
| 3. 400th Anniversary Committee | 16. Pool Advisory Committee |
| 4. Appointments Committee | 17. Recreation Advisory Board |
| 5. Arena Commission | 18. Solid Waste Advisory Commission |
| 6. Arts Commission | 19. Transportation Advisory Commission |
| 7. Conservation Commission | 20. Waterfront TIF Advisory Board |
| 8. Downtown TIF Advisory Board | 21. Joint Building Committee – Dover High School
and Regional Career Technical Center |
| 9. Energy Commission | 22. Joint Building Committee
Garrison Elementary School |
| 10. Heritage Commission | 23. COAST |
| 11. Legislative Liaison | 24. Dover Main Street |
| 12. Library Board of Trustees | |
| 13. McConnell Center Advisory Board | |



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B. RESOLUTIONS

- 1. FISCAL YEAR 2018 TRANSFER OF APPROPRIATION – GENERAL FUND**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. APPROVAL TO ENTER LETTER OF INTENT RE: IMPLEMENTATION OF SOLAR PROJECTS ON CITY-OWNED PROPERTY**
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. FISCAL YEAR 2018 TRANSFER ADDITIONAL FUNDS TO SCHOOL CAPITAL RESERVE FUNDS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 27, 2018.)
SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 131 – GENERAL OFFENSES, SECTION 23**
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 27, 2018.)
SPONSORED BY MAYOR WESTON BY REQUEST

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN

City Manager's Report

June 13, 2018

Reporting on May 2018



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 05/02/2018 BUT BEFORE 06/07/2018, 5 REQUESTS
- DOVER, NH – (2) PRIVATE SEWER/SEPTIC SYSTEM, PUMPING STATION FOR WYNDBROOK
- DOVER, NH – POLICE DEPARTMENT 91-A CRIMINAL FILE
- SOUTH BERWICK, ME – WATSON DAM HYDROELECTRIC PROJECT
- BEDFORD, NH – ZBA HEARING-PERSONAL WIRELESS SERVICE FACILITIES

Financial Outcomes: Litigation

Ventas Realty Limited Partnership v. City:

(2014 tax year) Bench Trial rescheduled for June 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. Case stayed pending resolution of 2014 case.

Opioid Epidemic Litigation: Retained services of Robbins Geller of Boca Raton, Florida for fraudulent practices of pharmaceutical manufacturers. Suit filed in USCD in Concord.

	For month	FY18	FY17	FY16
Legal Matters/Questions Handled	51	417	354	244
Document Creation & Review Including Contracts	26	228	271	267
Right to Know Requests Processed	09	83	73	66
Resolutions	02	58	42	53
Ordinances	01	09	13	29

Product & Process Outcomes: Assistance to City Departments

City Council	Drafting/review of resolutions and ordinances; Opioid litigation
City Manager	Review of documents for signature, 91-A requests; Ongoing work with General Code; Souther parcel title issue
Community Services	Renaud Avenue tree buffers; Solar on Indoor Pool/Children's Museum; 3 acres Dover/Madbury land acquisition; Water System Emergency Interconnection Agreement; slip & fall; Stormwater system issue; Obstruction permit; Tree limb removal issue; Class VI road; Permanent Utility Easement Deed; Demo dumpster on City property; Thornwood Commons Warranty Deed; Utility pole issue; Sidewalk Seating Permit Application; Crescent Avenue driveway issue/insurance claim/ Roberts Road easement
Executive	No legal assistance needed.
Fire & Rescue	Review of BCBS Provider Agreement; 26 Melody Terrace matter
Finance	Discharges and Liens; Specialized Municipal Legal Services; Tax abatement on abandoned property; Cell tower invoices; Request for Release of Funds; Tax abatement refund letter; Manufactured housing tax abatement issue; Bradley Commons taxed condo; Paper street
Planning	Condo association property rights re: Grove Street project; Pier permit; Saddle Trail Drive HOA; Motor vehicle junkyard; Intercreditor Agreement; Review of Certificates of Insurance; 104 Washington Street LLC development documents; ZBA tower variance
Police	Review of MOU for electronic MV record access; Storage unit MOA; Oath of Office; Tobacco Ordinance
Public Library	Ongoing issue with water cooler vendor
Public Welfare	No legal assistance needed.
Recreation	Ice Arena off-season rental agreement
School	IRS payroll issue; Resolution to rescind; General Scholarship Fund; Budget Amendment; Donation request; HS JBC construction contract additional charges; Electric Supply Agreement; Dover Middle School projects

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 moderate pace on average with variations across industry segments. Manufacturing and retail businesses are reporting sales and revenues with mid-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, up \$8.9 million in FY2018 limited by the high cost of new builds. Residential real estate is experiencing robust demand, up \$203.3 million in FY2018, but sales are limited by lack of inventory. Staffing firms report hiring for specific skill sets is brisk but limited by available potential employees. Planned wage increases are gaining momentum with prices increasing slightly to moderately in most sectors. Contacts expect further growth consistent with recent results going forward. Some concern is being expressed about the rate of growth as the Dow, having surpassed 26,000, dipped suddenly and then partially recovered to the 24,000 range most recently. The Fed has stopped renewing Treasury bond purchases as they expire which will cause interest rates to rise but they did not add another 25 basis points as expected at their last meeting. Three further 25 basis points hikes anticipated this year are still in limbo. Downtown retailers, bars and restaurants are experiencing an improved performance this month following the traditionally slow first quarter. Second quarter spring weather is expected to sustain a continuing recovery. The most marketing savvy establishments are experiencing improved sales growth aided by the multiple marketing events cosponsored and implemented by DBIDA, Dover Main Street and the Dover Retail Committee. Those less creative in their marketing efforts or not open to market changes are experiencing the effects of improved competition. Retailers reported they continue to be helped by the First Fridays Art Walk events and the Hometown Holiday weekends with the cooperation of virtually all merchants City wide.

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 and stand-alone ER's 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 available to the Dover market. WDH has opened a 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.

Local walk-in healthcare centers are hiring strongly as these in- demand skill sets become available.

Predictions for 2018 revenue growth are in the 5%-10% range.

Commercial Real Estate:

Commercial real estate sales activity continued with modest 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. Accelerator units of 1,200 – 2,500 SF are sorely needed to house small post startup companies to get started and to grow in Dover. 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. 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 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 Fosters building at 333 Central Ave. project is currently at the TRC stage. The Robbins building downtown sold to Cathartes, who has now completed demolition of the building 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 and Q4 unit sales in 2017 declined slightly due to low inventories. Rising prices are convincing sellers to put homes on the market before interest rates go up any more (now averaging 4.45% on residential mortgages). Median selling prices continue to rise locally and are up 7-9% year-over-year 2016-2017. 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 2018.

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, but most world economies are now doing well and that helps to support the US economy. The Chinese economy has slowed but 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 and import tariffs will negatively affect exports but the tax reform law is expected to make exporting US companies more competitive internationally. Currently, local manufacturers are experiencing growing sales. The North Korean situation ups and downs make it difficult to assess the effects they will cause in world-wide markets and economies. Other uncertainties surrounding the 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 slightly uncertain about the tax reform package but are encouraged by the most recent amended tax reform law passed. Pickup truck and auto sales have arrested their decline this month with large holiday sales being experienced this month. 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 at a moderate pace. Capital investment is up locally except for new-builds due to building costs exceeding the value of the completed building at present. 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 new 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 that were experiencing a decline in their aerospace composites businesses are now seeing an uptick and are hiring again when qualified workers can be found. Some major capital spending projects are underway and some about to be announced. A number of other commercial projects are currently underway or about to be underway during this building season. Outlook for the balance of the year remains very positive. Very few manufacturing buildings in the 20,000-30,000SF range are available locally. The Silver Square development (roundabout complete) is 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 fit out is complete. 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 the school season progresses, 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".

The FY2019 property tax increase with an over the tax cap budget from the School District is causing concern at several local businesses when combined with high electric energy costs and water processing costs.

Retail & Tourism:

Retailers contacted for this period report an increase sales following a robust result in 2017 Holiday sales. Year-over-year store sales range from up 12% to up 80% but these sectors are now in their annual second quarter high demand period. The recent stock market increases followed by the recent correction and partial recovery have tempered confidence at Main Street businesses at present but the retail improvement over previous years for this second quarter are building it back. The uncertainty about the effect of the tax reform law on household income and the issues of the effect on healthcare coverage and cost has faded to some degree. Local restaurants are still having difficulty hiring wait staff. The recent gasoline price volatility (now on a significantly higher price cycle), has had no discernible effect yet on retail, hotel and restaurant sales so far. OPEC's recent decision to extend their oil production cuts are now expected to materially affect current pricing at the gas pump during the rest of the spring driving season. A pending significant increase in military spending 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 for brick and mortar department stores. Several national brick and mortar department stores 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 were up by 4.5% through Black Friday (Plaid Friday in Dover) 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 18%+ year-over-year. The decline in the large shopping malls may begin to help our small retailers with people looking for unique products and personal customer service. Bus tours to Dover are fully booked for 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 market pressure sustained in May with the traditional Q2 seasonal uptick. Dover's current unemployment rate is 2.3%. 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 accelerate upward. 2017 wage gains averaged 2.7%. Restaurants are expressing concern about labor shortages with some initiating early week closed days due to a lack of available hiring candidates.

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.

Local Major Development Projects:

- First Street Development Phase 2.
- Third Street Development
- Silver Square Development: Phase 1 completion, Phase 2 underway.
- Yacht Club Development (residential full, Commercial empty)
- Dover Parking Garage: performing as projected.
- 49,000 SF at 27 Production Drive leased to buy option exercised.
- Robbins Building site / Cathartes Project (Demolition complete).
- Broadway mixed use development
- 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 / Kostas Brothers (renovation plans in process).
- The Old courthouse Building on First and 2nd may be demo’d to make room for a mixed use facility.
- 6 Grove St. Project in TRC.
- Bradley Commons completion slowed by wrong brick shipment

Parking Division

Meter Activity

	May 2018	May 2017
Meter Transactions	41,375	38,388
Income from Meters - Total	\$52,992	\$47,954
Income from Meters – Parking Garage	\$4,237	\$3,663
Meter Days	22	22
Average Meter Transactions Per Day	1,881	1,745
Transaction Increase / Decrease	+7.8%	

	Fiscal Year 2018	Fiscal Year 2017
Meter Transactions	406,041	380,918
Income from Meters - Total	\$540,293	\$479,540
Meter Days	229	227
Average Meter Transactions Per Day	1,773	1,678
Transaction Increase / Decrease	+5.7%	

COAST

Ridership Activity

Month	Route 1	Route 2	Route 33 (FasTrans)
October 2017	5,511	17,602	1,270
November 2017	5,149	15,362	1,055
December 2017	4,881	13,553	1,135
January 2018	4,930	13,804	1,195
February 2018	5,053	14,117	1,157
March 2018	5,413	14,883	1,227
April 2018	5,005	15,108	1,040
Totals:	35,942	104,429	8,079

J. MICHAEL JOYAL, JR.
CITY MANAGER



CITY OF DOVER

CITY COUNCIL – MINUTES

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Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Thibodeaux led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Gasses, Councilor Muffett-Lipinski, Councilor Thibodeaux, and Councilor Williams.

Absent: Councilor Keane and Councilor Shanahan.

Also Present: City Manager Joyal, City Attorney Blenkinsop, and City Clerk Lavertu.

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor moved to add a resolution as Item #13.B.3.: Chief of Police Employment Agreement, an Appointments Committee Report, and a Joint Building Committee – Dover High School and Regional CTC Report.

Deputy Mayor moved to approve the Agenda as amended; seconded by Councilor Thibodeaux.
Vote: 7/0.

7. PUBLIC HEARINGS

A. CHAPTER 166 – VEHICLES AND TRAFFIC, SECTIONS 16, 56, 57, 59 and 60 SPONSORED BY MAYOR WESTON BY REQUEST

David Speltz, Owner of Camera Commons located at 652 Central Avenue: He spoke in favor of the Ordinance.

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

B. AMENDMENT OF FY2018 FEE SCHEDULE TO CREATE A METER FEE FOR ELECTRIC VEHICLE CHARGING STATION SPACES IN THE ORCHARD STREET PARKING GARAGE (REQUIRES A 2/3 MAJORITY VOTE FROM THE COUNCIL.) SPONSORED BY MAYOR WESTON BY REQUEST

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



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**C. B17048 SIDEWALK IMPROVEMENTS ADDITIONAL SCOPE – SPRUCE LANE AND
REPROGRAMING OF UNEXPENDED BOND PROCEEDS
(REQUIRES A 2/3 MAJORITY VOTE FROM THE COUNCIL.)
(COUNCIL VOTE TO OCCUR ON JUNE 13, 2018.)
SPONSORED BY MAYOR WESTON BY REQUEST**

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

8. CITIZEN'S FORUM

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

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He introduced the new Dover Police Chief, Dover Police Captain William Breault, to the Council, and said he will be formally sworn in on June 5, 2018, but officially Chief as of June 1, 2018..

Captain Breault thanked the City Manager for his kind words, and asked the Council to contact him with any questions.

City Manager Joyal gave an overview of the final snow removal report to the Council. He said the Governor has applied to the Federal Government for one of the big storms this past winter, and there is a potential for Dover to receive \$75,000 for expenses.

Deputy Mayor Carrier asked about the renovations in the Customer Service Center.

City Manager Joyal said the work has started. The City had to wait for the insurance adjusters to make their final determination for the extent of the repairs. He hopes to have the Customer Service Center completed by July 1st. He added that he will be bringing forward a resolution for the continuation of the renovations to the first floor of City Hall.

Deputy Mayor Carrier asked about the vestibule and its completion.

City Manager Joyal said the contractor is almost done. He said the quality of the work is there, but added that it was unfortunate that it took so long to complete.

Councilor Thibodeaux asked about the road work being done on Stark Avenue.

Community Services Director Storer gave an overview of the Stark Avenue project to the Council.

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

Vote: 7/0.



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10. APPROVAL OF MINUTES

- A. May 2, 2018 – Workshop Session**
- B. May 2, 2018 – Special Meeting**
- C. May 9, 2018 – Regular Meeting**

Deputy Mayor Carrier moved to approve the Minutes; seconded by Councilor Muffett-Lipinski.
Vote: 7/0.

11. MAYOR'S REPORT

Mayor Weston said she attended the following meetings: Tri-City Homeless Coalition, Government Affairs, Transportation Advisory Commission, Cocheco Waterfront Development Advisory Committee, and the Appointments Committee. She referred to a discussion during the Appointments Committee meeting and wanted the City liaisons for Board and Commissions to check the attendance of the members to make sure they are following the rules. She asked the liaisons to address the goals for the Boards and Commission and update them if needed. She referred to the Committee Reports and asked for an update on the first six on the list at the next regular City Council meeting, and continue to the next six for the regular meeting to follow, and so on. She spoke about "Don't Trash Dover" on Facebook, and asked the Council to take a look at it. Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Thibodeaux.
Vote: 7/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

- 1. CHAPTER 166 – VEHICLES AND TRAFFIC, SECTIONS 16, 56, 57, 59 and 60**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
Parking Manager Simons gave an overview of the Ordinance changes to the Council.
Roll Call Vote: 6/1; Passed. Councilor Gasses was opposed.

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 1. AMENDMENT OF FY2018 FEE SCHEDULE TO CREATE A METER FEE FOR ELECTRIC VEHICLE CHARGING STATION SPACES IN THE ORCHARD STREET PARKING GARAGE (REQUIRES A 2/3 MAJORITY VOTE FROM THE COUNCIL.)**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Thibodeaux.
Roll Call Vote: 7/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 23, 2018**
Meeting Time: **7:00 pm**

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **BLOCK PARTY – Greater Dover Chamber of Commerce**
2. **BLOCK PARTY – Hot Rod City**
3. **BLOCK PARTY – 7th Catering, Seacoast Microbrew Festival**
4. **ROAD RACE – Garrison School**
5. **TAG – Seacoast Titans Football and Cheer**
6. **B17003 SIEMENS INDUSTRIES INC. ADDITIONAL SCOPE OF WORK FOR POOL AND LIBRARY**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|--|--|
| 1. School Board | 14. Ordinance Committee |
| 2. Planning Board | 15. Parking Commission |
| 3. 400 th Anniversary Committee | 16. Pool Advisory Committee |
| 4. Appointments Committee | 17. Recreation Advisory Board |
| 5. Arena Commission | 18. Solid Waste Advisory Commission |
| 6. Arts Commission | 19. Transportation Advisory Commission |
| 7. Downtown TIF Advisory Board | 20. Waterfront TIF Advisory Board |
| 8. Conservation Commission | 21. Joint Building Committee – Dover High School and Regional Career Technical Center |
| 9. Energy Commission | 22. Joint Building Committee – Garrison Elementary School |
| 10. Heritage Commission | 23. COAST |
| 11. Legislative Liaison | 24. Dover Main Street |
| 12. Library Board of Trustees | |
| 13. McConnell Center Advisory Board | |

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

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

Councilor Thibodeaux pulled Item 13.A.6.

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

Vote: 7/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.6.; seconded by Councilor Thibodeaux.

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

Roll Call Vote: 7/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 23, 2018**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier gave an overview of the Appointments Committee meeting to the Council, and made the following recommendations for Council approval:

Susan Kelsch – Cemetery Board as an alternate member

Bruce Batchelder – Open Lands Committee

Nabia Fortier – Open Lands Committee

Zachary Schmidt – Conservation Commission as an alternate member and Pool Advisory Committee as a regular member

Abigail Lyon – alternate member to regular member on Conservation Commission.

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

Vote: 7/0.

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

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

Vote: 7/0.

B. RESOLUTIONS

1. MERIT PLAN AMENDMENT – CLASSIFICATION AND PAY PLANS

SPONSORED BY MAYOR WESTON BY REQUEST

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

City Manager Joyal gave an overview of the Merit Plan amendments to the Council.

Roll Call Vote: 7/0.

2. FISCAL YEAR 2019 BUDGET AMENDMENT – RESCIND SCHOOL CAPITAL RESERVE TRANSFERS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (TO BE REFERRED TO A PUBLIC HEARING ON JUNE 13, 2018.)

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on June 13, 2018; seconded by Councilor Muffett-Lipinski.

Vote: 7/0.

3. CHIEF OF POLICE EMPLOYMENT AGREEMENT

(SPONSORED BY MAYOR WESTON BY REQUEST)

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

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

Roll Call Vote: 7/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 23, 2018**
Meeting Time: **7:00 pm**

15. COUNCIL MATTERS OF INTEREST

No discussion.

16. ADJOURNMENT

Councilor Muffett-Lipinski moved to adjourn; seconded by Councilor Thibodeaux.
Vote: 7/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2018.05.09 – 052**

Resolution Re: B17048 Sidewalk Improvements Additional Scope – Spruce Lane and Reprograming of Unexpended Bond Proceeds

WHEREAS: A Sealed (RFB) Request for Bid [B17048](#) for sidewalk improvements was issued and replies were received on March 21, 2017 at 11:00 for a one-year agreement with option to renew two additional one year terms; and

WHEREAS: One bid was received which was submitted by John H Lyman and Sons Inc for unit pricing of various services and products in the amount of \$206,500. City Council approved the recommendation to award to John H Lyman Inc in the amount of \$100,000 via resolution [R-2017.04.26-045](#) so as not to exceed available funding. Additional funds became available and council approved award the remainder of the work solicited in the RFB via resolution [R-2017.09.27-121](#); and

WHEREAS: Recently, city staff requested pricing to install sidewalks at Spruce Lane as well as some tree, water and sewer work and received a quote from John H Lyman and Sons in the amount of \$576,741.00. The sidewalk work proposed is within the bid specifications and meets the bid rates provide in B17048 but the remainder was not part of the RFB. Therefore the city is seeking council approval for the complete project.

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

The amount of \$307,114.55 of unexpended bond proceeds is hereby reprogrammed from the identified Community Services Department CIP projects for Watson Road and Bellamy Road to Mast Road/Spruce Lane sidewalks project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
4015.1.300.43121.4751.03178.15	Watson Rd Reconstruction	57,114.01	(57,114.01)	0.00
4004.1.300.43121.4751.03137.04	Bellamy Rd Improvements	0.54	(0.54)	0.00
4017.1.300.43121.4751.03137.17	Bellamy Rd Improvements	250,000.00	(250,000.00)	0.00
4015.1.300.43121.4715.03173.15	Mast Rd/Spruce Ln Sidewalks	0.00	57,114.01	57,114.01
4004.1.300.43121.4715.03173.04	Mast Rd/Spruce Ln Sidewalks	0.00	0.54	0.54
4017.1.300.43121.4715.03173.17	Mast Rd/Spruce Ln Sidewalks	0.00	250,000.00	250,000.00
	Total Available Funding	307,114.55	0.00	307,114.55

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to John H Lyman and Sons Inc. of Gilford NH for Sidewalk Improvement services at rates provided in conjunction with Bid B17048 and cost proposal in the amount of \$576,741.00. 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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2018.05.09 – 052**

Resolution Re: B17048 Sidewalk Improvements Additional Scope – Spruce Lane and Reprograming of Unexpended Bond Proceeds

Financing

Account	Description	Available Balance
40xx.1.300.43121.4715.03173.xx	Mast Road/Spruce Lane Sidewalk Improvements	\$ 609,654.31 after reprogramming authorization

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2018.05.09 – 052**
Resolution Re: B17048 Sidewalk Improvements Additional Scope – Spruce Lane and Reprograming of Unexpended Bond Proceeds

DOCUMENT HISTORY:

First Reading Date: 05/09/2018	Public Hearing Date: 05/23/2018
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

On December 9, 2015 the Dover City Council approved the FY17-FY22 six-year Capital Improvements Program (CIP), which included an appropriation in FY17 for improvements to Bellamy Road. On January 26, 2014 the Dover City Council approved the FY15-FY20 six-year Capital Improvements Program (CIP), which included an appropriation in FY15 for Watson Road reconstruction. On February 12, 2003 the Dover City Council approved the FY04-FY09 six-year Capital Improvements Program (CIP), which included an appropriation in FY04 for Bellamy Road improvements.

The Watson Road reconstruction project has been completed under budget and therefore there is unexpended bond proceeds to be utilized on another similar CIP project. The Bellamy Road intersection improvement project is being put on hold pending the State of New Hampshire Department of Transportation completing their Route 108 corridor improvements study. Since the City expects the NH DOT Route 108 study to take some time, the existing Bellamy Road project authorization for bonding is available to be reprogrammed to another street/sidewalk improvements project. Once NH DOT has completed the Route 108 study the City will place the Bellamy Road intersection improvement project back into a subsequent six-year CIP. This reprogramming request is being made as a result of the Community Services Department evaluating the Spruce Lane sidewalk bid proposal received from John H Lyman and Sons Inc. and the need for additional funding for the project.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2018.05.09 – 052**

Resolution Re: B17048 Sidewalk Improvements Additional Scope – Spruce Lane and Reprograming of Unexpended Bond Proceeds

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Community Services Department CIP projects. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the identified Community Services Department CIP projects. This resolution reprograms funding from the identified Community Services Department CIP projects to Spruce Lane Sidewalks CIP project.

The construction to take place within the scope of this bid will be in conjunction with the City of Dover's paving projects at various locations through-out the City. There are proposed areas where modification of existing curb and sidewalks will be done on existing roadways and other areas involving reset/new curb and sidewalk installation. The contractor must familiarize himself with the sites of the proposed work and adjust accordingly.

These areas can be as little as 10 ft of reset curb to 500 ft of new curb and as little as 2 square yards of sidewalk and greater. The contractor must be able to mobilize on notice to install curbing within 10 days to facilitate paving projects.

The scope of work and costs is submitted electronically via the link listed below under results tab.

Bid Information:

A Sealed (RFB) Request for Bid B17048 for sidewalk improvements was issued and replies were received on March 21, 2017 at 11:00.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	395	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	2017 construction	Estimated Delivery:	As needed
Recommended Award to:	John H Lyman & Sons Inc	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

B17048 Bid Documents and Vendor Lists



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2018.05.23 – 056**

Resolution Re: FY2019 Budget Amendment – Rescind School Capital Reserve Transfers

WHEREAS: The Dover City Council adopted the City of Dover FY2019 municipal operating budget on May 2, 2018; and

WHEREAS: The School Department budget contained appropriations to transfer from the General Fund Education budget to three School Department Capital Reserves; and

WHEREAS: The Dover School Board has determined that funding appropriated to General Fund Education purpose is a greater priority than funds being transferred into School Capital Reserve funds; and

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

The City Council rescinds the \$115,000 to be transferred into the School Department Capital Reserve accounts and to appropriate those funds to General Fund Education purpose as noted below:

Account Number	Account Description	Adopted Budget	Budget Adjustment	Revised Budget
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Athletics Capital Reserve	20,000.00	(20,000.00)	0.00
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Curriculum Capital Reserve	45,000.00	(45,000.00)	0.00
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Facilities Capital Reserve	50,000.00	(50,000.00)	0.00
1000.1.600.46900.4950.00000.00.000.000.950	Education - General Fund	54,393,984.00	115,000.00	54,508,984.00
	Totals	54,508,984.00	0.00	54,508,984.00

THIS RESOLUTION REQUIRES 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#: 12.C.2.

Resolution Number: **R – 2018.05.23 – 056**
Resolution Re: FY2019 Budget Amendment – Rescind School Capital Reserve Transfers

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2018.05.23 – 056**

Resolution Re: FY2019 Budget Amendment – Rescind School Capital Reserve Transfers

RESOLUTION BACKGROUND MATERIAL:

The Dover City Council adopted the City of Dover FY2019 municipal budget on May 2, 2018. The FY19 budget presented to City council reflected three transfers to be appropriated into School Capital Reserve accounts. In adopting the FY19 budget the city council reduced the amount reflected for General Fund – Education by \$500,000. The amount reflected in the budget for General Fund - Education is separately presented from Debt Service for School Department and Transfers into School Capital Reserve accounts.

On May 7, 2018 the School Board met to review the School District portion of the FY2019 adopted budget. The School Board had to determine how to implement a \$500,000 reduction in appropriations for the district. The School Board voted to formally request that the City council rescind the \$115,000 appropriated to go into School Capital Reserves and have the \$115,000 appropriated as part of the General Fund – Education appropriation. The School Board took this action in order to achieve an overall \$500,000 reduction in appropriations for the district. A copy of the School Board's resolution adopted at their May 7, 2018 meeting is attached to this resolution.

Per the Charter, Dover is a single municipal corporation with powers for school and municipal purposes under the name the "City of Dover." While the City Council generally only has bottom line budget appropriation authority over School District functions, capital reserve funds are subject to specific statutory provisions. RSA Chapter 34 sets for the process for the establishment and oversight of capital reserve funds in cities and makes clear that the City Council is the appropriating authority for these funds. RSA Chapter 35, which concerns capital reserve funds in towns and school districts, provides that its provisions do not apply in cities (RSA 35:4). As such, in a single municipal corporation that is a city, like Dover, the City Council appropriates funds to be transferred into capital reserves, and, therefore is the only legislative body able to rescind such an appropriation once made.

RESOLUTION

RE: FY2018-2019 BUDGET AMENDMENT REQUEST

- WHEREAS: The Dover City Council adopted the City of Dover FY2019 municipal operating budget on May 2, 2018; and
- WHEREAS: The School Department budget contained appropriations to transfer from the General Fund Education budget to three School Department Capital Reserves; and
- WHEREAS: The Dover School Board has determined that funding appropriated to General Fund Education purpose is a greater priority than funds being transferred into School Capital Reserve funds; and

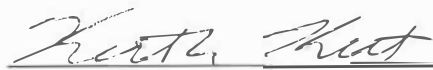
NOW, THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

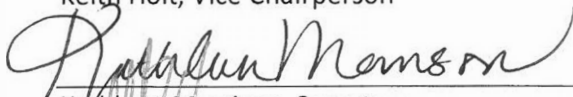
The City Council rescind the \$115,000 to be transferred into the School Department Capital Reserve accounts and to appropriate those funds to General Fund Education purpose as noted below:

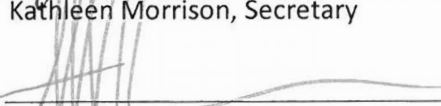
Account Number	Account Description	Adopted Budget	Budget Adjustment	Revised Budget
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Athletics Capital Reserve	20,000.00	(20,000.00)	0.00
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Curriculum Capital Reserve	45,000.00	(45,000.00)	0.00
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Facilities Capital Reserve	50,000.00	(50,000.00)	0.00
1000.1.600.46900.4950.00000.00.000.000.950	Education - General Fund	54,393,984.00	115,000.00	54,508,984.00
	Totals	54,508,984.00	0.00	54,508,984.00

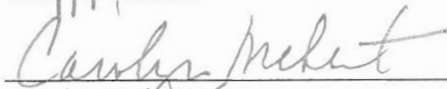
SUBMITTED BY:

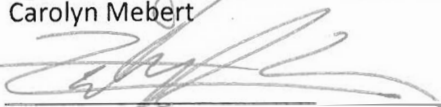

Amanda L. Russell, Chairperson


Keith Holt, Vice Chairperson


Kathleen Morrison, Secretary


Andrew Wallace


Carolyn Mebert


Zachary Koehler


Matthew Lahr

May 7, 2018



COI or waiver
required (YES)

PERMIT APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

PARADE** X , ROAD TOLL*** _____,

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

Organization Name: Wickworth Douglass Hospital
Federal Tax ID number for Organization: _____

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): CCIRB Out of Darkness

Contact Person: Lyndi Sargent Day Time Telephone: 603.609.9104

Address: 789 Andros Ave Dover NH Email: Lyndi.Sargent@parail.com

Date of Event: 6/23/18 Specific Time: 7:30am

Location of Event (if parade, attach course description or map): WON -> Garrison Hall and Back

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

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

Police Department Parade Route Approval Signature: _____

Printed Name: Sgt. Mark Speidel Check Here if Parade Route Is Attached: X

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

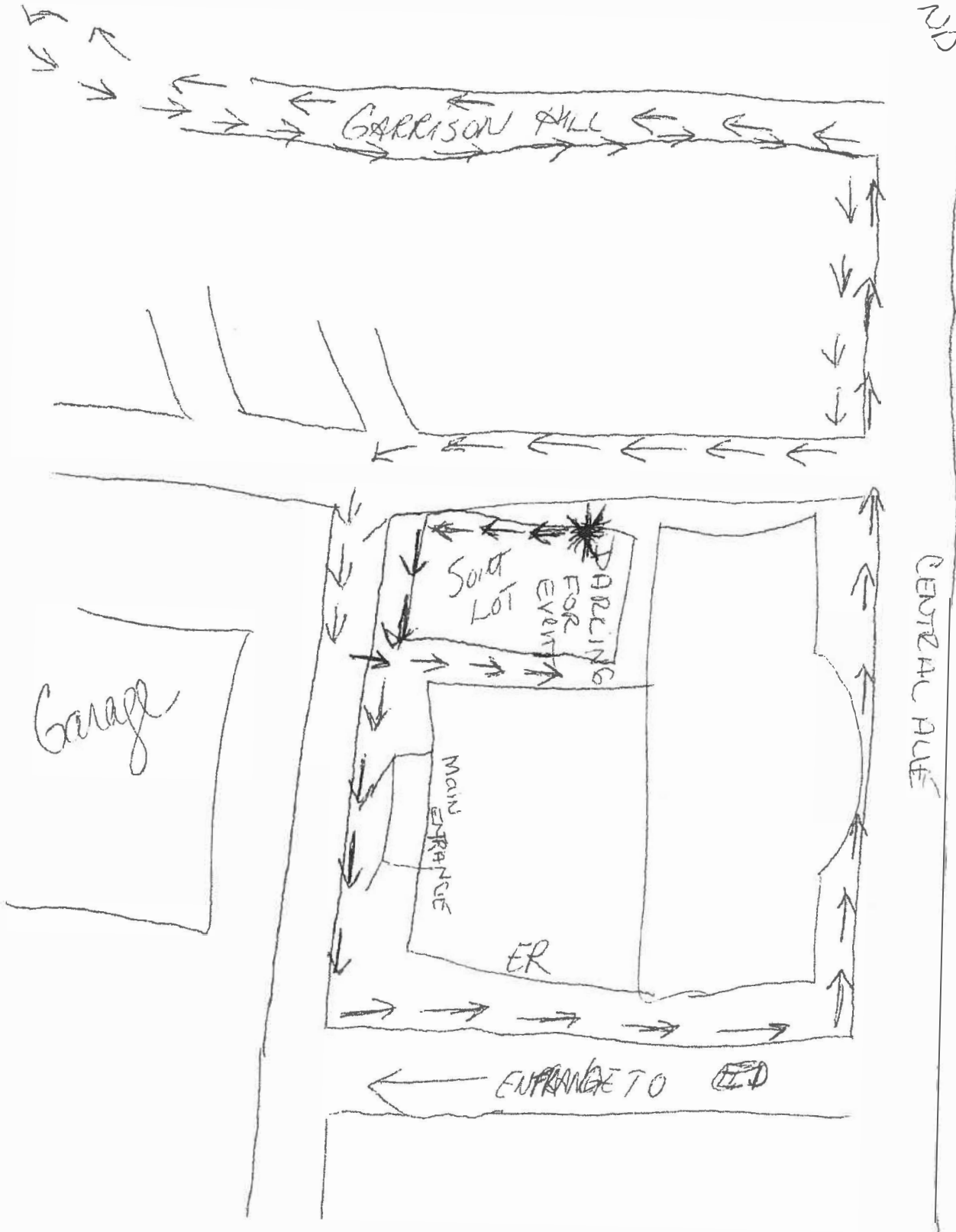
SIGNATURE OF APPLICANT: Lyndi Sargent DATE: 5/16/18

PRINTED NAME: Lyndi Sargent (duly authorized)

Licensing Board Approval: [Signature] Date: 5/21/18

WDH CLIMB event
June 23, 2018

Walking
Plan
and END
START *



Speidel, Marn

From: Lyndi Sargent <Lyndi.Sargent@wdhospital.com>
Sent: Wednesday, May 16, 2018 10:38 AM
To: Speidel, Marn
Cc: 'Marisa McCutchen'
Subject: FW: Attached Image
Attachments: 1360_001.pdf

Attached is the parade application and rough map of our planned route. We will be walking only and will just be going around the hospital grounds, down central, up to garrison hill where we will gather for 20 minutes or so and then back down the hill to the hospitals south lot. Please let me know if there is anything else you will need from me.

Thank you,

Lyndi Sargent, CCE, LMT
Maternal/Child Resource Coordinator
Women and Children's
Wentworth-Douglass Hospital
603-609-6964



WENTWORTH-DOUGLASS
HOSPITAL
MASSACHUSETTS GENERAL HOSPITAL SUBSIDIARY



From: BCpedi_mfp@wdhospital.com [mailto:BCpedi_mfp@wdhospital.com]
Sent: Wednesday, May 16, 2018 11:37 AM
To: Lyndi Sargent
Subject: Attached Image

Confidentiality Notice: This e-mail message is intended only for the named recipient(s) above. It may contain CONFIDENTIAL INFORMATION, (including but not limited to MEDICAL INFORMATION, FINANCIAL INFORMATION, or other information related to Wentworth-Douglass Hospital or its patients) which may be legally privileged and exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, or distribution of this e-mail and any attachment(s) is strictly prohibited. If you have received this e-mail in error, please immediately notify the sender by replying to this e-mail and delete the message and any attachment(s) from your system.



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

PARADE** ☒, ROAD TOLL*** ☐

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

Organization Name: Dover Turkey Trot (Benefits Garrison School)

Federal Tax ID number for Organization: 22-2972074

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): 5K Road race

Contact Person: Jennifer Sprague Day Time Telephone: 603-502-4253

Address: 27 Woodland Rd Dover Email: JLSprague@comcast.net

Date of Event: NOV. 22 2018 Specific Time: 8:30 am

Location of Event (if parade, attach course description or map): Shaws Lane Dover NH

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

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

Police Department Parade Route Approval Signature: _____

Printed Name: _____ Check Here If Parade Route Is Attached: ☒

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

SIGNATURE OF APPLICANT: Jennifer Sprague DATE: 5/24/18
(duly authorized)

PRINTED NAME: Jennifer Sprague

Licensing Board Approval

Date: 5/30/18

1/2015

Start/Finish, and all mile markers are marked with a P-K Nail and Yellow Paint (UP = Utility Pole).



Dover Turkey Trot 5K

Dover, New Hampshire



Start/Finish: On northwest side of Shaws Ln 4 ft SW of end of granite curb on opposite side, 29 ft SW of southern school driveway gate post on opposite side, and about 65 ft SW of Storm Drain on same side.

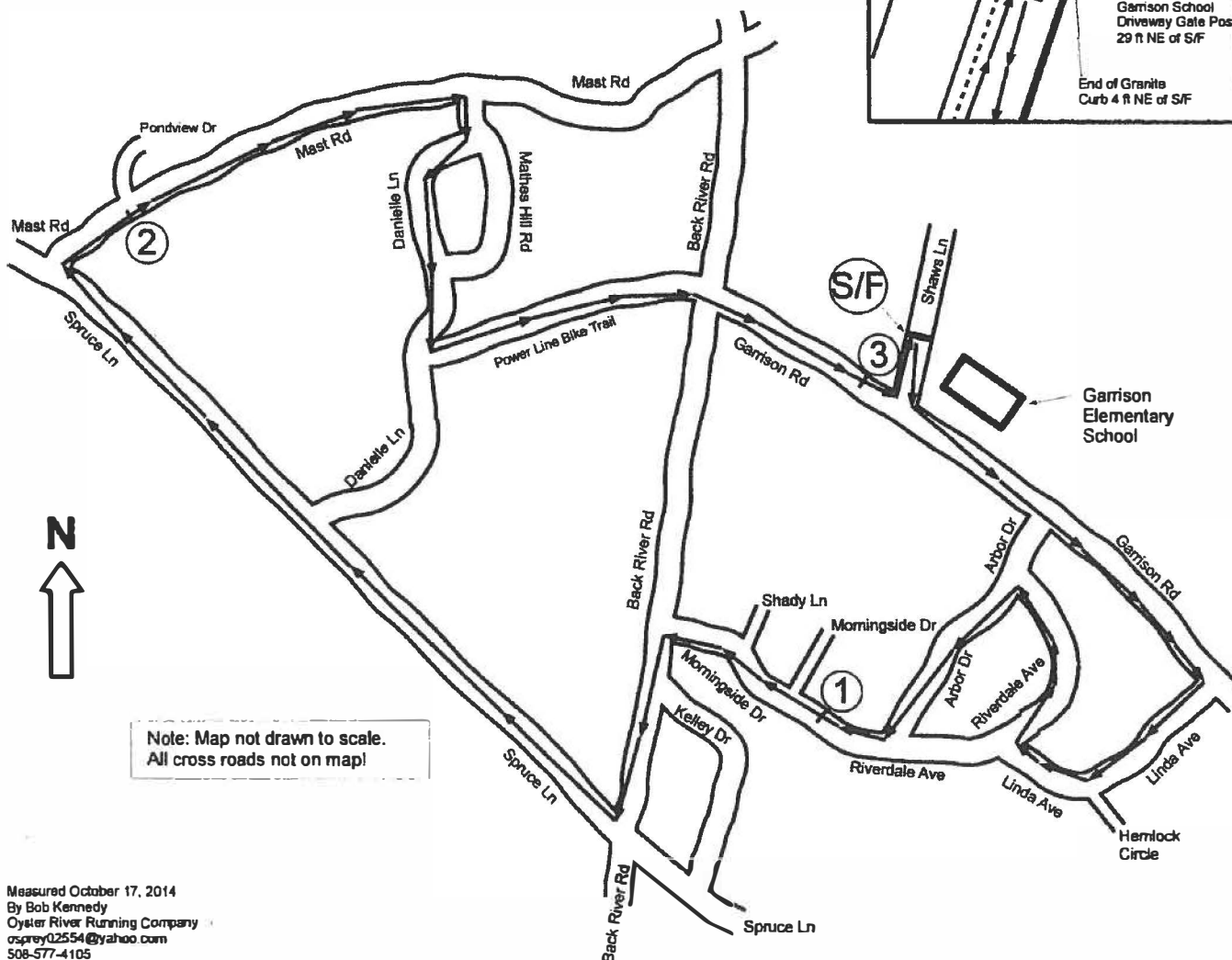
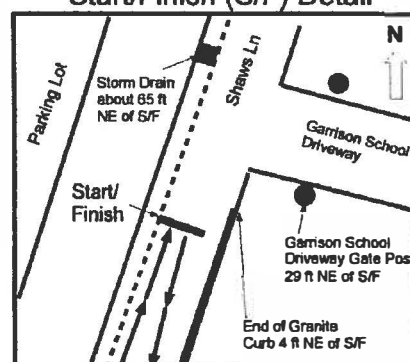
Mile 1: On north side of Riverdale Ave opposite garage door for 30 Riverdale Ave, about 30 ft E of UP (26 5 1032 18) on opposite side.

Mile 2: On southeast side of Mast Rd 6 ft SW of Mailbox for 126 Mast Rd and opposite intersection of Mast and Pondview Dr, and 19 ft 6 inches NE of UP (PSNH 23 27 14 v/z) on same side.

Mile 3: On north side of Garrison Rd 6 ft W of UP (PSNH24 5) on same side.

DOVER TURKEY TROT 5K
USATF CERTIFICATE NH14034TY
EFFECTIVE 10-20-14 TO 12-31-24

Start/Finish (S/F) Detail





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

Check (✓) the type of application:

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

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

Organization Name: Dover Little Green Cheerleading

Federal Tax ID number for Organization: 26-2543466

Check (✓) Nature of Organization:

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

Contact Person: Jennifer Donahue Day Time Telephone: 603-969-4338

Address: 31 Westwood Circle, Dover NH Email: jennifer.donahue@unh.edu

Purpose of Permit: Spork fundraiser

Date of Event: 8/3 - 8/5 Specific Time: 8/3: 4-8pm, 8/4: 8am - 2pm, 8/5: 8am - 6pm

Location of Event: _____

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Jennifer Donahue DATE: 5-18-18

PRINTED NAME: Jennifer Donahue

Licensing Board Approval [Signature] Date: 5/22/18



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

Check (✓) the type of application:

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

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

Organization Name: Dover Little Green Cheerleading

Federal Tax ID number for Organization: 26-2543466

Check (✓) Nature of Organization:

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

Contact Person: Jennifer Donahue Day Time Telephone: 603-969-4333

Address: 31 Westward Circle Dover NH Email jennifer.donahue@dnh.edu

Purpose of Permit: Sports fundraising

Date of Event: 9/7, 9/8, 9/9 Specific Time: 9/7: 4-8pm, 9/8: 8am-8pm, 9/9: 8am-6pm

Location of Event: _____

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____

Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Jennifer Donahue DATE: 5-17-18

PRINTED NAME: Jennifer Donahue
(duly authorized)

Licensing Board Approval [Signature]

Date: 5/22/18



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2018.06.13 – 058**
Resolution Re: B08043 Award of Additional Scope of Services Traffic
Signal Program Sebago Technics

WHEREAS: The City of Dover had solicited Request for Qualifications B08043 for design services in developing an Access/Safety/Efficiency Management Plan for the City of Dover and they were opened February 1, 2008 @ 2:00 PM and council awarded to Sebago Technics; and

WHEREAS: Over the years there have been several phases awarded to Sebago Technics Inc. based upon their engineering knowledge of the City's signal system, timings, phases, coordination plans and approach volumes at differing times of the day; and

WHEREAS: Progress continues to be made in improving the capabilities and efficiencies of the City's traffic signals. Sebago has offered a scope of work outlined in the background section totaling \$25,415.00. It is the recommendation to continue the Traffic Signal Program with Sebago Technics.

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 Sebago Technics, Inc of Westbrook, ME in the amount of \$25,415.00 at corresponding rates provided June 6, 2016. 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
1009.1.300.43121.4730.00000.96	CS Improvements other than Buildings	75,000	10,600
1000.1.300.43121.4730.00000.00	CS Improvements other than Buildings	75,000	75,000

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.5.

Resolution Number: **R – 2018.06.13 – 058**
Resolution Re: B08043 Award of Additional Scope of Services Traffic
Signal Program Sebago Technics

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2018.06.13 – 058**
Resolution Re: B08043 Award of Additional Scope of Services Traffic
Signal Program Sebago Technics

RESOLUTION BACKGROUND MATERIAL:

C/O 5 Adding \$4,400.00 for peer review of traffic signal plans and preparation of new signal timings for Central Ave in association with the proposed development at 824-828 Central Ave.

C/O 6 adding total of \$21,015.00

Task 1 Develop a master communications plan for City's signals \$17,715.00

Task 2 Reexamine traffic server configuration \$1,500.00

Task 3 integrate signal inventory with VUEWorks asset management software \$1,800.00

Total two change orders \$25,415.00

Bid Information:

Sealed request for bid B08043 was issued and awarded to Sebago Technics in 2008

Award Information:

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

Purchasing Information:

[B08043 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2018.06.13 – 059**
Resolution Re: B18046 Daycare Area Roof Replacement at McConnell Center

WHEREAS: The Sealed Request for Bid #B18046 was requested and received for the roof replacement over the daycare center of the McConnell Center on May 15, 2018 at 2:30 PM. A mandatory prebid meeting was conducted on April 25, 2018 with four firms attending; and

WHEREAS: Two proposals were received and evaluated by city staff. It is the recommendation to award to Weatherguard Industries /SMJ Metals LLC in the amount not to exceed \$49,500.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Weatherguard Industries/ SMJ Metals LLC of North Hampton MA for roof replacement services given the rates provided in conjunction with B18046. 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
2100.1.180.46341.4725.01102.18	CDBG McConnell Building Imp	49,500.00	49,500.00

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.6.

Resolution Number: **R - 2018.06.13 – 059**

Resolution Re: B18046 Daycare Area Roof Replacement at McConnell Center

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2018.06.13 – 059**
Resolution Re: B18046 Daycare Area Roof Replacement at McConnell Center

RESOLUTION BACKGROUND MATERIAL:

The City of Dover is requested qualified vendors to provide labor and materials necessary to remove the existing and install the new specified roofing and related components to the McConnell Center Daycare Area roof located at 61 Locust Street Dover NH.

Bid Information:

Sealed Request for Bid #B18046 was requested and received for roof replacement services on May 15, 2018 @ 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 emailed:	90	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	no	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	2018
Recommended Award to:	Weatherguard Industries	Fund:	CDBG
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

[B18046 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2018.06.13 – 060**
Resolution Re: City Hall B18048 – Asbestos Abatement State of NH Bid

- WHEREAS: The State of New Hampshire solicited bids and has entered into agreement #8002298 with Envirovantage Inc of Epping NH for asbestos abatement services. This vendor has provided a proposal based on State of NH bid prices for the removal of asbestos flooring in the first and second floor offices of City Hall, in the amount of \$79,750.00; and
- WHEREAS: Per Administrative Code Chapter 3 Article III 3-37B Exemptions to Competitive Bidding: Purchases made through the State of NH, other governmental agencies, and cooperative buying groups; and
- WHEREAS: The City wishes to utilize the State of NH contract already in place with Envirovantage Inc in the total amount of \$79,750.00

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

The Purchasing Agent is hereby authorized to issue a Purchase Order Envirovantage Inc of Epping, NH for asbestos abatement services in the amount not to exceed \$79,750.00. 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
1000.1.300.43180.4725.000000.00	F&G Building Impr	100,000	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.7.

Resolution Number: **R – 2018.06.13 – 060**

Resolution Re: City Hall B18048 – Asbestos Abatement State of NH Bid

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2018.06.13 – 060**

Resolution Re: City Hall B18048 – Asbestos Abatement State of NH Bid

RESOLUTION BACKGROUND MATERIAL:

The City is currently working on renovating the first and second floors of City Hall now that the customer service center is complete. The asbestos needs to be removed from these floors in order to lay new carpeting and the City obtained a proposal from Envirovantage Inc in the amount of \$79,750.00 which is State of NH contract pricing.

Bid Information:

State of NH Agreement # 8002298. The Purchasing Agent may, with approval by the City Manager, waive the bidding procedure when purchasing can be accomplished through the State of NH, or at State bid prices, other governmental agencies or cooperative buying group.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	As needed
Recommended Award to:	Envirovantage Inc	Fund:	F&G
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.8.

Resolution Number: **R - 2018.06.13 – 061**
Resolution Re: B18049 Various Chemicals

WHEREAS: The City of Dover joined the Northeast/Merrimack Valley Chemical Consortium in a sealed Request for Bid B18049 for various chemicals on an as needed basis for several city departments and results were received May 23, 2018 @ 1:00 pm; and

WHEREAS: The low bids meeting specifications were submitted by various vendors for various chemicals referenced, at unit prices specified in the results page. It is the recommendation to award to the low bidder for chemicals needed as outlined in the results page.

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

The Purchasing Agent is hereby authorized to issue purchase orders to each of the vendors identified in the results page at rates provided in conjunction with B18049 for various chemicals as needed. 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
1000.1.350.45124.4612.00000.00	Indoor pool operating supplies	12,000.00	12,000.00
1000.1.350.45125.4612.00000.00	Thompson Pool operating supplies	19,000.00	19,000.00
5300.1.300.43320.4612.00000.00	Water Operating supplies	94,700.00	94,700.00
5320.1.300.43250.4612.00000.00	Sewer Operating Supplies	33,000.00	33,000.00

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.8.

Resolution Number: **R - 2018.06.13 – 061**
Resolution Re: B18049 Various Chemicals

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R - 2018.06.13 – 061**
Resolution Re: B18049 Various Chemicals

RESOLUTION BACKGROUND MATERIAL:

The City of Dover joined the New Hampshire cities of Concord, Nashua, Salem, Keene, and Hooksett along with approximately sixty (60) Massachusetts cities to solicit request for bids for various chemicals.

The sealed request for bid B18049 was issued and received for various chemicals for several city departments on May 23, 2018 at 1:00 pm with rates to hold for one year. The low bids, meeting specifications, were submitted by the various vendors for chemicals referenced at unit prices specified in the results page.

Award Information:

Purchase orders will be issued to low bidders of each chemical for one year to authorize expenditures.

Purchasing Information:

Type:	Purchase order	Advertised:	Yes
Invitations Mailed:	84	Number of Responses:	56
Warranty:	Meets Specifications	Terms:	Net 30, FOB Dover
Work Bonded:	no	Contract:	No
Prices will hold for:	June 30, 2019	Estimated Delivery:	As needed
Recommended Award to:	Various Low bidders	Fund:	various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Cost estimated at \$25,000 or greater to some vendors

[B18049 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2018.06.13 – 062**
Resolution Re: B18072 Waste Water Treatment Plant BioSolids
Management Services

- WHEREAS: The sealed (RFP) Request for Proposals #B18072 was requested and received for the Waste Water Treatment Plant BioSolids Management Services on May 30, 2018 at 2:00 pm; and
- WHEREAS: Three vendors responded with varying rates and two options. Option A was for the vendor to provide roll off containers and Option B was for the city to provide. The low bid deemed most advantageous to the City was submitted by (RMI) Resource Management Inc of Holderness NH for Option A at the rate of \$86.10 year one and \$82.10 year two per wet ton; and
- WHEREAS: The RFP requested pricing for one year with option extend for three additional one year terms with increases for subsequent years not to exceed Boston Consumer Price Index and contingent upon appropriated funds. It is the recommendation to award as outlined.

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 RMI of Holderness NH for Bio-Solids Management services at rates provided in conjunction with Bid B18072. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
5320.1.300.43256.4421.00000.00	Sludge Disposal	220,000.00	220,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2018.06.13 – 062**
Resolution Re: B18072 Waste Water Treatment Plant BioSolids
Management Services

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2018.06.13 – 062**
Resolution Re: B18072 Waste Water Treatment Plant BioSolids
Management Services

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested sealed proposal from qualified contractors for transportation and management of wastewater biosolids generated at the Dover Waste Water Treatment Plant.

The City of Dover operates an activated sludge wastewater treatment facility with primary settling basins. The current annual average daily flow is 3.0 MGD. The dewatered sludge is a blend of primary and secondary (waste activated) sludge. Dewatering is accomplished with screw presses and the solids content of the dewatered sludge is expected to range from 25% ODS (oven-dried solids) to 33% ODS. Based on historical production and anticipated dewatering performance, total annual dewatered sludge production is expected to range from 2,200 wet tons to 3,200 wet tons.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	45	Number of Responses:	3
Warranty:	na	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Term of agreement	Estimated Delivery:	FY19
Recommended Award to:	Resource Management Inc	Fund:	WWTP
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

[B18072 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2018.06.13 – 063**

Resolution Re: B18075 Design Consultant for Belknap Street and Elm Street Neighborhood Reconstruction

WHEREAS: The Sealed Request for Bid #B18075 was requested and received for Design Consultant for Belknap and Elm St Neighborhood Reconstruction on May 7, 2018 at 2:00 PM. A mandatory prebid meeting was conducted on April 23, 2018 with thirteen firms attending; and

WHEREAS: Ten proposals were received and evaluated by city staff. Cost proposals were opened for the top five ranked firms with Wright-Pierce of Portsmouth NH being low bid. It is the recommendation to award to Wright Pierce in the amount not to exceed \$164,990.00

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Wright-Pierce for design consulting services at the rates provided in conjunction with B18075. 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
4019.1.300.43121.4751.03153.19	Streets Elm/Summer/Belknap	2,700,000.00	2,700,000.00
5300.1.300.43320.4757.03593.19	Water Elm Street	1,100,000.00	1,100,000.00
5320.1.300.43250.4757.04530.18	Sewer Main City Wide	150,000.00	145,391.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2018.06.13 – 063**
Resolution Re: B18075 Design Consultant for Belknap Street and Elm
Street Neighborhood 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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2018.06.13 – 063**
Resolution Re: B18075 Design Consultant for Belknap Street and Elm Street Neighborhood Reconstruction

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested proposals for consulting services for the design of the Belknap Street/Elm Street Neighborhood Reconstruction Project. The neighborhood is bound to the north by Silver Street, which was reconstructed in 2015; to the south by Fisher Street, which was reconstructed in 2005; to the east by Locust Street and Central Avenue; and to the west by the Dover Community Trail. This project consists of reconstructing the roadway, sidewalks, stormwater drainage system and water utilities on the following streets: Belknap Street from Silver Street to Fisher Street (1,250 lf), Elm Street (1,200 lf), Summer Street (1,410 lf) and, Hamilton Street (580 lf).

The City is committed to a multi-modal approach to roadway design, particularly in urban residential areas such as this neighborhood. The wish is for streets and ways to be designed and operated to be safe and accessible for all users regardless of age, physical ability or mode of transport. The design for this project should incorporate the elements and principals laid out in the City of Dover Complete Streets & Traffic Calming Guidelines.

Bid Information:

Sealed Request for Bid #B18075 was requested and received for design consulting services on May 7, 2018 @ 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 emailed:	328	Number of Responses:	10
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	no	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	2018
Recommended Award to:	Wright-Pierce	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

[B18075 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R - 2018.06.13 – 064**
Resolution Re: B18077 Design Consultant for Sixth and Venture
Intersection Improvements

WHEREAS: The Sealed Request for Bid #B18077 was requested and received for Design Consultant for Sixth and Venture Intersection Improvements on May 2, 2018 at 2:00 PM. A non-mandatory prebid meeting was conducted on April 19, 2018 with three firms attending; and

WHEREAS: Three proposals were received and evaluated by city staff. Cost proposal was opened for the top ranking firm Sebago Technics of Portland Maine. It is the recommendation to award to Sebago Technics in the amount not to exceed \$37,800.00

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Sebago Technics for design consulting services at the rates provided in conjunction with B18077. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4017.1.300.43121.4751.03115.17	Sixth/Venture Intersection	246,463.00	246,463.00

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.11.

Resolution Number: **R - 2018.06.13 – 064**
Resolution Re: B18077 Design Consultant for Sixth and Venture
Intersection Improvements

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R - 2018.06.13 – 064**
Resolution Re: B18077 Design Consultant for Sixth and Venture
Intersection Improvements

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested proposals for consulting services for the design of the Sixth Street and Venture Drive intersection reconfiguration. The changes will make improvements to the intersection to accommodate a WB-50 turning movement on all legs of the intersection.

The City is committed to a multi-modal approach to roadway design, particularly in urban residential areas such as this neighborhood. The wish is for streets and ways to be designed and operated to be safe and accessible for all users regardless of age, physical ability or mode of transport.

Bid Information:

Sealed Request for Bid #B18077 was requested and received for design consulting services on May 2, 2018 @ 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 emailed:	328	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	no	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	2018
Recommended Award to:	Sebago Technics	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

[B18077 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2018.06.13 – 065**
Resolution Re: B18076 Disposal of Tax Deeded Real Estate @ Iona Ave
Parcel ID 33101-000000

- WHEREAS: Via [R-2018.03.28-032](#) the City Council authorized the City Manager to solicit for bid pursuant to City ordinance 79-11- “Disposing of Tax-Deeded and City Owned real Estate” the City-owned parcel of property on Iona Avenue with Parcel ID 33101-000000; and
- WHEREAS: A Sealed Request for Bid B18076 was issued and a response received for the sale of Parcel ID 33101-000000 on May 29, 2018 at 2:00 pm; and
- WHEREAS: The City received one reply in the amount of \$46,000.00 which is over the minimum bid of 80% of fair market value as established by the City Assessor. It is the recommendation of City staff to sell property for the bid amount via quitclaim deed.

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

The City Manager is authorized to sell/convey the City property known as land on Iona Ave identified as Parcel ID 33101-000000 on the Dover Tax Map, consistent with the terms of the bid solicitation, for the amount of \$46,000.00, and to finalize all documents necessary to finalize the transaction. The \$4,600.00 deposit shall be applied to the purchase price.

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.12.

Resolution Number: **R – 2018.06.13 – 065**
Resolution Re: B18076 Disposal of Tax Deeded Real Estate @ Iona Ave
Parcel ID 33101-000000

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2018.06.13 – 065**
Resolution Re: B18076 Disposal of Tax Deeded Real Estate @ Iona Ave
Parcel ID 33101-000000

RESOLUTION BACKGROUND MATERIAL:

Pursuant to N.H. RSA 80:80 and Dover City Ordinance 79-11 the City Council has directed the City Manager to sell Parcel 33101-0000000, as is and with all faults, via sealed bid, to be transferred via quitclaim deed to the most qualified bidder offering a minimum of 80% of the fair market value of \$55,400.00 as established by the City Assessor, subject to the City's retained right to reject all bids in its sole discretion, as well as satisfaction of all other requirements of the Request for Bids. The minimum property bid amount was \$44,320.00. Pursuant to State law the City shall retain all proceeds from the sale.

Jason Magness offered \$46,000.00 for the parcel and the intended use is to build a small speculation house on this lot, entry level and affordable.

Bid Information:

A Sealed Request for Bid B18076 was issued and received for the sale of Parcel ID 33101-000000 located on Iona Ave on May 29, 2018 at 2:00pm.

Purchasing Information:

Type:	Quitclaim Deed	Advertised:	Yes
Invitations Mailed:	22 abutters and 135 others	Number of Responses:	1
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	Yes
Prices will hold for:	60 days	Estimated Delivery:	As needed
Recommended Award to:	Jason Magness	Fund:	NA
Other Approvals Required:	No	References Checked:	NA
Previously Worked for City:	NA	Reason for Council Approval:	Disposal of City Property

[B18076 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2018.06.13 – 066**

Resolution Re: B18081 Disposal of Tax Deeded Real Estate @ Arcola Ave
Parcel ID 33109-000000

WHEREAS: Via [R-2018.03.28-032](#) the City Council authorized the City Manager to solicit for bid pursuant to City ordinance 79-11- “Disposing of Tax-Deeded and City Owned Real Estate” the City-owned property on Arcola Avenue with Parcel ID 33109-000000; and

WHEREAS: A Sealed Request for Bid B18081 was issued, and response received for the sale of Parcel ID 33109-000000 on May 29, 2018 at 3:00 pm; and

WHEREAS: The city received three replies with the high bidder being Randy Heller in the amount of \$5,105.00 which is over the minimum bid of 80% of fair market value as established by the City Assessor. It is the recommendation to sell property via quitclaim deed to the highest bidder.

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

The City Manager is authorized to sell/convey the City property known as land on Arcola Ave identified as Parcel ID 33109-000000 on the Dover Tax Map, consistent with the terms of the bid solicitation, for the amount of \$5,105.00, and to finalize all necessary documents to complete the transaction. The \$510.50 deposit shall be applied to purchase price.

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.13.

Resolution Number: **R – 2018.06.13 – 066**
Resolution Re: B18081 Disposal of Tax Deeded Real Estate @ Arcola Ave
Parcel ID 33109-000000

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2018.06.13 – 066**
Resolution Re: B18081 Disposal of Tax Deeded Real Estate @ Arcola Ave
Parcel ID 33109-000000

RESOLUTION BACKGROUND MATERIAL:

Pursuant to N.H. RSA 80:80 and Dover City Ordinance 79-11 the City Council has directed the City Manager to sell Parcel 33109-0000000, as is and with all faults, via sealed bid, to be transferred via quitclaim deed to the most qualified bidder offering a minimum of 80% of the fair market value of \$1,200.00 as established by the City Assessor, subject to the City's retained right to reject all bids in its sole discretion, as well as satisfaction of all other requirements of the Request for Bids. The minimum property bid amount was \$960.00. Pursuant to State law, the City shall retain all proceeds from the sale.

The high bidder was Randy Heller in the amount of \$5,105.00 and intended use is an investment property with subsequent potential for development consistent with applicable regulations.

Bid Information:

A Sealed Request for Bid B18081 was issued and received for the sale of Parcel ID 33109-000000 located on Arcola Ave on May 29, 2018 at 3:00 pm.

Purchasing Information:

Type:	Quitclaim Deed	Advertised:	Yes
Invitations Mailed:	24 abutters and 135 others	Number of Responses:	3
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	Yes
Prices will hold for:	60 days	Estimated Delivery:	As needed
Recommended Award to:	Randy Hiller of Barrington NH	Fund:	NA
Other Approvals Required:	No	References Checked:	NA
Previously Worked for City:	NA	Reason for Council Approval:	Disposal of City Property

[B18081 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2018.06.13 – 067**
Resolution Re: Disposal of Tax Deeded Real Estate @ 37 Polly Ann TP
Parcel ID M0047-C00037

WHEREAS: The City of Dover is owner of a manufactured house located at 37 Polly Ann TP, listed as parcel ID M0047-C00037 (the “Property”), having taken it by tax deed dated February 13, 2018; and

WHEREAS: The Property is an unoccupied residential structure that is not currently habitable; and

WHEREAS: Pursuant to City Ordinance 79-11 “Disposing of Tax-Deeded and City Owned Real Estate,” the City Manager has evaluated the Property for its current and future use and recommends that the Property be sold pursuant to N.H. RSA 80:80 so that the Property and/or the parcel it sits on is placed back on the tax rolls so that the City may recover back taxes, fees, costs, and interest consistent with New Hampshire law; and

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

Pursuant to N.H. RSA 80:80 and Dover City Ordinance 79-11 the City Council directs the City Manager to sell parcel ID M0047-C00037, as is and with all faults, via sealed bid with no minimum bid, to be transferred via quitclaim deed to the most qualified bidder, subject to the City’s retained right to reject all bids in its sole discretion, as well as satisfaction of all other requirements of the Request for Bids; and

Justice requires that the City Manager is authorized to include any and all conditions on the sale of the Property within the Request for Bids as he deems to be in the best interests of the City. Notice of the intent to sell shall be published in a newspaper of general circulation, solicited through the public bidding process, and sent by certified mail to abutters of the Property.

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.14.

Resolution Number: **R – 2018.06.13 – 067**
Resolution Re: Disposal of Tax Deeded Real Estate @ 37 Polly Ann TP
Parcel ID M0047-C00037

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 Michelle Muffett- Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Mathew Keane, Ward 6		
Councilor Lyndsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Please see attached:

- Map of Property
- Property Tax Card
- Property Tax Deed
- City's Notice to Former Owner

Property Location:

Parcel ID: M0047-C00037

Class: R

Use: 103 **Card 1 of 1**

Out Building Information								
Type	Qty	Year	Size1	Size2	Grade	Cond	%Good	Value
Shed-Frame	1	1989	10	10	D	A	26%	400
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
								0
								0
Total OBY for this card								400



Property Location:

Parcel ID: M0047-C00037

Class: R **Use:** 103 **Card 1 of 1**

Descriptor/Area
A: 1Fr
924 sqft
B: W/D
102 sqft

KNOW ALL MEN BY THESE PRESENTS

That I, Karen S. Lavertu, collector of taxes for the City of Dover, in the County of Strafford, and the State of New Hampshire, for the year 2018, by the authority in me vested by the laws of the state, and in consideration of value received to me paid by the City of Dover, located at 288 Central Ave do hereby sell and convey to the said City of Dover successors/heirs and assigns a certain tract or parcel of land situated in the City of Dover, NH, aforesaid, to have and to hold with the appurtenances forever, taxed by the Assessing Officials in 2014 to:

Kay, Robert T Jr. located at and described in the Warrant Book as:

37 Polly Ann Trailer Park M0047-C00037

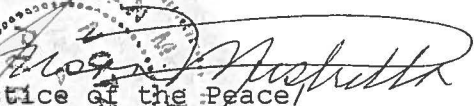
This deed is the result of the tax lien execution held at the Tax Collector's Office in the City of Dover, New Hampshire, on the 27th day of August, 2015 and I hereby covenant with the said City of Dover that in making this conveyance I have in all things complied with the law, and that I have good right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner foresaid.

In Witness whereof, I have hereunto set my signature and seal, the 13th of February, in the year of our Lord 2018.


Karen S. Lavertu, Tax Collector

State of New Hampshire, Strafford, SS. 2/13/2018

Personally appearing Karen S. Lavertu above named, and acknowledged the foregoing instrument to be his/her voluntary act and deed. Before me


Justice of the Peace
Notary Public
SUSAN M. MISTRETTA, Notary Public
My Commission Expires September 18, 2018

37

**Property Information**

Property ID M0047-C00037
Location 37 POLLY ANN TRAILER PK
Owner CITY OF DOVER



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated 03/29/2018
 Properties updated 06/03/2018



CITY CLERK/TAX COLLECTOR
MUNICIPAL BUILDING
288 Central Avenue
Dover, NH 03820-4169

CERTIFIED MAIL



7017 1450 0001 1795 1919

NEOPOST

FIRST-CLASS MAIL

02/20/2018

US POSTAGE \$006.67



ZIP 03820
041L11256875

Robert Kay NSS
37 PATP
Dover, NH 03820

NIXIE

015 DE 1

0002/24/18

RETURN TO SENDER
NO SUCH STREET
UNABLE TO FORWARD

NSS

SC: 03820416999

*1784-04857-20-45

038204169
0382130064 BO





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R – 2018.06.13 – 068**
Resolution Re: Disposal of Tax Deeded Real Estate @ 57 Polly Ann TP
Parcel ID M0047-C00057

WHEREAS: The City of Dover is owner of a manufactured house located at 57 Polly Ann TP, listed as parcel ID M0047-C00057 (the “Property”), having taken it by tax deed dated February 13, 2018; and

WHEREAS: The Property is an unoccupied residential structure that is not currently habitable; and

WHEREAS: Pursuant to City Ordinance 79-11 “Disposing of Tax-Deeded and City Owned Real Estate,” the City Manager has evaluated the Property for its current and future use and recommends that the Property be sold pursuant to N.H. RSA 80:80 so that the Property and/or the parcel it sits on is placed back on the tax rolls so that the City may recover back taxes, fees, costs, and interest consistent with New Hampshire law; and

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

Pursuant to N.H. RSA 80:80 and Dover City Ordinance 79-11 the City Council directs the City Manager to sell parcel ID M0047-C00057, as is and with all faults, via sealed bid with no minimum bid, to be transferred via quitclaim deed to the most qualified bidder, subject to the City’s retained right to reject all bids in its sole discretion, as well as satisfaction of all other requirements of the Request for Bids; and

Justice requires that the City Manager is authorized to include any and all conditions on the sale of the Property within the Request for Bids as he deems to be in the best interests of the City. Notice of the intent to sell shall be published in a newspaper of general circulation, solicited through the public bidding process, and sent by certified mail to abutters of the Property.

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.15.

Resolution Number: **R – 2018.06.13 – 068**
Resolution Re: Disposal of Tax Deeded Real Estate @ 57 Polly Ann TP
Parcel ID M0047-C00057

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lyndsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Please see attached:

- Map of Property
- Property Tax Card
- Property Tax Deed
- City's Notice to Former Owner

Property Location:

Parcel ID: M0047-C00057

Class: R

Use: 103 **Card 1 of 1**

[illegible]

Inspection witness by: _____

KNOW ALL MEN BY THESE PRESENTS

That I, Karen S. Lavertu, collector of taxes for the City of Dover, in the County of Strafford, and the State of New Hampshire, for the year 2018, by the authority in me vested by the laws of the state, and in consideration of value received to me paid by the City of Dover, located at 288 Central Ave do hereby sell and convey to the said City of Dover successors/heirs and assigns a certain tract or parcel of land situated in the City of Dover, NH, aforesaid, to have and to hold with the appurtenances forever, taxed by the Assessing Officials in 2014 to:

Clement Cora Heirs located at and described in the Warrant Book as:

57 Polly Ann Trailer Park M0047-C00057

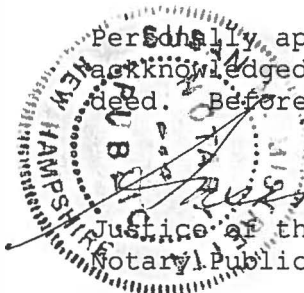
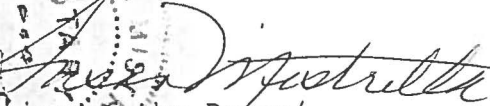
This deed is the result of the tax lien execution held at the Tax Collector's Office in the City of Dover, New Hampshire, on the 27th day of August, 2015 and I hereby covenant with the said City of Dover that in making this conveyance I have in all things complied with the law, and that I have good right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner foresaid.

In Witness whereof, I have hereunto set my signature and seal, the 13th of February, in the year of our Lord 2018.

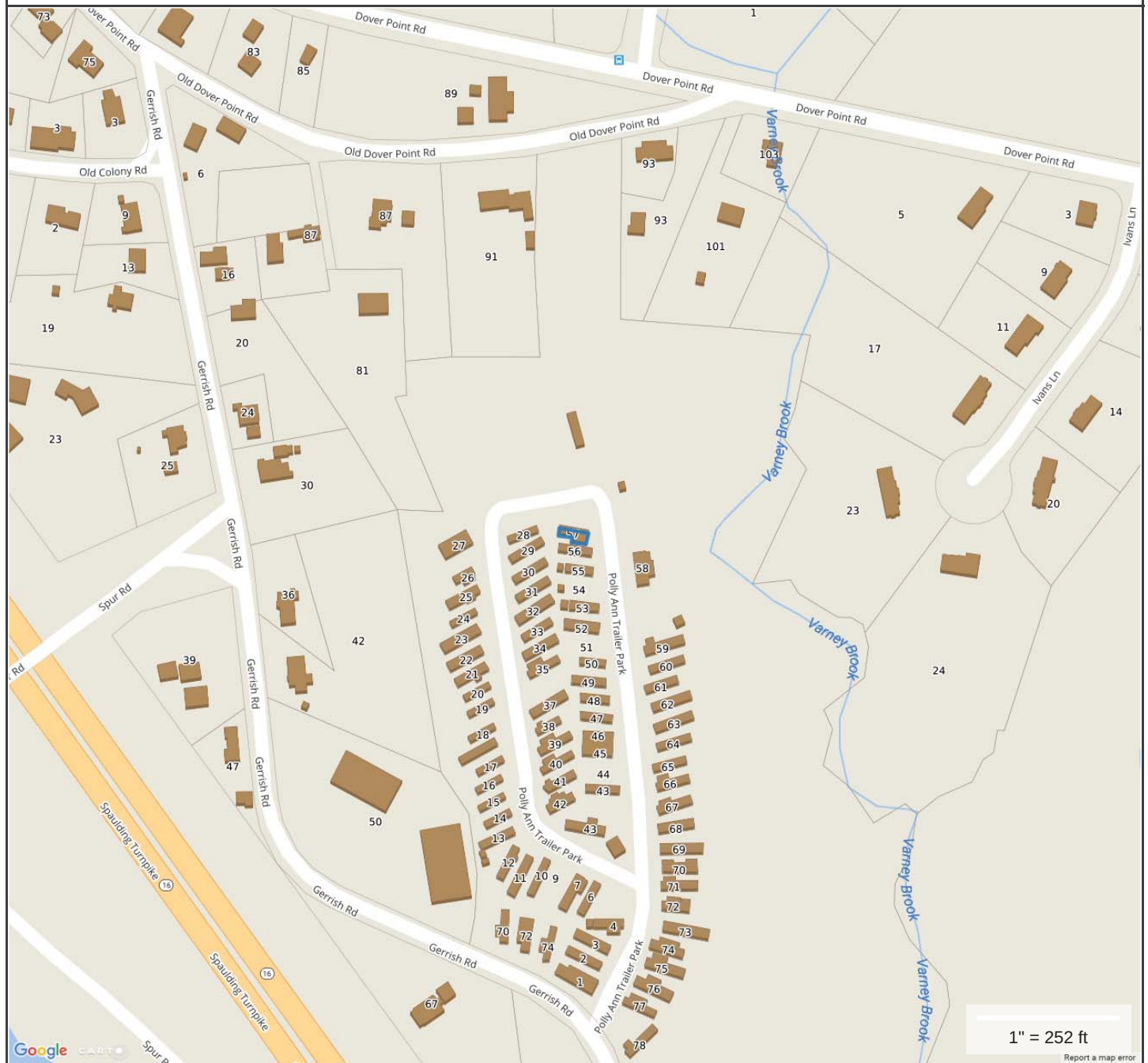

Karen S. Lavertu, Tax Collector

State of New Hampshire, Strafford, SS. 2/13/2018

Personally appearing Karen S. Lavertu above named, and acknowledged the foregoing instrument to be his/her voluntary act and deed. Before me



Justice of the Peace/
Notary Public

57PATP



Property Information

Property ID M0047-C00057
 Location 57 POLLY ANN TRAILER PK
 Owner CITY OF DOVER



MAP FOR REFERENCE ONLY
 NOT A LEGAL DOCUMENT

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated 03/29/2018
 Properties updated 06/03/2018

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Cora Clement Harris.
 c/o Sharon Nouell
 50 Little Falls Bridge Rd.
 Rockers, NH 03867



9590 9402 3175 7166 4805 49

7017 1450 0001 1795 1926

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

☐ Agent☐ Address

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
 If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Insured Mail Restricted Delivery (over \$500)

- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation¹
- ☐ Signature Confirmation Restricted Delivery



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.16.

Resolution Number: **R – 2018.06.13 – 069**

Resolution Re: Disposal of Tax Deeded Real Estate @ 76 Polly Ann TP
Parcel ID M0047-C00076

WHEREAS: The City of Dover is owner of a manufactured house located at 76 Polly Ann TP, listed as parcel ID M0047-C00076 (the “Property”), having taken it by tax deed dated February 13, 2018; and

WHEREAS: The Property is an unoccupied residential structure that is not currently habitable; and

WHEREAS: Pursuant to City Ordinance 79-11 “Disposing of Tax-Deeded and City Owned Real Estate,” the City Manager has evaluated the Property for its current and future use and recommends that the Property be sold pursuant to N.H. RSA 80:80 so that the Property and/or parcel it sits on is placed back on the tax rolls and so that the City may recover back taxes, fees, costs, and interest consistent with New Hampshire law; and

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

Pursuant to N.H. RSA 80:80 and Dover City Ordinance 79-11 the City Council directs the City Manager to sell parcel ID M0047-C00076, as is and with all faults, via sealed bid with no minimum bid, to be transferred via quitclaim deed to the most qualified bidder, subject to the City’s retained right to reject all bids in its sole discretion, as well as satisfaction of all other requirements of the Request for Bids; and

Justice requires that the City Manager is authorized to include any and all conditions on the sale of the Property within the Request for Bids as he deems to be in the best interests of the City. Notice of the intent to sell shall be published in a newspaper of general circulation, solicited through the public bidding process, and sent by certified mail to abutters of the Property.

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.16.

Resolution Number: **R – 2018.06.13 – 069**
Resolution Re: Disposal of Tax Deeded Real Estate @ 76 Polly Ann TP
Parcel ID M0047-C00076

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lyndsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Please see attached:

- Map of Property
- Property Tax Card
- Property Tax Deed
- City's Notice to Former Owner

Property Location:

Parcel ID: M0047-C00076

Class: R

Use: 103 **Card 1 of 1**

[illegible]

Property Location:

Parcel ID: M0047-C00076

Class: R **Use:** 103 **Card 1 of 1**

Descriptor/Area
A: 1Fr 1084 sqft
B: OFP 60 sqft
C: WD 156 sqft

KNOW ALL MEN BY THESE PRESENTS

That I, Karen S. Lavertu, collector of taxes for the City of Dover, in the County of Strafford, and the State of New Hampshire, for the year 2018, by the authority in me vested by the laws of the state, and in consideration of value received to me paid by the City of Dover, located at 288 Central Ave do hereby sell and convey to the said City of Dover successors/heirs and assigns a certain tract or parcel of land situated in the City of Dover, NH, aforesaid, to have and to hold with the appurtenances forever, taxed by the Assessing Officials in 2014 to:

Dotson Melissa located at and described in the Warrant Book as:

76 Polly Ann Trailer Park M0047-C00076

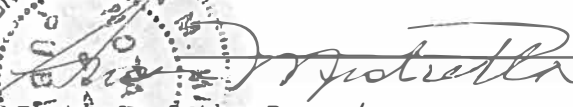
This deed is the result of the tax lien execution held at the Tax Collector's Office in the City of Dover, New Hampshire, on the 27th day of August, 2015 and I hereby covenant with the said City of Dover that in making this conveyance I have in all things complied with the law, and that I have good right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner foresaid.

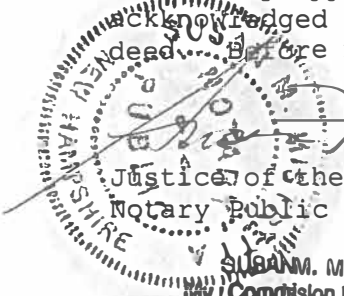
In Witness whereof, I have hereunto set my signature and seal, the 13th of February, in the year of our Lord 2018.


Karen S. Lavertu, Tax Collector

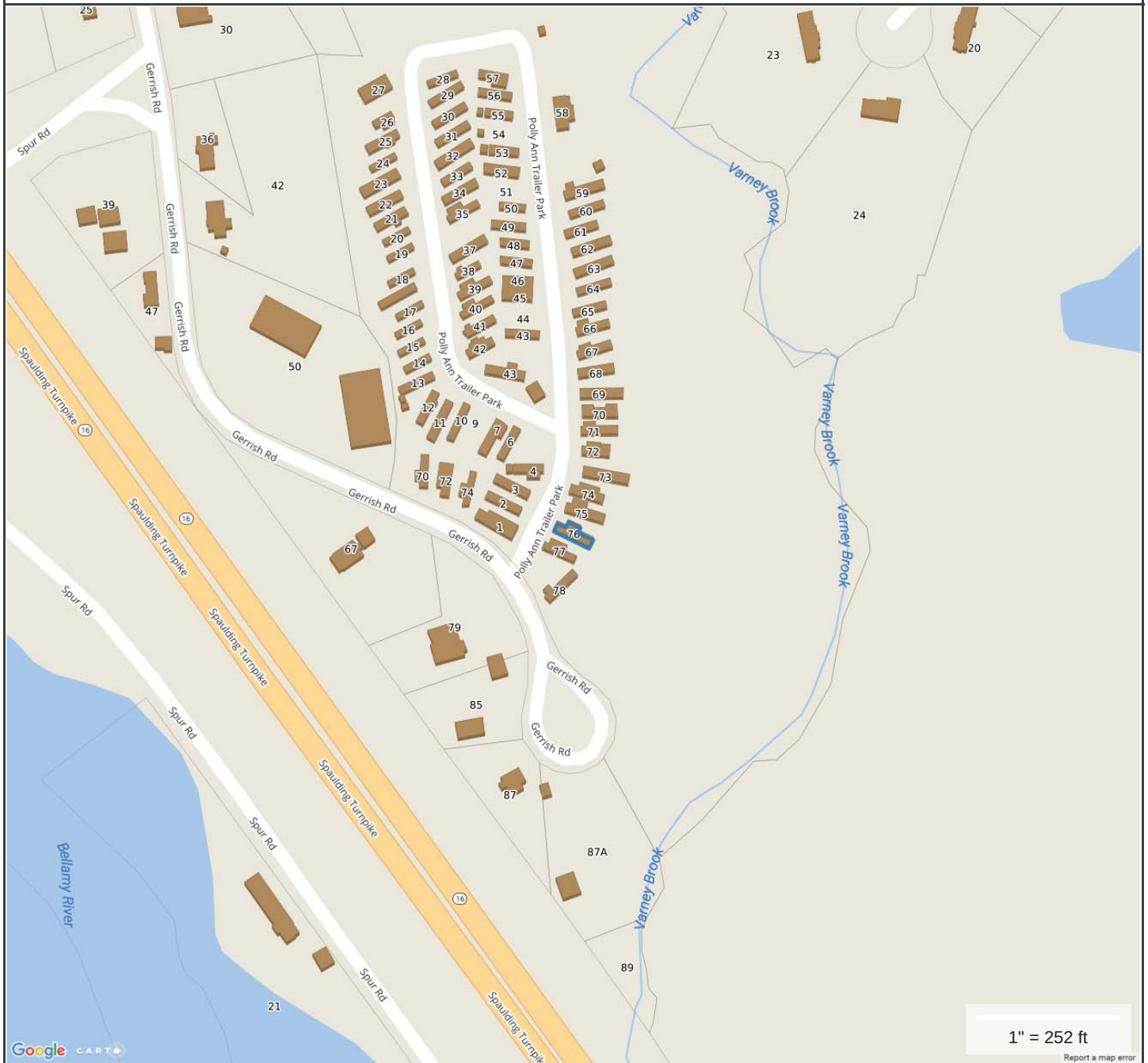
State of New Hampshire, Strafford, SS. 2/13/2018

Personally appearing Karen S. Lavertu above named, and
acknowledged the foregoing instrument to be his/her voluntary act and
deed. Before me


Justice of the Peace/
Notary Public


SUSAN M. MISTRETTA, Notary Public
My Commission Expires September 18, 2018

76PATP

**Property Information**

Property ID M0047-C00076
 Location 76 POLLY ANN TRAILER PK
 Owner CITY OF DOVER



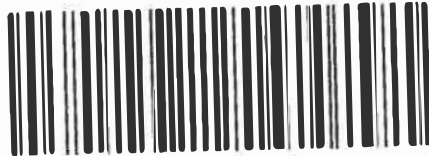
**MAP FOR REFERENCE ONLY
 NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated 03/29/2018
 Properties updated 06/03/2018



CITY CLERK/TAX COLLECTOR
MUNICIPAL BUILDING
288 Central Avenue
Dover, NH 03820-4169



7017 1450 0001 1795 1933

Melissa Dotson
76 PATT
Dover, NH 03820

NSA ✓

NEOPOST

FIRST CLASS MAIL

02/20/2018

US POSTAGE

\$006.67⁹



ZIP 03820
041L11256875

NIXIE

015 DC 1

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RETURN TO SENDER
NO SUCH NUMBER
UNABLE TO FORWARD

NSN

03820>4169

BC: 03820416999

*1784-04856-20-45





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.17.

Resolution Number: **R – 2018.06.13 – 070**
Resolution Re: Purchase of Daytech Bus Shelters

WHEREAS: The City of Dover has allocated CDBG funds for the purchase and installation of four ADA compliant Bus Shelters along existing COAST Bus routes. Three of the locations do not currently have a shelter. The fourth location currently has a shelter but is not ADA compliant and does not meet the functional needs of existing riders. The four locations are listed in the background section of this resolution; and

WHEREAS: The cost per shelter equals \$6,645.00 for a total \$26,580.00 (four shelters x \$6,645.00) Consistent with past practice, the City of Dover Community Services Department will install the pads, place the shelters on the pads and make all necessary sidewalk related improvements for access to the shelters. The shelters will be purchased from COAST Bus and are the same style as used in other locations throughout Dover.

WHEREAS: Per Dover Purchasing Code 3-37F. Exemptions to Competitive Bidding, Sole Source purchased 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 COAST Bus for four bus shelters in the amount not to exceed \$26,580.00. 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
2100.1.180.46341.4753.06332.17	CDBG Pedstrian & Bus Access Improvements	48,162.00	48,162.00

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.17.

Resolution Number: **R – 2018.06.13 – 070**
Resolution Re: Purchase of Daytech Bus Shelters

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.17.

Resolution Number: **R – 2018.06.13 – 070**
Resolution Re: Purchase of Daytech Bus Shelters

RESOLUTION BACKGROUND MATERIAL:

The four locations as follows: The westerly side of Chestnut Street across from the Police Station and near the existing crosswalk; On the easterly side of Whittier Street adjacent to the Dover Housing Authority office; On the northerly side of Whittier Street near the corner of Whittier Street and Pleasant View Circle; On the southerly side of Whittier Street near the corner of Whittier Street and Pleasant View Circle.

Bid Information:

Sole Source Manufacture

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:	No	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	As needed
Recommended Award to:	COAST Bus	Fund:	CDBG
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	NA	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.18.

Resolution Number: **R - 2018.06.13 – 071**
Resolution Re: Trojan UV3000 Plus Lamps

WHEREAS: In 2005 an Ultra Violet Light Disinfection system was installed at the Waste Water Treatment Plant costing \$671,500. When the Trojan UV3000 Plus lamps reach 12,000 hours of use they need replacement; and

WHEREAS: Trojan Technologies provided an Equipment Performance Guarantee stating the system will meet the required level of germicidal output provided that said system is operated and maintained in accordance with the Operations and Maintenance Manual and recommendations made by Trojan Technologies; and

WHEREAS: The Maher Corporation is currently offering pricing for fifty (50) Trojan UV3000+ lamps, 4 pack at \$992.12 each pack for a total cost of \$49,606.00. Estimated shipping is \$285.00 bringing total cost not to exceed \$49,891.00.

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

City council may waive the bidding process per 3-36 B “The competitive bid procedure may be waived by a majority vote of the city council”.

The Purchasing Agent is hereby authorized to issue a Purchase Order to The Maher Corp. of Medford, MA for Trojan UV3000+ lamps and sleeves given the unit price listed above.

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

Financing

Account	Description	Appropriation	Balance
5320.1.300.43256.4652.00000.00	Maint. Supplies Impr o/t Bldgs	124,000	70,861

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.18.

Resolution Number: **R - 2018.06.13 – 071**
Resolution Re: Trojan UV3000 Plus Lamps

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.18.

Resolution Number: **R - 2018.06.13 – 071**
Resolution Re: Trojan UV3000 Plus Lamps

RESOLUTION BACKGROUND MATERIAL:

A Trojan UV3000 Plus is in operation at the Waste Water Treatment Plant. When installed, Trojan Technologies provided an Equipment Performance Guarantee stating the system will meet the required level of germicidal output provided that said system is operated and maintained in accordance with the O & M Manual and recommendations made by Trojan Technologies. They also provide the City of Dover free access to 24/7 technical support and a free recycling program for expired lamps.

In order to maintain this guarantee and services the following conditions must be met:

- The Trojan system must be operated and maintained in accordance with the O&M manual, including prescribed regular maintenance.
- Only Trojan approved and validated replacement parts are used in system.
- Technical field service for system is supervised or provided by Trojan Certified Service Technician.

Failure to use Trojan replacement parts voids the warrantee and technical support could be refused until conditions are met.

Bid Information:

On November 29, 2006, [Bid #B07024](#) was issued requesting pricing and availability of the Trojan UV3000+ Series. Three responses were received with The Maher Corp. quoting validated components and two vendors that did not.

Purchasing Information:

Type:	Purchase Order	Advertised:	na
Invitations Mailed:	na	Number of Responses:	na
Warranty:	12,000 hours	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	2017 calendar year
Prices will hold for:	June 30, 2018	Estimated Delivery:	2 weeks
Recommended Award to:	The Maher Corporation	Fund:	GF
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase amount exceeds the \$25,000 amount requiring Council approval



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.19.

Resolution Number: **R – 2018.06.13 – 072**
Resolution Re: **Approval of Utility Easement - 2 Forest Drive**
MMB Apartments, LLC

- WHEREAS: As part of the City of Dover's drainage improvement work in the Broadway area, the City has planned improvements of drainage lines in the area of 2 Forest Drive in Dover, said property owned by MMB Apartments, LLC; and
- WHEREAS: MMB Apartments, LLC and the City are entering into a Memorandum of Agreement regarding a utility easement with respect to said property; and
- WHEREAS: MMB Apartments, LLC shall grant the City an easement to construct and maintain new drain lines/pipes in or around the property within a permanent easement area; and
- WHEREAS: Within 30 days of the signing of the Memorandum of Agreement, the property owner shall provide the City a temporary construction easement and permanent utility easement in order to accomplish the work; and
- WHEREAS: The City shall pay MMB Apartments, LLC the sum of \$1,500.00 for the temporary and permanent easement rights.

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

The City Manager is hereby authorized to sign a MOA and accept a Utility Easement Deed regarding the utility easement between MMB Apartments, LLC and the City.

BE IT FURTHER RESOLVED THAT:

The Purchasing Agent is hereby authorized to issue a Purchase Order to MMB Apartments, LLC the sum of \$1,500.00 for the temporary and permanent easement rights.

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

Financing

Account	Description	Appropriation	Balance
4017.1.300.43121.4751.03176.17.000.000.700	Oak & Broadway area reconstruction	\$2,027,997.14	\$2,027,997.14

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.19. Resolution Number: R – 2018.06.13 – 072 Resolution Re: Approval of Utility Easement - 2 Forest Drive MMB Apartments, LLC	

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsay Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached draft Memorandum of Agreement and draft Permanent Utility Easement Deed between MMB Apartments, LLC and the City of Dover.

Return To:
Legal Department
City Hall
288 Central Avenue
Dover, NH 03820

PERMANENT UTILITY EASEMENT DEED

MMB APARTMENTS, LLC, a New Hampshire Limited Liability Company, of 14 Bloody Point Road, Newington, County of Rockingham and State of New Hampshire, 03801 (hereinafter "Grantor") for consideration paid grants to the **CITY OF DOVER**, a municipal corporation, having a mailing address of 288 Central Avenue, Dover, New Hampshire 03820 (hereinafter "Grantee") with QUITCLAIM COVENANTS, the following permanent easement rights with respect to the Grantor's property situate at 2 Forest Street, Dover, Strafford County, New Hampshire (the "Premises") (Assessor's Map 24-23).

1. Permanent Easement: WITNESSETH, that the Grantor, for himself, his heirs and assigns, grants and conveys to the Grantee, its heirs and assigns, a 30 foot wide permanent easement, for the purposes set forth herein, in and over a portion of certain parcel of land owned by him and shown as Tax Map 24, Lot 23, being situated in Dover, County of Strafford and State of New Hampshire, on the North side of Forest Street, as shown on a plan entitled, "*Drainage Easement Plan Prepared for the City of Dover, New Hampshire; Land in Dover, NH owned by MMB Apartments, LLC*", dated October 31, 2006, prepared by McEneaney Survey Associates, Inc., recorded in the Strafford County Registry of Deeds as Plan No. 115-048, as more particularly described as follows:

Said easement area is more particularly bounded and described as follows:

Beginning at an iron rod on the westerly sideline of land of MMB Apartments, LLC and on the easterly sideline of the Boston & Maine Corporation right-of-way, said iron rod being S 51° 11' 17" W, a distance of 10.11 feet from the northerly corner of land of said MMB Apartments; thence turning and running S 24° 38' 09" E, a distance of 18.87 feet to an iron rod; thence turning and running S 03° 04' 39" W, a distance of 58.63 feet to an iron rod on the westerly sideline of land of said MMB Apartments at land of First Rate Real Estate Group, LLC; thence turning and running N 39° 51' 07" W, along land of said First Rate Real Estate Group, a distance of 44.05 feet to an iron rod; thence turning and running N 03° 04' 39" E, a distance of 18.34 feet to an iron rod; thence turning and running N 24° 38' 09" W, a distance of 3.89 feet to an iron rod at land of Boston & Maine Corporation, thence turning and running N 51° 11' 17" E, along said land of Boston & Maine Corporation, a distance of 30.94 feet to the point of beginning.

The above described Easement contains 1,506 square feet, more or less.

2. Purpose and Rights. The Grantee shall have a permanent, non-exclusive easement and right of way in, under, across and over the Permanent Easement Area for the purpose of installing, operating, maintaining, inspecting, removing, repairing, and replacing drainage pipe, manholes and appurtenances in the Permanent Easement Area as shown on the Easement Plan. The Grantee shall have the right to remove obstructions including trees, and shrubs interfering with the activities authorized herein and to take such other actions as may be reasonably necessary, useful or convenient for the enjoyment of the easement rights herein granted. The Grantee agrees to coordinate the removal of any obstruction with Grantor and to preserve access to the extent reasonably possible and to limit disruptions of regular activities conducted on the Premises.
3. Right of Entry: Grantor grants Grantee the right to enter the Premises for the purpose of installing, operating, maintaining, inspecting, removing, repairing, and replacing the drainage with its associated pipes, manholes and appurtenances, located within the Permanent Easement Area.
4. Grantee's Responsibility to Restore. Disturbed areas within the Permanent Easement Area shall be back-filled and restored. Usual and typical landscaping materials that do not reasonably interfere with the operation of the sewer and drain lines (such as shrubs and grasses) and that are removed by the Grantee during the course of exercising its rights under this instrument shall be restored at the Grantee's expense.
5. Grantor's Retained Rights. Grantor retains the right to freely use and enjoy its interest in the Permanent Easement Area insofar as the exercise thereof does not endanger or interfere with the purposes of this instrument. Grantor shall not, however, erect any buildings, shed, deck or other structure within the Permanent Easement Area, substantially change the grade or slope, install any pipes, pave, asphalt or landscape (other than grasses, shrubs of less than 3 feet in height and other shallow rooted vegetation) the Permanent Easement Area without prior written consent of the Grantee, which consent shall not be unreasonably withheld.
6. Personal Property. It is agreed that the pipes, manholes and related drainage appurtenances, installed within the Permanent Easement Area, whether fixed to the realty or not, shall be and remain the property of the Grantee.
7. Easement to Run with Land. All rights and privileges, obligations and liabilities created by this instrument shall inure to the benefit of, and be binding upon, the heirs, devisees, administrators, executor, successors and assignees of the Grantee and of the Grantor, the parties hereto and all subsequent owners of the Premises and shall run with the land.
8. Temporary Construction Easement. Grantor does hereby also grant to the Grantee a temporary construction easement on either side of the permanent easement, to be used for construction, laying and maintenance of pipes, lines, and appurtenances to be installed by the Grantor pursuant to its rights under the permanent easement. Said temporary construction easement is depicted on a plan entitled "*Drainage Easement Plan Prepared for the City of Dover, New Hampshire; Land in Dover, NH owned by MMB Apartments, LLC*", dated October 31, 2006 prepared by McEneaney Survey Associates, Inc. The temporary construction easement is identified as the dotted areas on said plan. The temporary construction easement shall expire one year after completion of the installation/construction of the pipes, lines, and

appurtenances in the Permanent Easement Area by the Grantor pursuant to its rights under the permanent easement. Disturbed areas within the temporary easement area shall be back-filled and restored

MEANING AND INTENDING to convey and assign easements over land obtained by the Grantor as recorded in the Strafford County Registry of Deeds at Book 2496 Page 487.

In accordance with N.H. RSA 78-B:2,I, this deed is recorded without the payment of N.H. Transfer Tax.

DATED this _____ day of _____, 2018.

MMB APARTMENTS, LLC

By: _____
Lawrence M. Smith, Member
Duly Authorized

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

The foregoing instrument was acknowledged before me this _____ day of _____, 2018 by Lawrence M. Smith, of MMB Apartments, LLC, a New Hampshire Limited Liability Company on behalf of the LLC.

Justice of the Peace/Notary Public
Printed Name:
My Commission Expires:

DATED this _____ day of _____, 2018.

Accepted by, **CITY OF DOVER**

J. Michael Joyal, Jr.
City Manager

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

The foregoing instrument was acknowledged before me this _____ day of _____, 2018 by J. Michael Joyal, Jr., City Manager of the City of Dover.

Justice of the Peace/Notary Public
Printed Name:
My Commission Expires:

CITY OF DOVER
MEMORANDUM OF AGREEMENT

Date: May _____, 2018

This Memorandum of Agreement is made on the above-date by and between:

MMB Apartments, LLC, 14 Bloody Point Road, Newington, NH 03801

and

The City of Dover, 288 Central Ave., Dover, NH 03820

Reference: Utility Easement, 2 Forest Drive, Dover, NH

This Memorandum of Agreement confirms the parties' agreement that MMB Apartments, LLC as the owner of record of Map 24 Lot 23 ("the property owner") shall grant the City an easement and authorization to construct and maintain improvements and related property restoration on the property at 2 Forest Drive, Dover, NH ("the Property") as outlined in this document.

The City shall be permitted to construct and maintain new storm water drain lines/pipes in or around the Property within a permanent easement area to be granted by the property owner to the City, as shown on the attached easement plan. Within 30 days of the signing of this agreement, the property owner shall provide the City a temporary construction easement and permanent utility easement in order to accomplish the work. A copy of the easement from the property owner to the City is attached hereto and incorporated herein.

The work is necessitated by the City's planned improvement of drainage lines in the area of the Property. The easement shall permit:

- Construction/installation/maintenance of City drain lines in the easement area on the Property.
- Permanent removal of all trees in the easement area on the Property.
- Property restoration measures including loaming and seeding of impacted areas as appropriate.

The work will be completed at the City's expense by licensed and insured contractors. Reasonable efforts will be made to minimize inconvenience to the property owner.

The installation of the drainage lines is anticipated to take place in 2018 and/or 2019, but could be pushed back by the City in its discretion. The property owner shall be contacted in advance of the work. This Memorandum of Agreement shall expire upon completion of the installation work described above, execution of temporary and permanent easement(s) in favor of the City, and the recording of the easement(s) in the Strafford County Registry of Deeds by the City.

In consideration of the foregoing, including the granting of the easement rights set forth herein and in the attached, the City shall pay the property owner the sum of *\$1,500.00* for the temporary and permanent easement rights. Payment shall be made to the property owner upon full execution of the easement in favor of the City and delivery of the fully executed easement to the City for recording. The property owner shall provide the City with a fully executed W9 IRS form in order to effectuate payment.

The signatures below signify agreement with the foregoing information and the property owner's willingness to provide right of entry for the proposed work, including provision of the referenced temporary and permanent easement.

This Agreement is subject to the approval of the Dover City Council. Failure of the City Council to approve this Agreement at a duly noticed meeting shall render this Agreement null and void.

Signatures:

Owner(s) of 2 Forest Drive, Dover, NH (Map 24, Lot 23).

MMB Apartments, LLC _____ Date: _____

Print:

Title:

Duly Authorized

The City of Dover, NH

J. Michael Joyal
City Manager _____ Date: _____

Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.20.

Resolution Number: **R – 2018.06.13 – 073**
Resolution Re: **Authorized Acquisition of Utility Drainage Easement
at 10A Roberts Road**

- WHEREAS: Nancy A. Berube and Paul J. Toland, Jr. own real estate located at 10A Roberts Road in Dover; and
- WHEREAS: As part of the Roberts Road Reconstruction, the City is upgrading drainage infrastructure in the area, including replacing and improving an existing drainage line from Roberts Road and across the Berube/Toland property; and
- WHEREAS: The City is seeking an express utility drainage easement across the Berube/Toland property for the new drainage line and Berube/Toland are willing to grant such an easement; and
- WHEREAS: Service Credit Union will need to grant a partial release of this easement from their existing mortgages on the property; and
- WHEREAS: The City shall pay Berube/Toland the sum of \$4,000.00 for the permanent easement rights, up to \$2,000.00 for their attorney fees incurred regarding this easement matter, and \$700.00 for the Credit Union fees regarding obtaining a partial release.

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

The City Manager is hereby authorized to sign and accept a Utility Drainage Easement Deed/Agreement regarding the utility easement between Nancy A. Berube & Paul J. Toland, Jr. and the City.

BE IT FURTHER RESOLVED THAT:

The Purchasing Agent is hereby authorized is issue a Purchase Order to Nancy A. Berube and Paul J. Toland, Jr. and/or their attorneys Bruton & Berube, PLLC, in an amount up to \$6,700.00 as set forth herein, for acquisition of the utility easement rights.

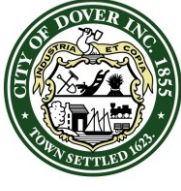
Financing

Account	Description	Appropriation	Balance
4018.1.300.43121.4751.03169.18.000.000.700	Street Reconstruction – Robert Year FY18-19	\$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		

Document Created by: Legal	R-2018.06.13_Authorized Acquisition of a Utility Drainage Easement at 10A Roberts Road
Document Posted on: June 7, 2018	Page 1 of 2

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.20. Resolution Number: R – 2018.06.13 – 073 Resolution Re: Authorized Acquisition of Utility Drainage Easement at 10A Roberts Road
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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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsay Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached draft Utility Drainage Easement/Agreement between Nancy J. Berube and Paul J. Toland, Jr. and the City of Dover, as well as three easement plans for recording.

Return to:
City of Dover, Legal Dept.
288 Central Avenue
Dover, NH 03820

DRAINAGE EASEMENT DEED AND AGREEMENT

THIS DEED AND AGREEMENT granted/made on this _____ day of _____, 2018, by and between Nancy A. Berube and Paul J. Toland, Jr. of 10A Roberts Road, Dover, New Hampshire 03820 (hereinafter referred to as the "Grantor") and the City of Dover, a municipal corporation having a mailing address of 288 Central Avenue, Dover, New Hampshire 03820 (hereinafter referred to as the "Grantee").

1. Permanent Easement. The Permanent Easement Area consists of a variable width strip of land of between 10 and 20 feet wide running over the southerly portion of the Premises. Said Permanent Easement Area is shown on a plan entitled "Proposed Drainage Easement Plan on Land of Nancy A. Berube and Paul J. Toland, Jr., Roberts Road, Dover NH prepared for City of Dover dated December 15, 2017, as revised on February 2, 2018 (herein referred to as "Easement Plan"), prepared by Holden Engineering and Surveying, and recorded at the Strafford County Registry of Deeds as Plan No. _____

Said Permanent Easement Area is more particularly bounded and described as follows:

Beginning at a point on easterly right of way line of Roberts Road in Dover NH, said point being located N 08° 46' 28" W 0.91 feet from a stone bound at the southwesterly corner of land of the Grantor;

Thence along the right of way line of Roberts Road N 08° 46' 28" W 10.00 feet;

Thence N 79° 36' 19" E 138.67 feet;

Thence N 10° 23' 41" W 5.58 feet;

Thence N 81° 03' 09" E 141.39 feet;

Thence N 76° 25' 37" E 26.96 feet;

Thence N 79° 04' 31" E 59.11 feet to the edge of Piscataqua River;

Thence southerly along the edge of the Piscataqua River 24.4 feet +/- to the southerly property line of the grantor and land of Duffy;

Thence S 81° 03' 09" W 228.14 feet along land of Duffy to a point;

Thence N 10° 23' 41" W 4.42 feet;

Thence S79° 36' 19"W 138.96 feet to the point of beginning

Said drainage easement containing 6,160 sq. ft. or 0.14 acres, more or less, and is depicted on the Easement Plan

The drainage easement is entirely located upon land of the Grantor.

2. Grant of Easement and Purpose and Rights. The Grantor, for themselves, their heirs and assigns, grants and conveys to the Grantee, its heirs and assigns, with quitclaim covenants, with respect to the Grantor's property situate at 10A Roberts Road, Dover, County of Strafford, New Hampshire (the "Premises") Assessors Map L-95-L-0, a permanent, non-exclusive easement and right of way in, under, across and over the Permanent Easement Area for the purpose of installing, operating, maintaining, inspecting, removing, repairing and replacing underground storm drain pipes, and associated manholes and appurtenances (hereinafter referred to as the "Drainage Infrastructure") in the Permanent Easement Areas (hereinafter referred to as the "Easement"). The Grantee shall have the right to remove obstructions in the Permanent Easement Area including trees, shrubs, pavement and or curbing interfering with activities authorized herein and to take such other actions as may be reasonably necessary, useful or convenient for the enjoyment of the Easement right herein granted. The Grantee agrees to coordinate the removal of any obstructions with the Grantor to preserve access to the property to the extent reasonably possible and to limit disruptions of regular activities conducted on the Premises.

3. Right of Entry. Grantor grants Grantee the right to enter the Premises with 72 hours' notice to the Grantor, unless an emergency, for the purpose of installing, operating, maintaining, inspecting, removing, repairing, and replacing the storm drain pipes with its associated pipes manhole and appurtenances, located within the Permanent Easement Area (hereinafter referred to as "Grantee's Work"). All of Grantee's Work shall be performed in a good and workman like manner.

4. Grantee's Responsibility to Restore. Areas disturbed by the Grantee as part of any of Grantee's Work within the Permanent Easement Area shall be back-filled and restored by the Grantee with approximately six (6') inches of loam and all disturbed areas thereafter hydro seeded. Usual and typical landscaping materials that do not reasonably interfere with the operation of the drain line (such as shrubs and grasses) that are removed by the Grantee during the course of exercising its rights under this instrument shall be restored at the Grantee's expense, trees shall not be restored or replaced. Any irrigation system and invisible dog fencing components disturbed by Grantee's Work will be repaired/replaced at the option of the Grantor by an irrigation and/or invisible dog fencing contractor chosen by the Grantor, and all such reasonably related irrigation and invisible dog fencing system expenses will be paid for by the Grantee.

5. Grantor's Retained Rights. Grantor retains the right to freely use and enjoy its interest in the Permanent Easement Areas insofar as the exercise thereof does not endanger or interfere with the purposes of this instrument. However, Grantor shall not erect any buildings, shed, deck, or other structures within the Permanent Easement Area, substantially change the grade or slope of the Permanent Easement Area, or landscape the Permanent Easement Area other than the installation/maintenance of grasses and/or shrubs of less than 3 feet in height and other shallow rooted vegetation) without the written consent of the Grantee, which consent shall not be unreasonably withheld.

6. Personal Property. It is agreed that the pipes, manholes and related drain appurtenances, installed within the Permanent Easement Area whether fixed to the realty or not shall remain the property of the Grantee.

7. Indemnity. Grantee assumes the risk of and sole responsibility for, and hereby agrees to indemnify and defend Grantor, and its successors and assigns, from any and all costs (including attorneys' fees and any costs and expenses incurred) and claims for injuries, death, loss or damage of any kind or character, to person or property, including, but not limited to, that of the Grantor, by whomever suffered or asserted, caused by the Grantee's Work and/or the use of the Easement by Grantee, its agents, employees and officials. Grantee shall not be responsible for indemnification and defense regarding costs and claims caused by the Grantor's negligent or willful acts.

8. Environmental Compliance. Grantee shall be responsible for obtaining any and all Federal, State and local environmental permits necessary for Grantee to perform Grantee's Work. Grantee shall be responsible to restore the Permanent Easement Area to the extent the use and/or operation of the Utility Infrastructure causes erosion to the Permanent Easement Area. The Grantor does not represent, warrant or covenant, whether on an express or implied basis, and specifically disclaims any such representation, warranty or convent, that the Permanent Easement Area is suitable for the Grantee's intended purpose.

9. Easement to Run with Land. All rights and privileges, and obligations and liabilities created by this instrument shall inure to the benefit of and be binding upon the heirs, devisees, administrators, executor, successors and assignees of the Grantee and of the Grantor, the parties hereto and all subsequent owners of the Premises and shall run with the land.

MEANING AND INTENDING to convey a permanent easement over a portion of the premises conveyed to the within Grantor by Warranty Deed of Leo and Beatrice Bose Irrevocable Trust dated November 30, 2005 and recorded as Book 3300 Page 265 of the Strafford County Registry of Deeds.

Acceptance of this easement was authorized by vote of the Dover City Council on _____, 2018.

This is an exempt transfer per RSA 78-B:2 (I)

DATED this _____ day of _____, 2018.

GRANTOR

Nancy A. Berube

Paul J. Toland, Jr.

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

The forgoing instrument was acknowledged before me this _____ day _____, of 2018 by
Nancy A. Berube and Paul J. Toland, Jr.

Notary Public/ Justice of the Peace

My Commission Expires:

GRANTEE:
City of Dover

Witness

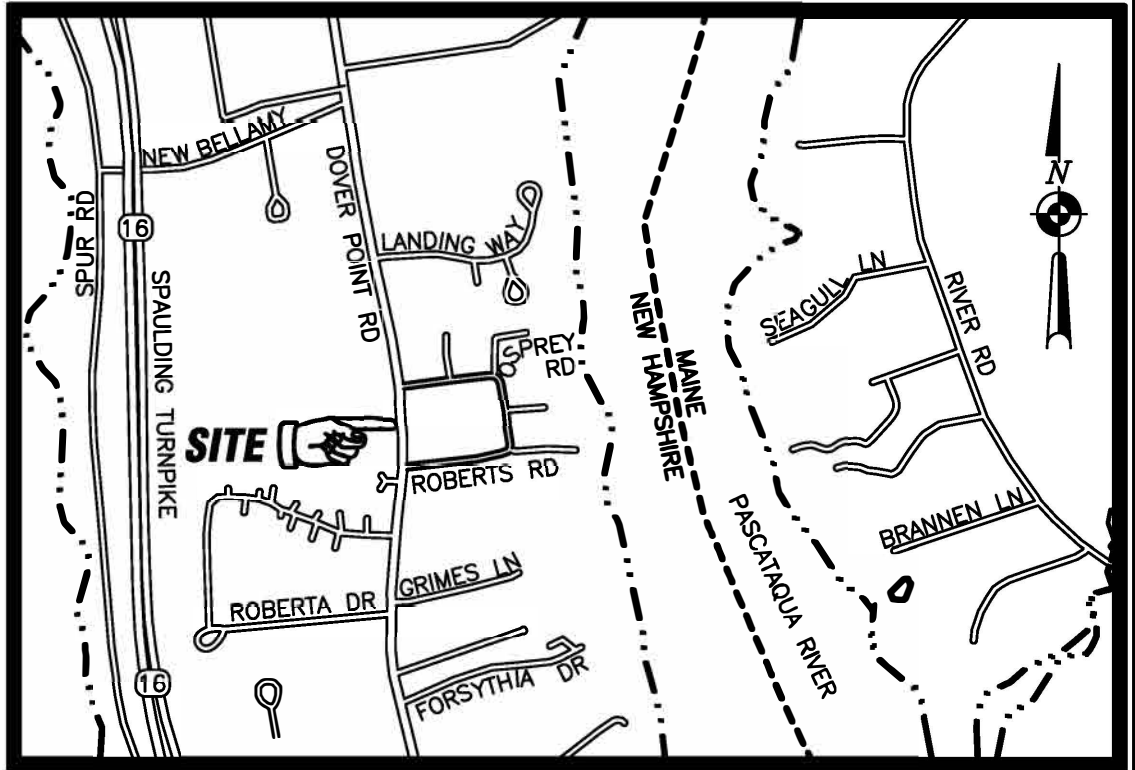
By: _____
J. Michael Joyal, Jr.,
City Manager
Duly Authorized

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this, the _____ day of _____, 2018, before me, the undersigned officer, personally appeared J.
Michael Joyal, Jr., duly authorized City Manager of the City of Dover, known to me, or satisfactorily
proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he
executed the same for the purposes set forth therein.

Justice of the Peace/Notary Public

FOR REGISTRY OF DEEDS USE

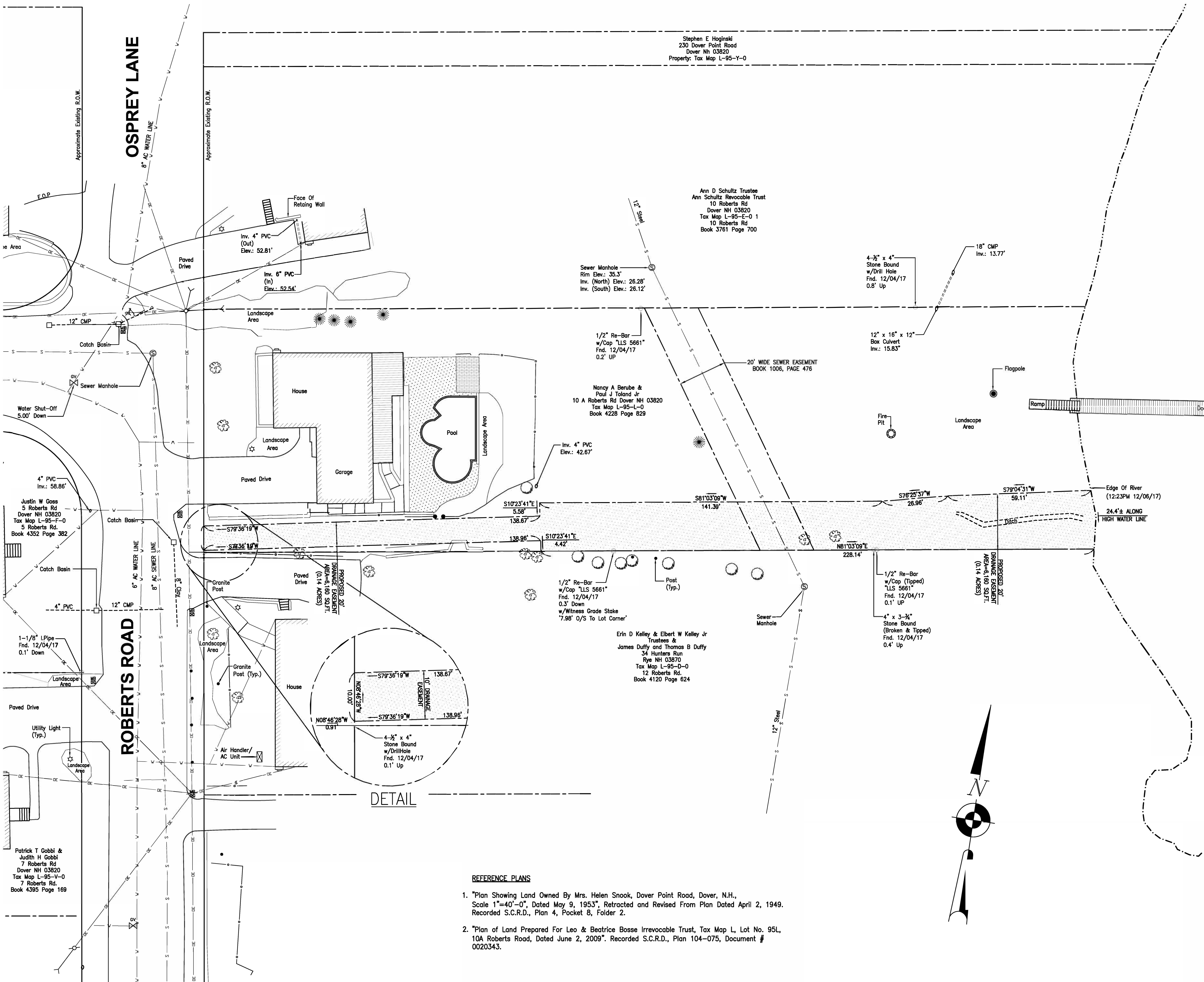


VICINITY MAP - NOT TO SCALE

PISCATAQUA RIVER

OSPREY LANE

ROBERTS ROAD



REFERENCE PLANS

- "Plan Showing Land Owned By Mrs. Helen Snook, Dover Point Road, Dover, N.H., Scale 1"=40'-0", Dated May 9, 1953", Retracted and Revised From Plan Dated April 2, 1949. Recorded S.C.R.D., Plan 4, Pocket 8, Folder 2.
- "Plan of Land Prepared For Leo & Beatrice Bosse Irrevocable Trust, Tax Map L, Lot No. 95L, 10A Roberts Road, Dated June 2, 2009". Recorded S.C.R.D., Plan 104-075, Document # 0020343.

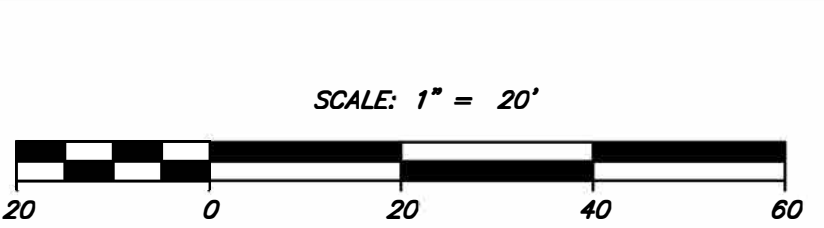
DRAINAGE EASEMENT PLAN
ON LAND OF

Nancy A Berube &
Paul J Toland Jr
10-A Roberts Rd Dover NH 03820
Tax Map L-95-L-0

Prepared for
CITY OF DOVER, NEW HAMPSHIRE

CITY OF DOVER, STRAFFORD COUNTY, NEW HAMPSHIRE
December 18, 2017

Revision Date	Revision Description
02-02-2018	REVISED DRAINAGE EASEMENT LINES
05-01-2018	UPDATE TO EASEMENTS



Scale: 1"=20'
Dr. By: NRE Ck By: DSJ
H.E.S. Job No. 1770036
Field Book No. 1272
Field Book Page No. 30-37
Sheet No. 1 of 1

HOLDEN ENGINEERING & SURVEYING, INC.

56 Old Suncook Road - Unit #4
PO Box 480 Concord, N.H. 03302
(603) 225-6449

9 Constitution Drive
Bedford, N.H. 03110
(603) 472-2078

APPROVED: _____ CHAIRMAN/VICE CHAIRMAN

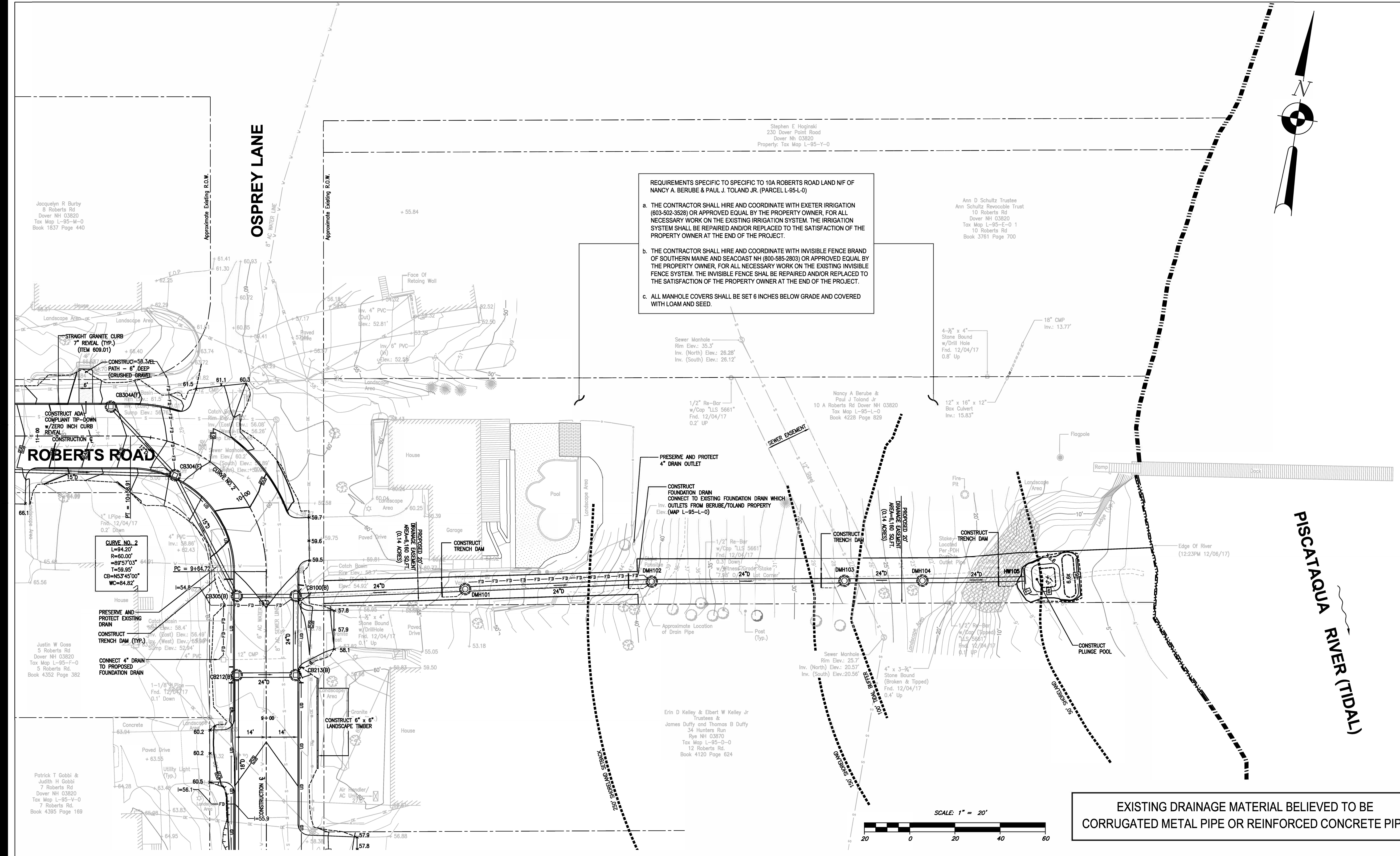
DATE



*ROBERTS ROAD RECONSTRUCTION
EXISTING CONDITIONS
DOVER, NEW HAMPSHIRE*

<i>Date:</i>	<i>Revision Description</i>	<i>Drwn.</i>	<i>Chkd.</i>
<u>02-05-18</u>	<u>ADDRESS CITY COMMENTS</u>	<u>REL</u>	<u>WCR</u>
<u>03-30-18</u>	<u>ADDRESS CITY COMMENTS</u>	<u>REL</u>	<u>DVB</u>

Date: 12.20.2017
Scale: 1" = 20'
Drawn By: REL
Checked By: DVB
Job No: 1770036
Sheet No. 7 of 52



HOLDEN

TRANSPORTATION & ENGINEERING, Inc.

☐ 56 Old Suncook Road
PO Box 480
Concord, N.H. 03302
(603) 225-6449

☐ 9 Constitution Drive
Bedford, N.H. 03110
(603) 472-2078

ROBERTS ROAD RECONSTRUCTION
DRAINAGE AND GRADING PLANS
DOVER, NEW HAMPSHIRE

Date:	Revision Description	Drwn.	Chkd.	Date:
02-05-18	ADDRESS CITY COMMENTS	REL	WCR	12.20.2017
03-06-18	ADDRESS CITY COMMENTS	REL	DVB	Scale: 1" = 20'
03-16-18	ADDRESS CITY COMMENTS	REL	DVB	Drawn By: REL
03-30-18	ADDRESS CITY COMMENTS	REL	DVB	Checked By: DVB
04-30-18	ADDRESS CITY COMMENTS	REL	DVB	Job No: 1770036
				Sheet No. 14 of 52



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2018.06.13 – 074**

Resolution Re: FY18 Transfer of Appropriation – General Fund

- WHEREAS: The City Council adopted the FY18 Budget on May 3, 2017; and
- WHEREAS: Some non-school departments have incurred expenditures not originally anticipated as part of the budget; and
- WHEREAS: Unspent appropriations exist within some non-school department accounts; and
- WHEREAS: A transfer of appropriations is necessary to cover the expenditures not originally anticipated in the department budgets;

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

Pursuant to C6-8 of the City Charter, the City Manager is authorized to transfer unspent FY18 appropriations as deemed necessary between non-school departments within the General Fund to cover these unanticipated expenditures

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 – 2018.06.13 – 074**

Resolution Re: FY18 Transfer of Appropriation – General Fund

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2018.06.13 – 074**

Resolution Re: FY18 Transfer of Appropriation – General Fund

RESOLUTION BACKGROUND MATERIAL:

There are certain departments and divisions within the General Fund that are anticipated to exceed the appropriations and others that will have remaining appropriations. This resolution allows the City Manager to move appropriations between departments in order to cover needed unanticipated expenditures.

The following areas have, or are projected to have, a need for appropriations:

<u>Department</u>	<u>Projected Shortfall</u>
Finance – Tax Assessment	\$ 20,000
Community Services – Snow Removal	<u>\$112,000</u>
City Departments Total:	\$132,000

The above areas have a need for appropriations based on current actual expenditures, as well as, estimates of expenditures for the remaining portion of the fiscal year. These areas have been identified because they currently have a need for appropriations and the list is not intended to indicate the only areas that may need appropriations at fiscal year-end.

This resolution does not increase appropriations.

The Finance Department has an estimated shortfall of \$20,000 due to outside legal services for a tax abatement case. This particular case has required specialized legal services that was not anticipated by the City.

The Community Services Department has a shortfall of \$112,000 for overtime and operating supplies costs for Snow Removal. The budget for snow removal overtime and supplies costs is based on a 5-year average. This approach to budgeting for overtime costs has usually provided sufficient funding for snow removal. However, the number and timing of winter storm events this past year resulted in more costs than anticipated by the City.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2018.06.13 – 075**

Resolution Re: **Approval to Enter Letter of Intent re: Implementation of Solar Projects on City-Owned Property**

- WHEREAS: The City of Dover is interested in exploring alternative, environmentally sustainable sources of energy, including the use of solar energy; and
- WHEREAS: The City of Dover would like to determine the feasibility of the implementation of solar projects on City property; and
- WHEREAS: The City of Dover seeks to work with an entity to evaluate potential City property sites for solar energy infrastructure and consider what would be necessary to implement solar projects on said sites; and
- WHEREAS: Gaia Energy, LLC, a New Hampshire limited liability company, would work with the City on a preliminary basis to identify such sites and make a determination on infrastructure needs; and
- WHEREAS: The City of Dover and Gaia Energy, LLC seek to enter into a preliminary letter of intent regarding such work.

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

The City of Dover, by and through the City Manager, or designee, may enter into a preliminary letter of intent with Gaia Energy, LLC regarding the identification of potential solar sites on City property and the necessary infrastructure needs at such sites, and may work with Gaia Energy, LLC consistent therewith. Any future proposals/agreements to implement solar projects on City property shall be brought back to the City Council for consideration/approval.

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 – 2018.06.13 – 075 Resolution Re: Approval to Enter Letter of Intent re: Implementation of Solar Projects on City-Owned Property	

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsay Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The City of Dover seeks to utilize more diverse and environmentally sustainable energy sources. Use of solar energy systems on City property is one potential source of such energy.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2018.06.13 – 076**
Resolution Re: **FY18 Transfer Additional Funds to School Capital Reserve Funds**

WHEREAS: The Dover City Council established school capital reserve funds for Athletics, Curriculum and School Facilities; and

WHEREAS: The Dover School Board has identified that the District will be incurring future expenditures for capital outlay and improvement projects; and

WHEREAS: The Dover School Board approved a resolution on June _____, 2018 requesting the Dover City Council approve the transfer of funds into the School Curriculum Capital Reserve;

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

The amount of _____ (\$_____) is appropriated for transfer into the following School Capital Reserve Funds from the Dover School District's FY2018 General Fund adopted appropriations.

Account	Description	Adopted Budget	Budget Amendment	Revised Budget
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to Athletics Capital Reserve	\$20,000.00	\$0.00	\$20,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to Curriculum Capital Reserve	\$45,000.00	\$0.00	\$45,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to Facilities Capital Reserve	\$50,000.00	\$0.00	\$50,000.00
		<u>\$115,000.00</u>	<u>\$0.00</u>	<u>\$115,000.00</u>
1000.2.620.01100.4110.00000.00.000.120.100	Salaries Teacher DMS	\$3,377,798.00	\$0.00	\$3,377,798.00
1000.2.620.01210.4110.00000.00.000.140.100	Salaries SPED Aides DMS	\$605,075.00	\$0.00	\$605,075.00
1000.2.630.01100.4110.00000.00.000.120.100	Salaries Teacher DHS	\$4,129,623.00	\$0.00	\$4,129,623.00
1000.2.614.01210.4110.00000.00.000.140.100	Salaries SPED Aides WPS	\$477,218.00	\$0.00	\$477,218.00
		<u>\$8,589,714.00</u>	<u>\$0.00</u>	<u>\$8,589,714.00</u>

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.

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 – 2018.06.13 – 076 Resolution Re: FY18 Transfer Additional Funds to School Capital Reserve Funds		

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

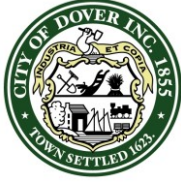
RESOLUTION BACKGROUND MATERIAL:

In accordance with City Charter C6-8 Transfers, the School Department's School Board approved a resolution on June ____, 2018 identifying that up to \$_____ of the department's General Fund available appropriations be transferred into the School Capital Reserve Funds.

In accordance with NH RSA Chapter 34 *Capital Reserve Funds for Cities*, the City Council must approve any transfer into a city capital reserve fund.

This resolution does not increase any appropriations.

A copy of the adopted School Board resolution is attached to this City Council resolution.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.1. Ordinance Number: O – 2018.06.13 – 005 Ordinance Title: General Offenses Chapter: 131 Section: 131-23 Purchase, Use, and Possession of Tobacco Products
---	--

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 131 entitled “General Offenses” of the Code of the City of Dover.

2. AMENDMENT

Chapter 131 entitled “General Offenses” is hereby amended by adding “Purchase, Use, and Possession of Tobacco Products” under Section 131-23 and moving “Hunting on City Property” to 131-24 in the Chapter Table of Contents as follows:

131-23. Purchase, Use, and Possession of Tobacco Products.

131-24. Hunting on City Property.

3. AMENDMENT

Chapter 131 entitled “General Offenses” is hereby amended by adding Section 131-23, “Purchase, Use, and Possession of Tobacco Products” as follows:

131-23. Purchase, Use, and Possession of Tobacco Products.

A. No person under the age of 21 shall:

- (1) Purchase a tobacco product or Electronic Cigarette.**
- (2) Use or possess a tobacco product or Electronic Cigarette.**

B. No person or business shall:

- (1) Sell or provide a tobacco product or Electronic Cigarette to a person under the age of 21.**

C. For the purposes of this ordinance, the term “tobacco product” shall include any product defined as a tobacco product in NH RSA 126-K and defined as an Electronic Cigarette in 131-1 of this Chapter.

D. Any person violating the provisions of the City ordinance shall be subject to a fine of up to fifty dollars (\$50.00) for a first offense and up to one hundred dollars (\$100.00) for a second or subsequent offense.

4. AMENDMENT



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2018.06.13 – 005**
Ordinance Title: General Offenses
Chapter: 131
Section: 131-23 Purchase, Use, and Possession of Tobacco Products

Chapter 131 entitled “General Offenses” is hereby amended by moving “Hunting on City Property” to Section 131-24, as follows:

131-24. Hunting on City Property. [Added on 10-8-2014 by Ord. No. 2014.09.10-17]

5. TAKES EFFECT

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

REFER TO A 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		
Recorded by:	Karen Lavertu City Clerk		

DOCUMENT HISTORY:

Document Created by: Legal	O-2018.06.13 131-23 Purchase, Use, and Possession of Tobacco Products
Document Posted on: June 7, 2018	Page 2 of 3



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2018.06.13 – 005**
Ordinance Title: General Offenses
Chapter: 131
Section: 131-23 Purchase, Use, and Possession of Tobacco Products

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

ORDINANCE BACKGROUND MATERIAL:

There is an interest in protecting public health, reducing youth access to tobacco products and limiting the damages of tobacco products, such as addiction, disability, and death; the intent of this ordinance is to raise the purchase, use, and possession age of tobacco products, as defined in NH RSA 126-K, and electronic cigarettes, to 21.

Dover Y2Y proposed this legislation at the state level this year (it passed committee 3-2; but was tabled by the full Senate) and are hoping to implement a similar ordinance in Dover in hopes Dover could demonstrate the feasibility of the idea and lead the way in NH for raising the age to 21.

Pursuant to RSA 126-K:14, the City may adopt local laws, ordinances, and regulations that are more stringent than the provisions of RSA 126-K, entitled “Youth Access to and Use of Tobacco Products.”