



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, June 27, 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. CHAPTER 131 – GENERAL OFFENSES, SECTION 23
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 27, 2018.)
SPONSORED BY MAYOR WESTON

B. FISCAL YEAR 2018 TRANSFER ADDITIONAL FUNDS TO SCHOOL CAPITAL RESERVE FUNDS (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. June 13, 2018 – Regular Meeting

11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. CHAPTER 131 – GENERAL OFFENSES, SECTION 23
SPONSORED BY MAYOR WESTON BY REQUEST

B. ORDINANCES IN THE 3RD READING



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
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C. RESOLUTIONS

- 2. FISCAL YEAR 2018 TRANSFER ADDITIONAL FUNDS TO SCHOOL CAPITAL RESERVE FUNDS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – Grove Street Neighborhood**
- 2. BLOCK PARTY – SOS Recovery Community Organization**
- 3. BLOCK PARTY – Children’s Museum of New Hampshire**
- 4. BLOCK PARTY & RAFFLE – Children’s Museum of New Hampshire and SEED**
- 5. RAFFLE – Annunciation Greek Orthodox Church – 50/50**
- 6. RAFFLE – Annunciation Greek Orthodox Church – Donated items**

- 7. B16013B DESIGN BUILD OF CUSTOMER SERVICE CENTER ADDITIONAL SCOPE OF WORK – CHANGE ORDER #5**
SPONSORED BY MAYOR WESTON BY REQUEST

- 8. B16065 Q-005 SURVEY SERVICES FOR SPRUCE LANE SIDEWALK IMPROVEMENTS BETWEEN MAST ROAD AND BACK RIVER ROAD**
SPONSORED BY MAYOR WESTON BY REQUEST

- 9. B18029 HUMAN RESOURCES INFORMATION SYSTEM**
SPONSORED BY MAYOR WESTON BY REQUEST

- 10. B18035 CARPET REPLACEMENT CITY HALL**
SPONSORED BY MAYOR WESTON BY REQUEST

- 11. B18053 ROBERTS ROAD RECONSTRUCTION**
SPONSORED BY MAYOR WESTON BY REQUEST

- 12. B18071 CATCH BASIN CLEANING SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST

- 13. B18082 PURCHASE OF SHUTTLE BUS FOR RECREATION DEPARTMENT**
SPONSORED BY MAYOR WESTON BY REQUEST

- 14. B18083 SPECIALIZED MUNICIPAL LEGAL SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST



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- 15. B18085 SLUDGE DISPOSAL ROLL OFF CONTAINER**
SPONSORED BY MAYOR WESTON BY REQUEST
- 16. B18086 BITUMINOUS CONCRETE ASPHALT PICKED UP**
SPONSORED BY MAYOR WESTON BY REQUEST
- 17. APPROVAL OF INTEGRATED DELIVERY NETWORK LEASE AGREEMENT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 18. DOG WARRANT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 19. SETTING VOTING HOURS FOR SEPTEMBER 11, 2018 STATE OF NEW HAMPSHIRE PRIMARY ELECTION AND THE NOVEMBER 6, 2018 NEW HAMPSHIRE GENERAL ELECTION**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

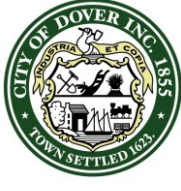
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|-------------------------------------|---|
| 1. School Board | 14. Ordinance Committee |
| 2. Planning Board | 15. Parking Commission |
| 3. 400th Anniversary Committee | 16. Pool Advisory Committee |
| 4. Appointments Committee | 17. Recreation Advisory 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 | |

B. RESOLUTIONS

- 1. CEASE FAMILY SEPARATION AT UNITED STATES/MEXICO BORDER**
SPONSORED BY MAYOR WESTON AND COUNCILOR SHANAHAN
- 2. SETTING OF PROPERTY TAX EXEMPTIONS FOR ELDERLY, BLIND AND DISABLED FOR FISCAL YEAR 2019**
SPONSORED BY COUNCILOR SHANAHAN

C. ORDINANCES IN 1ST READING

- 14. COUNCIL CORRESPONDENCE**
- 15. COUNCIL MATTERS OF INTEREST**
- 16. ADJOURN**

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - MINUTES</th></tr> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>McConnell Center, Room 306</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, June 13, 2018</td></tr> <tr> <td>Meeting Time:</td><td>7:00pm</td></tr> </table>	CITY COUNCIL - MINUTES		Meeting Type:	Regular Meeting	Meeting Location:	McConnell Center, Room 306	Meeting Date:	Wednesday, June 13, 2018	Meeting Time:	7:00pm
CITY COUNCIL - MINUTES											
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1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Gasses led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Williams.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to substitute Item 13.B.3. as a whole. He also added the Joint Building Committee – Dover High School and Regional CTC and the 400th Anniversary Committee Reports.

Councilor Muffett-Lipinski added a School Board Report.

Councilor Ciotti added a Planning Board Report.

Councilor Shanahan added the Arts Commission and Legislative Liaison Reports.

Councilor Keane added the Arena Commission and Pool Advisory Committee Reports.

Deputy Mayor Carrier moved to approve the Agenda as amended; seconded by Councilor Keane.

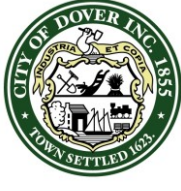
Vote: 8/0.

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

Douglas DeDe, 143 Locust Street: He spoke in support of the resolution.

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

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: McConnell Center, Room 306 Meeting Date: Wednesday, June 13, 2018 Meeting Time: 7:00pm
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8. CITIZEN'S FORUM

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

Douglas DeDe, 143 Locust Street: He spoke about the Silver Street Square telephone need to be painted because they are starting to rust. He also spoke about Bradley Square building at 553 Central Avenue and asked what could be done about the atrocious building.

Jessica Lamontagne, 7 Trask Drive: She spoke in favor of the new building at Bradley Square.

Brian DiMambro, 565 Central Avenue: He spoke against the new building at Bradley Square. He said the original plan he saw is not the same as the final building, and is frustrated that they weren't informed. He also added that he didn't know there would be a chain-linked fence.

Gregory Tuveson, 238 Central Avenue: He spoke against the design of the Bradley Square building.

Deborah Clough, 2 Towle Avenue: She referred to the Bradley Square building and said changes to the plan should have been brought to the Board again.

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

9. CITY MANAGER'S REPORT

Assistant City Manager Parker said the City Manager submitted his report in writing. He spoke about Dover Download as a great way to get information about upcoming Dover meetings and events. He also mentioned that the City was recognized with two awards regarding Climate Adaptation Chapter in the Master Plan.

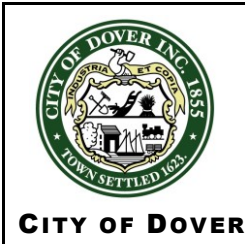
City Planner Bird gave an overview of the award from the Gulf of Maine Environmental Council and highlighted the areas to explain why Dover received it.

Community Development Planner Carpenter gave an overview of the award from the New Hampshire Planning Association for the Plan of the Year for the Climate Adaptation Chapter in the Master Plan.

Assistant City Manager Parker gave an overview on the Bradley Square building and property rights. He allowed changes based on his position as Assistant City Manager and Planning Director, because it did not involve the Zoning ordinance. He added that the fence around the property will be removed.

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

Vote: 8/0.



CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
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10. APPROVAL OF MINUTES

A. May 23, 2018 – Regular Meeting

Deputy Mayor Carrier moved to approve the Minutes; seconded by Councilor Muffett-Lipinski.
Vote: 8/0.

11. MAYOR'S REPORT

Mayor Weston gave an overview of the events she attended the past few weeks: Police Chief Colarusso's retirement party/Police Chief Breault's swearing in ceremony; Groundbreaking ceremony for the Cathartes project; Memorial Day ceremony; Cocheco Waterfront Development Advisory Committee meeting; meeting with a potential developer in Silver Square; and the Tour of Old Courthouse. She spoke about the State of the State meeting tomorrow, June 26th (date was corrected in Council Matters of Interest).

Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Keane.
Vote: 8/0.

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.)

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Gasses.
Assistant City Manager Parker gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

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

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Thibodeaux.
Mayor Weston said she would not support this Resolution.
Councilor Gasses said they needed to fund the reserve accounts.
Councilor Ciotti spoke about the School Board's poor accounting practices, and said he would not support this Resolution.



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CITY COUNCIL - MINUTES

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Deputy Mayor Carrier said he felt they could get back on track with the next budget, and would support this Resolution.

Councilor Thibodeaux reminded the Council that it's a new School Board, and Superintendent. She felt it was an adjustment and a one-time occurrence. She supported the Resolution.

Councilor Shanahan said they weren't taking money out of the reserve funds.

Councilor Muffett-Lipinski said adding people right now is not the answer.

Roll Call Vote: 4/4; Failed. (Mayor Weston, Councilor Ciotti, Councilor Gasses, and Councilor Muffett-Lipinski were opposed.)

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

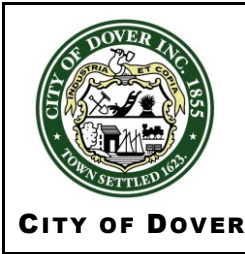


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CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
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- 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
- 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 STREET 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



CITY COUNCIL - MINUTES

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COMMITTEE REPORTS

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

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, other than the pulled Committee Reports.

Councilor Gasses pulled Items 13.A.12. and 13.A.13.

Councilor Thibodeaux pulled Items 13.A.7. and 13.A.20.

Councilor Shanahan pulled Item 13.A.9.

Councilor Gasses pulled Item 13.A.19.

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

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.7.; seconded by Councilor Thibodeaux.

Assistant City Manager Parker gave an overview of this Resolution to the Council regarding the total removal of the asbestos tile on the 1st floor of City Hall.

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.9.; seconded by Councilor Shanahan.

Community Services Director Storer gave an overview of the Resolution to the Council.

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.12.; seconded by Councilor Gasses.

Assistant City Manager Parker gave an overview of the Resolution to the Council.

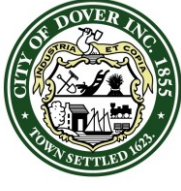
Roll Call Vote: 8/0.

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

Assistant City Manager Parker gave an overview of the Resolution to the Council.

Council spoke about their concerns for this property which abuts conservation land.

Roll Call Vote: 0/8; Failed.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: McConnell Center, Room 306 Meeting Date: Wednesday, June 13, 2018 Meeting Time: 7:00pm
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Councilor Gasses moved to amend the property address “2 Forest Drive” to “2 Forest Street”; seconded by Councilor Ciotti.

Vote: 8/0.

Councilor Gasses moved for the adoption of Item 13.A.19. as amended; seconded by Councilor Ciotti.

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.20.; seconded by Councilor Thibodeaux.

Assistant City Manager Parker gave an overview of the Resolution to the Council.

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved to accept the School Board Report; seconded by Councilor Ciotti.

Councilor Muffett-Lipinski gave an overview of the School Board Report to the Council.

Vote: 8/0.

Deputy Mayor Carrier moved to accept the Planning Board Report; seconded by Councilor Ciotti.

Councilor Ciotti gave an overview of the Planning Board Report to the Council.

Vote: 8/0.

Deputy Mayor Carrier moved to accept the 400th Anniversary Committee Report; seconded by Councilor Ciotti.

Deputy Mayor Carrier gave an overview of the 400th Anniversary Committee Report to the Council.

Vote: 8/0.

Deputy Mayor Carrier moved to accept the Arena Commission Report; seconded by Councilor Keane.

Councilor Keane gave an overview of the Arena Commission Report to the Council.

Vote: 8/0.

Deputy Mayor Carrier moved to accept the Arts Commission Report; seconded by Councilor Shanahan.

Councilor Shanahan gave an overview of the Arts Commission Report to the Council.

Vote: 8/0.

Deputy Mayor Carrier moved to accept the Legislative Liaison Report; seconded by Councilor Shanahan.

Councilor Shanahan gave an overview of the Legislative Liaison Report to the Council.

Vote: 8/0.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: McConnell Center, Room 306 Meeting Date: Wednesday, June 13, 2018 Meeting Time: 7:00pm
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Deputy Mayor Carrier moved to accept the Pool Advisory Committee Report; seconded by Councilor Keane.

Councilor Keane gave an overview of the Pool Advisory Committee Report to the Council.
Vote: 8/0.

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

Deputy Mayor Carrier gave an overview of the Joint Building Committee – Dover High School and Regional CTC Report to the Council.
Vote: 8/0.

B. RESOLUTIONS

1. FISCAL YEAR 2018 TRANSFER OF APPROPRIATION – GENERAL FUND SPONSORED BY MAYOR WESTON BY REQUEST

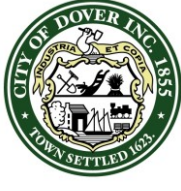
Deputy Mayor Carrier moved for its adoption; seconded by Councilor Keane.
Mayor Weston gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

2. APPROVAL TO ENTER LETTER OF INTENT RE: IMPLEMENTATION OF SOLAR PROJECTS ON CITY-OWNED PROPERTY SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Shanahan.
Mayor Weston gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

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

Deputy Mayor Carrier moved to refer to a Public Hearing on June 27, 2018; seconded by Councilor Thibodeaux.
Roll Call Vote: 8/0.

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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

Deputy Mayor Carrier moved to refer to a Public Hearing on June 27, 2018; seconded by Councilor Shanahan.
Roll Call Vote: 8/0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Deputy Mayor Carrier mentioned that the next six Committee Reports (#7-12) will be expected for the June 27, 2018 City Council meeting.

Councilor Gasses corrected the Mayor's Report comment that the State of the State was June 14th to June 26th.

Councilor Ciotti asked Finance Director Lynch about the bidding process and the expenses involved.

Finance Director Lynch said the majority of the City's bids are processed through a software program called "Constant Contact" and they are processed electronically.

16. ADJOURN

Councilor Muffett-Lipinski moved to adjourn; seconded by Councilor Keane.
Vote: 8/0.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.1. Ordinance Number: O – 2018.06.13 – 005 Ordinance Title: General Offenses Chapter: 131 Section: 131-23 Purchase, Use, and Possession of Tobacco Products
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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#: 12.A.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 By Request
Approved as to Legal Form and Compliance:	Anthony Blenkinsop City Attorney		
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 21, 2018	Page 2 of 3



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.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: 06/13/2018
Approved Date:

Public Hearing Date: 06/27/2018
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.”



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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 11, 2018 (copy attached to this resolution) 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 Seventy-five Thousand Dollars (\$75,000.00) 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	Revised
		Budget	Amendment	Budget
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to Athletics Capital Reserve	\$20,000.00	\$15,000.00	\$35,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to Curriculum Capital Reserve	\$45,000.00	\$30,000.00	\$75,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to Facilities Capital Reserve	\$50,000.00	\$30,000.00	\$80,000.00
		\$115,000.00	\$75,000.00	\$115,000.00
1000.2.620.01100.4110.00000.00.000.120.100	Salaries Teacher DMS	\$3,377,798.00	(\$35,000.00)	\$3,342,798.00
1000.2.620.01210.4110.00000.00.000.140.100	Salaries SPED Aides DMS	\$605,075.00	(\$25,000.00)	\$580,075.00
1000.2.630.01100.4110.00000.00.000.120.100	Salaries Teacher DHS	\$4,129,623.00	(\$10,000.00)	\$4,119,623.00
1000.2.614.01210.4110.00000.00.000.140.100	Salaries SPED Aides WPS	\$477,218.00	(\$5,000.00)	\$472,218.00
		\$8,589,714.00	(\$75,000.00)	\$8,514,714.00

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
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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

DOCUMENT HISTORY:

First Reading Date: 06/13/2018	Public Hearing Date: 06/27/2018
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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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

RESOLUTION BACKGROUND MATERIAL:

In accordance with City Charter C6-8 Transfers, the School Department's School Board approved a resolution on June 11, 2018 identifying that up to \$75,000.00 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.

RESOLUTION

RE: TRANSFER FUNDS TO THE SCHOOL ATHLETIC, CURRICULUM AND FACILITIES CAPITAL RESERVE FUNDS

WHEREAS: The Dover City Council established capital reserve funds titled Athletic, Curriculum and School Facilities Capital Reserve funds; and

WHEREAS: The Dover School Board has recognized an amount up to seventy-five thousand (\$75,000) dollars in unencumbered funds within the 2017-2018 Dover City Council adopted budget appropriation available for transfer into capital reserves; and

WHEREAS: If necessary, the Superintendent, or designee, must be able to rescind or reduce the amount of the requested transfer if additional unanticipated expenses are incurred prior to June 27, 2018; 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:

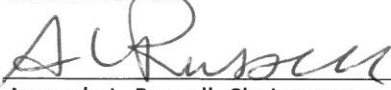
The City Council transfer an amount up to \$75,000 into the School Department Capital Reserve accounts and to appropriate those funds from General Fund-Education as noted below:

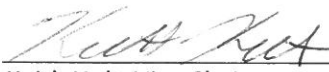
Account Number	Account Description	Budget Adjustment
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Athletics Capital Reserve	\$ 15,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Curriculum Capital Reserve	\$ 30,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Facilities Capital Reserve	\$ 30,000.00
		\$ 75,000.00
1000.2.620.01100.4110.00000.00.000.120.100	Salaries Teacher DMS	\$ (35,000.00)
1000.2.620.01210.4110.00000.00.000.140.100	Salaries SPED Aides DMS	\$ (25,000.00)
1000.2.630.01100.4110.00000.00.000.120.100	Salaries Teacher DHS	\$ (10,000.00)
1000.2.614.01210.4110.00000.00.000.140.100	Salaries SPED Aides WPS	\$ (5,000.00)
		\$ (75,000.00)

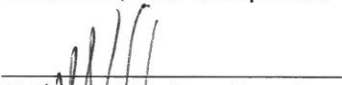
AND BE IT FURTHER RESOLVED THAT:

The Dover School Board gives authority to the Superintendent, or designee, the authority to rescind or reduce, if necessary, the amount of the requested transfer if additional unanticipated expenses are incurred prior to June 27, 2018.

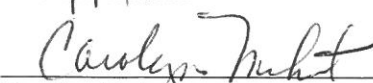
SUBMITTED BY:


Amanda L. Russell, Chairperson


Keith Holt, Vice Chairperson


Kathleen Morrison, Secretary


Andrew Wallace


Carolyn Mebert

RESOLUTION

RE: TRANSFER FUNDS TO THE SCHOOL ATHLETIC, CURRICULUM AND FACILITIES CAPITAL RESERVE FUNDS



Zachary Koehler



Matthew Lahr



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: Grove St Neighborhood

Federal Tax ID number for Organization: N/A

Check(✓) Nature of Organization:

Religious_____, Educational_____, Charitable_____, Civic_____, Sports_____, Veterans_____, Fraternal or Political_____, Other ✓
(Describe) Neighborhood block party between Hough and Ash on grove st

Contact Person: Jonathan Bicknell Day Time Telephone: (207) 475 5687

Address: 86 Grove St Dover NH Email jbicknell15@gmail.com

Purpose of Permit: Fun for neighbors and their families

Date of Event: 8/4/18 Specific Time: 12:00 8am to 6pm

Location of Event: Grove St between Hough and Ash

*****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): Grove St between Hough & Ash

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: _____

DATE: 4/30/18

PRINTED NAME: Jonathan Bicknell
(duly authorized)

Licensing Board Approval _____

Date: 6/14/18



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

Check(✓) the type of application:

RAFFLE*____, TAG*____, BLOCK PARTY** X

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

Organization Name: SOS Recovery Community Org. / Greater Seacoast Community Health
Federal Tax ID number for Organization: 02-0384203

Check (✓) Nature of Organization:

Religious____, Educational____, Charitable X, Civic____, Sports____, Veterans____, Fraternal or Political____, Other____
(Describe) SOS RCO is a recovery community organization - see attached
Contact Person: Rene Philpott Day Time Telephone: 603-841-0996
Address: 4 Broadway, Dover, NH Email: Rphilpott@goodwinch.org
Purpose of Permit: to hold a Recovery Rally - see attached
Date of Event: 9/23/18 Specific Time: 11 AM - 3 pm
Location of Event: Henry Law Park, Park setup + take down 9 AM - 4 PM.

*****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): Henry Law Avenue / Park 76

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: [Signature] DATE: 5/15/18

(duly authorized)

PRINTED NAME: _____

Licensing Board Approval [Signature] Date: 6/11/18

Attachment A.

SOS Recovery Community Organization (SOS RCO) is a program of Greater Seacoast Community Health (formerly Goodwin Community Health). The mission of SOS RCO is to reduce stigma and harm associated with substance misuse by providing safe space and peer based supports for people in all stages of recovery. SOS Recovery Community envisions a world where recovery from addiction to alcohol and other drugs is possible, and widely embraced, through low barrier access to inclusive and respectful support, and where all who seek long-term recovery have access to the care and resources they need to achieve their self-defined goals.

In conjunction with National Recovery Month in September, SOS RCO has reserved Henry Law Park to host a family friendly Recovery Rally to celebrate people on recovery, which would include several inspirational speakers, perhaps a couple of singers/bands, tables set up for recovery resources, and possibly activities such as face painting, hula hoop making and an area set up to take photos. The event will be open to the public.



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: Children's Museum of NH

Federal Tax ID number for Organization: 02-0363746

Check (☒) Nature of Organization:

Religious____, Educational ☒, Charitable ☒, Civic____, Sports____, Veterans____, Fraternal or Political____, Other____

(Describe) Festival of makers, artisans and educational groups

Contact Person: Jane Bard Day Time Telephone: 603 742-2002

Address: 6 Washington Street Dover Email jbard@childrens-museum.org

Purpose of Permit: NA Maker Fest

Date of Event: 8/25/18 Specific Time: 10am - 4pm

Location of Event: Museum, Henry Law Park, upper & lower, One Washington Mill

*****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): within Henry Law Park no street closures

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: Jane Bard DATE: 5/30/18
(duly authorized)

PRINTED NAME: Jane Bard

Licensing Board Approval [Signature] Date: 6/11/18



**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: Children's Museum of NH and SEED - Seacoast Educational
Federal Tax ID number for Organization: 02-0363746 Endowment for Dover

Check (☒) Nature of Organization:

Religious ☐ , Educational ☒ , Charitable ☒ , Civic ☐ , Sports ☐ , Veterans ☐ , Fraternal or Political ☐ , Other ☐
(Describe) Free Family Day in the Museum & Henry Law Park - rubber duck raffle at event
Contact Person: Jane Bard Day Time Telephone: 603 742-2002
Address: 6 Washington Street Email: jbard@childrens-museum.org
Purpose of Permit: event in Henry Law Park including duck raffle & race on Cocheco River
Date of Event: 9/22/18 Specific Time: 10am-5pm - duck race @ 1pm
Location of Event: upper Henry Law Park & waterfront

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

Prize (s) To Be Awarded: gift baskets, local business gift certificates
Cost of Ticket: \$5 Date of Drawing: 9/22/18
Place of Drawing: on Cocheco River in Henry Law Park

* 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): upper Henry Law Park
Police Department Block Party Approval Signature: [Signature]
Printed Name: Sgt. Mark Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: [Signature] DATE: 6/1/18
(duly authorized)

PRINTED NAME: Jane Bard

Licensing Board Approval [Signature] Date: 6/12/18



**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: Annunciation Greek Orthodox Church

Federal Tax ID number for Organization: 02-0224870

Check (☒) Nature of Organization:

Religious ☒ , Educational ☐ , Charitable ☐ , Civic ☐ , Sports ☐ , Veterans ☐ , Fraternal or Political ☐ , Other ☐
(Describe) Annual Greek Festival fundraiser

Contact Person: Rebecca Mashwa Day Time Telephone: 603 9788375

Address: _____ Email: rmashwa12@gmail.com

Purpose of Permit: To hold a 50/50 raffle to raise money for our church

Date of Event: 8/31 - 9/1 Specific Time: 4pm (8/31) - 10pm (9/1)

Location of Event: 219 Long Hill Road Dover, NH 03878

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

Prize (s) To Be Awarded: 50/50 raffle (cash)

Cost of Ticket: \$1.00 Date of Drawing: 9/1/2018

Place of Drawing: 219 Long Hill road Dover, NH 03878

* 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: Rebecca Mashwa DATE: 6/6/18

PRINTED NAME: Rebecca Mashwa (duly authorized)

Licensing Board Approval [Signature] Date: 6/11/18



**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: Annunciation Greek Orthodox Church

Federal Tax ID number for Organization: 02-0224870

Check (☒) Nature of Organization:

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

(Describe) Annual Greek Festival fundraiser

Contact Person: Rebecca Maskwa Day Time Telephone: 603 9788375

Address: 34 Laurel Lane Email: rmaskwa12@gmail.com

Purpose of Permit: To hold a general raffle to raise money for our church

Date of Event: 8/31 - 9/1 Specific Time: 4pm (8/31) - 10pm (9/1)

Location of Event: 219 Long Hill road Dover, NH 03820

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

Prize (s) To Be Awarded: various donated items

Cost of Ticket: \$1.00 Date of Drawing: 9/1/18

Place of Drawing: 219 Long Hill road Dover, NH 03820

* 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: Rebecca Maskwa (duly authorized) DATE: 6/6/18

PRINTED NAME: Rebecca Maskwa

Licensing Board Approval [Signature] Date: 6/11/18



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2018.06.27 – 077**
Resolution Re: B16013B Design Build of Customer Service Center
Additional Scope of Work - Change Order #5

WHEREAS: Sealed Request for Qualifications [#B16013B](#) were solicited and received on January 12, 2016 at 1:00 pm for design build services for the customer service center at City Hall. The committee selected Martini Northern to begin negotiating scope of work and costs for the design portion in the amount of \$48,000 approved by council via [R-2017.01.25-002](#); and

WHEREAS: Martini Northern submitted the (GMP) Guaranteed Maximum Price, Change order #1, which includes the multiplier of 4% of the final (GMP) of the construction value to be utilized for a total amount of \$1,164,891.00 approved via resolution [R-2017.04.12-035](#). The city had requested additional work in the amount of \$134,723.00, Change order #2 for expanded scope of electrical and tele/data future expansion as well as existing HVAC in back area for Information Technology office which was approved via resolution [R-2017.07.26-082](#); and

WHEREAS: The city has received Change Order #3 in the amount of \$49,569.00 and was approved by council via resolution [R-2017.09.27-120](#) for a revised scope of work to include additional floor preparation due to previous damage to floor base and abatement, emergency lighting to meet life safety code, additional door hardware so all locks match current City Hall key system, additional data drops, new counter tops in the future IT office, and to provide underground electrical service to allow for air conditioning in the ground floor and any future electrical needs for the building. Change Order #4 consisted of repairs to Customer Service Center due to flood and was paid in full by Primex New Hampshire Public Risk Management Exchange; and

WHEREAS: The city has received Change Order #5 for renovations to the City Hall Council Chambers/Legal Office Suite in the amount of \$265,710.00. Scope of work is included in the background section of this resolution.

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

The purchasing agent is hereby authorized to issue a change order #5 to Martini Northern for design build services at rates provided in conjunction with RFQ B16013B in the amount not to exceed \$265,710.00. 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
1000.1.300.43180.4725.00000.	F&G Building Improvements	396,496	316,996



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2018.06.27 – 077**
Resolution Re: B16013B Design Build of Customer Service Center
Additional Scope of Work - Change Order #5

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

Approved for Legal Compliance: Anthony I. Blenkinsop
City Attorney

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor 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 – 2018.06.27 – 077**
Resolution Re: B16013B Design Build of Customer Service Center
Additional Scope of Work - Change Order #5

RESOLUTION BACKGROUND MATERIAL:

In 2016, the City of Dover invited qualified architectural and construction firms to submit their qualifications for consideration to provide architectural designs, remodeling cost estimates and construction services for a new customer service center on the ground floor of City Hall with a Locust Street entrance. The City seeks to have a change order with the selected vendor, Martini Northern, to enhance the City Council Chambers on the second floor of City Hall. Enhancements would include restoration of the Council Conference Room and legal office into one large chamber, as it existed before 1987.

The restored chamber would have historic architectural detailing restored to the walls, ceiling, and lighting. Additionally, the carpet will be replaced and a workshop/conference room will be created similar to room 305 in the McConnell Center. This space would be equipped with television cameras and allow for meetings to be broadcast from within. Furthermore, the ventilation system will be updated to meet code, and air conditioning will be installed, so the space is climate controlled year round. Finally, an access hatch in the hallway outside the Chambers will be created to allow for maintenance and repair of mechanical equipment and access to the space above the ceiling. Currently there is a hatch in a secure area of the building that needs to be accessed for maintenance of equipment housed over the Auditorium

Bid Information:

Sealed request for qualifications B16013B were solicited and received on January 12, 2016 at 1:00 pm for design build services for the customer service center at City Hall.

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:	601	Number of Responses:	11
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	2017
Recommended Award to:	Martini Northern	Fund:	contingency
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

[B16013B Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2018.06.27 – 078**
Resolution Re: B16065 Q-005 Survey Services for Spruce Lane Sidewalk
Improvement Between Mast Road and Back River Road

WHEREAS: A Sealed Request for Bid B16065 Q-005 was originally issued and received for survey services on Spruce Lane and Garrison Road on May, 2017 at 11:30 am; and

WHEREAS: Four quotes were received with the low bid meeting specifications being submitted by Tritech Engineering Corp in the amount of \$7,000.00. In August 2017 change order #1 was received in the amount of \$2,350.00 to add construction layout services for Spruce Lane. In November 2017 change order #2 was received adding services to locate the Historical "Roadway Layout" and "Roadway Return" not previously covered in original scope of services in the amount of \$7,000.00. The total project to date is \$16,350.00; and

WHEREAS: The city has received change order #3 to include New Hampshire Department of Environmental Services Wetland Permitting work required for the sidewalk improvement project on Spruce Lane between Mast Road and Back River Road in the amount of \$17,000.00. This new scope total bring costs over \$25,000.00 threshold thereby requiring council approval

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

The Purchasing Agent is hereby authorized to issue a change order #3 to Tritech Engineering Corporation of Dover NH for additional services in the amount of \$17,000.00. 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
4017.1.300.43121.4715.03173.17	Mast Rd/Spruce Lane	250,000.00	32,913.31

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: City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2018.06.27 – 078**
Resolution Re: B16065 Q-005 Survey Services for Spruce Lane Sidewalk
Improvement Between Mast Road and Back River Road

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 – 2018.06.27 – 078**
Resolution Re: B16065 Q-005 Survey Services for Spruce Lane Sidewalk
Improvement Between Mast Road and Back River Road

RESOLUTION BACKGROUND MATERIAL:

Original Bid \$7,000.00 for Survey Services on Spruce Lane and Old Garrison Rd
C/O 1 added \$2,350.00 to add construction layout services for Spruce Lane.
C/O 2 added \$7,000.00 to locate the Historical “Roadway Layout” and “Roadway Return”
C/O 3 adds \$17,000 for sidewalk improvement services related to NHDES Permits Wetlands Impact and
Alteration of Terrain

Bid Information:

A Sealed Request for Bid B16065 Q-005 was issued and received for survey services on Spruce Lane and Garrison Road on May, 2017 at 11:30 am

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:	4	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Compete	Estimated Delivery:	July 2018
Recommended Award to:	Tritech Engineering Corporation	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

[Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2018.06.27 – 079**

Resolution Re: B18029 Human Resource Information System

WHEREAS: A Sealed Request for Proposal #B18029 was issued and received for a comprehensive Human Resource Information System (HRIS) management application on February 27, 2018 at 2:00 pm. Interviews/demonstrations were conducted on two separate days to include all responding firms and the city evaluating committee; and

WHEREAS: Four firms responded with varying rates and options for products and services requested. The proposal deemed most advantageous to the city was submitted by Halogen/Saba Software Inc of Canada in the negotiated amount of \$49,232.00 plus estimated travel for onsite visits in the amount of \$3,000.00 for a total cost of \$52,232.00 for year one. Annual recurring cost for year two and three will be \$37,584.00.

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 Halogen/Saba Software Inc of Canada for a Human Resource Information System at rates provided in conjunction with Bid B18029. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
6100.1.550.49200.4341.09100.00	Dovernet Technical Svs	46,348.00	14,648.00
6100.1.550.49200.4435.09100.00	Dovernet Maint Charges	104,859.47	37,584.00

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
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2018.06.27 – 079**

Resolution Re: B18029 Human Resource Information System

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.		

RESOLUTION BACKGROUND MATERIAL:

Proposals were solicited for a comprehensive Human Resource Information Systems (HRIS) management application needed to effectively administer and support the essential human resource functions needed across all city departments. This requires an integrated and scalable solution for a centralized employee record-keeping and reporting capability that has the capability to efficiently and effectively facilitate employee recruitment, retention, and workforce development requirements for the nearly 700 individuals employed by the city in the more than 300 FTE skilled and unskilled labor, clerical, administrative, professional and executive managerial positions.

Four responses were received with one response a joint effort between two vendors. An evaluation committee reviewed each vendor's proposed solution in terms of meeting not only the needed human resources functionality but also specific public safety requirements, information technology specifications and systems compatibility, vendor performance and the proposed solution's alignment with established organizational and department specific strategic goals. The evaluation committee identified the solution offered by Halogen / SABA as the vendor and application deemed most advantageous and best positioned to meet the City of Dover's overall HRIS needs.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2018.06.27 – 079**

Resolution Re: B18029 Human Resource Information System

A further demonstration was provided for all city departments and a trial period was arranged for various employees to use the vendor's cloud based system to garner feedback on the selected application's ease of use. Initial system implementation will focus on integration with existing city systems and the streamlining and automation of various workflows and employee development tools. These workflow and development tools will specifically include managing and tracking all staff development learning activities in the variety of content areas unique to each department required for professional certification and licensure along with the employee engagement, strategic goal alignment and feedback that supports overall effectiveness of service delivery.

Bid Information:

A Sealed Request for Bid B18029 was issued and received for an Employee Performance management System on February 27, 2018 at 2:00 pm

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	239	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	As needed
Recommended Award to:	Halogen/ SABA Software Inc	Fund:	Dover-Net
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

[Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2018.06.27 – 080**
Resolution Re: B18035 Carpet Replacement City Hall

WHEREAS: A Sealed Request for Bid B18035 was issued and received for carpet replacement on first and second floors at City Hall on June 14, 2018 at 2:30 pm; and

WHEREAS: In December the city conducted a mandatory prebid meeting/site visit. It was discovered that the flooring tiles were asbestos and required removal before new carpet could be laid. The city has contracted with an abatement company for the removal and will soon be ready for carpet installers to begin laying new carpet. This updated information was sent to the attendees at the mandatory prebid meeting and a second walk through was conducted for any of the attendees interested. One vendor attended and one costs proposals was received from Hogan Flooring of Dover NH in the amount of \$50,785.80 vendors; and

WHEREAS: It is the recommendation to award this project 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 Hogan Flooring of Dover NH for carpet installation services on the first and second floors of City Hall at rates provided in conjunction with Bid B18035. 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
1000.1.300.43180.4725.00000.	F&G Building Improvements	396,496	51,286

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
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2018.06.27 – 080**
Resolution Re: B18035 Carpet Replacement City Hall

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 – 2018.06.27 – 080**
Resolution Re: B18035 Carpet Replacement City Hall

RESOLUTION BACKGROUND MATERIAL:

There are several office areas within City Hall first and second floors that require replacement of existing older carpeting. During the asbestos abatement process, the older carpeting will be ripped up, disposed of, and floor will be prepared for vendor to lay new carpeting.

All carpet must be properly terminated - meaning there needs to be a transition piece between the carpet and any tiles. Reuse or replace all baseboard where needed. All Asbestos will be removed by City contractor. Rooms will also be clear of all furniture and floor will be prepared for laying new carpet. Work may be undertaken during, before or after “normal” office hours of 8:00 AM – 6:00 PM or on weekends.

Bid Information:

Sealed Request for Bid B18035 was issued and received for carpet replacement at City Hall on June 14, 2018 at 2:30pm.

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:	128	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	As needed
Recommended Award to:	Hogan Flooring	Fund:	
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

[Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2018.06.27 – 081**
Resolution Re: B18053 Roberts Road Reconstruction

WHEREAS: A Sealed Request for Proposal B18053 was issued and received for qualified vendors to provide road construction services for the Roberts Road Reconstruction on June 19, 2018 at 3:00 pm; and

WHEREAS: A mandatory prebid meeting was conducted on May 23, 2018 with six firms attending. One Bid was received and evaluated and is deemed advantageous to the city to accept and was submitted by Northeast Earth Mechanics Inc in the amount of \$1,070,842.50

WHEREAS: It is the recommendation to award as listed herein.

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 Northeast Earth Mechanics Inc of Pittsfield NH for Roberts Road reconstruction at rates provided in conjunction with Bid B18053. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4018.1.300.43121.4751.09169.18	Roberts Road Reconstruction	850,000.00	804,213.75
4014.1.300.43121.4751.03121.14	General Street Improvements	600,242.00	379,027.00

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
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2018.06.27 – 081**
Resolution Re: B18053 Roberts Road 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.11.

Resolution Number: **R – 2018.06.27 – 081**
Resolution Re: B18053 Roberts Road Reconstruction

RESOLUTION BACKGROUND MATERIAL:

The objective of this project is to accomplish roadway and drainage reconstruction on Roberts Road in Dover, NH. The work consists of new gravels, geotextile stabilization, pavement, granite curbs, and the replacement of existing drainage systems which includes the construction of a drainage outlet from Roberts Road through an easement to the Piscataqua River. This work will need to be conducted carefully to minimize disruption on private property and within the vicinity of the river.

The Contractor shall provide a schedule of work and attend a neighborhood meeting to answer questions by the public prior to start of construction. The contractor shall coordinate with the City of Dover to make available a location to store material and equipment. The City anticipates that the contractor will use the gravel area on Dover Point Road between New Bellamy Road and Ayers Lane for larger items. The City also anticipates that the contractor will use sections of Roberts Road for staging as long as the roadway remains passable and safe. The Contractor shall have available on site all material and equipment to repair any services (sewer, water or drainage) damaged during construction.

Bid Information:

A Sealed Request for Proposal B18053 was issued and received for qualified vendors to provide road construction services for the Roberts Road Reconstruction on June 19, 2018 at 3:00 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:	539	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until competed	Estimated Delivery:	As needed
Recommended Award to:		Fund:	FY18CIP
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

[Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R - 2018.06.27 – 082**
Resolution Re: B18071 Catch Basin Cleaning Services

WHEREAS: The sealed request for Bid #B18071 was solicited and received on May 30, 2018 @ 2:30pm for catch basin cleaning services of the approximately 1,574 catch basins in the North end of the city, and;

WHEREAS: Four bid replies were received and evaluated. The low bid meeting specifications was submitted by Eastern Pipe Service LLC of Bow NH at a cost not to exceed \$69,256.00. The basins to be cleaned by this vendor will be completed using Vactor equipment and maintaining a log book as requested in bid.

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 Eastern pip Service LLC of Bow NH for catch basin cleaning services given the rates provided in conjunction with bid B18071. 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	FY19 Appropriation	Balance
1000.1.300.43155.4652.000000.00	Stormwater Improvements	40,000.00	40,000.00
1000.1.300.43155.4443.000000.00	Stormwater Rental of Equipment	43,277.00	43,277.00

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
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R - 2018.06.27 – 082**
Resolution Re: B18071 Catch Basin Cleaning 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.12.

Resolution Number: **R - 2018.06.27 – 082**

Resolution Re: B18071 Catch Basin Cleaning Services

RESOLUTION BACKGROUND MATERIAL:

The City of Dover, NH has over 2,700 catch basins in its storm water drainage system. The Community Services Department is responsible for the operation and maintenance of the storm water system and oversees the contracted cleaning of the catch basins on the North side of Dover one year and the South side of Dover the following year.

The City has identified a vendor to clean the North side catch basins this fall. The City will provide the selected contractor with a map of the storm water system indicating the structures that are to be cleaned. The vendor will be allowed to leave their equipment at the Dover Public Works Facility on Mast Road to help facilitate timely daily operational activities. Work is to be completed by December 31, 2018.

The Vendor will be required to maintain a Log Book (to be provided by the City, including Location Map) to document the cleaning operations. For record keeping purposes, the Log will require the following observations: date & time cleaned; depth to water; depth to dirt; and full depth of catch basin. A note will also be required to note general condition based on the following: Good; Structural Defect; or Large Debris/Needs Attention. The completed Log Book information will need to be provided to the City upon completion of the work and before final payment is made.

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:	79	Number of Responses:	4
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	Yes
Prices will hold for:	December 31, 2018	Estimated Delivery:	As needed
Recommended Award to:	Eastern Pipe Service LLC	Fund:	General Fund
Other Approvals Required:	No	References Checked:	Yes. 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

[Bid documents and vendor list](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2018.06.27 – 083**

Resolution Re: B18082 Purchase of Shuttle Bus for Recreation Department

WHEREAS: A Sealed Request for Bid B18082 was issued and received for a new 14 passenger shuttle bus on June 13, 2018 at 2:00 pm; and

WHEREAS: Four Bid replies were received and evaluated and the bid deemed most advantageous to the city was submitted by Matthews Busses Commercial of RI in the amount of \$55,419.00 for one 2019 Ford E350 Chassis Elkhart Coach bus.

WHEREAS: It is the recommendation to award as listed herein.

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 Matthews Buses Commercial of Greenville RI for 14 passenger bus at rates provided in conjunction with Bid B18082. 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
4019.1.350.45120.4743.05233.19.000.000.700	Rec Bus	52,000	52,000
1000.1.350.45110.4741.00000.00.000.000.700	Mach & equipment	8,000	3,000
1000.1.350.45120.4591.00000.00.000.000.300	Rec prog	12,500	1,180

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: City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2018.06.27 – 083**

Resolution Re: B18082 Purchase of Shuttle Bus for Recreation Department

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 – 2018.06.27 – 083**

Resolution Re: B18082 Purchase of Shuttle Bus for Recreation Department

RESOLUTION BACKGROUND MATERIAL:

The Recreation Department provides a variety of programs and services that require use of a passenger bus. Approved FY19 CIP allow the purchase of a new 14 passenger bus.

Bid Information:

A Sealed Request for Bid B18082 was issued and received for a new 14 passenger shuttle bus on June 13, 2018 at 2:00 pm

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	174	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until delivered	Estimated Delivery:	As needed
Recommended Award to:	Matthews Buses Commercial	Fund:	FY19CIP
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

[Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2018.06.27 – 084**
Resolution Re: B18083 Specialized Municipal Legal Services

- WHEREAS: The City occasionally has the need to retain outside legal counsel on various types of matters; and
- WHEREAS: The sealed request for proposal #B18083 was requested and received for “As Needed” Specialized Municipal Legal Services on June 5, 2018 at 2:30 pm; and
- WHEREAS: Seven (7) vendors responded, one of them being a late submittal, with varying amounts of prior experience with the City, a wide spectrum of experience in municipally related legal issues, and varying rate structures for services rendered as needed. Rates are to hold for two (2) years unless otherwise noted beginning July 1, 2018; and
- WHEREAS: The vendors submitting proposal and deemed most advantageous to the City are:

Mitchell Municipal Group	Laconia, NH
Sheehan, Phinney, Bass & Green	Manchester, NH
Drummond Woodsum	Manchester, NH
Donahue, Tucker & Ciandella	Meredith, NH
Boynnton, Waldron, Doleac, Woodman & Scott	Portsmouth, NH
Hinkley, Allen & Snyder	Manchester, NH
Hoefle, Pheonix, Gormley & Roberts PA	Portsmouth NH

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

The Purchasing Agent is hereby authorized to issue Purchase Orders the above for as needed specialized municipal legal services at rates provided in conjunction with Bid B18083. 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
xxxx.1.xxx.xxxxx.4334.xxxxx.xx.xxx	Legal Services	194,000.00	194,000.00

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
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2018.06.27 – 084**

Resolution Re: B18083 Specialized Municipal Legal 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.14.

Resolution Number: **R – 2018.06.27 – 084**

Resolution Re: B18083 Specialized Municipal Legal Services

RESOLUTION BACKGROUND MATERIAL:

Day-to-day legal matters impacting/involving the City are handled by the City Attorney. Historically, the City has utilized outside specialized legal services in the areas of Labor/Employment and Environmental law. In addition, limited use of outside legal services occurs in general municipal law involving matters for which the City Attorney has a conflict of interest or in matters of importance requiring a second opinion or additional assistance. Seven (7) vendors responded, one (1) of them (Boynton, Waldron PA) being a late submittal, with varying amounts of prior experience with the City, a wide spectrum of experience in municipally related legal issues, and varying rate structures for services rendered as needed.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	27	Number of Responses:	7
Warranty:	na	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Two years unless noted	Estimated Delivery:	As needed
Recommended Award to:	All vendors as needed	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

[Bid Documents and Vendor Solicitation List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R – 2018.06.27 – 085**
Resolution Re: B18085 Sludge Disposal Roll Off Container

WHEREAS: A Sealed Request for Bid B18085 was issued and received for a new 30 cubic yard sludge disposal roll off container on June 13, 2018 at 2:30 pm; and

WHEREAS: One bid and three “No Bids” was received and evaluated. It is the recommendation to award bid to Park Environmental Equipment LTD of Houston TX in the amount of \$36,755.00

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 Parks Environmental Equipment LTD of Houston TX for one 30 cubic yard dewatering container at rates provided in conjunction with Bid B18085. 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
5320.1.300.43256.4741.04597.12	WWTP Machinery & Equipment	181,244	181,244

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
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R – 2018.06.27 – 085**

Resolution Re: B18085 Sludge Disposal Roll Off Container

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.15.

Resolution Number: **R – 2018.06.27 – 085**

Resolution Re: B18085 Sludge Disposal Roll Off Container

RESOLUTION BACKGROUND MATERIAL:

Vendor to provide a fabricated, 30 cubic yard, uncovered, with radius bottom corners, watertight roll-off containers complete as specified herein. The roll off container shall be constructed primarily from 304 Stainless Steel (SS), except where specified to be painted steel. All components noted without a material designation shall be fabricated using 304 SS minimum. Containers to be suitable for acceptance, discharge and transport of dewatered municipal sludge cake ranging from 10-35% solids with a bulk density of about 63lb/ft. (1,700 lbs/cy).

Roll-off container shall be transported over public highways to and from the material disposal site. Roll-off containers main guide beam rails shall be designed to fit standard roll-off truck cable hoisting systems with a maximum 36" wide spacing between the outside of the hoist guide rails. Field services to the Contractor and Owner for assisting Contractor with the correct positioning for the roll-off container alignment roll off plates and Contractor-supplied roll-off end stops so the conveyors are correctly positioned under the sludge discharge chutes from the conveyor above. Provide coordination services to the Owner for the interfaces with the roll-off container hoisting mechanism on Owner-supplied roll-off truck.

Bid Information:

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:	140	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until delivered	Estimated Delivery:	As needed
Recommended Award to:	Park Environmental Equipment LTD	Fund:	WWTP
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

[Bid Document and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.16.

Resolution Number: **R – 2018.06.27 – 086**

Resolution Re: B18086 Bituminous Concrete Asphalt Picked Up

WHEREAS: A sealed request for bid B18086 was requested and received for Bituminous Concrete Asphalt (Picked Up as Needed) on June 20, 2018 at 2:30 pm; and

WHEREAS: This is “Base and Hot Top” material that will be picked up by City personnel or by City authorized contractors at the vendor’s location as needed; and

WHEREAS: Two bids were submitted for review. The low bid meeting specifications was submitted by Brox Industries, Inc in the amounts of \$57.90 per ton for Base and \$59.90 per ton for Top. It is the recommendation to award to Brox Industries, Inc.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order Brox Industries Inc for as needed asphalt at rates provided in conjunction with Bid B18086. 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	FY19 Appropriation	Balance
xxxx.1.300.xxxxx.4715.xxxxx.xx	CS Land Improvements	1,756,933	1,756,933

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: City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.16.

Resolution Number: **R – 2018.06.27 – 086**

Resolution Re: B18086 Bituminous Concrete Asphalt Picked Up

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.16.

Resolution Number: **R – 2018.06.27 – 086**

Resolution Re: B18086 Bituminous Concrete Asphalt Picked Up

RESOLUTION BACKGROUND MATERIAL:

Depending upon the quantity and varying types of different up-coming city road construction or rehabilitation projects, the City will have the need to acquire bituminous concrete / asphalt on an “as needed” basis, to be picked up at the asphalt manufacturing plant, either utilizing city vehicles or private contractors with whom the city has an agreement for vehicle / operator rental services.

The bituminous concrete, both top and base, must meet the most current NHDOT Standard Specifications for road construction.

Bid Information:

A sealed request for bid B18086 was requested and received for Bituminous Concrete Asphalt (Picked Up as needed) on June 20, 2018 at 2:30 pm.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	133	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	6/30/2019	Estimated Delivery:	As needed
Recommended Award to:	Brox Industries 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

Bid Documents and Vendor List



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.17.

Resolution Number: **R – 2018.06.27 – 087**
Resolution Re: **Approval of Integrated Delivery Network Lease Agreement**

WHEREAS: Integrated Delivery Network, a New Hampshire non-profit corporation, seeks to enter into a Lease Agreement with the City of Dover; and

WHEREAS: The location the Leased Premises is to be at the McConnell Center, 61 Locust Street, Dover, New Hampshire, Room 302A, which contains 345+/- square feet.

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

The City Manager is authorized to sign a Lease Agreement between the City of Dover and Integrated Delivery Network for a term of two (2) years, with the option to renew for two additional two (2) year terms, for Room 302A in the McConnell Center.

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 City Attorney		
Recorded by:	Karen Lavertu City Clerk		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.17.	
Resolution Number: R – 2018.06.27 – 087 Resolution Re: Approval of Integrated Delivery Network Lease Agreement		

DOCUMENT HISTORY:

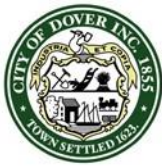
First Reading Date: Approved Date:	Public Hearing Date: Effective Date:
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DOCUMENT ACTIONS:

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:

The City of Dover leases space at the McConnell Center to non-profit organizations and state agencies. See draft Lease Agreement attached hereto.



CITY OF DOVER

288 CENTRAL AVENUE
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LEASE AGREEMENT

THIS LEASE AGREEMENT made this _____ day of _____, 2018, by and between **INTEGRATED DELIVERY NETWORK** of Strafford County Commissioners Office, 259 County Farm Road, Suite 204, Dover, New Hampshire 03820 (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire (hereinafter referred to as “LESSOR”).

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the parties agree as follows:

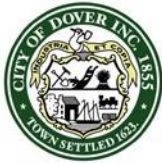
1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 345 square feet and more particularly identified on the McConnell Center Plans dated February 6, 2006 as room 302A (the “Space”).

In conjunction with the use of the Space, LESSEE shall have the right to use parking spaces for its employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE’s normal operations. Additionally, parking spaces may be available on streets adjacent to the McConnell Center. It is agreed the parking spaces will not be reserved and are available on a first come first served basis with no signage designating parking spaces to the LESSEE. The LESSOR does not guarantee the availability of parking spaces. The parking spaces may be subject to relocation within the entire parking lot at the sole discretion of the City of Dover.

The term of LESSEE’s Lease Agreement shall be for 2 years beginning on July 1, 2018 and ending on June 30, 2020. There shall be an option to renew for two additional 2 year terms at the LESSEE’S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 345 square feet and calculated using the following components:



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Component	Rate	Assessment	
		Annual	Monthly
Fixed Rent	\$ 6.50	\$2,242.50	\$186.88
Capital Reserve	\$ 0.40	\$ 138.00	\$11.50
Operations and Maintenance *	\$ 7.45	\$2,570.25	\$214.19
Other as agreed	<u>\$ 0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Rent Assessment	\$14.35	\$4,950.75	\$412.56

(*) Operations and Maintenance costs are variable based upon actual costs as outlined in Section 2.

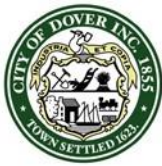
2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Operations and Maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this Lease Agreement is established at \$7.45/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the previous year's actual cost of operating and maintaining the building. The total square footage of leased space in the McConnell Center is 53,753 square feet. The annual revision of Operations and Maintenance costs shall occur in February and take effect the following July 1st.

3. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future build-out of the Space; and plans for such build-out must be reviewed for potential approval by LESSOR. LESSEE shall be solely responsible for insuring all improvements and contents of the Space and shall name LESSOR as an additional insured.

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Space, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they were at the date of the commencement of the term of this Lease



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Agreement, reasonable wear and damage by accident, fire or other insured against casualty excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy.

LESSOR agrees to maintain the Space in condition fit for its intended use and to make all necessary repairs of which LESSOR is aware, including adequate heat and water, and a sound physical structure. Furthermore, LESSOR will maintain the grounds and remove the common area rubbish and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LESSOR shall also have the right to enter upon the Space at all reasonable times to inspect same and to expel the LESSEE if the LESSEE shall fail to comply with or breach in any way this Lease Agreement. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the Space.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty, including fire, not arising as a result of the negligence or intentional conduct of the LESSEE whereby the Space or any portion of it is destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease Agreement. However, that in the event of total destruction or damage which is the equivalent of total destruction, this Lease Agreement shall automatically terminate.

In the event the Space shall be taken either under threat of eminent domain or by eminent domain proceedings in whole, then this Lease Agreement shall be terminated and the rent shall be pro-rated and returned to the LESSEE as of the date of such taking. A condemnation award shall belong exclusively to the LESSOR.

6. Use.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations. Additionally, the Space shall be used for charitable non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to

exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.

8. Subletting and Assignment.

LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.

9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease Agreement including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

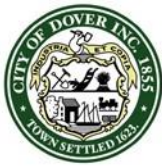
10. Default/Early Termination.

In the event the LESSEE fails to perform its obligations under this Lease Agreement, this Lease Agreement is defaulted, and the LESSOR is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the LESSEE shall default in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this Lease Agreement, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expense of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Space due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease Agreement may be immediately terminated at the option of the LESSOR.

Both the LESSEE and the LESSOR shall have the right to terminate this Lease Agreement for any reason upon giving at least three (3) months written notice to the other party.

11. Indemnification.

LESSEE agrees to pay, and to protect, defend, indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses), causes of action, allegations, suits, claims, demands or judgments of any nature whatsoever arising from:



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- (i) any injury to, or the death of, any person(s);
- (ii) any damage to property or to the Space;
- (iii) any act or omission of LESSEE or its agents, officers or employees;
- (iv) violation by LESSEE of any agreement or condition of this Lease Agreement; or
- (v) violation by LESSEE of any law, ordinance or regulation affecting the Space or any part thereof or the ownership and occupancy thereof.

12. Insurance.

Casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense, during the term of this Lease Agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary coverage. Said insurance to be in limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. LESSOR has no obligation for any loss to LESSEE's personal property. Proof of LESSEE's insurance shall be supplied to the LESSOR at the time of occupancy. The City of Dover shall be listed as "Additional Insured" on the policy and proof of insurance certificate.

13. Liens and Encumbrances.

LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

This Lease Agreement and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease Agreement shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease Agreement.

This Lease Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Lease Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not effect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Lease Agreement.

19. Laws Governing.

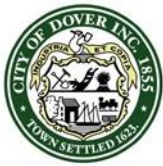
The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease Agreement and determine all rights hereunder.

20. Security Deposit.

Upon execution of this Lease Agreement, LESSEE deposits with LESSOR \$0, as security for the performance by LESSEE of the terms of this Lease Agreement to be returned to LESSEE, with interest, following the full and faithful performance by LESSEE of this Lease Agreement. In the event of damage to the Space caused by LESSEE or LESSEE's agents or visitors, LESSOR may use funds from the deposit to repair, but is not limited to this fund and LESSEE remains liable.

21. Merger.

This Lease Agreement contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this Lease Agreement shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease Agreement shall be in writing and signed by the parties hereto.



CITY OF DOVER

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IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement
this _____ day of _____, 2018.

INTEGRATED DIVERSITY NETWORK
By: Nick Toumpas, Executive Director
Duly Authorized

Witness
Date

CITY OF DOVER
By: J. Michael Joyal, Jr., City Manager
Duly Authorized

Witness
Date



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.18.

Resolution Number: **R – 2018.06.27 – 088**

Resolution Re: **Dog Warrant**

WHEREAS: Dog owners are required to license their dogs by May 1st of each year; and

WHEREAS: RSA 466:14 requires town and city clerks, within 20 days from June 20th, to seek authority to issue a warrant to local law enforcement.

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

The City Clerk is hereby authorized to issue the annual dog warrant for owners who have not properly licensed their dogs and to proceed with any civil forfeiture proceedings as permitted by State law.

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
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.18.

Resolution Number: **R – 2018.06.27 – 088**
Resolution Re: **Dog Warrant**

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

State law RSA 466:14 requires the City Clerk to obtain the authority to issue a warrant to the appropriate local law enforcement officer to continue the annual process of collecting fees and fines for dog registrations.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.19.

Resolution Number: **R – 2018.06.27 – 089**
Resolution Re: Setting Voting Hours for September 11, 2018 State of New Hampshire Primary Election and the November 6, 2018 New Hampshire General Election

WHEREAS: In accordance with State law, the City Council must set voting hours in the City of Dover; and

WHEREAS: The New Hampshire State Primary Election will be held on September 11, 2018 and the New Hampshire General Election will be held on November 6, 2018.

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

The voting hours at all Wards in the City of Dover shall be from 8:00 a.m. to 7:00 p.m. for both the New Hampshire State Primary Election on September 11, 2018 and the New Hampshire General Election on November 6, 2018.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

Approved as to Compliance and Legal Form: Anthony Blenkinsop
City Attorney

Recorded by: Karen Lavertu, City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.19.

Resolution Number: **R – 2018.06.27 – 089**
Resolution Re: Setting Voting Hours for September 11, 2018 State of New Hampshire Primary Election and the November 6, 2018 New Hampshire General Election

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The Moderators and Supervisors of the Checklist have been contacted in regards to these hours and are in agreement. The City Clerk also concurs with these hours. Rules regarding absentee voting will allow people who work during these hours to vote via absentee ballot.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2018.06.27 – 090**
Resolution Re: **Cease Family Separation at United States/Mexico Border**

- WHEREAS: In early April of 2018, the United States Attorney General notified all U.S. Attorney's Offices of a new "zero-tolerance policy" for immigrants crossing the border into the United States without prior authorization; and
- WHEREAS: This "zero-tolerance policy" has led to a significant increase in the number of immigrant children, some as young as 18 months, held in U.S. Government custody separated from their parents; and
- WHEREAS: Department of Health and Human Services shelters are at near full capacity, with nearly 2,000 children separated from their families in just the last six weeks, and the average length of time spent in these shelters is nearly two months; and
- WHEREAS: Organizations providing care for these children have reported signs of "separation trauma," inability to sleep, nightmares, crying and begging for their parents, or physical pain, and the American Academy of Pediatrics has emphasized separating children from their parents can cause irreparable harm to a child's health and well-being.

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

The Presidential Administration is asked to direct the Department of Justice and the Department of Health and Human Services to immediately cease this abusive and cruel "zero-tolerance" policy that is splintering families and which is being implemented as a political exercise at the expense of innocent children; and

The Mayor and City Council recognize the importance of diverse community membership and the important role immigrants have played in our past and will play in our future. The current "zero-tolerance" policy is completely counter to our culture of acceptance, openness, and diversity that the City of Dover is poised to celebrate during the upcoming 400th anniversary of settlement in this area.

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Karen Weston Councilor Dennis Shanahan
Approved as to Legal Form and Compliance:	Anthony Blenkinsop City Attorney		
Recorded by:	Karen Lavertu City Clerk		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.1. Resolution Number: R – 2018.06.27 – 090 Resolution Re: Cease Family Separation at United States/Mexico Border	

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 current Presidential Administration has enacted a “zero-tolerance” policy for immigrants crossing the United States/Mexico border without prior authorization, which has resulted in criminal incarceration of adults and the removal and separation of their minor children from them.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2018.06.27 – 091**

Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for Fiscal Year 2019

WHEREAS: In 2012 the City Council last reviewed and adopted property tax exemption qualifying criteria and exemption levels; and

WHEREAS: In order for elderly, disabled and deaf applicants to be eligible for an exemption they must meet certain income and asset criteria and due to changing market values of properties within the City; and

WHEREAS: The City Council desires to provide continued tax relief to the elderly, blind, disabled and deaf in the form of higher exemption levels and qualifying criteria that is consistent with changes in market values and CPI adjusted income and asset levels; and

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

Under the provisions of RSA 72:27-a the amounts of assessed value that will be exempt from property taxation by category of age, blindness, disability or deafness are changed as follows:

		Current	Revised	
Description	Type	Level	Level	Change
Elderly 65-74	Value Exemption	107,000	115,000	8,000
Elderly 75-79	Value Exemption	149,000	162,000	13,000
Elderly 80+	Value Exemption	191,000	207,000	16,000
Blind	Value Exemption	107,000	115,000	8,000
Disabled	Value Exemption	107,000	115,000	8,000
Deaf	Value Exemption	107,000	115,000	8,000

Also, under the provisions of RSA 72:27-a that the qualifying income and asset levels for an exemption for elderly, disabled and deaf exemptions are changed as follows:

Maximum	Current	New	
Income	Levels	Levels	Change
Single	38,000	42,000	4,000
Married	52,000	57,000	5,000

Maximum	Current	New	
Assets	Levels	Levels	Change
All Applicants	155,000	169,800	14,800



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2018.06.27 – 091**
Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for Fiscal Year 2019

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

In accordance with provisions of RSA 72:27-a, this resolution is effective April 1, 2018.

Also, the City Manager is required to review and recalculate the amounts of exemptions and qualify criteria every 10 years using the same methodology contained in this resolution. This information will be presented to the City Council.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Dennis Shanahan
Ward 5

Approved as to Legal Form
and Compliance: Anthony Blenkinsop
City Attorney

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YEAH	NAY
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.2.

Resolution Number: **R – 2018.06.27 – 091**
Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for Fiscal Year 2019

RESOLUTION BACKGROUND MATERIAL:

The resolution increases the exemption qualifying criteria for the elderly, disabled and deaf and increases the amount of assessed value exempt from property taxes for eligible elderly, blind, disabled and deaf persons. The amounts of each exemption level and qualifying criteria were last set for FY13. Exemption levels were last increased for FY08. If the applicant qualifies, the exemption amount is deducted from the total assessed value in order to arrive at the net taxable value. The effect of granting exemptions is that the taxpayer receiving the exemption has a reduction in taxes.

In order for elderly, disabled and deaf applicants to be eligible for an exemption level, they must meet certain income and asset criteria. Income and assets from the previous calendar year is used to determine eligibility. Exemptions for the blind have no income or asset qualifying criteria. Income is defined as the total annual income from all sources including Social Security, but does exclude life insurance proceeds, expenses and cost incurred conducting a business and proceeds from the sale of assets; these items are accounted for as assets. Assets criteria include all forms of tangible and intangible assets; however, the actual residence (including land up to 2 acres) is not included toward the maximum amount.

CPI COLA adjustments to Social Security benefits over the past 5 years have been made resulting in recipients receiving more income over the levels that existed in FY13.

The City recertifies all credits and exemptions once in every five years. The City assessing office has seen some pending applications where the situation exists that some taxpayers who qualified for an exemption 5 years ago would no longer qualify because of the COLA adjustments made to their Social Security income over the past 5 years. Since the qualifying criteria limits would be exceeded, these elderly taxpayers could receive an increase in taxes of approximately \$2,768 this fall. City officials believe this would result in a hardship for these taxpayers least able to adjust to such a significant increase in their property taxes.

The proposed income levels have been adjusted by the CPI-U Boston Area annual average from each of the past six years:

CPI-U BOSTON	
2012	1.6
2013	1.4
2014	1.6
2015	0.6
2016	1.5
2017	2.5



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2018.06.27 – 091**
Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for Fiscal Year 2019

In order to become effective for the taxes due in December 2018, this resolution must be passed with an effective date of April 1, 2018. In accordance with RSA 72:27-a, the City Council can set the effective date for the adoption of this resolution. Absent an identified effective date, this resolution would become effective on April 1, 2019. An effective date of April 1, 2019 could result in pending recertification applications being denied and an elderly resident property owner facing a \$2,768 increase in property taxes in the fall.

Exemption Levels

The new levels for exemptions were calculated by taking set percentages of the FY18 average assessed value for a single-family home of \$299,087. It is currently projected that in FY2019 the average single-family home assessment will increase 5%, to an average value of \$314,041. The average single family home assessment is used as a basis because 78% of individuals receiving exemptions live in single-family homes. The percentages used are 36.5% for age 65-74, 51.5% for age 75-79, and 66% for age 80 plus. The proposed increase for exemptions for FY2019 (TY2018) would be as follows:

- 1st Tier (ages 65-74) \$115,000 which is $\$314,041 \times 36.5\%$;
- 2nd Tier (ages 75-79) \$162,000 which is $\$314,041 \times 51.5\%$;
- 3rd Tier (ages 80+) \$207,000 which is $\$314,041 \times 66\%$.

This would have an estimated impact of \$0.05 increase to the FY19 estimated tax rate of \$26.85, resulting in an estimated rate of \$26.90.

Current Level of Exemptions	Current #	Current Level	Current Amount	New Level	Amount with Current #	Increase
Exemption Levels						
Elderly 65-74	69	107,000	7,133,300	115,000	7,935,000	801,700
Elderly 75-79	48	149,000	7,077,500	162,000	7,776,000	698,500
Elderly 80+	127	191,000	23,556,000	207,000	26,289,000	2,733,000
Blind	15	107,000	1,605,000	115,000	1,725,000	120,000
Disabled	45	107,000	4,815,000	115,000	5,175,000	360,000
Disabled - 100%	1	254,000	254,000	254,000	254,000	0
Deaf	3	107,000	321,000	115,000	345,000	24,000
Total Exemptions to Value	308		44,761,800		49,499,000	4,737,200



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2018.06.27 – 091**

Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for Fiscal Year 2019

Proposed FY2019			
Tax Levy	City	32,000,029	
	School - Local	37,509,752	
	School - State	6,945,209	
	County	8,960,345	
	Total	85,415,335	
	Less: Vet Credits	(596,571)	
	Net Tax Levy	84,818,764	
Tax Rate Information			
		Current Levels	New Levels
Values	Gross	3,229,993	3,229,993
	Exemptions	(44,761)	(49,499)
	Net	3,185,232	3,180,494
	Utilities	(63,627)	(63,627)
	Net w/o Utilities	3,121,605	3,116,867
Rates	City	10.05	10.06
	School - Local	11.77	11.79
	School - State	2.22	2.23
	County	2.81	2.82
	Total	26.85	26.90

Exemption Application Filing

All applications for exemptions must be made to the local assessing officials by April 15th, prior to the setting of the tax rates in October 2018.

Exemption for the Elderly

RSA 72:39-b To qualify for an exemption for the elderly, a person must be 65 years of age or older and meet income and asset limitations. The amount of a qualified elderly exemption is based on the applicant's age. Applicants for elderly exemptions must also have been a resident of New Hampshire for at least three consecutive years preceding April 1st of the year in which the exemption is claimed. Only one elderly exemption is allowed on the primary residence.

Exemption for the Blind

RSA 72:37 To qualify for an exemption for the blind, the person must be legally blind as determined by the administrator of Blind Services Program, Bureau of Vocational Rehabilitation of the Department of Education. There are no income or asset restrictions for a blind exemption. Applicants for blind exemptions must be a resident of New Hampshire as of April 1st of the year



CITY OF DOVER

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Resolution Number: **R – 2018.06.27 – 091**
Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for Fiscal Year 2019

in which the exemption is claimed. Blind exemptions can be received in conjunction with an elderly exemption.

Exemption for the Disabled

RSA 72:37-b To qualify for an exemption for the disabled, a person must be eligible under Title II or Title XVI of the Federal Social Security Act for benefits to the disabled and meet income and asset limitations. Applicants for disabled exemptions must also have been a resident of New Hampshire for at least five years preceding April 1st of the year in which the exemption is claimed. Disabled exemptions are received until age 65, at which time the property owner may apply for an elderly exemption.

Exemption for the Deaf or Severely Hearing Impaired

RSA 72:38-b To qualify for an exemption for the deaf, a person must have a 71 Db hearing loss or greater in the better ear as determined by a licensed audiologist or qualified otolaryngologist and meet income and asset limitations. Applicants for deaf exemptions must also have been a resident of New Hampshire for at least five consecutive years preceding April 1st of the year in which the exemption is claimed. Applicants must meet income and asset limitations. Deaf exemptions can be received in conjunction with an elderly exemption.

Exemption for Certain Disabled Veterans – 100% Exemption

RSA 72:36-a To qualify for a total tax exemption for certain disabled veterans a person must be honorably separated from the military service of the US and have been totally and permanently disabled and is a double amputee, paraplegic, or has blindness in both eyes with visual acuity of 5/200 or less and who owns a specially adapted homestead acquired with VA assistance. The surviving spouse of such a person is also eligible to receive this credit. The credit applies to the person's primary residence.

Tax Rate Impact

The adoption of the proposed changes to the exemption levels and qualifying income levels is expected to not increase the number of taxpayers eligible for exemptions. The changes are proposed in an effort to allow elderly taxpayers to continue to receive their exemptions and at a level consistent with recent market changes. The estimated increase in tax impact for these proposed changes is \$0.05 on the tax rate. The estimated value to be exempted from assessed tax value is \$49,499,000. The tax equivalent impact of the exemptions is approximately \$1,417,604, which represents approximately \$0.45 of the City's existing tax rate. The table below provides a breakdown of existing elderly, blind and disabled exemptions granted by the City.



CITY OF DOVER

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Resolution Number: **R – 2018.06.27 – 091**

Resolution Re: Setting of Property Tax Exemptions for Elderly, Blind and Disabled for Fiscal Year 2019

Level	Projected (TY18/FY19)		
	Actual	Levels	Total
65-74	69	115,000	7,935,000
75-79	48	162,000	7,776,000
80+	127	207,000	26,289,000
Blind	15	115,000	1,725,000
Disabled	45	115,000	5,175,000
Deaf	3	115,000	345,000
100% Disable Veteran	1		254,000
Total	308		49,499,000
Imputed Tax Levy Effect			1,417,604
Estimated Tax Rate Impact			0.45