



CITY OF DOVER

CITY COUNCIL - AGENDA

REVISED

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 12, 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**
- 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. August 22, 2018 – Regular Meeting

- 11. MAYOR'S REPORT**

- 12. UNFINISHED BUSINESS**

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

- 13. NEW BUSINESS**

A. CONSENT CALENDAR

- 1. ROAD RACE – Dover High Unified**
- 2. BLOCK PARTY – Dover Knights of Columbus Council #807**
- 3. BLOCK PARTY – Grove Street Halloween Bash**



CITY OF DOVER

CITY COUNCIL - AGENDA

REVISED

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 12, 2018**
Meeting Time: **7:00pm**

- 4. B19005 DISPOSAL OF TAX DEEDED REAL ESTATE @ 37 POLLY ANN TRAILER PARK PARCEL ID M0047-C00037**
SPONSORED BY MAYOR WESTON BY REQUEST
- 5. B19006 DISPOSAL OF TAX DEEDED REAL ESTATE @ 57 POLLY ANN TRAILER PARK PARCEL ID M0047-C00057**
SPONSORED BY MAYOR WESTON BY REQUEST
- 6. B19007 DISPOSAL OF TAX DEEDED REAL ESTATE @ 76 POLLY ANN TRAILER PARK PARCEL ID M0047-C00076**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. COMMITMENT TO THE CITY OF ROCHESTER NH FOR SHARED SAMPLING & ANALYSIS COSTS FOR THE IMPAIRMENT LISTING OF COCHECO RIVER**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. PHASE II INFILTRATION AND INFLOW STUDY AWARD OF ADDITIONAL SCOPE OF SERVICES TO WRIGHT PIERCE CHANGE ORDER 2**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. APPROVAL OF PURCHASE AND SALE AGREEMENT BETWEEN CITY OF DOVER AND CERTAIN HEIRS OF RENE J. GOULET**
SPONSORED BY MAYOR WESTON BY REQUEST
- 10. APPROVAL OF LEASE ASSIGNMENT FROM THE PORTABLE PANTRY PERSONAL CHEF SERVICE, LLC TO CARDAMOMS, LLC DBA PORTABLE PANTRY**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

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



CITY OF DOVER

CITY COUNCIL - AGENDA

REVISED

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 12, 2018**
Meeting Time: **7:00pm**

B. RESOLUTIONS

- 1. ACCEPTANCE OF GRANT FROM STONYFIELD ORGANIC FOR SULLIVAN DRIVE FIELD**
SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

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

City Manager's Report

September 12, 2018

Reporting on August 2018



Legal Department

by Anthony Blenkinsop

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

Customer Focused Outcomes: Right to Know Requests

→ DOVER, NH – INSPECTIONS TO 16-18 GROVE STREET

Financial Outcomes: Litigation

Ventas Realty Limited Partnership v. City:

(2014 tax year) Bench Trial held June 2018. Awaiting Judge's ruling.

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

(2016 tax year) City served with complaint. Case stayed pending resolution of 2014 case.

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

	For month	FY19	FY18	FY17
Legal Matters/Questions Handled	37	62	456	354
Document Creation & Review Including Contracts	19	35	259	271
Right to Know Requests Processed	01	08	94	73
Resolutions	03	04	67	42
Ordinances	01	02	10	13

Product & Process Outcomes: Assistance to City Departments

City Council	Drafting/review of resolutions and ordinances; Opioid litigation, Garbage/Recycling issue
City Manager	No legal assistance needed.
Community Services	Encroachment issue; Nute Road Survey Amendment; Notice of Tree Cutting & Removal; Cemetery – Nason Lot; Forest Street private tree issue; Water line ownership; Digby Lane Storage Unit; Central Falls Dam issue
Executive	No legal assistance needed.
Fire & Rescue	Witness testimony issue; Hold Harmless Agreement
Finance	Discharges and Liens; City's liability for real estate transfer tax; FireArm Training contract; Waterfront Development Engagement Letter for Legal Services; Primex/Fairpoint Claim; Property in Rollinsford, Sale of tax deeded property; Bankruptcy question; Investment Fee question
Planning	Property line dispute; Red's Shoe Barn flooding; 105 Middle Road junkyard issue; Cochecho River kayak tour liability waiver form; Waterfront Development LDA; Solar PPA
Police	Parking Meter License; Vehicles leaking oil on City property; Collections case
Public Library	No legal assistance needed.
Public Welfare	Notice to Public Sector Employers
Recreation	Lease Assignment and Renewal of Portable Pantry lease; Eversource/Unitil energy savings incentives; Henry Law Skateboard Park
School	PSNH Interconnection Request; Contract review

The use of outside counsel to handle specialty matters continues and consists of environmental matters and labor negotiations. There are a small number of attorneys hired on a variety of smaller matters.

Dover Business & Industrial Development Authority

by Daniel Barufaldi

Leadership & Governance Outcomes:

Summary:

Business activity in the region expanded at a moderate pace with nearly all contacted retailers, manufacturers, hotels, software and IT companies reporting year-over-year increases in sales and revenues in recent weeks. Commercial real estate activity, including multifamily/ mixed use projects was robust regionally and locally. Non-residential industrial development was limited by the high cost of new builds and the lack of accelerator space units. Single home residential real estate is experiencing robust demand, but more recent sales are limited by lack of inventory. Staffing firms report hiring for specific skill sets is brisk but limited by available potential employees. Planned wage increases are gaining momentum with prices increasing slightly to moderately in most sectors. Contacts expect further growth consistent with recent results going forward. Some concern is being expressed about the rate of growth as the Dow, having surpassed 26,000, dipped suddenly and then recovered to the 26,000 range with the announcement of the new Mexican trade deal. Most recently the US economy is growing at a record pace despite tariff and trade policy concerns. Interest rates are rising but so far, this has not slowed the increase in mortgage and debt financing. Downtown retailers, bars and restaurants are experiencing improved performance this month with a few exceptions suffering from increased competition and rising lease costs. Third quarter summer weather is expected to sustain a continuing recovery. The most marketing savvy establishments are experiencing improved sales growth aided by the multiple marketing events cosponsored and implemented by DBIDA, Dover Main Street and the Dover Retail Committee. Retailers reported they continue to be helped by the First Fridays Art Walk events, the Dover Arts Festival and the Hot Diggity Dog Saturdays with the cooperation of virtually all merchants City wide. The end of the Chamber's Art Festival featuring five weeks of musical events may have a negative effect on downtown sales going forward.

Selected Business Services:

Demand for consulting and advertising is up moderately over last year at this time. Software and IT services providers are experiencing vastly improved results versus the previous year sales. Services to the healthcare sector have recently increased as walk-in convenient care centers and stand-alone ER's are being added. Some consolidation is now being experienced in the institutional healthcare sector. Wentworth Douglas Hospital's merger with Mass General is part of an overall consolidation trend in institutional healthcare. This is expanding the range of medical specialties available to the Dover market. WDH has opened a medical practice facility at the Pease Development Authority. Portsmouth Regional Hospital is building a stand-alone ER building at Exit 7 in Dover. Wages, while up significantly in critical skill areas, remain just above inflation on average, as do prices. To attract highly skilled workers in growing industries these firms are expanding their social media and technological attraction efforts. Increased health insurance costs remain a concern with the uncertainty of the future reform of the Affordable Care Act and the challenge of being able to increase pricing to cover the

increased cost. Experienced wait staff is at a premium. Overall the sector is optimistic and expecting high single digit growth over the next two quarters and beyond.

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

Predictions for 2018 revenue growth are in the 7%-10% range.

Commercial Real Estate:

Non-residential commercial real estate sales activity continued with modest sustained growth locally, and with flat activity in the Boston and Portland markets. Demand locally has remained positive with several local commercial developments, mixed use infill, multifamily and assisted living investment projects coming to fruition. New build costs for needed 20,000 SF – 30,000 SF manufacturing/ assembly/ warehouse/ office spaces at Enterprise Park are causing sticker shock for several prospects and delaying project initiation. Accelerator units of 1,200 – 2,500 SF are sorely needed to house small post startup companies to get underway and to grow in Dover. Office leasing continued to be just above flat this month but are improving. Land sales continue to have momentum locally. Investment demand for commercial real estate remains strong, especially for industrial space. Leasing fundamentals maintained a moderate pace of improvement in recent weeks, consistent with slow employment growth. A significant amount of speculative office construction as part of mixed use building is now being done. Some recent mixed use developments are experiencing difficulty in filling the commercial component while booking the residential component immediately. The lending environment remains highly favorable to borrowers, with historically low, but increasing interest rates and somewhat tighter lending standards. Abundant investment capital continues to flow into commercial lease properties across the Seacoast, sourced from private equity firms, pension funds, foreign investors, REITS and high net worth individuals. Leverage ratios are on the rise among some investors, but remain low in absolute terms. Local multi-family and mixed use construction remains at a very healthy pace with local inventory in this category rising rapidly. The outlook remains optimistic across the region. Forecasts call for more slow improvement in fundamentals moving forward, pending steady employment growth. Fiscal policy and uncertainty around the business and employment effects of the Healthcare Bill and Medicaid status are producing uncertainty at both the state and federal levels and this is mentioned by some as a down side risk to employment growth that produces improvement in leasing and construction activity. Some major capital spending projects are underway and some about to be announced. The Fosters building at 333 Central Ave. project is currently at the TRC stage. The Robbins building downtown sold to Cathartes who has now completed demolition of the building and is now setting pilings on the site to make room for a full block mixed use development.

See Local Major Development Projects Section below.

Residential Real Estate:

Residential real estate markets continue to exhibit strong performance in the Seacoast. Home buyer confidence is up. Completed sales of single family homes increased year-over-year in Q1 and Q2 but Q3 and Q4 unit sales in 2017 declined slightly and first half 2018 unit sales declined slightly due to lack of inventory but dollar sales were up due to the increase in prices. Rising prices are convincing sellers to put homes on the market before interest rates go up any more (now averaging 4.5% on residential mortgages). Median selling prices continue to rise locally and are up 7-9% year-over-year 2017-2018. Condo sales though somewhat mixed regionally, are up locally as well, as are condo pricing and pending sales. Closed unit sales of both single family homes and condominiums improved very slightly over the past month. Median sale prices in NH and in Dover increased again in the period. Pending sales suggest the markets for single family houses and condos will continue to do well throughout 2018.

Manufacturing & Related Services:

Most local manufacturers supplying domestic markets are now reporting strength in sales and improved year over year profits. One point-of-purchase systems supplier is experiencing sales increases significant enough to require some out sourcing of production. Exporters to both Europe and China are concerned with the UK exit from the EU, but most world economies are now doing well and that helps to support the US economy. The Chinese economy has slowed but China's GDP is still growing at a 6-7% rate and their investment in infrastructure, often purchased here, is also down significantly. Some concern exists that the new administration's "America First" policies and import tariffs will negatively affect exports significantly, but the tax reform law is expected to make exporting US companies more competitive internationally. Currently, local manufacturers are experiencing growing sales. The North Korean situation ups and downs make it difficult to assess the effects they will cause in world-wide markets and economies should they become a world player in foreign markets. Other uncertainties surrounding the federal administration change are evident in local manufacturers, including import taxes and a relaxation of the regulatory constraints on businesses that will reduce costs. It is expected that the relaxation of coal power plant emissions by the EPA will add capacity and reduce some costs for local electrical energy. NAFTA revisions, when implemented, could cause some local manufacturers concern that have facilities in Canada or are importing raw materials or parts from that NAFTA partner. It is expected that the NAFTA revision with Mexico will force some NAFTA arrangement with Canada to be forthcoming. Local manufacturers are still slightly uncertain about the tax reform package but are encouraged by the most recent amended tax reform law passed. Pickup truck and auto sales have arrested their decline recently with large holiday sales being experienced around Memorial Day and the Fourth of July. Locally we are seeing some confidence in future auto sales expressed in two large dealership expansion and upgrade investments on Dover Point Road. Manufacturing firms reporting on inventory levels are split with half citing flat inventory levels and half citing higher levels. Most contacts in the manufacturing sector indicate that both staffing levels and wage growth are now headed up at a moderate pace. Capital investment is up locally except for new-builds due to building costs exceeding the value of the completed building at present. Foreign investment in the US is growing rapidly due to the uncertainties rampant in the Chinese, Brazilian, Venezuelan and European economies and the pro-business messages from the new administration. Locally, Safran and Albany International that were experiencing a decline in their aerospace composites businesses are now seeing an uptick and are hiring again when qualified workers can be found. Some major capital spending projects are underway and some about to be announced. A number of other commercial projects are currently underway or about to be underway during this building season. Outlook for the balance of the year remains very positive. Very few manufacturing buildings in the 20,000-30,000SF range have become available locally. The Silver Square development is now well underway with Phase II progress on this \$50 million dollar development. The Residence at Silver Square assisted living building has been erected and is fully occupied. The new on-site Garrison 66 room boutique hotel is now open and experiencing excellent occupancy rates.

Price pressures remain moderate. Regional manufacturers remain optimistic.

Labor demand has been strong in IT and software. Nursing, electronics, engineering, quality assurance tech and legal skills demand remain strong. Most firms in the field have begun to hire with wages beginning to move upward. Qualified workers in many tech skills areas are not available locally and a lack of a comprehensive worker training program locally is beginning to be detrimental to acquiring relocation candidate companies, especially when the local cost of new buildings, electricity and water is folded into the mix. New initiatives with the Greater Dover Chamber of Commerce Education Committee, Great Bay Community College and UNH for BIZEDConnect are beginning with the new school year. Recent reductions in the NH BPT and EPT are helpful

but more is needed in both corporate tax reduction and regulatory relief to reclaim the "NH Advantage". The FY2019 property tax increase with an over the tax cap budget from the School District is causing concern at several local businesses when combined with high electric energy costs and water processing costs.

Retail & Tourism:

Retailers contacted for this period report a moderate increase in sales. Year-over-year store sales range from up 8% to up 12% but these sectors are now in their annual third quarter high demand period. The recent stock market increases followed by the recent correction and recovery have bolstered confidence at Main Street businesses at present. The uncertainty about the effect of the tax reform law on household income and the issues of the effect on healthcare coverage and cost has faded to some degree. Local restaurants are still having difficulty hiring wait staff. The recent gasoline price volatility (now in a slightly lower price cycle), has had no discernible effect yet on retail, hotel and restaurant sales so far. A significant increase in military spending is having a very positive effect on the number of shipyard and Air Force workers electing to get better value for their Fed per diem allowance by staying in Dover hotels and having dinner in Dover. Conversely, the new trend toward on-line short term rentals is beginning to affect hotel occupancy rates negatively. On-line shopping has reinforced a "just-in-time" shopping mentality that has exacerbated erratic monthly sales results for brick and mortar department stores. Several national brick and mortar department stores are experiencing declining sales and are doing some store closings and layoffs. Looking at longer term retail results tends to dispel the shopping center apocalypse reports. As overall brick and mortar retail sales were up by 4.5% during the last holiday season. Walmart has initiated a multi-million dollar made-in-America program designed to provide several thousand jobs over the next two years. Many retailers are making infrastructure investments to participate more fully in on-line sales which are up by 18%+ year-over-year. The on-line state sales tax ruling is expected to moderate the huge expansion in on-line sales unless New Hampshire and a few other smaller states prevail in their legal efforts to defeat it. The decline in the large shopping malls may begin to help our small retailers with people looking for unique products and personal customer service. Bus tours to Dover are fully booked for 2018. Pricing that has remained steady up to now, is beginning to be affected by wage rates for experienced retail clerks and wait staff and is beginning to force prices to rise or margins to decline at local restaurants.

Employment and Wages:

Local labor market pressure sustained in August with the traditional Q3 seasonal uptick. Dover's current unemployment rate is 2.2%. Salary increases for highly skilled employees are increasingly frequent as retention and attraction efforts multiply to sustain growing sales. Lack of STEM skills and drug test failures by prospective employees are real limits to the potential hiring pool.

Wages for wait staff and experienced retail workers have begun to accelerate upward. 2017 wage gains averaged 2.7% and something in the 5% range is expected in 2018.

Restaurants are expressing concern about labor shortages with some initiating early week closed days due to a lack of available hiring candidates.

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

Local Major Development Projects:

- First Street Development Phase 2 in TRC.
- Third Street Development
- Silver Square Development: Phase 1 completion, Phase 2 underway.
- Yacht Club Development (residential full, Commercial beginning to be occupied)
- Dover Parking Garage: performing as projected.
- 49,000 SF at 27 Production Drive leased to buy option exercised.
- Robbins Building site / Cathartes Project (Demolition complete, site prep underway).
- Broadway mixed use development
- Well over \$100,000,000 in Dover development underway.
- Enterprise Park Developments suffering from “sticker shock” for new builds.
- Fosters Building sold for \$1.5 million / Kostas Brothers (renovation plans in process).
- The Old courthouse Building on First and 2nd may be now be renovated for a mixed use facility.
- 6 Grove St. Project in TRC.
- Bradley Commons is nearing completion.

Parking Division

Meter Activity

	July 2018	July 2017
Meter Transactions	39,950	40,528
Income from Meters - Total	\$55,295	\$51,316
Income from Meters – Parking Garage	\$4,892	\$3,980
Meter Days	21	20
Average Meter Transactions Per Day	1,902	2,026
Transaction Increase / Decrease	-6.1%	

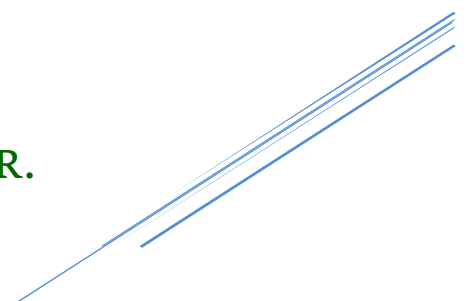
	Fiscal Year 2019	Fiscal Year 2018
Meter Transactions	39,950	40,528
Income from Meters - Total	\$55,295	\$51,316
Meter Days	21	20
Average Meter Transactions Per Day	1,902	2,026
Transaction Increase / Decrease	-6.1%	

COAST

Ridership Activity

Month	Route 1	Route 2	Route 33 (FasTrans)
October 2017	5,511	17,602	1,270
November 2017	5,149	15,362	1,055
December 2017	4,881	13,553	1,135
January 2018	4,930	13,804	1,195
February 2018	5,053	14,117	1,157
March 2018	5,413	14,883	1,227
April 2018	5,005	15,108	1,040
May 2018	5,551	16,495	1,125
June 2018	5,335	15,118	947
July 2018	4,409	14,019	832
Totals:	51,237	150,061	10,983

J. MICHAEL JOYAL, JR.
CITY MANAGER





CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 22, 2018**
Meeting Time: **7:00pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Carrier led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. PROCLAMATIONS/AWARDS

A. National Recovery Week

Mayor Weston read the proclamation to the Council.

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to approve the Agenda as presented; seconded by Councilor Ciotti.

Vote: 9/0.

7. PUBLIC HEARINGS

A. CHAPTER 166 – VEHICLES AND TRAFFIC, SECTIONS 16, 18, 19, 21, 30 AND 60 SPONSORED BY MAYOR WESTON

Michael Brooks, 20 Durrell Street: He spoke in favor of the Ordinance.

Mark Santowski, Park Street: He spoke in favor of the Ordinance.

James Drysdale, 16 Elm Street: He spoke in favor of the Ordinance.

Zachary Decker: He spoke in favor of the Ordinance.

Mark Adams, 15 Cushing Street: He spoke against the Ordinance change, and recommended other modifications. He wanted the roads cleared in the winter.

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

 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, August 22, 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, August 22, 2018	Meeting Time:	7:00pm
CITY COUNCIL - MINUTES											
Meeting Type:	Regular Meeting										
Meeting Location:	McConnell Center, Room 306										
Meeting Date:	Wednesday, August 22, 2018										
Meeting Time:	7:00pm										

B. CHAPTER 170 – ZONING

SPONSORED BY COUNCILOR CIOTTI

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

C. B17025 VETERANS MEMORIAL ADDITIONAL SCOPE

SPONSORED BY MAYOR WESTON BY REQUEST

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

D. ACCEPTANCE OF DONATION FOR NAMING RIGHTS OF DOVER HIGH SCHOOL HEALTH SCIENCE LAB

SPONSORED BY MAYOR WESTON BY REQUEST

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

8. CITIZEN'S FORUM

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

Michael Brooks, 20 Durrell Street: He spoke about his concerns with the overflowing trash receptacles problem in the City.

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

9. CITY MANAGER'S REPORT

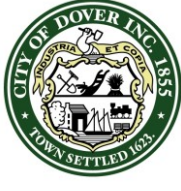
City Manager Joyal submitted his report in writing. Referring to the Citizen's Forum comment, he said the City is aware of the trash receptacle problem and are looking into solutions. He asked Community Services Director John Storer to address the Council regarding the retaining wall for the Cocheco Dam.

Community Services Director Storer and Duncan Miller of Tighe & Bond gave a PowerPoint presentation to the Council regarding the retaining wall for the Cocheco River Dam.

City Manager Joyal said with the acceptance of the City Manager's Report he will proceed with sending this project out to bid.

City Manager Joyal asked Assistant City Planner Donna Benton gave an update regarding an upcoming survey being organized by the Planning Board.

City Manager Joyal recognized Finance Director Dan Lynch for receiving a Certificate of Achievement for Excellence in Financial Reporting Award again.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: McConnell Center, Room 306 Meeting Date: Wednesday, August 22, 2018 Meeting Time: 7:00pm
---	---

Mayor Weston congratulated the City Manager for being with the City for 25 years.
City Manager Joyal addressed anniversaries listed in his report.

Deputy Mayor Carrier asked for an update on the Washington Street lot and Third Street lot construction projects.
City Manager Joyal and Assistant City Manager Parker gave updates on the two projects to the Council.

Deputy Mayor Carrier moved to accept the City Manager's Report; seconded by Councilor Keane.
Vote: 9/0.

10. APPROVAL OF MINUTES

A. August 8, 2018 – Regular Meeting

Deputy Mayor Carrier moved to approve the Minutes; seconded by Councilor Williams.
Vote: 9/0.

11. MAYOR'S REPORT

Mayor Weston made the recommendation to the Dover Housing Authority for Elizabeth Fischer to be appointed to the Cochecho Waterfront Development Advisory Committee. She said the Tri-City Mayors are still working on the Homeless Task Force.
Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Shanahan.
Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 166 – VEHICLES AND TRAFFIC, SECTIONS 16, 18, 19, 21, 30 AND 60 SPONSORED BY MAYOR WESTON

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Keane.
Mayor Weston gave an overview of the Ordinance change to the Council. She said she would not support this change.
Roll Call Vote: 8/1; Passed. Mayor Weston was opposed.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 22, 2018**
Meeting Time: **7:00pm**

2. CHAPTER 170 – ZONING

SPONSORED BY COUNCILOR CIOTTI

Councilor Ciotti moved for its adoption; seconded by Councilor Shanahan.
Mayor Weston recused herself from the discussion and vote.
Assistant City Manager Parker gave a PowerPoint presentation to the Council.
Roll Call Vote: 8/0. Mayor Weston recused.

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 1. FISCAL YEAR 2019 CAPITAL IMPROVEMENTS PROJECT (CIP)
APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE
REVOLVING FUND (CWSRF) STORM WATER ASSET MANAGEMENT LOAN
(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 Keane.
Finance Director Lynch gave an overview of the funding to the Council.
Roll Call Vote: 9/0.

- 2. B17025 VETERANS MEMORIAL ADDITIONAL SCOPE
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
Mayor Weston gave an overview of the resolution to the Council.
Roll Call Vote: 9/0.

- 3. ACCEPTANCE OF DONATION FOR NAMING RIGHTS OF DOVER HIGH
SCHOOL HEALTH SCIENCE LAB
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
Mayor Weston gave an overview of the resolution to the Council.
Deputy Mayor Carrier gave an overview of the process for naming rights and ongoing fundraising projects.

Councilor Ciotti moved to suspend the rules to allow Foster's Daily Democrat Representative to ask a question; seconded by Councilor Gasses.
Roll Call Vote: 9/0.

Brian Early, Foster's Daily Democrat, asked for clarification for the area that is being named after the Staples.
City Manager Joyal said it was for the Health Science Lab in the building.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 22, 2018**
Meeting Time: **7:00pm**

Mayor Weston asked for a roll call vote on the Resolution.
Roll Call Vote: 9/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **BLOCK PARTY – Florence Street**
2. **RAFFLE – Greater Dover Chamber of Commerce**
3. **RAFFLE – St. Mary Academy**
4. **ROAD TOLL – Professional Firefighter of Dover Local 1312 & NH MDA**
5. **TAG – Dover Youth Football**
6. **TAG – Rochester Youth Football League**
7. **TAG – Rochester Youth Football Cheer League**

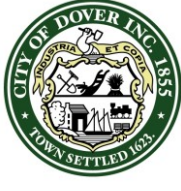
8. **B12049 ADDITIONAL DESIGN AND CONSTRUCTION SERVICES FOR SILVER STREET WAYFINDING & VISITORS INFORMATION SYSTEM**
SPONSORED BY MAYOR WESTON BY REQUEST

9. **PURCHASE OF 2018 FORD TRANSIT T350 WITH 10 FOOT BOX**
SPONSORED BY MAYOR WESTON BY REQUEST

10. **B19004 PURCHASE OF FORD TRANSIT 15 PASSENGER VAN**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

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

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: McConnell Center, Room 306 Meeting Date: Wednesday, August 22, 2018 Meeting Time: 7:00pm
---	---

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. She added that the Committee Report have been pulled.

Councilor Muffett-Lipinski pulled Items 13.A.6. and 13.A.7.

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

Roll Call Vote: 9/0.

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

Councilor Muffett-Lipinski asked why we allow other cities to tag in Dover.

City Manager Joyal said this wasn't unusual.

City Clerk Lavertu gave an overview of the permitting process to the Council.

Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.7.; seconded by Councilor Muffett-Lipinski.

Previous discussion addressed this item too.

Vote: 9/0.

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

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

Vote: 9/0.

Councilor Gasses gave an overview of the Conservation Commission Report to the Council.

Deputy Mayor Carrier moved to accept the Conservation Commission Report; seconded by Councilor Ciotti.

Vote: 9/0.

Councilor Shanahan gave an overview of the Downtown Dover TIF Advisory Board Report to the Council.

Deputy Mayor Carrier moved to accept the Downtown Dover TIF Advisory Board Report; seconded by Councilor Thibodeaux.

Vote: 9/0.

Councilor Thibodeaux gave an overview of the Energy Commission Report to the Council.

Deputy Mayor Carrier moved to accept the Energy Commission Report; seconded by Councilor Williams.

Vote: 9/0.

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

Deputy Mayor Carrier moved to accept the Heritage Commission Report; seconded by Councilor Thibodeaux.

Vote: 9/0.

 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, August 22, 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, August 22, 2018	Meeting Time:	7:00pm
CITY COUNCIL - MINUTES											
Meeting Type:	Regular Meeting										
Meeting Location:	McConnell Center, Room 306										
Meeting Date:	Wednesday, August 22, 2018										
Meeting Time:	7:00pm										

Councilor Shanahan gave an overview of the Legislative Liaison Report to the Council.
Deputy Mayor Carrier moved to accept the Legislative Liaison Report; seconded by Councilor Williams.
Vote: 9/0.

Councilor Thibodeaux gave an overview of the Library Board of Trustees Report to the Council.
Deputy Mayor Carrier moved to accept the Library Board of Trustees Report; seconded by Councilor Shanahan.
Vote: 9/0.

B. RESOLUTIONS

1. WATERFRONT DEVELOPMENT NEGOTIATIONS RETENTION OF OUTSIDE LEGAL COUNSEL SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
Vote: 9/0.

2. 2019-2020 NEW HAMPSHIRE MUNICIPAL ASSOCIATION LEGISLATIVE POLICY CONFERENCE SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Shanahan.
Mayor Weston asked for an amendment in the resolution's Now, Therefore section, third paragraph. Strike City Manager and insert Councilor Dennis Shanahan.
Councilor Ciotti moved to make that amendment; seconded by Councilor Muffett-Lipinski.
Vote: 9/0.
Councilor Ciotti moved for the adoption of the amended resolution; seconded by Councilor Shanahan.
Vote: 9/0.

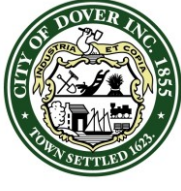
C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

A. Xfiniti letter.

15. COUNCIL MATTERS OF INTEREST

Deputy Mayor Carrier recognized Jeff White, Custodian for the Schools, and wished him well with his new position in Virginia.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: McConnell Center, Room 306 Meeting Date: Wednesday, August 22, 2018 Meeting Time: 7:00pm
---	---

Mayor Weston said she will be starting the City Manager evaluation process with the Council. She has been working on agenda items for the Joint Fiscal Committee meeting. She said Coffee with the Mayor will be set up.

16. ADJOURN

Councilor Muffett-Lipinski moved to adjourn; seconded by Councilor Williams.
Vote: 9/0.



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



Check(☒) the type of application:

PARADE** ☒ , ROAD TOLL*** _____,

COI not required.
(MES)

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

Organization Name: Dover High Unified
Federal Tax ID number for Organization: _____

Check(☒) Nature of Organization:

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

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

Contact Person: MT Hippern Day Time Telephone: 603 767 7833

Address 25 Alumni Drive, Dover, NH Email m.hippern@dover.k12.nh.us

Date of Event: Nov 4, 2018 Specific Time: 11:00 am

Location of Event (if parade, attach course description or map): Dover High School

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

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

Police Department Parade Route Approval Signature: _____

Printed Name: Sgt. Marn Speidel Check Here If Parade Route Is Attached: ☒

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

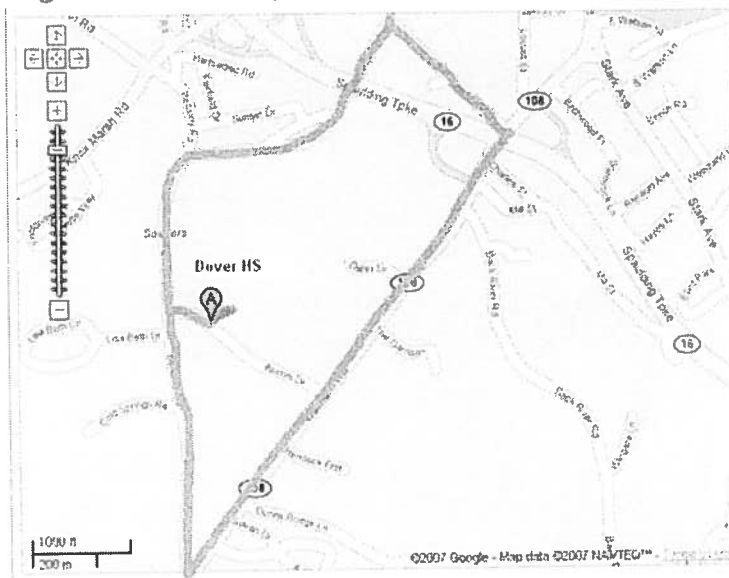
SIGNATURE OF APPLICANT: Mary Jean Hippern DATE: 8/13/18

(duly authorized)

PRINTED NAME: Mary Jean Hippern

Licensing Board Approval [Signature] Date: 8/20/18

Begin our USATF certified course
(# NH 07013RF) at Dover High
School on Alumni Drive and
continue: •Right onto
Bellamy Road
•Right onto Cataract Ave
•Right onto Rutland St
•Right onto Rte. 108
•Right onto Bellamy Road





**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: DOVER KNIGHTS OF COLUMBUS COUNCIL #807

Federal Tax ID number for Organization: _____

Check (✓) Nature of Organization:

Religious ✓, Educational _____, Charitable _____, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
(Describe) PEACEFUL PRO-LIFE (STATIONARY) MMCA

Contact Person: PAUL K. MC MANUS Day Time Telephone: (603) 953-4260

Address: 5 ARROWBROOK RD. DOWNTOWN Email: SURFENBUZZ@COMCAST.NET

Purpose of Permit: TO MAKE THE PUBLIC AWARE OF THE IMPORTANCE OF DEFENDING LIFE

Date of Event: OCTOBER 07, 2018 Specific Time: 2-3:30

Location of Event: 150 CENTRAL AVE (IN FRONT OF ST. JOSEPH CHURCH)

*****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): 150 Central Avenue

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: Paul K. McManus DATE: 8/31/18

PRINTED NAME: PAUL K. MC MANUS (duly authorized)

Licensing Board Approval: [Signature] Date: 9/6/18



10/30/18

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: Grove St Block Party - Halloween Bash
Federal Tax ID number for Organization: _____

Check (☒) Nature of Organization:

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

Contact Person: Michael Guigley Day Time Telephone: 603-319-7872

Address: 102 Grove St Email Michael-guigley@comcast.net

Purpose of Permit: _____

Date of Event: 10/30/18 Specific Time: 4pm to 8pm

Location of Event: section of Grove St between Ash St & Haugh St.

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

Prize (s) To Be Awarded: NA

Cost of Ticket: NA Date of Drawing: NA

Place of Drawing: NA

* 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): SEE BACK (Grove St)

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Spedel, 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: Michael Guigley DATE: 8/28/18
(duly authorized)

PRINTED NAME: Michael J. Guigley

Licensing Board Approval [Signature] Date: 9/6/18



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2018.09.12 – 115**

Resolution Re: B19005 Disposal of Tax Deeded Real Estate @ 37 Polly Ann Trailer Park Parcel ID M0047-C00037

WHEREAS: Via [R-2018.06.13-067](#) the City Council authorized the City Manager to solicit bids for City-owned property consisting of a manufactured home located at 37 Polly Ann Trailer Park, Parcel ID M0047-C00037, pursuant to City ordinance 79-11- “Disposing of Tax-Deeded and City Owned real Estate.”; and

WHEREAS: A Sealed Request for Bid B19005 was issued and a response received for the sale of Parcel ID M0047-C00037 on August 29, 2018 at 1:00 pm; and

WHEREAS: The City received one reply in the offered amount of \$1.00. It is the recommendation of City staff to sell manufactured home for the bid amount via quitclaim deed to Dover Point Cooperative.

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

The City Manager is authorized to sell/convey the City property known 37 Polly Ann Trailer identified as Parcel ID M0047-C00037 on the Dover Tax Map, consistent with the terms of the bid solicitation, for the amount of \$1.00, and to finalize all documents necessary to finalize the transaction. The \$0.10 deposit shall be applied to the purchase price.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2018.09.12 – 115**
Resolution Re: B19005 Disposal of Tax Deeded Real Estate @ 37 Polly
Ann Trailer Park Parcel ID M0047-C00037

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor 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.4.

Resolution Number: **R – 2018.09.12 – 115**
Resolution Re: B19005 Disposal of Tax Deeded Real Estate @ 37 Polly
Ann Trailer Park Parcel ID M0047-C00037

RESOLUTION BACKGROUND MATERIAL:

Pursuant to N.H. RSA 80:80 and Dover City Ordinance 79-11 the City Council has directed the City Manager to sell Parcel ID M0047-C00037, a manufactured home, as is and with all faults, via sealed bid, to be transferred via quitclaim deed to the most qualified bidder. Dover Point Cooperative is deemed the most qualified bidder.

Bid Information:

A Sealed Request for Bid B19005 was issued and received for the sale of Parcel ID M0047-C00037 located at 37 Polly Ann Trailer Park on August 29, 2018 at 1:00pm.

Purchasing Information:

Type:	Quitclaim Deed	Advertised:	Yes
Invitations Mailed/Emailed:	49 abutters and 106 others	Number of Responses:	1
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	Yes
Prices will hold for:	60 days	Estimated Delivery:	As needed
Recommended Award to:	Dover Point Cooperative	Fund:	NA
Other Approvals Required:	No	References Checked:	NA
Previously Worked for City:	NA	Reason for Council Approval:	Disposal of City Property

[Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2018.09.12 – 116**

Resolution Re: B19006 Disposal of Tax Deeded Real Estate @ 57 Polly Ann Trailer Park Parcel ID M0047-C00057

- WHEREAS: Via [R-2018.06.13-068](#) the City Council authorized the City Manager to solicit for bids City-owned property consisting of a manufactured home at 57 Polly Ann Trailer Park Parcel ID M047-C00057 pursuant to City ordinance 79-11- “Disposing of Tax-Deeded and City Owned real Estate”; and
- WHEREAS: A Sealed Request for Bid B19006 was issued and a response received for the sale of Parcel ID M0047-C00057 on August 29, 2018 at 1:30 pm; and
- WHEREAS: The City received one reply in the offered amount of \$1.00. It is the recommendation of City staff to sell property for the bid amount via quitclaim deed to Dover Point Cooperative.

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

The City Manager is authorized to sell/convey the City property known 57 Polly Ann manufactured home identified as Parcel ID M0047-C00057 on the Dover Tax Map, consistent with the terms of the bid solicitation, for the amount of \$1.00, and to finalize all documents necessary to finalize the transaction. The \$0.10 deposit shall be applied to the purchase price.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2018.09.12 – 116**
Resolution Re: B19006 Disposal of Tax Deeded Real Estate @ 57 Polly
Ann Trailer Park Parcel ID M0047-C00057

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2018.09.12 – 116**
Resolution Re: B19006 Disposal of Tax Deeded Real Estate @ 57 Polly
Ann Trailer Park Parcel ID M0047-C00057

RESOLUTION BACKGROUND MATERIAL:

Pursuant to N.H. RSA 80:80 and Dover City Ordinance 79-11 the City Council has directed the City Manager to sell a manufactured home, Parcel ID M0047-C00057, as is and with all faults, via sealed bid, to be transferred via quitclaim deed to the most qualified bidder. Dover Point Cooperative is deemed the most qualified bidder.

Bid Information:

A Sealed Request for Bid B19006 was issued and received for the sale of Parcel ID M0047-C00057 located at 57 Polly Ann Trailer Park on August 29, 2018 at 1:30pm.

Purchasing Information:

Type:	Quitclaim Deed	Advertised:	Yes
Invitations Mailed/Emailed:	58 abutters and 106 others	Number of Responses:	1
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	Yes
Prices will hold for:	60 days	Estimated Delivery:	As needed
Recommended Award to:	Dover Point Cooperative	Fund:	NA
Other Approvals Required:	No	References Checked:	NA
Previously Worked for City:	NA	Reason for Council Approval:	Disposal of City Property

[Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2018.09.12 – 117**

Resolution Re: B19007 Disposal of Tax Deeded Real Estate @ 76 Polly Ann Trailer Park Parcel ID M0047-C00076

- WHEREAS: Via [R-2018.06.13-069](#) the City Council authorized the City Manager to solicit bids for City-owned property consisting of a manufactured home located at 76 Polly Ann Trailer Park Parcel ID M0047-C00076 pursuant to City ordinance 79-11- “Disposing of Tax-Deeded and City Owned real Estate.”; and
- WHEREAS: A Sealed Request for Bid B19007 was issued and responses received for the sale of Parcel ID M0047-C00076 on August 29, 2018 at 2:00 pm; and
- WHEREAS: The City received three separate replies in the offered amounts of \$7,606, \$2,000 and \$1.00. The high bidder then forwarded a letter of withdrawal of their bid of \$7,606.00 subject to a loss of the 10% deposit (\$760.60). It is the recommendation of City staff to sell the manufactured home for the next highest bid of \$2,000.00 via quitclaim deed to Christina Cullen of 75 Polly Ann Park Dover NH, while retaining the \$760.60 deposit of the high bidder.

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

The City Manager is authorized to sell/convey the City property known 76 Polly Ann manufactured home identified as Parcel ID M0047-C00076 on the Dover Tax Map, consistent with the terms of the bid solicitation, for the amount of \$2,000.00, and to finalize all documents necessary to finalize the transaction. The \$200.00 deposit shall be applied to the purchase price.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2018.09.12 – 117**
Resolution Re: B19007 Disposal of Tax Deeded Real Estate @ 76 Polly
Ann Trailer Park Parcel ID M0047-C00076

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2018.09.12 – 117**
Resolution Re: B19007 Disposal of Tax Deeded Real Estate @ 76 Polly
Ann Trailer Park Parcel ID M0047-C00076

RESOLUTION BACKGROUND MATERIAL:

Pursuant to N.H. RSA 80:80 and Dover City Ordinance 79-11 the City Council has directed the City Manager to sell Parcel ID M0047-C00076, a manufactured home, as is and with all faults, via sealed bid, to be transferred via quitclaim deed to the most qualified bidder. It is the recommendation of City staff to sell the property for the next highest bid of \$2,000.00 via quitclaim deed to Christina Cullen of 75 Polly Ann Park Dover NH.

Bid Information:

A Sealed Request for Bid B19007 was issued and received for the sale of Parcel ID M0047-C00076 located at 76 Polly Ann Trailer Park on August 29, 2018 at 2:00pm.

Purchasing Information:

Type:	Quitclaim Deed	Advertised:	Yes
Invitations Mailed/Emailed:	76 abutters and 106 others	Number of Responses:	3 with 1 being withdrawn
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	Yes
Prices will hold for:	60 days	Estimated Delivery:	As needed
Recommended Award to:	Christina Cullen	Fund:	NA
Other Approvals Required:	No	References Checked:	NA
Previously Worked for City:	NA	Reason for Council Approval:	Disposal of City Property

[Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2018.09.12 – 118**
Resolution Re: **Commitment to City of Rochester NH for Shared Sampling & Analysis Costs for the Impairment Listing of Cocheco River**

- WHEREAS: Existing, detailed water quality data is relatively sparse for the tidal portion of the Cocheco River, and NHDES has concerns whether there are nutrient eutrophication issues.
- WHEREAS: Additional water quality data will help address nutrient-impact questions and both the City of Dover and the City of Rochester have an interest in obtaining such data; and
- WHEREAS: The City of Rochester intends to retain Normandeau Consulting to investigate such issues and the impact of the impairment listing of the Cocheco River; and
- WHEREAS: The City of Rochester seeks a commitment from the City of Dover to share the costs to hire Normandeau Consulting; and
- WHEREAS: Per 3-36.B. The sealed competitive bid procedure may be waived by a majority vote of the City Council.

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

The City Manager, or designee, is hereby authorized to enter into an agreement with the City of Rochester, consistent with the Purchase Order authorized herein, regarding the scope of work to be conducted by Normandeau Consulting and the City of Rochester regarding the Cocheco River, in the total amount of \$72,340.00.

The Purchasing Agent is hereby authorized to issue a purchase order to the City of Rochester for the City of Dover share (50%) of the costs in the amount not to exceed \$36,170.00. The amount of this authorization shall be limited so as not to exceed available funding.

Financing			
Account	Description	Appropriation	Balance
5320.1.300.43256.4334.00000.00	WWTP Legal Services	166,931	36,170

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.7.

Resolution Number: **R – 2018.09.12 – 118**
Resolution Re: **Commitment to City of Rochester NH for Shared
Sampling & Analysis Costs for the Impairment
Listing of Cocheco River**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

	Labor	Expenses	Lab Fees	Total
Automated Sampler task	\$21,730	\$6,220	\$20,160	\$48,110
Automated Sampler "False Start"	\$10,880	\$3,210	\$ -	\$14,090
Upstream Grab Samples Task	\$ -	\$ -	\$200	\$200
Boat Survey Task	\$ -	\$ -	\$560	\$560



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2018.09.12 – 118**
Resolution Re: **Commitment to City of Rochester NH for Shared
Sampling & Analysis Costs for the Impairment
Listing of Cocheco River**

WQ & Algal Characterization	\$5,440	\$100	\$3,840	\$9,380
Totals	\$38,050	\$9,530	\$24,760	\$72,340

NHDES has struggled to finalize an impairment determination for the tidal portion of the Cocheco River as part of the Clean Water Act's 303-d designation process. A lack of detailed data suggests the tidal portion of the river may not be impaired for nutrient eutrophication. In the absence of detailed data, the State feels there could be an impairment based on high chlorophyll-a values that occur only around low tide sometimes during the late summer. The sampling site located near where Fresh Creek enters the Cocheco River has a data sonde which collects water quality information every fifteen minutes shows that the high chlorophyll-a values occur sporadically and are of short duration, usually less than two hours, at low tide when they do occur. The NHDES believes that it is likely phytoplankton growth from excessive nutrients growing in the river. The fact that the high chlorophyll-a readings at low tide occur even at low during the night suggests there is another cause for these sporadic results. Several experienced researchers suggest that the high chlorophyll-a readings only around low tide are not phytoplankton growth related but are more likely plant growth washing off the tidal flats as low tide approaches. Interestingly the Bellamy River exhibits the same low tide high chlorophyll-a readings, and the Bellamy River is not impaired and does not have any wastewater discharges and significantly fewer storm water discharges in its watershed as compared to the Cocheco River.

To further explore potential nutrient impacts, a work plan has been developed which could shed light on what is causing the high chlorophyll-a readings around low tide. The Cities of Rochester and Dover will share the cost to implement the work plan as both are impacted by an impairment listing of the Cocheco River. The project is important to Dover as the NPDES MS4 storm water permit that went into effect on July 1, 2018 requires any storm water discharge to an impaired waterbody or tributary of an impaired water body must determine if the discharges are contributing to the impairment and if so the community has 60 days to remedy or be in violation of the permit. A significant portion of Dover's storm water system discharges to the Cocheco River.

Rochester has agreed to take the lead on contracting the project with Normandeau Associates who has submitted a proposal for \$72,340.00 to complete the work. Dover will reimburse Rochester for 50% of the project costs.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R-2018.09.12 - 119**

Resolution Re: Phase II Infiltration and Inflow Study - Award of Additional Scope of Services to Wright Pierce C/O 2

WHEREAS: Sealed bid B00008 for city wide Inflow and Infiltration studies was received in September 2000 and was awarded via council approval to Wright Pierce as the qualified engineering firm to perform a comprehensive Infiltration and Inflow (I & I) Study for the City of Dover. The study identified defective areas of the sewer system, prioritized the areas where unwanted ground water was entering the system, and listed corrective measures to be implemented. Wright Pierce was then chosen to design corrective measures where water inflow/infiltration was identified as the problem and has continued to be the selected firm for all professional wastewater engineering services; and

WHEREAS: In August 2017 the city received a Phase II proposal from Wright Pierce which included an eight month flow monitoring period and hydraulic modeling scope. City Council approved Phase II scope of work via resolution [R-2017.08.09-097](#) in the amount of \$242,700.00; and

WHEREAS: In December 2017 the City Council approved via resolution [R-2018.01.10-001](#) a Phase II amendment #1 to the agreement in the amount of \$61,400.00 for additional services in the downtown areas and near Stark Ave/Elliot Parkway intersections; and

WHEREAS: In August 2018 the city received amendment #2 to the agreement in the amount of \$29,600.00 for additional study services for smoke testing sanitary sewer and drainage facilities along Belknap St, Elm St, Hamilton St, and Summer St.

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

The Purchasing Agent is hereby authorized to issue change order #2 in the amount of \$29,600.00 to Wright Pierce Engineers for additional study services on Phase II I&I Study and Hydraulic Modeling. 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
5320.1.300.43250.4757.04570.18	Sewer I&I Mitigation	300,000.00	78,512.02
5320.1.300.43250.4757.04530.18	Sewer Main Replacement	150,000.00	125,441.00
4019.1.300.43121.4751.03153.19	St. Elm Summer Belknap	2,700,000.00	2,619,960.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R-2018.09.12 - 119**

Resolution Re: Phase II Infiltration and Inflow Study - Award of Additional
Scope of Services to Wright Pierce C/O 2

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-2018.09.12 - 119**

Resolution Re: Phase II Infiltration and Inflow Study - Award of Additional Scope of Services to Wright Pierce C/O 2

RESOLUTION BACKGROUND MATERIAL:

Requests for proposal (RFP) B00008 were issued and received in September 2000 to identify a qualified engineering firm to perform a comprehensive Infiltration and Inflow Study for the City of Dover. The firm of Wright Pierce from Topsham, ME was selected to undertake this important task of identifying various defective areas of the sewer system, in order of priority, where unwanted ground water was entering and corrective measures should be implemented. As a follow up to the study phase of this on-going project, Wright Pierce has been utilized in the past several years to design corrective measures for several locations where water inflow / infiltration were identified as a problem.

Phase II consists of the following:

Tasks	Fees	Change Order #1	Change Order #2
A Pump Station Drawdown Study	\$14,500		
B Existing Data Review & Analysis	\$13,100		
C Flow Metering Program	\$24,700		
D I&I Evaluation	\$19,200		
E Hydraulic Modeling	\$50,800		
F Final Report	\$19,600		
Total for Task A-F	\$141,900	\$61,400	
Additional study services for smoke testing			\$29,600
Non Labor Costs			
1 Flow Metering Fieldwork (Task C)	\$44,000		
2 Online Data Analysis Software (Task D)	\$4,800		
3 Hydraulic Modeling Software Allowance	\$15,000		
4 RTK Unit Purchase Allowance	\$17,000		
5 Video Inspection Camera Purchase Allowance	\$20,000		
Total Non-Labor Costs	\$100,800		
Total project costs	\$242,700	\$304,100	\$333,700

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	NA	Number of Responses:	na
Warranty:	Meet Professional Standards	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Project Completion	Estimated Delivery:	Immediately
Recommended Award	Wright Pierce	Fund:	Sewer CIP
Other Approvals Required:	State of NH Department of Environmental Services	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Continuing Project phases over \$25,000



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2018.09.12 – 120**

Resolution Re: **Approval of Purchase and Sale Agreement Between
City of Dover and Certain Heirs of Rene J. Goulet**

- WHEREAS: Tax Map I, Lot 83-3 is .23 +/- acre parcel of property under which the City maintains an active sewer line pursuant to a utility easement (the “Property”); and
- WHEREAS: The Property was owned by Rene J. Goulet at the time of his death in 1973 and passed to his six heirs via the Estate of Rene J. Goulet (SCRIP #A15951); and
- WHEREAS: Four of the six heirs, Ann Durkin Fisher, John F. Durkin, Jr., Daniel P. Durkin and Kathleen Durkin (the “Durkin Heirs”) are interested in transferring their interest in the Property to the City; and
- WHEREAS: The City and the Durkin Heirs have come to an agreement whereby the City will purchase the Durkin Heirs’ interest in the property for the price of \$2,400.00; and
- WHEREAS: Pursuant to the approval of the Dover City Council, the Durkin Heirs interest in the Property will be transferred to the City via a Quitclaim Deed.

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

That the City Council approves the Purchase and Sale Agreement between the City of Dover and the Durkin Heirs regarding the transfer of their interest in the Property for the amount of \$2,400.00; and

That the City Manager, or designee, may take all steps necessary to effectuate the transfer of the Durkin Heirs’ interest in the Property to the City via Quitclaim Deed and to record all necessary documents in the Strafford County Registry of Deeds.

BE IT FURTHER RESOLVED:

That the Purchasing Agent is hereby authorized to issue separate Purchase Orders to said four heirs.

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

Financing			
Account	Description	Appropriation	Balance
5320.1.300.43250.4757.04530.18	Sewer Main Replacement	150000	125441



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2018.09.12 – 120**
Resolution Re: **Approval of Purchase and Sale Agreement Between
City of Dover and Certain Heirs of Rene J. Goulet**

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:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The Property is an approximately 50 foot by 200 foot parcel of property along Spruce Lane, under which the City maintains an active sewer pipe pursuant to a utility easement. See Purchase and Sales Agreement attached.

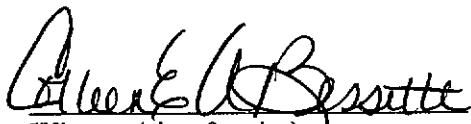
PURCHASE AND SALE AGREEMENT

On this 29th day of July, 2018, the City of Dover, a municipal corporation with a principal place of business at 288 Central Avenue, Dover, New Hampshire 03820 (hereinafter "City") and Ann Durkin Fisher, John F. Durkin, Jr., Daniel P. Durkin, & Kathleen J. Durkin (hereinafter collectively the "Seller") hereby enter into this Agreement for the sale by Seller and purchase by the City of the Seller's interest in certain real estate in Dover, New Hampshire (hereinafter "Agreement") under the terms and conditions described herein.

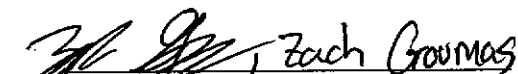
1. Premises: This Agreement concerns all of the real property and every collateral and subsidiary interest of any kind owned by Seller in the parcel of property on Spruce Lane in Dover conveyed to them as beneficiaries of the Estate of Rene J. Goulet (SRCP #A15951, date of death March 24, 1973). Reference is also made to the warranty deed of George E. Vachon to Rene J. Goulet dated July 22, 1947, recorded at Book 550, Page 157, in the Strafford County Registry of Deeds (hereinafter "Premises") (consisting of .23 +/- acres). The Premises is known as Dover Tax Map I, Lot 83-3 and is generally shown/designated on the attached map.
2. Purchase Price and Closing: The total purchase price for the Seller's interest in the premises shall be in the full amount of \$2,400.00, payable by the City to Seller (via four separate checks for \$600.00 each to Ann Durkin Fisher, John F. Durkin, Jr., Daniel P. Durkin, & Kathleen J. Durkin) upon receipt by the City of a fully executed Quitclaim Deed from the Seller to the City, along with completed City of Dover Vendor Applications with IRS W9 form. The Closing on the Premises to be completed on or before September 15, 2018. The parties may mutually agree in writing to extend the deadline for closing by up to 15 days.
3. Deed: Seller shall convey their interest in the Premises to the City by Quitclaim Deed(s).
4. Risk of Loss: Until transfer of the Seller's interest to the City, the risk of loss or damage to all or any part of the Premises shall remain with Seller.
5. Taxes: The City shall abate any second half taxes due for tax year 2017.
6. Transfer and Recording Fees: The City shall pay any recording fee(s) for the deed(s) to the Premises with the Strafford County Registry of Deeds. The transfer taxes shall be paid by the parties as required by State law and each party shall file any required buyer/seller forms with the NH Department of Revenue Administration.
7. Inspection: Within 15 days of the date of this Agreement, the City shall have the complete and unimpeded right to inspect the Premises for any purpose deemed appropriate by the City. Such inspection shall include, but not be limited to, all environmental purposes. If the result of any inspection is unsatisfactory to the City, the City may declare this Agreement null and void by notifying Seller in writing that the results of the inspection were unsatisfactory and the reason(s) why. Seller shall have 30 calendar days to cure any unsatisfactory inspection result to meet the City's satisfaction, subject to the City's right to

inspect such cure. Should the City fail to inspect the premises within 15 days of the date of this Agreement, such right of inspection is waived.

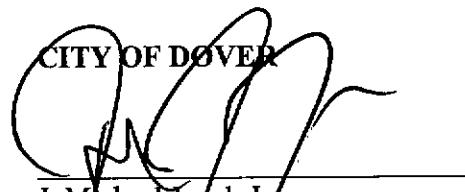
8. Entire Agreement: This Agreement sets forth the entire agreement between the City and Seller.
9. Heirs and Assigns: This Agreement shall extend to and be binding upon the heirs, personal representatives, successors, and assigns of the City and Seller.
10. Counterparts: This Agreement may be executed in duplicate originals or counterparts, and a copy, facsimile, or pdf of this Agreement shall for all purposes be deemed an original.
11. Approvals: This Agreement is subject to the approval of the Dover City Council. The failure of the Council to approve this Agreement at a duly noticed meeting of the Council shall render it null and void.
12. Choice of Law: This Agreement has been entered into in New Hampshire and shall be interpreted in accordance with New Hampshire law.

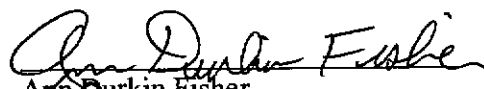
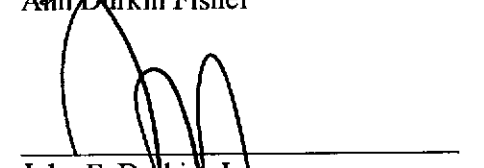

Witness (sign & print)
Colleen E. A. Brissette


Witness (sign & print)
KATHLEEN LA PORTE
Witness (sign & print)


Witness (sign & print)


Witness (sign & print)

CITY OF DOVER

J. Michael Joyal, Jr.,
City Manager
SELLER


Ann Durkin Fisher

John F. Durkin, Jr.


Daniel P. Durkin


Kathleen J. Durkin



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2018.09.12 – 121**
Resolution Re: **Approval of Lease Assignment From The Portable
Pantry Personal Chef Service, LLC and Cardamoms,
LLC dba Portable Pantry**

WHEREAS: The Portable Pantry Personal Chef Service, LLC is an existing tenant at the McConnell Center operating a catering and food service business; and

WHEREAS: The Portable Pantry Personal Chef Service, LLC wishes to assign and transfer all rights, title and interest, identified in the Lease as Rooms #127 and #131 in the McConnell Center consisting of 849 square feet, to Cardamoms, LLC dba Portable Pantry for the remaining term of the Lease.

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

That the assignment of the Lease from The Portable Pantry Personal Chef Service, LLC to Cardamoms, LLC dba Portable Pantry is approved, and the City Manager is authorized to sign a Lease Assignment for the remaining term of the Lease, including any applicable renewal options.

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 – 2018.09.12 – 121**
Resolution Re: **Approval of Lease Assignment From The Portable
Pantry Personal Chef Service, LLC and Cardamoms,
LLC dba Portable Pantry**

DOCUMENT HISTORY:

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

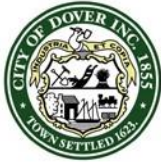
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See attached Lease Assignment from The Portable Pantry Personal Chef Service, LLC and Cardamoms, LLC dba Portable Pantry.

Cardamoms, LLC dba Portable Pantry intends to continue to operate a food service and catering business in the McConnell Center.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

LEASE ASSIGNMENT

THAT IN CONSIDERATION of One Dollar (\$1.00) and for other good and valuable considerations described in the Lease between **The Portable Pantry Personal Chef Service, LLC** of 61 Locust Street, Dover, New Hampshire 03820 and the **City of Dover** of 288 Central Avenue, Dover, New Hampshire as assigned on October 15, 2014 ("the Lease") is herein transferred and otherwise assigned to **Cardamoms, LLC dba Portable Pantry** of 61 Locust Street, Dover, New Hampshire 03820.

Effective the date set forth below, The Portable Pantry Personal Chef Service, LLC does hereby assign and transfer all rights, title and interest in the Lease for the property situate at 61 Locust Street, Dover, New Hampshire pertaining to Rooms 127 and 131 of the McConnell Center to Cardamoms, LLC dba Portable Pantry, and Cardamoms, LLC dba Portable Pantry does hereby accept all rights, title and interest in the Lease. The City of Dover assents to this assignment.

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

THE PORTABLE PANTRY PERSONAL CHEF SERVICE, LLC
Transferor

(Print Name)
Duly Authorized

CARDAMOMS, LLC dba PORTABLE PANTRY
Transferee

(Print Name)
Duly Authorized

CITY OF DOVER

J. Michael Joyal, Jr., City Manager
Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2018.09.12 – 122**
Resolution Re: **Acceptance of Grant from Stonyfield Organic for Sullivan Drive Field**

- WHEREAS: Via Resolution R-2018.02.28.015, the City Council resolved to utilize sound land management practices, and the use of least toxic compounds only when necessary, in the maintenance and protection of City property, thereby minimizing, if not eliminating, exposure to toxic pesticides on the part of our citizens and the environment; and
- WHEREAS: The City of Dover is committed to transitioning the Sullivan Drive Field to a fully organic maintained field over the course of the next three years to reduce pesticide exposure; and
- WHEREAS: Stonyfield Organic, a company dedicated to supporting communities who are working to transition their playing fields to organic landscaping practices, has offered a grant of \$5,000 to help with the initial cost of converting the Sullivan Drive Field to organic turf management; and
- WHEREAS: Stonyfield Organic, along with the help of Beyond Pesticides and Osborne Organic will provide the City with free training as well as community and technical support to enable this field conversion.

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

That the City Manager is authorized to accept the \$5,000 grant from Stonyfield Organics with the commitment to all grant terms, including to the transition of turf management to a fully organic maintained field at the Sullivan Drive Field.

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.B.1.	
Resolution Number: R – 2018.09.12 – 122 Resolution Re: Acceptance of Grant from Stonyfield Organic for Sullivan Drive Field		

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Stonyfield Organic together with Beyond Pesticides and Osborne Organics are working to support communities to converting fields to organic turf management. The City will receive \$5,000 cash grant to use towards this end. Stonyfield will work with the City to publicize this donation.

See grant terms attached.

Conditions for towns and cities receiving Stonyfield support

Towns will receive:

- \$5,000 cash grant to use towards purchase of organic (OMRI-approved) inputs or landscaping equipment needed for organic management
- In-kind technical support and guidance from our collaborators [Osborne Organics and Beyond pesticides] OR [Non Toxic Neighborhoods] (value to town \$10,000 - \$15,000)

Towns will:

- Commit to transitioning specific fields to organic management, per the organic landscaping standards of the StonyFIELDs project (see Appendix A). Towns will identify the specific fields to be transitioned. Our hope is that the town will plan for a multi-year transition of these initial fields, and that they will be a catalyst to transitioning the rest of the city at a later point in time.

Stonyfield would like the following acknowledgement for this gift. Exact details are negotiable based on town policy.

- **Signage at fields** – recognizing Stonyfield , any supporting groups (eg Beyond Pesticides), and other funding collaborators with names and logos.
Sign size, text and location to be determined by Stonyfield and the individual community but must include "Stonyfield Organic" in text.
- **In the event that signage at the fields acknowledging Stonyfield or other support for this project is not allowed under town policy, Stonyfield would like the town to suggest an equivalent option for recognizing this gift.**
- **Any press or announcements done by the town about this project must acknowledge the support of Stonyfield and other collaborating partners.**

In addition, Stonyfield would like to work with the town to publicize this donation. Stonyfield plans to issue a press release to notify local press about the donation. We would like to work with the town and/or local grassroots advocates on the following items. Details do not have to be finalized before signing agreement for gift to the town, but the community should be prepared to consider these activities as part of accepting this gift.

- **Acknowledgement of donation** made to town from Stonyfield with local press (eg provide a quote for Stonyfield- issued press release)
- **Attendance at press event at kick off of field** – Stonyfield to invite local media and key contacts for a ribbon cutting event. Date to be determined by mutual agreement of involved parties.
- **Any press or announcements done by the town about this project must acknowledge the support of Stonyfield and other collaborating partners.**

Stonyfield plans to seek support from local grassroots or sports organizations for the following activities:

- **Potential community “field day”** event with food sampling, family activities, etc – all planned for and managed by Stonyfield (some time after the announcement about Stonyfield support is made), date to be set in coordination with the town
- **Discuss potential of offering Stonyfield products** at any snack stands at designated fields

- Branded **Educational workshops** held in community to grow grassroots enthusiasm and education around organic field, park, and home lawn management , organized and managed by Stonyfield and selected non-profits/ experts.
- Discuss opportunities to **photograph or videotape individuals or activities related to this Stonyfield initiative** for use on Stonyfield's social & digital platforms

Appendix A

Organic Landscaping Standards

Required under Stonyfield-branded organic land management project

Structure of Site Review and Management

1. Document the existing physical conditions of the turf areas and establish a baseline soil analysis or tests for (i) chemistry, (ii) texture, and (iii) nutrient availability through a soil foodweb assessment of soil biology;
2. Prepare a review to facilitate the adoption of an organic management program, and all recommendations are made with that in mind;
3. Develop a site-specific plan for fertility and weed control; and,
4. Address management practices, beginning with a survey, tailored to:
 - a. site conditions,
 - b. site expectations, and
 - c. budget.

Adopting a Systems Approach

For management plans, follow an organic systems approach that is designed to put a series of preventive steps in place that will avoid or reverse problems. This approach forms the basis for site specific organic land management recommendations. This systems approach, not a product replacement strategy, is based on three concepts:

- 1) Specific and sound horticultural practice;
- 2) Organic compatible productⁱ (defined at endnote #1) where use is governed by soil testing and site considerations; and,
- 3) The recognition that the soil biomass and microbial activity play a critical role in fertility.

The systems approach is a “feed-the-soil” approach that centers on natural, organic fertilization, soil amendments, microbial inoculants, compost teas, microbial food sources, and topdressing as needed, or indicated, with high quality, finished compost. In addition to the use of organic forms of nitrogen, phosphorus, and potassium, which are found in a number of organic fertilizers (preferably OMRI-listed), there are many other inputs, or soil amendments, that, based on established need through soil testing, round out complete organic turf and landscape programs. They are humic and fulvic acids, kelp, molasses, fish, squid, and crab hydrolysates, soy hydrolysate, amino acids, mycorrhizal fungi and other microbial inoculums, as well as other macro and micronutrients. It is a program that supports the natural processes in the soil ecosystem. These inputs, along with very specific cultural practices, which

include mowing, aeration, irrigation, and overseeding, are the basis of the program. Synthetic fertilizers are not permitted under these standards.

Biomass in the Soil

Because inputs for fertility management and building the soil biomass are important to a successful result, address the soil biology needs of the individual sites in the program that are under review and management. Include strategies that will move a site through the transition process as quickly and efficiently as possible.

Identify the Management Level/Cultural Intensity

Determine site expectations. The expectation determines the level of intensity. In determine intensity, calculate the amount of labor and material inputs required to meet those expectations.

Transitioning

When a natural management program is being put in place after chemical-intensive, or conventional, management, a window of time, referred to as the transition period, is typically required to make practice and input changes. It is during this timeframe when specific cultural practices are adopted and new products are applied. The most important element of the transition is the attention to the soil, not just texture and chemistry, but the biomass as well. Success is achieved by focusing on the living portion of the soil from the beginning of the organic program. The length of time required for this process is directly related to the intensity of conventional management practices that are currently employed.

Meeting the Goals for the Site

The goal of an organic turf management program is to create turf that meets aesthetic site objectives and use conditions, while eliminating toxic and synthetic chemical inputs that may have adverse impacts on health, the environment, and the soil. Additionally, the products and programs are designed to utilize materials and adopt cultural practices that will avoid problems associated with runoff or leaching of nutrients and pest control products into water bodies and groundwater.

This approach will build a soil environment rich in microbiology that produces strong, healthy turf that is more resilient and better able to withstand many of the stresses that affect turfgrass. If good cultural practices are adopted and products are chosen to enhance and continually address the soil biology, the natural turf system is better able to withstand pressures from heavy usage, insects, weeds, and disease, as well as drought and heat stress. While problems can arise in any turf system, they will be easier to alleviate as long as the soil is healthy with the proper microbiology in place.

Turf Program Comparison

Conventional turf management programs are generally centered on a synthetic product approach that uses highly water soluble fertilizers and pesticide control products that continually treat symptoms on an annual basis. It is important to acknowledge that in addition to having adverse effects on human health and the environment, pesticides by definition kill, repel, or mitigate a pest. They do not grow grass. The organic systems approach implements a strategy that proactively solves problems by supporting a healthy soil and turfgrass system. Healthy, vigorously growing grass will outcompete most weed pressures, and a healthy soil biomass will assist in the prevention of many insect and disease issues.

The organic landscaping program is not a product substitution program. An adherence to the organic systems approach focused on supporting soil health, ensures a high level of sustainable quality.

When a municipality or other entity subcontracts applications of product or the implementation of cultural practices, a person who possesses knowledge about organic turf management and initial soil testing, is required to outline and oversee the program. That program then is incorporated into a request for a proposal (RFP) and goes out to bid. What should not happen is letting an individual service provider come in and create a program that seems to make sense to them based simply on their product choice.

ⁱ Organic Compatible Products, including pesticides and soil amendments for fertility are limited to products allowed under FIFRA 25(b), and Organic Materials Review Institute (OMRI) listed products, established at 7 CFR 205.601 and labeled for turf uses. A list of organic compatible products permitted under the protocol may be found at <https://beyondpesticides.org/programs/lawns-and-landscapes/tools-for-change/products-compatible-with-organic-landscape-management>.