



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 10, 2019**
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

**1. FISCAL YEAR 2020 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM – SCHOOL DEPARTMENT ONLY
(THE CITY PORTION PUBLIC HEARING WILL BE HELD ON APRIL 24, 2019.)
SPONSORED BY MAYOR WESTON BY REQUEST**

**2. APPROPRIATION OF RECREATION FACILITIES CAPITAL RESERVE FUNDS FOR COMMUNITY TRAIL PHASE IV SECTION
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
SPONSORED BY MAYOR WESTON BY REQUEST**

**3. CHAPTER 89 – DOGS, SECTIONS 7 AND 9
SPONSORED BY MAYOR WESTON BY REQUEST**

**4. CHAPTER 166 – VEHICLES AND TRAFFIC, SECTION 57
SPONSORED BY MAYOR WESTON BY REQUEST**

8. CITIZEN'S FORUM

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

9. CITY MANAGER'S REPORT

10. APPROVAL OF MINUTES

**A. March 27, 2019 – Regular Meeting
B. April 3, 2019 – Workshop Session**

11. MAYOR'S REPORT

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - AGENDA</th></tr> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Chambers</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, April 10, 2019</td></tr> <tr> <td>Meeting Time:</td><td>7:00pm</td></tr> </table>	CITY COUNCIL - AGENDA		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Chambers	Meeting Date:	Wednesday, April 10, 2019	Meeting Time:	7:00pm
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12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

- 1. CHAPTER 89 – DOGS, SECTIONS 7 AND 9**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. CHAPTER 166 – VEHICLES AND TRAFFIC, SECTION 57**
SPONSORED BY MAYOR WESTON BY REQUEST

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 1. APPROPRIATION OF RECREATION FACILITIES CAPITAL RESERVE FUNDS FOR COMMUNITY TRAIL PHASE IV SECTION (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – Greater Dover Chamber of Commerce**
- 2. BLOCK PARTY – Greater Dover Chamber of Commerce**
- 3. BLOCK PARTY – Prescott Park Arts Festival**
- 4. BLOCK PARTY – Recoverydia, LLC**
- 5. ROAD RACE – First Parish Church**
- 6. TAG – Seacoast Titans Football Cheer**
- 7. B16052 ARENA LOCKER ROOM RENOVATIONS ADDITIONAL SCOPE REC**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. B19013 CENTRAL FALLS RETAINING WALL RECONSTRUCTION CHANGE ORDER FOUR**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. B19040 CONSULTING SERVICES FOR CLASSIFICATION AND COMPENSATION STUDY**
SPONSORED BY MAYOR WESTON BY REQUEST
- 10. B19051 ASPHALT TRENCH PATCHING**
SPONSORED BY MAYOR WESTON BY REQUEST



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- 11. B19060 PURCHASE OF VACTOR 2100PLUS CS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 12. AUTHORIZATION TO PURCHASE USED FORKLIFT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 13. APPROVAL OF PURCHASE AND SALE AGREEMENT BETWEEN CITY OF DOVER AND GLENN L. ADAMS, TRUSTEE OF THE LAURA L. ADAMS IRREVOCABLE TRUST**
SPONSORED BY MAYOR WESTON BY REQUEST
- 14. RESTORATION OF MERGED LOTS (10 SOUTH WATSON LANE, DOVER)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 15. AMENDMENTS TO MCCONNELL CENTER ADVISORY COMMITTEE OPERATING RULES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 16. AMENDMENT TO DOVER TRANSPORTATION ADVISORY COMMISSION OPERATING RULES**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|---|---|
| 1. School Board | 15. Parking Commission |
| 2. Planning Board | 16. Pool Advisory Committee |
| 3. 400th Anniversary Committee | 17. Recreation Advisory Board |
| 4. Appointments Committee | 18. Solid Waste Advisory Commission |
| 5. Arena Commission | 19. Transportation Advisory Commission |
| 6. Arts Commission | 20. Waterfront TIF Advisory Board |
| 7. Conservation Commission | 21. Joint Building Committee – Dover High School and Regional Career Technical Center |
| 8. Downtown TIF Advisory Board | 22. Joint Building Committee Garrison Elementary School |
| 9. Energy Commission | 23. COAST |
| 10. Heritage Commission | 24. Dover Main Street |
| 11. Legislative Liaison | 25. Strafford Regional Planning Commission |
| 12. Library Board of Trustees | 26. Tri-City Homelessness Task Force |
| 13. McConnell Center Advisory Committee | |
| 14. Ordinance Committee | |

B. RESOLUTIONS

- 1. FISCAL YEAR 2020 CAPITAL IMPROVEMENTS PROGRAM (CIP) APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE REVOLVING FUND (CWSRF) SEWER ASSET MANAGEMENT LOAN (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (TO BE REFERRED TO A PUBLIC HEARING ON APRIL 24, 2019, WITH A COUNCIL VOTE TO OCCUR ON MAY 8, 2019.)**
SPONSORED BY MAYOR WESTON BY REQUEST



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- 2. FISCAL YEAR 2020 CAPITAL IMPROVEMENTS PROGRAM (CIP) APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE REVOLVING FUND (CWSRF) PUMP STATION EVALUATIONS & PLANNING LOAN (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (TO BE REFERRED TO A PUBLIC HEARING ON APRIL 24, 2019, WITH A COUNCIL VOTE TO OCCUR ON MAY 8, 2019.)
SPONSORED BY MAYOR WESTON BY REQUEST**

C. ORDINANCES IN 1ST READING

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2019.03.27 – 039**

Resolution Re: Fiscal Year 2020 Budget Appropriations, Fees and Capital
Improvements Program

WHEREAS: The City Manager submitted his budget for next fiscal year to the City Council on March 27, 2019; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2020, (July 1, 2019 through June 30, 2020);

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

1. The annual budget for the City of Dover for Fiscal Year 2020, submitted to the City Council by the City Manager and on file with the City Clerk, is adopted to raise the following estimated revenues (including any Budgetary Use of Fund Balance) and appropriate the following appropriations:

Fund	Fund Description	Est Revenue	Appropriations	Fund Type
1000	General Fund	120,693,964	120,693,964	General Fund
2100	Community Development Fund	473,169	473,169	Special Revenue
2210	Police Dept. of Justice Grants	135,063	135,063	Special Revenue
2220	Dover Housing Auth Policing	117,928	117,928	Special Revenue
2245	DHHS Assistance Programs	126,548	126,548	Special Revenue
2250	Youth Tobacco & Alcohol Awareness	145,853	145,853	Special Revenue
2800	School Cafeteria Fund	1,649,000	1,649,000	Special Revenue
2820	School Dept. of Education Grants	3,174,007	3,174,007	Special Revenue
2950	School Special Pgms & Grants Fund	489,000	489,000	Special Revenue
3207	Public Safety Special Details	438,401	438,401	Special Revenue
3213	Parking Activity Fund	1,019,725	1,019,725	Special Revenue
3320	Residential Solid Waste Fund	1,047,582	1,047,582	Special Revenue
3381	McConnell Center Fund	933,929	933,929	Special Revenue
3410	Recreation Programs	479,480	479,480	Special Revenue
3455	Library Fines Fund	52,114	52,114	Special Revenue
3500	OPEB Liability Fund	1,784,861	1,784,861	Special Revenue
3710	Downtown Dover TIF Fund	868,551	868,551	Special Revenue
3715	Waterfront TIF Fund	234,588	234,588	Special Revenue
3810	School Tuition Program Fund	125,000	125,000	Special Revenue
3830	School Facilities Fund	196,500	196,500	Special Revenue
5300	Water Fund	5,865,263	5,865,263	Enterprise
5320	Sewer Fund	8,179,325	8,179,325	Enterprise
6100	DoverNet Fund	1,468,994	1,468,994	Internal Service
6110	Central Stores Fund	103,286	103,286	Internal Service
6310	Fleet Maintenance Fund	1,044,605	1,044,605	Internal Service
6800	Workers Compensation Fund	468,944	468,944	Internal Service
	Totals	151,315,680	151,315,680	



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2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2019 as provided by law for the departments to perform their functions, transfers to and from reserves and between other funds, and for public purposes not foreign to or incompatible with the mission of the City. General Fund Appropriations include \$41,248,017 for City operations, \$57,294,443 for School Department operations, \$12,853,698 for Debt Service and \$9,297,806 for County Tax.
3. There is no Budgetary Use of Fund Balance included in the General Fund for the purpose of offsetting property taxes.
4. In accordance with RSA 76:6, the City Tax Assessor shall revise and report to the Department of Revenue Administration the amount required for Tax Overlay to provide for the issuance of property tax abatements for tax year 2019 (Fiscal Year 2020).
5. In accordance with RSA 21-J:34, the City Manager shall revise and report to the Department of Revenue Administration the estimated amount of all non-property tax revenues for Fiscal Year 2020 .
6. For water consumption per hundred cubic feet (HCF) effective July 1, 2019, the Water and Sewer User Fees will be \$5.40 and \$9.05, respectively.
7. Effective July 1, 2019, the City Manager is authorized to enter into agreements with, and make payments to, the various agencies receiving Grants/Subsidies and Membership Dues as contained within the budget.
8. Effective July 1, 2019, the City Manager is authorized to enter into agreements with, and make payments to, various vendors supplying computer hardware and software annual maintenance services and support contracts as contained within the budget.
9. Effective July 1, 2019, any new funds represented in the budget are established for the purposes enumerated within the budget.
10. Effective July 1, 2019, the City Manager is authorized to make transfers between funds for the purposes prescribed, including special, capital and other reserve funds, including transfers to or from the City and School Employee Benefits Reserves.
11. Effective July 1, 2019, all fees and charges represented within the budget and the associated schedule of fees is adopted.
12. Effective July 1, 2019, the City Manager is authorized to sign all grant applications and any such funding awarded during the fiscal year is appropriated for such purpose. The City Manager, within the parameters of City Charter provision C6-8, is authorized to transfer funds within a department to provide for local match as required by grant awards.



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13. Effective July 1, 2019, revenues from the sale of city property are appropriated for their established and intended use.
14. Effective July 1, 2019, revenues from the fees collected for Recreation Special Programs are appropriated for their established and intended use.
15. Effective July 1, 2019, the City Manager is authorized during the fiscal year to initiate Recreation Special Programs fee discount promotional events to generate revenue and program participation.
16. Effective July 1, 2019, revenues from the fees collected by the Youth to Youth Program from participant fees, speaking engagement fees, and program presentation fees are appropriated for established Youth to Youth program expenses and functions.
17. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.
18. In accordance with RSAs 674:8 and 674:21-V(b), the FY2020-25 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.
19. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2020 shall be Citizens Bank and the New Hampshire Public Deposit Investment Pool (NHPDIP). The City Treasurer is authorized to utilize, in addition to Citizens Bank and NHPDIP, other banks located within the City of Dover or banks authorized per RSA 48:16 (*City Treasurer Duties*), if deemed most advantageous to the City and in compliance with the City's adopted investment policy.
20. The sum of \$1,253,900 representing budgeted transfers to fund 30% of the OPEB Annual Required Contribution as identified per the City's adopted financial policies is to be transferred to the OPEB Trust.
21. The sum of \$ 180,540, collected as Transportation Improvement Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Transportation Improvement Reserve is hereby appropriated for use by the City of Dover for payments to COAST for Fiscal Year 2020 COAST Bus grant subsidy.
22. The sum of \$60,000, collected as Vehicle Reclamation Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Vehicle Reclamation Reserve is hereby appropriated for use by the City of Dover for payments associated with the collection, disposal, recycling or reclamation of vehicle or other waste material for Fiscal Year 2020.



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23. The sum of \$200,000, currently held in custody by the City of Dover Board of Trustees of Trust Funds in the School Facilities Improvement Capital Reserve is hereby appropriated for use by the Dover School District for Fiscal Year 2020 Debt Service payments associated with Dover High School and Regional Career Technical Center construction project.
24. The sum of \$40,000, currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Parking Capital Reserve is hereby appropriated for use by the City of Dover for Fiscal Year 2020 Debt Service payments associated with Downtown Parking Garage project as budgeted in the Downtown Dover TIF Fund.
25. The sum of \$50,000, currently held in custody by the City of Dover Board of Trustees of Trust Funds in the School Information Technology Capital Reserve is hereby appropriated for use by the City of Dover School District for Fiscal Year 2020 Information Technology capital outlay as budgeted in the School District's General Fund budget.
26. The sum of \$75,000, currently held in custody by the City of Dover Board of Trustees of Trust Funds in the School Curriculum Capital Reserve is hereby appropriated for use by the City of Dover School District for Fiscal Year 2020 Curriculum capital outlay as budgeted in the School District's General Fund budget.
27. In accordance with RSA 80:52-c *Electronic Payments*, the City Treasurer is authorized to accept payments of City Department fees, property taxes, utility bills by use of credit card or other means of electronic payments.

Note: This Resolution requires a two- thirds majority vote to adopt pursuant to Dover Charter C6-3.1, unless General Fund revenues are increased or General Fund appropriations are decreased to result in the General Fund property tax levy being in compliance with budget limitation tax cap. This Resolution requires an advertised public hearing for each of the City and School budgets to be separated by at least 24 hours and held at least seven days in advance of final adoption. Final adoption of the budget by the City Council shall occur not later than June 15th prior to the beginning of the next fiscal year.

Resolution to be referred to Public Hearings as follows:

School Department Budget hearing Wednesday, April 10, 2019

City Budget hearing Wednesday, April 24, 2019

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



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DOCUMENT HISTORY:

First Reading Date: 03/27/2019	Public Hearing Date: School – 04/10/2019
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

This resolution adopts the budget for various funds for the next fiscal year, as well as setting utility rates, authorizing grant, subsidy and membership payments, computer maintenance contracts, transfers between funds, setting fees for various services, authorizing signing of grant applications and appropriations thereof, approval of the investment policy and adopting the six year Capital Improvements Program, as required by State Statute to support assessment of impact fees.

City Manager's Report

April 10, 2019

Reporting on March 2019



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.

	March 2019	FY19	FY18	FY17
Legal Matters/Questions Handled	30	281	456	354
Document Creation & Review Including Contracts	33	198	259	271
Right to Know Requests Processed	07	29	94	73
Resolutions	04	29	67	42
Ordinances	03	14	10	13

Customer Focused Outcomes: Right to Know Requests

- Concord – Fish Ladder Park
- Unknown – Building Permits Aug 2018-Feb 2019
- Dover – Proof of Registration
- Dover – Complaint Records
- Unknown – Contract RFP Q18-010
- Dover – Lawn Care Contract with Dover School District
- Dover – Spruce Lane Records

Product & Process Outcomes: Assistance to City Departments

City Council	Drafting/review of resolutions and ordinances; Opioid litigation, General Code Recodification;
City Manager	No legal assistance needed.
Community Services	Wallingford Street tree; Correction to City sewer system; Illegal storm water discharge; Tree on Glenhill Road, Child's Drive; 146 Dover Point Road site review; 27 Tanglewood Drive water leak; Crown/Fork lift purchase; Right of Way issues; Extension of water service into Rollinsford
Executive	HealthTrust Actuarial Testing for Medicare Retiree Subsidy
Fire & Rescue	Non-Disclosure Agreement; Release of Liability form
Finance	Discharges and Liens; Belknap and Elm Street preliminary specs review; Insurance certificates for digging permits in City right of ways
Planning	Zoning violation issue; Subdivision plan violation; Paving licenses; Exit 6 Welcome Center question; Land purchase; Conservation fund; Little Bay Marina; Parking Commission vote; Cottage Park Condominium; Waterfront development
Police	Audit letter
Public Library	Complaint regarding dogs in library.
Public Welfare	No legal assistance needed.
Recreation	No legal assistance needed.
School	Somersworth/Rollinsford SAU Change; Right to Know requests; Contract review; HS/CTC JBC counsel
Committees	No legal assistance needed.

Financial Outcomes: Litigation

Ventas Realty Limited Partnership v. City:

(2014 tax year) Bench Trial held June 2018. Ruling in favor of City received. Plaintiff filed Motion for Reconsideration, denied by Strafford County Superior Court. Case appealed to NH Supreme Court.

(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.

(2017 tax year) Complaint filed with Court on August 28, 2018 and served on City September 24, 2018

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.

Shawn Labrie v. City of Dover Office of Assessor – Case pending in Strafford County Superior Court. Discovery served on plaintiff.

McQuade Realty, Inc v. JAD Investments LLC & City: City Attorney filed an Answer and Appearance.

Industrial Tower & Wireless, LLC v. City: ITW claims that the City has unreasonably restricted construction of wireless facilities. Complaint dated 01.17.2019 filed with the US District Court in Concord.

City V. Cocheco Falls Associates, LP – City filed a Complaint in Strafford County Superior Court for Damages and Request for Declaratory Relief regarding the Cocheco Falls Dam Lease Agreement.

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 manufacturers, hotels, software and IT companies reporting year-over-year increases in sales and revenues in recent weeks. Recent retail activity, after the strongest on record for downtown merchants with City assisted sales help, has experienced the seasonal first quarter decline. Commercial real estate activity, including multifamily/ mixed use projects was robust regionally and locally. Non-residential industrial development, limited by the high cost of new builds and the lack of accelerator space units, is now seeing some breakthroughs in new build activity as companies realize interest rates are rising and building materials costs are expected to rise due to tariffs on imported materials, +4.5% on average. Present costs are projected to rise in the future. Single home residential real estate is experiencing declining activity, with increases in prices but are still somewhat limited by lack of inventory. Staffing firms report hiring for specific skill sets is brisk but limited by available potential employees. The Dover unemployment rate is now 2.4%. Planned wage increases are gaining momentum with prices increasing slightly to moderately in most sectors (3.0-3.5 %). Contacts expect moderate 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 26,500 range and then fell off significantly in the Tech sector. Recent sell offs due to trade war fears and political uncertainties are being overcome by strong fundamentals. Most recently the US economy is growing at a record pace (GDP growth at 4.2% over Q3, 2.6% for the year, but declining to 2% over the course of 2019) with tariff and trade policy concerns. Interest rates most recently are falling within narrow ranges but so far, this has not slowed the increase in mortgage and debt financing yet. Downtown retailers, bars and restaurants are experiencing flat performance this month with a few suffering from increased competition and rising lease costs. The most marketing savvy establishments are experiencing improved sales growth aided by the multiple marketing events cosponsored and implemented by DBIDA, Dover Main Street, the Chamber of Commerce and the Dover Retail Committee. Retailers reported they continue to be helped by the First Fridays Art Walk events, the Dover Arts Festival and other events with the cooperation of virtually all merchants City wide.

Selected Business Services:

Demand for consulting and advertising is up moderately over last year at this time. Software and IT services providers are experiencing vastly improved results versus the previous year sales. Services to the healthcare sector have recently increased as walk-in convenient care centers and stand-alone ER's are being added. Some consolidation is now being experienced in the institutional healthcare sector. Wentworth Douglas Hospital's merger with Mass General is part of an overall consolidation trend in institutional healthcare. This is expanding the range of medical specialties available to the Dover market. WDH has opened a medical practice facility at the Pease Development Authority. 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 2019 revenue growth are in the 7% range.

Office and Administrative Support, Food Preparation and Related Serving, and Healthcare Practitioners and Technical occupations in Dover all exceed the national average while Computer and Mathematical occupations are the fastest growing in Dover having grown by 475 jobs year over year.

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 and declines in Connecticut and Rhode Island 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 with some breakthrough projects beginning to buck the trend this month. 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 improve this month. Land sales continue to have momentum locally. Investment demand for commercial real estate remains strong, especially for industrial space. Leasing fundamentals maintained a moderate pace of improvement in recent weeks, consistent with slow employment growth. A significant amount of speculative office construction as part of mixed use building is now being done. Some recent mixed use developments that were experiencing difficulty in filling the commercial component while booking the residential component immediately have now filled their commercial space. The lending environment remains highly favorable to borrowers, with historically low, and now decreasing, 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 but steady 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 going forward with demolition and some new construction observed. The Robbins building downtown sold to Cathartes who has now completed demolition of the building and is now well along in the process of building above ground stories 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 4.75% on residential mortgages). Median selling prices continue to rise locally and are up 9.7% year-over-year 2017-2018. Condo sales though somewhat mixed regionally, are up slightly 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 for single family homes to the \$387,000 range. Pending sales suggest the markets for single family houses and condo's will continue throughout 2019 with a probable pause in growth late in 2020 or early 2021.

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 but may move to consolidate operations at their Massachusetts HQ. Local manufacturing has grown 400 jobs this year. Exporters to both Europe and China are concerned with the UK exit from the EU and most world economies are not doing as well and that softens support for the US economy. The Chinese economy has slowed but China's GDP is still growing, but at a very reduced rate and their investment in infrastructure, often purchased here, is 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. The negative tariff situation VS, China is estimated at only 4.5 % in adverse costs so far, but depending on the outcome of pending trade talks with China, 25% tariffs on over \$400 million in Chinese goods sales in the US could be sanctioned if the intellectual property theft cannot be remedied. 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 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 at peak use periods for local electrical energy. 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, SUV and auto sales have declined again in March. Locally we are seeing some confidence in future auto sales expressed in two large dealership expansion and upgrade investments on Dover Point Road. Dealership auto inventories on site are growing. Manufacturing firms reporting on inventory levels are 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 some new builds being deferred 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 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 late building season. Outlook for the balance of the year remains very positive. Very few manufacturing buildings in the

20,000-30,000 SF range have become available locally. The Silver Square development is now well underway with Phase II progress on this \$50 million dollar development

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, Somersworth High School CTC and UNH for BIZEDConnect are underway with the new Board member assignments. 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 relatively flat sales results. Year-over-year store sales range from even to up 8% but these sectors are now in their annual Q1 low demand period. The recent stock market declines have not worried many at Main Street businesses at present. The uncertainty about the effect of the tax reform law on household income and the issues of the affect on healthcare coverage and cost have faded to some degree. The recent gasoline price volatility (now in a significantly higher 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 (Air B & B's) is beginning to affect hotel occupancy rates negatively in a minor way. 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 significant store closings and layoffs. Sears has declared bankruptcy and J.C. Penney and Payless are on the ropes. Many malls are being repurposed to other uses, including residential development. 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 2019. 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 March despite the seasonal first quarter decline. Dover's current unemployment rate is 2.4%. 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. 2018 wage gains averaged 3.5% and something in the 4. 5% range is expected in 2019.

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.
- 49,000 SF at 27 Production Drive leased to buy option exercised.
- Robbins Building site
- Cathartes Project (Demolition complete, upper stories being built).
- Well over \$100,000,000 in Dover development underway.
- Enterprise Park Developments suffering from "sticker shock" for new builds. Four projects expected to begin in 2019.
- Fosters Building sold for \$1.5 million / Kostas Brothers (renovation in process).
- The Old courthouse Building on First and 2nd may now be renovated for a mixed use facility.
- 6 Grove St. Project is underway.

Parking Division

Meter Activity

	February 2019	February 2018
Meter Transactions	34,528	33,761
Income from Meters - Total	\$50,120	\$46,243
Income from Meters – Parking Garage	\$5,204	\$4,299
Meter Days	19	19
Average Meter Transactions Per Day	1,817	1,777
Transaction Increase / Decrease	+2.3%	

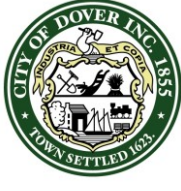
	Fiscal Year 2019	Fiscal Year 2018
Meter Transactions	303,465	291,618
Income from Meters - Total	\$419,114	\$382,456
Meter Days	164	164
Average Meter Transactions Per Day	1,850	1,778
Transaction Increase / Decrease	+4.0%	

COAST

Ridership Activity

Month	Route 1	Route 2	Route 33 (FasTrans)
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
August 2018	5,272	16,055	1,063
September 2018	4,503	13,291	1,086
October 2018	5,618	16,595	1,245
November 2018	5,193	15,055	1,107
December 2018	5,049	14,655	899
January 2019	5,221	14,432	1,067
February 2019	4,796	13,479	1,103

J. MICHAEL JOYAL, JR.
CITY MANAGER

 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>City Hall, Council Chambers</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, March 27, 2019</td></tr> <tr> <td>Meeting Time:</td><td>7:00pm</td></tr> </table>	CITY COUNCIL - MINUTES		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Chambers	Meeting Date:	Wednesday, March 27, 2019	Meeting Time:	7:00pm
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1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Keane 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 Mistretta

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to substitute as a whole Item 13.B.1. He moved to move Item 12.C.1. up on the Agenda to immediately follow the City Manager's Report.

Councilor Muffett-Lipinski moved to add the Solid Waste Advisory Commission Report.

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

Vote: 9/0.

7. PUBLIC HEARINGS

A. CHAPTER 166 – VEHICLES AND TRAFFIC, SECTION 50 & 56

SPONSORED BY MAYOR WESTON BY REQUEST

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

B. OPERATION OF KENO GAMES IN DOVER

SPONSORED BY MAYOR WESTON BY REQUEST

Norman Allie, 66 Stocklan Circle: He spoke against putting it on the ballot.

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

C. APPROPRIATION FOR SHAW'S LANE WATER WELL AND FIELD IRRIGATION SYSTEM (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)

SPONSORED BY MAYOR WESTON BY REQUEST

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

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Chambers Meeting Date: Wednesday, March 27, 2019 Meeting Time: 7:00pm
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8. CITIZEN'S FORUM

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

Ashley Mowatt, Teacher, 12 Lillians Lane: She spoke in favor of the School Department's proposed budget.

Denise Copley, Teacher, 29 Samuel Hanson Avenue: She spoke in favor of the School Department's proposed budget.

Erin Marshall, 32 Basils Place: She spoke in favor of the School Department's proposed budget.

Fran Meffen, DMS Counselor, 16 Benjamin Way: She spoke in favor of the School Department's proposed budget.

Tina Bushkin, 133 Back River Road: She spoke in favor of the School Department's proposed budget.

Debra Hackett, Teacher, 4 Brookmoor Road: She spoke in favor of the School Department's proposed budget.

Elizabeth Dubois, Teacher, 389 Back Road: She spoke in favor of the School Department's proposed budget.

Carol Finn, 10 Sun Hawk Lane: She spoke in favor of the School Department's proposed budget.

Carolyn Hall Schulten, 18 Cote Drive: She spoke in favor of the School Department's proposed budget.

Scott Sicko, Teacher, 50 Pointe Place, #108: He spoke in support of the proposed School Department's budget.

Joseph Tenuta, Teacher, 62 Long Hill Road: He spoke in support of the proposed School Department's budget.

Jill Sears, Teacher, 74 Atkinson Street: She spoke in favor of the School Department's proposed budget.

Kimberly Alexander, PTA Co-President, 339 Washington Street: She spoke in favor of the School Department's proposed budget.

 CITY OF DOVER	CITY COUNCIL - MINUTES <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Chambers</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, March 27, 2019</td></tr> <tr> <td>Meeting Time:</td><td>7:00pm</td></tr> </table>	Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Chambers	Meeting Date:	Wednesday, March 27, 2019	Meeting Time:	7:00pm
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Sullivan Kimball, DHS Student, 32 Fourth Street: He spoke in support of the proposed School Department's budget.

John Leggett, Student, 3 Penny Lane: He spoke about a PSA he and other students in the DHS Honors Chemistry class regarding the harmful effects of ultraviolet rays from the sun.

Councilor Shanahan moved to suspend the rules to allow Dover Teachers Union President Lisa Dillingham of Strafford to address the Council; seconded by Councilor Thibodeaux.
Vote: 8/0.

Dover Teachers Union President Lisa Dillingham: She spoke in favor of the School Department's proposed budget.

Jennifer McCarthy, 18 Preble Street: She spoke in favor of the School Department's proposed budget.

John Calabrese, 20 Florence Street: He spoke in support of the proposed School Department's budget.

Leigh-Anne Sapienza, 48½ Dover Point Road: She spoke in favor of the School Department's proposed budget.

Stephen Schulten, 18 Cote Drive: He spoke in support of the proposed School Department's budget.

Oliver Kimball, Student, 32 Fourth Street: He spoke in support of the proposed School Department's budget.

Jill Brooks, 60 Cushing Street: She spoke in favor of the School Department's proposed budget.

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

Deputy Mayor Carrier moved for the adoption of Item 12.C.1.; seconded by Councilor Ciotti.
New Hampshire Lottery Executive Director Charles McIntyre gave an overview of Keno and its impact on education funding.
Roll Call 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>City Hall, Council Chambers</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, March 27, 2019</td></tr> <tr> <td>Meeting Time:</td><td>7:00pm</td></tr> </table>	CITY COUNCIL - MINUTES		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Chambers	Meeting Date:	Wednesday, March 27, 2019	Meeting Time:	7:00pm
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9. CITY MANAGER'S REPORT

- A. March 27, 2019 City Manager's Report
- B. Fiscal Year 2020 Proposed Budget Presentation

City Manager gave a PowerPoint presentation regarding the Fiscal Year 2020 Proposed Budget to the Council.

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

Vote: 9/0.

10. APPROVAL OF MINUTES

- A. March 13, 2019 – Regular Meeting

Deputy Mayor Carrier moved to accept the Minutes; seconded by Councilor Thibodeaux.

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Weston said she attended an event the Dover High School regarding Vaping Abuse. Deputy Mayor Carrier moved to accept the Mayor's Report, seconded by Councilor Muffett-Lipinski.

Vote: 9/0.

12. UNFINISHED BUSINESS

- A. ORDINANCES IN THE 2ND READING

- 1. CHAPTER 166 – VEHICLES AND TRAFFIC, SECTION 50 & 56
SPONSORED BY MAYOR WESTON BY REQUEST

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

- B. ORDINANCES IN THE 3RD READING

- C. RESOLUTIONS

- 1. OPERATION OF KENO GAMES IN DOVER
SPONSORED BY MAYOR WESTON BY REQUEST

Moved up on the Agenda to follow the Citizen's Forum.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 27, 2019**
Meeting Time: **7:00pm**

2. APPROPRIATION FOR SHAW'S LANE WATER WELL AND FIELD IRRIGATION SYSTEM (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)

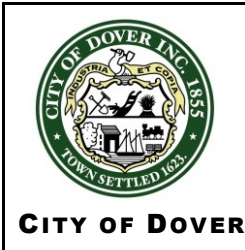
SPONSORED BY MAYOR WESTON BY REQUEST

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

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – Tendercrop Farm at the Red Barn**
- 2. ROAD RACE – Children's Museum of New Hampshire**
- 3. TAG – Studio 109 Dance, Voice & Drama**
- 4. B19035 RIVER STREET PUMP STATION VARIABLE FREQUENCY DRIVE REPLACEMENT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 5. B19038 AWARD OF BID FOR CONSTRUCTION EQUIPMENT RENTAL**
SPONSORED BY MAYOR WESTON BY REQUEST
- 6. B19039 SAND AND GRAVEL PRODUCTS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. B19048 AWARD OF BID HAND PAVEMENT MARKINGS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. B19049 PAVEMENT MARKINGS LONG LINE REFLECTORIZED**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. APPROVAL OF LICENSE AGREEMENT BETWEEN CITY AND CARNEGIE HOLDINGS, LLC**
SPONSORED BY MAYOR WESTON BY REQUEST



CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 27, 2019**
Meeting Time: **7:00pm**

COMMITTEE REPORTS

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

Deputy Mayor Carrier moved for the adoption of the Consent Calendar; seconded by Councilor Muffett-Lipinski.

Mayor Weston asked the Council if they had items they would like pulled for further discussion. Councilor Thibodeaux pulled Item. 13.A.9.

Deputy Mayor Carrier pulled the highlighted Committee Reports.

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.9.; seconded by Councilor Thibodeaux.

Roll Call Vote: 9/0.

Councilor Muffett-Lipinski gave an overview of the Solid Waste Advisory Commission Report to the Council.

Deputy Mayor Carrier moved to accept the Solid Waste Advisory Commission Report; seconded by Councilor Keane.

Vote: 9/0.

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

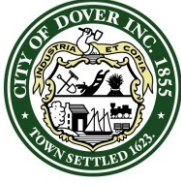
Deputy Mayor Carrier moved to accept the Joint Building Committee – Dover High School and Regional CTC Report; seconded by Councilor Ciotti.

Vote: 9/0.

Councilor Ciotti gave an overview of the Joint Building Committee – Garrison Elementary School Report to the Council.

Deputy Mayor Carrier moved to accept the Joint Building Committee – Garrison Elementary School Report; seconded by Councilor Keane.

Vote: 9/0.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Chambers Meeting Date: Wednesday, March 27, 2019 Meeting Time: 7:00pm
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Councilor Shanahan gave an overview of the COAST Report to the Council.
Deputy Mayor Carrier moved to accept the COAST Report; seconded by Councilor Keane.
Vote: 9/0.

Deputy Mayor Carrier gave an overview of the Dover Main Street Report to the Council.
Deputy Mayor Carrier moved to accept the Dover Main Street Report; seconded by Councilor Keane.
Vote: 9/0.

Councilor Williams gave an overview of the Strafford Regional Planning Commission Report to the Council.
Deputy Mayor Carrier moved to accept the Strafford Regional Planning Commission Report; seconded by Councilor Ciotti.
Vote: 9/0.

Councilor Gasses gave an overview of the Tri-City Homelessness Task Force Report to the Council.
Deputy Mayor Carrier moved to accept the Tri-City Homelessness Task Force Report; seconded by Councilor Williams.
Vote: 9/0.

B. RESOLUTIONS

- 1. FISCAL YEAR 2020 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM
(TO BE REFERRED TO A SCHOOL DEPARTMENT PUBLIC HEARING ON APRIL 10, 2019, AND THE CITY PORTION PUBLIC HEARING ON APRIL 24, 2019.)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to the School Department public hearing on April 10, 2019 and the City Portion Public Hearing on April 27, 2019; seconded by Councilor Thibodeaux.

- 2. APPROPRIATION OF RECREATION FACILITIES CAPITAL RESERVE FUNDS FOR COMMUNITY TRAIL PHASE IV SECTION
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 10, 2019)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on April 10, 2019; seconded by Councilor Shanahan.
Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 27, 2019**
Meeting Time: **7:00pm**

C. ORDINANCES IN 1ST READING

**1. CHAPTER 89 – DOGS, SECTIONS 7 AND 9
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 10, 2019)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on April 10, 2019; seconded by Councilor Williams.

Vote: 9/0.

**2. CHAPTER 166 – VEHICLES AND TRAFFIC, SECTION 57
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 10, 2019)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on April 10, 2019; seconded by Councilor Ciotti.

Vote: 9/0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Several Councilors thanked the citizens for their comments during Citizen's Forum.

16. ADJOURN

Councilor Muffett-Lipinski moved to adjourn; seconded by Councilor Williams.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, April 3, 2019**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Gasses led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. CITIZEN'S FORUM

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

Gretchen Lothrop, 16 Grandview Drive: She spoke in support of the proposed School Department's budget.

James Verschueren, 102B Sixth Street: He spoke in support of the proposed School Department's budget.

David Green, 45 Middle Road: He spoke in support of the proposed School Department's budget.

Jeffrey DiBello, 6 Pearl Street: He spoke in support of the proposed School Department's budget.

Micaela Demeter, 33A Piscataqua Road: She spoke in support of the proposed School Department's budget.

Amanda Russell, School Board Chairperson, 20 Cranbrook Lane: She spoke in support of the proposed School Department's budget.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, April 3, 2019**
Meeting Time: **7:00 pm**

6. DISCUSSIONS

A. BUDGET PRESENTATIONS

1. SCHOOL

Superintendent Harbron and Business Administrator Libby Simmons gave a PowerPoint presentation regarding the School Department's budget to the Council.

2. EXECUTIVE

City Manager Joyal gave an overview of several documents with the Council:
Fiscal Year 2020 Schedule of Fees and Fines
Metrics for Dover compared to other New Hampshire cities
Metrics for Dover departments for the past three years.
He then gave a PowerPoint presentation regarding the Executive Department's budget to the Council.

Director of Information Technology Dove gave a PowerPoint presentation regarding DoverNet's budget to the Council.

3. FINANCE

Finance Director Lynch gave a PowerPoint presentation regarding the Finance Department's budget to the Council.

4. PLANNING

Assistant City Manager Parker gave a PowerPoint presentation regarding the Planning and Community Development Department's budget to the Council.

5. LIBRARY

Library Director Beaudoin gave a PowerPoint presentation regarding the Library Department's budget to the Council.

6. DOVERNET

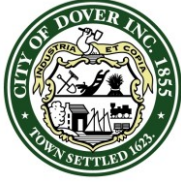
Moved up on the agenda as part of Executive.

7. ADJOURNMENT

Councilor Muffett-Lipinski moved to adjourn; seconded by Councilor Gasses.

Vote: 9/0.

All documents and PowerPoint presentations have been archived with these Minutes.

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY OF DOVER - ORDINANCE</th></tr> <tr> <td colspan="2">Agenda Item#: 12.A.1.</td></tr> <tr> <td>Ordinance Number:</td><td>O –2019.03.27 – 006</td></tr> <tr> <td>Ordinance Title:</td><td>Dogs</td></tr> <tr> <td>Chapter:</td><td>89</td></tr> <tr> <td>Sections:</td><td>89-7 Seizure of Unlicensed Dogs and 89-9 Impoundment</td></tr> </table>	CITY OF DOVER - ORDINANCE		Agenda Item#: 12.A.1.		Ordinance Number:	O –2019.03.27 – 006	Ordinance Title:	Dogs	Chapter:	89	Sections:	89-7 Seizure of Unlicensed Dogs and 89-9 Impoundment
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Chapter:	89												
Sections:	89-7 Seizure of Unlicensed Dogs and 89-9 Impoundment												

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 89.

2. AMENDMENT

Chapter 89 entitled “Dogs” is hereby amended by revising Section 89-7, “Seizure of Unlicensed Dogs” as follows:

89-7. Seizure of Unlicensed Dogs.

- A. Any authorized police officer may seize any dog not properly licensed after a written warning and cause it to be transported to the approved boarding facility authorized to accept such dogs by the City in accordance with the City bidding process ~~Cochecho Valley Humane Society or other incorporated entity authorized to accept such dogs.~~ The approved boarding facility ~~Cochecho Valley Humane Society, or other authorized incorporated entity~~ shall keep said dog at the expense of the ~~City~~ for a period of time not to exceed seven ~~(7)~~ consecutive days. Full title to the dog shall transfer to the approved boarding facility ~~Cochecho Valley Humane Society, or other authorized incorporated entity~~ after seven ~~(7)~~ consecutive days. ~~If, after such time, the dog remains unclaimed, then the Cochecho Valley Humane Society shall dispose of said dog at the expense of the City of Dover.~~
- B. Any owner of a dog, so seized, may reclaim said dog during the seven ~~(7)~~ day period provided for herein by furnishing proof of a proper license, payment of the forfeiture fee and service fee, a ~~reasonable~~ daily facility fee, all necessary veterinary fees, and a twenty-five dollars (\$25.00) pick up and transportation service charge paid to the Police Department. ~~(RSA 466:15)~~

3. AMENDMENT

Chapter 89 entitled “Dogs” is hereby amended by revising Section 89-9, “Impoundment” as follows:

89-9. Impoundment.

It shall be the duty of every police officer or other law enforcement officer or other such person as may be designated by the Animal Control Officer to apprehend any dog running at large contrary to the provisions of § 89-8 and may impound such dog at the approved boarding facility authorized by the City in accordance with the City bidding process to accept such dogs. ~~Cochecho Valley Humane Society or other authorized incorporated entity.~~

4. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O –2019.03.27 – 006**
Ordinance Title: Dogs
Chapter: 89
Sections: 89-7 Seizure of Unlicensed Dogs and 89-9 Impoundment

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: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

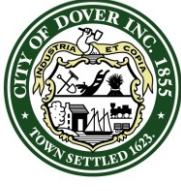
First Reading Date: 03/27/2019	Public Hearing Date: 04/10/2019
Approved Date:	Effective Date:

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.		

ORDINANCE BACKGROUND MATERIAL:

This amendment brings these sections in line with current practice and eliminates reference to a specific boarding facility as they may change over time.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.2. Ordinance Number: O – 2019.03.27 – 007 Ordinance Title: Vehicles and Traffic Chapter: 166 Section: 57.Schedule J. Limited Time Parking
---	---

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to add Bellamy Road to Schedule J.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 57-Schedule J. Limited Time Parking as follows:

166-57. SCHEDULE J. Limited Time Parking. [Amendments noted where applicable]

A. [Repealed on 05-23-12 by Ord. No. 2012.05.09-9]

A. In accordance with the provisions of 166-22, it shall be unlawful for the owner or operator of any Vehicle to park for more than two (2) hours in the following described locations:

STREET	LOCATION
Adelle Drive [Added on 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 A.M. and 2:00 P.M., Monday through Friday, between September 1 st and June 15 th
<u>Bellamy Road</u>	<u>Both sides from the intersection with Hartswood Road, southerly to the Bellamy Road split, between the hours of 8:00 A.M. and 2:00 P.M., Monday through Friday, between September 1st and June 15th.</u>
Broadway	Northerly side, from the intersection with St. John Street westerly to the PSNH pole #114/A1
Broadway [Amended on 10-26-2016 by Ord. No. 2016.10.12-013]	Southerly side from the driveway between 3 and 7 Broadway easterly to the intersection with St. John Street

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2019.03.27 – 007**
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 57.Schedule J. Limited Time Parking

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Name
Councilor

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

Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date: 03/27/2019	Public Hearing Date: 04/10/2019
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 - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2019.03.27 – 007**
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 57.Schedule J. Limited Time Parking

ORDINANCE BACKGROUND MATERIAL:



In 2008, not long after Dover High School instituted a permit program for their parking lots, students began using the nearby neighborhoods as satellite parking to avoid the permit requirements. In response, the residents requested that a time limit be instituted during the school day to deter the students from parking there. City Council authorized a two-hour limit for Hartwood Road and Sunset Drive, along with some roads along Route 108.

After this time, the intersection of Bellamy and Knox Marsh Roads was reconfigured, creating a section of Bellamy Road that led to Hartwood Road that was not covered by the regulation. This March, the Parking Manager received concerns from the residents, including those on the affected section of Bellamy Road about the students parking there. He discovered that the ordinance had not be amended after the reconfiguration of the roadway.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2019.03.27 – 040**

Resolution Re: Appropriation of Recreation Facilities Capital Reserve
Funds for Community Trail Phase IV Section

WHEREAS: The 2000 and 2016 Transportation Chapters of the City Master Plan identify the need to improve recreation opportunities and facilities for pedestrians and bicyclists; and

WHEREAS: The City Council has supported the development of the Community Trail and authorized the necessary match required for NHDOT grants to construction various segments of the Community Trail to date, to include adoption of an October 2015 resolution to appropriate matching funds for a NHDOT TAP grant; and

WHEREAS: The City has available NHDOT Grant funds for Phase IV of the Community Trail and the required matching funds for this grant is \$150,000; and

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

The amount of \$150,000.00 is hereby appropriated from the Recreation Facilities Capital Reserve, as part of the FY2020 Capital Improvements Program, for the purpose of providing matching funds for the NHDOT grant for construction of the Community Trail Phase IV section.

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Sue Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2019.03.27 – 040**

Resolution Re: Appropriation of Recreation Facilities Capital Reserve
Funds for Community Trail Phase IV Section

DOCUMENT HISTORY:

First Reading Date: 03/27/2019

Public Hearing Date: 04/10/2019

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2019.03.27 – 040**

Resolution Re: Appropriation of Recreation Facilities Capital Reserve
Funds for Community Trail Phase IV Section

RESOLUTION BACKGROUND MATERIAL:

The Community Trail, as outlined in the 2000 and 2016 Transportation Chapter of the Master Plan, is to enhance non-vehicular transportation modes extend to reach Bellamy Park, through Dover Middle School and High School, to Durham Road/Central Avenue, and then follow a former railroad bed from Central Avenue to Watson Road.

To date an urban portion of the trail exists from Fisher Street to the Transportation Center, and a rural portion exists from Beckwith Park to Watson Road. Recently the City was awarded a NHDOT TAP grant to complete the trail from Fisher Street to Central Avenue (Phase III), to complete a stairway connection on Fourth Street down along the river bank and a rural construction of the trail from Fourth Street to Beckwith Park.

As part of the continuous effort to improve and expand the Dover Community Trail, the City applied and was awarded a reimbursement grant from NHDOT that has a 20% match requirement. This grant is to expand the Community Trail. Phase IV would start on Bellamy Road and continue into Bellamy Park, behind Westgate Village and Lilac Garden to Route 155. The path would be improved in the areas where an existing easement is in place and formalized to connect the trail/easement sections to be one connected crushed stone pathway from Bellamy Road to Route 155. This new path would allow students and other community members safer access from the multi-family housing and Bellamy Road area to the Middle and High schools and the Route 108 sidewalk to the future trailhead being created at Route 108 and Rutland Street (during Phase III of the Community Trail).

The appropriation requested in this resolution would fund the costs for the feasibility and engineering studies required by NHDOT as well as the construction, drainage work, signage, and more needed to complete this phase of the trail.

After being constructed, trail users could utilize existing sidewalk along Durham Road/Route 108 and Daley Drive and Alumni Drive to connect to the rest of the Dover Community Trail.

The Recreation Facilities Capital Reserve has an available balance of \$465,789.00, after appropriating \$150,000, the capital reserve will have a balance of \$315,789. The remaining capital reserve balance is sufficient to fund planned CIP projects as outlined in the City's FY2020-2025 Capital Improvements Plan.



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

Check (✓) the type of application:

RAFFLE* ☒, TAG* ☐, BLOCK PARTY** ☐

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

Organization Name: Greater Dover Chamber of Commerce
Federal Tax ID number for Organization: 02-0127246

Check (✓) Nature of Organization:

Religious ☐, Educational ☐, Charitable ☒, Civic ☒, Sports ☐, Veterans ☐, Fraternal or Political ☐, Other ☒
(Describe) Chamber of Commerce

Contact Person: Morgan Faustino Day Time Telephone: (603) 742-2216

Address: 550 Central Ave Dover, NH Email: events@dovernh.org

Purpose of Permit: Apple Harvest Day and 5K raffle

Date of Event: Saturday Oct 5 Specific Time: ~ 9:30 am

Location of Event: Downtown Dover, NH

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

Prize (s) To Be Awarded: Apple Watches and other raffle prizes

Cost of Ticket: Raffles \$ 15-25 Date of Drawing: 10/5/19

Place of Drawing: Downtown Dover

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: [Signature] DATE: 2/25/19
(duly authorized)

PRINTED NAME: Morgan Faustino

Licensing Board Approval [Signature] Date: 3/26/19

CAF
Bond



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

Check (✓) the type of application:

RAFFLE* _____, TAG* _____, BLOCK PARTY** ✓ _____

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

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (✓) Nature of Organization:

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

(Describe) Cohetto Arts Festival Concerts

Contact Person: Morgan Faustino Day Time Telephone: (603) 742-2216

Address: 550 Central Avenue

Email: events@dovernham.org

Purpose of Permit: Dover Community Band

Date of Event: 7/11, 7/25, 8/1, 8/22 Specific Time: 3pm to 10pm (performance at 7:30pm)

Location of Event: Upper Henry Law

*******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): See Attached

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Mark Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: _____

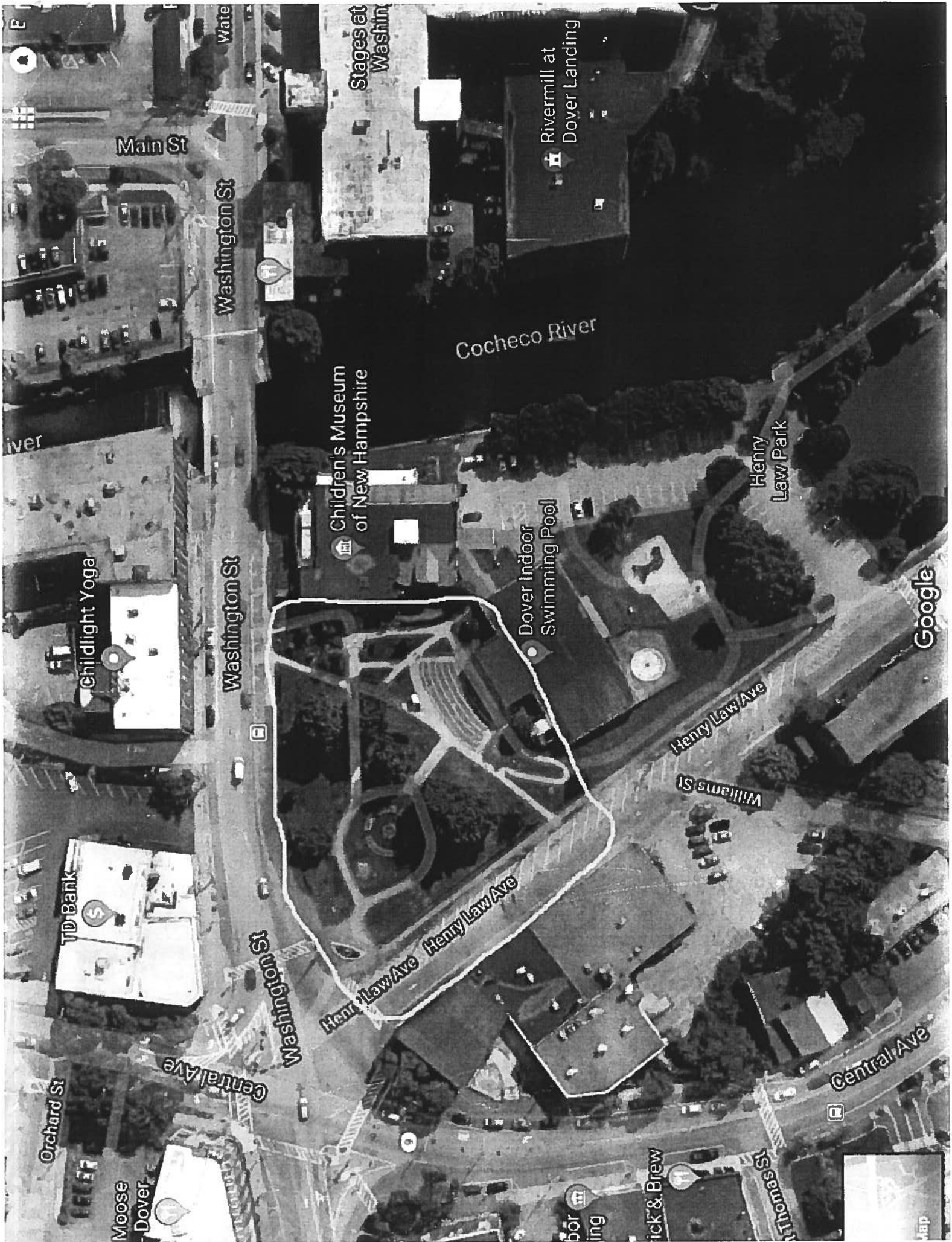
DATE: 2/25/19

(duly authorized)

PRINTED NAME: Morgan Faustino

Licensing Board Approval _____

Date: 8/1/19





PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

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

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

Organization Name: Prescott Park Arts Festival

Federal Tax ID number for Organization: 02-0370018

Check (☒) Nature of Organization:

Religious _____, Educational _____, Charitable ☒, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
(Describe) Non profit arts organization (501c3)

Contact Person: Angela Greene

Day Time Telephone: 603-766-2689

Address: PO Box 4370 Portsmouth NH 03802

Email angela@prescottpark.org

Purpose of Permit: Block Party permit for lower Henry Law Park

Date of Event: July 27th

Specific Time: 12pm-5pm

Location of Event: Lower Henry Law Park

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

Block Party Location (attach map if more than one street is affected): Henry Law btwn Henry Law Ave + River St

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: Angela Greene
(duly authorized)

DATE: 3/21/2019

PRINTED NAME: Angela Greene

Licensing Board Approval

[Signature]

Date:

4/1/19



PRESCOTT PARK ARTS FESTIVAL

**PRESENTS A 2019 FOOD FESTIVAL: "TACOS & TEQUILA"
IN COLLABORATION WITH THE CITY OF DOVER**

OBJECTIVE

To present a community engaging event that promotes and attracts people to the city of Dover, and raises funds for Prescott Park Arts Festival, a 501(c)3 non-profit organization.

PROPOSED DATES + EVENT DETAILS

2019 SUMMER TACO FESTIVAL • SATURDAY (7/20 OR 7/27)

- This event will be ticketed, with controlled & limited entry
- Gates will open at 12pm, and close by 5pm
- We anticipate an attendance of 800-1,000 people
- 12-20 local food vendors will be included
- This event will require a one-day liquor license through the state of NH
- All permitting and licensing will be submitted and held by PPAF
- All requirements for food and liquor service will be satisfied per city and state standards and regulations.

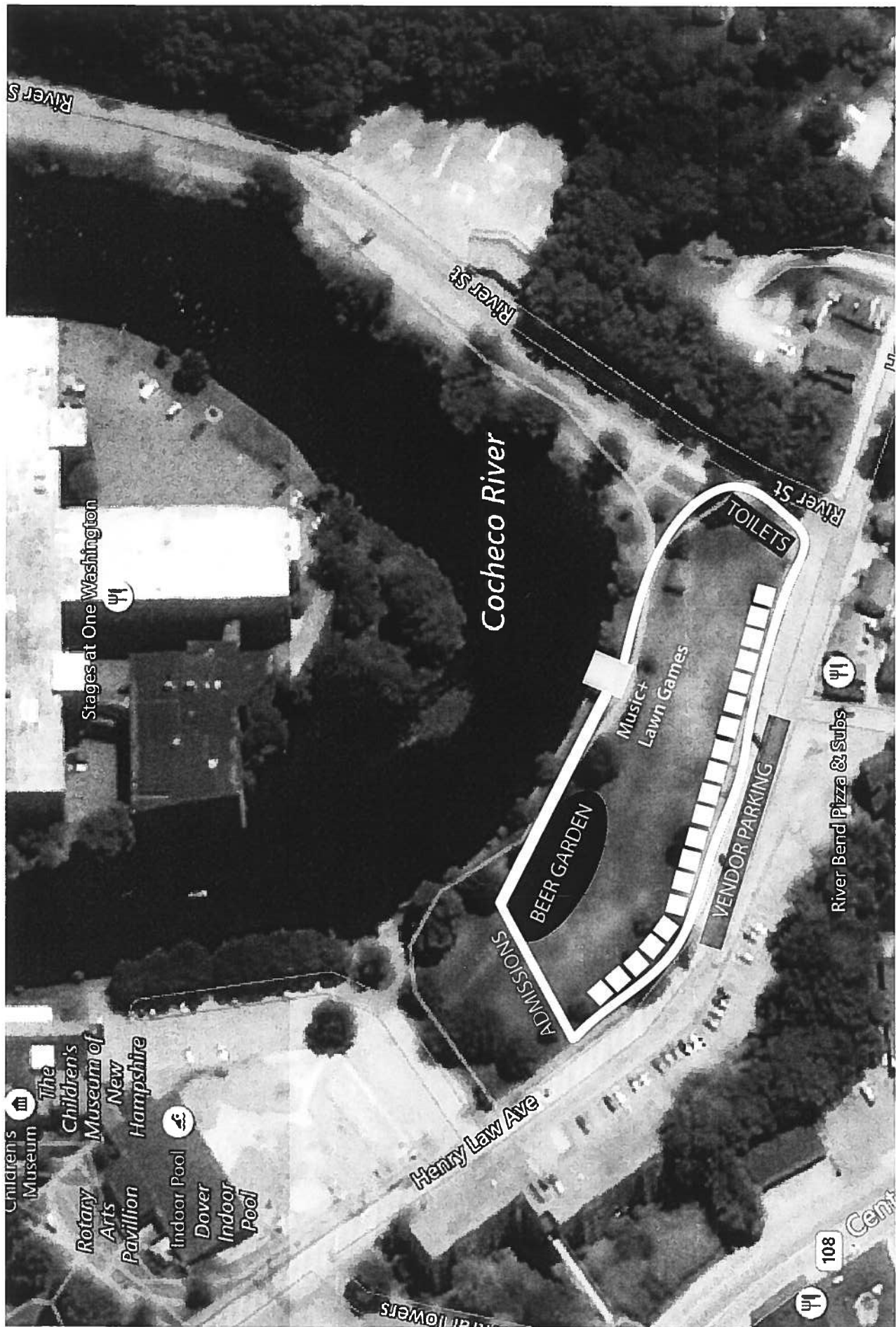
SCHEDULE OF EVENTS

Load in will begin the evening prior to the event, including a tent, tables, fencing, portable restrooms, and waste management set ups.

The event will be loaded out and the area cleaned and left in its prior condition no later than 9am the following day.

QUALIFICATIONS + EXPERIENCE

- Staff is certified, trained, and licensed through the NH Liquor Commission
- Core staff is Crowd Management Certified through the National Association of State Fire Marshalls
- 2 Staff members are NREMT and state licensed EMT-Basics
- Collectively, as a team, we have a long history of executing well-run, safe, and high-caliber events; including food and alcohol service to the general public





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



Check(☒) the type of application:

RAFFLE* ☐ , TAG* ☐ , BLOCK PARTY** ☒

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

Organization Name: Recoverydia, LLC

Federal Tax ID number for Organization: 83-2306206

Check (☒) Nature of Organization:

Religious ☐ , Educational ☐ , Charitable ☐ , Civic ☒ , Sports ☐ , Veterans ☐ , Fraternal or Political ☐ , Other ☐
(Describe) Candle Light Vigil

Contact Person: Matthew Conway Day Time Telephone: 603 505-5320

Address: 53 Atherton Ave Email: Recoverydia1@gmail.com

Purpose of Permit: Candle Light Vigil 10,000 candles for New Hampshire

Date of Event: 8/29/2019 Specific Time: 7:00pm - 10:00pm

Location of Event: Henry Law Park

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

Block Party Location (attach map if more than one street is affected): Henry Law Park

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: Matthew Conway (duly authorized) DATE: 3/26/2019

PRINTED NAME: Matthew Conway

Licensing Board Approval Talk 55 Date: 4/1/19

← [BACK TO ALL EVENTS](#)

10,000 Candles for New Hampshire

Thursday, August 29, 2019
8:00 PM – 9:30 PM

Deryfield Park
Bridge Street, Manchester, NH
03101, United States ([map](#))

What:

10,000 Candles for New Hampshire is a statewide event coordinated in as many cities and towns throughout New Hampshire as possible, with the center event at Greeley Park in Nashua, NH. Communities throughout the state will bind together through a live video simulcast that will be broadcast through social media and shared in each participating community vigil.

In the 8 months leading up to the event, RecoverYdia will conduct outreach to engage volunteers throughout the state in an effort to build the messaging that will appear during the event. Interviews and video demonstrating the community in action to develop and organize the event will be shared, along with pictures gathered of those lost to suicide and addiction. Those who were lost will be remembered on 10,000 candles for New Hampshire Day as we remind ourselves that we've survived.

The vision is to create an ongoing annual campaign that binds communities throughout the state together to reduce the number of individuals lost to suicide and addiction to zero.

The event is constructed around the messaging of human connection inserted into the collective conscious repeatedly, fostering an environment of togetherness and the notion that human connection is vital to maintain a healthy society.

Why:

Recent research demonstrates that our society is living in the loneliest time in history. Where we once banded together in tribes and community, more of us seek a life of isolation where we attempt to meet our human needs for connection through technology, but fail to obtain the fulfillment we once had with community. While we've eschewed the community for the screen, the screen has not yet been developed to meet our unmet human needs that are inherent when we participate in groups, tribes, community, and society in a way that gives us a sense that we are valued.

As we drift from the whole of the tribe, the feelings of anxiety and depression are increased. As a society we are fortunate to marshal the power of technology to enhance most facets of our lives, but in many cases the side effect is isolation. Current research shows that this phenomenon is creating significant negative impacts on mental health.

Our goal is to raise awareness that anxiety, depression, substance misuse and suicide can form as a cluster, and the opposite of this societal condition is connection. Connection is what the world looks like when individuals realize that they have value derived by their role in community. The community is where they are loved, hold a sense of purpose and can understand a future for themselves.

When: Thursday, August 29th 2019 from 8:00pm-9:30pm

Source:: <https://www.facebook.com/Ten-Thousand-Candles-For-New-Hampshire-282878889014968/>

Posted in Social Movements

Tagged Recovery, Vigil, New Hampshire, Community, Health, Movement



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

5K + 1/2 marathon

Check(✓) the type of application:

PARADE** ✓, ROAD TOLL***

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

Organization Name: First Parish church
Federal Tax ID number for Organization: 02-0240160

Check(✓) Nature of Organization:

Religious ✓, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political, Other

Name/Description of Event (if applicable): Cocheco Challenge Half Marathon

Contact Person: Lesley Hocking Day Time Telephone: 603-842-9023

Address: 7 Browning Dr Email: lesleyjulia2@yahoo.com

Date of Event: Aug 31, 2019 Specific Time: 8:30AM

Location of Event (if parade, attach course description or map): see attached

*****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: [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: Lesley Hocking DATE: 9/29/18
(duly authorized)

PRINTED NAME: Lesley Hocking

Licensing Board Approval [Signature] Date: 4/2/19



DOVER POLICE DEPARTMENT

Dover, New Hampshire
Memorandum

TO: Chief William M. Breault

FROM: Sgt. Marn Speidel, Traffic Bureau

RE: First Parish Church "Cocheco Challenge Half Marathon" race,
August 31, 2019

DATE: April 1, 2019

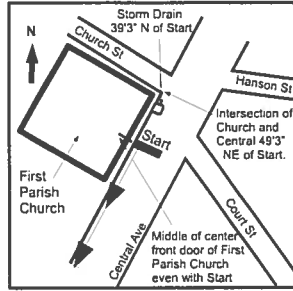
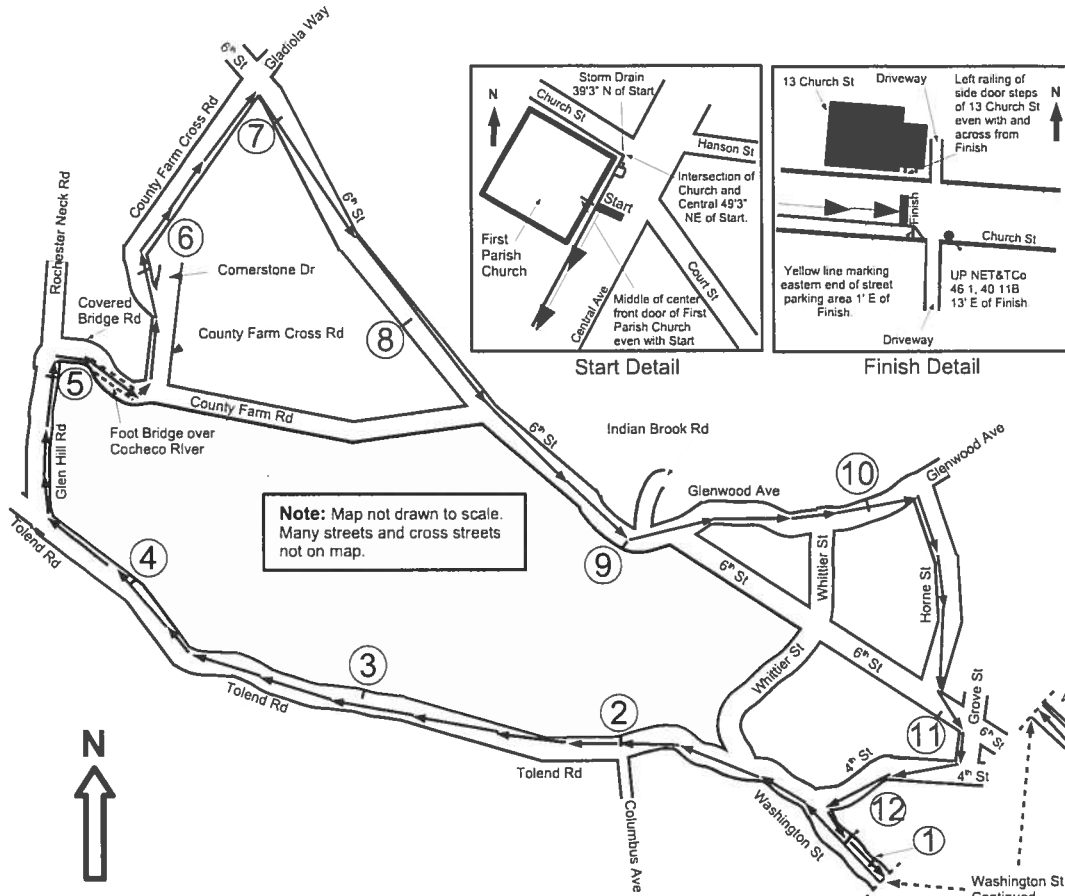
This half marathon (13.1 mile footrace) is an established fundraising event for First Parish Church, held on the Saturday morning of Labor Day weekend.

In 2019, the applicant has proposed adding a 5K course to be held simultaneously with the half marathon. Both races would start at the same time, and the 5K course veers off near the 1 mile mark.

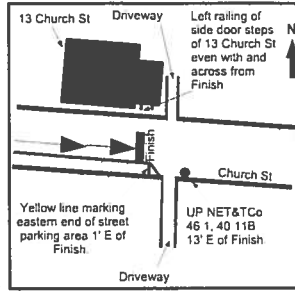
I have met with race organizers to provide technical review of several proposed 5K course options. The applicant has settled on a course as shown on the attachment, and the police department has agreed to the traffic implications. Most of the road closures required for both events are brief and/or intermittent. Officers will be stationed at a number of key intersections. The police department's operational plan for the half marathon includes a total of nine (9) officers assigned specifically, with all personnel costs to be reimbursed by the organizers. The 5K course requires an additional three (3) officers, also to be reimbursed by the organizers. First Parish Church will also be responsible to provide several traffic volunteers to be stationed at key points along the course.

Cocheco Challenge Half Marathon

Dover, New Hampshire



Start Detail



Finish Detail

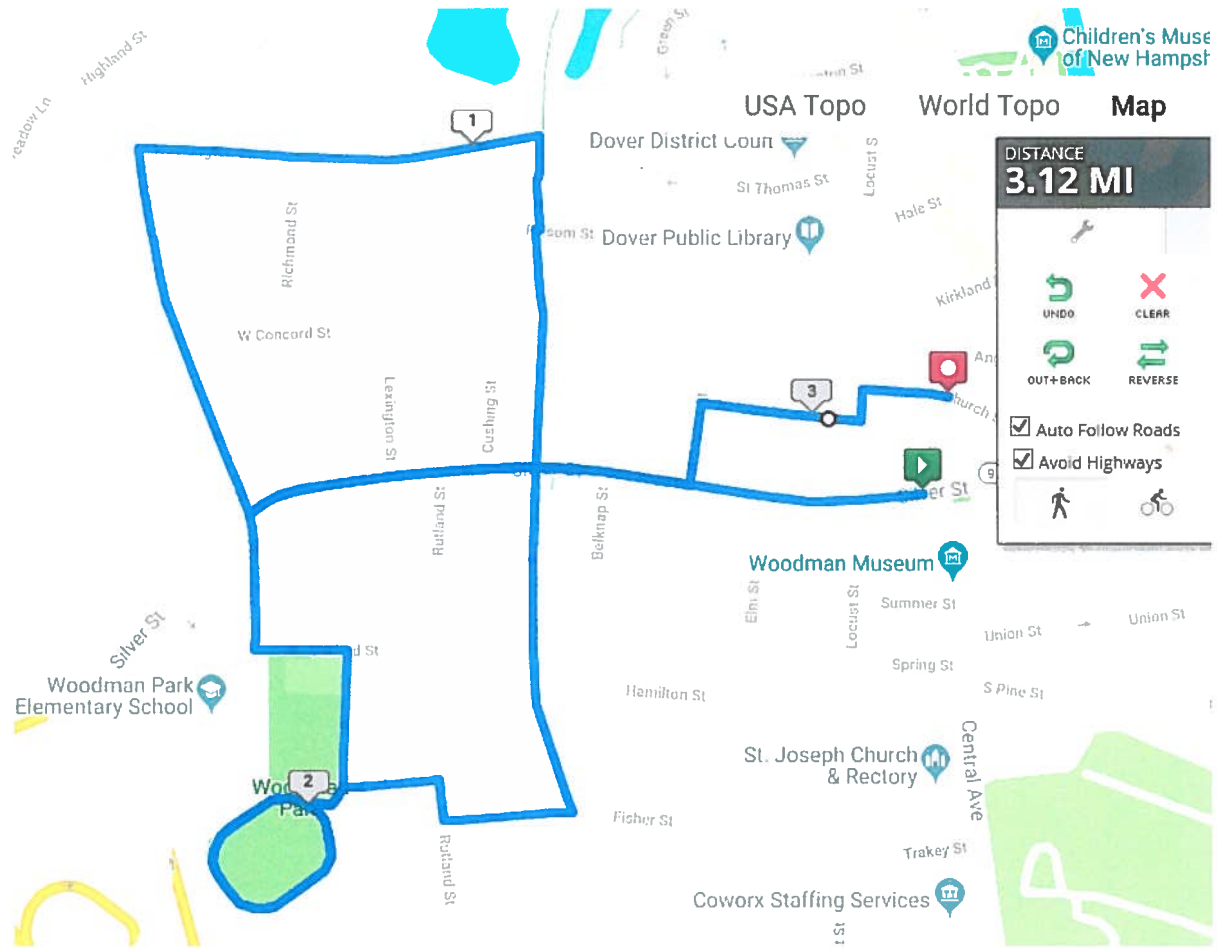
Start, Finish and all mile markers marked with P-K Nails and white paint (UP = Utility Pole).

- Start: On northwest side of Central Ave even with center of the middle front door of the First Parish Church at 218 Central Ave in Dover, 39'3" S of a storm drain & 49'3" S of intersection of Church St & Central.
- Mile 1: On northeast side of Washington St about 3' NW of the middle of the driveway for 331 Washington St.
- Mile 2: On north side of Tolend Rd even with the end of the double yellow center line on Columbus Ave on opposite side, and 4'3" W of west edge of the house at 95 Tolend Rd.
- Mile 3: On north side of Tolend Rd 38' W of mailbox for 311 Tolend on same side.
- Mile 4: On northeast side of Tolend Rd 40' SE of mailbox for 519 Tolend, and 41' S of UP PSNH 4 166X, VIZ 139 1/2.
- Mile 5: On east side of Glen Hill Rd 1'6" S of Red Fire Hydrant on opposite side, and about 149' S of intersection of Covered Bridge Ln & Glen Hill.
- Mile 6: On east side of County Farm Cross Rd opposite the south edge of the driveway for 161 County Farm Cross Rd on opposite side.
- Mile 7: On southwest side of 6th St 6'5" SE of UP 3 NET&TCO 5 4 3 on same side.
- Mile 8: On southwest side of 6th St 117'6" SE of mailbox for 476 6th St, and 25'10" NW of UP PSNH 58 10, VIZ 20710.
- Mile 9: Marked on south side of 6th St 87'2" W of red Fire Hydrant on same side.
- Mile 10: On north side of Glenwood Ave 19'3" W of red Fire Hydrant on same side and opposite the yard for 32 Glenwood.
- Mile 11: On southwest side of 6th St 9'1" NW of UP 16 NET&TCO 5 7 on same side, and about 70' NW of Station Dr intersection.
- Mile 12: On northeast side of Washington St in front of 345 Washington on same side, and 58'5" NW of Storm Drain on same side.
- Mile 13: On north side of Nelson St even with the west side of 11 Nelson St on same side.
- Finish: On the south side of Church St even with and across the street from the left railing of the side door steps of 13 Church St, 1' W of yellow line marking the eastern end of the street parking area on the south side of Church, & 13' W of UP NET&TCO 46 1, 40 11B on same side.



Measured June 19, 2014
By Bob Kennedy & Reeve Kennedy
Oyster River Running Company
osprey02554@yahoo.com
508-577-4105

Cochecho 5K Proposal 02/2019





PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

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

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

Organization Name: Seacoast Titans Football Cheer

Federal Tax ID number for Organization: _____

Check (☒) Nature of Organization:

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

Contact Person: Vanessa Reilly Day Time Telephone: (603) 337-5207

Address: P.O. Box 1143 Dover NH 03821 Email V.Reilly@seacoastcheer.com

Purpose of Permit: Tagging

Date of Event: August 23, 24 Specific Time: Fri 4-8 Sat 8-8

Location of Event: Dover

*****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.doi.nh.gov/charitable-trusts/faq.htm>

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Vanessa Reilly DATE: 3/21/19

(duly authorized)

PRINTED NAME: Vanessa Reilly

Licensing Board Approval [Signature] Date: 3/26/19



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2016.05.11 – 041**

Resolution Re: B16052 Arena Locker Room Renovations Additional Scope of Work

WHEREAS: A Sealed Request for Proposal B16052 was issued and received for Arena Locker Room Renovations on May 3, 2016 at 11:00 am; and

WHEREAS: A Mandatory Prebid Meeting was conducted on April 14, 2016 at 1:00 pm with twenty vendors attending. Four proposals were received and evaluated by city personnel and the proposal deemed most advantageous to the city was submitted by Pine Brook Corporation in the amount not to exceed \$344,672.00 and approved by council via [R-2016.05.11-061](#); and

WHEREAS: Guillemette Flooring, LLC was the sub-contractor on this project and has recently submitted a proposal for additional work to fully address a water issue in the amount of \$10,700.00; 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 Purchasing Agent is hereby authorized to issue a Purchase Order to Guillemette Flooring LLC of ME for construction services in the amount not to exceed \$10,700.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1009.1.350.45149.4725.00000.98	Arena Bldg Impr	3,000.00	3,000.00
1009.1.350.45149.4741.00000.98	Arena Machinery & Equipment	2,789.00	2,789.00
1000.1.350.45149.4725.00000.00	Arena Bldg Impr	3,000.00	2,118.36
1000.1.350.45149.4741.00000.00	Arena Machinery & Equipment	5,000.00	5,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2016.05.11 – 041**

Resolution Re: B16052 Arena Locker Room Renovations Additional Scope
of Work

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2016.05.11 – 041**
Resolution Re: B16052 Arena Locker Room Renovations Additional Scope of Work

RESOLUTION BACKGROUND MATERIAL:

#1 to build 6 (4) ft curbs in the shower entrance with white subway tile installed **\$3,000.00**

#2 to install 4 ADA marble thresholds in the handicap showers **\$500.00**

#3 remove and reinstall existing 2x2 interlocking tiles in the locker room # 1-2-3-4 bath room #3 & team room # 1 - total cost **\$1,500.00**.

#4 to replace bath rooms #1 & #2 using humane (guardian lok tuff) interlocking tiles (color black) installed **\$5,700.00**.

Bid Information:

A Sealed Request for Proposal B16052 was issued and received for Arena Locker Room Renovations on May 3, 2016 at 11:00 am. A Mandatory Prebid Meeting was conducted on April 14, 2016 at 1:00 pm with twenty vendors attending.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	619	Number of Responses:	5
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Completed	Estimated Delivery:	As needed
Recommended Award to:	Guillmette Flooring - Pine Brook Corporation	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[Vendor Solicitation List and Bid Results](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2019.04.10 - 042**

Resolution Re: B19013 Central Falls Retaining Wall Reconstruction
Additional Scope Change Order Four

WHEREAS: A sealed Request for Proposal #B19013 was issued and received for the Central Falls Retaining Wall Reconstruction on November 20, 2018 at 2:00 PM. A mandatory prebid meeting was conducted on November 6, 2018 with ten firms attending; and

WHEREAS: Five responses were received with a recommendation to award to low bidder George R Cairns and Sons, Inc of Windham, NH in the amount of \$1,085,209.38 approved via council resolution [R-2018.12.12-155](#); and

WHEREAS: Unforeseen construction issues have arisen and an additional amount of \$167,741.32 is being requested for augmenting the Contingency line item of the existing construction contract. Work is evolving quickly, so sufficient funding needs to be in place to avoid any work stoppages while contract amendments are negotiated. It is the recommendation to approve the additional funding of \$167,741.32 and have the City Manager direct City staff to work within the revised budget limits.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order revision to George R Cairns and Sons, Inc of Windham, NH for up to an additional amount of \$167,741.32 for additional work regarding the reconstruction of the Central Falls retaining wall at rates provided in conjunction with Bid B19013. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
4019.1.300.43155.4754.03103.19	Cocheco Dam Wall Repairs	1,100,000.00	9,853.60
4020.1.300.43155.4751.03103.20	Cocheco Dam Wall Repairs	300,000.00	80,456.82
4009.1.300.43112.4715.03194.09	Cocheco Riverbank Stabilization	77,430.90	77,430.90

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: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2019.04.10 -**
Resolution Re: B19013 Central Falls Retaining Wall Reconstruction
Additional Scope Change Order Four

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 – 2019.04.10 - 042**
Resolution Re: B19013 Central Falls Retaining Wall Reconstruction
Additional Scope Change Order Four

RESOLUTION BACKGROUND MATERIAL:

The objective of this project is to remove a deteriorated brick and granite retaining wall on the southern shore of the Cocheco River located directly along Fish Ladder Park in downtown Dover, NH and replace it with a new retaining wall structure.

The construction bid utilized Unit Prices for various items such as; estimated volumes of soil to be excavated and removed; square footage of new wall construction; and volume of concrete support footings. Due to unforeseen conditions, there is an expected, significant overage on some of the Unit Price items. There was an unexpected void where bedrock was projected to be encountered. The void appeared to be related to a either previous mill foundation, smoke-stack, or possible dam bypass.

During the design process for the new wall, on site geotechnical work was conducted to try and identify underlying soil conditions, along with boring probes to determine depth to bedrock. The depth to bedrock was critical to determine how deep an excavation would be required in order to establish a structural footing to support a new wall. But due to the severely deteriorated condition of the existing wall, large drilling equipment couldn't mobilize immediately adjacent to the existing wall. Numerous probes were still conducted, but it appears they hit large blocks of granite that were estimated to be "refusal" and thus bedrock.

The unexpected void caused the contractor to dig over 10 feet deeper than expected. The deeper excavation was very difficult, considering the overall excavation was over 40 feet deep. The proposed support footing had to be significantly modified and structurally reinforced. All had to occur within extremely challenging site conditions, with increased site dewatering.

Final costs have not been determined, as the revised footing design is currently being evaluated. However, the City needs to secure sufficient funding so the project isn't halted while negotiations and design revisions occur. The project was already delayed several weeks due to an unexpected communication cable, such that final completion is now projected for late June.

- C/O 1 - Change of scope only on disposal of contaminated soil
- C/O 2 - Adding \$24,500 for communication conduit relocation.
- C/O 3 - Correcting #2 to charge this amount to contingency
- C/O 4 – An amount not to exceed \$167,741.32

Bid Information:

A sealed Request for Proposal #B19013 was issued and received for the Central Falls Retaining Wall Reconstruction on November 20, 2018 at 2:00 PM

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:

Resolution Number: **R – 2019.04.10 -**
Resolution Re: B19013 Central Falls Retaining Wall Reconstruction
Additional Scope Change Order Four

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	1058	Number of Responses:	5
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	2019
Recommended Award to:	George R. Cairns & Sons Inc	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[Bid Documents and Vendor Lists](#)





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2019.04.10 – 043**
Resolution Re: B19040 Consulting Services for Classification and Compensation Study

WHEREAS: A Sealed Request for Proposal B19040 was issued and received for Consulting Services for Classification and Compensation Study on February 20, 2019 at 2:00 pm; and

WHEREAS: Eight responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. The evaluating committee comprised of city personnel and union representatives selected two top firms to present their proposals to the committee which were conducted April 21 and 25, 2019; and

WHEREAS: After thorough review, the recommended vendor is considered, by the labor/management committee, to be the most advantageous to the City to achieve the desired results of the initiative. The committee recommendation is to award to Paypoint HR of Davidsonville, MD in the amount of \$54,750.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Paypoint HR of Davidsonville, MD for consulting services for the classification and compensation study at rates provided in conjunction with Bid B19040. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.130.41330.4339.00000.00	Human Rsrc Consulting Services	40,000.00	40,000.00
1000.1.190.41991.4840.00000.00	Misc Gen Gov-Contingency	348,146.00	243,083.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2019.04.10 – 043**
Resolution Re: B19040 Consulting Services for Classification and Compensation Study

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2019.04.10 – 043**
Resolution Re: B19040 Consulting Services for Classification and Compensation Study

RESOLUTION BACKGROUND MATERIAL:

The City of Dover is seeking Consulting Services to meet the agreed upon labor/management contractual initiative for a comprehensive classification and total compensation survey. After thorough review, the recommended vendor is considered, by the labor/management committee, to be the most advantageous to the City to achieve the desired results of the initiative.

Bid Information:

A Sealed Request for Proposal B19040 was issued and received for Consulting Services for Classification and Compensation Study on February 20, 2019 at 2:00.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	82	Number of Responses:	8
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Oct 30, 2019	Estimated Delivery:	As needed
Recommended Award to:	Paypoint HR	Fund:	GF
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B19040 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2018.04.10 – 044**
Resolution Re: **B19051 Asphalt Trench Patching Services**

WHEREAS: The sealed request for bid #B19051 was requested and received for, as needed, asphalt trench patching services on April 3, 2019 at 2:30 PM EST. Submitted Rates will hold for one year beginning April 15, 2019 and will be negotiated for an optional two one year extensions. Rate increases IF ANY for year two and three will not exceed the Consumer Price Index (Boston). The contract pricing will be based on Time and Materials Only. Man hours paid under this agreement shall be only for production hours.

WHEREAS: Eight (8) different types of construction-related applications were identified for which these trench patching service might be utilized in the upcoming construction season; and

WHEREAS: Three vendors replied with varying rates per application along with lists of various needed equipment. Offers were reviewed for necessary compliance with the bid specifications and ability to comply with proposed scope of services and timelines. City staff would like to award a primary and a backup vendor; and

WHEREAS: It is the recommendation to award to Tri-State Sealcoating and Paving Inc of Dover NH as primary and Durrell Paving as a backup at unit pricing offered.

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

The purchasing agent is hereby authorized to issue a Purchase order to Tri-State Sealcoating and Paving, Inc of Dover NH and Durell Paving of Dover for, as needed, asphalt trench patching services given the rates provided in conjunction with Bid B19051. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
xxxx.1.300.43121.4715.xxxxxx.xx	Streets Various Land Improv	200,000	200,000
xxxx.1.300.xxxxx.4432.xxxxxx.xx	CS Imprv other than Buildings	331,591	187,809

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: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2018.04.10 – 044**
Resolution Re: **B19051 Asphalt Trench Patching Services**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2018.04.10 – 044**

Resolution Re: **B19051 Asphalt Trench Patching Services**

RESOLUTION BACKGROUND MATERIAL:

Eight (8) different types of construction-related applications were identified for which trench patching services might be utilized in the upcoming construction season.

1. Per hour via hand PAVE application
2. Per hour via Hand PREP & Hand PAVE application
3. Per hour via Machine PREP & Hand PAVE application
4. Per hour via Machine PREP & Machine PAVE application
5. Per hour via Machine PAVE application
6. Per foot Saw Cutting of trench in preparation for paving
7. Per LF Placement of Asphalt Curb
8. Per Sq Ft. Infrared Paving

Award Information:

It is the recommendation to award to Tri-State Sealing and Paving Inc and Durell paving, for as needed trench patching services as submitted with various types of equipment and varying rates.

Bid Information:

The sealed request for bid #B19051 was requested and received for, as needed, asphalt trench patching services on April 3, 2019 at 2:30 PM EST.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	54	Number of Responses:	3
Warranty:	na	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	yes
Prices will hold for:	2019 construction season	Estimated Delivery:	As needed
Recommended Award to:	Tri-State Sealcoating and Paving Inc & Durell Paving	Fund:	
Other Approvals Required:	No	References Checked:	Yes
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B19051 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2019.04.10 – 045**
Resolution Re: B19060 Purchase of Vactor 2100 Plus or Equal

- WHEREAS: A Sealed Request for Proposal B19060 was issued and received for the purchase of one Vactor 2100 plus or equal on April 2, 2019 at 2:00 pm; and
- WHEREAS: Six responses were received with various chassis and debris body types and sizes. Offers were reviewed for necessary compliance with the bid specifications and ability to comply with proposed scope of services and timelines; and
- WHEREAS: After thorough review, the proposal deemed most advantageous and being recommended for award is Freightliner of New Hampshire for the 2020 FL 114SD with the Vactor 2100Plus in the amount of \$429,231.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Freightliner of NH of Londonderry NH for one 2020 FL 114SD and Vactor 2100 plus at rates provided in conjunction with Bid B19060. 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
5320.1.300.43250.4743.04512.20.002.000.700	Sewer CIP Heavy Equipment	281,250.00	281,250.00
5300.1.300.43320.4743.03512.19.000.000.700	Water CIP Heavy Equipment	40,000.00	25,000.00
4020.1.300.43121.4743.03110.20.000.000.700	CIP Heavy Vehicle	300,000.00	152,149.00
1000.1.300.43155.4743.00000.00.000.000.700	CS Stormwater Heavy Vehicle	73,750.00	73,750.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2019.04.10 – 045**
Resolution Re: B19060 Purchase of Vactor 2100 Plus or Equal

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2019.04.10 – 045**
Resolution Re: B19060 Purchase of Vactor 2100 Plus or Equal

RESOLUTION BACKGROUND MATERIAL:

The intent of this Request for Bid is to provide for the purchase one (1) new or unused single-engine combination sewer and catch basin cleaner used for removing all debris commonly found in catch basins/storm lead structures and sanitary sewer lines/manhole structures using a front mounted operating station. The unit shall consist of a Positive Displacement (PD) Blower vacuum system, a hydraulically driven high pressure water pump, an enclosed sealed body for storage of collected debris and equipped with a self-contained water supply as the source for the water pump system. The unit shall have the capability of operating both vacuum and water system simultaneously at full operating speeds continuously.

The minimum base bid was for a truck & chassis that only had an 8 liter displacement engine. Based on the favorable bid pricing, we recommend going with the larger engine size, which is a 13 liter displacement. We are going with the low bidder that met the vacuum unit spec and had the larger engine. When fully loaded the truck can hold both 1,500 gallons of clean water and 1,500 gallons of waste debris.

The differences are that 8 liter only had 365 HP, with a corresponding torque of 1,400 ft-lbs. Going to the 13 liter bumps the horsepower to 440 and the torque to 1,550 ft-lbs.

Bid Information:

A Sealed Request for Proposal B19060 was issued and received for one Vactor 2100 Plus on April 2, 2019 at 2:00.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	135	Number of Responses:	6
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until delivered	Estimated Delivery:	As needed
Recommended Award to:	Freightliner of NH	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B19060 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2019.04.10 – 046**
Resolution Re: **Authorization to Purchase Used Forklift**

- WHEREAS: The Community Services Department has an existing 1950 vintage Hyster, diesel-powered forklift, who's age makes it extremely difficult to find replacement parts, and the unit is currently inoperable due to needed repairs; and
- WHEREAS: The Community Services Department is in need of a fork lift so personnel sought informal pricing and based on the results felt a new unit was not feasible within the current budget, therefore requested pricing on a used forklift; and
- WHEREAS: Staff was able to find three comparable units and received written quotes. The offer deemed most advantageous was received from Brown Lift Trucks of Westbrook ME in the amount of \$23,900 for one 2014 Hamech V110SP 11,000# capacity LP Forklift; 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:

The Purchasing Agent is hereby authorized to issue a Purchase Order to Crown Lift Trucks of Westbrook ME in the amount not to exceed \$23,900.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
3320.1.300.43230.4742.00000.96	CS Waste Mgmt-Veh	7,111.00	7,111.00
3320.1.300.43230.4741.00000.97	CS Waste Mgmt-Machinery	17,835.00	17,835.00

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Karen Weston By Request
Approved as to Legal Form and Compliance:	Anthony Blenkinsop City Attorney		
Recorded by:	Susan Mistretta City Clerk		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2019.04.10 – 046**
Resolution Re: **Authorization to Purchase Used Forklift**

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:

Crown Lift Truck Westbrook ME	Equipment Trader Gary IL	W.D. Matthews Machinery CO Concord NH
2014 Hamech V110SP 11,000# capacity	2011 Cat Doosan 12,000# capacity	2014 Toyota 8FD45U 10,000# Capacity
\$23,900	\$28,950	\$52,900
		2017 Doosan G25N-7 5000# capacity
		\$23,997



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R -2019.04.10 – 047**
Resolution Re: Approval of Purchase and Sale Agreement Between City of
Dover and Glenn L. Adams, Trustee of The Laura L.
Adams Irrevocable Trust

WHEREAS: Glenn L. Adams, Trustee of The Laura L. Adams Irrevocable Trust is the owner of a parcel of the real property referred to as Parcel #3 conveyed by Warranty Deed of Laura L. Adams f/k/a Laura M. Adams to Glenn L. Adams, Trustee of The Laura L. Adams Irrevocable Trust recorded in the Strafford County Registry of Deeds at Book 3975, Page 806 (the “Property”); and

WHEREAS: The Property is situate at the junction of Elmwood Avenue with Fairview Avenue in Dover, New Hampshire shown as Lot #22 on Sheet #25 of City of Dover Assessors Plans and abuts other City-owned recreational land; and

WHEREAS: The Property has recreational opportunities; and

WHEREAS: The parties have come to an agreement whereby the City will purchase the Property from Adams for the appraised value of \$80,000.00; and

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 Glenn L. Adams, Trustee of The Laura L. Adams Irrevocable Trust regarding the transfer of his interest in the Property for the amount of \$80,000.00; and

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

That the Council’s approval is conditioned on any/all clouds on the Property’s title being cleared to the satisfaction of the City Manager in his sole discretion.

Financing

Account	Description	Appropriation	Balance
2100.1.180.46341.4835.06330.19	CDBG Public Park Impr	100,000	100,000

AUTHORIZATION

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

Document Created by: Legal	R-2019.04.10 Approval of Purchase and Sale Agreement Between City of Dover and Glen L. Adams, Trustee of The Laura L. Adams Irrevocable Trust
Document Posted on: April 5, 2019	Page 1 of 2

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.13. Resolution Number: R -2019.04.10 – 047 Resolution Re: Approval of Purchase and Sale Agreement Between City of Dover and Glenn L. Adams, Trustee of The Laura L. Adams Irrevocable Trust	

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See attached Purchase and Sale Agreement between the City of Dover and Glen L. Adams, Trustee of The Laura L. Adams Irrevocable Trust, as well as the City tax card and underlying deed to the Adams Trust.

PURCHASE AND SALE AGREEMENT

On this ____ day of April, 2019, the City of Dover, a municipal corporation with a principal place of business at 288 Central Avenue, Dover, New Hampshire 03820 (hereinafter "City") and Glenn L. Adams, Trustee of The Laura L. Adams Irrevocable Trust dated December 2, 2011, 6 Elmwood Avenue, Dover, New Hampshire 03820 (hereinafter "Adams") hereby enter into this agreement for the sale by Adams and purchase by the City of certain real estate (hereinafter "Agreement") under the terms and conditions described herein.

1. Premises: This Agreement addresses the real property referred to as "Parcel #3" conveyed by warranty deed of Laura L. Adams f/k/a Laura M. Adams to Glenn L. Adams, Trustee of The Laura L. Adams Irrevocable Trust recorded in the Strafford County Registry of Deeds at Book 3975, Page 806, also referred to as Dover Tax Map 25, Lot 22 (hereinafter "Premises"). The City agrees to buy and Adams agrees to sell the Premises pursuant to the terms to this Agreement.
2. Purchase Price: The total purchase price for the Premises shall be in the full amount of \$80,000.00 payable by the City to Adams at the Closing described herein.
3. Closing: On or before May 3, 2019, at a location in Dover, New Hampshire mutually agreed to by the parties. The parties may mutually agree in writing to extend the deadline for closing by up to 21 days.
4. Deed: Adams shall convey clear and marketable title to the Premises to the City by Warranty Deed.
5. Risk of Loss: Until transfer of the title to the City, the risk of loss or damage to all or any part of the Premises shall remain with Adams.
6. Taxes and Utilities: At closing, taxes and utilities shall be pro-rated between Adams and the City pursuant to the Strafford County Bar Association tax proration policy.
7. Transfer and Recording Fees: The City shall pay recording fees for the deed to the Premises and the transfer taxes shall be paid as required by State law.
8. 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 Adams in writing that the results of the inspection were unsatisfactory and the reason(s) why. Adams 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.

9. Occupants of Any Kind: Adams shall deliver the Premises to the City free and clear of all occupants and personal property of any kind.
10. Entire Agreement: This Agreement sets forth the entire agreement between the City and Adams.
11. Heirs and Assigns: This Agreement shall extend to and be binding upon the heirs, personal representatives, successors, and assigns of the City and Adams.
12. 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.
13. 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 public meeting of the Council shall render it null and void.
14. Choice of Law: This Agreement has been entered into in New Hampshire and shall be interpreted in accordance with New Hampshire law.

CITY OF DOVER

Witness

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

THE LAURA L. ADAMS
IRREVOCABLE TRUST

Witness

By: _____
Glenn L. Adams, Trustee of The
Laura L. Adams Irrevocable Trust
Duly Authorized

Property Location:

Fairview Av

Residential Property Record Card - Dover, New Hampshire
Parcel ID: 25022-000000

Map Block No. 25-22-0-0

Class: R

Use:

132

Card 1 of 1

Current Owner		Previous Owner History			Miscellaneous		Assessment Information	
Adams Glenn L Trustee Adams Laura L Irrevocable Trust 6 Elmwood Ave Dover Nh 03820		Name	Deed	Date	Deed Info:	3975/806 12/08/2011	Assessed Value:	* Prior
		Adams Laura M	839/405		Zoning:	R-12	Land:	33,900 28,900
					Neighborhood:	1112	Building:	
					Living Units:	0	Total:	33,900 28,900
							Assessed Information:	
							Value:	33,900
Notes		Entrance Information			Estimates		Effective DOV: 4/1/2018 Value Flag: COST VALUE	
		Date	Time	ID	Actv	Entrance Code		
		01/12/2010	C	TC		Vac/Ob&y		
						Entry & Sign		
						Entry & Sign		

Sales History				
Book/Page	Date	Price	Type	Validity
3975/806	12/02/2011		2	44
839/405				

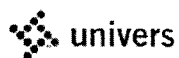
Permit Information				
Date	Permit #	Price	Purpose	% Comp.
				0
				0

Land Information				
Type	Size	Grade	Influence Factor 1, 2 and %	Value
Undeveloped	A	0.187	0	33,910
Total Acres for this Parcel				0.187
Total Land Value				33,900

Out Building Information								
Type	Qty	Year	Size1	Size2	Grade	Cond	%Good	Value
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
Total OBY for this card								0

No Picture Available

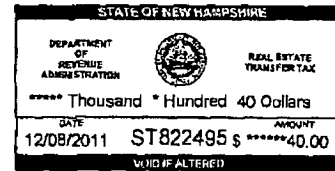
Inspection witness by:



(7.5.2.3)

Printed Thu, Nov 1, 2018

April 1, 2018 Assessment



WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS, that I, Laura L. Adams f/k/a Laura M. Adams, a single person, presently having an address of 6 Elmwood Avenue, in the Town of Dover, County of Strafford and State of New Hampshire, 03820, for no consideration paid, grant to Glenn L. Adams, Trustee of The Laura L. Adams Irrevocable Trust, a New Hampshire irrevocable trust established pursuant to an Irrevocable Trust Agreement dated December 2, 2011, by and between Laura L. Adams, as Grantor, having an address of 6 Elmwood Avenue, in the Town of Dover, County of Strafford and State of New Hampshire, 03820, and Glenn L. Adams, as Trustee, having an address of 206 Eagle Drive, in the City of Barrington, County of Strafford and State of New Hampshire, 03825, all my right, title and interest in and to the following, with Warranty Covenants:

PARCEL #1:

A certain tract or parcel of land with the buildings thereon situated on the Northerly side of Elmwood Avenue in said Dover, said tract of land hereby conveyed being lots numbered 105-114, inclusive, and a portion of lots numbered 103, 104 and 115 as shown on "Plan of Atlantic Heights, Dover, N.H." made by C.A. Thayer, C.E., dated August 1909, said Plan being recorded in Strafford County Registry of Deeds Pocket 8, Folder 2, Plan 13, said Plan, for the purposes of this deed being referred to as Plan #1; said premises herein conveyed are also shown on "Plan of Back Lots off Elmwood Avenue, Dover, N.H." by G. L. Davis & Associates, Engineers August 1960, which said Plan is recorded in Strafford County Registry of Deeds Pocket 7, Folder 4, Plan 32, said Plan for the purposes of this deed being referred to as Plan #2; said premises being bounded and described as follows:

Beginning at an iron pipe which is situated at the Southeasterly corner of land now or formerly of Evelyn Pichette, which point is located ten (10) feet, more or less Easterly from the Southeasterly corner of Lot #102, as shown on Plan #1; thence in a Northeasterly direction along said Pichette land a distance of 88 feet, more or less to an iron pipe, which pipe is situated 5.44 feet, more or less Easterly from the Northwesterly corner of lot #104 as shown on said Plan #1; thence running South $66^{\circ} 48'$ East a distance of 292.26 feet, more or less to a point at land formerly of Cornelius Tucker and now of one Carl H. Thompson, et al, said point being situate 18 feet, more or less Easterly from the Northwesterly corner of lot #115 as shown on Plan #1; thence in a Southwesterly direction along land of said Thompson a distance of 93.5 feet, more or less to a point on the Northerly sideline of said Elmwood Avenue, said point being situated 10 feet, more or less Easterly from the Southwesterly corner of Lot #115 as shown on Plan #1; thence in a Northwesterly direction along the Northeasterly sideline of said Elmwood Avenue a distance of 304.1 feet, more or less to the point of beginning.

Also meaning and intending to convey the premises shown on Plan #2 and indicated thereon as "Marion B. Adams - 710/385".

This parcel is conveyed subject to a water easement in favor of the City of Dover, as shown on deed of Willis Adams to the City of Dover, recorded in Strafford County Registry of Deeds Book 507, Page 457.

PARCEL #2:

A certain tract or parcel of land situated off the Northerly side of Elmwood Avenue in said Dover, bounded and described as follows:

Beginning at an iron pipe situated off the Northwesterly corner of Parcel #1 herein and running thence North $23^{\circ} 12'$ East a distance of 49.45 feet to a steel stake at land now or formerly of the City of Dover; thence South $66^{\circ} 34'$ East a distance of 292.26 feet to a steel stake; thence South $23^{\circ} 12'$ West a distance of 48.31 feet to the Northeasterly corner of Parcel #1 herein; thence North $66^{\circ} 48'$ West along Parcel #1 a distance of 292.26 feet to the point of beginning.

The above premises are shown on Plan #2 and are situated Northerly of and adjacent to Parcel #1.

PARCEL #3:

A certain parcel of land situate at the junction of Elmwood Avenue with Fairview Avenue in Dover, County of Strafford and State of New Hampshire, shown as Lot #22 on Sheet #25 of City of Dover Assessors Plans and being Lots #58-61 inclusive, as shown on plan entitled "Atlantic Heights, Dover, N.H.", made by C. A. Thayer, C. E. dated August 1909, said plan being recorded in Strafford County Registry of Deeds Pocket #8, Folder #2 Plan #13 and bounded and described as follows:

Beginning at a point in the Southwesterly sideline of Elmwood Avenue, said point also being the junction of the Northeasterly corner of the herein described premises with the Northwesterly corner of land now or formerly of the City of Dover; thence Southwesterly by said land of City of Dover, (Lots #97 and #62) a distance of eighty-four and three tenths (84.3) feet to the Northeasterly sideline of Fairview Avenue; thence Northwesterly by the Northeasterly sideline of Fairview Avenue a distance of one hundred eighty (180) feet, more or less, to a point; thence on a curve to the right a distance of ten (10) feet, more or less, to the Southwesterly sideline of Elmwood Avenue; thence Southeasterly by the Southwesterly sideline of Elmwood Avenue a distance of one hundred forty-five (145) feet, more or less, to the point of beginning.

Meaning and intending to describe and convey the same premises as conveyed to John R. Adams and Laura M. Adams (n/k/a Laura L. Adams) by deed of Marion B. Adams dated February 17, 1968, recorded in the Strafford County Registry of Deeds at Book 839, Page 405.

The premises are conveyed subject to any easements and restrictions of record, and this deed includes all rights, easements, privileges and appurtenances belonging to the premises herein above described.

John R. Adams, died on August 24, 2011 at Dover, New Hampshire, leaving Laura L. Adams as the sole surviving joint tenant.

The Grantor releases all rights of homestead.

This deed was prepared with information supplied by the Grantor herein and no effort to confirm current ownership or independent title examination has been conducted.

This is a transfer to an irrevocable trust for estate planning purposes.

WITNESS my hand this 2nd day of December, 2011.

Patricia A. G. Bork
Witness

Laura L. Adams
Laura L. Adams

Jacqueline E. Gaudet
Witness

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

Personally appeared the above named Laura L. Adams and acknowledged the foregoing to be her free act and deed. Before me this 2nd day of December, 2011.

Thomas F. Torr
Justice of the Peace/Notary Public My
Commission Expires:
THOMAS F. TORR, Notary Public
My Commission Expires December 3, 2013





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: R – 2019.04.10 – 048

Resolution Re: Restoration of Merged Lots (10 South Watson Lane, Dover)

WHEREAS: NH RSA 674:39-aa (Supp. 2011) allows property owners whose property has been involuntarily merged by a municipality prior to September 18, 2010 to apply to the City Council to unmerge the lots; and

WHEREAS: 38 Littleworth Road, LLC, c/o Chip Williams is the owner of property at 10 South Watson Lane, Dover (Assessor's Map 19, Lot 73) made up of two (2) original lots which have been merged into one (1); and

WHEREAS: 38 Littleworth Road, LLC, c/o Chip Williams has submitted an application to restore the two (2) original lots; and

WHEREAS: The City records show no indication that voluntary merger has occurred in the chain of title; and

WHEREAS: The restored lot will front on Lancaster Street, a private road; and

WHEREAS: NH RSA 674:41, I(d) allows a property owner whose property is located upon a private road to be issued a building permit provided the specified statutory conditions are satisfied.

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

Pursuant to RSA 674:39-aa (Supp.2011), the lot restoration application of 38 Littleworth Road, LLC, c/o Chip Williams is approved and the former lot lines of the property owned by 38 Littleworth Road, LLC, c/o Chip Williams located at 10 South Watson Lane, Dover (Assessor's Map 19, Lot 73) are hereby restored as shown on historical plans and contained within the property deeds.

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

Pursuant to RSA 674:41, I(d), the Building Official is authorized to issue a building permit for the erection of a building on said restored lot if the specified statutory conditions are satisfied.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

Mayor Karen Weston
By request

Approved for Legal Form and
Compliance:

Anthony I. Blenkinsop
City Attorney

Recorded by:

Susan Mistretta
City Clerk

Document Created by: Legal
Document Posted on: April 5, 2019

R-2019.04.10 Restoration of Merged Lots (10 South
Watson Lane Dover).docx

Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: R – 2019.04.10 – 048

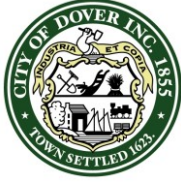
Resolution Re: Restoration of Merged Lots (10 South Watson Lane, Dover)

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.14. Resolution Number: R – 2019.04.10 – 048 Resolution Re: Restoration of Merged Lots (10 South Watson Lane, Dover)
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RESOLUTION BACKGROUND MATERIAL:

RSA 674:39-aa (Supp. 2011) allows property owners whose property has been involuntarily merged by a municipality to apply to the City Council to unmerge the lots. The Statute requires that in order to approve the restoration, it must be the case that the owner has not committed any overt action or engaged in any conduct that indicates that the owner regarded the lots as merged including, but not limited to, abandoning a lot line. If the owner has committed such an act or engaged in such conduct, the merger is considered voluntary and the only way to separate the lots would be by a subdivision. The burden of demonstrating that a merger was voluntary is on the municipality.

RSA 674:41, I provides:

From and after the time when a planning board shall expressly have been granted the authority to approve or disapprove plats by a municipality, as described in RSA 674:35, no building shall be erected on any lot within any part of the municipality nor shall a building permit be issued for the erection of a building unless the street giving access to the lot upon which such building is proposed to be placed:

(d) Is a private road, provided that:

- (1) The local governing body, after review and comment by the planning board, has voted to authorize the issuance of building permits for the erection of buildings on said private road or portion thereof; and
- (2) The municipality neither assumes responsibility for maintenance of said private roads nor liability for any damages resulting from the use thereof; and
- (3) Prior to the issuance of a building permit, the applicant shall produce evidence that notice of the limits of municipal responsibility and liability has been recorded in the county registry of deeds for the lot for which the building permit is sought.

The restoration of the lots to their premerger status shall not cure any non-conformity with existing land use ordinances. Furthermore, the lots shall no longer be assessed as one lot for property tax evaluation purposes. The applicant submitted the attached application to restore the lots on February 20, 2019 with additional materials. Staff reviewed City of Dover records and found no instance of voluntary merger of these two lots.



City of Dover, New Hampshire APPLICATION FOR LOT RESTORATION

[Revision Date: July 27, 2017]

Office Use Only

Date Received: 2/20/19

In accordance with RSA 674:39 aa, lots or parcels that were involuntarily merged by municipal action for zoning, assessing, or taxation purposes prior to September 18, 2010 shall be restored to their premerger status provided that request is submitted to the City Council prior to December 31, 2021 and no owner in the chain of title voluntarily merged his or her lots.

APPLICANT AND OWNER INFORMATION

Name of Applicant: 38 Littleworth Road, LLC, c/o Chip Williams Telephone # 603-781-7369
Address of Applicant: PO Box 2232, Dover, NH 03821 E-Mail Address chip@cffloral.com
Name of Property Owner (if different from applicant): _____ Telephone # _____
Address of Property Owner: _____ E-Mail Address _____

PROPERTY INFORMATION

Assessor's Map # 19 Lot # 73 ^{map} Zoning District(s) R-12

Please provide:

- A Copy of the deed for the parcel(s)/lot(s)
- A Copy of any recorded plans or surveys which may depict the premerger configuration of any lots.
- If any part of the existing map/lot is improved by a structure, the applicant must provide a signed & stamped as-built survey which reflects the location of the structure.
- If the applicant is someone other than the property owner, a letter from the property owner authorizing the applicant to submit this application and make the request to restore the property owner's lot(s) to pre-merger status.

REQUEST CERTIFICATION

I/we hereby verify by signing this application that I/We understand that the restoration of the lots to their premerger status shall not cure any non-conformity with existing land use ordinances. It is further understood that the above described lots shall no longer be assessed as one lot for property tax evaluation purposes.

Signature of Property Owner: [Signature] Date: 2/20/19
38 Littleworth Rd, LLC
Signature of Applicant (if different from owner): _____ Date: _____

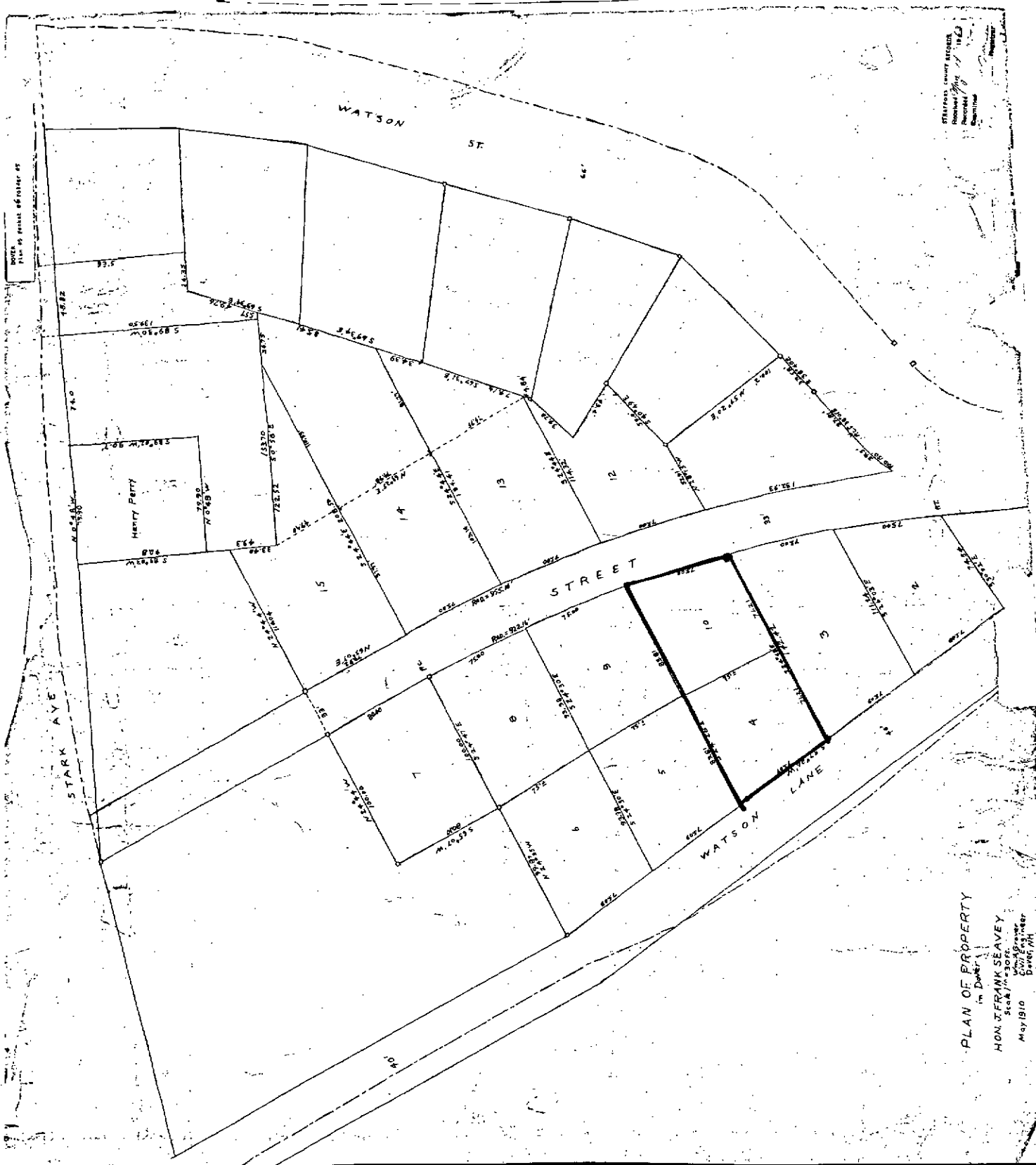
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(For Office Use Only)

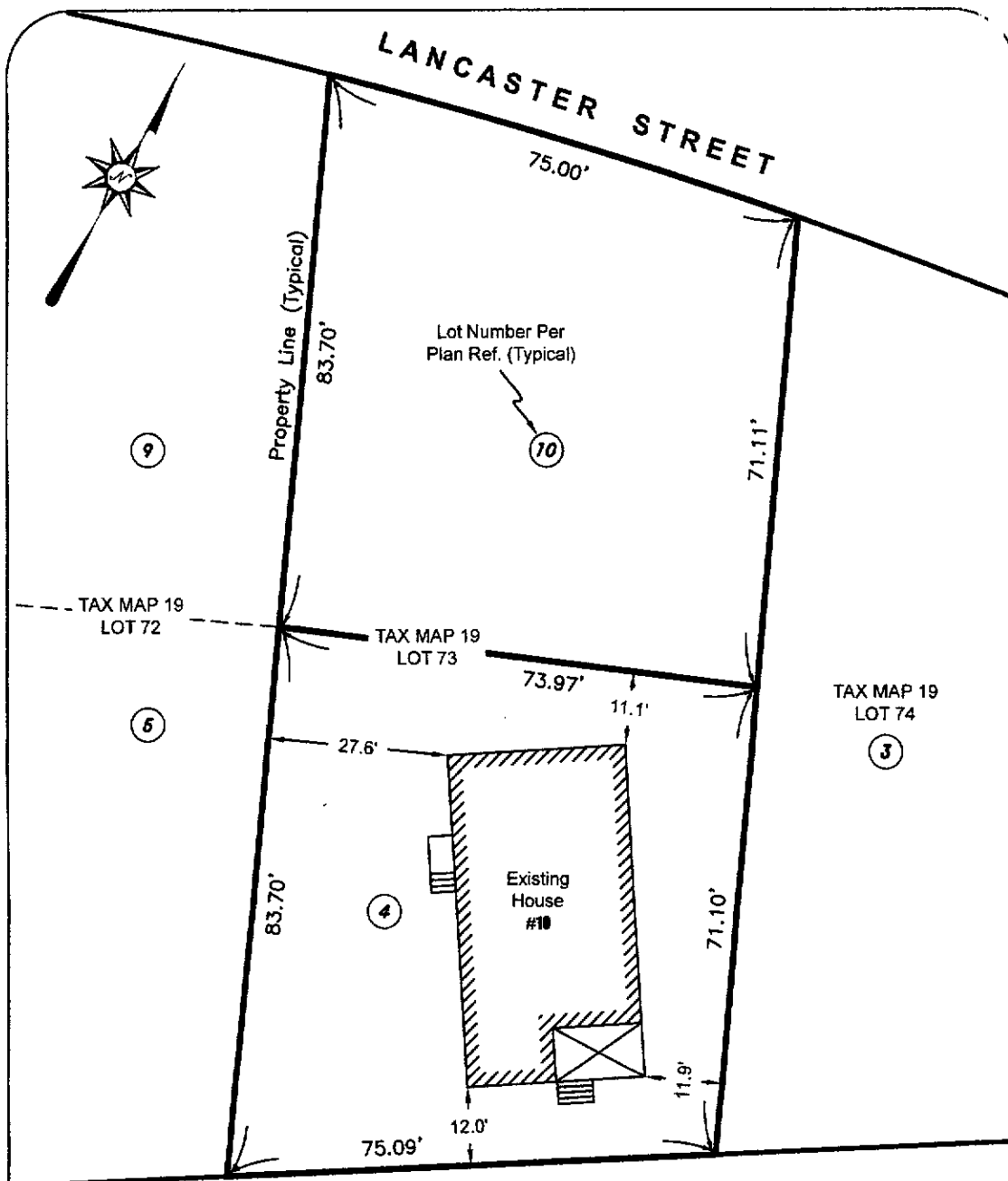
In accordance with RSA 674:39 aa, we have found no evidence of voluntary lot merger.

Tax Assessor [Signature] Date 3/12/19
Zoning Administrator [Signature] Date 3/11/19

Plan 5
Pocket 6
Folder 5
Frank Seavey
May 1910

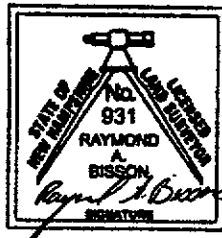


PLAN OF PROPERTY
in Dover
HON. J. FRANK SEAVEY
Sec'd 1/16-30E
May 1910
Wm. Grover
Civil Engineer
Dover, NH



NOTES:

1. OWNER OF RECORD:
38 LITTLEWORTH ROAD, LLC
S.C.R.D. BOOK 3965 PAGE 322
DATED OCTOBER 31, 2011
2. PLAN REFERENCE:
S.C.R.D. Pocket 6 Folder 5 Plan 5
Dated May 1910



PLAN OF LAND

For:

38 Littleworth Road, LLC

c/o Matt R. Williams, III

10 South Watson Lane

PO Box 2232

Dover, New Hampshire 03821



Stonewall
SURVEYING

Licensed in New Hampshire & Maine

PO Box 458, Barrington, NH 03825

t: (603) 664-3900 www.StonewallSurveying.com



SCALE 1" = 20'

SCALE:	TAX MAP/LOT	PROJECT NO:	DATE:
1" = 20'	19 / 73	18067	12/19/18



Property Information

Property ID 19070-000000
Location 6 LANCASTER ST
Owner WIGGINS MARK A &



MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

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

Geometry updated 11/16/2018
Data updated 11/18/2018



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R – 2019.04.10 – 049**

Resolution Re: Amendments to McConnell Center Advisory Committee
Operating Rules

WHEREAS: The McConnell Center Advisory Committee wishes to amend its Operating Rules; and

WHEREAS: The McConnell Center Advisory Committee reviewed and adopted proposed amendments to the Operating Rules at its meeting on March 25, 2019.

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

The City Council approves the McConnell Center Advisory Committee Amendments to the Operating Rules as adopted by the McConnell Center Advisory Committee at its meeting on March 25, 2019.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

Mayor Weston,
By request

Approved as to Legal
Form and Compliance:

Anthony I. Blenkinsop
City Attorney

Recorded by:

Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R – 2019.04.10 – 049**

Resolution Re: Amendments to McConnell Center Advisory Committee
Operating Rules

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.		

RESOLUTION BACKGROUND MATERIAL:

See attached McConnell Center Advisory Committee Operating Rules in both a tracked version showing the proposed changes and a clean final version adopted by the McConnell Center Advisory Committee on March 25, 2019.



MCCONNELL CENTER ADVISORY COMMITTEE OPERATING RULES

Article I. Name

The name of the committee is the McConnell Center Advisory Committee.

Article II. Authority and Duties

- A. The McConnell Center Advisory Committee shall have the following functions:
1. Advocate for achieving the mission of the McConnell Community Center.
 2. Review the operations budget recommended to City Manager.
 3. Seek and recommend tenants to the City of Dover.
 4. Assist in the creation and dissemination of publicity related to the McConnell Community Center.
 5. Foster collaborative programming between tenants of the McConnell Community Center and other agencies.
 6. Study, consider and recommend policies for the operation of the McConnell Center.

Article III. Membership

- A. **Membership. The McConnell Center Advisory Committee** shall consist of seven (7) members and two (2) alternates. The membership shall include two (2) representatives of McConnell Center tenants.
- B. **Terms of Members.** Members and Alternates shall be appointed to terms of three (3) years, consistent with staggered terms.
- C. **Attendance, Vacancies and Removal.** All appointments to the committee shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any committee member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing authority unless otherwise provided in state statute. Conditions for removal of any committee member shall be defined by statute, ordinance or the Charter.

Article IV. Officers and Staffing

- A. **Officers.** The officers consist of a Chair and Vice Chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one-year terms. Officers may be re-elected.
- B. **Duties of the Chair.** The Chair shall have general supervisory and directional powers over the committee. The Chair shall preside at all committee meetings and set the committee's agenda. The

Adopted by McConnell Center Advisory Committee on March 25, 2019

Approved by City Council _____

Chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the committee, unless this responsibility is delegated in writing.

- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the absence of the Chair.
- D. **Staff.** The City of Dover may provide staff support to the committee for meeting notification, typing, copying, and information gathering to the extent permitted by the city budget. All staff shall remain under the direction of the employer.

Article V. Procedures

- A. **Meetings.** The committee shall hold regular meetings as necessary at a time and place designated by the Chair. The business of the public shall be conducted in public session unless otherwise permitted by state law. All meetings of the committee and subcommittees shall be posted to comply with state law. State law requires all meetings to be posted in two (2) places with a minimum of twenty-four (24) hours' notice.
- B. **Quorum.** Fifty-one percent (51%) of the voting membership of the committee shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the committee is the current edition of *Robert's Rules of Order Revised*, except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the committee. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the committee at the next meeting of the committee, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- E. **Recording of Meetings.** The committee shall arrange for video recording at all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Committee members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Committee members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the committee. In addition, committee members shall refrain from conducting the official business of the committee outside the view of the public and the press unless permitted by state law.
- G. **Nonpublic meetings.** The committee may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.
- H. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the committee.



MCCONNELL CENTER ADVISORY COMMITTEE OPERATING RULES

Article I. Name

The name of the committee is the McConnell Center Advisory Committee.

Article II. Authority and Duties

A. The McConnell Center Advisory Committee shall have the following functions:

1. Advocate for achieving the mission of the McConnell Community Center.
2. Review the operations budget recommended to City Manager.
3. Seek and recommend tenants to the City of Dover.
4. Assist in the creation and dissemination of publicity related to the McConnell Community Center.
5. Foster collaborative programming between tenants of the McConnell Community Center and other agencies.
6. Study, consider and recommend policies for the operation of the McConnell Center.

Article III. Membership

A. Membership. ~~The McConnell Center Advisory Committee~~ There shall ~~consist of~~ be seven (7) members and two (2) alternates. The membership shall include two (2) representatives of McConnell Center tenants.

A.B. Terms of Members. Members and Alternates shall be appointed to terms of three (3) years, consistent with staggered terms.

B.C. Attendance, Vacancies and Removal. All appointments to the committee shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any committee member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing authority unless otherwise provided in state statute. Conditions for removal of any committee member shall be defined by statute, ordinance or the Charter.

Article IV. Officers and Staffing

A. **Officers.** The officers consist of a Chair and Vice Chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one-year terms. Officers may be re-elected.

B. **Duties of the Chair.** The Chair shall have general supervisory and directional powers over the committee. The Chair shall preside at all committee meetings and set the committee's agenda. The

Adopted April 25, 2011

Approved by City Council June 22, 2011

Chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the committee, unless this responsibility is delegated in writing.

- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the absence of the Chair.
- D. **Staff.** The City of Dover may provide staff support to the committee for meeting notification, typing, copying, and information gathering to the extent permitted by the city budget. All staff shall remain under the direction of the employer.

Article V. Procedures

- A. **Meetings.** The committee shall hold regular meetings as necessary at a time and place designated by the Chair. The business of the public shall be conducted in public session unless otherwise permitted by state law. All meetings of the committee and subcommittees shall be posted to comply with state law. State law requires all meetings to be posted in two (2) places with a minimum of twenty-four (24) hours' notice.
- B. **Quorum.** Fifty-one percent (51%) of the voting membership of the committee shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the committee is the current edition of Robert's Rules of Order Revised, 10th ed., except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the committee. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the committee at the next meeting of the committee, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- E. **Recording of Meetings.** The committee shall arrange for video recording at all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Committee members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Committee members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the committee. In addition, committee members shall refrain from conducting the official business of the committee outside the view of the public and the press unless permitted by state law.
- G. **Nonpublic meetings.** The committee may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.
- H. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the committee.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.16.

Resolution Number: **R – 2019.04.10 – 050**
Resolution Re: Amendment to Dover Transportation Advisory
Commission Operating Rules

WHEREAS: The Transportation Advisory Commission wishes to amend its Operating Rules; and

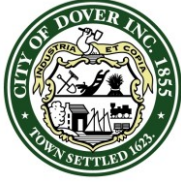
WHEREAS: The Transportation Advisory Commission approved the proposed changes to its Operating Rules at its meeting on March 25, 2019.

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

The City Council approves the amended Transportation Advisory Commission Operating Rules as adopted by the Transportation Advisory Commission at its meeting on March 25, 2019.

AUTHORIZATION

Approved as to Funding:	Daniel Lynch Finance Director	Sponsored by:	Mayor Weston By request
Approved as to Legal Form and Compliance:	Anthony Blenkinsop City Attorney		
Recorded by:	Susan Mistretta City Clerk		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.16. Resolution Number: R – 2019.04.10 – 050 Resolution Re: Amendment to Dover Transportation Advisory Commission Operating Rules
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DOCUMENT HISTORY:

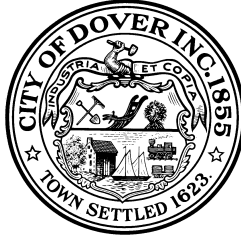
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See attached Transportation Advisory Commission Operating Rules in both a tracked version showing the proposed changes and a clean final version.



TRANSPORTATION ADVISORY COMMISSION OPERATING RULES

Article I. Name

The name of the commission is the Dover Transportation Advisory Commission.

Article II. Authority and Duties

A. The Transportation Advisory Commission shall perform the following functions:

Section 1: Review of all transportation policy and safety matters concerning all forms of transportation affecting the City such as conventional vehicles, transit, alternative modes, commercial vehicles, and attendant amenities.

Section 2: Serve as a sounding board for citizen traffic, pedestrian and safety issues and making recommendations to the City Council or City Administration for appropriate action.

Section 3: Coordinate with and solicit feedback from the School Department regarding school transportation safety issues on an annual basis.

Section 4: Aid in the development of City Transportation Improvement Program (TIP) by soliciting citizen input on needed projects for submission to the Planning Board and City Council.

Section 5: Study issues arising under the City of Dover Master Plan as they relate to transportation, make recommendations to the City Council and/or Planning Board, and prepare reports to aid to in the development, implementation and general improvement of the Master Plan relating to the transportation in the City of Dover.

Article III. Membership

- A. The Transportation Advisory Commission will consist of nine (9) members. One (1) representative from the City Council, one from the Coast Public Transit system, and four (4) resident citizens. The Coast Public Transit member and the resident citizen members shall be appointed by the City Council and serve for three-year terms. There shall also be three staff representatives, one each appointed by the Police, Planning and Community Services Departments.
- B. After the initial appointments, (two members for a 3-years term; one member for a 2-year term; one member for a 1-year term) resident citizen members shall be appointed for three-year terms. Any member so appointed may, after a public hearing, if requested, be removed for cause by the City Council. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term.
- C. Alternate members. There shall be alternate members as designated by the City Council in accordance with its rules.
- D. The Chair or designee of the Chair shall make timely notice of vacant resident positions within one month. The City Council appointments committee shall fill vacant resident positions as soon as possible.

Article IV. Officers and Staffing

- A. Officers shall be Chair, Vice Chair, and Clerk.
- B. The Chair shall preside at all meetings. The chair shall appoint all sub-committees.
- C. The Vice Chair shall preside at all meetings in the absence of the Chair. The Vice Chair shall perform the duties and have the powers of the Chair during the absence of the Chair.
- D. The Clerk shall keep minutes of all meetings and be responsible for all meeting notices and prior meeting minutes being prepared within five (5) days of said meeting and sent out seven (7) days prior to the next meeting. The Clerk shall maintain a copy of the By-Laws and Roberts Rules of Order, revised, and any legally adopted special rules of the Commission at all meetings, and shall perform all duties incident to the office of Clerk and other duties, if assigned to them by the Chair.

Article V Procedures

- A. **Meetings.** The Transportation Advisory Commission shall generally meet monthly **or** bi-monthly on the fourth Monday. Meetings will be held in the City Hall Auditorium at 6:00 pm unless another satisfactory time/place has been agreed upon. Special meetings may be called by 2/3 majority of the membership.
- B. **Quorum.** Fifty-one percent (51%) of the voting membership of the commission shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the commission is *Robert's Rules of Order Revised*, current edition except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the commission. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the commission at the next meeting of the commission, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- E. **Recording of Meetings.** The commission shall arrange for video recording at all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Commission members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Commission members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the commission. In addition, commission members shall refrain from conducting the official business of the commission outside the view of the public and the press unless permitted by state law.
- G. **Nonpublic meetings.** The commission may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.

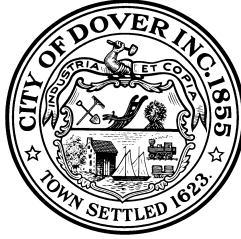
- H. **Amendment of Rules.** These rules may be amended, added to, altered or repealed at any meeting of the commission by vote of a 2/3 majority of the commission, provided notice of the proposed amendment, addition, alteration or repeal is given in the notice of one (1) month prior to the next meeting.

Article VI Elections

- A. The Commission shall appoint a Chairperson annually.
- B. The Chair shall appoint the Vice Chair and the Clerk.

Article VII Validity

- A. If any section of these By-Laws shall be considered inconsistent with any law and be declared invalid, then such section shall be removed from said By-Laws, but shall not affect the validity of the remaining By-Laws.



TRANSPORTATION ADVISORY COMMISSION OPERATING RULES

Article I. Name

The name of the commission is the Dover Transportation Advisory Commission.

Article II. Authority and Duties

A. The Transportation Advisory Commission shall perform the following functions:

Section 1: Review of all transportation policy and safety matters concerning all forms of transportation affecting the City such as conventional vehicles, transit, alternative modes, commercial vehicles, and attendant amenities.

Section 2: Serve as a sounding board for citizen traffic, pedestrian and safety issues and making recommendations to the City Council or City Administration for appropriate action.

Section 3: Coordinate with and solicit feedback from the School Department ~~Transportation Committee~~ regarding school transportation safety issues on a ~~quarterly~~ an annual basis.

Section 4: Aid in the development of City Transportation Improvement Program (TIP) by soliciting citizen input on needed projects for submission to the Planning Board and City Council.

Section 5: Study issues arising under the City of Dover Master Plan as they relate to transportation, make recommendations to the City Council and/or Planning Board, and prepare reports to aid to in the development, implementation and general improvement of the Master Plan relating to the transportation in the City of Dover.

Article III. Membership

- A. The Transportation Advisory Commission will consist of nine (9) members. One (1) representative from the City Council, one from the Coast Public Transit system, and four (4) resident citizens. The Coast Public Transit member and the resident citizen members shall be appointed by the City Council and serve for three-year terms. There shall also be three staff representatives, one each appointed by the Police, Planning and Community Services Departments.
- B. After the initial appointments, (two members for a 3-years term; one member for a 2-year term; one member for a 1-year term) resident citizen members shall be appointed for three-year terms. Any member so appointed may, after a public hearing, if requested, be removed for cause by the City Council. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term.
- C. Alternate members. There shall be alternate members as designated by the City Council in accordance with its rules.
- D. The Chair or designee of the Chair shall make timely notice of vacant resident positions within one month. The City Council appointments committee shall fill vacant resident positions as soon as possible.

Article IV. Officers and Staffing

- A. Officers shall be Chair, Vice Chair, and Clerk.
- B. The Chair shall preside at all meetings. The chair shall appoint all sub-committees.
- C. The Vice Chair shall preside at all meetings in the absence of the Chair. The Vice Chair shall perform the duties and have the powers of the Chair during the absence of the Chair.
- D. The Clerk shall keep minutes of all meetings and be responsible for all meeting notices and prior meeting minutes being prepared within five (5) days of said meeting and sent out seven (7) days prior to the next meeting. The Clerk shall maintain a copy of the By-Laws and Roberts Rules of Order, revised, and any legally adopted special rules of the Commission at all meetings, and shall perform all duties incident to the office of Clerk and other duties, if assigned to them by the Chair.

Article V Procedures

- A. **Meetings.** The Transportation Advisory Commission ~~will~~ **shall generally** meet monthly ~~or bi-monthly~~ on the fourth Monday. Meetings will be held in the City Hall Auditorium at 6:00 pm unless another satisfactory time/place has been agreed upon. Special meetings may be called by 2/3 majority of the membership.
- B. **Quorum.** Fifty-one percent (51%) of the voting membership of the commission shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the commission is *Robert's Rules of Order Revised*, ~~10th ed.~~ **current edition** except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the commission. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the commission at the next meeting of the commission, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- E. **Recording of Meetings.** The commission shall arrange for video recording at all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Commission members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Commission members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the commission. In addition, commission members shall refrain from conducting the official business of the commission outside the view of the public and the press unless permitted by state law.
- G. **Nonpublic meetings.** The commission may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.

- H. **Amendment of Rules.** These rules may be amended, added to, altered or repealed at any meeting of the commission by vote of a 2/3 majority of the commission, provided notice of the proposed amendment, addition, alteration or repeal is given in the notice of one (1) month prior to the next meeting.

Article VI Elections

- A. The Commission shall appoint a Chairperson annually.
- B. The Chair shall appoint the Vice Chair and the Clerk.

Article VII Validity

- A. If any section of these By-Laws shall be considered inconsistent with any law and be declared invalid, then such section shall be removed from said By-Laws, but shall not affect the validity of the remaining By-Laws.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2019.04.10 - 051**

Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Sewer Asset Management Loan**

WHEREAS: The City Council desires to make public improvements and to finance these improvements through the NH Clean Water State Revolving Fund Program and;

WHEREAS: The Sewer Asset Management loans are available through the NH Department of Environmental Services, and the loan is eligible for 100% principal forgiveness for sewer system work; and

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

		Proposed			
Item #	Description	Appropriation	Life/Yrs	Department	Fund
1	Sewer System Asset Management	\$90,000	5	CS - Sewer	Sewer
	Total	<u>\$90,000</u>			

AND FURTHER BE IT RESOLVED THAT:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Clean Water State Revolving Fund (CWSRF) Program for financing this project. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF Program to obtain the loan for eligible identified project.

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2019.04.10 - 051**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Sewer Asset Management Loan**

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#:

Resolution Number: **R – 2019.04.10-**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Sewer Asset Management Loan**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for an FY2020 Capital Improvements Program project financed by loan from NH DES Clean Water State Revolving Fund, with 100% principal forgiveness, and authorizes the city to enter into the loan agreement with NH DES.

This resolution makes an appropriations to apply condition assessment and prioritization concepts to the City's sewer system of the City.

The City of Dover owns, operates, and maintains wastewater collection and treatment facilities that serve the City's more than 31,000 residents. The collection system includes approximately 115 miles of sanitary sewer (ranging in size from 8-inch to 40-inch) and 23 pumping stations. All sanitary sewer flows are conveyed to the Dover wastewater treatment facility (WWTF) for treatment and subsequent discharge to the Piscataqua River. The City has prioritized the need to develop and implement a collection system Asset Management Program (AMP) in accordance with the State of New Hampshire's Asset Management grant program. Development of the proposed Asset Management program will assist the City in identifying areas for future infrastructure improvement and will serve as the basis for a long-term collection system Capital Improvements Plan (CIP). The goals of the AMP are to reduce costs by forecasting and targeting funds for necessary repairs, upgrades and inspections to maintain a sustainable, cost-effective and compliant operation. The City's Asset Management Program (AMP) will incorporate industry best practices with EPA and NHDES guidance principals to achieve these goals.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired:

Description	Sewer
Pending Authorization	90,000
Prior FY20 CIP Authorization	2,750,000
FY20 Principal Retirement	1,428,481
Net Change	<u>1,411,519</u>

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2019 and this authorization, against the City Council adopted financial policy debt limit of the City' Sewer Fund. The City's Financial Policy debt limit for the Sewer Fund is 1.5% of the State determined Equalized Value for Debt Limit. There is no statutory debt limit for the Sewer Fund.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:

Resolution Number: **R – 2019.04.10-**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Sewer Asset Management Loan**

Description	Sewer
Debt Outstanding	18,546,865
Authorized - Unissued	9,164,744
Total Issued & Unissued	27,711,609
This Authorization	90,000
Grand Total	27,801,609
Policy Debt Limit	52,085,536
Unused Capacity	24,283,927
Percent Unused	46.62%

Budgetary and Rate Impacts

The \$90,000 CWSRF loan is expected to be paid back over a 5-year period. Principal repayments would be \$18,000 per year and this amount would be offset by an equal annual amount of principal forgiveness resulting in no impact to the City's Sewer Fund budget for principal repayment. The interest that would accrue on outstanding principal balances over the 5 year period is estimated to be a total of \$5,400 impact to the City's Sewer Fund budget over that 5 year period. This would be less than a \$0.01 impact on the annual sewer rate.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2019.04.10 - 052**

Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Pump Station Evaluations and Planning Loan**

WHEREAS: The City Council desires to make public improvements and to finance these improvements through the NH Clean Water State Revolving Fund Program and;

WHEREAS: The Pump Station Evaluations and Planning loan is available through the NH Department of Environmental Services, and the loan is eligible for 100% principal forgiveness for sewer pump station work; and

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

Item #	Description	Proposed	Life/Yrs	Department	Fund
		Appropriation			
1	Wastewater Pump Stations Evaluation	\$75,000	5	CS - Sewer	Sewer
	Total	<u>\$75,000</u>			

AND FURTHER BE IT RESOLVED THAT:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Clean Water State Revolving Fund (CWSRF) Program for financing this project. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF Program to obtain the loan for eligible identified project.

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2019.04.10 - 052**

Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Pump Station Evaluations and Planning Loan**

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.B.2

Resolution Number: **R – 2019.04.10 - 052**

Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Pump Station Evaluations and Planning Loan**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for an FY2020 Capital Improvements Program project financed by loan from NH DES Clean Water State Revolving Fund, with 100% principal forgiveness, and authorizes the city to enter into the loan agreement with NH DES.

This resolution makes an appropriations to apply condition assessment and prioritization concepts to the City's sewer pump stations.

The City of Dover owns, operates, and maintains wastewater collection and treatment facilities that serve the City's more than 31,000 residents. The collection system includes approximately 115 miles of sanitary sewer (ranging in size from 8-inch to 40-inch) and 23 pumping stations. All sanitary sewer flows are conveyed to the Dover wastewater treatment facility (WWTF) for treatment and subsequent discharge to the Piscataqua River. The City is seeking a comprehensive evaluation of all wastewater pump stations and force mains, to be summarized into a technical report and implemented in a 10-year Capital Improvement Plan (CIP). Since the majority of the pump stations were originally installed, many stations have undergone upgrades including pump and equipment replacement, electrical improvements, and SCADA control integration. The City understands this infrastructure is critical and the pumps or equipment may be reaching (or have reached) the end of their useful life. As a proactive means of addressing this aging infrastructure and preparing for potential capital improvements, the City has chosen to perform a pump station evaluation on 23 pump stations. This evaluation will be a key part of managing and maintaining the City's wastewater pump station and force main infrastructure moving forward.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired:

Description	Sewer
Pending Authorization	75,000
Prior FY20 CIP Authorization	2,840,000
FY20 Principal Retirement	1,428,481
Net Change	<u>1,486,519</u>

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2019 and this authorization, against the City Council adopted financial policy debt limit of the City' Sewer Fund. The City's Financial Policy debt limit for the Sewer Fund is 1.5% of the State determined Equalized Value for Debt Limit. There is no statutory debt limit for the Sewer Fund.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2019.04.10 - 052**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Pump Station Evaluations and Planning Loan**

Description	Sewer
Debt Outstanding	18,546,865
Authorized - Unissued	9,254,744
Total Issued & Unissued	27,801,609
This Authorization	75,000
Grand Total	27,876,609
Policy Debt Limit	52,085,536
Unused Capacity	24,208,927
Percent Unused	46.48%

Budgetary and Rate Impacts

The \$75,000 CWSRF loan is expected to be paid back over a 5-year period. Principal repayments would be \$15,000 per year and this amount would be offset by an equal annual amount of principal forgiveness resulting in no impact to the City's Sewer Fund budget for principal repayment. The interest that would accrue on outstanding principal balances over the 5 year period is estimated to be a total of \$4,500 impact to the City's Sewer Fund budget over that 5 year period. This would be less than a \$0.01 impact on the annual sewer rate.