



Please include the following with your application:

1. Project narrative (5 pages maximum; see details in the Grant Application Instructions)
2. Project budget (see details in the Grant Application Instructions)
3. Letter(s) of commitment for match
4. For single municipality applications:

Signed copy of the governing body's official act or resolution authorizing the filing of this application

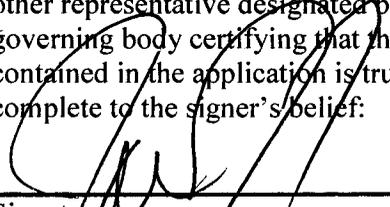
For multi-jurisdictional applications:

Signed copy of the governing body's official act or resolution authorizing the filing of this application from each participating municipality; and

Signed copies of the intergovernmental agreement(s) prepared pursuant to RSA 53-A, or other comparable agreement

5. Other supporting documentation as appropriate, including letters of support from local boards, residents, or other entities in the community such as businesses or non-profit organizations, and any other material supporting or verifying information in the application. Do not include full paper copies of lengthy reports or planning publications; submission of abstracts of such matter and full documents on electronic media (flash drive or compact disc) or provision of Internet addresses that link *directly* to such documents are preferred.

Note: All project information and final products and materials relating to the project shall be made available to New Hampshire Housing. These materials may be used for public education and outreach, as examples for future applicants, or for training purposes by New Hampshire Housing, along with other federal, state, regional, and local organizations.

<p>Signature of Chief Executive Officer of municipality holding fiduciary responsibility or other representative designated by the governing body certifying that the information contained in the application is true and complete to the signer's belief:</p>  <hr/> <p>Signature</p> <p>J. Michael Joyal</p> <hr/> <p>Printed name</p> <p>2/7/13</p> <hr/> <p>Date</p>	<p>Mail or hand-deliver one paper copy and one digital copy of the completed application, narrative, budget, and supplemental materials to:</p> <p>CPG Application Attn: Benjamin D. Frost New Hampshire Housing 32 Constitution Drive Bedford, NH 03110</p> <p><b>Applications must be <u>received</u> at this address by 5:00 p.m. on Tuesday, February 12, 2013.</b></p>
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## Introduction

The City of Dover's historic downtown is one of its greatest assets. The downtown serves as a catalyst for economic growth and provides the City one of its defining characteristics. However, even with all that it currently offers – restaurants, bars, shops, cafes, services, museums, downtown's potential to become a truly vibrant and healthy place has not been fully realized. One of the most significant impediments to creating a “vibrant downtown with diverse uses” (a key goal set forth in the 2007 Land Use Chapter of Dover's Master Plan) is the abundance of parking lots which diminish the streetscape and architectural fabric and severely underutilize precious downtown real estate.

The development of these underutilized parcels and the adequate provision of parking are both key to downtown Dover's long term success. Funding of a parking structure (which would permit the parking lots to be redeveloped), could be completed through a recommendation of the 2007 Land Use Chapter of Dover's Master Plan, which suggests designating the portions of the downtown as a “Business Investment District to improve infrastructure & streetscape by taking advantage of income created by an increased tax assessment.”

The project proposed here will permit the City to do the following:

1. Study the creation of a tax-increment finance district (TIF District) to fund the construction of a parking structure, permit the development of the downtown parking lots, and fund other streetscape amenities within the TIF District that will enhance downtown's image and visual amenities.
2. Study the creation of a transit oriented development overlay district (TOD District). The TOD District, which would take advantage of the Dover Transportation Center's passenger rail and inter-city bus connections, could work in tandem with the TIF District to maximize the opportunities in downtown Dover for compact, mixed use development and affordable housing choices.

It is expected that the TIF and TOD Districts will significantly enhance the health and vitality of Dover's urban core which in turn contributes positively to the region's economy and housing affordability.

## Project Goals

Dover has a proven track record of developing and maintaining innovative zoning ordinances that further the cause of good planning in New Hampshire. This is evident from the recognition Dover has received in 2010 and 2011 from the NH Planners Association and the Northern New England Chapter of the American Planning Association.<sup>1</sup> The project the City would like to undertake with Community Planning Grant (CPG) funding is to continue that record by creating a TIF District and a TOD District for downtown Dover. The goal of the project is to ensure a healthy, vibrant, diverse downtown by enabling the construction of a parking structure that centralizes parking demand while encouraging the redevelopment of the City's numerous downtown parking lots providing streetscape upgrades to the downtown rights-of-ways, while at the same time encouraging affordable housing options through transit-oriented development. Project outcomes include:

- Reinforcing the community's work on sustainability;
- Reinforcing transit oriented development downtown;
- Creating a positive environment for the development of affordable housing within walking distance of transit, employment and retail centers, etc.;

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<sup>1</sup> Project of the Year for the Form Based Code, and Professional Planner of the Year for innovative planning.

- Creation of economic incentives for the development of downtown Dover;
- Attraction and creation of retail and commercial businesses;
- Expansion of a residential base in the downtown to support existing businesses;
- Preservation of the City's employment base;
- Improvement of transportation and pedestrian amenities and aesthetic qualities; and
- Enhance the historical, architectural and environmental elements of the community.

The project area will be more specifically defined as part of the first stage of this project, however, staff believes the TIF District may be bounded by Chestnut, Central, Main, and Washington Streets (see attached map), and the TOD District will be built around the Dover Transportation Center located off Chestnut Street

### Scope of Work and Budget

There are a variety of tasks that will be associated with this project. The majority of them will be completed by a consultant, retained through a competitive bid process. The tasks below correspond to the budget breakdown. For staff time, a rate of \$50.00 is used to cover salary, benefits and other costs incurred by the City for the cost of an employee. Also, the City is prepared to contribute in kind costs (GIS map preparation and other visual components) as well as administer online tools to promote the project.

#### *Project Management*

This task will be performed by Richard Jones, Community Development Block Grant Coordinator. The task will focus on oversight of the budget and project schedule, as well as developing and reviewing the bid to select a consultant. This task also includes scheduling meetings and ensuring the project is presented to the City Council in a timely manner. The timeline for this is from inception to completion, May 1, 2013 – April 31, 2014. This task is expected to take 60 hours and cost \$3,000.

#### *Refine Goals and Expectations/Review Areas of Interest*

Once a consultant is on board, the Christopher Parker, Director of Planning and Community Development will be the lead City staff person completing this project. At this stage, the consultant and staff will walk downtown, establish a study area, and set reasonable and realistic expectations and goals as the first step in developing a successful project. The timeline for this is from July 1, 2013 – July 31, 2013. This task is expected to take 9 hours of City staff time and cost \$2,300.

#### *On the Ground and Technical Analysis*

This component of the project involves reviewing the downtown study area, reviewing prior City reports and studies regarding downtown parking, and completing any new studies and/or technical analysis necessary to determine the feasibility and/or desirability of a TIF District and TOD District in downtown Dover. The timeline for this is from August 1, 2013 – September 1, 2013. This task is expected to take 10 hours of City staff time and cost \$1,750.

#### *Stakeholder Interviews*

This task involves the consultant meeting with stakeholders, such as the Parking Commission and Dover Business Industrial Development Authority to collaborate in evaluating the need for a TIF District and TOD District and assist with feedback on the nature and design of the public improvements that will be made possible with the creation of the TIF. Staff will identify major property owners and reach out to a

representative set of renters and mass transit users within the area of interest and the consultant will meet with these groups in one on one interviews. This input will be used to further define the proposed TIF District and TOD District boundaries and goals, and to consider complimentary downtown improvement strategies . The timeline for this is from September 1, 2013 – October 1, 2013. This task is expected to take 10 hours of City staff time and cost \$1,750.

#### *Outreach to Marginalized Population/ Outreach to Public*

Dover aggressively seeks public participation by utilizing both online and traditional methods to reach out to residents, property owners and business owners. Typically this includes letters to each property owner, as well as press releases and use of social networking. The project area contains a majority of residents who are renters, a group normally not noticed about land use changes and who might not receive any direct outreach. For this project we are enhancing our outreach efforts, in recognition of the positive impact that these changes will have on all of our residents. We will make a substantial and coordinated effort to include all renters in the area through direct mailings to residents, as opposed to just property owners. The timeline for this project is September 1, 2013 – October 1, 2013. This is expected to take 5 staff hours and cost \$2,100.

#### *Draft Regulations/Initial Review*

In this task, the consultant will take the public input and all relevant studies and draft regulations establishing a TIF District and TOD District that reflect both existing conditions and the public’s desires. It is anticipated that the TOD District will include provisions mandating and/or incentivizing the inclusion of affordable housing in any development proposal that takes advantage of the TOD District regulations. The timeline for this project is from October 1, 2013 – February 1, 2014. This task is expected to take 60 hours of City staff time and cost \$24,200. \$21,200 will focus on the consultant costs to draft the regulations.

#### *City Council Review/ Re-draft/ Adoption*

The final set of tasks will complete the project by presenting a draft ordinance to City Council for review and input. A series of public hearings would be held prior to City Council voting to adopt the draft ordinance. The consultant would review feedback and revise, as needed. This task is expected to take 12 hours of City staff time and cost \$4,600. \$4,000 will focus on the consultant costs to amend the ordinance.

#### Master Plan Consistency

The 2007 Land Use Analysis section of Dover’s Master Plan is entitled “Its All About Context.” An overall goal of this chapter was to encourage planners and policy makers to promote a vibrant downtown with diverse uses. The chapter includes ten specific goal a nine (9) are supported by this application:

- To be an attractive place where people live, work, and recreate.
- To encourage neighborhoods to build a sense of community.
- To preserve and respect the rural elements of the city.
- To promote a vibrant downtown with diverse uses.
- To be a City that offers diversity of housing types and price ranges.
- To create and maintain a safe, clean and aesthetically pleasing natural and manmade environment.
- To achieve economic viability by attracting quality job and investment opportunities.
- To develop and redevelop land respecting the surrounding context and the environment.
- To encourage sustainable growth that is sensitive to environmental issues and minimizes energy consumption.

This project would address many of the recommendations of the Chapter, including (paraphrased for space):

- Designating commercial/retail areas as “Business Investment Districts” to improve infrastructure & streetscape by taking advantage of income created by an increased tax assessment
- Installing downtown amenities including streetscape improvements
- Continue healthy mix of single family, multi-family and mixed use development
- Encourage Mixed Use done in context to surrounding vicinity
- Promote residential uses in non-residential zones on the second floor or above

### Consistency With the NH Livability Principles

The proposed project is not only consistent with the New Hampshire Livability Principles, but would in fact be a case study in promoting those principles. Below is a principle by principle explanation of why that is so.

#### *Promotion of Traditional Settlement Patterns & Development Design*

The development of a TIF District and TOD District will meet all elements of this Livability Principle by encouraging the efficient use of land, promoting mixed use, multi modal development that is compact and context sensitive, developing underutilized land, supporting and reinvesting in Dover’s historic downtown, and concentrating parking in a multi-story parking structure.

#### *Housing Choices*

It is anticipated that the TOD District will include provisions mandating and/or incentivizing the inclusion of affordable housing in any development proposal that takes advantage of the TOD District regulations. Moreover, by promoting the redevelopment of downtown real estate, the City believes that housing generated through the sale of City owned property will be affordable. The context sensitive zoning in place downtown – and which would apply to the development of any of the City’s parking lots - encourages the development of vital and vibrant housing options.

#### *Transportation Choices*

By promoting downtown development, it is reasonable to expect continued reliance on mass transit and walkable development, as the areas of downtown expected to be included within the TIF District and TOD District are no more than half a mile of the Dover Transportation Center, which provides bus and train service from Portland to Boston. Additionally, downtown has sidewalks and bus stops, so it is multi-modal and safe for travelers to make their way to and from their homes, recreation, and to work.

#### *Natural Resource Functions & Quality*

Dover takes the view that by promoting infill development within the urban core we can conserve and protect vital areas and habitats outside of that core area. This trend allows the City’s Open Lands Committee and Conservation Commission to promote land conservation in the rural areas of Dover and promote wetlands habitat, watersheds, and well source protection.

#### *Community and Economic Vitality*

Dover’s promotion of infill development is not just a conservation goal, but also recognizes that it is less costly to develop where existing infrastructure exists. This allows for more economic development opportunities, which leads to higher employment and arts and cultural opportunities for residents. Moreover,

the promotion of infill development helps meet a market demand not just for affordable housing, but also a demand for denser, more urban housing within walking distance of dining, entertainment, and cultural opportunities.

### *Climate Change and Energy Efficiency*

It has long been recognized that mixed use and infill development has positive benefits on energy conservation and sustainability. The TIF District and TOD District will encourage both. Dover views the promotion of infill development and adaptive reuse of the built environment as a simple step the community can take towards playing a larger role in promoting a sustainable Dover for residents to enjoy in the years to come.

### Regional Approaches

Dover continues to embrace a large share of the region's residents and workforce. This project will assist the City in continuing to maintain a leadership role in regional housing and innovative planning initiatives. The City also believes that this project is consistent with the goals articulated by the Strafford Regional Planning Commissions regional plans and policy goals.

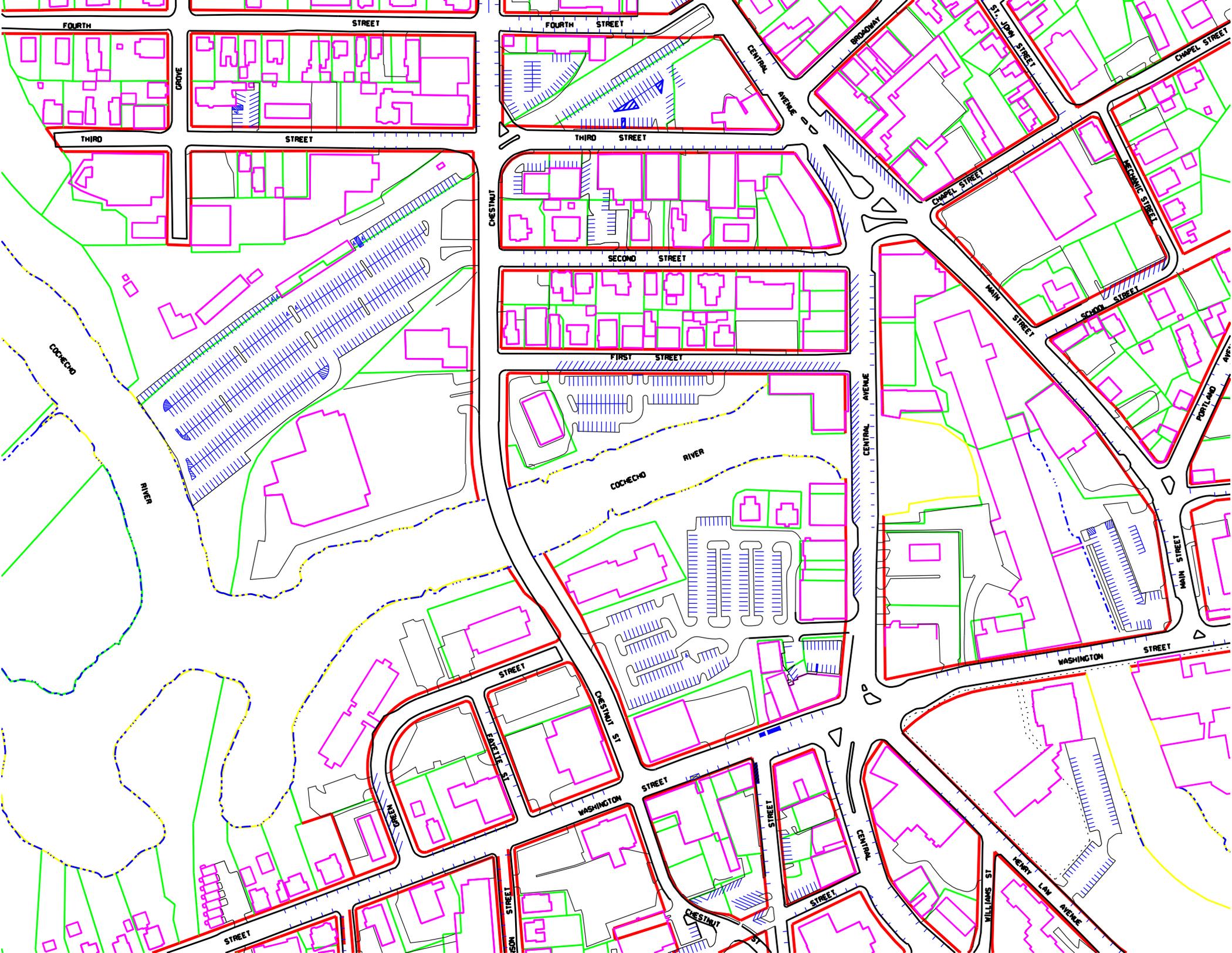
### Readiness to Proceed

This project, pending grant award, was considered as part of the FY 2013/2014 work plan developed by the Department of Planning and Community Development as part of the budget preparation. The City Council and Parking Commission, Dover Business and Industrial Development Authority have also identified this project as a priority and will provide support where necessary. Additionally, with a Council form of government, it is possible for review and adoption of ordinances and resolutions developed as part of this project to occur well within the required timelines.

### Outreach Plan

To meet the requirement that CPG grant funds be dedicated to outreach and engagement of marginalized and underrepresented populations in the municipality, we have proposed, as described above, the identification of and contact with the rental population in Dover. A cursory review of downtown Dover indicates that whether residential or non-residential, there is a predominance of non-property owners occupying buildings. We believe that this group is typically not included in the local planning processes. It is a project goal to reach out and educate this group not just on the project, but on the benefits of local planning and how their participation is beneficial to the community and themselves.

This typically marginalized population will be engaged through the use of traditional media, including newspaper articles, appearances on the local radio call in show, and non-traditional media including Dover's government access channel, online media, and social networking. In addition to that outreach, staff will draft letters to property owners and residents, targeting renters, encouraging participation before, during, and after the project is completed. This public outreach is based on the principle that the best plan we can develop is one that the community plays an active role in developing, and also on the principle that our community includes all of our residents regardless of their status.



**Community Planning Grant Program  
Project Budget Worksheet**

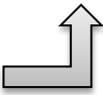
Provide an itemized budget below. Itemized tasks should be reflected in the application narrative Scope of Work section, as described in the Application Instructions. Refer to the Application Instructions for information on Match requirements and examples.

NOTE: As described in the Application Instructions, a minimum of 5% of CPG grant funds must be used for outreach activities to engage traditionally marginalized or underserved populations in the community.

	<b>Task Name</b>	<b>CPG Funds</b>	<b>Cash Match</b>	<b>In-Kind Match</b>	<b>Task Total</b>
<b>Task 1</b>					
<b>Task 2</b>					
<b>Task 3</b>					
<b>Task 4</b>					
<b>Task 5</b>					
<b>Task 6</b>					
<b>Task 7</b>					
<b>Task 8</b>					
<b>Task 9</b>					
<b>Task 10</b>					
<b>Task 11</b>					
<b>Task 12</b>					
<b>Task 13</b>					
<b>Task 14</b>					
<b>Task 15</b>					
<b>Task 16</b>					
<b>Task 17</b>					
<b>Task 18</b>					
<b>Task 19</b>					
<b>Task 20</b>					
	If more than 20 tasks are planned, list them on a separate sheet.				
	<b>Totals</b>				

	Total expenditures on outreach to marginalized or disadvantaged populations				
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This **MUST** be at least 5% of the “Amount of CPG Funding Requested” shown on the cover page.



CHRISTOPHER G. PARKER, AICP  
Director

c.parker@dover.nh.gov



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Dover, New Hampshire 03820-4169  
(603) 516-6008  
Fax: (603) 516-6049  
www.dover.nh.gov

*City of Dover, New Hampshire*  
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

February 12, 2013

Benjamin D. Frost, AICP  
New Hampshire Housing  
PO Box 5087  
Manchester, NH 03108

RE: HUD Community Planning Grant For: City of Dover, New Hampshire

Dear Mr. Frost:

Please accept this letter of commitment from the City of Dover Department of Planning and Community Development for participation in the above referenced grant.

As I have developed my proposed budget, I included the local match required for the Community Planning Grant. This local match is comprised of \$1,900 in cash contribution, identified in our consulting line item, and \$8,300 in kind donations. As you are aware for the grant request, we are required to provide \$7,400 in local match, a quarter of which must be a financial contribution. The financial match is identified in the FY 2013 budget, (adopted by the Dover City Council on June 6, 2012); the in kind match will stretch into FY 2014.

Our department is ready to assist in the project by providing technical information to the consultant, selected through a bid process, coordinate data gathering from various City departments promote public meetings and identify important stakeholders that should be involved in the project. The City has an extensive array of techniques that can be used to communicate to the general public and to engage the participation of crucial community members, who might normally be underrepresented. Our department is very experienced in the field of public participation for projects such as this.

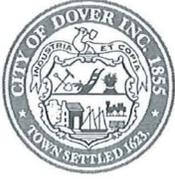
Dover has a Council/Manager form of government, and can adopt ordinance changes on an as needed basis, following prescribed public hearing processes. I am confident that we can present the Tax Increment Financing regulations that are developed to the City Council in a timely and efficient manner, and my hope is that we will see many fruits from this project as a result.

I look forward to working with the NHHFA, and yourself as we move through this process. If you have any questions or need further information, please contact me.

Sincerely,



Christopher G. Parker, AICP  
Director of Planning and Community Development



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 6.

Resolution Number: **R – 2012.04.18 – 50**  
Resolution Re: Fiscal Year 2013 Budget Appropriations, Fees and Capital Improvements Program (REVISED JUNE 6, 2012)

WHEREAS: The City Manager submitted his budget for next fiscal year to the City Council on April 11, 2012; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2013, (July 1, 2012 through June 30, 2013);

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 2013, 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:

<b>Fund</b>	<b>Fund Description</b>	<b>Est Revenue</b>	<b>Appropriations</b>	<b>Fund Type</b>
1000	General Fund	88,718,806	88,718,806	General Fund
2100	Community Development Fund	441,742	441,742	Special Revenue
2210	Drug Investigation Fund	190,105	190,105	Special Revenue
2220	Dover Housing Auth Policing	110,255	110,255	Special Revenue
2245	DHHS Assistance Programs	124,936	124,936	Special Revenue
2800	School Cafeteria Fund	1,398,164	1,398,164	Special Revenue
2820	School Dept. of Education Grants	2,715,962	2,715,962	Special Revenue
3207	Public Safety Special Details	287,361	287,361	Special Revenue
3213	Parking Activity Fund	614,320	614,320	Special Revenue
3320	Residential Solid Waste Fund	950,663	950,663	Special Revenue
3381	McConnell Center Fund	825,205	825,205	Special Revenue
3410	Recreation Programs	588,878	588,878	Special Revenue
3455	Library Fines Fund	66,840	66,840	Special Revenue
3500	OPEB Liability Fund	1,313,112	1,313,112	Special Revenue
3810	School Tuition Program Fund	141,500	141,500	Special Revenue
3825	School Alternative Education Fund	868,063	868,063	Special Revenue
3830	School Facilities Fund	137,075	137,075	Special Revenue
5300	Water Fund	4,709,762	4,709,762	Enterprise
5320	Sewer Fund	6,404,327	6,404,327	Enterprise
6100	DoverNet Fund	696,349	696,349	Internal Service
6110	Central Stores Fund	105,154	105,154	Internal Service
6310	Fleet Maintenance Fund	762,282	762,282	Internal Service
6800	Workers Compensation Fund	387,065	387,065	Internal Service
	<b>Totals</b>	<b>112,557,926</b>	<b>112,557,926</b>	



CITY OF DOVER

## CITY OF DOVER - RESOLUTION

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Resolution Number: **R – 2012.04.18 – 50**  
Resolution Re: Fiscal Year 2013 Budget Appropriations, Fees and Capital Improvements Program (REVISED JUNE 6, 2012)

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2012 as provided by law for the departments, transfers to and from reserves and between other funds, and public purposes not foreign to or incompatible with the mission of the City. General Fund Appropriations include \$29,281,877 for City operations, \$42,264,590 for School Department operations, \$9,690,031 for Debt Service and \$7,482,308 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 2012 (Fiscal Year 2013).
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 2013 .
6. For water consumption per hundred cubic feet (HCF) effective July 1, 2012, the Water and Sewer User Fees will be \$4.36 and \$5.78, respectively.
7. Effective July 1, 2012, 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, 2012, 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, 2012, any new funds represented in the budget are established for the purposes enumerated within the budget.
10. Effective July 1, 2012, the Finance Director 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, 2012, all fees and charges represented within the budget and the associated schedule of fees is adopted.
12. Effective July 1, 2012, the City Manager is authorized to sign all grant applications and any such funding awarded during the fiscal year is appropriated for such purpose.
13. Effective July 1, 2012, revenues from the sale of city property are appropriated for their established and intended purpose.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 6.

Resolution Number: **R – 2012.04.18 – 50**  
Resolution Re: Fiscal Year 2013 Budget Appropriations, Fees and Capital Improvements Program (REVISED JUNE 6, 2012)

14. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.
15. In accordance with RSAs 674:8 and 674:21-V(b), the FY13-18 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.
16. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2013 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 if deemed most advantageous to the City and in compliance with the City's adopted investment policy.
17. The sum of \$766,583 collected for school impact fees by the Dover Planning Department currently held in custody by the City of Dover Board of Trustees of Trust Funds is hereby appropriated for use by the Dover School District for Fiscal Year 2013 Debt Service payments associated with Woodman Park School and Horne Street School expansion projects.
18. The sum of \$70,000 collected for fire & rescue impact fees by the Dover Planning Department currently held in custody by the City of Dover Board of Trustees of Trust Funds is hereby appropriated for use by the City of Dover for financing a portion of the Fiscal Year 2013 budgeted purchase of the Police Dispatch Radio System and Console.
19. The sum of \$45,000 collected for police impact fees by the Dover Planning Department currently held in custody by the City of Dover Board of Trustees of Trust Funds is hereby appropriated for use by the City of Dover for financing a portion of the Fiscal Year 2013 budgeted purchase of the Police Dispatch Radio System and Console.

**Note: This resolution requires a favorable majority vote of all members for passage, after duly advertised public hearings 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 15<sup>th</sup> prior to the beginning of the next fiscal year.**

**Resolution to be referred to Public Hearings as follows:**

**School Department Budget hearing Wednesday April 25, 2012**  
**School Department Budget hearing Wednesday May 16, 2012**  
**City Budget hearing Wednesday May 23, 2012**



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 6.

Resolution Number: **R – 2012.04.18 – 50**  
Resolution Re: Fiscal Year 2013 Budget Appropriations, Fees and Capital Improvements Program (REVISED JUNE 6, 2012)

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Dean Trefethen  
By request

Approved as to Legal Form: Allan B. Krans, Sr.  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk

### DOCUMENT HISTORY:

First Reading Date: 04/18/2012	Public Hearing Dates: 04/25/2012- School 05/16/2012- School 05/23/2012 - City
Approved Date: 06/06/2012	Effective Date: 06/06/2012

### DOCUMENT ACTIONS:

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weston.  
Councilor Weston moved to substitute the resolution as a whole; seconded by Councilor Weeden.  
Vote: 9/0.

Councilor Garrison referred to the proposed School Department budget, \$566,583 in impact fees. He moved to reduce that \$354,571 to get to 212,012 which he had recommended at previous meetings. He also suggested removing the additional \$200,000 in impact fees that was added in addition to the proposed budget. This total deduction is \$554,571. Then he proposed an override of \$554,571 plus \$70,000, totaling \$624,571. He explained how he came to this number by comparing with inflation rates.

Councilor Hooper seconded the motion.

Vote: 2/7; Failed: Councilors Garrison and Hooper voted in favor.

Councilor Garrison referred to the proposed City budget. To reduce the Teen Center by the full \$90,000. He said to take that and add it back into the budget by putting \$16,100 to the downtown police patrol, \$1,400 for holiday lighting supplies, \$22,500 into the fire department's overtime, and the balance of \$50,000 to go to streets and road maintenance. He said this amendment does not create a tax cap override.

Councilor Hooper seconded the motion.

Vote: 2/7; Failed. Councilors Garrison and Hooper voted in favor.



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Councilor Garrison changed his original City budget motion. To reduce the Teen Center by the full \$90,000. He said to take that and add \$16,100 to the downtown police patrol, and the balance to the fire department's overtime.

Councilor Hooper seconded the motion.

Vote: 4/5; Failed. Mayor Trefethen, Deputy Mayor Carrier, Councilors Garrison and Hooper voted in favor.

Councilor Weeden moved the question; seconded by Councilor Cheney.

Mayor Trefethen asked for a vote on moving the question.

Councilor Weeden asked to speak.

Mayor Trefethen said he is not allowed to speak to the question.

Councilor Weeden withdrew his motion to move the question.

Councilor Cheney withdrew her second.

Deputy Mayor Carrier moved to lower the Teen Center from \$90,000 to \$70,000, and put \$10,000 in the downtown police patrol and \$10,000 in fire department's overtime; seconded by Councilor Garrison.

Vote: 4/5; Failed. Mayor Trefethen, Deputy Mayor Carrier, Councilors Garrison and Hooper voted in favor.

Deputy Mayor Carrier moved to lower the \$200,000 in impact fees by \$100,000, and he would like to add \$200,000 for the School as a tax cap override; seconded by Councilor Hooper.

Vote: 4/5; Failed. Mayor Trefethen, Deputy Mayor Carrier, Councilors Garrison and Hooper voted in favor.

Mayor Trefethen asked for a roll call vote on the budget.

Roll Call Vote: 5/4; Passed. Mayor Trefethen, Deputy Mayor Carrier, Councilors Garrison and Hooper were opposed.

### VOTING RECORD

Date of Vote: 06/06/2012	YES	NO
Mayor Dean Trefethen		X
Deputy Mayor Robert Carrier, At Large		X
Councilor Edward Spuler, Ward 1	X	
Councilor William Garrison, Ward 2		X
Councilor Michael Crago, Ward 3	X	
Councilor Dorothea Hooper, Ward 4		X
Councilor Catherine Cheney, Ward 5	X	
Councilor Michael Weeden, Ward 6	X	
Councilor Karen Weston, At Large	X	
Total Votes:	5	4
Resolution does pass.		



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 6.

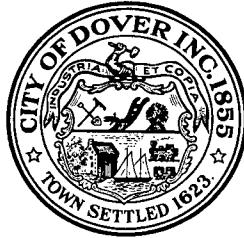
Resolution Number: **R – 2012.04.18 – 50**

Resolution Re: Fiscal Year 2013 Budget Appropriations, Fees and Capital Improvements Program (REVISED JUNE 6, 2012)

### 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.

Daniel Barufaldi  
Economic Development Director  
d.barufaldi@dover.nh.gov



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## Dover Business & Industrial Development Authority City of Dover, New Hampshire

February 12, 2013

Benjamin D. Frost, AICP  
New Hampshire Housing  
PO Box 5087  
Manchester, NH 03108

RE: HUD Community Planning Grant For: City of Dover, New Hampshire

Dear Mr. Frost,

On behalf of the Dover Business and Industrial Development Authority (DIBDA), I write this letter in support of the City's application for Round II of HUD's Community Planning Grant.

At the Board meeting of October 4, 2012, DIBDA endorsed the idea of City staff pursuing a Tax Increment Finance District and I see this grant as an appropriate opportunity to fund the analysis and development of the establishment regulations and define a district and associated administrative requirements for a TIF District.

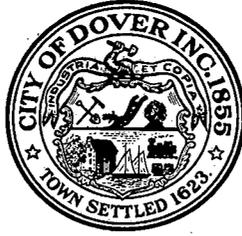
As you may be aware, the City is quite proud of our efforts to attract new business and retain existing ones, as we strive to be a diverse and vibrant business community. Adding a TIF, which the City Council has enabled through legislation in 2011, will be another way the City makes public improvements, which continue to increase Dover's vibrancy. I see this grant as a much needed way to further our work.

The grant will allow the City to move forward with engaging a consultant and create an effective civic partnership for analyzing and designing TIF regulations that are progressive, thoughtful and proactive to promoting infill development, mixed-uses, a higher quality of residential uses and an overall increase in the quality of life for this regionally significant community.

The Business and Industrial Development Authority supports the City of Dover in this innovative effort to coordinate housing, economic development, transportation and sustainable living. I strongly endorse the application and look forward to working with the community, consultant and staff on defining these regulations.

Sincerely,

  
Daniel J. Barufaldi  
Director of Economic Development



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## ***City of Dover, New Hampshire Parking Bureau***

January 25, 2013

Benjamin D. Frost, AICP  
New Hampshire Housing  
PO Box 5087  
Manchester, NH 03108

RE: HUD Community Planning Grant For: City of Dover, New Hampshire

Mr. Frost,

On behalf of the City of Dover's Parking Commission I write this letter in support of the City's application for Round II of HUD's Community Planning Grant.

At our meeting of March 1, 2012, the Commission endorsed the idea of City staff pursuing a Tax Increment Finance District and I see this grant as an appropriate opportunity to fund the analysis and development of the establishment regulations and define a district and associated administrative requirements for a TIF District.

Dover has made many improvements to our parking program and infrastructure. We continue to see a need to expand capacity and centrally locate parking in Dover's downtown. The Commission gave a presentation to the City Council reviewing downtown infill opportunities, looking to redevelop existing surface parking lots with mixed use buildings which would require a parking structure to be in place to make a reality. I see a TIF as an opportune way to pay for this and other necessary transportation related improvements.

With this grant, I hope that the City will expedite the process of engaging a consultant who can analyze and design TIF regulations which would be put in place so that I may move forward with developing plans to construct a parking structure.

The Parking Commission supports the City of Dover in this innovative effort to coordinate housing, economic development, transportation and sustainable living. I strongly endorse the application and look forward to working with the community, consultant and staff on defining these regulations.

Sincerely,

William Simons  
Parking Manager