

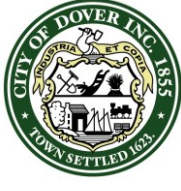


CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, October 28, 2020**
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
 - A. NATIONAL AMERICAN INDIAN HERITAGE MONTH**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
 - A. AUTHORIZATION TO ACCEPT THE CENTER FOR TECH & CIVIC LIFE COVID-19 RESPONSE GRANT FOR LOCAL ELECTION ADMINISTRATION**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. AUTHORIZATION TO APPROVE CITY-WIDE “ADOPT A BENCH” PROGRAM, DONATIONS AND PLACEMENT OF PLAQUES**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - C. ADOPTION OF FISCAL YEAR 2022 – 2027 CAPITAL IMPROVEMENTS PROGRAM (CIP)**
(CITY COUNCIL VOTE OCCURRING ON NOVEMBER 18, 2020)
SPONSORED BY MAYOR CARRIER BY REQUEST
 - D. APPROPRIATION FOR FY2022 CAPITAL IMPROVEMENTS PROGRAM (CIP) – NON-DEBT FINANCED PROJECTS**
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(CITY COUNCIL VOTE OCCURRING ON NOVEMBER 18, 2020)
SPONSORED BY MAYOR CARRIER BY REQUEST
 - E. APPROPRIATION FOR FY2022 CAPITAL IMPROVEMENTS PROGRAM (CIP) AND AUTHORIZATION FOR BONDING**
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(CITY COUNCIL VOTE OCCURRING ON NOVEMBER 18, 2020)
SPONSORED BY MAYOR CARRIER BY REQUEST

 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 Conference Room</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, October 28, 2020</td></tr> <tr> <td>Meeting Time:</td><td>7:00 pm</td></tr> </table>	CITY COUNCIL - AGENDA		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Conference Room	Meeting Date:	Wednesday, October 28, 2020	Meeting Time:	7:00 pm
CITY COUNCIL - AGENDA											
Meeting Type:	Regular Meeting										
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Meeting Time:	7:00 pm										

8. CITIZEN’S FORUM

Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

Email correspondence must be directed to CityCouncil-All@dover.nh.gov, Voicemails must be left at (603) 516-6338, and written letters or correspondence must be directed to City of Dover, ATTN: City Council, 288 Central Avenue, Dover, NH 03820.
Correspondence that does not state the individual's name and Dover address shall not be placed on file with the Council public meeting record.

9. CITY MANAGER’S REPORT

10. APPROVAL OF MINUTES

A. October 14, 2020

11. MAYOR’S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 1. AUTHORIZATION TO APPROVE CITY-WIDE “ADOPT A BENCH” PROGRAM, DONATIONS AND PLACEMENT OF PLAQUES
SPONSORED BY MAYOR CARRIER BY REQUEST**

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. B17003 SIEMENS INDUSTRIES ADDITIONAL SCOPE OF WORK - FACILITIES, GROUNDS & CEMETERIES BUILDING
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 2. B21016 SNOW PLOWING-HAULING SERVICES
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 3. AUTHORIZATION TO ACCEPT THE CENTER FOR TECH & CIVIC LIFE COVID-19 RESPONSE GRANT FOR LOCAL ELECTION ADMINISTRATION
SPONSORED BY MAYOR CARRIER BY REQUEST**



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, October 28, 2020**
Meeting Time: **7:00 pm**

**4. ACCEPTANCE OF EMERGENCY MANAGEMENT PERFORMANCE GRANT
COVID-19 SUPPLEMENTAL (EMPG-S)**

SPONSORED BY MAYOR CARRIER BY REQUEST

**5. AUTHORIZATION TO SIGN THE FEDERAL LAND AND WATER
CONSERVATION FUND (LWCF) MAP AND NOTICE OF GRANT RESTRICTIONS
FOR COCHECO PARK (PORTION OF TAX MAP 22-1-1)**

SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

- | | |
|---|--|
| 1. School Board | 16. Pool Advisory Committee |
| 2. Planning Board | 17. Recreation Advisory Board |
| 3. 400th Anniversary Committee | 18. Solid Waste Advisory Commission |
| 4. Appointments Committee | 19. Transportation Advisory Commission |
| 5. Arena Commission | 20. Waterfront TIF Advisory Board |
| 6. Arts Commission | 21. City Council / School Board Collaborative
Committee |
| 7. Conservation Commission | 22. Joint Building Committee – Dover High School
and Regional Career Technical Center |
| 8. Downtown TIF Advisory Board | 23. COAST |
| 9. Energy Commission | 24. Cocheco Waterfront Development Advisory
Committee |
| 10. Heritage Commission | 25. Dover Main Street |
| 11. Legislative Liaison | 26. Strafford Regional Planning Commission |
| 12. Library Board of Trustees | 27. Tri-City Homelessness Task Force |
| 13. McConnell Center Advisory Committee | |
| 14. Ordinance Committee | |
| 15. Parking Commission | |

B. RESOLUTIONS

1. FORMATION OF AD HOC COMMITTEE FOR RACIAL EQUITY AND INCLUSION

SPONSORED BY MAYOR CARRIER BY REQUEST

**2. REPEAL AND REPLACE AD HOC COMMITTEE TO STUDY STORMWATER AND
FLOOD RESILIENCE FUNDING**

SPONSORED BY MAYOR CARRIER BY REQUEST

**3. B11001 WRIGHT-PIERCE ADDITIONAL SCOPE OF WORK FOR ENGINEERING
CONSTRUCTION SERVICES FOR CATCH BASIN AND WET WELL CLEANINGS
TREATMENT FACILITY**

SPONSORED BY MAYOR CARRIER BY REQUEST

**4. B99057 BROADWAY RAILROAD CULVERT ENGINEERING ADDITIONAL
SCOPE OF WORK #6**

SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, October 28, 2020**
Meeting Time: **7:00 pm**

5. AUTHORIZATION TO RELEASE OUTSIDE COUNSEL MEMORANDUM DATED OCTOBER 14, 2020 REVIEWING CITY OF DOVER'S POLICE DEPARTMENT'S INTERNAL INVESTIGATION

SPONSORED BY MAYOR CARRIER BY REQUEST

6. ESTABLISHING A SCHEDULE AND PROCESS FOR REVIEW AND FINAL PROPOSAL OF POTENTIAL CHARTER AMENDMENTS

(TO BE REFERRED TO A PUBLIC HEARING ON NOVEMBER 18, 2020)

SPONSORED BY MAYOR CARRIER 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.C.
Public Hearing Only**

Resolution Number: **R – 2020.10.14 – 173**

Resolution Re: Adoption of FY2022-FY2027 Capital Improvements Plan

WHEREAS: The Capital Improvements Program (CIP) serves as the City's long range planning document for the purchase or construction of capital assets; and

WHEREAS: The CIP anticipates the scheduling and financing over the course of the next six years of individual capital related projects with an estimated annual aggregate cost of \$25,000 or more and useful life of three years or greater; and that

WHEREAS: The CIP is updated annually following review by the Planning Board and adoption by the City Council;

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

The Proposed Capital Improvements Program for Fiscal Year 2022-2027 reflected in the attached document is hereby adopted.

NOTE: This resolution requires a duly advertised public hearing.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Joshua Wyatt
City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2020.10.14 – 173**

Resolution Re: Adoption of FY2022-FY2027 Capital Improvements Plan

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti, Ward 2		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2020.10.14 – 173**

Resolution Re: Adoption of FY2022-FY2027 Capital Improvements Plan

RESOLUTION BACKGROUND MATERIAL:

This resolution establishes the attached FY2022 through FY2027 Capital Improvements Program.

This resolution only recognizes and adopts a financial and operational planning document for the City's infrastructure and capital assets over the course of the next six years and does NOT authorize or appropriate funding for projects or authorize bonding.

The FY2022 – FY2027 CIP projects and their anticipated schedule for funding are reflected in the attached document.

Capital Improvements Program - FY2022-2027

Proposed 7-Oct-20

All Projects

BOLD = New Project

* = Multi Category Project

UNDERLINED = Change in Schedule

ITALIC = \$ Change

PROJECT DESCRIPTION	2022	2023	2024	Fiscal Year 2025	2026	2027	Total	Finance Method
GENERAL GOVERNMENT								
Transfer to Capital Reserve - Infrastructure & Equip	1,025,000	1,150,000	1,275,000	1,400,000	1,525,000	1,650,000	8,025,000	OB
Transfer to Capital Reserve - Cemetery	125,000	125,000	125,000	125,000	125,000	125,000	750,000	OB
General Facility Improvements	50,000	50,000	50,000	50,000	50,000	50,000	300,000	RF
CAMA Software Replacement and Implementaion	33,000	37,000					70,000	OB
Cemetery Improvements	250,000		250,000		250,000		750,000	RF
City Hall Structural/Safety Improvements	500,000		250,000				750,000	RF
TOTAL GENERAL GOVT.	1,983,000	1,362,000	1,950,000	1,575,000	1,950,000	1,825,000	10,645,000	
POLICE								
Police Cruiser Replacement Program	144,000	144,000	144,000	144,000	144,000	144,000	864,000	RF
Public Safety Comm Infrastructure Upgrades	105,000	100,000	100,000	400,000	200,000	100,000	1,005,000	OB
TOTAL POLICE	249,000	244,000	244,000	544,000	344,000	244,000	1,869,000	
FIRE & RESCUE								
Command/Staff Vehicle Replacement	51,000		51,000		51,000		153,000	RF
Pumper/Quint Replacement	750,000				900,000		1,650,000	RF
Station Capacity Improvements	830,000	40,000		660,000			1,530,000	DF
Ambulance Replacement		267,000		256,000		256,000	779,000	RF
Front Line Vehicle Corosion Repair		100,000					100,000	RF
Protective Gear			174,000				174,000	RF
SCBA Gear					195,000		195,000	RF
Squad Replacement					500,000		500,000	RF
TOTAL FIRE & RESCUE	1,631,000	407,000	225,000	916,000	1,646,000	256,000	5,081,000	
COMMUNITY SERVICES - PUBLIC WORKS								
PW Heavy Equipment	400,000	450,000	500,000	550,000	600,000	650,000	3,150,000	RF
General Streets Improvements	2,251,395	2,341,451	2,435,109	2,532,513	2,633,814	2,739,166	14,933,448	OB
General Sidewalk Improvements	121,664	126,531	131,592	136,855	142,330	148,023	806,995	OB
Bridge Improvements	160,000	180,000	200,000	200,000	200,000	200,000	1,140,000	OB
Drainage System Improvements	200,000	250,000	300,000	350,000	400,000	450,000	1,950,000	OB
Traffic Signal Upgrades/Traffic Calming	90,000	90,000	90,000	90,000	90,000	90,000	540,000	OB
Bridge Replacement- Chestnut Street	250,000						250,000	DF
Street Reconstruction - Court/Union/Middle	200,000		2,000,000	1,700,000	600,000		4,500,000	DF
Street Reconstruction Fifth/Grove Streets*	100,000	750,000	250,000				1,100,000	DF
Street Reconstruction - Oak/Ham/Elm	450,000	200,000	350,000				1,000,000	DF
Portland Avenue Retaining Wall	250,000						250,000	DF
Sidewalk Reconstruction - Whittier Street		600,000					600,000	DF
Bridge Replacement - Oak Street				5,000,000			5,000,000	GF
Soundwalls - Renaud/Keating				400,000			400,000	RF/GF
Street Reconstruction - Sunset Drive				200,000	1,000,000		1,200,000	DF
Street Reconstruction - Atlantic Avenue					900,000	600,000	1,500,000	DF
Street Reconstruction - Horne Street*					250,000		250,000	DF
Drainage Improvements - Spruce/Tanglewood						900,000	900,000	DF
Street Reconstruction - Piscataqua/Back River*						1,000,000	1,000,000	DF
TOTAL COMM SERV - PW	4,473,059	4,987,982	6,256,701	11,159,368	6,816,144	6,777,189	40,470,443	
CULTURE & RECREATION								
Transfer to Capital Reserve - Park/Playground Imprv.	12,500	112,500	112,500	112,500	112,500	112,500	575,000	OB
Park Infrastructure Replace/Maintenance	75,000	75,000	75,000	75,000	75,000	75,000	450,000	RF
Arena - Sprinkler System Repairs	60,000						60,000	OB
Arena - Zamboni Replacement	100,000						100,000	OB
Park Improvements - Skatepark Relocation	250,000						250,000	RF
Community Trail Phase IV		131,000					131,000	RF
Park Improvements - Garrison Hill Park		290,000					290,000	RF
Indoor Pool Solar Panel Purchase				150,000			150,000	RF
Arena - Foster Rink Air Conditioning					75,000		75,000	RF
Indoor Pool Solarium						410,000	410,000	RF
TOTAL CULTURE & RECREATION	497,500	608,500	187,500	337,500	262,500	597,500	2,491,000	
PUBLIC LIBRARY								
Library Books and Collections	125,477	129,241	133,118	137,112	141,225	145,462	811,635	OB
Library Renovations and Upgrades	730,000	270,462	648,008	338,460			1,986,930	DF
TOTAL PUBLIC LIBRARY	855,477	399,703	781,126	475,572	141,225	145,462	2,798,565	
TOTAL CITY DEPARTMENTS	9,689,036	8,009,185	9,644,327	15,007,440	11,159,869	9,845,151	63,355,008	

Capital Improvements Program - FY2022-2027

Proposed 7-Oct-20

All Projects

BOLD = New Project

* = Multi Category Project

UNDERLINED = Change in Schedule

ITALIC = \$ Change

PROJECT DESCRIPTION	2022	2023	2024	Fiscal Year 2025	2026	2027	Total	Finance Method
EDUCATION								
Transfer to Capital Reserve - Curriculum	50,000	150,000	150,000	150,000	150,000	150,000	800,000	OB
Transfer to Capital Reserve - Facilities	150,000	250,000	250,000	250,000	250,000	250,000	1,400,000	OB
Transfer to Capital Reserve - Info. Technology	20,000	20,000	20,000	20,000	20,000	20,000	120,000	OB
Transfer to Capital Reserve - Athletics	20,000	20,000	20,000	20,000	20,000	20,000	120,000	OB
Curriculum Replacement and Upgrade	450,000	100,000	100,000	100,000	100,000	100,000	950,000	RF/OB
Facilities/School Maintenance and Repairs	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Furniture Replacement	25,000	25,000	25,000	25,000	25,000	25,000	150,000	OB
Information Technology Replacement and Upgrade	480,000	480,000	480,000	480,000	480,000	480,000	2,880,000	OB
Facilities and Space Needs Study	50,000						50,000	OB
Middle School AC/Dehumidification	546,000						546,000	DF
Middle School Locker Relocation	42,000	44,000					86,000	OB
Middle School Roof Replacement	560,000						560,000	DF
Garrison Elementary School Renovations		300,000	5,928,000				6,228,000	DF
DHS Solar Panel Purchase					600,000	100,000	700,000	RF
DHS Turf Field and Track Replacement					2,000,000		2,000,000	DF
TOTAL EDUCATION	2,493,000	1,489,000	7,073,000	1,145,000	3,745,000	1,245,000	17,190,000	
TOTAL GENERAL FUND	12,182,036	9,498,185	16,717,327	16,152,440	14,904,869	11,090,151	80,545,008	
SPECIAL REVENUE FUNDS								
<u>Building Access Control and CCTV Systems</u>	100,000	100,000	100,000	100,000	60,000		460,000	OB
Conservation Funding	250,000	250,000	250,000	250,000	250,000	250,000	1,500,000	OB
DoverNet Client System Replacement	59,000	54,000	54,000	54,000	54,000	54,000	329,000	OB
SAU Athletic Improvements	30,000	30,000	30,000	30,000	30,000	30,000	180,000	OB
SAU Cafeteria Maintenance/Repair/Upgrade	40,000	40,000	40,000	40,000	40,000	40,000	240,000	OB
SAU Light Vehicle Replacement	50,000	50,000	50,000	50,000	50,000	50,000	300,000	OB
Parking Facility - Downtown			8,100,000				8,100,000	DF
McConnell Center Boiler & Pump Replacement			4,500	250,000			254,500	DF
McConnell Center Rubber Roof			6,500	275,000			281,500	DF
McConnell Center Gym AC				10,000	260,000		270,000	DF
TOTAL SPECIAL REVENUE FUNDS	529,000	524,000	8,635,000	1,059,000	744,000	424,000	11,915,000	
TIF DISTRICT FUNDS								
Waterfront - Dredge Cell Closure/Maglaras Park	100,000	3,200,000					3,300,000	DF
Street Reconstruction Henry Law Ave	80,000		1,220,000				1,300,000	DF
TOTAL TIF DISTRICT FUNDS	180,000	3,200,000	1,220,000	0	0	0	4,600,000	
COMMUNITY SERVICES - WATER FUND								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Water Exploration	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Water Heavy Equipment Replacement	40,000	40,000	40,000	40,000	40,000	40,000	240,000	RF
Water Light Vehicle Replacement*	15,000	15,000	15,000	15,000	15,000	15,000	90,000	OB
Water Main Replacement - City Wide	156,000	162,240	168,730	175,479	182,497	189,798	1,034,744	RF
Water Meter Replacement	175,000	175,000	175,000	175,000	175,000	175,000	1,050,000	OB
Water Treatment Plant & Well Equipment	78,000	81,120	84,365	87,739	91,249	94,899	517,372	RF
Wellhead Protection	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Water Main Replacement - Court Street Area*	75,000			750,000			825,000	DF
Water Main Replacement - Fifth/Grove Streets*	125,000		875,000				1,000,000	DF
<u>Water Main Replacement - Oak/Ham/Ela*</u>	500,000						500,000	DF
Water Main Replacement - Urban Core*	1,900,000						1,900,000	DF
Water Main Replacement - Littleworth Road		1,000,000	1,000,000				2,000,000	DF
Water Main Replacement - Durham Road					850,000		850,000	DF
Water Main Replacement - Horne Street*					100,000		100,000	DF
<u>Water Main Replacement - Piscataqua Road*</u>					250,000	1,500,000	1,750,000	DF
Well Upgrades - Hughes Well						2,000,000	2,000,000	DF
TOTAL WATER FUND	3,764,000	2,173,360	3,058,095	1,943,218	2,403,746	4,714,697	18,057,116	
COMMUNITY SERVICES - SEWER FUND								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Inflow/Infiltration Study/Mitigation	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000	RF
Pump Station Equipment Replace-Maint.	78,000	81,120	84,365	87,739	91,249	94,899	517,372	OB
Sewer Heavy Equipment Replacement	40,000	40,000	40,000	40,000	40,000	40,000	240,000	RF
Sewer Light Vehicle Replacement*	15,000	15,000	15,000	15,000	15,000	15,000	90,000	OB
Sewer Main Replacements - City Wide	156,000	162,240	168,730	175,479	182,497	189,798	1,034,744	RF
WWTP General Permit Compliance	500,000	1,700,000	400,000	400,000	400,000	400,000	3,800,000	OB
<u>Pump Station Upgrade - Mill Street</u>			200,000	2,300,000			2,500,000	DF
Sewer Main Replacement - Horne Street*					100,000		100,000	DF
TOTAL SEWER FUND	1,589,000	2,798,360	1,708,095	3,818,218	1,628,746	1,539,697	13,082,116	
TOTAL OTHER FUNDS	6,062,000	8,695,720	14,621,190	6,820,436	4,776,492	6,678,394	47,654,232	
TOTAL ALL PROJECTS	18,244,036	18,193,905	31,338,517	22,972,876	19,681,361	17,768,545	128,199,240	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2020.10.14 – 174**
Resolution Re: **Appropriation For FY2022 Capital Improvements
Program – Non-Debt Financed Projects**

WHEREAS: The City Council desires to make public improvements as listed in the Capital Improvements Program for Year 1 and to finance these improvements with transfers from Reserve Trust Funds and appropriation of existing funds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL, THAT:
The following capital outlays are appropriated as part of the FY2022 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Funds in the amounts listed.

Item	Description	Appropriation	Funding	Fund
1	General Facility Improvements	\$50,000	General Fund Capital Reserve	Trust
2	City Hall Structural/Safety Improvements	500,000	General Fund Capital Reserve	Trust
3	Police Cruiser Replacement Program	144,000	General Fund Capital Reserve	Trust
4	Command/Staff Vehicle Replacement	51,000	General Fund Capital Reserve	Trust
5	Pumper/Quint Replacement	750,000	General Fund Capital Reserve	Trust
6	Public Works Heavy Equipment	400,000	General Fund Capital Reserve	Trust
7	Cemetery Improvements	250,000	Cemetery Maintenance Capital Reserve	Trust
8	Park Infrastructure Replace/Maintenance	50,000	Park Improvements Reserve	Trust
9	Public Safety Communication Infrastructure Upgrades	5,000	Police Facilities Capital Reserve	Trust
10	Park Infrastructure Replace/Maintenance	25,000	Recreation Facilities Capital Reserve	Trust
11	Park Improvements - Skatepark Relocation	250,000	Recreation Facilities Capital Reserve	Trust
12	School Facilities Maintenance and Repairs	100,000	School Facilities Capital Reserve	Trust
13	Water Exploration	100,000	Water Fund Capital Reserve	Trust
14	Water Heavy Equipment Replacement	40,000	Water Fund Capital Reserve	Trust
15	Water Main Replacement - City Wide	156,000	Water Fund Capital Reserve	Trust
16	Wellhead Protection	100,000	Water Fund Capital Reserve	Trust
17	Water Treatment Plant & Well Equipment	78,000	Water Fund Capital Reserve	Trust
18	Inflow/Infiltration Study/Mitigation	300,000	Sewer Fund Capital Reserve	Trust
19	Sewer Heavy Equipment Replacement	40,000	Sewer Fund Capital Reserve	Trust
20	Sewer Main Replacement - City Wide	156,000	Sewer Fund Capital Reserve	Trust
	Total	<u>\$3,545,000</u>		

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 Robert Carrier
By Request

Approved as to Legal Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2020.10.14 – 174**
Resolution Re: **Appropriation For FY2022 Capital Improvements
Program – Non-Debt Financed Projects**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti, Ward 2		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2020.10.14 – 174**
Resolution Re: **Appropriation For FY2022 Capital Improvements
Program – Non-Debt Financed Projects**

RESOLUTION BACKGROUND MATERIAL:

This resolution appropriates capital reserve funds to finance a portion of the FY2022 Capital Improvements Program. In addition, it authorizes the transfer of Capital Reserve Fund moneys.

The following table reflects the amount to be appropriated from the various funds and their projected balances as of 6/30/2021:

	Proposed	Balance	
Description	Appropriation	6/30/2021	Notes
Capital Reserve Funds CIP			
General Fund Capital Reserve	\$1,895,000	\$944,659	(1)
Cemetery Maintenance Capital Reserve	\$250,000	\$138,953	(2)
Park Improvements Reserve	\$50,000	\$70,365	
Police Facilities Capital Reserve	\$5,000	\$36,543	
Recreation Facilities Capital Reserve	\$275,000	\$457,307	
School Facilities Capital Reserve	\$100,000	\$524,636	
Water Fund Capital Reserve	\$474,000	\$2,626,900	
Sewer Fund Capital Reserve	\$496,000	\$1,148,457	
Total	\$3,545,000		

1. The General Fund Capital Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$1,025,000 into the reserve is proposed in the CIP FY 2022-2027 to be budgeted during FY2022 as part of the City's General Fund Operating Budget.
2. The Cemetery Maintenance Capital Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$125,000 into the reserve is proposed in the CIP FY 2022-2027 to be budgeted during FY2022 as part of the City's General Fund Operating Budget.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2020.10.14 – 175**
Resolution Re: **Appropriation For FY2022 Capital Improvements
Program and Authorization for Bonding**

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital projects are appropriated, with estimated useful lives in excess of the length indicated, as part of the FY2022 Capital Improvements Program:

Item #	Description	Proposed Appropriations	Life/Yrs	Department	Fund
1	Fire Station Capacity Improvements	\$ 1,530,000	20	Fire & Rescue	General
2	Bridge Replacement - Chestnut Street	250,000	20	Comm Serv - PW	General
3	Street Reconstruction - Court/Union/Middle	4,500,000	20	Comm Serv - PW	General
4	Street Reconstruction - Fifth/Grove Streets	1,100,000	20	Comm Serv - PW	General
5	Street Reconstruction - Oak/Ham/Ela	1,000,000	20	Comm Serv - PW	General
6	Portland Avenue Retaining Wall	250,000	20	Comm Serv - PW	General
7	Library Renovations/Upgrades	1,986,930	20	Public Library	General
8	Middle School AC/Dehumidification	546,000	20	Education	General
9	Middle School Roof Replacement	560,000	20	Education	General
10	Waterfront - Dredge Cell Closure/Maglaras Park	3,300,000	20	Waterfront TIF	Waterfront TIF
11	Street Reconstruction - Henry Law Avenue	1,300,000	20	Waterfront TIF	Waterfront TIF
12	Water Main Replacement - Court Street Area	825,000	20	CS - Water	Water
13	Water Main Replacement - Fifth/Grove Streets	1,000,000	20	CS - Water	Water
14	Water Main Replacement - Oak/Ham/Ela	500,000	20	CS - Water	Water
15	Water Main Replacement - Urban Core	1,900,000	20	CS - Water	Water
	Total	20,547,930			

AND FURTHER BE IT RESOLVED THAT:

To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the Finance Director and City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.

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 eligible Sewer Fund projects provided CWSRF funding is available; and the City of Dover is hereby authorized to participate in the NH Drinking Water State Revolving Fund (DWSRF) Program for financing the Water Fund projects provided DWSRF funding is available. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF and DWSRF Programs and obtain loans through the programs for eligible identified projects.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2020.10.14 – 175**
Resolution Re: **Appropriation For FY2022 Capital Improvements
Program and Authorization for Bonding**

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 Robert Carrier
By Request

Approved as to Legal Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti, Ward 2		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2020.10.14 – 175**
Resolution Re: **Appropriation For FY2022 Capital Improvements
Program and Authorization for Bonding**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes appropriations for the projects of the FY2022 Capital Improvements Program financed by debt and authorizes the sale of bonds and/or participation in the CWSRF or DWSRF.

This resolution makes appropriations for projects that are scheduled to be completed over multiple years. The Finance Department requests from all departments with projects to submit cash flow requirements for projects. These cash flow projections are completed to determine the amount by project for the coming bond issuance. Those projects that are not financed or are only partially financed remain as authorized unissued debt and bonded (financed) when the cash need arises.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired: The Net Sewer reflects the amount retired by user fees (total debt retirement less State aid for principal).

Description	City	School	Water	Sewer	Waterfront TIF	Total
FY2022 Authorization	10,616,930	1,106,000	4,225,000	0	4,600,000	20,547,930
FY2022 Retirement	4,037,722	3,224,674	1,115,357	1,440,393	122,542	9,940,688
Net Change	6,579,208	(2,118,674)	3,109,643	(1,440,393)	4,477,458	10,607,242

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2020 and this authorization, against the legal debt limits.

Description	City	School	Water	DBIDA-IP	DBIDA-IB	Exempt	Total
Debt Outstanding	42,960,853	88,683,638	14,245,152	0	0	31,283,728	177,173,371
Authorized - Unissued	16,338,385	545,000	27,453,000	0	0	12,613,265	56,949,650
Total Issued & Unissued	59,299,238	89,228,638	41,698,152	0	0	43,896,993	234,123,021
This Authorization	10,616,930	1,106,000	4,225,000	0	0	4,600,000	20,547,930
Grand Total	69,916,168	90,334,638	45,923,152	0	0	48,496,993	254,670,951
Legal Debt Limit	118,758,715	277,103,668	395,862,383	4,000,000	NA	NA	
Unused Capacity	48,842,547	186,769,030	349,939,231	4,000,000			
Percent Unused	41.1%	67.4%	88.4%	100.0%			

Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%.

DBIDA limits are set by special legislation.

IP = Industrial Park projects

IB = Industrial Building projects

Exempt includes Sewer, Special Revenue Funds, TIF District, and Tolend Road Landfill debt.

R-2020.10.14 CIP FY2022 Authorization for Bonding

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Document Posted on: October 22, 2020

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CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2020.10.14 – 175**
Resolution Re: **Appropriation For FY2022 Capital Improvements
Program and Authorization for Bonding**

Multi-Year Projects Proposed Bonding Schedule

The following table summarizes the bonding schedule for the proposed debt authorizations. This table shows that for multi-year projects the issuance of bonds will be done based on cash flow requirements per the projects' proposed segments as presented in the Capital Improvements Program.

Item #	Description	Proposed					
		Appropriations	FY2022	FY2023	FY2024	FY2025	FY2026
1	Fire Station Capacity Improvements	\$ 1,530,000	830,000	40,000		660,000	
2	Bridge Replacement - Chestnut Street	250,000	250,000				
3	Street Reconstruction - Court/Union/Middle	4,500,000	200,000		2,000,000	1,700,000	600,000
4	Street Reconstruction - Fifth/Grove Streets	1,100,000	100,000	750,000	250,000		
5	Street Reconstruction - Oak/Ham/Ela	1,000,000	450,000	200,000	350,000		
6	Portland Avenue Retaining Wall	250,000	250,000				
7	Library Renovations/Upgrades	1,986,930	730,000	270,462	648,008	338,460	
8	Middle School AC/Dehumidification	546,000	546,000				
9	Middle School Roof Replacement	560,000	560,000				
10	Waterfront - Dredge Cell Closure/Maglaras Park	3,300,000	100,000	3,200,000			
11	Street Reconstruction - Henry Law Avenue	1,300,000	80,000		1,220,000		
12	Water Main Replacement - Court Street Area	825,000	75,000			750,000	
12	Water Main Replacement - Fifth/Grove Streets	1,000,000	125,000		875,000		
12	Water Main Replacement - Oak/Ham/Ela	500,000	500,000				
12	Water Main Replacement - Urban Core	1,900,000	1,900,000				
Total		\$ 20,547,930	\$ 6,696,000	\$ 4,460,462	\$ 5,343,008	\$ 3,448,460	\$ 600,000

Financial Policy Considerations

The proposed debt authorizations contained in this resolution will result in the following City Council adopted Financial Policies not being adhered to:

- A. School Department portion of General Fund debt shall not exceed 28% of the State of NH legal limit.
- B. Water Fund debt shall not exceed 5% of the State of NH legal limit.
- C. Water Fund debt service for any given fiscal year shall not exceed 40% of the total appropriations for the fund.

School District debt will exceed the 28% policy limit in FY2022 and continuing through FY2027 as a result of the funding appropriated for the Dover High School project in the FY2016 CIP, as well as the \$1,106,000 proposed for debt financing in this resolution.

Water Fund debt will exceed the 5% policy limit in FY2022 and continue through FY2027 as a result of the funding appropriated for Water System Facilities Upgrade in the FY2017 CIP and FY2018 CIP. The Water Fund debt service as a percentage of budget is projected to exceed the 40% policy level in FY2022 and continue through FY2027. This is the result of the funding appropriated for Water System Facilities Upgrade in FY2017 and FY2018 CIPs, as well as the \$4,225,000 proposed for debt financing in this resolution.

R-2020.10.14 CIP FY2022 Authorization for Bonding

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CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2020.10.14 – 175**
Resolution Re: **Appropriation For FY2022 Capital Improvements
Program and Authorization for Bonding**

Rate Impacts

The following tables summarize the change from year to year on the Property Tax Rate and the Utility Rates, net of existing debt service and aid, related to the projects proposed to be bonded in FY2022. The top table reflects the impact of the new CIP projects only; the second set reflects the combined impact of the new CIP projects and anticipated debt related to prior year authorizations. The rate changes have been adjusted for any amendments to projects from the proposed CIP.

CIP Only					CIP Only				
Net Change in Property Tax Rates					Net Change in Utility Rates				
		2022	2023	2024			2022	2023	2024
City		0.09	0.14	0.22	Water		0.28	0.40	0.55
School		0.03	0.07	0.19	Sewer		0.00	0.01	0.09
Total Change		0.12	0.21	0.41	Total Change		0.28	0.41	0.64
Est Tax Rate		25.87	26.08	26.49	Est Utility Rate		15.29	15.70	16.34
% Change City		0.96%	1.47%	2.30%	% Change Water		5.19%	7.04%	9.48%
% Change School		0.26%	0.61%	1.65%	% Change Sewer		0.00%	0.11%	0.99%
% Change Total		0.47%	0.82%	1.60%	% Change Total		1.94%	2.78%	4.31%
Including Prior Year Authorizations					Including Prior Year Authorizations				
Net Change in Property Tax Rates					Net Change in Utility Rates				
		2022	2023	2024			2022	2023	2024
City		0.12	0.10	0.02	Water		1.79	1.23	0.10
School		0.03	0.01	0.09	Sewer		0.51	0.10	0.01
Total Change		0.15	0.11	0.11	Total Change		2.30	1.33	0.11
Est Tax Rate		25.90	26.01	26.12	Est Utility Rate		17.31	18.64	18.75
% Change City		1.28%	1.05%	0.21%	% Change Water		33.15%	17.11%	1.51%
% Change School		0.26%	0.09%	0.78%	% Change Sewer		5.64%	1.05%	0.11%
% Change Total		0.59%	0.43%	0.43%	% Change Total		15.92%	7.94%	0.70%
Rate per \$1,000 of Assessed Value					Rate per 100 Cubic Feet of Water Consumption				



CITY OF DOVER

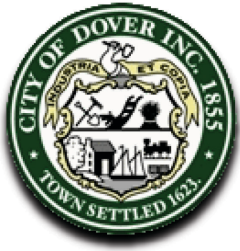
CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2020.10.14 – 175**
Resolution Re: **Appropriation For FY2022 Capital Improvements
Program and Authorization for Bonding**

The table below reflects the net change from year to year, and the total change after 3 years, for an average single family home for taxes and user fees, based on the FY20 estimated assessed value at \$336,833 with 75 HCF of average water usage.

Impact to Average Single Family Home				
				Change
				After
Description	Yr1	Yr2	Yr3	3 Years
CIP Only				
Property Tax	40	71	138	249
Water Fees	21	30	41	92
Sewer Fees	-	1	7	8
Total Avg SFH Impact	61	101	186	349
Including PY Authorizations				
Property Tax	51	37	37	125
Water Fees	134	92	(8)	219
Sewer Fees	38	8	1	47
Total Avg SFH Impact	223	137	30	390



CITY MANAGER'S REPORT



Pine Hill Cemetery, 2020
by Sharon Sirois

October 28, 2020

Reporting on: September 2020

J. Michael Joyal, Jr.

City Manager

Report Highlights

Section 1: Customer Focused Outcomes

Ensure overall municipal service delivery remains responsive to needs of community and that response time to citizen concerns is reasonable.

Section 2: Product & Process Outcomes

Ensure overall municipal services meet and/or exceed the highest industry standards given the resources available.

Section 3: Leadership & Governance Outcomes

Effectively continue to communicate with the community at large through various means and support citizen engagement in local governance and community forums, and provide leadership in the implementation of the City's Master Plan.

Section 4: Financial & Benchmark Outcomes

Maintain and strengthen financial stability of municipality to include reporting on any financial concerns and addressing them as they may arise during the course of the fiscal year.

Section 5: Workforce-Focused Outcomes

Continue to recruit, retain and support training of employees and volunteers necessary to fulfill service delivery needs of community.

COMMON ABBREVIATIONS

ACO	Animal Control Officer	POP	Problem Oriented Policing
CREU	Community Response & Enforcement Unit	SIB	Special Investigations Bureau
DPL	Dover Public Library	SCRTOU	Strafford County Regional Tactical Operations Unit
F&G	Facilities & Grounds	Y2Y	Youth to Youth
HSRO	High School Resource Officer		
MSRO	Middle School Resource Officer		
WFRO	Whittier Falls Resource Officer		

City of Dover's Municipal Leadership Team



Michael Joyal
City Manager



Gary Bannon
Recreation Director



Daniel Barufaldi
Economic Development
Director



William Breault
Police Chief



Susan Daudelin
Human Resources
Director



Annie Dove
Information Technology
Director



Susan Gaston
Acting Public Welfare
Director



Michael Gillis
Media Services
Director



Paul Haas
Fire Chief, EOC
Director



Denise LaFrance
Public Library
Director



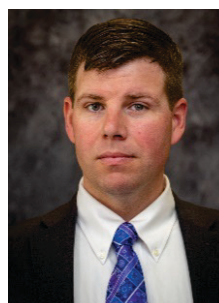
Daniel Lynch
Finance Director



Christopher Parker
Assistant City Manager,
Planning Director



John Storer
Community Services
Director



Joshua Wyatt
City Attorney

1. Customer Focused Outcomes

“ENSURE OVERALL MUNICIPAL SERVICE DELIVERY REMAINS RESPONSIVE TO NEEDS OF COMMUNITY AND THAT RESPONSE TIME TO CITIZEN CONCERNS IS REASONABLE.”

During the month of September, the Highway Division continued to patch potholes throughout the city as needed. Several deceased animals were picked up along the roadways, as observed or reported throughout the month. City crews continue to work in the sand pit, located behind the Public Works Department, prepping materials for upcoming road projects. Employees continue to mix gravels and screen sand so that it will be ready and available as needed. Roadside mowing, brush cutting and brush chipping operations are ongoing.

A City of Dover contractor continues working on paving projects with the following areas having been completed: Central Avenue, from Weeks Lane to Indian Brook Drive, New Rochester Road, from Indian Brook Drive to Hotel Drive and from Willand Pond to Long Hill Road, and Willand Avenue.

As part of the paving process, the grindings from the road were hauled and dropped off at Mast Road. One employee pushed back all of the smaller piles into one large pile. The grindings are recycled by mixing it with bank run gravel. This will allow for more stability within the trenches.

Due to deterioration, a drain line had collapsed on Central Avenue in front of the CVS parking lot. Crews worked with a City of Dover contractor to replace the drain line. The drainage system upgrade on George Street has been completed. This upgrade was necessary to control winter icing.

Catch basin cleaning has been completed. The contractor hired by the City of Dover cleaned approximately 1,505 catch basins. As part of this annual project, one-half of the basins within the city are cleaned one year and the other half the next, on a rotating basis.

Drought Update:

Dover, and the seacoast region in general, remain in an “extreme drought” condition. Despite some rain over the past week, the year to date precipitation totals are lagging way behind a normal year. Usually the region has received about 39 inches of accumulative precipitation by this time of year. But the actual 2020 precipitation has only been about 24 inches. To try and project the magnitude of the water deficit, a 15-inch amount of precipitation spread out over the entire area of Dover would equate to more than 7.5 billion gallons of water. This about 8 to 10 times as much water as the entire City would use in a total year.

Fortunately, mandatory use restrictions continue to have a positive impact in reducing the volume of water required each day. The City has recently been averaging about 1.8 million gallons per day (mgd) of production, which is down significantly from levels of 2.7 mgd during July. According to NH DES reports, Dover is one of 166 public water systems across the State that have implemented mandatory use restrictions. At this point, the use restrictions are projected to remain in effect until significant

recovery in precipitation is realized. It will take an extended period of average to above average precipitation to help fully restore depleted aquifers.

In spite of the continued drought, the City's aquifers appear poised to meet required water system demands as city residents head into the fall and winter seasons.

For the month of September, the city's water system has steadily been generating 2.2 to 2.6 Million Gallons per Day. The new Willand Pond Wells and the Smith and Cummings Wells are now on line. The plant is currently running at 1,200 gallons per minute. The Bouchard Well, Calderwood Well, Campbell Well and the Hughes Well are still on line while DPH 1 is on standby mode. Ireland Well is off line due to the PFAS contamination.

The Utilities Division has been working at the new Facilities & Grounds site. Crews have been installing water, sewer and drainage. They've been prepping the parking lot for pavement and sub grading for sidewalks and dumpster pads.

A leak was repaired on Henry Law Avenue and Kennedy Circle. Crews repaired the fire hydrant located on Second Street at Central Avenue. The hydrant gate could not be shut off. This repair required the shutdown of the water main on Central Avenue. This caused a minor disruption until the hydrant was repaired.

Crews completed all of the water service tie overs on the Horne Street water main project. The old water main from Berry Brook Court to Hough Street was cut off.

Horne Street



Staff continue to work with Wright Pierce on pump station assets through a grant the city received from NH Department of Environmental Services. The startup of the Cocheco Pump Station went smoothly. The contractor and city staff will continue to work on completing punch list items.

The second rebuilt rotating assembly was installed at the Mast Road Pump Station. While conducting the monthly generator standby checks, staff discovered that the voltage regulator at the Boston Harbor Pump Station had failed. This part has since been repaired and replaced by Milton CAT.

Dukes Root Control conducted a treatment of 1,500 feet of sewer pipe throughout the city. A hose is inserted from manhole to manhole. The hose releases a heavy shaving cream like foam and sprays the foam in all directions, allowing it to adhere to roots. The sewer main is treated as the foam compresses against pipe surfaces and penetrates cracks, joints and connecting sewer pipes. Roots are killed on contact inside and outside of the pipe walls. The decayed roots will naturally slough away with regrowth delayed for two to three years. Trees and other above ground vegetation are not harmed.

Staff has been working with Wright-Pierce on the final plans for the Inflow and Infiltration work crossing the Spaulding Turnpike from Eliot Park Circle to Mill Street which is Phase A. Phase B will be bidding out the work for grouting and sealing of the pipeline and manholes in the downtown area. Phase C will be the reconstruction of the pipe on Eliot Circle and Stark Avenue.

During the months of September, the meter crew conducted 39 stopped meter appointments, 57 final reading appointments, 18 backflow test appointments and 25 meter swap out appointments.

The Facilities, Grounds and Cemeteries Division handled 71 service calls and 156 work orders in September. The interments of 8 sets of ashes were performed in Pine Hill Cemetery. Employees investigated and verified lot locations in Group 21 B and installed corner markers where needed. Seven markers were installed, including the bronze marker donated by the Daughters of the American Revolution, honoring notable resident Susan Sawyer as a Daughter of the American Revolution.

Fifty-two work orders were addressed pertaining to buildings. With elections being held early in September, on the 4th, wheelchair accessible ramps had to be temporarily installed at two locations, St. John's Methodist Church hall and St. Joseph's Church hall. One ramp was purchased from Level Ramping Solutions to be installed and removed from the St John's Church location, while decisions on the installation at St Joseph's are still under consideration for a more permanent installation.

On September 17, 1787, members of the Constitutional Convention signed the final draft of the Constitution. At City Hall on the 17th, the bell was rung thirteen times at 4 PM, at the behest of the Daughters of the American Revolution.

Ten work orders were in regard to HVAC maintenance. HVAC maintenance and the changing of filters is ongoing. Buildings serviced were City Hall, McConnell Center, Library, Public Works and the Transportation Station. The boiler replacement project at City Hall was underway and scheduled to be complete by the end of September. The old oil-fired boilers were replaced with new condensing gas boilers, a move which is expected to save tens of thousands of dollars in fuel expenses, as they are so much more efficient.

Assorted door issues were addressed and a mortise lock was replaced at the McConnell Center. The ceiling tiles that had been damaged by the roof drains flooding have finally been replaced, as we are now confident the issue has been satisfactorily resolved. Eleven keys were issued and four requests for deliveries of supplies were resolved. Fire Safe, the contractor who services the fire extinguishers, conducted annual inspections at various locations. Monthly elevator inspections were conducted, as usual.

Facilities & Grounds responded to 89 work requests for various issues. Thirteen work orders involved trees, trimming, pruning or removing hanging limbs. Four dead trees were removed from Park Street Park. Other requests involved inspection and evaluation of certain trees.

The brush cutter was used to clear out behind the pickle ball courts, baseball field backstops and along the edges of the Garrison School Park to push back the encroaching growth. The daily mowing of parks, playgrounds and public turf areas was ongoing.

The Community Trail entrance at Whittier Falls Way had become overgrown and people were using the private road instead of the trail. Employees cleaned the growth away from the fence separating the two and posted signs directing people to stay on the trail. The repairs to the fence will get underway shortly.

A new bench was installed on the Joe B Parks garden portion of the Orchard Street Riverwalk, replacing a forty plus year old wooden bench. There are two more to replace and the bench replacement on that walkway will be complete.

Water services were shut off to irrigation systems as the drought conditions were upgraded to severe and residents were asked to cease outside water usage through irrigation systems, car washing or the filling of pools. The whiskey barrels were picked up, as due to the drought, they would not be filled with the colorful fall mums which are donated annually by Wentworth Greenhouses. The Adopt A Spot list was reviewed with volunteer Deb Clough, who is working for Dover Main Street to update the program and get spots cleaned up.

Volunteers from Dover Paints came and renewed the murals on the Community Trail. One is in the Silver Street tunnel and the other is where the trail passes under the Spaulding Turnpike. Graffiti was addressed, again under the Chestnut Street Memorial Bridge, and also by painting all the traffic signal boxes black. Sadly, this is a blank canvas to those with markers or paint. The soccer field at Shaw's Lane was lined for soccer games.

For the second straight month, the iron railroad bridge across Broadway claimed another victim, this time one of the warning lights needed to be reattached. A motor vehicle took out a traffic signal control box at the bottom of the exit 7 ramp. Electric Light was called in to secure the site and then to replace the box. Three green lenses, a green arrow and a yellow lens were replaced in September. Thirteen other issues were investigated.

Eleven work orders requested new signs to be installed, two needing new posts. Six signs were made, six signs were removed and requests to post two Adopt a Spot signs were received. Employees met with the Parking Bureau to review locations of winter parking ban signs and mark locations for more

signs to be posted. Three décor lights had issues to be addressed. A section of damaged fence was repaired by replacing a broken post in Henry Law Park. The fence had been struck by a motor vehicle.

On Tuesday, September 6th, Governor Chris Sununu directed all flags on public buildings and grounds in the State of New Hampshire to be lowered and remain at half-staff until sunset, Sunday, September 13, in remembrance of former New Hampshire Governor Stephen Merrill. Governor Merrill served two terms, from 1993 to 1997. Previously he had served on the staff of Governor John H Sununu and also as the Attorney General from 1985 until 1989. We are appreciative of his service to the State of New Hampshire.

Flags were at half-staff on the nineteenth anniversary of September 11th, honoring the memory of those lost to acts of terrorism in New York and Washington, DC and the heroic patriotism of those who sacrificed their lives on hijacked Flight 93 in Pennsylvania.

In accordance with the President's proclamation, Governor Chris Sununu has directed all flags on public buildings and grounds in the State of New Hampshire to be lowered to half-staff in remembrance of Supreme Court Justice Ruth Bader Ginsburg, and remain at half-staff until sunset on the day of internment, September 29, 2020. She was nominated by President Bill Clinton and was an associate justice of the Supreme Court from 1993 until her death. She was 87 years old.

Animal Control - September

Total animal calls for service:	60
Handled by Officers/Dispatch:	36
Handled by Animal Control Officer:	24



Breakdown of Animal Calls:	
Found / Loose Animals	21
Animal Bites	03
Welfare Checks	17
Misc / Other	19

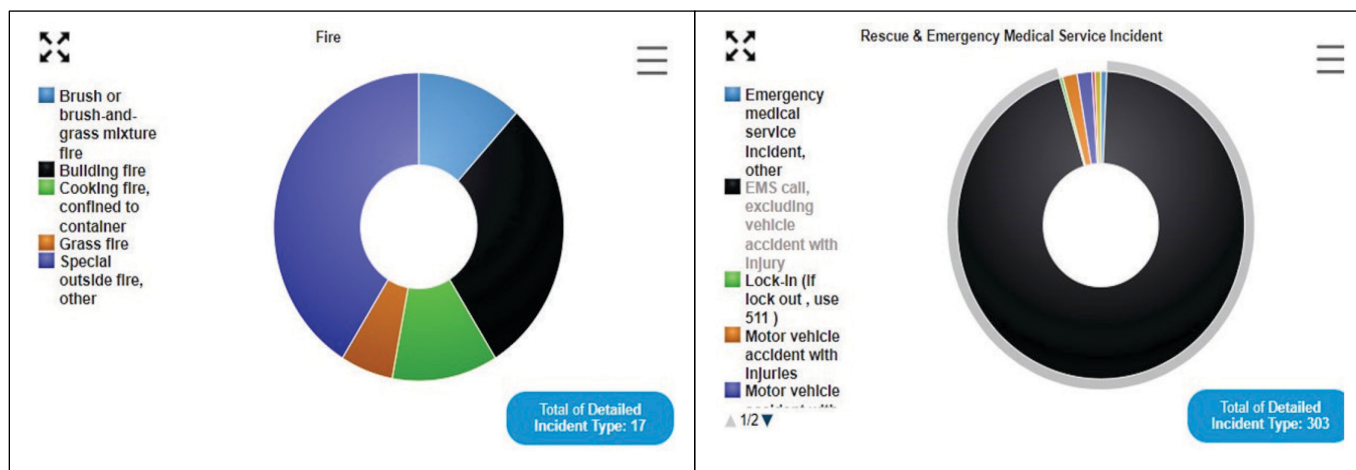


Bella Rose – Reunited with Family

The Animal Control Officer received 41 voicemail messages and followed up on 2 reports originally handled by officers. One call involved loose squirrel that made its way into a local jewelry store. Another involved a found cat that had been lost for three weeks, but was eventually reunited with her owner.

Below is a summary of Emergency Medical transports, listed by the receiving facility that the patient was transported to by Dover Fire & Rescue:

Facility	September Number of individuals
Wentworth Douglass Hospital	178
Dover ER	43
Non Transports/Sign offs/Refusal of Care	66
Frisbie Memorial Hospital	01
Portsmouth Regional Hospital	13
Brigham and Woman's Hospital (MA)	01
Boston Children's Hospital (MA)	01
Maine Medical (ME)	0
York Hospital (ME)	0
Exeter Hospital	0
Total:	303



The above two screenshots show a breakdown of Fire calls in the month of September, and EMS calls in the same timeframe. The analytics tool, provided by Fireworks software, pulls from the department's mandatory reporting to the National Fire Incident Reporting System (NFIRS) and offers an easy way to view and breakdown the various call types that the department responds to.

The following is a general description of the Police Priority Response System.

PRIORITY 1: IMMEDIATE RESPONSE: Crimes “in progress”; injury accidents; alarms.

PRIORITY 2: RAPID RESPONSE: Crimes or incidents that are not “in-progress” but require quick response to preserve evidence, locate witnesses or provide for public safety; to include suspicious activity and domestic disturbances.

PRIORITY 3: TIMELY RESPONSE: Disturbances; noise violations; welfare checks; motor vehicle disturbances; minor collisions.

PRIORITY 4: AS OFFICERS BECOME AVAILABLE: Non-criminal related activity; crimes reported well after they have been committed; message delivery; tow request; littering; fingerprints; assistance; abandoned vehicles.

PRIORITY 5: MOTOR VEHICLE STOPS.

Priority 1:	132
Priority 2:	93
Priority 3:	597
Priority 4:	745
Priority 5:	1,179

Each month, Captain Gould reviews all of the Priority 1 calls received and determines which involved police emergencies to determine how many had a police response time that was 6 minutes or less. During the month of September 2020, the Dover Police Department responded to 18 emergency incidents and arrived on scene in less than six minutes to 61% of those calls (18 calls, 7 in six minutes or more).

DISPATCH COMMUNICATIONS	
SEPTEMBER	
Radio Transmissions	12,264
Phone Calls	6,772
911 Calls Received	372
Lobby Customers	183
Police Alarms Received	64
Police Alarms Cancelled Prior to Arrival	08
Fire & Medical Alarms	79
Other Alarms	2

Inspection Services had a total count of 615 inspections conducted and permits issued. Here is the Inspection Services activity breakdown for September:

Inspections & Permits	
Life Safety Inspections	108
Business Inspections	20
Sprinkler / Alarm Inspections	50
Building Inspections	165
Electrical Inspections	69
Plumbing / Mechanical Inspections	110
Blasting Inspections	00
Health Inspections	73
School / Daycare Inspections	20
Oil Burner Inspections	00
Woodstove / Fireplace Inspections	00
Building Permits	59
Blasting Permits	00
Certificate of Occupancy Permits	11

Assistant City Planner Piekut addressed enforcement concerns regarding wetland protection district violations, the keeping of farm animals, parking, motor vehicle junkyards and junkyards, commercial uses in residential zones, illegal signage/political advertising, and site plan violations, and continued to assist customers with zoning inquiries, determinations, potential applications to the Zoning Board, and small development consultations.

September library circulation totaled 17,939 items. (7,285 adult + 6,276 children's print items; plus 4,378 items downloaded including 3,137 audiobooks & eBooks, 1,099 Hoopla streaming music, movies, and books, and 142 eMagazines).

116 new library patrons registered; total active cardholders 13,640. 16 of these new patrons were non-resident Dover workers or students (now 838 in that category).

The Library's Book Pick-Up (no contact) service continues to be popular with 136 appointments in September.

The Library's museum passes were borrowed 10 times. Museums are slowly opening their doors.

Outreach efforts via our 2 Little Free Libraries continue to be popular with 73 books added in September.

6 patrons took advantage of our Hand Picked Books service. Library staff pick books for our readers based on a series of questions they answer.

45 new patrons registered for downloadable audiobooks/ eBooks (total = 5,529) and 31 registered for Hoopla (total = 1,780).

Internet and PC uses by the public totaled 740 on library workstations, plus another 2,750 via Wi-Fi, plus 0 Chromebook loan.

The library's website statistics showed 27,698 page views by 6,812 users in 13,835 sessions.

44 meetings & tutoring sessions were hosted in the library's Lecture Hall, Trustees Room, & Learning Center.

6,556 people visited the library during September, an average of 273 per day (open 24 days). The Library will have expanded hours starting October 14 to include Monday, Tuesday, and Wednesday nights until 8:30, Thursday, Friday and Saturdays from 9 to 5.

September saw Dover Fire & Rescue (DFR) responding to 505 calls for service, an average of over 16 calls per 24-hour period. 20 of the calls for service were for fires, 303 were for medical emergencies, 21 were for other hazardous situations requiring emergent intervention (natural gas leak or energized power line down, for example), 61 were either false or good intent in nature, with the remaining being for non-emergent requests.

Simultaneous calls – these are emergency calls that occur in an overlapping timeframe. If crews are committed on one emergency call, and another call comes in before the first one has been mitigated, it can create a situation where resources become limited, and crews need to respond to an incident outside of their response district, thus lengthening response times. With the exception of multi-company incidents such as a structure fire, Dover Fire staffing generally allows for 2 calls to be handled simultaneously without reduction in Dover's service delivery. 3 calls can generally be handled, depending on the number of crews that are committed to each call, and the location of the simultaneous calls.

In the month of September, there were 103 times when 2 calls were going on simultaneously, and 84 times when 3 or more calls were going on at the same time.

In addition to the number of emergency and other assistance calls handled by the shift in the course of the month, the Chief Officers provide Command Coverage, 24/7 throughout the year. This Command Coverage ensures that a Chief Officer will be available to assume responsibilities "outside the building" during a fire or other major emergency, while emergency crews are committed inside the building. The Command responsibilities include maintaining accountability of all personnel on scene, maintaining situational awareness of the development of the situation from an exterior vantage point, managing on scene and additional resources as needed to mitigate the emergency, and providing for an overall additional layer of safety and awareness. While performing as an Incident Commander, the Chief Officer is also responsible to assure city-wide emergency services are maintained through the coordination of recalling off-duty personnel and utilizing mutual aid fire and EMS agencies. During "regular" working hours, there is always a Chief Officer(s) available to respond with the duty shift to emergencies that typically warrant this additional layer of supervision. In addition to calls during the regular weekday, at least one Chief Officer is always available to respond from home or from within the City at the time the alarm is received.

In the month of September, a Chief Officer was summoned to respond with the duty shift to 16 emergency calls. 8 of these calls occurred either after regular business hours or on the weekend.

Although Dover was fortunate to avoid any large scale brush fires at the height of the drought and increased outside fire burn rating period, crews from DFR responded in support of Mutual Aid communities several times for brush fires.



In North Berwick, Dover's Forestry unit was called to assist at a structure fire where multiple spot fires were starting in the surrounding woods due to the hot, windy and dry conditions. Forestry 1 and Chief 1 responded to this fire on Route 9 in North Berwick.

5 members of A Shift, assigned to the South End station, were recognized by Portsmouth Hospital's Emergency Department staff for their actions in resuscitating a victim in cardiac arrest on September 29. In addition to their skills and knowledge, FF/Paramedic Matt Michaud; FF/P Cody Nason, FF/AEMT Jeff Hudick, FF/AEMT Derick Schrempf and Lt/P Craig Comeau utilized several pieces of advanced equipment that the department has purchased and placed in service on Dover ambulances. This includes the Karl Storz C-Mac video laryngoscope, the Zoll Autopulse automated CPR device and ZOLL cardiac monitor/defibrillators. The DFR members were acknowledged for their efforts in resuscitating the 38 year-old patient and for the coordinated manner that they integrated with the Emergency Department team in the continuation of life-saving efforts after transferring the patient to the

Emergency Department staff at the hospital. Quinn Duffy, a DFR Firefighter/AEMT riding on the ambulance that day in accordance with his ongoing Paramedic training, was also recognized for his



September 30, 2020

Chief Paul Haas
Dover Fire Department
9-11 Broadway
Dover, NH 03820

Dear Chief:

On September 29, Dover fire department brought a 38-year-old male who was in cardiac arrest to our Dover Free Standing ED.

The Dover fire department paramedics intubated the patient, started an intraosseous line, and gave several rounds of medications to this patient to attempt to resuscitate him. They successfully were able to cause a return of pulse in this patient. When they arrived at our ED, they continued to assist us with the resuscitation.

I have to say, they did a spectacular job! I would like to recognize Matt Michaud, Cody Nason, Quinn Duffy, and the entire crew from ladder 3 for excellent work.

role in patient care efforts.

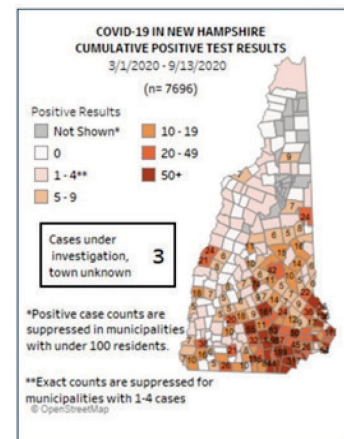
Below is a screenshot from the recording that is made from the Zoll cardiac monitor. It works in conjunction with the Zoll Autopulse CPR device to provide a history of actions taken, and the patient's vital signs throughout the lifesaving effort. In the approximate 6 minute cardiac recording shown in the top right of the screenshot, the small section highlighted in the blue box is expanded below for detailed analyzing. Every action is timestamped, including accompanying vital signs.

Not only does this recording become a detailed part of the patient's medical record, it increases the hospital cardiac teams' understanding of the pre-hospital care delivered in the field, and offers an outstanding training tool for Dover Fire & Rescue's emergency providers, capturing information that was never previously attainable, and recording it for those members to critique their actions and for all members to learn from in future training sessions.



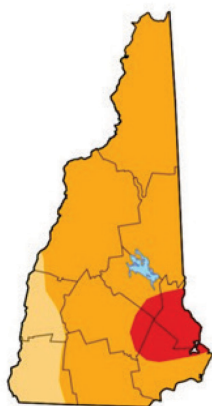
On a weekly basis, the Emergency Management Director (EMD) continued to meet with staff from the State Emergency Operations Center and EMD's throughout to State, in the continued effort to jointly meet the challenges of the COVID-19 pandemic, and ensure consistency in interpretation and enforcement of the various guidance and Emergency Orders that come down through the Governor's Office.

On 9/29, the Dover Fire Chief/EMD participated in a State-wide conference call relative to the current status of the drought throughout the State of NH, and its effect on current outdoor fire conditions.



U.S. Drought Monitor New Hampshire

September 22, 2020
(Released Thursday, Sep. 24, 2020)
Valid 8 a.m. EDT



Intensity:
None
D0 Abnormally Dry
D1 Moderate Drought
D2 Severe Drought
D3 Extreme Drought
D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

Author:
Brad Rippey
U.S. Department of Agriculture

USDA NRCS NWS

droughtmonitor.unl.edu

Also, administrative staff continue to work with the Deputy Finance Director in the City's unified application of the various State and Federal grant resources, to ensure that the City is taking maximum advantage of the resources that have been made available to communities responding to the COVID-19 pandemic.

In addition to the continued work with the State on maximizing FEMA, DOJ (Dept of Justice) and GOFERR grant funding, the administrative team worked with their Local Liaison from the Department of Homeland Security to finalize a grant application using newly

released Covid grant funding to pursue the purchase and implementation of a 4 facility (3 Fire Stations and the Police Department Training Room/EOC) online teleconferencing solution. This effort has been pursued previously and received a limited number of proposal submittals due to the limited funding available. A response to the new grant application is expected in the month of October.

During the month of September, 2020, 14 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit (SIU). The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

In September 2020, detectives continued to investigate a jewelry store robbery that took place in Dover in October 2019. The case remains under investigation, but significant progress has been made as out of state authorities have connected this crime to incidents in their jurisdictions.

Detectives investigated one unattended death in Dover during September 2020.

Also in September 2020, SIU detectives investigated a strong armed robbery that occurred outside a local bank when a citizen was attempting a night deposit. As a result of the investigation, a local

woman has been arrested for conspiracy and an arrest warrant for robbery has been obtained for a local man.

Every month, the SIU Digital Forensic Investigator works with New Hampshire's Internet Crimes Against Children Task Force to investigate child exploitation and child sexual abuse images. In September 2020, this investigator assisted ICAC Task Force members executing a search warrant in a nearby jurisdiction.

In September 2020, SIU detectives conducted a narcotics investigation in Dover that resulted in the arrest of a Lebanon, Maine man on felony level drug possession charges.

During September 2020, SIU detectives conducted two background investigations on two police officer candidates.

During the month of September many of the regular duties of the CREU (Community Response & Enforcement Unit) were paused due to the COVID-19 pandemic.

In September Sergeant Tarmey, Officer Collis and Officer Martuscello spent several days monitoring areas in the city where past and present homeless encampments were located. The officers provided some of the homeless population with trash bags and encouraged them to keep their respective sites clean by picking up the trash. After the trash was collected in the provided bags, Sergeant Tarmey coordinated for the bags to be picked up by Waste Management via Community Services. This process was repeated several times in different locations around the city in the month of September.

Sergeant Tarmey, Officer Collis and Officer Martuscello will continue to check the known areas of the city to ensure that those areas remain clean. This will be accomplished by utilizing the department's mountain bikes in and around the downtown area.

Sergeant Tarmey and POP (Problem Oriented Police) Officer Collis continued to monitor an ongoing issue on First Street regarding some residents leaving trash on or near the street. The city had received several complaints from nearby residents about the lack of proper trash disposal. Sergeant Tarmey and Officer Collis met with the residents along with other city departments to try to solve the ongoing problem. Additionally, a letter outlining violations of City Ordinances was delivered to the owner of the apartment building located at First Street. The letter outlined what would need to be done to remedy the issue and bring the owner into compliance with existing laws.

A second instance of improper trash disposal by the same property owner was addressed on Folsom Street. A second letter was delivered to the property owner outlining the proper disposal of large or bulky items there. That issue was resolved.

Throughout the month of September, the police department received several requests for "parades" related to the COVID-19 pandemic. The "parades" have become a popular event nationwide for first responders to participate in at the public's request. Sergeant Tarmey was the main point of contact to get these parades scheduled and staffed.

On September 22, Sergeant Tarmey assisted the Belknap County SWAT Team with an operation at the Laconia Municipal Airport. Sergeant Tarmey was assigned to assist the Secret Service with sniper operations at the event which featured Vice President Mike Pence.

In September, the Dover SAU started the school year with students attending classes remotely from home. Sergeant Tarmey received numerous requests from the respective schools to do welfare checks on students who were not logging into their classes or hadn't come to the school to get their remote learning supplies. Officer Collis and DHA Liaison Officer Cooper completed these welfare checks without issue and made DCYF referrals if needed.

Officer Dunne, Middle School Liaison Officer, was assigned to patrol in the Field Operations Division this month. This will continue until in person learning returns to the school district.

Officer Glowacki, High School Liaison Officer, was assigned to patrol in the Field Operations Division this month. This will continue until in person learning returns to the school district.

For the month of September, Officer Collis, the Problem Oriented Police Officer, continued to do the majority of his patrols on the bicycle. He also continued to work alongside Officer Martuscello, the Downtown Liaison Officer. Officer Collis continued to patrol the parks, Community Trail, and other areas on the bicycle, while also continuing to visit and interact with people in all of these places. Officer Collis also continued to take calls and complaints directly from residents, business owners, and property owners from locations throughout the city. This allowed dispatch and patrol to deal with more priority calls while still providing everyone with the same level of service that Dover PD has been known for.

Officer Collis spent much of this month working with Community Services for issues involving trash, both at residences as well various campsites around the city. This involved speaking with residents, landowners, homeless subjects and city officials to try to keep areas clean.

Officer Collis and Officer Martuscello also continued to work with Community Action to help facilitate homeless subjects get resources that they needed. Officer Collis also was able to help one subject who had ended up stranded in Dover get to Portland, ME where she had more help.

September also brought the start of virtual school. With this, Officer Collis spent a good portion of the month working with the various schools to track down and contact students who had not been attending their online classes. Officer Collis contacted the students and their parents and discussed the importance of attending classes. He also brought supplies from the schools to homes where the families did not have reliable transportation to pick the items up.

Officer Collis continued to monitor calls for service involving the homeless population. In the month of September, Dover officers encountered 106 separate homeless individuals. He also continued to maintain and update a log of all arrests for the LEAD program.

Early in the month, one of the Whittier Falls/Dover Housing residents was experiencing a mental health crisis. Numerous officers interacted with the male. In addition to a mental health diagnosis(s), the male was found to be in possession of suspected methamphetamine. The male's wife obtained court paperwork mandating he receive a mental health evaluation. Officer Cooper, Dover Housing Liaison Officer, later met with the wife, several times, to assist her with everyday living concerns. Officer Cooper hopes that her follow-up with the wife will make it easier for her to report incidents, if they arise in the future.

On 09/22/2020, Officer Cooper attended a full team training for the Strafford County Regional Tactical Operations Unit. Officer Cooper coordinated with the team commander and assisted with oral boards for new crisis negotiators. Officer Cooper, along with the team commander and the team Psychologist, later met to discuss ideas on how to improve the overall selection and interview process.

Officer Cooper again assisted with oral boards for new hires and assisted with several calls unrelated to the Dover Housing Authority.

During the month, Officer Cooper utilized her Crisis Intervention Training and made two NAMI referrals.

In October, Officer Cooper will be coordinating a drug take back at the elderly sites.

Officer Martuscello, Downtown Liaison Officer, continued to patrol the downtown on bicycle. During her patrols she met many new community members and continued to check in with businesses. She had several conversations with business owners about potential collaborative projects and creative ways to address several reoccurring issues.

Officer Martuscello worked with Community Action Partnership to get several people experiencing homelessness into shelters. Sergeant Tarmey, Officer Collis, and she met with some members of the Community Trail committee to talk about the issue of trash along the trail.

In the middle of the month, Officer Martuscello attended a week long Mountain Bike school hosted by the Concord Police Department. Officers from departments across the state attended and became proficient in slow speed and balance, dismounts, ascending and descending stairs, and basic bicycle safety/maintenance. At the completion of the course, Officer Martuscello was certified as a Police Cyclist through the International Police Mountain Bike Association.



Officer Martuscello completing her police cyclist training in Concord.

Officer Martuscello also investigated the fraudulent use of a debit card at a local convenience store. Through her investigation, it was discovered that the suspects also used the card in five other jurisdictions. Officer Martuscello connected with the officers from all the investigating jurisdictions to share information on the case, resulting in a positive identification of the suspects and warrants issued.

The downtown parking/maintenance position continued to get up to speed during September. Besides handling all parking garage maintenance, meter maintenance and other assigned duties; Beth Hawthorne removed 15 graffiti marks downtown, repainted the parking lines in the First Street lot; removed overgrown weeds in the Belknap Lot, installed two parking signs and cut back numerous branches in the School Street parking area. All activities help create a more inviting atmosphere for downtown visitor and residents.

Several streets were added to the one-side (Dec.1 to Apr 1) 24 hour parking restrictions to support the storm based Winter Parking Ban. Parking Manager Bill Simons worked with Community Services personnel to work around utility conflicts and sign placement issues to ensure proper notification to drivers. Notices will be left on vehicles the first couple weeks of December to give proper warnings to the changes. This is in addition to the letters that were sent to the adjacent property owners as it is understood that many times, landlords do not pass along information to their tenants.

Two parking meters that were previously deployed on the roof of the parking garage were reconfigured for on-street use. This saves the city money from buying new meters for expanded metered parking areas (such as the recent addition of Atkinson Street) or in the event an on-street meter is damaged. All work is completed by staff with no outside technicians are required.

These meters were no longer needed as the parking garage was separated into permit-parking-only levels and daily-use levels. The bottom two floors of the garage are set aside for the daily users to

make it more convenient for customers and visitors. Those generally not needing their vehicle all day, park on the upper levels.

During the month of September, the Dover Police Department responded to 1,567 calls for service throughout the city. In addition, officers made 879 traffic stops and initiated 300 non-enforcement related contacts with the community. The total number of incidents handled by the police department for September, 2020 was 2,746

Supplemental Field Operations Activity:

- Conducted checks of the Community Trail.
- Conducted daily checks of the Transportation Center.
- Conducted daily checks of City parks.
- Conducted daily checks of the parking garage as a result of concerns of vagrancy and criminal mischief.
- Conduct daily checks of the McConnell Center / Library parking area.
- Conducted frequent checks of areas known to be inhabited by the local homeless population.



Parking Enforcement Officer Jason Jerard converting a direct powered meter from the parking garage to a solar powered on-street version.

The Dover Police Department's Accident Reconstruction Team was not called out during the month of September

Sergeant Speidel fulfilled Planning Board Technical Review Committee responsibilities on September 10, 17 and 24 through plan review for various site plans pending application to the Dover Planning Board and meeting participation. These included a condominium subdivision on Middle Road, an industrial/commercial project on Crosby Road, a residential subdivision on Glenwood Avenue, a residential development on Chestnut Street, a condominium subdivision on Leathers Lane, a commercial property expansion on Knox Marsh Road, and a residential rehabilitation and treatment center on Central Avenue.

In the month of September, the Speed Alert radar awareness trailer was deployed in the following locations:

Piscataqua Road	Middle Road
French Cross Road	Blackwater Road EB
Watson Road	Blackwater Road WB
Sixth Street	Locust Street
Old Rochester Road	

On September 4, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. The date was selected by the NH Office of Highway Safety. Extra traffic patrols were performed during evening commuting hours and the agency's personnel costs were reimbursed through a grant from the Office of Highway Safety. Dover Police opted to coordinate a "Hands Free" enforcement effort to address distracted driving in the downtown area. Targeted violations included speed and distracted driving. Targeted locations on that date included upper Sixth Street, Old Rochester Road, Watson Road and French Cross Road. On that date, a total of 20 citations were issued over a four hour period to drivers violating the mobile electronic device prohibition.

Dover Police performed a total of 51 hours of speed enforcement patrols during the month of September under the Highway Safety initiative entitled Sustained Traffic Enforcement Patrols, which reimbursed the agency for the officers' personnel costs. These patrols resulted in a total of 260 traffic stops, leading to a variety of citations (primarily for unreasonable speed) on secondary roadways. Enhanced patrols were performed on upper Sixth Street, Old Rochester Road, Tolend Road, Portland Avenue, Garrison Road, Middle Road and Watson Road.

The Traffic Bureau coordinated the logistics of voter parking at five of the six ward polling facilities for the New Hampshire state primary election on September 8. This involved advance deployment and posting of cones, barricades, and signs to promote parking turnover for voters and allow for safe and orderly flow of traffic. Traffic Bureau personnel checked in regularly with ward moderators and made adjustments as traffic flow dictated.

The Traffic Bureau worked closely with the City's engineering consultant and contractors to perform underground utility surveys in the lower Central Avenue area, as part of the ongoing utility reconstruction project between Silver and Jenness Streets.

The Traffic Bureau helped coordinate or provided equipment to facilitate temporary parking restrictions, road closures, or provided other traffic control resources for the following activities during the month of September:

Horne Street closure for water main work, ongoing throughout the month
George Street road work, September 1-2
Saint Mary Academy "Blue Mass" September 13
Dover Fire Department COVID-19 testing at 40 Chestnut Street, September 14
Central Avenue emergency drainage work, September 15-17
"Dover Traffic Spiral" Art event at 93 Stark Avenue, September 19
Chapel and Main Brewery event, September 25
Broadway culvert work near Reds Shoe Barn, beginning September 25
Dover Rotary mobile shredding fundraiser event, September 26
Greek Festival-to-go in Library/McConnell Center lot, September 27

The K-9 Unit trains on a daily basis and attends formal training on Mondays at the New Hampshire Police K-9 Academy, which is located at the Sig Sauer grounds in Epping NH, or at other designated areas in New England for a minimum of 20 hours a month. Currently K9 Barco holds a USPCA PDI and PDII certification. Additionally, on September 8th and September 22nd, as members of the Strafford County Regional Tactical Operation Unit (SCRTOU), Officer Brown and K9 Barco

participated in the two monthly training exercises. The focus of the training was woodland tactics, firearms and scenarios utilizing the K9.

On September 13th, as members of the Strafford County Regional Tactical Operation Unit (SCRTOU), Officer Brown and K9 Barco responded to the town of Lee for a woodland search. A male had threatened residents and fled, while lighting several fires in the woods. A woodland search was conducted utilizing K9 Barco, the male was ultimately located attempting to conceal himself under a porch. When discovered, he was armed with a knife. K9 Barco was deployed and apprehended the subject.

On September 22nd, Officer Brown and K9 Barco responded to Littleworth Road for a report of a subject who had fled from a domestic disturbance in a stolen vehicle. He then fled on foot from the vehicle after a NH Liquor Investigator attempted to initiate a stop. A track was conducted and during that track, Officer Brown advised perimeter units that he could hear someone ahead. Shortly thereafter, perimeter units took the male into custody when he exited the woods.

The City Clerk / Tax Collection Office is working 90% election duties at this time. They have 6,000 absentee ballot requests, with 4,300 returned ballots. Over 1,000 new registered voters have come in to make sure they can vote in Dover on November 3, 2020. This is 3 to 4 times more than in 2016.

According to the Building Official, the former McIntosh College building on Cataract continues with substantial interior renovations including an elevator.

45 Pointe Place, four story mixed use structure has begun interior finishes and is working toward final stages for partial completion mid fall.

The construction of a two story apartment building continues at Settlement Drive and Strawberry Drive are in the finishing stages.

Inspection Services continues to adapt to the challenging environment of providing services during the Covid-19 pandemic. The health officer position remains at the increased 40 hours per week.

The five story mixed use structure at 200 First Street is weather tight with drywall and interior finishes in progress.

A new location for Index Packaging (formally at the previous Foster' Daily Democrat building on Venture Drive) is in the early stages of an expansion.

Formax Expansion is an active construction site as they work toward a weather tight shell this fall.

Inspection Services Team has been working on the new permit software.

Total Permits Issued: September 2020

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
18-466	WENTWORTH DOUGLASS HOS	789	CENTRAL AVENUE	CONVERT. OFFICES TO 4 DIALYSIS ROO	C	37	100	50000	525
18-580	WENTWORTH DOUGLASS HOS	789	CENTRAL AVENUE	INTERIOR ALT. 2ND FLR SLEEP ROOMS	C	37	100	100000	1025
19-586	WENTWORTH DOUGLAS HOSP	789	CENTRAL AVENUE	2ND FLR SO. RECOVERY RENO.	C	37	1	2000000	20025
20-231	WASHINGTON STREET MILL, L	1	WASHINGTON STREET	INT. DEMO OF 1ST & 2ND FLRS REAR A	C	23	1400	242700	2452
20-374	WENTWORTH	42	DOVER POINT ROAD	UNIT A, INT. ALT. FOR TENANT FIT-UP	C	K	24C7	20000	225
20-418	MARKER 21 HOLDINGS, LLC	444	CENTRAL AVENUE	RENO./ALT. EXISTING BUSINESS USE	C	6	2120	10000	125
20-278	LITTLEWORTH INDUSTRIAL P	165	INDUSTRIAL PARK DRIVE	INT. IMPRVMENTS TENANT SHELL SPAC	I	G	4G0	40000	450
19-237	BARRATT	7	HAWTHORN ROAD	PERFORM KITCHEN REMODEL	R	17	12900	35000	375
20/383	ATKINSON	241	WASHINGTON STREET	RENO. KITCHEN & ADD 1ST FLR 1/2 BAT	R	10	3100	20000	225
20-048	TREMBLEY	14	SHAWNEE LANE	CONST. A FARMERS PORCH	R	A	14A8	30000	325
20-081	PETROPOULOS	24	ASH STREET	KITCHEN RENO. IN APARTMENT	R	30	15700	35000	375
20-115	WOODMAN INSTITUTE MUSE	15	SUMMER STREET	INSTALL A DETACHED STORAGE SHED	R	12	36	11745	145
20-126	KELLER	12	GLADIOLA WAY	FINISH BASEMENT	R	A	281	1000	35
20-214	HOADLEY	5	LINDA AVENUE	INSTALL A PRIVACY FENCE	R	I	80K0	4000	65
20-220	TAZZIZ	9	FRENCH CROSS ROAD	CONST. A SFD W/2 CAR ATT. GARAGE W	R	C	39A4	290000	2925
20-236	BRYAN	5	RENAUD AVENUE	CONST. A REAR PORCH AND DECK	R	17	77A0	15000	175
20-241	HARTMAN	7	LOCKE STREET	EXTEND EXISTING DECK	R	19	600	4500	70
20-275	HAYES	35	POLLY ANN TRAILER PARK	CONST. A FREE STANDING DECK W/RA	R	4	3900	1000	45
20-293	FORCILLO	208	GULF ROAD	CONST. A SFD W/2 CAR GARGE & UNFN	R	N	12A1	306369	3085
20-304	WALSH	25	GERRISH ROAD	CREATE CUSTOMARY HOME OCCUPATI	R	M	33A	0	25
20-307	CORBEIL	34	BACK RIVER ROAD	RE-ROOF INSTALL PLYWOOD, ICE AND	R	16	2600	8000	105
20-311	KNOX MARSH DEVELOPMENT	11	GLENWOOD AVENUE	CONST. A SFD W/2 CAR ATT. GARGE 2/U	R	38	322	250000	2525

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-315	HAMER	18	TOFTREE LANE	INSTALL AN ABOVE GROUND SWIMMIN R	M		14800	15000	175
20-337	BEHAVIORAL HEALTH & DEV.	83	COUNTY FARM CROSS ROAD	CONST. A FRONT DOOR RAMP	R	B	10A0	8000	105
20-341	HAWKINS	28	OAK STREET	INT. ALT./RENOV., NEW KITCHEN, BATH R		28	2300	35000	395
20-343	BOSEKE	92	GLENWOOD AVENUE	CONST. 1 STORY ATT. GARAGE & KITCH R	E		19-D	210000	2125
20-347	HATCH	45	NEW YORK STREET	APT. 2, REPLACING BATHRM & KITCH R	R	4	5902	6000	85
20-348	MATTSON	4	DEAN DRIVE	CONST. A TWO CAR ATT. GARAGE	R	F	12D1	22000	245
20-349	PERKINS	24	RIVERDALE AVENUE	FINISH BASEMENT TO INCLUDE AN AD R	R	I	74Y0	20000	225
20-356	SIGURDSON	9	WENTWORTH TERRACE	REPLACE WINDOWS, SLIDER & SIDING R	R	8	3400	20000	225
20-357	LUNDY POINT LLC	23	LUNDY POINT DRIVE	CONST. A SFD W/2CAR ATT. GARGE & U R	R	G	35E2	250000	2525
20-358	HOLLEMAN	21	NUTE ROAD	DEMO A SINGLE FAMILY & 3 ACCESOR R	R	L	1100	15000	175
20-359	DONOVAN	11	CORBIN DRIVE	INSTALL AN ABOVE GROUND SWIMMIN R	R	I	20K15	8200	107
20-362	TDAC COMPANY	14	BEAUMONT DRIVE	CONST. A SFD W/1 CAR GRGE, W/UNFNS R	R	M	6140	210000	2125
20-368	ANDERSON	14	POLLY ANN TRAILER PARK	REMOVE MODILE HOME DUE TO FIRE D R	R	M	47C14	6500	90
20-370	SEVIGNY	19	MELODY TERRACE	CONST. A REAR DECK ADDITION	R	G	24J12	5500	85
20-371	CHARLES OLECH	11	JACKSON BROOK TERRACE	INSTALL A ROOF MOUNT SOLAR PANEL R	R	B	1880	27768	305
20-372	VILLAGE AT BELLAMY COMM	9	TRESTLE WAY	CONST. A RETAINING WALL	R	H	1801	96000	985
20-373	BRAZEAU	95	GARRISON ROAD	PERFORM INT. RENOVATIONS	R	I	80R0	10000	125
20-376	LEACH	7	EVERGREEN VALLEY DRIVE	FINISH 1/2 OF BASEMENT	R	D	5300	6500	95
20-377	MANCUSO	29	ELLIOT PARK	REMODEL A 1ST FLR BATHRM	R	17	2100	19824	215
20-382	WOODS	7	PACIFIC DRIVE	EXTEND EXISTING DECK W/STAIRS	R	E	5040	6500	95
20-385	DIAS	36	ATLANTIC AVENUE	INSTALL ROOF MOUNTED SOLAR PANE R	R	25	3	10488	125
20-386	MERONE	19	HARLANS WAY	REPLACE THREE EXTERIOR DOORS	R	I	50120	11927	145
20-387	LAK	36	BELANGER DRIVE	INSTALL A REPLACEMENT PATIO DOOR R	R	L	4570	3298	65
20-389	FARRAR	155	BACK RIVER ROAD	INSTALL REPACEMENT WINDOWS	R	I	39E0	11000	135
20-391	KRANS	169	MOUNT VERNON STREET	TO CONSTRUCT A SHED	R	29	3100	7641	101

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-394	EDWARDS	30	PLEASANT VALLEY ROAD	REPLACE FRONT STEPS & WALKWAY	R	I	22023	3300	58
20-396	CHRISTIE	200	EMERALD LANE	INSTALL AN INGROUND SWIMMING PO	R	F	1533	34310	365
20-397	MELVIN	10	BAKER STREET	INSTALL A ROOF MOUNTED PV SOLAR2	R	27	7800	33230	357
20-398	WILDES	13	POLLY ANN TRAILER PARK	REMO MANUFACTURED HOME	R	M	47C13	6500	110
20-399	SHERLOCK	20	ROBERTS ROAD	INSTALL INSULATION	R	L	96H0	3300	58
20-400	CROWELL	26	LABRADOR LANE	INSTALL AN INGROUND SWIMMING PO	R	A	5194	62000	645
20-403	ARKWELL	181	DURHAM ROAD	CONST. A DECK AROUND ABOVE GROU	R	H	6B0	8000	105
20-408	OILVIE	55	DOVER NECK ROAD	DETACHED STORAGE SHED	R	M	78A0	14000	165
20-409	STAY LEFT INVESTMENT	19	BELKNAP STREET	INT. RENO. RIGHT SIDE APT. ONLY AND	R	10	7300	16000	185
20-410	MCLAIRD	4	JACQUELINE DRIVE	CONST. A REAR DECK W/STAIRS	R	M	402	7000	95
20-411	BROWN	126	EMERALD LANE	INSTALL A ROOFTOP SOLAR PANEL PV	R	F	15480	28000	305
20-425	LEBLANC	177	CENTRAL AVENUE	INT. RENO. TO APT. 1 & 2, KITCHEN CAB	R	19	3100	50000	75

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 59

Total Construction Value: \$4,782,100.00

Total Fees Collected: \$48,928.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	0	Change of Use	0
Commercial Renovations	7	Commercial	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	7
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	24
Single Family Dwelling	5	Single Family Dwellings	2
Renovations Dwelling Unit	44	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	3		
Accessory Dwelling Unit	0		
		Total	10

NAME	STREET NAME		Total Units	Units Built**	Units Left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Mixed Use														
Chinburg	1 Washington	A	36	0	36	6/11/2020	5/26/2020	Site	P17-46A	23	14	6/11/2025	H	1.1
Pointe Place Phase V	North Pointe Drive	A	84	0	84	10/13/2020	7/28/2020	Site	P20-32	K	19	10/13/2025	G	2.5
Fakhoury	12 Preble Street	A	12	0	12		7/28/2020	Site	P19-11A	4	76		H	0.4
Soujour	66 Third Street	A	10	0	10	7/2/2020	1/29/2020	Site	P19-61	31	7	7/2/2025	H	0.3
Salty Sea	52 Old Rochester Rd	A	15	0	15	1/9/2018	12/12/2017	Site	P17-74	40	25	1/9/2023	H	0.5
Old Courthouse	First Street	A	71	0	71	2/25/2020	5/28/2019	Site	P19-16A	6	20	2/25/2025	H	2.1
Little Bay Marina	421 Dover Point Road	A	25	0	25	7/31/2020	2/25/2020	Site	P19-05	8	9,10,11	7/31/2025	G	0.8
Total: Mixed Use			253	0	253									7.6
Multi-Family:														
Pointe Place Phase V	North Pointe Drive	C	30	0	30	10/13/2020	7/28/2020	Site	P20-32	K	19	10/13/2025	G	0.9
Clay Hill	Henry Law Avenue	C	10	0	10	12/4/2015	7/28/2015	Site	P15-17	22	3	12/4/2021	W	1.1
Marker 44	87 Portland Ave	A	32	32	0	6/11/2019	11/13/2018	Site	P-18034	24	114	6/11/2024	H	11.2
Total: Multi-family			72	32	40									13.2
Subdivisions:														
City of Dover	River Street	A	5	0	5		9/22/2020		P20-14	22	1		G	1.8
Robert Baldwin	144 Mast Road	H	4	3	1	7/28/2020	6/23/2020	7/30/2020	P20-35	I	30	7/28/2025	G	1.4
DRVP Development LLC	Cataract Ave	H	10	0	10		2/25/2020		P19-80	14	10-G		W	3.5
RV Paolini Construction, LLC	Cottage Park Drive	M	5	2	3	6/18/2019	12/11/2018	Site	P18-45	M	6	6/18/2024	G	1.8
Singh	County Farm Cross Road	H	4	2	2	3/14/2018	10/24/2017	3/15/2018	P17-58	B	6G	3/14/2023	H	1.4
Quantum	Littleworth Road	H	6	0	6	8/2/2017	6/13/2017	8/3/2017	P17-34	H	29A	8/2/2022	W	2.1
Whitney Scott	Topaz Drive	H	9	9	0	1/9/2018	6/13/2017	3/6/2018	P17-18	G	9	1/9/2023	W	3.2
Ayer	Eagan Drive	H	17	2	15	11/17/2017	4/11/2017	1/10/2018	P16-25	N	18	11/17/2022	G	6.0
Child's Subdivision	Childs Dr	H	19	18	1	4/9/2013	3/28/2013	3/29/2013	P12-20	N	8A-1	3/28/2018	H	6.7
Arch St	Fresian Drive	H	11	0	11	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	3.9
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.5
Harbor Hills	Shore Ln	H	16	16	0	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.6
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	4	5	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	H	3.2
Picnic Rock	Back River Rd	H	21	20	1	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.4
StoneCroft	Carriage Hill Ln	H	11	10	1	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	3.9
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	30	2	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.2
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.4
Lundy Pointe LLC	Lundy Point	H	10	10	0	7/23/2019	4/9/2019	7/30/2019	P19-20	G	35E	7/23/2024	G	3.5
TDAC	Beaumont(146 DoverPT)	H	11	7	4	1/8/2019	8/28/2018	Site	P18-14	M	61	1/8/2024	G	3.9
Total: Subdivisions			209	144	65									74.9
Elderly:														
Arbor Woods	Cielo Dr	H	72	64	8	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			72	64	8									
TOTAL APPROVED UNITS			606	240	366									

2. Product & Process Outcomes

“ENSURE OVERALL MUNICIPAL SERVICES MEET AND/OR EXCEED THE HIGHEST INDUSTRY STANDARDS GIVEN THE RESOURCES AVAILABLE.”

Planning and Community Development staff met with several developers regarding conceptual reviews. After the quarantines associated with the COVID -19 outbreak began, staff developed means to meet online and over the phone with Surveyors, Engineers and developers.

In May, the renovations at the Transportation Center to host Bubby's Delicatessen were completed. With the increased activity the Transportation Center saw in July Bubby's has increased its hours and seen a positive impact on its business. Beginning in August the number of days the Center is open increased and the operator is considering expanding the number of days they are open. As of the end of September, the ridership is still in flux, and the Deli has indicated they have seen a steady stream of business on the weekend, but mid-week is low.

Planning and Community Development staff worked to develop zoning amendments to update the code to be consistent with the recommendations of General Code. In July these amendments were approved by the City Council. All is expected to be complete in the month of October. Assistant Planner Piekut updated the Zoning Map and it has been sent to AppGeo to update the online MapGeo layer.

Community Development Planner Carpenter participated in a site walk that was held to gauge the potential use of a facility to help address shelter capacity issues resulting from COVID related separation requirements.

Planning and Community Development staff developed a plan to scan all previous adopted and approved land use records. These include Planning Board, Zoning Board and staff approved plans and permits. In the previous fiscal year, staff migrated these files into a consolidated organization system, by map and lot. This fiscal year, staff is working to scan the documents into the digital filing system “Treeno”. Over 700 reports have been added to the City's web site, including land use regulations dating back to 1948.

Planning, Inspections and Community Services staff met to review options for allowing long term use of parking areas for outdoor seating for restaurants. Included in this is the ability to create structures within the right of way.

In early 2020, the City Council approved a purchase of online permit program for land use and building processed permits. The program is a significant investment for the City and staff is working to ensure that it is an investment that is easily used by stakeholders (internal and external) to ensure buy in by the end users. To that end, Planning staff continued to perform a task by task review of all processes under its jurisdiction to identify the elements that will be incorporated into the online permit program. This review is very detailed and includes each step taken, whether by the applicant, review staff, or administrative staff. There are 21 processes the Planning and Community Development department oversees. The processes range

from simple issuing of home occupation permits to complex Site Plan Review.

Planning staff developed a Frequently Asked Questions sheet for the web. This document will be installed on the City's web page as a resource for those looking to complete development activities in Dover. Questions run from "What's my zone?" to "what project is happening down the street from me?"

The Department of Planning and Community Development continued to update its blog, Facebook page and Twitter feed to communicate with the public. The Department of Planning and Community Development has 502 Facebook (City of Dover NH Planning) friends and 902 followers on Twitter @DoverNHPlanning.

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 2,455 likes and 2,504 followers).

Community Development Planner Carpenter provided support to the Heritage Commission that met to review a proposal involving the replacement of wireless communications equipment on an existing historic structure.

Assistant City Planner Piekut continued to participate in virtual board meetings for Dover Main Street. The group's annual 5K race, postponed from March 14th, is now being held as a virtual race over Halloween weekend. Also, on Halloween weekend, she is organizing a virtual costume and house decorating contest, in lieu of the usual downtown daytime Trick-or-Treat held each year for families and businesses. Dover Main Street has a number of available Board of Directors seats for any community members

interested in helping to move forward with events and other mission-driven activities as they are able. Board members do not need to reside in Dover.

Rec Programs have resumed offering Interval Strength classes on Tuesdays & Thursdays with Lisa and capacity is at 50%. Sign-ups for all basketball programs are currently on hold; men's leagues hope to begin after January 1st depending on the situation. At this point, staff will not have access to the school gyms so they are working on a plan for youth programs. After the gym floor was refinished, badminton resumed on Friday evenings. Gym rentals will begin in October. Open gym has been on going with capacity of 20 in the gym and scheduled breaks occur for cleaning and sanitizing.

The Indoor pool is at capacity every hour that the facility is open with different programs. Hydrofitness classes resumed on September 9th and every class is full. Hydrofitness classes are offered Mondays, Wednesdays, and Fridays from 9:00-10:00am. Staff have limited participation to 12 based on group exercise guidelines and social distance requirements. Participants are using SignUpGenius to reserve their spot and are limited to 2 classes per week due to high demand. Lap swim reservations became extremely challenging following the closure of the Jenny Thompson pool for the season. The two ways that patrons can reserve lap time are by phone or the link on Recreation's website. For the first half of September, the entire week would be full 1 hour after sign ups began. After several weeks began a new approach to allow a wider group of people a chance to get pool time. The Pool Advisory Committee and the Dover Recreation Department have asked patrons to limit their reservations to three times per week. This request began on September 24th and has proven to be successful. A majority of the

patrons have understood the need to give others patrons the opportunity to swim. There was a 3-hour window in the first week of rolling out the new guideline where patrons could still reserve lap swim during prime times. Additionally, in an effort to keep things fair and smooth, staff have been able to post the link to the website every Thursday at 1:00pm. Seacoast Swim Association continues to ask for more space in the pool to accommodate their program. They have been allotted a significant amount of time so far and do need to adapt their practices to work with what is available. When it comes time for other winter swim teams to begin practice, pool allocation will have to be re-visited. Great Bay Masters has increased their capacity to allow 15 participants in each practice session as their coaches have become more comfortable with socially distanced practices. Their practices include Tuesday and Thursday evenings as well as Sunday mornings. The lifeguard team has grown this fall with 9 new lifeguards who have been on-board with a couple more in the process. This has provided stability for the management team to fill in as needed and focus on maintaining the big picture. All swim lessons are postponed indefinitely due to the guidelines from the State. The demand is high and people will jump at the first opportunity to resume. Pool Rentals: Seacoast Swim Association 7 days per week

September at the Dover Ice Arena is a busy time as Dover Youth Hockey has started games, playing in the Granite State League with teams from NH and ME visiting the arena all weekend long. The COED League has started its fall season, with 4 games running on Monday nights. The league is full with 8 teams – 112 players. The Over 45 group is running as a pick up skate every other Sunday, alternating with Chix with Stix. Beginner Adult Skills has returned Friday mornings as well as the Friday night COED pick-up skate both with good attendance. The

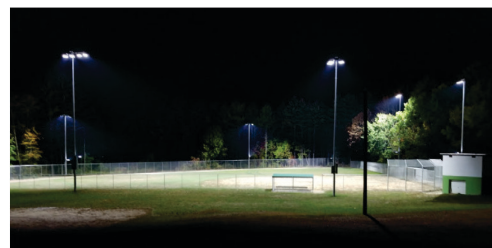
Over 30 League is running on Sunday nights with 2 games starting at 7:30pm, and 8:45pm the league is full with 5 teams in the league. Adult Stick Practice has been busy Monday through Friday. Instructional Public Skate has been having good numbers as well as Recreational Public Skate. The month of October brings more busy weekends of Dover Youth Hockey games as they start to ramp up their schedule. Adult and Youth Stick Practice: 320 participants



COED Summer Champs

The Dover Senior Center is pleased to have launched a successful soft reopening. All activities take place with social distancing and masks in any common areas or when not seated 6' apart. Have welcomed back the popular UNH Occupational Therapy program, which integrates many areas of wellness along with intergenerational interaction. Had first book club meeting since COVID hit and re-launched Bingo without money being exchanged but with lots of laughter and fun.

The Guppey Park Softball Field project is substantially completed. The lighting, shown below, was commissioned and are able to be used once the softball program begins again next spring. Site work along Portland Avenue cleaned up the entrance and allows for clear views of the field from the street.



Office of Information Technology(IT), including Police IT staff, managed 268 IT support requests in September 2020. The majority of IT support requests were handled in the Police Department. Application – Issue and Client – Issue were the most common IT support request types.

Office of Information Technology continues scheduled server maintenance cycle. All servers reviewed monthly to confirm latest security updates in place. Backups tested and overall server reboot cycle reviewed monthly. Disaster Recovery information updated and communicated appropriately.

Office of Information Technology is continuing installation of customer traffic counters for the Recreation Department in order to maintain safe facility occupancy levels.

Office of Information Technology is participating in shared review of Public Safety CAD/RMS application vendor's Scope of Work.

Office of Information Technology has added SPF record and Domain-based Message Authentication, Reporting and Conformance (DMARC) policy to external DNS services in October 2020. From Global Cyber Alliance site, "DMARC is a mechanism that allows senders and receivers to monitor and improve protection of their domain from fraudulent email. Implementation of DMARC will ensure mail recipients can detect when spammers have spoofed the "From" address on mail messages."

<https://www.globalcyberalliance.org/dmarc>

Office of Information Technology is managing the Tyler Technologies EnerGov implementation project that is currently in the assess and define stage.

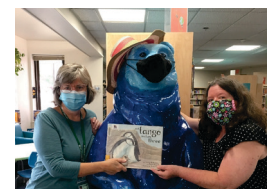
Online payments for utility billing will be available online shortly. The final of three payment types, miscellaneous billing will be completed shortly. Citizens will be able to pay property tax, utility bills and miscellaneous

bills by the end of October 2020 using a web browser or IVR.

Office of Information Technology is working with Tyler Technologies to offer budget, payroll and purchasing information in a single website, City of Dover, NH – Citizens Transparency. Work is expected to be complete by December 1, 2020.

Office of Information Technology hosted the final consulting hour with SABA and City of Dover Learning Admins to complete implementation of the Learning module on September 22, 2020. This project is now complete. Thank you to Sue Daudelin, Matt Travaglini, Craig Chabot and Stacey Hager for their work on this project and ongoing support of employee professional development and certification tracking.

The Dover Public Library celebrated banned books week in September. Banned Books Week is an annual event celebrating the freedom to read. It highlights the value of free and open access to information. Banned Books Week brings together the entire book community — librarians, booksellers, publishers, journalists, teachers, and readers of all types — in shared support of the freedom to seek and to express ideas, even those some consider unorthodox or unpopular.



The Dover Public Library is bringing back Hermione's Helping Hats! Last year local knitters and crocheters donated hundreds of new hand-made hats to share with local people in need of some extra warmth through the winter. It spread so much kindness and joy, the library staff decided to host it again this year. These must be brand new (never

worn) hand-made items only please. Sizes Youth- Adult. People may drop off these helping hats to any of Dover Public Library's circulation desks.

The Dover Public Library hosted 41 September programs which were attended by 592 community members. These programs included passive, virtual and in-person as the Library tries to reach out to the community in various ways. These included: 4 Read to a Librarian 11; 4 D & D kids 12; 6 Storytimes 70; 2 Mother Goose on the Loose 14; 3 Knitting Group 16; 4 Book Groups 24; 4 Movies on the Lawn 29, 1 Trivia on the Lawn 11; 1 Backyard Birds with Steve Hale 22

Community members took 276 stem/craft kits provided by the Dover Public Library staff for patrons of all ages.

A committee at the Fire Department tasked with revising the department's reclassification and promotional process presented their revised guidance document to all department members. Phased in over the next two years, the document will provide a pathway for members to pursue advancement in the organization. As mentioned in the August report, the U.S. Fire Administration's National Professional Development Model was used as a tool to guide the committee to develop career paths that will in part, achieve employee preparedness while simultaneously meeting recognized professional development benchmarks.

The framework for this Standard Operating Guideline was developed using the four pillars of professional development: 1) Training 2) Academic Education 3) Relevant Experience 4) Continuing Education. Incorporating these four pillars into the policy's framework is a milestone in reaching the organizational goal of establishing professional development career paths. This goal directly correlates to an overarching organization goal of achieving agency accreditation through the Center for Public Safety Excellence.

Deputy Chief McShane at DFR continued to assess the viability of operationalizing software programs such as Time Clock Plus, Time Clock Plus Advanced Scheduler and CSI scheduling module. Multiple Webex meetings, phone conferences and Ring Central meetings with city and software vendor stakeholders were held to discuss program suitability.

Division Chief of Training Craig Chabot coordinated the demonstration of battery-operated hydraulic extrication equipment prior to a purchasing decision on this new equipment. Currently, the fire department utilizes "corded" hydraulic tools that are physically attached to a hydraulic pump either mounted to the heavy rescue vehicle (Squad 14), or from a portable pump on the South End engine. Given the advancements in battery technology, these tools have now proven functional as lightweight, completely portable tools.



Craig Chabot



Assistant Chief Dale Spainhower coordinated with several pumper (firetruck) manufacturers to bring demo vehicles by for department

members to view. The Fire Department has a planned purchase for next year in its current CIP submittal, and if approved, staff want to be ready to move ahead quickly, as many of these heavy vehicles have lead times in excess of a year to delivery.



Much of the spring and summer has been spent developing a social norming campaign by Dover Coalition for Youth, that highlights YRBS (Youth Risk Behavior Survey) data and the fact that the majority of students don't misuse Rx drugs, alcohol, marijuana or e-cigarettes. Two former Y2Y students developed the graphics and the Coalition held a focus group and conducted a survey of students through survey monkey. The campaign received lots of positive feedback and some suggested changes were made. A series of posters, banners, rack cards and floor decals were designed for both the middle and high school and will be distributed in the fall. Parent and teacher discussion guides were created as well.

In September, the Coalition and the school department officially launched the campaign at Dover High School. The school distributed materials during book pickups and we have had active engagement on social media with hundreds of interactions and thousands of impression just in the first 3 weeks of the campaign.

The Coalition is working on developing an online parent training series to help fill the gap of the traditional Police and Community Together Program. They are working on a 3 part series addressing internet safety, warning signs of substance use and mental health concerns during social isolation. The Coalition is looking to launch the series in November.

A "check in" meeting of Youth to Youth members of the high school team was conducted virtually on September 3. Youth to Youth sign-ups continue but are wrapping up. On September 10th an outdoor, socially distanced sign up was held where students and parents could drop off paperwork and pick up T-shirts, Y2Y photo ID cards, and lanyard. This year Y2Y also produced face masks with the Y2Y logo and two masks were given to each student at registration.

The Dover Teen Center program plan for the fall 2020 semester, kicked-off on Monday, September 21st.

The "TC Study Club-Fall 2020" has an academic focus, where staff is available to assist with any remote learning needs. Time at the Teen Center has been broken into two daily "blocks", which are 2.5 hours in length each. Each block staff can accommodate up to six youth participants, at six work stations that are spread out within the Teen Center space. Precautions to operate safely include daily disinfection/sanitization of the spacer and having our participants/staff wear masks at all times during these operating hours.

In addition to seeing more youth participants regularly through the block reservation system, Teen Center Director, Steve Pappajohn, continues to make outreach efforts to stay connected to our youth participants and host virtual events/offerings.

Some program highlights for the month of September 2020, in addition to the kick-off of

the “TC Study Club” format, included, but were not limited to the following:

- ***TC Discord Chat Room***

Discord is a popular chat platform used for “gamers”, and since they have so many TC participants that are into that, staff opened up a private group called “TC Chatterbox”, so Steve Pappajohn can have daily contact with those that join, post information on community resources and just simply stay connected.

- ***TC Staff Zoom Pod Sessions***

Once per week, a team of TC undergraduate interns host a Zoom Pod Session. The goal is simple...make connections to TC youth participants. Building trust, and talking about “stuff” is what they are doing. Just another way to keep supporting the youth participants.

- ***TC Youth & Family Outreach***

1-2 times per week, emails are sent to TC connected families and youth, to encourage the block reservations through SignUp Genius online. Staff can also share with them, any announcements and opportunities.

The Teen Center received (13) registrations in September 2020. The center will continue to engage their previously-registered youth participants first, and welcome new students that are in need of TC services along the way. Particularly those that come to the center through school referrals.

The Community Service program tracked zero participants in the month of September 2020 and the Diversion Committee did not meet.

3. Leadership & Governance Outcomes

"EFFECTIVELY CONTINUE TO COMMUNICATE WITH THE COMMUNITY AT LARGE THROUGH VARIOUS MEANS AND SUPPORT CITIZEN ENGAGEMENT IN LOCAL GOVERNANCE AND COMMUNITY FORUMS, AND PROVIDE LEADERSHIP IN THE IMPLEMENTATION OF THE CITY'S MASTER PLAN."

In September, Media Services produced several video updates about the School District's ongoing work to open for the new school year. This included information from school officials and the superintendent about progress, as well as the broadcast of additional School Board meetings and workshops. Live streaming of School Board meetings continued to see significant viewership in September.

Also in September, Media Services produced an informational video and associated content for the update of the Facilities and Utilities Chapter of the Master Plan.

Media Services distributed several news releases and public information across numerous platforms for other city matters, including ongoing projects and special announcements during the month of September.

Media Services prepared and distributed 41 email newsletters and alerts in September, including weekly editions of Dover Download and numerous special announcements, as well as new project newsletters. These newsletters are designed to help communicate a wide variety of information to the public, of general interest and for specific projects and topics, and to instill the city's commitment to community stewardship.

Media Services distributed 57 press releases and numerous updates to the website and social media in September.

Public information campaigns included drought and water conservation awareness and restrictions, road restrictions and paving work, and additional voting resources intended to increase engagement and inform the public about the election process.

In September, DNTV-22 televised live, rebroadcast and made available online 18 public meetings.

In addition, Media Services processed archival audio for all televised meetings, as well as additional audio for several boards and commissions, which is available via the city's archive of meetings and meeting minutes. This level of transparency in local governance adheres to the city's commitment to accountability to the public it serves.

The Assistant City Manager presented to the September 14th Chamber of Commerce Government Affairs Committee. The presentation reviewed the adopted zoning amendments, the ongoing CIP projects, Dover's Master Plan work and the waterfront Development.

The Assistant City Manager attended the Chamber of Commerce's annual meeting on September 23rd. At the meeting he was elected to serve a 3 year term on the Chamber's Board of Directors. He will be filling the seat vacated by Police Chief Breault.

The Assistant City Manager attended the Strafford Regional Metropolitan Policy Organization Technical Advisory Committee meeting on September 11. This organization reviews opportunities for regional transportation improvements. During the meeting, the discussion focused on setting project review criteria for projects to be requested for participation in State transportation aid.

Through the statewide collaborative NHAIS system, Dover Public Library's Interlibrary Loan Dept. sent 53 volumes to other libraries and borrowed 31 from other libraries for our patrons.

The Dover Public Library has 4,555 subscribers to its two monthly e-newsletters—Children's and Adults.

Library staff posted 230 items to its various social media platforms in September. Total social media platform followers = 8,626

The Fire Chief worked with City Media Services staff to put together a video PSA that highlighted the effect that the current drought conditions were having on the Daily Fire Class rating and its effect on citizens with category I, II or III outdoor burning permits. General requirements for permit holders, and the processes involved, were also discussed.



Twice in the month of September, the Fire Chief/Emergency Management Director met with the Dover School District Medical Advisory Council. This council, formed at the request of Superintendent Harbron, is tasked

with providing guidance to the Dover School Board in their continuing efforts to make educated decisions in providing a safe back-to-school environment for all students, teachers and staff within the Dover School District. Comprised of local medical professionals, school administrative staff, Public Health officials and Emergency Management, the Council takes Federal and State guidance and combines it with local data relative to the COVID-19 situation, to try and provide the most accurate, up-to-date information it can to the Dover School Board.

In September, the Medical Advisory Council addressed Dover High School sports guidance; guidance to provide for the safe administration of the SAT's for Dover high School Seniors; air circulation in presently used classrooms; Covid PCR/antigen testing updates; seasonal flu immunization/vaccination updates; updates from the Phase 1 student implementation; dealing with students presenting as sick during the school day and attendance (health) screening.

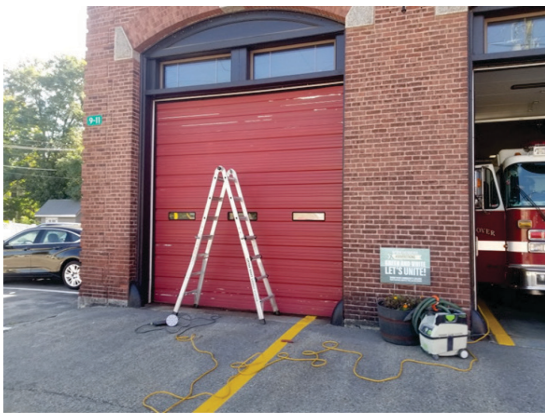
In addition, Division Chief of Training Craig Chabot assisted SAU nursing staff in fit-testing requirements for their Personal Protective Equipment, specifically N95 masks, utilizing the fit-testing machine purchased by the Department to meet annual certification requirements.

On September 13th, Fire Department and Police Department personnel participated in a "Blue Mass", celebrated at St Mary's church in Dover. At the conclusion of the Mass, Father Aggie conducted a Blessing of the Fleet on several of our City's emergency response vehicles.



The Fire Chief met with the Planning Director and the Director of City Media Services to assemble a video presentation of the Department's submittals for this year's Capital Improvements Program submittals. In addition to a presentation on this year's projects (replacement Staff vehicle, replacement Fire Engine/Pumper and South End Station facility upgrades, discussion was had and recorded regarding the Department's planning process for other, long range planning and budgetary needs.

Having had its center bay door recently replaced, Central station needed the door to be painted. Recognizing an opportunity to improve the appearance of all three doors at the same time, members volunteered to take on the task of sanding and refinishing the doors and surrounding trim. Thank you to FF Bill Carey; FF Rob Downs; FF Ben Roesch; FF Chris Couterier and Lt Eric Anderson for your efforts!



Five Dover Youth to Youth students conducted a webinar on September 15 on Pop Culture Influences on Underage Drinking. The presentation was available to prevention professionals from around the country and over 50 attended the training. This was the 4th in a series of virtual trainings that Y2Y provides each year to help other community coalitions and youth groups working on substance misuse issues. Youth to Youth has been providing this training for the past 5 years.

On September 28, 2020, 4 Youth to Youth students conducted a 2-hour webinar for the state of West Virginia on the concepts of youth empowerment and the implementation of a program using the Dover model and resources. Fourteen adult advisers of youth programs around the state tuned in. West Virginia has a large federal drug prevention grant and intends to invest in youth empowerment.

On September 29, 2020, 2 members of Youth to Youth conducted training for 5 youth leaders from the Plymouth, NH area. These students were preparing to present Dover's Presentation Skills lesson to youth in their area and our students were providing them with some final pointers and practice.

The Dover Police Department hosted one of New Hampshire's Child Passenger Safety technician courses, where 10 new technicians from around the state received training. At the conclusion of the training, the police department hosted a free seat check event where the new technicians received hands-on experience performing car seat inspections. Several caregiver families were served.

4. Financial & Benchmark Outcomes

“MAINTAIN AND STRENGTHEN FINANCIAL STABILITY OF MUNICIPALITY TO INCLUDE REPORTING ON ANY FINANCIAL CONCERNS AND ADDRESSING THEM AS THEY MAY ARISE DURING THE COURSE OF THE FISCAL YEA

PURCHASE ORDERS – OVER \$5,000

Department/Division	PO Date	Vendor Name	Amount
Finance Office	09/09/2020	AFFINITY LED LIGHT, LLC	\$115,656.00
Info Technology	09/23/2020	SHI INTERNATIONAL CORP	\$6,909.80
Info Technology	09/16/2020	DATA TRANSFER SOLUTIONS, LLC	\$8,268.10
Info Technology	09/09/2020	FIRSTLIGHT	\$11,329.77
Info Technology	09/16/2020	SABA SOFTWARE CANADA, INC.	\$37,584.00
Community Services	09/22/2020	SHEA CONCRETE PRODUCTS	\$5,279.50
Community Services	09/15/2020	BROX INDUSTRIES, INC.	\$5,625.50
Community Services	09/15/2020	DURELL PAVING, INC.	\$6,175.00
Community Services	09/09/2020	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$7,057.47
Community Services	09/01/2020	MS GOVERN	\$7,400.00
Community Services	09/01/2020	CHADWICK BAROSS, INC.	\$15,155.71
Community Services	09/22/2020	SOUTHWORTH-MILTON INC	\$29,762.00
Community Services	09/15/2020	TRI-STATE SEALCOATING & PAVING, INC.	\$31,670.00
Community Services	09/01/2020	MXI ENVIRONMENTAL SERVICES, LLC	\$33,405.00
Community Services	09/14/2020	SUR CONSTRUCTION, INC.	\$34,700.00
Community Services	09/16/2020	SUR CONSTRUCTION, INC.	\$35,000.00
Community Services	09/04/2020	WRIGHT-PIERCE	\$66,300.00
Community Services	09/04/2020	NRC EAST ENVIRONMENTAL SERVICES, INC.	\$81,600.00
Community Services	09/30/2020	MORTON SALT, INC.	\$218,925.00
Executive	09/01/2020	SHEEHAN, PHINNEY, BASS & GREEN	\$5,030.50
Executive	09/21/2020	SHEEHAN, PHINNEY, BASS & GREEN	\$6,203.64
Executive	09/09/2020	DOVER MAIN STREET	\$10,000.00
Fire and Rescue	09/29/2020	HUNTRESS UNIFORMS	\$5,111.00
Fire and Rescue	09/02/2020	BERGERON PROTECTIVE CLOTHING LLC	\$5,445.46
Fire and Rescue	09/15/2020	ZOLL MEDICAL CORPORATION	\$11,812.50
Fire and Rescue	09/03/2020	IRVING OIL MARKETING, INC.	\$36,451.00
Planning	09/22/2020	COMPETITIVE ENERGY SERVICES, LLC.	\$7,500.00
Planning	09/14/2020	SUR CONSTRUCTION, INC.	\$517,915.00
Police	09/30/2020	PALMIQ, INC.	\$5,078.52
Police	09/23/2020	WAYNE CHALOUXS CUSTOM	\$5,370.81

Police	09/14/2020	MOTOROLA SOLUTIONS, INC.	\$6,532.60
Police	09/18/2020	TASER INTERNATIONAL, INC.	\$9,999.00
Public Welfare	09/03/2020	ROBERT HALF INTERNATIONAL, INC.	\$5,904.00

BIDS

Department	Bid #	Bid Date	Description
Community Services	B21015	09/03/2020	Winter Sand – as needed
Community Services	B21017	09/25/2020	Snow Plow Cutting Edges
Community Services	B21016	09/25/2020	Snow Plowing/Hauling Services-Streets & Parking Lots

Through referrals made by the Dover CARES program, below is CARES Act assistance Strafford County CAP has provided for Dover residents impacted by pandemic. This program does not have an income limit and ends December 30, 2020. According to Community Action, they do not have funding to support this work after December 30th unless the Governor allows CARES money to be carried over into 2021.

In addition to referrals made to CAP and other agencies, the Dover CARES program has also provided the following public welfare assistance to residents impacted by pandemic between April 1 to September 30:

	Strafford County CAP	Dover Public Welfare
Households Served	84	137
Total Paid to Date:	\$249,628.51	\$48,189.83
Rent	\$219,951.44	\$15,373.86
Mortgage	\$4,580.31	\$0.00
Utilities	\$25,096.76	\$0.00
Emergency Shelter	\$0.00	\$32,794.98
Travel Assistance	\$0.00	\$20.99

Community Development Planner Carpenter continued with activities related to the CDBG funded CARES Business Assistance Loan Program. As part of the Dover Care's program, the City provided business assistance loans to 12 local businesses. Of the loans created by the City in the spring, 5 were slated to start payment October 15, 2020. Of those five, four have taken advantage of a pre-payment option and paid the City \$4,500 instead of \$5,000 if paid in full. The final business will begin electronic payments on the 15th of \$200 a month for 25 months. On November 15th 3 more businesses will begin repayment. 2 have indicated they will prepay. On December 15th 1 business will begin repayment and 3 businesses took advantage of a provision allowing them to begin payment on May 15th as they received Federal aid.

Community Development Planner Carpenter met with HUD Region 1 staff to discuss the anticipated release of additional CDBG-CARES funds to be used to help plan, prepare and respond to the Coronavirus.

Strafford Regional Planning submitted their annual dues request for FY22. Dover's dues will increase \$275.96 to \$22,003.43, as of July 1, 2021.

The Assistant City Manager finalized the FY22 Capital Improvement's Program, based upon the City Manager's direction. This six year look at Dover's infrastructure needs involves reviewing existing proposed projects, as well as reviewing the Master Plan to identify areas where the City can continue to invest in the community's assets. Projects were submitted and reviewed for connections to the Master Plan and prior projects.

Over the past ten years, the City has received funding from New Hampshire Housing Finance Authority to look at zoning and housing in Dover. Part of the grants is a requirement to perform reporting on successes and outcomes of the work. This reporting was completed in August, for the previous fiscal year.

Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Committee in its pursuit of developing the City's River Street parcel. City Planner Bird had an online meeting on September 3rd with staff from Horsley Witten and GZA to review grading plans and soil conditions. City Planner Bird prepared for and held a CWDAC meeting on September 15th to provide an update on environmental permitting and obtain approval for the Cathartes grading plan for phase 2. City Planner Bird worked with the surveyor to finalize the waterfront subdivision plan and attended the Planning Board meeting on September 22nd, where the plan was approved. City Planner Bird had meetings on September 10th, 16th, 21st and 24th with Gary Bannon, City Attorney, and Assistant City Manager and had a conference call on September 17th with Gary Bannon and staff from the NH Department of Natural and Cultural Resources to review the creation of the waterfront park lot as it relates to the LWCF grant close out. City Planner Bird had a meeting on the waterfront site on September 28th with Cathartes staff, City Engineer and Severino Trucking staff to discuss final blasting and grading elevations.

Staff, the New Hampshire Department of Transportation staff, and SUR construction had a kick off meeting for the Community Trail work, for phase III. Work began September 8 and is slated to be complete around Thanksgiving. As of the end of September the project is on track, and has had two change orders, one for trash receptacles and the second for a change in cuts and fills on the Fisher Street portion of the trail. These change orders had no cost impact to the project.

For phase IV, Planning Staff received the notice to proceed with the engineering study for Phase IV of the trail which would add a trail in Bellamy Park connecting the schools to Route 155 behind some multi-family housing developments. The Council authorized the contract for Fuss and O'Neil to design the trail in this area. Staff reviewed a concept plan in September and is working with NHDOT and the consultant on different conceptual options. Staff walked one proposed route on September 23, 2020.

Staff also worked with Northeast Color in preparation for their volunteer day on September 25. Similar to 2021, the company performed its day of service on the Community Trail re-painting the Silver Street tunnel mural, painting new murals under the Spaulding Overpass, building two workout stations near Beckwith Ballfields and a general clean-up of the trail.

The City Council approved the award of bid for the installation of the Wayfinding signs in April. Since that time, staff has worked with the designer and installer to craft the signage and to look at expanding the product deliverables to include Park identification signs. The Park identification signs were bid out and a change order will be presented to the Council in October.

Passport application processing fees at the Dover Public Library, provide a continuing source of revenue for the library. Passport application services have been put on hold until further notice due to the pandemic.

City of Dover

Revenues of Major Funds September 30, 2020

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 94,204,177	193,118	2,417,121	3.0%	\$ 91,787,056	\$ -	\$ 91,787,056	(97.4)%
Licenses & Permits	6,784,924	567,875	1,679,893	25.0	5,105,031	-	5,105,031	75.2
Intergovernmental	2,334,380	6,041	187,115	8.0	2,147,265	-	2,147,265	92.0
Charges for Services	4,435,373	293,738	915,983	21.0	3,519,390	(40,449)	3,559,839	80.3
Miscellaneous Revenue	809,440	34,039	159,489	20.0	649,951	(5,982)	655,933	81.0
Education	16,603,800	2,020,670	2,084,551	13.0	14,519,249	-	14,519,249	87.4
Operating Transfers In	439,047	-	-	0.0	439,047	-	439,047	100.0
Other Financing Sources	169,900	-	-	0.0	169,900	-	169,900	100.0
Sub-total : 1000 General Fund	\$ 125,781,041	3,115,480	7,444,152	6.0%	\$ 118,336,889	\$ (46,431)	\$ 118,383,320	94.1%
3213 Parking Activity Fund								
Licenses & Permits	\$ 210,000	23,028	66,479	32.0%	143,521	\$ -	\$ 143,521	68.3%
Parking Income	891,351	70,141	165,419	19.0%	725,932	-	725,932	81.4%
Parking Fines	205,000	12,973	33,373	16.0%	171,627	-	171,627	83.7%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 1,306,351	106,142	265,271	20.0%	\$ 1,041,080	\$ -	\$ 1,041,080	79.7%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 12,666	-	-	0.0%	\$ 12,666	\$ -	\$ 12,666	100.0%
Charges for Services	1,746,315	141,854	420,957	24.0%	1,325,358	-	1,325,358	75.9%
Miscellaneous Revenue	0	12	690	0.0	(690)	-	(690)	0.0
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3320 Residential Solid Waste	\$ 1,758,981	141,865	421,647	24.0%	\$ 1,337,334	\$ -	\$ 1,337,334	76.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 734,830	57,324	173,163	24.0%	\$ 561,667	\$ -	\$ 561,667	76.4%
Operating Transfers In	131,604	9,753	29,258	22.0	102,346	-	102,346	77.8
Sub-total : 3381 McConnell Center	\$ 866,434	67,077	202,421	23.0%	\$ 664,013	\$ -	\$ 664,013	76.6%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	3,077	18,936	4.0%	\$ 411,484	\$ -	\$ 411,484	95.6%
Miscellaneous Revenue	11,500	-	-	0.0	\$ 11,500	-	11,500	100.0
Operating Transfers In	20,000	-	-	0.0	20,000	-	20,000	100.0
Other Financing Sources	-	-	-	0.0	0	-	0	0.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	3,077	18,936	4.0%	\$ 442,984	\$ -	\$ 442,984	95.9%
5300 Water Fund								
Intergovernmental	\$ 2,500	-	-	0.0%	\$ 2,500	\$ -	\$ 2,500	100.0%
Charges for Services	5,799,106	540,349	1,366,002	0.2	\$ 4,433,104	-	4,433,104	76.4
Miscellaneous Revenue	70,500	16,241	42,612	0.6	\$ 27,888	-	27,888	39.6
Other Financing Sources	87,500	-	-	0.0	87,500	-	87,500	100.0
Sub-total : 5300 Water Fund	\$ 5,959,606	556,589	1,408,614	24.0%	\$ 4,550,992	\$ -	\$ 4,550,992	76.4%
5320 Sewer Fund								
Intergovernmental	\$ 30,187	-	-	0.0%	\$ 30,187	\$ -	\$ 30,187	100.0%
Charges for Services	8,055,342	787,369	1,921,995	24.0	6,133,347	-	6,133,347	76.1
Miscellaneous Revenue	57,000	15,256	38,310	67.0	18,690	-	18,690	32.8
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 8,663,521	802,625	1,960,305	23.0%	\$ 6,703,216	\$ -	\$ 6,703,216	77.4%
6100 Dovernet Fund								
Charges for Services	\$ 1,054,265	87,842	263,525	25.0%	\$ 790,740	\$ -	\$ 790,740	75.0%
Miscellaneous Revenue	25,000	-	-	0.0	\$ 25,000	-	25,000	100.0
Operating Transfers In	84,485	-	-	0.0	84,485	-	84,485	100.0
Other Financing Sources	-	-	-	0.0	0	-	0	#DIV/0!
Sub-total : 6100 Dovernet Fund	\$ 1,163,750	87,842	263,525	23.0%	\$ 900,225	\$ -	\$ 900,225	77.4%
Total : REVENUES	\$ 145,961,604	4,880,697	11,984,871	8.0%	\$ 133,976,733	\$ (46,431)	\$ 134,023,164	91.8%

City of Dover

Expenditures of Major Funds September 30, 2020 (General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 481,609	\$ 20,553	\$ 43,131	9.0%	\$ 438,478	\$ 314,927	\$ 123,551	25.7%
Executive	1,828,923	112,243	330,033	18.0	1,498,890	703,663	795,228	43.5
Finance	2,182,771	164,871	573,170	26.0	1,609,601	1,057,881	551,720	25.3
Planning	809,229	53,479	206,515	26.0	602,714	410,066	192,648	23.8
Misc General Government	855,525	54,460	145,091	17.0	710,434	220,371	490,063	57.3
Police	9,870,581	656,659	2,390,966	24.0	7,479,615	4,431,792	3,047,824	30.9
Fire & Rescue	9,957,320	738,650	2,516,785	25.0	7,440,535	4,140,147	3,300,388	33.1
Community Service Public Works	8,574,018	350,644	1,072,821	13.0	7,501,197	2,702,514	4,798,683	56.0
Recreation	2,526,883	159,760	545,423	22.0	1,981,460	855,152	1,126,308	44.6
Public Library	1,562,013	110,888	348,824	22.0	1,213,189	749,722	463,467	29.7
Public Welfare	805,767	26,251	68,283	8.0	737,484	97,550	639,934	79.4
Debt Service	6,208,772	3,247	4,949	0.0	6,203,823	32,469	6,171,354	99.4
Other Financing Sources/Uses	3,714,003	136,123	408,370	11.0	3,305,633	-	3,305,633	89.0
School	66,811,056	3,734,633	6,561,230	10.0	60,249,826	46,960,630	13,289,196	19.9
Intergovernmental	9,592,571	-	-	0.0	9,592,571	-	9,592,571	100.0
Sub-total : 1000 General Fund	\$ 125,781,041	\$ 6,322,462	\$ 15,215,591	12.1%	\$ 110,565,450	\$ 62,676,885	\$ 47,888,566	38.1%
3213 Parking Activity Fund								
Police	\$ 1,306,351	\$ 39,878	\$ 137,078	10.0%	\$ 1,169,273	\$ 308,671	\$ 860,602	65.9%
Sub-total : 3213 Parking Activity Fund	\$ 1,306,351	\$ 39,878	\$ 137,078	10.5%	\$ 1,169,273	\$ 308,671	\$ 860,602	65.9%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,827,982	\$ 204,628	\$ 264,830	14.0%	\$ 1,563,152	\$ 1,479,205	\$ 83,946	4.6%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,827,982	\$ 204,628	\$ 264,830	14.5%	\$ 1,563,152	\$ 1,479,205	\$ 83,946	4.6%
3381 McConnell Center Fund								
Recreation	\$ 866,434	\$ 27,036	\$ 88,720	10.0%	\$ 777,714	\$ 208,535	\$ 569,179	65.7%
Sub-total : 3381 McConnell Center Fund	\$ 866,434	\$ 27,036	\$ 88,720	10.2%	\$ 777,714	\$ 208,535	\$ 569,179	65.7%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 5,508	\$ 32,337	7.0%	\$ 429,583	\$ 1,670	\$ 427,914	92.6%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 5,508	\$ 32,337	7.0%	\$ 429,583	\$ 1,670	\$ 427,914	92.6%
5300 Water Fund								
Community Service Public Works	\$ 6,115,593	\$ 342,595	\$ 1,113,278	18.0%	\$ 5,002,314	\$ 1,026,512	\$ 3,975,802	65.0%
Sub-total : 5300 Water Fund	\$ 6,115,593	\$ 342,595	\$ 1,113,278	18.2%	\$ 5,002,314	\$ 1,026,512	\$ 3,975,802	65.0%
5320 Sewer Fund								
Community Service Public Works	\$ 8,840,505	\$ 511,478	\$ 1,401,907	16.0%	\$ 7,438,597	\$ 2,017,800	\$ 5,420,798	61.3%
Sub-total : 5320 Sewer Fund	\$ 8,840,505	\$ 511,478	\$ 1,401,907	15.9%	\$ 7,438,597	\$ 2,017,800	\$ 5,420,798	61.3%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,669,358	\$ 99,646	\$ 265,201	16.0%	\$ 1,404,157	\$ 706,951	\$ 697,206	41.8%
Sub-total : 6100 Dovernet Fund	\$ 1,669,358	\$ 99,646	\$ 265,201	15.9%	\$ 1,404,157	\$ 706,951	\$ 697,206	41.8%
Total : EXPENDITURES	\$ 146,869,183	\$ 7,553,232	\$ 18,518,942	12.6%	\$ 128,350,241	\$ 68,426,228	\$ 59,924,013	40.8%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) September 30, 2020

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,207,650	63,186	124,123	10.3	1,083,527	0	1,083,527	89.7
Expenditures	994,263	60,120	199,265	20.0	794,998	388,624	406,373	40.9
Debt Service								
Principal	205,000	0	0	-	205,000	0	205,000	100.0
Interest	8,388	0	0	-	8,388	0	8,388	100.0
	(0)	3,066	(75,142)	(10)	75,142	(388,624)	463,767	(151)

5. Workforce Focused Outcomes

"CONTINUE TO RECRUIT, RETAIN AND SUPPORT TRAINING OF EMPLOYEES AND VOLUNTEERS NECESSARY TO FULFILL SERVICE DELIVERY NEEDS OF COMMUNITY."

Employee Anniversaries – September 2020

Employee Name	Division	Years of Service
Boston, Kerry Anne	Police	27
Jacques, Christopher J	Fire	25
Bird, Steven L	Planning	23
Nelson, John R	Police	23
Hoffman, Joshua R	Fire	22
Conway, Lynn M	Fire	16
Pappajohn, Stephen G	Police	14
Lavertu, Karen S	Recreation	13
Salantri, Lyndsay	Police	13
McLean, Matthew M	Fire	10
Reardon, Brent A	Public Works	10
Mask, Sean T	Police	9
Goard, Nathan J	Police	6
Usbelger, Nancy A	Planning	3
Carey, William T	Fire	2
Glidden, Quinten L	Public Works	2
Bell, Scott L	Recreation	1
Casey, James D	CS WWTP	1
Cunningham, Brandon A	Fire	1
Earl-Moreno, Libby A	Police	1
Plante, Steven T	Public Works	1

SEPTEMBER SEPARATIONS: 5

2 Community Services
2 Fire Department
1 Recreation Department

SEPTEMBER NEW HIRES: 11

2 Fire Department
2 Police Department
1 Public Library
6 Recreation Department

Richard Fowler, Maintenance Mechanic III, attended the Pandemic Problem Solving and Planning for Public Water Systems course sponsored by the New England Waste Works Association. This course was held virtually.

Richard Fowler also attended the Water Main Disinfection course sponsored by the New England Water Works Association. This course was held virtually.

Richard Fowler attended the Operational Control of Coagulation and Filtration Treatment Processes course sponsored by the New England Water Works Association. This course was held virtually.

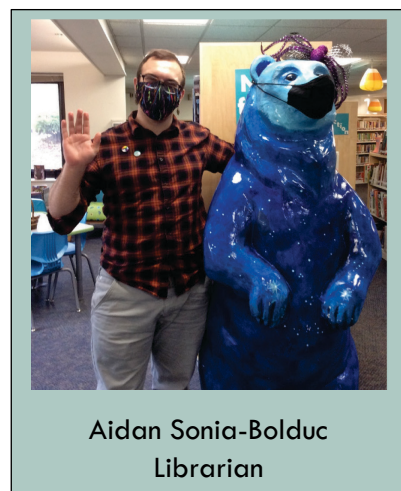
Michael Nadeau, Pump Station Operator II, attended the Operator Certification Exam Prep Course sponsored by the New Hampshire Water Works Association. This course was held virtually.

City Planner Benton took part in the American Planning Association's Supervisor's Playbook training which is a six part online training course.

The Assistant City Manager and City Planner Benton attended the Northern New England Chapter of the American Planning Association's Virtual Conference on September 30 and October 1st.

Assistant City Planner Piekut attended American Farmland Trust *Farms for the Future* webinar for New Hampshire: "Solar Siting & Farmland: Siting Options and Considerations."

The Dover Public Library welcomes two new Librarians to their staff. Aidan Sonia-Bolduc is a Librarian I at both the adult and children's circulation desks and comes from the Hooksett Library. Aidan was a former volunteer of the Library who started the ongoing Dungeons and Dragons club, and they are currently working on their Master's degree in Library Science through St. John's University. Aidan is a non-binary person and uses they/them pronouns. Mark Thomas is our new Systems & Technology Librarian. Mark is an enthusiastic information librarian. He has many hobbies, reading included, and is the kind of person that enjoys the happiness of others. Stop by and say hello.

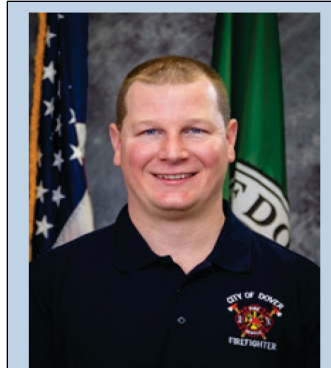


Library staff members attended the following webinars: What They Didn't Teach you in Library School: The True Cycle of Marketing; Reluctant Fundraiser? No Problem!; The New Hampshire Society of Genealogists Fall Meeting: In the Shadows of Their Men: Hearing Women's Voices in a Male-Dominated World; Getting Started with Libby; RingCentral Office: Webinar Basics!; Next Generation of Hoopla; and Extreme Customer Service, Every Time.

"Company level" training at the Fire Department continued among the 4 shifts, in an effort to maintain a stable group of qualified operators of the various pieces of high-tech apparatus in use with Fire and Rescue. Company Level training is typically initiated by the company officers on a particular shift, as they work to manage the needs of their personnel and balance call volume, community service activities, Department-wide training, training of probationary firefighters and other needs, with that of the needs of their shift as a whole.

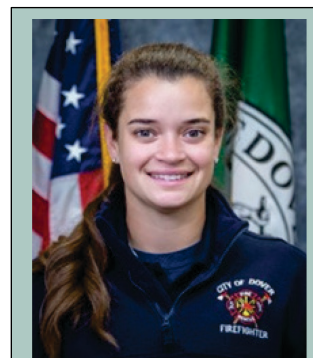
On September 28th, Robert West began his employment at Dover Fire & Rescue. Robert comes to DF&R as a Firefighter/EMT from the Portsmouth Naval Shipyard Fire Department where he has been employed as a career firefighter for just over one year. Robert also has experience with Northwood Fire Rescue where he worked as a Call-Firefighter for the past seven years. Robert has nine years trade experience working as a fire protection systems technician in the private sector. Holding an Associate's degree in Fire Science and an Associate's degree in Fire Investigation, Robert comes to DF&R with a well-rounded skillset and knowledge-base. Please welcome Robert

West and his family to Dover Fire & Rescue.



Robert West
Firefighter/EMT

On September 8th, Kayla Reno began her employment at Dover Fire & Rescue. Firefighter/AEMT Reno comes to Dover Fire & Rescue with experience as a career Firefighter/AEMT from Newington Fire Department as well as having experience working for York Ambulance and Rollinsford Fire Department. Firefighter/AEMT Reno has earned Technician certifications in trench rescue, confined space rescue and ice rescue, among other Fire and EMS certifications. Kayla is the third member of the Dover Fire & Rescue family to successfully progress through the Dover High School Career Technical Center Firefighting program, and successfully achieve her goal of full-time employment at Dover Fire & Rescue. Please welcome Kayla and her family to Dover Fire & Rescue.



Kayla Reno
Firefighter/AEMT

Congratulations to Firefighter Jason Nicoll on the completion of his paramedic program. On September 22nd, Jason received his Paramedic License and proudly earned the designation of Paramedic/Firefighter.



On September 11, 2020, Officers Molly Shoer and Bryon Gore were sworn in as patrol officers. Both were hired by the Dover Police Department after having served at the Farmington, NH Police Department.



From September 8-11, 2020, Officer Oake Carlson attended Less Lethal ICP Instructor Training held in Gilford, New Hampshire. This instructor training covered OC aerosols, impact munitions, chemical munitions and distraction device munitions. He acquired instructor level knowledge of defense technology, along with the skill necessary to conduct in-service training.

From September 14-18, 2020, Officer Molly Martuscello attended Police Mountain Bike Training held in Concord, New Hampshire. This training course was physically demanding as she ascended stairs, spent hours on a cone course, and went through a firearms familiarization course of fire.

On September 15-16, 2020, Mike Fenton, Diana Wingren, and Lisa Crowley attended NIBRS Remote training. NIBRS, which stands for National Incident Based Reporting System is a database that captures details on each single crime incident, as well as on separate offenses within the same incident, including information on victims, known offenders, relationships between victims and offenders, arrestees, and property involved in crimes. NIBRS has the ability to provide circumstances and context for crimes like

location, time of date, and whether the incident was cleared.

& Deliver: GCA DMARC Bootcamp” Series consisting of five (5) one hour weekly sessions.

On September 16 2020, Officer Jenna Donais attended online training for Crime Scene Search Principles and Patterns. This training involved search principles and patterns relevant to crime scenes they may respond to and how to apply these principles in successfully locating evidence that aid in the criminal investigation.

From September 21-25, 2020, Dispatchers Erin Driscoll and Stacy Goldthwaite attended Public Safety Basic Communications training held in Londonderry, New Hampshire. This training included a variety of topics including technology related to the job, how to deal with different callers, active listening techniques, call processing and classification, liability, and job stress.

On September 30, 2020, Officers Brynn Dunne and Nick Glowacki participated in the School Resource Officer Virtual Conference.

Traffic Patrol Officer Levin was certified in the month of September as a Child Passenger Safety technician through the Safe Kids Worldwide program, and joins Sergeant. Speidel in this capacity. The Traffic Bureau will continue to provide services to assist caregivers in understanding and installing child safety seats. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver’s vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group.

IT and Deputy IT Director have also attended the Global Cyber Alliance “Defend

6. Sustainability-Focused Outcomes

“DEVELOP STRATEGIES AND IMPLEMENT PROGRAMS THAT ENCOURAGE THE EFFICIENT USE AND PRESERVATION OF NATURAL RESOURCES BY MUNICIPAL SERVICES AND THROUGHOUT THE COMMUNITY.”

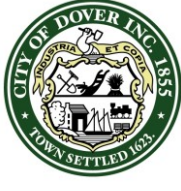
Planning Department and Media Services staff collaborated to develop content for a new page on the website communicating the progress made in adding solar electricity generation to City facilities, namely the Dover High School and Indoor Pool/Children's Museum of New Hampshire. Until the new page is live, there are two “dashboards” available to review generation to date: The DHS dashboard is at

<https://monitoringpublic.solaredge.com/solaredge-web/p/kiosk?guid=7794dba3-75c1-4496-92e1-3935ce4f8cb0> and the Indoor Pool dashboard is at <https://monitoringpublic.solaredge.com/solaredge-web/p/kiosk?guid=930a747d-7550-4af6-8469-d2dde2c2f188>

City Planner Bird met with two members of the Open Lands Committee and two landowners on September 8th to review potential land conservation projects. City Planner Bird and the Assistant City Manager met with a landowner on September 28th to discuss potential land conservation options.

Assistant City Planner Piekut and Assistant City Manager Parker, along with members of the Energy Commission and Finance, School Department, and Community Services staff, interviewed three respondents to the Request for Proposals for solar arrays on City properties, particularly three priority sites: the new Facilities, Grounds, and Cemeteries Building, the Dover Transportation Center, and the Wastewater Treatment Facility. The City's consultant, Competitive Energy Services, also attended and is preparing a report and analysis of the options provided in the proposals.

Planning staff worked with Community Services Department staff and with Strafford Regional Planning staff to support their respective applications to the NH Coastal Resilience Municipal Planning Grant program.

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1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Shanahan led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Ciotti, Councilor Cullen, Councilor Muffett-Lipinski, Councilor O'Connor, Councilor Shanahan, Councilor Thibodeaux, and Councilor Williams.

Absent: Councilor Manley

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

5. PROCLAMATIONS/AWARDS

A. Direct Support Professionals

Mayor Carrier read and presented the Proclamation to the group.

6. APPROVAL OF AGENDA

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

Vote: 8/0.

7. PUBLIC HEARINGS

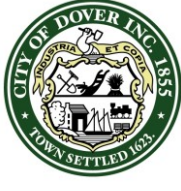
8. CITIZEN'S FORUM

Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

Email correspondence must be directed to CityCouncil-All@dover.nh.gov, Voicemails must be left at (603) 516-6338, and written letters or correspondence must be directed to City of Dover, ATTN: City Council, 288 Central Avenue, Dover, NH 03820.

Correspondence that does not state the individual's name and Dover address shall not be placed on file with the Council public meeting record.

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

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9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He spoke about COVID-19 issues and the need to be vigilant and protect those around us.

Mayor Carrier asked about the progress on the Broadway culvert project.

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

City Manager Joyal spoke about the delay in setting the tax rate.

Deputy Mayor Ciotti moved to accept the City Manager's Report; seconded by Councilor O'Connor.

Vote: 8/0.

10. APPROVAL OF MINUTES

A. September 23, 2020

Deputy Mayor Ciotti moved to approve the Minutes as presented; seconded by Councilor Muffett-Lipinski.

Vote: 8/0.

11. MAYOR'S REPORT

Mayor Carrier spoke about citizens contacting him about getting kids back in school. He spoke about the homeless shelter. He attended a meeting of NH Mayors. He met with Representative Chris Pappas about funding for the Community Trail. He said he attended the Moose Club to meet the Superior Governor.

Deputy Mayor Ciotti moved to accept the Mayor's Report; seconded by Councilor O'Connor.

Vote: 8/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

1. B19019 TRAFFIC SIGNAL REPAIRS AND MAINTENANCE – GRIDSMART VIDEO DETECTION SYSTEMS

SPONSORED BY MAYOR CARRIER BY REQUEST

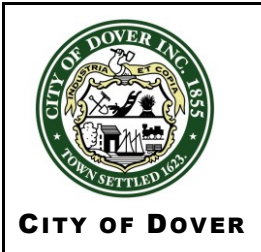


CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, October 14, 2020**
Meeting Time: **7:00 pm**

- 2. 2-WAY COMMUNICATIONS SERVICE, INC – TRAFFIC SIGNAL UPGRADE**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. 2-WAY COMMUNICATIONS SERVICE, INC – REPLACEMENT OF AUDIO RECORDER IN POLICE DISPATCH**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. MAST ROAD PUBLIC SAFETY COMMUNICATIONS UPGRADE PROJECT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 5. B20048 WAYFINDING AND INFORMATION SYSTEM - ADDITIONAL SCOPE OF WORK #1**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 6. B21015 WINTER SAND**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 7. TROJAN UV3000 PLUS LAMPS AND QUARTZ SLEEVES**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 8. PURCHASE OF KARL STORZ C-MAC VIDEO LARYNGOSCOPE AIRWAY PRODUCTS - SOLE SOURCE PURCHASE**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 9. GREAT BAY ESTUARY – RETENTION OF OUTSIDE LEGAL COUNSEL**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 10. APPROVAL OF LEASE AGREEMENT WITH ZA PIE SOCIETY**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 11. APPROVAL OF ACCEPTANCE OF DONATION BY NORTHEAST COLOR FOR WORK AND SUPPLIES FOR IMPROVING THE COMMUNITY TRAIL**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, October 14, 2020**
Meeting Time: **7:00 pm**

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. City Council / School Board Collaborative Committee
22. Joint Building Committee – Dover High School and Regional Career Technical Center
23. COAST
24. Cocheco Waterfront Development Advisory Committee
25. Dover Main Street
26. Strafford Regional Planning Commission
27. Tri-City Homelessness Task Force

Deputy Mayor Ciotti moved for the adoption of the Consent Calendar; seconded by Councilor O'Connor.

Mayor Carrier asked the Council if they had items they would like pulled for further discussion. Councilor Cullen pulled Items 13.A.1., 13.A.2., 13.A.5., 13.A.6., and 13.A.8.

Mayor Carrier asked for a roll call vote on the remaining items on the Consent Calendar. Roll Call Vote: 8/0.

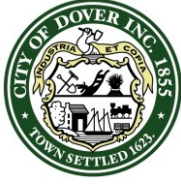
Deputy Mayor Ciotti moved for the adoption of Item 13.A.1.; seconded by Councilor Shanahan. Community Services Director Storer gave an overview of the Resolution to the Council. Roll Call Vote: 8/0.

Deputy Mayor Ciotti moved for the adoption of Item 13.A.2.; seconded by Councilor Muffett-Lipinski. Roll Call Vote: 8/0.

Deputy Mayor Ciotti moved for the adoption of Item 13.A.5.; seconded by Councilor Thibodeaux. Roll Call Vote: 7/1. Councilor Cullen was opposed.

Deputy Mayor Ciotti moved for the adoption of Item 13.A.6.; seconded by Councilor Muffett-Lipinski. Roll Call Vote: 8/0.

Deputy Mayor Ciotti moved for the adoption of Item 13.A.8.; seconded by Councilor Muffett-Lipinski. Fire Chief Haas gave an overview of the Resolution to the Council. Roll Call Vote: 8/0.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, October 14, 2020 Meeting Time: 7:00 pm
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Deputy Mayor Ciotti gave an overview of the Appointments Committee Report to the Council, and recommended the appointment of Kyle Pimental to the Planning Board as an alternate member.

Deputy Mayor Ciotti moved to accept the Appointments Committee Report; seconded by Councilor Shanahan.

Vote: 8/0.

Councilor O'Connor gave an overview of the Heritage Committee Report to the Council.

Deputy Mayor Ciotti moved to accept the Heritage Committee Report; seconded by Councilor Thibodeaux.

Vote: 8/0.

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

Deputy Mayor Ciotti moved to accept the Legislative Liaison Report; seconded by Councilor Williams.

Vote: 8/0.

Councilor Thibodeaux gave an overview of the Library Board of Trustees Report to the Council.

Deputy Mayor Ciotti moved to accept the Library Board of Trustees Report; seconded by Councilor Williams.

Vote: 8/0.

Councilor Shanahan gave an overview of the Ordinance Committee Report to the Council.

Deputy Mayor Ciotti moved to accept the Ordinance Committee Report; seconded by Councilor Muffett-Lipinski.

Vote: 8/0.

Councilor O'Connor gave an overview of the Pool Advisory Committee Report to the Council.

Deputy Mayor Ciotti moved to accept the Pool Advisory Committee Report; seconded by Councilor Williams.

Vote: 8/0.

Councilor O'Connor gave an overview of the Recreation Advisory Board Report to the Council.

Deputy Mayor Ciotti moved to accept the Recreation Advisory Board Report; seconded by Councilor Thibodeaux.

Vote: 8/0.

B. RESOLUTIONS

1. EMERGENCY COLD WEATHER SHELTER

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Muffett-Lipinski.

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

Roll Call Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, October 14, 2020**
Meeting Time: **7:00 pm**

**2. B20036 MAIN STREET AND WASHINGTON STREET WATER IMPROVEMENTS
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Shanahan.
Community Services Director Storer gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

**3. B21002 CONSTRUCTION OF CATCH BASIN AND WET WELL CLEANING
TREATMENT
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor O'Connor.
Community Services Director Storer gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

**4. ACCEPTANCE OF COPS GRANT FOR CITY OF DOVER POLICE DEPARTMENT
SPONSORED BY MAYOR CARRIER BY REQUEST**

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

**5. AUTHORIZATION TO APPROVE CITY-WIDE "ADOPT A BENCH" PROGRAM,
DONATIONS AND PLACEMENT OF PLAQUES
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 28, 2020)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved to refer to a public hearing on October 28, 2020; seconded
by Councilor O'Connor.
Vote: 8/0.

**6. ADOPTION OF FISCAL YEAR 2022 – 2027 CAPITAL IMPROVEMENTS
PROGRAM (CIP)
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 28, 2020, WITH CITY
COUNCIL VOTE OCCURRING ON NOVEMBER 18, 2020)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved to refer to a public hearing on October 28, 2020; seconded
by Councilor O'Connor.
Vote: 8/0.

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**7. APPROPRIATION FOR FY2022 CAPITAL IMPROVEMENTS PROGRAM (CIP) –
NON-DEBT FINANCED PROJECTS
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 28, 2020, WITH CITY
COUNCIL VOTE OCCURRING ON NOVEMBER 18, 2020)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved to refer to a public hearing on October 28, 2020; seconded by Councilor Thibodeaux.
Vote: 8/0.

**8. APPROPRIATION FOR FY2022 CAPITAL IMPROVEMENTS PROGRAM (CIP)
AND AUTHORIZATION FOR BONDING
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 28, 2020, WITH CITY
COUNCIL VOTE OCCURRING ON NOVEMBER 18, 2020)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved to refer to a public hearing on October 28, 2020; seconded by Councilor Williams.
Vote: 8/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor O'Connor recognized City staff for working getting the sidewalks for Whittier Street back in the Capital Improvements Program (CIP).

Mayor Carrier said he's been asked about getting a crosswalk by People's Bank on Central Avenue, and asked the Transportation Advisory Committee (TAC) to look into this area and the possible need for a crosswalk.

Councilor O'Connor talked about the blinking crosswalk signs and how they would be useful in other areas of the City.

Councilor Muffett-Lipinski spoke about the homeless and the need for people to be compassionate about their situation.

Councilor Cullen recognized the Police Chief and his department for meeting the guidelines of the Commission on Law Enforcement Accountability, Community and Transparency.

16. ADJOURN

Councilor O'Connor moved to adjourn; seconded by Councilor Thibodeaux.
Vote: 8/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2020.10.14 - 172**

Resolution Re: Authorization to Approve City-Wide “Adopt a Bench”
Program, Donations and Placement of Plaques

WHEREAS: Periodically, groups or individuals generously offer to donate to the City for the purposes of a bench to be placed on public property with a commemorative plaque; and

WHEREAS: The City would like to formalize and authorize a program, to be known as the “Adopt a Bench” program, for the acceptance of such donations and the placement of plaques; and

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

The City Manager or designee is authorized to develop and administer a program for bench donation and associated plaques to be known as the “Adopt a Bench Program.”

AND, BE IT FURTHER RESOLVED THAT:

City staff are hereby authorized to accept past and future donations of money or property (benches) to be used solely for the purposes of the City’s acquisition of benches and the City’s “Adopt a Bench” Program.

AND, BE IT FURTHER RESOLVED THAT:

Benches acquired by the City through the Adopt a Bench program may be placed on approved public areas, and plaques may be affixed to said benches, subject to prior, written approval by the City Manager or designee. The foregoing shall not authorize placement of any donated benches or associated plaques on land occupied by the City’s schools unless also approved by the City’s School Board.

TO BE REFERRED TO PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

Approved as to Legal
Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2020.10.14 - 172**
Resolution Re: Authorization to Approve City-Wide “Adopt a Bench”
Program, Donations and Placement of Plaques

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

None.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2020.10.28 – 176**
Resolution Re: B17003 Siemens Industries Inc Additional Scope of Work
for the Facilities, Grounds & Cemeteries Building

WHEREAS: Sealed (RFP) Request for Proposal #B17003 was solicited and received on January 25, 2017 at 11:00am for (HVAC) Heating, Ventilation and Air Conditioning equipment maintenance and repair services for a locked in two-year agreement with the option to renew an additional three, one-year terms, at mutually agreed upon rates; and

WHEREAS: The City received a cost proposal to provide controls and installation materials for full control of fan, heating, and cooling building schedule, as well as installation of CO/NO2 sensors in the warehouse of the new Facilities, Grounds & Cemeteries Building. Total cost of project is \$37,885.00, thereby requiring council approval; and

WHEREAS: Per 5-28.B, Competitive Bidding Purchase; Waiver: Competitive bidding 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 Siemens Industry, Inc. of Scarborough, ME for the installation of variable speed controllers, additional temperature sensors, related wiring and incorporation into the City's remote-control Desigo software package, as well as installation of CO/NO2 sensors in the warehouse at the new Facilities, Grounds & Cemeteries Building in the amount of \$37,885.00. 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
4020.1.300.41951.4725.01105.20.	Building Improvements - Chapel	600,000.00	600,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2020.10.28 – 176**
Resolution Re: B17003 Siemens Industries Inc Additional Scope of Work
for the Facilities, Grounds & Cemeteries Building

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2020.10.28 – 176**
Resolution Re: B17003 Siemens Industries Inc Additional Scope of Work
for the Facilities, Grounds & Cemeteries Building

RESOLUTION BACKGROUND MATERIAL:

The City received a cost proposal to provide controls and installation materials for the full control of fan, heating, and cooling building schedule of the new facilities, grounds & cemeteries building. The scope of work includes providing and installing Siemens DXR unitary controllers and space temperature controllers in each office space, connect 2 ERVs to new PXC panel, connect 5 gas fired unit heaters to new PXC panel in Room 117 and install space sensors in locations as shown on plans for start/stop control, connect data room 117 to new PXC panel and install a space temperature sensor for monitoring in room 117, as well as provide and install four (4) Senva TG UL series wall-mounted combination CO/NO2 sensors for monitoring of VOCs including start/stop control of both supply and exhaust fans in warehouse space and connect to new panel in room 117. All systems to be programmed through Siemens Desigo CC platform with graphical screens for user interface typical of other City buildings and systems, will provide full start up and checkout on all systems, as well as provide full set of as-built drawings with product datasheets, equipment sequences and floor plans for system documentation. Total cost of project is \$37,885.00, thereby requiring council approval.

Bid Information:

Sealed Request for Proposal #B17003 was solicited and received on January 25, 2017 at 11:00am.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	109	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	As needed
Recommended Award to:	Siemens Industries Inc	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B17003 Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2020.10.28 – 177**

Resolution Re: B21016 Snow Plowing/Hauling Services for City Streets and Parking Lots

WHEREAS: A sealed Request for Bid #B21016 was requested and received for “As Needed” Snow Plowing/Hauling Services for City Streets and Parking Lots on October 13, 2020 at 2:30 p.m. Contract terms will be for one winter season effective November 1, 2020 with the provision of two, one-year extensions contingent upon satisfactory vendor performance, funding availability and mutually agreed upon negotiated rates for said subsequent years of service; and

WHEREAS: Nine responses were received from multiple vendors, as outlined in the [results page](#), for various pieces of equipment at varying hourly rates; and

WHEREAS: There is typically a sufficient number of vendors listed for snow plowing of municipal parking lots and snow hauling services, however, there is an insufficient number of responses for snow plowing of City streets. Due to difficulty in locating vendors and equipment suited to the City’s snow plowing requirements, additional qualified vendors may be added as discovered and approved by the Community Services Director for snow plowing and hauling services.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to the vendors identified given the rates provided in conjunction with Bid #B21016 for snow plowing/hauling services as needed. Additional qualified vendors may be added as discovered and approved by the Community Services Director. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
1000.1.300.43125.4422.00000.00	Contract Snow Plowing	90,000.00	88,956.60

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal: Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2020.10.28 – 177**

Resolution Re: B21016 Snow Plowing/Hauling Services for City Streets and Parking Lots

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2020.10.28 – 177**

Resolution Re: B21016 Snow Plowing/Hauling Services for City Streets and Parking Lots

RESOLUTION BACKGROUND MATERIAL:

The Community Services Department has found that it is beneficial to engage outside contractors for some assistance with snow and ice removal responsibilities, as opposed to trying to tackle everything in-house. It is extremely helpful to have additional large loader assistance to tackle certain parking lots, as the City has a limited number of loaders, and some have to be assigned to street routes out of necessity. It is also helpful to have access to equipment (such as a road grader) that the City doesn't have in inventory. The intent is to also offer 1 or 2 primary plow routes to an outside contractor. Snow removal requires contributions from virtually every Community Services employee, so the goal is to engage a couple of outside contractors to provide regular assistance. This should help ensure adequate vehicle, equipment and personnel coverage to get through the winter season.

There is also an ongoing pandemic concern possibly impacting crew members. Therefore, we want to retain outside access to contractors to broaden the pool of available snow removal personnel and equipment. To that end, a bid solicitation occurs for the snow plowing and hauling services, and based on proposals received, staff assigns designated lots or areas of responsibility. This solicitation allows the Community Services Department to better manage and track the costs of clearing public parking lots and outlying streets. The decision to use or not use certain vendors, or to supplement normal vendor assignments with additional contractual vendors, is determined by the Community Services staff on a storm-by-storm basis according to the severity of the storm. Due to the need for quick mobilization and availability, the City needs to have direct interaction with vendors and not go through general contracting services.

The City intends on offering a one winter season contract beginning November 1, 2020 through May 1, 2021 to the successful bidders, with the provision of two, one-year extensions, all options contingent upon satisfactory vendor performance, funding availability and mutually agreed-upon negotiated rates for said subsequent years of service.

Bid Information:

A sealed Request for Bid #B21016 was requested and received for "As Needed" Snow Plowing/Hauling Services for City Streets and Parking Lots on October 13, 2020 at 2:30 p.m.

Award Information:

Purchase orders will be issued to the multiple vendors for the winter plowing season to be used as needed.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2020.10.28 – 177**
Resolution Re: B21016 Snow Plowing/Hauling Services for City Streets and Parking Lots

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	146	Number of Responses:	9
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	N/A	Contract:	Yes
Prices will hold for:	May 1, 2021	Estimated Delivery:	As needed
Recommended Award to:	Various	Fund:	Snow Removal
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

[B21016 Bid Documents and Vendors](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2020.10.28 – 178**
Resolution Re: Acceptance of Center for Tech & Civic Life Covid19
Response Grant for Local Election Administration

WHEREAS: The Dover City Council, in a majority vote accepts the terms of the Center for Tech & Civic Life Covid-19 Response Grant for Local Election Administration as presented in the amount of \$16,334.50. The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in the City of Dover in 2020; and

WHEREAS: The council acknowledges that the total amount of the grant is \$16,334.50 with no city match required. Funds may be expended for the following election administration needs:

- Ballot drop boxes
- Poll work recruitment funds
- Hazard pay and/or training expenses
- Temporary staffing
- Polling place rental & cleaning expenses for early voting or Election Day
- Vote-by-mail/absentee voting equipment or supplies
- And election administration equipment

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

In accordance with RSA 31:95-b, the City Manager is authorized to accept the Center for Tech & Civic Life Covid-19 Response Grant for Local Election Administration subject to the requirements of the grant, to sign all necessary paperwork and grant agreements, and to expend such grant funds without further action of the City Council for the purposes set forth in the grant agreement.

**PUBLIC HEARING TO BE HELD 10/28/2020 FOLLOWING SEVEN DAYS PRIOR
PUBLICATION NOTICE IN NEWSPAPER OF GENERAL CIRCULATION**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Joshua Wyatt
City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2020.10.28 – 178**

Resolution Re: Acceptance of Center for Tech & Civic Life Covid19
Response Grant for Local Election Administration



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2020.10.28 – 178**
Resolution Re: Acceptance of Center for Tech & Civic Life Covid19
Response Grant for Local Election Administration

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2020.10.28 – 178**
Resolution Re: Acceptance of Center for Tech & Civic Life Covid19
Response Grant for Local Election Administration

RESOLUTION BACKGROUND MATERIAL:

The Center for Tech & Civic Life (CTCL) is a publicly supported 501(c)(3) nonprofit organization. CTCL is proud to have a healthy mix of financial support from foundations, individual donors, and through earned revenue. By law, CTCL's financial 990s are available for public review.

Election offices can use the funds to cover certain 2020 expenses incurred between June 15, 2020 and December 31, 2020. These include, but are not limited to, the costs associated with the safe administration of the following examples of election responsibilities.

Ensure Safe, Efficient Election Day Administration

Maintain open in-person polling places on Election Day.

Procure Personal Protective Equipment (PPE) and personal disinfectant to protect election officials and voters from COVID-19.

Expand Voter Education & Outreach Efforts

Publish reminders for voters to verify and update their address, or other voter registration information, prior to the election.

Educate voters on safe voting policies and procedures.

Launch Poll Worker Recruitment, Training & Safety Efforts

Recruit and hire a sufficient number of poll workers and inspectors to ensure polling places are properly staffed, utilizing hazard pay where required.

Provide voting facilities with funds to compensate for increased site cleaning and sanitization costs.

Deliver updated training for current and new poll workers administering elections in the midst of pandemic.

Support Early In-Person Voting and Vote by Mail

Expand or maintain the number of in-person early voting sites.

Deploy additional staff and/or technology improvements to expedite and improve mail ballot processing.



CENTER FOR
TECH AND
CIVIC LIFE

October 15, 2020

Dover City, New Hampshire

City Manager

288 Central Ave

Dover, NH 03820

Dear J.Michael Joyal Jr.,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Dover City, the Center for Tech and Civic Life ("CTCL"), a nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award a grant to support the work of Dover City ("Grantee").

The following is a description of the grant:

AMOUNT OF GRANT: \$16,334.50 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Dover City in 2020 ("Purpose").

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement ("Grant Agreement") and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction ("Applicable Laws"). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.

3. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Ballot drop boxes, Poll worker recruitment funds, hazard pay, and/or training expenses, Polling place rental and cleaning expenses for early voting or Election Day, Temporary staffing, Vote-by-mail/Absentee voting equipment or supplies, and Election administration equipment. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the Municipal Clerk (“the Election Department”) or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.



Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at grants@techandcivicliflife.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,



Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life



GRANTEE : City of Dover NH

By: _____

Title: City Manager - J. Michael Joyal, Jr.

Date: _____



CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601
HELLO@TECHANDCIVICLIFE.ORG



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.10.28 – 179**

Resolution Re: Acceptance of Emergency Management Performance Grant
COVID-19 Supplemental (EMPG-S)

WHEREAS: The Dover City Council, in a majority vote accepts the terms of the Emergency Management Performance Grant COVID-19 Supplemental (EMPG-S) as presented in the amount of \$66,376.00 for the purchase of equipment to support and enhance the community's Emergency Operations Center (EOC); and

WHEREAS: The council acknowledges that the total cost of the project will be \$132,752.00 in which the city will be responsible for a 50% match (\$66,376.00). That 50% match is to be a "soft match" for city personnel managing the project and match from costs already expended for the project or budgeted within the city's existing budget.

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

The City Manager is authorized to accept the Emergency Management Performance Grant COVID-19 Supplemental (EMPG-S) subject to the requirements of the grant, to sign all necessary paperwork and grant agreements, and to expend such grant funds without further action of the City Council for the purpose set forth in the grant agreement.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.10.28 – 179**

Resolution Re: Acceptance of Emergency Management Performance Grant
COVID-19 Supplemental (EMPG-S)

R-2020.10.28 Acceptance of Emergency Management
Performance Grant COVID -19 Supplemental (EMPG-
S).doc

Document Created by: Finance/Fire Department
Document Posted on: October 22, 2020

Page 2 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.10.28 – 179**
Resolution Re: Acceptance of Emergency Management Performance Grant
COVID-19 Supplemental (EMPG-S)

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.10.28 – 179**

Resolution Re: Acceptance of Emergency Management Performance Grant
COVID-19 Supplemental (EMPG-S)

RESOLUTION BACKGROUND MATERIAL:

Once approved, The City of Dover will solicit a Request for Proposal seeking a turnkey collaboration solution. The solution will allow virtual attendance of both Fire and Police departments remotely allowing for audio, video, desktop sharing, and interactive whiteboard. The submittal shall include all equipment, software, licensing/support for a minimum of three years, and completed with installation followed by adequate training. The project will be funded with EMPG grant.

The project will include four locations (Police Emergency Operations Center, North End Fire/ Alternate Emergency Operations Center (requires two complete hardware system installations), Central Fire, South End Fire) along with the ability for users to join from external locations with the use of a web interface, IOS or Android App.

This resolution does not appropriate any additional City funds as “soft match” requirement will come from costs already expended for the project and/or existing operating budget appropriations previously adopted by the City Council for the Fire and Rescue Department.



State of New Hampshire Department of Safety

Robert L. Quinn, Commissioner

Richard C. Bailey, Jr., Assistant Commissioner

Homeland Security and Emergency Management

Jennifer L. Harper, Director



October 20, 2020

Paul Haas, Fire Chief
Dover Emergency Management
288 Central Avenue
Dover NH 03820

Dear Chief Haas:

Thank you for submitting an Emergency Management Performance Grant COVID-19 Supplemental (EMPG-S) application on October 1, 2020 for the EOC Equipment Project.

- We have finished the review and found the project falls within the guidelines of the current EMPG-S Program.
- The next step in the review process is to execute the attached grant agreement.

THIS DOES NOT MEAN YOUR GRANT HAS BEEN AWARDED.
DO NOT PURCHASE OR INSTALL ANYTHING
OR YOUR PROJECT WILL BE INELIGIBLE AND WILL NOT BE FUNDED!

- Once we receive back an appropriately executed grant agreement from you, we will move it forward to the Department of Safety's Business Office to continue the review process.
- After the review is complete, we will notify you of our final decision.

Along with your returned grant agreement, we will need ***meeting minutes showing that your governing body have accepted the terms of the grant.*** Sample meeting minutes and instructions on how to properly execute the grant agreement are also enclosed.

Again, this letter does **NOT** constitute approval. ***Please keep this for your records.***

If you have any questions or need assistance with this process, please contact me or your assigned HSEM Senior Field Representative, Julia Chase.

Thank you for your interest in the EMPG Program!

Sincerely,

Olivia Barnhart
EMPG Program Coordinator

Enclosures

cc: (w/o enclosures), Julia Chase, Senior Field Representative



New Hampshire Department of Safety
Division of Homeland Security and Emergency Management

Grant Agreement Checklist

Emergency Management Performance Grant (EMPG-S)

Applicant: City of Dover Grant Amount: \$66,376.00

Project: EOC Equipment

All steps below are required to be completed in their entirety.

If any items are not completed properly, the Grant Agreement will not be processed.

Complete and return this checklist and all Grant Agreement documents by **November 20, 2020** to:
NH DOS/HSEM Attn: EMPG Program Coordinator, 33 Hazen Drive, Concord NH, 03305

Grant Agreement

Grantee signors complete the following:

- ☐ Block 1.11 – Subrecipient Signatures
Have a **majority** of the **Select Board or City Council** sign in blocks 1.11
- ☐ Block 1.12 – Name & Title of Subrecipient Signor
Print names and titles of the signors
- ☐ Initial and date **each page of the Grant Agreement**
- ☐ Initial and date **Exhibit A, B and C.**

Notary Public or Justice of the Peace complete the following:

- ☒ Block 1.13 – Fill in County and Date
- ☒ Block 1.13.1 – Signature of Notary Public or Justice of the Peace, with seal.
- ☒ Block 1.13.2 – Name and Title of Notary Public or Justice of the Peace, with expiration date

At this time, this grant agreement does NOT need to be notarized

Additional Required Documents

- ☐ Meeting Minutes- ****See SAMPLE MEETING MINUTES****
Minutes of the meeting documenting that the **community/agency's** GOVERNING AUTHORITY accepted/approved the EMPG grant agreement. Ensure the minutes state **the community/agency is accepting the grant agreement terms as presented.** Ensure you have complied with any public meeting requirement for acceptance of this grant including, if applicable, RSA 31:95-b.

The minutes should also include:

- ☐ What the grant is for
- ☐ Total project cost
- ☐ Amount of local match (50%)

- ☐ [Federal Funding Accountability and Transparency Act \(FFATA\)](#): By law all subrecipients receiving a Federal award of \$25,000.00 or more are subject to FFATA reporting requirements. All subrecipients with a Federal grant share totaling \$25,000.00 or more must complete this form and return with signed Grant Agreement.

GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name NH Department of Safety, Homeland Security and Emergency Management		1.2. State Agency Address 33 Hazen Drive Concord, NH 03305	
1.3. Subrecipient Name City of Dover (VC#177380-B005)		1.4. Subrecipient Tel. #/Address 603-743-6058 288 Central Avenue Dover NH 03820	
1.5 Effective Date Upon State Approval	1.6. Account Number AU #80920000	1.7. Completion Date December 26, 2021	1.8. Grant Limitation \$66,376.00
1.9. Grant Officer for State Agency Olivia Barnhart, EMPG Program Coordinator		1.10. State Agency Telephone Number (603) 223-3639	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Subrecipient Signature 1		1.12. Name & Title of Subrecipient Signor 1	
Subrecipient Signature 2		Name & Title of Subrecipient Signor 2	
Subrecipient Signature 3		Name & Title of Subrecipient Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of _____, on _____ / _____ / _____, before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal)			
1.13.2. Name & Title of Notary Public or Justice of the Peace _____ (Commission Expiration) _____			
1.14. State Agency Signature(s) By: _____ On: _____ / _____ / _____		1.15. Name & Title of State Agency Signor(s) Steven R. Lavoie, Director of Administration	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: _____ Assistant Attorney General, On: _____ / _____ / _____			
1.17. Approval by Governor and Council (if applicable) By: _____ On: _____ / _____ / _____			

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:36, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

Subrecipient Initials: 1.) _____ 2.) _____ 3.) _____ Date: _____

3. AREA COVERED. Except as otherwise specifically provided for herein, the Subrecipient shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.17), or upon signature by the State Agency as shown in block 1.14 ("the effective date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in its entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
- 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Subrecipient the Grant Amount. The State shall withhold from the amount otherwise payable to the Subrecipient under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c. The payment by the State of the Grant amount shall be the only, and the complete payment to the Subrecipient for all expenses, of whatever nature, incurred by the Subrecipient in the performance hereof, and shall be the only, and the complete, compensation to the Subrecipient for the Project. The State shall have no liabilities to the Subrecipient other than the Grant Amount.
- 5.4. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY SUBRECIPIENT WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Subrecipient shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Subrecipient, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date three (3) years after the Completion Date the Subrecipient shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Subrecipient's normal business hours, and as often as the State shall demand, the Subrecipient shall make available to the State all records pertaining to matters covered by this Agreement. The Subrecipient shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Subrecipient" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Subrecipient in block 1.3 of these provisions
8. PERSONNEL.
- 8.1. The Subrecipient shall, at its own expense, provide all personnel necessary to perform the Project. The Subrecipient warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Subrecipient shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Subrecipient shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Subrecipient notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Subrecipient shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Subrecipient a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Subrecipient notice of termination; and
- 11.2.2 Give the Subrecipient a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Subrecipient during the period from the date of such notice until such time as the State determines that the Subrecipient has cured the Event of Default shall never be paid to the Subrecipient; and
- 11.2.3 Set off against any other obligation the State may owe to the Subrecipient any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Subrecipient shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Subrecipient to receive that portion of the Grant amount earned to and including the date of termination.
- 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Subrecipient from any and all liability for damages sustained or incurred by the State as a result of the Subrecipient's breach of its obligations hereunder.
- 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Subrecipient hereunder, the Subrecipient, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Subrecipient, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Subrecipient Initials: 1.)

2.)

3.)

Date:

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. **SUBRECIPIENT'S RELATION TO THE STATE.** In the performance of this Agreement the Subrecipient, its employees, and any subcontractor or subgrantee of the Subrecipient are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Subrecipient nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. **ASSIGNMENT AND SUBCONTRACTS.** The Subrecipient shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Subrecipient other than as set forth in Exhibit A without the prior written consent of the State.
16. **INDEMNIFICATION.** The Subrecipient shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Subrecipient or subcontractor, or subgrantee or other agent of the Subrecipient. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. **INSURANCE AND BOND.**
- 17.1 The Subrecipient shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. **WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Subrecipient.
19. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required, or by the signing State Agency.
21. **CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. **SPECIAL PROVISIONS.** The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

Subrecipient Initials: 1.) _____ 2.) _____ 3.) _____ Date: _____

EXHIBIT A

Scope of Services

1. The Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as “the State”) is awarding the City of Dover (hereinafter referred to as “the Subrecipient”) \$66,376.00 to purchase and install equipment that will support and enhance the community’s Emergency Operations Center (EOC).
2. “The Subrecipient” agrees that this project and grant are meant to assist states, territories, tribes, and local governments with their public health emergency management activities supporting the prevention of, preparation for, and response to the ongoing Coronavirus Disease 2019 (COVID-19) public health emergency.
3. “The Subrecipient” agrees that the project grant period ends December 26, 2021 and that a final performance and expenditure report will be sent to “the State” by January 26, 2022.
4. “The Subrecipient” agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.
5. “The Subrecipient” shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years from the grant period end date. In these records, “the Grantee” shall maintain documentation of the 50% cost share required by this grant.

Subrecipient Initials: 1.) 2.) 3.) Date:

EXHIBIT B

Grant Amount and Payment Schedule

1. GRANT AMOUNT

	Applicant	Grant	
	Share	(Federal Funds)	Cost Totals
Project Cost	\$66,376.00	\$66,376.00	\$132,752.00
Project Cost is 50% Federal Funds, 50% Applicant Share			
Awarding Agency: Federal Emergency Management Agency (FEMA)			
Award Title & #: Emergency Management Performance Grant (EMPG-S) EMB-2020-EP-00011-S01			
Catalog of Federal Domestic Assistance (CFDA) Number: 97.042 (EMPG-S)			
Applicant's Data Universal Numbering System (DUNS): 603807157			

2. PAYMENT SCHEDULE

- a. "The Subrecipient" agrees the total payment by "the State" under this grant agreement shall be up to \$66,376.00.
- b. "The State" shall reimburse up to \$66,376.00 to "the Subrecipient" upon "the State" receiving a reimbursement request with match documentation and appropriate backup documentation (i.e., copies of invoices, copies of canceled checks, and/or copies of accounting statements).
- c. Upon Governor and Executive Council Approval, allowable match may be incurred for this project from the start of the federal period of performance of this grant, January 27, 2020, to the identified completion date (block 1.7).

Subrecipient Initials: 1.) _____ 2.) _____ 3.) _____ Date: _____

EXHIBIT C

Special Provisions

1. This grant agreement may be terminated upon thirty (30) days written notice by either party.
2. Any funds advanced to “the Subrecipient” must be returned to “the State” if the grant agreement is terminated for any reason other than completion of the project.
3. Any funds advanced to “the Subrecipient” must be expended within thirty (30) days of receiving the advanced funds.
4. “The Subrecipient” agrees to have an audit conducted in compliance with OMB Circular 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period “the Subrecipient” will certify in writing that they have not expended the amount of federal funds that would require a compliance audit (\$750,000). If required, they will forward for review and clearance a copy of the completed audit(s) to “the State”.

Additionally, “the Subrecipient” has or will notify their auditor of the above requirements prior to performance of the audit. “The Subrecipient” will also ensure that, if required, the entire grant period will be covered by a compliance audit, which in some cases will mean more than one audit must be submitted. “The Subrecipient” will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular 2 CFR 200. “The Subrecipient” will also ensure that all records concerning this grant will be kept on file for a minimum of three (3) years from the end of this audit period.

Subrecipient Initials: 1.) _____ 2.) _____ 3.) _____ Date: _____



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2020.10.28 – 180**

Resolution Re: Authorization to Sign LWCF Map and Notice of Grant Restrictions for Cochecho Park (Portion of Tax Map 22-1-1)

WHEREAS: The Federal Land and Water Conservation Fund (“LWCF”) Program supports the procurement, preservation, access to and development of land to be dedicated to outdoor recreation use; and

WHEREAS: In 2015, the City of Dover applied for and received a \$150,000.00 grant through the LWCF Program for the purpose of purchasing and installing a paddlesports dock on the Cochecho River in relation to property owned by the City now known as Tax Map 21-1-1; and

WHEREAS: The LWCF grant program requires that the City formally acknowledge future use restrictions limiting use of the improved property to public outdoor recreation in perpetuity, *see* 16 U.S.C. § 4601-8(f)(3); and

WHEREAS: To effectuate the use restrictions and close out the grant, representatives of the New Hampshire Department of Natural and Cultural Resources (Division of Parks and Recreation) have advised that the City must execute a property map showing the restricted areas, as well as a Notice of Grant Requirements that will be recorded in the Strafford County Registry of Deeds, each of which accompany this resolution.

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

The City Manager, on behalf of the City of Dover, is authorized to sign the Cochecho River Park Plan accompanying this resolution, as well as the Notice of Grant Requirements accompanying this resolution, and to take steps to record or cooperate with the State to record the Notice of Grant Requirements in the Strafford County Registry of Deeds.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2020.10.28 – 180**

Resolution Re: Authorization to Sign LWCF Map and Notice of Grant
Restrictions for Cochecho Park (Portion of Tax Map 22-1-1)

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2020.10.28 – 180**

Resolution Re: Authorization to Sign LWCF Map and Notice of Grant Restrictions for Cochecho Park (Portion of Tax Map 22-1-1)

RESOLUTION BACKGROUND MATERIAL:

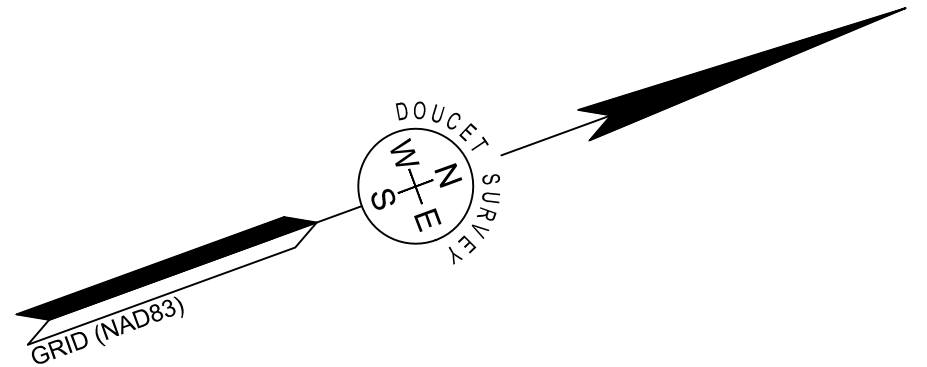
In 2015, the City of Dover applied for and received a \$150,000.00 grant through the Federal Land and Water Conservation Fund (“LWCF”) Program. This program is intended for the procurement, preservation, access to and development of land which will be kept in recreation use for perpetuity. Grant opportunities are available annually and is locally administered by through the State of New Hampshire Parks and Recreation Division. More information about the LWCF program can be found at this link:

<https://www.nhstateparks.org/about-us/community-recreation/land-water-conservation-fund-grant>

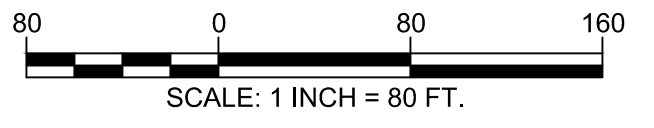
The purpose of the grant referenced in this resolution was for the purchase and installation of a dock on the Cochecho River specifically to provide access of the river by the general public by paddlesports craft. The dock was to be located on property owned by the City of Dover along the Cochecho River and adjacent to the waterfront development project currently underway. The property along the river where the dock is located was recently subdivided from the remaining waterfront parcel and has been designated to be a future City park.

One significant requirement of the LWCF grant program is that property improvements and projects funded will be required to designate an agreed upon area to remain as public park land for recreational use in perpetuity. In this instance, the new waterfront park, proposed to be called Cochecho River Park, is to be substantially designated as the parkland that is protected under what is called the 6(f)(3) provision of the Land and Water Conservation Fund Act of 1965.

In order to close out the grant agreement with the State of New Hampshire and the Federal government the City has to provide documentation of that designation being officially approved with a signed property map and a signed and recorded notice of grant requirements for the registry of deeds. City staff have engaged a land surveyor and coordinated with State representatives to arrive at final, proposed versions of the property map and notice of grant requirements being provided with this resolution.



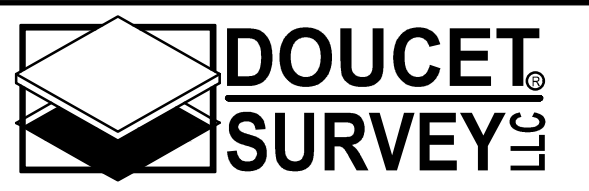
- LEGEND**
- EXISTING LOT LINE
 - APPROXIMATE ABUTTERS LINES
 - RIGHT OF WAY LINE TO BE ABANDONED
 - APPROXIMATE ABUTTERS LOT LINE
 - TIE LINE
 - PROPOSED EXCLUSION AREAS
 - BOUND FOUND
 - IRON PIPE/ROD FOUND
 - SUITABLE MONUMENT TO BE SET
 - BOUND FOUND
 - IRON PIPE FOUND
 - GRANITE
 - TAX MAP--LOT NUMBER
- BND. FND.
● I.P.F.
○ GRAN.
22-1



COCHECHO RIVER PARK PLAN
FOR
THE CITY OF DOVER
OF
TAX MAP 22, LOT 1-1
RIVER STREET & WASHINGTON STREET
DOVER, NEW HAMPSHIRE

NO.	DATE	DESCRIPTION	BY

DRAWN BY:	W.D.C.	DATE:	OCTOBER 13, 2020
CHECKED BY:	J.F.K.	DRAWING NO.	4966E
JOB NO.	4966	SHEET	1 OF 1



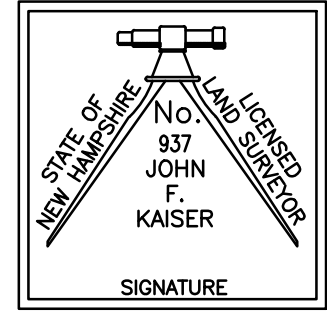
Serving Your Professional Surveying & Mapping Needs
102 Kent Place, Newmarket, NH 03857 (603) 659-6560
2 Commerce Drive (Suite 202) Bedford, NH 03110 (603) 614-4060
10 Storers Street (Riverview Suite) Kennebunk, ME (207) 502-7005
<http://www.doucetsurvey.com>

LWCF SECTION 6(f)(3) BOUNDARY MAP			
PROJECT	33-00699, COCHECHO RIVER PARK		
LOCATION	CITY OF DOVER, COUNTY OF STRAFFORD, STATE OF NH		
SPONSOR	CITY OF DOVER		
CONTROL	FEE SIMPLE OWNERSHIP		
ACRES	NEW = 3.4±	EXISTING=0.0	TOTAL = 3.4±
	SIGNATURES		DATE
SLO/ASLO			
SPONSOR			

CURVE TABLE					
CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	79.83'	595.00'	7°41'16"	S83°24'25"W	79.77'
C2	36.15'	57.71'	35°53'29"	N11°13'24"E	35.56'
C3	102.74'	1042.74'	5°36'44"	N26°20'47"E	102.70'
C4	197.96'	261.00'	43°27'28"	N69°18'12"W	193.25'
C5	70.39'	595.00'	6°46'42"	S76°10'26"W	70.35'

*EXCLUSIONS FROM 6(f)(3) AREA
PORTIONS OF THIS 4.3-ACRE PARCEL (MAP 22, LOT 1-1) ARE NOT
PRIMARYLY INTENDED OR MANAGED FOR PUBLIC OUTDOOR
RECREATION AND ARE EXCLUDED FROM THE PROVISIONS OF SECTION
6(f)(3) OF THE LWCF ACT OF 1965. THIS INCLUDES "EXCLUSION
AREA 1" (0.66 ACRES) AND "EXCLUSION AREA 2" (0.24 ACRES),
BOTH SHOWN HEREON.

PURSUANT TO RSA 676:18, III:
I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT
TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN
ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY
ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.
I CERTIFY THAT THIS SURVEY AND PLAN WERE PREPARED BY ME OR
BY THOSE UNDER MY DIRECT SUPERVISION AND FALLS UNDER THE
URBAN SURVEY CLASSIFICATION OF THE NH CODE OF ADMINISTRATIVE
RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS. I CERTIFY
THAT THIS SURVEY WAS MADE ON THE GROUND AND IS CORRECT TO
THE BEST OF MY KNOWLEDGE AND BELIEF. RANDOM TRAVERSE SURVEY
BY TOTAL STATION, WITH A PRECISION GREATER THAN 1:15,000."



L.L.S. #937

DATE

THE CERTIFICATIONS SHOWN HEREON ARE INTENDED TO MEET REGISTRY
OF DEED REQUIREMENTS AND ARE NOT A CERTIFICATION TO TITLE OR
OWNERSHIP OF PROPERTY SHOWN. OWNERS OF ADJOINING PROPERTIES
ARE ACCORDING TO CURRENT TOWN ASSESSORS RECORDS.

FILE NAME: \\P:\PROJECTS\4966E_4966E\4966E.dwg PLOT DATE: 10/22/20 EXCLUSION AREA 1: 0.66 ACRES EXCLUSION AREA 2: 0.24 ACRES

THIS IS A TRANSFER TO THE UNITED STATES, AND THE STATE OF NEW HAMPSHIRE AND IS EXEMPT FROM THE NEW HAMPSHIRE REAL ESTATE TRANSFER TAX PURSUANT TO RSA 78-B:2,I-II, AND FROM THE LCHIP SURCHARGE PURSUANT TO RSA 478:17-G, II (a)

Notice of Grant Requirements

The City of Dover is the owner of a certain grouping of land, known as Cocheco River Park, located in the City of Dover, Strafford County, State of New Hampshire, more particularly described in Exhibit A attached hereto and made part hereof (the “Property”).

The City of Dover (the “City”) developed a portion of the Property in part with assistance from the federal Land and Water Conservation Fund (the “LWCF”) State and Local Assistance Program established under the LWCF Act of 1965 (Public Law 88-578, 78 Stat 897) through the United States Department of the Interior (the “USDOI”), and pursuant to certain Grant/Project Agreements between the City and the New Hampshire Department of Natural and Cultural Resources (the “State”), formerly the New Hampshire Department of Resources and Economic Development.

The City, its designees and successors, shall be bound by the terms and conditions of the Grant/Project Agreements, incorporated herein by reference in Exhibit B, including but not limited to that provision of section 6(f)(3) of the LWCF Act which states that no property acquired or developed with assistance shall, without the concurrence and recommendation from the State and final approval of the Secretary of the USDOI, be converted to other than public outdoor recreation uses. The portion of the Property that is subject to the provisions of the

Grant/Project Agreements is delineated in the "LWCF Section 6(f)(3) Boundary Map," incorporated herein by reference in and as part of Exhibit B, and further described as the Encumbered Area in Exhibit C with certain exclusions.

In witness whereof the City of Dover has set its hand and seal this ____ day of _____, 2020.

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

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD, ss.

On this ____ day of _____, 2020, before me personally appeared, duly authorized J. Michael Joyal, Jr., City Manager for the City of Dover, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same as his free act and deed for the purposes therein contained.

Notary Public/Justice of the Peace
My commission expires:

Exhibit A

The Property, part of which is known or to be known as Cocheco River Park, within the City of Dover, County of Strafford, State of New Hampshire, consists of a portion of a certain tract/parcel of land, with any and all structures and improvements thereon, totaling approximately 4.3 acres +/-, with the park area's existing or forthcoming designated public access points located at, and as may be further described by, the referenced documents below as recorded with the Strafford County Registry of Deeds.

Tax Map/Lot	Book/Page	Acres
Map 22, Lot 1-1	225/493	4.3 +/-

The Property is more specifically described as a certain parcel of land situated easterly and southerly of the Cocheco River and northerly of an unnamed Right of Way, in the City of Dover, County of Strafford and State of New Hampshire and is shown as "22-1-1" on a certain plan entitled "Cocheco River Park Plan for the City of Dover, Tax Map 22, Lot 1-1, River Street & Washington Street, Dover, New Hampshire" by Doucet Survey, LLC dated October 13, 2020 and on file with the City of Dover Planning Department (hereinafter "the Plan"). Said Property more particularly bound and described as follows:

Beginning at a point on the northerly sideline of an unnamed Right of Way at the easterly mean high water line of the Cocheco River;

Thence, running generally northerly and easterly along said mean high water line of the Cocheco River a distance of 1902'± to land of the City of Dover, Tax Map 22, Lot 42;

Thence, along said Tax Map 22, Lot 42, S 36° 24' 42" W a distance of 14'± to a 5/8" rebar;

Thence, continuing along said City land, S 36° 24' 42" W a distance of 206.59' to a 5/8" rebar at land now or formerly of Eleanor Mary Dennis, Tax Map 22, Lot 2;

Thence, along said Tax Map 22, Lot 2, N 46° 51' 22" W a distance of 100.00' to a 1-1/2" iron pipe at land now or formerly of the City of Dover, Tax Map 22, Lot 1-4;

Thence, along said Tax Map 22, Lot 1-4 the following;

N 47° 44' 33" W a distance of 163.29';

Thence, N 42° 16' 57" E a distance of 62.67';

Thence, N 48° 01' 37" W a distance of 49.34';

Thence, N 43° 31' 47" E a distance of 11.47';

Thence, N 47° 37' 22" W a distance of 167.74';

Thence, S 42° 22' 59" W a distance of 22.98' to the beginning of a non-tangential curve;

Thence, along said curve turning to the left having a radius of 261.00', an arc length of 197.96', a chord bearing of N 69° 18' 12" W and a chord length of 193.25';

Thence, N 01° 05' 34" W a distance of 14.11' to the beginning of a non-tangential curve;

Thence, along said curve turning to the left having a radius of 277.00', an arc length of 332.32', a chord bearing of S 54° 39' 34" W and a chord length of 312.74';

Thence, S 20° 17' 27" W a distance of 68.24' to the beginning of a curve;

Thence, along said curve turning to the left having a radius of 525.00', an arc length of 200.80', a chord bearing of S 09° 20' 02" W and a chord length of 199.58';

Thence, S 01° 37' 23" E a distance of 152.09' to the beginning of a non-tangential curve at the northerly sideline of said unnamed Right of Way,

Thence, along said unnamed Right of Way and a curve turning to the left having a radius of 595.00', an arc length of 150.22', a chord bearing of S 80° 01' 04" W and a chord length of 149.83' to the point of beginning.

Said Property having an area of 189,130 ± square feet or 4.3 ± acres.

Exhibit B

The City and a portion of the Property described in Exhibit A, said portion shown as “LWCF Section 6(f)(3) Area” on the Plan and more particularly described as the Encumbered Area in Exhibit C are subject to the terms and conditions of the following LWCF Grant Agreements between the City and the State, excepting for any exclusions therein, copies of which are kept by the City and the State with the project file referenced below.

- #33-00699, Cocheco River Park

Exhibit C

The Encumbered Area of the Property is shown as "LWCF Section 6(f)(3) Area" on the Plan. Said Encumbered Area is more particularly bound and described as follows:

Beginning at a point on the northerly sideline of an unnamed Right of Way at the easterly mean high water line of the Cocheco River;

Thence, running generally northerly and easterly along said mean high water line of the Cocheco River a distance of 1902'± to land of the City of Dover, Tax Map 22, Lot 42;

Thence, along said Tax Map 22, Lot 42, S 36° 24' 42" W a distance of 14'± to a 5/8" rebar;

Thence, continuing along said City land, S 36° 24' 42" W a distance of 206.59' to a 5/8" rebar at land now or formerly of Eleanor Mary Dennis, Tax Map 22, Lot 2, and Exclusion Area 1 as shown on said plan;

Thence, along said Exclusion Area 1 the following;
N 15° 11' 33" E a distance of 157.27';

Thence, N 69° 57' 34" W a distance of 41.13';

Thence, N 47° 37' 01" W a distance of 153.59';

Thence, S 42° 16' 57" W a distance of 60.61' to land now or formerly of the City of Dover, Tax Map 22, Lot 1-4;

Thence, along said Tax Map 22, Lot 1-4 the following;

N 48° 01' 37" W a distance of 49.34';

Thence, N 43° 31' 47" E a distance of 11.47';

Thence, N 47° 37' 22" W a distance of 167.74';

Thence, S 42° 22' 59" W a distance of 22.98' to the beginning of a non-tangential curve;

Thence, along said curve turning to the left having a radius of 261.00', an arc length of 197.96', a chord bearing of N 69° 18' 12" W and a chord length of 193.25';

Thence, N 01° 05' 34" W a distance of 14.11' to the beginning of a non-tangential curve;

Thence, along said curve turning to the left having a radius of 277.00', an arc length of 332.32', a chord bearing of S 54° 39' 34" W and a chord length of 312.74';

Thence, S 20° 17' 27" W a distance of 68.24' to the beginning of a curve;

Thence, along said curve turning to the left having a radius of 525.00', an arc length of 200.80', a chord bearing of S 09° 20' 02" W and a chord length of 199.58' to Exclusion Area 2 as shown on said plan;

Thence along said Exclusion Area 2 the following;

S 84° 57' 52" E a distance of 30.82' to the beginning of a non-tangential curve;

Thence, along said curve turning to the right having a radius of 1042.74', an arc length of 102.74', a chord bearing of S 26° 20' 47" W and a chord length of 102.70' to a point of reverse curvature;

Thence, along said reverse curve turning to the left having a radius of 57.71', an arc length of 36.15', a chord bearing of S 11° 13' 24" W and a chord length of 35.56';

Thence, S 12° 35' 12" E a distance of 37.89' to the northerly sideline of said unnamed Right of Way and the beginning of a non-tangential curve;

Thence, along said unnamed Right of Way and a curve turning to the left having a radius of 595.00', an arc length of 70.39', a chord bearing of S 76° 10' 26" W and a chord length of 70.35' to the point of beginning.

Said Encumbered Area having an area of 3.4 ± acres.

Said Encumbered Area does not include the following two exclusion areas shown on the aforesaid plan as "Exclusion Area 1" and "Exclusion Area 2", which exclusion areas are more particularly bound and described as follows:

Exclusion Area 1:

A certain parcel of land situated southerly of, but directly adjacent to, the Cocheco River, in the City of Dover, County of Strafford and State of New Hampshire and is shown as "Exclusion Area 1" on a certain plan entitled "Cocheco River Park Plan for the City of Dover, Tax Map 22, Lot 1-1, River Street & Washington Street, Dover, New Hampshire" by Doucet Survey, LLC dated October 13, 2020 and on file with the City of Dover Planning Department. Said Exclusion Area 1 parcel more particularly described as follows:

Beginning at a 5/8" rebar at land now or formerly of Eleanor Mary Dennis, Tax Map 22, Lot 2;

Thence, along said Tax Map 22, Lot 2, N 46° 51' 22" W a distance of 100.00' to a 1-1/2" iron pipe at land now or formerly of the City of Dover, Tax Map 22, Lot 1-4;

Thence, along said Tax Map 22, Lot 1-4, N 47° 44' 33" W a distance of 163.29';

Thence, continuing along said Tax Map 22, Lot 1-4, N 42° 16' 57" E a distance of 62.67' to the 3.4 acre LWCF Area shown on said plan;

Thence, along said LWCF Area the following;

N 42° 16' 57" E a distance of 60.61';

Thence, S 47° 37' 01" E a distance of 153.59';

Thence, S 69° 57' 34" E a distance of 41.13';

Thence, S 15° 11' 33" W a distance of 157.27' to the point of beginning.

Said Exclusion Area 1 parcel of land having an area of 28,867 square feet or 0.66 acres.

Exclusion Area 2:

A certain parcel of land situated easterly of, but directly adjacent to, the Cocheco River, and northerly of an unnamed Right of Way, in the City of Dover, County of Strafford and State of New Hampshire and is shown as "Exclusion Area 2" on a certain plan entitled "Cocheco River Park Plan for the City of Dover, Tax Map 22, Lot 1-1, River Street & Washington Street, Dover, New Hampshire" by Doucet Survey, LLC dated October 13, 2020 and on file with the City of Dover Planning Department. Said Exclusion Area 2 parcel more particularly described as follows:

Beginning at a point on the northerly side of said unnamed Right of Way at the southwesterly corner of land now or formerly of the City of Dover, Tax Map 22, Lot 1-4;

Thence along said unnamed Right of Way and a curve turning to the left having a radius of 595.00', an arc length of 79.83', a chord bearing of S 83° 24' 25" W and a chord length of 79.77' to the 3.4 acre LWCF Area shown on said plan;

Thence, along said LWCF Area the following;

N 12° 35' 12" W a distance of 37.89' to the beginning of a non-tangential curve;

Thence, along said curve turning to the right having a radius of 57.71', an arc length of 36.15', a chord bearing of N 11° 13' 24" E and a chord length of 35.56' to a point of reverse curvature;

Thence along said reverse curve turning to the left having a radius of 1042.74', an arc length of 102.74', a chord bearing of N 26° 20' 47" E and a chord length of 102.70';

Thence, S 84° 57' 52" E a distance of 30.82' to said Tax Map 22, Lot 1-4;

Thence, along said Tax Map 22, Lot 1-4, S 01° 37' 23" E a distance of 152.09' to the point of beginning.

Said Exclusion Area 2 parcel of land having an area of 10,499 square feet or 0.24 acres.

Exclusion Area 1 and Exclusion Area 2 are specifically excluded from the Encumbered Area, this Notice of Grant Requirements, and any and all obligations referenced or related in this Notice of Grant Requirements or the Grant/Project Agreements in Exhibit B.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.10.28 – 181**

Resolution Re: Formation of Ad Hoc Committee for Racial Equity and Inclusion

WHEREAS: By resolution passed on June 24, 2020 ([R-2020.06.24-100](#)), the City Council condemned racism and affirmed its commitment to eliminating racial inequities; and

WHEREAS: The aforementioned resolution also committed to forming an ad hoc committee to review data, hold listening sessions, and develop an initial action plan outlining existing and new steps to be taken to work to eliminate any potential relics of past systemic racism in municipal operations, including boards and commissions; and

WHEREAS: By this resolution, an ad hoc advisory committee is created, to be called the Committee for Racial Equity and Inclusion, in order to identify and make recommendations to eliminate any potential relics of past systemic racism in municipal operations in the City of Dover.

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

A Committee for Racial Equity and Inclusion is hereby established and will be an ad-hoc, advisory committee to the City Council composed of nine regular members, up to two alternate members, and two ex officio members as follows:

- (a) One City Councilor recommended by the Mayor and ratified by the City Council, appointed on an ex officio basis;
- (b) One School Board Member appointed by the School Board on an ex officio basis;
- (c) Nine members of the community at large with knowledge, interest, and/or experience in addressing systemic racism and bias, as recommended by the City Council's appointments committee and ratified by City Council;
- (d) Up to two alternate members fulfilling any of the criteria above as recommended by the City Council's appointments committee and ratified by City Council;
- (e) Exceptions to the Dover residency requirement within Dover Code § 9-1(E) may be made if recommended by the City Council's appointments committee and approved by the City Council.

AND, FURTHER BE IT RESOLVED THAT:

The Committee for Racial Equity and Inclusion will meet regularly, as determined by the members, to review data, hold listening sessions, and recommend to the City Council and City Manager an action plan outlining existing and new steps to be taken to work to eliminate any potential relics of past systemic racism in municipal operations, including boards and commissions.

AND, FURTHER BE IT RESOLVED THAT:

The Committee shall work closely with City staff through the City Manager to gather necessary information on municipal operations, and will coordinate as necessary with the Dover Schools Racial Equity Vision Keepers Committee.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.10.28 – 181**

Resolution Re: Formation of Ad Hoc Committee for Racial Equity and Inclusion

AND, FURTHER BE IT RESOLVED THAT:

The Committee for Racial Equity and Inclusion shall not have the authority to commit the City Council to any action or position, but instead will bring recommendations and reports to the City Council.

AND, FURTHER BE IT RESOLVED THAT:

The Committee for Racial Equity and Inclusion shall adopt rules to be approved by the City Council and elect a Chair and Vice Chair from its membership; 6 members of the Committee shall constitute a quorum, and the Committee shall determine an appropriate meeting schedule. Members shall be appointed to terms of two years, though appointments for City Council and School Board members ex officio shall expire and cease upon the expiration of the person's City Council term or School Board term.

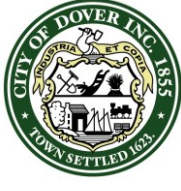
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier

Approved as to Legal
Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.1. Resolution Number: R – 2020.10.28 – 181 Resolution Re: Formation of Ad Hoc Committee for Racial Equity and Inclusion
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DOCUMENT HISTORY:

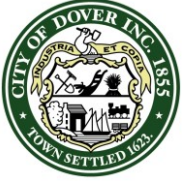
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See [R-2020.06.24-100](#) passed June 24, 2020 where the City Council condemned racism and affirmed its commitment to eliminating racial inequities.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.10.28 – 182**

Resolution Re: Repeal and Replace Ad Hoc Committee to Study
Stormwater and Flood Resilience Funding

- WHEREAS: Stormwater (rainwater or meltwater) travels across rooftops, roads, parking lots and other impervious surfaces in the City of Dover; and
- WHEREAS: The City of Dover’s stormwater discharges are regulated by the United States Environmental Protection Agency’s (“EPA”) Small Municipal Separate Stormwater Sewer Systems (“MS4”) permit; and
- WHEREAS: Climate change is, or is expected to, result in increased coastal flooding, as confirmed by recent studies by the New Hampshire Department of Environmental Services (“NHDES”) and other organizations; and
- WHEREAS: The City Council conducted a workshop meeting on August 5, 2020, with a presentation by representatives of the NHDES and the Piscataqua Region Estuaries Partnership (“PREP”), during which NHDES and PREP outlined the need for communities, particularly those in the Seacoast region, to explore funding for the present and future management of stormwater and planning/responses to coastal flooding; and
- WHEREAS: After passing a resolution on August 12, 2020 ([R-2020.08.12-130](#)) forming a Committee to Study Stormwater and Flood Resilience Funding, it has become clear during the appointments committee process that certain amendments to the original resolution are warranted; and
- WHEREAS: By this resolution, the City Council intends to repeal and reenact the original resolution with certain amendments, hereby creating an ad hoc advisory committee, to be called the Committee to Study Stormwater and Flood Resilience Funding, in order to investigate, study, and identify and make recommendations to the City Council concerning various funding opportunities that may exist with respect to existing needs and future stormwater and flood resilience management planning.

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

R-2020.08.12-130 is repealed.

AND, BE IT FURTHER RESOLVED THAT:

A Committee to Study Stormwater and Flood Resilience Funding is hereby established and will be an ad-hoc, advisory committee to the City Council composed of seventeen members recommended by the City Council’s appointments committee and ratified by City Council, with certain additional appointments requirements:

- (a) One City Councilor member shall be appointed as recommended by the Mayor and ratified by the City Council (ex officio and non-voting); and
- (b) One interested and experienced employee from the Dover School District may be appointed (ex officio and non-voting); and



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.10.28 – 182**

Resolution Re: Repeal and Replace Ad Hoc Committee to Study
Stormwater and Flood Resilience Funding

(c) One Community Services Department liaison designee shall be appointed (ex officio and non-voting); and

(e) All remaining fourteen committee members shall be appointed by the Mayor subject to review of the Appointments Committee and approval of the City Council, shall have voting rights, and shall serve in an at large capacity with balanced representation from the following areas:

- i. Residents;
- ii. Business owners or representatives;
- iii. Professional engineers;
- iv. Developers;
- v. Commercial property owners;
- vi. Residential property owners; and
- vii. Representatives of environmental advocacy interests, programs, or organizations.

AND, FURTHER BE IT RESOLVED THAT:

The Committee to Study Stormwater and Flood Resilience Funding will meet regularly, as deemed advisable, to assist the City Council with reviewing data, options, and other information, and ultimately will recommend to the City Council and City Manager whether to pursue one or more funding options with respect to existing needs and future stormwater and flood resilience management planning.

AND, FURTHER BE IT RESOLVED THAT:

The Committee to Study Stormwater and Flood Resilience Funding shall author and submit a final, written report to City Council no later than October 31, 2021, summarizing its findings, potential options, and the Committee's ultimate recommendations.

AND, FURTHER BE IT RESOLVED THAT:

The Committee to Study Stormwater and Flood Resilience Funding shall consult with NHDES and PREP representatives as deemed necessary and advisable.

AND, FURTHER BE IT RESOLVED THAT:

The Committee to Study Stormwater and Flood Resilience Funding shall adopt rules to be approved by the City Council and elect a Chair and Vice Chair from its membership; 8 members of the Committee shall constitute a quorum, and the Committee to Study Stormwater and Flood Resilience Funding shall determine an appropriate meeting schedule.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.10.28 – 182**

Resolution Re: Repeal and Replace Ad Hoc Committee to Study
Stormwater and Flood Resilience Funding

AND, FURTHER BE IT RESOLVED THAT:

The Committee to Study Stormwater and Flood Resilience Funding is established until the submission of its final, written report and may be extended by further act of the City Council, barring which the Committee to Study Stormwater and Flood Resilience Funding shall automatically lapse and cease to exist.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.10.28 – 182**
Resolution Re: Repeal and Replace Ad Hoc Committee to Study
Stormwater and Flood Resilience Funding

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
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 – 2020.10.28 – 182**

Resolution Re: Repeal and Replace Ad Hoc Committee to Study
Stormwater and Flood Resilience Funding

RESOLUTION BACKGROUND MATERIAL:

New Hampshire passed legislation in 2008 enabling communities to form a so-called stormwater utility by vote of the local legislative body. (See [RSA 149-I:6-b](#) & [RSA 149-I:10-a](#)). To date, no community in New Hampshire has formed such a utility.

In 2010, the City of Dover established an advisory, ad-hoc committee to study the feasibility of a stormwater utility ([R-2010-04.28.052](#)). In 2011, that former committee completed its work. A resolution was introduced to establish a stormwater utility ([R-2011.01.26-014](#)), which failed to pass by vote on February 9, 2011. In November 2011, a final report was submitted to NHDES outlining the work of the City of Dover, including positive outcomes from the study. A copy of the November 2011 report can be accessed through [this link](#).

Separate from stormwater, but related, are coast flooding risks, which NHDES has increasingly called to the attention of communities in the Seacoast. By statute, NHDES has been instructed to study storm surge, sea-level rise, precipitation, and other relevant considerations commencing July 1, 2019 and every five years thereafter. See [RSA 483-B:22](#). NHDES has since issued a series of publications outlining the science related to these issues and recommended planning initiatives, copies of which are available at the links below.

Below are several informational links from NHDES and the City of Dover's website providing additional information on stormwater and coastal flooding:

- <https://www.des.nh.gov/organization/divisions/water/stormwater/utilities.htm>
- <https://www.des.nh.gov/organization/divisions/water/wmb/coastal/flood-risk-summary.htm>
- <https://www.dover.nh.gov/government/city-operations/planning/stormwater/>



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2020.10.28 - 183**

Resolution Re: B11001 Wright-Pierce Additional Scope of Work for Engineering Construction Services for Catch Basin and Wet Well Cleanings Treatment Facility

WHEREAS: A sealed (RFQ) Request for Qualifications #B11001 was issued and received for Professional Engineering Services for the Waste Water Treatment Facilities Plan on August 23, 2010 at 2:00 PM; and

WHEREAS: Wright-Pierce was awarded Phase I design of equipment upgrades and plant processes phase via resolution [R-2012.07.25-96](#) in the amount of \$496,500.00, as well as three subsequent additional scopes of work as outlined in the background section of this resolution; and

WHEREAS: The City received an additional scope of work for construction administration services, resident engineering and supporting staff, supervision of initial start-up and operation of the project, manual preparation, and record drawings for the new catch basin and wet well cleanings treatment facility in the amount of \$379,276.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Wright-Pierce of Portsmouth, NH for engineering construction administration services for the new catch basin and wet well cleanings treatment facility in the amount not to exceed \$379,276.00. 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
4020.1.300.43150.4715.03203.20	Land Improvements	1,750,000.00	825,911.91

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal: Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2020.10.28 - 183**
Resolution Re: B11001 Wright-Pierce Additional Scope of Work for
Engineering Construction Services for Catch Basin and Wet
Well Cleanings Treatment Facility

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2020.10.28 - 183**
Resolution Re: B11001 Wright-Pierce Additional Scope of Work for
Engineering Construction Services for Catch Basin and Wet
Well Cleanings Treatment Facility

RESOLUTION BACKGROUND MATERIAL:

Wright-Pierce Engineers completed a Comprehensive Wastewater Treatment Facilities Plan for the City in March 2012. The plan was necessary because the Wastewater Facility went on line in June of 1991, and although the facility has been maintained extremely well, many of the operating components of the facility are in need of an upgrade.

In 2012, the City entered into an agreement with Wright Pierce Engineers for the engineering design phase for equipment upgrades and plant processes to meet new NHDES parameters. Wright Pierce was awarded Phase I design of equipment upgrades and plant processes phase via council resolution [R-2012.07.25-96](#) in the amount of \$496,500.00.

The City received very favorable pricing for the construction of the Phase I upgrades, thereby allowing the City to continue the design services for upgrades needed and identified in the City's Waste Water Facility Plan. City Council approved Additional Scope of Work #1 for additional design services in the amount of \$110,600.00 via resolution [R-2014.04.09-024](#).

Additional Scope of Work #2 adding \$9,925.00 for conceptual design services of the wet well/catch basin work was accepted in March 2016 and Additional Scope of Work #3 in the amount of \$256,800.00 for (IPP) Industrial Pretreatment Program study and catch basin screening facility design services was approved by NHDES and via council resolution [R-2017.04.12-033](#).

Additional Scope of Work #4 is being requested for construction administration services, resident engineering and supporting staff, supervision of initial start-up and operation of the project, manual preparation, and record drawings for the new catch basin and wet well cleanings treatment facility in the amount of \$379,276.00.

Bid Information:

A sealed (RFQ) Request for Qualifications #B11001 was issued and received for Professional Engineering Services for the Waste Water Treatment Facilities Plan on August 23, 2010 at 2:00 PM.

Award Information:

A purchase order will be issued to the vendor selected to authorize expenditures as outlined in this resolution. Approval of the Additional Scope of Work (aka Engineering Construction Phase Contract for Professional Services for Treatment Works) is also required by NHDES.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2020.10.28 - 183**

Resolution Re: B11001 Wright-Pierce Additional Scope of Work for
Engineering Construction Services for Catch Basin and Wet
Well Cleanings Treatment Facility

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	117	Number of Responses:	8
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	As needed
Recommended Award to:	Wright-Pierce	Fund:	CIP
Other Approvals Required:	Yes, State of NHDES	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

[B11001 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2020.10.28 – 184**

Resolution Re: B99057 Broadway Railroad Culvert Engineering Services
Additional Scope of Work #6

- WHEREAS: A Sealed Request for Proposal #B99057 was issued and received for consulting services for the design of a culvert replacement at the railroad section of Broadway in March 1999. In 2004, the project was revisited and due to negotiations with railroad company the project was not completed; and
- WHEREAS: Ten replies were received on the RFP with six being 'No Bids'. The remaining four were evaluated and SEA Consultants, Inc (now known as Kleinfelder Northeast, Inc) was awarded via council resolution [R-2015.09.23-124](#) in the amount of \$43,800.00; and
- WHEREAS: The City had previously received five additional scope of work requests as outlined in the background section and approved by Council over the years; and
- WHEREAS: Kleinfelder Northeast, Inc. has submitted Additional Scope of Work #6 in the amount of \$195,350.00 for additional construction administration and oversight services, as well as resident project representation and special services of a tunnel blasting subconsultant. It is the recommendation to increase the contract by this amount, making the new contract total \$880,450.00.

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 Kleinfelder Northeast, Inc. of Cambridge, MA for additional construction administration and oversight services, as well as special services of a tunnel blasting subconsultant in the amount of \$195,350.00. 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
4021.1.300.43121.4751.03143.21	Roadways - ELA Area Reconstruction	2,300,000.00	277,199.45

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Joshua Wyatt
City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2020.10.28 – 184**
Resolution Re: B99057 Broadway Railroad Culvert Engineering Services
Additional Scope of Work #6

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2020.10.28 – 184**
Resolution Re: B99057 Broadway Railroad Culvert Engineering Services
Additional Scope of Work #6

RESOLUTION BACKGROUND MATERIAL:

The City received a SRF LOAN from NHDES to assist with the cost of the project and Kleinfelder Northeast, Inc. proceeded with updating the plans and specifications for bidding out the railroad section of Broadway.

Additional Scope of Work #1 adding \$24,700.00 for additional design services. New contract total \$68,500.00

Additional Scope of Work #2 adding \$37,400.00 for additional design services was approved via council resolution [R-2017.11.08-164](#). New contract total \$105,900.00.

Additional Scope of Work #3 adding \$293,300.00 for construction administration and oversight services was approved via council resolution [R-2018.10.24-140](#). New contract total \$399,200.00.

Additional Scope of Work #4 adding \$38,200.00 for additional subsurface investigations and construction administration and oversight services was approved via council resolution [R-2020.04.08-052](#). New contract total \$437,400.00.

Additional Scope of Work #5 adding \$247,700.00 for additional construction administration and oversight services, as well as special services of a tunnel blasting subconsultant was approved via council resolution [R-2020.04.22-064](#). New contract total \$685,100.00

Additional Scope of Work #6 is being requested for additional construction administration and oversight services, as well as resident project representation and special services of a tunnel blasting subconsultant in the amount of \$195,350.00. New contract total \$880,450.00.

Bid Information:

A Sealed Request for Proposal #B99057 was issued and received for consulting services for the design of culvert replacement at the railroad section of Broadway in March 1999.

Award Information:

A purchase order will be issued to the vendor selected to authorize expenditures as outlined in this resolution. Approval of the Additional Scope of Work (aka Amendment No. 6) is also required by NHDES to remain eligible for continued SRF funding.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	N/A	Number of Responses:	4 and 6 NB
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	As needed
Recommended Award to:	Kleinfelder Northeast, Inc.	Fund:	CIP
Other Approvals Required:	Yes, NHDES	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2020.10.28 – 185**

Resolution Re: Authorization to Release Outside Counsel Memorandum
Dated October 14, 2020 Reviewing City of Dover's Police
Department's Internal Investigation

- WHEREAS: The City Attorney, on behalf of the City of Dover, recently engaged an outside law firm named The Daigle Law Group LLC ("DLG") to perform an independent, expert review of an internal affairs investigation recently conducted by the Dover Police Department and the Police Department's related policies; and
- WHEREAS: DLG summarized its review and conclusions in a memorandum to the City Attorney dated October 14, 2020; and
- WHEREAS: The October 14, 2020 DLG memorandum is confidential, attorney-client privileged, and therefore currently exempt from public disclosure unless the City Council authorizes public release of such information; and
- WHEREAS: The City Council, acting as a body, has the authority to waive attorney-client privilege; and
- WHEREAS: Public disclosure of the October 14, 2020 DLG memorandum will both provide the public with insight into the external review of the internal affairs investigation, as well as affirm continued public confidence in the Dover Police Department; and
- NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
- The City Manager is authorized to publicly disclose the October 14, 2020 DLG memorandum at a time deemed appropriate by the City Manager and with appropriate redactions as deemed necessary to preclude disclosure of third-party information that is exempt from disclosure pursuant to RSA chapter 91-A or the State Constitution.
- AND BE IT FURTHER RESOLVED THAT:
- The waiver of attorney-client privilege effectuated by this resolution is limited to DLG's October 14, 2020 memorandum.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2020.10.28 – 185**
Resolution Re: Authorization to Release Outside Counsel Memorandum
Dated October 14, 2020 Reviewing City of Dover's Police
Department's Internal Investigation

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The City Attorney, on behalf of the City of Dover, recently engaged an outside law firm named The Daigle Law Group LLC ("DLG") to perform an outside, expert review of an internal affairs investigation recently conducted by the Dover Police Department and the Police Department's related policies. The City Manager had previously recommended that the internal investigation review provided by DLG be released to the public.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2020.10.28 – 186**

Resolution Re: Establishing a Schedule and Process for Review and Final Proposal of Potential Charter Amendments

- WHEREAS: The City Council's Ordinance Committee has overseen review of, revision to, and recodification of the City of Dover's Code; and
- WHEREAS: During the recodification process, several provisions of the City's charter were identified as potentially in need of amendment; and
- WHEREAS: Amendments to the City's charter were not addressed during recodification given the statutory requirements and prerequisites for making amendments and revisions to the City's Charter; and
- WHEREAS: Charter "amendments" may be considered by the City Council (or a committee thereof) at any time the City Council deems necessary or prudent, *see* [RSA 49-B:5](#), I, and such amendments do not require formation or approval of a charter commission, but will require ultimate approval by voters; and
- WHEREAS: The Ordinance Committee is now bringing forward the issue of charter amendments for consideration by the City Council and, specifically, to determine whether the City Council agrees that a review of potential amendments is warranted at this time and, if so, the City Council's desired process for researching potential amendments and bringing forward a final proposal to proceed through the amendment process outlined in RSA chapter 49-B:5;

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

The Ordinance Committee is authorized and requested to study and review potential amendments to the City of Dover's Charter, including but not limited to those matters identified in the background of this resolution, and no later than May 12, 2021 develop a proposed set of recommended amendments for consideration by the full City Council.

AND, BE IT FURTHER RESOLVED THAT:

Upon receipt of the Ordinance Committee's final recommended amendments, the City Council will consider if and to what extent to commence a formal Charter amendment process pursuant to RSA 49-B:5.

TO BE REFERRED TO PUBLIC HEARING ON NOVEMBER 18, 2020
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Dennis Shanahan
Councilor Lindsay Williams
Councilor Fergus Cullen

Approved as to Legal Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2020.10.28 – 186**

Resolution Re: Establishing a Schedule and Process for Review and Final Proposal of Potential Charter Amendments

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2020.10.28 – 186**

Resolution Re: Establishing a Schedule and Process for Review and Final Proposal of Potential Charter Amendments

RESOLUTION BACKGROUND MATERIAL:

The subject matter of this resolution is charter “amendments,” which by statute are distinct from and defined differently than charter “revisions.” Pursuant to [RSA 49-B:4-d](#), charter “revisions” are limited to an enumerated list of changes to a community’s form of government. Pursuant to [RSA 49-B:4-f](#), charter “amendments” are all other changes to the text of a community’s charter.

Charter “amendments” may be considered by the City Council (or a committee thereof) at any time the City Council deems necessary or prudent. See [RSA 49-B:5](#), I. Charter “revisions” require the formation of a charter commission, which is a longer and more involved process than simply undertaking Charter “amendments.” Compare [RSA 49-B:5](#) with [RSA 49-B:4-e](#). In both instances, any proposed changes to the text of the City’s charter must be ultimately approved by voters.

Below is a list of examples of potential charter changes that have been identified to date, all of which constitute “amendments” and not “revisions”:

- Formatting and style:
 - Consistent presentation of numerical references in text;
 - Comma use in Sections C3-9A, C5-7, C6-15, and C8-4;
 - Update to gender-neutral language in C5-6, C7-6, C10-10, and C11-1;
 - Use of words “they” and “their” in C4-4, C5-2, C5-9, C7-4, C10-1, C10-2, C10-3, C10-7, C10-10, C11-2, and C11-3;
- Typographical errors, which may include some or all of the following:
 - Correct reference in C1-3 to “Central Avenue Street” (should say “Central Avenue”) and use of the word “the” in reference to Washington Street;
 - Update reference in C2-11C, as ballot commission rules referenced do not include “206.14”;
 - Include a comma and word “and” in portion of C3-2;
 - The word “voters” is missing a possessive apostrophe in C3-3;
 - Change the word “oF” to “or” in C3-8B;
 - Add omitted words “as” and “and” to C3-8D and C3-9B;
 - Include comma in C3-10;
 - “City of over” found within C3-10;
 - Duplicate word “elected” in C4-2;
 - The word “therefore” in C5-3 should be “therefor”;
 - The word “charted” should be “charged” in C5-5;
 - Include use of word “Advisory” when referring to the Personnel Advisory Board in C5-9;
 - Include the word “and” in C6-17;
 - Verify and if necessary correct reference to RSA 412:3 in C7-5;
 - If necessary, move final sentence of C8-2 to C8-1 as it may be misplaced;
 - Change word “and” to “to” in C8-2;
 - Verify consistency in C10-3 for use of “directly”;
 - Change use of the word “section” to “article” in C10-9;
 - Include comma and the word “and” in C11-10;



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2020.10.28 – 186**

Resolution Re: Establishing a Schedule and Process for Review and Final Proposal of Potential Charter Amendments

- Possible changes to Ethics Commission provisions to address ongoing appointment challenges;
- Review of Ward boundaries in light of census, provided the census results are received in time (redistricting counts should be sent to states by March 31, 2021 per current guidance, which may leave insufficient time for redistricting to occur during this proposed amendment process) (C1-2);
- Clarify in C11-13 that acts contrary to ordinances are “violation” level offenses;
- Possibly bring \$1,000 default fine into line with \$500 default fine in [RSA 49-C:31](#);
- Possibly include express residency qualification for City Council and School Board members (C3-4; C4-4) and, if necessary or advisable, update the process for filling vacancies (C3-5; C4-5), as compared to RSA 49-C:9 and RSA 49-C:10 and other related statutes specific to school board vacancies (RSA 671:33).
- Other potential amendments as proposed by City Council or through public input process.

Below is a brief overview of the charter “amendment” process:

1. City Council reviews its charter and determines if and what amendments may be necessary or prudent. (Current stage)
2. City Council finalizes proposed amendments and text of same, then provides for public notice/hearing on those proposed amendments.
 - a. Notice must be in newspaper at least seven days prior to hearing;
 - b. Hearing can be by council or a committee;
 - c. Must have a new hearing if any substantive amendments are made;
3. Within seven days after final hearing, a report must be filed with City Clerk. *See* RSA 49-B:5, I(a))
4. City Clerk then needs to seek approval of the proposed amendments from three State of New Hampshire bodies: Secretary of State, Attorney General, and Commissioner of DRA pursuant to RSA 49-B:4-a.
5. Within 45 days, the state-level actors shall review amendments and give notice to clerk of approval/disapproval. *See* RSA 49-B:4-a, I(d).
6. If not approved by state actors, then amendment does not go to voters. (Can try to resolve any objections and re-submit);
7. If/once approved by all state actors, City Council at its next regular meeting must order the proposed amendments to be placed on a ballot at the next regular municipal election.
8. Voters must vote on each amendment. Each amendment must be limited to a single subject, but more than one section of the charter may be amended so long as it is germane to that subject. *See* RSA 49-B:5, I(c).

In terms of a projected timeline for these events, the process (through Step 7) needs to be commenced and completed in time for proposed amendments to appear on the ballot for the November 2021 municipal election. In order to allow time for printing of the ballot, the City Council will need to complete its portion of the process, including State-level approvals by approximately September 1, 2021.