CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, January 27, 2021**
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS**
6. **APPROVAL OF AGENDA**
7. **WARD 4 CITY COUNCIL VOTE**
8. **PUBLIC HEARINGS**

   A. **APPROPRIATION FOR FY2022 WATER METER REPLACEMENTS PROGRAM – NON-DEBT FINANCED PROJECT**
   (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
   SPONSORED BY MAYOR CARRIER BY REQUEST

   B. **EXPANDING THE PROVISIONS OF RSA 79-E RELATIVE TO THE COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE PROGRAM**
   SPONSORED BY MAYOR CARRIER BY REQUEST

   C. **ACCEPTANCE AND AUTHORIZATION OF DEVELOPMENT AGREEMENT BETWEEN THE CITY OF DOVER AND CHINBURG MANAGEMENT, LLC**
   SPONSORED BY MAYOR CARRIER BY REQUEST

9. **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.

10. **CITY MANAGER'S REPORT**
11. **APPROVAL OF MINUTES**

    A. **January 13, 2021 – Regular Meeting**

12. MAYOR'S REPORT

13. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. **APPROPRIATION FOR FY2022 WATER METER REPLACEMENTS PROGRAM – NON-DEBT FINANCED PROJECT**
   (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
   SPONSORED BY MAYOR CARRIER BY REQUEST

2. **EXPANDING THE PROVISIONS OF RSA 79-E RELATIVE TO THE COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE PROGRAM**
   SPONSORED BY MAYOR CARRIER BY REQUEST

3. **ACCEPTANCE AND AUTHORIZATION OF DEVELOPMENT AGREEMENT BETWEEN THE CITY OF DOVER AND CHINBURG MANAGEMENT, LLC**
   SPONSORED BY MAYOR CARRIER BY REQUEST

14. NEW BUSINESS

A. CONSENT CALENDAR

COMMITTEE REPORTS

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

B. RESOLUTIONS

1. **B14074 PROFESSIONAL ENGINEERING SERVICES FOR WATER SYSTEM FACILITY UPGRADES PHASE II ADDITIONAL SCOPE OF WORK NO. 15, UNDERWOOD ENGINEERS**
   SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

15. COUNCIL CORRESPONDENCE

16. COUNCIL MATTERS OF INTEREST

17. ADJOURN

City Manager's Report



John Storer, Community Services Director
Broadway Culvert

January 27, 2021

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

City of Dover's Municipal Leadership Team



Michael Joyal
City Manager



Gary Bannon
Recreation Director



David Balian
Public Welfare Director



Daniel Barufaldi
Economic Development Director



William Breault
Police Chief



Susan Daudelin
Human Resources Director



Annie Dove
Information Technology 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."

Animal Control

	October 2020	November 2020	December 2020
Total Animal Calls for Service:	61	65	42
Handled by Officers/Dispatch:	47	47	35
Handled by Animal Control Officer:	14	18	07

Breakdown of Animal Calls:	October 2020	November 2020	December 2020
Found / Loose Animals	34	27	18
Animal Bites	04	00	03
Welfare Checks	09	14	03
Misc / Other	14	24	18

During October, the Animal Control Officer (ACO)received 24 voicemail messages and followed up on 8 reports originally handled by officers. One call involved a loose Shiba Inu named Xander that was located and returned to his owner.


Xander

On 10/07/2020, the ACO attended the PAWS Veterinary Clinic at the Seymour Osman Community Center. This monthly clinic is part of the UNH Veterinary program and serves residents from Dover and Somersworth Housing Authorities as well as other low income pet owners who qualify for the assistance.

The PAWS Veterinary Clinic is open at UNH during the academic year. Dr. directs the program and is the clinic manager. This clinic is run by the students who are supervised by licensed veterinary professionals. The program teaches the veterinary students how to prepare for the veterinary field. The services offered at the school range from routine examinations, vaccinations, dental cleaning, x-rays to spaying and neutering.

The ACO introduced herself to pet owners who came to get their animals examined and vaccinated. The ACO plans to attend the next clinic so she can introduce herself to more pet

owners as this affords the ACO the opportunity to connect with local residents in a non-enforcement related setting.

In November, the ACO received 37 voicemail messages and followed up on 4 reports originally handled by officers.

In December, the ACO received 26 voicemail messages and followed up on 7 reports originally handled by officers. One call involved a golden retriever named "Sampson" who strayed away from home, but was located and returned to his owner.



Sampson

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

Facility	Oct, Nov, Dec # of individuals
Wentworth Douglass Hospital	571
Dover ER	103
Non Transports/Sign offs/Refusal of Care	207
Frisbie Memorial Hospital	9
Portsmouth Regional Hospital	45
Brigham and Woman's Hospital (MA)	1
Boston Children's Hospital (MA)	0
Maine Medical (ME)	1
York Hospital (ME)	1
Landing Zone – Skyhaven	1
Exeter Hospital	1
Total:	940

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.

	Oct/Nov/Dec
Priority 1:	**141 / 158 / 168**
Priority 2:	**94 / 87 / 96**
Priority 3:	**518 / 523 / 542**
Priority 4:	**705/ 605 / 695**
Priority 5:	**785 / 1,127 / 1,408**

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 October 2020, the Dover Police Department responded to 29 emergency incidents and arrived on scene in less than six minutes to 55% of those calls (29 calls, 13 in six minutes or more).
- During the month of November 2020, the Dover Police Department responded to 16 emergency incidents and arrived on scene in fewer than six minutes to 63% of those calls (16 calls, 6 in six minutes or more).
- During the month of December 2020, the Dover Police Department responded to 23 emergency incidents and arrived on scene in fewer than six minutes to 74% of those calls (23 calls, 6 in six minutes or more).

Dispatch Communications

	OCTOBER 2020	NOVEMBER 2020	DECEMBER 2020
Radio Transmissions	11,361	12,089	12,911
Phone Calls	6.996	6,636	6,788
911 Calls Received	366	375	407
Lobby Customers	204	181	132
Police Alarms Received	77	89	101
Police Alarms Cancelled Prior to Arrival	11	13	11
Fire & Medical Alarms	60	63	60
Other Alarms	2	1	4

Inspection Services in October-November had a total count for 1,161 inspections conducted and 117 permits issued. December information was not available at the time of this report. Here is the Inspection Services activity breakdown for Oct-Nov:

Inspections & Permits	
Life Safety Inspections	142
Business Inspections	07
Sprinkler / Alarm Inspections	86
Building Inspections	339
Electrical Inspections	184
Plumbing / Mechanical Inspections	238
Blasting Inspections	00
Health Inspections	123
School / Daycare Inspections	37
Oil Burner Inspections	05
Woodstove / Fireplace Inspections	00
Building Permits	96
Blasting Permits	00
Certificate of Occupancy Permits	21

During the months of October, November and December, the Highway Division was kept busy prepping for and dealing with winter storm operations. (See Snow Management Summary Report attached.) Roads were pretreated with a brine solution prior to four winter events. Brine is made out of water and solar salt which is prepared prior to storm events. Brine can be applied to roadways up to seven days in advance of inclement weather. This application helps keep roads ice free for a longer period of time prior to plowing.

Leaves were picked up from the downtown area, roadside brush cutting was completed, catch basins were cleared of debris and sanders were placed on the trucks.

The residential sand/salt pile, located at the beginning of Piscataqua Road was restocked. Several of the bins in the downtown were refilled. Employees continued to mix sand and salt for upcoming storms.

When not responding to storm-related events, crews were busy washing and cleaning out the vehicles. Equipment was also removed from the storage bay so the building could be thoroughly cleaned. Crews made a few trips to Massachusetts to obtain hot top, as the local plants are currently closed for the season.

Mailboxes damaged by plows were either repaired or replaced, as needed. Temporary boxes were provided in some cases in order for residents to receive their mail. Permanent boxes will be installed in the spring, and any lawn damages will be repaired at that time as well.

The dirt roads were graded. In a few locations, a portion of the sidewalk had become a trip hazard. To prevent any accidents, the sidewalks were repaired on Central Avenue at Locust Street, Hanson Street, Court Street, Boyle Street and in front of 42 Main Street.

Two soaker catch basins were installed to upgrade the drainage on Old Colony Road. The previous drainage system was not adequate to handle the waterflow that has been generating within the past few years.

The block structures that hold the frame of the catch basin and sewer manholes had crumbled and needed to be replaced. Crews repaired the catch basins on Chapel Street at Main Street, Atlantic Avenue, McKenna Street and Durham Road.

Facilities & Grounds:

	October 2020	November 2020	December 2020
Burials Handled-Ash	8	5	0
Burials Handled-Full	4	1	4
Service Calls	72	80	68
Work Orders	157	113	99

In October, the water to the spigots in the cemetery was shut off as temperatures have been dropping. The Cemetery Board met for the very first time in the new Facilities, Grounds & Cemeteries building after getting a tour of the facility. The building isn't quite ready for occupancy, but it was a good opportunity for board members to see how the employees will have more adequate space for storage, maintenance of equipment and most importantly, work space for various projects undertaken over the different seasons, and how this will assist the division in being more efficient carrying out the many tasks assigned to them.

The boiler replacement project at City Hall was wrapped up and the heating system was fired up early in the month. By replacing the old oil-fired boilers with new more efficient condensing gas boilers, the City expects to save tens of thousands of dollars in fuel expenses.

The green and white bunting was taken down from the face of City Hall and stored until needed next. At the Indoor Pool, part of the sculpture on top of the building, the whale's tail, lost surrounding "waves" to the wind and had to be removed from the building until the artist could come back to reinstall it properly. Two shower valves at the indoor pool in the women's locker room were replaced.

Irrigation systems were drained at Shaw's Lane and Long Hill Park. They will be blown out early in November. Remaining seasonal services at islands and ball fields were also shut off and blown out.

The soccer field at Shaw's Lane was lined for soccer games. The water tank for the Great Bay Rowing Club was filled for the last time this season. The area around the new Facilities, Grounds & Cemeteries building was york raked, smoothed out, then seeded and covered with hay before heavy wind and rain came mid-month. The building is coming along very well and crews are looking forward to working out of this facility during the winter.

In November, Leaf collection began by Facilities & Grounds in earnest as the trees had finally given up their fall color with the winds and rains that came in this month.

Voting booths for the November 3rd election were set up on November 2nd at six locations. They were taken down and put back in storage on the 4th. This is the third time this year the polls needed to be set up for elections.

Veteran's Day was celebrated on the 11th. Sixty chairs were set up for a ceremony in the auditorium in case of inclement weather on that date. Fortunately, the weather was good and the ceremony was held outside at the new Veteran's Park in front of the McConnell Center.

In mid-November, employees worked with volunteers to restring lights in the trees downtown for the holiday season. Lights on the rooflines at City Hall, the transportation station and the Children's Museum were replaced as needed.

Removing the flag pole and storing it in preparation for the placing of the Christmas tree in Henry Law Park was undertaken on the 13th. The Christmas tree was harvested on November 23rd in the pouring rain, by Urban Tree Service and with assistance from Facilities & Grounds employees was put up on Rotary Plaza in Henry Law Park. The tree was decorated for the tree lighting ceremony which took place on December 4th.

After Thanksgiving, the garland was hung on the columns at City Hall by the Fire Department, who always do a great job with this task.

Facilities & Grounds responded to 26 work requests for various issues. Eleven additional work orders involved trees, trimming, pruning or removing hanging limbs. Two trees were removed from the trail near Willand Pond and a dead tree was picked up near the corner of New York Street and Central Avenue. Urban Tree removed two limbs that were of concern to residents. The irrigation systems were blown out early in November. The soccer field was lined twice at Shaw's Lane. Chlorine was delivered to the Indoor Pool. The tennis nets were removed and stored for the winter.

A safety meeting was held for train station snow removal, hosted by Pan Am Safety Director and the annual Public Works snow meeting was held on November 10th. Facilities and Grounds employees attended both meetings.

During the month of December, ornaments were hung on the Christmas tree on Rotary Plaza after the official Christmas tree lighting ceremony was held virtually, due to the ongoing COVID-19 pandemic. The tree lighting ceremony took place on December 4th. New candles were purchased for the windows at City Hall, but unfortunately were not received in time to display before Christmas.

On December 19, 2020, Wreaths Across America Day, a Wreaths Across Dover event was organized and facilitated by local resident, Matt Mayberry. Matt was able to raise enough money to place over 1,200 wreaths. Over 600 of these were placed in Pine Hill Cemetery and the event expanded to other locations as well. The Live Free or Die Chapter of the Nam Knights were partners in this wonderful event. Families were able to come at 10 am for a quiet ceremony and to get wreaths to lay at the graves of their fallen family patriots. A ceremony began at 11 am for the general public and volunteers, with several speakers including Medal of Honor recipient former US Army Staff Sergeant Ryan Pitts, retired Brigadier General Don Bolduc, Mayor Bob Carrier and Matt Mayberry, being an Air force veteran himself. The wreaths were purchased at cost from the Fresh Water farms nursery in Salem, which is owned by state Senator Chuck Morse. It was an honor for Pine Hill Cemetery to benefit from this wonderful event which executed solely through the generosity of volunteers.

The other exciting event for Facilities, Grounds & Cemeteries employees was moving the administrative offices in the Ricker Memorial Chapel and the maintenance division (located in an old horse barn on South Pine Street) to the new facility located at 145 Court Street. This huge undertaking started just before Christmas and extended through the holidays, continuing into the new year. Employees are so pleased to be able to work in such a clean and bright environment.

October through December saw Fire & Rescue responding to 1,392 calls for service (462/461/469), an average of over 15 calls per 24-hour period in each of the three months. Through the National Fire Incident Management Reporting System, these calls are generally broken down into Fires, Medical Emergencies, Hazardous Conditions (gas leaks; power lines down; etc), False Calls (good intent) and Non-Emergent requests. In the current COVID-19 pandemic, Dover Fire has reduced its personnel exposure through a reduced amount of non-emergency service calls.

Simultaneous calls 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 two calls to be handled simultaneously without reduction in service delivery. Three 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 months of October, November and December, there were 443 times when 2 calls were going on simultaneously, and 147 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 these months, 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 months of October-December, a Chief Officer was summoned to respond with the duty shift to 51 emergency calls. 34 of these calls occurred either after regular business hours or on the weekend.

On October 16, companies responded to a house fire on Upper Factory Road. What started as a fire in a dryer, extended out to the rest of the laundry room in the basement of the 2 ½ story home. Residents were alerted by their smoke detectors and everyone was able to exit safely. Responding members extinguished the fire quickly, keeping fire damage to the room of origin and limiting smoke damage throughout the rest of the house.





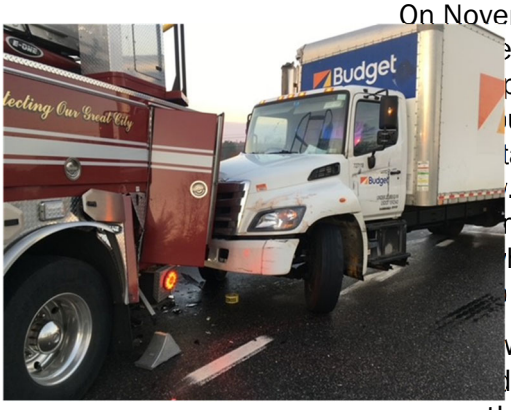
On November 1, Fire & Rescue responded to the report of a car fire at 60 Pointe Place. Given the report of the vehicle's close proximity to adjoining vehicles and the close exposure of a large multifamily-mixed use commercial building, Dispatch assigned the full shift and a Chief Officer to the call. The first arriving engine company was able to extinguish the fire, but additional assignment at Dispatch was a good call by Dover's Emergency Dispatchers. If the fire spread to additional vehicles and/or the building, having those resources there as early as possible would have been crucial to a successful mitigation of a larger scale emergency. Also, by a stroke of luck, the vehicle was backed into its parking space. This helped to distance the structure from the fully involved engine compartment fire, and allowed fire crews a much safer area to access the seat of the fire for extinguishment.





On November 22nd, Truck 1 and Division Chief Chabot responded to mutual aid at Bridge Street in Rochester, pictured right, for a structure fire with a report of people trapped on the second floor. Dover Fire assisted the on-scene crews with hazard mitigation overhaul and scene control.





On November 24th, Fire and Rescue crews were operating on the Spaulding
e at a motor vehicle accident that resulted from icy conditions on
pike. After the critically injured patient was transported to
uth Regional Hospital, remaining members waitied onscene to
tate Police and await wreckers to clear the vehicles from the
. Without warning, a rental box truck slid through the cones
ng the accident scene and directly into the rear of the Dover Ladder
hich had positioned specifically to provide an area of safety for
work in.

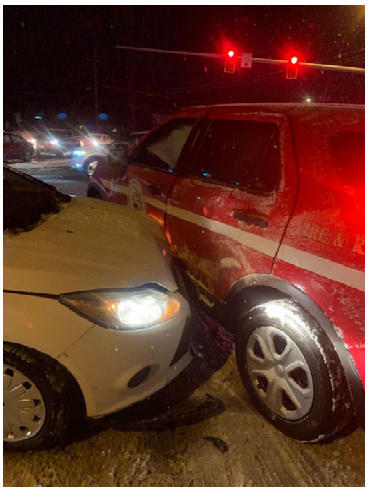
was hurt, but the ladder truck
extensive damage and is
currently at the dealer in North
Attleboro, MA, awaiting repairs. It will
be out of service for several months.
Primary ladder coverage is being
provided by Dover's second
ladder truck, with reliance on
mutual aid as needed.





On December 7th, Dover's Paramedic-staffed Ambulance responded to mutual aid into Rochester to assist with a trauma patient. The patient was ultimately transported directly from the scene to Skyhaven Airport, for transfer to a Dartmouth-Hitchcock (DHART) Helicopter and medflighted to a Boston trauma center. (pictured left)

On December 20th, while responding as the covering Chief Officer to an "unknown structure fire" on Boston Harbor Road, Division Chief Craig Chabot's Command Car was struck at an intersection on Route 125. The driver of the other vehicle slid through a red light in heavy snow conditions, striking D/C Chabot's car as he proceeded through a green light intersection. Fortunately, there were no injuries, but the 2015 Ford Explorer was totaled. Call coverage was then handled by another Chief Officer. The "unknown fire" turned out to be a Christmas tree and associated decorative trellis on a dock over Little Bay. The tree/trellis caught fire, burned through the decking of the dock, dropped into the water and drifted away.



Steps to replace the Command vehicle are underway at this time.

On December 27th, Fire & Rescue crews responded to a report of a fire in a 3rd floor bedroom on Atina Way. An unattended candle had been allowed to burn down, surrounding combustibles and involving surrounding the bedroom. Again, smoke detectors alerted the residents, and they were afforded the time to safely. Using thermal imaging cameras, crews located heavy smoke on the 3rd floor and contained it to the of origin.



During the month of October, 2020, 12 registered sex were processed by the Dover Police Department's Special Investigations Unit (SIU). In November there were 9 and December there were 7 that were processed. 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.

SIU detectives investigated six unattended deaths in Dover during October 2020. There were two unattended deaths in November 2020, one of which appeared to be a drug overdose. In December, there were five unattended deaths, two appear to be a drug overdose, one death appears to be a suicide.

Also in October 2020, SIU detectives investigated a case where the perpetrator had repeatedly sexually assaulted a juvenile female over the course of three years. As a result of the investigation, a Dover man was arrested on multiple felony level sexual assault charges.

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 man was arrested on the charge of Robbery, a felony, in October 2020.

During October 2020, SIU detectives conducted two background investigations on candidates for employment at the police department. There was one background investigation done on a candidate in November and two in December.

SIU detectives conducted an investigation on Hanson Street that resulted in an arrest warrant being generated for a Dover man on charges of drug possession and felon in possession of a firearm.

In December 2020, a SIU investigation ended with the arrest of a Somersworth man for a felony level charge of failing to register as a sex offender.

SIU detectives ended a felony investigation with the arrest of a Dover woman for two counts of Identity Fraud.

In December 2020, SIU detectives, assisted by members of the NH Internet Crimes Against Children Task Force, executed search warrants at two Dover residences. These investigations are ongoing.

In December 2020, SIU detectives and Crime Scene Unit members investigated a residential burglary. One person was arrested for felony level burglary.

In October, **Community Response and Enforcement Unit (CREU),** Sergeant Tarmey, Officer Collis and Officer Martuscello spent several days monitoring areas in the city where past and present homeless encampments were located. Notably, the city received several complaints about the area near Willand Pond. It was reported that there was large amounts of trash as well as old campsites on City of Dover property. Officer Collis and Sergeant Tarmey patrolled the area on bikes several times during the month and discovered that the vast majority of the complaints actually stemmed from locations in Somersworth on private property. Sergeant Tarmey and Officer Collis also located a single abandoned campsite on property owned by Dover but in Somersworth. As a result, Community Services Director John Storer contacted Servpro who later surveyed the property with Officer Collis and Sergeant Tarmey for a potential cleanup. Officer Martuscello assisted while the Rotary Club hosted a "clean-up day" around the trail near the pond. Her role was to assist the volunteers should they locate any hazardous items such as used needles during the event.

Sergeant Tarmey participated in several oral board interviews with prospective new hires throughout the month of October.

Additionally, Sergeant Tarmey spent several days qualifying department personnel at the pistol/rifle range as the range instructor.

Throughout the month of October, 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 is the main point of contact to get these parades scheduled and staffed.

In October, Sergeant Tarmey continued to receive numerous requests from the respective schools to check on students who were not logging into their classes. Officer Collis and DHA Liaison Officer Cooper completed these checks and made DCYF referrals if needed.

In November and December, Sergeant Tarmey spent the majority of the month coordinating various projects and assignments with POP Officer Collis, DHA Liaison Officer Cooper and Downtown Liaison Officer Martuscello on a daily basis. The majority of the assignments handled by the CREU in December were related to assisting homeless persons with obtaining services from CAPSC and/or the City's Public Welfare office. Additionally, Sergeant Tarmey assigned several SAU related requests to Middle School Resource Officer Dunne and High School Resource Officer Glowacki (both currently assigned to patrol) if they were working at the time. If they were not working patrol when the request from the SAU came in, other CREU officers were assigned to assist.

Sergeant Tarmey and POP Officer Collis concluded an ongoing project on First Street regarding the residents leaving trash on or near the street. The city had received several complaints from nearby residents about the lack of proper trash disposal during the summer months and weekly checks of the area had been taking place to try to gain compliance from both the residents and the property owner at First Street. During the month of December, a plan was finally put into place by the property owner to remove the trash from the area at their expense on a weekly basis. Sergeant Tarmey or POP Officer Collis will periodically check the area to ensure the issue does not resurface.

Officer Martuscello and POP Officer Collis continued to work with several of the agencies that assist the homeless population in the city on a daily basis. They regularly refer homeless persons they encounter to CAP, SOS, the Doorway and the Public Welfare Office, just to name a few. During December, CAPSC started offering rooms at The Garrison Hotel as an option for overnight shelter.

As a result, the number of minor disturbances that occurred throughout the downtown area decreased slightly.

As **Dover Middle School Liaison Officer,** Officer Dunne was assigned to patrol in the Field Operations Division this month but she has remained a resource for administration and staff at the Dover Middle School.

On October 22, 2020, Officer Dunne was contacted by an OASIS staff member inquiring about bicycle helmets because a 5th grade student did not have a helmet and his family was unable to afford one. Officer Dunne was able to obtain a helmet from the Dover Police Department and delivered it to the school. Officer Dunne also spoke with that student, as the previous evening he had police contact after becoming frustrated with school. OASIS staff said that the student was fearful of police and believed he would be going to jail for acting out. Officer Dunne spoke to the student about her role as a school resource officer and the role of police in general, and brainstormied ways to handle stressful situations.

In addition, Officer Dunne met with Teen Center interns and spoke about her role as both a patrol officer and a school resource officer.

On November 2, 2020, Officer Dunne responded to Bellamy Academy for a student refusing to leave. Upon her arrival the student agreed to leave and Officer Dunne drove him to his residence.

On November 23, 2020, Officer Dunne responded to Dover Middle School (DMS) at the request of Principal Lyndes to complete a trespass notice for the parent of two students. The parent had created two disturbances the previous day and has a history of disorderly behavior at DMS and Woodman Park School (WPS). Officer Dunne completed the paperwork banning the parent from DMS, WPS, and the SAU office. She then served the notices to the parent.

On November 3, 2020, Officer Dunne responded to the home of a DMS fifth grader whose parents had removed the student from school and wished to home school. The parents had not yet completed the official homeschooling paperwork and asked Officer Dunne to have them contact the school.

On November 12, 2020, Officer Dunne conducted welfare checks on one DMS student and four Dover High School (DHS) students for poor attendance.

On November 23, 2020, DMS staff contacted Officer Dunne regarding information about threats made to some students by another student via text messaging. Officer Dunne contacted the parents of the student suspected of making the threats. They had already been contacted by the school. Ultimately, all were told to stop communicating with one another.

On December 8, 2020, Officer Dunne responded to a last known address for a DMS student to check the student's residency status. DMS administrators had reason to believe the student no longer lived within the district and was fraudulently using a Dover address. Officer Dunne confirmed with the new tenant that the family had moved out in the spring of 2020. Officer Dunne informed the school.

On December 9, 2020, at the request of Woodman Park administrators, Officer Dunne conducted a welfare check on a fourth grade student. The student had not been present for remote learning for several days. Officer Dunne contacted the student and his mother. They were told to contact WPS.

On December 23, 2020, at the request of Dover High School administrators, Officer Dunne conducted welfare checks on four students who had not been attending their remote learning classes. All students and parents were contacted, and all contacted DHS in return.

Dover High School Liaison Officer, Officer Glowacki, was assigned to patrol in the Field Operations Division this month but he has remained a resource for administration and staff at the Dover High School and the Bellamy Academy.

Over the course of October, he responded to nearly a dozen requests for assistance from faculty at both schools. These requests were mainly regarding assistance with contacting family members of students who were "virtually truant." He handled these requests through email, phone and in person when appropriate.

Additionally, he periodically walked through the schools to have a visible presence and checked in with faculty and administration.

On November 1, 2020, Officer Glowacki was contacted by DHS regarding a student who reported an altercation that occurred with his parents over the summer. According to the student, DCYF was notified of the incident. The school wanted to ensure that the incident was reported as described by the student. Officer Glowacki was able to confirm that the incident had been reported to both the police department and to DCYF.

On November 1, 2020, Officer Glowacki was contacted by the DHS Dean of Students regarding a parent the school was trying to reach. Officer Glowacki was able to provide information to assist the school in contacting the parent. Officer Glowacki later learned that the parent was contacted and no further assistance was needed.

On December 12, 2020, DHS administration was seeking assistance regarding a vehicle that was apparently abandoned in the parking lot. Officer Glowacki determined the identity of the vehicle owner, and it was determined that the vehicle was authorized to be in the lot.

On December 9, 2020, Officer Glowacki conducted a welfare check on a DHS student on Baker Street regarding poor attendance. Officer Glowacki contacted the student and a parent and asked that they contact Dean Stephens.

On December 9, 2020, Officer Glowacki conducted a welfare check on a DHS student on Maplewood Avenue regarding poor attendance. Officer Glowacki contacted the student and a parent and asked that they contact Dean Stephens.

On December 9, 2020, Officer Glowacki conducted a welfare check on a DHS student on Abbey Lane regarding poor attendance. Officer Glowacki contacted the student and a parent and asked that they contact Dean Stephens.

On December 15, 2020, Officer Glowacki assisted another officer with an accident investigation that occurred on school property. Officer Glowacki was able to pull video surveillance of the incident and provide it to the investigating officer.



Officers Collis and Cooper collecting unused prescription medications at one of the City's elderly housing complexes.

On October 23rd, **Whittier Falls Liaison Officer**, Officer Cooper, along with Officer Collis, held a mobile drug take back event. They went to each of the elderly sites and collected unwanted or expired medications. The residents seemed appreciative for the convenience of not having to leave the building. Several prescription medications were collected.

On October 29th, Officer Cooper attended the Covered Bridge Manor Halloween party. The party provided an opportunity for residents to have some fun by gathering together and playing games. Officer Cooper tries to attend these events because it allows for her to interact with a larger amount of residents. In picture to the right, the residents are trying to capture swinging donuts with reaching tools.

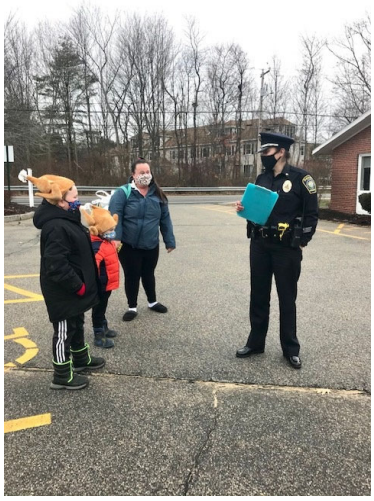
Covered Bridge Manor Halloween party



On 11/25/2020, Officer Cooper assisted with the 12th annual Thanksgiving luncheon. Over 600 meals were prepared at Bl Latitudes which was nearly double the number of meals prepared in 2019. Due to COVID precautions, the meals were delivered to numerous locations. Due to the changes, the meals were available to a larger population, to include the Whittier Falls residents. Officers Cooper, Collis, and Martuscello picked up approximately 120 meals and brought them to Whittier Falls.

After distributing the meals at Whittier Falls, there were three meals left over. Earlier in the month, Officer Cooper conducted a welfare check on a family and the mother voiced that she was low on food. Officers Cooper and Collis brought the meals, along with other perishable goods, to the mother and three young boys.

Officer Cooper (on left) chatting with DHA residents after delivering Blue Latitudes meals to them. On the right is Officer Martuscello, Officer Cooper, and Officer Collis with a DHA staff member preparing to hand out Thanksgiving Meals in the neighborhood.





Officer Cooper assisted with collecting the donated food at Hannaford, and headquarters, and transported it to the Dover Housing Authority (DHA) maintenance bay, to begin the efforts for the annual holiday baskets. The holiday baskets will be delivered on December 19th.

Throughout the month, Officer Cooper assisted the Dover schools and the Division for Children, Youth and Families (DCYF) with welfare checks. Many DCYF cases are initiated from school referrals.

Officer Cooper also met with several residents who were experiencing issues with relationships and child custody. Officer Cooper is in the unique position where she has the time to be available when residents simply need to talk or vent.

On 12/11/2020, another police agency called Officer Cooper and requested her assistance. The agency had paperwork to be served to a Whittier Falls resident. When the officer called to notify the resident of the paperwork, the resident immediately became hostile and essentially said he there would be a fight if that agency arrived at his residence. During the conversation, the resident said he had a good relationship with Officer Cooper. Officer Cooper was familiar with the resident from a previous call for service and from talking with him on several occurrences when she was walking in the neighborhood. Officer Cooper contacted the resident and apprised him of the paperwork to be served. She further informed the resident there were also two outstanding warrants for his arrest. The resident turned himself in at Officer Cooper's request, without any issues.

Several officers pose for a photo after setting up the food baskets for delivery on December 18, 2020.



On 12/18/2020, Officer Cooper helped organize the annual Christmas baskets for delivery. On 12/19/2020, Officer Cooper assisted with delivering the baskets. Officers Cooper and Collis delivered to 32 families, the majority residing in Whittier Falls.

Officer Cooper continued to check on families at the request of the school system and/or Division for Children, Youth and Families. Specifically, Officer Cooper met with a family of five, on numerous occasions.

Officer Kondrup contacted Officer Cooper and advised an acquaintance of his donated some children's jackets. Officer Cooper worked with DHA and was able to identify several families in need. Officer Kondrup later delivered the jackets to the families.

The month of October was the third month of the **Downtown Liaison Officer** position being fulfilled by Officer Martuscello. As the winter months approach, Officer Martuscello will transition to patrolling on foot or in a police car during her workday as the inclement weather will prevent her from utilizing the department's mountain bike.

Officer Martuscello continued her efforts to check in with businesses in the downtown area, get to know the management and staff and develop partnerships. She talked with many of them about the impact COVID-19 restrictions have had on their business, and some of the creative ways they have been able to continue operations. Officer Martuscello was impressed by their resiliency and the support of the community to keep Dover's downtown vibrant.

Assisting people experiencing homelessness is a high priority for the CREU as winter approaches. On patrol one evening, Officer Martuscello contacted a man, she knew to be experiencing homelessness, walking in the cold. The man said he was heading to sleep in a tent because he had no ride to the local shelter. Officer Martuscello was able to secure transportation to the shelter and get the man out of the cold.

Officer Martuscello also got the opportunity to meet with several of the college interns for the Dover Teen Center. Many of the interns aspire to be police officers and enjoy the experience of a ride along with an officer. Due to COVID-19 restrictions, ride alongs are not taking place. Meetings like this give the interns an opportunity to spend some time with an officer and learn about the job. They had conversations about current events impacting law enforcement, what career paths they were interested in, and how she became a police officer.

The month ended with Officers Collis and Martuscello going on Trick-or-Treat Patrol around Dover. They cruised through the neighborhoods saying hello to everyone and wishing them a Happy Halloween.

In the month of November, Officer Martuscello continued her patrols in the downtown. She spent her time checking in with local businesses and residents daily, while also responding to 40 calls for service during the month.

In November, in an effort to continue learning and understand barriers that people experiencing homelessness face, Officer Martuscello attended an online training about Law Enforcement interactions with homeless, which focused on how police can better address and help stop the cycle of homelessness. She was able to put some of her new knowledge to use when making referrals to the local shelter operated by Community Action Partnership of Strafford County. Officer Martuscello made sure to contact the people she knew to be experiencing homelessness and ensure they knew about the shelter and how to access it.

On November 24, 2020, Officer Martuscello and Officer Collis made a special appearance on the Woodman Park School Announcements. They shared some jokes with the students and talked about how we can all work to be nice to others. They have plans to join the other elementary schools' virtual greetings in the upcoming months.



WPS Morning Announcements 11.24.2020



Pictured left above, Officer Martuscello is participating in the Woodman Park School Morning announcements. Pictured right above, Officer Martsucello helping to distribute meals during the Blue Latitudes Thanksgiving Celebration.



Officer Martuscello on patrol in the Downtown during Small Business Saturday.

Closing out the month, Small Business Saturday brought many visitors to the Downtown. Officer Martuscello spent the afternoon meeting and greeting people checking off items on their holiday shopping list.

In the month of December, Officer Martuscello continued her patrols in the downtown, checking in with local business and residents daily, while responding to 45 calls for service.

Officer Martuscello also assisted the patrol division during month of December on a number of occasions. An example of this occurred when Officer Dunne was looking for an individual who was believed to be in danger. Because of her familiarity with persons frequenting the downtown, Officer Martuscello was able to assist with locating with the person Officer Dunne was trying to contact. Officer Martuscello was able to assist by contacting the male's friend and determined that the male was at work in another town. This assistance helped close the call quickly and determine the male was not in distress and needed no assistance.

When repeated vagrancy issue in a building on Third Street arose, Officer Martuscello was able to contact the owner and discuss a plan for officers checking the property during the evening hours. She was also able to work with the property owner in getting permission to access the building's security cameras in the event of further issues. She also contacted several of the tenants to encourage them to contact the police for issues in the building.

Throughout the month, Officer Martuscello made several referrals for people experiencing homelessness to Strafford County Community Action Partnership. On Christmas Day, while most businesses were closed, Officer Martuscello was able to coordinate with the Strafford County Community Action Partnership to ensure a woman had a place to stay.

Officer Martuscello also made a special appearance on the Horne Street Elementary School Friday Shoutout via Zoom (similar to morning announcements but remote). She told the students that she is looking forward to seeing them once they return to school and she encouraged them to continue to work hard and be kind to one another.

During the month of October, Problem Oriented Police (POP) Officer Collis continued to work with the Dover schools to locate students missing classes. This included taking calls directly from the various schools, contacting the parents and the missing student, and also notifying DCYF of ongoing attendance issues when appropriate.

This month, Officer Collis also started community based visits for the Big Brothers Big Sisters program. This allowed Officer Collis to continue to see his "little brother," even while school remained remote. Officer Collis and his "little" were able to go together into the community, doing things like visiting parks and visiting Dover Bowl.

Officer Collis also continued to patrol various locations throughout the city, including the Library, train station, and various parks. At each of these locations, Officer Collis spoke with numerous people. Many of the people that Officer Collis came in contact with were homeless. With each homeless individual that Officer Collis contacted, he spoke with them about possible services that they were in need of such as food, lodging, or transportation. Once Officer Collis had an idea of what was needed, he helped to connect them with the correct providers, from food and shelter through Community Action, to transportation through the City's welfare office, or addiction support through SOS and the Doorway. Officer Collis also reached out directly to Community Action about different individuals to ensure that they were receiving assistance outside of direct contact with the police. He also helped them get to the various locations. The goal of continued interaction with the homeless population is to remain engaged and continually offer access to services.

Officer Collis continued to monitor calls for service involving the homeless population. In the month of October, Dover officers encountered 99 separate homeless individuals. He also continued to maintain and update a log of all arrests for the LEAD program.

For the first week of November, Officer Collis was assigned to a patrol shift to assist with coverage. He also ended November on patrol as an FTO.

Officer Collis spent time during the month checking homeless campsites. With the colder weather arriving, he made sure anyone he contacted that was living outside was connected with, or at a bare minimum, aware of the various resources available in the area. These resources included CAP, City of Dover Welfare, and the various soup kitchens and food pantries as well as substance misuse assistance through SOS and The Doorway. Officer Collis also arrested one of the homeless persons he came into contact with on an outstanding warrant. This woman has had a long struggle with addiction. Officer Collis worked with her and her Community Corrections supervisor to get her lined up for the LEAD program to try to assist her with case management and services.

Also this month, Officer Collis helped facilitate the Dover Police Charities' purchase and delivery of a bicycle for a homeless subject whose previous bicycle had been stolen.

Officer Collis continued to monitor calls for service involving the homeless population. In the month of November, Dover officers encountered 78 separate homeless individuals. He also continued to maintain and update a log of all arrests for the LEAD program.

Officer Collis assisted the City with this year's "Mobile Holiday Parade", which visited numerous neighborhoods around the City with a police car, fire truck, and Santa in a convertible. Officer Collis also organized and participated in a holiday cruiser and fire truck parade that visited several of the elderly housing buildings in the city, as the residents were unable to leave or visit family due to the COVID-19 pandemic.

Officer Collis continued to monitor calls for service involving the homeless population. In the month of December, Dover Police Officers encountered 117 separate homeless individuals. Much of this increase came from the Garrison Hotel being used as a homeless shelter as well as their room rates being among the lowest in the Tri-City area.

Dover Police Department	October 2020	November 2020	December 2020
Calls for Service	1,458	1,373	1,501
Traffic Stops	565	901	1,171
Non-Enforcement Contacts	220	226	237
Incidents Handled	2,243	2,500	2,908

Sergeant Speidel of the Traffic Bureau, fulfilled Planning Board Technical Review Committee responsibilities on October 1, 8, 22 and 29 through plan review for various site plans pending application to the Dover Planning Board and meeting participation. These included a parking lot expansion on Pointe Place, a commercial and residential expansion on Central Avenue, a condominium project and residential development off Back River Road, an industrial project off Venture Drive, and a residential development off Grove Street.

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

Old Rochester Road	Stark Avenue
Washington Street	Spur Road
Old Stage Road	Portland Avenue
Back River Road	

Due to funding delays from the National Highway Traffic Safety Administration, the New Hampshire Office of Highway Safety has delayed the award of grants funds to support the various traffic enforcement initiatives. These grants are usually scheduled to start on October 1, which is the start of the federal fiscal year. In early October, Sergeant Speidel prepared all of the final reports and quarterly summary reports to conclude the FFY20 grant year, securing over $10,000 in reimbursement for personnel costs in police patrols over the previous quarter. The police department expects to continue its enforcement patrols in key areas: DUI, Distracted Driving, Pedestrian Related, and Speed enforcement.

Officer Levin performed a total of 40 hours of speed enforcement patrols during the month of October, stopping a total of 91 vehicles for speed violations. Targeted areas for these patrols included upper Sixth Street, Old Rochester Road, Piscataqua Road, Middle Road, Back River Road, County Farm Road, and Tolend Road.

On October 26, Sergeant Speidel joined staff from the Planning and Engineering Departments at the regular meeting of the Transportation Advisory Commission. Sergeant Speidel prepared the meeting agenda and related materials and helped coordinate correspondence with citizens with interest in agenda items. Sergeant Speidel also coordinated staff preparation and follow-up of the committee recommendations.

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

Portland Avenue	Old Stage Road
Middle Road	Tolend Road
Horne Street NB	Horne Street SB
Stark Avenue	Sixth Street

Officer Levin performed a total of 50 hours of speed enforcement patrols during the month of November, stopping a total of 110 vehicles for speed violations. Targeted areas for these patrols included Stark Avenue, Tolend Road, Watson Road, Glenwood Avenue, Portland Avenue, Old Rochester Road, and Spur Road.

The Traffic Bureau coordinated the logistics of police security and voter parking at all of the six ward polling facilities for the general election on Tuesday, November 3. Sergeants Speidel and Tarmey and Officer Levin rotated through all of the ward polling facilities to maintain a visible presence and assist Moderators with security or traffic issues as they arose. As recommended by the Office of the NH Attorney General and with the Chapter 141 authority of Chief Breault, temporary 15-minute voter parking signs were deployed at all of the polls to help facilitate parking turnover and efficient traffic flow.

Sergeant Speidel worked closely this month with staff from the Planning and Community Services Departments to provide technical input on the ongoing lower Central Avenue utility reconstruction project, which is currently nearing completion of the design phase through the City's consultants, Sebago Technics and Ironwood Design Group. Various options for pedestrian and traffic improvements have been explored within the limits of the Central Avenue right-of-way, while attempting to draw on input from abutters and other stakeholders.

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

WTSN/WBYY Caring and Sharing 2020 Food Drive on November 19-22

Chamber of Commerce committee downtown tree/lamp lighting on November 13-18

Thanksgiving meal delivery at Blue Latitudes on November 25

Between Friday, December 18 and Friday, January 1, the Dover Police Department participated in the national Drive Sober or Get Pulled Over impaired driving mobilization, which was funded as part of the agency's FFY2021 grant contract with the Office of New Hampshire Highway Safety. Dover officers performed 13 hours of targeted DUI enforcement during this time period, scheduled over three separate patrols on Friday or Saturday nights. Dover officers stopped a total of 43 vehicles during these grant patrols.

Sergeant Speidel worked closely with representatives of George R. Cairns - the City's contractor for the Broadway utility reconstruction project – to devise and implement a road closure and detour

strategy pertaining to this work area. While the project has progressed primarily with traffic flow regulated by alternating signals, the next phase of the project has required a complete closure of Broadway at the New York Street intersection. The traffic control strategy for managing this detour required a combination of police officers to facilitate turning traffic at the intersection of Central and Ham, and traffic control flaggers to ensure that trucks which normally use Pierce Street do not get trapped at the low Broadway railroad trestle.

On December 3, S Sergeant Speidel joined Director of Planning Chris Parker, City Engineer Dave White, and Deputy Director of Community Services Bill Boulanger on a project update meeting for the lower Central Avenue utility reconstruction project. Options for pedestrian and traffic improvements were vetted with the City's design consultants, Sebago Technics and Ironwood Design Group, and City staff provided guidance toward the completion of the design phase.

Sergeant Speidel fulfilled Planning Board Technical Review Committee responsibilities on December 17 through plan review for projects pending application to the Dover Planning Board. These included a second review of an industrial project off Venture Drive, and a review of a residential development off Glenwood Avenue.

The Traffic Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or provided other traffic control resources for the Dover Rotary Club food drive at Henry Law Park on December 12 and the Florence Street neighborhood block party on December 26 during the month of December.

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.

During the months of October, November and December, as members of the Strafford County Regional Tactical Operations Unit (SCRTOU), Officer Brown and K9 Barco participated in two monthly training evolutions. The focus of the trainings in October were firearms and breaching/ entry tactics utilizing the K9; in November the focus was night time tactics, utilizing night vision and scenario based training at the Center Strafford NH National Guard Facility; and in December, the focus was scenario based tactics at this same location.

On October 17th, as members of SCRTOU, Officer Brown and K9 Barco responded to Lee NH for a report of a male with a firearm who had fired shots in a shopping plaza parking lot. Upon arrival, K9 Barco and Officer Brown were assigned to the arrest team. After a period of time, the male surrendered and was taken into custody.

On November 4th, Officer Brown and K9 Barco were contacted in an attempt to locate a missing person who had not been seen in several hours. Due to heavy contamination, unknown direction or means of travel and an unknown amount of time passing, the decision was made to not deploy K9 Barco. The male ultimately returned home a short time later and was determined to not be missing.

On November 16th, Officer Brown and K9 Barco responded to Rochester to assist the Rochester Police on an article recovery. During a foot chase, a pistol magazine was discarded. A track was conducted and then a separate article search. No articles were recovered.

On December 3rd, Officer Brown and K9 Barco responded to the area of Spur Road to assist officers on scene of a hit and run accident. The driver had struck a vehicle and fled, when the victim

followed him, the operator fled from the vehicle on foot. He was determined to have several warrants. K9 Barco was deployed and tracked beyond the perimeter set by patrol and located the suspect hiding at the edge of the river. He was taken into custody without incident.

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. Staff is working with restaurants to discuss impacts on any changes, before final regulatory or policy changes are adopted. The intent is to be ready for March outdoor dining.

Licensing Board Actions
October 2020

Taxi Cab Licenses	1
Taxi Cab Owner's Licenses	1
Notifications to City Hall	2
Raffle Permits	1
Tagging Permits	1
Block Party Permits	1
Parade Permits	0

Licensing Board Actions
November 2020

Taxi Cab Licenses	0
Taxi Cab Owner's Licenses	0
Notifications to City Hall	0
Raffle Permits	1
Tagging Permits	0
Block Party Permits	0
Parade Permits	0

Licensing Board Actions
December 2020

Taxi Cab Licenses	0
Taxi Cab Owner's Licenses	0
Notifications to City Hall	1
Raffle Permits	1
Tagging Permits	0
Block Party Permits	1
Parade Permits	1

SNOW MANAGEMENT SUMMARY REPORT

Date	Condition	Accum. Inches	Total O/T hrs	Total O/T Cost	Contractor Cost	Salt Ton	Salt Cost	Salt/Sand Mix Yard	Salt/Sand Cost	Sand-Yard Only	Sand Cost	Salt Brine	Brine Cost	Total Storm Cost
11/3/2020	Ice	0.00	0.00	$0.00	$140.00	19.75	$960.84	0.00	$0.00	0.00	$0.00	0.00	$0.00	$1,100.84
12/5/2020	Snow	2.00	285.58	$9,813.06	$5,770.00	196.00	$9,535.40	18.00	$455.04	6.00	$118.50	0.00	$0.00	$25,692.00
12/14/2020	Ice	0.00	33.58	$1,079.75	$210.00	53.00	$2,578.45	7.00	$176.96	0.00	$0.00	0.00	$0.00	$4,045.16
12/17-18/2020	Snow	12.00	471.95	$13,275.00	$18,408.00	213.00	$10,362.45	172.00	$4,348.16	0.00	$0.00	0.00	$0.00	$46,393.61
12/20/2020	Snow	2.00	106.50	$6,125.00	$1,660.00	123.50	$6,008.28	9.00	$227.52	6.00	$118.50	0.00	$0.00	$14,139.30
12/21/2020	Snow pickup	0.00	151.85	$3,612.50	$3,400.00	7.00	$340.55	0.00	$0.00	0.00	$0.00	0.00	$0.00	$7,353.05
12/28/2020	Ice	0.00	11.00	$397.19	$0.00	0.00	$0.00	56.00	$1,415.68	0.00	$0.00	0.00	$0.00	$1,812.87
1/2/2020	Snow/sleet/FR	1.50	186.93	$5,987.17	$2,525.00	211.25	$10,277.31	96.50	$2,439.52	0.00	$0.00	0.00	$0.00	$21,229.00
1/3/2020					$215.00									
1/5/2020	Snow	0.25	0.00	$0.00	$655.00	14.25	$693.26	0.00	$0.00	12.00	$237.00	0.00	$0.00	$1,585.26
2020-2021 Season-Year to Date:		**17.75**	**1247.39**	**$40,289.67**	**$32,983.00**	**837.75**	**$40,756.54**	**358.50**	**$9,062.88**	**24.00**	**$474.00**	**0.00**	**$0.00**	**$123,351.09**
Through February 2020		**48.50**	**3,808.13**	**$128,490.45**	**$96,349.43**	**2,825.75**	**$141,711.36**	**1,498.50**	**$37,837.13**	**49.00**	**$818.30**	**37,004.00**	**$2,960.32**	**$408,166.98**
Through February 2019		**43.50**	**3,769.87**	**$121,137.29**	**$38,383.50**	**3,261.25**	**$163,551.69**	**2,598.50**	**$65,612.13**	**125.50**	**$2,127.23**	**32,975.00**	**$2,638.00**	**$393,449.83**
Through February 2018		**54.75**	**4,820.70**	**$150,506.71**	**$35,355.50**	**3,073.25**	**$163,343.24**	**2,741.50**	**$65,631.51**	**100.50**	**$1,582.88**	**9,430.00**	**$1,594.80**	**$418,014.63**
Through February 2017		**61.50**	**5,157.52**	**$162,064.13**	**$20,634.30**	**3,084.25**	**$167,721.52**	**3,070.00**			**$39,142.50**	**22,080.00**	**$1,766.40**	**$391,328.85**
Through February 2016		**33.25**	**3,295.10**	**$104,808.60**	**$25,638.00**	**1,541.00**	**$83,799.58**	**1,877.50**			**$23,938.13**	**4,800.00**	**$384.00**	**$238,568.31**

2019-2020 Parking Bans: 9

2020-2021 Parking Bans: 5

1 Ban

2 Bans

As of 01.13.2021

Total Permits Issued: October 2020

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-413	STEVEN L. PETERSON DENTA	240	LOCUST STREET	REPAIR TO BUILDING AFTER HIT BY VE	C	15	113A0	4000	65
20-434	WENTWORTH DOUGLASS HOS	789	CENTRAL AVENUE	INSTALL A MOBILE UNIT FOR TEMP. US	C	37	100	10000	125
20-439	COCHECO DENTAL	51	WEBB PLACE	REPLACE FRONT DOORS W/1 FIRE RATE	C	D	200	8500	115
20-454	VMD COMPANIES LLC	50	STERLING WAY	CONST. A MERCHANTILE STRUCTURE	C	11	2	1875500	18775
20-460	LIN, JINGYING	519	CENTRAL AVENUE	PERFORM INTER. ALTERATION FOR A R	C	4	1900	250000	2525
20-461	RAGING SEA, C/O TODD	6	SUMNER DRIVE	CONST. A SEPARATION WALL BETWEE	C	H	35C5	22400	249
20-476	45 POINTE PLACE, LLC	45	POINTE PLACE	SUITE 18, TENANT FIT-UP FIRST FLR BU	C	K	1980	65000	675
20-417	CITY OF DOVER, NH	20	STONEWALL DRIVE	CONST A PUMPING STATION	I	H-1	H5800	1339625	0
19-498	MIRABELLE	159	BACK RIVER ROAD	CONVERT BASMNT TO HABITABLE ARE	R	I	87a0	10000	125
20-088	CLANCY	44	PICARD LANE	CONVERT. ATTIC & BASEMENT TO HAB	R	A	1980	67000	699
20-310	KNOX MARSH DEVELOPMENT	156	MAST ROAD	CONST. A SINGLE FAMILY DWELLING W	R	I	30-1	196000	1985
20-320	CORRIVEAU	33	WATSON ROAD	INSTALL AN INGROUND GUNITE POOL	R	E	3850	100000	1025
20-323	KNOX MARSH DEVELOPMENT	148	MAST ROAD	CONST. A SINGLE FAMILY DWELLING W	R	I	30-2	196000	1985
20-324	KNOX MARSH DEVELOPMENT	152	MAST ROAD	CONST. A SINGLE FAMILY DWELLING W	R	I	30-3	196000	1985
20-327	ROPER	32	ROGERS STREET	FNSH BASMNT, ACCESSORY DWELLING	R	24	11710	75000	775
20-354	CHASE, BETWY	10	TOWLE AVENUE	INSTALL A ROOF TOP SOLAR PANEL AR	R	12	15800	31000	335
20-365	PELLENZ	18	PICARD LANE	INSTALL A ROOF MOUNT SOLAR PANEL	R	A19	60	45677	485
20-380	SAUER	100	PARK STREET	CONST. A FRONT PORCH	R	27	23300	9500	120
20-384	WESTEN	68	PORTLAND AVENUE	UNIT B, ENLARGE BEDRM & CONST. EN	R	24	6400	18000	205
20-393	PFLUEGER, FRED	31 33 35	TOWNSEND DRIVE	REMOVE & REPLACE DECKS	R	25	5630	3500	60
20-395	LEE	131	FOURTH STREET	PERFORM, RENO. & ALTER. A 2 FAMILY	R	33	10700	269000	2715
20-401	EDWARD & MARTHA HEAPH	8	HEAPHY LANE	CONST. A SINGLE FAMILY DWELLNG W/	R	8	21A0	275000	2775

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-402	BEAUPRE	30	SHORE LANE	INSTALL A VINYL LINED INGROUND PO	R	L	89G8	27880	305
20-406	BRAZEAU	95	GARRISON ROAD	TO CONST. A 14' X 24' LOFT BARN	R	I	80R0	10789	135
20-414	DEBOER, GEORGE	17	HARMONY LANE	CONST. A 16' X 24' DECK	R	F	30B0	14500	175
20-419	MICHEL	96 98	MOUNT VERNON STREET	REPLCE WINDOWS & INSTALL TWO SLI	R	29	9200	31000	335
20-421	HESTER	571	SIXTH STREET	CONVERT 3 SEASON TO 4 SEASON	R	A	4100	11000	135
20-423	EVANS	37	ROSANNA DRIVE	CONST. A DECK	R	I	3014	4965	75
20-424	TAYLOR	39	ROSANNA DRIVE	CONST. A DECK	R	I	3015	4965	75
20-426	MARTEN	12	BELKNAP STREET	CREATE A HALF BATHROOM	R	9	2005	4000	65
20-427	MULLER	34	TRESTLE WAY	CREATE A HABITABLE AREA IN UNFINI	R	H	18019	18000	205
20-428	FREEDA, STANLEY	19	NEW YORK STREET	ALTER. DOORS, REAR STAIRWY & INST	R	4	6700	3500	65
20-429	CORMAN	2	WILBROD AVENUE	CONST. A DECK W/STAIRS	R	D	18L0	3200	57
20-431	KNOX MARSH DEVELOPMENT	55	BOSTON HARBOR ROAD	TO REPLACE PIER, GANGWAY & FLOAT	r	7	19b0	24000	265
20-432	GLETOW, GARY	17	WENTWORTH TERRACE	INT. ALT. FOR A NEW CLOSET	R	8	41A0	3500	65
20-435	WARES	10	SHADY LANE	INT. RENO. & ALT. OF A SFD W/ADD. FO	R	I	78H0	187239	1895
20-437	DUFFY	5	GEORGE STREET	UPGRDE 4TH UNIT & CONST. NEW STAI	R	20	3600	40000	425
20-440	FRANK	12	WALLACE DRIVE	INSTALL A VINYL INGROUND POOL	R	G	2730	35000	375
20-445	FIERS	74	COURT STREET	CONVERt a 2 FAMILY TO A SINGLE FAMI	R	20	10800	3000	55
20-446	FLETCHER	33	SHAWNEE LANE	INSTALL A ROOF MOUNTED SOLAR PV	R	A	13W0	10726	132
20-448	CUNNINGHAM	8	APPLEVALE DRIVE	REPLACEMENT OF 10 WINDOWS, NO ST	R	K	15F0	9521	125
20-458	BRADLEY	16	PEARSON DRIVE	CHANGE BEDRM TO BATHRM ON 2ND F	R	L	46P0	4000	65
20-462	COPLEY	29	SAMUEL HANSON AVENUE	FINSH BAEMNT, ADD'L LVING SPACE	R	21	26390	12000	145
20-463	STEWART	35	GERRISH ROAD	CONST. A SINGLE FAMILY DWLLNG W/2	R	M	401	211000	2215
20-467	DOVER POINT COOPERATIVE	50	POLLY ANN TRAILER PARK	INSTALL A NEW MANUFACTURED HOM	R	M	547C5	65000	675
20-469	ROSS FURNITURE CO. INC.	23	SECOND STREET	RENEW PERMIT B17-494, DEMO WAREH	R	I	3000	0	25
20-480	PANASIS	280	DOVER POINT ROAD	CONST. A STORAGE SHED W/SIDE STOR	R	L	105F0	150000	175

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee

Total Permits Issued: 47

Total Construction Value: $5,955,487.00

Total Fees Collected: $46,067.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	4	Change of Use	0
Commercial Renovations	4	Commercial	2
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	2
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	3
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	1	Multi-Family Dwelling Units	0
Single Family Dwelling	5	Single Family Dwellings	2
Renovations Dwelling Unit	31	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	2		
		Total	9

Total Permits Issued: November 2020

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-447	SELEMA	890	CENTRAL AVENUE	PERFORM INT. IMPROVEMENTS	C	38	2500	189945	1925
20-455	STRAFFORD COUNTY COMMI	276	COUNTY FARM ROAD	CREATE VISITING AREA	C	C	400	5640	85
20-471	LIBERTY MUTUAL	50 150	LIBERTY WAY	RPLCE SIDEWLKS 50 - 150 LIBERTY WA	C	E	2400	200000	2025
20-481	GESTAPO	825	CENTRAL AVENUE	PERFORM INT. RENO. & IMPRVMNTS	C	37	1000	108000	1105
20-499	TRIANGLE CLUB, INC.	120	BROADWAY	INSTALL REPLACEMENT WINDOWS	C	27	291A0	6900	94
20-506	HUNT	495	CENTRAL AVENUE	PERFORM INT. ALT. FOR BUSINESS USE	C	3	6000	38000	375
20-466	TWO PIERCE STREET	2	PIERCE STREET	FIRE SEPERATN BETWN 1ST FLR SPACE	C/R	4	2200	10000	125
20-407	GORMAN	11	OLIVE MEADOW LANE	CREATE HABITABLE AREA IN BASEME	R	A	45A27	20852	233
20-416	RANDALL	3 5	WEST CONCORD STREET	CREATE A FOURTH DWELLING UNIT	R	10	13500	8000	210
20-420	KELLEY	15	NELSON STREET	RMV EXSTING DECK & RPLCE W/NEW O	R	9	7300	9000	115
20-430	MCCULLOCH	36	GERRISH ROAD	CONST. A TWO CAR DETACHED GARAG	R	M	3900	52000	545
20-433	BRUM	12 14	CHURCH STREET	RENO. THIRD FLR DWELLING UNIT	R	9	8600	35000	375
20-442	PICARD	192	SILVER STREET	INSTALL INSULATON TO IMPROVE ENE	R	13	700	24000	265
20-450	JENNIFER BEVINS	67	GLENWOOD AVENUE	INSTALL ROOF MOUNTED SOLAR PANE	R	D	22AO	24100	265
20-453	PRICE-WISE PROPERTIES, LLC	14	SOUTH PINE STREET	RENO/ALTER TO A SINGLE FAMILY	R	19	3400	89000	915
20-456	TDAK & CO. LLC	6	BEAUMONT DRIVE	CONST. A TDR, DWLLNG W/ATT. GARGE	R	M	6110	220000	2225
20-459	ESTES	25	FOSTERS DRIVE	FINISH BASEMENT TO HABITABLE SPA	R	L	89B3	18500	215
20-464	PETTIFORD	11	MELODY TERRACE	CONVERT REAR DECK INTO 3 SEASON	R	G	24J12	26432	289
20-470	GARMAN	2	WINSTON AVENUE	CONST. A REAR DECK	R	K	17E0	6000	85
20-472	WINTLE	12	BRICK ROAD	INSTALL REPLACEMENT WINDOWS	R	28	1600	8621	115
20-473	SIGUROSSON	9	WENTWORTH TERRACE	REPLACE EXISTING DECK & ADD ROOF	R	8	3400	7000	95
20-474	DAY	104	GULF ROAD	RENOV. EXISTING 2 STORY SFD W/UNF	R	N	13G	525000	5275

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-475	LANOUE	85	HIDDEN VALLEY DRIVE	CONST A REAR ADDITION	R	I	94C7	42000	445
20-478	ROSS	104	BOXWOOD LANE	CONST. A REAR SCREENED PORCH	R	B	21280	40000	425
20-483	ONE HOME BUILDERS, LLC	25	EAGAN DRIVE	CONST. A SFD W/2 CAR ATT. GARGE W/	R	N	1816	375000	3775
20-484	ONE HOME BUILDERS, LLC	41	WHITELEY DRIVE	CONST. A SFD W/2 CAR ATT. GARGE W/	R	N	1820	375000	3775
20-485	HELFINSTINE	1	STOCKLAN CIRCLE	FINISH BASEMENT TO INCLUDE A 1/2 B	R	G	24J10	20000	225
20-486	ELKINS	441	MIDDLE ROAD	INSTALL A ROOFTOP SOLAR PV ARRAY	R	M	5410	8000	110
20-488	GARDNER	5	FRANCES DRIVE	ADD A BTHRM WITHIN EXSTNG FLR PL	R	31	4D0	9000	115
20-489	STAMPONE	4	WILLARD ROAD	KITCHEN REMODEL	R	39	69G0	35000	375
20-490	BOYASTIS	30	HAWTHORN ROAD	INSTALL WINDOW TO REPLACE DOOR	R	K	18A36	2600	55
20-494	GUARINO	347	WASHINGTON STREET	CREATE HABITABLE AREA ON 3RD FLR	R	32	1500	35000	375
20-495	CUSHMAN	5	HELLMANN AVENUE	CONST. A DECK	R	29	52B0	85000	115
20-496	MAAS, BRANDY	10	ARCH STREET	DEMO BARN, REMOVAL FROM PROPER	R	11	1100	48000	505
20-497	KRAFT	28	SAMUEL HANSON AVENUE	REPLCEMNT OF 17 WINDOWS, NO STRU	R	21	26250	12059	145
20-498	DAVIES	21	OAK HILL DRIVE	INSTALL A ROOF MOUNTED PV SOLAR	R	36	2500	24453	265
20-500	MALONEY	37	MALLARD LANE	CONST/MODIFY EXISTNG GANGWY & F	R	N	2050	30000	325
20-501	GOLDER	11	SANDRAS RUN	FINISH A PORTION OF THE BASEMENT	R	G	24J14	7000	95
20-502	HARVEY	9	BEACON CIRCLE	REPLACEMENT OF 1 PATIO DOOR	R	21	530	6359	95
20-503	HERRICK	47	WESTWOOD CIRCLE	REPLACEMENT OF 3 DOORS	R	F	17M0	10584	135
20-504	TDAK CO.	14	BEAUMONT DRIVE	FINISH BASEMENT IN NEW CONST. SFD	R	M	6140	20000	225
20-505	HOLLEMAN	21	NUTE ROAD	INSTALL FOUNDATIONS FOR HOUSE AN	R	L	1100	18000	205
20-508	SMITH	10	ABBOTT STREET	INSTALL 1 REPLACEMENT WINDOW	R	29	2600	2700	55
20-512	SINCLAIR	21	CORDEIRO DRIVE	INSTALL A GLIDING FRENCHWOOD DO	R	A	361B	21949	245
20-513	HOWARD	2	JACQUELINE DRIVE	FINISH PORTION OF BASEMENT	R	M	401	32000	345
20-522	BARROWS	47	TOFTREE LANE	INSTALL ROOF MOUNTED SOLAR PANE	R	M	12900	21000	235
20-524	CARUSO	114	VARNEY ROAD	REMODEL BATHROOM & LAUNDRY	R	A	36B0	25000	275

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-525	ONE HOME BUILDERS LLC	26	WHITELEY DRIVE	CONST. A SFD W/2 CAR ATT. GRGE W/U	R	N	1811	425000	4275
20-526	TRACY	6	PROSPECT STREET	INSTALL A TEMP. MOBILE HOME	R	32	2000	17000	195

Total Permits Issued: 49

Total Construction Value: $3,379,694.00

Total Fees Collected: $34,366.00

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	1
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	2
Industrial Renovations	0	Manufactured Dwlg	1
Manufactured Dwelling	0	Multi-Family Dwelling Units	3
Single Family Dwelling	6	Single Family Dwellings	5
Renovations Dwelling Unit	31	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	12

Total Permits Issued: December 2020

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-516	MTI OFFICE INTERIORS	85	WASHINGTON STREET	REPLACE EXTERIOR RAMP	C	2	40A0	10000	125
20-537	LIBERTY MUTUAL	50	LIBERTY WAY	RENOVATE BATHROOMS	C	E	2400	110000	1125
20-540	LIBERTY MUTUAL	150	LIBERTY WAY	ENCLOSE PARKING GARAGE STAIRWAY	C	E	24	250000	2525
20-571	DOVER COAST, LLC	727	CENTRAL AVENUE	DEMO OF BARN	C	28	1300	14500	175
20-581	WINCHESTER ARMS	55	NEW ROCHESTER ROAD	INSTALL REPLACEMENT WINDOWS	C	40	1800	32846	353
20-583	WINCHESTER ARMS	53	NEW ROCHESTER ROAD	WINDOW REPLACEMENTS	C	40	18B0	37846	353
20-085	BECK	21	FALCON DRIVE	CONST. A DECKS FOR ADU	R	N	1940	20000	225
20-261	KERNANDER	18	BEAUMONT DRIVE	FINISH PORTION OF BASEMENT	R	M	6150	10000	125
20-330	THOMAS	5	STOCKLAN CIRCLE	FINISH PART OF BASMNT TO INCLUDE	R	G	24J10	64000	665
20-449	REDDY	36	ISAAC LUCAS CIRCLE	CONST. AN ADD. W/2 CAR GARAGE UN	R	M	90P0	100000	1025
20-479	GOSS	5	ROBERTS ROAD	CONST. A FARMERS PORCH	R	L	95F0	15000	175
20-487	KNOX MARSH DEV., LLC	150	MAST ROAD	CONST. A TDR SINGLE FAMILY DWELLI	R	I	304	196000	1980
20-507	FIELDERS	417	MIDDLE ROAD	CONST. AN 8' X 8' PORCH	R	M	6202	1000	35
20-515	NORTON	379	WASHINGTON STREET	PROVIDE WALL FINISH/COVERING IN B	R	33	61A0	5000	150
20-517	PARISE	28	MORNINGSIDE DRIVE	INT. ALT. CONVERT BEDROOM INTO LI	R	I	77Q0	2500	55
20-520	HARRINGTON	58	CHILDS DRIVE	INSTALL ROOFTOP SOLAR PANEL PV A	R	N	8AA	30297	325
20-521	DIRCK	10	DEEPWOOD DRIVE	CONST. A SUNRM ON EXISTING DECK	R	1002	110	17182	195
20-531	STABILE TOWN HOMES @ THE	21 23 25 27	NORTHFIELD DRIVE	BLDG. A., CONST. A 4-UNIT TOWNHOUS	R	K/19	B	900000	9025
20-532	STABILE TOWNHOMES @ THE	29 31 33 35	NORTHFIELD DRIVE	BLDG. B, CONST. A 4-UNIT TOWNHOUSE	R	K/19	B	900000	9025
20-533	STABILE TOWNHOMES @THE	39 41 43 45	NORTHFIELD DRIVE	BLDG. C, CONST. A 4-UNIT TOWNHOUSE	R	K/19	B	900000	9025
20-534	STABILE TOWNHOMES @ THE	49 51 53 55	NORTHFIELD DRIVE	BLDG. D, CONST. A 4-UNIT TOWNHOUSE	R	K/19	B	900000	9025
20-535	MAIRS	14	ROBERTS ROAD	REPLACE 4 WINDOWS	R	L	95C0	11462	145

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-536	MOORE	15	WESTWOOD CIRCLE	REPLACEMENT OF 6 WINDOWS	R	F	18J0	10247	135
20-539	COFFIN	15	GARRISON ROAD	CONST. A SHED	R	I	74A1	7000	95
20-541	BROWN, JR.	51	TOFTREE LANE	INSTALL REPLACEMENT WINDOWS	R	M	13100	5408	75
20-542	MELVIN	10	BAKER STREET	REPLACE 20 WINDOWS & 1 DOOR, NO S	R	2707	0000	39108	417
20-546	BATTLES	20	WENTWORTH TERRACE	REPLACE BEAM & STRUCTURAL REPAI	R	8	40C0	12000	145
20-548	SHANAHAN	508	TOLEND ROAD	INSTALL 1 REPLACEMENT SLIDER	R	C	33A0	5000	75
20-549	CASSIDY	96	LONG HILL ROAD	INSTALL 11 REPLACEMENT WINDOWS	R	A	53G2	28000	305
20-550	MADEN	55	FIELDSTONE DRIVE	INSTALL REPLACEMENT WINDOWS	R	A	39180	2140	46
20-551	BARTON	24	BOSTON HARBOR ROAD	INSTALL A NEW ROOF	R	7	2417	7500	105
20-552	DE RUITER	41	THREE RIVERS FARM ROAD	INSTALL IN INGROUND SWIMMING POO	R	N	200	43000	455
20-553	SWARTZWNDRWBER	22	BEECH ROAD	PERFORM IMPROVEMENTS TO GARAGE	R	1794	22	3000	55
20-554	ONE HOME BUILDERS II, LLC	16	WHITELEY DRIVE	CONST. A SINGLE FAMILY W/2 CAR AT	R	N	18-12	400000	4025
20-555	BP HAMPTON PROPERTIES, LL	62	COURT STREET	REMOV. KITCHEN & TWO EXISTING BA	R	20	10500	45000	475
20-556	HUGHES	3	SOUTH WATSON LANE	CREATE HABITABLE AREA IN UNFINISH	R	17	8807	8000	105
20-558	LAVALLEE	83	BELLAMY ROAD	TO REMOVE LOAD BEARING WALL & IN	R	H	4F0	1100	37
20-569	CHESLOCK	2	COBBLE HILL DRIVE	TO RENO./ALTER KITCHEN	R	114	20	25000	275
20-573	HAY	314	OLD GARRISON ROAD	REMODEL BATHROOM	R	J	10A1	25000	275
20-577	COOK	4	MORNINGSIDE DRIVE	FINISH SPACE IN BASEMENT FOR OFFIC	R	I	78B0	3000	55
20-579	BROWN	26	SADDLE TRAIL DRIVE	REMODEL/ALTER KITCHEN	R	N	811	150000	1525
20-580	WICHESTER ARMS. LLC	55	NEW ROCHESTER ROAD	INT. RENO. OF KITCHENS & BATHRMS I	R	40	1800	377341	3798
20-582	WINCHESTER ARMS	53	NEW ROCHESTER ROAD	INT. RENO. OF KITCHENS & BATHRMS I	R	40	18B0	377341	3798
20-586	KELLY	341	OLD GARRISON ROAD	REPLACEMENT OF 4 PATIO DOORS	R	J	13A1	14863	175

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee

Total Permits Issued: 44

Total Construction Value: $6,116,681.00

Total Fees Collected: $62,307.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	0	Change of Use	0
Commercial Renovations	3	Commercial	1
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	16	Industrial	0
Industrial	0	Renovations	4
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	2	Single Family Dwellings	3
Renovations Dwelling Unit	31	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	8

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	L0T	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	Northfield 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
Sojourn	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***									
Multi-Family:														
The Station	Grove Street	A	87	0	87		12/15/2020	Site	P20-56	31	4		H	2.6
Pointe Place Phase V	Northfield Drive	C	30	16	14	10/13/2020	7/28/2020	Site	P20-32	K	19	10/13/2025	G	0.9
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			***149***	***48***	***101***									
Subdivisions:														
Khavari	Leather's Lane	H	40	0	40		12/15/2020		P20-71	I	4-A		G	14.0
Georgeakilis	Middle Road	H	13	0	13	12/15/2020	10/27/2020		P20-51	M	102-12	12/15/2025	G	4.6
Robert Baldwin	144 Mast Road	H	4	4	0	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	12/18/2020	2/25/2020	12/22/2020	P19-80	14	10-G	12/18/2025	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	4	13	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	19	0	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
TDAK	Beaumont (146 Dover Pt)	H	11	11	0	1/8/2019	8/28/2018	Site	P18-14	M	61	1/8/2024	G	3.9
Total: Subdivisions			***262***	***152***	***110***									
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			**736**	**264**	**472**									

** Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS

* Built or permit issued and unit under construction

A:Apt, H:House, C:Condo

2. Product & Process Outcomes

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

Division Fire Chief Craig Chabot met with representatives of Homeland Security and Emergency Management to assure the detection and decontamination equipment is tested and calibrated in the event of a wide spread radiological incident. The City of Dover is a Host Community providing a Reception Center for potentially contaminated individuals involved with a radiological event from the nuclear power plant in Seabrook. The Reception Center's purpose is to detect any radiological material through a series of monitors and metering devices. Individuals that are found with detected material are thoroughly decontaminated through a detailed process until all detected material has been removed.

In the 3 months of October-December, the COVID-19 pandemic continued to dominate the planning and resources of Dover's Command staff, and required the strict attention of its firefighting and EMS crews to maintain their safety, ensure a sustainable workforce and continue to meet the needs of the community.

On a weekly basis, meetings amongst all staff members consisted of:

- Weekly Emergency Management Director meetings with the NH State Emergency Operations Center.
    - These meetings provide updates to currently available resources, protocol changes, legal concerns, Governor's Reopening Guidance updates and similar COVID-19 topics. It would also provide an opportunity for lengthy Q&A between the State's emergency leaders and the NH Attorney General's office and Department of Health and Human Services – to answer questions and offer clarification on unique situations that the varying communities would face.
- Strafford County Public Health Network Hospital Call
    - This weekly call, which began in November as test positivity rates and hospitalizations rapidly increased in our area, allows the executive staff of hospitals in Dover, Rochester, Portsmouth and Exeter, and their community's associated Emergency Management Directors, the opportunity to share local data and stay on top of changing case numbers and the preparation and steps being taken at the varying organizations to remain prepared to address each community's needs related to COVID-19.
- Nursing Homes call – on a weekly basis, A/C Dale Spainhower reaches out to the nursing homes and long-term care facilities within the City of Dover, to asses their current situation in relation to COVID-19. This allows Fire & Rescue personnel to remain diligent about the level of personal protective equipment (PPE) required at each facility, and to identify any special needs or facility access situations relative to each location, due to virus spread or quarantine areas. It also gives Dover Fire the

opportunity to extend its available resources to assist facilities and their staff to acquire specific equipment or training to handle the increase in COVID-19 cases.

- Health Department
    - Dover's Health Officer participates in a weekly call with staff from NH Division of Health and Human Services, discussing guidance associated to weekly updates and releases from that department. Dover's health officer will routinely follow up on COVID-related complaints and infractions that are brought directly to the attention of Health and Human Services, or the Attorney General's office, and filtered down to the Dover Health Department for initial investigation and follow up.

Fire & Rescue continues to utilize the resources of the State Emergency Operations Center to acquire necessary PPE to keep its members safe during the COVD-19 pandemic. Dover Fire staff also works with other City departments to determine PPE needs and utilize the State EOC for their departments' needs as well.



Pictured right is the NHNG distribution site in Epping, showing a requested PPE pickup.

In the months of November and December, Deputy Chief McShane worked with the State of NH to initiate Dover Fire's involvement in the NH COVID-19 First Responder Operational Screening Test (FROST) Program.

This program is intended to provide First Responder agencies in the State of NH the opportunity to routinely screen their members for COVID-19, using the BinaxNOW rapid test antigen testing cards. Initially a once-a-month program, the highly successful delivery morphed into a weekly surveillance testing schedule that serves to provide identification of asymptomatic positive COVID-19 cases that otherwise might go undiagnosed. This serves to protect the department from potential infection to additional members of our workforce, while providing an additional layer of protection to individual members and their families. Deputy Chief McShane worked with Sergeant Travaglini of Dover Police Department to coordinate the same program within that agency as well.

Each year in October, a ceremony is held at the Fallen Firefighters Memorial in Emmitsburg, MD but due to the global COVID pandemic, the ceremony could not be conducted as it normally would be. A one week "Light the Night" initiative was launched in 2017 to encourage fire stations, landmarks and homes on an international level to be lit up red for one week to honor fallen firefighters. In 2020, the initiative spanned the entire month of October to honor the firefighters who have died in the line of duty.

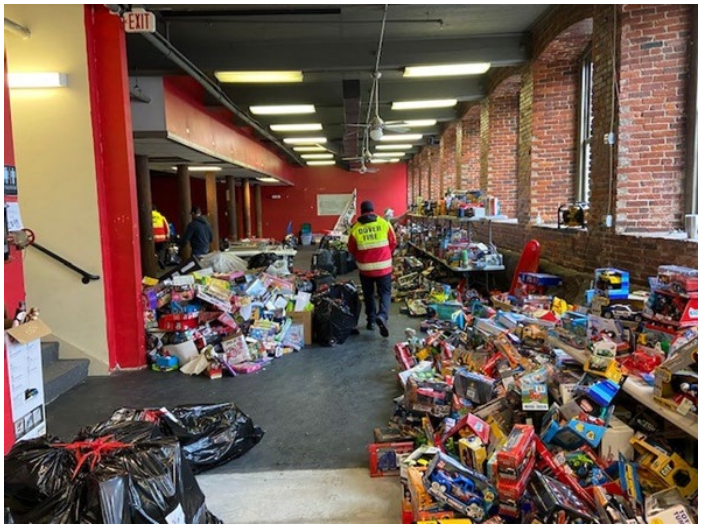
Members of the Dover business community continue to support Fire & Rescue with PPE donations during the Covid-19 crisis.



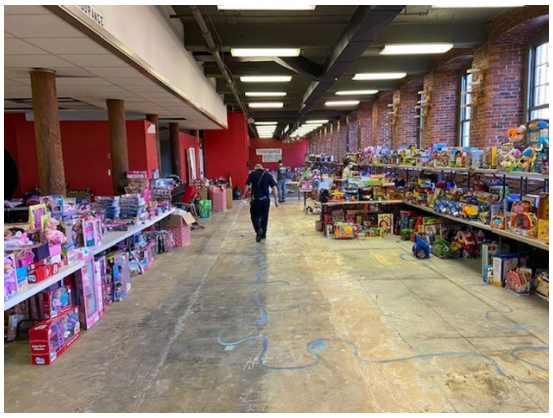
Pictured right, a representative from RELYCO presents face shields to the department. He is shown with Firefighter/Paramedics Rob Downs and James Calderone.

At the end of October, following the Governor's 2 week "shutdown" on youth hockey programs, Dover Fire staff worked with its partners at Wentworth Douglass Hospital to come up with a plan to get the approximately 500 members of Dover Youth Hockey players, coaches and staff the testing that was made necessary by the Governor's hockey reopening guidance. Utilizing a platform specifically designed for Dover Youth Hockey by Wentworth Douglass Hospital's (WDH) testing coordinator Rebecca Wittman, the organization was able to utilize WDH's online portal in a way that ensured their players could be tested on time, while not overly taxing the already strenuous community-use of WDH's testing site.

Dover Fire committed two members each day for two days to augment the WDH weekend staff, which allowed them the ability to handle and process the additional caseload to their testing system.



The end of November through the month of December is a very busy time at Dover Fire & Rescue, as its members work to collect, organize and distribute thousands of toys to almost 150 needy families in the City of Dover. With a spacious location currently being donated by the management of Chinburg Properties, the Dover Fire Toybank (managed by Lt Brendan Driscoll and FF/Paramedic Josh Ambrose) brought smiles to the faces of those in need again this year. Kudos to Brendan and Josh for the huge amount of volunteer hours they put into this program.



Thank you to the generous citizens and businesses within the City of Dover for the enormous support that is provided year after year to make this program such a huge success.

At the start of the program, there is much organizing to be done as donations are brought in and last years remaining gifts are organized. After a lot of volunteer hours spent

getting things organized, assisted by available members of the duty shift, the Toybank is ready for the volunteers to start “shopping” for the kids!

In November, Fire & Rescue Chief Paul Haas worked with Planning Director Chris Parker, City Attorney Josh Wyatt, Deputy Finance Director Ann Legere, Purchasing Agent Libby Simmons, Dr. Tory Jennison from the Strafford County Integrated Delivery Network and City Manager Joyal to draft a grant application to the NH Housing Finance Authority to acquire Federal CARES Act funds to purchase and operate an emergency extreme weather Warming Center to meet the needs of the unsheltered homeless population primarily located in the cities of Dover, Somersworth and Rochester. On November 20th, about 2 weeks after the start of the project assessment and grant application process, Dover received notice of approval of its grant application, in the amount of $975,240 for the purchase of an available building in Somersworth, and the subsequent alterations required to meet the needs of an emergency cold weather Warming Center. Through subsequent request amendments, the final approved amount settled at $1,236,266.00. The Warming Center became operational immediately after unanimous project support by the Somersworth City Council. The meeting was attended by Chief Haas, Dr Tory Jennison and City Manager Joyal to offer insight and share process description for the benefit of the Somersworth Council members.

Interior – 2nd floor sleeping area



Community Services generator preparation



In addition to the united effort by the City staff mentioned above, other City departments, (including Information Technology, Recreation and most notably Community Services), all rearranged their existing schedules and made personnel available to assist in meeting the short timeframe defined by the grant program, to make the facility and its additional resources fully operational by the deadline required of the grant.

Laundry facilities install



Supplemental shower and laundry trailers





Van purchase for transportation to services



October 2020 reflects the first full month of supporting Dover's youth participants with the Teen Center (TC) Study Club. This continued through November and December.

The TC Study Club 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 can accommodate up to six youth participants, at six work stations that are spread out within the Teen Center space. Staff has taken all necessary precautions to operate safely, through the daily disinfection/sanitization of the center and having participants/staff wear masks during these operating hours.

In addition to seeing more youth participants regularly through the center's block reservation system, Steve Pappajohn continues to make outreach efforts to stay connected to Dover's youth participants and host virtual events/offerings.

The current count of "connected" youth stands at 34. During October 2020, total attendance was 117 youth over 22 days of programming, November 2020 was 110 participants over 17 days, and December 2020 had 115 participants over 18 days.

- *TC Fun Friday Programming*

Fun Fridays finish the weekly program every week. In October, there were (2) Print Art Sessions at The Art Center with print artist, Sally Dion. The TC was also able to sponsor small (10 kids) Halloween Party on 10/30. Every Friday also is accompanied with a free lunch option.

In November, the center had the "TC Olympic Games" program, where youth participants competed in fun challenges to earn points and prizes.

In December, the center sponsored a Holiday Movie Series, Pizza Party and Holiday Arts & Crafts.

- *TC Discord Chat Room*

Discord is a popular chat platform through which the Teen Center opened up a private group called "TC Chatterbox". This allows the coordinator to 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 our undergraduate interns host a Zoom Pod Session. The goal is to make connections to our TC youth participants including building trust talking to the teens about what they are doing. This is just another way to keep supporting youth participants.

- *TC Youth & Family Outreach*

A weekly email is sent to our connected families and youth, to encourage the block reservations through the Sign-Up Genius online portal. Staff can also share with them, any announcements and opportunities.

The Teen Center received 11 registrations in October, 5 in November, and 2 registrations in December 2020. The Teen Center will continue be engage our previously-registered youth participants first, and welcome new students that are in need of our services along the way. Particularly those that come to the center through school referrals.

The Community Service Program didn't have participants in October 2020. The program tracked 5 participants in November for a total of 5 hours of community service work. In December, there was 1 participant with a total of 3 hours of community service work.

The Diversion Committee met in October, November and December with 2 active Diversion contracts each month.

In the Parking Division, the Parking Maintenance and Downtown Improvement Coordinator continued to address issues throughout the downtown in October beyond parking garage and meter system maintenance. Beth Hawthorne removed nine graffiti marks and 34 stickers from signs and meters; and repainted the parking lines in the Belknap Lot that were behind the temporary dining barricades for Sonny's Tavern.

Signs are being put up around the downtown and citywide for Winter Parking Ban reminders. Some parking lots are closed during declared parking bans to allow Community Services to plow and sand the lots so they are available for use the following morning. Downtown locations that are always available, even during a winter parking ban, are the 405 space Transportation Center Lot, the outside rows of the Library/McConnell Center lot, the lower levels of the parking garage and most spaces in the Fourth Street lot.

Daily average meter activity was at 66% of the previous October's rate. Parking permit subscription remains high with downtown residents who are working from home needing 24 hour parking options.

The Parking Bureau also assisted the Traffic Bureau with posting and removal of election based parking signs/cones at the six polling locations in the city.

During the last weeks of November, Parking Bureau staff began to leave Winter Parking Ban Notices on vehicles parked on city streets. The notice alerted residents of the storm based program and how to sign up for e-mail or text notifications.

The city's parking system provider (Flowbird) recently provided stickers for the side of the meters to promote the pay-by-phone option.



Flowbird sticker on parking meter



In support of the storm based winter parking ban, twenty-three streets have a one-side restriction from Dec. 1st to April 1st each season. The Parking Bureau and patrol officers issued 187 warnings during the first several days of December to reinforce the regulation in addition to each street being signed.

The first major snow storm of the winter hit the week before Christmas. Parking Enforcement Officers waited for the street plows to finish their work before clearing access lanes to avoid the plows filling in recently created access lanes.



Parking Maintenance Coordinator Beth Hawthorne heading out to clear hundreds of access lanes through the snow banks from parking spaces to the sidewalk for customers of downtown businesses after a major storm just before Christmas.

The increased need for downtown residential parking due to the pandemic (more people working from home) has added to the coordination of snow removal in the garage. In prior years, the city could just close the roof of the garage during storms and reopen after everything was plowed and sanded. The increased demand requires access to the garage at all times and is another section of the garage that requires maintenance.

On November 5, 2020, the Dover Police Department was certified by the New Hampshire Police Standards and Training Council for receipt of federal discretionary grants. The criteria for certification was set by the US Department of Justice and relates to the police department's Use of Force policy. The Police Standards and Training Council reviewed the policy and found that it complies with the June 16, 2020 Presidential Executive Order on Safe Policing for Safe Communities which requires adherence to all applicable laws regarding use of force and a prohibition on chokeholds.

Dave Balian, the new Public Welfare Director is getting acclimated to his new position. Welfare staff have been very helpful in making the transition trouble free. Both staff members are very capable in their positions and have been sharing with Dave, the office procedures and the current way the department operates.

Dave has been introduced to some of the key "players'" the department interfaces with and staff shared local contacts that he was not aware of, like the Share Fund.

Sue, who was Acting Director, has been systematically handing over the director duties she assumed and explaining the steps Dave needs to do to fulfill them. Sue is very organized and keeps detailed notes which is allowing Dave to "get up to speed" quickly and smoothly.

The Public Welfare Department worked on a form together for both the Garrison Shelter and the Warming Center to use to gather information from clients identifying where their last place of residence was. So far neither of the shelters has been using the form. Any residence information has been self-reported by the clients without any further inquiry by shelter staffs.

There has yet to be any significant up tic in the number of people looking for Assistance. This is likely because of the availability of funds administered by CAP for back rent and utilities, the continued moratorium on evictions and shutoffs and further stimulus payments.

Welfare staff has noticed a number of persons who have identified a need for shelter and specifically ask to be put into a hotel. They then refuse assistance when told we can get them into a shelter. This has happened often enough in the last month to be notable.

Dave has been attending Zoom meetings concerning the Warming Center each morning they are open and discussing the disposition of the clients they are seeing. This has had positive results as it allows all involved stakeholders to share information and coordinate services with positive results for the clients. Dave has learned that some of the clients, who in the past, were most resistant to seeking help, have been asking to receive services. There have been no major incidents at the Warming Center requiring police intervention. No clients or staff have been injured. Any medical emergencies were self-identified by clients and proper medical intervention was asked for.

The Garrison shelter census seems to be showing more and more Dover residents using the facility. The Garrison shelter began sending a daily census count, identifying what towns clients came from, starting December 13th 2020. On that date there were 8 Dover residents identified of 33 total guests. On January 2nd of 2021 there were17 Dover residents identified of 32 total clients. The jump in the number of Dover residents as the overall number of shelter clients seems a bit high.

The Share Fund has been in the Welfare office regularly assisting residents in areas Welfare is not able to. The Public Welfare Department received a call from a group from Kittery Maine that want to donate “a few thousand dollars” to not for profits in Dover that provide food and heat. The director suggested the Share fund.

David is now part of the Continuum of Care Team. He has been attending the Fidelity Committee meetings, McConnell Tenant meeting, Winter Shelter meeting and hosted the monthly Strafford County Welfare Officials. Dave also participated in the NHLWAA annual meeting where the election of officers took place. Dave has been invited by the new president of NHLWAA, Todd Marsh, to be part of the executive committee.

The police chief set up a meeting to introduce Dave to his community policing officers and discuss how both departments can work together, which he found helpful and enlightening.

There have been a number of meetings with Dave Carpenter in the Planning Office to develop the policies and forms to administer the CBDG and CBDG Cares funds for Welfare. They have yet to access this funding source.

Planning and Community Development staff met with several developers regarding conceptual reviews. As a result of COVID -19, staff continues to meet in limited capacity in person and has developed means to meet online and over the phone with Surveyors, Engineers property owners and developers.

Community Development Planner Carpenter performed required environmental reviews for certain CDBG funded projects including the Community Trail Washington Street Crossing project, weatherization and energy efficiency projects and the emergency shelter at the Garrison Hotel.

Planning and Community Development staff worked to review areas for zoning and land use amendments in 2021. This is in conjunction with the expected goal setting the Planning Board performs in January. After presented to the Board, staff will work to review the areas and develop amendments with the Board, development community and other stakeholder’s input.

Planning and Community Development staff received a copy of the letter drafted by the Tri City Mayors requesting that each community review opportunities to remove barriers to affordable housing from the community's zoning ordinance. Staff is compiling a list of options to present to the Planning Board for its review. All work is anticipated to be well underway, if not completed, before the June 2021 deadline.

Community Development Planner Carpenter worked with Welfare Department staff to develop procedures and materials to implement the CDBG-CARES funded rental assistance program.

Planning and Community Development continues 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.

The Planning and Community Development Department released CDBG funding applications for the FY22 Action Plan. A total of 13 applications were submitted. Community Development Planner Carpenter prepared a proposed Action Plan that will be scheduled for a Planning Board public hearing in January and then a City Council public hearing in March or April.

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. Planning staff has worked with Inspection Services, Engineering and IT staff to review requirements for applications and workflow for the review of 34 distinct permits and plan applications which would be online. The intended roll out of the online software is in the spring of 2021.

Planning staff developed a Frequently Asked Questions sheet for the web. This document is being added as a web page. The intention is that it is 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?"

Planning and Community Development staff reviewed and completed annual reporting for the Community Planning Grant program. This program was used to provide grant payments to the City in 2015-2017 for zoning and land use changes. Annually, the City is required to update the grantor (New Hampshire Housing Finance) on applications or activities resulting from the amendments that came from the work, under the grant.

Planning and Community Development staff continue to work with NHDOT on the future of the General Sullivan Bridge. Currently, the DOT staff is looking at options to replace the structure, and will need to mitigate for the loss of the historic bridge. Staff is working to promote options for mitigation that were voted on by the City Council, after recommended by the Heritage Commission.

The Assistant City Manager, City Attorney and City Clerk reviewed the process for amending the Ward Boundaries, should the 2020 Census numbers show a need to adjust boundaries to provide equal voting disbursement of residents in each ward. The process would begin after the Census information is communicated to the City in the spring, and would be part of a Charter Amendment.

Planning and Community Development staff attended a Brownfields meeting with Strafford Regional Planning Commission staff and advisers in December. The SRPC has access to grant

funding for brownfields (potentially contaminated or adverse building sites or structures) remediation.

Planning and Community Development staff reviewed the recently released Housing Needs Assessment provided by the State of New Hampshire. The data reviews housing activity in the State between 2010 and 2019. Overall 32,000 units were created in the State, over the 10 years. In Dover 1,234 units were created, the third most. The State continues to be in a housing slump overall, and has a deficit of housing supply, with the average number of units created in a community being 140.

Planning and Community Development staff continued work on the Community Facilities & Utilities Chapter of the Master Plan, with Planning staff and the project consultant, Resilience Planning & Design. Held an online meeting on October 20th with Planning staff and Community Services Director to review project status. On October 22nd Planning staff sent an e-mail to all department heads with the inventory forms and asked them or their staff to complete them by November 6th. Held a Steering Committee meeting on November 23rd at which the on-line survey results were reviewed and the inventory sheets were discussed. The on-site facility visits began in November and continued into December.

The Assistant City Manager, City Planner Benton and City Attorney negotiated a development agreement with Chinburg Properties for the restoration and redevelopment of the Old Courthouse. This project includes the provision of 20% of the units being rent restricted. The project requires participation in the Community Revitalization Tax Credit program and the City Council will review an option to expand that program in January.

In October, Interval Strength classes at the gym are ongoing with capacity 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. Gym rentals have begun. Open gym has been on-going with capacity of 20 in the gym and scheduled breaks for cleaning and sanitizing. Indoor Pickleball has started by reservation only Mon/Wed evenings, and mornings depending on weather. Badminton has been able to continue on Friday nights in November. Masks are now required at all times, including while playing sports in the gym and working out.

In October, the Indoor Pool remained at capacity every hour the facility is open with various programs. There was significant improvement with reservation process for lap swim. This is in large part due to the Pool Advisory Committee and Dover Recreation requesting that patrons make only three reservations per week. More patrons gained access to the facility and everyone seems to be happier. A letter to Athletic Directors and coaches was sent indicating what they can expect for the upcoming season including new policies and procedures. Each swim team will be able to choose two practices per week and the pool is using a priority system to allocate space. The lifeguard team remained strong with a mix of college, high school and adult staff. There was a couple of staff in the que waiting to be on-boarded to help with a couple of early morning needs. As school schedules change and staff left for college break at thanksgiving, supervisory staff tried to stay ahead of any big needs. The supervisory staff continue to fill in as needed but far less than previous months.

At the indoor pool in November, staff began to see a correlation with pool time and the increase in COVID cases. While reservations for Hydrofitness classes and lap time remained full each week, there were higher numbers of people who did not show up or call to cancel. This trend caused the implementation of a cancellation policy. The cancellation policy states that all reservations must be canceled a minimum of three hours prior to the reservation. After three late cancelations or no shows, will not allow you to make a reservation for two weeks. Notifications of missed or late cancelations sent via email and/or phone and tracked by supervisors. This policy went into effect on Monday November 16th, and has been effective thus far. With the updated quarantine policy for out of New England travel, we have been asking patrons and staff consistently to adhere to it. This has left some temporary holes in our staffing situation.

December has been a busy month at the Indoor Pool. High School swim season began on December 14th. Four high school teams started practicing. Dover High School is currently looking for a coach so their season is on hold until that gets resolved. The Indoor Pool continues to be at capacity every day for lap swim and Hydrofitness classes. Participation for recreation swim has seen a steady increase in December. Due to the high demand for access to the pool there was a need to implement an early access procedure for Dover Residents. This system will take effect for the January 7th sign up session. Dover Residents will be emailing or calling Kelsey/Erika with 3 preferred time slots from 6-10 am the day of sign-ups. Dover Residents will receive 2 slots and a confirmation call or email. If Residents would like 3 time slots, they will join the general public at 1:00pm each week. The Indoor Pool continues to enforce masks and all covid-19 protocols. Patrons are appreciative that the Indoor Pool is operating and will do whatever it takes to continue to swim.

October at the Dover Ice Arena was a busy time as it reopened after being closed for 2 weeks per Governor's orders due to the rising cases of COVID-19 linked to hockey. During the 2 weeks of closure, staff cleaned, sanitized the building, and prepared for the new rules being implemented. The arena reopened on Friday the 30th with Dover Youth continuing their games/practices and arena programs picking up where they left off.

November at the Dover Ice Arena was a busy month. There was ice only on Holt as staff waited to hear more on the high school hockey season and what that meant for the Foster Rink. A few of the high school teams that skate out of the arena had been given the go ahead on skills and drills while other schools waited to hear a decision from their school boards. Dover Youth Hockey remained in full swing with practices weekdays and games all weekend long.

The month of December was spent preparing for ice in on Foster Rink as staff has started to map out the potential high school hockey schedule. The High Schools that call Dover Arena home have been given the green light to start practices at the beginning of January. The new compressor will be installed and winter programs will be announced.

The Dover Senior Center is pleased to have launched a successful soft reopening in October. All activities take place with social distancing and masks in any common areas or when not seated 6' apart.



Members of the Senior Center play masked Pickleball.

October, November & December library circulation totaled 53,438 items.

231 new library patrons registered at the Dover Public Library.

The Library's Book Pick-Up (no contact) service continues to be popular with 276 appointments in October, November & December.

The Library's museum passes were borrowed 37 times. Museums were slowly opening their doors, but some have now closed again.

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

118 new patrons registered for downloadable audiobooks/ eBooks at the library.

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

19,623 people visited the library during October, November & December.

Starting in November, the library partnered with StoryCorps, whose mission is to preserve and share humanity's stories. Family stories, local history, or currents events are all great topics for conversations. StoryCorps gives people of all backgrounds the opportunity to record meaningful conversations and archives the recordings at the Library of Congress. The library would like all to preserve shared community stories and share remembrances of life in Dover throughout the years. You can record your story by visiting archive.storycorps.org and creating an account.

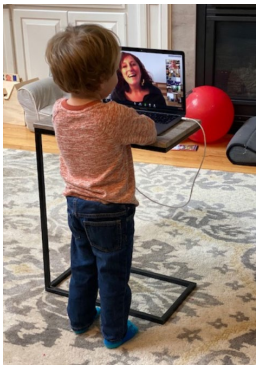
The Dover Public Library is bringing back Hermione's Helping Hats! Last year local knitters and crocheters donated hundreds of new hand-made hats to share with local people in need of some extra warmth through the winter. It spread so much kindness and joy they decided host it again this year. These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



Hermione's Helping Hats

The Library's Virtual Read to a Librarian service was instituted at the beginning of the pandemic when they could not host their read to a dog program. In November & December, 64 kids took advantage of reading to Miss Jojo--one of our fantastic Children's Librarians. This service is greatly beneficial for reluctant readers who may be having a difficult time during remote learning.

The Library's Take & Make Craft Kits have been extremely popular with Library patrons of all ages. They offered 33 different kits enjoyed by 1,663 members of our community. Kits have ranged from holiday ornaments to wine charms to STEM activities.



Reading to Miss JoJo

The Dover Public Library hosted 52 October programs which were attended by 949 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways. These included: 4 Read to a Librarian 9; 1 D & D kids 3; 7 Storytimes 67; 5 Mother Goose on the Loose 88; 2 Knitting Group 13; 4 Book Groups 19; 4 Movies on the Lawn 29, 1 Trivia on the Lawn 8; 1 Legends and Haunts of New England 42; 1 Rotary Recognition 17.

The Dover Public Library hosted 104 programs in November & December which were attended by 2,118 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways. These included: 13 Read to a Librarian 64; 6 D & D sessions 31; 2 YouTube Storytimes 132 views; 6 Mother Goose on the Loose 103; 1 Book Bingo 30; 4 Knitting Group 27; 12 Book Groups 64;1 Holiday Pies with Liz Barbour 25; 32 Book a Librarian appointments for tech help; and 1 Teen Bookend Painting 4.

The Dover Public Library was chosen, from among the many applications received, to be included in the Library Design Challenge. The challenge was to look at our beautiful 1905 Carnegie Library and reimagine it into a 21st-century facility through a creative renovation plan. DPL was paired with Jeffrey Hoover, an architect from Tappe Architects in Boston. Mr. Hoover visited in person to become familiar with some of the problems that the DPL may encounter when planning a renovation. The Library provided Mr. Hoover with plans of the Library and through discussion with staff problem areas were identified. Problems and possible solutions were presented and discussed during a session of the virtual Library Design Institute on November 18th. The session was hosted by Mr. Hoover and co-hosted by Dover Public Library Director Denise LaFrance, and Adult Services Librarian Susan Dunker. Over a hundred Librarians from around the country participated in the session.

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."

On October 22, Fire & Rescue participated in the Citizen's Leadership Academy, sponsored by the Dover Chamber of Commerce.

Although somewhat limited in capacity due to restrictions driven by COVID-19, Fire & Rescue staff delivered an informative slide presentation guiding the interested participants through the makeup, operational goals and service delivery of Fire & Rescue and Inspection Services.

After an introductory presentation in the Training Room, the participants were divided into two groups that were each given a chance to observe up close some of the new functions available as a result of recent equipment acquisitions for our Advanced Life Support ambulances, a quick "show and tell" of the features and functions of our ladder truck and a fire engine, and a tour of the upstairs training maze, where candidates were given the opportunity to dress in full personal protective equipment (PPE) and make their way through a smoke filled maze.



The program ended with a demonstrated recording of a recent cardiac "save" as seen through the data recording of one of our recently purchased advanced defibrillators, and accompanying AutoPulse CPR device. Pictured left, Engineer/Paramedic Matt McLean delivers an information session on the various medical resources available on our Advanced Life Support (ALS) ambulances. Pictured right, Engineer/AEMT Patrick Babel shows the various functions and features of one of Dover's fire engines.





Left, Deputy Chief Michael McShane presents a summary of a recent cardiac "save" assisted with recorded information made available through recently purchased defibrillators and AutoPulse CPR device.

Normally, during October's Fire Prevention Month activities, the fire stations are full with station visits and safety presentations given to preschool students and local daycare facilities. The Fire Safety Trailer visits all the elementary schools in the City, delivering hands-on training on fire safety and home emergency planning.

However, all those opportunities were curtailed this year, as COVID-19 kept those activities restricted amongst staff and schools/daycares.

Dover Fire Lt Eric Anderson came up with a creative way to bring important safety messages to the kids in a way that integrated with many of their already existing remote learning schedules. Teaming up with City Media Services Director Mike Gillis, Eric is working with his shift members (and any other interested personnel) to create a series of video lessons and "station tours" to help keep the kids connected to fire personnel, and to continue reinforcing the important safety messages that are normally presented to them every year in the fall.

Below, Eric and Firefighter Bill Carey demonstrate the function of the PPE that they wear, and to let the kids know the identity of the person underneath all that equipment if they ever have a similar experience in real-life. The video series will start to be presented in the schools this month.





On October 1st James Carrol, the Director of the White House Office of National Drug Control Policy, hosted an event in New Hampshire with Drug Free Community Coalitions. Six Coalitions, including **Dover Coalition for Youth**, participated in the roundtable discussion about the importance of prevention as we kicked off National Prevention Month. The event provided coalitions the opportunity to discuss successes and challenges we have faced. Vicki Harris represented the Dover Coalition for Youth during this roundtable.

Drug Take Back Day, outside of the Police Department



On October 24, the Dover Police Department participated in the Drug Take Back Day on Saturday October 24th. The event, largely coordinated by Vicki Harris, resulted in a total of 10 boxes amounting to 232.5lbs of drugs being collected.

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 virtual series addressing internet safety, warning signs of substance use and mental health concerns during social isolation. They are looking to launch the series in early 2021.

The Coalition continues to push out the "In Our School" campaign highlighting the fact that the majority of students don't misuse Rx drugs, alcohol, marijuana or e-cigarettes. During the month of December the Dover Coalition for Youth hosted a school wide event with nearly 800 people participating. The virtual presentation and trivia game highlighted information about the YRBS, the In Our School campaign key messages and drug facts. In addition to the school wide event, the Coalition continues to push out information on social media. Over 650 accounts were reached with over 700 content interactions. Youth to Youth students recently recorded a new radio PSA supporting the campaign messages that we will be playing on local radio stations in the coming months.

On October 19, 2020, five **Dover Youth to Youth** students conducted a 90-minute webinar on implementing the Samantha Skunk program for Yakima County, WA prevention professionals.

During October, teams of students from Dover Youth to Youth provided three one-hour webinars hosted by King County, WA. The webinars were made available to prevention professionals from throughout Washington State. The topics included *Implementing Youth Empowerment, Teaching Presentation Skills to Advocates, and Developing Media Messages & Radio Spots*.

Also during October, Youth to Youth provided advanced small-group training to groups of Washington professionals that signed up for "train-the-trainer" instruction. These 6-hour sessions are designed to allow local Washington professionals be able to train their youth and staff without needing to use Dover trainers. A group of advanced trainees were taught to present a recruitment presentation and a second group taught Dover's *Presentation Skills* lesson.

The Concord-based New Futures organization awards a Health and Wellness scholarship each year to recognize someone who has shown prominent effort in the substance misuse field. This year it was awarded to Jennifer Selfridge, a Carroll County based prevention professional. Ms. Selfridge is set to retire so she requested that New Futures gift the $1,000 award to Dover Youth to Youth.



Dana Mitchell and Jennifer Selfridge shown at New Futures' Concord facility. Selfridge announced that she would gift her $1,000 Prevention Award from New Futures to Dover Youth to Youth.

During November, teams of students from Dover Youth to Youth provided 2 one-hour webinars hosted by King County, WA and made available to prevention professionals from throughout Washington State. The topics included *Policy Change & Legislation* and *Working with the Press*. Each webinar drew an audience of over 25 attendees.

During November, Youth to Youth provided advanced small-group training to a team of adults from Washington that signed up for "train-the-trainer" instruction. These 6-hour sessions are designed to allow local Washington professionals be able to train their youth and staff on specific topics without needing to use Dover trainers in the future. The group was taught to present Dover's *Media Messaging and Development* lesson.

Also this month, a second advanced train-the-trainer program was conducted for youth leaders from Plymouth, NH. These students were trained in Dover Y2Y's *History of Nicotine Lies* lesson. As with the training provided to adult advisers, the overall objective is to allow them to be self-sufficient in the future by providing the training to other members of their group or to give the presentation in their schools.

On November 3 and 4, members of Dover Youth to Youth participated in a conference put on by the State of Washington Department of Health. The students provided a workshop on presentation skills on day 1 and general session on *Youth Advocacy* on day 2. The second presentation had over 100 teens in attendance.

On November 16th, State Senator David Watters met with the Dover Y2Y High School team about restricting the sale of flavorings in nicotine products. After an extensive conversation, Senator Watters decided that he would submit a bill limiting flavorings in e-cigarettes.

During December, Dover Youth to Youth provided advanced small-group training to a team of five adults from Benton County, Washington that signed up for "train-the-trainer" instruction. The group was taught to present Dover's *Presentation Skills* lesson. These 6-hour sessions are designed to allow local Washington professionals be able to train their youth and staff on specific topics without needing to use Dover trainers in the future.

Dover Youth to Youth conducted its annual Santa's Castle event virtually this year. On Tuesday December 8th the event was offered to families of members of the police and fire departments. On December 12th, Santa's Castle was provided to families from the Seacoast Mothers Association. This year Santa's Castle was provided on Zoom by 17 Y2Y members dressed as elves and other characters like Frosty the snowman. Participants went through a series of breakout rooms that included rooms where kids get a story read to them, meet Rudolph, and a session with Santa Claus.



A brother and sister are shown above participating in Youth to Youth's virtual Santa's Castle in December. Seventeen Y2Y members put on the event that included a variety of Christmas-themed rooms.

On December 18th, members of Y2Y participated in a national planning meeting for a virtual *Mobilizing Against Tobacco Lies* conference to be held virtually May 18-20.

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 friends and 902 followers on Twitter.

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 2,534 likes and 2,717 followers).

The Department of Planning and Community Development mailed 187 New Homeowner Letters. These letters go to any person or entity that bought land in Dover in the previous quarter. The letters provide information on zoning/land use and encourage the property owner to get engaged in the community.

The Assistant City Manager presented to the Citizen's Leadership Academy class of 2021, on October 29th. The presentation included information about projects and activities underway and offered insight

into how land use decisions are made by policy makers.

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

Planning and Media Services staff have created video previews of Planning Board agendas for meetings in November and December. In January the videos will be enhanced to show the plans themselves with a more detailed introduction of the plan, which will act as a guide for abutters and Board members alike.

Planning and Media Services staff have the background work on a new electronic "newsletter" for planning related items. Similar to the Dover Download, this newsletter will be emailed to those who sign up for it. Content will include project updates, meeting summaries and the preview video created for Planning and Zoning Board meetings.

From October to December, Media Services continued to provide updates on the COVID-19 pandemic on a regular basis. The frequency of COVID-19 email, social media and Channel 22 alerts increased significantly over the fall and winter months as cases continued to increase. In addition to updates on the number of cases locally and statewide, these alerts contain information about safety, testing, vaccinations and more. During these three months, nearly 100 email alerts were distributed, as well as hundreds of updates on social media. In addition, Media Services produced several video updates on the pandemic that included interviews and public information from Dover's emergency management director and the public schools.

As the number of COVID-19 cases increased in the region, Media Services was asked to manage additional public meetings that required some or complete remote participation. As a result, the number of staff hours and resources devoted to public meeting maintenance and coverage increased exponentially. Media Services was also responsible for coordinating and producing special events that were held remotely. In addition, Media Services processed archival audio for all televised meetings, as well as additional audio and video 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.

During these three months, Media Services produced several informational videos for Channel 22 and online distribution. Among the most viewed include a video that takes a deep look at the Broadway

Culvert work, and numerous video PSAs as part of the Dover Votes! initiative, leading up to the November 3 General Election.

In November, Media Services helped coordinate and produce a Veterans Day ceremony, held at the Dover Veterans Park before a small crowd, and broadcast to a wider audience. This ceremony was designed to provide social distance and safety protocols during the pandemic.

In November and December, Media Services provided several holiday-related productions, many of which were either virtual or pre-recorded live events. These include a special retrospective of the annual Holiday Parade, which wasn't held in 2020 due to the pandemic; and the annual City Christmas Tree lighting ceremony, which was produced in advance and aired Dec. 5.

In addition, Media Services provided video content and production to help promote community events organized by the Greater Dover Chamber of Commerce and Dover Main Street, including Main Street's Santa parade and the Chamber's Festival of Trees.

In December, Dover Media Services worked with Somersworth to produce a holiday video that aired on the access channels of Dover, Somersworth and Rochester, and was intended to provide some holiday cheer to the residents of Riverside Rest Home, by use of cable television.

From October through December, Media Services distributed numerous media releases, special alerts, social media coverage and video PSAs related to weather, including extreme cold weather and the opening of the extreme cold weather warming center on Willand Drive in Somersworth. Additional information distributed across all media platforms is intended to help residents prepare for and be safe during difficult weather. Alerts and content included safety tips, updated lists of closings and cancellations, and weather updates. These updates also include four declared parking bans in December, during which Media Services is responsible for notification to the media, the City's website, Channel 22, social media, and electronic alerts via email and text. In October and November, Media Services continued to encourage residents to sign up for alerts in anticipation of bad weather, generating nearly 300 additional subscribers.

Media Services also continued to distribute news releases and public information across all platforms for other city matters, including ongoing projects and special announcements.

Media Services prepared and distributed 152 email newsletters and alerts during these three months, 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 257 press releases and numerous updates to the website and social media in October, November and December.

Among this distribution of public information includes ongoing assistance to Dover's public schools with news releases, newsletters, community announcements and updates.

Through the statewide collaborative NHAIS system, Dover Public Library's Interlibrary Loan Dept. sent 187 volumes to other libraries and borrowed 175 from other libraries for our patrons during October, November and December.

The Dover Public Library has 4,6706 subscribers to its two monthly e-newsletters—Children's and Adults.

Library staff posted 736 items to its various social media platforms in October, November and December. Total social media platform followers is 9,302.

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 (OCTOBER, NOVEMBER & DECEMBER, 2020)

Department/Division	PO Date	Vendor Name	Amount
City Finance Office	10/22/2020	NYHART CO.,INC.	$12,000.00
City Finance Office	11/30/2020	STRAFFORD COUNTY COMMISSIONERS	$9,562,961.00
Info Technology	10/05/2020	ONSOLVE, LLC.	$8,000.00
Info Technology	10/07/2020	FIRSTLIGHT	$11,116.52
Info Technology	10/30/2020	SOFTWARE HOUSE INTERNATIONAL	$7,200.00
Info Technology	11/09/2020	FIRSTLIGHT	$11,116.52
Info Technology	12/09/2020	FIRSTLIGHT	$10,804.85
Info Technology	12/09/2020	DELL MARKETING L.P.	$37,022.48
Info Technology	12/15/2020	SHI INTERNATIONAL CORP	$10,991.10
Info Technology	12/16/2020	DELL MARKETING L.P.	$5,579.77
Info Technology	12/23/2020	DATA MANAGEMENT, INC.	$9,044.76
Info Technology	12/28/2020	TREENO SOFTWARE	$5,838.00
Community Services	10/01/2020	EMERY & GARRETT	$58,600.00
Community Services	10/02/2020	MINUTEMAN SECURITY TECHNOLOGIES, INC.	$6,329.00
Community Services	10/07/2020	BROX INDUSTRIES, INC.	$5,864.18
Community Services	10/07/2020	MADBURY NH, TOWN OF-TAX COLLECTOR	$11,670.00
Community Services	10/08/2020	SUR CONSTRUCTION, INC.	$77,827.50
Community Services	10/13/2020	BROX INDUSTRIES, INC.	$11,806.26
Community Services	10/13/2020	STATE OF NH-DOT	$19,259.00
Community Services	10/13/2020	TRI-STATE SEALCOATING & PAVING, INC.	$30,162.00
Community Services	10/13/2020	IRVING OIL MARKETING, INC.	$76,463.00
Community Services	10/16/2020	JORDAN EQUIPMENT CO.	$6,007.50
Community Services	10/16/2020	WATER INDUSTRIES, INC.	$6,279.00
Community Services	10/16/2020	ELECTRIC LIGHT CO, INC.	$26,234.00
Community Services	10/16/2020	BROX INDUSTRIES, INC.	$39,500.00
Community Services	10/16/2020	TROJAN TECHNOLOGIES GROUP, ULC	$49,913.14
Community Services	10/19/2020	SIEMENS INDUSTRY, INC.	$9,969.00
Community Services	10/26/2020	ELECTRIC LIGHT CO, INC.	$6,620.00

Community Services	10/26/2020	2 WAY COMMUNICATIONS SERVICE, INC.	$12,388.04
Community Services	10/26/2020	ELECTRIC LIGHT CO, INC.	$13,715.00
Community Services	10/26/2020	HOYLE, TANNER & ASSOC.	$15,000.00
Community Services	10/27/2020	MACKINNON & SONS EXCAVATING, LLC	$5,000.00
Community Services	10/29/2020	MACKINNON & SONS EXCAVATING, LLC	$5,000.00
Community Services	11/05/2020	SUR CONSTRUCTION, INC.	$9,900.00
Community Services	11/05/2020	MARTINEAU ELECTRIC, INC.	$16,800.00
Community Services	11/05/2020	EVERSOURCE ENERGY	$26,944.00
Community Services	11/05/2020	SIEMENS INDUSTRY, INC.	$37,885.00
Community Services	11/06/2020	WRIGHT-PIERCE	$379,276.00
Community Services	11/09/2020	HARCROS CHEMICALS, INC	$6,256.80
Community Services	11/09/2020	FISHER AUTO PARTS 451 / FED. AUTO PARTS	$6,557.73
Community Services	11/09/2020	WHEELABRATOR HOLDCO 1, INC.	$76,500.00
Community Services	11/10/2020	TRI-STATE SEALCOATING & PAVING, INC.	$31,350.00
Community Services	11/12/2020	TROIANO WASTE SERVICES INC.	$17,137.50
Community Services	11/18/2020	SULLIVAN TIRE COMPANY	$6,112.00
Community Services	11/18/2020	CITY OF DOVER-WATER~SEWER DEPT.	$6,163.46
Community Services	11/18/2020	LIBERTY INTERNATIONAL TRUCKS, INC.	$9,278.80
Community Services	11/19/2020	BROX INDUSTRIES, INC.	$7,718.86
Community Services	11/25/2020	WASTE MANAGEMENT OF NEW HAMPSHIRE, INC.	$14,129.85
Community Services	12/02/2020	SIEMENS INDUSTRY, INC.	$19,640.00
Community Services	12/04/2020	UNH OFFICE OF SPONSORED RESEARCH	$75,000.00
Community Services	12/07/2020	N. GRANESE & SONS, INC.	$1,897,070.00
Community Services	12/08/2020	HENKE MANUFACTURING CORPORATION	$12,614.00
Community Services	12/09/2020	SHI INTERNATIONAL CORP	$5,948.60
Community Services	12/15/2020	RELIABLE EQUIPMENT, LLC	$14,000.00
Community Services	12/15/2020	ELECTRIC LIGHT CO, INC.	$23,020.00
Community Services	12/15/2020	NORTRAX EQUIPMENT COMPANY	$155,117.00
Community Services	12/19/2020	BOB SHERWOOD LANDSCAPE CO., LLC.	$5,025.00
Community Services	12/21/2020	TRI-STATE SEALCOATING & PAVING, INC.	$40,920.00
Community Services	12/31/2020	CITY OF DOVER-GENERAL FUND	$7,119.50
Community Services	12/31/2020	DOVER LANDFILL REMEDIAL ACTION TRUST	$320,462.78
Community Services	12/31/2020	DOVER LANDFILL BELLAMY TRUST	$471,219.80
Community Services	12/31/2020	T BUCK CONSTRUCTION, INC.	$2,423,416.00
Executive	10/21/2020	GENERAL CODE, LLC	$11,150.00
Executive	11/09/2020	SHEEHAN, PHINNEY, BASS & GREEN	$9,218.54
Executive	11/18/2020	NEW HAMPSHIRE MUNICIPAL ASSOCIATION	$28,394.00
Executive	12/11/2020	STATE OF NH-DEPT OF LABOR	$5,902.81
Fire and Rescue	10/21/2020	CITIZENS BANK-CREDIT CARD PAYMENT	$5,639.80
Fire and Rescue	10/21/2020	KARL STORZ ENDOSCOPY-AMERICA, INC.	$35,067.82
Fire and Rescue	11/13/2020	ZCO COPRORATION	$5,292.00
Fire and Rescue	11/16/2020	2 WAY COMMUNICATIONS SERVICE, INC.	$8,471.00
Fire and Rescue	11/18/2020	ZOLL MEDICAL CORPORATION	$12,796.20

Fire and Rescue	11/23/2020	THE NORWOOD GROUP, INC.	$5,000.00
Fire and Rescue	11/24/2020	HILLTOP CHEVROLET	$31,870.00
Fire and Rescue	11/25/2020	CHASCO, INC.	$26,575.00
Fire and Rescue	12/03/2020	PROPAC, INC.	$15,956.06
Fire and Rescue	12/03/2020	AMERICAN BEDDING MFG., INC.	$23,719.17
Fire and Rescue	12/04/2020	SOUTHWORTH-MILTON INC	$36,645.00
Fire and Rescue	12/08/2020	OSSIPEE MOUNTAIN ELECTRONICS, INC.	$8,624.80
Fire and Rescue	12/09/2020	NORTHEAST LAUNDRY EQUIPMENT LLC	$14,070.00
Fire and Rescue	12/09/2020	NEGM ELECTRIC, LLC.	$16,799.00
Fire and Rescue	12/10/2020	REP ENTERPRISES, LLC	$6,699.00
Fire and Rescue	12/17/2020	U.S. MOBILE KITCHENS	$53,770.00
Fire and Rescue	12/18/2020	EVERSOURCE ENERGY	$6,014.00
Fire and Rescue	12/18/2020	NATIONAL RESTROOM TRAILERS LLC	$37,400.00
Fire and Rescue	12/20/2020	SOUTHWORTH-MILTON INC	$30,000.00
Fire and Rescue	12/21/2020	BREAKTIME VENDING INC.	$82,745.00
Fire and Rescue	12/24/2020	CITY OF SOMERSWORTH	$8,850.56
Fire and Rescue	12/24/2020	DENNIS MUNSON PLUMBING HEATING	$28,000.00
Fire and Rescue	12/28/2020	CITIZENS BANK-CREDIT CARD PAYMENT	$7,353.00
Fire and Rescue	12/29/2020	STRAFFORD COUNTY COMMISSIONERS	$26,796.58
Planning	12/07/2020	HAVEN VIOLENCE PREVENTION & SUPPORT	$5,000.00
Planning	12/07/2020	HOMELESS CENTER FOR STRAFFORD COUNTY	$8,625.00
Planning	12/07/2020	AIDS RESPONSE OF SEACOAST	$10,000.00
Planning	12/07/2020	COMMUNITY PARTNERS	$10,080.00
Planning	12/07/2020	CROSS ROADS HOUSE, INC.	$15,000.00
Planning	12/07/2020	MY FRIENDS PLACE-CDBG GRANTS/SUBSIDYS	$16,000.00
Police	10/08/2020	MOTOROLA SOLUTIONS	$9,325.80
Police	10/16/2020	2 WAY COMMUNICATIONS SERVICE, INC.	$6,207.50
Police	10/16/2020	2 WAY COMMUNICATIONS SERVICE, INC.	$28,267.13
Police	10/16/2020	2 WAY COMMUNICATIONS SERVICE, INC.	$29,474.45
Police	10/16/2020	MOTOROLA SOLUTIONS	$64,722.10
Police	10/29/2020	PARKEON	$24,964.00
Police	12/08/2020	EAGLE POINT GUN / J MORRIS & SON	$6,240.65
Police	12/08/2020	QUEUES ENFORTH DEVELOPMENT, INC.	$26,232.00
Recreation	10/01/2020	DENNIS MUNSON PLUMBING HEATING	$6,263.78
Recreation	10/13/2020	CITY OF DOVER-WATER~SEWER DEPT.	$7,820.59
Recreation	10/21/2020	DF RICHARD, INC.	$6,930.00
Recreation	11/17/2020	MARTINEAU ELECTRIC, INC.	$10,710.00
Recreation	12/01/2020	CARRIER CORPORATION	$38,680.00
Recreation	12/14/2020	CITY OF DOVER-WATER~SEWER DEPT.	$5,111.10
Recreation	12/15/2020	WETECH	$6,460.00

BIDS

Department	Bid #	Bid Date	Description
Community Services	B21026	10.13.2020	John Deere Model 710L Backhoe
Community Services	B21022	10.27.2020	Ford Replacement Parts
Community Services	B21029	10.27.2020	High Performance Cold Patch/Hot Patch
Community Services	B21023	11.03.2020	General Carpentry, Sheetrock & Painting Services
Community Services	B21028	11.04.2020	Electrical Contractor Services
Community Services	B21032	12.1.2020	Furnish & Install Traffic Signal Gridsmart Video Detection
Community Services	B21031	12.10.2020	Public Safety Vehicle Equipment
Community Services	B21038	12.16.2020	Onsite Grinding of Brush and Tree Waste
Community Services	B21030	12.21.2020	Zero Turn Radius Riding Mower
Fire	B21029	11.10.2020	Emergency Vehicle Repairs, Service & Parts Procurement
Fire	B21027	11.18.2020	Collaboration & Conferencing Solution
Police	Q21-008	10.22.2020	Manual Snow Removal Services
Recreation	B21033	12.10.2020	Maintenance & repairs of Zamboni Ice Resurfacer

D/C Chabot and Chief Haas, along with City Purchasing Agent Libby Simmons, finalized bid documents for a proposal request to install a 3 station and Emergency Operations Center (Dover PD station) professional teleconferencing solution. This project has been mentioned in previous monthly reports, and the preliminary work has been finalized with the release of the RFP, associated project reviews with bidders and subsequent bid returns, which are being reviewed at this time.

Fire Department LED Lighting Upgrade Project

In November, the 3 station LED lighting upgrade was completed. These new programmable lights bring much needed lighting improvements in some areas, and highly efficient, cost saving LED technology to all 3 Dover Fire stations

The difference in person is highly obvious, but the picture below demonstrates the increase in lighting, at a significant cost savings, in the mechanic's area of the South End Fire Station.



Members at the South End station utilized LED bulbs to show their holiday spirit!!



Community Development Planner Carpenter prepared the end of year report for the FY20 CDBG Action Plan and worked with the Finance Department to prepare and submit the FY21 Q1 report to HUD.

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 took 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 began repayment. 1 prepaid, one deferred until May 15th, as they received Federal aid, and 1 began repayment. 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.

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. The City Council reviewed the City Manager's proposed CIP in October, November and December, after the Planning Board made its recommendation.

Waterfront/Shoreland Stabilization/Site Preparation

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 8 online meetings during October, November and December with staff from Horsley Witten to review the status of state and federal permitting and discuss the revised grading plans. City Planner Bird worked with the surveyor to finalize the waterfront subdivision plan and get the Planning Board Chair to sign the approved plan so it could be recorded at the Strafford County Registry of Deeds. City Planner Bird arranged for Cathartes and their consultant to take a tour on October 21st of the River Street Pump Station with City staff and the City consultant Wright-Pierce and then had a meeting at City Hall to discuss the upgrade plans. City Planner Bird had an online meeting on October 1st with Gary Bannon, City Attorney, 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 held an online meeting on November 12th with Cathartes and their consultant, Horsley Witten staff and CWDAC Chair to discuss grading plans, phase 2 concept plans and timeline for permitting. City Planner Bird organized and attended a meeting on December 9th of the CWDAC sub-committee to discuss the phase 2 concept plan with Cathartes.

Community Trail

Phase III of the Community Trail work is mostly done with landscaping, fencing, trailhead building, and signage still to occur in the spring. Work began September 8 and was

substantially completed around Thanksgiving. In the spring, final paving and brickwork will be completed on Phase III.

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 and virtually met with NHDOT about changing location of trail route to south side of Bellamy River. Staff has worked with the consultant and NHDOT about revising the scope and location of the proposed trail and seeing which option is worth pursuing based on available budget.

Conservation Funding

This project is tied to the funding received through the Transfer of Development Rights Program. Currently, over $1,100,000 has been invoiced with over $900,000 received on those invoices.

Wayfinding

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 was approved by the Council in October. Installation work will begin after the spring thaw and is intended to be completed in April.

Emergency Weather Warming Center

Planning and Community Development staff worked with Finance, Legal and Fire and Rescue staff to complete the grant request, review and acquisition of a building for use as an extreme weather warming center. The work was completed between Veteran's Day and the Christmas holiday.

The Library was finally able to formally recognize the generous donation the Dover Rotary made to the Dover Public Library's Children's Room. The donation enabled us to buy shelving, colorful furniture and to create dynamic family play spaces. We are thrilled that the Rotary shares our passion and commitment to the youngest of our community members.

City of Dover

Revenues of Major Funds
October 31, 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	97,585	2,514,705	3.0%	$ 91,689,472	$ -	$ 91,689,472	(97.3)%
Licenses & Permits	6,784,924	613,065	2,292,958	34.0	4,491,966	-	4,491,966	66.2
Intergovernmental	2,334,380	455,736	642,851	28.0	1,691,529	-	1,691,529	72.5
Charges for Services	4,435,373	289,950	1,229,452	28.0	3,205,921	(36,280)	3,242,202	73.1
Miscellaneous Revenue	809,440	44,795	210,093	26.0	599,347	(5,982)	605,329	74.8
Education	16,603,800	223,214	2,329,466	14.0	14,274,334	-	14,274,334	86.0
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	1,724,345	9,219,525	7.0%	$ 116,561,516	$ (42,262)	$ 116,603,779	92.7%
3213 Parking Activity Fund								
Licenses & Permits	$ 210,000	14,425	80,904	39.0%	129,096	$ -	$ 129,096	61.5%
Parking Income	891,351	57,905	223,323	25.0%	668,028	-	668,028	74.9%
Parking Fines	205,000	11,910	45,283	22.0%	159,717	-	159,717	77.9%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	$ 1,306,351	84,239	349,510	27.0%	$ 956,841	$ -	$ 956,841	73.2%
3320 Residential Solid Waste Fund								
Intergovernmental	$ 12,666	-	-	0.0%	$ 12,666	$ -	$ 12,666	100.0%
Charges for Services	1,746,315	117,827	538,794	31.0%	1,207,521	-	1,207,521	69.1%
Miscellaneous Revenue	0	883	1,573	0.0	(1,573)	-	(1,573)	0.0
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3320 Residential Solid Waste	$ 1,758,981	118,710	540,368	31.0%	$ 1,218,613	$ -	$ 1,218,613	69.3%
3381 McConnell Center Fund								
Miscellaneous Revenue	$ 734,830	58,127	231,290	31.0%	$ 503,540	$ -	$ 503,540	68.5%
Operating Transfers In	131,604	9,753	39,010	30.0	92,594	-	92,594	70.4
Sub-total : 3381 McConnell Center	$ 866,434	67,879	270,300	31.0%	$ 596,134	$ -	$ 596,134	68.8%
3410 Recreation Special Revenue Fund								
Charges for Services	$ 430,420	3,282	22,218	5.0%	$ 408,202	$ -	$ 408,202	94.8%
Miscellaneous Revenue	11,500	270	270	0.0	$ 11,230	-	11,230	97.7
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	3,552	22,488	5.0%	$ 439,432	$ -	$ 439,432	95.1%
5300 Water Fund								
Intergovernmental	$ 2,500	-	-	0.0%	$ 2,500	$ -	$ 2,500	100.0%
Charges for Services	5,799,106	306,662	1,672,664	0.3	$ 4,126,442	-	4,126,442	71.2
Miscellaneous Revenue	70,500	8,800	51,498	0.7	$ 19,002	-	19,002	27.0
Other Financing Sources	87,500	-	-	0.0	87,500	-	87,500	100.0
Sub-total : 5300 Water Fund	$ 5,959,606	315,462	1,724,162	29.0%	$ 4,235,444	$ -	$ 4,235,444	71.1%
5320 Sewer Fund								
Intergovernmental	$ 30,187	-	-	0.0%	$ 30,187	$ -	$ 30,187	100.0%
Charges for Services	8,055,342	478,612	2,400,607	30.0	5,654,735	-	5,654,735	70.2
Miscellaneous Revenue	57,000	9,265	47,575	83.0	9,425	-	9,425	16.5
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	$ 8,663,521	487,877	2,448,182	28.0%	$ 6,215,339	$ -	$ 6,215,339	71.7%
6100 Dovernet Fund								
Charges for Services	$ 1,054,265	87,842	351,366	33.0%	$ 702,899	$ -	$ 702,899	66.7%
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	351,366	30.0%	$ 812,384	$ -	$ 812,384	69.8%
Total : REVENUES	$ 145,961,604	2,889,907	14,925,901	10.0%	$ 131,035,703	$ (42,262)	$ 131,077,965	89.8%

City of Dover

Expenditures of Major Funds
October 31, 2020
(General Fund Includes County, School and Debt Service)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
EXPENDITURES								
1000 General Fund								
City Council	$ 481,609	$ 64,778	$ 107,909	22.0%	$ 373,700	$ 227,711	$ 145,989	30.3%
Executive	1,828,923	151,536	481,709	26.0	1,347,214	657,031	690,183	37.7
Finance	2,182,771	183,939	761,803	35.0	1,420,968	938,060	482,908	22.1
Planning	809,229	71,641	278,827	34.0	530,402	367,014	163,388	20.2
Misc General Government	855,525	64,999	210,090	25.0	645,435	283,012	362,423	42.4
Police	9,870,581	856,145	3,248,990	33.0	6,621,591	3,875,146	2,746,445	27.8
Fire & Rescue	9,957,320	877,646	3,394,507	34.0	6,562,813	3,647,679	2,915,134	29.3
Community Service Public Works	8,574,018	639,805	1,732,399	20.0	6,841,619	2,345,922	4,495,698	52.4
Recreation	2,526,883	191,976	737,659	29.0	1,789,224	758,221	1,031,003	40.8
Public Library	1,562,013	137,009	485,852	31.0	1,076,161	657,162	418,999	26.8
Public Welfare	805,767	29,202	97,521	12.0	708,246	80,782	627,465	77.9
Debt Service	6,208,772	3,247	8,196	0.0	6,200,576	29,222	6,171,354	99.4
Other Financing Sources/Uses	3,714,003	136,123	544,494	15.0	3,169,509	-	3,169,509	85.3
School	66,811,056	6,372,595	12,933,960	19.0	53,877,096	43,223,310	10,653,786	15.9
Intergovernmental	9,592,571	-	-	0.0	9,592,571	-	9,592,571	100.0
Sub-total : 1000 General Fund	$ 125,781,041	$ 9,780,641	$ 25,023,915	19.9%	$ 100,757,126	$ 57,090,271	$ 43,666,854	34.7%
3213 Parking Activity Fund								
Police	$ 1,306,351	$ 61,267	$ 208,277	16.0%	$ 1,098,074	$ 270,354	$ 827,720	63.4%
Sub-total : 3213 Parking Activity Fund	$ 1,306,351	$ 61,267	$ 208,277	15.9%	$ 1,098,074	$ 270,354	$ 827,720	63.4%
3320 Residential Solid Waste Fund								
Community Service Public Works	$ 1,827,982	$ 212,094	$ 444,688	24.0%	$ 1,383,294	$ 1,270,595	$ 112,699	6.2%
Sub-total : 3320 Residential Solid Waste Fund	$ 1,827,982	$ 212,094	$ 444,688	24.3%	$ 1,383,294	$ 1,270,595	$ 112,699	6.2%
3381 McConnell Center Fund								
Recreation	$ 866,434	$ 25,489	$ 114,208	13.0%	$ 752,226	$ 199,733	$ 552,493	63.8%
Sub-total : 3381 McConnell Center Fund	$ 866,434	$ 25,489	$ 114,208	13.2%	$ 752,226	$ 199,733	$ 552,493	63.8%
3410 Recreation Special Revenue Fund								
Recreation	$ 461,920	$ 5,878	$ 38,215	8.0%	$ 423,705	$ 3,248	$ 420,457	91.0%
Sub-total : 3410 Recreation Special Revenue Fund	$ 461,920	$ 5,878	$ 38,215	8.3%	$ 423,705	$ 3,248	$ 420,457	91.0%
5300 Water Fund								
Community Service Public Works	$ 6,115,593	$ 334,620	$ 1,451,935	24.0%	$ 4,663,658	$ 941,000	$ 3,722,658	60.9%
Sub-total : 5300 Water Fund	$ 6,115,593	$ 334,620	$ 1,451,935	23.7%	$ 4,663,658	$ 941,000	$ 3,722,658	60.9%
5320 Sewer Fund								
Community Service Public Works	$ 8,840,505	$ 546,109	$ 1,950,836	22.0%	$ 6,889,668	$ 1,895,779	$ 4,993,889	56.5%
Sub-total : 5320 Sewer Fund	$ 8,840,505	$ 546,109	$ 1,950,836	22.1%	$ 6,889,668	$ 1,895,779	$ 4,993,889	56.5%
6100 Dovernet Fund								
Other Financing Sources/Uses	$ 1,669,358	$ 99,902	$ 365,105	22.0%	$ 1,304,253	$ 637,765	$ 666,488	39.9%
Sub-total : 6100 Dovernet Fund	$ 1,669,358	$ 99,902	$ 365,105	21.9%	$ 1,304,253	$ 637,765	$ 666,488	39.9%
Total : EXPENDITURES	$ 146,869,183	$ 11,066,000	$ 29,597,180	20.2%	$ 117,272,002	$ 62,308,743	$ 54,963,259	37.4%

City of Dover

Arena - General Fund
Revenue & Expenditure Report
(Including Arena Debt Service attributed to the General Fund)
October 31, 2020

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
Revenue	1,207,650	63,792	187,914	15.6	1,019,736	0	1,019,736	84.4
Expenditures	994,263	74,046	273,311	27.5	720,951	356,386	364,565	36.7
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)	**(10,255)**	**(85,397)**	**(12)**	**85,397**	**(356,386)**	**441,783**	**(152)**

City of Dover

Revenues of Major Funds
November 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	75,943	2,590,648	3.0%	$ 91,613,529	$ -	$ 91,613,529	(97.2)%
Licenses & Permits	6,784,924	572,201	2,850,024	42.0	3,934,900	-	3,934,900	58.0
Intergovernmental	2,334,380	179,172	822,127	35.0	1,512,253	-	1,512,253	64.8
Charges for Services	4,435,373	312,720	1,537,992	35.0	2,897,381	(30,987)	2,928,368	66.0
Miscellaneous Revenue	809,440	320,197	538,557	67.0	270,883	(5,982)	276,865	34.2
Education	16,603,800	2,730,830	5,308,897	32.0	11,294,903	-	11,294,903	68.0
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	4,191,063	13,648,245	11.0%	$ 112,132,796	$ (36,969)	$ 112,169,765	89.2%
3213 Parking Activity Fund								
Licenses & Permits	$ 210,000	25,176	106,080	51.0%	103,920	$ -	$ 103,920	49.5%
Parking Income	891,351	53,631	276,954	31.0%	614,397	-	614,397	68.9%
Parking Fines	205,000	10,283	60,301	29.0%	144,699	-	144,699	70.6%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	$ 1,306,351	89,090	443,336	34.0%	$ 863,015	$ -	$ 863,015	66.1%
3320 Residential Solid Waste Fund								
Intergovernmental	$ 12,666	-	-	0.0%	$ 12,666	$ -	$ 12,666	100.0%
Charges for Services	1,746,315	136,350	675,145	39.0%	1,071,170	-	1,071,170	61.3%
Miscellaneous Revenue	0	1,095	2,668	0.0	(2,668)	-	(2,668)	0.0
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3320 Residential Solid Waste	$ 1,758,981	137,445	677,812	39.0%	$ 1,081,169	$ -	$ 1,081,169	61.5%
3381 McConnell Center Fund								
Miscellaneous Revenue	$ 734,830	57,007	288,297	39.0%	$ 446,533	$ -	$ 446,533	60.8%
Operating Transfers In	131,604	9,753	48,763	37.0	82,841	-	82,841	62.9
Sub-total : 3381 McConnell Center	$ 866,434	66,759	337,060	39.0%	$ 529,374	$ -	$ 529,374	61.1%
3410 Recreation Special Revenue Fund								
Charges for Services	$ 430,420	4,268	26,486	6.0%	$ 403,934	$ -	$ 403,934	93.8%
Miscellaneous Revenue	11,500	780	1,050	0.1	$ 10,450	-	10,450	90.9
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	5,048	27,536	6.0%	$ 434,384	$ -	$ 434,384	94.0%
5300 Water Fund								
Intergovernmental	$ 2,500	-	-	0.0%	$ 2,500	$ -	$ 2,500	100.0%
Charges for Services	5,799,106	535,498	2,208,220	0.4	$ 3,590,886	-	3,590,886	61.9
Miscellaneous Revenue	70,500	14,668	66,166	0.9	$ 4,334	-	4,334	6.1
Other Financing Sources	87,500	-	-	0.0	87,500	-	87,500	100.0
Sub-total : 5300 Water Fund	$ 5,959,606	550,166	2,274,386	38.0%	$ 3,685,220	$ -	$ 3,685,220	61.8%
5320 Sewer Fund								
Intergovernmental	$ 30,187	-	-	0.0%	$ 30,187	$ -	$ 30,187	100.0%
Charges for Services	8,055,342	676,118	3,076,725	38.0	4,978,617	-	4,978,617	61.8
Miscellaneous Revenue	57,000	6,045	53,620	94.0	3,380	-	3,380	5.9
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	$ 8,663,521	682,163	3,130,345	36.0%	$ 5,533,176	$ -	$ 5,533,176	63.9%
6100 Dovernet Fund								
Charges for Services	$ 1,054,265	87,977	439,343	42.0%	$ 614,922	$ -	$ 614,922	58.3%
Miscellaneous Revenue	25,000	25,000	25,000	1.0	$ -	-	-	0.0
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	112,977	464,343	40.0%	$ 699,407	$ -	$ 699,407	60.1%
Total : REVENUES	$ 145,961,604	5,834,711	21,003,061	14.0%	$ 124,958,543	$ (36,969)	$ 124,995,512	85.6%

City of Dover

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

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
EXPENDITURES								
1000 General Fund								
City Council	$ 481,609	$ 12,748	$ 120,657	25.0%	$ 360,952	$ 253,532	$ 107,420	22.3%
Executive	1,828,923	123,120	573,980	31.0	1,254,943	604,528	650,415	35.6
Finance	2,182,771	171,622	903,386	41.0	1,279,385	830,583	448,802	20.6
Planning	809,229	55,757	322,223	40.0	487,006	331,120	155,886	19.3
Misc General Government	855,525	127,513	336,562	39.0	518,963	198,761	320,202	37.4
Police	9,870,581	643,134	3,727,235	38.0	6,143,346	3,541,289	2,602,057	26.4
Fire & Rescue	9,957,320	717,871	3,921,166	39.0	6,036,154	3,367,320	2,668,834	26.8
Community Service Public Works	8,574,018	466,024	2,148,160	25.0	6,425,858	2,278,160	4,147,698	48.4
Recreation	2,526,883	146,529	855,062	34.0	1,671,821	720,124	951,697	37.7
Public Library	1,562,013	116,985	580,057	37.0	981,956	582,189	399,767	25.6
Public Welfare	805,767	36,330	130,702	16.0	675,065	73,829	601,236	74.6
Debt Service	6,208,772	1,702	487,632	8.0	5,721,140	25,975	5,695,165	91.7
Other Financing Sources/Uses	3,714,003	136,123	680,617	18.0	3,033,386	-	3,033,386	81.7
School	66,811,056	4,829,235	17,763,195	27.0	49,047,861	38,769,467	10,278,395	15.4
Intergovernmental	9,592,571	-	-	0.0	9,592,571	9,562,961	29,610	0.3
Sub-total : 1000 General Fund	$ 125,781,041	$ 7,584,693	$ 32,550,633	25.9%	$ 93,230,408	$ 61,139,839	$ 32,090,569	25.5%
3213 Parking Activity Fund								
Police	$ 1,306,351	$ 47,629	$ 247,628	19.0%	$ 1,058,723	$ 241,244	$ 817,479	62.6%
Sub-total : 3213 Parking Activity Fund	$ 1,306,351	$ 47,629	$ 247,628	19.0%	$ 1,058,723	$ 241,244	$ 817,479	62.6%
3320 Residential Solid Waste Fund								
Community Service Public Works	$ 1,827,982	$ 146,680	$ 590,295	32.0%	$ 1,237,687	$ 1,079,171	$ 158,516	8.7%
Sub-total : 3320 Residential Solid Waste Fund	$ 1,827,982	$ 146,680	$ 590,295	32.3%	$ 1,237,687	$ 1,079,171	$ 158,516	8.7%
3381 McConnell Center Fund								
Recreation	$ 866,434	$ 25,734	$ 136,399	16.0%	$ 730,035	$ 186,016	$ 544,019	62.8%
Sub-total : 3381 McConnell Center Fund	$ 866,434	$ 25,734	$ 136,399	15.7%	$ 730,035	$ 186,016	$ 544,019	62.8%
3410 Recreation Special Revenue Fund								
Recreation	$ 461,920	$ 5,881	$ 40,315	9.0%	$ 421,605	$ 2,568	$ 419,037	90.7%
Sub-total : 3410 Recreation Special Revenue Fund	$ 461,920	$ 5,881	$ 40,315	8.7%	$ 421,605	$ 2,568	$ 419,037	90.7%
5300 Water Fund								
Community Service Public Works	$ 6,115,593	$ 333,947	$ 1,835,351	30.0%	$ 4,280,241	$ 883,202	$ 3,397,040	55.5%
Sub-total : 5300 Water Fund	$ 6,115,593	$ 333,947	$ 1,835,351	30.0%	$ 4,280,241	$ 883,202	$ 3,397,040	55.5%
5320 Sewer Fund								
Community Service Public Works	$ 8,840,505	$ 535,000	$ 2,457,897	28.0%	$ 6,382,607	$ 1,690,311	$ 4,692,296	53.1%
Sub-total : 5320 Sewer Fund	$ 8,840,505	$ 535,000	$ 2,457,897	27.8%	$ 6,382,607	$ 1,690,311	$ 4,692,296	53.1%
6100 Dovernet Fund								
Other Financing Sources/Uses	$ 1,669,358	$ 66,824	$ 414,951	25.0%	$ 1,254,407	$ 591,815	$ 662,592	39.7%
Sub-total : 6100 Dovernet Fund	$ 1,669,358	$ 66,824	$ 414,951	24.9%	$ 1,254,407	$ 591,815	$ 662,592	39.7%
Total : EXPENDITURES	$ 146,869,183	$ 8,746,388	$ 38,273,469	26.1%	$ 108,595,714	$ 65,814,166	$ 42,781,548	29.1%

City of Dover

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

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
Revenue	1,207,650	47,306	235,220	19.5	972,430	0	972,430	80.5
Expenditures	994,263	55,625	318,596	32.0	675,667	352,115	323,552	32.5
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)	**(8,319)**	**(83,375)**	**(13)**	**83,375**	**(352,115)**	**435,490**	**(152)**

City of Dover

Revenues of Major Funds
December 31, 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	$ 94,224,272	16,765,475	19,356,141	21.0%	$ 74,868,131	$ -	$ 74,868,131	(79.5)%
Licenses & Permits	6,734,924	646,818	3,390,895	50.0	3,344,029	-	3,344,029	49.7
Intergovernmental	2,786,650	1,614,833	2,436,960	87.0	349,690	-	349,690	12.5
Charges for Services	4,385,373	231,945	1,977,302	45.0	2,408,071	(30,987)	2,439,058	55.6
Miscellaneous Revenue	359,440	11,970	549,723	153.0	(190,283)	(5,982)	(184,301)	(51.3)
Education	16,803,088	2,756	5,516,856	33.0	11,286,232	-	11,286,232	67.2
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	$ 125,902,694	19,273,798	33,227,877	26.0%	$ 92,674,817	$ (36,969)	$ 92,711,786	73.6%
3213 Parking Activity Fund								
Licenses & Permits	$ 210,000	35,403	141,483	67.0%	68,517	$ -	$ 68,517	32.6%
Parking Income	891,351	46,517	323,471	36.0%	567,880	-	567,880	63.7%
Parking Fines	205,000	12,363	72,714	35.0%	132,286	-	132,286	64.5%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	$ 1,306,351	94,282	537,667	41.0%	$ 768,684	$ -	$ 768,684	58.8%
3320 Residential Solid Waste Fund								
Intergovernmental	$ 12,666	-	-	0.0%	$ 12,666	$ -	$ 12,666	100.0%
Charges for Services	1,746,315	185,707	860,852	49.0%	885,463	-	885,463	50.7%
Miscellaneous Revenue	0	89	2,757	0.0	(2,757)	-	(2,757)	0.0
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3320 Residential Solid Waste	$ 1,758,981	185,797	863,609	49.0%	$ 895,372	$ -	$ 895,372	50.9%
3381 McConnell Center Fund								
Miscellaneous Revenue	$ 734,830	26,367	314,663	43.0%	$ 420,167	$ -	$ 420,167	57.2%
Operating Transfers In	131,604	9,753	58,515	44.0	73,089	-	73,089	55.5
Sub-total : 3381 McConnell Center	$ 866,434	36,119	373,179	43.0%	$ 493,255	$ -	$ 493,255	56.9%
3410 Recreation Special Revenue Fund								
Charges for Services	$ 430,420	4,720	31,206	7.0%	$ 399,214	$ -	$ 399,214	92.7%
Miscellaneous Revenue	11,500	990	2,040	0.2	$ 9,460	-	9,460	82.3
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	5,710	33,246	7.0%	$ 428,674	$ -	$ 428,674	92.8%
5300 Water Fund								
Intergovernmental	$ 2,500	-	-	0.0%	$ 2,500	$ -	$ 2,500	100.0%
Charges for Services	5,799,106	851,220	3,061,203	0.5	$ 2,737,903	-	2,737,903	47.2
Miscellaneous Revenue	70,500	4,352	70,587	1.0	$ (87)	-	(87)	(0.1)
Other Financing Sources	87,500	-	-	0.0	87,500	-	87,500	100.0
Sub-total : 5300 Water Fund	$ 5,959,606	855,572	3,131,790	53.0%	$ 2,827,816	$ -	$ 2,827,816	47.4%
5320 Sewer Fund								
Intergovernmental	$ 30,187	-	-	0.0%	$ 30,187	$ -	$ 30,187	100.0%
Charges for Services	8,055,342	992,626	4,071,855	51.0	3,983,487	-	3,983,487	49.5
Miscellaneous Revenue	57,000	5,067	58,802	103.0	(1,802)	-	(1,802)	(3.2)
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	$ 8,663,521	997,693	4,130,657	48.0%	$ 4,532,864	$ -	$ 4,532,864	52.3%
6100 Dovernet Fund								
Charges for Services	$ 1,054,265	87,976.59	527,320	50.0%	$ 526,945	$ -	$ 526,945	50.0%
Miscellaneous Revenue	25,000	-	25,000	1.0	$ -	-	-	0.0
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	87,977	552,320	47.0%	$ 611,430	$ -	$ 611,430	52.5%
Total : REVENUES	$ 146,083,257	21,536,947	42,850,344	29.0%	$ 103,232,913	$ (36,969)	$ 103,269,882	70.7%

City of Dover

Expenditures of Major Funds
December 31, 2020
(General Fund Includes County, School and Debt Service)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
EXPENDITURES								
1000 General Fund								
City Council	$ 481,609	$ 3,350	$ 124,007	26.0%	$ 357,602	$ 249,844	$ 107,758	22.4%
Executive	1,828,923	189,707	765,993	42.0	1,062,930	489,180	573,750	31.4
Finance	2,182,771	188,952	1,093,793	50.0	1,088,978	687,443	401,535	18.4
Planning	809,229	68,593	390,938	48.0	418,291	278,234	140,057	17.3
Misc General Government	1,006,788	117,399	453,961	45.0	552,827	191,047	361,780	35.9
Police	9,870,581	892,360	4,616,868	47.0	5,253,713	3,028,051	2,225,663	22.5
Fire & Rescue	9,957,320	1,211,363	5,132,843	52.0	4,824,477	2,503,575	2,320,902	23.3
Community Service Public Works	8,574,018	450,526	2,615,053	30.0	5,958,965	1,969,323	3,989,642	46.5
Recreation	2,526,883	179,381	1,034,557	41.0	1,492,326	607,274	885,053	35.0
Public Library	1,562,013	133,214	713,294	46.0	848,719	466,137	382,582	24.5
Public Welfare	805,767	34,189	164,921	20.0	640,846	88,355	552,492	68.6
Debt Service	6,208,772	1,702	489,334	8.0	5,719,438	22,728	5,696,710	91.8
Other Financing Sources/Uses	3,714,003	-	680,617	18.0	3,033,386	-	3,033,386	81.7
School	66,811,056	4,963,707	22,726,894	34.0	44,084,162	34,616,482	9,467,680	14.2
Intergovernmental	9,562,961	9,562,961	9,562,961	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	$ 125,902,694	$ 17,997,404	$ 50,566,034	40.2%	$ 75,336,660	$ 45,197,671	$ 30,138,988	23.9%
3213 Parking Activity Fund								
Police	$ 1,306,351	$ 49,701	$ 296,291	23.0%	$ 1,010,060	$ 203,149	$ 806,911	61.8%
Sub-total : 3213 Parking Activity Fund	$ 1,306,351	$ 49,701	$ 296,291	22.7%	$ 1,010,060	$ 203,149	$ 806,911	61.8%
3320 Residential Solid Waste Fund								
Community Service Public Works	$ 1,827,982	$ 78,250	$ 675,475	37.0%	$ 1,152,507	$ 1,005,637	$ 146,870	8.0%
Sub-total : 3320 Residential Solid Waste Fund	$ 1,827,982	$ 78,250	$ 675,475	37.0%	$ 1,152,507	$ 1,005,637	$ 146,870	8.0%
3381 McConnell Center Fund								
Recreation	$ 866,434	$ 45,056	$ 181,680	21.0%	$ 684,754	$ 160,465	$ 524,289	60.5%
Sub-total : 3381 McConnell Center Fund	$ 866,434	$ 45,056	$ 181,680	21.0%	$ 684,754	$ 160,465	$ 524,289	60.5%
3410 Recreation Special Revenue Fund								
Recreation	$ 461,920	$ 4,336	$ 44,367	10.0%	$ 417,553	$ 3,135	$ 414,418	89.7%
Sub-total : 3410 Recreation Special Revenue Fund	$ 461,920	$ 4,336	$ 44,367	9.6%	$ 417,553	$ 3,135	$ 414,418	89.7%
5300 Water Fund								
Community Service Public Works	$ 6,115,593	$ 196,767	$ 2,032,834	33.0%	$ 4,082,758	$ 760,890	$ 3,321,869	54.3%
Sub-total : 5300 Water Fund	$ 6,115,593	$ 196,767	$ 2,032,834	33.2%	$ 4,082,758	$ 760,890	$ 3,321,869	54.3%
5320 Sewer Fund								
Community Service Public Works	$ 8,840,505	$ 398,044	$ 2,856,804	32.0%	$ 5,983,701	$ 1,381,443	$ 4,602,258	52.1%
Sub-total : 5320 Sewer Fund	$ 8,840,505	$ 398,044	$ 2,856,804	32.3%	$ 5,983,701	$ 1,381,443	$ 4,602,258	52.1%
6100 Dovernet Fund								
Other Financing Sources/Uses	$ 1,669,358	$ 78,507	$ 491,319	29.0%	$ 1,178,038	$ 614,955	$ 563,083	33.7%
Sub-total : 6100 Dovernet Fund	$ 1,669,358	$ 78,507	$ 491,319	29.4%	$ 1,178,038	$ 614,955	$ 563,083	33.7%
Total : EXPENDITURES	$ 146,990,836	$ 18,848,065	$ 57,144,805	38.9%	$ 89,846,031	$ 49,327,345	$ 40,518,686	27.6%

City of Dover

Arena - General Fund
Revenue & Expenditure Report
(Including Arena Debt Service attributed to the General Fund)
December 31, 2020

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
Revenue	1,177,650	59,579	294,799	25.0	882,851	0	882,851	75.0
Expenditures	964,263	89,668	408,264	42.3	555,999	298,322	257,676	26.7
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	**(30,090)**	**(113,465)**	**(17)**	**113,465**	**(298,322)**	**411,787**	**(152)**

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 –November, 2020

Employee Name	Division	Years of Service
White, Dave W	Public Works	32
Brown, Troy T	Fire	22
Tsouramanis, Jean M	Executive	20
Seawards, Robert E	Public Works	19
Petrin, Scott M	Police	19
Trefethen, Krista S	Recreation	18
Mitchell, Dana C	Police	17
Wingren, Diana L	Police	17
Mason, Elizabeth N	Fire	16
Mandigo, Alan R	Public Works	16
Myers, Jennifer J	Fire	16
Roberts, James F	Recreation	15
Mistretta, Susan M	Finance	14
Lavoie, Jason A	Public Works	8
Lockhardt, Aimee K H	Library	8
Openo, Mai N	Library	5
Worden, Clarence W Jr	Fire	5
Ryder, Corey L	Fire	4
Sullivan, Kevin M	Public Works	4
McNeil, Michael C	WWTP	3
Muirhead, Kevin R	Public Works	3
Grace, Richard W	Public Works	2
Kim, Wonsuk	Library	2
Gagne, Cole W	Public Works	2
Baig, Mushtaq Ahmed	Public Works	2
Meyer, Robert A	Police	2
Banester, Michael S	Public Works	1
Lemay, Shawn R	Public Works	1
St Hilaire, Lisa M	Police	1

OCTOBER SEPARATIONS:

1 Community Services
1 Public Library
1 Police Department
2 Recreation Department

OCTOBER NEW HIRES:

1 Fire Department

Employee Anniversaries –December, 2020

Employee Name	Division	Years of Service
Simons, William C	Police	34
Dolleman, Brant M	Police	22
Breault, William M	Police	22
Burt, Timothy J	Police	22
Truax, Dean C	CSPublic Works	20
Lawson, Lisa M	Police	20
Ferullo, Michael W	Fire	18
Caproni, Joseph A	Police	18
Spainhower, Dale S	Fire	17
Nadeau, Michael P	CSPublic Works	16
Steneri, Denise M	Finance	14
Gray, Marilyn C	Library	9
Kilday, Michael J	Fire	6
Blonigen, Rachel	Finance	5
Anderson, David R	Police	3
Houde, Dale J	CS WWTP	2
Cummings, Jacob R	CSPublic Works	2
Cahill, Michelle L	Public Welfare	1

NOVEMBER SEPARATIONS:

1 Police Department

NOVEMBER NEW HIRES:

2 Community Services
1 Executive Department
3 Recreation Department

Employee Anniversaries –January, 2021

Employee Name	Division	Years of Service
Bannon, Gary S	Recreation	31
Haas, Paul W	Fire	23
Keefe, Timothy J	Police	22
Plante, Marc A	Fire	20
Carmichael, John R	Police	17
Carlson, Oake D	Police	15
Michaud, Matthew L	Fire	12
Peters, David	Executive	10
Plummer, Christopher R	Police	11
Glowacki, Nicholas D	Police	5
Falconer, Patricia M	Library	5
Scarponi, Michael R	Library	3
Lepage, Marcel J	Recreation	4
Abbott, Thomas R	Fire	3
Duffy, Quinn R	Fire	3
Cartabona, Stephanie E	CSPublic Works	2
Couturier, Christopher L	Fire	2
Perron, Daniel R	Recreation	2
Friedman, Erika B	Recreation	1
Hardwick, Emmett T	Library	1

DECEMBER SEPARATIONS:

3 Community Services

DECEMBER NEW HIRES:

1 Fire Department
3 Police Department
1 Public Welfare Department

On October 20th and 21st, a total of 16 hours of training for the Fire Department Engineer was conducted by Division Chief Chabot and Assistant Chief Spainhower. The engineer is an expert who is responsible for the operation, minor maintenance as well as the driving of the fire apparatus which include fire engines, ladder trucks, rescue trucks and other specialty equipment. Department Engineers are required to attend 16 hours of annual training above and beyond normal driver/operator training. This year's training was based on site specific rural water supply scenarios, apparatus equipment standardization and collisions involving fire and EMS apparatus. Rural water supply is the methods necessary to deliver a sustainable water supply during a fire, in those areas that are outside the City's hydrant district.

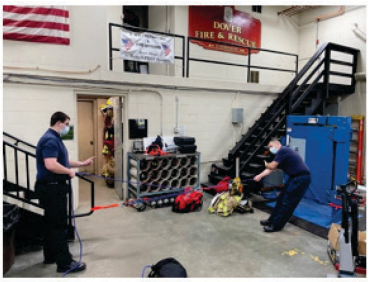
In October, D/C McShane represented Dover Fire & Rescue at the annual Unitil (virtual) Gas Emergency Preparedness and Response Coordination meeting. This annual meeting gives an opportunity for leadership staff in the various Emergency Response agencies to interact with Unitil Operations staff in discussion about preparedness and emergency response related to Unitil functions and the handling of associated gas emergencies.

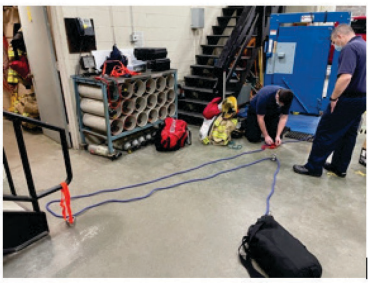
In November, fire staff attended on online conference presented by the Commission of Fire Accreditation. This conference identified and defined the necessary steps and overall processes required to achieve accreditation status. Recognized to be a multi-year process, this overview served to outline the overall process and provide staff with an overview of what will be required in the journey to accreditation.

Also in November, D/C McShane completed the course *Hazard Mitigation and Resilient Communities.*

This course provides an overview of what is known about natural hazards, disasters, recovery, and mitigation, how research findings have been translated into policies and programs, and a sustainable hazard mitigation research agenda. The course also provides an examination of past disaster losses and hazards management over the past 50 years, including factors--demographic, climate, social--that influence loss.

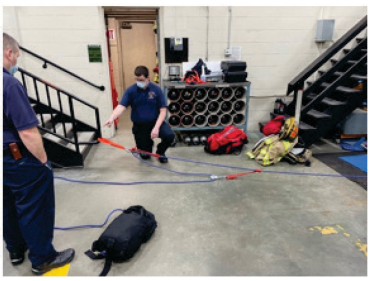
"Company level" training continued among the 4 shifts, in an effort to maintain a stable group of qualified operators of the various pieces of high-tech apparatus in use with Fire and Rescue. Company Level training is typically initiated by the company officers on a particular shift, as they work to 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. In the months of October, November and December the following members achieved certification in fire department apparatus: William Carey-Engine 9, Benjamin Roesch-Engine 8, Quinn Duffy-Engine 7, Matthew McLean-Engine 6, Stephen Thunstrom-Engine 7,





With several recent hires in the workforce, there is always plenty to learn between responding to emergency calls and other station responsibilities.

In the photos to the right, 18 year veteran (and expert in ropes and climbing-related skills) firefighter Jeff Hudick (first picture) explains the basics behind a 4:1 "Z-System" rope rescue system, to newly hired firefighter Brandon Cunningham.



After Jeff demonstrated the setup, Brandon sets the system up on his own under Jeff's supervision.

On October 14th, Firefighter AEMT's Quinn Duffy and James Calderone officially became Firefighter/Paramedics, when they graduated from the New England EMS Institute after a long and challenging educational program. Under "normal" circumstances, the paramedic certification program is a grueling combination of academic hours and hundreds of hours of hospital observations and ambulance "ride times" to gain exposure to the advanced skills and delivery capabilities of a registered paramedic. This year, the challenges were all the more extreme, as classes pivoted to remote learning and hospitals shut their doors to any outside visitation.



Quinn (L) and James (R) persevered, however, and have now proudly joined the ranks of the other highly skilled Dover Firefighter/Paramedics.

Jonathan Demers



In the months of October-December, two new members joined the Dover Fire and Rescue family.

Hired on October 26th, Cody Heath came to us after serving 3 years as a well-respected member of Lee Fire & Rescue.

On December 14th, Dover native Jonathan Demers joined the ranks of Dover Fire & Rescue, with time spent at Stewart's Ambulance Service, and as a call member of the Rollinsford Fire Department.

Cody Heath



On October 1, 8, 15, 23, & 23 of 2020, Sergeant Mark Nadeau participated in the online training for Internal Affairs. The focus of this training is to identify proper legal and operational standards for internal affairs investigations, including the development of appropriate police practices on the use of force and force related policies.

On October 14, 2020, Animal Control Officer Kathy Ladisheff participated in a Zoom online training entitled Zoonotic Disease Awareness.

On October 14, 2020, Officer Jenna Donais attended an online training on Blood Pattern Recognition. This training provided the foundation for bloodstain pattern recognition in answering pertinent questions such as where people may have been positioned in a crime scene, type of instrumentation used, directionality of bloodstains, effects of surfaces encountered, and force applied on bloodstains.

On October 15, 2020, Captain Dave Terlemezian, Prosecutor Chelsea Lane, Records Supervisor Diana Wingren, and Secretary Lisa Dalton participated in a four hour online training entitled 2020 Right to Know Law Virtual Workshop for Law Enforcement. This workshop answered many questions about withholding records compiled for law enforcement purposes when disclosure would interfere with enforcement proceedings or other factors. Also covered were disclosure exemptions found in other New Hampshire statues governing body worn cameras, motor vehicle records, gun licenses, police personnel records, and the retention of police records.

On October 16, 2020, Detectives Bryon Lynch and Adam Gaudreault attended Strafford County Attorney's Officer Investigator training. The training focused on how to give trial testimony but also what the County prosecutors are looking for in certain investigations.

On October 21-22, 2020, Traffic Patrol Officer Levin attended a 16 hour rifle armorer's course in Windham, Maine. Officer Levin has prior military experience and is one of the department's firearms instructors and armorers. An armorer is qualified to perform technical maintenance and repairs on firearms.

On October 21-23, 2020, Officers Sean Mask and Adin Sobel attended training on becoming a Field Training Officer. This three day training focused on training and evaluating a probationary officer. The training also included various teaching methods and learning styles. Field training takes place when a new officer is paired with training officers for 12 weeks prior to coming a solo officer.

Chief Breault, Captain Terlemezian, Captain Gould and Sergeant Travaglini attended virtual classes presented by the International Association of Chiefs of Police. The subject matter included recruitment of minority officers and public relations after a police agency is forced to charge one of their own officers with a crime.

All sworn officers participated in rifle qualifications and handgun skill building training during the month.

Vicki Harris participated in the 2 day Innovations in Recovery Conference hosted by SOS on October 8th and 9th. Captain Terlemezian was a panelist for the same conference. The topic for his panel was Law Enforcement Assisted Diversion and the Dover Police Department's experience with the arrest alternative.

On November 5, 2020, Prosecutor Chelsea Lane participated in DWI Litigation training. This program included a demonstration of the new Intoxilyzer 9000 by the State Police Forensic Laboratory. The Intoxilyzer 9000 is the first new evidentiary breath testing device implemented by NH law enforcement agencies in over four decades. The program included presentations on the preparation of the prosecution and defense cases. Also included were presentations on the preparation of the prosecution and defense case.

Prosecutor Chelsea Lane also attended Trauma Informed Family Court Practice on November 13, 2020. This training was also attended by Detective Bryon Lynch.

Chelsea Lane also attended Implicit Bias Training on November 20, 2020.

On November 5 and 6, Officer Levin assisted staff at the New Hampshire Police Standards and Training facility in Concord to provide firearms skills training to police recruits at the 183rd full time officer academy. Officer Levin is one of the department's firearms instructors, and the academy typically relies on officers from around the state to help conduct various forms of recruit training.

On November 10, the Dover Police Department hosted the semi-annual regional Intoxilyzer 9000 recertification training classes. The training is conducted by staff from the Toxicology Group of the NH State Police Forensics Laboratory, and is a required annual training for all officer maintaining certification in the breath testing instrument. Thirty of Dover's sworn officers also attended this training and renewed their breath test certifications.

On November 18, 2020, members of the Crime Scene Unit (Detective Burt, and Officers Levin, Martuscello, Donais, Anderson, O'Neil, and Elbert) attended a full day of training. The training consisted of UV/IR Photography and new methods for the detection of lead, copper and nitrite residues.

Detective Bryon Lynch attended a webinar titled "Race, Poverty and juvenile Court: The Cradle to Prison Pipeline."

On November 18th, Officer Cooper attended a webinar covering financial exploitation of the elderly population.

Officer Martuscello attended an online training about Law Enforcement interactions with homeless, which focused on how police can better address and help stop the cycle of homelessness

On December 15, AnnMarie Cummings began her career with the Dover Police Department as a secretary in the Records Unit. AnnMarie comes to the police department after working for several years at the Early Childhood Learning Center in Barrington. She is also a partner in a construction business with her husband.



AnnMarie Cummings

On Monday, December 21, 2020, the police department's three newest police officers began their career. All three will be attending the 184th NH Police Academy beginning on January 4, 2021.



Officer Carmen Cusick

Officer Carmen Cusick is a native of Saratoga Springs, NY and graduated from the University of New Hampshire in May of 2020 with a B.A. in Sociology and Justice Studies. She has served as a reserve officer for the past two summers with the York, ME Police Department. Officer Cusick lives in Dover.



Officer Tyler Malsbury

Officer Tyler Malsbury is a lifelong resident of Dover and a 2012 graduate from Dover High School. After serving in the United States Marine Corps, he earned an Associate's degree in Criminal Justice from Great Bay Community College. Officer Malsbury previously served as a part-time officer for the Town of Madbury for the last two years. His father, Bill, retired from the Dover Police Department at the rank of Sergeant



Officer Brendan Madsen

Officer Brendan Madsen is also a lifelong resident of Dover, who recently completed service in the United States Marine Corps. Officer Madsen graduated from the University of New Hampshire in May of 2019 with a degree in Kinesiology. He currently lives in Dover with his wife, who is a teacher in the Farmington school system.

On December 18, 2020, Officer Timothy David graduated from the NH Police Academy. He entered training on December 27, 2020.

On December 8, Officer Levin accompanied other members of the Dover Police Department Crime Scene Unit in participating in a webinar training pertaining to ultraviolet and infrared photography and documentation. The webinar was facilitated by Arrowhead Forensics.

On December 2, 9, 16 and 30, Officer Levin participated in a series of webinars pertaining to trending topics in traffic safety. The 2020 New Hampshire Virtual Traffic Safety Series was facilitated by the Office of New Hampshire Highway Safety, AAA Northern New England, and the Injury Prevention Center of Dartmouth-Hitchcock. Topics included Latest Trends with Teen Drivers, Speed Enforcement initiatives, Impaired Driving best practices and challenges, and Vehicle Technology pertaining to traffic safety.

During the week of December 14, all sworn officers completed annual night firearms and low light shooting qualifications at the White Birch Armory in Dover.

Officer Dunne attending a virtual School Resource Officer training hosted by the Special Olympics of New Hampshire. The focus was learning how to speak to youth in a constructive way.

Dispatcher Emily Cleary attended two virtual courses related to crime and intelligence analysis. One was Basic Analyst Skills & Requirements and the other was Policies and Guidance for Intelligence Analysts

Detective Tim Burt attended a virtual class that covered Expert Witness Testimony: Advanced Skills for Forensic Science Professionals.

ACO Kathy Ladisheff attended a virtual class entitled Animals in Distress: How to Help the Community.

During the month, Vicki Harris attended three virtual training classes or meetings. These include: Alcohol/Tobacco Laws and Enforcement during COVID, Teen Vaping and COVID-19, and Why Opioid Misuse Messaging is an Essential Part of COVID-19 Response.

Some of the members of the crime scene unit attended virtual trainings during the month of December. This includes Detective Jenna Donais who attended Crime Scene Management as well as Officer Paul Levin, Detective Adam Gaudreault, Detective Tim Burt, and Officer Molly Martuscello who attended an UV/IR Forensic Imaging Workshop.

Dispatchers Laura Kintz & Stephen Dwyer attended Virtual Leadership - Lead, Follow, or Get out of Way

Officer Juel Cooper, Molly Martuscello, Brynn Dunne, Nick Glowacki attended a virtual training called Effective Police Interactions with Youth

Gretchen Young, who recently accepted our Environmental Projects Manager position, successfully became accredited as an Organic Land Care Professional. She completed an educational course established by the Northeast Organic Farming Association (NOFA). This greatly expands the City staff's knowledge base as we continue to support the City Councils' Resolution committing the City to organic land care options.

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 and the New Hampshire Planners Association Annual meeting and professional development session on December 2.

City Planner Benton attended Primex's Supervisor's training in early December.

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

Assistant City Planner Piekut and the Energy Commission welcomed a presentation on the available services of Clean Energy NH, of which Dover is now a municipal member.

Planning and Community Development staff attended webinars on the following topics:

- Shared Spaces – how to use right of way during COVID
- User Centered Zoning – how to draft and present zoning code for the non-planner
- Capturing Best Elements of Engagement
- How to the be a Cititzen Engagement Champion
- The Value of the Curb – using Right of Way for private use, but not reduce public value

- From Outskirts to Downtown – the connection between land use and tax valuation
- Incorporating Sea Level Rise into Capital Infrastructure Planning
- Equity by Design
- Equitable Planning

Planning and Community Development staff all read "The Color of Law" a book reviewing the use of discrimination tactics in land use.

Planning and Community Development staff all focused on one aspect of the City Code they were not educated about. Each staff person picked a chapter of the code, both to learn the new structure, but also see the interplay between land use and other areas of the Code. Ethics, City Property, Licensing, Scenic Roads and Amusements were some of the chapters reviewed.

City Attorney Wyatt attended a certification course on parliamentary procedure. He also attended a course on the Right to Know Law.

The Town of New Durham and the New Durham Public Works Department sent a letter expressing their sincere appreciation and thanked the City of Dover Highway Division for mutual aid assistance they received in December in response to their request for an after-winter storm event.

Library staff members attended the following webinars in October: Getting Started in Family History Cemetery and Church Records; Navigating Naturalization Records; Focused Research vs. Information Overload; Going Forward with Libraries Inside Out—Designing for the COVID Era and Beyond; Restorative Justice in Teen Services; Reading Graphic; Outlook 101 LinkedIn Learning; Getting Started with Libby Overdrive; and Library Journal's Day of Dialog.

In November and December, library staff attended the following webinars: Children's Librarians of New Hampshire Virtual Conference; Library Design Institute hosted by Library Journal; Library Cataloging class from Library Juice Academy; The Efficient Library from Niche Academy; Supporting Teens During Difficult and Challenging Times hosted by YALSA (Young Adult Library Services Association); Learning Express webinar hosted by EBSCO Learning Express; Stuck in the Middle: Serving Tweens in the Library hosted by New England Library Association; Participated in the Recovery Friendly Workplace Business Panel with SOS Recovery; Accidental Facilities Manager hosted by Webjunction; ACE Training with the Dover Mental Health Alliance; Brick Wall Breakthroughs: An Introduction to Genealogical Research and the Role of the Genealogy Librarian presented by Thomas MacEntee; The Genealogical Reference Interview

The Dover Public Library welcomes Olivia Pexton, the new Inter-Library Loan Librarian. She loves to read, paint, and hangout with her houseplants. She's currently pursuing her Master's degree in Library and Information Science at Simmons University.



Olivia Pexton
Inter-Library Loan Librarian

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 and Community Development staff continues to work on a stakeholder engagement manual. This manual will review ways staff can interact with stakeholders on projects, and in the general course of processing plans and implementing Master Plan recommendations. The manual will be developed to work with efforts of other departments and the Media Services office to ensure that staff are industry leaders in outreach and education.

City Planner Bird met with the Conservation Commission on October 13th and November 9th to review four new applications for various NHDES Wetland Permits and CUPs and to approve an expenditure from the Conservation Fund for a conservation easement appraisal. City Planner Bird had meetings with the Purchasing Agent on October 7th and 15th to prepare a RFP for hiring an appraiser that was issued on October 16th. Assistant City Manager Parker met with the Conservation Commission on December 14th to review one application.

City Planner Bird met with the Forest Management Sub-committee of the Conservation Commission on October 5th to meet with Liz Durfee and Kyle Pimental to review the Central Business District Street Tree Inventory and Plan.

City Planner Bird met with members of the Open Lands Committee on October 8th and 23rd and November 5th to conduct easement monitoring visits on five conservation properties.

City Planner Bird had an online meeting on October 15th with two staff members of the Strafford Regional Planning Commission to review data collected in Dover for a recreation mapping project.

City Planner Bird participated in an online meeting of the Coastal Adaptation Workgroup municipal group on October 22nd to discuss the new DES wetland rules and other business and on December 3rd to hear a presentation on near shore fluid dynamics and coastal resilience.

City Planner Bird met with Gretchen Young, the new Environmental Projects Coordinator on October 27th to discuss common land protection projects and how to coordinate efforts and activities.

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.

In December, the ad hoc panel set up to assess responses to the RFP released in August regarding solar panel opportunities on Municipal parcels met for a fourth and final time. The committee had been meeting to follow up on interviews from mid-September. Three responses were received and all three groups were interviewed. In addition to the review panel, the City retained Competitive Energy Solutions, the City's energy procurement consultant, to provide a financial analysis.

Of the three responses there were elements that jumped out as positive for the City and questions were raised by the panel, after reviewing the general RFP structure and lack of parity between the responses. There was no cut and dry response that would easily move the project forward.

The panel requested financial analysis be completed by CES and then met to review that analysis. Two follow up meetings were held to further review and discuss the financial options as well as seeking ways to compare the responses on a level field. Instead of creating that level review, the panel found more questions and concerns.

Some of the questions revolved around the following themes:

- The status of REC pricing in the region
- The value of holding RECs
- The value of implementing solar on certain parcels/facilities
- The value of leasing land to a private entity vs constructing panels for municipal use
- The value of owning the infrastructure, now and in 20 years
- Will the change in Federal leadership impact renewable options

In the end the panel felt that having the open ended RFP, along with needing clarity the themes above was too much uncertainty to make a decision at this time. The panel elected to not select any respondent and to regroup in January to look at rewriting the RFP with less flexibility in mind and potentially creating an RFQ process.

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.

City Planner Bird had an online meeting on November 18th with staff members of the Strafford Regional Planning Commission and the Environmental Projects Coordinator to review data collected for the downtown street tree inventory mapping project.

City Planner Bird met with the Open Lands Committee on November 19th to review land conservation efforts and to elect new officers for 2021.

City Planner Bird participated in an online meeting on November 23rd with staff from SELT and a realtor to discuss a potential land conservation project.

City Planner Bird participated in an online meeting on November 23rd with a resident to discuss the City's efforts to protect the natural resources associated with the three rivers in Dover.

City Planner Bird attended an online workshop on December 17th on funding opportunities for wetlands restoration.

City Planner Bird participated in a conference call on December 22nd with members of the Wyndbrook HOA to discuss their conservation easement.

City Planner Bird participated an online meeting on December 31st with two local educators to discuss their plans to plant American Chestnut trees on public land in Dover.

Assistant City Manager, City Planner Benton, and the City Attorney worked with a developer on a term sheet for a downtown infill project.

CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, January 13, 2021**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Cullen led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Ciotti, Councilor Cullen, Councilor O'Connor, and Councilor Williams. Councilor Muffett-Lipinski and Councilor Thibodeaux attended virtually.
Also Present: City Manager Joyal, City Attorney Wyatt, and City Clerk Mistretta.

5. PROCLAMATIONS/AWARDS

Mayor Carrier read a Proclamation for School Choice Week.

Mayor Carrier read a Proclamation for Matthew Mayberry.

6. APPROVAL OF AGENDA

Deputy Mayor Ciotti moved to approve the Agenda; seconded by Councilor Thibodeaux.
Roll Call Vote: 8/0.

7. PUBLIC HEARINGS

A. CHAPTER 121 – SEWERS AND WATER, SECTIONS 1, 5, AND 11
SPONSORED BY MAYOR CARRIER BY REQUEST

City Attorney Wyatt gave an overview of the Ordinance to the Council.

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

8. WARD 4 CITY COUNCIL CANDIDATE PRESENTATIONS

Marcia Gasses, 114 Garrison Road: She spoke to the Council about her interest in serving as Ward 4 City Councilor.

Mark Speidel, 28 Leathers Lane: He spoke to the Council about his interest in serving as Ward 4 City Councilor.

9. 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.

Kevin McEneaney, 8 Gold Post Road, Chairperson for the Dover 400th Anniversary Committee: He spoke in favor of Item 14.A.10.

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

10. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He gave an overview on several areas in the City to the Council. With acceptance of his report the Council would also accept his appointment of Gretchen Young to the Southeast Watershed Alliance.
Councilor Cullen asked for an update on the status regarding City Council – All emails.
Director of Media Services Gillis gave an overview of the new process to the Council.
City Manager Joyal offered to send the link to the Council for review.
Mayor Carrier asked for an update on the Broadway Culvert
Community Services Director Storer gave an overview of the project to the Council.
Deputy Mayor Ciotti moved to accept the City Manager's Report; seconded by Councilor Williams.
Roll Call Vote: 8/0.

11. APPROVAL OF MINUTES

A. December 9, 2020 – Regular Meeting
B. January 6, 2021 – Special Meeting
C. January 6, 2021 – Workshop Session

Deputy Mayor Ciotti moved to approve the Minutes; seconded by Councilor Shanahan.
Roll Call Vote: 8/0.

12. MAYOR'S REPORT

Mayor Carrier spoke about the Historical lecture series produced by the Dover 400th Anniversary Committee. He listed the events he has attended in the past two weeks.
Deputy Mayor Ciotti moved to accept the Mayor's Report; seconded by Councilor O'Connor.
Roll Call Vote: 8/0.

13. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 121 – SEWERS AND WATER, SECTIONS 1, 5, AND 11
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Shanahan.
Deputy Mayor Ciotti moved to substitute the Ordinance as a whole; seconded Councilor O'Connor.
Councilor Shanahan gave an overview of the revisions to the Ordinance to the Council.
Roll Call Vote: 8/0.

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

14. NEW BUSINESS

A. CONSENT CALENDAR

1. B21032 FURNISH AND INSTALL TRAFFIC SIGNAL GRIDSMART VIDEO DETECTION
SPONSORED BY MAYOR CARRIER BY REQUEST

2. B21037 PURCHASE OF 2021 MODEL YEAR VEHICLES - STATE OF NH CONTRACT
SPONSORED BY MAYOR CARRIER BY REQUEST

3. B21040 CATERPILLAR GENERATOR FOR THE NEW FACILITIES, GROUNDS AND CEMETERIES BUILDING – SOURCEWELL CONTRACT
SPONSORED BY MAYOR CARRIER BY REQUEST

4. B21042 HOLMATRO RESCUE TOOLS - STATE OF MA CONTRACT WITH INDUSTRIAL PROTECTION SERVICES, LLC
SPONSORED BY MAYOR CARRIER BY REQUEST

5. PURCHASE OF ZOLL ZVENT PORTABLE VENTILATORS - SOLE SOURCE PURCHASE
SPONSORED BY MAYOR CARRIER BY REQUEST

6. AUTHORIZATION TO COMMIT ADDITIONAL FUNDS - GREAT BAY ESTUARY – RETENTION OF OUTSIDE LEGAL COUNSEL
SPONSORED BY MAYOR CARRIER BY REQUEST

7. **AUTHORIZATION TO COMMIT FUNDS FOR THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM PERMIT**
   SPONSORED BY MAYOR CARRIER BY REQUEST

8. **APPROVAL FOR LOT LINE RESTORATION ON 88 OLD ROCHESTER ROAD (TAX MAP A13, LOT L)**
   SPONSORED BY MAYOR CARRIER BY REQUEST

9. **APPROVAL OF COMMITTEE FOR RACIAL EQUITY AND INCLUSION AMENDMENTS TO OPERATING RULES**
   SPONSORED BY MAYOR CARRIER BY REQUEST

10. **DISSOLUTION OF THE AD HOC DOVER 400TH ANNIVERSARY COMMITTEE AND AUTHORIZATION TO GRANT APPROPRIATED FUNDS TO THE INDEPENDENT NON-PROFIT DOVER400**
    SPONSORED BY MAYOR CARRIER BY REQUEST

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. Racial Equity and Inclusion Ad-Hoc Committee
18. Recreation Advisory Board
19. Solid Waste Advisory Commission
20. Stormwater and Flood Resilience Funding Ad-Hoc Committee
21. **Transportation Advisory Commission**
22. **Waterfront TIF Advisory Board**
23. **City Council / School Board Collaborative Committee**
24. **Joint Building Committee – Dover High School and Regional Career Technical Center**
25. **COAST**
26. **Cocheco Waterfront Development Advisory Committee**
27. **Dover Main Street**
28. **Strafford Regional Planning Commission**
29. **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 14.A.2., 14.A.3., and 14.A.4.
Councilor Shanahan added a Legislative Liaison Report.
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 14.A.2.; seconded by Councilor Shanahan.
City Manager Joyal gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

Deputy Mayor Ciotti moved for the adoption of Item 14.A.3.; seconded by Councilor O'Connor.
City Manager Joyal gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

Deputy Mayor Ciotti moved for the adoption of Item 14.A.4.; seconded by Councilor Shanahan.
City Manager Joyal gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

Mayor Carrier referred to his Mayor's Report and asked to add two recommendations to the Dover Housing Authority for the appointment of Steve Brown and Liz Goldman to the Cocheco Waterfront Development Advisory Committee.
Roll Call 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 Shanahan.
Roll Call Vote: 8/0.

Councilor Muffett-Lipinski gave an overview of the City Council / School Board Collaborative Committee Report to the Council.
Deputy Mayor Ciotti moved to accept the City Council / School Board Collaborative Committee Report; seconded by Councilor O'Connor.
Roll Call Vote: 8/0.

Mayor Carrier gave an overview of the Joint Building Committee – Dover High School and Regional CTC Report to the Council.
Deputy Mayor Ciotti moved to accept the Joint Building Committee – Dover High School and Regional CTC Report; seconded by Councilor O'Connor.
Roll Call Vote: 8/0.

Councilor Shanahan gave an overview of the COAST Report to the Council.
Deputy Mayor Ciotti moved to accept the COAST Report; seconded by Councilor Shanahan.
Roll Call Vote: 8/0.

Mayor Carrier gave an overview of the Dover Main Street Report to the Council.
Deputy Mayor Ciotti moved to accept the Dover Main Street Report; seconded by Councilor Williams.
Roll Call Vote: 8/0.

B. RESOLUTIONS

1. DECENNIAL CONSIDERATION OF CHARTER COMMISSION PURSUANT TO CHARTER SECTION C11-11
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Shanahan.
Councilor Shanahan gave an overview of the Resolution to the Council.
Roll Call Vote: 2/6; Failed. Deputy Mayor Ciotti and Councilor Cullen voted in favor.

2. APPROPRIATION FOR FY2022 WATER METER REPLACEMENTS PROGRAM – NON-DEBT FINANCED PROJECT
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 27, 2021)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved to refer to a Public Hearing on January 27, 2021; seconded by Councilor O'Connor.
Roll Call Vote: 8/0.

3. EXPANDING THE PROVISIONS OF RSA 79-E RELATIVE TO THE COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE PROGRAM
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 27, 2021)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved to refer to a Public Hearing on January 27, 2021; seconded by Councilor Shanahan.
Roll Call Vote: 8/0.

4. ACCEPTANCE AND AUTHORIZATION OF DEVELOPMENT AGREEMENT BETWEEN THE CITY OF DOVER AND CHINBURG MANAGEMENT, LLC
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 27, 2021)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved to refer to a Public Hearing on January 27, 2021; seconded by Councilor O'Connor.
Roll Call Vote: 8/0.

C. ORDINANCES IN 1ST READING

15. COUNCIL CORRESPONDENCE

16. COUNCIL MATTERS OF INTEREST

Councilor O'Connor spoke about a situation where neighbors were looking out for each other.

Councilor Thibodeaux spoke about the pandemic precautions and following directions.

Councilor Shanahan spoke about the events in the U.S. Capitol and the need for a resolution to be presented at the next meeting.

17. ADJOURN

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

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.C.1.

Resolution Number: **R – 2021.01.13 – 013**

Resolution Re: **Appropriation For FY2022 Water Meter Replacements Program – Non-Debt Financed Project**

WHEREAS: The City Council desires to make public improvements and to finance these improvements with transfers from Reserve Trust Fund; and

WHEREAS: The City's Water Utility still has a substantial number of old water meters in service that need replacement to improve customer service for usage reading, billing processes, and leak detection; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL, THAT: The following capital outlay is 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 Fund in the amount listed.

Item	Description	Appropriation		Funding	Fund
1	Water Meter Replacement Program	$704,000		Water Fund Capital Reserve	Trust
	Total	$704,000			

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 Form and Compliance: Joshua Wyatt, City Attorney

Recorded by: Susan Mistretta, City Clerk

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.C.1.

Resolution Number: **R – 2021.01.13 – 013**

Resolution Re: **Appropriation For FY2022 Water Meter Replacements Program – Non-Debt Financed Project**

DOCUMENT HISTORY:

First Reading Date:	01/13/2021	Public Hearing Date:	01/27/2021
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		
Vacant, 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.C.1.

Resolution Number: **R – 2021.01.13 – 013**

Resolution Re: **Appropriation For FY2022 Water Meter Replacements Program – Non-Debt Financed Project**

RESOLUTION BACKGROUND MATERIAL:

This resolution appropriates Water Fund capital reserve funds to finance a portion of the remaining funding needed to complete the replacement of water meters from old Trace and Orion to the new Galaxy meters. There is currently 1,862 Trace meters and 2,176 Orion meters that need to be replaced at an estimated cost of $1,177,326.

The City currently has $298,326 available in FY2019 CIP appropriation for Water Meter replacement program, and the FY2022 proposed Water Fund operating budget will contain an appropriation of $175,000 for water meter replacement. The remaining funding needed to achieve replacement of all the old meters is $704,000.

The Community Services department has been making substantial progress in changing out the Trace and Orion meters and the goal would be to continue that momentum and get all the meters changed out within 12 to 14 months.

The importance of obtaining the funding now is to be able to order the replacement meters from Badger as soon as possible, as the City is finding that the lead time for having orders fulfilled is increasing.

The City was lucky to be able to obtain used meter reading technology from a community in the mid-west to allow for reading Orion meters. The City's Orion meter reading device failed at the start of our last quarterly billing cycle. Absent obtaining that used device would have resulted in the manual reading of approximately 2,176 meters. Even with the meter reading devices, there are still a lot of the Trace and Orion meters that require manual reads for each billing cycle. This manual process of reading meters has resulted in some billing cycles for quarterly meters being 100 plus days instead of the standard 90 day billing cycle.

The sooner all meters are converted to Galaxy would improve billing cycles, timeliness of billings, and provide additional customer service to aid in leak detection for homeowners since the Galaxy meters have the ability to track hourly water use.

The following table reflects the amount to be appropriated from the Water Fund capital reserve and the projected balance as of 6/30/2021:

Description	Proposed Appropriation	Balance 6/30/2021
Water Fund Capital Reserve	$704,000	$2,152,900
Total	$704,000	

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.C.2.

Resolution Number: **R – 2021.01.13 – 014**

Resolution Re: **Expanding the Provisions of RSA 79-E Relative to the Community Revitalization Tax Relief Incentive Program**

WHEREAS: The Planning Board of the City of Dover adopted the Master Plan Visioning Chapter on August 28, 2012 and a Land Use Analysis Chapter on February 24, 2015, which specifically identify the need for infill redevelopment and continued development in the downtown area; and

WHEREAS: On June 24, 2015, the Dover City Council adopted resolution R-2015.06.10-077, implementing the provisions of RSA chapter 79-E in a limited area around City Hall; and

WHEREAS: Expanding the provisions of RSA 79-E, which have been successfully used on Washington Street, would be a beneficial economic development tool for other areas of the Central Business District where deemed appropriate by the City Council; and

WHEREAS: The City Council wishes to encourage the preservation of historic buildings located in the Central Business District and incentivize affordable housing be provided in addition to market rate housing within those structures; and

WHEREAS: RSA chapter 79-E "Community Revitalization Tax Relief Incentive" declares it a public benefit to encourage the rehabilitation of underutilized structures in urban and town centers as a means of encouraging growth of economic, residential and municipal uses in a more compact pattern, in accordance with RSA 9-B.

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

Dover hereby expands the provisions of the City's existing RSA chapter 79-E "Community Revitalization Tax Relief Incentive" enabling municipalities to provide for short-term property assessment tax relief.

"Substantial rehabilitation" shall mean rehabilitation of a qualifying structure which costs at least 220 percent of the pre-rehabilitation assessed valuation.

The City shall require the signing of a Developer's Agreement documenting a commitment of a guaranteed tax assessment equal to or exceeding 220 percent of the pre-rehabilitation assessed valuation.

"Tax relief period" shall mean that for a period of time up to five years, as determined by the City Council, the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation thereof. An additional year, up to four additional years, may be added upon the five years, for each provision that ten percent of the housing created will have rental rates which do not exceed the HUD 80% Rent Limit for the Portsmouth/Dover/Rochester MSA and shall be rented to tenants earning no more than 80% of the median income for the Portsmouth/Dover/Rochester MSA.

The City shall require the property owner to grant to the City a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted, including prohibiting conversion to a tax exempt property and shall require the property owner to obtain casualty insurance, and flood insurance if appropriate, for twice the term of the tax relief. Should the affordable housing provisions be used, the covenant shall protect those units for three times the life of the relief period.

The City shall require the property owner to grant to the City a lien against the property for the purpose of ensuring proper restoration or demolition of damaged structures and property.

If the covenant is terminated for any reason, the City shall assess all current and arrears taxes to the owner as though no tax relief was granted, with interest in accordance with RSA 75.

That the accompanying map titled "RSA 79-E Community Revitalization Tax Relief Incentive January 2021" is hereby adopted and complements the map entitled "RSA 79-E Community Revitalization Tax Relief Incentive June 2015"as the districts where properties are eligible for consideration of this program.

TO BE REFERRED TO A 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#: 13.C.2.
	Resolution Number: **R – 2021.01.13 – 014**
	Resolution Re: **Expanding the Provisions of RSA 79-E Relative to the Community Revitalization Tax Relief Incentive Program**

DOCUMENT HISTORY:

First Reading Date:	01/13/2021	Public Hearing Date:	01/27/2021
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		
Vacant, 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.C.2.** Resolution Number: **R – 2021.01.13 – 014** Resolution Re: **Expanding the Provisions of RSA 79-E Relative to the Community Revitalization Tax Relief Incentive Program**

RESOLUTION BACKGROUND MATERIAL:

Several years ago, at the City Council workshop meeting on June 3, 2015, the Council received a presentation from staff relative to RSA 79-E "The Community Revitalization Tax Relief Incentive" program. This is a program that provides short-term property assessment tax relief and a related covenant to protect the public benefit that is being created. The City Council adopted the provisions on June 24, 2015, including a map designating a portion of the Central Business District between Central Avenue, Washington, Chestnut and St Thomas Streets, as outlined on the adopted map titled: "RSA 79-E Community Revitalization Tax Relief Incentive."

At the City Council workshop meeting on January 6, 2021, further information was provided to the City Council about the expanded RSA 79-E district proposed in this resolution.

The purpose of the program is to encourage reinvestment in existing buildings/structures within the downtown area. This would include either the demolition or subsequent rebuilding of a structure, or the rehabilitation of the existing structure. To qualify, the building must be a "qualifying structure," which means it is a building located in a district officially designated by the municipality master plan, or by zoning ordinance, as a downtown, town center, central business district or village center.

In addition, the value of the rehabilitation must be equal to at least 220 percent of a building's pre-rehab assessed value, and that value must be agreed to by the developer in the form of a guaranteed tax assessment. Finally, the proposed substantial rehabilitation must provide a public benefit. In order to be considered a public benefit the substantial rehabilitation must provide at least one of the following, and the proposed replacement must provide one or more of the public benefits:

- It enhances the economic vitality of the downtown.
- It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of the downtown.
- It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.
- It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9B.
- It increases residential housing in urban or town centers.

The tax relief would be for a finite period of time during which time the property tax on the structure would not increase. When the finite tax relief has expired, the structure would be taxed at its full market value. The City Council may grant such tax assessment relief for a period of up to five years, beginning with the completion of the substantial rehabilitation.

The basic elements of the program, if adopted as presented, are:

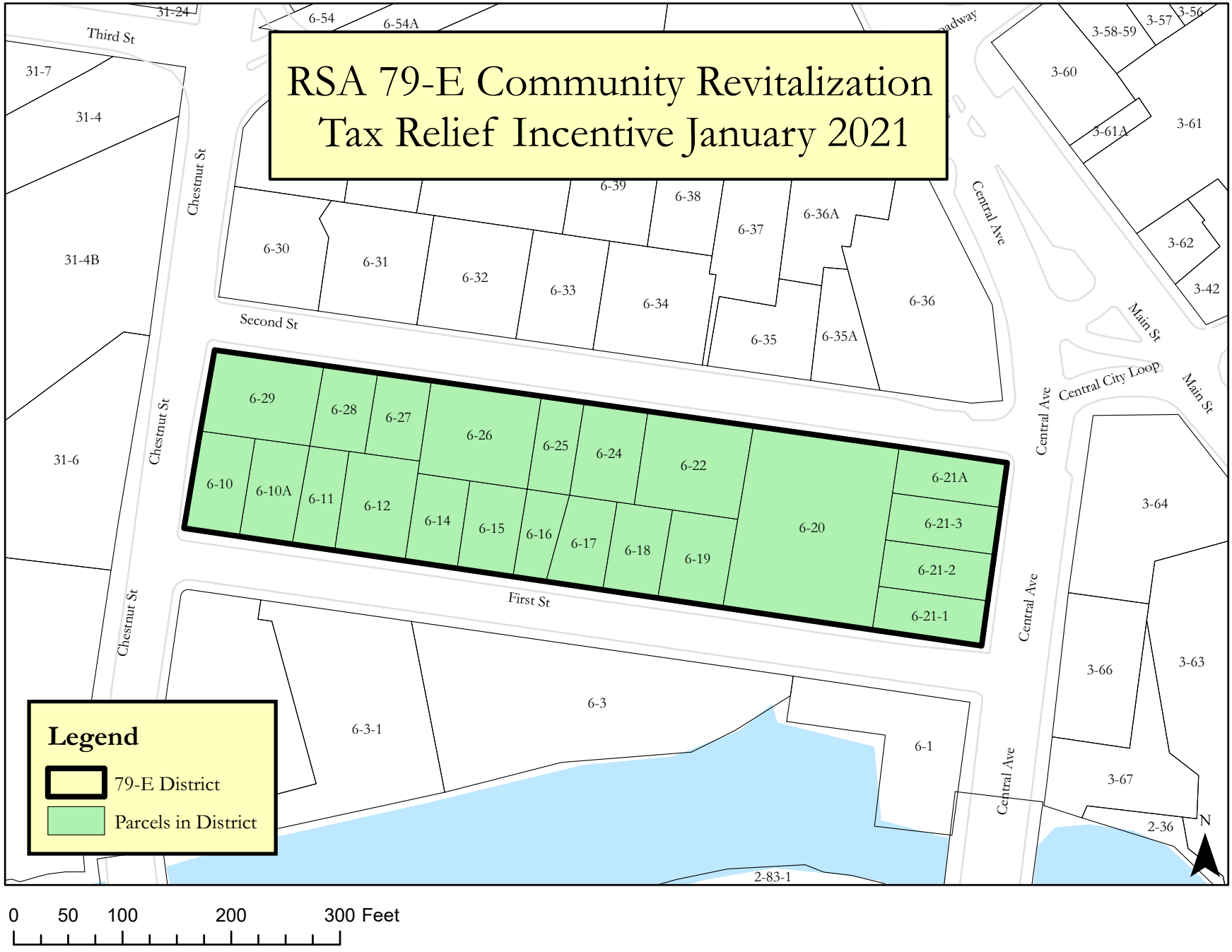
- City Council needs to declare each project a public benefit to enhance downtown.
- Qualifying structures must be in the officially designated district.
- Substantial rehabilitation must equal or exceed 220 percent of original assessed value.
- Tax relief shall be only on the value of the new improvements.
- Tax relief period may be up to five years.
- For every 10% of units designated as rent-restricted, an additional year may be added to the tax relief period.
- Covenants shall assure the property is maintained and used for the intended purpose.
- Failure to maintain or utilize property as intended shall require full payment of all taxes.
- Liens shall be held for unpaid exempted taxes.
- Property owners must apply to the City Council, who shall hold a public hearing and determine it is a qualifying structure, it is substantial rehabilitation, there is a public benefit and for what duration the tax relief shall be granted.
- The Heritage Commission and Downtown TIF Advisory Commission shall review and endorse any application.

The above bulleted conditions give the City Council the controls necessary to assure tax exemptions are granted to projects that meet the objectives of the program and comply with the standards established. All redevelopment projects must be approved by the Planning Board as per normal Site Plan review procedures.

The City Council's granting of relief is discretionary and can be denied for any reason. The Council's decision to deny can only be set aside by the Superior Court or the Board of Tax and Land Appeals for bad faith or discrimination. In addition, the City Council may rescind the adoption of RSA 79-E at any time following the procedures provided in Section 79-E:3, which are the same procedures for adopting the RSA.

The resolution expands upon the existing relief by adding provisions that can expand the five-year tax relief period by up to four additional years if there are provisions for rent restricted housing. This expansion is being added to stress the community's desire to encourage a diversity of housing in Dover, particularly in adaptive reconstruction or new construction within the Central Business District.

By this resolution, the district is expanded, per the attached map, to include an additional area between the northerly side of First Street, the southerly side of Second Street, the easterly side of Central Avenue and the westerly side of Chestnut Street, totaling 3.6 acres, encompassing Assessor's Map 6 Lots 10, 10A, 11, 12, 14, 16, 17, 18, 19, 20, 21-1, 21-2, 21-3, 21-A, 22, 24, 25, 26, 27, 28, and 29. This area was identified because the properties are ones which are underutilized, and have potential for a higher and better use upon them via redevelopment. Typically, one to three story buildings exist with older infrastructure, within the area. Furthermore, there are examples of architecture that the community wishes to preserve. They are parcels which, with added commercial and residential opportunities, will positively contribute to Dover's economic vitality and contribute to overall growth in Dover's downtown.


RSA 79-E Community Revitalization
Tax Relief Incentive January 2021
Third St
Chestnut St
Second St
First St
Central Ave
Central City Loop
Main St
31-24
31-7
31-4
31-4B
31-6
6-54
6-54A
6-30
6-31
6-32
6-33
6-34
6-35
6-35A
6-36
6-36A
6-37
6-38
6-39
6-29
6-28
6-27
6-26
6-25
6-24
6-22
6-20
6-21A
6-21-3
6-21-2
6-21-1
6-10
6-10A
6-11
6-12
6-14
6-15
6-16
6-17
6-18
6-19
6-3
6-3-1
6-1
2-83-1
3-58-59
3-57
3-56
3-60
3-61A
3-61
3-62
3-42
3-64
3-66
3-63
3-67
2-36
Legend
79-E District
Parcels in District
N
0 50 100 200 300 Feet

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.C.3.

Resolution Number: **R – 2021.01.13 – 015**
Resolution Re: Acceptance and Authorization of Development Agreement Between the City of Dover and Chinburg Management, LLC

WHEREAS: The City of Dover is committed to development as part of its economic development goals and objectives in order to create a vibrant city; and

WHEREAS: Chinburg Management, LLC (also referred to hereinafter as "Developer"), who has a purchase and sales on the property located at Tax Map 6, Lot 20, consisting of 0.53 acres +/- along Second Street and First Street (commonly known as the "Old Courthouse"), is interested in redeveloping the property to the highest and best use; and

WHEREAS: City staff are negotiating a Development Agreement between Chinburg Management, LLC and the City of Dover for the redevelopment of the property. Pursuant to that draft agreement, the redevelopment of the property is projected to be valued at a minimum of $7,000,000.00 by Tax Year 2024, which would serve as the Guaranteed Tax Assessment Value for the project site; and

WHEREAS: As part of the draft Development Agreement, the Developer would convey to the City a permanent easement underneath the Transportation Center, as well as a permanent easement for the Community Trail trailhead to the City of Dover, in exchange for impact fees associated with public safety and recreation. ; and

WHEREAS: The Developer hopes to take advantage of the provisions of RSA 79-E, recently enacted by the City Council; and

WHEREAS: The property will be redeveloped in a manner which will preserve the existing structure along Second Street and create an addition to the building over the parking lot on First Street consistent with the massing, design and architecture of the existing building, and will include affordable housing units for a period of 21 years; and.

WHEREAS: The property will be redeveloped in a manner consistent with the City's Master Plan, and consistent with a pro-diverse economic development policy endorsed by the Dover Business and Industrial Development Authority and Planning Board.

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

The Term Sheet dated November 23, 2020 referenced in the background of this resolution and attached is approved and the City Council consents to and accepts such terms. The City Manager is authorized to enter into a Development Agreement with Chinburg Management, LLC related to development of the property known as Map 6, Lot 20, which fronts First Street and Second Street, consistent with the attached Term Sheet, and, provided any and all other approvals as may be necessary are obtained (e.g., Planning Board), to sign and execute such documents to be recorded with the Registry of Deeds, including any deed(s) and/or easement(s), consistent with the terms of the Development Agreement.

REFER TO A PUBLIC HEARING

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.C.3.

Resolution Number: **R – 2021.01.13 – 015**
Resolution Re: Acceptance and Authorization of Development Agreement Between the City of Dover and Chinburg Management, LLC

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		

DOCUMENT HISTORY:

First Reading Date:	01/13/2021	Public Hearing Date:	01/27/2021
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		
Vacant, 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.C.3.

Resolution Number: **R – 2021.01.13 – 015**
Resolution Re: Acceptance and Authorization of Development Agreement Between the City of Dover and Chinburg Management, LLC

RESOLUTION BACKGROUND MATERIAL:

See attached Development Agreement Term Sheet dated November 23, 2020.

Development Agreement terms between City of Dover, New Hampshire ("City") and Chinburg Management, LLC **(the "Developer")**

Revision Date: November 20, 2020

1. The Developer seeks to redevelop the property known as Map 6, Lot 20, consisting of .53 acres, more or less, and which fronts First Street and Second Street, between Central Avenue and Chestnut Street (the "Project Site"). A more detailed agreement will be signed by the parties with the terms set forth herein and additional terms as is customary in New Hampshire (the "Development Agreement" or the "LDA").

2. The Developer shall obtain final, unappealable site plan approval for the full build-out of the Project Site, by December 31, 2021, unless extended with the consent of the City which shall not be unreasonably withheld. If such approvals lapse for a period in excess of thirty (30) days, either party may terminate their obligations or the parties may provide for additional time, depending on the circumstances at that time.

3. The Developer shall hold meetings with the abutters prior to the Planning Board approval, and commencement of construction. These meetings shall be noticed to the City, and use the same abutting property list generated for the site plan submission to the Planning Board. The Developer shall invite the City and provide a copy of the attendance list to the City upon completion of the meeting.

4. As part of the development of the Project Site, the Developer desires to enter into a seven (7) year period where the taxes for the Project Site shall be set, as per New Hampshire RSA 79-E, at the assessed value for the Project Site in place at the time of the signing of this Term Sheet. The Dover City Council would need to enact the provisions of RSA 79-E, and the Developer, at its election, may apply for such tax relief. Adoption of RSA 79-E by the City is not a guarantee that the City will grant the Developer such requested relief if the application fails to meet requirements under RSA 79-E. Any tax relief granted shall be consistent with and in compliance with RSA 79-E. If granted, the period of tax relief pursuant to RSA 79-E shall commence upon the issuance of the first certificate of occupancy for any building to be developed on the Project Site (including a partial certificate of occupancy for that building); the parties agreeing that such certificate or partial certificate constitutes completion of a replacement structure for purposes of RSA 79-E:5.
    a. If the City Council does not grant either the designation of the RSA 79-E district around the structure, or does not grant the relief sought by the Developer, either party may terminate their obligations or the parties may provide for additional time, depending on the circumstances at that time.
    b. Beginning with Tax Year 2029 (assessment as of April 1, 2028 and first payment due December 1, 2028) the minimum Guaranteed Tax Assessment Value for the Project Site shall be seven million dollars ($7,000,000.00). In Tax Year 2029 and each relevant tax year thereafter if the actual tax assessment is less than the Guaranteed Tax Assessment Value, the Developer shall owe and pay the tax shortfall to the City as if the Project Site was assessed at the Guaranteed Tax Assessment Value.
    c. The parties acknowledge that upon issuance of certificates of occupancy for the improvements developed on the Project Site, the City will establish the actual assessment value of each respective improvement for which a certificate of occupancy is sought. During the period that the Guaranteed Tax Assessment Value for the Project Site is in place, if the actual assessment value for the Project Site decreases more than twenty-five percent (25%) from the most recent establishment of the actual assessment value of the Project Site in any five year period, and provided that the resulting actual assessment value is less than the Guaranteed Tax Assessment Value, the parties agree to discuss whether and how to continue with the Developer's obligations to pay ad valorem taxes

based on the Guaranteed Tax Assessment Value for the Project Site, but the City is not required to grant any such relief.

5. The Developer shall provide the following Private Improvements:
    a. Redevelopment of the site, including retaining the existing building. The existing building may be renovated for mixed-use with a minimum square footage of 3,500 SF for non-residential uses which may be located anywhere in the building. If said Commercial uses are not at the street level, the Developer may be required to request a Conditional Use Permit from the Planning Board. So long as the minimum non-residential square footage is satisfied, the existing building may have residential on the street level.
    b. If redevelopment of the site creates a new building on the area currently used as a parking lot, the building's architecture shall complement and maintain the historic character of the existing building. The new building may be considered an addition to the existing building and may contain solely multi-family residential over street level parking. If there is no non-residential use on the street level, the Developer may be required to request a Conditional Use Permit from the Planning Board.
    c. 20% of the residential units created shall be reserved, for three times the life of the 79-E period, for rental rates not to exceed the HUD 80% Rent Limit for the Portsmouth/Dover/Rochester MSA and shall be rented to tenants earning no more than 80% of the median income for the Portsmouth/Dover/Rochester MSA (the "Restricted Units").
        i. The Restricted Units are permitted to float within the building; the designated units may change over time so long as the total number of Restricted Units remains constant.
        ii. At each lease-up of a Restricted Unit, the tenant and property manager shall fill out a tenant income certification form and keep on file at the property manager's office. The City shall have access to the form and should any violation be found, the property manager shall have sixty (60) days to cure the violation. If the violation is not cured, the City may impose a penalty by requiring an additional Restricted Unit for a period of up to 12 months.
        iii. The tenant income certification forms shall be updated every twelve (12) months. Should any tenant no longer meet the income eligibility requirements of the Restricted Units, the unit will continue to count towards the total for up to twelve (12) months while the property manager identifies and leases a different unit to a tenant who complies with the income requirements. The Restricted Unit designation will transfer to the newly leased unit.
6. The Developer shall grant a permanent easement to the City for the land underneath the "Dover Transportation Center" and an access easement to the Dover Transportation Center from Chestnut Street. The easement area shall be further described, but is displayed on exhibit A of this term sheet. The Developer shall work with the City to jointly develop the plan for the access easement whether a shared access or independent access from Chestnut Street for vehicles and pedestrians.
    a. The granting of this easement shall be in lieu of the Developer paying Fire and Police Impact Fees for the proposed development on the Project Site

7. The Developer shall grant a permanent easement to the City for the land underneath the Community Trail as it crosses Map 31 Lot 4B, known as the Dover Transportation Center lot.
    a. The granting of this easement shall be in lieu of the Developer paying Recreation Impact Fees for the proposed development on the Project Site.

8. Once this term sheet is accepted, approved, and signed off on by Eric Chinburg, representing the Developer, and the City Manager, the parties will work in good faith to formalize this term sheet within

a comprehensive Development Agreement, which may contain additional terms deemed necessary or advisable by the parties. Any resulting Development Agreement will supersede this term sheet.

9. The City Manager shall seek to obtain approval from the City Council to draw a Community Revitalization District, separate from the previously established one off Washington Street. Should the City Council approve the designation, the Developer shall, at its sole expense, apply for relief as provided, for a term of no more than 7 years. Approval of said period is at the sole discretion of the City Council. The City Manager shall present the request to the City Council no later than January 27, 2021.

10. The City Manager shall seek to obtain approval from the City Council to execute the Development Agreement consistent with the terms and conditions in this term sheet. Any terms or conditions in the Development Agreement that represent changes or additions to the terms and conditions in this term sheet shall be subject to the consent and approval of the City, acting by and through its City Manager. Changes or additions considered material by the City Manager, in the City Manager's sole discretion, shall require approval by the City Council.

11. Nothing within this term sheet or any resulting Development Agreement shall in any way constitute or imply a required approval by the City Council or any City board, department, office, agency, or employee. Nothing within this term sheet or any resulting Development Agreement shall in any way relieve any of the parties from going through all required process and obtaining all required approvals from the City Council or any City board, department, office, agency, or employee, including but not limited to land use approvals, requirements for the provision of public utilities or services, or any other administrative, judicial, quasi-judicial, or legislative action.

ACKNOWLEDGEMENT
Negotiated in good faith and accepted by the undersigned on November 23, 2020.

CITY OF DOVER

By: J. Michael Joyal, Jr., City Manager

DEVELOPER
CHINBURG MANAGEMENT, LLC

By: Eric J. Chinburg, Manager

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 14.B.1.

Resolution Number: **R – 2021.01.27 – 016**

Resolution Re: B14074 Phase II - Professional Engineering Services for Water Systems Facility Upgrades Additional Scope of Work #15, Underwood Engineers

WHEREAS: A sealed Request for Qualifications (RFQ) B14074 was issued and received for Professional Engineering Services for Water Systems Facility Upgrades on July 9, 2014 at 11:00 am. Four firms replied and interviews were conducted on August 3, 2014 with representatives from all four firms. The evaluating committee recommended award to Underwood Engineers of Portsmouth, NH as the top ranked firm for this project; and

WHEREAS: The City received Additional Scope of Work #15 in the amount of $190,000.00 for final design and bidding services for the Rehabilitation of the Garrison Hill tank project and replacement of adjacent cast iron main that feeds the tank. The evaluation of the Garrison Hill water storage tank was approved via council resolution R-2020.06.24-114; and

WHEREAS: To be eligible for State of NH funding through the Drinking Water State Revolving Fund, the City followed the RFQ guidelines set by the state for professional engineering services.

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

The Purchasing Agent is hereby authorized to issue a purchase order for Additional Scope of Work #15 to Underwood Engineers of Portsmouth, NH for Engineering Services that includes final design and bidding of the rehabilitation of the Garrison Hill tank project and replacement of adjacent cast iron main that feeds the tank in the amount not to exceed $190,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03550.17	Water Systems Facilities Upgrades	7,381,871	2,303,831

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

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

Recorded by: Susan Mistretta, City Clerk

Sponsored by: Mayor Robert Carrier, By Request

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 14.B.1.

Resolution Number: **R – 2021.01.27 – 016**

Resolution Re: B14074 Phase II - Professional Engineering Services for Water Systems Facility Upgrades Additional Scope of Work #15, Underwood Engineers

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		
Ward 4 - Vacant		
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#: 14.B.1.

Resolution Number: **R – 2021.01.27 – 016**

Resolution Re: B14074 Phase II - Professional Engineering Services for Water Systems Facility Upgrades Additional Scope of Work #15, Underwood Engineers

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested the submission of Statements of Qualifications from full service engineering firms to provide services for water system facilities upgrades including, but not limited to, eight wells and three water treatment facilities. Underwood Engineers was selected via council approval for Phase I on November 12, 2014 and awarded Phase II in the amount of $350,300.00 on October 26, 2016 via Resolution R-2016.10.26-142.

Additional Scope of Work #1 to Phase II for $4,700 Temporary PFSA Treatment and $7,300 conceptual permanent treatment considerations Additional Scope of Work #1 total $12,000 was approved via council resolution R-2017.08.09-093. New total contract $362,300.00.

Additional Scope of Work #2 adding $210,900 additional services at Rochester Road and Bellamy was approved via council resolution R-2017.08.09-093. New total contract $573,200.00.

Additional Scope of Work #3 adding $82,100 additional services for Somersworth Interconnection was approved via council resolution R-2017.08.09-093. New total Contract $655,300.00.

Additional Scope of Work #4 adding $94,948 additional services for Washington and Main was approved via council resolution R-2017.11.08-158. New total contract $750,248.00.

Additional Scope of Work #5 adding $894,000 additional services for Contract I water transmission main and Contract III Willand Pond, Smith/Cummins Wells and Somersworth Interconnection was approved via council resolution R-2019.01.09-006. New total contract $1,644,248.00.

Additional Scope of Work #6 adding $18,400 for Portsmouth-Dover Water Interconnection. New total contract $1,662,648.00.

Additional Scope of Work #7 adding $9,400 additional services for Raw Water Transmission Main and Smith and Cummings and Willand Pond facility improvements. New total contract $1,672,048.00

Additional Scope of Work #8 adding $43,700 for engineering survey and preliminary design phase engineering services for Central Avenue North Water Improvements in the amount of $43,700 was approved via council resolution R-2020.05.13-074. New total contract $1,715,748.00.

Additional Scope of Work #9 adding $108,200 for engineering services, including survey, design, subsurface (borings & probes), permitting and bidding services for Littleworth Road Water Improvements was approved via council resolution R-2020.05.13-074. New total contract $1,823,948.00.

Additional Scope of Work #10 adding $240,000 for construction administration, resident project representative services, startup services, preparation of an operational and maintenance manual, record drawings, SRF and Trust Fund administration and compliance, and special services for water facilities improvements Phase II Contract IV – Bellamy Recharge Facility (Bid #B20039) was approved via council resolution R-2020.06.24-114. New contract total $2,063,948.00.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 14.B.1.

Resolution Number: **R – 2021.01.27 – 016**

Resolution Re: B14074 Phase II - Professional Engineering Services for Water Systems Facility Upgrades Additional Scope of Work #15, Underwood Engineers

Additional Scope of Work #11 adding $10,000 for a Water Storage Tank Evaluation of the Garrison Hill Tank was approved via council resolution R-2020.06.24-114. New contract total $2,073,948.00.

Additional Scope of Work #12 adding $37,000 for preliminary design services at French Cross Road Water Treatment Plan and Hughes Well was approved via council resolution R-2020.06.24-114. New contract total $2,110,948.00.

Additional Scope of Work #13 adding $191,100 for professional engineering services for the construction phase, which includes construction administration, resident project representative services, record drawings and geotechnical and soil testing for Main Street and Washington Street Water Improvements approved via council resolution R-2020.09.23-155 . New contract total $2,302,048.00.

Additional Scope of Work #14 adding $86,600 for final design and bidding services for Central Avenue North Water Improvements approved via council resolution R-2020.11.18-187. The Central Avenue North Water Improvements project will replace an 1888 vintage 6-inch diameter, cast iron water main with a new 12-inch main. It will run on Central Avenue from Abbey Sawyer Memorial Drive up to Glenwood Avenue. It will significantly improve reliability and fire flow capacity and replace a 130 year old pipe.
New contract total $2,388,648.00.

Additional Scope of Work #15 is being requested for the Rehabilitation of the Garrison Hill tank planned under the Phase II Water Facility Improvements and replacement of adjacent cast iron main that feeds the tank, including the preliminary design of composite elevated tank, survey, subsurface investigations and final design in the amount of $190,000. New Contract total $2,578,648.00.

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

Purchasing Information:

Type:	Purchase Order	**Advertised:**	Yes
Invitations Mailed:	206	**Number of Responses:**	4
Warranty:	n/a	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	Yes
Prices will hold for:	Until Completion	**Estimated Delivery:**	2021
Recommended Award to:	Underwood Engineers	**Fund:**	CIP Water
Other Approvals Required:	State of NH if using DWSRF	**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.

B14074 Bid Documents and Vendor List