



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, February 24, 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. PUBLIC HEARINGS**

- A. REVIEW AND APPROVAL OF RSA 79-E APPLICATION OF CHINBURG MANAGEMENT, LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST

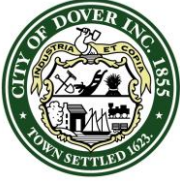
8. CITIZEN'S FORUM

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

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

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

- 9. CITY MANAGER'S REPORT**
- 10. APPROVAL OF MINUTES**
 - A. February 10, 2021 – Regular Meeting**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2nd READING**
 - B. ORDINANCES IN THE 3RD READING**



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C. RESOLUTIONS

- 1. REVIEW AND APPROVAL OF RSA 79-E APPLICATION OF CHINBURG MANAGEMENT, LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. APPROVAL AND AUTHORIZATION TO EXECUTE LIMITED ACCESS RIGHT OF WAY AGREEMENT WITH STATE OF NEW HAMPSHIRE, DEPARTMENT OF TRANSPORTATION**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. ACCEPTANCE AND AUTHORIZATION OF THE FOLLOWING INSTRUMENTS IN RELATION TO POINTE PLACE: (I) SEWER EASEMENTS TRANSFERRED TO THE CITY OF DOVER AND (II) ISSUANCE OF SIGN AND MAINTENANCE LICENSE BY THE CITY OF DOVER**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. EXTENSION OF R-2020.05.13- 072 AND CITY MANAGER'S AUTHORITY TO WAIVE FEES DUE TO HARDSHIP OR COVID-19**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

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



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B. RESOLUTIONS

- 1. CITY COUNCIL OPPOSITION TO CURRENT DRAFT OF HOUSE BILL 315 –
RELATIVE TO THE AGGREGATION OF ELECTRIC CUSTOMERS
SPONSORED BY COUNCILOR THIBODEAUX**

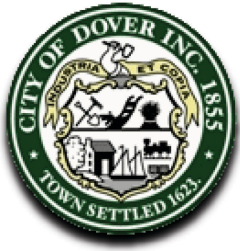
C. ORDINANCES IN 1ST READING

- 1. CHAPTER 9, SECTION 2 – BOARD OF HEALTH
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 10, 2021)
SPONSORED BY COUNCILOR THIBODEAUX**

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



CITY MANAGER'S REPORT



City personnel clearing snow.
Photo by Mike Gillis

February 24, 2021

Reporting on: January 2021

J. Michael Joyal, Jr.

City Manager

Report Highlights

Section 1: Customer Focused Outcomes

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

Section 2: Product & Process Outcomes

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

Section 3: Leadership & Governance Outcomes

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

Section 4: Financial & Benchmark Outcomes

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

Section 5: Workforce-Focused Outcomes

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

COMMON ABBREVIATIONS

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

City of Dover's Municipal Leadership Team



Michael Joyal
City Manager



Gary Bannon
Recreation Director



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



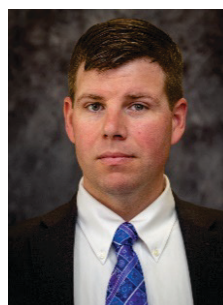
Daniel Lynch
Finance Director



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.”

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

January was another lively month in the Public Welfare Department. There were 95 case contacts this month and 39 individuals were assisted.

The bulk of requests for assistance continues to be for housing and shelter needs. While the homeless shelters in the area remain full, staff seem to be able to place people into permanent shelter space more often of late. The Garrison overflow shelter has also remained at capacity and according to their shelter director, the emergency room is being used often. (The emergency room at the Garrison overflow shelter is kept for people who arrive after hours or are brought by the police.) A number of people come in to the Welfare Department looking for hotel rooms and when told staff can get them into a shelter, decline assistance and walk out.

Four clients/families were provided with hotel vouchers in January.

There were three meetings between the Planning staff and Welfare staff to discuss how Welfare staff can use the CBDG/Cares grants that were received by the Welfare Department. Welfare staff have worked out procedures and created forms to use. They are ready to begin the process but are waiting to see what will happen with the new round of funding that has been authorized by the Federal government for Covid relief.

The Public Welfare Director attended a number of virtual meetings; Garrison Shelter updates, McConnell tenants, Fidelity Committee, Housing Needs Strategy, Warming Center and a SCLWAA in person meeting.

Lena Nichols, the former Welfare Director, came by and filled the new Director in on a number of questions he had and took her former staff out to lunch. She is doing well and seems to be happy in retirement.

There was some concern that the tenants of the White Cliffs apartment fire might appear in mass at Welfare for assistance as we were told that the property owner was going to cancel all the building leases due to the fire. Welfare staff had two inquiries from that group and they were referred to Legal services. There has been no more news about what is happening concerning these apartments.

Welfare would like to open accounts with both Lyft and Uber as it would be less expensive to use them than a taxi service to transport clients when needed. The city's legal department is looking at the agreements that need to be signed.

CAP's Day program is already doing a good job with case management. They are interested in providing more resources but they do not have either space or resources to do so.

The Public Welfare Director is reviewing guidelines for potential changes that need to be made and looking at how and if the Welfare Trust funds might be used.

January library circulation totaled 17,763 items. (7,293 adult + 6,237 children's print items; plus 4,233 items downloaded including 3,420 audiobooks & eBooks, 726 Hoopla streaming music, movies, and books, and 87 eMagazines).

Ninety new library patrons registered in January, now with total active cardholders at 13,266. Three of these new patrons were non-resident Dover workers or students (now 855 in that category).

The Library's Book Pick-Up service, which is a no contact service, continues to be popular with 97 appointments in January.

The Library's museum passes were borrowed 3 times. Museums were slowly opening their doors, but some have now closed again.

Outreach efforts via the 2 Little Free Libraries continue to be popular with 62 books added in January.

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

51 new patrons registered for downloadable audiobooks/ eBooks (total = 5,698) and 24 registered for Hoopla (total = 1,860).

Internet and PC uses by the public totaled 639 on library workstations, plus another 3,998 via Wi-Fi, plus 0 Chromebook loans.

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

5,905 people visited the library during January, an average of 246 per day (open 24 days).

January saw Fire & Rescue responding to 518 calls for service, an average of over 16 calls per 24-hour period in each day of the month. 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 – these are emergency calls that occur in an overlapping timeframe. If crews are committed on one emergency call, and another call comes in before the first one has been mitigated, it can create a situation where resources become limited, and crews need to respond to an incident outside of their response district, thus lengthening response times. With the exception of multi-company incidents such as a structure fire, Dover Fire staffing generally allows for 2 calls to be handled simultaneously without reduction in our service delivery. 3 calls can generally be

handled, depending on the number of crews that are committed to each call, and the location of the simultaneous calls.

In the month of January, there were 154 times when 2 calls were going on simultaneously, and 47 times when 3 or more calls were going on at the same time.

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

In the month of January, a Chief Officer was summoned to respond with the duty shift to 24 emergency calls. 18 of these calls occurred either after regular business hours or on the weekend.

ANIMAL CONTROL – January 2021		
Total Animal Calls for Service	Handled by Officers/Dispatch	Handled by Animal Control
42	28	14
BREAKDOWN OF ANIMAL CALLS		
Found / Loose Animals		26
Animal Bites		01
Welfare Checks		05
Miscellaneous		10

The Animal Control Officer received 28 voicemail messages and followed up on 4 reports originally handled by officers. One call involved a beagle named “Polly” who strayed away from her home in Rochester, but was located and returned.



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

Facility	January # of individuals
Wentworth Douglass Hospital	229
Dover ER	47
Non Transports/Sign offs/Refusal of Care	69
Frisbie Memorial Hospital	2
Portsmouth Regional Hospital	10
Brigham and Woman’s Hospital (MA)	0
Boston Children's Hospital (MA)	1
Maine Medical (ME)	0
York Hospital (ME)	0
Exeter Hospital	0
Total:	358

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.

January 2021

Priority 1:	151
Priority 2:	90
Priority 3:	506
Priority 4:	611
Priority 5:	1,628

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 fewer. During the month of January 2021, the Dover Police Department responded to 19 emergency incidents and arrived on scene in fewer than six minutes to 69% of those calls (19 calls, 6 in six minutes or more).

DISPATCH COMMUNICATIONS					
	OCT 2020	NOV 2020	DEC 2020	JAN 2021	MONTHLY AVERAGE
Radio Transmissions	11,361	12,089	12,911	12,806	12,292
Phone Calls	6,996	6,636	6,788	7,304	6,931
911 Calls Received	366	375	407	405	388
Lobby Customers	204	181	132	141	165
Police Alarms Received	77	89	101	78	86
Police Alarms Cancelled	11	13	11	18	13
Fire & Medical Alarms	60	63	60	73	256
Other Alarms	2	1	4	2	2

Inspection Services in January had a total count of **453** inspections conducted and **40** permits issued. Here is the Inspection Services activity breakdown for January:

Inspections & Permits	
Life Safety Inspections	25
Business Inspections	13
Sprinkler / Alarm Inspections	50
Building Inspections	139
Electrical Inspections	95
Plumbing / Mechanical Inspections	68
Blasting Inspections	00
Health Inspections	49
School / Daycare Inspections	07
Oil Burner Inspections	01
Woodstove / Fireplace Inspections	06
Building Permits	37
Blasting Permits	00
Certificate of Occupancy Permits	03

Facilities & Grounds:

	October 2020	November 2020	December 2020	January 2021
Burials Handled-Ash	8	5	0	0
Burials Handled-Full	4	1	4	5
Service Calls	72	80	68	62
Work Orders	157	113	99	94

The Traffic Bureau conducted 6 child passenger seat inspections during the month of January. The Wentworth-Douglass Hospital monthly seat check program – with which the Traffic Bureau usually assists – was canceled in January due to limited sign-ups. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sgt. Speidel and Officer Levin are certified Child Passenger Safety technicians through the Safe Kids Worldwide program, and the police department provides this service free of charge.

Sgt. Speidel continued to work closely with the City's construction contractor George R. Cairns and its engineering consultant to implement a road closure and detour strategy pertaining to the work area on Broadway. 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.

Sgt. Speidel fulfilled Planning Board Technical Review Committee responsibilities on January 14 through plan review for projects pending application to the Dover Planning Board. These included a review of a residential project off Back River Road.

The regular monthly meeting of the Transportation Advisory Commission was postponed from January 25 to February due to lack of an in-person quorum.

Dover Police Department	October 2020	November 2020	December 2020	January 2021
Calls for Service	1,458	1,373	1,501	1,358
Traffic Stops	565	901	1,171	1,378
Non-Enforcement Contacts	220	226	237	250
Incidents Handled	2,243	2,500	2,908	2,986

Licensing Board Actions

January 2021

Taxi Cab Licenses	0
Taxi Cab Owner's Licenses	0
Notifications to City Hall	0
Raffle Permits	2
Tagging Permits	0
Block Party Permits	5
Parade Permits	1
Road Toll Permits	1

On January 27th, a seasonally unusual brush fire occurred in the Town of Durham. Affecting over 5 acres during a very windy day, several towns were called in to prevent the fire from spreading further. Many department's Forestry trucks were still winterized, so it was a challenging use of resources.



January started a steady allocation of the former C & J Trailways site for the State Covid-19 vaccination effort. Dover Fire & Rescue has committed over 30 members who assist the NHNG in staffing the site for regional vaccinations.



All companies responded for a reported building fire at White Cliff Apartments. The first engine to arrive found partial evacuation of the building taking place and active fire in the third floor ceiling/attic area. A second alarm was requested, primary search and evacuation of the building took place simultaneously with fire suppression. There was extensive damage to the apartment and adjacent units from fire and water damage as well as smoke damage throughout much of the structure. On-duty Dover Fire companies, Dover Fire recall personnel and reserve apparatus, and mutual aid companies provided on-scene support. Mutual aid companies and Dover Fire personnel provided station coverage.



All companies responded for a reported kitchen fire at 302 Washington Street. On arrival at the three story multi-family dwelling, evacuation was taking place. The tenant from the apartment building reported a fire on top of the stove. All occupants were reported to be out of the building. A stove-top fire was found in the kitchen, with a moderate smoke condition in the apartment. The first personnel to arrive extinguished the fire. A shift-recall was requested to provide city-coverage while on duty crews conducted salvage, ventilation and overhaul.



First Responder Optional Screening Test program (FROST) enables routine COVID-19 screening for first responders (police, fire and emergency medical services [EMS]) working in the state of New Hampshire (NH) who are at higher risk than the general population because of their routine community interactions. FROST aims to identify asymptomatic individuals with COVID-19. These tests are administered prophylactically as a preventive measure to enhance workforce resiliency.

To date, approximately 250 Covid-19 tests have been administered to Dover Fire and Rescue personnel through the FROST Program.

Dover Fire & Rescue has coordinated FROST Program testing for Dover Fire, Dover Police, and the Strafford Regional SWAT Team.

Dover Fire & Rescue gained approval to expand the of practice permitted by DF&R's Temporary Mobile Integrated Healthcare License to allow DF&R personnel to conduct PCR tests for City personnel and SWAT personnel as part of DF&R's FROST Program.

During the month of January 2021, 9 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit (SIU). The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

SIU detectives investigated one unattended death in January 2021. The decedent was an elderly male who was determined to have died of natural causes.

SIU detectives obtained approval from the New Hampshire Attorney General's Office and the Superior Court to destroy a vehicle linked to a 2002 homicide investigation. The destruction required the vehicle be towed from the department's impound bay to an auto recycler in Rochester, NH, and its destruction had to be witnessed by investigators.

SIU detectives investigated a robbery reported in the Dover Housing Authority complex area. This investigation included multiple interviews, interrogations, and the execution of several search warrants. Two Massachusetts men were arrested and charged with Robbery, a class A Felony. Detectives also recovered a handgun used during the crime.

SIU detectives attended 3 forensic interviews at the Strafford County Child Advocacy Center. Forensic interviews are conducted by trained interviewers and are designed to gather detailed information about crimes experienced or witnessed by children or adult victims of sexual assault.

SIU detectives worked with multiple law enforcement agencies to locate a stalking suspect. Investigators coordinated with out of state law enforcement agencies and located the suspect in Washington D.C. The suspect was later served with a court order preventing contact with the victim.

SIU detectives referred 24 police reports to the Department of Children, Youth and Families. These referrals are for incidents that officers responded to in which children witnessed or were alleged victims of criminal acts or other concerning conduct.

During the month of January 2021, SIU detectives wrote 138 police reports for various investigations.

In January Sergeant Tarmey, CREU Commander, spent the majority of the month coordinating various projects and assignments with Problem Oriented Police Officer Collis, Whittier Falls 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 in obtaining services from Community Action Partnership (CAP) and/or the City of Dover's Welfare Department. Sergeant Tarmey assigned several SAU related requests to SRO Dunne and SRO 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 worked with Downtown Liaison Officer Martuscello on an ongoing problem on First Street regarding an unoccupied residence that was being occupied/vandalized by a number of homeless individuals. The matter was complicated by the fact that the owner of the building was elderly and does not live locally. In an effort to prevent future damage and/or trespassing at the residence, Sergeant Tarmey proposed that the department assist the owner in boarding up any unsecured points of entry. Since the work was completed by Officer Martuscello and POP Officer Collis, the owner has not reported any new incidents of damage or trespassing.

Sergeant Tarmey participated in a Strafford County Regional Tactical Operations Unit (SCRTOU) operation involving two armed robbery suspects who were reportedly located in a building at the Dover Housing Authority. The operation was a success and the wanted individuals were apprehended without incident.

Sergeant Tarmey and POP Officer Collis continued to monitor any incidents that occurred throughout the month on patrol that could be better followed up on by member of CREU. As a result, a number of individuals in need of services were referred to CAP, SOS, the Doorway and the City of Dover Welfare office. This proactive approach to offering services to individuals in need has been effective in increasing the total number of persons offered services in any given month.

In January, Sergeant Tarmey assisted in conducting oral boards for prospective new officers throughout the month. In addition to that, he assisted in conducting in-service training with two new Dover Police Department employees.

Officer Dunne, Dover Middle School Liaison Officer, 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. During the month of January, Officer Dunne assisted Dover Middle School, Dover High School, and Woodman Park School staff with a variety of calls for service.

On January 4, 2021, Officer Dunne responded to the residence of a 7th grade student. The student was arguing with her parents and assaulted her mother. Officer Dunne spoke with the family and the student about remote schooling difficulties and the impact it was taking on the student's mental health. Over the next few days, Officer Dunne checked in with the family and student as well as the school. The family was able to secure more services for their student and is improving.

On January 11, 2021, a guidance counselor for Dover Middle School called police to report possible abuse of a student. Officer Dunne was familiar with the family and responded to the call. The student had sent an email to a guidance counselor alleging abuse by her legal guardian, her grandmother. Officer Dunne ultimately determined that the child had not been abused nor was she in an unsafe environment.

Officer Glowacki, Dover High School Liaison Officer, 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. During the month of January, Officer Glowacki assisted Dover High School staff with a variety of calls for service.

On January 19, 2021, Officer Glowacki was contacted by the School Resource Officer of Somersworth High School regarding an assault incident which possibly involved Dover students. Officer Glowacki followed up with Dover High School (DHS) administration and a named student and ultimately determined that the incident had no connection to Dover.

On January 22, 2021, DHS administration requested assistance regarding a student who was believed to be living with an unknown family member outside of the school district. Officer Glowacki was able to identify this family member and provide that information to the school so that they could continue their investigation.

On January 27, 2021, the parent of a DHS student contacted Officer Glowacki regarding their child's recent academic and behavioral issues. Officer Glowacki spoke to the parent and provided guidance, and also forwarded the case to the guidance office for follow up.

On January 4, 2021, Officer Glowacki was contacted by the DHS Psychologist regarding a possible sexual assault that was reported to him by a parent. Officer Glowacki followed up on the report and determined that the incident occurred in Barrington. Officer Glowacki contacted Barrington PD and provided them with the information they would need to conduct an investigation.

In addition to formal requests by DHS and Bellamy Academy, Officer Glowacki periodically checked in with faculty at both schools in an attempt to provide additional assistance.

This month Officer Collis, Problem Oriented Police Officer, continued his Big Brothers, Big Sisters mentorship with weekly visits.

He also continued to work on areas with continuing reported issues. Officer Collis worked with one property owner, who received numerous trespassing complaints from his residents, to better secure the property. He also worked with another property owner who was receiving numerous complaints of drug use by other tenants. Officer Collis investigated this complaint and ended up arresting the involved subject as he was banned from the property.

Officer Collis continued to patrol various locations throughout the city, including the Dover Public Library, train station, Garrison Hotel and various parks. At each of these locations, Officer Collis spoke with numerous subjects. Many of the subjects Officer Collis came in contact with were experiencing homelessness. 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 Partnership (CAP), to transportation through the Welfare Office, or addiction support through SOS and the Doorway. Officer Collis also reached out directly to CAP about different individuals to ensure that they were receiving assistance outside of direct contact with the police.

Officer Collis continued to monitor calls for service involving the homeless population. In the month of January, Dover Police Officers encountered 100 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.

On January 15, 2021, Officers responded to an armed robbery within the Whittier Falls neighborhood. It was reported that two males had robbed another male at gunpoint while inside of a vehicle on Hampshire Circle. Later in the day, The Strafford County Regional Tactical Operations Unit (SCRTOU) was activated and responded to the apartment. The suspects were taken into custody quickly and without incident. The suspects did not live at the apartment and one of them was already banned from all Dover Housing Authority (DHA) properties. Officer Cooper, Whittier Falls Liaison Officer, was able to assist with this investigation due to the fact that she was familiar with one suspect and the majority of the residents who were involved. Further, Officer Cooper was able to provide the Strafford County Regional Tactical Operations Unit team with a map of the apartment.

It is common for Officer Cooper to coordinate efforts with DHA staff to maintain accountability of the residents. The resident of the Whittier Street apartment was served with a notice to vacate prior to the SWAT call, and since that time, has agreed to move out without contesting the eviction process.

Another noteworthy call was on January 29th. The Dover Police Department received information that an armed man was inside of an apartment on Hampshire Circle. The officers were also told that the two residents were in fear of the armed man and were hiding in the basement. Due to the nature of the call, a large number of officers responded and surrounded the residence. The issue was resolved peacefully and the reported suspect was not inside of the apartment. However, the two residents involved in the incident have numerous complaints against them and were served a notice to vacate by Officer Cooper.

Officer Cooper continued to check on families at the request of the school system and/or Division for Children, Youth and Families. Officer Cooper looks forward to the schools opening back up and is planning to attend the first day of school at Woodman Park School on February 9th.

As the New Year began, Officer Martuscello, the Downtown Liaison Officer, continued her routine patrols in the downtown, checking in with local business and residents daily, while responding to 54 calls for service.

On Jan. 15th, Officer Martuscello responded to a report of a robbery in the downtown, with two male suspects fleeing the area on foot. Officer Martuscello patrolled the area and was able locate one suspect. Through her interview with that suspect, she was able to gather information about the identity and whereabouts of the second suspect. Later that night, patrol units were able to positively identify the second suspect. Charges in this investigation are forthcoming.

When Officer Martuscello saw that a new restaurant would be opening soon, she took the time to visit during construction and meet the owners. She provided them her contact information and they talked about how they can best keep their business secure.

Another highlight of the month was celebrating Maggie, the dog's, birthday. Maggie can be found sleeping under the desk at Just the Thing, while her mom and aunts help customers.

The K-9 Unit trains on a daily basis and attends formal training on Mondays at the New Hampshire Police K-9 Academy, which is located at the Sig Sauer grounds in Epping NH, or at other designated areas in New England for a minimum of 20 hours a month. Currently K9 Barco holds a USPCA PDI and PDII certification. Additionally, on January 12th, 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 were scenario based tactics and firearms.

On January 15th, as members of the Strafford County Regional Tactical Operations Unit (SCRTOU), Officer Brown and K9 Barco took part in the planning and service of a search warrant at 74 Whittier Street, spurring from an armed robbery that occurred earlier in the morning. Two subjects were taken into custody and subsequently charged with robbery and a firearm was recovered.

Officer Martuscello is also a member of the Crime Scene Unit, and often gets called to assist processing various crime scenes or assist the Special Investigations Unit execute search warrants. This month, she did both. Officer Martuscello assisted with a search warrant of a local residence in connection with an armed robbery and recovered a firearm.

On the final day of the month, she responded to several residences in the north end of the city to assist with multiple burglary and attempted burglary investigations. At those scenes, Officer Martuscello collected photographs of footwear impressions in the snow that linked all of the incidents together.

During the month of January, the Highway Division was kept busy with winter storm operations. All City streets and parking lots were plowed and snow was removed as needed. Sidewalks in the downtown and along school routes were cleared after each storm. Spot sanding/salting was performed on icy roadways and sidewalks (and straight sand on all dirt roads) after varying temperatures resulted in slippery conditions.

Crews created 30 new route plowing/sanding binders for all of the trucks and equipment. The books had not been updated in quite some time and needed to be reorganized.

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. The sanders were all calibrated. Equipment was 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.

Crews helped with the removal of the city holiday tree and the reinstallation of the flag. A steel beam was transported from Mill Street to the storage area behind the Community Services building.

Crushed gravel was added to the shoulders of roads as needed.



Downtown Liaison Officer Molly Martuscello, a member of the police department's Crime Scene Unit photographs a footwear impression left in the snow at the scene of a burglary.

For the month of January, the city's water system has steadily been generating 1.6 to 1.7 Million Gallons per Day. The new Willand Pond Wells and the Smith and Cummings Wells are now on line. The Lowell Avenue Treatment plant is currently running at 1,200 gallons per minute. Bouchard Well, Calderwood Well, and the Hughes Well are all on line while DPH 1 is on standby mode. Ireland Well continues to be off line due to the PFAS levels. Campbell Well has been placed off line for cleaning and rehabilitation.

The Utilities Division experienced two water breaks. The first one was located on Mill Street between the two Sawyer Mills buildings on the narrow portion of the road. Staff was contacted by the new mill owner when water started to come into the building. Staff tested the water and found it to be city water but it was not coming to the surface. The challenge with the water break was locating the actual location of the leak. Crews were able to discover that water was entering a drain structure where the older mapping indicated that there should have been a water main there. When crews excavated the site, they found the 6" cast iron pipe but no leak.

Staff ended up contacting a leak expert. The contractor indicated a spot where they believed the leak to be. Once crews excavated that location, they were unable to find a leak. Staff decided that the best course of action was to begin at the building where the water was coming in and try to locate the leak that way. Crews worked in the evening hours and ended up finding a ring crack the 6" cast iron main located on the opposite side of the street that the maps had indicated.



Water Break, Littleworth Rd

The second water break occurred in front of 35 Littleworth Road. This was a major break that needed to have a piece of the pipe replaced.

Staff continues to work with Wright Pierce on pump station assets through a grant the city received from NHDES. The startup of the Tom Chapman Cocheco Pump Station went

smoothly. The contractor and city staff will continue to work on completing punch list items.

Varney Brook Pump Station is nearing 90% completion. The city is waiting on electricity hookup from Eversource. Once this is complete, city staff will test all the electrical components prior to the startup.

Staff responded to one sewer backup located at 14 Elmwood Avenue. Two house services are tied directly into the sewer manhole located in the street. This is a dead-end sewer line which causes sewage to back up directly onto the shelf of the manhole. City staff will look into tying the services directly into the sewer pipe.

Staff has been working with Wright-Pierce on the final plans of the Inflow and Infiltration work. Phase A is the crossing the Spaulding Turnpike from Eliot Park Circle to Mill Street. The bid for



Mill Street Water Break



Mill Street Excavation

construction is scheduled to take place in February. Phase B will be going out to bid for the grouting and sealing of the pipeline and manholes in the downtown area. Phase C will be the reconstruction of the pipe on Eliot Circle and Stark Avenue.

The Facilities, Grounds and Cemeteries Division handled 62 service calls and 94 work orders in January. One marker was set and five full burials were interred in Pine Hill Cemetery.

Ornaments and lights were removed from the Christmas tree on Rotary Plaza and the tree was taken down. All the other Christmas lights were shut off and the garland at City Hall was removed with the assistance of the Fire Department. The flag pole was replaced on Rotary plaza as the weather had been very accommodating.

Because it was so unseasonably warm and dry, the pickle ball nets were re-installed at Garrison Park at the request of the people that love to use them. Many have not wanted to play inside due to COVID-19.

Sixty-three other work orders were addressed by Facilities, Grounds and Cemetery employees. Seven work orders involved trees, addressing concerns, trimming, pruning or removing hanging limbs and moving fallen trees out of the road after a very windy spell.

Three traffic signal issues were addressed, and one solar powered pedestrian crossing assembly was struck down in a motor vehicle accident on Chestnut Street at Fourth Street. A red ball was replaced and a timing complaint was investigated. Seven sign posts were replaced and signs remounted, with thirteen other signs being installed or replaced elsewhere. Five other work orders dealt with parking signs.

Thirty-five orders were addressed pertaining to buildings. Various tasks were undertaken at the new Warming Center - located at 30 Willand Pond Drive in Somersworth – for the homeless of the Tri-City area. There were areas that needed to be sheet rocked, patched and painted. Some of this work was completed by our employees. Preventative maintenance on heating systems in various municipal buildings continues as 5 HVAC issues were addressed and several other general complaints were investigated.

The Utilities Division conducted a smoke test at the Library to determine the source of odors that seemed to linger in the ground floor areas. A potential issue was identified that will be addressed when the Library moves forward with upcoming renovations.

Facilities, Grounds & Cemeteries employees continued moving items from the Ricker Memorial Chapel and the maintenance division (located in an old horse barn on South Pine St) to the new facility located at 145 Court St. This has been a huge undertaking and still have much to do.

SNOW MANAGEMENT SUMMARY REPORT

Date of Event	Weather Condition	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix-Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine	Salt Brine Cost	Total Event Cost
FY2021 Amount Budgeted:				\$167,000.00	\$90,000.00				\$225,000.00					\$482,000.00
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	\$490.00	53.00	\$2,578.45	7.00	\$176.96	0.00	\$0.00	0.00	\$0.00	\$4,325.16
12/17-18/2020	Snow	12.00	471.95	\$13,275.00	\$19,390.00	213.00	\$10,362.45	172.00	\$4,348.16	0.00	\$0.00	0.00	\$0.00	\$47,375.61
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	\$3,612.50	7.00	\$340.55	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$7,565.55
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	Station,Garage,Shelte	0.00	0.00	\$0.00	\$215.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$215.00
1/5/2021	Snow	0.25	0.00	\$0.00	\$585.00	14.25	\$693.26	0.00	\$0.00	12.00	\$237.00	0.00	\$0.00	\$1,515.26
1/17/2021	Ice	0.00	6.88	\$229.32	\$0.00	6.00	\$291.90	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$521.22
1/27/2021	Snow	1.00	62.03	\$2,041.84	\$2,257.50	134.00	\$6,519.10	10.00	\$252.80	3.00	\$59.25	14,365.00	\$1,149.20	\$12,279.69
1/28/2021	Snow	1.50	82.55	\$2,494.58	\$2,640.00	183.00	\$8,902.95	3.00	\$75.84	3.00	\$59.25	160.00	\$12.80	\$14,185.42
2/1/2021	Snow	9.00	492.12	\$15,858.89	\$15,745.00	325.00	\$15,811.25	51.00	\$1,289.28	10.00	\$197.50	4,140.00	\$331.20	\$49,233.12
2/5/2021	Snow	3.00	38.27	\$1,163.21	\$1,782.50	89.00	\$4,329.85	3.00	\$75.84	0.00	\$0.00	0.00	\$0.00	\$7,351.40
2/6/2021	Icy Roads	0.00	18.68	\$668.62	\$0.00	21.00	\$1,021.65	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$1,690.27
2/7/2021	Snow	4.00	301.00	\$9,763.31	\$5,735.00	245.00	\$11,919.25	50.00	\$1,264.00	20.00	\$395.00	0.00	\$0.00	\$29,076.56
2020-2021 Season-Year to Date:		36.25	2,248.92	\$72,509.44	\$62,547.50	1,840.75	\$89,552.49	475.50	\$12,020.64	60.00	\$1,185.00	18,665.00	\$1,493.20	\$239,308.27
FY2021 Budget Spent:				43.42%	69.50%				46.33%					49.65%

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: 7

- 1 Ban
- 2 Bans

As of 02.11.2021

Total Permits Issued: January 2021

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-443	SHAHEEN & GODON	140	WASHINGTON STREET	PERFORM INT. ALTER. & IMPOVMNTS O	C	1	2000	525000	5275
21-013	COSTELLO APRILE DESIGN	150	CROSBY ROAD	INSTALL TEMP. STRUCTURE FOR OFFIC	C	G1	G1A0	13691	165
19-547	TEDESCHI	15	LINDA AVENUE	INSTALL 10 REPLACEMENT WINDOWS	R	I	80I0	4000	65
20-247	ANDERSON	3	DEAN DRIVE	CONST. A 2 CAR ATT. GARGE W/UNFINI	R	F	12D16	74000	765
20-253	BOGUE	8	COTE DRIVE	INSTALL A ROOFTOP SOLAR PANEL PV	R	L	5820	4300	68
20-313	MULLER	6	SOUTHWOOD DRIVE	REMOVE & REPLACE EXISTING DECK	R	I	5106	8860	115
20-339	ROSS	108	BOXWOOD LANE	INSTALL CABINETS IN BASEMENT ARE	R	B	21270	22000	245
20-398	SCHATVET	29	OLD ROCHESTER ROAD	PART OF BP20-584, DEMO GARGE & SHE	R	39	7100	0	
20-441	CIASCHINI, MICHAEL	39	NEW YORK STREET	UNIT A, REPLACE EXISTING WINDOWS I	R	4	6000	3500	60
20-482	ARNOLD	69	MOUNT VERNON STREET	INSTALL REPLACEMENT WINDOWS	R	30	141A0	12960	155
20-511	MANNING	93	LITTLEWORTH ROAD	INSTALL REPLACEMENT WINDOWS	R	F	23D0	16437	175
20-530	VINCENT	14	PONDVIEW DRIVE	CREATE HABITABLE AREA ABOVE GAR	R	I	51A9	35000	375
20-561	LITTLE BAY MARINA & DEV. L	421	DOVER POINT ROAD	DEMO OF SFD'S & COMMERCIAL STRUC	R	8	1100	7062	159.31
20-562	LITTLE BAY MARINA & DEV. L	423	DOVER POINT ROAD	DEMO OF SFD'S & COMMERCIAL STRUC	R	8	900	7062	159.31
20-563	LITTLE BAY MARINE& DEVEL	425	DOVER POINT ROAD	DEMO OF SFD'S & COMMERCIAL STRUC	R	8	1200	7062	159.31
20-564	LITTLE BAY MARINA & DEVE	427	DOVER POINT ROAD	DEMO OF SFD'S & COMMERCIAL STRUC	R	8	1000	7062	159.31
20-565	CICCHETTO	15	SURREY RUN	REPLACEMENT OF 2 PATIO DOORS	R	I	25I15	8663	115
20-567	DAVIS	71	CHILDS DRIVE	CONST. A SFD W/3 CAR ATT. GARGE &	R	N	8AN	600000	6025
20-570	HENDRY, MIKE	23	PONDVIEW DRIVE	PERFORM INT. ALT. & IMRVEMENTS	R	I	51A12	17050	195
20-572	DEVOY	163	TOLEND ROAD	INSTALL AN INGROUND SWIMMING PO	R	E	48B0	30860	335
20-576	NOEL	4	WINTERBERRY DRIVE	FINISH PORTION OF BASEMENT	R	N	807	88584	915
20-578	KAZMIERCZAK	17	PONDVIEW DRIVE	INSTALL 15 REPLACEMENT WINDOWS	R	I	5114	10919	135

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-584	SCHATVET	29	OLD ROCHESTER ROAD	CONST. A TWO CAR DETACHED GARAG	R	39	7100	70000	725
20-587	MANCUSO	42	PARSONS LANE	INSTALL A ROOF MOUNTED SOLAR PA	r	a	3600	8000	110
20-589	SHACHAR	98	THREE RIVERS FARM ROAD	CONST. A RAMP, PIER, GANGWAY & FL	R	N	33	110000	1125
20-590	WHITE	32	PISCATAQUA ROAD	INSTALL A ROOFOTP SOLAR PANEL PV	R	I	9600	50000	500
20-591	FLORENCE	64	TIDEVIEW DRIVE	RENO. FULL BATHRM	R	I	2164	25000	275
20-592	BRADDER	46	MAPLE STREET	REPAIR MULTI-FAMLY DUE TO WATER	R	30	19A0	42000	445
20-593	AMSLER	18	SUNSET DRIVE	CONST. ADD. TO CREATE AN ADU	R	14	5T0	121000	1235
20-595	HEALEY	205	COCHECO COURT	PERFORM INT. RENO. TO DWELLING UN	R	20	19002	10000	125
20-597	GILLIS	55	CENTRAL AVENUE	PERFORM INT. RENOVATIONS	R	17	17670	2700	55
21-001	HINMAN	17	COBBLE HILL DRIVE	CREATE HABITABLE AREA ON 2ND FLR	R	20	11410	30500	335
21-004	TDAK & CO., LLC	10	BEAUMONT DRIVE	CONST. A TDR SINGLE FAMILY DWELLI	R	M	6120	285000	2875
21-009	GLETON, GARY	17	WENTWORTH TERRACE	INT. ALTERATIONS, ADDING A KITCHEN	R	8	41A0	5000	75
21-010	HYMAN	5	SAINT JOHN STREET	PERFORM INT. RENO., AFTER THE FACT	R	24	5400	25000	550
21-014	WRIGHT, JR.	44	STOCKLAN CIRCLE	CONVERT UNFINISHED BASEMENT TO	R	G	24516	7000	95
21-017	MARANDOLA	6	RIVERSIDE DRIVE	KITCHEN RENO., SIDING, REPLACEMEN	R	L	9210	110000	1125

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 37

Total Construction Value: \$2,405,272.00

Total Fees Collected: \$25,470.24

Type of Permits Issued		Certificate of Occupancy's	
Commercial	0	Change of Use	0
Commercial Renovations	2	Commercial	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	0
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	39
Single Family Dwelling	2	Single Family Dwellings	1
Renovations Dwelling Unit	29	Accessory Dwelling Unit	1
Demo. of a Dwelling Unit	4		
Accessory Dwelling Unit	1		
		Total	41

2. Product & Process Outcomes

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

Community Development Planner Carpenter completed the draft FY22 CDBG Action Plan for a public hearing before the Planning Board in February. There are 8 requests for funding under the Public Services category, 5 under the Public Facilities category and 1 under the Economic Development category.

In January, Planning and Community Development staff reviewed the processes used for Accessory Dwelling Unit permits, Customary Home Occupations, Sign permits and renewals for those permits. The processes have been in place for almost 10 years for all, and staff determined that some elements are outmoded. Staff is reviewing the need for annual review and approval of the Accessory Dwelling Unit, and reviewing the way that the City communicates with Permit holders to see if there is a more customer friendly and responsive method it could use.

Planning and Community Development staff worked with consultants from the Strafford Regional Planning Commission to identify potential improvements to the City's Complete Streets and Traffic Calming Policy. This policy, first developed in 2014, looks at ways to create equal travel options for all pedestrians, vehicular and other users of Dover's roads and sidewalks. The Transportation Advisory Commission will review the amendments as they are developed.

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 prepared an amendment to the current CDBG Citizen Participation Plan (CPP). The CPP identifies protocols and procedures for implementing the CDBG program. The amendment clarifies the public notice requirements that must be followed if the City undertakes a Substantial Amendment to a CDBG Action Plan or Consolidated Plan during a "crisis event" such as a declared national emergency.

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 developed amendments with the Board, development community and other stakeholder's input.

The rezoning review tied in well with the letter conveyed by the Tri City Mayors requesting that each community review opportunities to remove barriers to affordable housing from the community's zoning ordinance. Many of the rezoning areas reviewed focused on creating more housing diversity and promoting growth that is fair and equitable to property owners in the community. Some of the ideas developed include allowing 2 family dwellings in more districts, and offering density bonus for creating affordable units, on top of the bonus Dover already offers. All work is anticipated to be well underway, if not completed, before the June 2021 deadline.

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.

Planning, Parking, Inspections, Economic Development 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 Parking Commission will review at its next meeting, and staff intends to have some recommendations to the Council in February. The intent is to be ready for April outdoor dining.

Planning and Community Development staff reviewed outstanding code violation issues. In all over 40 open cases were reviewed. Many were able to be resolved with cooperation and had been resolved without notice being provided to the City about compliance by the property owner. COVID has impacted the way investigations have occurred. Recognizing that we may be working in this environment for the first half of 2021, staff is revising protocols for investigations and prioritization of complaints. This is being completed in consultation with the City Attorney and Prosecutor to ensure that reviews are timely and complete. At the same time, staff is updating the recording and filing methods used to ensure that records are accurate and staff is on top of administration. This will take time from other tasks, but code enforcement is an important task and needs to be thorough.

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. Weekly meetings continue with a focus on workflow and streamlining process, as well as developing a replicable database backend for the system. 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 was added as a web page. This 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 PlanNH Municipal and Technical Assistance Grant program. This program was used to provide grant payments to the City in 2019 for developing architectural design guidelines to promote infill residential housing.

The Assistant City Manager developed annual work plans, laying out tasks for the staff and creating goals and expectations for services areas within the Planning Department. These plans were reviewed with each staff member and will serve as a guide to accomplishing tasks in 2021. The plans are a direct reflection of tasks and recommendations in the Department Strategic Plan and the Master Plan. They also reflect the areas that the office is responsible for in State and local code.

Community Development Planner Carpenter developed a streamlined client data form to be used by certain CDBG subrecipients when implementing programs funded with Dover CDBG funds. It is anticipated that the revised form will reduce the time required for subrecipients to collect the HUD required client data.

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.

Planning and Community Development staff continued work on the Community Facilities & Utilities Chapter of the Master Plan, with Community Services staff and the project consultant, Resilience Planning & Design. Held an online meeting on January 20th with Planning staff, Community Services staff and IT staff to discuss mapping needs for the project with the consultant. The on-site facility visits began continued into January.

The Assistant City Manager, IT Director, Building Official and other staff in the offices reviewed a demonstration of a web page Zoninghub.com. This page/company provides a service where the community’s zoning information is placed online in a visual and intuitive manner and allows stakeholders to review and query the information before contacting staff. Staff is reviewing the ability to create this service internally and without the need to pay a vendor.

The Assistant City Manager, City Planner Benton and City Attorney presented 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 authorized expansion of the program in January. An application for participation will be presented and reviewed in February.

The Assistant City Manager participated in the NH Planners Association Legislative Subcommittee. This group meets weekly, while the General Court is in session, and reviews bills in process and advocates for positive impacts to the planning process in the State.

Here's a fast paced, hand-eye coordination game that makes it 9' social distancing! Pictured right, seniors play a game of table top tennis with the new table at the Senior Center.

A new session of Interval Strength (with reduced capacity) began in January. Sessions run every 6 weeks. Discussions are on-going regarding spring sports sign-ups and pre-season plans due to lack of access to indoor space at the schools. Pickleball and Badminton continue to be offered as well as youth & adult open gym for basketball.



The start to 2021 has been successful for the Indoor Pool. High School swim teams are adhering to all COVID protocols. Oyster River hosted an inter-squad meet on Sunday January 24th with 15 athletes in each 1hour time block. The purpose of the meet was for obtaining times for the 2021 season. The pool will allow them to have more meets throughout the season. In order for a swim team to have official time trials this season, staff have requested that they submit a detailed proposal. Oyster River has been the only team to submit the required material. Reservations for lap swim continue to be a challenge. In January, Dover residents have been allowed early access to the reservation system. Dover residents now have a 4-hour window between 6-10am to sign up for two slots per week. If they would like a third reservation, they join the 1:00pm general sign up. During the high school swim season, there are 304 slots per week. The first two weeks of data shows that residents take up 149-151 of those 304 slots, leaving non-residents between 153-155 slots per week. The sign up is sold out within five minutes of opening to the general population at 1:00pm. Staffing is once again in flux as there have been some turnover, coupled with college students returning to school from an extended break. Management staff open the pool 2-3 days per week at the present time. Staff are looking into the possibility of running an American Red Cross lifeguard blended learning course when pool space becomes available. Staff is also looking into running a recertification course in the early spring to draw some interest. Pool Rentals: Seacoast Swim Association, Berwick High School, St. Thomas High School, Oyster River High School, Spaulding High School.

January at the Dover Arena is always a busy time of year as both Foster Rink and Holt Rink have programs going non-stop. High School hockey season is mid-way through. The arena is host to several games just about every night. Dover Youth Hockey is mid-season with practices and games every day and looking ahead to playoffs and tournaments. Public Skate has seen low numbers

throughout the winter with the pandemic still going on. The Winter COED League starts in February; again, it remains full with 112 players and a very long waitlist. The drop-in daily programs remain popular each week. The month of February means high school hockey season is nearing the end. Planning for spring programs will soon begin. Dover Youth Hockey will be hosting a small Pee wee tournament at the arena this month. Adult and Youth Stick Practice: 237 participants



The Dover Public Library hosted 49 programs in January which were attended by 1,205 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 sessions with 36 kids; 2 D & D sessions with 15 kids; 3 YouTube Storytimes with 126 views; 6 Mother Goose on the Loose sessions with 70 attendees; 1 Virtual Cooking Class with 8 attendees; 2 Knitting Group 9; 5 Book Groups 19; 1 Duty to Remember with 75 attendees; 12 Book a Librarian appointments for tech help; and 1 Teen Take & Make Kits with 9 distributed.

The Dover Public Library is once again a hosting site for free NH Tax Help. This year will look different, but tax help is still available.

There will be no walk-in help so it is necessary to make an appointment. To make an appointment visit the New Hampshire Tax Help web site at nhtaxhelp.org, send an email to DoverNHTaxAide@gmail.com, or call them at 978-494-6080. You will need to provide them with your name, phone number, and email address (if you have one). Call volume has been high so they are asking for patience—they will try to contact you within a week.

The Covid-19 vaccine registration process can be confusing. If you are a Dover resident or a Dover Public Library card holder and you need help navigating registration, the Dover Public Library may be able to help. Call (603)516-6050, email libraryquestions@doover.nh.gov, or send us a message to find a time that works for you.

If you unsure what to read next, are in a book rut, or are you looking for books that will capture your child's imagination, staff of the Dover Public Library can help patrons through the ***Hand Picked Book Service***. Answer a few quick questions about your reading habits, and let them do the rest. They will gather some books, check them out to the patron, and make them available through their contactless Book Pickup Service, or patrons can come in the library and pick them up. This is a free service for all ages of readers.

The Dover Teen Center continues to have study club sessions. These sessions have an academic focus, with intern staff available to assist with any remote learning needs. Time at the Teen Center has been broken into two daily “blocks”, which are each 2.5 hours in length. Each block can accommodate up to six youth participants, at six work stations that are appropriately spaced within the Dover Teen Center. All necessary precautions to operate safely have been taken. During the month of January 2021, the TC Study Blocks had a total attendance of 106 participants over 19 days.

Some program highlights for the month of January 2021, in addition to the study club included, but were not limited to, the following:

- ***TC Fun Friday Programming***

Fun Fridays finish our weekly program every week. This past month we sponsored a Holiday Movie Series, Pizza Party and Holiday Arts & Crafts.

- ***TC Discord Chat Room***

Discord continues to be a popular chat platform used for “gamers” TC participants that are into gaming through the teen center’s private group called “TC Chatterbox”. This allows for daily contact with those that join, we can post information on community resources and just simply stay connected.

- ***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. We can also share with them, any announcements and opportunities.

The Dover Teen Center received (4) registrations in January 2021. We will continue to 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 us through school referrals.

The Community Service program tracked (1) participant in the month of January 2021. A total of (1.5) hours of community service work was completed with (0) participants finishing allocated hours.

The Diversion Committee did not meet in January. There are currently 2 active Diversion contracts.

Parking meter income is steady at 70% of the pre-pandemic projections for FY21. After seven months, \$365,380 has been taken in. Projecting that out to a full year is \$626,365. The original projection was \$891,351. Parking Manager Bill Simons studied information from other countries that experienced the pandemic before the United States and learned that parking meter income was averaging 70% for countries coming out of the pandemic. Dover is right on that number with 70.3% in the middle of the pandemic.

The increase in permit parking requests due to more downtown residents working from home has the permit budget running 10% above the pre-pandemic projections. It is projected to come in 15% above the original \$210,000 budget. Permit parking capacities have been adjusted to accommodate the need with the caveat that frequent reviews will be conducted to ensure sufficient customer parking is available once the weather improves and outdoor dining returns to the city.

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."

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

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 2,549 likes and 2,759 followers).

The Department of Planning and Community Development began sending out weekly e-newsletters. The Dover Plan Review contains a review of previous meetings, a preview of upcoming meetings, and project updates. This time of year many projects are in hibernation, so special topics are being explored, such as public private partnerships, the Community Trail and Housing development. Interested parties can sign up at <https://bit.ly/3pIJw5a>

The Assistant City Manager represented Dover at the January meeting of the Strafford Metropolitan Organization's Technical Advisory Committee. This committee reviews and suggests policy for regional transit needs. The Assistant Manager is on the review committee for recommending projects to the State's 10 year Transportation Plan.

Community Development Planner Carpenter worked with Media Services to develop an informational video that provides a summary of the proposed FY22 Action Plan.

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 were enhanced to show the plans themselves with a more detailed introduction of the plan. This tool is sent to board members and on the City's web site, and as part of the e-newsletter.

The Assistant City Manager was the guest speaker for staff training for Strafford Regional Planning Commission staff who provide plan review services to communities in the region. The topics covered included performance guarantees, corresponding with stakeholders and general plan review and administration.

In January, 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.

Media Services continues to manage additional public meetings that require some or complete remote participation. Media Services also coordinates and produces special events held remotely. Among the special events is the lecture series hosted by the Dover 400th Committee. The first in the monthly series was held in January. The lecture, "Indigenous People of the Piscataqua Watershed," featured David Miller and his extensive research on Wabanaki and Abenaki life in Dover and throughout the region. More than 400 people attended the virtual lecture. Following the live presentation, Media Services prepared the video for online distribution across other media.

In January, Media Services also produced several informational videos for Channel 22 and online distribution. These included previews of upcoming public meetings, parking ban notification enrollment, and the appointment of a new Ward 4 City Councilor.

In addition, Media Services produced the first in series of fire safety videos as part of Dover Fire and Rescue's Online Learning Academy. Unable to perform the annual Fire Safety Festival at Dover's elementary schools due to the COVID-19 pandemic, firefighters launched the Online Learning Academy to continue to teach fire safety and show firefighters at work. Each episode also includes a fire safety song from the Fire Safety Festival archives. These episodes are being distributed to Dover's elementary school students to complement remote learning.

Media Services in January distributed several news releases and public information across numerous platforms for other city matters, including ongoing projects and special announcements. Special announcements included parking ban notifications and alerts, as well as updated information about the regional warming center on Willand Drive in Somersworth.

Media Services prepared and distributed 51 email newsletters and alerts in January, 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 63 press releases and numerous updates to the website and social media in September.

In January, DNTV-22 televised live, rebroadcast and made available online 19 public meetings.

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

Through the statewide collaborative NHAIS system, Dover Public Library's Interlibrary Loan Dept. sent 101 volumes to other libraries and borrowed 80 from other libraries for patrons.

The Dover Public Library has 4,709 subscribers to its two monthly e-newsletters—Children's and Adults. Library staff posted 272 items to its various social media platforms in January. Total social media platform followers = 11,336.

The Dover Coalition for Youth is working with the Strafford County Public Health Network to host a 3 part training series around Adverse Childhood Experiences. The first of the trainings, ACES 101 was hosted on January 14th. The second part on Developmental Relationships was presented by the Search Institute on January 26th and 28th. The last workshop in the series will focus on Adverse Community Experiences and be held on February 11th. The series was designed to build off of the addiction summit that was held last year and provide professional development opportunities since a summit won't be held this spring.

On January 15, four members of Dover Youth to Youth gave a presentation on their advocacy efforts targeting cannabis issues at the NH Smart Approaches to Marijuana virtual conference. There were 118 participants in the training.

During January, Youth to Youth provided advanced small-group training to a team of five students from Vero Beach, Florida. The group was taught to present Dover's *Presentation Skills* lesson. The four 90 minute sessions are designed to allow local youth advocates to be able to train others in public speaking techniques without needing to use Dover trainers in the future.

Y2Y students also provided advanced train-the-trainer instruction to students from Plymouth, NH. Three 90 minute sessions were conducted on how to present our *8 Things About Alcohol* lesson.

On Martin Luther King Day, five Youth to Youth presenters provided a 2 hour training session to students from a Fairfield, CT based youth advocacy program. The training provided instruction on youth advocacy ideas, policy change and media development.

Last September the State of Georgia adopted Dover's approach to youth empowerment and opted to use our Toolkit and resources. They have engaged Y2Y to provide quarterly empowerment training starting in January. This month they requested a webinar on youth advocacy techniques and ideas for their students and specific instruction on legislative advocacy and how to make radio spots.

On January 21, 2021, the police department held the first meeting of the "Police Community Engagement Committee". This is an outreach program created by Chief Breault designed to foster open dialogue with various stakeholders throughout the community. Nearly all of the committee members attended the meeting along with Chief Breault and Captains Gould and Terlemezian. The group conducted introductions and discussed the purpose of the committee. They also discussed agenda building and scheduling of future meetings.

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
Finance Office	01/28/2021	OUT TO BID - PURCHASING AGENT	\$9,000.00
Finance Office	01/29/2021	COMMUNITY ACTION PARTNERSHIP	\$40,000.00
Info Tech	01/15/2021	FIRSTLIGHT	\$10,927.64
Community Services	01/25/2021	JM HAYDEN EQUIPMENT CO	\$11,970.29
Community Services	01/07/2021	S.J CANTWELL, INC.	\$12,065.00
Community Services	01/14/2021	SOUTHWORTH-MILTON INC	\$43,237.00
Executive	01/12/2021	PRIMEX-P/C GROUP	\$5,914.00
Fire and Rescue	01/14/2021	INDUSTRIAL PROTECTION SERVICES, INC	\$32,469.00
Fire and Rescue	01/14/2021	ZOLL MEDICAL CORPORATION	\$34,228.76
Fire and Rescue	01/27/2021	GREENWOOD EMERGENCY VEHICLES, INC.	\$57,931.72
Police	01/19/2021	ELAN CITY, INC.	\$8,723.00
Police	01/26/2021	COMPUTER SQUARE, INC.	\$414,225.00
Recreation	01/29/2021	TRITECH ENGINEERING CORP	\$5,720.00
Recreation	01/29/2021	MARTINEAU ELECTRIC, INC.	\$6,599.00
Recreation	01/29/2021	TRITECH ENGINEERING CORP	\$12,665.00

BIDS

Department	Bid #	Bid Date	Description
Community Services	B21041	1/12/2021	Stark Avenue and Downtown area Sewer Rehabilitation Project - Phase A
Executive	B21044	1/27/2021	Real Estate Services for Enterprise Park
Recreation	B21045	1/27/2021	Real Estate Services for McConnell Center
Recreation	B21046	1/29/2021	Arena Concession Food & Snacks

The Assistant City Manager and Fire and Rescue Chief reviewed options for records storage and other space needs the Fire Department has. This is a result of a project being approved in the CIP to address space needs at the North End Fire Station.

The Assistant City Manager assisted the Library Director with developing a strategy to address the CIP projects at the Library. This strategy includes retaining an architect to assist in developing bid plans for the interior renovation work, developing a request for proposals to replace the roof and repair trim, and a final element is reviewing ADA requirements and needs within the building.

The Assistant City Manager and Finance Director assisted the School Business Manager with developing a strategy to address the CIP projects approved in the fall. Topics discussed included timing, and finance methods.

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 4 online meetings during January with staff from Horsley Witten to review the status of state and federal permitting and discuss the revised concept plans. City Planner Bird assisted with arranging an online meeting on January 29th on upgrades to the River Street Pump Station with Cathartes and their consultant and the City consultant Wright-Pierce with Community Services staff. City Planner Bird held online meetings on January 5th and 7th with Cathartes, the Assistant City Manager and CWDAC Chair to discuss grading plans, phase 2 concept plans and timeline for permitting. City Planner Bird held a meeting on January 13th with the City Attorney to discuss the status of the Land Disposition Agreement. City Planner Bird organized and attended a meeting on January 19th of CWDAC to discuss the phase 2 concept plan from Cathartes.

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.

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) January 31, 2021

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,177,650	191,892	486,691	41.3	690,959	0	690,959	58.7
Expenditures	964,263	72,780	485,649	50.4	478,614	267,970	210,644	21.8
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	119,112	1,043	(9)	(1,043)	(267,970)	266,928	(163)

City of Dover

Expenditures of Major Funds January 31, 2021 (General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 481,609	\$ 110,684	\$ 265,781	55.0%	\$ 215,828	\$ 152,115	\$ 63,713	13.2%
Executive	1,828,923	114,327	887,069	49.0	941,854	418,295	523,559	28.6
Finance	2,182,771	146,971	1,249,410	57.0	933,361	585,077	348,284	16.0
Planning	809,229	58,081	452,187	56.0	357,042	209,394	147,648	18.2
Misc General Government	1,006,788	71,448	499,132	50.0	507,656	260,021	247,635	24.6
Police	9,870,581	756,248	5,408,484	55.0	4,462,097	2,508,218	1,953,879	19.8
Fire & Rescue	9,957,320	703,030	5,858,422	59.0	4,098,898	2,144,640	1,954,258	19.6
Community Service Public Works	8,574,018	419,801	3,120,820	36.0	5,453,198	1,748,964	3,704,233	43.2
Recreation	2,526,883	166,234	1,228,959	49.0	1,297,924	537,782	760,141	30.1
Public Library	1,562,013	100,683	818,249	52.0	743,764	401,556	342,208	21.9
Public Welfare	805,767	30,802	197,931	25.0	607,836	76,092	531,744	66.0
Debt Service	6,208,772	38,417	4,219,811	68.0	1,988,961	20,751	1,968,210	31.7
Other Financing Sources/Uses	3,714,003	136,123	952,864	26.0	2,761,139	-	2,761,139	74.3
School	66,811,056	4,451,047	27,177,941	41.0	39,633,115	30,855,126	8,777,989	13.1
Intergovernmental	9,562,961	-	9,562,961	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 125,902,694	\$ 7,303,897	\$ 61,900,023	49.2%	\$ 64,002,671	\$ 39,918,031	\$ 24,084,641	19.1%
3213 Parking Activity Fund								
Police	\$ 1,306,351	\$ 47,155	\$ 361,390	28.0%	\$ 944,961	\$ 173,869	\$ 771,092	59.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,306,351	\$ 47,155	\$ 361,390	27.7%	\$ 944,961	\$ 173,869	\$ 771,092	59.0%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,827,982	\$ 106,214	\$ 775,036	42.0%	\$ 1,052,946	\$ 903,450	\$ 149,496	8.2%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,827,982	\$ 106,214	\$ 775,036	42.4%	\$ 1,052,946	\$ 903,450	\$ 149,496	8.2%
3381 McConnell Center Fund								
Recreation	\$ 866,434	\$ 36,594	\$ 247,261	29.0%	\$ 619,173	\$ 135,711	\$ 483,462	55.8%
Sub-total : 3381 McConnell Center Fund	\$ 866,434	\$ 36,594	\$ 247,261	28.5%	\$ 619,173	\$ 135,711	\$ 483,462	55.8%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 5,640	\$ 52,040	11.0%	\$ 409,880	\$ 2,696	\$ 407,184	88.2%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 5,640	\$ 52,040	11.3%	\$ 409,880	\$ 2,696	\$ 407,184	88.2%
5300 Water Fund								
Community Service Public Works	\$ 6,115,593	\$ 346,859	\$ 2,658,847	43.0%	\$ 3,456,746	\$ 647,412	\$ 2,809,333	45.9%
Sub-total : 5300 Water Fund	\$ 6,115,593	\$ 346,859	\$ 2,658,847	43.5%	\$ 3,456,746	\$ 647,412	\$ 2,809,333	45.9%
5320 Sewer Fund								
Community Service Public Works	\$ 8,840,505	\$ 503,000	\$ 3,799,155	43.0%	\$ 5,041,349	\$ 1,248,566	\$ 3,792,783	42.9%
Sub-total : 5320 Sewer Fund	\$ 8,840,505	\$ 503,000	\$ 3,799,155	43.0%	\$ 5,041,349	\$ 1,248,566	\$ 3,792,783	42.9%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,669,358	\$ 68,594	\$ 560,004	34.0%	\$ 1,109,354	\$ 565,406	\$ 543,948	32.6%
Sub-total : 6100 Dovernet Fund	\$ 1,669,358	\$ 68,594	\$ 560,004	33.5%	\$ 1,109,354	\$ 565,406	\$ 543,948	32.6%
Total : EXPENDITURES	\$ 146,990,836	\$ 8,417,952	\$ 70,353,757	47.9%	\$ 76,637,079	\$ 43,595,140	\$ 33,041,939	22.5%

City of Dover

Revenues of Major Funds January 31, 2021

(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	29,587,620	48,951,775	52.0%	\$ 45,272,497	\$ -	\$ 45,272,497	(48.0)%
Licenses & Permits	6,734,924	579,752	3,956,755	59.0	2,778,169	-	2,778,169	41.3
Intergovernmental	2,786,650	349	2,437,309	87.0	349,341	-	349,341	12.5
Charges for Services	4,385,373	372,457	2,435,448	56.0	1,949,925	(26,015)	1,975,940	45.1
Miscellaneous Revenue	359,440	54,588	623,384	173.0	(263,944)	(5,982)	(257,962)	(71.8)
Education	16,803,088	316,366	10,644,816	63.0	6,158,272	-	6,158,272	36.6
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	30,911,131	69,049,487	55.0%	\$ 56,853,207	\$ (31,997)	\$ 56,885,204	45.2%
3213 Parking Activity Fund								
Licenses & Permits	\$ 210,000	22,725	164,208	78.0%	45,792	\$ -	\$ 45,792	21.8%
Parking Income	891,351	40,624	364,074	41.0%	527,277	-	527,277	59.2%
Parking Fines	205,000	13,474	86,187	42.0%	118,813	-	118,813	58.0%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 1,306,351	76,823	614,469	47.0%	\$ 691,882	\$ -	\$ 691,882	53.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 12,666	-	-	0.0%	\$ 12,666	\$ -	\$ 12,666	100.0%
Charges for Services	1,746,315	128,958	989,810	57.0%	756,505	-	756,505	43.3%
Miscellaneous Revenue	0	110	2,867	0.0	(2,867)	-	(2,867)	0.0
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3320 Residential Solid Waste	\$ 1,758,981	129,068	992,677	56.0%	\$ 766,304	\$ -	\$ 766,304	43.6%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 734,830	57,299	402,895	55.0%	\$ 331,935	\$ -	\$ 331,935	45.2%
Operating Transfers In	131,604	9,753	68,268	52.0	63,336	-	63,336	48.1
Sub-total : 3381 McConnell Center	\$ 866,434	67,052	471,163	54.0%	\$ 395,271	\$ -	\$ 395,271	45.6%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	3,824	35,031	8.0%	\$ 395,389	\$ -	\$ 395,389	91.9%
Miscellaneous Revenue	11,500	1,537	3,577	0.3	\$ 7,923	-	\$ 7,923	68.9
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	5,361	38,608	8.0%	\$ 423,312	\$ -	\$ 423,312	91.6%
5300 Water Fund								
Intergovernmental	\$ 2,500	-	-	0.0%	\$ 2,500	\$ -	\$ 2,500	100.0%
Charges for Services	5,799,106	281,567	3,344,123	0.6	\$ 2,454,983	-	2,454,983	42.3
Miscellaneous Revenue	70,500	4,721	75,309	1.1	\$ (4,809)	-	(4,809)	(6.8)
Other Financing Sources	87,500	-	-	0.0	87,500	-	87,500	100.0
Sub-total : 5300 Water Fund	\$ 5,959,606	286,289	3,419,432	57.0%	\$ 2,540,174	\$ -	\$ 2,540,174	42.6%
5320 Sewer Fund								
Intergovernmental	\$ 30,187	13,854	13,854	46.0%	\$ 16,333	\$ -	\$ 16,333	54.1%
Charges for Services	8,055,342	429,395	4,502,149	56.0	3,553,193	-	3,553,193	44.1
Miscellaneous Revenue	57,000	5,472	64,274	113.0	(7,274)	-	(7,274)	(12.8)
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 8,663,521	448,722	4,580,277	53.0%	\$ 4,083,244	\$ -	\$ 4,083,244	47.1%
6100 Dovernet Fund								
Charges for Services	\$ 1,054,265	87,891.59	615,086	58.0%	\$ 439,179	\$ -	\$ 439,179	41.7%
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	87,892	640,086	55.0%	\$ 523,664	\$ -	\$ 523,664	45.0%
Total : REVENUES	\$ 146,083,257	32,012,337	79,806,199	55.0%	\$ 66,277,058	\$ (31,997)	\$ 66,309,055	45.4%

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 –February, 2021

Employee Name	Division	Years of Service
McCulloch, Jamie	Finance	27
Openo, Phuong	Library	22
Anagnos, James M	Fire	21
Rabideau, Matthew T	FG	21
Orringer, Scott L	Fire	17
Ambrose, Joshua R	Fire	12
Jerard, Jason E	Police	12
Gillis, Michael P	Executive	11
Weinberger, Christina M	Library	8
Jarvis, Linda L	Recreation	7
Nason, Cody C	Fire	5
Miranda, Luis	Public Works	3
Hamcha, Lisa K	Library	1
Keefe, James V	Police	1

JANUARY SEPARATIONS:

- 1 Planning
- 2 Recreation Department

JANUARY NEW HIRES:

- 1 Community Services
- 1 Executive
- 1 Fire
- 2 Recreation

City Planner Benton was elected President of the New Hampshire Planners Association.

Planning and Community Development staff attended webinars in January; The Public Art Life Cycle; Resilience Planning for Vulnerable Communities; 2000-2019 Housing supply trends in New Hampshire

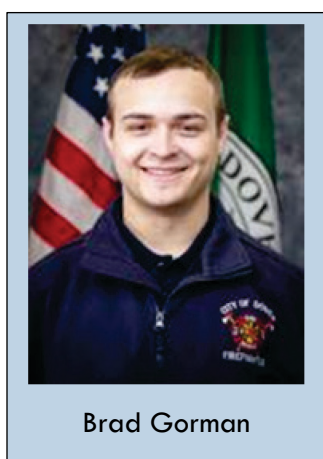
Library staff members are involved with the following community groups: Tri-City Coop, Community Literacy Committee, New England Library Association PR committee, Dover Mental Health Alliance, and SOS Recovery. 1 staff member had ACES (Adverse Childhood Experiences) training through the Dover Mental Health Alliance.

Library staff members attended the following webinars, classes & virtual conferences:

- Collections and Facilities: Caring for Your Resources during COVID—19.
- Embedding EDI into Early Literacy Programming
- New Hampshire Library Association Lunch and Learn event: Equity, Diversity, & Inclusion.
- New Hampshire Library Association ITS: Virtual Conference Platforms Panel Discussion
- Introduction to Omeka.net and Digitization
- Big Programming Ideas for Small Budgets

Division Chief Chabot participated as an oral board panelist for Dover Police dispatcher interviews on Jan. 21st.

DF&R personnel conducted oral board interviews to establish a FF candidate eligibility list.



Dover Fire & Rescue hired a new employee. Brad Gorman comes to Dover Fire & Rescue with 5 years of fire & EMS experience with South Berwick Fire Dept. as well as experience working for York Ambulance. Brad began his fire & EMT education at the Sanford Regional Technical Center then attended Southern Maine Community College for Fire Science. Brad has recently completed the classroom portion of his AEMT training and is in the testing phase now.

A promotional process for Division Chief of Emergency Medical Services was conducted which consisted of oral board interviews.

Oral board panelists were selected from New Hampshire municipal fire departments and Dover's private sector medical resource hospital.

The following promotions and reclassifications took place in January. Congratulations to all!

-
- Keith Irwin was promoted to Division Chief of EMS
 - Craig Comeau was promoted to Captain
 - Matt Michaud was promoted to Lieutenant
 - FF/Paramedic Chris Donnelly was reclassified to Engineer

Deputy Chief McShane completed the course, Climate Change Adaptation. This course examined the science behind adding a fifth component to emergency management activities: Climate Change Adaptation. Analysis of climate change and global warming indicate the need to include Climate Change Adaptation to Mitigation, Preparedness, Response, and Recovery activities. An assessment of Dover's climate change threats and risk hazards were used to develop an action plan.

On January 4, 2021, Officers Carmen Cusick, Tyler Malsbury and Brendan Madsen began NH Police Academy training. Typically a residential program, the first 6-8 weeks will be conducted remotely due to the Covid-19 pandemic. Following successful completion of the academy, the officers will complete fourteen additional weeks of uniformed field training.



**Dispatcher
Jennifer Myers**

On Monday, January 11, 2021, Jennifer Myers began her career with the Dover Police Department as a public safety dispatcher. Before coming to the police department, Dispatcher Myers worked for 17 years at the Dover Fire and Rescue Department as a firefighter/paramedic. Prior to that, she was a dispatcher with the Plaistow Police Department.

On January 8, 2021, Animal Control Officer (ACO) Ladisheff attended a virtual training on Canine Communication. Training topics included how to observe the body language of a dog to provide clues to the ACO as to how the dog will respond to her. A dog's ear positioning, body positioning, tail positioning, look of the eyes, tongue flicking, lip licking, and yawning all give clues as to how the dog will respond to the ACO.

On January 13, 2021, ACO Ladisheff attended a virtual training covering Domestic Violence & Animal Cruelty. Training included discussions with experts regarding the link between animal cruelty and domestic violence and the impact it has on people and pets.

On 01/12/2021, Detective Donais attended a virtual training called Investigative Interviewing & Positive Persuasion. This training covered helpful methods and techniques for both interviewing and interrogation. The training focused on how to speak with others in

a way they will respond to, while imploring people to be truthful. It also explained ways in which people display their deception both verbally and physically when being interviewed.

On January 13, 2021, Officers David Collis & Molly Martuscello attended a virtual training called on the Protocol for Law Enforcement Response to Domestic Violence. This training covered the updates to the 2020 version of the protocol including when defendants are eligible for bail, best practices for interviewing victims, and firearms issues.

On January 22, 2021, Lieutenant Scott Pettingill, Detective Bryon Lynch, Officer Derek O'Neil, Officer Molly Martuscello, Detective Jenna Donais, & Sergeant Mark Nadeau attended Investigating Child Homicide/Unexplained Deaths of Children. This training examined all aspects of responding to and investigating cases of child homicide and unexplained deaths of children, either through accidental causes or those committed by parents, family members, caretakers, or others and all forms of child maltreatment.

On January 27, 2021 Officer Brynn Dunne attended a virtual training called School Threat Reporting and Response. This training covered how to report threats of violence made against a school by a student or member of the community to the state, as well an overview of the Fusion Center in Concord and how they disseminate information to local police departments.

On January 15, 2021 members of the Crime Scene Unit attended Intro to Crime Scene Processing and Latent Print Processing. This training was conducted by Detective Tim Burt to the newest members of the Unit, Officers Anderson, O'Neil, Elbert. Topics included safety, scene security, methodology, evidence collection scene documentation, and crime scene mapping.

On January 25-27, 2021, the entire Crime Scene Unit (Detectives Burt, Gaudreault and Donais along with Officers Levin, Martuscello, O'Neil, Anderson, and Elbert) attended a course on the principles of crime scene photography. This 3 day workshop included training on terminology, camera functions and settings, exposure theory, digital imaging basics, lighting techniques, properties of light, situational applications, workflow and policy development

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.”

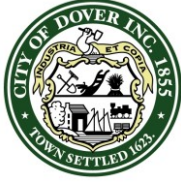
City Planner Bird met with the Open Lands Committee on February 4th to conduct regular business, including easement monitoring visits on conservation properties and welcomed two new members. City Planner Bird had a conference call on January 28th with two OLC members to review an appraisal completed for a property under consideration for protection.

City Planner Bird participated in an online meeting of the Coastal Adaptation Workgroup on February 4th to hear a presentation on an engaged scholarship proposal.

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 participated in an online meeting on January 6th with a representative from Mr. Fox and staff from Community Services to discuss the City's efforts begin composting at the Recycling Center.

City Planner Bird and Assistant City Manager participated in an interview on January 27th with staff from the National League of Cities to discuss the City's application for a grant to support community engagement for resilience and renewable energy.

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - MINUTES</th></tr> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Conference Room</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, February 10, 2021</td></tr> <tr> <td>Meeting Time:</td><td>7:00 pm</td></tr> </table>	CITY COUNCIL - MINUTES		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Conference Room	Meeting Date:	Wednesday, February 10, 2021	Meeting Time:	7:00 pm
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1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Gasses led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Councilor Shanahan added an Arts Commission Report.

Deputy Mayor Ciotti added an Appointments Committee Report.

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

Roll Call Vote: 9/0.

7. PUBLIC HEARINGS

8. CITIZEN'S FORUM

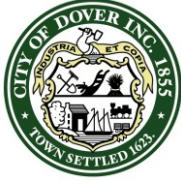
Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

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

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

Phil Hatcher, 9 Woodland Road: He spoke in favor of Item 13.B.4.

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

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9. CITY MANAGER'S REPORT

City Manager Joyal gave an overview of the report he submitted in writing. He gave an overview on COVID-19 and the Dover's vaccination site.

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

Roll Call Vote: 9/0.

10. APPROVAL OF MINUTES

A. January 27, 2021 – Regular Meeting

Deputy Mayor Ciotti moved to approve the Minutes; seconded by Councilor Shanahan.

Roll Call Vote: 9/0.

11. MAYOR'S REPORT

Mayor Carrier gave an overview of events he has attended recently.

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

Roll Call Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

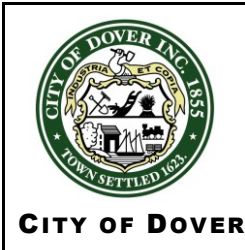
A. CONSENT CALENDAR

1. B19019 TRAFFIC SIGNAL REPAIRS AND MAINTENANCE – PURCHASE OF TRAFFIC LIGHT CABINET AT SOUTH END FIRE STATION

SPONSORED BY MAYOR CARRIER BY REQUEST

2. APPROVAL OF LOT LINE RESTORATION – 11 FAIRVIEW AVENUE (TAX MAP 25, LOT 19)

SPONSORED BY MAYOR CARRIER BY REQUEST



CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, February 10, 2021**
Meeting Time: **7:00 pm**

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. Cochecho Waterfront Development Advisory Committee
26. Dover Main Street
27. Stafford Regional Planning Commission

Deputy Mayor Ciotti moved to adopt the Consent Calendar; seconded by Councilor O'Connor.
Roll Call Vote: 9/0.

Deputy Mayor Ciotti gave an overview of the Appointments Committee Report and recommended the following appointments:

Kyle Pimenthal – Planning Board – alternate to regular position

Mark Speidel – Planning Board alternate position

Chad Kageliery – Downtown Dover TIF Advisory Board – regular member

Deputy Mayor Ciotti moved to accept the report and appointments; seconded by Councilor O'Connor.

Roll Call Vote: 9/0.

Councilor Shanahan invited Linnea Nemeth, Arts Commission Vice-Chairperson, to speak to the Council.

Ms. Nemeth gave a PowerPoint presentation to the Council regarding projects the Arts Commission is working on.

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

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

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

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

Councilor Shanahan gave an overview of the Racial Equity and Inclusion Ad-hoc Committee Report to the Council.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, February 10, 2021**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

- 1. B14074 CENTRAL AVENUE URBAN CORE (PHASE I) WATER TRANSMISSION PROJECT, ADDITIONAL SCOPE OF WORK NO. 16, UNDERWOOD ENGINEERS, INC. SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Shanahan.
City Manager Joyal gave an overview of the Resolution to the Council.
Roll Call Vote: 9/0.

- 2. APPROVAL TO ENTER AN INTERMUNICIPAL AGREEMENT TO PARTICIPATE IN THE ADAPTIVE MANAGEMENT FRAMEWORK UNDER THE GREAT BAY GENERAL PERMIT. SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor O'Connor.
City Manager Joyal gave an overview of the Resolution to the Council.
Roll Call Vote: 9/0.

- 3. APPROVAL TO SUBMIT A NOTICE OF INTENT TO OBTAIN COVERAGE UNDER THE GREAT BAY TOTAL NITROGEN PERMIT SPONSORED BY MAYOR CARRIER BY REQUEST**

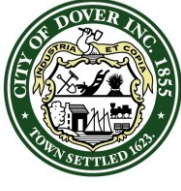
Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Shanahan.
City Manager Joyal gave an overview of the Resolution to the Council.
Roll Call Vote: 9/0.

- 4. CALLING UPON REDISTRICTING AUTHORITIES FOR NONPARTISAN AND FAIR DECENNIAL REDISTRICTING SPONSORED BY MAYOR CARRIER**

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor O'Connor.
City Manager Joyal gave an overview of the Resolution to the Council.
Roll Call Vote: 8/1; Passed. Councilor Cullen was opposed.

- 5. REVIEW AND APPROVAL OF RSA 79-E APPLICATION OF CHINBURG MANAGEMENT, LLC (TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 24, 2021.) SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved to refer to a public hearing on February 24, 2021; seconded by Councilor O'Connor.
City Manager Joyal gave an overview of the Resolution to the Council.
Roll Call Vote: 9/0.

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C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor O'Connor thanked the School Board for opening up the schools.

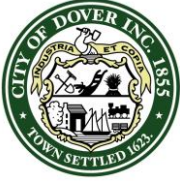
Councilor Shanahan started a discussion regarding cybersecurity.

Councilor Williams thanked the School Board for opening up the schools.

Councilor Thibodeaux discussed re-establishing the Board of Health.

16. ADJOURN

Councilor O'Connor moved to adjourn; seconded by Councilor Gasses.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2021.02.10 – 023**
Resolution Re: **Review and Approval of RSA 79-E Application of Chinburg Management, LLC**

- WHEREAS: The Community Revitalization Tax Relief Incentive program adopted pursuant to RSA 79-E encourages reinvestment in downtown areas by providing short-term property assessment tax relief and a related covenant to protect the public benefit that is being created.
- WHEREAS: The purpose of the program is to encourage reinvestment in downtown areas and/or existing buildings/structures within the downtown area; and
- WHEREAS: The value of the rehabilitation or reconstruction must be equal to at least 220 percent of a building's pre-rehabilitation assessed value; and
- WHEREAS: The proposed substantial rehabilitation or reconstruction must provide a public benefit; and
- WHEREAS: By resolution passed on January 13, 2021 ([R-2021.01.13-014](#)), the City Council expanded the availability of the provisions of RSA chapter 79-E in the City of Dover; and
- WHEREAS: Chinburg Management, LLC ("Applicant") has submitted an RSA 79-E application for the development of property located at 10 Second Street. The goal of the project is to redevelop the entire 0.53 acre property into mixed-use development with a combination of non-residential , parking and 130 residential units; and
- WHEREAS: The Applicant seeks to use the Tax Relief program for the project; and
- WHEREAS: Construction is anticipated to begin October of 2021 and to be completed by March of 2023.

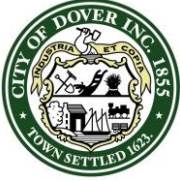
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL:

In accordance with City of Dover Resolution Number R – 2021.01.13 – 014, the City Council determines the proposed project has a public benefit in accordance with RSA 79-E:7, I, II-a, III, IV, and V as described in the Resolution Background Material attached hereto;

The City Council herein approves the 79-E Application of Chinburg Management, LLC for a period of seven (7) years per RSA 79-E:5, I and RSA 79-E:5, II, commencing upon the completion of the substantial rehabilitation as evidenced by the issuance of a Certificate of Occupancy.

Granting of this Community Tax Relief Incentive is subject to the following conditions:

Chinburg Management, LLC granting to the City a covenant, acceptable to the City Attorney, in accordance with RSA 79-E:8, which ensures that the property shall be maintained and used in a manner that furthers the public benefits for which the tax



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2021.02.10 – 023**
Resolution Re: **Review and Approval of RSA 79-E Application of Chinburg Management, LLC**

relief is granted and as otherwise provided in RSA chapter 79-E;

Chinburg Management, LLC obtaining and maintaining sufficient casualty insurance on the property for twice the term of the tax relief, proof of which shall be provided to the City on an annual basis, and when requested; and

In accordance with RSA 79-E:8, III, Chinburg Management, LLC granting the City a recordable lien against the property, acceptable to the City Attorney, against proceeds from casualty and flood insurance for the purpose of ensuring proper restoration or demolition of damaged structures and property.

Chinburg Management, LLC's observance and fulfillment of any other requirements of RSA chapter 79-E and applicable law.

TO BE REFERRED TO PUBLIC HEARING

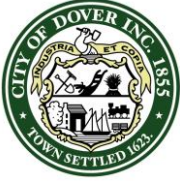
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

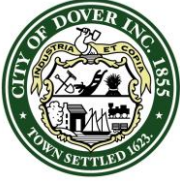
Resolution Number: **R – 2021.02.10 – 023**
Resolution Re: **Review and Approval of RSA 79-E Application of
Chinburg Management, LLC**

DOCUMENT HISTORY:

First Reading Date: 02/10/2021	Public Hearing Date: N/a/
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, 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#: 12.C.1.

Resolution Number: **R – 2021.02.10 – 023**
Resolution Re: **Review and Approval of RSA 79-E Application of
Chinburg Management, LLC**

RESOLUTION BACKGROUND MATERIAL:

Attached is the Applicant's 79-E Application and supporting material. Other materials and information relevant to this resolution include the Council's 2021 Resolution amending the provisions of RSA 79-E ([R-2021.01.13-014](#)), the Finance Department's forthcoming analysis memorandum, and the Downtown TIF Proforma. In addition to the public benefits detailed in the attached and accompanying analyses, there is estimated to be a net positive change in tax revenue between the updated July TIF Proforma without the project versus the July Proforma with the 79-E project.

Adoption of this resolution to approve the 79-E Application of Chinburg Management, LLC preserves the financial benefits provided for in the Land Development Agreement. The 79-E Application and related Land Development Agreement provide for significant financial benefits to accrue to the Downtown Dover TIF. These financial benefits will accelerate fulfilling the current debt service obligations of the Downtown Dover TIF. This is accomplished through the 79-E Application preserving a combined minimum value of \$804,882 for the parcel identified in the application during the construction of the development project. The resulting development project will provide a guaranteed taxable value of \$7.0 million in FY2030 as compared to a \$2.4 million taxable value estimated in the June 2017 updated TIF projections. The guaranteed taxable value of \$7.0 million is projected to accrue an estimated \$157,445 more per year in tax increment for FY2030 through FY2032 as compared to the updated TIF projections.

Consistent with Resolution [R-2021.01.13-014](#), the Dover Heritage Commission and Downtown Dover Tax Increment Finance District Advisory Board are reviewing the proposal, which review shall be completed prior to a final vote of the Council.



January 22, 2020

City of Dover, New Hampshire
Planning Department
288 Central Avenue
Dover, NH 03820

RE: 1 First Street, Dover, New Hampshire, 79-E Application

Dear Director Parker:

Chinburg Management LLC is please to submit this application for the Community Revitalization Tax Relief, RSA 79-E for consideration of 1 First Street, the old Strafford County courthouse. Chinburg Management LLC is requesting 7 years of tax relief in accordance with the provisions of RSA 79-E.

To support our request, please find the following enclosed materials:

1. Completed Application form with signatures
2. Existing Conditions
3. Copy of Property Record Card
4. Summary of Public Benefits
5. Site Plans and Diagrams associated with the Project
6. Cost Estimates associated with the Project

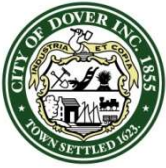
We appreciate the City's support to advance this transformative project at the heart of Dover's downtown.

Sincerely,

Eric Chinburg
President, Chinburg Properties
On behalf of Chinburg Management LLC



[1] COMPLETED APPLICATION FORM



City of Dover, New Hampshire

COMMUNITY REVITALIZATION TAX RELIEF PROGRAM

APPLICATION

[Revision Date: August 3, 2017]

Office Use Only	Application #:	_____	Date Received:	_____
	Amount Paid:	_____	Council Action:	_____

APPLICANT AND OWNER INFORMATION

Name of Applicant: Chinburg Management, LLC Telephone # (603) 868-5995 x 75
Address of Applicant: 3 Penstock Way, Newmarket, NH 03857
E-Mail Address: pgoodwin@chinburg.com
Name of Property Owner (if different from applicant): One First Dover LLC Telephone # (603) 402-1446
Address of Property Owner: 157 Main Dunstable Road STE 102 Nashua, NH 03060

PROPERTY INFORMATION

Address of Property: 1 First Street
Assessor's Map # 6 Lot(s) # 20
Size of Parcel: _____ sq. ft. .53 ac. Property Deed: Book 4510 Page: 564
Year Built: 1889 Existing Use of Property: Vacant /Office Building
Assessed Value of Property: 789,100 FY 2020

Is the building eligible for listing or listed individually on the State or National Register of Historic Places or located within a locally designated, State, or National Register Historic district? _____ Yes x No
(If yes, provide a copy of the approved designation by the State or National Register of the building or the district)

PROJECT INFORMATION

Adaptive re-use of existing building and construction of new building over parking. In
Describe Proposed Use: total the project will contain 52 to 60 apartment homes and 3,500 SF of commercial.
Area of Parcel to be developed: Approximately 7,500 SF on existing parking lot sq. ft.
Will the project include any affordable housing units? Yes; If so, how many? 20% of apartments
If any state or federal grants or funds or low income subsidies or tax credits are used in this project, what is the amount of the aid? \$ 0 Describe and detail any terms of repayment (if applicable): _____

Expected construction dates. Start: September 2021; Finish: November 2022

What are the public benefits associated with this project (in accordance with RSA 79-E:7)? _____

Enhancing the economic vitality of downtown, enhancing a culturally important structure, promoting development of community centers, increasing housing in a town center, including income restricted affordable units, and providing permanent easements to the City of Dover to improve recreation and transportation to Dover residents. Please see the attached summary of benefits for more detail.

Describe the work to be done and estimated cost. Please attach additional sheets, if necessary, as well as any written construction cost estimates.

Structural:	\$ 353,000	
Exterior Alterations (storefront, walls, windows, doors, etc.):	\$ 1,572,000	
Interior Alterations (walls, ceilings, moldings, doors, etc.):	\$ 1,915,000	
Electrical:	\$ 785,000	
Plumbing/Heating:	\$ 603,000	
Mechanical:	\$ 513,000	
Fire Prevention:	\$ 243,000	
Other:	\$ 679,000	
Total: <i>To be considered for this tax relief incentive, the costs of the project must be at least 220% of the pre-rehabilitation/replacement assessed value</i>	\$ 6,663,000	Please see attached Construction Narrative and Estimate

Please attach any construction contracts, plot plans, building plans, sketches, renderings or photographs that would help explain this application.

Historical Requirement for Replacement of Qualifying Structures

In the case of replacement of a qualifying structure, the applicant shall submit a New Hampshire Division of Historical Resources Individual Inventory Form prepared by a qualified architectural historian that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located. *This application shall not be considered complete until such time as the letter has been submitted.*

SIGNATURES

I/We have read and understand the Community Revitalization Tax Relief Incentive RSA Ordinance (see attached) and am aware that this will be a public process including a public hearing to be held to discuss the merits of this application and the subsequent need to grant a covenant in the deed to the property to the City and pay any reasonable expenses associated with the drafting of the covenant. I understand the application will not be determined as complete and recommended to the City Council until all of the necessary information is provided.

PER RSA 79-E: 13(II), THE BASE OR "ORIGINAL" ASSESSED VALUE FOR ANY TAX RELIEF PERIOD IS ONLY SET AFTER THE FOLLOWING TWO CONDITIONS ARE MET:

- 1. APPROVAL BY THE CITY COUNCIL AND;**
- 2. THE APPLICANT'S ENTERING INTO A COVENANT WITH THE CITY OF DOVER TO PROTECT THE PUBLIC BENEFIT.**

THEREFORE, THE APPLICANT AND/OR PROPERTY OWNER SHALL NOT COMMENCE ANY OF THE IMPROVEMENTS INCLUDED IN THIS APPLICATION UNTIL SUCH TIME AS HE/SHE HAS SECURED THE ABOVE. THIS PROHIBITION SHALL INCLUDE ANY DEMOLITION TO THE EXISTING STRUCTURE.

Signature of Property Owner: _____ Date: _____

Signature of Applicant (if different from owner):  _____ Date: 1/22/21

What are the public benefits associated with this project (in accordance with RSA 79-E:7)? _____

Describe the work to be done and estimated cost. Please attach additional sheets, if necessary, as well as any written construction cost estimates.

Structural:	\$
Exterior Alterations (storefront, walls, windows, doors, etc.):	\$
Interior Alterations (walls, ceilings, moldings, doors, etc.):	\$
Electrical:	\$
Plumbing/Heating:	\$
Mechanical:	\$
Fire Prevention:	\$
Other:	\$
Total: <i>To be considered for this tax relief incentive, the costs of the project must be at least 220% of the pre-rehabilitation/replacement assessed value</i>	\$

Please attach any construction contracts, plot plans, building plans, sketches, renderings or photographs that would help explain this application.

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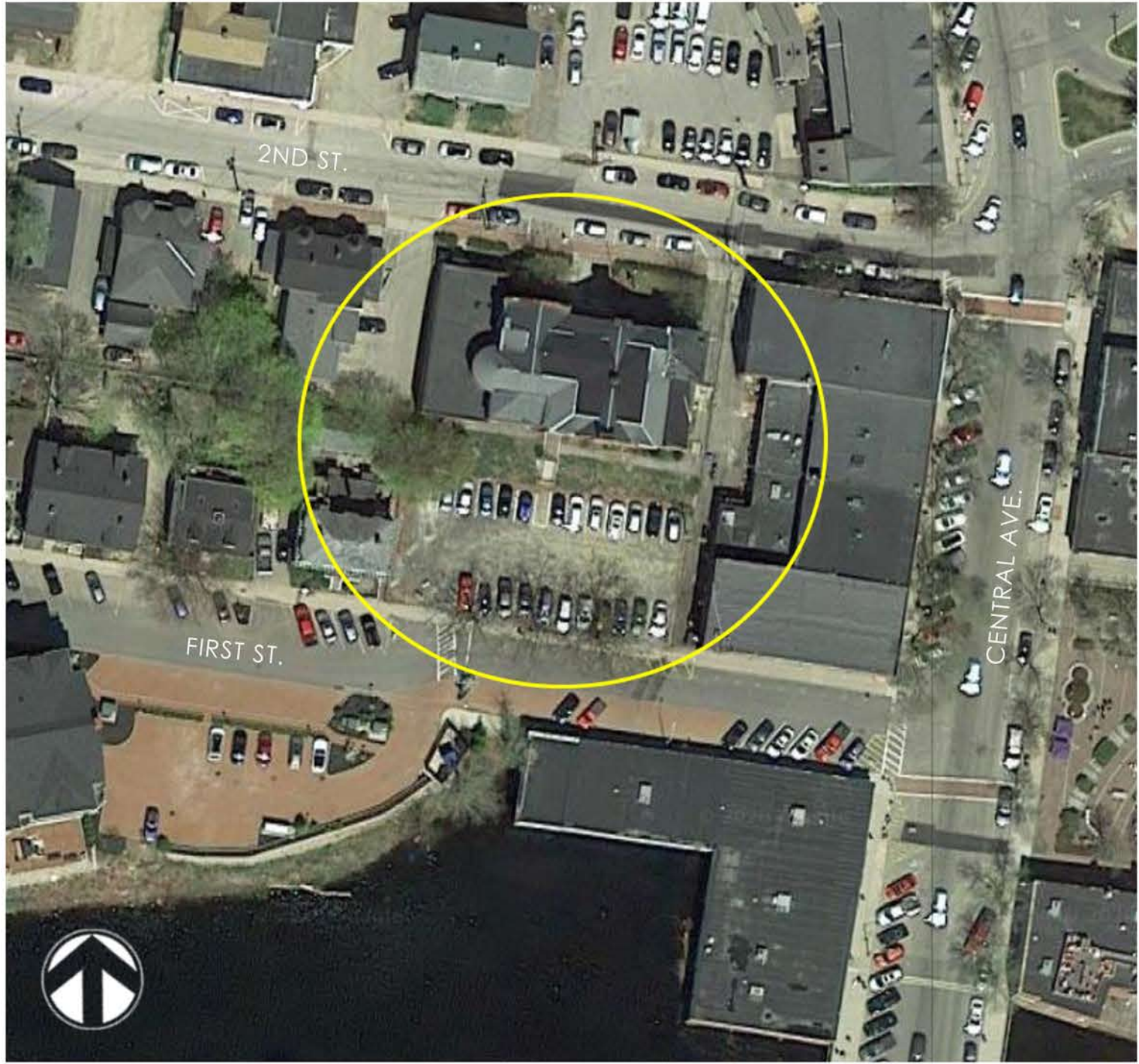
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Signature of Property Owner: _____ Date: 1/22/2021

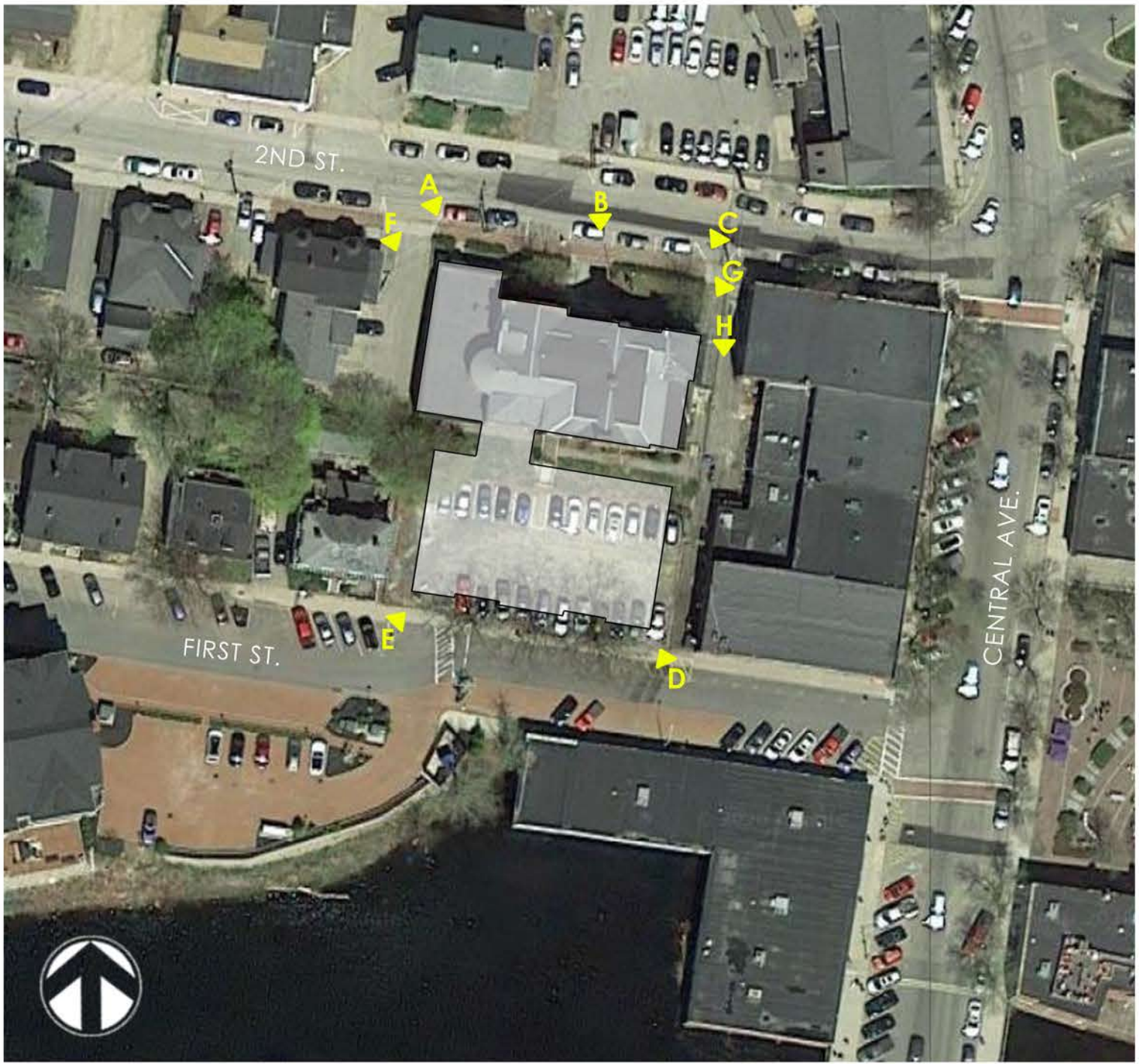
Signature of Applicant (if different from owner): _____ Date: _____



[2] EXISTING CONDITIONS



EXISTING



PROPOSED FOOTPRINT



A.



B.



C.



D.



E.

PROPOSED COURTHOUSE REDEVELOPMENT
1 FIRST STREET, DOVER NH, TAX MAP 6, LOT 20

SITE CONTEXT PHOTOS
CC WORKSHOP PRESENTATION JANUARY 6, 2021



2.0



G.



H.



F.





[3] PROPERTY RECORD CARD

Property Location:

1 First St

Commercial Property Record Card - Dover, New Hampshire**Parcel ID:** 06020-000000**Map Block No.** 6-20-0-0**Class:** C**Use:**

340

Card 1 of 1

Current Owner	Previous Owner History						Miscellaneous		Assessment Information			
One First Dover Llc 157 Main Dunstable Road Ste 102 Nashua Nh 03060	Name		Deed		Date		Deed Info:	4510/565-09/12/2017		Assessed Value: *		
	Freeboard Properties Llc		4381/553		05/17/2016		Zoning:	CBD		Inc:	1,295,400	Prior
	Koutrelakos Gregorios N Trustee		1924/733		05/08/1997		Neighborhood:	301		Land:	253,000	253,000
	Koutrelakos Helen		979/303				Units:	1		Bldg:	536,100	528,700
							Street/Road:	Public		Total:	789,100	781,700
Notes	Entrance Information								Assessed Information:			
	Date	Time	ID	Actv	Entrance Code	Source			Value: 789,100			
Ttlc,the Nordc Group,gk Realty	06/19/2020	P	JF		Vac/Ob&y				Effective DOV: 4/1/2020			
Unity Seacoast Church	04/02/2019	P	JF		Est-See Note				Value Flag: COST VALUE			
4x5 Ee1= Nv 3x6 Cp6= Nv	06/02/2020	P	RD		Est-See Note							
Reno Still At 60% 2019 Check												

Sales History				
Book/Page	Date	Price	Type	Validity
4510/565	09/12/2017	650,000	2	15
4381/553	05/12/2016	890,000	2	00

Permit Information				
Date	Permit #	Price	Purpose	% Comp.
07/28/2016	16-348	50,000	Demo	60
09/27/2005	5-444	4,000	Renos@10 2nd St	100

Land Information				
Type	Size	Grade	Influence Factor 1, 2 and %	Value
Primary	A	0.529	0	252,980
Total Acres for this Parcel		0.529	Total Land Value	253,000



Inspection witness by: _____

Commercial Property Record Card - Dover, New Hampshire

1 First St

Parcel ID: 06020-000000

Map Block No. 6-20-0-0

Class: C

Use:

340

Card 1 of 1

Exterior/Interior Information

Exterior/Interior Information						Exterior Walls	Construction Type	Finish	Partitions	Heating	A/C	Plumbing	Physical Condition	Functional Utility	%Good Override	Unadjusted RCNLD	
Sec	Levels	Size	Perimeter	Use	Type	Height											
1	B1-B1	1x2128	183	Multi-Use	Storage	12	Brk/Conc	Blk	Wood Joist	100	Normal		Normal		Fair	0%	55,860
1	B1-B1	1x5211	333	Multi-Use	Office	12	Brk/Conc	Blk	Wood Joist	100	Normal	Hw/Steam	Normal		Fair	0%	216,680
1	01-01	1x7339	400	Multi-Use	Office	8	Brk/Conc	Blk	Wood Joist	100	Normal	Hw/Steam	Normal		Normal	0%	353,190
1	02-02	1x5339	322	Multi-Use	Office	8	Brk/Conc	Blk	Wood Joist	100	Normal	Hw/Steam	Normal		Fair	0%	196,240
1	A1-A1	1x725	108	Multi-Use	Apartment	7	Brk/Conc	Blk	Wood Joist	100	Normal	Hw/Steam	Normal		Normal	0%	15,980
0	-	0x0	0			0				0						0%	0
0	-	0x0	0			0				0						0%	0
0	-	0x0	0			0				0						0%	0

Building Information

Building No:	1
Year Built:	1889
No of Units:	14
Structure Type:	Office Building - Low-Rise
Grade:	B
Identical Units:	1
Efficiencies:	0
1 Bedroom Apts:	1
2 Bedroom Apts:	0
3 Bedroom Apts:	0
Covered Park:	0
Uncovered Park:	20
Notes:	
18615 Sf Gla + Unfin Bsmt	
14372 Net Sf = 77%	

Building Summary

Total Unadjusted RCN:	1,552,820
Average Percent Good:	.54
Total Unadj. RCNLD:	837,950
Grade Factor:	1.26
No of Identical Units:	1
Economic Cond Factor:	0.50
RCNLD:	527,900

Income Approach Summary

Net Rentable Area: 20,380

Out Building Information

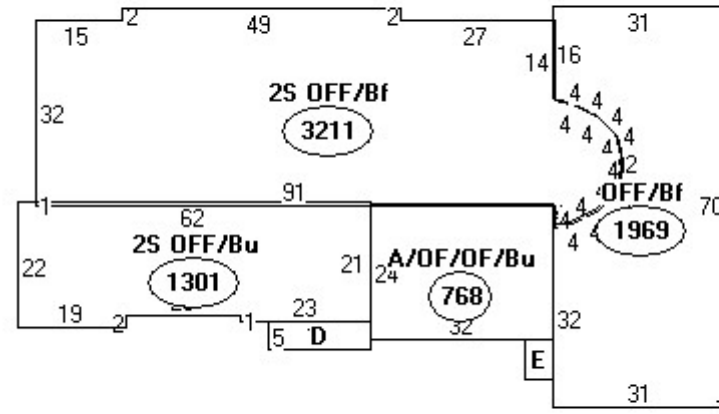
Out Building Information			Lgth/ Ident.			Physical Condition	Functional Utility	Percent Good	RCNLD	
StructureCode	+/-	Width	SqFt	Units	Gr					
Asphalt Parking		1	8200	1	C	Fair	Fair	1990	0%	8,220
		0	0	0				0	0%	0
		0	0	0				0	0%	0
		0	0	0				0	0%	0
		0	0	0				0	0%	0
		0	0	0				0	0%	0

Other Improvements

Description	+/-	RCNLD
	0	1,295,400

Building Other Information

Line	StructureCode	+/-	Measure 1	Measure 2	IdenticalUnits
3	Canopy - Only		126	1	1
3	Canopy - Only		18	1	1
3	Wood Deck		35	1	1
0			0	0	0
0			0	0	0
0			0	0	0
0			0	0	0
0			0	0	0
Total Other Features					2,190



Descriptor/Area

A: 2S OFF/Bu
1301 sqft
B: 2S OFF/Bf
3211 sqft
C: A/OF/OF/Bu
768 sqft
D: CP5
90 sqft
E: w/D1
35 sqft
F: OFF/Bf
1969 sqft



[4] DESCRIPTION OF PUBLIC BENEFITS



Summary of Public Benefits

RE: 1 First Street, Old Strafford County Courthouse, 79-E Public Benefits

This project benefits the public of Dover by:

- Enhancing the economic and social vitality of the downtown by returning a vacant building back to use and by providing the City of Dover permanent easements to the Dover Transportation Center and access easement to the Dover Community Trail.
- Enhancing and improving a landmark building that is culturally important on a local level.
- Improving a existing building's energy efficiency.
- Promoting development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 79-E.
- Increasing residential housing in a town center, including 20 percent of apartments affordable at 80 percent rent limit per the Development Agreement.



[5] SITE PLANS, DIAGRAMS, ELEVATIONS



PROPOSED COURTHOUSE REDEVELOPMENT
1 FIRST STREET, DOVER NH, TAX MAP 6, LOT 20

PROPOSED VIEWS
EXHIBIT A JANUARY 27, 2021



3.0

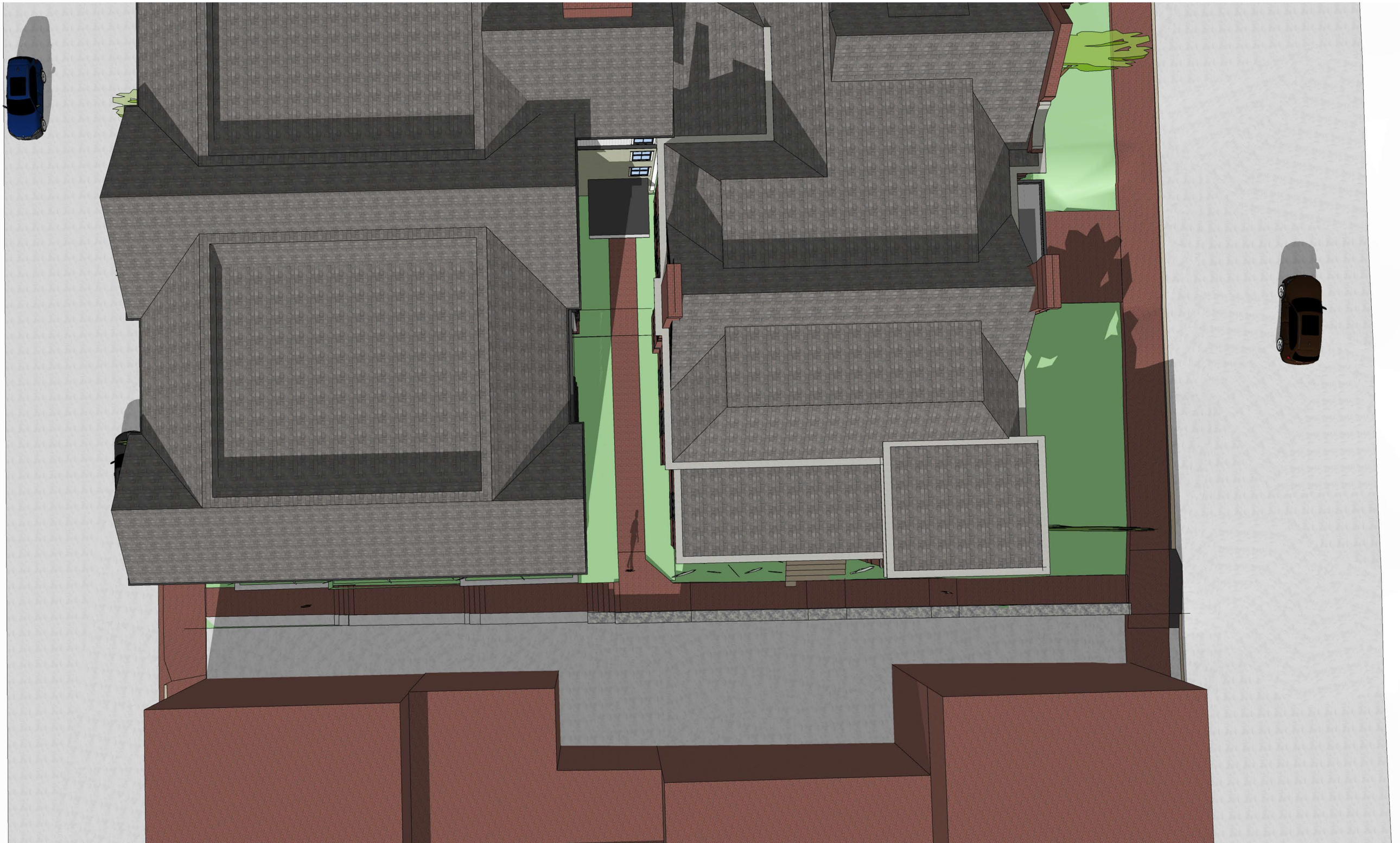


PROPOSED COURTHOUSE REDEVELOPMENT
1 FIRST STREET, DOVER NH, TAX MAP 6, LOT 20

PROPOSED VIEWS
EXHIBIT A JANUARY 27, 2021



3.1



PROPOSED COURTHOUSE REDEVELOPMENT
1 FIRST STREET, DOVER NH, TAX MAP 6, LOT 20

PROPOSED VIEWS
EXHIBIT A JANUARY 27, 2021



3.2



PROPOSED COURTHOUSE REDEVELOPMENT
1 FIRST STREET, DOVER NH, TAX MAP 6, LOT 20

PROPOSED VIEWS
EXHIBIT A JANUARY 27, 2021



3.3



PROPOSED COURTHOUSE REDEVELOPMENT
1 FIRST STREET, DOVER NH, TAX MAP 6, LOT 20

PROPOSED VIEWS
EXHIBIT A JANUARY 27, 2021



3.4



PROPOSED COURTHOUSE REDEVELOPMENT
1 FIRST STREET, DOVER NH, TAX MAP 6, LOT 20

PROPOSED VIEWS
EXHIBIT A JANUARY 27, 2021



3.5



[6] COST ESTIMATES

Construction Narrative & Estimated Costs

1 First Street, Dover, NH

Rev.: January 22, 2021



Narrative:

The project scope will include the renovation of the Old Stafford County Courthouse and the construction a new four-story addition over the existing parking lot on First Street. The structures will be connected and operate as one building.

The existing building will receive new windows, new roof, and gut renovations to create approximately 12 apartments and 3,500 SF of commercial space. The scope will include new sprinkler, fire alarm, HVAC, plumbing, and electric systems.

The new addition will include an elevator and stairs to serve the joined buildings. The newly constructed addition will create approximately 40-46 apartments over ground level parking.

Estimate of Direct Construction Costs:

<u>Category</u>		<u>Estimate</u>
Structural	\$	353,000
Exterior Alterations	\$	1,572,000
Interior Alterations	\$	1,915,000
Electrical	\$	785,000
Plumbing/Heating	\$	603,000
Mechanical	\$	513,000
Fire Provention	\$	243,000
Other	\$	679,000
Estimate Total: \$		6,663,000

To: City Council
From: Christopher Parker, AICP
Cc: J. Michael Joyal
Date: February 18, 2021
Re: Chinburg Management, LLC 79-E Application

ISSUE:

On June 24, 2015, the City Council passed a resolution implementing the provisions of RSA 79-E Relative to the Community Revitalization Tax Relief Incentive Program. On January 27, 2021, the City Council amended the criteria for the district to incentivize affordable housing.

INTENT:

This memo will guide you through the application received for consideration under the program

FACTS:

Current tax assessment: \$804,882
Current tax bill: \$20,001
Current Tax rate: \$24.85(used in all projections)
Application is complete: Yes
Development Agreement signed: Yes

ATTACHED:

TIF Financial Proforma
Proposed Covenants
Enabling resolution
TIF Board Letter
Heritage Commission Letter

Background

The Community Revitalization Tax Relief Incentive program provides short-term property assessment tax relief and a related covenant to protect the public benefit that is being created.

The purpose of the program is to encourage reinvestment in existing buildings/structures within the downtown area. This would include both the demolition and subsequent rebuilding of a structure, or the rehabilitation of a historic 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

Application Review

The application provided by Chinburg Management, LLC is for the property located at 10 Second Street. The goal of the project is to redevelop the entire 0.53Ac property into a mixed use building, retaining the existing structure and adding an addition over the parking lot area on the First Street side of the building. The existing building will receive new windows, new roof, and internal renovations to create approximately 12 apartments and 3,500 SF of commercial space. The scope will include new sprinkler, fire alarm, HVAC, plumbing, and electric systems. The new addition will include an elevator and stairs to serve the joined buildings. The newly constructed addition will create approximately 40-46 apartments over ground level parking.

The applicant seeks to use the Tax Relief program to assist in developing the site all at once, and not in phases. It is anticipated that design and permitting will be completed in 2021. Construction is expected to begin in late 2021 and is slated to be completed by March, 2023.

Per resolution, R-2021.01.13-14, in order to approve the application, the City Council shall find that the following criteria have been met:

- The project is a consistent with the Master Plan
- Is the rehabilitation cost over 220 percent of the building's pre-rehabilitation assessed value?
- The Heritage Commission has determined that the property has no significant historic, cultural or architectural value.
- The project has met one or more of the following Public Benefits.
 - Enhance the economic vitality of the downtown.
 - Enhance 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.
 - Promote 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.
 - Promote development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9B.
 - Increases residential housing in urban or town centers.
- The Downtown TIF Board has reviewed and endorsed the application.

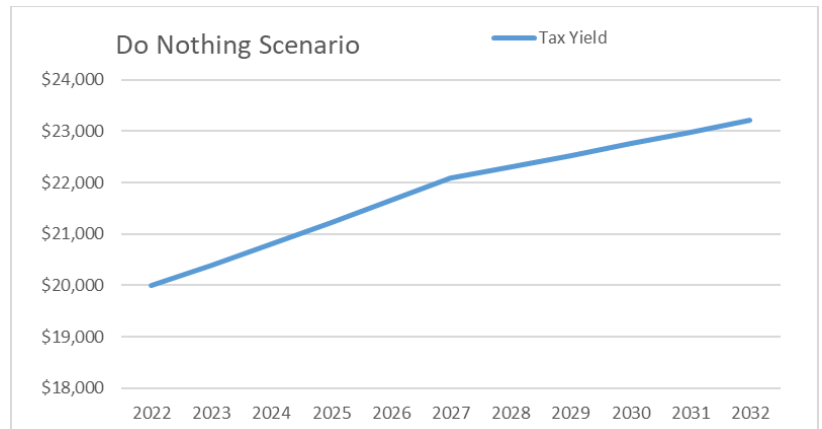
If all of those elements are provided, the City Council may approve the application with a base relief period of up to 5 years. A year may be added to the base for the provision of 10% of the units being affordable. Furthermore, to be effective, the applicant shall sign a protective covenant, approved by the City Attorney, which shall be recorded at the registry of deeds. The covenant ensures 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. Furthermore, it shall require the property owner to obtain casualty insurance, and flood insurance if appropriate, for twice the tax relief term.

Finally, the covenants provide that the City shall have granted to it 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.

Financial Review

Below is a hypothetical case study using the existing building under three scenarios to illustrate how the tax relief incentive could work; the first is, in essence, a "do nothing" option; the second envisions a 7 year exemption (as represented by the application), and the third envisions removal of the building resulting in vacant property prior to redevelopment.

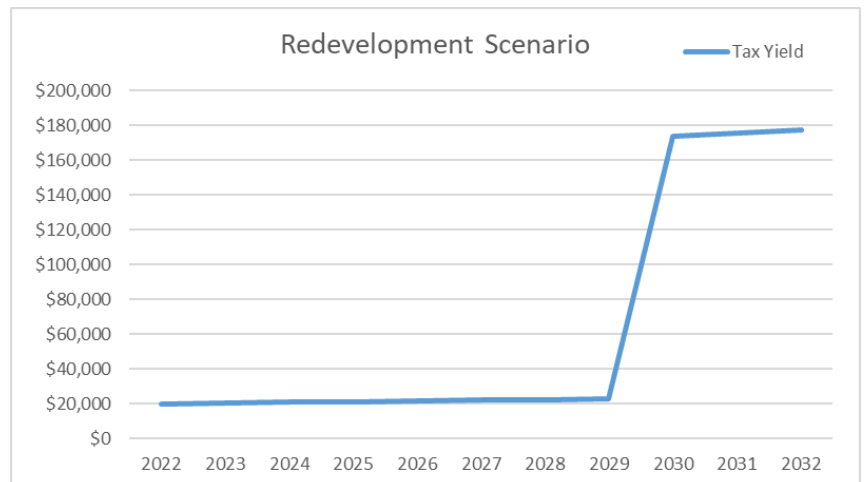
SCENARIO #1: DO NOTHING



The property, which was last used as an office building, has been vacant for 5 years. If improvement is implemented, the owner may opt for a lesser investment in quality or quantity of rehabilitation. Under this scenario, if no improvements are made, the taxable value would remain relatively stagnant with only slight annual appreciation two percent (2%) growth in annual assessments due to market forces for the initial years. After year 5 the percentage of growth is estimated at a value of one percent (1%).

In Scenario 1, the owner opts for a lesser investment in quality or quantity of rehabilitation; the taxable value remains relatively stagnant with only slight annual appreciation. In the base year the owner would pay \$20,001 in taxes. This would be adjusted annually by the rate of increase predicted in the TIF proforma (2% for years 1 -5 1% thereafter) generating a cumulative increase, deposited in the TIF fund of \$19,929 over ten years.

SCENARIO #2: REDEVELOPMENT PURSUANT TO 79-E

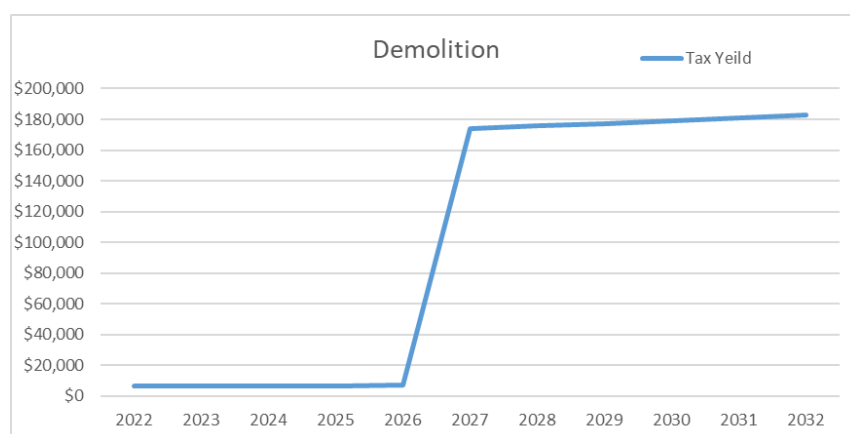


The building is retained and an addition is created with approximately 3,500 sq ft of commercial space, and 52-60 apartments created. In seven years, the value of the structure, per an LDA, is AT LEAST \$7,000,000. As with scenario 1 only slight annual appreciation two percent (2%) growth in

annual assessments due to market forces for the initial years. After year 5 the percentage of growth is estimated at a value of one percent (1%).

In Scenario 2, the owner develops the project as per the LDA approved by the City Council in 2021 creating a building of AT LEAST \$7,000,000, but is assessed at the \$804,882, or the value of the building on April 1, 2021, baseline. The owner pays \$20,001 annually adjusted annually by the rate of increase predicted in the TIF proforma (2% for years 1 to 5). After 7 when the full assessment, or \$7,000,000, whichever value is greater is reached, a tax yield of \$173,950 is generated. The annual tax yield will have gone from \$22,527 to \$173,950 for a gain of \$151,423. The new value continues to increase at the rate predicted by the TIF proforma of 1% for years 8 – 10. After 10 years, the TIF fund has seen an increase of \$478,073.

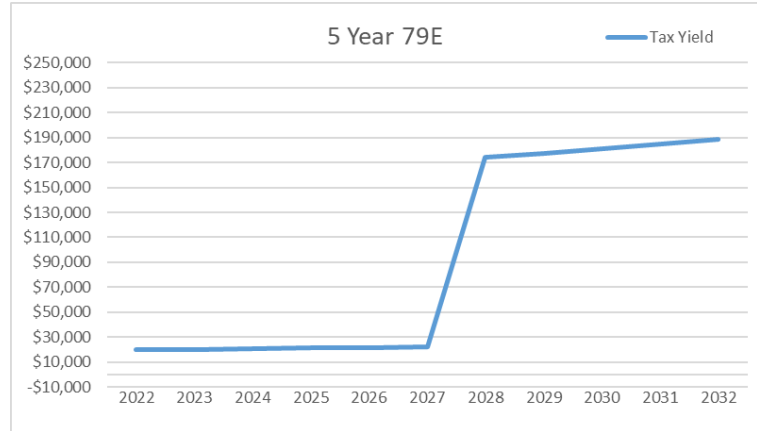
SCENARIO #3: DEMOLITION:



The 79E application is denied, the developer does not move forward and the owner of the property decides they do not want to move forward themselves. Instead, they want to limit their tax liability, and so the building is demolished and in its place is a vacant lot while they market the property. As with scenario 1 only slight annual appreciation two percent (2%) growth in annual assessments due to market forces for the initial years. After year 5 the percentage of growth is estimated at a value of one percent (1%).

In Scenario 3, the owner looks to reduce their liability, and demolishes the building while it waits for a buyer to come along. Under the Scenario, after 5 years, a new building valued AT LEAST \$7,000,000 is constructed. The owner pays \$6,461 annually adjusted by the rate of increase predicted in the TIF proforma (2% for years 1 to 5). For the first five years, while the property is being marketed, the City has lost \$13,000 a year in tax revenues compared to the baseline. In year 6 when the full assessment, or \$7,000,000 value is reached, a tax yield of \$173,950 is generated, an increase from \$6,994 in year 5, for a gain of \$166,956. The new value continues to increase at the rate predicted by the TIF proforma of 1% for years 6 – 10. After 10 years, the TIF fund has seen an increase of \$1,032,695.

SCENARIO #4: NO BASE RELIEF ONLY:



At the January 27, 2021 City Council meeting, staff was asked to provide an analysis of the tax revenue gained, if the Council approved the application, but for 5 years, and did not gain the affordable housing option years. The building is retained and an addition is created with approximately 3,500 sq ft of commercial space, and 52-60 apartments created. In five years, the value of the structure, per an LDA, is AT LEAST \$7,000,000. As with scenario 1 only slight annual appreciation two percent (2%) growth in annual assessments due to market forces for the initial years. After year 5 the percentage of growth is estimated at a value of one percent (1%).

In Scenario 4, the owner develops the project similar to the LDA approved by the City Council in 2021 creating a building of AT LEAST \$7,000,000, but is assessed at the \$804,882, or the value of the building on April 1, 2021, baseline. The owner pays \$20,001 annually adjusted annually by the rate of increase predicted in the TIF proforma (2% for years 1 to 5). After 5 when the full assessment, or \$7,000,000, whichever value is greater is reached, a tax yield of \$173,950 is generated. The annual tax yield will have gone from \$22,083 to \$173,950 for a gain of \$151,867. The new value continues to increase at the rate predicted by the TIF proforma of 1% for years 8 – 10. After 10 years, the TIF fund has seen an increase of \$793,476.

10 year totals	Scenario 1	Scenario 2	Scenario 3	Scenario 4
Tax Revenue	\$239,943	\$698,757	\$1,103,766	\$1,013,491
Increment	\$19,929	\$478,073	\$1,032,695	\$793,476

Conclusions

Under scenario #2, the tax relief incentive combined with the increased revenue potential of the renovated building likely supports the debt service for the acquisition and rehabilitation cost of making the project economically feasible for the developer. The City benefits from the high tax valuation (a 780% increase), retaining a significant building, 10-12 rent restricted units for a period of 21 years, and the use of the Land Development Agreement. In this scenario the TIF is protected and enhanced. The community is as well, through the public benefits required of the developer and the City gaining long term control of the land under the Transportation Center, and the Community Trail.

Under scenario #4, the tax revenue and increment is higher for the City, (\$315,403), but it is at the cost of the affordable housing units. The City is

forgoing \$3,154 per unit, per year for the 10 years. A cost well under the construction cost if the City were to build 10 affordable units. Furthermore, the developer may not pursue the project, as it has an option to not move forward if it does not receive the 7 year period they requested. The reality is that scenario 1 or 4 maybe the same as scenario 3, in that it is approved, but no action is taken as no project moves forward.

The affordable housing option is in place for 21 years. In that period, the Developer would pay the City \$2.7 million in taxes, under the 7 year option. It would keep the rent, on average \$1,000 a month below market rate per unit, for a 2 bedroom unit. That is \$12,000 a month for the 10 units (the minimum number proposed in the agreement). The Developer is forgoing \$2.5 million in revenue for the 21 years vs the City forgoing \$315,403.

The 2014 TIF proforma did not anticipate this property being developed at a higher and better use. If the application is approved for inclusion in the Tax Credit program, there is no negative impact on the TIF proforma.

Finally, the project continues and enhances the City's infill development program, and is consistent with the guidelines and goals of said program.

Staff recommends the Council approve the application, finding that the following conditions, as per RSA 79-E, have been met:

- The project is consistent with Dover's Master Plan, which encourages downtown redevelopment and continued vibrancy.
- The project is a qualifying structure, consistent with RSA 79-E
- The rehabilitation cost is over 220% of the building's pre-rehabilitation assessed value, per the Developer's Agreement.
- On February 16, 2021, the Heritage Commission determined that retaining the building saves a significant asset (see letter).
- The project provides the following Public Benefits
 - Enhances the economic vitality of downtown, by expanding/modernizing commercial opportunity.
 - It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of a historic structure, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.
 - Promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9B, by creating an improved intersection at Washington and Chestnut Streets and tying together the existing civic core, the new parking garage, and downtown commercial district.
 - Increases residential housing in urban centers by adding 52-60 units of residential, where 0 currently exists.
- On February 16, 2021 the Downtown TIF Board reviewed and endorsed the application (see letter).
- The applicant will sign a protective covenant, as approved by the City Attorney, upon approval of the application (see attachment).
- The financial review supports the request for the full seven years of tax relief requested.

CHRISTOPHER G. PARKER, AICP
Assistant City Manager
Planning & Strategic Initiatives
c.parker@dover.nh.gov



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

City of Dover, New Hampshire

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

February 17, 2021

Honorable Mayor and City Councilors
288 Central Avenue
Dover NH 03820

Dear Mr. Mayor and City Councilors:

The Downtown Dover Tax Increment Finance Advisory Board, at its meeting of February 16, 2021, following a properly noticed public meeting, voted to endorse Chinburg Management LLCs application to participate in the Community Revitalization Tax Relief Program.

In accordance with the requirements of Chapter 5, the Board finds that the application will have a positive impact on the administration and operation of the Downtown Dover TIF District in that it provides \$698,757 worth of incremental revenue into the TIF fund.

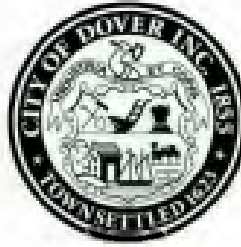
Please do not hesitate to contact me if you have any questions.

Sincerely,


Jeff Roemer
Chair

EC): J. Michael Joyal, City Manager

CHRISTOPHER G. PARKER, AICP
Assistant City Manager
Planning & Strategic Initiatives
c.parker@dover.nh.gov



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City of Dover, New Hampshire

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

February 17, 2021

Honorable Mayor and City Councilors
288 Central Avenue
Dover, NH 03820

Dear Mr. Mayor and City Councilors:

The Heritage Commission, at its meeting of February 16, 2021, following a properly noticed public meeting, voted to endorse the Chinburg Management LLC application to participate in the Community Revitalization Tax Relief Program.

In accordance with the requirements of RSA 79-E:4, The Commission finds that:

The retention of the building enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, both independently and within the context of the downtown based upon the streetscape and the general nature of the building within the neighborhood. The project meets the requirements of 79E; and

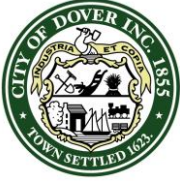
The Commission recommends the Planning Board, during the site plan review, consider requiring an archeologist be on site inspecting and recording the materials below grade, being disturbed by construction, as excavation occurs.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Jeff Spires
Chair

EC): J. Michael Joyal, City Manager



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2021.02.24 – 024**

Resolution Re: Approval and Authorization to Execute Limited Access
Right of Way Agreement with State of New Hampshire,
Department of Transportation

WHEREAS: The City of Dover has an existing sewer main that crosses a portion of the Spaulding Turnpike (Route 16); and

WHEREAS: The City of Dover has sought approval from the New Hampshire Department of Transportation (“DOT”) to replace the existing sewer main as part of the downtown sewer rehabilitation project; and

WHEREAS: DOT has required that the City of Dover sign a Use and Occupancy Agreement with DOT’s terms for work, use, and occupation of a State highway; and

WHEREAS: DOT’s proposed Use and Occupancy Agreement acknowledges that the City of Dover’s sewer main predated the existing State highway, but also provides that the City’s sewer main, as authorized pursuant to the agreement, is terminable and may be removed and relocated at the State’s expense, among other terms;

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

The City Manager is authorized to negotiate, finalize and execute, on terms acceptable to both parties, the Use and Occupancy Agreement between the City of Dover and the State of New Hampshire, Department of Transportation, with regard to the sewer main replacement referenced above.

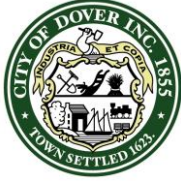
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.1. Resolution Number: R – 2021.02.24 – 024 Resolution Re: Approval and Authorization to Execute Limited Access Right of Way Agreement with State of New Hampshire, Department of Transportation
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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

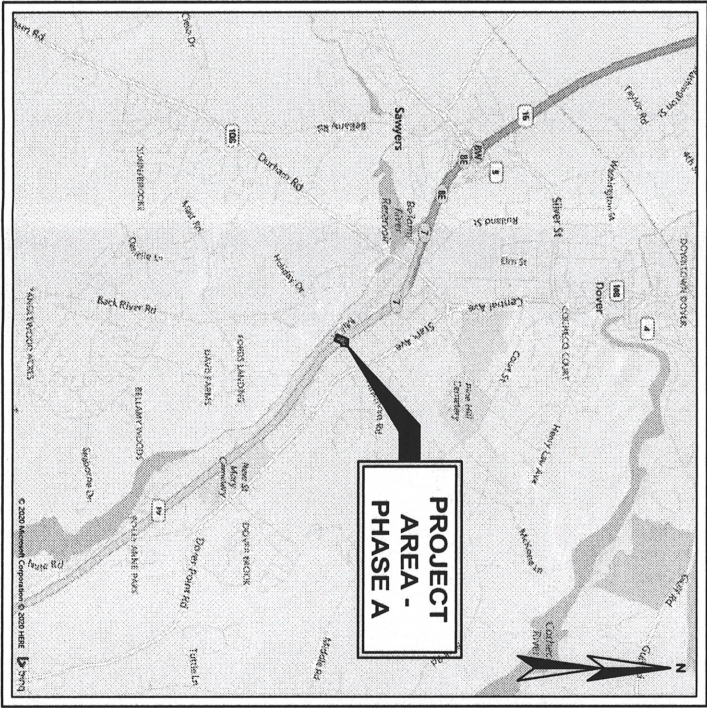
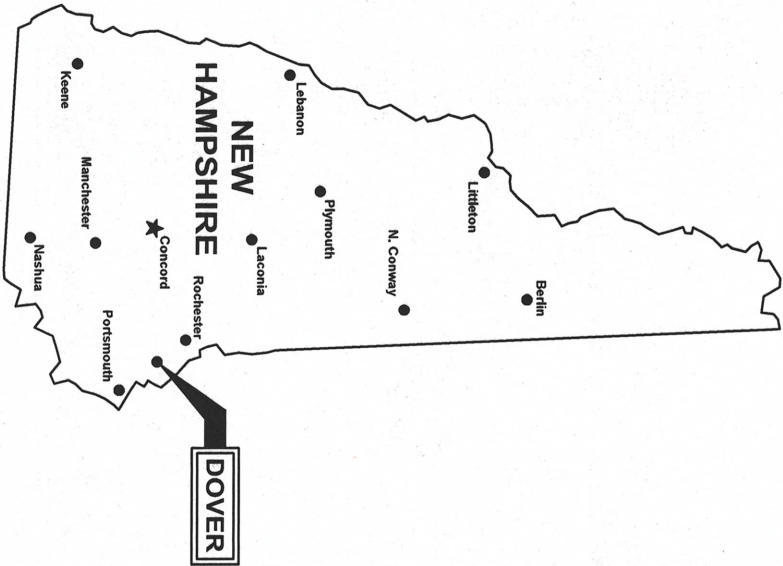
Attached please find the following:

- A draft of the terms of the Turnpike Use and Occupancy Agreement and Plan as presented by the New Hampshire Department of Transportation (“DOT”) and negotiated with respect to several provisions, which is believed to represent the final version or substantially the final version.; and
- The plans attached to the agreement.

Document Created by: Legal Document Posted on: February 18, 2021	R-2021.02.24 Approval and Authorization to Execute Limited Access Right of Way Agreement with New Hampshire Department of Transportation Page 2 of 2
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CITY OF DOVER, NEW HAMPSHIRE
CONTRACT DRAWINGS FOR
STARK AVENUE AND DOWNTOWN SEWER
REHABILITATION PROJECT - PHASE A
DECEMBER 2020

DRAWING INDEX	
GENERAL	COVER SHEET
CIVIL	
C1	GENERAL NOTES, LEGEND AND ABBREVIATIONS
C2	PROPOSED CONSTRUCTION AND DETAILS
C3	PHASE A - ELLIOT PARK - SPALDING TURNPIKE- PLAN AND PROFILE STA 6+73 TO STA 11+00
C4	DETAILS I
C5	DETAILS II



LOCATION PLAN
SCALE: 1"=2,000'

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1. THE OWNER WILL BE RESPONSIBLE FOR OBTAINING THE PERMITS IN THE SUPPLEMENTARY OR SPECIAL CONDITIONS. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO BE FAMILIAR WITH THE APPLICABLE PROVISIONS OF EACH PERMIT AS THEY APPLY TO THE WORK PRIOR TO BIDDING AND ABIDE BY THOSE PROVISIONS DURING CONSTRUCTION. COPIES OF ALL OBTAINED PERMITS ARE AVAILABLE FOR REVIEW FROM THE OWNER. ALL OTHER PERMITS ARE THE RESPONSIBILITY OF THE CONTRACTOR.
2. THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY RIGHTS OF WAY AND EASEMENTS. THE CONTRACTOR SHALL VERIFY THAT THE NECESSARY AGREEMENTS HAVE BEEN SECURED BY THE OWNER. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO BE FAMILIAR WITH THE APPLICABLE PROVISIONS OF EACH EASEMENT AS THEY APPLY TO THE WORK PRIOR TO BIDDING AND ABIDE BY THOSE PROVISIONS DURING CONSTRUCTION. COPIES OF ALL RIGHTS OF WAY AND EASEMENTS ARE AVAILABLE FOR REVIEW FROM THE OWNER.
3. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING TRAFFIC FLOW AT ALL TIMES. CONTRACTOR SHALL INSTALL AND MAINTAIN TRAFFIC CONTROL SIGNS IN ACCORDANCE WITH THE LATEST FIELD BOOK OF REGULATIONS. THE CONTRACTOR IS REQUIRED TO SUBMIT A TRAFFIC CONTROL PLAN TO THE OWNER PRIOR TO COMMENCING CONSTRUCTION AND AS THE PROJECT PROGRESSES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES, STREETS, DRIVEWAYS, DIRT PERMIT SHALL GOVERN TRAFFIC CONTROL WORK REQUIREMENTS WITHIN THE DIRT RIGHT OF WAY. REFER TO SPECIFICATION SECTION 0120.0.
4. CONTRACTOR SHALL MOVE ALL EQUIPMENT MORE THAN 20 FEET FROM THE EDGE OF PAVEMENT AT THE END OF EACH WORK DAY.
5. CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE REGULATIONS OF THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA).
6. CONTRACTOR SHALL COMPLY WITH THE COORDINATION REQUIREMENTS AND RELATED COSTS, IF ANY, AS SPECIFIED IN SPECIFICATION SECTION 0100.0.
7. CONTRACTOR SHALL NOTE THAT, IN GENERAL, ALL EXISTING CONDITION INFORMATION ON THE DRAWINGS ARE SHOWN WITH A LIGHTER LINE WEIGHT AND WITH A SLANTED TYPE TEXT.
8. ALL EXISTING SEWER AND STORM DRAIN LINES ENCOUNTERED DURING CONSTRUCTION ARE TO REMAIN IN SERVICE. ANY EXISTING SEWERS, STORM DRAIN LINES OR CULVERTS DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER, EXCEPT WHEN IN DIRECT CONFLICT WITH THE NEW SEWER OR WHEN NOT SHOWN OR INDICATED.
9. ALL STRUCTURES AND PIPELINES LOCATED ADJACENT TO TRENCH EXCAVATION SHALL BE PROTECTED AND FIRMLY SUPPORTED BY THE CONTRACTOR UNTIL THE TRENCH IS BACKFILLED. INJURY TO ANY SUCH STRUCTURES CAUSED BY OR RESULTING FROM THE CONTRACTOR'S OPERATIONS SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE AT UTILITIES REQUIRING REMOVAL, RELOCATION OR ADJUSTMENT AS A RESULT OF THE PROJECT SHALL BE COORDINATED THROUGH THE RESPECTIVE UTILITY.
10. IN THOSE INSTANCES WHERE POWER OR TELEPHONE POLE SUPPORT IS REQUIRED, THE CONTRACTOR SHALL PROVIDE A MINIMUM 48-HOUR NOTICE TO THE RESPECTIVE UTILITY POLE OWNER. NO ADDITIONAL PAYMENT WILL BE PROVIDED FOR TEMPORARY BRACING OF UTILITIES.
11. STATE HIGHWAYS: THE FOLLOWING ROADWAYS FALL WITHIN THE JURISDICTION OF THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION. ALL WORK CONDUCTED WITHIN THESE ROADWAYS SHALL CONFORM TO NEW HAMPSHIRE DOT STANDARDS AND ENGAGEMENTS PERMIT REQUIREMENTS. NEW HAMPSHIRE STATE HIGHWAYS WITHIN THE PROJECT AREA ARE AS FOLLOWS: SPaulding TURNPIKE (RTE 160).
12. ALL TEST PITS SHALL BE EXCAVATED PRIOR TO CONSTRUCTION LAYOUT AND RESULTS REPORTED TO THE ENGINEER FOR CONFORMANCE WITH THE PLANS. TEST PITS ARE REQUIRED WHERE SHOWN ON THE DRAWINGS AND AS DIRECTED BY THE ENGINEER. TEST PITS WILL BE DUG PRIOR TO CONNECTING PROPOSED SEWERS TO EXISTING SEWERS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES, STREETS, DRIVEWAYS, DIRT PERMIT SHALL GOVERN TRAFFIC CONTROL WORK REQUIREMENTS WITHIN THE DIRT RIGHT OF WAY. REFER TO SPECIFICATION SECTION 0120.0.
13. INSULATE OVER ANY GRAVITY SEWER PIPE WHEN COVER IS LESS THAN 6 FEET, OR THERE IS LESS THAN 2 FEET BETWEEN THE SEWER AND A CULVERT. REFER TO THE CIVIL DETAIL DRAWINGS FOR THE TRENCH INSULATION DETAIL.

1. THE LOCATIONS OF UNDERGROUND UTILITIES AND STRUCTURES, AS SHOWN ON THE DRAWINGS, ARE APPROXIMATE AND MAY NOT BE COMPLETE. NO GUARANTEE IS MADE THAT UTILITIES OR STRUCTURES WILL BE ENCOUNTERED WHERE SHOWN, OR THAT ALL UNDERGROUND UTILITIES AND STRUCTURES ARE SHOWN. ALL LOCATIONS, DEPTHS AND SIZES OF EXISTING UTILITIES AND STRUCTURES SHALL BE VERIFIED IN THE FIELD WITH TEST PITS AS REQUIRED PRIOR TO BEGINNING CONSTRUCTION OF NEW FACILITIES OR PIPING THAT MAY BE AFFECTED. THE CONTRACTOR WILL REALIGN NEW PIPE LOCATIONS AS REQUIRED TO CONFORM TO EXISTING LINES AND AS APPROVED BY THE ENGINEER.

2. BELOW GRADE UTILITY INFORMATION IS BASED ON INFORMATION PROVIDED BY EACH UTILITY. LOCATION OF PUBLIC UTILITIES SHOWN IS ONLY APPROXIMATE AND MAY NOT BE COMPLETE. PRIVATE UNDERGROUND UTILITIES SUCH AS, BUT NOT LIMITED TO, SEWER LINES, WATER LINES, AND BURIED ELECTRICAL SERVICES ARE NOT SHOWN. THE CONTRACTOR SHALL ASCERTAIN THE LOCATION AND SIZE OF EXISTING UTILITIES IN THE FIELD WITH THE RESPECTIVE UTILITY COMPANY REPRESENTATIVE PRIOR TO COMMENCING WORK. REFER TO SPECIFICATION SECTION 01050, ADDITIONAL TEST PITS, BEYOND THOSE SHOWN, MAY BE REQUIRED. UTILITY CONTACTS ARE AS FOLLOWS:
- | | |
|----------------------|----------------------|
| WATER/SEWER: | ELECTRIC: |
| THE CITY OF DOWDER | EVERSOURCE |
| 221 WAST RD | 1000 WINDY HILL RD |
| DOVER, NH 03867 | MANCHESTER, NH 03105 |
| TEL. 603-516-6450 | TEL. 603-694-3516 |
| | |
| | GAS: |
| | UNITIL |
| | 61 BERRY LANE |
| | WINDHAM, NH 03094Z |
| | TEL. 866-933-8021 |
| POCSAFE: | |
| TEL. 866-544-7233 | |
| | |
| TELEPHONE: | CABLE: |
| COMMUNICATIONS | FRANKFURT |
| 521E MOREHEAD STREET | TEL. 800-266-2278 |
| SUITE 230, BOX 29 | |
| CHARLOTTE, NC 28202 | |
| TEL. 800-430-2222 | |

1. REFER TO SPECIFICATION SECTION 01010, WHICH CONTAINS INFORMATION ON CONSTRAINTS OF CONSTRUCTION SEQUENCING.

2. DEMOLISH/REMOVE EXISTING PIPING AS REQUIRED FOR CONSTRUCTION OF NEW FACILITIES. ALL PIPING, EQUIPMENT AND MATERIALS TO BE DEMOLISHED AND REMOVED FROM SERVICE SHALL BE COORDINATED WITH THE OWNER AND ENGINEER BEFORE COMMENCING THAT WORK. EXISTING PIPING THAT NEEDS TO BE REMOVED/REMOVED TO CONSTRUCT THE NEW FACILITIES, BUT IS TO REMAIN, SHALL BE REINSTATEMENT/REPLACED AS NEW. EXISTING PIPES AND CONDUIT DESIGNATED AS "ABANDONED" MAY BE REMOVED AT THE CONTRACTOR'S SO CHOICES. IF ABANDONED PIPE CONFLICTS WITH NEW SITE PIPING OR FACILITIES, THEN A PORTION OF THE ABANDONED PIPE SHALL BE REMOVED, AND THE NEW ENDS OF ABANDONED PIPE CAPPED OR PLUGGED WITH CONCRETE.
3. REMOVAL OF A SEGMENT FROM SERVICE DURING THE COURSE OF THE WORK SHALL BE PREPARED IN SUCH A MANNER AS TO ALLOW THE REMAINING ACTIVE SEGMENTS TO CONTINUE IN ITS INTENDED SERVICE. CAP ACTIVE SEGMENTS WITH APPROPRIATE FITTINGS, JOINT RESTRAINT, ETC. TO ENSURE THEIR INTEGRITY. PLUS ENDS OF ABANDONED PIPE SEGMENTS WITH CONCRETE UNLESS SPECIAL CIRCUMSTANCES DICTATE PLUGGING ABANDONED PIPES WITH BLIND FLANGES, RESTRAINED MECHANICAL JOINT PLUGS, ETC. AS APPROPRIATE.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING AND DISPOSING OF ALL DEMOLISHED PIPING, EQUIPMENT AND MATERIALS. DISPOSALS SHALL BE IN ACCORDANCE WITH ALL STATE AND LOCAL REGULATIONS. THE OWNER RESERVES THE RIGHT TO RETAIN ANY SUCH PIPING, EQUIPMENT AND MATERIALS DESIGNATED FOR DEMOLITION. SUCH MATERIALS TO BE RETAINED SHALL BE PROPERLY STORED IN AN ON-SITE LOCATION, COORDINATE LOCATION AND MATERIALS TO BE SALVAGED WITH THE OWNER/ENGINEER. OLD FLANGES AND COVERS ARE TO BE DROPPED OFF AT THE COMMUNITY SERVICES FACILITY LOCATED AT 271 MAIST ROAD, DOVER NH.
5. THE CONTRACTOR SHALL KEEP A RECORD OF DEMOLITION AS PART OF THE PROJECT RECORD DOCUMENTS IN ACCORDANCE WITH SPECIFICATION SECTION 0120.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE APPROPRIATE DISPOSAL OF FLOWS RESULTING FROM PRECIPITATION AND GROUNDWATER DEWATERING OPERATIONS IN ACCORDANCE WITH SPECIFICATION 0240.

1. CONTRACTOR SHALL MINIMIZE CLEARING OPERATIONS. CONTRACTOR SHALL MINIMIZE TREE REMOVAL WITHIN THE DOT RIGHT-OF-WAY. CLEARING AND GRUBBING SHALL BE IN ACCORDANCE WITH SPECIFICATION SECTION 0210. CLEARING LIMITS SHALL BE AS INDICATED ON THE DRAWINGS, BUT AT ALL TIMES WITHIN EXISTING ROAD RIGHTS-OF-WAY AND PROPERTY LINES ON STATE OR COUNTY-OWNED PROPERTY OR EASEMENTS. ALL CLEARING AND GRUBBING MATERIAL SHALL BE THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF AT A SITE PROVIDED BY THE CONTRACTOR IN COMPLIANCE WITH ALL STATE AND LOCAL LAWS.

- [illegible]

- ## CIVIL SITE LAYOUT

1. MANHOLES ARE 4 FEET IN DIAMETER UNLESS OTHERWISE NOTED. THE TOP OF MANHOLE FRAMES SHALL BE SET FLUSH WITH FINISH GRADE, UNLESS OTHERWISE NOTED ON DRAWINGS. SEWER MANHOLE INVERTS SHOWN ON THE DRAWINGS ARE TO THE INSIDE FACE OF THE MANHOLE.

2. CONTRACTOR SHALL RE-SHAPE INVERTS AS REQUIRED WHEN CONNECTING INTO EXISTING MANHOLES.
3. REFER TO SPECIFICATION SECTION 02200 FOR PIPE AND STRUCTURE BEDDING AND BACKFILL REQUIREMENTS.
4. COMPACTION TESTS WILL BE PERFORMED IN ACCORDANCE WITH SPECIFICATION SECTION 02200. ANY SETTLEMENT OCCURRING WITHIN ONE-YEAR OF FINAL COMPLETION OF THE WORK SHALL BE CORRECTED BY THE CONTRACTOR AT NO ADDITIONAL COST.
5. OPEN TRENCHES MUST BE BACKFILLED AT THE END OF THE WORKDAY.

1. INSTALLATION OF THE EYE AND SKEW UNDER ROUTE 16 IS WITHIN THE NH DOT BUREAU OF TURNPIKES RIGHT-OF-WAY. THE CONTRACTOR SHALL MEET ALL REQUIREMENTS OF THE BUREAU OF TURNPIKES.
2. THE CONTRACTOR IS RESPONSIBLE TO FILE THE ENCROACHMENT PERMIT APPLICATION. CONTRACTOR IS TO SUBMIT A TRAFFIC CONTROL PLAN TO NHDOT BUREAU OF TURNPIKES WITH THIS APPLICATION.

8.	AND	EL	PT
APPROX	APPROXIMATE	EMH	PVC
Ø, DIA	DIAMETER	FEET	PCP
ASS	NUMBER	FT	RD
ACT	ACTIVATION	RECD	REQUIRED
AD	ADHESIVE BUTADIENE STYRENE	SD	SLOPE SEWER
ADHD	ADHESIVE	SD	SLOPE SEWER
BUDS	BUILDING	SP	SQUARE FEET
CEN	CATCH BASIN	SMH	SEWAGE SEWER MANHOLE
CFS	CENTER	SQ	SQUARE
CAST IRON	CUBIC FEET PER SECOND	STA	STATION
CL	CERAMIC	T, XIMR	TRANSFORMER
CMP	CORRUGATED METAL PIPE	TBM	TEMPORARY BENCH MARK
CONC	CONCRETE	THK	THICKNESS
CONC	CONCRETE	TOS	TOP OF STRUCTURE
CONC	CONCRETE	TP	TRIP
CV	CEMENT	UG	UNDERGROUND
DEMO	DEMOLITION	UG	UNDERGROUND
DI	DIAMETER	UGE	UNDERGROUND ELECTRIC
DUCTILE IRON	DI	VC	VITRIFIED CLAY
DRAIN	PSF	W/	WITH
DRAINING	PSI	W	POTABLE WATER

PROPERTY/ROW LINE	
SETBACK LINE	
EASEMENT LINE	
CENTRELINE	
EDGE OF PAVEMENT	
CURBING	
EDGE OF GRAVEL	
EDGE OF CONCRETE	
CONTROL BUILDING	
STONEWALL	
TREELINE	
CHAIN LINK FENCE	
STOCKADE FENCE	
BARB WIRE FENCE	
RETAINING WALL	
GLADIATOR	
SEWER	
SEWER FORCE MAIN	

NO	SUBMISSIONS/REVISIONS	APPT
	100% REVIEW	
△		
△		
△		
△		

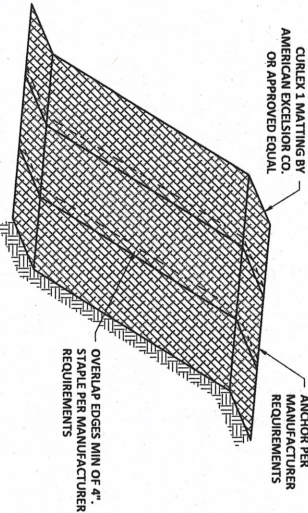
EROSION AND SEDIMENTATION CONTROL NOTES

THIS PLAN HAS BEEN DEVELOPED AS A STRATEGY TO CONTROL SOIL EROSION AND SEDIMENTATION DURING AND AFTER CONSTRUCTION. THIS PLAN IS BASED ON THE NEW HAMPSHIRE STORMWATER MANUAL BY THE NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES, DATED DECEMBER 2008.

THE PROPOSED LOCATIONS OF EROSION CONTROL STRUCTURES REQUIRED ARE SHOWN ON THE DRAWINGS. PROVIDE SILT FENCE, STONE CHECK DAMS AND OTHER EROSION CONTROL MEASURES AS REQUIRED TO ADEQUATELY PREVENT SEDIMENT TRANSPORT AS NOTED IN THE BMP.

ALL SEDIMENT AND EROSION CONTROL MEASURES SHALL BE DONE IN ACCORDANCE WITH THE NEW HAMPSHIRE STORMWATER MANAGEMENT MANUAL AND THE NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES, ENV-WQ 1500: ALTERATION OF TERRAIN, DECEMBER 2008.

- THOSE AREAS UNDERGOING ACTUAL CONSTRUCTION, IN NO CASE AT MORE THAN 5 ACRES AT A TIME, WILL BE MAINTAINED IN AN UNDISTURBED OR UN-VEGETATED CONDITION FOR PERMANENTLY STABILIZED WITHIN 3 DAYS OF FINAL GRADING AND TEMPORARILY STABILIZED WITHIN 45 DAYS OF INITIAL DISTURBANCE OF THE SOIL.
- TEMPORARY STORAGE OF STOCKPILED MATERIAL SHALL BE STABILIZED IN A MANNER THAT WILL MINIMIZE EROSION.
- EROSION CONTROL MEASURES SUCH AS SEDIMENT BARRIERS (SILT FENCE, STONE CHECK DAMS, ETC.) AND OUTLET PROTECTION (WHERE APPLICABLE) SHOULD BE INSTALLED PRIOR TO ANY SOIL DISTURBANCE OR EARTH MOVING OPERATIONS OF UPGRADE DRAINAGE AREAS.
- FLUTING DUST MUST BE CONTROLLED IN ACCORDANCE WITH NEW HAMPSHIRE STANDARDS.
- ALL EROSION CONTROL STRUCTURES WILL BE INSPECTED, REPLACED AND/OR REPAIRED EVERY 7 DAYS AND IMMEDIATELY FOLLOWING ANY SIGNIFICANT RAINFALL OR SNOW MELT OR WHEN NO LONGER SERVICEABLE DUE TO SEDIMENT ACCUMULATION OR DECOMPOSITION. SEDIMENT DEPOSITS MUST BE REMOVED WHEN DEPOSITS REACH APPROXIMATELY ONE THIRD THE HEIGHT OF THE BARRIER. SEDIMENT CONTROL DEVICES SHALL REMAIN IN PLACE AND BE MAINTAINED BY THE CONTRACTOR UNTIL AREAS USUALLY ARE PERMANENTLY STABILIZED AND/OR WILL NOT ERODE UNDER THE CONDITIONS OF A 10-YEAR STORM. STABILIZATION SHALL BE DEFINED AS ONE OF THE FOLLOWING:
 - A BASE COURSE GRAVELS HAVE BEEN INSTALLED IN AREAS TO BE PAVED;
 - A MINIMUM OF 85% VEGETATIVE GROWTH HAS BEEN ESTABLISHED;
 - A MINIMUM OF 3" OF NON-EROSIVE MATERIALS SUCH AS STONE OR RIPRAP HAS BEEN INSTALLED; OR
 - EROSION CONTROL BLANKETS HAVE BEEN PROPERLY INSTALLED.
- NO SLOPES, EITHER PERMANENT OR TEMPORARY, SHALL BE STEEPER THAN THREE HORIZONTAL TO ONE VERTICAL (3 TO 1) UNLESS STABILIZED WITH PERMANENT EROSION CONTROL MEASURES. IF MOWING IS TO OCCUR, MAXIMUM SLOPE ANGLE SHALL BE THREE HORIZONTAL TO ONE VERTICAL (3 TO 1), ON SLOPES FOUR HORIZONTAL TO ONE VERTICAL (4 TO 1), FINAL PREPARATION SHOULD INCLUDE SURFACE ROUGHENING.
- DURING THE CONSTRUCTION PHASE, INTERCEPTED SEDIMENT WILL BE RETURNED TO THE SITE AND BE GRADED ONTO OPEN AREAS. MOST SEEDING SEDIMENT IF ANY WILL BE DISPOSED OF IN AN ACCEPTABLE MANNER. AT NO TIME SHALL THE INTEGRITY OF THE EROSION CONTROL FENCE BE IN DANGER DUE TO BUILD UP OF SEDIMENT.
- RE-VEGETATION MEASURES WILL COMMENCE UPON COMPLETION OF CONSTRUCTION, ALL DISTURBED AREAS NOT OTHERWISE STABILIZED WILL BE GRADED, SMOOTHED, AND RE-VEGETATED.
- AN AREA SHALL BE CONSIDERED TO HAVE BEEN STABILIZED WHEN EXPOSED SURFACES HAVE BEEN EITHER MULCHED WITH STRAW OR HAY AT A RATE OF 2 BALES (70-90 LBS) PER 1,000 SQUARE FEET OR 1.5 TO 2 TONS (90-100 BALES) PER ACRE TO COVER 75 TO 90% OF THE GROUND SURFACE.
- DITCHES AND SWALES SHALL BE STABILIZED PRIOR TO DIRECTING RUNOFF TO THEM.
- SEED MIX SELECTION AND APPLICATION RATES WILL BE CONSISTENT WITH THE FOLLOWING TABLES AS REFERENCED FROM MINNICK, E.L. AND H.T. MARSHALL, STORMWATER MANAGEMENT AND EROSION CONTROL FOR URBAN AND DEVELOPING AREAS IN NEW HAMPSHIRE, ROCKINGHAM COUNTY CONSERVATION DISTRICT, AUGUST 1992, AND TABLE 4-1 THROUGH 4-3 OF SECTION 3 IN THE NEW HAMPSHIRE STORMWATER MANUAL. NOTE: REED CANARY GRASS SHALL NOT BE USED.
- ALL TEMPORARY EROSION CONTROL MEASURES SHALL BE REMOVED ONCE THE WORK AREA IS STABILIZED.
- WETLANDS (EXCEPT THOSE WHICH ARE TO BE FILLED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS) WILL BE PROTECTED WITH SILT FENCE INSTALLED AT THE EDGE OF THE WETLAND OR THE BOUNDARY OF WETLAND DISTURBANCE.
- IN GENERAL, AREAS WITHIN 100 FEET OF DELINEATED WETLANDS OR STREAMS SHALL HAVE A MAXIMUM PERIOD OF EXPOSURE OF NOT MORE THAN 15 DAYS.
- FOLLOW APPROPRIATE EROSION CONTROL MEASURES PRIOR TO EACH STORM IN ALL AREAS WITHIN 100 FEET OF DELINEATED WETLANDS OR STREAMS.



EROSION CONTROL MATTING - SLOPES

SCALE: NTS

EROSION CONTROL DURING WINTER CONSTRUCTION

- WINTER CONSTRUCTION PERIOD DEFINED: NOVEMBER 1 THROUGH MAY 1
- WINTER EXCAVATION AND EARTHWORK SHALL BE DONE SUCH THAT NO MORE THAN 1 ACRE OF THE SITE IS WITHOUT STABILIZATION AT ANY ONE TIME.
- EXPOSED AREAS SHOULD BE LIMITED TO WHICH CAN BE MULCHED IN ONE DAY PRIOR TO ANY PRECIPITATION EVENT.
- ALL PROPOSED VEGETATED AREAS THAT DO NOT EXHIBIT A MINIMUM OF 85 PERCENT VEGETATIVE GROWTH BY OCTOBER 15, OR WHICH ARE DISTURBED AFTER OCTOBER 15, SHALL BE STABILIZED BY SEEDING AND INSTALLING EROSION CONTROL BLANKETS ON SLOPES GREATER THAN 3:1, AND SEEDING AND PLACING 3 TO 4 TONS OF MULCH PER ACRE. SEEDING SHALL BE ACCOMPANIED BY MULCHING. THE INSTALLATION OF EROSION CONTROL BLANKETS SHALL BE COMPLETED PRIOR TO ANY FURTHER DISTURBANCE. MULCHING SHALL BE COMPLETED IN ADVANCE OF THAW OR SPRING MELT EVENTS.
- ALL DITCHES OR SWALES WHICH DO NOT EXHIBIT A MINIMUM OF 85 PERCENT VEGETATIVE GROWTH BY OCTOBER 15, OR WHICH ARE DISTURBED AFTER OCTOBER 15, SHALL BE STABILIZED BY SEEDING AND INSTALLING EROSION CONTROL BLANKETS APPROPRIATE FOR THE DESIGN FLOW CONDITIONS.
- AFTER NOVEMBER 15, INCOMPLETE ROAD OR PARKING SURFACES, WHERE WORK HAS STOPPED FOR THE WINTER SEASON, SHALL BE PROTECTED WITH A MINIMUM OF 3 INCHES OF CRUSHED GRAVEL PER WHDOT ITEM 304.3

LIME AND FERTILIZER SCHEDULE

SEEDING TYPE	SEED DATES	LIME RATE (TONE/ACRE)	FERTILIZER RATE/RATIO (TYPE)
PERMANENT AND/OR TEMPORARY	MAY 1 - SEPT. 15	3	600/ENGINEER APPROVED (N-20S-42S)

- NOTES:
- USE LOW PHOSPHATE FERTILIZER AT ALL TIMES AND SLOW RELEASE NITROGEN FERTILIZER WHEN BETWEEN 25 AND 250 FEET OF A SURFACE WATER BODY.
 - SURFACE LIME EXCEPT LIMESTONE SHOULD BE APPLIED WITHIN 25 FEET OF THE SURFACE.
 - APPLY LIMESTONE AT 50 PERCENT CALCIUM PLUS MAGNESIUM OXIDE.

TEMPORARY VEGETATION (TABLE 4-1)

DATES	SEED	RATE
PRIOR TO MAY 15	OATS	80 LBS/ACRE
AUG. 15 - SEPT. 15	ANNUAL RYE GRASS	40 LBS/ACRE
AUG. 15 - SEPT. 15	WINTER RYE GRASS	112 LBS/ACRE
APR. 1 - JUN. 1	PERENNIAL RYE GRASS	40 LBS/ACRE
(AUG. 15 - SEPT. 15)		

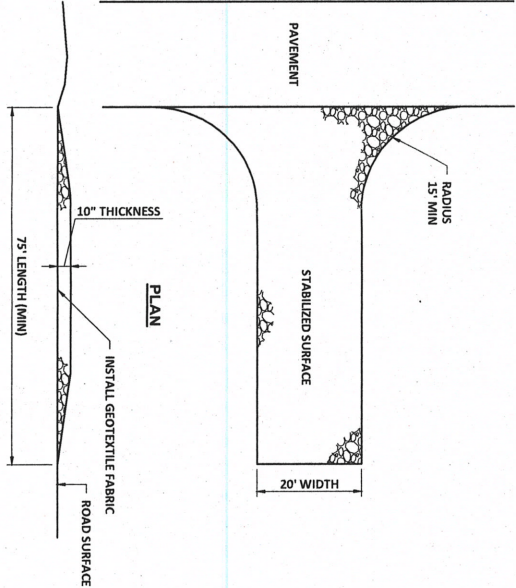
PERMANENT VEGETATION (TABLE 4-2)

USE	MIXTURE TABLED	SOIL DRAINAGE
STEEP CUTS AND FILLS, BORROW AND DISPOSAL AREAS	A B C E	I. FAIR II. GOOD III. POOR IV. EXC.
WATERWAYS, EMERGENCY SPILLWAYS AND OTHER CHANNELS WITH FLOWING WATER	A B C	I. FAIR II. GOOD III. POOR IV. EXC.
LIGHTLY USED PARKING LOTS, ODD AREAS, UNUSED LANDS, AND LOW INTENSITY USE RECREATION SITES	A B C	I. FAIR II. GOOD III. POOR IV. EXC.
PLAY AREAS AND ATHLETIC FIELDS (TOPSOIL IS ESSENTIAL FOR GOOD TURF)	F G	I. FAIR II. EXC. III. EXC.

- NOTES:
- DROUGHTY
 - WELL DRAINED
 - MODERATELY WELL DRAINED
 - POORLY DRAINED
 - EXCELLENT DRAINAGE
3. REFER TO TABLE 4-3 FOR SEED MIXTURE AND APPLICATION RATES

PERMANENT VEGETATION (TABLE 4-3)

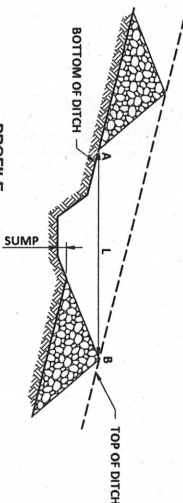
MIXTURE	SPECIES	RATE-POUNDS PER ACRE	RATE-POUNDS 1,000 SQ. FT.
A	TALL FESCUE CREeping RED FESCUE RED TOP TOTAL	20 2 20 42	0.45 0.05 0.45 0.95
B	TALL FESCUE CREeping RED FESCUE CROWN VETCH/OR TOTAL	15 10 3 28	0.35 0.25 0.05 0.65
C	TALL FESCUE CREeping RED FESCUE BIRDSFOOT TREFOIL TOTAL	20 8 48 76	0.45 0.25 1.10 1.80
E	CREeping RED FESCUE TALL FESCUE TALL FESCUE TOTAL	50 50 100 200	1.15 1.15 2.30 4.50
F	TALL FESCUE	150	3.60



STABILIZED CONSTRUCTION EXIT

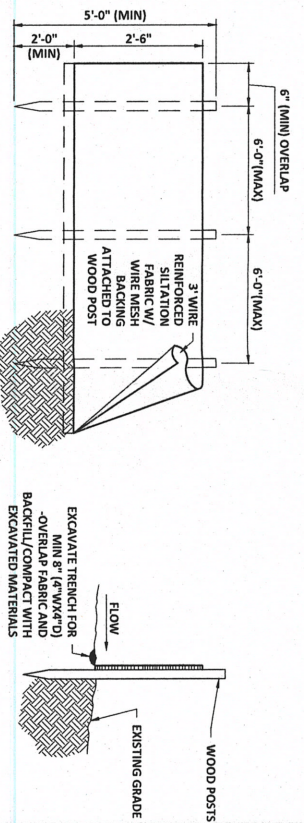
SCALE: NTS

DITCH SLOPE	L
(FT/FT)	(FT)
0.020	100
0.030	66
0.040	50
0.050	40
0.080	25
0.100	20
0.120	17
0.150	13



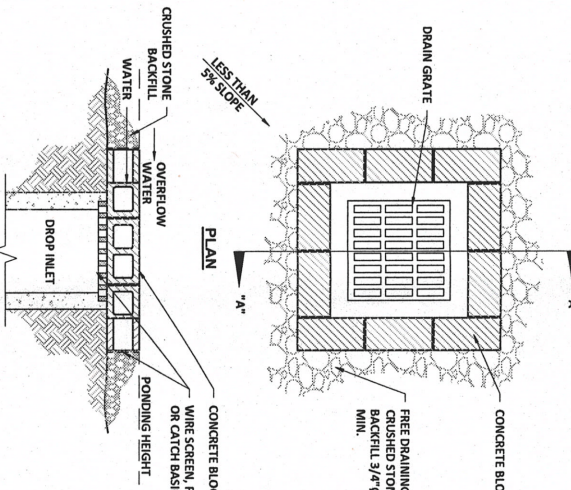
STONE CHECK DAM DETAIL

SCALE: NTS



SILT FENCE INSTALLATION DETAIL

SCALE: NTS

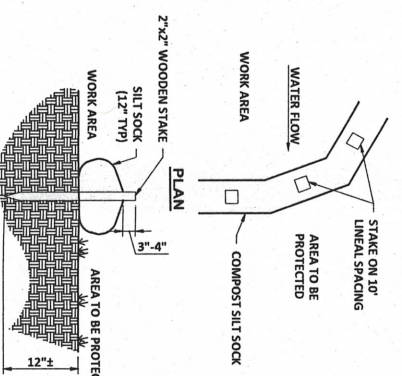


SECTION "A"

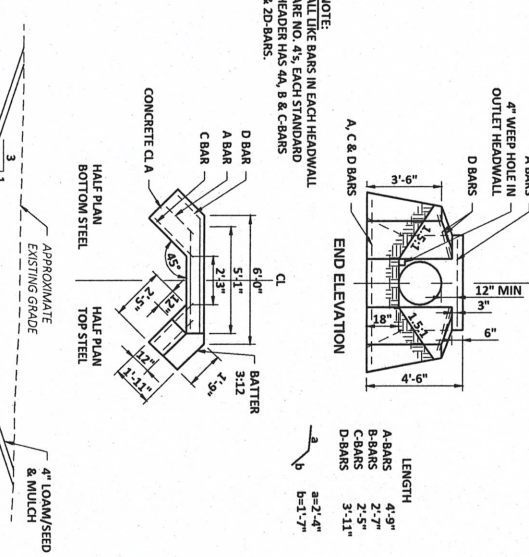
- NOTES:
- DROP INLET SEDIMENT BARRIERS ARE TO BE USED FOR SMALL, NEARLY LEVEL DRAINAGE AREAS (LESS THAN 3%).
 - EXCAVATE A BASIN OF SUFFICIENT SIZE ADJACENT TO THE DROP INLET.
 - THE TOP OF THE STRUCTURE, PONDING HEIGHT, MUST BE WELL BELOW THE GROUND ELEVATION DOWNSLOPE TO PREVENT RUNOFF FROM BYPASSING THE INLET. A TEMPORARY DUNE MAY BE NECESSARY ON THE DOWNSLOPE SIDE OF THE STRUCTURE.
 - SILT BAGS MAY ALSO BE USED FOR GR GRATE INLET PROTECTION.

DROP INLET SEDIMENT BARRIER DETAIL

SCALE: NTS



SECTION



HEADWALL DETAIL

SCALE: NTS

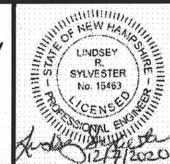
COMBINATION SILT FENCE AND HAYBALE BARRIER

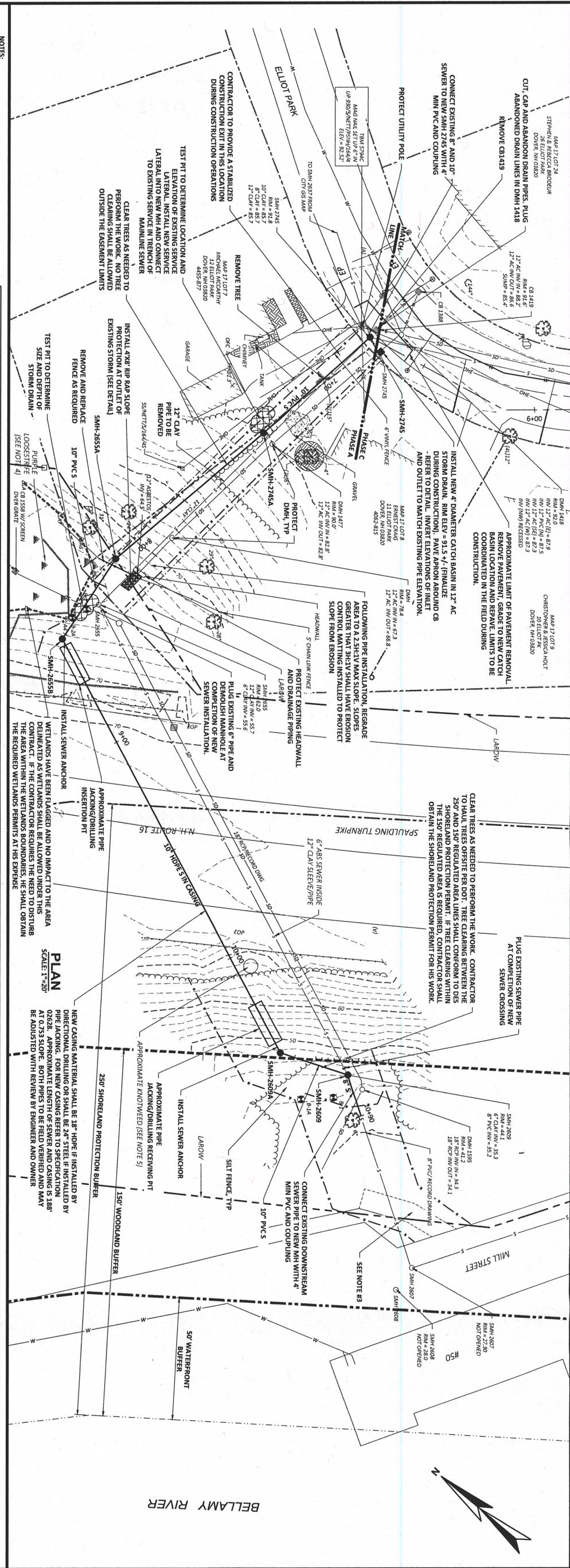
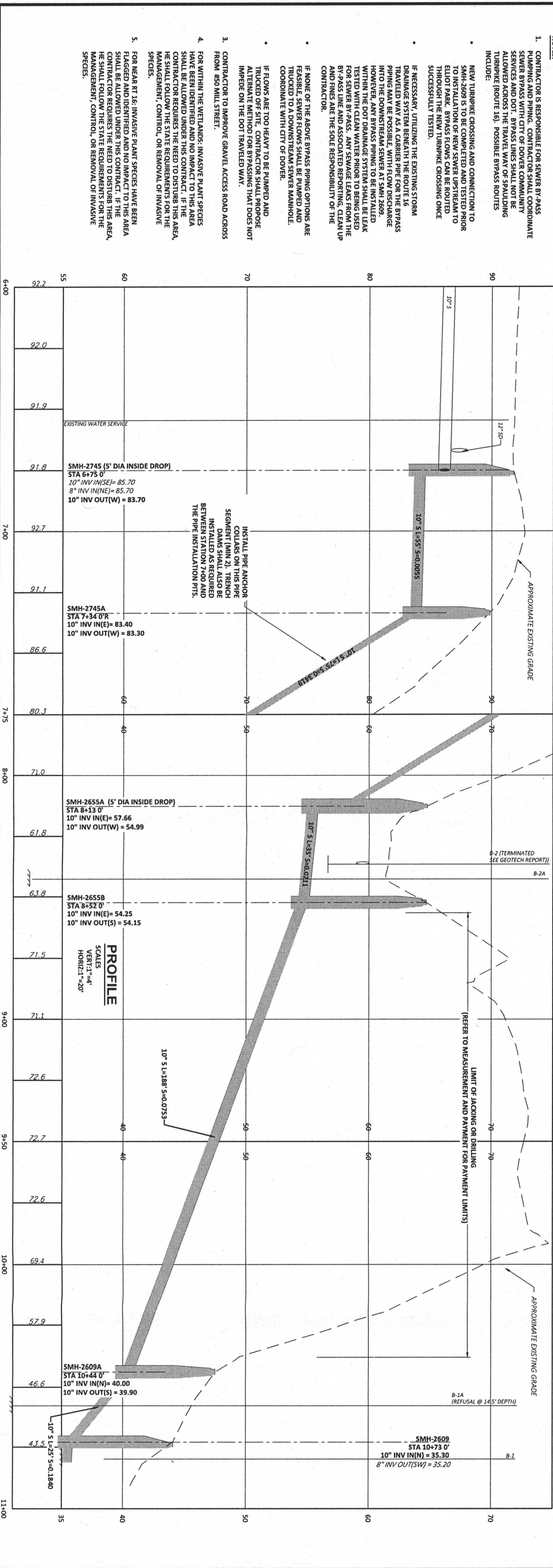
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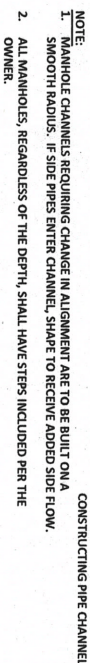
NO.	SUBMISSIONS/REVISIONS	APP'D	DATE
1	100% CONTRACT DRAWINGS		12-20
2			
3			
4			
5			

DESIGNED BY: J. HAU
CAD COORD: J. MICHAUD
CHECKED BY: D. FUD
CREATED BY: K. OBE
DATE: 12-20
APPROVED BY: L. SYL
DATE: 12-20
PROJECT NO: 13860B

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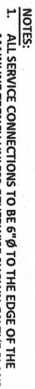




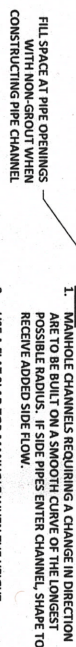


DIAMETER ("D")	MAX PIPE DIAMETER STRAIGHT THRU TO 45° DEFLECTION	MINIMUM WALL THICKNESS ("T")
48"	UP TO 30" O.D.	5"
60"	UP TO 44" O.D.	6"
72"	UP TO 51" O.D.	7"
96"	UP TO 72" O.D.	9"

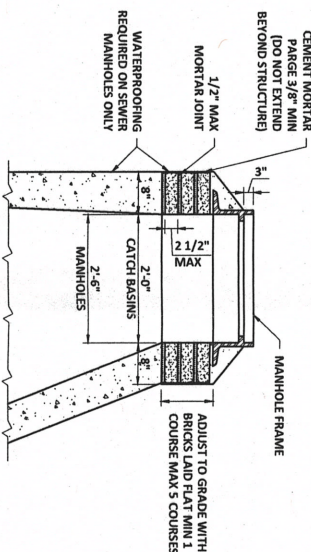
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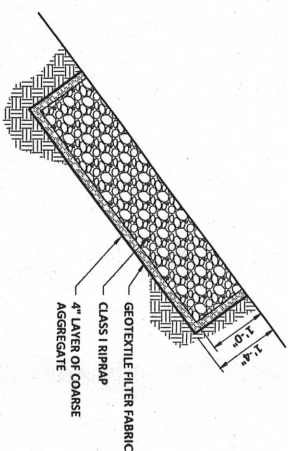


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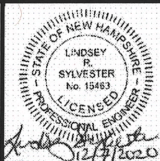


1. ALL INSIDE DROP CONNECTIONS FOR SERVICES AND COLLECTOR SEWERS SHALL USE THE DROP BOWL AS SHOWN.
2. ALL MANHOLES, REGARDLESS OF THE DEPTH, SHALL HAVE STEPS INCLUDED PER THE OWNER.

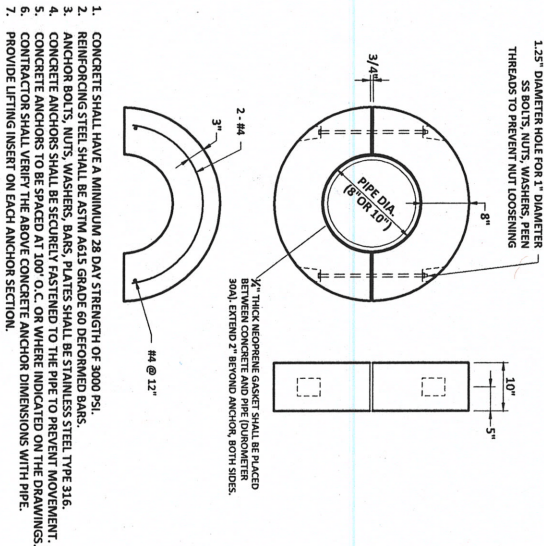
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SCALE: NTS

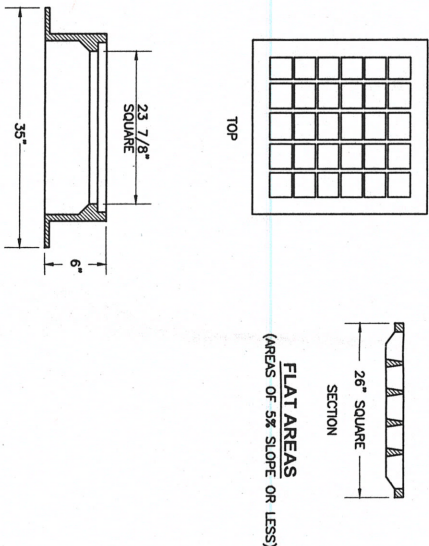


DESIGNED BY: <u>J.HAU</u>	NO	SUBMISSIONS/REVISIONS	APP'D	DATE
CAD COORD: <u>J.MICHAUD</u>		100% CONTRACT DRAWINGS		12-20
CAD: <u>D.FUD</u>				
CHECKED BY: <u>K.OBE</u>	⚠			
DATE: <u>12-20</u>				
APPROVED BY: <u>L.SYL</u>	⚠			
DATE: <u>12-20</u>				
PROJECT NO: <u>13860B</u>	⚠			
	⚠			



SEWER PIPE ANCHOR DETAIL

NTS



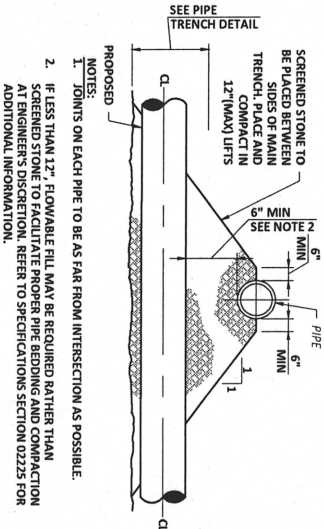
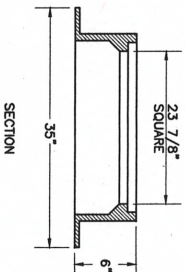
GRATE AND FRAME DETAIL

NTS

NOTES:

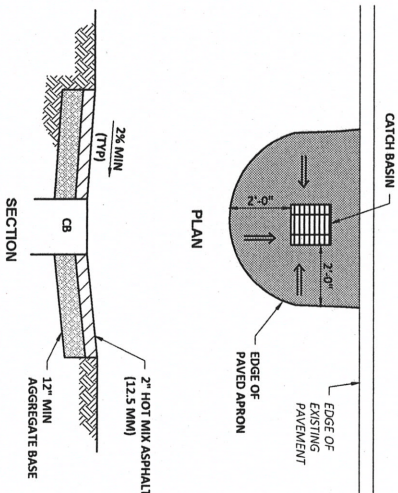
1. COVERS AND FRAMES SHALL BE CAST IRON.
2. COVERS AND FRAMES SHALL BE CAPABLE OF SUPPORTING H-20 WHEEL LOADS.

4 FLANGE FRAME



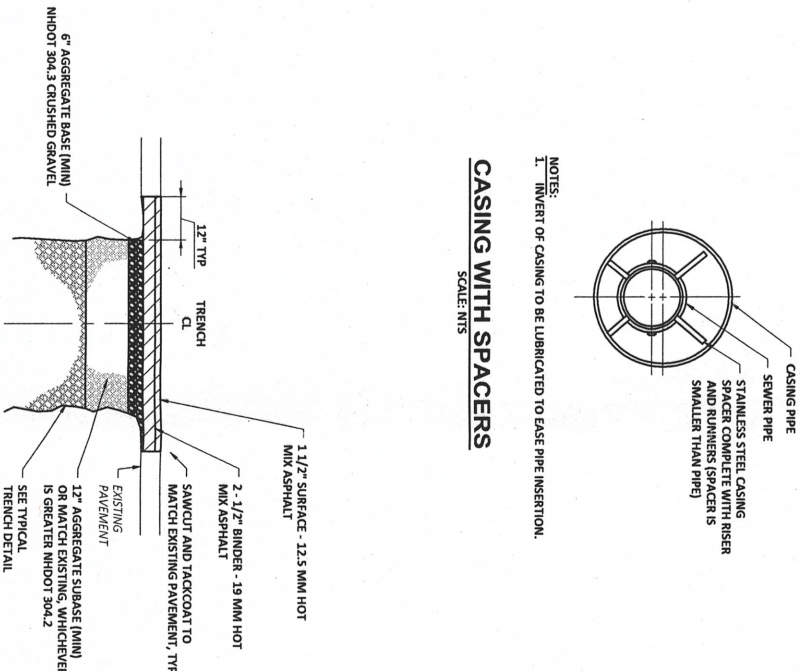
PIPE CROSSING

SCALE: NTS



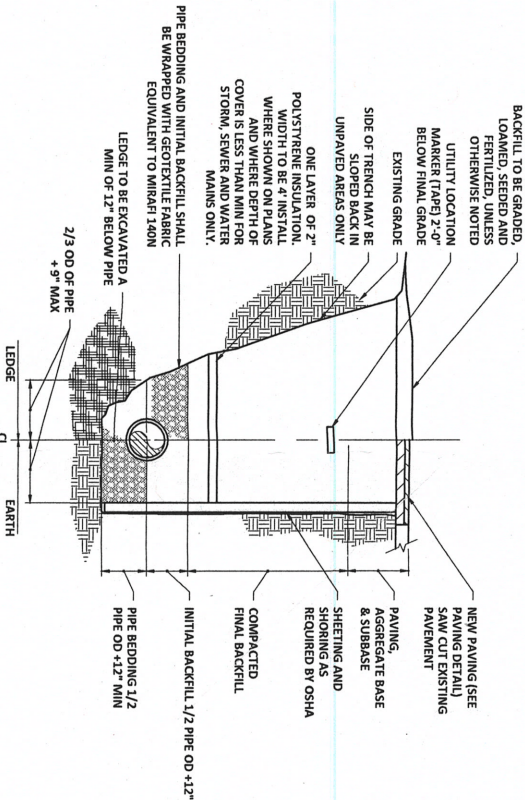
PAVED DRAINAGE APRON

SCALE: NTS



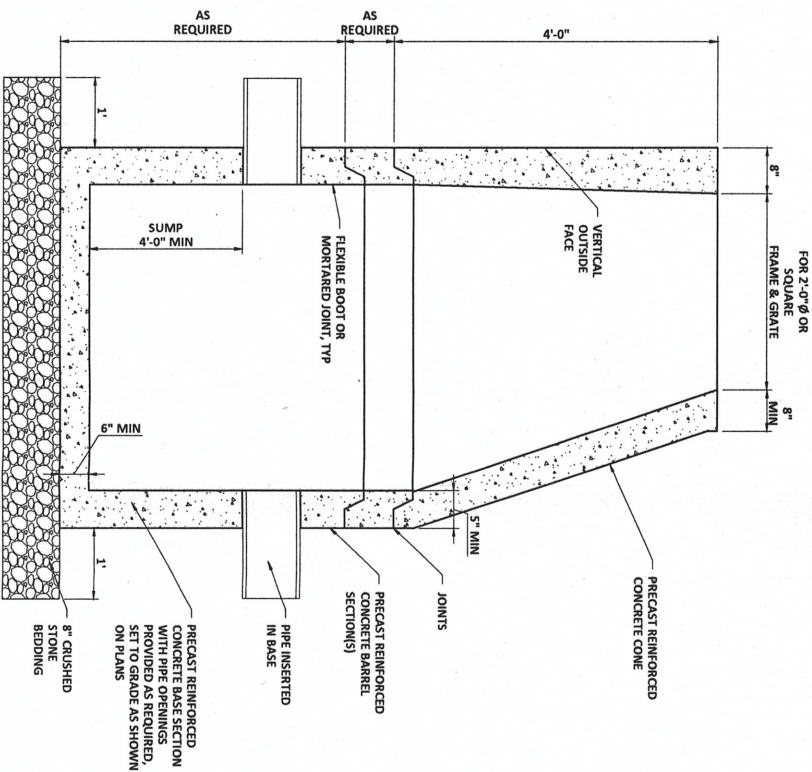
CASING WITH SPACERS

SCALE: NTS



PIPE TRENCH

SCALE: NTS

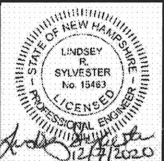


4-FT CATCH BASIN

SCALE: NTS

NO	SUBMISSIONS/REVISIONS	APP'D	DATE
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DESIGNED BY: J.HAU	CAD COORD: J.MICHAUD
CAD: D.FUD	CHECKED: K.OBE
DATE: 12-20	DATE: 12-20
APPROVED BY: L.SYL	PROJECT NO: 13860B



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CITY OF DOVER, NEW HAMPSHIRE
STARK AVENUE AND DOWNTOWN
SEWER REHABILITATION PROJECT
PHASE A

DETAILS II

DRAWING
C-5

USE AND OCCUPANCY AGREEMENT

- I. The following entities shall be parties to this Agreement made in duplicate this ____ day of _____, _____, and shall be bound by its provisions:
 - A. The CITY OF DOVER, hereinafter called the "City", acting by and through the City Manager, 288 Central Avenue, Dover, NH, 03820.
 - B. The STATE OF NEW HAMPSHIRE, hereinafter called the "State", acting by and through the Commissioner, New Hampshire Department of Transportation (NHDOT), 7 Hazen Drive, PO Box 483, Concord, NH, 03302-0483.
2. The City, through its consultant, has submitted a set of plans to the State to be incorporated in the Encroachment Permit for installation of facilities within the highway right-of-way; and the State has reviewed and approved these plans.
3. This Agreement covers the Use and Occupancy of the Limited Access Right-of-Way (LAROW) of NH 16 as shown on the attached plans. Such occupancy having been granted by execution of this document and issuance of Encroachment Permit# SPAU 3-21 covers the installation of sewer main facilities at the location described as follows: beginning at SMH-2655A, approximately station 8+13, at the LAROW line on the eastern side of NH 16 where a 10" PVC sewer main extends westerly to SMH 2655B, approximately station 8+52. The 10" PVC sewer main, within a sleeve installed through trenchless technologies, continues southwesterly crossing NH 16 to SMH-2609A at approximately station 10+44. The 10" PVC continues southerly along NH 16 to SMH-2609 at approximately station 10+73 where an 8" PVC sewer main proceeds westerly where it connects to the existing 8" PVC sewer main and leaves the LAROW at the projected approximate station 11+35. The sewer main facility consists of approximately 260' of 10" PVC sewer main where approximately 188' is within a 18" HDPE sleeve if installed through directional drilling or a 24" stainless steel sleeve if installed through pipe jacking, 62' of 8" PVC sewer main and 4 sewer manholes will occupy the LAROW of NH 16 in the City of Dover, County of Stafford, New Hampshire.

The approved plans titled STARK AVENUE AND DOWNTOWN SEWER REHABILITATION PROJECT - PHASE A, dated December 2020 as prepared by Wright - Pierce are hereby incorporated in this Agreement.
4. The parties recognize that the City's sewer main predated the highway as shown on the incorporated 1958 Spaulding Turnpike Construction project P2692-D plan and nothing in this Agreement or its administration is intended to waive, alter, or affect any existing property rights the City may contend it has (e.g., prescriptive easement). The State reserves the right to oppose any claim of existing property rights made by the City.
5. The City shall submit any proposed alterations to said plans in writing to the State for review and approval by the State.
6. The City shall submit proof of Bonding and Insurance required for the Encroachment Permit.

7. All materials supplied and work performed by the City or its contractor in the installation of the sewer main facilities shall be subject to the inspection of a representative of the State. Any deficiencies in materials, methods of construction, or workmanship shall be promptly corrected to the satisfaction of the State.
8. The State has initiated the development of a Global Information System (GIS) to identify facilities, including drainage and utilities within the ROW. The City shall submit GPS coordinates based upon the New Hampshire State Plane coordinates system on the North American Datum of 1983 (1996 adjustment by NGS) of the as built sewer main facilities. The coordinates shall be submitted to the Chief of Design Services, NHDOT, 7 Hazen Drive, PO Box 483, Concord, NH, 03302.
9. The City shall submit its written maintenance policies and procedures which are to be used for the inspection, repair, and maintenance of said facilities to the State for review and approval. Such procedures shall be approved by the State prior to initial operation of the constructed facilities.
10. The City shall give the State a minimum of two (2) business days' notice of scheduled or nonscheduled maintenance of the sewer main facilities except emergency repairs, for which the City shall contact the State while such emergency repairs are being done. Regular maintenance, inspection, and updating by the City shall not be conducted without prior notification to the State.
11. The costs and expenses for the installation and maintenance of the sewer main facilities shall be the responsibility of the City.
12. The City or their contractor is solely responsible for the presence of their equipment along the State's LAROW. The City agrees the installation shall be consistent with the State's right to access if necessary.
13. The City agrees that access to the sewer main facilities for scheduled or nonscheduled maintenance or for any other purpose shall be made in accordance with the following procedure:
 - a) Prior to working on or crossing the LAROW of NH 16, NHDOT Bureau of Turnpikes shall be notified and work will be scheduled with them.
 - b) At all times when working within NH 16, traffic control devices shall be provided by the City as required by the State.
 - c) Any and all work done by the City at these locations shall conform to standards set by the State.
 - d) Additional requirements or modifications of the above may be further negotiated with and approved by the NHDOT Bureau of Turnpikes and incorporated by reference.
14. The Use and Occupancy of the LAROW by the City shall be at the sufferance of the State. The State may terminate this Agreement upon sixty (60) days' notice in writing to the City at the above address. Upon the termination of this Agreement pursuant to this paragraph, the City shall have one (1) year to remove said sewer main facilities and all appurtenances from the LAROW.

15. The City shall promptly and at the expense of the State make such relocations and adjustments, including removal of facilities if required by the State, as may be necessary to accommodate highway or bridge construction, reconstruction, repair, or maintenance. Such relocation and adjustment shall be at the sole expense of the State due to the existence of the sewer main prior to the Spaulding Turnpike (NH16).
16. The parties recognize the City is exempt from real estate tax pursuant to RSA 72:23, I(a). Should that ever change, then where applicable, in accordance with RSA 72:23, I(b), this agreement is made between the parties subject to the condition that the City shall pay all duly assessed personal and real estate taxes. Failure of the City to pay the duly assessed personal and real estate taxes when due shall be cause to terminate this agreement by the State. In accordance with the requirements of RSA 72:23, I(b), the City shall be obligated to pay personal and real estate taxes on structures or improvements added.
17. The City agrees that the State, its agencies and their employees, agents, and representatives shall not incur any legal liability whatsoever to the City for any damage to the sewer main facilities or to any other property or employee of the City or to any other person or entity hired by or affiliated with the City resulting from or arising out of any ownership and use of and operations within the LAROW, including but not limited to inspection, maintenance, cleaning, snow removal, construction, reconstruction, rehabilitation, and repair.
18. The City shall indemnify, defend, and hold harmless the State, NHDOT, United States Department of Transportation (USDOT), FHWA, and their employees, agents, and representatives against any and all claims, actions, causes of action, demands, liabilities, losses, penalties, damage of any kind, and failure to comply with any utility-type commission's permitting, regulations, and guidelines, including all actions for indemnity and/or contribution, and including reasonable attorneys' fees, resulting from or arising out of any City or State ownership, use of, and operations within the LAROW, including but not limited to inspection, maintenance, cleaning, snow removal, construction, reconstruction, rehabilitation, and repair of either the sewer main or the highway facilities. The indemnification provided under this paragraph shall include, but not be limited to, any and all claims or demands for loss of revenue, income, business or economic opportunity, customers, profits, presence of and occupation of, and service resulting from or arising out of any inability or failure of the sewer main facilities to provide service as intended by the City. However, nothing in this Agreement is intended to waive, modify, or affect either (i) the conditions and limitations on liability set forth in RSA chapter 507-B, or (ii) the statutory and common law immunities of the City, including but not limited to discretionary function immunity, highway and sidewalk immunity (RSA 231:91 to :92-a), or any other such immunity provided to the City by law.
19. The City shall, at the request of the State and at the expense of the City, provide whatever protection is deemed necessary by the City or by the State in the event the State performs any work on the highway, including but not limited to inspection, maintenance, cleaning, snow removal, construction, reconstruction, rehabilitation, and repair of the highway facilities.
20. Any damage to the LAROW and the highway facilities contained therein which, as determined by the State, is caused by, results from, or arises out of the installation, maintenance, or presence of the sewer main facilities shall be repaired by the State. The City shall fully compensate the State for all costs associated with the repair of any such damage.
21. Upon breach of any provision of this Agreement by the City, the State may either (a) enforce the breach provision by means of an injunction proceeding, or (b) seek damages, including all

consequential damages which arise out of the breach, or both. In any such action to enforce the Agreement or collect damages for its breach, the City shall reimburse the State for all attorneys' fees reasonably incurred by the State in such action.

22. Notwithstanding any provision of this Agreement, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this Agreement.
23. This Agreement may be amended only by an instrument in writing signed by the parties hereto and only after approval of such amendment by the State of New Hampshire and the FHWA, if applicable.
24. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns including all agencies, departments, bureaus, authorities, boards, commissions, and committees of the State.
25. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit. The State also shall not be responsible for any negligent/intentional acts of third parties.
26. The City shall not assign or otherwise transfer any interest in this Agreement without the prior written consent of the State, except that no consent shall be required for a transfer or assignment to a wholly owned subsidiary or affiliate of the City or any parent company of the City.
27. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

THE STATE OF NEW HAMPSHIRE
Department of Transportation

CITY OF DOVER

BY: _____

David M. Rodrigue, P.E.
Director of Operations

BY: _____

(Signature)

(J. Michael Joyal, Jr.)

(City Manager)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2021.02.24 – 025**

Resolution Re: Acceptance and Authorization of the Following Instruments in Relation to Pointe Place: i. Sewer Easements Transferred to the City of Dover, and ii. Issuance of Sign and Maintenance License by the City of Dover

WHEREAS: In December 2020, the City Council authorized acceptance of the remainder of Pointe Place as a public road, subject to the clearing of certain conditions to the satisfaction of the City Manager; and

WHEREAS: The remaining conditions have been addressed and the deed for the transfer of Point Place has been executed by both parties and recorded with the Registry of Deeds; and

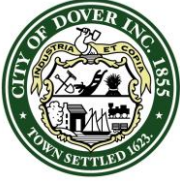
WHEREAS: With the road having been transferred, there are two remaining items requiring City Council approval with respect to the Pointe Place development: (1) public acceptance of easements comprising a sewer line that services this area and is intended to be publicly owned and maintained, and (2) issuance of a license authorizing the developer to maintain signage and perform landscaping in the center of a roundabout in the road; and

WHEREAS: City staff have worked with the developer of Pointe Place to identify and draft relevant sewer easements to the City of Dover, consisting of a transfer of the easement area and existing sewer line by way of two deeds: (1) an easement deed from Varney Brook Lands, LLC conveying sewer easements and infrastructure across Tax Map K, Lots 19-2, 19-4, 19-6, 19-9, and 19-10, and (2) an easement deed from 45 Pointe Place, LLC and Nantucket Holding Company, L.L.C. conveying a sewer easement across Tax Map K, Lot 19-8; and

WHEREAS: City staff have also worked with the developer to draft a License Agreement authorizing Pointe Place Development, LLC to maintain signage and conduct maintenance in the future within a roundabout located on Point Place at the intersection of Northfield Drive (a private road).

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

The City Manager, acting on behalf of the City of Dover, is authorized to negotiate, finalize, execute, record with the Strafford County Registry of Deeds, and take any further action necessary to effectuate the City of Dover's: (i) acceptance of all necessary sewer easements and infrastructure as discussed across Tax Map K, Lots 19-2, 19-4, 19-6, 19-8, 19-9, and 19-10; and (ii) issuance of a License Agreement allowing signage and maintenance activities discussed above with respect to the roundabout area on Pointe Place.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2021.02.24 – 025**

Resolution Re: Acceptance and Authorization of the Following Instruments in Relation to Pointe Place: i. Sewer Easements Transferred to the City of Dover, and ii. Issuance of Sign and Maintenance License by the City of Dover

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

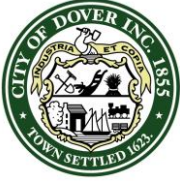
Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

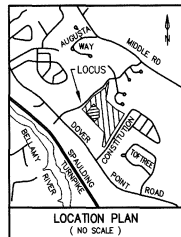
Resolution Number: **R – 2021.02.24 – 025**

Resolution Re: Acceptance and Authorization of the Following Instruments in Relation to Pointe Place: i. Sewer Easements Transferred to the City of Dover, and ii. Issuance of Sign and Maintenance License by the City of Dover

RESOLUTION BACKGROUND MATERIAL:

Attached please find the following:

- A subdivision plan for the area at issue that shows, in yellow highlighting applied by City staff for informational purposes, the sewer line easement area traversing Tax Map K, Lots 19-2, 19-4, 19-6, 19-8, 19-9, and 19-10;
- A draft License Agreement; and
- A site plan excerpt showing the roundabout detail for informational purposes in relation to the License Agreement.



LEGEND

- SMH - SEWER MANHOLE
- - GRANITE BOUND (TO BE SET)
- I.R. - IRON ROD FOUND
- - IRON ROD W/PLASTIC I.D.CAP (TO BE SET)
- UP - UTILITY POLE
- R.O.W. - RIGHT OF WAY
- S.C.R.D. - STRAFFORD COUNTY REGISTER OF DEEDS
- S.F. - SQUARE FEET
- Ac. - ACRE
- WETLAND - EDGE OF WETLAND
- WETLAND AREA - WETLAND AREA
- ① - EASEMENT DESIGNATION

JULIA DRIVE ABUTTERS

- | | | | | | |
|---|--|--|---|---|--|
| M/4-40
SUZAN M. DUNLAVEY
ROBERT J. DUNLAVEY
33 JULIA DRIVE
DOVER, NH 03820
4592 / 453 | M/4-41
JANICE E. WOOD
31 JULIA DRIVE
DOVER, NH 03820
4686 / 559 | M/4-42
THOMAS R. & PATRICIA C. BARSTOW, TRUSTEES
THOMAS AND PATRICIA BARSTOW TRUSTS
29 JULIA DRIVE
DOVER, NH 03820
4522 / 83 | M/4-43
PATRICIA A. COOLIDGE, TRUSTEE
PATRICIA A. COOLIDGE REVOCABLE TRUST AGREEMENT
27 JULIA DRIVE
DOVER, NH 03820
4710 / 720 | M/4-44
NANCY DUDOK
25 JULIA DRIVE
DOVER, NH 03820
4466 / 445 | M/4-45
JOSEPH J. & JOYCE J. BRAIN
23 JULIA DRIVE
DOVER, NH 03820
4071 / 233 |
|---|--|--|---|---|--|

LIST OF EASEMENTS

- BENEFIT PARENT PARCEL (K/19-4), ENCUMBER PARCEL K / 19-8:
- ① DRAINAGE EASEMENT 2,513 S.F. ± - S.C.R.D. 4496 / 700
 - ② DRAINAGE EASEMENT 5,340 S.F. ± - S.C.R.D. 4496 / 700
 - ③ RIGHT TO CROSS AND RECOVER ALL DRIVEWAYS WITH VEHICLES AND EQUIPMENT - S.C.R.D. 4496/700
- ENCUMBER REMAINING LAND:
- ④ 20' WIDE CITY OF DOVER SEWER EASEMENT - S.C.R.D. - 1009/804
 - ⑤ EXISTING CONSERVATION EASEMENT "A" 451,674 S.F. 10.37 Ac. - S.C.R.D. 3695/488; PLAN 96-07
 - ⑥ REFER - S.C.R.D. 4458 / 750; 4479 / 56; 4496 / 700
 - ⑦ PROPOSED CONSERVATION EASEMENT "B-1" 224,418 S.F. 5.15 Ac.
 - ⑧ REFER - S.C.R.D. 4458 / 750; 4479 / 56; 4496 / 700
- ENCUMBER LOT 1:
- ⑨ SIGN EASEMENT 20 S.F. - S.C.R.D. 4496 / 700
 - ⑩ ACCESS & UTILITY EASEMENT 5,317 S.F. - S.C.R.D. 4496 / 700
- ENCUMBER REMAINING LAND AND LOT 1:
- ⑪ DRAINAGE EASEMENT 15,984 S.F. ± - S.C.R.D. 4496 / 700
- ENCUMBER LOT 2:
- ⑫ DRAINAGE EASEMENT 1,139 S.F. ± - S.C.R.D. 4496 / 700
- ENCUMBER REMAINING LAND AND LOT 2:
- ⑬ DRAINAGE EASEMENT 810 S.F. ± - S.C.R.D. 4496 / 700
- ENCUMBER LOT 3:
- ⑭ 75' WIDE DRAINAGE EASEMENT 11,295 S.F. - S.C.R.D. 4352 / 422; 4458 / 750; 4479 / 56
- ENCUMBER REMAINING LAND, LOT 1, LOT 2, LOT 3 AND PARCEL K / 19-8:
- ⑮ 30' WIDE SEWER EASEMENT 34,374 S.F.
 - ⑯ REFER - S.C.R.D. 4352 / 422; 4458 / 750; 4479 / 56; 4496 / 700
 - ⑰ BROKEN INTO PORTIONS
- ENCUMBER REMAINING LAND: 30' WIDE SEWER EASEMENT 7,821 S.F.
- ⑱ ENCUMBER LOT 1: 30' WIDE SEWER EASEMENT 1,642 S.F.
 - ⑲ ENCUMBER LOT 2: 30' WIDE SEWER EASEMENT 7,003 S.F.
 - ⑳ ENCUMBER LOT 3: 30' WIDE SEWER EASEMENT 10,260 S.F.

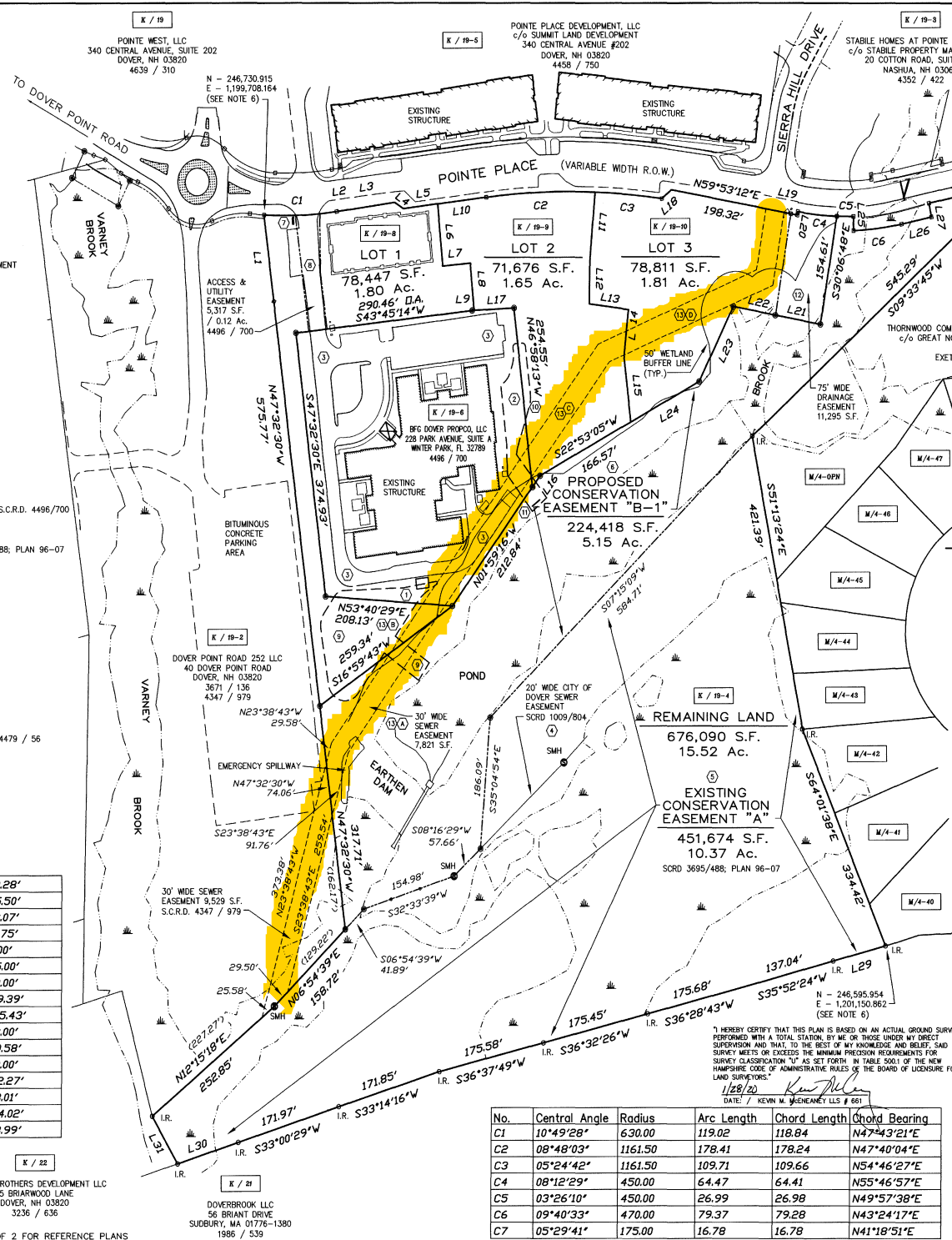
No.	Bearing	Distance	L16	L17	L18	L19	L20	L21	L22	L23	L24	L25	L26	L27	L28	L29	L30	L31
L1	N47°32'34"W	123.00'																
L2	N42°18'37"E	9.35'																
L3	N42°18'37"E	86.96'																
L4	N81°54'45"E	16.31'																
L5	N43°16'03"E	56.66'																
L6	S45°24'45"E	87.99'																
L7	N45°04'19"E	45.45'																
L8	S45°13'08"E	66.88'																
L9	S46°52'31"W	2.95'																
L10	N43°16'03"E	80.07'																
L11	S34°50'11"E	92.53'																
L12	S39°00'32"E	65.36'																
L13	N57°12'44"E	64.90'																
L14	S33°33'04"E	65.01'																
L15	S46°58'13"E	94.59'																

NO.	DATE	DESCRIPTION	BY	CHK.
1	1/28/20	REVISED PER PLANNING BOARD COND. OF APPROVAL	RJM	KMM
REVISIONS				
19-2041	SUBDIVISION	18-06		
PROJECT NO	TYPE	FIELDBOOK & PAGES		

PAOLINI BROTHERS DEVELOPMENT LLC
15 BRIARWOOD LANE
DOVER, NH 03820
3236 / 636

SEE SHEET 2 OF 2 FOR REFERENCE PLANS

DOVERBROOK LLC
56 BRIANT DRIVE
SUDBURY, MA 01776-1380
1986 / 539



NOTES:

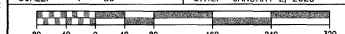
- OWNER OF RECORD: VARNEY BROOK LANDS LLC
340 CENTRAL AVENUE, SUITE 202
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 3660, PAGE 351
S.C.R.D. VOLUME 3690, PAGE 116
- PARCEL AREA = 911,872 S.F. / 20.93 Ac.
- ZONING DISTRICT IS ETP & ROM (RESIDENTIAL COMMERCIAL MIXED USE) OVERLAY.
ALLOWED BY APPROVED CONDITIONAL USE PERMIT.
- THE SUBJECT PARCEL IS LOCATED OUTSIDE THE 0.2 PERCENT ANNUAL CHANCE
FLOODPLAIN AS SHOWN ON FLOOD INSURANCE RATE MAP COMMUNITY NUMBER 330445;
PANEL 0340; SUFFEX E. MAP NUMBER 330170034040; EFFECTIVE DATE SEPT. 30, 2015.
- BASIS OF BEARING IS NH STATE PLANE (NAD83) BASED ON GPS OBSERVATION DATED
NOVEMBER 11, 2013.
VERTICAL DATUM IS NAVD83 BASED ON BENCHMARK FOUND ON THORNWOOD COMMONS
PROJECT.
- THE INTENT OF THIS PLAN IS TO SUBDIVIDE THE SUBJECT PARCEL INTO FOUR (4) LOTS
AS SHOWN.
- PROPERTY LINE INFORMATION HAS BEEN OBTAINED FROM A SURVEY PERFORMED BY
WIDEORNEY SURVEY ASSOCIATES, INC. DURING NOVEMBER 2013 WITH AN ERROR NOT
GREATER THAN 1 IN 10,000.
- A VARIANCE WAS GRANTED BY THE CITY OF DOVER ZONING BOARD OF ADJUSTMENT ON
11/21/19, CASE #2019-17, TO ALLOW THE SUBDIVISION OF PARCEL K/19-4 TO ALLOW 3
OF 4 LOTS TO BE LESS THAN THE 3 ACRE MINIMUM REQUIREMENT FOR
PLANNING BOARD.
- FINDING THE CRITERIA OF CHAPTER 155:28A, HAVE BEEN MET.
- THE SUBJECT PARCELS ARE SERVICED BY MUNICIPAL SEWER AND WATER.

SHEET 1 OF 2

SUBDIVISION PLAN OF LAND
PREPARED FOR
VARNEY BROOK LANDS LLC
TAX MAP K, LOT No. 19-4
POINTE PLACE
CITY OF DOVER
COUNTY OF STRAFFORD
STATE OF NEW HAMPSHIRE

APPROVED
DATE: 1/28/20
City of Dover, NH
PLANNING BOARD
[Signature]

DOVER PLANNING FILE No. P 20-05
DRAWN BY: RJM FILE: \2041\2041 K-19-4 SUBD 2
SCALE: 1" = 80' DATE: JANUARY 2, 2020



McGeaney
Survey
Associates
of NEW ENGLAND
P.O. Box 681 - 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742-0911
SURVEYING - PLANNING - CONSULTING

No.	Central Angle	Radius	Arc Length	Chord Length	Chord Bearing
C1	10°49'28"	630.00	119.02	118.84	N47°43'21"E
C2	08°48'03"	1161.50	178.41	178.24	N47°40'04"E
C3	05°24'42"	1161.50	109.71	109.66	N54°46'27"E
C4	08°12'29"	450.00	64.47	64.41	N55°46'57"E
C5	03°26'10"	450.00	26.99	26.98	N49°57'38"E
C6	09°40'33"	470.00	79.37	79.28	N43°24'17"E
C7	05°29'41"	175.00	16.78	16.78	N41°18'51"E

LICENSE AGREEMENT

This LICENSE AGREEMENT ("**LICENSE**"), is made as of the _____ day of _____, 2021 by and between the **CITY OF DOVER, NEW HAMPSHIRE**, a New Hampshire municipal corporation having offices at 288 Central Avenue, Dover, New Hampshire 03820 ("**City**"), and **POINTE PLACE DEVELOPMENT, LLC**, a New Hampshire Limited Liability Company, with a mailing address of **340 Central Avenue, # 202, Dover, NH 03820** ("**Licensee**").

RECITALS

A. The City is the owner of a certain public right of way in the City of Dover, County of Strafford, State of New Hampshire known as Pointe Place, including a roundabout at the intersection of Northfield Drive (a private road).

B. Licensee (or related entities) is/are the owner of a certain lot or parcel of land off Pointe Place, and Northfield Drive in the City of Dover, County of Strafford and State of New Hampshire, designated by the City of Dover as Tax Assessors Map K Lots 19, 19-5, 19-8, 19-9, 19-10 (the "Licensee's Parcels").

C. Licensee has requested a license upon, over and across a portion of Pointe Place for the benefit of Licensee in order to install and maintain the landscaping and site identification signage in the roundabout, and the City agrees to issue such license pursuant to the terms and conditions as more fully set forth in this license

LICENSE

Now therefore, in consideration of the mutual covenants herein set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Licensee hereby agree as follows:

1. **License.** The City hereby grants to Licensee, and Licensee accepts from the City, a license over, across and through a 40' diameter circle located in the center of the roundabout at the intersection of Pointe Place and Northfield Drive ("the Roundabout") to install, maintain and improve landscaping over, across, and through the Roundabout (the "License Area"), including without limitation, lawn care, the planting, removal and trimming of shrubs, bushes, plants and trees, and the right to install, maintain, repair and replace the same. Said right also includes the right of the Licensee to install ornamental elements customarily associated with landscaping

such as archways and decorative benches, subject to the prior written approval of the City. The obligation to maintain the improvements on the License Area does not, however, extend to any below-ground utilities, wires, pipes, lines or other services. In the event that the City requires access to those utilities, it shall repair and replace the land surface to its prior condition, at its cost, and Licensee shall repair and replace the landscaping and improvements made by Licensee in the License Area at the expense of the Licensee. No work of the Licensee pursuant to the rights granted under this License shall interfere with the orderly and free flow of vehicular and pedestrian traffic in or upon the traveled portion of the public right of way and License Area. The License Area shall be open as public space. This license is intended to satisfy the excavation permit requirement of the City of Dover's Code.

2. **Signs/Restrictions.** Within the License Area, the Licensee is permitted, with proper sign permits, as required, to install development identification signage, related to any and all businesses located in the Pointe Place development. Said signage shall conform to the zoning ordinance for the City of Dover. The Licensee may ask the City to review conceptual signage before applying for permits. The Licensee shall refrain from the use of Electronic Message Centers, electronic reader boards, electronic changeable copy signs or similar electronic technology for all signage on City property.

3. **Term.** The term of this License is twenty five (25) years. Notwithstanding the foregoing, in the event the City determines, in its reasonable discretion, that the landscaping creates a traffic hazard for the motoring public or other reasonable public safety grounds exist that would justify revoking the License, then the City may terminate the License and release the Licensee's rights under this License, or request the Licensee modify its rights under this License in order to remedy the public safety issue. This License shall automatically renew for successive five (5) year terms, unless terminated in writing by either party at least thirty (30) days prior to the expiration of the current term.

4. **Maintenance.** Licensee shall maintain and keep the License Area in a good state of repair, and shall repair any damage to the License Area, including any condition that endangers or may endanger safety or public safety.

5. **Insurance.** At all times this agreement is in effect, Licensee shall procure and maintain, at Licensee's sole cost, one or more general liability insurance policy or policies. The coverage of said insurance policy shall be in an amount of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. An insurance certificate shall be supplied to the City of Dover by the Licensee, as well as proof of an endorsement or policy additional insured provisions confirming the City of Dover's additional insured status. The City of Dover shall be named as an additional insured on the Licensee's general liability insurance policy, which coverage shall apply on a primary and noncontributory basis, and, subject to the dollar amounts specified above, cover the City of Dover with the same scope of coverage provided to the Licensee under the general liability policy without subjecting the City of Dover to any different or additional terms, conditions, limitations or exclusions. The City of Dover shall receive at least thirty (30) days' prior to cancellation of any policy. The Licensee shall also provide the City of Dover certificates of renewal no later than ten (10) business days prior to the expiration of any renewing and/or expiring policy.

6. **Indemnification.** Licensee shall defend (with counsel acceptable to the City) and indemnify the City against alleged or actual claims and demands for injuries, damages, other damages to person or property, costs, expenses (including reasonable attorneys' fees and costs), arising out of or in relation to Licensee's exercise of its rights hereunder, except if caused by the sole negligence or misconduct of the City, its contractors, subcontractors and/or employees. Notwithstanding any provision contained in this License to the contrary, no member, manager, officer, or employee of Licensee shall have any personal liability hereunder.

7. **Transferability and Assignment.** This License is not transferable or assignable without the prior written consent of the City

8. **Notice.** Any notice required to be given under this License shall be in writing, and shall be deemed properly served if delivered in person, or by overnight mail by a commercially recognized carrier, or on the third (3rd) day after deposit in the United States mail, as certified or registered mail, return receipt requested, postage prepaid, and sent as follows:

If to Licensee, at: Pointe Place Development, LLC
Attn: Chad Kageleiry
340 Central Ave #202
Dover, NH 03820

And if to the Licenser, at: City of Dover
288 Central Avenue
Dover, NH 03820
Attention: City Manager and Director of Planning and
Community Development

8. **Governing Law.** This License shall be governed and construed in accordance with the laws of the State of New Hampshire.

9. **Real Property Taxes.** Pursuant to RSA 72:23, I, Licensee agrees to pay all properly assessed current and potential real and personal property taxes no later than the due date. Licensee is obligated by the foregoing to pay real and personal property taxes on structures or improvements added by the Licensee. Failure of the Licensee to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said Lease by the City.

10. **Council Authorization.** This License was authorized by vote of the Dover City Council on _____.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

IN WITNESS WHEREOF, the parties hereto have caused this License to be executed by their duly authorized representatives on the date first above written.

CITY OF DOVER, NEW HAMPSHIRE

Witness

Print Name: _____

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

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this, the _____ of _____, 2021, before me, the undersigned Officer, personally appeared J. Michael Joyal, Jr., who acknowledged himself to be the City Manager of the City of Dover, and that he, as such City Manager, being authorized to do so, executed the foregoing instrument for the purposes therein contained and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act of the City of Dover.

Notary Public
My Commission Expires: _____

LICENSEE:

Pointe Place Development, LLC

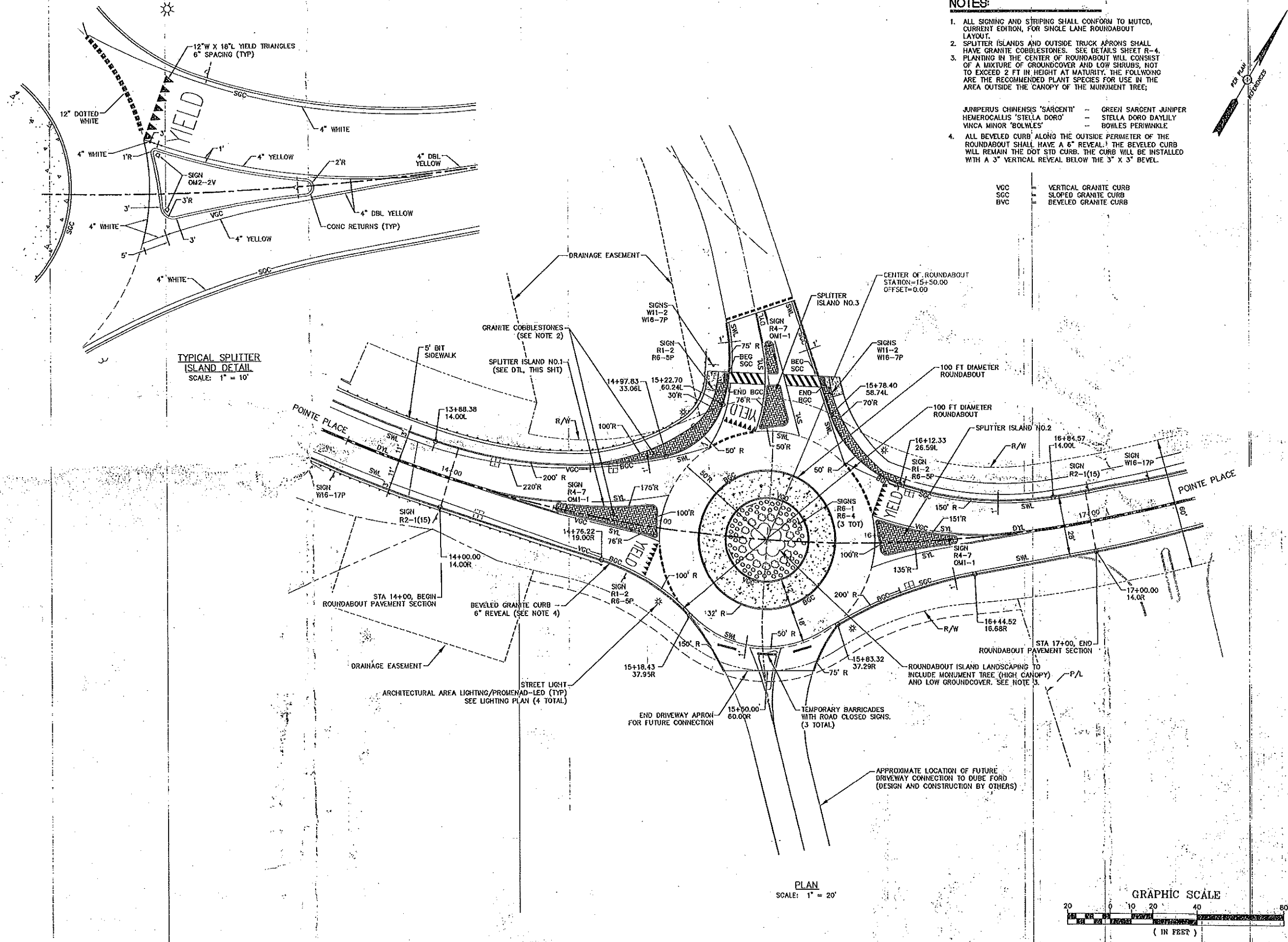
Witness
Print Name: _____

By: Chad Kageleiry
Its: Managing Member

STATE OF _____ COUNTY OF ____

On this, the _____ of _____, 2021, before me, the undersigned Officer, personally appeared Chad Kageleiry, who acknowledge himself to be the Managing Member of Pointe Place Development, LLC, a New Hampshire limited liability company and executed the foregoing instrument for the purposes contained herein and acknowledged the foregoing instrument to be his free act and deed in his said capacities and the free act and deed Pointe Place Development, LLC.

Notary Public
My Commission Expires: _____



- NOTES:**
1. ALL SIGNING AND STRIPING SHALL CONFORM TO MUTCD, CURRENT EDITION, FOR SINGLE LANE ROUNDABOUT LAYOUT.
 2. SPLITTER ISLANDS AND OUTSIDE TRUCK APRONS SHALL HAVE GRANITE COBBLESTONES. SEE DETAILS SHEET R-4.
 3. PLANTING IN THE CENTER OF ROUNDABOUT WILL CONSIST OF A MIXTURE OF GROUNDCOVER AND LOW SHRUBS, NOT TO EXCEED 2 FT IN HEIGHT AT MATURITY. THE FOLLOWING ARE THE RECOMMENDED PLANT SPECIES FOR USE IN THE AREA OUTSIDE THE CANOPY OF THE MONUMENT TREE:

JUNIPERUS CHINENSIS 'SARGENTI' -- GREEN SARGENT JUNIPER
HEMEROCALLIS 'STELLA DORO' -- STELLA DORO DAYLILY
VINCA MINOR 'BOLNIES' -- BOLNIES PERIWINKLE
 4. ALL BEVELED CURB ALONG THE OUTSIDE PERIMETER OF THE ROUNDABOUT SHALL HAVE A 6\"/>

VGC VERTICAL GRANITE CURB
SGC SLOPED GRANITE CURB
BVC BEVELED GRANITE CURB



133 COURT STREET
(603) 433-2355
PO BOX 728
DOVER, NH 03821
www.ALTUS-ENG.com



THIS DRAWING HAS NOT BEEN RELEASED FOR CONSTRUCTION

ISSUED FOR: APPROVAL
ISSUE DATE: MAY 24, 2016

NO.	DESCRIPTION	BY	DATE
0	ROUNDABOUT PLANS	CDB	02/11/16
1	CITY COMMENTS	CDB	04/04/16
2	COBBLESTONE DETAILS	CDB	04/07/16
3	BEVELED CURB NOTE	CDB	05/24/16

DRAWN BY: CDB
APPROVED BY: EDW
DRAWING FILE: 4390-DESIGN.dwg

SCALE: 24" X 36" - 1" = 20'
12" X 18" - 1" = 40'

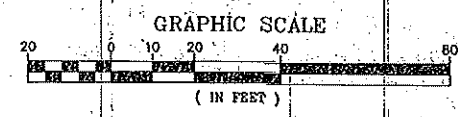
OWNER:
VARNEY BROOK LANDS, LLC
P.O. BOX 728
DOVER, NH 03821

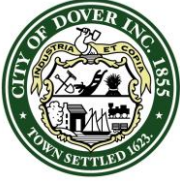
APPLICANT:
SUMMIT LAND DEVELOPMENT
340 CENTRAL AVE., #202
DOVER, NH 03820

PROJECT:
POINTE PLACE
& SIERRA DRIVE
ROADWAY & UTILITY
INFRASTRUCTURE PLANS
(FILE NO. P14-56)
DOVER, NH

TITLE:
DETAILED LAYOUT
AND SIGNING AND
STRIPING PLAN

SHEET NUMBER:
R-2





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2021.02.24 – 026**

Resolution Re: Extension of R-2020.05.13- 072 and City Manager's
Authority to Waive Fees Due to Hardship or COVID-19

WHEREAS: In light of the coronavirus disease 2019 (“COVID-19”) pandemic, the Council passed a resolution in May 2020 ([R-2020.05.13—072](#)) authorizing the City Manager’s discretion to waive any locally set or adopted fees on a case-by-case basis for good cause; and

WHEREAS: The aforesaid resolution provided that the authority set forth therein would expire as of December 31, 2020 unless extended by subsequent resolution; and

WHEREAS: The COVID-19 pandemic is ongoing and New Hampshire remains under a State of Emergency as declared by the Governor.

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

The authority given to the City Manager in R-2020.05.13—072 to waive any locally set or adopted fees on a case-by-case basis is hereby extended through the date upon which State of Emergency in New Hampshire, as declared by the Governor, expires or lapses, or upon further resolution of this City Council, whichever occurs sooner.

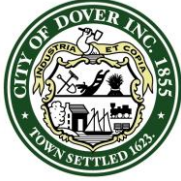
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.3.	
Resolution Number: R – 2021.02.24 – 026 Resolution Re: Extension of R-2020.05.13- 072 and City Manager’s Authority to Waive Fees Due to Hardship or COVID-19		

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

A copy of the prior resolution is attached for ease of reference. For clarification, as with the previous resolution, this resolution is not intended to address waivers of any fees set by statute.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2020.05.13 – 072**

Resolution Re: Approval of Authority for City Manager to Waive Local Fees Due to Hardship or COVID-19

WHEREAS: The respiratory illness known as COVID-19 (novel corona virus) is presently affecting the United States and the State of New Hampshire; and

WHEREAS: New Hampshire is currently under a State of Emergency declared by the Governor due to COVID-19, which has caused, and is expected to continue for the foreseeable future to continue causing, significant financial hardship in New Hampshire; and

WHEREAS: On April 8, 2020, the City Council adopted [R-2020.04.08-058](#), which approved and endorsed the Dover CARES Relief Program; and

WHEREAS: The Dover CARES Relief Program is intended to help provide financial and other assistance to the City's taxpayers, residents, businesses, and non-profits given the current COVID-19 (novel coronavirus) pandemic and State of Emergency in New Hampshire; and

WHEREAS: In supplement to, and as part of, the Dover CARES Relief Program, the City wishes to enlarge the relief available by providing a means of waiving City fees on a case-by-case basis; and

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

The City Manager is temporarily authorized and given discretion to waive any locally set or adopted fees on a case-by-case basis for good cause, provided (1) there is demonstrated hardship or other circumstances related to the COVID-19 pandemic, and (2) the waiver accords with applicable law.

AND, FURTHER BE IT RESOLVED THAT:

Unless extended by subsequent resolution, the temporary authorization provided to the City Manager by this resolution shall expire as of December 31, 2020.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2020.05.13 – 072**
Resolution Re: Approval of Authority for City Manager to Waive Local Fees Due to Hardship or COVID-19

DOCUMENT HISTORY:

First Reading Date: 05/13/2020	Public Hearing Date: N/A
Approved Date: 05/13/2020	Effective Date: 05/13/2020

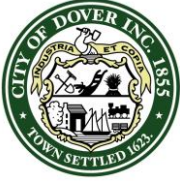
DOCUMENT ACTIONS:

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

VOTING RECORD		
Date of Vote: 05/13/2020	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Ciotti	X	
Councilor Michelle Muffett-Lipinski, Ward 1	X	
Councilor Deborah Thibodeaux, Ward 3	X	
Councilor Joshua Manley, Ward 4	X	
Councilor Dennis Shanahan, Ward 5	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor John O'Connor, At Large	X	
Councilor Lindsey Williams, At Large	X	
Total Votes:	9	0
Resolution does pass.		

RESOLUTION BACKGROUND MATERIAL:

Attached to [R-2020.04.08-058](#) is a summary of the current Dover-CARES Program. For clarification, this resolution is not intended to address waivers of any fees set by statute. Examples of fees likely to be waived include outdoor seating licenses for restaurants or temporary signs.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2021.02.24 – 027**

Resolution Re: City Council Opposition to Current Draft of House Bill
315—Relative to the Aggregation of Electric Customers

- WHEREAS: In 2019, New Hampshire enacted Senate Bill 286, referred to generally as the “Community Power Law”, which is now codified within RSA chapter 53-E; and
- WHEREAS: The Community Power Law gave municipalities greater control over their electricity choices, and, in doing so, gave municipalities such as the City of Dover the ability to save on energy costs, increase resilience, and generate more renewable energy; and
- WHEREAS: In the current 2021 legislative session, proposed House Bill (“HB”) 315 amends RSA chapter 53-E and repeals and reenacts certain provisions of the statute; and
- WHEREAS: The New Hampshire Municipal Association has advised that the statutory revisions currently proposed by HB 315, if enacted, would undermine the Community Power Law by: (1) eliminating municipal authority to access competitive markets for energy services, (2) restricting the energy services available through community power to those who are regulated and are subject to monopolistic control, (3) removing community power access to data necessary for program implementation, and (4) subjecting municipalities to regulation by the Public Utilities Commission; and
- WHEREAS: The City of Dover has made, and intends to continue to make, significant commitments in support of resiliency and renewable energy;
- WHEREAS: Sustainable energy will protect our environment for forthcoming generations and is a key aspect of Dover’s vision for the future.

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

The Dover City Council implores all members of the General Court to vote against House Bill 315, “Relative to the Aggregate of Electric Customers”, as currently drafted in the 2021 legislative session. The City Manager is hereby authorized to provide a copy of this Resolution, including the background, to all members of the General Court.

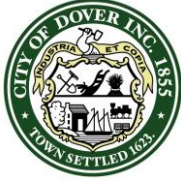
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Deborah
Thibodeaux, Ward 3

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.1. Resolution Number: R – 2021.02.24 – 027 Resolution Re: City Council Opposition to Current Draft of House Bill 315—Relative to the Aggregation of Electric Customers
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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

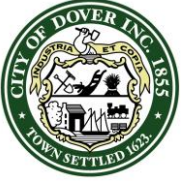
House Bill 315 proposes a variety of textual revisions, including repeal and reenactment of RSA 53-E:7, which sets forth the aggregation program. The New Hampshire Municipal Association (“NHMA”) opposes the current bill. More generally, NHMA’s 2021 legislative policies support renewable energy and greater control for municipalities in managing such resources. The City Council has endorsed those NHMA policies within [R-2019.09.09-146](#).

Below are links to background statutory materials:

- The current “Community Power Law” can be found within RSA chapter 53-E, available at this link: <http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-III-53-E.htm>
- The text of the 2019 “Community Power Law” (Senate Bill 286) can be found here: http://gencourt.state.nh.us/bill_Status/billText.aspx?sy=2019&id=1053&txtFormat=html
- The current text of proposed House Bill 315 can be found at this link: http://gencourt.state.nh.us/bill_status/billText.aspx?sy=2021&id=527&txtFormat=html

On February 12, 2021, the first legislative hearing on House Bill 315 occurred before the Committee on Science, Technology and Energy. A video of that hearing is available online at this link: https://www.youtube.com/watch?v=G5a_5cNnorE (HB 315 hearing starts at 6:00:52).

Document Created by: Legal	R-2021.02.24 City Council Opposition to Current Draft of House
Document Posted on: February 18, 2021	Bill 315—Relative to the Aggregation of Electric Customers
	Page 2 of 2

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Ordinance Number: O – 2021.02.24 - 001 Ordinance Title: Boards, Commissions and Committees Chapter: 9 Section: 2	Agenda Item#: 13.C.1.

The City of Dover Ordains:

1. PURPOSE

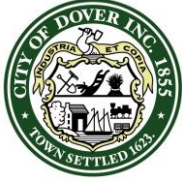
The purpose of this ordinance is to amend Chapter 9 Boards, Commissions, and Committees, Section 2, Board of Health, to revitalize the Board of Health and update the Chapter to align with statutory requirements.

2. AMENDMENT

Chapter 9 entitled “Boards, Commissions, and Committees” is hereby amended by revising Section 9-2, “Board of Health” as follows:

§ 9-2. Board of Health.

- A. Membership. The Board of Health shall consist of five members, including a physician who lives or practices in the City of Dover, a dentist who lives or practices in the City of Dover, a citizen of the City of Dover with relevant qualifications or experience in public health, an *ex officio* City Councilor, and the Health Officer. Pursuant to RSA 128:3, the Health Officer shall act as Chair and Secretary.
- B. Terms of members. Members shall be appointed to terms of three years.
- C. Authority and duties. The Board of Health shall perform the following functions:
 - (1) The Board of Health shall study, consider and recommend to the City Council and the City Manager, or designee, general policies for public health in the City of Dover.
 - (2) As authorized by RSA 147:1, and with the consultation of the ~~The Board of Health,~~ the Health Officer may make such rules and regulations for the prevention and removal of nuisances, for the control and restriction of infections and contagious disease and such other regulations relating to the public health as, in ~~its~~ his/ her judgment, the health and safety of the people may require, which shall take effect when approved by the City Council and published in one or more newspapers of the City. The members of the Board, except the Health Officer, shall serve without pay.
 - (3) The Board of Health shall meet at such times and places as it may deem necessary for the consideration of matters relating to the public health; it shall investigate, inquire into and advise in all cases referred to it for such purpose by the Health Officer. In case the Health Officer is unable to act as the executive officer of the Board through sickness or other good cause, the Board may elect from its membership ~~appoint~~ a suitable person to act temporarily ~~in his stead as Chair of the Board for the purposes of conducting necessary meetings or proceedings. Said person shall, while so acting, possess all the authority and receive the same compensation which the Health Officer would otherwise receive under the provisions of the City ordinances.~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2021.02.24 - 001**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 2

~~(4) The Board of Health shall provide itself with such blanks and record books, at the expense of the City, as are necessary and shall promptly, at the close of each fiscal year, report in writing to the City Manager, giving a classification of all complaints made to it, together with such suggestions pertaining to the health of the City as it may deem expedient to present; so much of the vital statistics as is necessary; the cause of death, so far as possible; and such other sanitary information as may be called for by the City Manager.~~

~~— The Board of Health shall prescribe a blank form upon which a complete record of the inspections made by the Health Officer shall be entered. A record shall also be kept by the Health Officer of all complaints made to him or to the Board, of all orders issued, notices served and nuisances abated. All records kept by the Health Officer shall be submitted to the Board of Health whenever called for and shall at the end of each fiscal year be placed in the hands of the City Clerk.~~

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Councilor Deborah Thibodeaux, Ward 3
Approved as to Legal Form and Compliance:	Joshua M. Wyatt City Attorney		
Recorded by:	Susan Mistretta City Clerk		

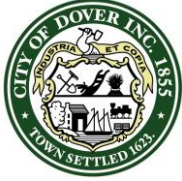
DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD

Document Created by: Legal	O-2021.02.24-Chapter 9 Boards, Commissions and Committees
Document Posted on: February 18, 2021	Page 2 of 4



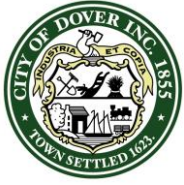
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2021.02.24 - 001**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 2

Date of Vote:	YES	NO
Mayor Robert Carrier		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor 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 - ORDINANCE	
	Ordinance Number: O – 2021.02.24 - 001 Ordinance Title: Boards, Commissions and Committees Chapter: 9 Section: 2	Agenda Item#: 13.C.1.

ORDINANCE BACKGROUND MATERIAL:

Dover’s local Board of Health has experienced reductions in membership in recent years. Dover is not alone in this regard. This ordinance seeks to revitalize the Board of Health and clarify its membership and role in the City, as well as streamline the duties of the Board.

The membership of the Board of Health begins with a review of state statutes. RSA Chapter 128 governs local health officers. The appointment of local health officers must be approved by the municipality as well as the Commissioner of the Department of Health and Human Services. *See* RSA 128:1. Pursuant to RSA 128:3 the appointed health officer “shall be the secretary and executive officer of, and, with the selectmen, shall constitute the local board of health for the town.” *See also* RSA 47:13 (investing powers of selectmen in City Council).

The City of Dover has created and delegated its authority to a Board of Health within Dover Code Chapter 9 Section 2, composed of various medical professionals. Dover’s Board of Health has not been active in recent years. An active Board of Health is an important resource for providing oversight and guidance with public health priorities for the City, as well as performing other administrative functions. Important roles for the Board of Health include reviewing, proposing, and revising public health regulations, recommending public health policies and priorities, collaborating with other health departments for strategic public health plans, assisting the Health Officer, restaurant licensure duties (*see* [Dover Code § 85-2](#)), and other duties in set forth in the provisions of [Dover Code Chapter 89](#).

Finally, this ordinance also makes certain revisions to bring the Code into alignment with state statutes. For example, the Code currently provides the appointment of a person to serve in the role as Health Officer should the appointed person be unable to serve, but, by statute, such an appointment would probably require going through the process for appointing a Deputy Health Officer, which includes City Council approval and the approval of the Commissioner of the Department of Health and Human Services. *See* RSA 128:5-b. In addition, the Code currently provides for the Board of Health making regulations, but, pursuant to RSA 147:1, the health officer has the authority to promulgate such regulations, subject to other approvals.