



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, March 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. ACCEPTANCE OF THE FY21 ACTION PLAN AND THE EXPENDITURES FOR
FEDERAL FISCAL YEAR 2021 CDBG ENTITLEMENT FUNDS**

SPONSORED BY DEPUTY MAYOR CIOTTI AS PLANNING BOARD
REPRESENTATIVE

B. APPROVAL OF THE CDBG CITIZEN PARTICIPATION PLAN AMENDMENT

SPONSORED BY DEPUTY MAYOR CIOTTI AS PLANNING BOARD
REPRESENTATIVE

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

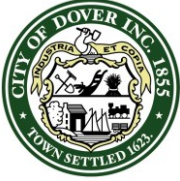
10. APPROVAL OF MINUTES

A. March 10, 2021 – Regular Meeting

11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, March 24, 2021**
Meeting Time: **7:00 pm**

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 1. ACCEPTANCE OF THE FY21 ACTION PLAN AND THE EXPENDITURES FOR FEDERAL FISCAL YEAR 2021 CDBG ENTITLEMENT FUNDS**
SPONSORED BY DEPUTY MAYOR CIOTTI AS PLANNING BOARD REPRESENTATIVE
- 2. APPROVAL OF THE CDBG CITIZEN PARTICIPATION PLAN AMENDMENT**
SPONSORED BY DEPUTY MAYOR CIOTTI AS PLANNING BOARD REPRESENTATIVE

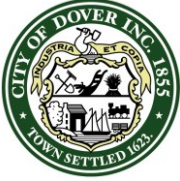
13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. B20073 DESIGN CONSULTING SERVICES FOR THE LOWER CENTRAL AVENUE IMPROVEMENT PROJECT – ADD’L SCOPE OF WORK #1**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. B21027 – COLLABORATION AND CONFERENCING SOLUTION**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. APPROVAL OF LEASE AGREEMENT WITH MEZZANINE CATERING, LLC**
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. Cocheco 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 | |



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, March 24, 2021**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

- 1. B21041 STARK AVENUE AND DOWNTOWN AREA SEWER REHABILITATION PROJECT-PHASE A**
SPONSORED BY MAYOR CARRIER BY REQUEST

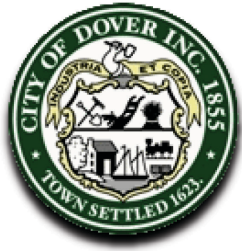
C. ORDINANCES IN 1ST READING

- 1. CHAPTER 105 – PEACE AND GOOD ORDER, SECTION 16**
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 14, 2021.)
SPONSORED BY COUNCILOR CULLEN
- 2. CHAPTER 141 – VEHICLES AND TRAFFIC, SECTIONS 34, 48, 49, and 52**
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 14, 2021.)
SPONSORED BY DEPUTY MAYOR CIOTTI

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



CITY MANAGER'S REPORT



Photo by Mike Gillis

March 24, 2021

Reporting on: February 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



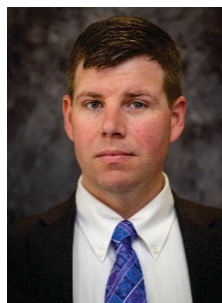
Daniel Lynch
Finance Director



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.”

At the Public Welfare Office, there were 85 case contacts this month. The last Friday of the month was unusually active with both calls and walk-ins. Once again the major assistance requested was for housing, either shelter or rent. The office is still getting people coming in and demanding that staff hotel them. There are some clients who have been banned from all of the local shelters and a few who have been banned from the Garrison and Warming Center as well. Some of these that have been banned are only temporarily banned but at least three are permanent. When those who have been banned are offered shelter out of the area they refuse it.

There was a rash of clients who rescheduled their appointments at the last moment which makes for an uneven work flow pattern. There was also a high number of people who did not come to their appointment and did not call to reschedule.

Sixteen families were assisted with direct assistance. Seven withdrew their applications or were denied. Referrals were made to Shelters, The Warming Center, CAP and various other Welfare Offices. There were extra requests for Coast Bus tickets as CAP ran out of them and sent folks to the Welfare office to get them. The office continues to use the Share fund to provide help or additional help for Dover clients.

The Warming Center operation was taken over by CAP at the beginning of the month. The Welfare Director stopped in at the Warming Center at various times during their activations to see how they were doing and if there were any pressing needs. The Director was told by Dan Clark, the shelter manager for CAP, that having the van to drive clients in the morning to their towns of origin would be helpful; the director assisted in making the van available.

During the month of February, the Highway Division was kept busy with eleven winter events. Roads were pretreated with a brine solution, applying a total of approximately 8,195 gallons. 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.

14 yards of sand/salt was delivered to the residential sand/salt pile, located at the beginning of Piscataqua Road. Several of the bins in the downtown were refilled. 58 yards of salt was delivered to the School Department stock pile. Employees continued to mix sand and salt for upcoming storms.

Crews made a few trips to Massachusetts to obtain hot top, as the local plants are currently closed for the season.

New employees attended a sidewalk training orientation for snow removal equipment.

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.

Approximately 1,503 tons of salt was delivered to the Public Works facility. One Heavy Equipment Operator remained on site to push each load into the salt shed.

For the month of February, the City's water system has steadily been generating 1.7 to 1.8 million gallons per day. The new Willand Pond Wells have been turned off while the Smith and Cummings Wells are on. The Lowell Avenue Treatment plant is currently running at 500 gallons per minute. Bouchard Well and Calderwood Well are all on line while Hughes well is on standby mode. Ireland and DPH-1 wells continue to be off line due to the PFAS levels. Campbell Well is still off line. The well has been cleaned and is in the process of being reassembled so that it can be tested before returning to service. DPH-1 has had on going testing to determine the levels of Iron and Manganese in the aquifer and is run to waste at 300 to 350 gallons per minute into the sewer system.

The Utilities Division experienced two water breaks. The first one was located on Tanglewood Drive. When crews excavated the site, they found the 6" asbestos cement pipe and replaced a six foot portion of the main with ductile iron pipe and a water service that was part of the water main break.

The second water break occurred in front of 4 Fairfield Drive. The break was a ring crack that was repaired without incident.

The City meter crews replaced 186 water meters with new Galaxy meters.

Staff continues to work with Wright Pierce on pump station assets through a grant the city received from NHDES. The startup of the Varney Brook Pump Station is scheduled for March. The contractor and city staff will continue to work on completing punch list items.

A Variable Frequency Drive (VFD) at the main sewer pumping station at River Street had a failure and is due to be replaced by the manufacturer in March. This VFD powers a 150 horse power motor that is attached to a pump while the City has a backup pump which is still a critical part of the station.

City crews responded to a sewer main collapse at the drain worksite on Broadway. The sewer main failed and caused a significant backup into a local business' basement. The construction company on site and City crews whom had worked a snow storm that prior night worked almost around the clock to repair the sewer main and help empty the basement of raw sewage.

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. 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.

Fifty-seven of the work orders that were addressed by Facilities, Grounds and Cemetery employees. Thirteen traffic signal issues were addressed, all regarding signals going to flash for one reason or another or complaints about timing. All issues are checked out and then reported to Sebago Technologies. Three street light issues were investigated and addressed. Mower maintenance commenced in hopes of spring.

Eight sign posts were replaced and signs remounted, seven signs were made and installed along with six other signs being installed or replaced elsewhere. Ten other work orders dealt with parking signs. One work order regarding tree work was completed and one graffiti issue was cleaned up. Graffiti is once again becoming more prevalent, especially on traffic signal boxes which were just repainted in the late fall.

While this winter has had limited weather events, February had several where employees participated in snow removal or sand / salt operations. Traffic boxes were shoveled out for access to the controls and crews went to the Warming Center facility in Somersworth to clear walkways and doorways after these events.

Forty-four work orders pertaining to buildings were addressed. Leaking fixtures in showers or faucets seemed to be the most common complaint this month. Preventative maintenance on heating systems in various municipal buildings continues as 3 operational HVAC issues were addressed. Nine keys were issued and six requests for deliveries of supplies or moving items were resolved.

Permit of Assembly inspections took place in municipal buildings and issues that were noted were addressed. Batteries were changed in panic buttons as needed and the buttons in City Hall, the McConnell Center and Indoor Pool were tested. Monthly elevator inspections and fire extinguisher inspections were completed.

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. They have made much progress in moving items out of those buildings but still have a way to go in organizing them in the new space.

Governor Chris Sununu directed all flags on public buildings and grounds in the State of New Hampshire to be lowered to half-staff in remembrance of the more than 500,000 Americans and 1,154 Granite Stater residents who have died from COVID-19, and they remained at half-staff until sunset on February 26, 2021.

Facilities & Grounds	October 2020	November 2020	December 2020	January 2021	February 2021
Burials Handled-Ash	8	5	0	0	1
Burials Handled-Full	4	1	4	5	3
Service Calls	72	80	68	62	62
Work Orders	157	113	99	94	99

Planning and Community Development staff addressed enforcement concerns regarding wetland protection district violations, the keeping of farm animals, motor vehicle junkyards and junkyards, commercial uses in residential zones, illegal signage. Staff also assisted customers with zoning

inquiries, determinations, potential applications to the Zoning Board, and small development consultations.

During the month of February 2021, 7 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit. 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 two unattended deaths in February 2021. Both decedents were determined to have died of natural causes.

SIU detectives presented 17 investigations to a Grand Jury for indictment. All of the indictments resulted in a "true bill", meaning the Grand Jury determined that probable cause existed that the accused committed a crime. Cases presented to the Grand Jury are either felony offenses or misdemeanors with an enhanced penalty.

SIU detectives arrested a 53-year-old Dover man for felony level sex offender registration violations after investigators learned that the defendant had a social media account that was not reported to the Sex Offender Registry. Disclosing social media accounts and e-mail addresses are among the several things that those on the sex offender registry must do in order to remain in compliance.

SIU detectives, uniformed officers, and tactical officers executed a search warrant on a Dover residence for a weapons investigation. Two people were arrested during the operation.

During the month of February, SIU detectives conducted a lengthy investigation of a recent residential burglary. Detectives arrested two adults for Felony burglary and recovered a stolen handgun. During this investigation, detectives executed 6 search warrants and conducted 2 consent searches.

SIU detectives assisted the NH Attorney General's Office by arresting two adults who had warrants issued for fraud related investigations.

SIU detectives attended 3 forensic interviews at the Strafford County Child Advocacy Center. These interviews are designed to document detailed information about alleged crimes that were experienced or witnessed by children.

SIU detectives referred 23 police reports to the Department of Children, Youth and Families. These informational 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 February 2021, SIU detectives wrote 131 police reports for various investigations.

In February 2021, Sergeant Tarmey spent the majority of the month coordinating various projects and assignments with POP Officer Collis, Whittier Falls Liaison Cooper and Downtown Liaison Officer Martuscello on a daily basis. The majority of the assignments handled by the CREU in February were related to vagrancy issues, as well as conducting welfare checks for the Dover Schools regarding students not attending virtual learning. When available, SRO Officers Glowacki and Dunne were assigned to follow-up with these welfare checks during their regular patrol duties. Sergeant Tarmey remains as the department liaison for the Dover SAU regarding the vast majority of the calls for service or requested assistance from the Dover School Department.

Sergeant Tarmey worked alongside POP Officer Collis throughout the month on a recurring littering issue on First Street. CREU members have been actively trying to gain compliance from the residents regarding the proper disposal of trash and debris. The issue has been an ongoing for several years, as the tenant turnover at the apartment building in question is high, and the property owner has limited involvement in trying to get the tenants to comply with statutes or city ordinances. The concerted effort will continue in March to gain compliance from both the tenants as well as the property owner to improve the overall quality of life on First Street.

Sergeant Tarmey conducted firearms training for a newly hired officer that had initially missed the instruction due to COVID restrictions. Newly hired officers are required to qualify with their department issued weapons prior to participating in firearms instruction at the NH Police Academy. This training fulfilled that requirement for the officer.

Sergeant Tarmey and POP Officer Collis kept a close eye on calls for service that arose which they felt could be better addressed by the CREU as opposed to an officer assigned to patrol. 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. POP Officer Collis maintains a monthly record of all homeless individuals that are contacted in the city each month.

Sergeant Tarmey assisted each elementary school in planning for expected traffic issues with the return of “in-person” learning on February 9th. The CREU assigned officers to each school (morning and afternoon) for the first three days of school to help the respective administrative teams mitigate traffic until the parents were accustomed to the process.

In February, Sergeant Tarmey assisted in conducting oral boards for prospective new officers throughout the month.

In March, SROs Glowacki and Dunne will resume their normal duties at the High School and Middle School as resource officers with the return of “in-person” learning.

As Officer Collis is a Field Training Officer, he spent two weeks in February training a new officer. Officer Collis was not only able to instruct and provide guidance with regular patrol duties, but was also able to provide extra insight and training into his role as the Problem Oriented Police Officer.

While working in the POP position, Officer Collis remained active in his role as the primary police department liaison to the homeless population in Dover. Officer Collis assisted a number of homeless individuals throughout the month by facilitating services and arranging transportation to area shelters, Community Action Partnership and the Dover Welfare Office.

During February Officer Collis continued to take calls from property owners around the city. The calls ranged from landlord/tenant disputes, vagrancy and homeless issues to on-going littering issues. Officer Collis worked with the involved parties to assist them to the extent of his abilities and also provide them with information on resources if the issue was outside the scope of his ability to assist.

During this month Officer Collis remained in the Big Brother’s program and again visited with his “little brother” several times. This month they went to the arcade, sledding, and visited local parks. They also brought other children from the Dover Housing Authority on their visits.

Officer Collis continued to monitor calls for service involving the homeless population. In the month of February, Dover Police Officers encountered 98 separate homeless individuals. This was two less than the number encountered in January, but was up from 72 in February of 2020.



Officer Martuscello on patrol in Downtown Dover.

Officer Martuscello continued her patrols in the downtown area, checking in with local business and residents daily and responded to 67 calls for service.

Officer Martuscello investigated a strong arm robbery that occurred during the month of January. As a result of her follow up investigation, both suspects were arrested and charged with felony level offenses during the month of February.

On a few occasions, Officer Martuscello worked with staff at the Dover Public Library to help identify people who had caused a disturbance.

Those subjects were spoken to about their behavior to prevent further issues. Those who continued to violate Library rules were issued notices that they were not allowed to return. In one case, a male took a cell phone that did not belong to him. He was served with a trespass notice for his behavior and arrested by Officer Martuscello for charges related to the incident.

As in-person learning began, Officer Martuscello performed several directed patrols at Garrison Elementary school. A new traffic pattern for student drop off was implemented due to the increase in vehicles dropping children off. Officer Martuscello assisted with traffic control for the first few days of school to ensure parents knew where to go.

The Parking Bureau assisted the Community Services Department with several Winter Parking Ban declarations during February. After each declaration, numerous residents contact the Parking Bureau and were assisted in signing up for e-mail and text alerts.

Pointe Place was accepted as a city street along with the 62 adjacent parking spaces. This put the parking spaces under the Winter Parking Ban regulations. Parking Manager Bill Simons worked closely with the management of Pointe Place to notify their commercial and residential tenants of the change.

Parking Manager Bill Simons is in contact with the new owners of the Old Court House on Second Street, as the city uses the associated parking lot on First Street. Once construction begins, that parking capacity will be lost and some permit holders relocated.

ANIMAL CONTROL – February 2021

Total Animal Calls for Service	Handled by Officers/Dispatch	Handled by Animal Control
41	26	15
BREAKDOWN OF ANIMAL CALLS		
Found / Loose Animals		21
Animal Bites		04
Welfare Checks		05
Miscellaneous		11

The Animal Control Officer received 20 voicemail messages and followed up on 2 reports originally handled by officers.

One call involved a beagle named “Bo” who went missing while visiting a residence in Dover, but was later located and returned to his owner.

The Traffic Bureau performed 3 child passenger seat inspections during the month of February, and also assisted with the Wentworth-Douglass Hospital monthly seat check program on February 17. 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.



A Beagle named Bo.

Large scale drive-thru COVID-19 vaccinations are ongoing at the Exit 9 Park & Ride facility in Dover, which is one of 11 statewide vaccine distribution sites. Beginning on February 20, in response to numerous issues statewide at various sites, the State committed to ensuring a law enforcement detail staffs each distribution site. Sgt. Speidel assumed responsibility for scheduling and staffing a security detail at the Dover distribution site, to assist not only with security but with traffic issues. This will continue through the month of March.

Sgt. Speidel fulfilled Planning Board Technical Review Committee responsibilities on February 11 and 18 through plan review for projects pending application to the Dover Planning Board. These included a review of a commercial project off Littleworth Road and a residential project off Knox Marsh Road.

On February 22, Sergeant Speidel joined staff from the Planning and Engineering Departments at the regular meeting of the Transportation Advisory Commission. Sgt. Speidel prepared the meeting agenda and related materials and helped coordinate correspondence with citizens with interest in agenda items. Sgt. Speidel coordinated staff preparation and follow-up of the committee recommendations.

On February 23, Lieutenant Collopy, Sgt. Speidel and Parking Manager Bill Simons joined other City officials in attending a pre-construction conference for the Main and Washington Streets Water Improvements project. Contractor N. Granese & Sons was awarded the bid for this project, which will begin in March 2021, to replace the aging water main between Broadway and Henry Law Avenue. This project is expected to have significant traffic and parking impacts.

The Traffic Bureau helped coordinate or provided equipment to facilitate temporary parking restrictions, road closures, or provided other traffic control resources for the

Horne Street temporary parking restrictions, Garrison Road temporary parking restrictions, road closure for ongoing Broadway culvert project, and the Restoration Church drive-in services.

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 February 23th, as members of the Strafford County Regional Tactical Operations Unit (SCRTOU), Officer Brown and K9 Barco participated in one of the monthly training evolutions. The focus of the training was scenario based tactics and firearms.

On February 12th, as members of the Strafford County Regional Tactical Operations Unit (SCRTOU), Officer Brown and K9 Barco assisted in serving a search warrant.

Dover Police Department	October 2020	November 2020	December 2020	January 2021	February 2021
Calls for Service	1,458	1,373	1,501	1,358	1,301
Traffic Stops	565	901	1,171	1,378	974
Non-Enforcement Contacts	220	226	237	250	226
Incidents Handled	2,243	2,500	2,908	2,986	2,501

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.

February 2021

Priority 1:	133
Priority 2:	89
Priority 3:	463
Priority 4:	616
Priority 5:	1,200

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 February 2021, the Dover Police Department responded to 18 emergency incidents and arrived on scene in fewer than six minutes to 66% of those calls (18 calls, 6 in six minutes or more).

DISPATCH COMMUNICATIONS

	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MONTHLY AVERAGE
Radio Transmissions	11,361	12,089	12,911	12,806	11,166	12,067
Phone Calls	6,996	6,636	6,788	7,304	6,219	6,789
911 Calls Received	366	375	407	405	336	379
Lobby Customers	204	181	132	141	145	161
Police Alarms Received	77	89	101	78	76	84
Police Alarms Cancelled	11	13	11	18	20	15
Fire & Medical Alarms	60	63	60	73	70	65
Other Alarms	2	1	4	2	0	2

At the end of the month, a local grocery store turned in nearly 100 lost bank debit cards and various property that they had collected over more than a year. Dispatch Supervisor Salantri, Asst. Supervisor Pestana, and Dispatchers Cleary and Driscoll, spent a significant amount of time tracking down owners to try and return some of the cards. The remaining cards were sorted into piles to be returned to local bank branches by Officer Martuscello.

Licensing Board Actions *February 2021*

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

Inspection Services in January had a total count of **468** inspections conducted and **37** permits issued. Here is the Inspection Services activity breakdown for February:

Inspections & Permits	
Life Safety Inspections	81
Business Inspections	11
Sprinkler / Alarm Inspections	31
Building Inspections	114
Electrical Inspections	63
Plumbing / Mechanical Inspections	75
Blasting Inspections	00
Health Inspections	87
School / Daycare Inspections	04
Oil Burner Inspections	02
Woodstove / Fireplace Inspections	00
Building Permits	30
Blasting Permits	00
Certificate of Occupancy Permits	07

February saw Fire & Rescue responding to **400** calls for service, an average of over **14** calls per 24-hour period in each day of the month. Through our 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.

In the month of February, a Chief Officer was summoned to respond with the duty shift to **25** emergency calls. **16** of these calls occurred either after regular business hours or on the weekend.

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

Facility	February # of individuals
Wentworth Douglass Hospital	161
Dover ER	26
Non Transports/Sign offs/Refusal of Care	76
Frisbie Memorial Hospital	0
Portsmouth Regional Hospital	7
Brigham and Woman's Hospital (MA)	0
Boston Children's Hospital (MA)	0
Maine Medical (ME)	0
York Hospital (ME)	0
Exeter Hospital	0
Total:	270

On February 20th, fire duty shift responded to 342 Tolend Road for a structure fire. A fire was found to be burning in the length of the exterior wall alongside the chimney, and within the joists of the second floor. Crews extinguished the fire by opening up the exterior wall in the area around the chimney.

This fire continued to demonstrate the effectiveness of Fire & Rescue's Public Eye software, which in addition to relaying dispatch and call location information to responding crews, utilizes information from other City departments to integrate with the City-owned ESRI mapping system to provide a clearer picture of exactly where the address is located, hydrant location, and physical location of the residence. On this call, from the time they were leaving the station, crews would know that they were responding to a house with a driveway just past Watson Road on the left, that the house was set well off the main road and that there was a hydrant in the immediate area of the driveway. All these things allow the responding officers to start developing their "scene size up" well ahead of when they normally would without complete familiarity of the address ahead of time. In addition, at the time the call was dispatched, crews would have had the opportunity to see an actual photograph of the house itself through integration between the dispatch software and the City's tax assessing records.



The map above shows two hydrants. The one on the left was used to lay a supply line down the driveway to 342 Tolend Road. The hydrant on the right is near the intersection of Tolend Road and Watson Road.

The photograph above shows the rear of the building where crews opened up the exterior wall to find fire extending from the top of the foundation to the roof rafter tails and ceiling joists.



The water supply line. The hydrant can be seen behind the ambulance, to the left.



Water supply line from the hydrant on Tolend Road (behind the photographer) to the fire engine that was supplying the attack lines.

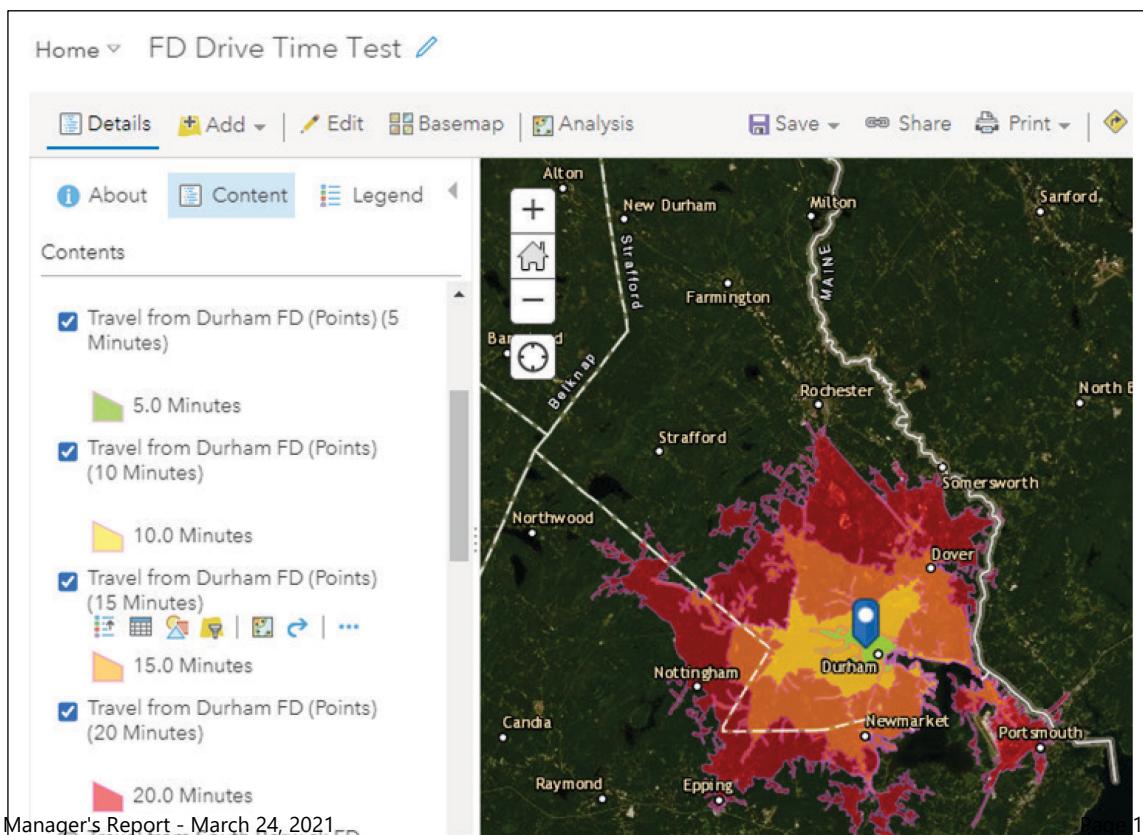
On February 26th, Engine 2 responded from Central Station for a report of “a tree on fire” near the Community trail. Although an unusual report to receive in the snowy month of February, the crew did in fact find not only one but two fully grown trees actively burning in an area between the Community Trail and the Cocheco River. Fortunately, Lieutenant Matt Adams was on duty that day, as Matt came to Dover Fire in 2013 with extensive experience in working on “Hotshot” wildland fire crews out West. Under Matt’s supervision, the crew members felled the trees and safely extinguished each fire on the ground. The Police department assisted in gathering information to try and determine the identity of the individual(s) responsible for starting the fires.

A/C Spainhower continued his weekly online meetings with representatives from Dover PD, Dover Informational Technology (IT) and CSI Technologies, as the group works on the migration of records and information from the existing Computer Aided Dispatch (CAD) program to that of the upgraded CSI Technologies CAD program.

Among the myriad of upgrades to the CAD software that will ultimately result in more information being made available to the responding members in the field, including quality data retrieval and precise response time calculations, A/C Spainhower is working with Kathleen Meyers from IT to use ESRI mapping technology to determine a more efficient dispatching means when mutual aid ambulances respond into Dover. Presently, mutual aid ambulances are assigned based on a rough geographic estimate. Dale and Kathleen are using ESRI mapping technology allow dispatch to determine the closest mutual aid ambulance based on specific address location.



Dover Fire Lt Matt Adams assesses a burning tree off of the Community Trail prior to felling it for extinguishment.



Similarly, Fire & Rescue apparatus may soon be dispatched based on actual vehicle location in comparison to a specific 911 call, instead of the vehicle's assignment to a district fire station, regardless of where the vehicle might actually be at the time of dispatching to a call.

In addition to weekly meetings regarding transition of the existing CAD records management system, A/C Spainhower also met with CSI representatives and those from Imagetrend, the department's Emergency Medical Services (EMS) software provider. Collaboration between the various data management systems will be a key component of the new RMS system, and will ultimately serve to provide better information for all users in a streamlined, efficient manner.

Deputy Chief McShane began the process of re-evaluating and updating Dover Fire & Rescue's Alarm Cards, which identify predetermined Dover Fire & Rescue, and mutual aid resource allocation for fires as well as city-wide fire protection and emergency medical services. This project is two-fold: 1) Assure the most suitable and efficient use of City and mutual aid resources 2) Prepare response plans for input into CSI, the City's new CAD program.

WEATHER EVENT MANAGEMENT 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	\$16,080.00	\$15,745.00	325.00	\$15,811.25	51.00	\$1,289.28	10.00	\$197.50	4,140.00	\$331.20	\$49,454.23
2/5/2021	Snow	3.00	38.27	\$1,932.50	\$1,782.50	89.00	\$4,329.85	3.00	\$75.84	0.00	\$0.00	0.00	\$0.00	\$8,120.69
2/6/2021	Icy Roads	0.00	18.68	\$668.62	\$125.00	21.00	\$1,021.65	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$1,815.27
2/7/2021	Snow	4.00	301.00	\$9,763.31	\$5,810.00	245.75	\$11,955.74	50.00	\$1,264.00	20.00	\$395.00	0.00	\$0.00	\$29,188.05
2/9/2021	Snow	2.50	174.55	\$5,351.63	\$2,565.00	262.50	\$12,770.63	62.00	\$1,567.36	6.00	\$118.50	0.00	\$0.00	\$22,373.12
2/11/2021	Snow pickup	0.00	188.68	\$6,298.22	\$2,040.00	6.00	\$291.90	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$8,630.12
2/16/2021	Icy Roads	0.00	66.45	\$2,125.37	\$210.00	83.75	\$4,074.44	131.00	\$3,311.68	7.00	\$138.25	0.00	\$0.00	\$9,859.74
2/17/2021	Icy Roads	0.00	18.65	\$633.29	\$210.00	23.00	\$1,118.95	0.00	\$0.00	12.00	\$237.00	0.00	\$0.00	\$2,199.24
2/19/2020	Snow	4.00	220.98	\$6,985.16	\$6,120.00	271.00	\$13,184.15	98.50	\$2,490.08	0.00	\$0.00	690.00	\$55.20	\$28,834.59
2/22/2021	Icy Roads	0.00	66.77	\$2,029.14	\$0.00	102.75	\$4,998.79	23.00	\$581.44	11.00	\$217.25	0.00	\$0.00	\$7,826.62
2/27/2021	Snow/Icy Roads	1.50	93.77	\$3,003.92	\$70.00	49.25	\$2,396.01	7.00	\$176.96	0.00	\$0.00	0.00	\$0.00	\$5,646.89
Winter Season	School/DHA/Arena	0.00	0.00	\$0.00	\$0.00	139.50	\$6,786.68	54.00	\$1,365.12	0.00	\$0.00	0.00	\$0.00	\$8,151.80
2020-2021 Season-Year to Date:		44.25	3,078.77	\$99,926.57	\$73,962.50	2,779.25	\$135,210.51	851.00	\$21,513.28	96.00	\$1,896.00	19,355.00	\$1,548.40	\$334,057.26
FY2021 Budget Spent:				59.84%	82.18%				71.19%					69.31%

WEATHER EVENT MANAGEMENT REPORT

	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
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: 12

- 1 Ban
- 2 Bans

As of 03.15.2021

Total Permits Issued: February 2021

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-036	GEORGE MAGLARAS	31	COCHECHO STREET	CONST. A SHED ROOF	C	24	13900	2000	45
20-518	MARKER 21 HOLDINS LLC	442	CENTRAL AVENUE	INT. ALT. & RENO. FOR NON-RESIDENTI	C	6	21-00	25000	275
20-585	2 HOME COOKS	40	CHESTNUT STREET	UNIT 2, PERFORM INT. ALTERATIONS	C	2	5400	1000	35
21-036	DMC REAL ESTATE HOLDINGS	67	KNOX MARSH ROAD	CREATE HABITABLE BUSINESS AREA O	C	H	3300	167138	1695
20-097	TRACY, ELIZABETH	6	PROSPECT STREET	RENEWAL OF PERMIT #15-450	R	32	200	0	25
20-166	WEBBER	3	PENNY LANE	REMVE/INSTALL NEW DECKNG & RAILS R	R	21	2620	9000	115
20-444	ALEX	120	COUNTY FARM CROSS ROAD	COND/ALT. TO CREATE AN ADU, ABOVE	R	B	14C0	70000	725
20-457	GOOD UP AND DOWN, LLC	126	COUNTY FARM CROSS ROAD	CONST. A SFD W/2 CAR ATT. GARAGE W R	R	B	14DO	375000	3850
20-538	JEREMIAH DICKINSON	1	HULL AVENUE	INSTALL ROOF MOUNTED PV SOLAR SY	R	35	4600	5000	75
20-547	R.V. PAOLINI CONSTRUCTION	17	COTTAGE PARK DRIVE	CONST. A SFD TDR W/2 CAR ATT. GARA	R	M	6	200000	2025
20-566	R.V. POALINI CONSTRUCTION	11	COTTAGE PARK DRIVE	CONST. A SFD TDR W/2 CAR ATT. GARA	R	M	6	200000	2025
21-003	LIVING REV. TRUST OF 2002	14	GAGE STREET	INT. ALT/RENO NEW BATHRM, INSULAT	R	40	900	56000	585
21-005	SALEHKITOU	70	GLENWOOD AVENUE	REPLACEMENT OF 20 WINDOWS	R	E	900	14000	165
21-006	WILLIAMS	5	MULLIGAN DRIVE	2 REPLACEMENT WINDOWS	R	21	2600	2000	45
21-007	MANCUSO	29	ELLIOT PARK	REPLACEMENT OF 9 WINDOWS	R	7	2100	7000	95
21-008	SHOBO	42	PEARL STREET	1 REPLACEMENT WINDOW	R	27	15600	3000	55
21-012	FRENCH	7	SUNSET DRIVE	INSTALL REPLACEMENT WINDOWS	R	14	5P0	12433	150
21-015	LIRETTE	27	SCHOONER DRIVE	CONVERT SCREENED PORCH INTO HAB	R	M	96A5	15000	175
21-019	WARREN	16	PROSPECT STREET	FINISH PORTION OF BASMNT FOR HABI	R	32	2100	16000	185
21-022	STRANGE	105	SPUR ROAD	FINISH INT. UTILITY RM & STUDY	R	L	2200	5000	75
21-023	CANNEY	35	REYNERS BROOK DRIVE	KITCHEN AND BATHRM RENO., RELOC	R	A	47300	49000	515
21-024	ESHENOUR	28	SANDRAS RUN	CREATE HABITABLE AREA IN BASEME	R	G	24J15	40425	435

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-025	KIMBALL	56	DURHAM ROAD	UNIT 51, INSTALL REPLACEMENT WINDO	R	I	9B51	2000	45
21-027	BODA	22	TIDEVIEW DRIVE	REPLACE SKYLIGHT	R	I	2I22	2724	76
21-030	SIMS	6	TIDEVIEW DRIVE	REPLACE TWO SKYLIGHTS	R	I	2I6	3000	77
21-031	LIOE	48	TUTTLE LANE	INSTALL REPLACEMENT WINDOWS	R	M	82A0	15000	175
21-032	LYON	38	FIELDSTONE DRIVE	TO INSTALL REPLACEMENT WINDOWS	R	A	39026	35270	353
21-034	REED	262	GULF ROAD	FINISH BONUS ATTIC ROOM & NEW BA	R	N	8A5	32600	351
21-037	RANDALL	5	WEST CONCORD STREET	REMODEL BATHROOM	R			10000	125
21-051	WONG	143 1/2	SIXTH STREET	INSTALL AN ATTIC ACCESS SCUTTLE H	R	35	6700	2000	45

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

Total Permits Issued: 30

Total Construction Value: \$1,376,590.00

Total Fees Collected: \$14,617.00

Commercial	2	Change of Use	0	
Commercial Renovations	2	Commercial	3	
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	1	
Industrial Renovations	0	Manufactured Dwlg	0	
Manufactured Dwelling	0	Multi-Family Dwelling Units	12	
Single Family Dwelling	3	Single Family Dwellings	2	
Renovations Dwelling Unit	25	Accessory Dwelling Unit	0	
Demo. of a Dwelling Unit	0			
Accessory Dwelling Unit	1			
		Total	7	

NAME	STREET NAME		Total Units	Units Built	Units Left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Mixed Use														
Chinburg	1 Washington	A	36	0	36	6/11/2020	5/26/2020	Site	P17-46A	23	14	6/11/2025	H	1.1
Pointe Place Phase V	Northfield Drive	A	84	16	68	10/13/2020	7/28/2020	Site	P20-32	K	19	10/13/2025	G	2.5
Fakhoury	12 Preble Street	A	12	0	12		7/28/2020	Site	P19-11A	4	76		H	0.4
Soujour	66 Third Street	A	10	0	10	7/2/2020	1/29/2020	Site	P19-61	31	7	7/2/2025	H	0.3
Salty Sea	52 Old Rochester Rd	A	15	0	15	1/9/2018	12/12/2017	Site	P17-74	40	25	1/9/2023	H	0.5
Old Courthouse	First Street	A	71	0	71	2/25/2020	5/28/2019	Site	P19-16A	6	20	2/25/2025	H	2.1
Little Bay Marina	421 Dover Point Road	A	25	0	25	7/31/2020	2/25/2020	Site	P19-05	8	9,10,11	7/31/2025	G	0.8
Total: Mixed Use			253	16	237									2.9
Multi-Family:														
The Station	Grove St	A	87	0	87		12/15/2020	Site	P20-56	31	4		H	2.6
Pointe Place Phase V	Northfield Drive	C	30	16	14	10/13/2020	7/28/2020	Site	P20-32	K	19	10/13/2025	G	0.9
Marker 44	87 Portland Ave	A	32	32	0	6/11/2019	11/13/2018	Site	P-18034	24	114	6/11/2024	H	11.2
Total: Multi-family			149	48	101									
Subdivisions:														
Porch Light Drive	Cataract Ave		10	0	10	12/18/2020	2/25/2020	12/22/2020	P19-80	14	10-G	12/18/2025	W	3.5
Khavari	Leather's Lane	H	40	0	40		12/15/2020		P20-71	I	4-A		G	14.0
Georgakilas/Middle Road	Hayden Drive	H	13	0	13	12/15/2020	10/27/2020		P20-51	M	102-12	12/15/2025	G	4.6
Lawrence & Cheryl Mulcahy	71 Glenwood Road		7	0	7		1/26/2021		P20-18	D	20		H	
Robert Baldwin	144 Mast Road	H	4	4	0	7/28/2020	6/23/2020	10/27/2020	P20-35	I	30	7/28/2025	G	1.4
DRVP Development LLC	Cataract Ave	H	10	0	10	12/18/2020	2/25/2020	12/22/2020	P19-80	14	10-G	12/22/2025	W	3.5
RV Paolini Construction, LLC	Cottage Park Drive	M	5	2	3	6/18/2019	12/11/2018	Site	P18-45	M	6	6/18/2024	G	1.8
Singh	County Farm Cross Road	H	4	3	1	3/14/2018	10/24/2017	3/15/2018	P17-58	B	6G	3/14/2023	H	1.4
Quantum	Littleworth Road	H	6	0	6	8/2/2017	6/13/2017	8/3/2017	P17-34	H	29A	8/2/2022	W	2.1
Whitney Scott	Topaz Drive	H	9	9	0	1/9/2018	6/13/2017	3/6/2018	P17-18	G	9	1/9/2023	W	3.2
Ayer	Eagan Drive	H	17	5	12	11/17/2017	4/11/2017	1/10/2018	P16-25	N	18	11/17/2022	G	6.0
Child's Subdivision	Childs Dr	H	19	19	0	4/9/2013	3/28/2013	3/29/2013	P12-20	N	8A-1	3/28/2018	H	6.7
Arch St	Fresian Drive	H	11	0	11	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	3.9
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.5
Harbor Hills	Shore Ln	H	16	16	0	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.6
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	4	5	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	H	3.2
Picnic Rock	Back River Rd	H	21	20	1	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.4
StoneCroft	Carriage Hill Ln	H	11	10	1	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	3.9
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	30	2	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.2
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.4
Lundy Pointe LLC	Lundy Point	H	10	10	0	7/23/2019	4/9/2019	7/30/2019	P19-20	G	35E	7/23/2024	G	3.5
TDAC	Beaumont (146 Dover Pt)	H	11	11	0	1/8/2019	8/28/2018	Site	P18-14	M	61	1/8/2024	G	3.9
Total: Subdivisions			269	154	115									3.5
Elderly:														
Arbor Woods	Cielo Dr	H	72	64	8	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			72	64	8									
TOTAL APPROVED UNITS			743	282	461									

2. Product & Process Outcomes

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

A new session of Interval Strength, with reduced attendance, began in January. Sessions run every 6 weeks. Pickleball and Badminton continue to be offered as well as youth & adult open gym for basketball. Youth open gym picked up in attendance as school programs ended and kids could return to multiple activities. Youth sports have begun sign-ups online for spring sports and outdoor activities.

February has been a busy month for the Indoor Pool. High School swim teams finished their seasons. Oyster River was able to host two inter-squad swim meets. Great Bay Masters is hosting a miniature 18 person inter-squad meet to finish out the month. With the conclusion of the high school swim season, staff were able to adjust the pool schedule starting March 1st to give back lap time hours throughout the week. Rec Swim on Saturdays was given an additional hour of time. Rec Swim has grown throughout this month hitting capacity on more than one occasion. Lap swim reservations continue to sell out a week ahead of time in the first 5 minutes of opening to the general public at 1pm. The leadership team has been working to bring back some programming this spring. Group swim lessons will have a trial session from April through May starting with the infant/toddler and preschool levels. The pool supervisory staff will be the instructors for these classes to figure out the best approach and curriculum for other instructors to follow leading into summer. Information will be released to the public in the coming weeks. Staff is holding off on outside rentals for the spring, other than Seacoast Swim Association, until internal programs are up and running. Staff is trying to stay ahead of staffing needs by running two lifeguard courses this spring with the March course sold out. An additional class was added in April that will take place during school vacation week for Dover. The class is filling fast. Management staff open the indoor pool 2-3 days per week at the present time but have additional staff hired and high school staff are able to return to work in the month of March.

February at the Dover Arena is always a busy time of year as both Foster Rink and Holt Rink have programs going all day and night, seven days a week. High School hockey season is nearing the end as Dover Arena will be home to several playoff games and is hosting the D2 Boys State Championship Game. Dover Youth Hockey is mid-season with practices and games every day and looking ahead to playoffs and tournaments. Public Skate was popular during the school vacation week. Winter COED League has started and will play every Monday until May. The month of March means high school hockey season is nearing the end. Winter programs will be in full swing. Spring programs will be getting closer to the start. The Spring 3 on 3 League is nearly full for all levels. Dover Youth Hockey will have tryouts as they wrap up their season. Adult and Youth Stick Practice: 157 participants

The Senior Center is pleased to share that many members have already received both COVID vaccinations and are eager to return to a more "normal" schedule, which look forward to taking a step toward in April. Meanwhile, the Center has welcomed back the popular UNH Occupational Therapy program and have continued to offer educational zooms and socially distanced activities like cornhole, ping-pong, and dedicated mini-mystery solving group. Plans to re-open for modified card playing next month are in development now.

The Results from Dover's Traffic Survey are In:

The City received a total of 386 responses to our initial traffic survey. In addition to filling out the actual 5-question survey, there were 153 specific comments and suggestions from the participants. This information is extremely helpful to the engineering team that is working on this project and findings are summarized below. Before doing so, there was a comment from one of the respondents about the fact that traffic volumes in Dover are currently reduced due to the pandemic and many people are working from home. This fact has been realized and Dover intends to continuously monitor these conditions during the coming months to ensure that changes to signal timings are done in a manner that is responsive to the traffic volumes being experienced at the time and will be adjusted as traffic demand returns to pre-pandemic volumes.

Survey Results

The geographical representation of the 386 respondents broke down as follows:

Dover	76%
Rochester	3%
Somersworth	3%
Other	18%

The age breakdown was as follows:

20 and younger	1%
21-30	8%
31-45	23%
45-65	52%
66 and older	16%

It is clear from the responses that the project is being directed at many of the troublesome traffic-related locations throughout the City. All four systems received a strong showing on the scale of general frustration (either Strongly Agree or Agree):

Weeks Crossing	63%
Durham Road/Central Avenue	58%
North Central Avenue	58%
Silver Street	21%

Of the 386 respondents, roughly 40% took additional time to offer specific comments or suggestions. By far, the most of these received were about the Durham Road System – 59. The specific breakdown was as follows:

Durham Road/Central Avenue	59
Weeks Crossing	14
North Central Avenue	13
Silver Street	6

The following are other problem intersections that were mentioned, but are not included in our current project:

-
- Lower Square (Central at Washington)
 - Washington at Chestnut
 - First at Chestnut
 - Durham at Mast Road
 - Jenness at Central and Stark
 - Bellamy at Route 155
 - Indian Brook at 6th
 - 6th at Whittier
 - Indian Brook at Exit 9
 - Several locations along Dover Point Road

In addition, respondents also mentioned other relevant items unrelated to traffic signal timings for vehicles. These included:

- Expanding public transportation
- Speeding along Home, Glenwood, Stark and Silver Streets
- Upgrading crosswalks and pedestrian signal equipment to be more responsive to elderly or visually impaired residents

What's Next

From overwhelming feedback, initial attention will be directed to the Durham Road/Central Avenue Signal System, which includes the 5 traffic signals from Central at Stark to Durham Road at Back River Road. The new data collection equipment for this system is operational and is currently being final tested and accepted by the City. This work should be completed in the next two weeks. The City is also currently acceptance testing the new management software, which should also be completed shortly. Once these tasks are behind us, staff can commence fine tuning corridor signal timings. It is expected that this activity will commence by early April. Advance notice will be provided prior to changes so that reactions to these changes can be monitored as the changes go live.



Bill Boulanger, Deputy Community Services Director

Community Development Planner Carpenter prepared a Resolution for 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. The Planning Board completed their review and forwarded the CPP to the City Council.

Community Development Planner Carpenter prepared a Resolution for the FY22 CDBG Action Plan. There are 8 requests for funding under the Public Services category, 5 under the Public Facilities category and 1 under the Economic Development category. The Planning Board completed their review and forwarded the Action Plan to the City Council.

Planning and Community Development staff worked to finalize areas for zoning and land use amendments in 2021. The amendments were presented to the Planning Board on February 9th, and the Board posted the amendments. It will seek input from property owners, the development community and other stakeholder’s input.

Planning and Community Development staff received a copy of the letter drafted by the Tri City Mayors requesting that each community review opportunities to remove barriers to affordable housing from the community’s zoning ordinance. Staff compiled a list of options and included them in the zoning amendments presented to the Planning Board for its review, February 9th. All work is anticipated to be well underway, if not completed, before the June 2021 deadline.

Planning, Parking, Economic Development, Inspections and Community Services staff met to review options for allowing long term use of parking areas for outdoor seating for restaurants. Staff is reviewing methods to streamline the application and process for approval for outdoor seating.

In early 2020, the City Council approved a purchase of online permit program for land use and building processed permits. The program is a significant investment for the City and staff is working to ensure that it is an investment that is easily used by stakeholders (internal and external) to ensure buy in by the end users. Planning staff has worked with Inspection Services, Engineering and IT staff to review requirements for applications and workflow for the review of 34 distinct permits and plan applications which would be online. The intended roll out of the online software is in the spring of 2021.

Planning and Community Development staff continues to work on developing improved signage in City Hall. These signs will enhance directory needs and flow in City Hall. Included would be ADA enhancements to signs and internal wayfinding.

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 and Inspections staff reviewed the process for Accessory Dwelling Units. These smaller units are used by many homeowners for affordable housing, and as a means to bring revenue in. The process involves initial requests and annual review of the conditions of approval.

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 was interviewed by PhD students completing a research project looking at the evolution of City Management and attracting innovation in the delivery of local government. The project is delving into how to attract younger generations and diversity of demographics into government service and developing methods to combat “this is how it’s done, and will be done” attitudes.

The Assistant City Manager worked with the owner of the Orpheum building located at 104 Washington Street to apply for recognition by the Congress for New Urbanism and PlanNH as part of their awards for merit for design and planning excellence.

The Assistant City Manager, City Planner Benton and City Attorney finalized the 79E application 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. Because the project requires participation in the Community Revitalization Tax Credit program, the Downtown Dover TIF Board and Heritage Commission reviewed and commented on the application which was approved by the City Council on February 24th.

Phase III of the Community Trail work is mostly done with landscaping, fencing, trailhead building, and signage still to occur in the spring. In the spring, final paving and brickwork will be completed on Phase III.

For phase IV, Planning Staff received the notice to proceed with the engineering study for Phase IV of the trail which would add a trail in Bellamy Park connecting the schools to Route 155 behind some multi-family housing developments. The Council authorized the contract for Fuss and O’Neil to design the trail in this area. Staff reviewed a concept plan in September and is working with NHDOT and the consultant on different conceptual options. Staff walked one proposed route on September 23, 2020 and virtually met with NHDOT about changing location of trail route to south side of Bellamy River. Staff continues to work with the consultant and NHDOT about revising the scope and location of the proposed trail and seeing which option is worth pursuing based on available budget. Staff walked the trail with NHDOT staff on February 19th and had a meeting with the consultants on revising the change order scope on February 22nd to identify the feasibility of a bridge over the Bellamy River near Bellamy Park.

The Assistant City Manager attended the New Hampshire Planners Association Legislative Committee each Friday in February.

Dover Coalition for Youth continues to push out the In Our School Campaign highlighting the fact that the majority of students don't misuse Rx drugs, alcohol, marijuana or e-cigarettes. As schools are preparing to reopen, the Coalition has been working closely with Dover High School to continue to promote the campaign in the building. The Coalition has provided 400 floor decals that the school has used in the cafeteria, gymnasium and auditorium to help with social distancing. Hand sanitizer and posters were also provided and are in use throughout the school. Dover High School created a short video highlighting procedures as students return to the building.



Members of the Coalition and police department had a meeting with the NH Liquor Enforcement on February 17th. The meeting was to discuss a possible partnership between Liquor Enforcement and the Dover Coalition for Youth to provide trainings to young adults connected with UNH that are caught violating an alcohol law.

Dover Youth to Youth member Grace Lunney submitted written testimony to the state legislature objecting to the proposal under consideration that would legalize marijuana. The New Hampshire House Criminal Justice & Public Safety Committee voted to “retain” HB 629 (Home Cultivation) and HB 237 (Full Commercialization) effectively ending any chance of either bill passing this year.

Dover Youth to Youth and State Senator David Watters are working on a proposal, now designated as Senate bill 62, that would limit menthol, candy and other flavors in e-cigarettes and vapor products in New Hampshire. In January students worked on testimony and on February 1st, Dover student Claire Roy testified (virtually) in favor of HB 62.

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 space. All necessary precautions to operate safely have been taken. During the month of February 2021, the TC Study Blocks had a total attendance of 131 participants over 19 days.

Some program highlights for the month of February 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 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 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.

- ***February School Vacation Week***

Because many destinations that the Dover Teen Center goes to for excursions during a non-pandemic school vacation week are still at limited occupancy and for safety reason, the teen center was limited to having drop-in days with featured foods and fun events. This year, the teen center sponsored multiple "TC Drive-Ins" featuring a lunch special and a DVD movie with fresh-popped popcorn. TC Staff also sponsored tournaments and gaming all week long.

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

A weekly email is sent to teen center 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 (2) registrations in February 2021. They will continue to engage previously-registered youth participants first, and welcome new students that are in need of services along the way. Particularly those that come to the center through school referrals.

The Community Service program tracked (1) participant in the month of February 2021. A total of (2.5) hours of community service work was completed with (0) participants finishing allocated hours.

The Diversion Committee met on February 24, 2021. There was 1 case in active Diversion contracts and 1 successful completion.

During the month of February, Dover Middle School Liaison Officer Dunne assisted DMS staff with one call for service. Officer Dunne has been assigned to evening shift, therefore she has not been working when the majority of assistance calls are requested by staff.

On February 15th, Officer Dunne responded to a residence to check the welfare of an 8th grade student. The student had emailed a guidance counselor admitting to cutting herself that evening. After some discussion with the parent, Officer Dunne transported the student to Wentworth-Douglass Hospital to receive medical treatment and a mental health evaluation. Officer Dunne informed the school of the outcome.

Officer Dunne has continued her involvement with Big Brothers Big Sisters of New Hampshire as well. Officer Dunne and her Little Sister have been spending time together crafting and continuing to build their bond.

On February 8th, Dover High School Liaison Officer Glowacki conducted a welfare check on a student. The check was requested by DHS faculty due to poor attendance in online classes. Officer Glowacki made contact with the student and a parent. He ensured the parent contacted school administrators to discuss the matter.

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.

Officer Cooper, Whittier Falls Liaison Officer, made two arrests within the Whittier Falls neighborhood during the month of February. One was related to an assault and the second was for criminal trespass.

Officer Cooper assisted Executive Director Allan Krans with housing inspections for those residents who are in the eviction process. Overall, there were no major issues with the cleanliness of the apartments; however, one of the residents was arrested during the inspection on a warrant issued out of Rockingham County. Additionally, Officer Cooper arrested the resident's boyfriend/guest because he was banned from all of DHA property. The resident has been given notice to vacate and will be scheduled for an eviction hearing.

In February, the DHA Board of Commissioners selected the next Executive Director of Whittier Falls, Lt. Col. Ryan Crosby. Crosby, who will be retiring from the US Army, will start as the new Director sometime in early June.

Officer Cooper has been selected to the new team leader for the negotiators for the Strafford County Regional Tactical Operations Unit (SCRTOU). Currently, the team only has five negotiators. Officer Cooper updated the negotiator position posting and it was distributed to agencies within the county. Officer Cooper will be taking part in the selection process to fill the open position(s). As the team leader, Officer Cooper also coordinates training and ensured that the newest negotiator will attend a 40 hour FBI Crisis Negotiation training in March.



Officer Cooper participating in a drive by birthday parade.

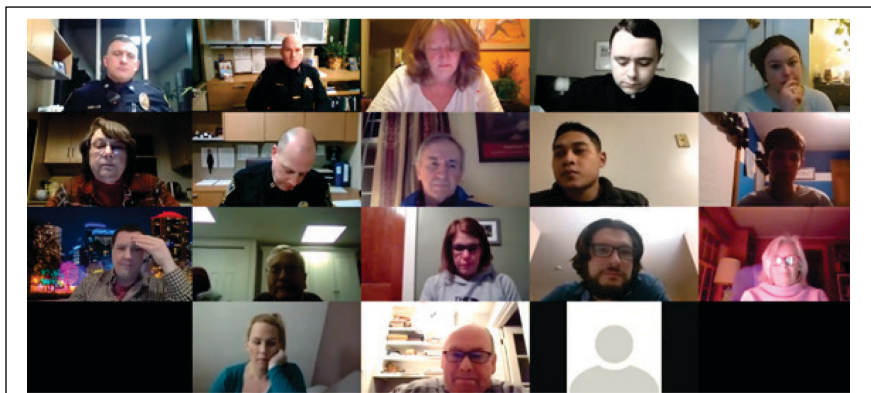
Officer Cooper participated in two birthday parades for young children.

Officer Cooper assisted with traffic control at Woodman Park on the first two days of school. Officer Cooper met with staff and suggested traffic patterns to alleviate congestion.

Throughout the month, Officer Cooper participated in ten calls for service that were unrelated to the Dover Housing Authority.

On February 25th, Officer Cooper participated as a member of the police department's oral board panel in order to conduct initial interviews for police officer candidates.

The Police-Community Engagement Committee met virtually on February 18th. During the meeting Chief Breault reviewed the department's 2020 Use of Force Analysis as well as 2020 Racial, Ethical and Gender data collected by the department. The reports can be accessed at <https://www.dover.nh.gov/government/city-operations/police/statistics-and-reports/>



More information about the Dover Police Department's Community Engagement Committee can be found at <https://www.dover.nh.gov/government/city-operations/police/community-engagement-committee/>

Assistant Chief Dale Spainhower finalized and submitted an application under FEMA's Assistance to Firefighters Grant program. After weeks of data analytics processing and evaluation, along with the assistance of other DFR administrative staff members in drafting various grant narratives and



Demonstration of the Power Load System

review of the final grant presentation, A/C Spainhower submitted the final copy, requesting \$82,378 to support the purchase of (3) "Power Load" systems for DFR front line and reserve ambulances. These systems are designed to help eliminate a known risk exposure in acute and repetitive back/muscle strain injuries, potentially saving the City hundreds of thousands of dollars in insurance claims and lost-time work coverage.

Fire Department members continued to assist the State of NH in the COVID-19 vaccination effort. In addition to regularly staffing shifts at the State's Fixed Site on Indian Brook Dr, Dover Fire also joined efforts with the Strafford County Public Health Network to bring vaccinations "in-house" to over 220 residents of every property managed by the Dover Housing Authority. Also in February, all residents of Cocheco Park Apartments and Riverview Apartments were vaccinated.



DFR members register, vaccinate and monitor over 50 residents of the Niles Drive/Cocheco Court property complex of the Dover Housing Authority on February 4th, 2021.



On February 26th, Chief Haas and Division Chief Irwin met with representatives from the NH National Guard to tour two perspective vaccination sites in the City. The State of NH and the NHNG



Dover Fire Advanced EMT Patrick Babel prepares to deliver a vaccine dose to Shawn St Hilaire of Rollinsford at the Fixed Site Clinic on Indian Brook Dr. (Shawn St Hilaire photo)

are considering moving the drive-through vaccination site at C&J Trailways to an interior location with the capacity for a greater throughput than what currently exists at C&J. Talks are ongoing, and there is not a rush to presently move the operations, as the Dover outdoor site is one of, if not the most successful sites in the State. This is no small part due to the hard work and dedication of the more than 40 members of Dover Fire & Rescue who are participating the vaccination process at that location. As of 28 February, Dover Fire & Rescue personnel have covered 148 vaccination shifts for a total of 1,016 work-hours. These represent shifts for clinics run by the department as well as working with the National Guard's Fixed Site on Indian Brook Drive.

3. Leadership & Governance Outcomes

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

In February, Media Services continued to provide updates on the COVID-19 pandemic on a regular basis through email updates, social media and Channel 22.

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 second in the monthly series was held in February. The lecture, "Dover in the 17th Century: Abenaki Life and History from an Indigenous Perspective," featured Paul and Denise Pouliot, who discussed the myths, misconceptions, food-ways, lifeways, and history of an acculturated and assimilated Indigenous People. Nearly 400 people attended the virtual lecture. Following the live presentation, Media Services prepared the video for online distribution across other media.

In February, Media Services also produced several informational videos for Channel 22 and online distribution. These included previews of upcoming public meetings and how to make online payments for various city services and bills.

Media Services created assorted media to announce the launch of a new traffic signalization project, funded by a federal grant. Press releases, social media, an online survey and an informational video were produced to explain the program, a partnership with the Federal Highway Administration (FHWA) and the New Hampshire Department of Transportation (DOT). The program includes the installation of innovative technologies at 17 intersections within the Central Avenue corridor to coordinate traffic signals and improve traffic flow. The video produced by Media Services can be viewed here:

<https://dovernh.viebit.com/player.php?hash=WPwgOuxNGoqm>

In addition, Media Services produced the second in a 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 February distributed several news releases and public information across numerous platforms for other city matters, including ongoing projects and special announcements.

Media Services prepared and distributed 56 email newsletters and alerts in February, 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 65 press releases and numerous updates to the website and social media in February.

In February, DNTV-22 televised live, rebroadcast and made available online 25 public meetings.

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

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

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 2,551 likes and 2,735 followers).

The Assistant City Manager presented on strategies for affordable housing that Dover has developed as part of a housing panel on February 5th. The Panel also included a real estate expert, a developer, an engineer and a representative of New Hampshire Housing Finance.

Planning and Media Services staff have created video previews of Planning and Zoning Board agendas for meetings in February. The videos include the plans themselves with a detailed introduction of the plan, and opportunities for engagement.

Planning and Media Services staff continued to develop and enhance an electronic “newsletter” for planning related items. Content included meeting summaries, meeting previews, and various special topics about the roles and activities Planners undertake.

The Dover Coalition for Youth worked 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 was 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 because a summit won't be held this spring.

On February 1, 2021, five members of Dover Youth to Youth provided a 90-minute presentation to student leaders and staff from the Fairfield (CT) CARES Coalition. The training provided instruction on effective presentation skills for youth advocates.

On February 21, 2021, a team of older Dover Y2Y students provided a 90-minute presentation to youth leaders from Trumbull, CT on youth empowerment and advocacy. The Connecticut students also received instruction on the process of recording a radio public service announcement.

On February 25, 2021, Dover Youth to Youth students provided a webinar for youth leaders from Somerville, MA on Pop Culture Influences on Underage Drinking.

4. Financial & Benchmark Outcomes

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

PURCHASE ORDERS – OVER \$5,000 (OCTOBER, NOVEMBER & DECEMBER, 2020)

Department/Division	PO Date	Vendor Name	Amount
City Finance Office	02/03/2021	PEOPLES UNITED BANK-BOND PAYMENTS	\$25,000.00
City Finance Office	02/03/2021	STATE OF NH-DES-WATER DIVISION	\$87,183.88
City Finance Office	02/03/2021	STATE OF NH-DES-WATER DIVISION	\$465,180.99
City Finance Office	02/03/2021	US BANK NATIONAL ASSOCIATION	\$705,856.25
City Finance Office	02/09/2021	US BANK NATIONAL ASSOCIATION	\$1,332,445.64
City Finance Office	02/09/2021	US BANK NATIONAL ASSOCIATION	\$1,853,400.00
Info Tech	02/11/2021	FIRSTLIGHT	\$11,175.34
Community Services	02/10/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$5,372.35
Community Services	02/02/2021	2-WAY COMMUNICATIONS	\$5,974.00
Community Services	02/26/2021	AFFINITY LED LIGHT, LLC	\$6,497.50
Community Services	02/09/2021	WILLIAMSON ELECTRICAL CO., INC.	\$6,631.65
Community Services	02/10/2021	CHADWICK BAROSS, INC.	\$8,534.61
Community Services	02/09/2021	S.J CANTWELL, INC.	\$8,600.00
Community Services	02/23/2021	NORTHEAST LANDCARE, LLC	\$9,720.00
Community Services	02/01/2021	NORTHERN N.E. PASSENGER RAIL AUTHORITY	\$15,443.00
Community Services	02/23/2021	NORTHEAST LANDCARE, LLC	\$36,290.00
Community Services	02/23/2021	UNDERWOOD ENGINEERS, INC.	\$155,000.00
Executive	02/09/2021	CCMSI	\$71,827.89
Fire and Rescue	02/09/2021	VERIZON WIRELESS	\$5,249.95
Fire and Rescue	02/02/2021	2 WAY COMMUNICATIONS SERVICE, INC.	\$6,898.00
Fire and Rescue	02/11/2021	ELECTRIC LIGHT CO, INC.	\$18,855.00
Fire and Rescue	02/02/2021	MACMULKIN CHEVROLET, INC.	\$72,514.00
Police	02/02/2021	DELL MARKETING L.P.	\$38,142.00
Recreation	02/26/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$8,005.98
Recreation	02/25/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$9,392.24
Recreation	02/25/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$14,295.12
Recreation	02/26/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$17,003.87

BIDS

Department	Bid #	Bid Date	Description
Community Services	Q21-012	2/5/2021	Masonry Supplies
Community Services	Q21-013	2/10/2021	T-Shirts for the Community Services Department
Finance	Q21-011	2/10/2021	Tax, Water/Sewer, MVe and Donation Bulk Envelopes
Finance	Q21-010	2/10/2021	Preprinted Invoice Stock
Community Services	B21049	2/17/2021	Aboveground Storage Tank Removal and Installation
Community Services	B21057	2/25/2021	Public Safety Vehicle Equipment Removal and Installation
Community Services	B21051	2/26/2021	Traffic Control / Flagging Services
Community Services	Q21-012	2/5/2021	Masonry Supplies

The new Engine/Pumper committee continued to meet in February, with the goal of having an order ready to place in March/April. The committee viewed several demo models, decided on a final vendor, and will continue working through the detailed specification list to arrive at a final vehicle order that will be placed in accordance with the H-GAC Cooperative Purchasing Program for Municipalities.

Also in February, the result of a similar committee-style department vehicle purchase was delivered to Dover Fire & Rescue. Ambulance 9 (permanent vehicle #) will be assigned to the South End station and operate under the in-service designation of Ambulance 3. Similar to the previous two ambulance



purchases, Ambulance 9 is the result of the hard work of the purchasing committee, including input from the department Mechanic. Prior to being placed in service, the ambulance was extensively reviewed against the specifications it was ordered under, had inventory and equipment installed and/or mounted in their final locations, inspected and licensed by the State of NH Bureau of EMS, and spent time on each shift where every member was required to complete the department's driving course to ensure familiarity with the vehicle before responding on emergency calls.

City of Dover

Revenues of Major Funds February 28, 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	943,531	49,992,335	53.0%	\$ 44,231,937	\$ -	\$ 44,231,937	(46.9)%
Licenses & Permits	6,734,924	410,746	4,390,924	65.0	2,344,000	-	2,344,000	34.8
Intergovernmental	2,786,650	119,315	2,556,623	92.0	230,027	-	230,027	8.3
Charges for Services	4,385,373	368,843	2,716,747	62.0	1,668,626	(22,316)	1,690,942	38.6
Miscellaneous Revenue	359,440	22,501	658,070	183.0	(298,630)	(5,982)	(292,648)	(81.4)
Education	16,803,088	1,621,797	12,274,860	73.0	4,528,228	-	4,528,228	26.9
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	3,486,733	72,589,560	58.0%	\$ 53,313,134	\$ (28,298)	\$ 53,341,432	42.4%
3213 Parking Activity Fund								
Licenses & Permits	\$ 210,000	17,548	181,756	87.0%	28,244	\$ -	\$ 28,244	13.4%
Parking Income	891,351	48,456	412,530	46.0%	478,821	-	478,821	53.7%
Parking Fines	205,000	15,248	101,435	49.0%	103,565	-	103,565	50.5%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 1,306,351	81,252	695,721	53.0%	\$ 610,630	\$ -	\$ 610,630	46.7%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 12,666	-	-	0.0%	\$ 12,666	\$ -	\$ 12,666	100.0%
Charges for Services	1,746,315	113,455	1,103,265	63.0%	643,050	-	643,050	36.8%
Miscellaneous Revenue	0	76	2,943	0.0	(2,943)	-	(2,943)	0.0
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3320 Residential Solid Waste	\$ 1,758,981	113,531	1,106,208	63.0%	\$ 652,773	\$ -	\$ 652,773	37.1%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 734,830	54,253	457,148	62.0%	\$ 277,682	\$ -	\$ 277,682	37.8%
Operating Transfers In	131,604	9,753	78,021	59.0	53,583	-	53,583	40.7
Sub-total : 3381 McConnell Center	\$ 866,434	64,006	535,169	62.0%	\$ 331,265	\$ -	\$ 331,265	38.2%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	3,421	38,452	9.0%	\$ 391,968	\$ -	\$ 391,968	91.1%
Miscellaneous Revenue	11,500	990	4,567	0.4	\$ 6,933	-	\$ 6,933	60.3
Operating Transfers In	20,000	-	-	0.0	20,000	-	20,000	100.0
Other Financing Sources	-	-	-	0.0	0	-	0	0.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	4,411	43,019	9.0%	\$ 418,901	\$ -	\$ 418,901	90.7%
5300 Water Fund								
Intergovernmental	\$ 2,500	-	-	0.0%	\$ 2,500	\$ -	\$ 2,500	100.0%
Charges for Services	5,799,106	650,912	3,995,035	0.7	\$ 1,804,071	-	1,804,071	31.1
Miscellaneous Revenue	70,500	9,092	84,400	1.2	\$ (13,900)	-	(13,900)	(19.7)
Other Financing Sources	87,500	-	-	0.0	87,500	-	87,500	100.0
Sub-total : 5300 Water Fund	\$ 5,959,606	660,004	4,079,435	68.0%	\$ 1,880,171	\$ -	\$ 1,880,171	31.5%
5320 Sewer Fund								
Intergovernmental	\$ 30,187	-	13,854	46.0%	\$ 16,333	\$ -	\$ 16,333	54.1%
Charges for Services	8,055,342	906,195	5,408,344	67.0	2,646,998	-	2,646,998	32.9
Miscellaneous Revenue	57,000	5,975	70,249	123.0	(13,249)	-	(13,249)	(23.2)
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 8,663,521	912,170	5,492,447	63.0%	\$ 3,171,074	\$ -	\$ 3,171,074	36.6%
6100 Dovernet Fund								
Charges for Services	\$ 1,054,265	87,841.59	702,928	67.0%	\$ 351,337	\$ -	\$ 351,337	33.3%
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	87,842	727,928	63.0%	\$ 435,822	\$ -	\$ 435,822	37.4%
Total : REVENUES	\$ 146,083,257	5,409,948	85,269,487	58.0%	\$ 60,813,770	\$ (28,298)	\$ 60,842,068	41.6%

City of Dover

Expenditures of Major Funds February 28, 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	\$ 15,291	\$ 281,073	58.0%	\$ 200,536	\$ 149,644	\$ 50,892	10.6%
Executive	1,828,923	114,734	1,002,174	55.0	826,749	345,109	481,639	26.3
Finance	2,182,771	148,654	1,399,474	64.0	783,297	480,039	303,258	13.9
Planning	809,229	46,845	499,798	62.0	309,431	173,397	136,034	16.8
Misc General Government	1,006,788	198	533,832	53.0	472,956	251,594	221,361	22.0
Police	9,870,581	703,315	6,113,667	62.0	3,756,914	2,059,521	1,697,393	17.2
Fire & Rescue	9,957,320	784,352	6,643,071	67.0	3,314,249	1,770,250	1,543,998	15.5
Community Service Public Works	8,574,018	578,259	3,713,189	43.0	4,860,829	1,413,350	3,447,480	40.2
Recreation	2,526,883	166,623	1,396,023	55.0	1,130,860	498,879	631,981	25.0
Public Library	1,562,013	102,989	921,298	59.0	640,715	331,311	309,404	19.8
Public Welfare	805,767	34,387	232,345	29.0	573,422	65,108	508,314	63.1
Debt Service	6,208,772	432	4,248,380	68.0	1,960,392	2,234,383	(273,992)	(4.4)
Other Financing Sources/Uses	3,714,003	1,273,623	2,226,487	60.0	1,487,516	-	1,487,516	40.1
School	66,811,056	4,325,358	31,503,512	47.0	35,307,544	26,860,165	8,447,379	12.6
Intergovernmental	9,562,961	-	9,562,961	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 125,902,694	\$ 8,295,060	\$ 70,277,283	55.8%	\$ 55,625,411	\$ 36,632,752	\$ 18,992,658	15.1%
3213 Parking Activity Fund								
Police	\$ 1,306,351	\$ 43,073	\$ 404,769	31.0%	\$ 901,582	\$ 201,479	\$ 700,104	53.6%
Sub-total : 3213 Parking Activity Fund	\$ 1,306,351	\$ 43,073	\$ 404,769	31.0%	\$ 901,582	\$ 201,479	\$ 700,104	53.6%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,827,982	\$ 189,523	\$ 972,071	53.0%	\$ 855,911	\$ 718,501	\$ 137,410	7.5%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,827,982	\$ 189,523	\$ 972,071	53.2%	\$ 855,911	\$ 718,501	\$ 137,410	7.5%
3381 McConnell Center Fund								
Recreation	\$ 866,434	\$ 31,971	\$ 279,232	32.0%	\$ 587,202	\$ 137,309	\$ 449,893	51.9%
Sub-total : 3381 McConnell Center Fund	\$ 866,434	\$ 31,971	\$ 279,232	32.2%	\$ 587,202	\$ 137,309	\$ 449,893	51.9%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 5,196	\$ 56,858	12.0%	\$ 405,062	\$ 3,156	\$ 401,905	87.0%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 5,196	\$ 56,858	12.3%	\$ 405,062	\$ 3,156	\$ 401,905	87.0%
5300 Water Fund								
Community Service Public Works	\$ 6,115,593	\$ 319,693	\$ 2,979,874	49.0%	\$ 3,135,719	\$ 749,079	\$ 2,386,640	39.0%
Sub-total : 5300 Water Fund	\$ 6,115,593	\$ 319,693	\$ 2,979,874	48.7%	\$ 3,135,719	\$ 749,079	\$ 2,386,640	39.0%
5320 Sewer Fund								
Community Service Public Works	\$ 8,840,505	\$ 562,318	\$ 4,362,112	49.0%	\$ 4,478,392	\$ 1,132,035	\$ 3,346,357	37.9%
Sub-total : 5320 Sewer Fund	\$ 8,840,505	\$ 562,318	\$ 4,362,112	49.3%	\$ 4,478,392	\$ 1,132,035	\$ 3,346,357	37.9%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,669,358	\$ 108,631	\$ 668,644	40.0%	\$ 1,000,713	\$ 475,073	\$ 525,640	31.5%
Sub-total : 6100 Dovernet Fund	\$ 1,669,358	\$ 108,631	\$ 668,644	40.1%	\$ 1,000,713	\$ 475,073	\$ 525,640	31.5%
Total : EXPENDITURES	\$ 146,990,836	\$ 9,555,466	\$ 80,000,844	54.4%	\$ 66,989,992	\$ 40,049,384	\$ 26,940,608	18.3%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) February 28, 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	35,427	522,118	44.3	655,532	0	655,532	55.7
Expenditures	964,263	71,865	557,892	57.9	406,370	244,882	161,488	16.7
Debt Service								
Principal	205,000	0	0	-	205,000	0	205,000	100.0
Interest	8,388	0	0	-	8,388	0	8,388	100.0
	0	(36,438)	(35,774)	(14)	35,774	(244,882)	280,656	(161)

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 – March, 2021

Employee Name	Division	Years of Service
O Brien, Michael J	Public Works	22
Vermette, Claire I	Finance	19
Hudick, Jeffrey	Fire	18
Turner, Gregory A	Police	15
Barufaldi, Daniel J	Executive	12
Crowley, Lisa B	Police	8
Hunter, Karen N	Police	8
Landry, Brian D	Public Works	7
McCassey, Holly S	Finance	7
Hawthorne, Beth	Police	6
Roesch, Benjamin E	Fire	6
Pitts, Caitlyn M	Finance	5
Reed, Christian J	Police	2
Driscoll, Erin S	Police	1
Hughes, Jonathan M	Library	1
McGonigle, David A	FG	1

FEBRUARY SEPARATIONS:

- 1 Community Services
- 1 Fire Department

FEBRUARY NEW HIRES:

- 2 Community Services
- 1 Fire

Jimmy Casey, WWTF Lab Technician, attended the Operation of Wastewater Treatment Plants course sponsored by California State University. This is a five-month virtual course.

Dave White, City Engineer, and Maxwell Kenney, Assistant City Engineer, attended the 2021 Stormwater Summit sponsored by the American Public Works Association. The two-day summit was held virtually.

Joseph Boucher, Public Works Supervisor, Patrick Pilewski, Pump Station Operator II, and Bill Purpura, Inventory Coordinator, attended the Using Unidirectional Flushing course sponsored by the New England Water Works Association. This course was held virtually.

Mushtaq Baig, SCADA System Administrator, and Quinten Glidden, Pump Station Operator II, attended the Drinking Water Basics Course sponsored by the New Hampshire Water Works Association. This is a 10-week virtual course.

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

- Shape of Chicago – The Color Tax dilemma
- PlanNH town hall to review continued innovative housing opportunities
- Community Engagement that leads to Results.

Planning and Community Development staff all read “Racial Equity in Planning Organizations” an article reviewing the use of discrimination tactics in land use, and how planning organizations can address tactics.

Planning Staff received applications from 35 candidates for the Assistant City Planner Position and held initial interviews with six semi-finalists on February 23 and 24th with follow-up interviews with 2 finalists on February 26th. Negotiations with a finalist should occur in early March.

During the month of February, all sworn officers attended a virtual training called Changing Perceptions: A Fair and Impartial Policing Approach. The training covered Implicit Bias and helped to train officers to recognize their own bias in order to ensure that decisions are not made and actions are not taken based on bias. The training included videos of scenarios and an opportunity for the officer to make a decision as to which action to take. The outcome depended on the action taken and the lesson varied depending on the outcome.

On February 17, Officer Dunne attended virtual training entitled Social Media Trends. This class focused on current trends in social media and provided Officer Dunne with tools to teach students and parents about these trends in order to help protect the children. The class also equipped the officer to conduct investigations that involve social media.

On February 18-19, Officers Carlson and Cooper attended virtual training entitled Resilience training. The training helps officers prevent and recover from stress-related conditions (including PTSD, depression, anxiety, substance use disorders, problem anger, sleep and

relationship problems) while optimizing mental well-being and performance under pressure. The class stresses the need to learn the skills of resilience and teach these skills to others.

On February 22, Detectives Lynch, Donais, and Courter attended virtual training called Victims, Trauma & You. The class focused on how crime victims deal with trauma and how best to identify that a victim has been through trauma. It also described how to better approach and speak with traumatized victims and individuals.

During the month, Officer Levin attended a remote learning course facilitated by the New Hampshire Child Passenger Safety coordinator to achieve continuing education credits toward recertification as a CPS technician.

On February 11, 2021, Vicki Harris and Dana Mitchell participated in a training hosted by the Raymond Coalition for Youth. The training featured DEA Special Agent in Charge John DeLena and looked at what NH is seeing in regards to methamphetamine use in the state.

Dana Mitchell and Vicki Harris participated in the Prime for Life training hosted by CADY on February 22nd and 24th. The 8 hour training focused on alcohol and marijuana harm reduction strategies.

On February 18 and 19, 2021, Officer Cooper completed a virtual course entitled Psychological Survival Skills for Before, During and After Crisis. The knowledge gained will assist Officer Cooper with a variety of calls for service and her role as a hostage negotiator.

On February 10th, 11th and 12th, the annual paramedic refresher training program was conducted in conjunction with Wentworth Douglass Hospital. This training program is normally held in a classroom setting but not unlike all other changes required over the past year, this year's refresher was held in a 100% virtual setting. Coordination with staff at WDH allowed us to deliver 24 hours of training from 18 different presenters seamlessly.

Raymond Vermette, Waste Water Treatment Plant Supervisor, received the NEWEA PAST PRESIDENTS Plaque and Pin at the 2021 NEWEA Annual Conference. Ray was also nominated to be a Water Environment Federation (WEF) Delegate.

The fire Department has placed the Holmatro battery powered hydraulic extrication tools in service. A set of cutters, spreaders and a ram were purchased to update and upgrade the existing "corded" hydraulic tools. Fire Department members received vehicle extrication training from the Holmatro representative on the overall function, care, maintenance and use of the tools.



Typically, this type of tool is used for patient extrication in motor vehicle accidents. Because of the portability and ease of use, the battery powered spreaders were used to force a metal door open at a structure fire in less time it would take to manually force the same door.

Vehicle extrication training with Dover Fire & Rescue's new Holmatro battery powered hydraulic extrication tools. This photograph captured the vehicle's airbag precisely at the time of inflation. This training was conducted by Safety & Training Chief Craig Chabot with the training objective of demonstrating the force released by vehicle airbags during deployment. Firefighters are often in compromised situations and are vulnerable to unintentional airbag deployment when extricating victims from motor vehicles.



Motor vehicle airbag deployment during training.

On Monday February 15, 2021, Firefighter Cole Poth will began his employment at Dover Fire & Rescue. FF/EMT Poth earned his FFI certification while enrolled in Dover's CTC Program, followed by his EMT-Basic certification in 2019 and then FFII in 2020. During that time, FF Poth served in the U.S. Marine Corps. Following his military service, FF Poth began his Fire & EMS career working for AMR, Milton Fire & Rescue, and Barrington Fire & Rescue.



*Firefighter/EMT
Cole Poth*

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.

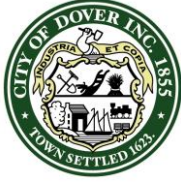
City Planner Bird participated in an online meeting of the Coastal Adaptation Workgroup on February 4th to hear a presentation on an engaged scholarship proposal.

City Planner Benton met with the Electric Vehicle Charging Station Subcommittee on February 10.

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 - AGENDA</th></tr> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Conference Room</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, March 10, 2021</td></tr> <tr> <td>Meeting Time:</td><td>7:00 pm</td></tr> </table>	CITY COUNCIL - AGENDA		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Conference Room	Meeting Date:	Wednesday, March 10, 2021	Meeting Time:	7:00 pm
CITY COUNCIL - AGENDA											
Meeting Type:	Regular Meeting										
Meeting Location:	City Hall, Council Conference Room										
Meeting Date:	Wednesday, March 10, 2021										
Meeting Time:	7:00 pm										

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Thibodeaux led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Gasses and Councilor O'Connor.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Ciotti moved to substitute the background information for Item 13.B.1.

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

Roll Call Vote: 7/0.

7. PUBLIC HEARINGS

A. CHAPTER 9, SECTION 2 – BOARD OF HEALTH SPONSORED BY COUNCILOR THIBODEAUX

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

8. CITIZEN'S FORUM

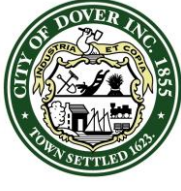
Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

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.

Adam Anderson, 41 Nye Lane: He spoke in regards to the Board of Health Ordinance.

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

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - AGENDA</th></tr> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Conference Room</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, March 10, 2021</td></tr> <tr> <td>Meeting Time:</td><td>7:00 pm</td></tr> </table>	CITY COUNCIL - AGENDA		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Conference Room	Meeting Date:	Wednesday, March 10, 2021	Meeting Time:	7:00 pm
CITY COUNCIL - AGENDA											
Meeting Type:	Regular Meeting										
Meeting Location:	City Hall, Council Conference Room										
Meeting Date:	Wednesday, March 10, 2021										
Meeting Time:	7:00 pm										

9. CITY MANAGER’S REPORT

City Manager Joyal gave an overview of COVID-19 vaccinations and relief programs. He advised the Council and citizens that it will be a very busy construction season this year. Deputy Mayor Ciotti moved to accept the City Manager’s Report; seconded by Councilor Williams.
Roll Call Vote: 7/0.

10. APPROVAL OF MINUTES

- A. February 24, 2021 – Regular Meeting**
- B. March 3, 2021 – Workshop Session**

Deputy Mayor Ciotti moved to approve the Minutes; seconded by Councilor Shanahan.
Roll Call Vote: 7/0.

11. MAYOR’S REPORT

Mayor Carrier listed the events and meetings he attended during the past two weeks:

- Meeting with Chris Pappas
- Meeting with NH Mayors

He spoke about the Schools reopening and other events happening in the City. Restaurants opening and offering outside dining.
Deputy Mayor Ciotti moved to accept the Mayor’s Report; seconded by Councilor Williams.
Roll Call Vote: 7/0.

12. UNFINISHED BUSINESS

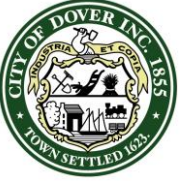
A. ORDINANCES IN THE 2nd READING

1. CHAPTER 9, SECTION 2 – BOARD OF HEALTH
SPONSORED BY COUNCILOR THIBODEAUX

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Thibodeaux.
Councilor Thibodeaux gave an overview of the Ordinance to the Council.
Roll Call Vote: 7/0.

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

 CITY OF DOVER	CITY COUNCIL - AGENDA Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, March 10, 2021 Meeting Time: 7:00 pm
---	--

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B11001 WRIGHT-PIERCE ADDITIONAL SCOPE OF WORK #6 FOR ENGINEERING CONSTRUCTION ADMINISTRATION SERVICES FOR THE STARK AVENUE & DOWNTOWN SEWER REHABILITATION PROJECT-PHASE A**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B21044 REAL ESTATE SERVICES FOR ENTERPRISE PARK**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B21059 BUILDING MATERIALS AND HARDWARE – STATE OF NH CONTRACT WITH AUBUCHON HARDWARE**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **B21063 MISCELLANEOUS FASTENERS AND MATERIAL REPAIR/OPERATION AND INDUSTRIAL SUPPLIES – STATE OF NH CONTRACT WITH FASTENAL COMPANY**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **B21064 BUILDING MATERIALS & HARDWARE AND PLUMBING & FIXTURE REPAIR PARTS – STATE OF NH CONTRACTS WITH F.W. WEBB COMPANY**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

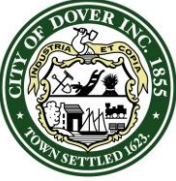
- | | |
|---|---|
| 1. School Board | 16. Racial Equity and Inclusion Ad-Hoc Committee |
| 2. Planning Board | 17. Recreation Advisory Board |
| 3. Appointments Committee | 18. Solid Waste Advisory Commission |
| 4. Arena Commission | 19. Stormwater and Flood Resilience Funding Ad-Hoc Committee |
| 5. 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. Cocheco 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 | |

Deputy Mayor Ciotti moved for the adoption of the Consent Calendar; seconded by Councilor Shanahan.

The Council did not pull any items for further discussion.

Roll Call Vote: 7/0.

Councilor Muffett-Lipinski gave an overview of the School Board Report to the Council.

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - AGENDA</th></tr> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Conference Room</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, March 10, 2021</td></tr> <tr> <td>Meeting Time:</td><td>7:00 pm</td></tr> </table>	CITY COUNCIL - AGENDA		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Conference Room	Meeting Date:	Wednesday, March 10, 2021	Meeting Time:	7:00 pm
CITY COUNCIL - AGENDA											
Meeting Type:	Regular Meeting										
Meeting Location:	City Hall, Council Conference Room										
Meeting Date:	Wednesday, March 10, 2021										
Meeting Time:	7:00 pm										

Deputy Mayor Ciotti gave an overview of the Planning Board Report to the Council.

Councilor Shanahan gave an overview off the Arts Commission to the Council.

Councilor Williams gave an overview of the Conservation Commission Report to the Council.

Councilor Thibodeaux gave an overview of the Energy Commission Report to the Council.

B. RESOLUTIONS

1. SUBMISSION OF LIST OF CITY OWNED REAL ESTATE FOR DISPOSAL PURSUANT TO DOVER CODE SECTION 29-6 SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Shanahan.
Deputy Mayor Ciotti moved to substitute as a whole the background information;
seconded by Councilor Cullen.

Roll Call Vote: 7/0.

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

Mayor Carrier asked for a roll call vote on the amended Resolution.

Roll Call Vote: 7/0.

2. ACCEPTANCE OF THE FY21 ACTION PLAN AND THE EXPENDITURES FOR FEDERAL FISCAL YEAR 2021 CDBG ENTITLEMENT FUNDS (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 24, 2021.) SPONSORED BY DEPUTY MAYOR CIOTTI AS PLANNING BOARD REPRESENTATIVE

Deputy Mayor Ciotti moved to refer to a public hearing on March 24, 2021; seconded by
Councilor Shanahan.

Assistant City Manager Parker gave an overview of the Resolution to the Council.

Roll Call Vote: 7/0.

3. APPROVAL OF THE CDBG CITIZEN PARTICIPATION PLAN AMENDMENT (TO BE REFERRED TO PUBLIC HEARING ON MARCH 24, 2021.) SPONSORED BY DEPUTY MAYOR CIOTTI AS PLANNING BOARD REPRESENTATIVE

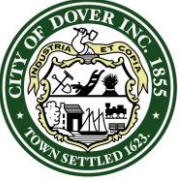
Deputy Mayor Ciotti moved to refer to a public hearing on March 24, 2021; seconded by
Councilor Thibodeaux.

Roll Call Vote: 7/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

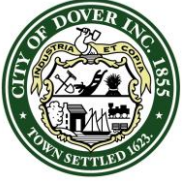
15. COUNCIL MATTERS OF INTEREST

 CITY OF DOVER	CITY COUNCIL - AGENDA Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, March 10, 2021 Meeting Time: 7:00 pm
---	--

Councilor Cullen spoke about his “ride-a-long” with the Dover Police Department.

16. ADJOURN

Councilor Williams moved to adjourn; seconded by Deputy Mayor Ciotti.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: R – 2021.03.10 – 034
Resolution Re: Acceptance of the FFY21 Action Plan and the expenditures for Federal Fiscal Year 2021 CDBG Entitlement Funds

WHEREAS: The City of Dover will have available funds for appropriation from the FFY21 CDBG Entitlement year, including program income; and

WHEREAS: The Planning Department is required by HUD to prepare, and the Governing Body adopt an “Action Plan” which is a needs assessment and detailed expenditure plan for the use of Community Development funds in meeting the needs of low and moderate income residents of Dover; and

WHEREAS: The Planning Board has reviewed proposed projects for said funds and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the recommended expenditures; and

WHEREAS: Administration and the Planning Board have reviewed the proposals and derived a recommended expenditure plan; and

WHEREAS: The recommended disbursements of funds have been reviewed for compliance with HUD statutory requirements and for meeting national objectives;

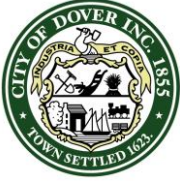
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Action Plan is adopted and the City Manager is authorized to enter into sub-recipient contracts as part of this Annual Plan for expenditure of FY2022 Community Development Block Grant funds.

AND, FURTHER BE IT RESOLVED;

Should Congress adopt a budget that results in a grant amount that is different than anticipated in the Action Plan, or should the return to fund pool amounts be different than anticipated in the Action Plan, the City Manager is authorized to adjust the amounts of the Action Plan allotments per HUD guidance and as described in the Action Plan.

This resolution requires public hearing prior to City Council vote. Resolution to be referred to public hearing on March 24, 2021 with vote to occur on that date.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: R – 2021.03.10 – 034
Resolution Re: Acceptance of the FFY21 Action Plan and the expenditures for Federal Fiscal Year 2021 CDBG Entitlement Funds

Financing Estimated

Account	Description	Appropriati
2100.1.180.46311.3311.06311.22.000.000.R30	FY22 Federal Grant	\$287,718.00
2115.1.180.46525.3599.00000.00.000.000.R90	FY21 Economic Loan Program Income	\$27,000.00
2100.1.180.46311.3421.06311.21.000.000.R40	FY21 School Street Parking Income	\$4,000.00
TOTAL		\$318,718.00

Financing Appropriations

Account	Description	Appropriation
2100.1.180.46348.4835.06367.22.000.000.800	AIDS Response	\$6,500.00
2100.1.180.46348.4835.xxxxx.22.000.000.800	Alliance for Community Transportation	\$4,000.00
2100.1.180.46348.4835.06333.22.000.000.800	Community Partners	\$5,500.00
2100.1.180.46348.4835.06377.22.000.000.800	Cross Roads House	\$9,000.00
2100.1.180.46348.4835.06360.22.000.000.800	Dover Welfare Sec Deposit	\$3,000.00
2100.1.180.46348.4835.06380.22.000.000.800	Homeless Center for Strafford County (HCSC)	\$7,500.00
2100.1.180.46348.4835.06342.22.000.000.800	My Friends Place (MFP)	\$11,000.00
2100.1.180.46348.4835.xxxxx.22.000.000.800	Strafford Nutrition Meals on Wheels	\$0.00
2115.1.180.46525.4835.xxxxx.00.000.000.800	Dover Economic Loan Program – Loan Pool	\$16,618.00
2100.1.180.46323.4835.06335.22.000.000.800	CAP Weatherization	\$40,000.00
2100.1.180.46341.4835.xxxxx.22.000.000.800	HCSC New Shelter External Improvements	\$0.00
2100.1.180.46341.4835.06346.22.000.000.800	My Friends Place Windows	\$25,000.00
2100.1.180.46341.4835.06388.22.000.000.800	City Hall Barrier Removal FY22	\$70,000.00
2100.1.180.46341.4835.06388.22.000.000.800	Rental Unit Rehab FY22	\$46,000.00
2100.1.180.46311.4110.06311.22.000.000.800	General Administration	\$60,600.00
2100.1.180.46525.4110.06621.22.000.000.800	Econ Dev Admin & Servicing	\$3,000.00
2100.1.180.46323.4110.06314.22.000.000.100	Weatherization Activity Delivery	\$3,000.00
2100.1.180.46341.4110.06314.22.000.000.100	Public Facility Activity Delivery	\$4,000.00
2100.1.180.46341.4110.06314.22.000.000.100	Rental Unit Rehab Activity Delivery	\$4,000.00
TOTAL		\$318,718.00

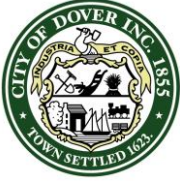
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Dennis Ciotti, Deputy Mayor

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

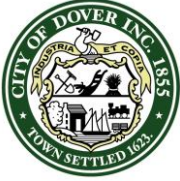
Resolution Number: R – 2021.03.10 – 034
Resolution Re: Acceptance of the FFY21 Action Plan and the expenditures for Federal Fiscal Year 2021 CDBG Entitlement Funds

DOCUMENT HISTORY:

First Reading Date: 03/10/2021	Public Hearing Date: 03/24/2021
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor 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:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: R – 2021.03.10 – 034
Resolution Re: Acceptance of the FFY21 Action Plan and the expenditures for Federal Fiscal Year 2021 CDBG Entitlement Funds

RESOLUTION BACKGROUND MATERIAL:

FFY21 Action Plan

The Action Plan (AP) identifies the Activities that will receive CDBG funding for the next fiscal year.

PUBLIC SERVICES

Aids Response Seacoast: \$10,000.00

Recommended Allocation: \$6,500.00

Partially support the salaries and benefits of Case Management Department staff consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

Alliance for Community Transportation: \$4,000.00

Recommended Allocation: \$4,000.00

Operate Triplink, a regional transportation call center; operate Community Rides, a free service providing transportation to healthcare for seniors and individuals with disabilities; provide staffing for Regional Coordination Council to provide greater access to community transportation resources.

Community Partners: \$10,080.00

Recommended Allocation: \$5,500.00

Funds to provide security deposits, rental assistance, utilities assistance and basic necessities to individuals and families in Dover with mental illness or a developmental disability who are in threat of becoming homeless.

Cross Roads House: \$16,000.00

Recommended Allocation: \$9,000.00

To provide emergency shelter and supportive services for families and individuals from Dover who are experiencing homelessness.

Dover Welfare: \$10,000.00

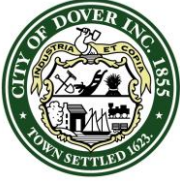
Recommended Allocation: \$3,000.00

To help the people of Dover move into apartments when they cannot afford to or to place Dover residents who are homeless into motels until shelter space is available

Homeless Center for Strafford County: \$9,000.00

Recommended Allocation: \$7,500.00

Provide sheltering and programming for those experiencing homelessness in Strafford County with primary support to Dover and Rochester residents. Move family and individuals into permanent housing.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: R – 2021.03.10 – 034
Resolution Re: Acceptance of the FFY21 Action Plan and the expenditures for Federal Fiscal Year 2021 CDBG Entitlement Funds

My Friend's Place: \$25,000.00
Recommended Allocation: \$11,000.00
Emergency Shelter and Transitional housing for single men, women and families.

Strafford Nutrition & Meals on Wheels: \$3,000.00
Recommended Allocation: \$0.00
Help provide approximately 3,000 meals to homebound, elderly & low-income disabled Dover residents.

ECONOMIC DEVELOPMENT

City of Dover - Economic Development Activities: \$16,618.00
Recommended Allocation: \$16,618.00
Staff is recommending that funds be allocated to the Dover Economic Loan Program (DELP) to be used for business assistance loans made through DELP.

PUBLIC FACILITIES PROJECTS

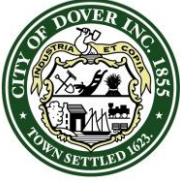
Community Action Partnership of Strafford County: \$40,000.00
Recommended Allocation: \$40,000.00
Funding to supplement the Weatherization Assistance Program for low income Dover residents.

Homeless Center for Strafford County: \$40,000.00
Recommended Allocation: \$0.00
Installation of fence, surface, wood supports and basketball hoops for playground at new shelter.

My Friend' Place: \$23,360.00
Recommended Allocation: \$25,000.00
Replacement of 24 windows at the 368 Washington Street location.

City of Dover – City Hall Barrier Removal FY22: \$70,000.00
Recommended Allocation: \$70,000.00
Renovations to City Hall, including first floor bathrooms, in order to address applicable ADA/Barrier Removal requirements.

City of Dover – Rental Unit Rehab FY22: \$46,000.00
Recommended Allocation: \$46,000.00
A rehab program that provides funding that would be used to bring existing rental units up to certain housing quality standards that then make the units eligible for housing voucher or similar programs for moderate, low or very low income households.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

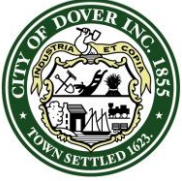
Agenda Item#: 12.C.1.

Resolution Number: R – 2021.03.10 – 034
Resolution Re: Acceptance of the FFY21 Action Plan and the expenditures for Federal Fiscal Year 2021 CDBG Entitlement Funds

CONSOLIDATED PLAN GOALS

The City of Dover has identified 5 Goals that serve as the core of the Dover CDBG Consolidated Plan and identify the priorities for allocations within the Annual Action Plan.

- | | | |
|----------|-------------------------|--|
| 1 | Goal Name | Access to Services |
| | Goal Description | To provide increased opportunities to residents of the City who require education, health, recreation, shelter, transportation and related human services. |
| 2 | Goal Name | Renter and Homeowner Assistance |
| | Goal Description | Weatherization and energy efficiency, Housing unit rehab, security deposit assistance, Lead based paint hazard. |
| 3 | Goal Name | Public Improvements |
| | Goal Description | Development and improvements related to facilities and housing units utilized by qualifying populations and individuals. |
| 4 | Goal Name | Economic Development |
| | Goal Description | Improvements, and the support of efforts, intended to promote economic development and to enhance economic opportunities for qualifying business, populations and individuals. |
| 5 | Goal Name | Accessibility and Transportation |
| | Goal Description | Access to social services and employment and removal of architectural barriers. |



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: R – 2021.03.10 – 035
Resolution Re: Approval of the CDBG Citizen Participation Plan
Amendment

- WHEREAS: The City of Dover operates a Community Development Block Grant Program; and
- WHEREAS: The City of Dover is required to maintain a Citizen Participation Plan that provides operational protocols for the Dover CDBG program; and
- WHEREAS: The Planning Department is required by HUD to update, and the Governing Body to adopt revisions to, the Citizen Participation Plan to maintain compliance with applicable CDBG requirements; and
- WHEREAS: The Planning Board has reviewed a proposed amendment to the Citizen Participation Plan, which is attached to this resolution, and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the Plan; and
- WHEREAS: The recommended amendment has been reviewed for compliance with HUD statutory requirements and for meeting national objectives;

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

The amendment to the CDBG Citizen Participation Plan referenced above and in the background of this resolution is hereby adopted.

PUBLIC HEARING REQUIRED—TO BE REFERRED TO PUBLIC HEARING ON MARCH 24, 2021

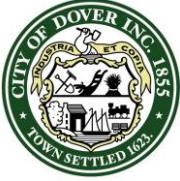
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Dennis Ciotti, Deputy Mayor

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.2.

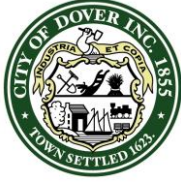
Resolution Number: R – 2021.03.10 – 035
Resolution Re: Approval of the CDBG Citizen Participation Plan
Amendment

DOCUMENT HISTORY:

First Reading Date: 03/10/2021	Public Hearing Date: 03/24/2021
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor 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:		
Ordinance does does not pass.		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 12.C.2. Resolution Number: R – 2021.03.10 – 035 Resolution Re: Approval of the CDBG Citizen Participation Plan Amendment
---	---

RESOLUTION BACKGROUND MATERIAL:

Attached is a copy of the Proposed Amendment. By way of further background, below is additional information relating to the amendment.

CONSOLIDATED PLAN

In 2019, the City adopted a new CDBG Consolidated Plan. The Consolidated Plan serves as a strategic plan for addressing issues such as homelessness, housing, public services, community development needs and expanding economic opportunities. One of the elements of the Consolidated Plan is the Citizen Participation Plan.

CITIZEN PARTICIPATION PLAN - AMENDMENT

The Dover CDBG Citizen Participation Plan (CPP) provides CDBG program requirements such as citizen engagement, public review periods and plan amendment procedures that are to be followed when implementing the CDBG program.

When adopted in 2019, Section: XI of the CPP did not include the required public notice procedure and public comment period to be followed when conducting a Substantial Amendment to the Consolidated Plan during “Crisis Events”. The proposed amendment clarifies the public notice requirement and public comment period following the City Council’s final decision on a Substantial Amendment to the Consolidated Plan during “Crisis Events”. The proposed amendment is shown below *underlined Italic.*

SECTION XI PROCEDURES DURING CRISIS EVENTS – SUBSTANTIAL AMENDMENT

During crisis event periods, the required public engagement and notice procedures provided elsewhere in this document shall be superseded as provided below. Crisis event periods include natural disasters and significant local, regional, national or global events. For purposes of this section, examples of significant events include, but are not limited to, impacts resulting from:

- Disease outbreaks
- Health related events, scenarios or clusters
- Human actions such as acts of terrorism or arson
- Disruptions in critical supply chain.

During crisis event periods, the following applies:

- Publication on the City’s website
- Notice of publication in a local paper
- A public review and comment period for 5 days before each public hearing
- *A 5-day public review and comment period after the final local decision has been posted. Posting shall be by public notice in a local paper and on the City Website. The notice shall include a description of the action taken, where the amendment can be viewed, how comment can be provided and by what date comments must be received in order for the comments to be included with information sent to HUD for their review.*
- Virtual public hearings, in lieu of traditional public hearings, may be held by the Planning Board and City Council.

City of Dover, NH

Community Development Block Grant

Citizen Participation Plan



Proposed Amendment

City of Dover, NH Citizen Participation Plan - FFY20-24

Approved City Council: June 24, 2020

Note: Proposed amendment to Citizen Participation Plan identified in grey highlighted italics

I. INTRODUCTION

The Regulations governing administration of the Community Development Program require preparation and publication of a local citizen's participation plan. This plan must indicate how the community is going to pass on information about the program to its citizens, public agencies, and other interested parties; when public hearings will be held; how citizens will have an opportunity to participate in the development of the Consolidated Plan; how technical assistance will be provided; and how citizens will be involved in future amendments and/or future applications for block grants by the community. It is in conformance with the aforementioned requirements, and with an understanding of the importance of realistic and meaningful citizen participation, that the following plan is set forth and adopted by the Dover City Council.

II. ORGANIZATION:

One of the most important elements of any successful citizen participation process is that it have clear and direct linkage with the legislative decision makers. This linkage will be achieved in Dover by having the Planning Board act as the entry point for citizen participation in the Community Development Program.

The Planning Board will hear citizens, organizations and interested parties comments on the Performance Report, Proposed Consolidated Plan and Substantial Program Amendments. The recommendations of the Board for the Proposed Plan and Program Amendments will be passed on to the City Council for consideration and the final decision.

Planning and Community Development staff are responsible for disseminating information to citizens, organizations and interested parties, including amounts available, the range of activities that may be undertaken, including amounts that will benefit low and moderate income persons and preparation of the Proposed and Final Consolidated Plan for the City.

III. FUNCTION:

One of the duties of the Planning Board is to function as the prime vehicle for citizen input concerning Dover's application for, and participation in the Community Development Program as authorized by the Housing and Community Development Act of 1974.

The Planning Board will serve as the initial clearing house for all requests for Community Development Funds, whether those requests originate from citizens, municipal departments, or other groups and organizations. The Board will receive all such requests and would formulate a one (1) year Action Plan based upon the City's Consolidated Plan, their perception of the community's needs, and the public hearing process. The recommendations of the Board will be forwarded to the City Council for consideration and final decision.

IV. OPERATION:

a. In adequate time prior to application deadlines, the Planning Board will meet to familiarize themselves with the provisions of the Housing and Community Development Program and the Consolidated Plan process. This meeting will include a workshop style meeting, during which the staff will remind Board members of the goals of the program and Consolidated Plan.

Technical assistance in this process and any related research desired by the Board or other groups will be provided by the staff of the Planning and Community Development Department. When the Board is familiar with the Act and its application, it will hold a minimum of one (1) public hearing to obtain the opinions from and learn the desires of their respective constituents. At these meetings, the Board shall also receive testimony from representatives of other public and semi-public groups and organizations in the City, municipal departments and the general public. Planning Board meetings shall be conducted in an open manner with freedom of access for all interested persons.

Furthermore, the Planning Board will allow comment on the Action and Consolidated Plans at any time during a regularly scheduled "Citizen's Forum" agenda item on each Planning Board meeting agenda.

b. Planning and Community Development staff will consult with the Dover Housing Authority, Public and assisted housing developments, and other residents around the developments in the process of developing and implementing the Consolidated Plan. Notices will be placed on the bulletin board at the DHA concerning the plan and public hearings to be held. Notices will also be placed in City Hall and the Dover Public Library.

c. Involvement shall be encouraged on the part of low and moderate income persons, members of minority groups, residents of areas where a significant amount of activity is proposed or ongoing, the elderly, the handicapped, the business community, and civic groups who are concerned about the program.

d. All Public Service grant applications will be rated for priority by the Planning Department before being forwarded to the Planning Board for a recommendation to the City Council.

V. TECHNICAL ASSISTANCE:

As stated in Article IV (1) of this document, technical assistance in securing and maintaining full citizen participation will be provided by the staff of the Planning and Community Development Department. Assistance shall be provided to both the Planning Board, as described in Article IV, and to groups, representative of low and moderate income persons and groups of residents of blighted neighborhoods which request assistance in developing proposals and statements of views. A notice for low to moderate income groups or organizations requiring technical assistance for preparing a proposal will be placed in the newspaper before the Consolidated Plan is started.

In addition to those activities enumerated in Article IV, technical assistance shall include, but not be limited to:

a. The provision of program information, at the time the City begins planning for the next program year including:

i. The total amount of funds available for community development and housing activities,

ii. The range of eligible activities that may be undertaken with these funds and the kinds of activities previously funded in the City,

- iii. The processes to be followed in preparing and approving the application and the schedule of meetings and hearings.
- iv. A summary of other program requirements.
- v. A summary of how the total amount of funds was calculated.

VI. PROGRAM INFORMATION

Access to Records: Citizens, public agencies and interested parties shall have access to information and records relating to the Consolidated Plan and Dover's use of assistance for the preceding five (5) years. Documents relevant to the program shall be available at the Planning office in the Municipal Building during normal working hours for citizen review upon request. A copy of the proposed Consolidate Plan, when completed, will be available in the Dover Public Library.

Documents shall include:

- a. all mailings and promotional material,
- b. records of hearings,
- c. key documents, including all prior applications, letters of approval, grant agreements, the Citizen Participation Plan, performance reports, Proposed and Final Consolidated Plans, other reports required by HUD, and Program Amendments.
- d. copies of the regulations and issuance's governing the program,
- e. documents regarding other important program requirements, such as contracting procedures, environmental policies, displacement information, etc.

Special arrangements will be made to provide the above stated information to persons with disabilities by the Planning Office, upon request. All current information shall be accessible 24 hours a day on the City of Dover website.

VII. SUBSTANTIAL PROGRAM AMENDMENTS:

The following criteria will require will constitute a Substantial Amendment and will require public engagement and notices pursuant to Articles I-X of this Citizen Participation Program:

- A change in allocation priorities or a change in the method of distribution of funds from one eligible activity to another.
- Funding an Activity not previously described in the an action plan.
- A change in the purpose, scope, location, or beneficiaries of an activity.
- An increase in allocation to an Activity that is greater than 25% off the total amount of the current year's regular CDBG allocation.

VIII. PUBLIC NOTICES AND COMMENT PERIODS:

The scheduling of sufficient public hearings to obtain citizens views and to respond to citizen proposals and questions at various stages of the program shall be held by the Planning Board. The hearings shall be held at convenient times and locations to encourage the broadest range of citizen participation. Hearings shall include:

- a. Pre-submission hearings. One hearing prior to development of the Consolidated Plan to obtain views on Community Development and housing needs, and past program performance; The second for specific grant requests; The third hearing will be held before the City Council to obtain views of citizens on the proposed application prior to submission of the application to HUD.
- b. Notification: Two (2) weeks prior to each public hearing, the City of Dover shall publish a notice in easily readable type in the non-legal section of a local newspaper of general circulation. This notice shall indicate the date, time, place, and procedures of the hearing and topics to be considered.
- c. Comment Period: Upon completion of the Proposed Consolidated Plan, citizen's will have thirty (30) days in which to comment in writing on the Proposed Plan. All comments in writing will be considered in preparing the Final Consolidated Plan.
- d. Substantial Program Amendments: Citizens will be given up to thirty (30) days to respond in writing after notification of a Program Amendment, before such amendment takes place. The City of Dover shall publish a notice of the Program Amendment in easily readable type in the non-legal section of a local newspaper of general circulation. All comments in writing will be considered before preparing the Program Amendment. All comments not accepted shall be attached & submitted with the Program Amendment along with an explanation of why they were not accepted.
- e. Performance Report: Citizens will be given up to fifteen (15) days to respond in writing after the completion of the Annual Performance Report. The City of Dover shall publish a notice of the completion of the Annual Performance Report in easily readable type in the non-legal section of a local newspaper of general circulation.

All comments in writing will be considered before preparing the Performance Report. All comments not accepted shall be attached and submitted with the Program Amendment along with an explanation of why they were not accepted.
- f. Citizens will be given up to thirty (30) days to respond in writing after notification of the Final Consolidated Plan completion before it is submitted to HUD. The City of Dover shall publish a notice of the completion of the Final Consolidate Plan in easily readable type in the non-legal section of a local newspaper of general circulation.

IX. PROGRAM COMPLAINTS:

Complaints: Any written complaints concerning the Consolidated Plan, Program amendments or the Performance Report shall be addressed to Director of Planning and Community Development, 288 Central Avenue Dover, NH 03820. All written complaints shall receive a response within fifteen (15) working days.

X. DISPLACEMENT:

The City will try to minimize displacement of persons brought about by projects funded through the Community Development Program. Any persons temporarily or permanently displaced by a project funded through the C.D. program will be provided assistance as outlined in the "City of Dover Community Development Tenant Assistance Policy" and HUD's Uniform Relocation Assistance and Real Property Acquisition Policies Act. (49 CFR Part 24)

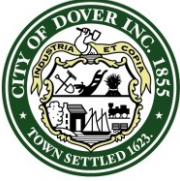
XI PROCEDURES DURING CRISIS EVENTS – SUBSTANTIAL AMENDMENT

During crisis event periods, the required public engagement and notice procedures provided elsewhere in this document shall be superseded as provided below. Crisis event periods include natural disasters and significant local, regional, national or global events. For purposes of this section, examples of significant events include, but are not limited to, impacts resulting from:

- Disease outbreaks
- Health related events, scenarios or clusters
- Human actions such as acts of terrorism or arson
- Disruptions in critical supply chain.

During crisis event periods, the following applies:

- Publication on the City's website
- Notice of publication in a local paper
- A public review and comment period for 5 days before each public hearing
- A 5-day public review and comment period after the final local decision has been posted. Posting shall be by public notice in a local paper and on the City Website. The notice shall include a description of the action taken, where the amendment can be viewed, how comment can be provided and by what date comments must be received in order for the comments to be included with information sent to HUD for their review.
- Virtual public hearings, in lieu of traditional public hearings, may be held by the Planning Board and City Council.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2021.03.24 – 036**

Resolution Re: B20073 Design Consulting Services for the Lower Central Avenue Improvement Project – Add'l Scope of Work #1

WHEREAS: A sealed (RFQ) Request for Qualifications #B20073 was requested and received for work associated with the reconstruction of approximately 2,300 feet of Central Avenue from Silver Street to the intersection with Stark Avenue and East Watson Road on June 5, 2020 at 2:00 PM EST; and

WHEREAS: Seven proposals were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. Sebago Technics, Inc.'s proposal was selected in the amount of \$316,000.00 which was approved via City Council resolution [R-2020.06.24-105](#); and

WHEREAS: The City received Additional Scope of Work #1 for additional televising effort of sewer and drain lines, electrical engineering related to pedestrian scale lighting, as well as conceptual gateway design concepts at the intersection of Stark Avenue and Central Avenue for a total of \$25,726.00 in conjunction with Design Consulting Services for the Lower Central Avenue Improvement RFQ #B20073.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order for Additional Scope of Work #1 in conjunction with RFQ #B20073 to Sebago Technics, Inc. of South Portland, ME in the amount of \$25,726.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5320.1.300.43250.4757.04559.21	Sewer Main Replacement - South Central Ave	\$434,000.00	\$434,000.00
4021.1.300.43155.4715.03133.21	PW - Storm Water Management Central Ave D	\$822,901.00	\$822,901.00

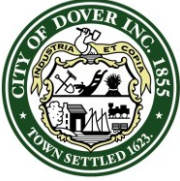
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2021.03.24 – 036**

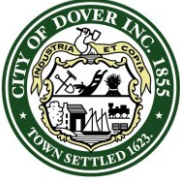
Resolution Re: B20073 Design Consulting Services for the Lower Central Avenue Improvement Project – Add'l Scope of Work #1

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis 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.1.

Resolution Number: **R – 2021.03.24 – 036**
Resolution Re: B20073 Design Consulting Services for the Lower Central Avenue Improvement Project – Add'l Scope of Work #1

RESOLUTION BACKGROUND MATERIAL:

The City requested proposals via sealed Request for Qualifications #B20073 from vendors to provide consulting services for the reconstruction of approximately 2,300 feet of Central Avenue from Silver Street to the intersection with Stark Avenue and East Watson Road. Sebago Technics, Inc. was selected on June 24, 2020 in the amount of \$316,000.00 via City Council resolution [R-2020.06.24-105](#).

The City received Additional Scope of Work #1 in the amount of \$25,726.00 as outlined below. New contract total \$341,726.00.

Item	Amount
Additional televising effort for sewer and drain lines.	\$5,750.00
Electrical engineering related to pedestrian scale lighting.	\$17,176.00
Develop gateway design concepts at the intersection of Stark Avenue and Central Avenue.	\$2,800.00
Total	\$25,726.00

Award Information:

A purchase order will be issued to the Sebago Technics, Inc. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	367	Number of Responses:	7
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	September 2021
Recommended Award to:	Sebago Technics, Inc.	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B20073 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2021.03.24 – 037**

Resolution Re: B21027 Collaboration and Conferencing Solution

- WHEREAS: A sealed Request for Proposal #B21027 was issued and received for a Collaboration and Conferencing Solution on December 10, 2020 at 2:00 PM. A non-mandatory pre-bid meeting was held by audio conference on November 24, 2020 at 10:00 AM with six vendors in attendance; and
- WHEREAS: The City received three bid replies which were reviewed for necessary experience, technical and professional qualifications, possession of a satisfactory record of performance, as well as cost. While not the lowest cost proposal received, the proposal deemed most advantageous to the City was submitted by FirstLight Fiber, Inc. of Albany, NY in the amount of \$71,062.00; and
- WHEREAS: The City is a recipient of an Emergency Management Performance Grant, COVID-19 Supplemental (EMPG-S), approved via Council resolution [R-2020.10.28-179](#); and
- WHEREAS: The project includes a turnkey collaborative solution allowing the virtual attendance of both Fire and Police departments remotely for audio, video, desktop sharing and interactive whiteboard. It is the recommendation to award to FirstLight Fiber, Inc. as stated above.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to FirstLight Fiber, Inc. of Albany, NY for a Collaboration and Conferencing Solution in the amount of \$71,062.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
2290.1.220.42220.4741.02282.21.	Machinery & Equipment	132,752.00	132,752.00
2290.1.220.42230.4681.02233.11.	Minor Equipment, Furniture & Fixtures	15,433.22	15,433.22

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2021.03.24 – 037**

Resolution Re: B21027 Collaboration and Conferencing Solution

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor 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 – 2021.03.24 – 037**

Resolution Re: B21027 Collaboration and Conferencing Solution

RESOLUTION BACKGROUND MATERIAL:

Fire and Rescue, in accordance with Section 8 of its Strategic Plan, (*Competing Priorities Between Training Delivery and Service Delivery*) is utilizing available grant funds that will meet the needs identified in Section 8, and also to improve collaboration between all involved parties during an EOC activation. In addition to providing greater situational awareness in the EOC, providing for a greater capacity to maintain a presence in response districts during classroom training and meeting events, a video conference solution allows Fire and Rescue to follow CDC and State guidance with regard to social distancing and isolation in response to the COVID-19 pandemic.

Fire & Rescue staff identified the State of NH Emergency Management Performance Grant program as a means to fund this critical need. Our application was successful, providing the opportunity for the cost for this equipment to be funded via the Emergency Management Performance Grant.

FirstLight did not submit the least expensive cost proposal. The decision to move forward with FirstLight's proposal is based on the benefit to the department with an all-in-one interactive video conferencing solution. The all-in-one solution provides for an intuitive user experience and minimal installation effort. The solution allows for future expansion internally and throughout City departments if the need ever arises. Upon review of the submittals, the review team felt that the FirstLight proposal provided the required solution utilizing the most streamlined installation and least number of operating components. This will be advantageous in the ability to have a simple operating procedure for a wide variety of users, cleaner installation and the ability to expand the system without affecting a wide variety of integral components.

Bid Information:

A sealed Request for Proposal #B21027 was issued and received for a Collaboration and Conferencing Solution on December 10, 2020 at 2:00 PM.

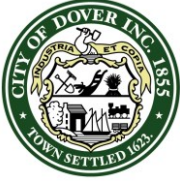
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	279	Number of Responses:	3
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One year	Estimated Delivery:	Completion by 12/2021
Recommended Award to:	FirstLight Fiber, Inc.	Fund:	EMPG
Other Approvals Required:	Yes, approved through State of NH EMPG	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B21027 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R -2021.03.24 – 038**

Resolution Re: Approval of Lease Agreement with Mezzanine Catering, LLC

WHEREAS: Mezzanine Catering, LLC, a New Hampshire limited liability company, seeks to enter into a three (3) year lease agreement, with an option for two renewal periods, with the City of Dover regarding operation of a food service business located at the McConnell Center; and

WHEREAS: The location of the leased premises would be Rooms 127 and 131 at the McConnell Center, which together contain 849 square feet; and

WHEREAS: The parties have negotiated terms of a proposed lease agreement as set forth in the attached draft lease, with the terms stated therein.

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

The City Manager is authorized to finalize and sign the lease agreement between the City of Dover and Mezzanine Catering, LLC for rental of Rooms 127 and 131, for three years with an option for two renewal periods.

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.3.	
Resolution Number: R -2021.03.24 – 038 Resolution Re: Approval of Lease Agreement with Mezzanine Catering, LLC		

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:

See attached draft Lease Agreement between the parties.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

LEASE AGREEMENT

THIS LEASE AGREEMENT made this ____ day of _____, 2021, by and between Mezzanine Catering, LLC, of 30 Applevale Drive, Dover, N.H. 03820 (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire (hereinafter referred to as “LESSOR”).

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the parties agree as follows:

1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center (the “Building”) located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 849 square feet and more particularly identified as Rooms 127 and 131 (the “Space”).

In conjunction with the use of the Space, LESSEE shall have the right to use parking spaces for its employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE’s normal operations. Additionally, parking spaces may be available on streets adjacent to the McConnell Center. The LESSEE will have one reserved parking space, to be designated via signage, for a service vehicle in the delivery area. LESSOR will use its best efforts to ensure that LESSEE’S access to ingress and egress in the delivery area is not blocked by other tenants, guests or invitees to the Building. It is agreed that the other parking spaces in the McConnell Center parking lot will not be reserved and are available on a first come first served basis with no signage designating parking spaces to the LESSEE. The LESSOR does not guarantee the availability of parking spaces. The parking spaces may be subject to relocation within the entire parking lot at the sole discretion of the City of Dover.

The term of LESSEE’s Lease Agreement shall be for three (3) years beginning on _____ and ending on _____, with an option for two extensions of three years subject to City Council approval of each extension.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month's rent shall be prorated based on the number of days in the month. The first year's rent charges are based upon space allocation of 849 square feet and calculated using the following components:

Mezzanine Catering 849 Sq ft

Component	Rate	Annual	Monthly
Fixed Rent	\$6.50	\$5,581.50	\$459.88
Capital Reserve	\$0.40	\$339.60	\$28.30
Utilities (*)	\$8.10	\$6,876.90	\$573.08
Other as agreed	0	0	0
Total Rent Assessment	\$15.00	\$12,735.00	\$1,061.25

(*) Operations and Maintenance costs are variable based upon actual costs as outlined in Section 2.

2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Operations and Maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this Lease Agreement is established at \$8.10/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the City's proposed operating budget for the coming fiscal year. The total square footage of leased space in the McConnell Center is 53,753 square feet. The annual revision of Operations and Maintenance costs shall occur in March and take effect the following July 1st. Further maintenance obligations are set forth in the next section below.

3. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future build-out of the Space; and before performing any such work the plans for such build-out must be reviewed and approved in writing by LESSOR. LESSEE shall be solely responsible for insuring all improvements and contents of the Space and shall name LESSOR as an additional insured.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

LESSEE shall have a continuing obligation to keep in good working condition and maintain, at LESSEE's sole cost, all fixtures, appliances, equipment, and improvements within the Space. If any of the aforesaid fixtures/appliances/equipment/improvements are damaged and/or cease to function properly for any reason other than age and ordinary wear during the term of this Agreement or any extension, then LESSEE shall be responsible to repair same to LESSOR's reasonable satisfaction, or, if not repairable to LESSOR's reasonable satisfaction, then indemnify LESSOR in an amount equal to the current value of the fixture/appliance/equipment/improvement immediately prior to the damage or cessation of function.

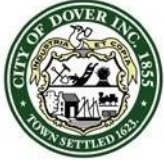
LESSOR shall, at its own expense, maintain and keep the Building in good structural order and repair including, but not limited to, all partitions, doors, windows in the Space. In addition, unless there is an issue caused by the negligence or other fault of LESSEE, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Space, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall, unless there is an issue caused by the negligence or other fault of LESSEE, also, at LESSOR's expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they were at the date of the commencement of the term of this Lease Agreement.

LESSOR will maintain the grounds and remove the common area rubbish and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy. Execution of this Agreement shall be an express acknowledgement of the good, working, and satisfactory condition of all partitions, doors, windows, fixtures, equipment, appliances, plumbing, electrical, heating, sprinkling, air conditioning, and other improvements in the Space referenced in this section above.

4. Access to Premises.

The LESSOR shall also have the right to enter upon the Space at all reasonable times to inspect same and to expel the LESSEE if the LESSEE shall fail to comply with or



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

breach in any way this Lease Agreement. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the Space.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty, including fire, not arising as a result of the negligence or intentional conduct of the LESSEE whereby the Space or any portion of it is destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease Agreement. However, that in the event of total destruction or damage which is the equivalent of total destruction, this Lease Agreement shall automatically terminate.

In the event the Space shall be taken either under threat of eminent domain or by eminent domain proceedings in whole, then this Lease Agreement shall be terminated and the rent shall be pro-rated and returned to the LESSEE as of the date of such taking. A condemnation award shall belong exclusively to the LESSOR.

6. Use.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations, and other applicable law. No residential use shall be permitted.

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to exercise its option to extend the term of the Lease Agreement for the additional period(s) as set forth in Section 1 herein.

8. Subletting and Assignment.

LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

9. Improvements/Personal Property.

LESSEE agrees that any and all improvements, modifications or alterations, affixed to the Space by LESSEE or at LESSEE's direction or expense in whole or in part, shall, at LESSOR's option, be deemed real property and a part of the Space and property irrevocably provided or assigned to and belonging solely to the LESSOR. Any movable equipment, appliances, furniture, trade fixtures or other personality brought to the Space shall remain the property of LESSEE. This includes any new appliances purchased by LESSEE during the lease term.

If LESSOR elects to treat any such improvements, modifications or alterations, as LESSOR's property, then the LESSOR has no obligation to reimburse LESSEE for all or any portion of the cost or value of any such modifications, alterations, improvements,. If any of the improvements, modifications, alterations, undertaken by LESSEE or at LESSEE's direction remain after LESSEE vacates, and which in LESSOR's discretion leave the Space in an undesirable or unusable way, then LESSEE shall, at lessee's sole cost and expense, upon termination of this Agreement promptly remove and adequately address same at LESSEE's sole cost.

In the event that at the end of the term or upon any earlier termination of this Lease Agreement including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

10. Default/Early Termination.

In the event the LESSEE fails to perform its obligations under this Lease Agreement, this Lease Agreement is defaulted, and the LESSOR is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the LESSEE shall default in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this Lease Agreement, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expense of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Space due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease Agreement may be immediately terminated at the option of the LESSOR.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

Both the LESSEE and the LESSOR shall have the right to terminate this Lease Agreement for any reason upon giving at least three (3) months written notice to the other party.

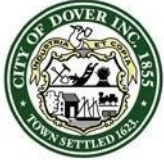
11. Indemnification.

LESSEE agrees to pay, and to protect, defend (with counsel acceptable to the City), indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses), causes of action, allegations, suits, claims, demands or judgments of any nature whatsoever arising from:

- (i) any injury to, or the death of, any person(s);
- (ii) any damage to property or to the Space;
- (iii) any act or omission of LESSEE or its agents, officers or employees;
- (iv) violation by LESSEE of any agreement or condition of this Lease Agreement; or
- (v) violation by LESSEE of any law, ordinance, rule, order, or regulation affecting the Space or any part thereof or the ownership and occupancy thereof.

12. Insurance.

Casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense, during the term of this Lease Agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary and non-contributory coverage. Said insurance to be in limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. LESSOR has no obligation for any loss to LESSEE's personal property. Proof of LESSEE's insurance shall be supplied to the LESSOR at the time of occupancy and LESSEE shall provide certificates for any renewal no later than ten (10) business days prior to the expiration of said policy. The LESSOR shall be listed as "Additional Insured" on the policy and proof of insurance certificate. The insurance coverage procured by LESSEE shall cover the LESSOR with the same scope of coverage provided to the LESSEE without subjecting the LESSOR to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the LESSOR upon cancellation of the policy.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

13. Liens and Encumbrances.

LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

This Lease Agreement and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease Agreement shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease Agreement.

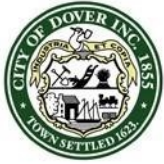
This Lease Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Lease Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not affect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Lease Agreement.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

19. Laws Governing.

The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease Agreement and determine all rights hereunder.

20. Security Deposit.

Upon execution of this Lease Agreement, LESSEE deposits with LESSOR_\$0_, as security for the performance by LESSEE of the terms of this Lease Agreement to be returned to LESSEE, with interest, following the full and faithful performance by LESSEE of this Lease Agreement. In the event of damage to the Space caused by LESSEE or LESSEE 's agents or visitors, LESSOR may use funds from the deposit to repair, but is not limited to this fund and LESSEE remains liable.

21. Merger.

This Lease Agreement contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this Lease Agreement shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease Agreement shall be in writing and signed by the parties hereto.

22. Taxes.

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

23. Immunity

Nothing within this Lease Agreement is intended to benefit or create an obligation to a third-party. Nothing within this Lease Agreement shall be deemed to constitute a waiver of any existing immunity of the City of Dover, which immunities are hereby reserved to the City of Dover. This covenant shall survive the termination of this Lease Agreement's conclusion.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

24. Signs.

Subject to LESSOR's prior approval, which shall not be unreasonably withheld, conditioned or delayed, and provided **all signs** are consistent with the quality, design and style of the Building and existing signage, (i) LESSOR will need to approve of the installation of the LESSEE's identification signage on the existing McConnell Center sign located outside the Building and (ii) LESSOR will need to approve of the installation of directional signage inside the building directing guests and invitees to the Space and over and across from the serving windows (iii) LESSEE may set up portable "A Frame" signs outside of Doors 2 and 7 on a daily basis during business hours. Each sign can be stored inside the building with the LESSOR'S approval. . All such signage shall be subject to LESSEE's obtaining any required governmental approvals.

IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement this _____ day of _____, 2021.

MEZZANINE CATERING, LLC

Witness

Date:

By: _____

Sally Cobb, Manager

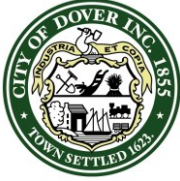
CITY OF DOVER

Witness

Date:

By J. Michael Joyal, Jr., City Manager

Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2021.03.24 – 039**
Resolution Re: B21041 Stark Avenue and Downtown Area Sewer
Rehabilitation Project-Phase A

WHEREAS: A sealed Request for Bid #B21041 was issued and received for the Stark Avenue and Downtown Area Sewer Rehabilitation Project-Phase A on February 11, 2021 at 2:00 PM. A non-mandatory pre-bid meeting was held by a virtual conference platform on January 25, 2021 at 10:00 AM with five vendors in attendance; and

WHEREAS: The City received five bid replies which were reviewed for necessary experience, technical and professional qualifications, possession of a satisfactory record of performance, as well as cost. The lowest responsive and responsible bid was submitted by Northeast Earth Mechanics, Inc. of Pittsfield, NH in the total base bid amount of \$742,640.00; and

WHEREAS: Work includes the replacement of sewer pipe, trenchless sewer installation, and testing of sanitary sewers and manholes for proper installation and performance in the area of Elliot Park and Mill Street. It is the recommendation to award to Northeast Earth Mechanics, Inc. as stated above contingent upon final approval by the NH Department of Environmental Services.

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

Upon receipt of approval of the NH Department of Environmental Services, the Purchasing Agent is hereby authorized to issue a purchase order to Northeast Earth Mechanics, Inc. of Pittsfield, NH for the Stark Avenue and Downtown Area Sewer Rehabilitation Project-Phase A in the amount of \$742,640.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
5320.1.300.43250.4757.04560.21.	Utility Systems	1,185,000	1,064,692

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2021.03.24 – 039**
Resolution Re: B21041 Stark Avenue and Downtown Area Sewer
Rehabilitation Project-Phase A

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor 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.B.1.

Resolution Number: **R – 2021.03.24 – 039**
Resolution Re: B21041 Stark Avenue and Downtown Area Sewer
Rehabilitation Project-Phase A

RESOLUTION BACKGROUND MATERIAL:

Work in the area of Elliot Park and Mill Street includes the replacement of sewer pipe, trenchless sewer installation, and testing of sanitary sewers and manholes for proper installation and performance. Work also includes sewer replacement within the rights-of-way along the NHDOT's Spaulding Turnpike. Specific detail of work includes gravity sanitary sewers installed by trenching, trenchless installation of sewer piping and casing beneath the Spaulding turnpike, sewer manholes, removal and disposal or abandonment of existing sewer manholes and sewers, and existing flow management/bypass pumping for installation of new sanitary pipes and manholes.

In addition, all related site work including trench excavation, ledge excavation, groundwater dewatering, disposal of excess excavated materials, filter fabric, bedding, backfill, compaction, road/drive subbase, paving, loam/seed and landscaping is included in this project.

This project will be funded in part through the New Hampshire Clean Water State Revolving Fund (NH CWSRF) loan program.

Bid Information:

A sealed Request for Bid #B21041 was issued and received for the Stark Avenue and Downtown Area Sewer Rehabilitation Project-Phase A on February 11, 2021 at 2:00 PM.

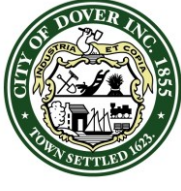
Award Information:

A purchase order will be issued to the vendor selected to authorize expenditures as outlined in this resolution. Approval is also required by the NH Department of Environmental Services prior to award of the Contract.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	383	Number of Responses:	5
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Completed	Estimated Delivery:	2021
Recommended Award to:	Northeast Earth Mechanics, Inc.	Fund:	Fund 5320 - Sewer
Other Approvals Required:	Yes, NHDES	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B21041 Bid Documents and Vendor List](#)

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.1. Ordinance Number: O – 2021.03.24 – 002 Ordinance Title: Peace and Good Order Chapter: 105 Section: 16
---	---

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 105, Peace and Good Order, Section 16. The background section of this ordinance and the findings stated therein are incorporated by reference.

2. AMENDMENT

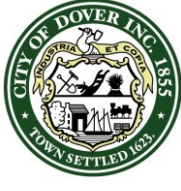
Chapter 105 entitled “Peace and Good Order”, is hereby amended by revising Section 105-16, “Hunting on City property” as follows:

a. THE FOLLOWING ARE AMENDED:

§ 105-16 **Hunting and Target Shooting on City property.**
[Added 10-8-2014 by Ord. No. 2014.09.10-17]

A. No person shall hunt wildlife or engage in target shooting with firearms in or on the following properties:

- (1) All Dover public school facilities and adjacent parks.
- (2) Willand Pond Recreation Area.
- (3) Dover Community Trail.
- (4) Tolend Landfill ~~within a posted 300-foot safety zone surrounding City facilities on the property.~~
- (5) Pine Hill Cemetery.
- (6) Guppey Park.
- (7) Dover Community Services facilities on Mast Road.
- (8) Wastewater Treatment Plant.
- (9) Bellamy Park.
- (10) Maglaras Park.
- (11) Garrison Hill Park.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.1. Ordinance Number: O – 2021.03.24 – 002 Ordinance Title: Peace and Good Order Chapter: 105 Section: 16
---	--

(12) The Dover Community Services (Facilities, Grounds and Cemeteries) facility at 145 Court Street.

- B. The City Manager may provide for the posting of these City-owned properties against hunting and target shooting with firearms pursuant to RSA 635:4.
- C. Penalties. Any person violating the provisions of this section shall be subject to a fine as provided in the City Fine Schedule per offense. **[Amended 2-12-2020 by Ord. No. 2020.01.08-001]**

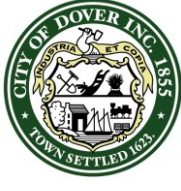
3. TAKES EFFECT

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 Fergus Cullen
Approved as to Legal Form and Compliance:	Joshua M. Wyatt City Attorney		
Recorded by:	Susan Mistretta City Clerk		

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.1. Ordinance Number: O – 2021.03.24 – 002 Ordinance Title: Peace and Good Order Chapter: 105 Section: 16
---	--

DOCUMENT HISTORY:

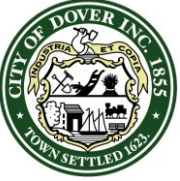
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti, Ward 2		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor 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.		

ORDINANCE BACKGROUND MATERIAL:

Numerous people recreate and/or work in the areas referenced within Dover Code 105-16. There have been numerous, recent complaints concerning target shooting on the City property on Tolend Road. Given proximity to other users of the listed properties, target shooting presents the same or greater public safety concerns as hunting on the listed areas of City land, but the City’s existing ordinance does not expressly address target shooting. This ordinance is intended to clarify that target shooting practice, like hunting, is not allowed on the indicated City properties. This ordinance also adds an express reference to the new Community Services facility for Facilities, Grounds, and Cemeteries recently constructed at 145 Court Street.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Ordinance Number: O – 2021.03.24 – 003 Ordinance Title: Vehicles and Traffic Chapter: 141 Sections: 34 48 49 52	Agenda Item#: 13.C.2.

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 141, Vehicles and Traffic, Sections 34, 48, 49, and 52. The background section of this ordinance and the findings stated therein are incorporated by reference.

2. AMENDMENT

Chapter 141, entitled “Vehicles and Traffic,” is hereby amended by revising Section 141-34, “(Reserved)”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 141-34 ~~(RESERVED)~~ **Pay by Phone**

A. The use of a Pay by Phone system to pay for parking is permitted notwithstanding the provisions of § 141-31A(3)(a)[1] under the following conditions:

(1) Payment is made for the specific vehicle registration or plate number ;

(2) Payment is made for the proper zone in which the vehicle is parked;

(3) No other manipulation of the software or program resulting in the avoidance of parking fees has occurred.

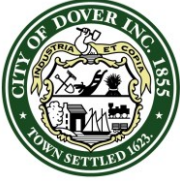
3. AMENDMENT

Chapter 141, entitled “Vehicles and Traffic,” is hereby amended by revising Section 141-48, “Schedule I: No Parking at Any Time”, as follows:

a. THE FOLLOWING ARE AMENDED:

§ 141-48 **Schedule I: No Parking at Any Time**

In accordance with the provisions of § **141-17**, it shall be unlawful for the owner of any vehicle or any persons having custody or control of any vehicle to park it or permit it to be parked in the following locations within the City of Dover, and any vehicle found to be in violation of the aforementioned provisions may be towed by the direction of the Police Department and the expense of such towing borne by the owner of the vehicle:



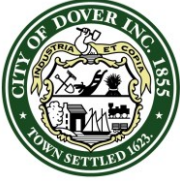
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Sections: 34
48
49
52

<u>Street or Location</u>	<u>Side or Area</u>	<u>Location/Date(s) If Applicable</u>
Abbey Lane	Southerly	From the intersection with Rutland Street easterly to the end of said Abbey Lane
Abbott Street	Southerly	From the intersection with Central Avenue westerly to the intersection with Mount Vernon Street
Academy Street	Both	Northerly for a distance of 100 feet starting at the intersection of Church Street
Alumni Drive	Both	From the intersection with Bellamy Road easterly to the intersection of Durham Road
Angle Street	Northerly	From Academy Street to Central Avenue
Arch Street	Both	From the intersection with Silver Street northerly to the intersection of West Concord Street
Ash Street	Southerly	From intersection with Central Avenue westerly to the parking lot entrance in the rear of No. 678 Central Avenue
Atkinson Street	Easterly	From the intersection with Washington Street southerly to the intersection with Silver Street
Ayers Lane	Both	Entire length
Baker Street	Southerly	From the intersection of East Concord Street easterly for a distance of 300 feet
Baker Street [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Northerly	From the intersection with East Concord Street, easterly to the intersection with Broadway, between December 1 and April 1
Belknap Street [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Easterly	From the intersection with Silver Street, southerly to the intersection with Fisher Street, between December 1 and April 1



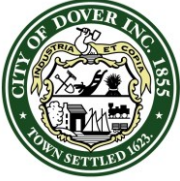
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
 Ordinance Title: Vehicles and Traffic
 Chapter: 141
 Sections: 34
 48
 49
 52

Belknap Street	Easterly	From the intersection with Washington Street to the intersection with St. Thomas Street
Belknap Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Westerly	From the intersection with Silver Street northerly to the intersection with Washington Street, between December 1 and April 1
Bellamy Road	Easterly	From Alumni Drive southerly for a distance of 440 feet
Bellamy Road	Easterly	From the intersection with Cataract Avenue southerly to Alumni Drive
Bellamy Road	Westerly	From the Bellamy River Bridge southerly to 200 feet beyond Lisa Beth Drive
Boyle Street	Northerly	From Court street Easterly for a distance of 200 feet
Brick Road [Added 12-9-2015 by Ord. No. 2015.10.28-027]	Northerly	From the intersection of Central Avenue easterly for a distance of 100 feet
Broadway	Easterly	From the PSNH Pole No. 114/25 (a point across from Florence Street) northerly to the intersection with Oak Street
Canney Lane	Northerly	Entire length
Central Avenue	Both	From the intersection with Back River Road easterly to the intersection with Stark Avenue
Central Avenue	Easterly	From the intersection with Ham Street northerly for a distance of 35 feet
Central Avenue	Easterly	From the intersection with Pierce Street northerly to the driveway of 547 Central Avenue (formerly Seacoast Savings Bank)
Central Avenue	Easterly	From the intersection with Indian Brook Drive southerly to the PSNH pole number 1/71



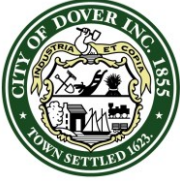
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
 Ordinance Title: Vehicles and Traffic
 Chapter: 141
 Sections: 34
 48
 49
 52

Central Avenue	Easterly	From the intersection with South Pine Street Southerly to the PSNH pole number 1/147
Central Avenue	Easterly	From the PS Pole No. 1/1305 to the island of PS Pole No. 1/130A
Central Avenue	Easterly	From the south property line of 633 Central Avenue to the driveway of 655 Central Avenue
Central Avenue	Easterly	From the southerly driveway of 189 Central Avenue northerly to the intersection with George Street
Central Avenue	Easterly	From Washington Street north for a distance of 320 feet.
Central Avenue	Westerly	From Church Street to Silver Street, except during Sunday Religious Services at the First Parish Church
Central Avenue	Westerly	From the driveway to 146 Central Avenue southerly to a point 30 feet south of intersection with Trakey Street
Central Avenue	Westerly	From the intersection with Indian Brook Drive southerly to the intersection with Reservoir Street
Chapel Street	Both	From the intersection with Portland Avenue westerly to St. John Street
Chapel Street	Northerly	From the intersection with Main Street easterly to St. John Street
Charles Street [Added 4-23-2014 by Ord. No. 2014.04.09-005]	Northerly	From Central Avenue easterly for a distance of 150 feet
Charles Street [Added 4-23-2014 by Ord. No. 2014.04.09-005]	Southerly	From Central Avenue easterly for a distance of 240 feet
Charles Street [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Southerly	From Mill Street westerly for a distance of 70 feet



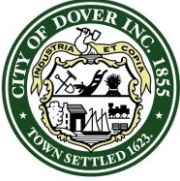
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
 Ordinance Title: Vehicles and Traffic
 Chapter: 141
 Sections: 34
 48
 49
 52

Chestnut Street	Both	From the intersection with Washington Street northerly to the intersection with Third Street
Chestnut Street	Both	From the intersection with Washington Street southerly to the intersection with St. Thomas Street
Chestnut Street	Westerly	From the intersection with Fourth Street northerly for 50 feet
Church Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Locust Street, except for school buses and parents picking up or discharging students or during church services at the First Parish Congregational Church. When both student pick-up/discharge and church services occur at the same time, school buses alone shall take precedence
Clifford Street	Northerly	From the intersection with Towle Avenue easterly for a distance of 30 feet
Court Street	Northerly	From Central Avenue to Boyle Street
Court Street	Northerly	From the intersection with Union Street easterly for a distance of 110 feet
Court Street	Southerly	From the intersection with Central Avenue to the intersection with Union Street
Court Street	Southerly	From South Pine Street westerly for a distance of 100 feet
Cushing Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Easterly	The entire length, between December 1 and April 1
Dover Street	Northerly	From the easterly corner of the property at 18-20 Dover Street, westerly for a distance of 135 feet,



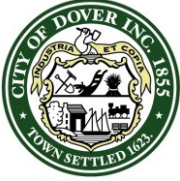
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
 Ordinance Title: Vehicles and Traffic
 Chapter: 141
 Sections: 34
 48
 49
 52

		from 7:00 a.m. to 5:00 p.m. Monday through Friday
Durham Road	Both	From the intersection of Back River Road to the intersection of Mast Road
Durrell Street	Northerly and westerly	The entire length from St. John's Street to Winter Street
East Watson Street	Both	From the intersection with Central Avenue easterly to the intersection with South Watson Lane
Elm Street [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Westerly	From the intersection with Silver Street, southerly to the intersection with Fisher Street, between December 1 and April 1
Essex Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Southwesterly	From the intersection with Portland Avenue northwesterly to the dead end, between December 1 and April 1
Everett Street [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Westerly	From the intersection with Baker Street, southerly to the intersection with Ham Street, between December 1 and April 1
Ezra's Way	Easterly	Entire length
Fern Court	Westerly	From the intersection with Folsom Street, northerly, and then westerly to the dead end
Fifth Street	Northerly	From the intersection with Central Avenue westerly to Chestnut Street,
Fifth Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Northerly	From the intersection with Chestnut Street westerly to the intersection with Grove Street, between December 1 and April 1
Fifth Street [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Southerly	From the intersection with Grove Street, westerly to the intersection with Tammany Park, between December 1 and April 1
First Street [Amended 9-3-	Northerly	From the westerly driveway of 1



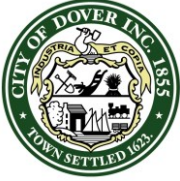
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
 Ordinance Title: Vehicles and Traffic
 Chapter: 141
 Sections: 34
 48
 49
 52

2014 by Ord. No. 2014.08.13-014]		First Street easterly to the intersection with Central Avenue
Folsom Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Southerly	The entire length, between December 1 and April 1
Forest Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Northwesterly	The entire length, between December 1 and April 1
Fourth Street [Added 11-13-2019 by Ord. No. 2019.10.23-013; amended 9-9-2020 by Ord. No. 2020.08.26-012]	Southerly	From the intersection with Chestnut Street westerly to the intersection with Grove Street, between December 1 and April 1
Fourth Street	Southerly	From the intersection with Chestnut Street westerly for a distance of 100 feet
Fourth Street	Southerly	From the intersection with Chestnut Street easterly to Public Service Pole No. 53/1A
Fourth Street	Southerly	From the Cochecho River bridge easterly to the intersection of Frances Drive, a distance of 250 feet
Garrison Road	Southerly	From the intersection with Shadow Drive easterly to the intersection with Meridian Drive
George Street [Added 10-26-2016 by Ord. No. 2016.10.12-013]	Northwesterly	From the intersection with Sonnett Street to the intersection with Henry Law Avenue, except where individual parking spaces are marked by the City
George Street	Southeasterly	From the northeast corner of the property line of 233 Central Avenue northeasterly to the intersection with Sonnett Street
Greenfield Drive	Northerly	From the intersection with Garrison Road easterly to the northwest corner of Greenfield Drive traffic



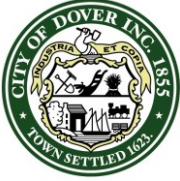
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
 Ordinance Title: Vehicles and Traffic
 Chapter: 141
 Sections: 34
 48
 49
 52

		circle
Ham Street [Added 3-27-2019 by Ord. No. 2019.03.13-005]	Northerly	From Central Avenue to Park Street
Hampshire Circle	Northerly	From the southerly intersection with Whittier Street continuing around on that side of Hampshire Circle to the northerly intersection with Whittier Street
Hamilton Street [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Northerly	From the intersection with Elm Street, westerly to the intersection with Belknap Street, between December 1 and April 1
Hancock Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Southwesterly	The entire length, between December 1 and April 1
Hanson Street [Added 4-25-2018 by Ord. No. 2018.04.11-003]	Both	Entire length
Henry Law Avenue	Easterly	From the Maglaras Park entrance road to Browning Drive
Henry Law Avenue	Westerly	From the intersection of Browning Drive northerly for a distance of 75 feet
Henry Law Avenue	Westerly	From the intersection of George Street southerly to a point directly across from Towne Drive
Henry Law Avenue	Westerly	From the intersection with Williams Street southerly to the intersection with George Street
High Ridge Drive [Added 7-22-2020 by Ord. No. 2020.07.08-005; amended 9-9-2020 by Ord. No. 2020.08.26-012]	Southerly	From the intersection with Floral Avenue easterly to the dead end, between December 1 and April 1
Horne Street	Westerly	From the intersection with Glencrest Avenue southerly to the driveway of 68 Horne Street



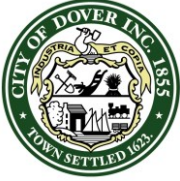
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
 Ordinance Title: Vehicles and Traffic
 Chapter: 141
 Sections: 34
 48
 49
 52

Industrial Park Drive [Added 5-23-2018 by Ord. No. 2018.05.09-004; amended 3-27-2019 by Ord. No. 2019.03.13-005]	Easterly then southerly (inside of curve)	From the westernmost driveway from 89 Industrial Park Drive (Eversource Pole No. 305/12B) northerly, then easterly to the driveway of 115 Industrial Park Drive (Eversource Pole No. 305/15BS), from November 1 to April 1
Ivan's Lane	North	Entire length
Kirkland Street	Southerly	
Lexington Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Easterly	The entire length, between December 1 and April 1
Lincoln Street [Added 11-13-2019 by Ord. No. 2019.10.23-013; amended 9-9-2020 by Ord. No. 2020.08.26-012]	Southerly	From the intersection with Chestnut Street, westerly to the intersection with Grove Street, between December 1 and April 1
Lisa Beth Drive [Repealed 9-9-2020 by Ord. No. 2020.08.26-012]		
Locust Street	Easterly	From the intersection with Silver Street southerly to the intersection with Central Avenue
Locust Street	Easterly	From the intersection with St. Thomas Street southerly to the intersection with Silver Street
Long Hill Road	Both	From the intersection with New Rochester Road (Route 108) westerly to the intersection with Old Rochester Road (Route 16B)
Main Street	Easterly	From the intersection with Washington Street northerly to the intersection with Chapel Street
Mechanic Street	Both	From intersection of School Street northerly to the intersection of Chapel Street
Mill Street	Both	From a point 370 feet from Central



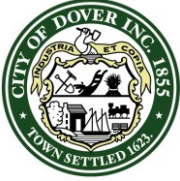
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Sections: 34
48
49
52

		Avenue easterly for a distance of 700 feet
Mineral Park Drive	Northerly	From the intersection with Washington Street to the intersection with Pleasant View Circle
Morin Street	Both	From the intersection with Central Avenue, westerly to PSNH Pole No. 1/18B
Nelson Street	Southerly	From the intersection with Atkinson Street westerly to the intersection with Belknap Street
Nelson Street	Southerly	From the intersection with Locust Street westerly to the intersection with Atkinson Street, between December 1 and April 1
New York Street	Both	From the intersection with Broadway to the intersection with East Street
New York Street	Southerly	From the intersection with Central Avenue easterly to the Public Service Pole 111/12
Old English Village Road	Southerly	From the intersection with Central Avenue easterly to the Rollinsford Town Line
Old Garrison Road	Both	Along the entire 510 foot frontage of Tax Map J, Lot 10-6, owned by State of New Hampshire Fish and Game Department
Old Rollinsford Road	Both	From the intersection with Central Avenue to the Wentworth Douglass Hospital
Orchard Street	Both	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Orchard Street Lot service road	Both	Entire length from its intersection with Orchard Street northerly, then westerly to its exit to Orchard



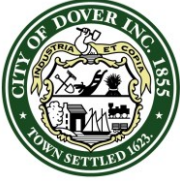
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
 Ordinance Title: Vehicles and Traffic
 Chapter: 141
 Sections: 34
 48
 49
 52

		Street Lot
Overlook Drive	Westerly	Entire length
Park Street Park Parking Lot [Added 4-12-2017 by Ord. No. 2017.03.22-004]		No parking during the hours of 8:30 p.m. to 7:00 a.m. during the period of April 1 through September 30 and during the hours of 7:00 p.m. to 7:00 a.m. during the period of October 1 through March 31
Paul Street	Easterly	From the intersection with Henry Law Avenue, to the intersection with Wallingford Street
Pierce Street	Both	Entire length
Plaza Drive	Easterly	From the intersection with Glenwood Avenue northerly to the intersection with Northway Circle
Plaza Drive [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Easterly	From the intersection with Northway Circle, northerly to the end of the Street, between December 1 and April 1
Pleasant View Circle	Westerly	From the intersection with Washington Street northerly to the intersection with Whittier Street
Portland Avenue	Easterly	From the north boundary of 161 Portland Avenue southerly to the north boundary of 149 Portland Avenue
Portland Avenue	Northerly	From PSNH pole 119/3A to the entrance of the Portland Avenue Parking Lot
Portland Avenue	Northerly	From the intersection with Chapel Street to the entrance with Portland Avenue parking lot
Portland Avenue	Southerly	The intersection with Chapel Street easterly and westerly for a distance of 100 feet
Portland Avenue [Amended 12-9-2015 by	Westerly	From the intersection of Oak Street southerly for a distance of 600 feet



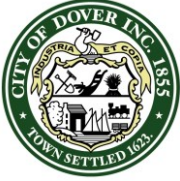
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
 Ordinance Title: Vehicles and Traffic
 Chapter: 141
 Sections: 34
 48
 49
 52

Ord. No. 2015.10.28-028]		
Preble Street	Southerly	From the intersection with Central Avenue easterly then southerly along the westerly side to the intersection with Pierce Street
Quaker Lane	Westerly	Entire length
Richmond Street [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Westerly	Entire length
River Street	Easterly	From the intersection with Henry Law Avenue northerly for a distance of 130 feet
River Street	Westerly	From the intersection with Henry Law northerly to Washington Street
Rogers Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Southwesterly	The entire length, between December 1 and April 1
Rogers Street	Westerly	From the intersection with Cochecho Street northerly for a distance of 400 feet
Royer Lane	Both	Entire length
Sandpiper Drive	Southerly	From the intersection with Watson Road to the cul-de-sac
School Street	Southerly	From the westerly entrance to the School Street Parking Lot easterly to the intersection with Mechanic Street
Shaw's Lane	Easterly	Entire length from Garrison Road to Tideview Drive
Silver Street [Amended 12-26-2016 by Ord. No. 2016.10.12-013]	North	From the intersection with Central Avenue westerly to the intersection with Knox Marsh Road
Silver Street [Amended 12-26-2016 by Ord. No. 2016.10.12-013]	South	From the intersection with Central Avenue westerly to the intersection with Knox Marsh Road
Smith Well Road	Westerly	From Glenwood Avenue to Barry



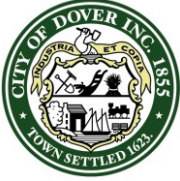
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
 Ordinance Title: Vehicles and Traffic
 Chapter: 141
 Sections: 34
 48
 49
 52

		Street
Sonnet Street	Both	From the intersection with George Street easterly to the intersection with Hanson Street
South Pine Street	North	From the intersection with Central Avenue easterly and northerly to the intersection with Court Street
South Pine Street	Southerly	From the intersection with Central Avenue easterly and northerly to the intersection with Court Street excluding the area between public service pole 150/4 easterly to public service pole 150/7A
Spring Street	Northerly	From Central Avenue to Locust Street
<u>Spruce Lane Park</u>	<u>All</u>	<u>All parking within this park, between December 1 and April 1</u>
St. John Street	Easterly	From the intersection with Broadway southerly to the intersection with Chapel Street
St. Thomas Street [Added 7-22-2020 by Ord. No. 2020.07.08-005]	Both	From the intersection with Chestnut Street westerly to the property line between 25 and 33 St. Thomas Street except for vehicles whose driver or passenger is conducting business at the NH Circuit Court between the hours of 8 am and 5 pm, Monday through Friday
St. Thomas Street [Added 7-22-2020 by Ord. No. 2020.07.08-005]	Southerly	The angled spaces between the McConnell Center and Atkinson Street except for vehicles whose driver or passenger is conducting business at the NH Circuit Court between the hours of 8 am and 5 pm, Monday through Friday
St. Thomas Street [Added 9-9-2020 by Ord. No.]	Northerly	From the intersection with Atkinson Street, westerly to



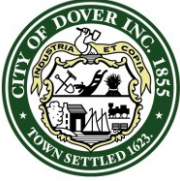
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
 Ordinance Title: Vehicles and Traffic
 Chapter: 141
 Sections: 34
 48
 49
 52

2020.08.26-012]		intersection with Belknap Street, between December 1 and April 1
St. Thomas Street [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Northerly	Two spaces in front of 33/35 St. Thomas Street, between December 1 and April 1
Summer Street [Added 11-13-2019 by Ord. No. 2019.10.23-013]	Southerly	From the intersection with Central Avenue westerly to the intersection with Belknap Street, between December 1 and April 1
Susannah's Crossing	Southerly	Entire length of publicly accepted portion of the street
Third Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Chestnut Street
Third Street [Added 11-13-2019 by Ord. No. 2019.10.23-013; amended 9-9-2020 by Ord. No. 2020.08.26-012]	Southerly	From the intersection with Chestnut Street westerly to the intersection with Grove Street, between December 1 and April 1
Third Street	Northerly	From the driveway of 33 Third Street westerly for 15 feet
Towle Avenue	Easterly	From the intersection with Clifford Street northerly for a distance of 30 feet
Towle Avenue	Westerly	From the intersection with Clifford Street northerly for a distance of 30 feet
Twombly Street	Northerly and easterly	From the intersection with Preble Street easterly and southerly to the intersection with Pierce Street
Union Street	Westerly	From the intersection with Court Street northerly to the intersection with Federal Street
Washington Street	Easterly	Between the intersection with Pleasant View Circle northerly to the intersection with Mineral Park Drive
Washington Street	Southerly	From the intersection with Locust



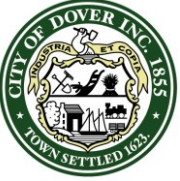
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Sections: 34
48
49
52

		Street westerly for a distance of 56 feet
Washington Street	Southerly	From the easterly most driveway of 150 Washington Street to Atkinson Street
Washington Street	Westerly	From the intersection of Morrison Lane northerly for a distance of 150 feet
West Concord Street [Added 9-9-2020 by Ord. No. 2020.08.26-012]	Northerly	From the intersection with Lexington Street, westerly to the intersection with Arch Street, between December 1 and April 1
Whittier Street	Both	From the intersection with Mineral Park Drive northerly to the Whittier Street Bridge
Wildewood Lane	Both	From the intersection of Cottonwood Drive to the beginning of the cul-de-sac
Wildewood Lane	Northeasterly	From Sixth Street to Cottonwood Drive
Williams Street	Both	From the intersection with Central Avenue easterly to the intersection with Henry Law Avenue
Winter Street	Both	From the intersection with St. John Street easterly to the intersection with Durrell Street
Winter Street (formerly Cedar Street)	Northerly	From the intersection with Durrell Street easterly to the dead end
Young Street	Northerly	From the intersection with Main Street and Portland Avenue easterly to the Cochecho River
Young Street	Southerly	From the intersection of Main Street easterly to the Cochecho River, between December 1 and April 1

 CITY OF DOVER	CITY OF DOVER - ORDINANCE
	Agenda Item#: 13.C.2.
	Ordinance Number: O – 2021.03.24 – 003 Ordinance Title: Vehicles and Traffic Chapter: 141 Sections: 34 48 49 52

4. AMENDMENT

Chapter 141, entitled “Vehicles and Traffic,” is hereby amended by revising Section 141-49, “Schedule J: Limited-Time Parking”, as follows:

a. THE FOLLOWING ARE AMENDED:

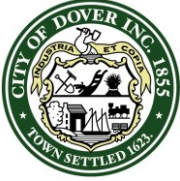
§ 141-34 Schedule J: Limited-Time Parking

- A. Three-hour parking. In accordance with the provisions of § **141-19**, it shall be unlawful for the owner or operator of any vehicle to park for more than three hours per day in the following described locations: **[Amended 5-23-2018 by Ord. No. 2018.05.09-004]**

Street	Side	Location
Central Avenue	Westerly	From the driveway between 642 and 648 Central Avenue northerly to the driveway between 652 and 660 Central Avenue
Portland Avenue Lot [Added 7-22-2020 by Ord. No. 2020.07.08-005]	Public Spaces	Westerly side of Portland Avenue between 44 Portland Avenue and Chapel Street

- B. Two-hour parking. In accordance with the provisions of § **141-19**, it shall be unlawful for the owner or operator of any vehicle to park for more than two hours in the following described locations:

Street	Side	Location
Adelle Drive	Both	For the entire length, between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, between September 1 and June 15
Bellamy Road [Added 4-10-2019 by Ord. No. 2019.03.27-007]	Both	From the intersection with Hartswood Road, southerly to the Bellamy Road split, between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, between September 1 and June 15
Broadway [Added 2-14-2018 by Ord. No. 2018.01.10]	Easterly	From the intersection with Florence Street northerly to the



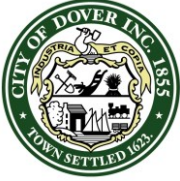
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
 Ordinance Title: Vehicles and Traffic
 Chapter: 141
 Sections: 34
 48
 49
 52

		intersection with Oak Street, except as otherwise posted
Broadway	Northerly	From the intersection with St. John Street westerly to the PSNH Pole No. 114/A1
Broadway [Amended 10-26-2016 by Ord. No. 2016.10.12-013]	Southerly	From the driveway between 3 and 7 Broadway easterly to the intersection with St. John Street
Central Avenue [Amended 2-11-2015 by Ord. No. 2015.01.28-005]	Easterly	From the intersection of New York Street, southerly to the intersection with Fifth Street
Central Avenue [Added 2-11-2015 by Ord. No. 2015.01.28-005]	Westerly	From the driveway between 572 and 574 Central Avenue, southerly to the intersection with Fifth Street
Chestnut Street [Added 10-26-2016 by Ord. No. 2016.10.12-013; amended 4-12-2017 by Ord. No. 2017.03.22-004]	Easterly	From the intersection with Fifth Street northerly to the intersection with Sixth Street
Chestnut Street [Added 10-26-2016 by Ord. No. 2016.10.12-013; amended 4-12-2017 by Ord. No. 2017.03.22-004]	Westerly	From the intersection with Third Street northerly to the intersection with Sixth Street
Chestnut Street Lot [Added 10-11-2017 by Ord. No. 2017.09.27; repealed 7-22-2020 by Ord. No. 2020.07.08-005]		
Fairfield Drive	Both	For the entire length, between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, between September 1 and June 15
Fourth Street	Both	From the intersection with Chestnut Street westerly to the intersection with Grove Street except as otherwise posted
Green Street [Added 10-26-2016 by Ord. No. 2016.10.12-013; amended 4-12-2017 by Ord. No. 2017.03.22-004]	Northerly	From the intersection with Chestnut Street westerly to the intersection with Washington Street except as otherwise posted



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Sections: 34
48
49
52

Hartswood Road	Both	For the entire length, between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, between September 1 and June 15
Kirkland Street [Amended 10-11-2017 by Ord. No. 2017.09.27]	Northerly	From the intersection with Locust Street easterly to the intersection with Academy Street
Lisa Beth Drive	Both	For the entire length, between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, between September 1 and June 15
Locust Street	Westerly	From the intersection with Hale Street, southerly to the intersection with Kirkland Street, unless otherwise posted
Plaza Drive	Westerly	Between exit and entrance to No. 307 Plaza Drive
St. Thomas Street [Added 7-22-2020 by Ord. No. 2020.07.08-005]	Both	From the intersection with Chestnut Street westerly to the property line between 25 and 33 St. Thomas Street
St. Thomas Street [Added 7-22-2020 by Ord. No. 2020.07.08-005]	Southerly	Angled parking spaces between the McConnell Center and Atkinson Street
Sunset Drive	Both	For the entire length, between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, between September 1 and June 15
Sylvan Drive	Both	For the entire length, between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, between September 1 and June 15
Third Street	Both	From the intersection with Chestnut Street westerly to the intersection with Grove Street except as otherwise posted

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.2. Ordinance Number: O – 2021.03.24 – 003 Ordinance Title: Vehicles and Traffic Chapter: 141 Sections: 34 48 49 52
---	--

- C. One-hour parking. In accordance with the provisions of § **141-19**, it shall be unlawful for the owner or operator of any vehicle to park for more than one hour in the following described locations: **[Amended 8-24-2015 by Ord. No. 2015.07.08-015]**

Street	Location
(Reserved)	

- D. Thirty-minute parking. In accordance with the provisions of § **141-19**, it shall be unlawful for the owner or operator of any vehicle to park for more than 30 minutes in the following described locations: **[Amended 8-24-2015 by Ord. No. 2015.07.08-015]**

Street	Side	Location
Church Street [Amended 7-22-2020 by Ord. No. 2020.07.08-005]	Southerly	From the intersection with Locust Street, 3 spaces in an easterly direction
George Street	Easterly	2 spaces nearest Henry Law Avenue
Henry Law Avenue	Northerly	From George Street to River Street
Locust Street [Added 12-26-2016 by Ord. No. 2016.10.12-013; amended 10-10-2018 by Ord. No. 2018.09.26-010]		All spaces adjacent to the traffic circle between the McConnell Center and Public Library, unless otherwise posted

- E. Fifteen-minute parking. In accordance with the provisions of § **141-19**, it shall be unlawful for the owner or operator of any vehicle to park for more than 15 minutes in the following described locations: **[Amended 8-24-2015 by Ord. No. 2015.07.08-015; 12-9-2015 by Ord. No. 2015.10.28-029]**

Street	Location
Green Street	2 spaces on northerly side in front of Waldron Towers
Orchard Street	2 posted spaces in front of 40 Chestnut Street (Cochecho Park Apartments)
Orchard Street	2 posted spaces in the northeast corner of the lot
Transportation Center Lot 33 Chestnut Street [Added 11-14-2018 by Ord. No. 2018.10.24-011]	6 spaces westerly from terminal building in the row closest to the railroad tracks

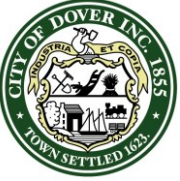
 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.2. Ordinance Number: O – 2021.03.24 – 003 Ordinance Title: Vehicles and Traffic Chapter: 141 Sections: 34 48 49 52
---	--

- F. In accordance with the provisions of § **141-19**, it shall be unlawful for the owner or operator of any vehicle to park in the following described locations between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday, between September 1 and June 30: **[Amended 8-24-2015 by Ord. No. 2015.07.08-015]**

Street	Side	Location
Clifford Street	Northerly	From the intersection with Towle Avenue easterly to the intersection with Woodman Park Drive
<u>Garrison Road</u>	<u>Northerly</u>	<u>From Meridian Drive to Morningside Drive</u>
<u>Horne Street</u>	<u>Westerly</u>	<u>From Glencrest Avenue to Roosevelt Avenue</u>
Shaws Lane	Westerly	From the intersection of Garrison Road northerly for a distance of 180 feet
Towle Avenue	Easterly	From the intersection with Silver Street southerly to the intersection with Clifford Street
Towle Avenue	Westerly	From the northerly property line of No. 5 Towle Avenue southerly to the intersection with Clifford Street

- G. In accordance with the provisions of § **141-19**, it shall be unlawful for the owner or operator of any vehicle to park from 9:00 p.m. to 6:00 a.m. between April 1 and October 31 and from 5:00 p.m. to 7:00 a.m. between November 1 and March 31 in the following described locations: **[Added 10-26-2016 by Ord. No. 2016.10.12-013]**

Cemeteries	Location
Austin-Tuttle Cemetery	Old Dover Point Road and Gerrish Road
First Settler's Cemetery	Dover Point Road
Pine Hill Cemetery	Central Avenue
Pinkham Cemetery	Dover Point Road and Ayers Lane

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.2. Ordinance Number: O – 2021.03.24 – 003 Ordinance Title: Vehicles and Traffic Chapter: 141 Sections: 34 48 49 52
---	---

H. In accordance with the provisions of § **141-19**, it shall be unlawful for the owner or operator of any vehicle to park in and upon the following streets and places between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday: **[Amended 8-24-2015 by Ord. No. 2015.07.08-015]**

Street	Location
(Reserved)	

5. AMENDMENT

Chapter 141, entitled “Vehicles and Traffic,” is hereby amended by revising Section 141-52, “Schedule M: Business Parking Permit Zones”, as follows:

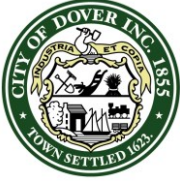
a. THE FOLLOWING ARE AMENDED:

§ 141-52 **Schedule M: Business Parking Permit Zones**

[Added 5-25-2016 by Ord. No. 2016.05.11-007; amended 5-23-2018 by Ord. No. 2018.05.09-004; 8-22-2018 by Ord. No. 2018.08.08-008]

The following parking lots/areas are authorized for permit parking as authorized by § **141-20**, Business parking permit program, unless otherwise restricted:

Parking Lots		
Belknap Lot [Repealed 11-14-2018 by Ord. No. 2018.10.24-011]		
Fourth Street Lot [Amended 7-22-2020 by Ord. No. 2020.07.08-005]		
Orchard Street Lot		
Orchard Street Parking Garage		Spaces designated by the Chief of Police
Portland Avenue (Grimes) Lot		
River Street Lot		
Third Street Lot		
Transportation Center Lot		
Parking Areas	Side	Location
<u>Atkinson Street</u>	<u>Westerly</u>	<u>From the intersection with Washington Street, southerly to the intersection with St. Thomas Street</u>
Chapel Street	Southerly	From the intersection of Main Street easterly to the intersection with Mechanic



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2021.03.24 – 003**
Ordinance Title: Vehicles and Traffic
Chapter: 141
Sections: 34
48
49
52

		Street
First Street	Northerly	City-controlled areas
Green Street	Both	From the intersection with Fayette Street westerly, then southerly to the intersection with Washington Street
Henry Law Avenue	Easterly	From Washington Street southerly to River Street
Kirkland Street	Northerly	From the intersection with Central Avenue westerly to the intersection with Locust Street
Main Street	Westerly	From the intersection with Washington Street northerly to the intersection with School Street
Second Street	Both	From the driveway between 20 and 22 Second Street westerly to Chestnut Street

6. 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:

Deputy Mayor Dennis Ciotti

Approved as to Legal
Form and Compliance:

Joshua M. Wyatt
City Attorney

Recorded by:

Susan Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.2. Ordinance Number: O – 2021.03.24 – 003 Ordinance Title: Vehicles and Traffic Chapter: 141 Sections: 34 48 49 52
---	--

DOCUMENT HISTORY:

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

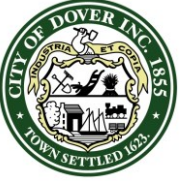
DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

Pay by Phone (Section 141-34): It is expected that in the future the “pay by phone” system will become a popular form of payment for parking. However, the use of a Pay by Phone system is not currently contemplated within Chapter 141. This provision is intended to clarify that parking may be paid for in this manner, subject to the conditions stated in the proposed new ordinance.

Schedule I (Section 141-48): With the 2019 construction of new sidewalk along Spruce Lane from Mast Road to Back River Road, a paved parking apron was also created to facilitate use of the small neighborhood ball field and recreation area near Partridge Lane. This parking apron is deep enough to allow for head-in parking during fair weather months without obstructing pedestrian use of the new sidewalk. In winter months, however, parked vehicles here tend to block the sidewalk and interfere with sidewalk snow removal and maintenance operations. As the field use is largely limited to neighborhood children during winter months, there is no commensurate need for parking here during winter. Additionally, a nearby resident who parked here during a winter storm claimed that his bumper was damaged by the City’s sidewalk plow. The Chief of Police has since enacted a temporary parking restriction here under his authority per Section 141:3B. The Director of Community Services and the Director of Recreation concur that parking should continue to be restricted during winter months. For clarification, the existing parking (time) restrictions in

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.2. Ordinance Number: O – 2021.03.24 – 003 Ordinance Title: Vehicles and Traffic Chapter: 141 Sections: 34 48 49 52
---	---

recreation areas (Section 105-7) were considered and deemed insufficient for the current need to restrict parking during winter months in this area, Spruce Lane Park. This ordinance also proposes to update the column header titles in this schedule for additional clarification.

Schedule J (Section 141-49): The existing parking restrictions in Schedule J, Section F, have allowed for the safe and orderly flow of traffic during pickup and drop-off times when the Woodman Park and Garrison elementary schools are in session. At the onset of the COVID-19 pandemic, Dover schools shifted to an online learning model. On February 8, 2021, Dover’s elementary schools shifted back to an in-person learning model. While student transportation is provided by the SAU, more parents and caregivers have opted for pickup and drop-off by automobile. This has resulted in longer than usual traffic queues in the area of all three public elementary schools. To allow for the safe and orderly flow of traffic during these queue times, the Police Department has recommended two additional segments of roadway be added to section F. This will help facilitate traffic flow at the Garrison and Horne Street elementary schools. The Transportation Advisory Commission has endorsed this revision.

Schedule M (Section 141-52): The westerly side of Atkinson Street from Washington Street to St. Thomas Street was metered by the City at the request of tenants of the McConnell Center in an effort to create turnover parking in the area. Currently, the area is underused and the Parking Manager believes there is a market for a limited number of business permits. The Parking Commission has approved this proposed change.