 CITY OF DOVER	CITY COUNCIL - AGENDA Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, April 28, 2021 Meeting Time: 7:00 pm
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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. FISCAL YEAR 2022 CAPITAL IMPROVEMENT PROGRAM (CIP) APPROPRIATION AND AUTHORIZATION FOR CWSRF LOAN FOR COCHECO RIVER OUTFALL STORMWATER PLAN (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (CITY COUNCIL VOTE TO OCCUR ON MAY 12, 2021.)
SPONSORED BY MAYOR CARRIER BY REQUEST

B. REPROGRAM UNEXPENDED BOND PROCEEDS FROM LEIGHTON WAY AND COCHECO PUMP STATIONS TO DOWNTOWN INFLOW AND INFILTRATION ELIMINATION (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (CITY COUNCIL VOTE TO OCCUR ON MAY 12, 2021.)
SPONSORED BY MAYOR CARRIER BY REQUEST

8. CITIZEN'S FORUM

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

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

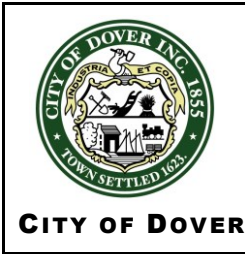
Correspondence that does not state the individual's name and Dover address shall not be placed on file with the Council public meeting record.

9. CITY MANAGER'S REPORT

10. APPROVAL OF MINUTES

- A. April 14, 2021 – Regular Meeting**
- B. April 21, 2021 – Workshop Session**

11. MAYOR'S REPORT



CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, April 28, 2021**
Meeting Time: **7:00 pm**

12. UNFINISHED BUSINESS

- A. ORDINANCES IN THE 2nd READING
- B. ORDINANCES IN THE 3rd READING
- C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

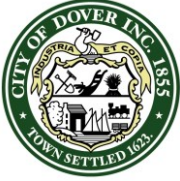
1. **B13052 EMULSION POLYMER EXTENSION WITH SOLENIS LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B21053 PUBLIC LIBRARY ROOF CONSULTANT**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **CITYWIDE 2021-2022 GROUNDWATER MONITORING PROGRAM WITH EMERY & GARRETT GROUNDWATER INVESTIGATIONS LLC**
SPONSORED BY 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 | |

B. RESOLUTIONS

1. **DISSOLUTION OF THE ANOTONIA KRETSEPES MEMORIAL SCHOLARSHIP FUND**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, April 28, 2021**
Meeting Time: **7:00 pm**

- 2. APPROPRIATION OF SCHOOL FACILITIES CAPITAL RESERVE FUNDS FOR VOYAGE MARK II SCALE MODEL SOLAR SYSTEM.**
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 12, 2021.)
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 5: ADMINISTRATIVE CODE, SECTION 33**
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 12, 2021.)
SPONSORED BY MAYOR CARRIER BY REQUEST

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2021.04.14 – 054**

Resolution Re: FY2022 CIP Appropriation and Authorization for CWSRF
Loan for Cocheco River Outfall Stormwater Plan

WHEREAS: The City Council desires to make public improvements and to finance these improvements through the NH Clean Water State Revolving Fund (CWSRF) and;

WHEREAS: The City identified a need to make improvements and submitted a pre-application to NH Department of Environmental Services (NH DES) for the Cocheco River Outfall Stormwater Project and the project was determined to meet CWSRF eligibility; and

WHEREAS: The City's participation in the CWSRF for the Cocheco River Outfall Stormwater Project provides an opportunity for \$75,000 loan principal forgiveness; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital project is appropriated for \$150,000.00 with estimated useful lives in excess of the length indicated:

Item #	Description	Proposed	Life/Yrs	Department	Fund
		Appropriation			
1	Cocheco River Outfall Stormwater Project	\$150,000	10	Comm Serv - PW	General Fund
	Total	\$150,000			

AND FURTHER BE IT RESOLVED THAT:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Clean Water State Revolving Fund (CWSRF) Program for financing this project. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF Program to obtain the loan for eligible identified project.

NOTE: This resolution requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage with the vote deferred until at least three (3) days after public hearing.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2021.04.14 – 054**
Resolution Re: FY2022 CIP Appropriation and Authorization for CWSRF
Loan for Cocheco River Outfall Stormwater Plan

DOCUMENT HISTORY:

First Reading Date: 04/14/2021
Approved Date:

Public Hearing Date: 04/28/2021
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#: 7.A.
Public Hearing Only**

Resolution Number: **R – 2021.04.14 – 054**
Resolution Re: FY2022 CIP Appropriation and Authorization for CWSRF
Loan for Cocheco River Outfall Stormwater Plan

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for a FY2022 Capital Improvements Program project financed by loan from NH DES Clean Water State Revolving Fund, with up to \$75,000.00 principal forgiveness for the planning loan, and authorizes the city to enter into the loan agreement with NH DES.

This resolution makes an appropriation for the Cocheco River Outfall Stormwater Project.

The drainage basin for the Cocheco River Outfall includes the area of the City approximately bounded by Central Avenue to the west, Garrison Hill Park to the north, the B&M Railroad tracks and portions of Portland Avenue and Cocheco Street to the east, and parts of the downtown area to the south. The drainage area totals over 270 acres. Stormwater runoff from areas to the west of the B&M Railroad tracks drain to the intersection of Broadway between New York Street and Ham Street, where it enters the Broadway Railroad Culvert, which is currently under construction. The Broadway Railroad Culvert conveys stormwater flow under the B&M Railroad tracks. From there, stormwater is conveyed through the Chapel Street Ravine and eventually discharges to the Cocheco River near 11 Cocheco Street. Approximately 218 acres of the tributary drainage area is located upstream of the Broadway Railroad Culvert, with the remaining 50+ acres located between the railroad tracks and the Cocheco River.

This project includes development of a stormwater master plan for the tributary area that will guide the city's decision-making with respect to future stormwater infrastructure improvements and maintenance activities within the drainage basin. There are two SRF-funded projects located within the drainage basin, including the Broadway Railroad Culvert Reconstruction Project (SRF # CS-330200-09) and the Chapel Street Ravine Stormwater Treatment Study. However, these are projects focusing on isolated areas of the drainage basin, including replacement of a critical stone box culvert under the railroad tracks and a study to focus on potential stormwater treatment in a ravine adjacent to the culvert. There are other significant drainage issues throughout the entire drainage basin that warrant careful evaluation and correction, including century-old drainage infrastructure that is deteriorating and severely under capacity, numerous stone box culvert trunk lines located on private property that are not easily accessible for maintenance, and street flooding during moderate storm events. The location and accessibility-related issues restrict the ability to route all of the stormwater runoff to deep-sump catch basins prior to entering the drainage system. Due to the magnitude of needs in this large drainage basin, it is not feasible that all of these issues may be corrected with a single project. It is anticipated that correcting many of these issues will need to occur over time in a cost-effective manner. Therefore, a master plan is necessary to guide the City in implementing a phased approach to correcting stormwater related issues in the drainage basin.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired:

Description	Sewer
Pending Authorization	150,000
Prior FY2022 CIP Authorization	10,616,930
FY2022 Principal Retirement	4,037,722
Net Change	6,729,208



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2021.04.14 – 054**
Resolution Re: **FY2022 CIP Appropriation and Authorization for CWSRF
Loan for Cocheco River Outfall Stormwater Plan**

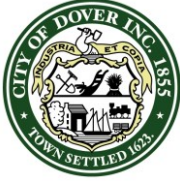
Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2020 and this authorization, against the legal debt limits. The statutory debt limit for the City General Fund is 3% of equalized assessed value.

Description	General Fund
Debt Outstanding	42,960,853
Authorized - Unissued	26,955,315
Total Issued & Unissued	69,916,168
This Authorization	150,000
Grand Total	70,066,168
Legal Debt Limit	118,758,715
Unused Capacity	48,692,547
Percent Unused	41.00%

Budgetary and Rate Impacts

The \$150,000 CWSRF loan is expected to be paid back over a 10-year period. Principal repayments would be \$7,500 per year after an offset of \$75,000 for the amount of principal forgiveness. The annual impact to the City's General Fund budget is based upon annual principal and interest repayment. The interest that would accrue on outstanding principal balances over the 10 year period, based on an interest rate of 2.424%, is estimated to be a total of \$11,817 impact to the City's General Fund budget over that 10 year period, approximately \$1,182 annual impact. The combined impact of principal and interest repayment for the CWSRF loan would be \$0.0023 impact on the property tax rate. For a single family home with an assessed value of \$351,400 the annual impact would be \$0.81.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2021.04.14 – 055**
Resolution Re: Reprogram Unexpended Bond Proceeds from Leighton Way and Cochecho Pump Stations to Downtown Inflow and Infiltration Elimination

- WHEREAS: On an annual basis the City Council adopts the Capital Improvements Program (CIP), which includes the Debt Financing authorization for certain CIP projects; and
- WHEREAS: There is \$61,758.19 of unexpended bond proceeds from the Leighton Way Pump Station project as it was completed under budget. There is \$791,772.61 of unexpended bond proceeds from the Cochecho Pump Station project as it was completed under budget; and
- WHEREAS: The City has identified the immediate need for additional funding for the Downtown Inflow and Infiltration Elimination Project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of \$853,530.80 of unexpended bond proceeds is hereby reprogrammed from the Leighton Way Pump Station project and the Cochecho Pump Station project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
5320.1.300.43250.4757.04574.16	Leighton Way Pump Station	61,758.19	(61,758.19)	0.00
5320.1.300.43250.4757.04574.19	Cochecho Pump Station	791,772.61	(791,772.61)	0.00
5320.1.300.43250.4757.04561.16	Downtown Inflow & Infiltration Elimination	0.00	61,758.19	61,758.19
5320.1.300.43250.4757.04561.19	Downtown Inflow & Infiltration Elimination	0.00	791,772.61	791,772.61
	Total Available Funding	853,530.80	0.00	853,530.80

NOTE: This resolution reprograms unexpended bond proceeds and therefore requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage with the vote deferred until at least three (3) days after the public hearing.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Sue Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

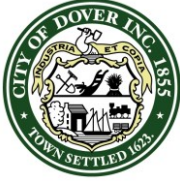
Resolution Number: **R – 2021.04.14 – 055**
Resolution Re: Reprogram Unexpended Bond Proceeds from Leighton Way
and Cocheco Pump Stations to Downtown Inflow and
Infiltration Elimination

DOCUMENT HISTORY:

First Reading Date: 04/14/2021	Public Hearing Date: 04/28/2021
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:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2021.04.14 – 055**
Resolution Re: Reprogram Unexpended Bond Proceeds from Leighton Way
and Cochecho Pump Stations to Downtown Inflow and
Infiltration Elimination

RESOLUTION BACKGROUND MATERIAL:

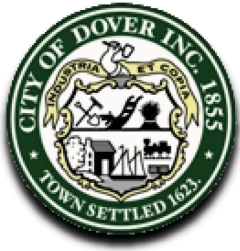
This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Leighton Way Pump Station project and Cochecho Pump Station project. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the identified projects. This resolution reprograms funding from the Leighton Way Pump Station project and the Cochecho Pump Station projects to the Downtown Inflow and Infiltration Elimination project.

On November 12, 2014 the City Council adopted the FY16 Capital Improvements Plan (CIP) Authorization for bonding, which included \$350,000.00 for the Leighton Way Pump Station project. The project is now completed and there is \$61,758.19 of unexpended bond proceeds that can be reprogrammed to another Sewer Fund project.

On December 13, 2017 the City Council adopted the FY19 CIP Authorization for bonding, which included \$1,650,000.00 for the Cochecho Pump Station project. The project is now completed and there is \$791,772.61 of unexpended bond proceeds that can be reprogrammed to another Sewer Fund project.

The City of Dover owns, operates and maintains wastewater collection and treatment facilities that serve the City's estimated population of 32,000. The collection system includes almost 115 miles of sanitary sewer. In 2018 the City completed and Inflow and Infiltration (I/I) study to identify potential areas of excessive I/I into its collection system. As part of the study, field work was completed, including CCTV and manhole inspections in multiple areas. The field work and subsequent I/I analysis identified the City's Downtown sewer shed area are where improvements were warranted.

The Downtown I/I Elimination project scope includes trenchless rehabilitation of approximately 4,500 feet of sanitary sewer and manholes within the downtown area. The engineers estimated cost for the project is twice the original projected budget. Therefore, additional funding is needed for the project.



CITY MANAGER'S REPORT



Dover Fire & Rescue staying connected with the community on a very important youth birthday visit.

April 22, 2021

Reporting on: March 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



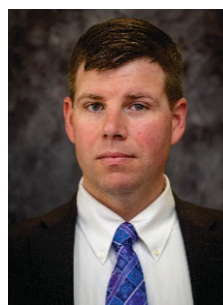
Daniel Lynch
Finance Director



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.”

March saw Fire & Rescue responding to 536 calls for service, an average of over 17 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 COVID exposure through a reduced amount of non-emergency service calls.

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

In the month of March, there were 172 times when 2 calls were going on simultaneously, and 88 times when 3 or more calls were going on at the same time.

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

In the month of March, a Chief Officer was summoned to respond with the duty shift to 20 emergency calls. 13 of these calls occurred either after regular business hours or on the weekend.

Inspection Services in March had a total count of 700 inspections conducted and 84 permits issued. Here is the Inspection Services activity breakdown for March:

Inspections & Permits	
Life Safety Inspections	101
Business Inspections	19
Sprinkler / Alarm Inspections	72
Building Inspections	186
Electrical Inspections	113
Plumbing / Mechanical Inspections	98
Blasting Inspections	00
Health Inspections	75
School / Daycare Inspections	31
Oil Burner Inspections	03
Woodstove / Fireplace Inspections	02
Building Permits	57
Blasting Permits	00
Certificate of Occupancy Permits	27

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

Facility	March # of individuals
Wentworth Douglass Hospital	198
Dover ER	38
Non Transports/Sign offs/Refusal of Care	85
Frisbie Memorial Hospital	1
Portsmouth Regional Hospital	8
Mass General Hospital (MA)	1
Brigham and Woman's Hospital (MA)	0
Boston Children's Hospital (MA)	0
Maine Medical (ME)	0
York Hospital (ME)	0
Exeter Hospital	1
Total:	332

In the month of March, some interesting emergency calls to note were:

On March 6th, The Fire Department was dispatched to 471 Central Ave., The Shanty, for a reported structure fire. Arriving companies found heavy smoke emitting from the building and heavy fire conditions inside the building. The very close proximity of neighboring buildings (exposures) are within feet of The Shanty which posed significant hazards because of fire exposure potential. Although The Shanty was not occupied at the time of the fire, the surrounding buildings are mixed-use occupancy, including residential. The timely response and aggressive suppression efforts kept the fire from extending to the surrounding exposures. The fire went to a second alarm which brought in mutual aid assistance and city-wide EMS and fire coverage.



A view of the bar area inside The Shanty.



Crews on scene at The Shanty after the fire was brought under control



Inside the Shanty dining room, Division Chief Chabot & Deputy Chief McShane discussing the investigation



City of Manchester, NH Fire Department Fire Investigator and accelerator detection K9



Structure fire-French Hussey Road, Rochester, NH

The cause and origin investigation for the Shanty was conducted by Dover Fire & Rescue's Fire Investigation Team and was aided by the Dover Police Department, NH Fire Marshal's Office, City of Manchester Fire Department - Fire Prevention Bureau's Fire Investigator and accelerant detection K9, and the U.S. Department of Justice Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). The fire remains under investigation.

On March 15th, The Fire Department was dispatched to French Hussey Road in Rochester for a mutual aid structure fire. Truck 1 and Car 4 responded. The fire was under control relatively quickly but long hose lays and a rural water tanker shuttle used for water supply made for a more lengthy extinguishment. Preliminary reports indicate a torpedo style heater used to thaw frozen pipes was the cause of the fire.

On March 22nd at around 2:30 pm, Dover's Engine 3 and Forestry 1 were called to a brush fire on Rte 108 in Madbury, about ¼ mile from the Dover/Madbury town line. At the same time, Dover's Truck 1 was providing station coverage in Farmington due to a multi-alarm brush fire in their jurisdiction. Through

personnel call back and the region's mutual aid system, Dover stations were covered while our duty shift provided immediate response to neighboring communities both north and south of Dover.



Dover Forestry 1, Engine 3 and DF&R personnel at a wildland fire in Madbury.



For the month of March, Community Service's street crews repaired various potholes with high performance cold patch. The crew will repair the potholes with asphalt once the plants reopen. Crews made a few trips to Massachusetts to obtain hot top, as the local plants are currently closed for the season.

Street sweeping equipment was washed and prepped for use. One Heavy Equipment Operator has started street sweeping already. The downtown areas as well as the downtown corridor have already been completed. Roads slated for restriping are typically completed first, followed by the downtown, then all remaining City streets. Crews will return to re-sweep any trouble spots as

needed. When available, a truck was sent ahead of the sweeper to remove large debris along the path (such as trash or tree limbs) to help speed the process. Sidewalk sweeping has also been underway.

Crews removed the sand barrels from around the city as well as cleaned up the resident sand/salt area.

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.

Various dirt roads were graded as part of routine maintenance to remove potholes and smooth out the roads. Several deceased animals were picked up from the roadway as reported or observed.

A Bobcat was delivered to the Ice Arena in order to remove the ice for floor maintenance. Crews returned to bring the machine back after the work was completed.

The Utilities Division experienced one water break. It was located on Ham Street near Everett Street. The break was a ring crack that was repaired with little disruption in service. 26 work orders were completed along with 24 service requests. Digging season is starting to pick up with many dig safes marked out to be completed. Crews are averaging 20 or more dig safes a day. Granese has started work on the Washington and Main Street project to replace the water main on a portion of Washington and all of Main Street. Work on Rutland to replace curb boxes will begin at the end of this month. This is being done ahead of the new sidewalks that are going to be put in this year.

The City meter crews replaced 248 water meters with new Galaxy meters.

For the month of March, the City's water system has steadily been generating 1.7 to 1.8 Million Gallons per Day. The new Willand Pond Wells have remained 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. Campbell well has been cleaned and is in the process of being reassembled so that it can be tested before returning to service. 100 work orders and 2 service requests were closed for the month.

VFD #3 at River Street Pump Station was replaced and the Varney Brook pump station is online with 90% of the reconstruction is completed. Staff continues to work with Wright Pierce on pump station assets through a grant the city received from NHDES. 99 work orders were closed and 8 service requests were responded to and closed as well.

3 sewer backups were reported and responded to by City staff. Manholes from Old Rollinsford Road to Broadway were cleaned ahead of the survey company as well as a manhole was raised on Central Ave by Sixth St.



Crew back filling the water main on Ham St.

Facilities & Grounds	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021
Burials Handled-Ash	8	5	0	0	1	0
Burials Handled-Full	4	1	4	5	3	4
Service Calls	72	80	68	62	62	107
Work Orders	157	113	99	94	99	170

Facilities, Grounds and Cemetery employees addressed 25 work requests for varying tasks. Tennis nets were put up at Woodman Park, spring cleanup began in the Park Street Park and Pine Hill Cemetery. Bleachers were assembled and delivered to Guppey Park for the ball field area. The public dock was put in the water down off River Street for the season. The Greek flag needed to be replaced at Immigrant's park as someone removed it from that location.

Twelve traffic signal issues were responded to, including the replacement of the traffic signal for the fire engines exiting the South End Fire station on the Durham Road. The Utilities Division worked with employees from Facilities & Grounds and the Electric Light Company to remove the old cabinet, replace the cement foundation and install the new cabinet so the traffic signal would work properly. Eleven other complaints pertained to signals going to flash for one reason or another or complaints about timing. All school zone lights were adjusted for daylight savings time.

Two street light issues were investigated and resolution is ongoing. Four work orders for maintenance on décor lights in the downtown area were investigated, most were resolved, one remains outstanding. The lights in Waldron Court were repaired and the photo eye replaced after the Ides of March blew through.

Twenty-three sign issues were attended to, posts were replaced and signs remounted, three signs were made and installed. Several of the work orders dealt with parking signs. Maintenance on string trimmers was underway to get ready for the mowing season.

The March winds created or exacerbated tree issues in the City this month. Twenty-three concerns generated work requests, whether it was removing fallen limbs from public ways or trimming broken limbs. Ten work order pertained to the removal of trees, some by Community Services employees and four by Urban Tree Service.

Graffiti was cleaned up in several locations on traffic boxes and in the stairwell of the Indoor Pool. One hundred-twenty-five Dig Safe requests were checked to be sure the division didn't have conflicts. One hundred were related to the new Way finding signs being installed over the next months. Six deliveries of supplies were made and three work orders involved moving items from one location to another.

Fifty work orders pertaining to buildings were addressed. Clocks were reset, including the tower clock, for daylight savings time. Preventative maintenance on heating systems in various municipal

buildings continues as 4 operational HVAC issues were addressed. Fifteen keys were issued in March.

Permit of Assembly inspections were completed as were battery changes in panic at the Library. The panic buttons were then tested to confirm alarms were received in Dispatch. Monthly elevator inspections and fire extinguisher inspections were completed.

On March 16th, the Irish flag was raised for a ceremony and left up for St Patrick's Day.

On March 25th, we joined cities around the world to honor Greece on the occasion of the bicentennial of the Greek War of Independence from the Ottomans, which began on that day back in 1821.

Flags were lowered on March 16th, 2021 as a mark of respect for the victims of the senseless violence in the Atlanta Metropolitan area.

The President of the United States ordered all flags on public buildings and grounds to be lowered to half-staff in remembrance of the victims of senseless violence in Boulder, Colorado on March 22, 2021.

March library circulation totaled 19,153 items. (7,598 adult + 7,087 children's print items; plus 4,468 items downloaded including 3,560 audiobooks & eBooks, 753 Hoopla streaming music, movies, and books, and 155 eMagazines).

75 new library patrons registered at the library; total active cardholders is 13,114. 6 of these new patrons were non-resident Dover workers or students, which now have 859 in that category.

The Library's Book Pick-Up (no contact) service continues to be popular with 84 appointments in March.

The Library's museum passes were borrowed 20 times. Museums are slowly opening their doors with maximum occupancies and so visitors are required to make reservations.

Outreach efforts via Dover's 2 Little Free Libraries continue to be popular with 135 books added in March.

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

33 new patrons registered for downloadable audiobooks/ eBooks (total = 5,769) and 11 registered for Hoopla (total = 1,887).

Internet and PC uses by the public totaled 701 on library workstations, plus another 4,354 via Wi-Fi,

The library's website statistics showed 40,975 page views by 7,780 users in 15,535 sessions.

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

7,689 people visited the library during March, an average of 285 per day (open 27 days).

Office of Information Technology, including Police IT staff, managed 214 IT support requests in March 2021. The majority of IT support requests handled were in the Police and Community Services departments. The most common IT support request type was Asset Management, GIS Maintenance.

During the month of March 2021, 12 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 March 2021. Both decedents were determined to have died of natural causes.

SIU detectives presented 7 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 classified as a felony offense or a misdemeanor with an enhanced penalty.

During March 2021, SIU detectives partnered with NH Liquor Enforcement and conducted targeted checks of Dover establishments that serve liquor. During the course of this operation, approximately 70 businesses were checked and 22 summonses were issued for Prohibited Sales.

During March 2021, SIU detectives investigated a double fatal motor vehicle crash on Sixth Street.

SIU detectives attended one forensic interview 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 28 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.

In March Sergeant Tarmey spent the majority of the month coordinating various projects and assignments with POP Officer Collis, DHA Liaison Cooper and Downtown Liaison Officer Martuscello on a daily basis. The majority of the assignments handled by the CREU in March were related to vagrancy issues, littering and criminal mischief.

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

During the month of March, Sergeant Tarmey continued to work with residents of First Street with an on-going littering issue in the area. Dating back to early fall of 2020, CREU members have been actively trying to gain compliance from a small number of residents regarding the proper disposal of trash and debris. As the snow melted in March, a large amount of trash was revealed and created a number of calls for service from a concerned citizen. Sergeant Tarmey was able to help rectify the situation by incorporating the owners of the property as well as Dover Community Services solid waste division. This will be an ongoing project.

Sergeant Tarmey and POP Officer Collis continued to monitor any incidents that occurred throughout the month on patrol that could be better followed up on by member of CREU. As a result, a number of individuals in need of services were referred to CAP, SOS, the Doorway and the

City of Dover Welfare Office. This proactive approach to offering services to individuals in need has been effective in increasing the total number of persons offered services in any given month. The total number of homeless individuals the department made contact with in the city remains higher than normal. POP Officer Collis maintains a monthly record of all homeless individuals that are contacted in the city each month.

While working in the Problem Oriented Policing Officer position, Officer Collis continued to contact and assist various homeless subjects throughout Dover. Officer Collis worked with these individuals to try to find them some kind of shelter, as well as ensuring they had access to food and other supplies. Officer Collis also worked with various resources within the community to help individuals in crisis get in touch with the appropriate resources.

Recently, the Dover Police Prosecutor implemented a community service program designed to allow persons charged with low level offenses the opportunity to participate in a prearranged amount of service hours in lieu of paying a fine. Officer Collis assisted with one of the participants of this program this month by meeting with and monitoring the person while he cleaned up a stretch of the Dover Community Trail.

Officer Collis continued to take calls and assist local property and business owners with complaints. Officer Collis assisted with whatever was needed and also helped point the involved parties in the right direction if the issue fell beyond the scope of his duties.

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, played laser tag, 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 March, Dover Police Officers encountered 92 separate homeless individuals.

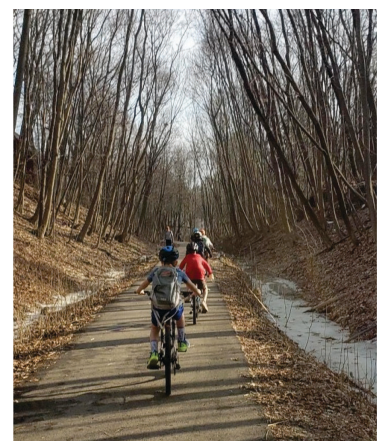


Officer Martuscello on patrol in downtown Dover.

With the arrival of warm weather, Downtown Liaison Officer, Officer Martuscello, spent several shifts patrolling the downtown by bicycle. During her patrols, she encountered many children who were practicing proper bicycle safety. To thank

them and encourage them to continue being safe while riding, Officer

Officer Martuscello responded to 58 calls for service and made 5 arrests during the month of March. The downtown continues to experience an influx in graffiti. In one case, Officer Martuscello was able to obtain video footage of a suspect and share it via the department's social media in an attempt to identify them.



Officer Martuscello, at the front and out of view, rides with several children along the community trail.

Officer Martuscello also made several referrals to Community Action Partnership of Strafford County (CAPSC). CAPSC has a new resource center for people in need of various services and particularly those experiencing homelessness. The center, adjacent to their office at 577 Central Avenue, is a place that people can go to talk directly to a coordinator, who can identify what types of services can be provided.

Officer Martuscello came across a gentleman who was unfamiliar to her and began a conversation about what he may need assistance with. Through that conversation, she identified the male was new to the area and experiencing homelessness. She provided him the information for the CAPSC resource center and later learned that he utilized it to get temporary shelter.

Martuscello gave out coupons for a free Slurpee at the 7-Eleven as a part of Operation Chill: Encouraging Positive Behavior.

Dover Police Department Patrol Division	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021
Calls for Service	1,458	1,373	1,501	1,358	1,301	1,598
Traffic Stops	565	901	1,171	1,378	974	972
Non-Enforcement Contacts	220	226	237	250	226	250
Incidents Handled	2,243	2,500	2,908	2,986	2,501	2,820

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.

March 2021

Priority 1:	197
Priority 2:	110
Priority 3:	572
Priority 4:	719
Priority 5:	1,222

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 March 2021, the Dover Police Department responded to 20 emergency incidents and arrived on scene in fewer than six minutes to 80% of those calls (20 calls, 4 in six minutes or more).

DISPATCH COMMUNICATIONS						
	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021
Radio Transmissions	11,361	12,089	12,911	12,806	11,166	13,716
Phone Calls	6,996	6,636	6,788	7,304	6,219	7,551
911 Calls Received	366	375	407	405	336	439
Lobby Customers	204	181	132	141	145	204
Police Alarms Received	77	89	101	78	76	96
Police Alarms Cancelled	11	13	11	18	20	17
Fire & Medical Alarms	60	63	60	73	70	71
Other Alarms	2	1	4	2	0	3

The Traffic Bureau conducted 3 child passenger seat inspections during the month of March. The Wentworth-Douglass Hospital monthly seat check program was canceled in March due to low number of registrants. 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.

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. The Dover Police Department has staffed the site with a law enforcement security and traffic detail officer throughout the month of March. Sgt. Speidel assumed responsibility for scheduling and coordination of this detail. As vaccinations have ramped up and the State has transitioned to a new vaccine appointment system, processing delays at the site have led to repeated traffic backups. On several occasions during the month of March – particularly on Thursday afternoons – traffic backups required the deployment of extra police officers. The State has committed to reimbursing the City of Dover for all personnel costs associated with the vaccine distribution process.

Sgt. Speidel has provided traffic control for the Strafford County Public Health Network's vaccination clinic at Bradley Commons, 577 Central Avenue. This clinic is regularly held on Thursday afternoons and is primarily a drive-thru. Traffic queues require active traffic control along Central Avenue and the staging of vehicles on an adjacent side street.

On March 2, 2021, a significant wind storm caused utility disruptions and downed trees in several areas of the City. Downed wires forced the emergency closure of several roadways, including Spur Road, upper Sixth Street, Long Hill Road and Cataract Avenue. Sgt. Speidel coordinated the distribution of traffic control equipment, barricades and detour signs to facilitate these various closures, and ensured that student transportation providers were notified so that contingencies could be made for the afternoon school dismissal.

Dover Police performed a total of 24 man-hours of targeted speed enforcement patrols in the month of March, as part of the current year's Highway Safety grant initiative which reimburses the department's personnel costs. Patrols focused on upper Sixth Street, Tolend Road, Watson Road, Old Rochester Road, and Middle Road. A total of 72 vehicles were stopped, resulting in 71 speed citations or warnings.

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

- Horne Street temporary parking restrictions

- Garrison Road temporary parking restrictions

- Road closure for ongoing Broadway culvert project

- Restoration Church drive-in services, 80 Rutland Street

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 March 2 and March 16, as members of the Strafford County Regional Tactical Operations Unit (SCRTOU) Officer Brown and K9 Barco attended the two monthly trainings. The focus of the training was building tactics, firearms and motor vehicle operations involving K9.

On March 2, as members of the Strafford County Regional Tactical Operations Unit (SCRTOU) Officer Brown and K9 Barco responded to Barrington New Hampshire for a subject that had discharged a firearm at Barrington Police. A standoff ensued and the subject was ultimately discovered to be deceased, via suicide.

On March 8, Officer Brown and K9 Barco were requested to locate a subject that fled in the area of Whittier Falls Housing. A short time later and prior to the arrival of Officer Brown and K9 Barco, patrol officers located the male he was taken into custody.

On March 12, Officer Brown and K9 Barco responded to the area of Twombly Street for a report of a male who had fled from officers at a domestic disturbance. After a short search, Officer Brown located and arrested the subject who had active felony warrants

On March 26, Officer Brown and K9 Barco responded to the area of Gulf Road at Three Rivers Farm for a report of a motor vehicle crash. The vehicle was unoccupied and determined to be stolen. Officer Brown determined that a K9 deployment was not viable.

On March 29, Officer Brown was interviewed by a student enrolled at New Hampshire Technical Institute (NHTI) who was focusing his senior studies on Police K9s.

ANIMAL CONTROL – March 2021

Total Animal Calls for Service 63	Handled by Officers/Dispatch 36	Handled by Animal Control 27
BREAKDOWN OF ANIMAL CALLS		
Found / Loose Animals		24
Animal Bites		02
Welfare Checks		12
Miscellaneous		25

Licensing Board Actions *March 2021*

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

Total Permits Issued: March 2021

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
18-485	COLE IO DOVER NH LLC	165	KNOX MARSH ROAD	INT. RENO. OF STORE, INSTALLING A FR C	H		35C2	25000	550
20-404	SEACOAST CHARATER SCHOO	171	WATSON ROAD	ERECT A TEMP. TENT FOR CLASSRM C	E		3300	1500	35
21-042	SUMMIT LAND DEV.	45	POINTE PLACE	UNIT 16, CONST. A RETAIL BUSINESS US C	K		1980	98000	1005
21-066	ROCK INTERNATIOANL MINIS	750	CENTRAL AVENUE	REMOV. INT. NON-LOAD BEARRING WAL C	29		1720	2500	55
21-067	THE HOUSING PARTNERSHIP	577	CENTRAL AVENUE	PERFORM TENANT FIT-UP, SUITE 20 C	A		100	5000	75
21-074	EVERETT LLC	23	EVERETT STREET	DEMOLISH & REMOVE STRUCTURE C	27		90A	30000	325
21-075	EVERETT LLC	23	EVERETT STREET	CONST. A THREE TOWNHOUSE STRUCT C	27		90A	600000	6025
21-084	RAHN	590	CENTRAL AVENUE	CHANGE OF USE TO MERCANTILE C	30		12500	0	25
21-020	CITY OF DOVER	16	DALEY DRIVE	RECONFIGURE LOCKERS IN CORRIDOR E	H		1110	52000	0
21-027	CITY OF DOVER	25	ALUMNI DRIVE	CONST. DUGOUTS E	H		1200	40000	0
19-070	MOORE	1	PROGRESS DRIVE	SUITE #7, INSTALL RACKING FOR STOR I	H		3610	15209	178
21-041	1 PROGRES DRIVE, LLC	1	PROGRESS DRIVE	ADDING RMS TO EXISTING SPACE I	H			120000	1225
21-079	SARNIA PROPERTIES, INC.	27	PRODUCTION DRIVE	CONVERT FROM A SINGLE TENANT OC I	D		1330	12500	150
19-290	CHEROUVIS	2	LONGMEADOW ROAD	RMOV CONCRETE STEPS & ADD A PRES R	17		9600	3670	65
20-145	DIVERSIFIED BUILDERS	314	PLAZA DRIVE	CONST. A SINGLE FAMILY DWLG W/W C R	D		351	250000	2525
20-468	LAFLEUR	256	BLACKWATER ROAD	CONST. A SINGLE FAMILY DWLLING W/ R	A		31B0	275000	2775
21-002	BEACH, DEWEY	148	COUNTY FARM ROAD	INT. RENO./ALTER. & CONST. A DETACH R	C-3		230	149375	2018
21-016	CHASE, ELIZABETH	10	TOWLE AVENUE	CONST. A PORCH, RE-ROOF GARAGE & I R	12		15800	162107	1645
21-035	STRONG	9	CANNEY LANE	REMODEL TO FINISH PORTION OF BASE R	M		8324	25000	275
21-038	LUCEY	126	BACK RIVER ROAD	PERFORM INT. ALTERATIONS R	I		76C0	10000	125
21-039	NIEVES	26	MELODY TERRACE	FINISH 3/4 OF BASEMENT CREATING HA R	G		24J13	20000	225
21-043	JONES	5	WOLCOTT DRIVE	CREATE HABITABLE LIVING AREA W/KI R	I		73B1	55000	575

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-044	BRINDAMOR	121	BOXWOOD LANE	CONST. A FOUR SEASON RM AND ADD	R	B	21110	20000	225
21-045	SUN COMMUNITIES	13	BROOKMOOR ROAD	INT. RENO. TO KITCHEN & BATHRM	R	I	2200	54000	565
21-048	LADERBUSH	32	COLUMBUS AVENUE	CONST. A THREE SEASON RM OVER EXI	R	G	24J4	15000	175
21-049	BERGMAN	7	WALLACE DRIVE	CONVERT UNFNSHD BASMNT TO HABI	R	G	2740	20000	225
21-050	SINCLAIR	29	SHAWNEE LANE	RENO. A KITCHEN	R	A9	N0	45000	475
21-052	RETROSI	318	DOVER POINT ROAD	CONST. A PIER, RAMP & FLOAT PER NH	R	L	1400	50000	525
21-053	WARD	5	BARTLETT STREET	CREATE HABITABLE AREA IN BASEME	R	36	15C0	10000	125
21-054	SCHNEIDER	5	TRASK DRIVE	CONST. AN ADDITION	R	30	10	40000	425
21-055	HARRIGAN	11	SUNSET DRIVE	INSTALL ROOFTOP SOLAR PANEL PV A	R	14	5Y0	33000	355
21-056	SUNDSTROM	8	ATINA WAY	RESTORE 3RD FLR AFTER FIRE & WATE	R	E	7410	51000	535
21-057	MCNEELEY	172	EMERALD LANE	CREATE HABITABLE AREA IN BASEME	R	F	15380	20000	225
21-058	THERRIAULT	345	MIDDLE ROAD	RPLCMNT OF 3 WINDOWS & 2 PATIO DO	R	M	82E0	20634	235
21-059	HORN	71	COURT STREET	INSTALL REPLACEMENT WINDOWS	R	19	1400	12000	145
21-060	RIKES	63	VARNEY ROAD	CREATE MASTER BATHRM WITHIN EXI	R	A	1910	25000	275
21-061	AHADIMAJDAHADI	23	HUBBARD ROAD	INSTALL AN INGROUND VINYL SWIMMI	R	K	4945	35000	375
21-062	COSTELLO	4	PAGE AVENUE	CONST. A REAR ADD. & RECONSTRUCT	R	37	52A0	69200	715
21-063	DBS HOLDINGS LLC	539	SIXTH STREET	CONST. A TDR, SINGLE FAMILY DWELLI	R	A	5800	185000	1875
21-064	SMALLWOOD	6	FAIRWAY DRIVE	CONST. A TWO STORY ADDITION W/UN	R	N	14W0	62000	645
21-065	WATKINS	37	SUNSET DRIVE	REMODEL A BATHRM	R	14	2600	10000	125
21-068	SINGH	29	SINGH DRIVE	CONST. A SINGLE FAMILY DWLG W/2 C	R	B	6G	408000	4105
21-070	MCCAIG	52	SILVER STREET	UNIT 3, REPLACE 1 ENTRY DOOR	R	12	4203	3300	58
21-071	STEFANI	130	COURT STREET	INSTALL 9 REPLACEMENT WINDOWS	R	26	600	6000	85
21-072	CORMAN	2	WILBROD AVENUE	CONVERT. UNFINISHED BASEMENT TO	R	D	18L0	24000	265
21-076	JACQUES	55	GRANDVIEW DRIVE	CREATE HABITABLE AREA IN BASEME	R	F	43110	3000	55
21-078	SICARI	503	SIXTH STREET	CONST. A SINGLE FAMILY DWLNG W/T	R	A	47147	280000	2825

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-080	AMEY, KRISTINA	32	GLADIOLA WAY	CREATE HABITABLE AREA IN BASEME	R	A	2890	16000	185
21-081	ATKIN	10	TRAKEY STREET	ADDED A 1/2 BATHRM TO 1ST FLR	R	15	10800	4000	130
21-082	MCLEAN	19	SUMMER STREET	DEMO A 26' X 26' OLD GARAGE	R	12	3500	4000	65
21-085	BERUBE	10A	ROBERTA DRIVE	INSTALL A ROOF MOUNT SOLAR PANEL	R	L	95L0	30400	325
21-086	WHITTEN	192	DOVER POINT ROAD	RENEWAL OF PERMIT BP20-200	R	L	89B1	0	25
21-089	CARTNICK	53	BOSTON HARBOR ROAD	REPLCMNT OF 3 WINDOWS & 1 DOOR, N	R	070	00000	14800	173
21-091	WHEELWRIGHT	23	LUNDY POINT DRIVE	CREATE HABITABLE AREA IN BASEME	R	G	35E2	58100	605
21-092	SWEET	11	PEAR DRIVE	CREATE HABITABLE AREA IN UNFINISH	R	C	230	42200	445
21-104	HENRY	283	OLD GARRISON ROAD	FINISH SPACE ABOVE GARAGE	R	J	1240	20000	225
21-109	LITTLE BAY DEVELOPMENT	423	DOVER POINT ROAD	INSTALL A RETAINING WALL	R	8	900	40495	425

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 57

Total Construction Value: \$3,682,990.00

Total Fees Collected: \$38,117.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	2	Change of Use	1
Commercial Renovations	10	Commercial	4
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	4
Multi-Family Dwelling Units	3	Industrial	0
Industrial	0	Renovations	3
Industrial Renovations	3	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	11
Single Family Dwelling	5	Single Family Dwellings	4
Renovations Dwelling Unit	35	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	27

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	L0T	EXPIRATION DATE	SCHOOL	Students**
Mixed Use														
Chinburg	1 Washington	A	36	0	36	6/11/2020	5/26/2020	Site	P17-46A	23	14	6/11/2025	H	1.1
Pointe Place Phase V	Northfield Drive	A	84	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:														
54 BRR LLC	Uncommon Drive		40				3/9/2021	Site	P20-60	I	6		G	
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	0	32	6/11/2019	11/13/2018	Site	P-18034	24	114	6/11/2024	H	11.2
Total: Multi-family			149	16	133									
Subdivisions:														
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	Porch Light Drive	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	250	493									

2. Product & Process Outcomes

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

Dover Fire administrative staff continue to meet with a variety of committees, groups and planning organizations each month for a variety of purposes related to the organization and its role in service delivery to the City. These meetings occur at the local, regional and State level.

Every Wednesday is the Homeland Security and Emergency Management (HSEM) Covid-19 conference call with municipalities.

This call is a review of any weekly changes in the State’s response to Covid-19, and an opportunity to ask questions of HSEM, the Attorney General’s Office, Primex and others.

Every Monday is the Strafford County Regional Public Health Network’s (SCPHN) Covid-19 Planning Conference call. On this call, SCPHN staff meet with local FD’s and personnel from local health agencies to review the vaccination efforts in Strafford County – reviewing previous clinics and looking forward to future clinics for planning purposes. Any changes in the State’s vaccination response are discussed in their regards to vaccination service delivery locally.

Fire Department and Police Department staff continue to meet with representatives from CSI, the selected vendor for replacement of the City Computer Aided Dispatch and Records Management System. Meeting on a weekly basis – groups work to migrate information from the existing system to the new CSI system, discuss the implementation of the new systems and continue the overall effort to ensure a smooth transition to the new CSI system. The full transition to CSI is expected to occur around the month of August.

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. These recommendations were reviewed by the Parking Commission on March 16th.

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. In March, Planning staff worked with Inspection Services and IT staff to review requirements for site plan applications and workflow. The intended roll out of the online software is in the fall 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. An RFP is expected to be released by Media Services and Planning in late April or early May.

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. A new option being reviewed is to relocate a portion of the bridge to the next phase of the Community Trail, through Bellamy Park.

The Assistant City Manager attended the Strafford Region Metropolitan Planning Organization Policy meeting on March 5th. The focus of the meeting was to discuss recommended projects for the State's Ten Year Plan. No Dover projects are included in the list.

The Assistant City Manager met with the recently hired Executive Director of the Dover Housing Authority to discuss areas of overlap and how to continue the work underway by both entities.

The Assistant City Manager was interviewed by UNH students completing a research project looking at the evolution of affordable housing. The students are completing a regional analysis of what obstacles exist and what opportunities might be in place to bring more diverse housing to the state.

Community Development Planner Carpenter attended the City Council public hearings for the FY22 CDBG Action Plan and the amendment to the CDBG Citizen Participation Plan.

The Assistant City Manager discussed strategies for affordable housing that Dover has developed as part of an interview with Roger Wood for Indepth New Hampshire, a podcast.

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.

City Planner Benton, the Assistant City Manager, the President of the Children's Museum of New Hampshire and the Super Intendent of Schools met with Dr. Jeff Goldstein the Center Director of the National Center for Earth and Space Science Education about the possibility of installing a replica of the solar system on the Community Trail.

City Planner Benton and Assistant City Manager met with members of the Arts Commission and staff from Strafford County Regional Planning Commission regarding the creation of an arts and cultural resources map for Dover and the surrounding region.

The Dover Public Library hosted 59 programs in March which were attended by 1,589 community members. These programs included passive, virtual and in-person programs as the Library strives to reach out to the community in various ways. These included: 7 Read to a Librarian sessions with 28 kids; 4 D & D sessions with 20 kids; 4 YouTube Story times with 120 views; 3 Mother Goose on the Loose sessions with 71 attendees; 7 in person Storytimes with 77 attendees; 2 Knitting Group 13; 5 Book Groups 41; 1 The New Normal: NE Road Trip with Ted Reinstein with 125 attendees; 3-part Organic Gardening class with 148 attendees; 5 Grab & Go Craft Kits with 340 distributed; and 3 STEM Kits with 200 distributed.

The Dover Public Library continues to host 2 Little Free Libraries—one located in the Henry Law Park playground area, and the second in Mineral Park. 135 books were added during the month of March. The role of the Little Free Library is to increase access to books for readers of all ages and backgrounds. "Studies have repeatedly shown that books in the hands of children have a meaningful impact on improving literacy. The more books in or near the home, the more likely a child will learn and love to read."

The Dover Public Library is once again a hosting site for free NH Tax Help. Due to the IRS pushing back the tax deadline, volunteers will be at the Library through May 17. This year will look different, but tax help is still available. There will be no walk-in help so it is necessary to make an appointment. To make an appointment visit the New Hampshire Tax Help web site at nhtaxhelp.org, send an email to DoverNHTaxAide@gmail.com, or call them at 978-494-6080. Patrons will need to provide them with their name, phone number, and email address (if they have one). Call volume has been high so they are asking for patience—they will try to contact patrons within a week.

Office of Information Technology is managing the Tyler Technologies EnerGov implementation project. Office of IT is working with colleagues and vendor to actively build out current Inspection Services and Planning processes.

Office of Information Technology has launched an e-signature version of a common internal form to facilitate signature collection and overall form processing. Initiative supports both social distancing and efficiency efforts.

Office of IT started offering ability to clock-in using a mobile application. This is restricted using geofencing to municipal buildings and supports both social distancing and efficiency efforts.

Office of Information Technology continues to produce learning content for municipal employees' access via the Performance Management System.

Office of Information Technology has generated reports to assist managers in viewing their reports' learning and performance evaluation status.

The number of requests for assistance has slowed down this month in the Public Welfare Office. This appears to be trending in all the local Welfare offices. The directors are unsure why but suspect it has to do with the new release of relief under the American Rescue Plan for rent and utilities and the continued increase in unemployment benefits.

While the requests for assistance has slowed the type of requests remain the same. Housing/shelter is still the most common followed by utilities.

Personnel are still referring to the Share Fund but at a reduced number as there are less requests for assistance for them as well.

There was an increased call for Bus Passes mostly from people referred via CAP.

Public Welfare Director Balian, took time to tour the Garrison winter shelter as he had not seen it and dropped off some donated hygiene items. Director Balian also went to see the new location of the CAP Day Center. Part of his visit was to see if it would be feasible to install showers and laundry facilities in that site. It was decided that since CAP is renting the space and significant work would need to be done to install the showers and laundry, this was not a reasonable thing to do.

The Welfare Director dropped in on the Warming Center a couple of times when it was activated to see how things were running and to ask if there were any needs. The biggest need identified was transportation, especially in the mornings, so the director arranged to drive the city owned van for them when they were operating. This went well and was appreciated by staff and clients.

Director Balian spent significant time looking into how and where the three trailers Dover owns might be used, how and by who. He has identified and contacted agencies who provide services to needy populations and opened discussions.

A new session of Interval Strength (with reduced capacity) began in March at the Recreation Center. Sessions run every 6 weeks. Pickleball and Badminton continue to be offered as well as youth & adult open gym for basketball. Basketball rentals continued on the weekends. Plans were made for summer programs and the interview & hiring process has begun. On-line sign-ups are now being utilized for most Recreation programming. Attendance in the fitness facility and gym is at the highest level it has been since the division re-opened in June of 2020.

March was a stronger month for the Indoor Pool. There has been a stronger presence of children during recreation swim times and many new faces during lap swim. Policies and procedures continue to work well with minimal problems. With the conclusion of the high school swim season, personnel was able to adjust the pool schedule starting March 1st to give back lap time hours throughout the week. Seacoast Swim Association is also taking a longer break than usual this spring, allowing to give back their rental space to lap swimmers. Some internal programs have made their way back to the pool. One full American Red Cross lifeguarding course has been completed with 10 candidates. A lifeguard recertification course was completed for 8 candidates. There is a second lifeguard course and recertification course scheduled for the end of April during Dover school vacation week and class is filling fast. There will be a small spring kickoff session of group swim lessons starting the week of April 5th. This smaller scale program will allow to test COVID protocols to ensure safety and learning for every participant. The management team will teach these lessons, in hopes of figuring out a way to train instructors with COVID precautions to be able to expand for the summer season. Group swim lessons are being offered to Dover residents for 6 weeks starting the week of April 5th. Class offerings range from 6 months to age 5 at the infant/toddler level through advanced preschool. Class days are Tuesday or Thursday and each participant meets once per week. Registration happened online March 23rd where accepted credit cards as payment for the first time. The enrollment process went smoothly. Registration will remain open until classes are full. Holding off on outside rentals for the spring aside from SSA until internal programs are up and running. The Recreation Director is holding off on private swim lessons until instruction can happen safely maintaining 6 feet of distance between the instructor and student. Staff need to find time for these lessons that doesn't take away from the already limited pool space.

March at the Dover Arena is always a busy time of year as Holt Rink has programs going non-stop and the Foster Rink prepares to have the ice taken out. High School hockey season is nearing the end as Dover Arena will be home to several playoff games and is hosting the D2 Boys Semifinal Games and the State Championship Game. Dover Youth Hockey ended its season with tryouts for the next season to cap it off. Public Skate and Stick Practice remain popular. The month of April brings the start of the 3 on 3 League as well as spring sports on the Foster Rink while fields are not ready for usage. Summer camp planning is underway as registration dates have been set for mid-April and interviews for counselors are ongoing. Adult and Youth Stick Practice: 320 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, and look forward to taking a step toward April. Meanwhile, the center has welcomed back the popular UNH Occupational Therapy program. This month they offered some great-modified activities such as Irish Dance in a Chair and Painting to Music. The center continued to offer socially distanced activities like cornhole, ping pong, and dedicated mini-mystery solving group. Modified card games and other group activities are resuming in April, and expect to begin scheduling some local travel as soon as this summer. All activities inside the center take place with social distancing and masks.

The Dover Coalition continues to work closely with the DFC funded coalitions across that state. As a part of a grant with the NH Bureau of Drug and Alcohol Services, the coalition has coordinated monthly zoom meetings between DFC Coalitions and the state. These meetings ensure that they have strong collaboration and share information. In March the group collaborated and developed a full page newspaper ad talking about marijuana prevention that will appear in the Union Leader on Sunday April 18th.

The Dover Police Department and the DEA will once again conduct the national drug take back day which will take place on Saturday April 24th. Additionally, safe storage options continue to be promoted throughout the community. The Coalition has lock boxes available upon request and promotes on social media the need to secure medications that are in your home.

The Coalition continues to support drug disposal options in the community. In addition to the semi-annual DEA take back events we share information on social media and throughout the community about different disposal options including a permanent drop box at Wentworth-Douglass Hospital and drug destruction bags available through the police department.

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 March 2021, the TC Study Blocks had a total attendance of 155 participants over 21 days. Some program highlights for the month of March 2021, in addition to the study club included, but were not limited to, the following:

- ***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.

- ***TC Fun Friday Programming***

Fun Fridays finish our weekly program every week. This past month we sponsored various interactive lunch specials; Pasta-Fest, Taco and Baked Potato Bars. Beyond the food specials, we were able to offer multiple art, music and other enrichment activities. We’ll be looking to do some additional Arts in Action type programming over the rest of the academic year as well, possibly involving our partners at The Voice Library.

- ***Outdoor Programming***

March brought us some very nice weather, and we have taken full advantage of them. Whether through TC Alley Basketball, McConnell Front Lawn activities or walks about the downtown area.

- ***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 3 registrations in March 2021. The center will continue to engage previously-registered youth participants first, and welcome new students that are in need of the center's services along the way. Particularly those that come to the center through school referrals.

The Dover Police Department recently instituted a supervised community service program. It is designed for low level defendants in cases prosecuted by the Dover Police Department and convicted in Dover District Court to participate in. The defendants, handpicked based on the type of offense they committed and whether or not they are from the community, have the option of participating in the community service in lieu of paying a fine. Participation in the program is voluntary.

The types of cases considered for community service are low level offenses (Violations and Class B Misdemeanors) that damage the community such as criminal mischief (graffiti), theft, littering, criminal trespass and disorderly conduct. The program is not for violent offenses such as assault, or Domestic Violence. It is also be focused on people who live in Dover or the surrounding area who the department might frequently have contact with. Additionally, the community service does not take the place of restitution in cases where payment of restitution is necessary. That restitution payment would still be required to be paid to the victim. The community service is an opportunity to avoid paying a fine.

The Dover Police Department recently had its first candidate complete 4 hours of community service. The 20-year-old defendant had been arrested for Negligent Driving. On April 1, 2021, he completed his voluntary community service with Officer David Collis. The community service entailed picking up trash and debris from the wooded area surrounding the transportation lot on Chestnut St, as well as the community trail between the transportation lot and Washington St. He collected 6 bags of trash.

The Dover Police Department plans to have another community service date in June and another in October if there are suitable candidate.

Middle School Liaison Officer Dunne returned to her role as School Resource Officer at Dover Middle School on March 1, 2021. Over the course of the month of March, Officer Dunne assisted DMS staff with a variety of calls for service.

On the first day of school, Officer Dunne assisted school officials with two issues. A student arrived at the school on the wrong cohort day and the parents did not have transportation to come get the student. Officer Dunne coordinated with DHA Officer Cooper to transport the student home to his residence.

Later in the afternoon, the Deans' office learned a student had moved to another country, but was still claiming to live in Dover to attend school. With the help of Officer Collis it was determined the student did in fact leave the United States and was not planning to return for several years. This information was passed along to the Deans.

On March 18, 2021, a school guidance counselor informed Officer Dunne that she had spoken to the guardians of a 7th grade student regarding frequent absences from school. The guardian admitted that they were unsure where the child actually was, although they believed her to be with her biological mother. The guardian could not provide a timeline from the last time they saw her in person, raising concern with the guidance counselor. Officer Dunne contacted the guardians as well as extended family members and was able to confirm the student was indeed with her biological mother. The biological mother returned the student to her guardians roughly 24 hours after police involvement.

On March 22, 2021, Officer Dunne spoke to a student in the OASIS program at his request. The student had had police involvement the previous night and wished to talk about it with Officer Dunne and his school counselor. They discussed ways for the student to better manage his anger and express himself with words rather than violence. This student has historically been afraid of police officers due to domestic violence and drug use in his home. The fact that the student asked to speak to Officer Dunne and share his feelings is a testament to her ability to make connections with students and provide a feeling of safety.

On March 25, 2021, a fifth grade student requested to speak to Officer Dunne to discuss an incident that occurred the previous evening while she was on Snapchat. They discussed basic internet safety and the importance of not engaging with strangers online or providing any personal information to someone she does not know.

On March 26, 2021, a student entered Officer Dunne's office and informed her that she felt like harming herself. The student is part of the OASIS program, therefore Officer Dunne contacted their counselors and the group helped the student talk about her feelings. The parent was contacted and informed of the disclosure.

On March 29, 2021, a 7th grade student left school grounds without permission and in direct defiance of a staff member. Officer Dunne contacted patrol units who immediately began to circulate the area. School officials contacted this student's guardian, who quickly located her at her biological mother's residence.

During the first week of in-person school, Officer Dunne maintained an extended presence at the front of the school assisting new students in finding their way to classrooms. The incoming fifth grade class had never been inside of the school and the assistance was welcomed and made the students feel at ease.

Officer Dunne assisted Dover Fire Department and the Dover School District with the vaccination clinic for all school employees at Dover High School. Officer Dunne and Officer Glowacki maintained a uniform presence outside the school and assisted in guiding staff members as they arrived for their vaccinations.

Officer Dunne has continued her involvement with Big Brothers Big Sisters (BBBS) of New Hampshire. Officer Dunne and her Little Sister have been spending time together crafting and continuing to build their bond. This month they took part in a BBBS scavenger hunt, looking for paper shamrocks in various parts of the city, as well as decorating Easter eggs.

When Officer Dunne is not working directly with an assigned task or call for service, she spends her free time monitoring morning drop-off and afternoon pick-up times, walks the hallways engaging with staff and students, and attending fifth and sixth grade lunch/recess.

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

On March 16, 2021, Officer Glowacki was contacted by a guidance counselor regarding a concerning email sent by a student. The email made reference to self-harm, as well as a past-tense sexual assault. Ultimately, the student met with the guidance counselor and did not make any disclosures of any crimes.

On March 18, 2021, Officer Glowacki was asked to assist in locating a student who was believed to be living outside of the district. Officer Glowacki was able to determine that the student was living in Maine and requested a check by the local jurisdiction. Officer Glowacki was able to put the school in touch with the student.

On March 23, 2021, Officer Glowacki was notified that a student at Bellamy Academy wrote a short story that was very concerning, as it was about an individual who set off a bomb in a park. Officer Glowacki spoke with a parent of the student and coordinated a “threat assessment” interview with a detective. The student was determined not to be a threat to students or staff at the school.

On March 23, 2021, Officer Glowacki spoke with the mother of a student at her request, regarding the behavior of her son, a DHS student. Officer Glowacki was asked to speak with the student about the potential consequences of his behavior. Officer Glowacki coordinated with the student’s guidance counselor, and the student agreed to a meeting. Officer Glowacki spoke with the student about his mother’s concerns and discussed alternative methods of dealing with his emotions.

March 19, 2021 - Officer Glowacki responded to Bellamy Academy for a disturbance involving a student. The student in question, who is known to Dover PD for resisting arrest/detention, had flipped over some furniture after an emotional outburst. Officer Glowacki contacted the student outside and was able to get him to calm down and wait for his mother to arrive to pick him up.

In addition to formal requests by DHS and Bellamy Academy, Officer Glowacki performed various other daily duties as the School Resource Officer. Officer Glowacki’s presence was requested in front of the school to assist with the arrival of students. He assisted with holding the students until 0720 hours, when they were allowed to enter the building, and reminding them to adhere to DHS COVID-19 related distancing guidelines.

Officer Glowacki assisted in monitoring lunch periods. His presence eliminated disturbances, and he also assisted with student adherence to COVID-19 guidelines.

Officer Glowacki had a presence in the hallways throughout each day, and conducted frequent checks of the bathrooms, as vaping and other issues often occur there.

Each afternoon, Officer Glowacki directed traffic at the intersection of Alumni Drive and Bellamy Road in order to ensure that the school buses were underway in a timely fashion, and to alleviate heavy vehicle traffic on Alumni Drive.

On March 4th, 2021, Whittier Falls Liaison Officer Cooper accompanied Dover Fire & Rescue to Waldron Towers and Niles Community Center. At the sites, Officer Cooper helped organize the COVID vaccinations. Many of the residents were happy to see Officer Cooper. Additionally, because the vaccinations were given in individual apartments at Waldron Towers, Officer Cooper was able to check on general living conditions and offer help where needed.

Officer Cooper met with two DHA employees to discuss an issue with one of the elderly residents and her neighbors. Officer Cooper was able to compile a list of all contacts with the three neighbors. There will be upcoming meetings until the issues is resolved. DHA and Officer Cooper have also been working with the resident's family.

During the month of March, Officer Cooper participated as an oral board examiner, for the position of Hostage Negotiator for the Strafford County Regional Tactical Operations Unit.

Also during the month of March, Officer Cooper participated as an oral board examiner in six oral boards of police applicants.

Officer Cooper met briefly with Ryan Crosby, the incoming DHA Executive Director. DHA Executive Director Krans requested Officer Cooper provide a one page letter explaining her role as the DHA Liaison to educate Mr. Crosby on the position.

The parking garage just passed its fifth year since opening. With that, the timing of preventive maintenance is critical. Parking Manager Bill Simons has been working with city staff and vendors to identify and schedule important maintenance projects over the next few years to keep the parking garage well maintained. The first major project will include sealing of all the cement surfaces to keep road salt and water from damaging it. Continued inspection and replacement of caulking in the joints separating sections will protect vehicles parked below from water and debris falling on them.

The Parking Bureau is providing significant support for the downtown water main replacement project. In the first week alone, 11 locations were posted for parking restrictions to facilitate the work being done as well as the relocation of one location's permit parking.

During the last week of March, eight streets had parking restrictions posted in support of the spring street sweeping process.

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."

Sustaining community outreach has been a challenge over the past year but Dover Fire & Rescue (DF&R) remains committed to seeking new ways to remain a core support of our community's safety and health. From mass-vaccination efforts to heart-touching moments, each encounter is made with the greatest sense of pride.

Dover Fire & Rescue received a nice "shout-out" from WMUR's Jennifer Crompton



Jennifer Crompton @JenCro... · 1h ...

A well-oiled vaccine machine in Dover! 800 teachers & school staff getting their first shot. "A huge morale booster." [#wmur](#)



Dover Fire & Rescue personnel administering COVID-19 vaccinations at Dover High School



Dover Fire & Rescue staying connected with the community on a very important youth birthday visitsand a little fist-bump for good measure.

Community outreach comes in many forms. Dover Fire & Rescue personnel were determined to not let social distancing restrictions from the pandemic prevent us from staying connected and providing safety messages to our community.

Follow this link: [Dover Fire & Rescue On-Line Learning Academy](#)

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

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 2,565 likes and 2,748 followers).

The Department of Planning and Community Development sent 51 new homeowner letters to residents. These letters include information about the zoning of the lot, and how to be involved in the community.

Planning and Media Services staff have created video previews of Planning Board agendas for meetings in March. 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 housing, master plans and book reviews.

Through the statewide collaborative NHAIS system, Dover Public Library's Interlibrary Loan Dept. sent 75 volumes to other libraries and borrowed 97 from other libraries for our patrons.

The Dover Public Library has 4,774 subscribers to its two-monthly e-newsletters—Children's and Adults. Library staff posted 276 items to its various social media platforms in March. Total social media platform followers = 12,938.

The Dover Public Library's Systems and Technology Librarian has worked with Dover School District librarians and the Data & Reporting Analyst to increase the accuracy of student library accounts by using report writing and data translation techniques. This helps ensure student access to both school and public library materials.

On behalf of Dover Youth to Youth, Dana Mitchell provided a 30 minute presentation to a Dover Girl Scout Troop on March 31st. The leader for the group of 3rd and 4th graders requested a presentation on dental health as it relates to the use of tobacco products. They are currently working on a dental health badge and need to learn about the impacts of tobacco.

Also on March 31, the Wednesday night Youth to Youth team presented the *History of Nicotine Lies* presentation as a webinar to a national audience of youth and adults from all over the US. Over 30 attendees participated in the one-hour session.

Sixth and Seventh grade students from the Thursday Y2Y team have continued their training to present the *TRUTH about Nicotine* lesson, which is typically presented to 4th graders. We have tentative plans to present this class to 4th graders at Garrison School in May, immediately after April vacation.

During March, five members of Dover Youth to Youth provided advanced Train-the-Trainer instruction on *Effective Presentation Skills for Youth Advocates* to a team of students from Needham, MA who hope to present this as training in their own area.

Dover Y2Y University Team member Isabelle Wensley provided an opening presentation on her experience as a youth advocate for the Georgia Council on Alcohol and Drugs on March 9th at their annual youth conference. Isabelle is studying Public Health in college and has continued to help Youth to Youth with webinars and other training.

The Police-Community engagement Committee met for its monthly meeting on March 18, 2021. This is an outreach program created by Chief William Breault designed to foster open dialogue with various stakeholders throughout the community. During the meeting committee members discussed ways in which the police department can increase transparency by releasing specific statistical data.

4. Financial & Benchmark Outcomes

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

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

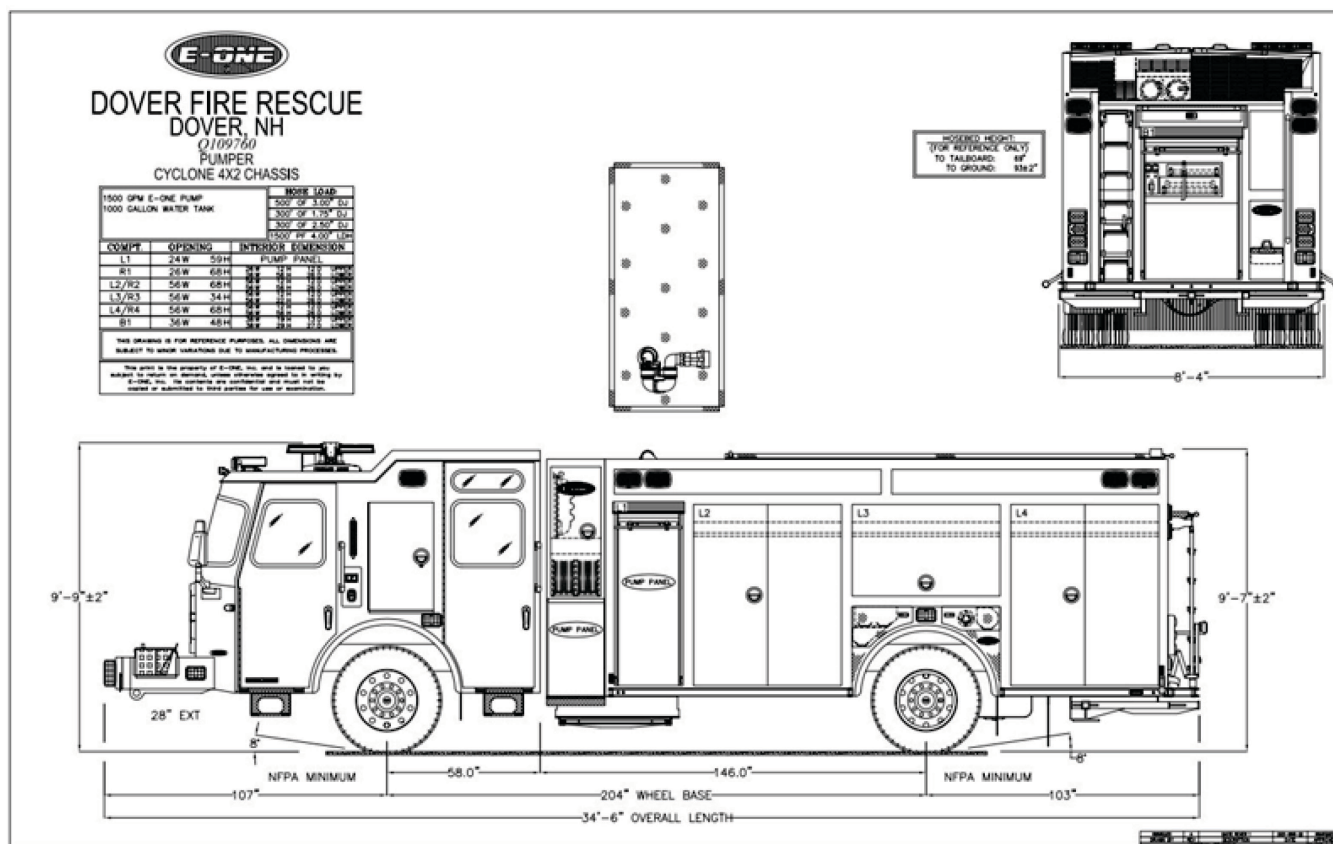
Department/Division	PO Date	Vendor Name	Amount
Finance Office	03/19/2021	PTM DOCUMENT SYSTEMS-PRINT TO MAIL	\$7,777.85
Info Technology	03/09/2021	FIRSTLIGHT	\$10,761.85
Info Technology	03/01/2021	ESRI CORP.	\$21,100.00
Info Technology	03/11/2021	SHI INTERNATIONAL CORP	\$23,903.40
Info Technology	03/11/2021	FIRSTLIGHT	\$32,926.00
Community Services	03/25/2021	BROX INDUSTRIES, INC.	\$5,000.00
Community Services	03/25/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.00
Community Services	03/25/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.00
Community Services	03/25/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.00
Community Services	03/25/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.00
Community Services	03/23/2021	MCDEVITT GMC, INC.	\$5,000.00
Community Services	03/03/2021	NORMAN R. GAGNON CONSTRUCTION, LLC	\$5,320.00
Community Services	03/05/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,562.50
Community Services	03/23/2021	F.W. WEBB	\$6,000.00
Community Services	03/13/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$6,372.41
Community Services	03/25/2021	BROX INDUSTRIES, INC.	\$9,000.00
Community Services	03/25/2021	JP PEST SERVICES. INC.	\$10,154.40
Community Services	03/19/2021	CORE & MAIN LP	\$11,847.38
Community Services	03/25/2021	COMMTANK, INC.,	\$15,980.00
Community Services	03/25/2021	2-WAY COMMUNICATIONS	\$17,634.00
Community Services	03/19/2021	SULLIVAN TIRE COMPANY	\$20,000.00
Community Services	03/19/2021	ALLEGIANCE TRUCK, LLC	\$25,000.05
Community Services	03/09/2021	K5 CORPORATION	\$42,471.00
Community Services	03/23/2021	MACKINNON & SONS EXCAVATING, LLC	\$60,000.00
Community Services	03/09/2021	K5 CORPORATION	\$62,905.00
Community Services	03/19/2021	WRIGHT-PIERCE	\$120,000.00
Community Services	03/25/2021	SIEMENS INDUSTRY, INC.	\$130,756.00
Executive	03/18/2021	SHEEHAN, PHINNEY, BASS & GREEN	\$8,260.00
Executive	03/21/2021	NATIONAL RESEARCH CENTER, INC	\$16,850.00

Police	03/05/2021	STATE OF NH-DOT	\$17,269.00
Public Library	03/01/2021	MIDWEST TAPE, LLC	\$6,750.00
Recreation	03/12/2021	RTD COMMERCIAL KITCHEN & FAN REPAIR	\$5,650.00
Recreation	03/15/2021	BARCO PRODUCTS CO.	\$5,745.69
Recreation	03/30/2021	OVERHEAD DOOR COMPANY	\$7,580.00
Recreation	03/16/2021	BLOW BROS., INC	\$8,320.00
Recreation	03/09/2021	DOVER 400	\$145,056.13

BIDS

Department	Bid #	Bid Date	Description
Community Services	B21039	3/1/2021	2021 Sidewalk Improvements
Public Library	B21053	3/4/2021	Library Roof Consultant
Planning	B21018	3/4/2021	Dover Teen Center Kitchen Construction
Community Services	B21062	3/5/2021	Hot Bituminous Paving (Asphalt) Laid in Place
Community Services	B21054	3/5/2021	Miscellaneous Sewer Department Supplies and Accessories
Community Services	B21055	3/5/2021	Miscellaneous Water Department Supplies
Community Services	B21070	3/10/2021	Precast Concrete Structures
Community Services	B21069	3/12/2021	Consulting Design Services for the Court and Union Streets Reconstruction Project
Community Services	B21065	3/12/2021	Consulting Design Services for the Portland Avenue Retaining Wall & Sidewalk Improvements Project
Info Technology	B21061	3/19/2021	Telecommunications Services
Fire and Rescue	B21075	3/30/2021	Fire Department Uniforms and Clothing

In March, the fire department's apparatus purchasing committee met several times to finalize the bid spec and confirm pricing on the planned engine/pumper replacement purchase. With the goal of Council approval in April, this pumper will replace a 21 year-old pumper, and approximately 1 year after final drawings/approval with the manufacturer, will serve the City of Dover as a first due response vehicle for years to come.



The fire department's administrative staff continues to work with the State of NH Department of Health and Human Services (DHHS) to staff and fund operations at various vaccination clinics throughout the County. In the month of March, staff submitted over \$55,000 in reimbursement requests to DHHS for vaccination efforts.

March COVID Vaccination Shifts

This includes covering State Fixed Site and Dover Fire Closed Pod Clinics.

SHIFT	Clinic Shifts	Total Hours
A	35	225.25
B	67	428
C	18	82.75
D	38	271.17
ADM	9	45.5
IS	11	65
TOTAL	178	1117.67

Closed Pod Events – coordinated & run by Dover Fire & Rescue

03 March – Dover Housing Authority

- Central Towers
- St John's Apartment
- Dover Housing Staff
- **Total: 105 Vaccines administered**

04 March – Dover Housing Authority

- Waldron Towers
- Niles Park (Union Court, Union Street, Edgar Bois Terrace)
- **Total: 150 Vaccines administered**

12 March – School Administrative Unit 11

- All Dover Public School Staff
 - o **517 doses**
- Private schools
 - o St Thomas Aquinas HS, St Mary Academy, Seacoast Charter School, Cocheco Academy of The Arts, Portsmouth Christian Academy, Little Tree Pre School, Squall Point Academy.
 - o **230 doses**
- **Total: 747 doses administered.**

25 March – Riverview Apartments

- SCMHN requested assistance, due to manpower shortage, to run a 2nd shot clinic for the residents.
- **23 vaccinations delivered**

26 March – Private Day Cares

- Offered on site vaccinations to 28 registered Daycare/Kindergartens within Dover
 - o 3 responded & vaccinations arranged/delivered for them on 26 March
 - o **12 Vaccinations delivered**
- Administered 1 vaccination to a homebound Dover resident on behalf of SCPHN

****Dover Fire Personnel (including Inspection Services) participated at both State run Super Vaccination Clinics conducted at the NH International Speedway, in Loudon on 06-08 March & 27-28 March.**

The Assistant City Manager worked with the City Attorney to draft a letter to send to abutters of property owned by the City. These properties have been identified by the City Manager for potential sale to abutters. The City Council reviewed and authorized the list in March. Abutters will be given an opportunity to obtain the lots. If they do not choose to purchase them, consideration may be given to placing the lots for sale on the open market.

The Assistant City Manager worked with Finance and Community Services staff to pull together projects to submit for consideration for infrastructure funding through the American Rescue Plan Act of 2021. Projects must be shovel ready and should focus on transportation. An initial list of 20 projects was created and will be reviewed for short listing and submission to Congressman Pappas' office.

Cochecho River Dredge Cell Closure Planning and Community Services staff review the capacity of the cell, and the permitting needed to close the cell. The City's Environmental Projects consultant is working to finalize the closure plan. City Planner Bird attended an online meeting on March 31st with Community Services staff and the Finance Director to discuss closure plans and costs.

Waterfront/Shoreland Stabilization/Site Preparation Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Committee in its pursuit of developing the City's River Street parcel. City Planner Bird had 4 online meetings during March with staff from Horsley Witten to review the status of state and federal permitting and discuss the revised concept plans. City Planner Bird held online meetings on March 4th and 18th with Cathartes, the Assistant City Manager and CWDAC Chair to discuss the phase 2 concept plans and the architecture of the proposed buildings. City Planner Bird attended a City Council meeting on March 3rd with the CWDAC Chair to provide an update on the waterfront development. City Planner Bird and the City Engineer had an online meeting on March 23rd with Unitil to discuss natural gas service to the site. City Planner Bird and the Recreation Director had an online meeting on March 4th with Great Bay Rowing members to discuss a boathouse on the site. City Planner Bird had an online meeting on March 30th with Union Studio and some CWDAC members to discuss architecture and the design guidelines.

Community Trail Phase III of the Community Trail work is mostly done with landscaping, fencing, trailhead building, and signage still to occur in the spring. 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 Consultants are currently revising a change-order proposal for staff's review.

Staff submitted for TAP Round 4 funding to add additional funding and be able to afford the preferred route for Phase IV of the trail which would require building a bridge over the Bellamy River in Bellamy Park.

Conservation Funding This project is tied to the funding received through the Transfer of Development Rights Program. Currently, over \$1,800,000 has been invoiced with over \$1,300,000 received on those invoices.

Wayfinding The vendor came to Dover for 3 days in March to walk all of the sites and to identify the actual locations for the 91 signs being installed. There is a mixture of signs for the parks and wayfinding signs. The installation is scheduled for late April.

Passport application processing fees provide a continuing source of revenue for the library. Passport application services were put on hold at the onset of COVID. The Library will have 9 agents able to accept passport applications at the beginning of May.

A Request for Proposal has been advertised for a Library Roof Consultant. The current CIP includes funds for replacement of the original 1905 slate roof.

Office of Information Technology continues to work with financial vendor to streamline publicly-available financial information to support transparency initiative.

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,177,650	152,410	674,529	57.3	503,121	0	503,121	42.7
Expenditures	964,263	78,829	636,722	66.0	327,541	196,701	130,840	13.6
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	73,581	37,807	(9)	(37,807)	(196,701)	158,894	(171)

City of Dover

Expenditures of Major Funds

March 31, 2021

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 481,609	\$ 11,709	\$ 292,782	61.0%	\$ 188,827	\$ 153,617	\$ 35,209	7.3%
Executive	1,828,923	116,713	1,119,305	61.0	709,619	318,714	390,904	21.4
Finance	2,182,771	144,887	1,547,764	71.0	635,007	377,004	258,003	11.8
Planning	809,229	46,846	548,058	68.0	261,171	139,456	121,715	15.0
Misc General Government	1,006,788	55,613	590,079	59.0	416,709	254,232	162,477	16.1
Police	9,870,581	665,809	6,893,452	70.0	2,977,129	1,635,832	1,341,297	13.6
Fire & Rescue	9,957,320	726,958	7,370,135	74.0	2,587,185	1,407,826	1,179,359	11.8
Community Service Public Works	8,574,018	457,152	4,176,565	49.0	4,397,453	1,340,824	3,056,629	35.6
Recreation	2,526,883	222,492	1,617,724	64.0	909,159	413,874	495,285	19.6
Public Library	1,562,013	102,830	1,024,145	66.0	537,868	267,452	270,416	17.3
Public Welfare	805,767	37,323	269,708	33.0	536,059	49,167	486,892	60.4
Debt Service	6,208,772	432	4,248,813	68.0	1,959,959	2,232,406	(272,447)	(4.4)
Other Financing Sources/Uses	3,714,003	1,079,145	3,305,633	89.0	408,370	-	408,370	11.0
School	66,811,056	5,464,785	36,848,764	55.0	29,962,292	21,820,063	8,142,230	12.2
Intergovernmental	9,562,961	-	9,562,961	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 125,902,694	\$ 9,132,694	\$ 79,415,888	63.1%	\$ 46,486,806	\$ 30,410,468	\$ 16,076,338	12.8%
3213 Parking Activity Fund								
Police	\$ 1,306,351	\$ 56,087	\$ 462,933	35.0%	\$ 843,418	\$ 171,827	\$ 671,591	51.4%
Sub-total : 3213 Parking Activity Fund	\$ 1,306,351	\$ 56,087	\$ 462,933	35.4%	\$ 843,418	\$ 171,827	\$ 671,591	51.4%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,827,982	\$ 164,897	\$ 1,143,726	63.0%	\$ 684,256	\$ 557,676	\$ 126,579	6.9%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,827,982	\$ 164,897	\$ 1,143,726	62.6%	\$ 684,256	\$ 557,676	\$ 126,579	6.9%
3381 McConnell Center Fund								
Recreation	\$ 866,434	\$ 46,604	\$ 325,836	38.0%	\$ 540,598	\$ 113,247	\$ 427,351	49.3%
Sub-total : 3381 McConnell Center Fund	\$ 866,434	\$ 46,604	\$ 325,836	37.6%	\$ 540,598	\$ 113,247	\$ 427,351	49.3%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 5,716	\$ 64,218	14.0%	\$ 397,702	\$ 5,054	\$ 392,649	85.0%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 5,716	\$ 64,218	13.9%	\$ 397,702	\$ 5,054	\$ 392,649	85.0%
5300 Water Fund								
Community Service Public Works	\$ 6,115,593	\$ 368,583	\$ 3,349,412	55.0%	\$ 2,766,180	\$ 715,720	\$ 2,050,461	33.5%
Sub-total : 5300 Water Fund	\$ 6,115,593	\$ 368,583	\$ 3,349,412	54.8%	\$ 2,766,180	\$ 715,720	\$ 2,050,461	33.5%
5320 Sewer Fund								
Community Service Public Works	\$ 8,840,505	\$ 558,701	\$ 4,921,351	56.0%	\$ 3,919,154	\$ 992,898	\$ 2,926,256	33.1%
Sub-total : 5320 Sewer Fund	\$ 8,840,505	\$ 558,701	\$ 4,921,351	55.7%	\$ 3,919,154	\$ 992,898	\$ 2,926,256	33.1%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,669,358	\$ 61,836	\$ 730,482	44.0%	\$ 938,876	\$ 477,840	\$ 461,036	27.6%
Sub-total : 6100 Dovernet Fund	\$ 1,669,358	\$ 61,836	\$ 730,482	43.8%	\$ 938,876	\$ 477,840	\$ 461,036	27.6%
Total : EXPENDITURES	\$ 146,990,836	\$ 10,395,118	\$ 90,413,846	61.5%	\$ 56,576,990	\$ 33,444,729	\$ 23,132,261	15.7%

City of Dover

Revenues of Major Funds March 31, 2021

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 94,224,272	674,395	50,667,231	54.0%	\$ 43,557,041	\$ -	\$ 43,557,041	(46.2)%
Licenses & Permits	6,734,924	740,396	5,123,247	76.0	1,611,677	-	1,611,677	23.9
Intergovernmental	2,786,650	809	2,557,432	92.0	229,218	-	229,218	8.2
Charges for Services	4,385,373	318,478	2,954,766	67.0	1,430,607	(4,603)	1,435,210	32.7
Miscellaneous Revenue	359,440	52,610	716,208	199.0	(356,768)	(3,988)	(352,780)	(98.1)
Education	16,803,088	5,684	12,284,556	73.0	4,518,532	-	4,518,532	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	1,792,372	74,303,440	59.0%	\$ 51,599,254	\$ (8,591)	\$ 51,607,846	41.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 210,000	25,683	207,439	99.0%	2,561	\$ -	\$ 2,561	1.2%
Parking Income	891,351	72,081	484,611	54.0%	406,741	-	406,741	45.6%
Parking Fines	205,000	22,268	123,703	60.0%	81,297	-	81,297	39.7%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 1,306,351	120,031	815,753	62.0%	\$ 490,598	\$ -	\$ 490,598	37.6%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 12,666	-	-	0.0%	\$ 12,666	\$ -	\$ 12,666	100.0%
Charges for Services	1,746,315	162,260	1,265,525	72.0%	480,790	-	480,790	27.5%
Miscellaneous Revenue	0	56	2,999	0.0	(2,999)	-	(2,999)	0.0
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3320 Residential Solid Waste	\$ 1,758,981	162,316	1,268,524	72.0%	\$ 490,457	\$ -	\$ 490,457	27.9%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 734,830	57,299	514,447	70.0%	\$ 220,383	\$ -	\$ 220,383	30.0%
Operating Transfers In	131,604	9,753	87,773	67.0	43,831	-	43,831	33.3
Sub-total : 3381 McConnell Center	\$ 866,434	67,052	602,221	70.0%	\$ 264,214	\$ -	\$ 264,214	30.5%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	7,605	46,057	11.0%	\$ 384,363	\$ -	\$ 384,363	89.3%
Miscellaneous Revenue	11,500	990	5,557	0.5	\$ 5,943	-	\$ 5,943	51.7
Operating Transfers In	20,000	-	-	0.0	20,000	-	20,000	100.0
Other Financing Sources	-	-	-	0.0	0	-	0	0.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	8,595	51,614	11.0%	\$ 410,306	\$ -	\$ 410,306	88.8%
5300 Water Fund								
Intergovernmental	\$ 2,500	-	-	0.0%	\$ 2,500	\$ -	\$ 2,500	100.0%
Charges for Services	5,799,106	450,171	4,445,207	0.8	\$ 1,353,899	-	1,353,899	23.3
Miscellaneous Revenue	70,500	5,371	89,771	1.3	\$ (19,271)	-	(19,271)	(27.3)
Other Financing Sources	87,500	-	-	0.0	87,500	-	87,500	100.0
Sub-total : 5300 Water Fund	\$ 5,959,606	455,543	4,534,978	76.0%	\$ 1,424,628	\$ -	\$ 1,424,628	23.9%
5320 Sewer Fund								
Intergovernmental	\$ 30,187	-	13,854	46.0%	\$ 16,333	\$ -	\$ 16,333	54.1%
Charges for Services	8,055,342	637,219	6,045,562	75.0	2,009,780	-	2,009,780	24.9
Miscellaneous Revenue	57,000	7,315	77,565	136.0	(20,565)	-	(20,565)	(36.1)
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 8,663,521	644,534	6,136,981	71.0%	\$ 2,526,540	\$ -	\$ 2,526,540	29.2%
6100 Dovernet Fund								
Charges for Services	\$ 1,054,265	87,861.59	790,789	75.0%	\$ 263,476	\$ -	\$ 263,476	25.0%
Miscellaneous Revenue	25,000	-	25,000	1.0	\$ -	-	-	0.0
Operating Transfers In	84,485	-	-	0.0	84,485	-	84,485	100.0
Other Financing Sources	-	-	-	0.0	0	-	0	#DIV/0!
Sub-total : 6100 Dovernet Fund	\$ 1,163,750	87,862	815,789	70.0%	\$ 347,961	\$ -	\$ 347,961	29.9%
Total : REVENUES	\$ 146,083,257	3,338,305	88,529,299	61.0%	\$ 57,553,958	\$ (8,591)	\$ 57,562,549	39.4%

5. Workforce Focused Outcomes

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

Employee Anniversaries –April, 2021

Employee Name	Division	Years of Service
Sirois, Sharon	FG	36
Tweedy, Samuel M	Police	26
Terlemezian, David A	Police	25
LaFrance, Denise A	Library	22
Chabot, Craig S	Fire	21
Young, Edward W Jr	Public Works	20
Miles, Dean H	Fire	17
Mountain, Fulton T	Public Works	16
Dwyer, Cheryl L	Public Works	14
Bretz, Jennifer	Public Works	13
Flanagan, Dennis M	Recreation	5
Gray, Janet E	Finance	5
Lynch, Bryon E	Police	5
Daley, Daniel R	Police	3
Donais, Jenna R	Police	3
Bailey, Shelby L	Finance	2
Eaton, Bethany M	Finance	2
Elbert, Dennis	Police	2
McGee, Michael M	Police	2

MARCH SEPARATIONS: 11

4 Community Services
1 Executive
1 Finance
2 Police
3 Recreation

MARCH NEW HIRES: 6

3 Community Services
1 Executive
2 Recreation

In the month of March, the Fire Department shifts participated in over 200 documented hours of training. The training spans a vast topic list such as; Advanced Emergency Medical Services, specialized ice water rescue, apparatus driver training, vehicle extrication, apparatus pumping, aerial apparatus operations, policy and procedure review, specialized material cutting tools, rope rescue operations and many more. The training format ranges from formal education provided by outside sources to an informal training at the company level. As the complexities of fire and emergency services continue to evolve, the Fire Department must stay up to date on the recommended best practices to best serve the citizens of Dover.

Dover Fire & Rescue purchased a quick-deployment inflatable ice rescue raft. The acquisition of this raft substantially improves Dover Fire & Rescue's service delivery because personnel now have a safer and more effective way to access ice rescue victims.

During training, crews were able to simulate several rescue scenarios involving a victim who had fallen through the ice. The inflatable raft provides a sturdy platform to work from as well as access to the water for victim removal both fore and aft. Ice water rescue operations are dangerous whether in actual emergency situations or training scenarios are dangerous due to extreme weather and constantly changing conditions. Safety measures are taken to provide a standby safety team on shore. The standby team will be wearing ice water exposure suits in the event they are needed to assist the rescue team. Other members on shore will wear personal floatation devices as a precaution.



Above, Dover Fire & Rescue personnel conduct ice rescue training.

Training remains an on-going process at Dover Fire & Rescue. With the increasing variety of service demands, new recruit training and refresher training, department-wide training and company level training is a daily occurrence. Pictured below is Truck 1 performing aerial high-angle training at Woodman Park School & pictured below, right, is low-angle training at the Cocheco River.



Dover Fire & Rescue personnel received their regularly scheduled EMS training in March. Monthly EMS training in March was on care and management for pediatric cardiac arrest. Regularly scheduled EMS training is part of the department's continuous quality improvement efforts. These monthly EMS training courses in conjunction with the annual paramedic refresher program prepares personnel for their EMS license renewal. EMS licenses are due for renewal every other year in which nationally recognized competencies must be met. In March, approximately 30 Dover Fire & Rescue EMS providers received license renewals with the National Registry of Emergency Medical Technicians and with the New Hampshire Department of Safety Division of Fire Standards and Training and Emergency Medical Services Bureau of EMS.

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

- Community Power

Planning and Community Development staff all attended training on Cyber Security and on understanding workplace harassment and why it isn't tolerated.

The Assistant City Planner position was accepted by the final candidate in March with a start date of May 12.

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.

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.

Jordan Chambers, Utilities Maintenance Mechanic, attended the Small Public Water System Operators course sponsored by the New Hampshire Water Works Association. This course was held virtually.

Sharon Sirois, F&G Superintendent, attended the Fundamentals of Cross Connection Control sponsored by the New England Water Works Association. This course was held virtually.

Joseph Boucher, Public Works Supervisor, attended the Water Storage Tank Operation & Maintenance course sponsored by the New England Water Works Association. This course was held virtually.

Joseph Boucher, Public Works Supervisor, Bill Purpura, Inventory Coordinator, and Mike Nadeau, Utilities Supervisor, attended the Advanced Distribution course sponsored by the New Hampshire Water Works Association. This course was held virtually.

Jennifer Bretz, Secretary I, attended the Getting Along with Difficult People course sponsored by University of New Hampshire Professional Development & Training. This two-day course was held virtually.

Casey Mitchell, WWTF Operator I, attended the Periodically Monitored Systems: Designing and Maintaining Water Treatment sponsored by the Granite State Rural Water Association. This class was held virtually.

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

Youth Mental Health First Aid Certification Training by the National Council for Behavioral Health.

Infrastructure & Capacity Webinar with National Endowment for the Humanities.

Supporting the Social Emotional Wellbeing of the Children and Families You Serve.



Officer Scott Petrin (Ret).

Susan and Michelle of the Dover Public Welfare Office, took two online trainings. Getting along with difficult people and Resolution through effective communication. Dave Balian took one training from our SABA list. What happened to civility, courtesy and respect?

On March 24, 2021, Officer Scott Petrin retired from the Police Department. Officer Petrin served the City of Dover for 18 years and had previously worked as a police officer for the town of Wilton, NH. During his time with the Dover Police Department he was assigned to the Field Operations Division. He was also a member of the regional tactical team and the department's Crime Scene Unit for the bulk of his career.

Dana Mitchell attended Abuse Prevention Systems: Sexual Abuse Awareness which provided an overview for those working with children to notice some potential signs of child sexual abuse.

Detective Burt and Officers Levin and Martuscello attended a three day crime Scene Reconstruction training class.

Officer Sobel attended virtual training called Victims/Trauma/and You which provided insight into the effects of the trauma of crime victimization and how that can affect the investigation as well as how an officer can understand the trauma from the victim's perspective.

Dispatcher Cleary attended a two day course called Intelligence Writing and Briefing. This course covered basic intelligence writing and briefing principles as well as methods for effective and clear intelligence sharing.

Six officers attended ACEs Awareness for Law Enforcement. This course provided instruction and information on how childhood experiences and trauma can have a lasting impact on adult behavior.

Dispatcher Myers attended a 3 day SPOTS training class which is mandatory for all new dispatchers. SPOTS is the State Police Online Telecommunications System which is used to retrieve criminal and motor vehicle records from the state.

All Crime Scene Unit Members attended a one day training on Footwear & Tire Marks. The training covered the identification and collection of footwear and tire mark evidence at crime scenes.

On March 30, 2021, Officer Dunne attended a webinar hosted by the U.S. Secret Service highlighting the findings in a new report entitled Averted Targeted School Violence. The report detailed 41 of the 67 averted attacks between 2006 and 2018. Topics covered were the motives, planning period, mode of attack (firearm, explosive, knife, etc) and how the plots were uncovered.

On March 31, 2021, as a continuation of the virtual SRO training hosted by the NH Department of Homeland Security, Officer Dunne attended training about the ICAC Task Force. Topics covered were recent trends in youth internet/app usage, ways predators groom their targets, and behaviors in students to watch for that could point to possible victimization.

During the month of March, all sworn officers attended Ethics in Law Enforcement. This was a one hour course that covered ethical concepts directly related to the duties of law enforcement officers. It is one of several courses mandated by the Governor's Executive Order stemming from the Commission on Law Enforcement Accountability, Community and Transparency (LEACT).

On March 31, 2021, 17 officers and one dispatcher attended Mental Health First Aid presented by the National Alliance for Mental Illness (NAMI-NH). This was a full day course that provided the participants with an overview of the most common mental illnesses, the signs and symptoms and some techniques for responding to calls involving the people experiencing episodes related to mental illness.

On March 12, 2021, Officer Cooper went to the Nashua Police Department to assist with scenarios at the FBI Crisis Negotiation training. During this training, Officer Cooper was able to network with several FBI agents in order to discuss tactics and future upcoming training events.

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 March 25th to conduct regular business, including easement monitoring visits on conservation properties and planning educational field trips. City Planner Bird had a meeting on March 3rd with the OLC Chair and a property owner to discuss an appraisal completed for a property under consideration for protection.

City Planner Bird participated in an online meeting of the Coastal Adaptation Workgroup on March 25th to hear a presentation on the NH Clean Water Fund

City Planner Bird met with the Wetland Protection Ordinance Subcommittee on March 2nd and 16th to discuss amendment wording and the potential of applying for a grant to support the work.

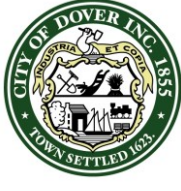
Planning staff held meetings with Strafford Regional Planning staff on March 15th and 24th to discuss a joint application to the PREP Grant program.

City Planner Benton sent a list of streets to Community Services to possibly stripe bike-lanes or place sharrows on during this spring's striping if feasible as part of the Master Plan action items.

City Planner Bird participated in an online meeting on March 18th with members of a community garden group, the Recreation Director and School Department staff to discuss potential community garden locations. City Planner Bird met on March 25th with the Recreation Director and Community Services staff at Garrison Hill to assess the water line condition and the electric service for a potential community garden.

The Dover Public Library hosted a 3 part Organic Gardening class in March taught by Vince Cirasole. 148 attendees learned how to grow beautiful vegetables without the use of pesticides and other chemicals.

Office of IT assisting Community Services with standard operating procedure in updating condition and calculating risk for municipal assets. This includes ensuring in service date is correct for water vertical assets.

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1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Cullen led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Ciotti moved to add a Resolution as Item 13.B.11. He requested that Item 13.B.6. be moved up on the Agenda to follow the Citizen's Forum.

Mayor Carrier added a Dover Main Street Report during the Citizen's Forum.

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

Roll Call Vote: 9/0.

7. PUBLIC HEARINGS

A. CHAPTER 105 – PEACE AND GOOD ORDER, SECTION 16

SPONSORED BY COUNCILOR CULLEN

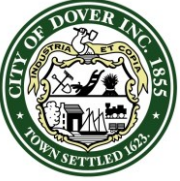
Aaron Jarzombek, 22 Glen Hill Road: He spoke in favor of the Ordinance change.

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

B. CHAPTER 141 – VEHICLES AND TRAFFIC, SECTIONS 34, 48, 49, AND 52

SPONSORED BY DEPUTY MAYOR CIOTTI

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

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, April 14, 2021 Meeting Time: 7:00 pm
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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.

Gail Daudelin, Dover Main Street Chairperson, : She gave an overview of Dover Main Street activities.

Sally Staude , 21 Sierra Hill Drive: She spoke against the "Hate has no Home Here" signs purchased with Dover tax money.

Kathleen Cintavey, 5 Olive Meadow Lane: She spoke against the signs purchased with Dover tax money.

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

13.B.6.

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor O'Connor. Councilor Cullen gave an overview of the Resolution to the Council. He introduced Annie and Daniel McAdam, leaders of the Community Gardens group, to speak to the Council. Ms. McAdam gave an overview of the plans for the Community Garden.
Roll Call Vote: 9/0.

9. CITY MANAGER'S REPORT

A. APRIL 14, 2021 CITY MANAGER'S REPORT

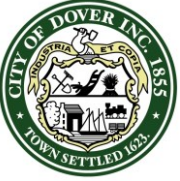
B. FISCAL YEAR 2022 PROPOSED BUDGET PRESENTATION

City Manager Joyal presented the Fiscal Year 2022 Proposed Budget to the Council.

Community Services Director Storer gave an overview of street and water/sewer projects that will be impacting traffic in the City during the construction season.

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

Roll Call Vote: 9/0.

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10. APPROVAL OF MINUTES

- A. March 24, 2021 – Regular Meeting**
- B. April 7, 2021 – Workshop Session**

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

11. MAYOR'S REPORT

Mayor Carrier listed the events he has attended: Governor's Affairs meeting; meeting with the 13 NH Mayors; Tri-City Mayor meeting. Master Plan Chapter Facilities and Grounds meeting. He spoke about upcoming meetings and the upcoming State of City report to be held on April 22, 2021.

He listed the four members on the Cocheco Waterfront Development Advisory Committee (CWDAC) the he was recommending to the Dover Housing Authority for reappointment: Norm Fracassa, Dennis Ciotti, Dana Drasher, Kyle Pimental.

Deputy Mayor Ciotti moved to accept the Mayor's Report; seconded by Councilor Shanahan
Roll Call Vote: 9.0,

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. CHAPTER 105 – PEACE AND GOOD ORDER, SECTION 16 SPONSORED BY COUNCILOR CULLEN

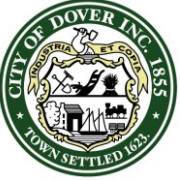
Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Williams.
Roll Call Vote: 9/0.

2. CHAPTER 141 – VEHICLES AND TRAFFIC, SECTIONS 34, 48, 49, AND 52 SPONSORED BY DEPUTY MAYOR CIOTTI

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

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, April 14, 2021 Meeting Time: 7:00 pm
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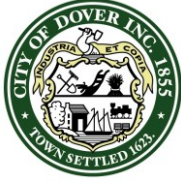
13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B21038 ON-SITE GRINDING OF MUNICIPAL BRUSH AND TREE WASTE**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B21051 TRAFFIC CONTROL/FLAGGING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B21054 MISCELLANEOUS SEWER DEPARTMENT SUPPLIES AND ACCESSORIES**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **B21055 MISCELLANEOUS WATER DEPARTMENT SUPPLIES**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **B21070 PRECAST CONCRETE STRUCTURES**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **AUTHORIZATION FOR CONSERVATION & EASEMENT FARMING LICENSE TO SCRUTON'S DAIRY, INC. (BLACKWATER ROAD)**
SPONSORED BY MAYOR CARRIER BY REQUEST
7. **AUTHORIZATION OF STORMWATER DRAINAGE EASEMENTS FOR TAX MAP 29, LOTS 72A, 73 AND 73-1**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. School Board 2. Planning Board 3. Appointments Committee 4. Arena Commission 5. Arts Commission 6. Conservation Commission 7. Downtown TIF Advisory Board 8. Energy Commission 9. Heritage Commission 10. Legislative Liaison 11. Library Board of Trustees 12. McConnell Center Advisory Committee 13. Ordinance Committee 14. Parking Commission 15. Pool Advisory Committee | <ol style="list-style-type: none"> 16. Racial Equity and Inclusion Ad-Hoc Committee 17. Recreation Advisory Board 18. Solid Waste Advisory Commission 19. Stormwater and Flood Resilience Funding Ad-Hoc Committee 20. Transportation Advisory Commission 21. Waterfront TIF Advisory Board 22. City Council / School Board Collaborative Committee 23. Joint Building Committee – Dover High School and Regional Career Technical Center 24. COAST 25. Cocheco Waterfront Development Advisory Committee 26. Dover Main Street 27. Strafford Regional Planning Commission |
|--|---|

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, April 14, 2021 Meeting Time: 7:00 pm
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Deputy Mayor Ciotti moved for its adoption; seconded by Councilor O'Connor.
Mayor Carrier asked the Council if they had items they would like pulled for further discussion.
Councilor O'Connor pulled Item 13.A.7.
Deputy Mayor Ciotti added an Appointments Committee Report.
Councilor Cullen pulled Item 13.A.6.
Mayor Carrier asked for a roll call vote on the remaining items on the Consent Calendar.
Roll Call Vote: 9/0.

Deputy Mayor Ciotti moved for the adoption of Item 13.A.6; seconded by Councilor O'Connor.
City Manager Joyal gave an overview of the Resolution to the Council.
Roll Call Vote: 9/0.

Deputy Mayor Ciotti moved for the adoption of Item 13.A.7; seconded by Councilor Shanahan.
City Manager Joyal gave an overview of the Resolution to the Council.
Roll Call Vote: 9/0.

Deputy Mayor Ciotti gave an overview of the Appointments Committee Report to the Council, and recommended the following appointments:
Jon-Erik Tryggstad change in status from alternate to regular member on the Recreation Advisory Board
Kathleen Blake – Racial Equity and Inclusion Committee
Elizabeth Fischer – Recreation Advisory Board as an alternate member
Stephanie George – Planning Board as an alternate member
Deputy Mayor Ciotti moved to accept the Appointments Committee Report; seconded by Councilor Shanahan.
Roll Call Vote: 9/0.

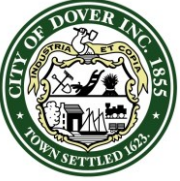
Councilor Shanahan gave an overview of the Stormwater and Flood Resilience Funding Ad-Hoc Committee Report to the Council.

Councilor Shanahan gave an overview of the Waterfront TIF Advisory Board Report to the Council.

Mayor Carrier gave an overview of the Joint Building Committee – Dover High School and Regional Career Technical Center Report to the Council.

Councilor Shanahan gave an overview of the COAST Report to the Council.

Councilor Williams gave an overview of the Strafford Regional Planning Commission Report to the Council.

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B. RESOLUTIONS

1. **B21039 2021 SIDEWALK IMPROVEMENTS**

SPONSORED BY MAYOR CARRIER BY REQUEST

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

2. **B21043 BODY WORN AND VEHICLE MOUNTED CAMERAS – NASPO CONTRACT**

SPONSORED BY MAYOR CARRIER BY REQUEST

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

3. **B21062 HOT BITUMINOUS PAVING (ASPHALT) LAID IN PLACE**

SPONSORED BY MAYOR CARRIER BY REQUEST

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

4. **B21077 PURCHASE OF 2020 GLOBAL M3 HIGH PERFORMANCE MECHANICAL STREET SWEEPER – SOURCEWELL CONTRACT**

SPONSORED BY MAYOR CARRIER BY REQUEST

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

5. **B21078 PURCHASE OF E-ONE TYPHOON URBAN INTERFACE PUMPER – HGAC CONTRACT**

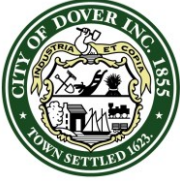
SPONSORED BY MAYOR CARRIER BY REQUEST

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

6. **AUTHORIZATION FOR USE OF GARRISON HILL FOR A COMMUNITY GARDEN AND EXPENDITURE OF FUNDS IN SUPPORT OF SAME**

SPONSORED BY COUNCILOR CULLEN

Moved up on the Agenda to follow the Citizen's Forum.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, April 14, 2021**
Meeting Time: **7:00 pm**

**7. MONITORING FUNDS OF \$75,000 FOR GREAT BAY PERMIT
SPONSORED BY MAYOR CARRIER BY REQUEST**

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

**8. FISCAL YEAR 2022 CAPITAL IMPROVEMENT PROGRAM (CIP)
APPROPRIATION AND AUTHORIZATION FOR CWSRF LOAN FOR COCHECO
RIVER OUTFALL STORMWATER PLAN
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL,)
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 28, 2021, WITH CITY
COUNCIL VOTE TO OCCUR ON MAY 12, 2021.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

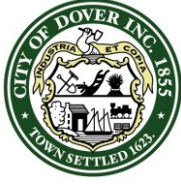
Deputy Mayor Ciotti referred to a public hearing on April 28, 2021; seconded by
Councilor Thibodeaux.
Roll Call Vote: 9/0.

**9. REPROGRAM UNEXPENDED BOND PROCEEDS FROM LEIGHTON WAY AND
COCHECO PUMP STATIONS TO DOWNTOWN INFLOW AND INFILTRATION
ELIMINATION
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL,)
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 28, 2021, WITH CITY
COUNCIL VOTE TO OCCUR ON MAY 12, 2021.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti referred to a public hearing on April 28, 2021; seconded by
Councilor Shanahan.
Roll Call Vote: 9/0.

**10. FISCAL YEAR 2022 BUDGET APPROPRIATIONS, FEES AND CAPITAL
IMPROVEMENTS PROGRAM
(TO BE REFERRED TO A SCHOOL DEPARTMENT PORTION PUBLIC HEARING
ON MAY 12, 2021, AND THE CITY PORTION PUBLIC HEARING ON MAY 26,
2021.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti referred to a public hearing on April 28, 2021; seconded by Councilor Williams.
Deputy Mayor Ciotti moved to substitute as a whole; seconded by Councilor Shanahan.
Roll Call Vote: 9/0.
Deputy Mayor Ciotti moved to amend Item #2. to change 2019 to 2021; seconded by Councilor O'Connor.
Roll Call Vote: 9/0.

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Mayor Carrier asked for a roll call vote on the amended Resolution.
 Roll Call Vote: 9/0.

11. COUNCIL RESPONSE TO SCHOOL BOARD’S FISCAL YEAR 2022 PROPOSED BUDGET AND REQUEST FOR SUBMISSION OF PROPOSED BUDGET ADJUSTMENTS TO ACHIEVE TAX CAP COMPLIANCE
 SPONSORED BY MAYOR CARRIER BY REQUEST

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

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Williams discussed the Fiscal Policies, and encouraged other Councilors to review them.

Councilor Thibodeaux discussed COVID-19 status as people are being vaccinated.

Councilor O’Connor recognized the Fire Department, Police Department, and Wentworth-Douglass Hospital for doing a great job helping his friend.

Councilor Shanahan spoke about the upcoming Ordinance Committee public hearing and meeting regarding the updates to the City’s Charter. He also spoke about Citizen’s Forum comments regarding the “Hate has no Home Here” signs.

Councilor Muffett-Lipinski spoke about Citizen’s Forum comments regarding the “Hate has no Home Here” signs, and said it was a National event.

16. ADJOURN

Councilor O’Connor moved to adjourn; seconded by Councilor Williams.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, April 21, 2021**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Ciotti led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Gasses.

Also Present: City Manager Joyal, City Attorney Wyatt,

5. CITIZEN'S FORUM

Citizens are invited to speak on the subject matter of the Workshop. Statements shall be limited to five minutes.

6. DISCUSSIONS

A. BUDGET PRESENTATIONS

City Manager Joyal gave an overview of what will be addressed during the budget process. He gave an overview of the Fee Schedule. He went over the Analysis of the Tax Cap for Fiscal year 2022 Budget. He gave an overview and answered questions regarding the City of Dover Organizational Chart. He discussed changes in employee benefit costs.

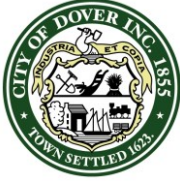
1. SCHOOL

Superintendent Harbron and Business Administrator Limanni gave a PowerPoint presentation to the Council regarding the School Department proposed budget.

2. GENERAL GOVERNMENT

City Manager Joyal gave an overview of the proposed budget for the following areas:

- City Council
- Executive Department
 - City Manager's Office
 - Human Resources
 - Media Services
 - Legal Department
 - Economic Development



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Conference Room
Meeting Date: **Wednesday, April 21, 2021**
Meeting Time: **7:00 pm**

Director Lynch gave a PowerPoint presentation to the Council regarding the proposed budget for the Finance Department.

Assistant City Manager Parker gave a PowerPoint presentation to the Council regarding the proposed budget for the Planning / Community Development Department.

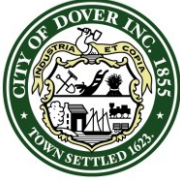
Director Dove gave a PowerPoint presentation to the Council regarding the proposed budget for the Office of Information Technology / DoverNet.

3. MISCELLANEOUS

City Manager Joyal went over a few items with the Council.

7. ADJOURNMENT

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2021.04.28 – 058**

Resolution Re: B13052 Emulsion Polymer Extension with Solenis LLC

WHEREAS: A sealed request for bid [#B13052](#) was issued and received for Emulsion Polymer on April 16, 2013 @ 2:00 pm; and

WHEREAS: Four bids were received with varying products and rates. After several months of testing each product, the recommendation, based on performance and cost, was to award to Hercules Inc, Ashland Water Tech Division for the Ashland FLX 274 emulsion polymer at the rate of \$1.37 per/Lb. In 2015, Solenis LLC purchased Hercules, Inc. offering the same pricing of \$1.37 per/Lb. with no issued price increases between the years of 2013 and 2021; and

WHEREAS: Based on the past success with this product since July 2013, it is the recommendation to remain with this product and company at the new rate of \$1.41 per/Lb. due in part to the current market, raw material and freight costs. The pricing will hold from July 1, 2021 to July 1, 2022.

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 Solenis LLC at the rate of \$1.41 per/Lb. for the FLX 274 emulsion polymer. 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 and subject to final FY2022 budget adoption.

Financing

Account	Description	Appropriation	Balance
5320.1.300.43256.4612.00000.00	CS - Sewer - WWTP -Operating Supplies, FY22	70,000.00	Anticipated

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 – 2021.04.28 – 058**

Resolution Re: B13052 Emulsion Polymer Extension with Solenis LLC

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 – 2021.04.28 – 058**

Resolution Re: B13052 Emulsion Polymer Extension with Solenis LLC

RESOLUTION BACKGROUND MATERIAL:

After a lengthy polymer trial in 2013, the WWTP facilities supervisor has found that the Ashland FLX 274 is the product that is most advantageous to the City. The low bid was received from Polydyne Inc. at \$1.08 per/Lb. The second low bid was received from Atlantic Coast Polymers at \$1.19 per/Lb. Neither of these products performed as well as the Ashland FLX 274. Therefore, it was the recommendation that the City award the bid to Hercules Inc., Ashland Water Tech Division (now under the new vendor, Solenis LLC) for the FLX 274 based on the overall cost and performance.

This past winter, a product trial was conducted using one of Solenis' largest competitors where double the amount of neat Polymer had to be used and it still did not meet the same performance standards as the FLX 274.

The City wishes to continue with the same product and vendor for the upcoming contracted pricing schedule for the period of July 1, 2021 to July 1, 2022. There have been no price increases for this product since July 2013. The annual expense in FY2020 was \$47,060.00. Based on the new rate of \$1.41 per/Lb., which is a \$0.04 increase from current pricing, the anticipated expense based on 34,350 pounds used in the previous year will be \$48,433.00 in FY2022.

Bid Information:

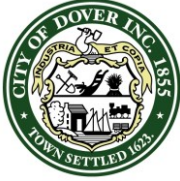
A sealed bid #B13052 was issued and received on April 16, 2013 @ 2:00 p.m.

Award Information:

A purchase order will be issued to the vendor selected to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	51	Number of Responses:	4 and 2 no bids
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One Year / 7/1/2022	Estimated Delivery:	As Needed
Recommended Award to:	Solenis LLC	Fund:	WWTP, Sewer Fund
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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2021.04.28 – 059**
Resolution Re: B21053 Public Library Roof Consultant

- WHEREAS: A sealed Request for Proposal #B21053 was issued and received for roof management, design and construction management services for the Dover Public Library on April 1, 2021 at 1:00 p.m. A mandatory pre-proposal meeting was conducted on March 12, 2021 at 10:00 a.m. with four firms attending; and
- WHEREAS: The City received three bid replies, of which one was non-compliant and not considered. The remaining two bid replies were reviewed for necessary experience, technical and professional qualifications, possession of a satisfactory record of performance, as well as cost. The total cost proposal and low bid for professional services of \$48,265.00 was received by LeMessurier Consultants, Inc. In addition to the total cost proposal, the City requested and received an on-site inspections option of \$135.00 per hour or \$10,800.00 based on the City's estimate of ten (10) site visits and an alternate price of \$2,500.00 for inspection of the existing EPDM roof following installation of new slate to ensure damage due to the slate installation, if any, is corrected before project is complete; and
- WHEREAS: It is the recommendation to accept the proposal deemed most advantageous to the City and with lowest offered rates submitted by LeMessurier Consultants, Inc. of South Portland, ME.

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 LeMessurier Consultants, Inc. of South Portland, ME for roof management, design and construction management services for the Dover Public Library in an amount not to exceed \$61,565.00. 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
4022.1.390.45500.4725.01109.22	Library - Renovations/Upgrades	1,986,930.00	1,986,930.00

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 – 2021.04.28 – 059**
Resolution Re: B21053 Public Library Roof Consultant

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 – 2021.04.28 – 059**
Resolution Re: B21053 Public Library Roof Consultant

RESOLUTION BACKGROUND MATERIAL:

The City requested proposals from qualified vendors to provide roof management, design and construction management services for slate roof replacement including an evaluation of the existing EPDM, commonly known as a “rubber roof”, at the Dover Public Library.

The existing slate roof is over 100 years old. A roof assessment report was prepared in 2007 which delineated a number of locations that needed repair with long-term recommendation for complete roof assembly replacement. Repairs have been made to the slate roof to mitigate water infiltration into the building since the 2007 report was prepared. The roof is now at the end of life cycle and full replacement is necessary.

Cost proposal for roof consulting services is as follows.

Service	Proposal Fee
Preliminary Design Phase (2 weeks)	\$4,200.00
Design Development Phase (3 weeks)	\$10,115.00
Support Expenses within Design Development (3 weeks), Hazardous Materials Consulting, Laser Building Scan	\$11,550.00
Construction Document Phase (5 weeks)	\$16,000.00
Construction Phase Project Management (Assuming 10 weeks)	\$6,400.00
Total Professional Services	\$48,265.00
On-site Inspections Option	\$135.00/hour, estimating \$10,800.00 allowance
Alternate Price – Low Slope Roof Consulting	\$2,500.00
Total	\$61,565.00

Bid Information:

A sealed Request for Proposal #B21053 was issued and received for roof management, design and construction management services for the Dover Public Library on April 1, 2021 at 1:00 p.m. A mandatory pre-proposal meeting was conducted on March 12, 2021 at 10:00 a.m. with four firms attending.

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2021.04.28 – 059**

Resolution Re: B21053 Public Library Roof Consultant

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	88	Number of Responses:	3 / 1 non-compliant
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Project Completion	Estimated Delivery:	As Needed
Recommended Award to:	LeMessurier Consultants, Inc.	Fund:	FY2022 CIP
Other Approvals Required:	No	References Checked:	Satisfactory per City's Project Facilities Manager
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B21053 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2021.04.28 – 060**

Resolution Re: Citywide 2021-2022 Groundwater Monitoring Program with
Emery & Garrett Groundwater Investigations LLC

WHEREAS: Emery and Garrett Groundwater Investigations LLC (EGGI) was the awarded firm through Sealed Bid #[B13043](#) for hydrogeological consulting services exploration and development of replacement groundwater supply. EGGI has been the ongoing consultant for various other groundwater projects for the City throughout the years; and

WHEREAS: The current groundwater monitoring program is ending and the City received a scope of services and costs totaling \$103,975.00 from EGGI for the 2021-2022 citywide groundwater monitoring program. Due to their vast experience in this field, it is the recommendation to award this project to EGGI in the amounts outlined in this resolution; and

WHEREAS: Per 5-28.B Competitive Bidding Purchases; Waiver. Competitive bidding may be waived by majority vote of the City Council.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Emery and Garrett Groundwater Investigations LLC for the citywide groundwater monitoring program for 2021-2022 in the amount not to exceed \$103,975.00. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendors, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4341.00000.00	CS - Water - Technical Services	132,923.00	107,054.99

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.3.

Resolution Number: **R – 2021.04.28 – 060**

Resolution Re: Citywide 2021-2022 Groundwater Monitoring Program with
Emery & Garrett Groundwater Investigations 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 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.		

RESOLUTION BACKGROUND MATERIAL:

Emery & Garrett Groundwater Investigations LLC (EGGI) has proposed continuation of the citywide long-term groundwater monitoring program initiated in 2016 for the monitoring year of 2021-2022. EGGI has modified their work efforts and budgets for certain individual tasks, but was able to lower the overall project budget from last year's budget of \$111,225 to \$103,975 for 2021-2022. There was a recommendation to discontinue sampling related to the Department of Public Works site as there was an improvement in water quality. Monitoring over the last three years has shown an absence of groundwater contamination related to the site.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2021.04.28 – 060**

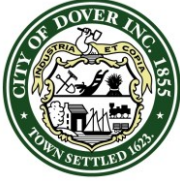
Resolution Re: Citywide 2021-2022 Groundwater Monitoring Program with
Emery & Garrett Groundwater Investigations LLC

The summary of EGGI's scope of services is as follows.

Task 1 - Water Quality Sample Collection and Analyses	
Task 1A - 13 Monitoring Wells	\$7,500
Task 1B.1 – Production Wells-General Water Quality	\$6,500
Task 1B.2 – Production Wells - PFAS and Arsenic Sampling of 8 Production Wells – Raw Water (Non-Compliance) (One time Per Year)	\$7,500
Task 1C - 5 Water Supplies (PFAS Compliance Sampling) Quarterly	\$13,000
Task 1D - Large Withdrawal Permit Monitoring - Production Well DPH#1	\$7,275
Total Cost for Task 1	\$41,775
Task 2 - Aquifer Water Level Monitoring	
Task 2A - 13 Monitoring Wells	\$17,500
Task 2B - Large Groundwater Withdrawal Permit Monitoring for Well DPH#1	\$5,700
Total Cost for Task 2	\$23,200
Task 3 - Preparation of Annual Summary Report	\$9,000
Task 4 - Presentation of Groundwater Data to Staff or City Council	\$2,000
Task 5 - Smith/Cummings Water Level and Water Quality Monitoring	
Task 5A - Water Level Monitoring of 9 Wells	\$2,700
Task 5B - Water Quality Monitoring of 7 Wells (VOC analysis twice per year)	\$3,000
Task 5C - Annual Report	\$2,800
Total Cost for Task 5	\$8,500
Task 6 - DPW Water Level and Water Quality Monitoring	
Task 7 - General Hydrogeological Consulting Services and Contingency	\$19,500
Total Estimated Costs for Tasks 1-8	
	\$103,975

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As needed
Recommended Award to:	Emery & Garrett Groundwater Investigations LLC	Fund:	Water Fund
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2021.04.28 – 061**
Resolution Re: Dissolution of Antonia Kretsepes Memorial Scholarship Fund

- WHEREAS: On May 14, 2014 the City Council approved the establishment of The Antonia Kretsepes Memorial Scholarship Fund; and
- WHEREAS: The family and friends of Antonia (Toni) Kretsepes raised and contributed funds to create the scholarship fund and now the family, for various reasons, is unable to continue to contribute funding to the scholarship fund to provide for an annual \$500.00 award; and
- WHEREAS: The scholarship fund is unable to sustain any future \$500.00 award and the current balance in the scholarship fund is \$454.03; and
- WHEREAS: The City contacted the Charitable Trust Division of the NH Attorney General's Office to determine what action the Board of Trustees of Trust Funds and the City could take to dissolve the scholarship. The Charitable Trust Division recommended a Non-Judicial Settlement Agreement; and

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

The Antonia Kretsepes Memorial Scholarship Fund is hereby dissolved. The balance of this Trust Fund will be disbursed as a scholarship consistent with the award parameters established when the scholarship trust fund was created.

AND FURTHER BE IT RESOLVED THAT:

The City Manager is authorized to sign, on behalf of the City, the Non-Judicial Settlement Agreement to be entered into with the Charitable Trust Division of the NH Attorney General's Office to document dissolution of the Antonia Kretsepes Memorial Scholarship Fund.

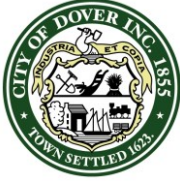
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

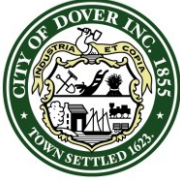
Resolution Number: **R – 2021.04.28 – 061**
Resolution Re: Dissolution of Antonia Kretsepes Memorial Scholarship Fund

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2021.04.28 – 061**
Resolution Re: Dissolution of Antonia Kretsepes Memorial Scholarship Fund

RESOLUTION BACKGROUND MATERIAL:

On April 14, 2014 the Dover School Board approved a resolution requesting establishment of the Antonia Kretsepes Memorial Scholarship Fund. At that time the family and friends of Ms. Kretsepes had raised money and donated those moneys to establish the memorial scholarship fund. The scholarship fund was established to award an annual \$500.00 scholarship.

On May 14, 2014 the City Council approved the establishment of The Antonia Kretsepes Memorial Scholarship Fund as requested by the School Board.

For a period of years the annual award of \$500.00 was presented to a graduating Senior of Dover High School. Since 2016, there has been less than \$500 (annual scholarship amount) in the trust. So no annual award has been provided since then. At this time the family, for various reasons, is unable to continue to contribute funding to the scholarship fund to provide for an annual \$500.00 award. One of the family members, Ms. Virginia Costis, contacted the Board of Trustees of Trust Funds to see if something could be done to provide one final scholarship award and close out the scholarship fund.

The Board of Trustees of Trust Funds determined that closing out the scholarship fund made sense. Through the City Attorney, contact was made with the Charitable Trust Division of the NH Attorney General's Office to determine what action the Board of Trustees of Trust Funds and the City could take to dissolve the scholarship. The Charitable Trust Division recommended a Non-Judicial Settlement Agreement (NJSA), which would be signed by the members of the Board of Trustees of Trust Funds, the City authorized representative, and the Charitable Trust Division.

The NJSA would identify the reason the scholarship fund would be closed, and to close out the fund there would be one final scholarship award for the amount remaining in the fund.

The Board of Trustees of Trust Funds voted at their February 22, 2021 meeting to enter into the NJSA.

The City Council is required to vote to dissolve the scholarship fund, whereas, the City Council voted to create the trust fund. The City Council is voting to authorize the City Manager to sign the NJSA as the designated City representative.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2021.04.28 – 062**
Resolution Re: FY2022 CIP Appropriation of School Facilities Capital Reserve Funds for Voyage Mark II Scale Model Solar System

- WHEREAS: The City Council desires to make public improvements and to finance these improvements through the use of School Facilities Capital Reserve funds and;
- WHEREAS: The School Department and City Planning Department was informed of an opportunity from the National Center for Earth and Space Science Education and Exhibitology, LLC to locate a Voyage Mark II scale model solar system in Dover; and
- WHEREAS: The City staff, Superintendent Dr. Harbron, and the President of the Children's Museum met with the Program Director to discuss the opportunity and location for installation; and
- WHEREAS: The School Board voted at their April 12, 2021 meeting to approve use of School Facilities Capital Reserve funds to fund the installation cost of the Voyage Mark II scale model solar system; and

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

The following capital project is appropriated for \$60,000.00 and to be financed with a transfer from the School Facilities Capital Reserve Fund and the Finance Director is authorized to transfer the funds from the respective Reserve Fund in the amount listed:

Item #	Description	Appropriation	Funding	Fund
1	Voyage Mark II Scale Model Solar System	\$60,000	School Facilities Capital Reserve	Trust
	Total	\$60,000		

NOTE: This resolution requires a duly advertised public hearing and a 2/3 majority vote according to C6-6 of the City Charter.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2021.04.28 – 062**
Resolution Re: FY2022 CIP Appropriation of School Facilities Capital Reserve Funds for Voyage Mark II Scale Model Solar System

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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

Resolution Number: **R – 2021.04.28 – 062**
Resolution Re: FY2022 CIP Appropriation of School Facilities Capital Reserve Funds for Voyage Mark II Scale Model Solar System

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for a FY2022 Capital Improvements Program (CIP) project financed by a transfer from the School Facilities Capital Reserve in the amount of \$60,000.00.

The School Facilities Capital Reserve currently has an available balance of \$583,704.00. The proposed uses of the School Facilities Capital Reserve as outlined in the FY2022-2027 CIP results in a minimum balance of \$650,947.00 being available. Therefore, it has been determined that the School Facilities Capital Reserve can accommodate the use of \$60,000.00 for the proposed project.

The School District and City were informed of an opportunity for a new Voyage Mark II installation opportunity from the National Center for Earth and Space Science Education, a 501(C)3 non-profit and Exhibitology, LLC.

The National Center for Earth and Space Science Education are inviting communities across the U.S. to explore a permanent installation of a Voyage Mark II Scale Model Solar System as part of the Voyage National Program. The first Voyage exhibition was permanently installed on the National Mall in Washington, DC, between the U.S. Capitol and Washington Monument, in front of the Smithsonian Institution museums.

City Staff, the Superintendent of Schools, and the President of the Children's Museum met the Center's Program Director to hear more about this opportunity. Staff thought the installation would be an appropriate use of school facilities capital reserve funds as the program is an opportunity for the school district to engage k-12 students, families, and the public in outdoor experiences for STEM learning in the earth and space sciences, which is directly relevant to the school district's curriculum. From the City and School District's perspective, this will provide an excellent educational resource for the Dover Schools as well as the Dover Community.

The School Board voted to approve the use of school facilities capital reserve at their meeting on April 12, 2021 and to seek City Council approval for the appropriation to fund the costs of installation. The installation would cost \$60,000.00 or less and would be installed on the Community Trail starting at Central Ave/Rutland Street and ending near Fisher Street. The installation would occur later this year.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Agenda Item#: 13.C.1. Ordinance Number: O – 2021.04.28 - 004 Ordinance Title: Administrative Code Chapter: 5 Section: 33 Competitive bidding procedure	

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend the City of Dover’s administrative purchasing code provisions to update certain bond requirements for construction projects, as explained more fully in the background of this ordinance, which is incorporated by reference.

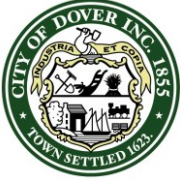
2. AMENDMENT

Chapter 5, entitled “Administrative Code”, is hereby amended by revising Section 33, “Competitive bidding procedure”, as set forth below:

§ 5-33 Competitive bidding procedure.

The procedure for competitive bidding is established as follows:

- A. Competitive bidding shall be initiated by the Purchasing Agent with a notice of solicitations for bidding sent to vendors and/or by advertising. The notice shall contain specifications as to quantity and quality, date and time for the closing of bids, the date and time for opening bids, and other details regarding the bidding process. All solicitations shall note that all purchases are subject to the conditions set forth in the City Purchasing Code.
- B. The Purchasing Agent shall solicit at least three vendors when available on every purchase requiring competitive bidding unless exempted by the provisions of this article. Bids shall be awarded to the vendor whose bid is the most advantageous to the City of Dover. In the event fewer than three bids are received, the City Purchasing Agent may award the purchase on the basis of the bid most advantageous to the City of those submitted or may order a rebidding.
- C. Technical specifications for bids shall state information as broadly as practicable, yet shall be specific enough to describe the requirements of the purchase. Nontechnical specifications for bids shall state the quality required in general terms.
- D. Sealed formal bids shall be submitted by qualified vendors before the bidding deadline, but may be withdrawn by any bidder before the deadline. After the bidding deadline, the Purchasing Agent shall receive no further bids, and no bidder shall withdraw a bid. The City shall have custody of all bids submitted pursuant to this Purchasing Code.



CITY OF DOVER

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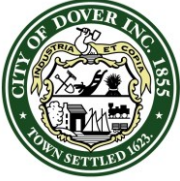
Ordinance Number: **O – 2021.04.28 - 004**
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Chapter: 5
Section: 33 Competitive bidding procedure

- E. In accordance with RSA 447:16, the Purchasing Agent shall require security from vendors for construction projects estimated to be in excess of \$~~125,000~~35,000.
- (1) The elements of a purchase to be secured include, but are not limited to, the following:
- (a) A bid bond in the minimum amount of ~~5+0~~% of the bid price from the time of bid opening until signing of the contract to offset the cost of accepting the next lowest qualified bidder, in case of default by the bidder.
- (b) A performance bond in the amount of 100% of the contract price to ensure compliance with and completion of the contract.
- (c) A labor and materials bond in the amount of 100% of the contract price to ensure payment to suppliers and subcontractors by the contractor.
- (2) The form of the security shall be prescribed by the Purchasing Agent and may consist of, but is not limited to, bonds issued by surety companies licensed within the United States, certified checks and irrevocable letters of credit at banks acceptable to the City. The Purchasing Agent may waive the bond requirements on a case-by-case basis with the approval of the City Manager. The Purchasing Agent may include security requirements for projects less than \$~~125,000~~35,000 and in other types of purchases where doing so is advantageous to the City, with the approval of the City Manager.
- F. In each and every case where bids are presented to the City Council for award, information presented to the City Council shall include solicitation information and bid amounts.
- G. The Purchasing Agent shall open bids, read them in public, inspect them and process for award. In determining the bid most advantageous to the City, the Purchasing Agent shall, whenever possible, analyze the bids so that the bids are compared on an equitable basis as determined in the sole discretion of the Purchasing Agent.
- H. The competitive bid procedure may be waived by a majority vote of the City Council.

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING



CITY OF DOVER

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AUTHORIZATION

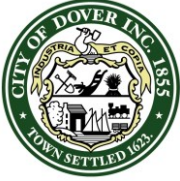
Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Robert Carrier By request
Approved as to Legal Form and Compliance:	Joshua M. Wyatt City Attorney		
Recorded by:	Susan Mistretta City Clerk		

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2021.04.28 - 004**
Ordinance Title: Administrative Code
Chapter: 5
Section: 33 Competitive bidding procedure

ORDINANCE BACKGROUND MATERIAL:

This ordinance amends [Chapter 5](#) of the City's Code. That chapter contains the City's purchasing code provisions. Relevant to this ordinance, the City of Dover requires several types of bonds in connection with public works projects. These bonds serve an important purpose in protecting the City and the public by ensuring public bidders and contractors timely fulfill their obligations. In practical terms, however, bond requirements add costs to a project and often increase the ultimate construction costs for the City of Dover. Therefore, it is recommended that the City reevaluate its bond requirements from time to time and, if necessary, ensure those requirements are in line with best practices and state requirements.

This ordinance involves two categories of revisions. First, this ordinance amends the City's bid bond requirement from 10% (currently) down to 5%. This is meant to parallel current State of New Hampshire practice. Bid bonds assure the owner that a contractor will enter into a contract for the quoted price and fulfill other obligations. A surety will be liable on that bond for any additional costs in re-awarding the contract to another contractor, often limited to the difference between the low bid and the next-lowest bid amount (up to the amount of the bid bond). Low bidders are almost always within 5% of the next-lowest bid.

Second, this ordinance amends the dollar threshold for requiring bonds on a project. Dover's Code currently requires bonds where a construction project is estimated to be at or in excess of \$35,000, which is a low threshold and has not been updated in several years. The state statute used to also provide for a \$35,000 threshold, *see* [Laws 2009, 8:1](#), but has since been amended to increase the dollar threshold for municipal projects to \$125,000. *See* [RSA 447:16](#); *see also* [Laws 2017, 242:1](#). Accordingly, this ordinance brings the local amounts parallel with the statute.